

COMPANY
NAME

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GUIDE
SPONSOR

11° EDITION

RMFORUM

FROM THE FUTURIBLE TO THE REAL

28 | 29
SEPT
2023
MUSEO ALFA
ROMEO



1. LOCATION

MUSEO STORICO ALFA ROMEO

viale Alfa Romeo, 20020 Arese (MI) - Italy

GETTING TO THE MUSEUM: <https://www.museoalfaromeo.com/it-it/visita/Pages/visita.aspx>

2. DATES AND TIMES

WEDNESDAY, **SEPTEMBER 28, 2023 FROM 2.00 PM - TO 6.00 PM**

THURSDAY, **SEPTEMBER 29, 2023 FROM 09.00 AM - TO 6.00 PM**

3. SETTING UP / TAKING DOWN

Sponsors will be able to access the exhibition spaces, to set them up with their own material, on **28 SEPT 2023 from 10.00 AM to 12.30 PM**

On **29 SEPT**, at the end of the proceedings, sponsors can take down their material until about **6.30 p.m.**

4. INVIO DI MATERIALE AL MUSEO

If you need to ship materials to Museo, please ensure that all material sent to the Museo is clearly marked with THE NAME AND THE DATE OF THE EVENT, AS WELL AS THE NAME OF THE SPONSOR COMPANY.

Material must be sent to the following address:

MUSEO STORICO ALFA ROMEO viale Alfa Romeo, 20020 Arese (MI) - Italy

marked for the attention of VALENTINA CAMOLESE - Mobile: +39 3371318314 - Email: valentina.camolese@museoalfaromeo.com

!!!!!! Please inform Ms. CAMOLESE in order to arrange for the collection of the shipped material !!!!!!

In case of pallets and/or heavy materials, the shipper must be equipped with pallet trucks/tail lift for the unloading operations.

The Museum will accept deliveries only on **27- 28 SEPTEMBER** and shall not be held responsible for any inconvenience relating to deliveries not made in compliance with the above-mentioned instructions, services and delivery times. The Museum will accept no responsibility in the event of theft, breakage or destruction of any property brought into the Museum by users of the premises, or by anyone acting on their instructions, in accordance with the provisions of article 1784 of the Italian Civil Code.

5. MATERIAL TAKEN AWAY FROM THE MUSEO

At the end of the event, all meeting spaces and the exhibition area must be cleared of equipment, materials and / or personal effects belonging to the group by approximately 18:00.

To date, it is not possible to leave parcels for shipping on the days following the event, we will give you updates about it near the event.

6. HOTEL&ACCOMODATION

For any hotel reservations you can contact one of the hotels listed at the link:

<https://www.rmforum.it/hotel-accomodation/> by naming the RM FORUM convention, the agreed fee will be discounted*.

We suggest that you reserve your rooms promptly

* subject to availability

7. FREE PARKING

Free parking available for RM FORUM visitors (follow the location's parking signs)



9. TRANSLATION SERVICE

Service to be defined

10. ALFA ROMEO HISTORICAL MUSEUM CONVENTION OFFICE CONTACTS

Valentina Camolese

Museo Storico Alfa Romeo

Viale Alfa Romeo, Arese (Mi) - Italy

Mobile: +39 3371318314

Email: valentina.camolese@museoalfaromeo.com

11. RM FORUM ORGANIZATION CONTACTS

ERIS EVENTI | Publitarget

Via G.Govone 56

20155 Milano

Event Coordinator

Andreana Ippolito

Event Coordinator and Marketing Assistant

Ph +39 02 3494367

a.ippolito@eriseventi.com

ERIS EVENTI / Publitarget

Sales Management



Guglielmo Calcagno

Sales & Marketing Manager

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Mobile 335.1500876

WWW.RMFORUM.IT



COMPENSORIO MUSEO ALFA ROMEO ARESE



ACCESS TO THE CHARGE / DISCHARGE AREA

To access the unloading area closest to the Exhibition Area it is necessary - for security reasons imposed by the MUSEUM - that all accesses are registered.

For this reason it is necessary that you provide us with the name and surname of the driver of the vehicle and, if possible, the CAR PLATE by Monday 20 September 2023.

*** ACCESS TO LOADING / UNLOADING AREA FOR EXHIBITORS

To access the closest loading / unloading area to your stand you will be assisted by the Museum staff

You will access AREAS A or B - closest to the location of your stand - indicated in the file "ACCESSO ALLESTITORI" (attached) both being ONLY UNLOADING AREAS.

Cars will have to be promptly moved and parked in the MUSEUM free parking space.

N.B. no trolleys are available for goods unloading and transportation.

Sponsors who do not provide this information within the time specified will not be able to access areas A or B.

Alternatively, they can park in the Free Parking and reach the exhibition area from there (see the visitors' itinerary in violet).

THERE ARE NO TROLLEYS FOR UNLOADING AND TRANSPORTING GOODS, NOR PERSONNEL FOR PORTERAGE

IT IS NOT POSSIBLE TO EXPOSE MACHINERY IN OPERATION



STAND DETAILS AND EQUIPMENT

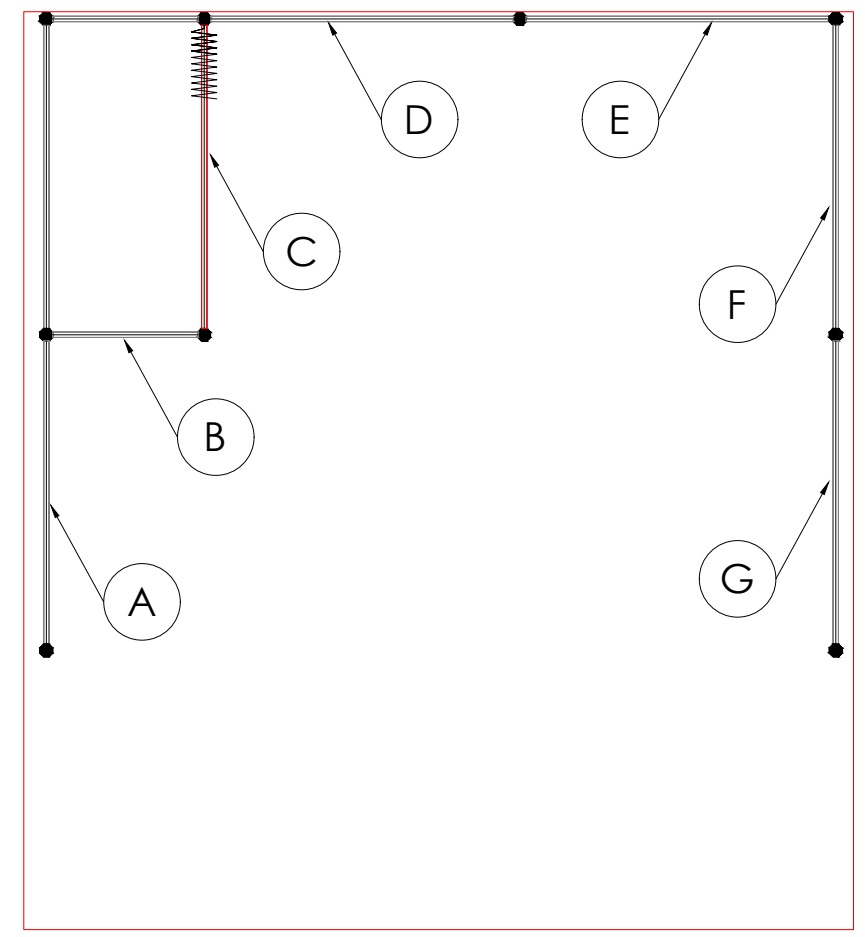
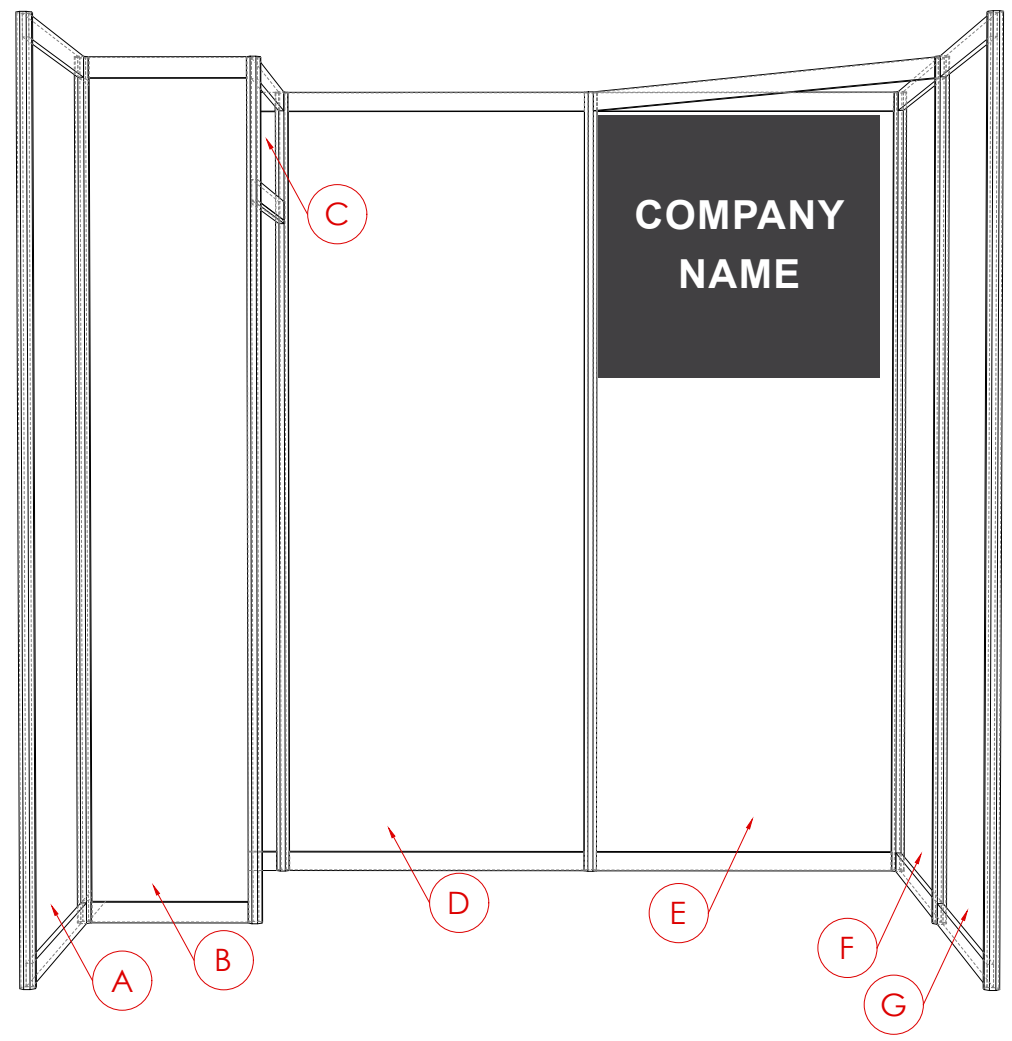
- Area: 250 (width) X300cm h. 250cm
- Floor: carpeted
- Aluminum structure h. 250cm with white laminated panels
- Closet with folding door
- 1 sign 1mx1m with the exhibitor's logo (produced by organizer)
- 1 table and 2 chairs
- 1 reception desk/showcase (100x50 cm, height 100 cm)
- 1 brochure stand (column)
- Wiring system comprising 3 spot lights
- 1 mains socket
- 1 separate hanger
- 1 waste basket



**** Reception desk / showcase**
(measures 100x50x100h) allows you to display your products in a space of 100x50x30h (glass part). The display desk/showcase, in the lower part, is closed and you will find it equipped with a padlock and key.

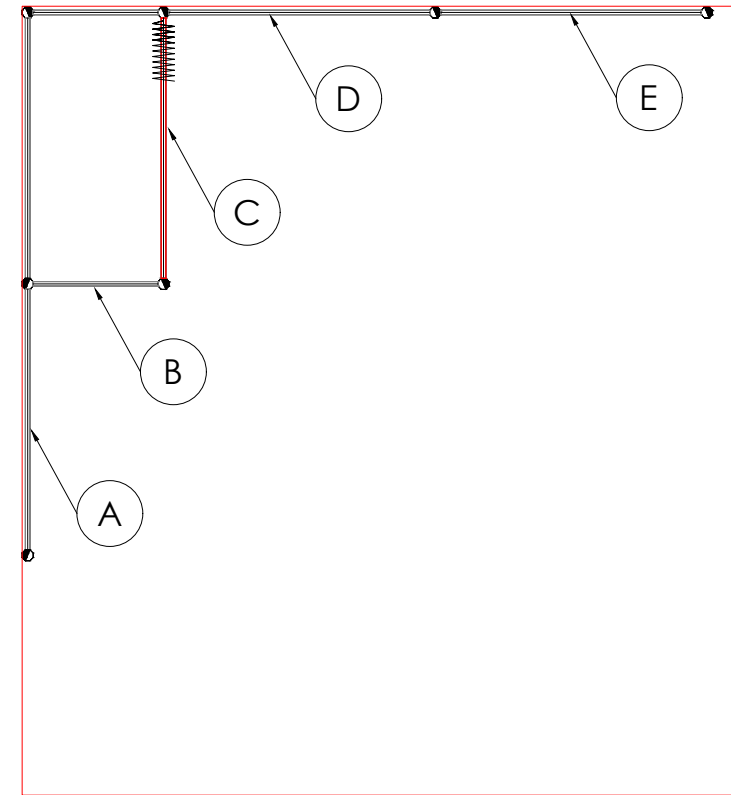
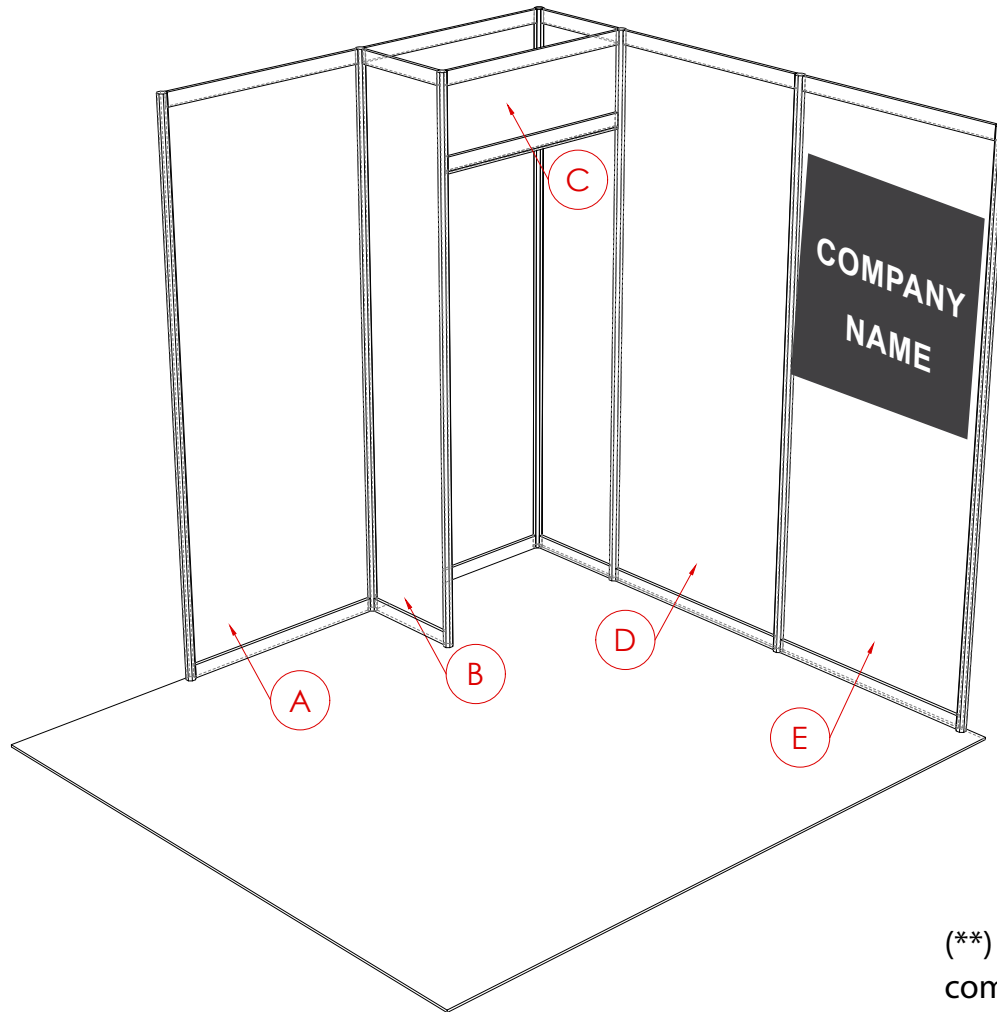
STAND CUSTOMIZATION _OPTIONAL (1 OPEN SIDE)

TECHNICAL DRAWING 1 (**)



STAND CUSTOMIZATION _OPTIONAL (2 OPEN SIDES) ** CLOSET LEFT

TECHNICAL DRAWING 2 (**)

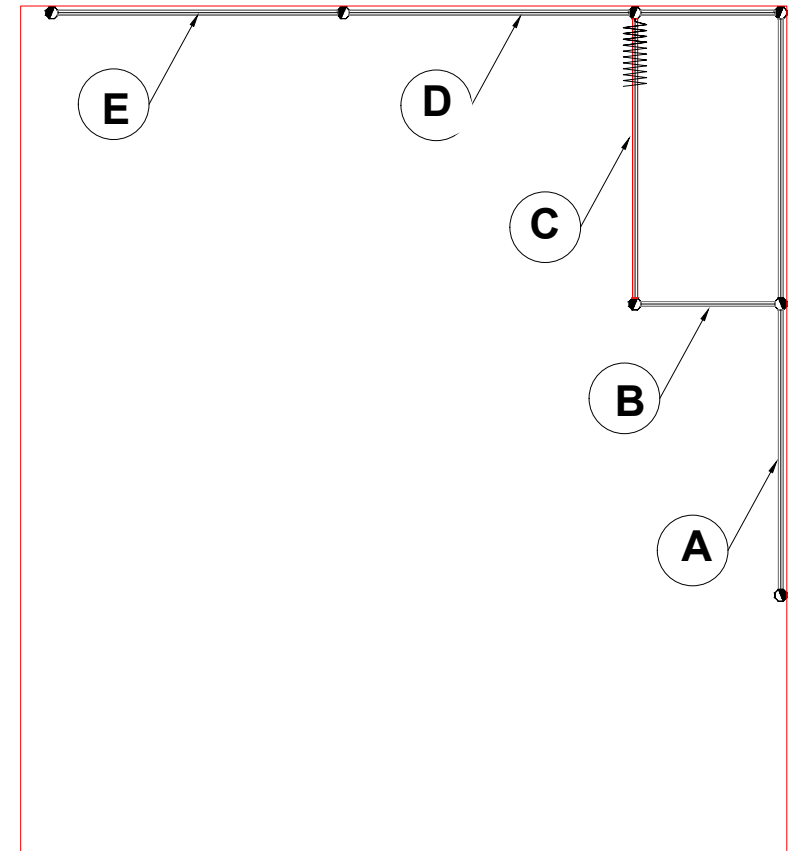
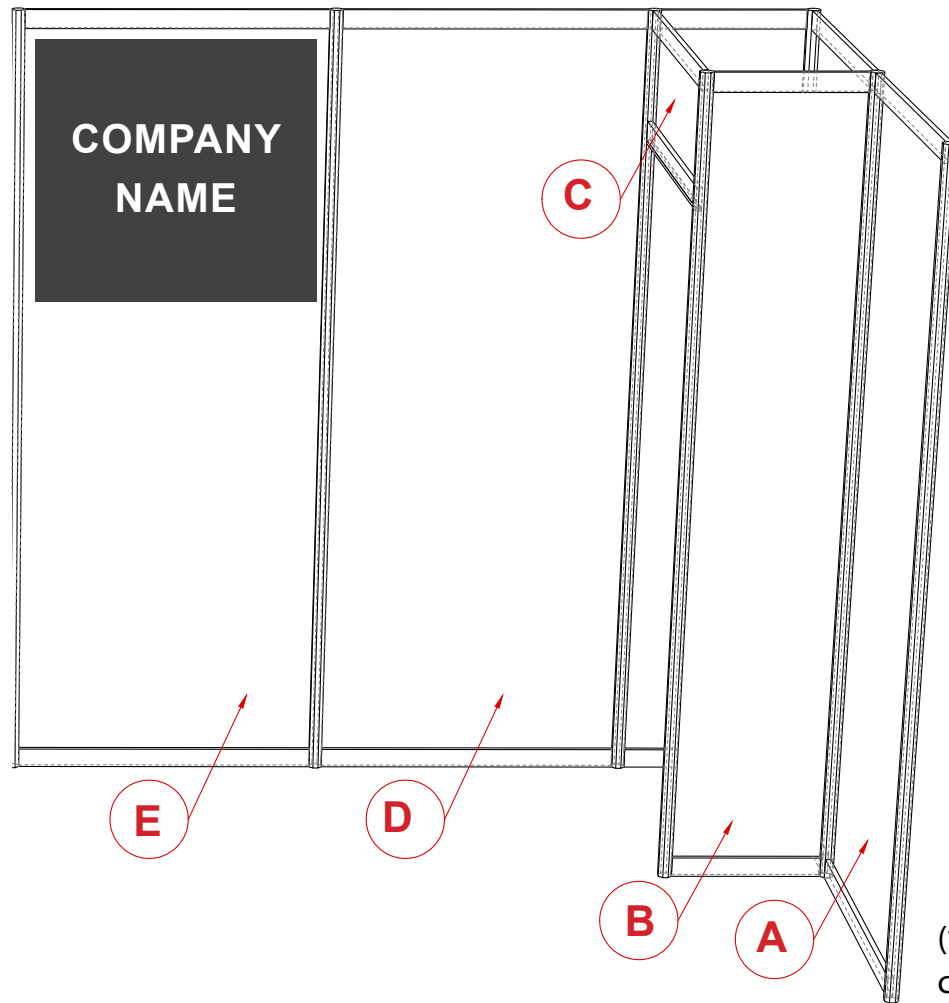


(**) The assignments of the stands, with the sending of the map, will be communicated later: only the corner stands will have the opening on two sides.

() The closet will be positioned on the left or on the right (in a alternata) depending on the layout of the stand**

STAND CUSTOMIZATION _OPTIONAL (2 OPEN SIDES) ** CLOSET RIGHT

TECHNICAL DRAWING 3 (**)

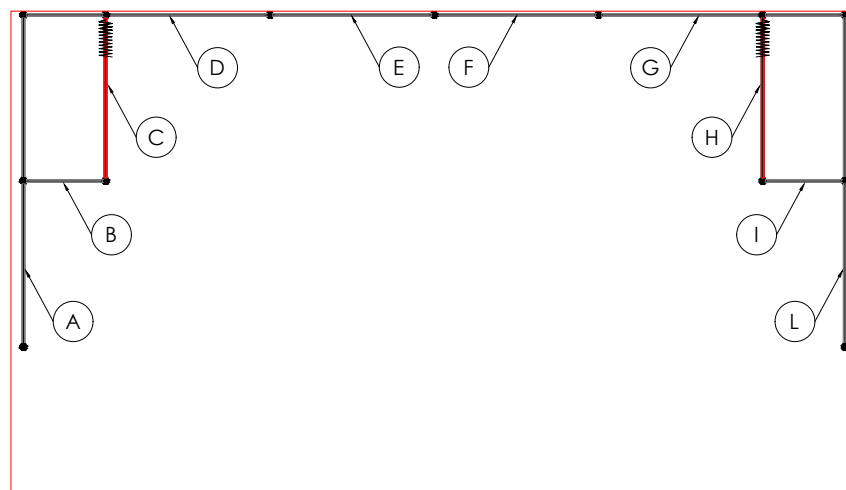
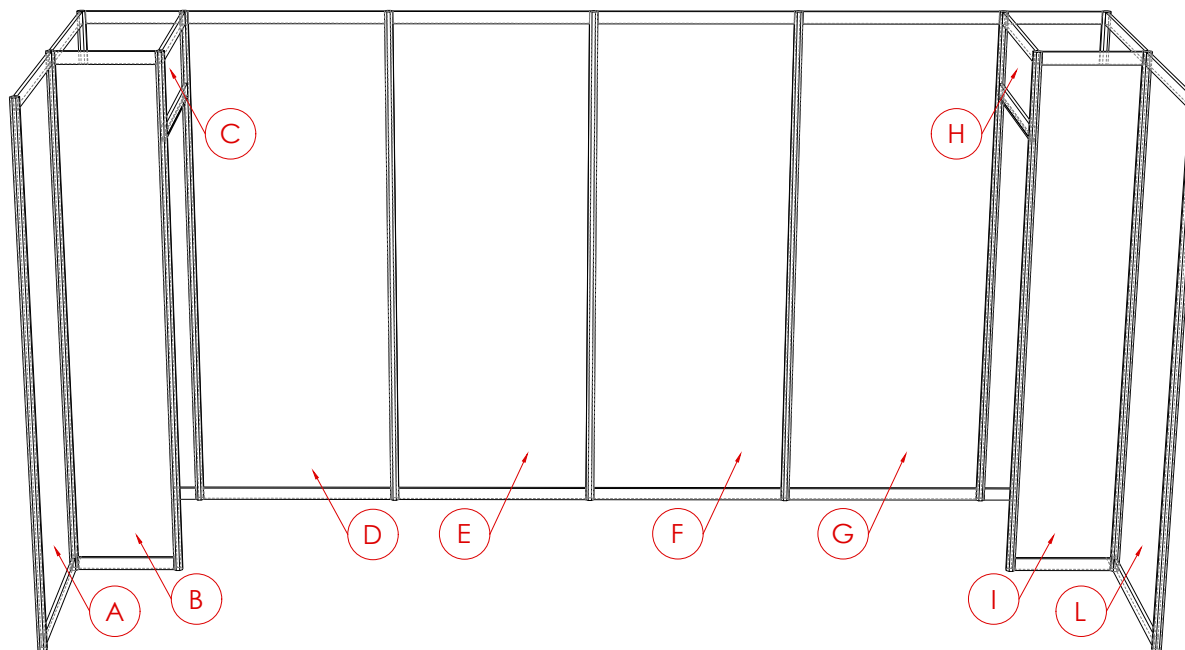


(**) The assignments of the stands, with the sending of the map, will be communicated later: only the corner stands will have the opening on two sides.

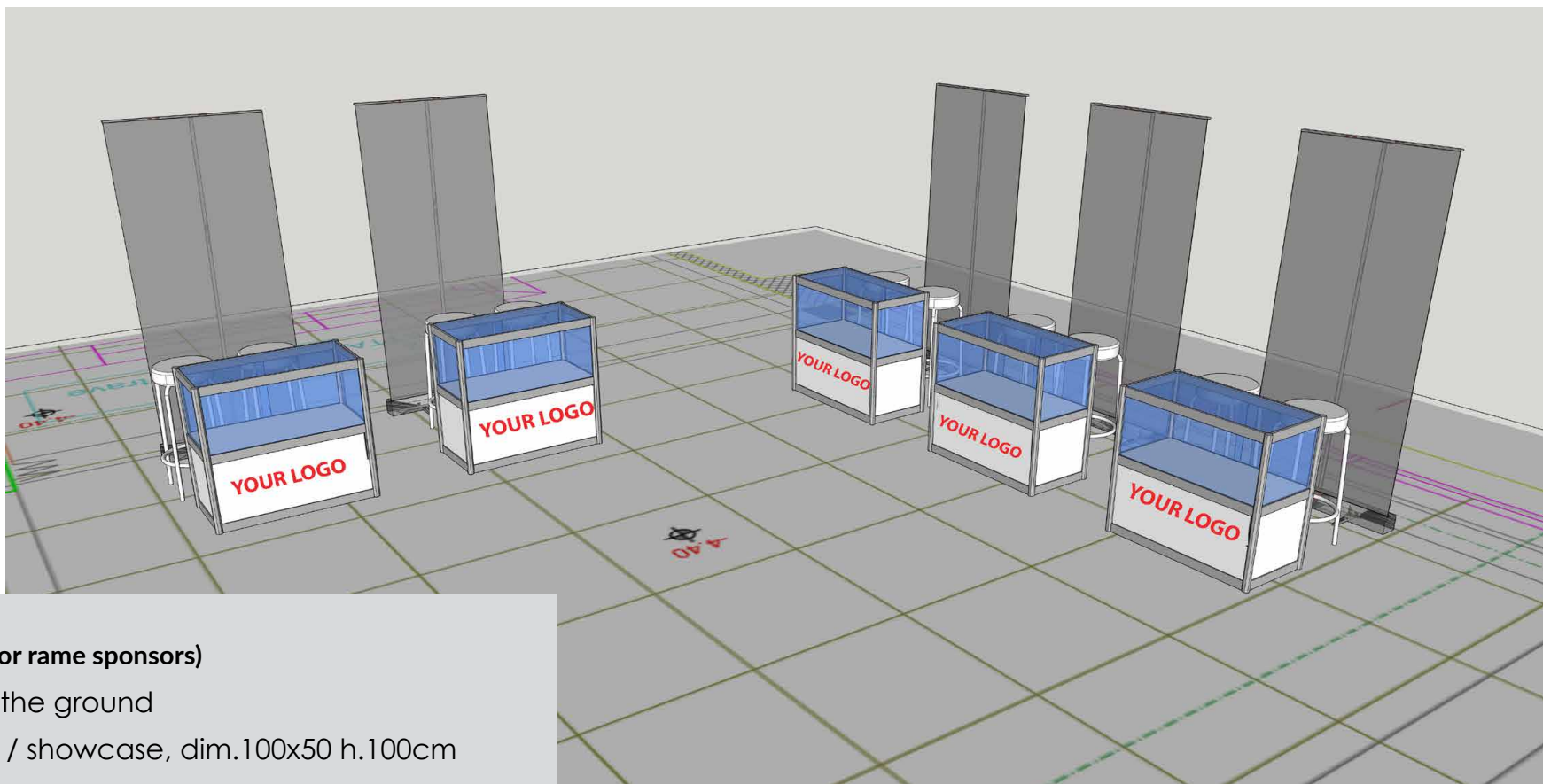
() The closet will be positioned on the left or on the right (in a alternata) depending on the layout of the stand**

CUSTOMIZATION _OPTIONAL DOUBLE STAND (1 OPEN SIDE)

TECHNICAL DRAWING 4



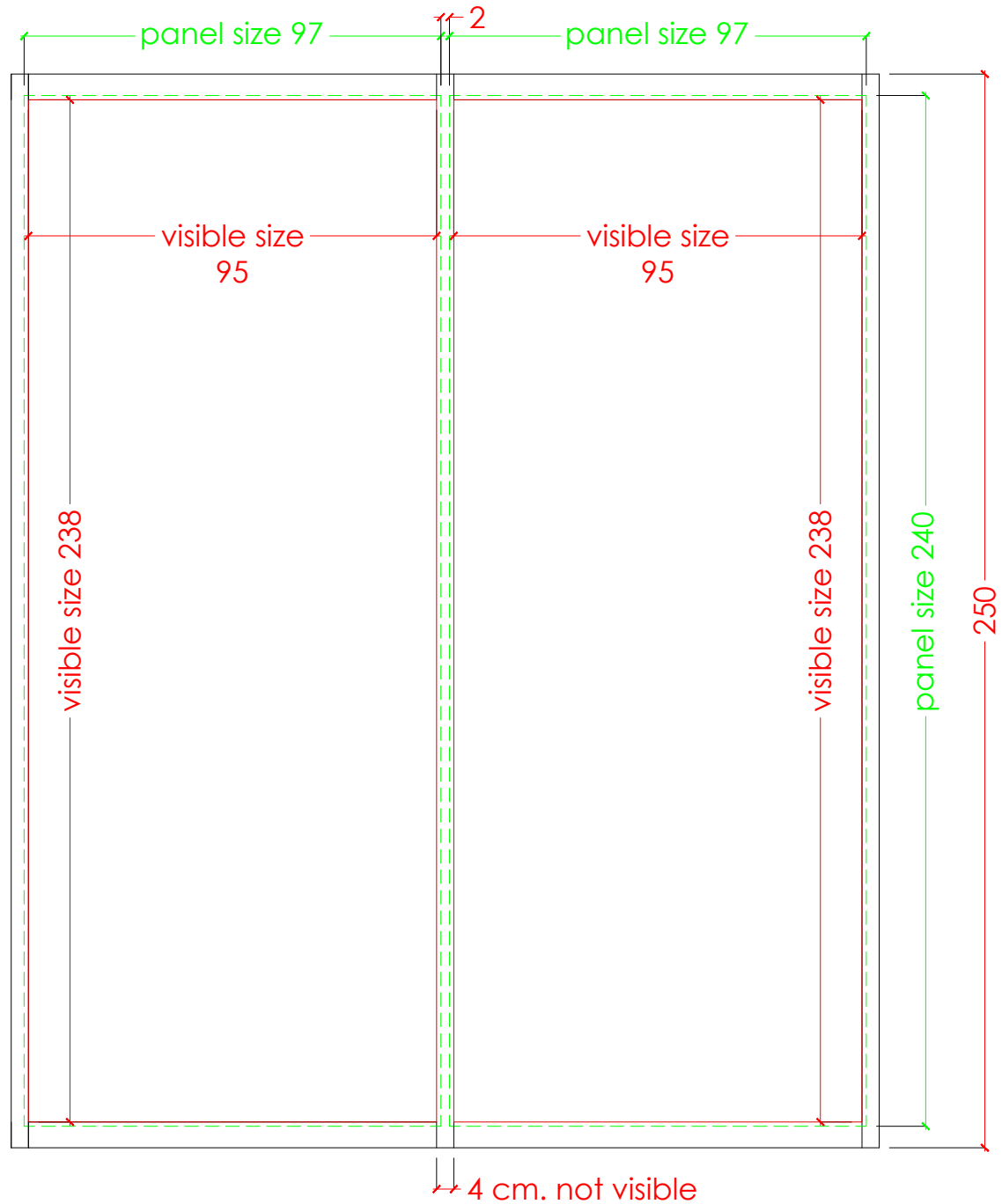
CUSTOMIZATION CORNER (ONLY RAME SPONSORSHIP)

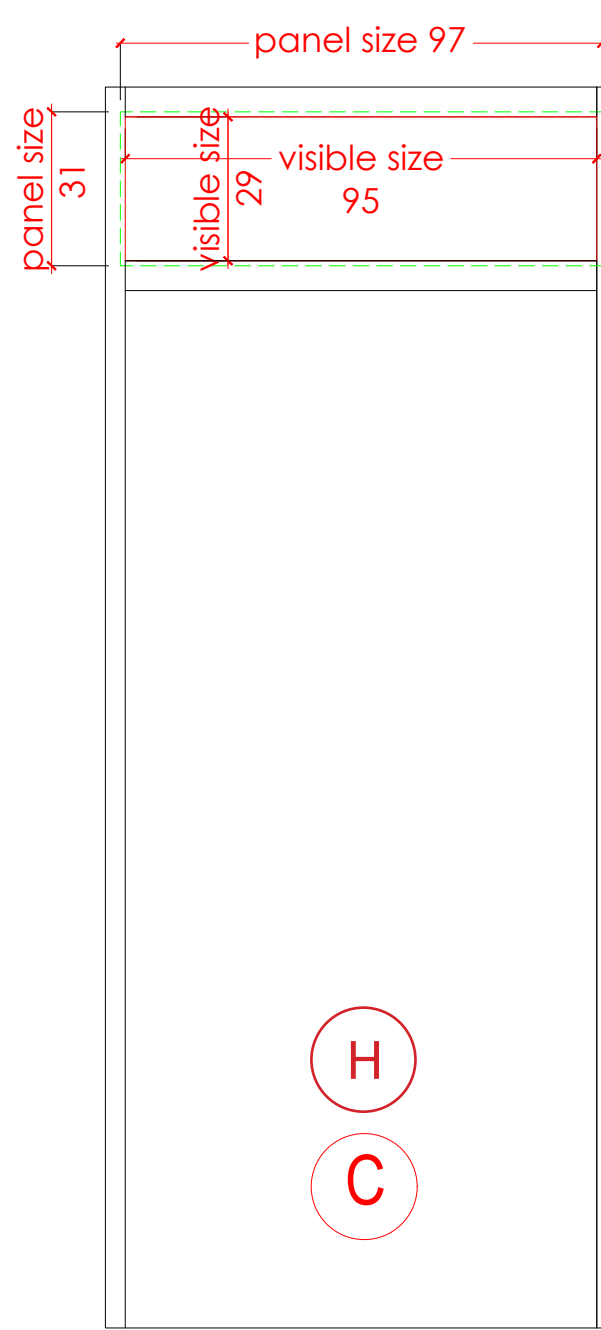
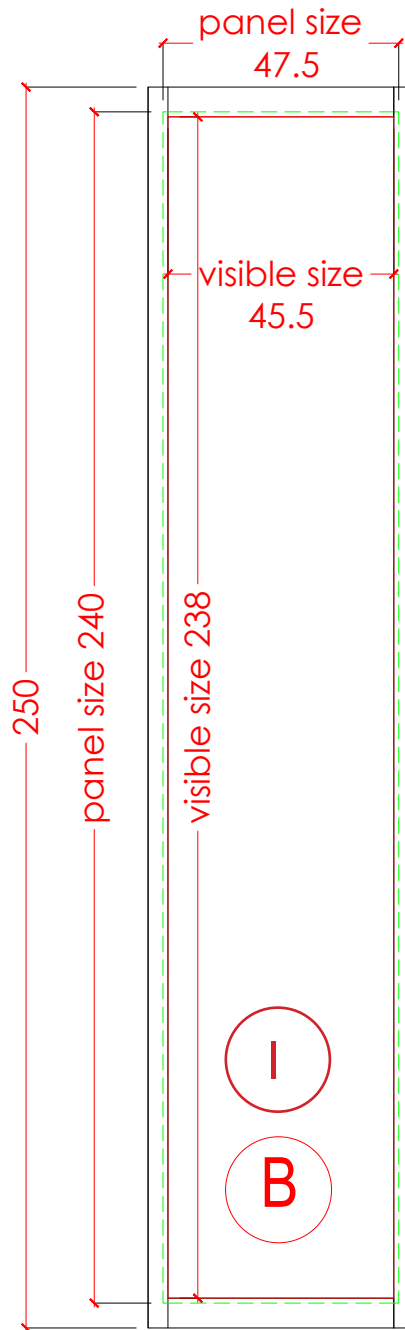
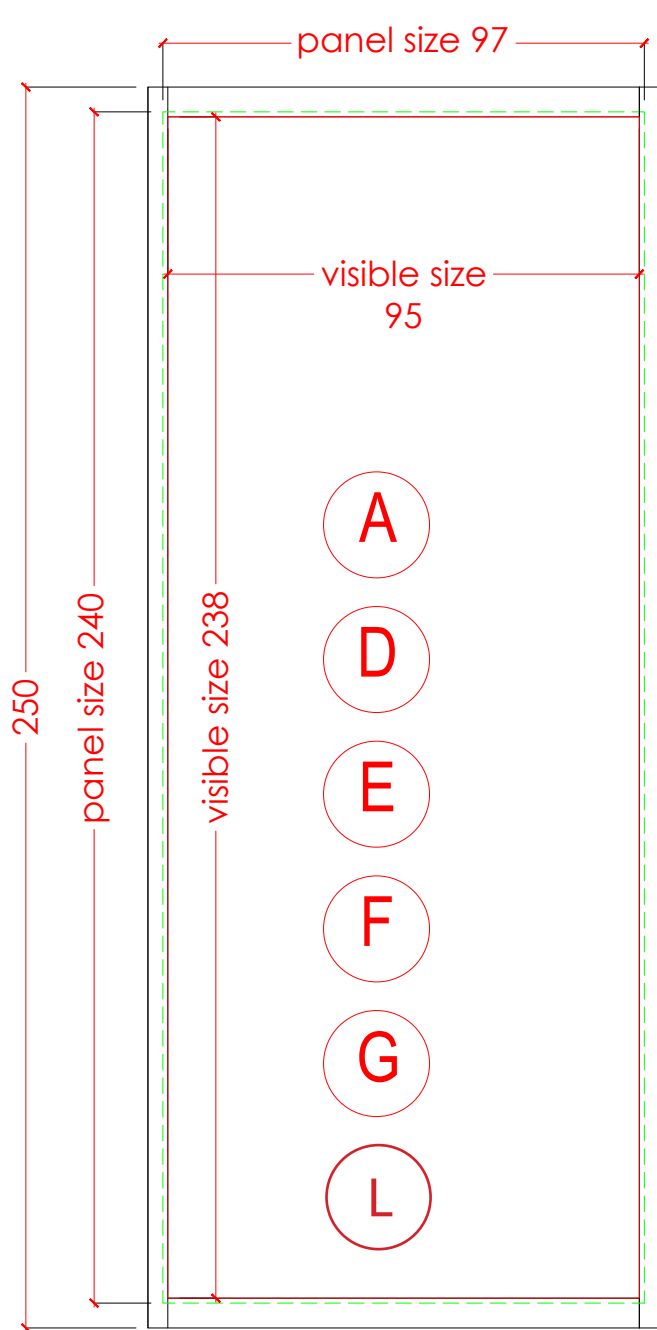


SUPPLY CORNER (only for rame sponsors)

- Flooring: carpet on the ground
- N.1 Reception desk / showcase, dim.100x50 h.100cm
- N.2 Stools
 - RAME SPONSORING COMPANIES WILL BE ABLE TO DO SO EXHIBIT A ROLLER SHUTTER (STANDARD MEASURES 80 X 200 CM) TO BE SELF-PRODUCED (NOT INCLUDED IN THE SUPPLY OF THE STAND)
 - THE CORNERS ARE NOT EQUIPPED WITH ELECTRICAL CONNECTION AND ADDITIONAL LIGHTING.

- THE GRAPHICS OF RECEPTION DESK/SHOWCASE (YOUR LOGO) WITH SPONSOR LOGO IS PRODUCED BY ORGANIZER WITH YOUR LOGO COMPANY ALREADY PROVIDED FOR THE COMMUNICATION OF THE EVENT





It is possible to customize the stand with:

FOREX PANELS WITH CUSTOM PRINTING

technical drawing 1/2/3/4 (costs including installation):

PANELS A, D, E, F, G, L * (1) ** (2)

panel measures: 97x H 2.40 cm

visible graphic measures: 95x H 238cm

PDF PRINT FILES 95X 238 + 1CM OF ABUNDANCE PER SIDE.

€ 150.00 + VAT (EACH)

* (1) If there is a graphic with a continuous image between multiple panels (D + E) it must be taken into account that the floor lamp between one panel and the other is 4 cm wide.

PANEL B, I

panel measurements: 47.5x H 2.40 cm

visible graphic measures: 45,5x H 238cm

PDF PRINT FILES 45,5X 238 + 1CM OF ABUNDANCE PER SIDE.

€ 75.00 + VAT (EACH)

PANEL C, H

panel measures: 97x H29 cm

visible graphic measures: 95 x H29 cm

PDF PRINT FILES 95X29 + 1CM OF ABUNDANCE PER SIDE.

€ 33.00 + VAT (EACH)

** (2) If you want to customize the back walls D + E (no other walls) with a single graphic (without metal profiles in between) it is also possible to create:

Single Forex inserted in the structure which must have the following dimensions:

visible graphic measures: 194XH.238 CM Cost: € 290.00 + VAT

PDF PRINT FILES 194X238 + 1CM OF ABUNDANCE PER SIDE.

ONLY FOR DOUBLE STAND (TECHNICAL drawing 4)

If you want to customize all the walls of bottom D-E-F-G with a single graphic (without metal profiles in the middle) it is also possible to make a frame with PVC GRAPHICS

size of the visible graphics: 392XH.244 CM

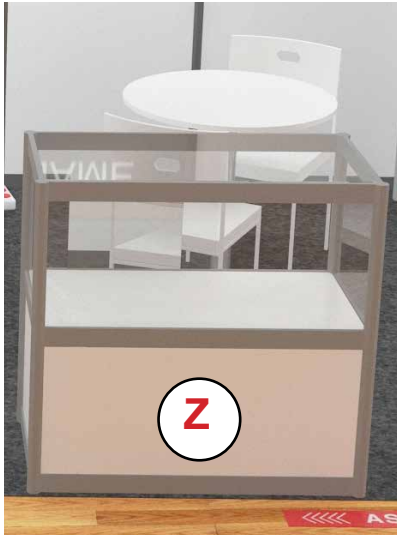
PDF PRINT FILES 392XH.244 CM + 10 CM ABUNDANCE ALL AROUND

€ 605.00 + VAT

SEND HIGH RESOLUTION PDF FILES (IN THE SIZES INDICATED) TO:

a.ippolito@eriseventi.com BY 5 SEPTEMBER 2023

PRINTING AND ASSEMBLY OF CUSTOMIZED PANELS BY STAND FITTER



SHOWCASE DESK PANEL Z

(measures 100x50x100h) allows you to display your products in a space of 100x50x30h (glass part).

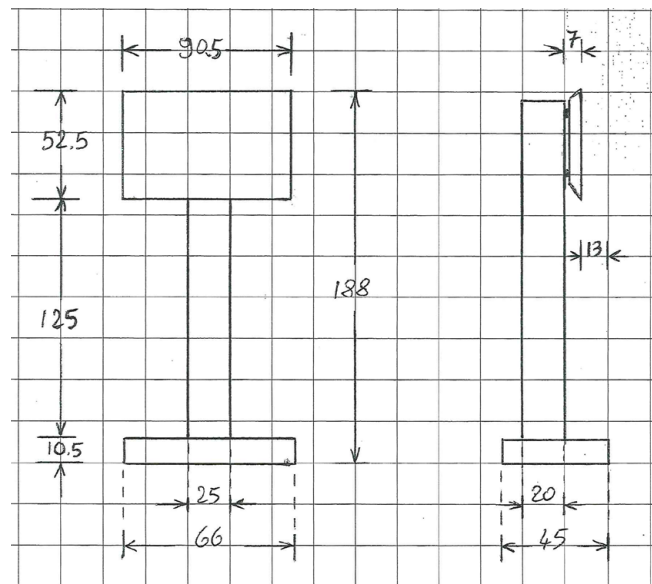
The display cabinet / desk, in the lower part, is closed and you will find it equipped with a pad-lock and key.

visible graphic measures PANEL Z: 95 x H 42 cm
PDF PRINT FILES 95X42 + 1CM OF ABUNDANCE PER SIDE.

GRAPHICS COST: € 50.00 + VAT



SELF-SUPPORTING 40 'TV MONITOR



STAND TABLE

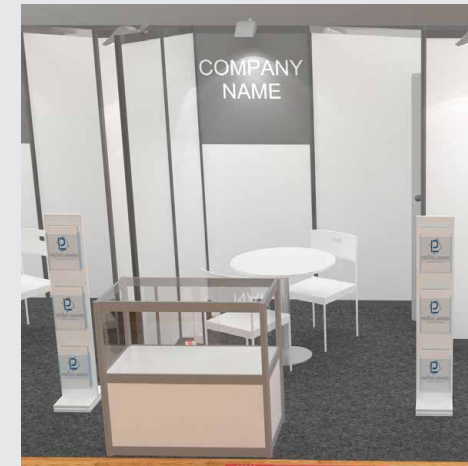
Diameter 80 cm

STAND CHAIR

base for seat graphics 20 cm



COMPANY NAME



Each stand provides for the installation of the sign **COMPANY NAME** with your company logo provided.

The sign measures 95x95 cm.

It will not be provided if the sponsor chooses the graphics of the whole stand. It is usually positioned on the bottom part of the stand, in walls E or D depending on whether it is a left or right stand.



SOME EXAMPLES OF STAND CUSTOMIZATION





SUPPLY EXTRA



Portadepliant
€18.00



Monitor TV 40''
€275.00



Monitor TV 40''
with pedestal / self-
supporting
€405.00

The layout of the stands is the same for all exhibitors, as this will create a harmonious and elegant setting. Sponsors will have the option of renting extra furnishings at their own expense. Sponsors will have to communicate to us any extra pieces of equipment that they would like to rent at the email address: a.ippolito@eriseventi.com not later than **5 settembre 2023**

info

- PRE-SET UP STAND MEASURING 2.5X3 METRES
- ELECTRICAL POWER SUPPLY AND WIRELESS INTERNET CONNECTION
- INSIDE THEIR OWN STANDS, SPONSORS MAY DISPLAY THEIR OWN ROLL-UP BANNER (STANDARD SIZE 80 X 200 CM), TO BE PRODUCED BY THE COMPANY ITSELF
- SMALL POSTERS MAY ALSO BE DISPLAYED, ATTACHED WITH DOUBLE-SIDED TAPE (THE DOUBLE-SIDED ADHESIVE APPLIED MUST NOT RUIN THE WALLS, IF SO ANY DAMAGE WILL BE CHARGED)

**IT IS NOT POSSIBLE TO EXPOSE
MACHINERY IN OPERATION**

EVENT COORDINATOR

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