

## 6. Forms - Request Dates

	FORMS	Deadline	TYPES OF AREA	MANDATORY/ OPTIONAL
PAYMENT SLIPS	Power Supply	06/08	Free Space/complete package and Basic Plus Booth Set-up	MANDATORY
	Additional Power Supply	06/08	All	OPTIONAL
	Water access	06/08	All	OPTIONAL
	Compressed air	06/08	All	OPTIONAL
	Receptionist	06/08	All	OPTIONAL
	Municipal Fee of São Paulo	06/08	All	MANDATORY
	Mandatory Booth set-up cleaning fee	06/08	All	MANDATORY
	Cleaning services in the booths during the trade show	06/08	Complete package and Basic Plus Booth Set-up	OPTIONAL
	Official Security Services Request	06/08	All	OPTIONAL
	Floral Decoration	06/08	All	OPTIONAL
	Private Security Staff ID Badge	06/08	All	OPTIONAL
	Service Provider ID Badge	06/08	All	OPTIONAL
	Receptionist ID Badge	06/08	All	OPTIONAL
	Exhibitor ID Badge	06/08	All	MANDATORY
	Fire Extinguishers Rental	06/08	All	OPTIONAL
	Registration of the Booth Set-up Company	06/08	Space	MANDATORY
	Furniture	06/08	Complete package and Basic Plus Booth Set-up	OPTIONAL
	Booth Overhead signage	06/08	Complete package and Basic Plus Booth Set-up	MANDATORY
	Submitting the Booth Set-up Design	06/08	All	MANDATORY
	Booth Set-up Graphic Design	06/08	All	MANDATORY
Freight Forwarding/ Customs Clearing	06/08	All	OPTIONAL	
Telephone and Internet Accessibility	06/08	All	OPTIONAL	
Lead Retrieval	06/08	All	OPTIONAL	

REFUND OF SERVICES REQUESTED WILL NOT BE ACCEPTED

**NürnbergMesse contact info:**  
Telephone: +55 (11) 3205-5000