The deadline for sending the project for the stand built by the exhibitors 24th of August 2026

Company	Phone
Address	Mobile (of the contact person)
ZIP Code; City	Fax
Country	E-mail
Contact person	VAT no. / Registration no.

Send order by fax: **+40 21 207 70 70**
E-mail: **romexpo@romexpo.ro**

ORDER: STAND CONSTRUCTION BUILT BY THE EXHIBITOR / A THIRD PARTY SPECIALIZED COMPANY

We order according with the items checked below and, in the same time, we accept the Terms Conditions from Application Contract and the General & Technical Conditions of the Fairs and Exhibitions organized within ROMEXPO Exhibition Center.

☐ **STAND CONSTRUCTION BUILT BY THE EXHIBITOR**
The stand construction is made by the exhibitor, with its own materials, design elements and is fitting out by its own personnel.

☐ **STAND CONSTRUCTION/FITTING WITH A THIRD PARTY**
Stand fitting out is made by a specialized company, the constructor being a foreign company.

The exhibitor will send to ROMEXPO the documentation of the stand project requested.

THE PROJECT MUST INCLUDE:

- The plan of the stand, with dimensions, furniture and the specification of the function of each area (exhibition, assistance office, storage place, etc.).
- All facades (corresponding to free and built sides) with afferent heights and graphic work position (company name, logo, etc.).
- General axonometric view.
- The plan of electric and sanitary installations, with the specification of the power connection type (mono- or three-phase and installed power), the position of the power panel, plugs and lighting devices, other consumers (functioning equipment), position of connections to water and sewage.
- The layout of the lighting circuits has to comply with the up-to-date norms and provisions; the exhibitor is the one responsible for closing the lights at the end of the exhibition.
- The technical description has to refer to the constructive system, the materials and finishing used for the floors, walls and stand ceiling, as well as the designer's commitment to respect the technical standards and provisions stated in the terms of participation and the general stipulations for all fairs and exhibitions organized by Romexpo.
- The project and technical description will be signed by the designer/draftsman of the documents and will be approved by the exhibiting company.
- In case of storied stands or graphics support structures, the maximum allowed height is 5 m. If stands are located in pavilions B1, B2, the maximum allowed height is 7 m. Romexpo gives no authorization what the project's resistance is concerned. The exhibitor is fully responsible for the project/construction.
- The documentation is compulsory, regardless of the stand endowments, and there has to be a presentation of the way the rented stand is delimited, of the way the open (exhibition) sides and built sides (delimitation, stand closing) are solved.
- The documents are to be sent for approval via e-mail to romexpo@romexpo.ro in JPG ,PNG or PDF formats.
- The exhibitor and stand builder are fully responsible for informing their personnel regarding legislation and labor safety, as well as for the instructions and information concerning environment protection.
- You're free to start the construction of the stand only after getting the approval from Romexpo.
- You're not allowed to build aerials over the visiting and access ways, or to place ads over these walks.

Romexpo will analyze the project in order to approve the stand fitting.

The booth layout must be scaled and has the following content.

- Side views with the heights specified on
- Axonometric projection with the graphic design elements placed on visible area
- Floor plan with all the dimensions placed on
- Electrical supplies floorplan
- Technical report
- Booth layout with the dimensions for two storeys booth, also graphic design specified (if necessary)

The booth construction form shall be processed only if the Exhibition Management will be in possesion of all the above ticked materials

FOR STAND CONSTRUCTION BUILT BY THE EXHIBITOR

The list of the personnel who will perform the stand construction:

NAME / SURNAME	Date	Hours time-table

The exhibitor will respect the filled in information. Otherwise, Romexpo reserves the right to restrain the exhibitor's and its partners' access in the stand and to cancel the participation of the company at the exhibition.

FOR STAND CONSTRUCTION BUILT BY A THIRD PARTY:

Our booth is built up by another company, as following:

Company name: _____

Address: _____

_____

Contact person _____

Phone number _____

Fax number _____

E-mail address _____

Mobile (of the contact person) _____

Exhibitor

_____

Full name and signature

_____

Date

The Exhibition Management

_____

Documents receive date:

_____

_____

_____

_____

Approval date Signature

ROMEXPO S.A.
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EUID: ROONRC.J1991014818400
Subscribed and paid-in share capital: 49 622 200 lei
Account (EUR): RO29RNCB0067004778810003