

5. FORMS – APPLICATION DEADLINES

	FORM	DEADLINE	TYPE OF AREA	MANDATORY/OPTIONAL
BANK BILL	City Hall Fees (TFA / TFE)	04/Feb	All	Mandatory
	Minimal Energy Consumption – Mandatory (0,1 KVA/m ²)	04/Feb	All	Mandatory
	Cleaning during assembling	04/Feb	All	Mandatory
	Exhibitor Badges*	04/Feb	All	Mandatory
	Additional Energy Consumption	04/Feb	All	Optional
	Water inlet / Dewatering without sink	04/Feb	All	Optional
	Fire Extinguisher Rental	04/Feb	All	Mandatory
	Statement of Responsibility	04/Feb	All	Mandatory
	Assembler Badges**	04/Feb	Free Area	Mandatory
	Project and Mandatory Documents (A.R.T./ R.R.T.)	04/Feb	Free Area	Mandatory
	Service Badges (Catering, Cleaning, Receptionist, etc.)	04/Feb	All	Optional
	Catalogue Input	15/Jan	All	Mandatory
	Products Purchase from the Digital Catalogue	28/Feb	All	Optional
	Phone and Internet	04/Feb	All	Optional
	Data Collector	04/Feb	All	Optional
	Suspended Structures	04/Feb	All	Optional

**** Assembling badges can be withdrawn in advance. Check item Assembler Badges on page 23 to confirm early withdraw conditions.**

The deadline for services request using the Online Manual is the 4 of February of 2019. After this date, new bills will not be issued. All and every request done after the deadline will be analyzed by the Organization to be approved.

IMPORTANT: Up to the day 17 of December, all services and fees available on the Online Manual will have differentiated prices (First Price Table).

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