



EXHIBITOR MANUAL

exhibition

INTERGRAF 05-07/03 2025
CURRENCY + IDENTITY **MILAN** ITALY

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This manual contains all necessary information for the organisation of the exhibition, including available services and important dates and deadlines. Please read it carefully and ensure all colleagues and suppliers involved in organising your booth have a copy of this manual. Thank you!

1. YOUR CONTACTS AT INTERGRAF

For any information concerning the exhibition or the conference, please contact our team:

Cristina Munteanu – Exhibition Coordinator

cmunteanu@intergraf.eu

Mobile & Whatsapp: +32 474 23 26 92

- Reservation of exhibition booths & invoicing
- Orders for booth graphics / meeting rooms & advertisement / marketing opportunities
- Exhibition logistics & onsite management

Simona Barbulescu – Event Manager

sbarbulescu@intergraf.eu

- Event management
- Conference programme
- Speakers management
- Social events

Meike van der Veur – Marketing and Communication Officer

mvanderveur@intergraf.eu

- Event communication, web and social media
- Industry Innovation Arena

Elsa Lopez – Web & Digital Officer

elopez@intergraf.eu

- Web & Mobile App

Alliela Inyange – Event Assistant

intergrafconference@intergraf.eu

- Registrations

Doris Schulz-Pätzold – Customer Relations & Certification Manager

dschulz-paetzold@intergraf.eu

- Certification

Sanaâ Riffi Tamsamani-d'Hennezel – Accounting

sdhennezel@intergraf.eu

- Payments & VAT

INTERGRAF

Avenue Louise 130A, bte 2

BE-1050 Brussels, Belgium

Tel: +32 2 230 86 46

intergrafconference@intergraf.eu



Questions about booth and advertisement sales? Exhibitor support needed?

Contact Cristina Munteanu | cmunteanu@intergraf.eu | Mobile: +32 474 23 26 92

INTERGRAF | Avenue Louise 130A, bte 2 | B-1050 Brussels | www.intergrafconference.com

2. EXHIBITION TERMS AND CONDITIONS

By reserving an exhibition space, Exhibitors agree to abide by all clauses contained herewith and in the [Exhibition Terms and Conditions Intergraf Currency+Identity 2025](#), and to ensure that these regulations are respected by their stand designers and builders.

Please also refer to the “Technical Regulations” applicable at the exhibition venue Allianz MiCo North Wing (see document in annexes).

3. CONFERENCE & EXHIBITION VENUE

3.1. ADDRESS & LOCATION

The conference and the exhibition will take place at the **Allianz MiCo North Wing**.

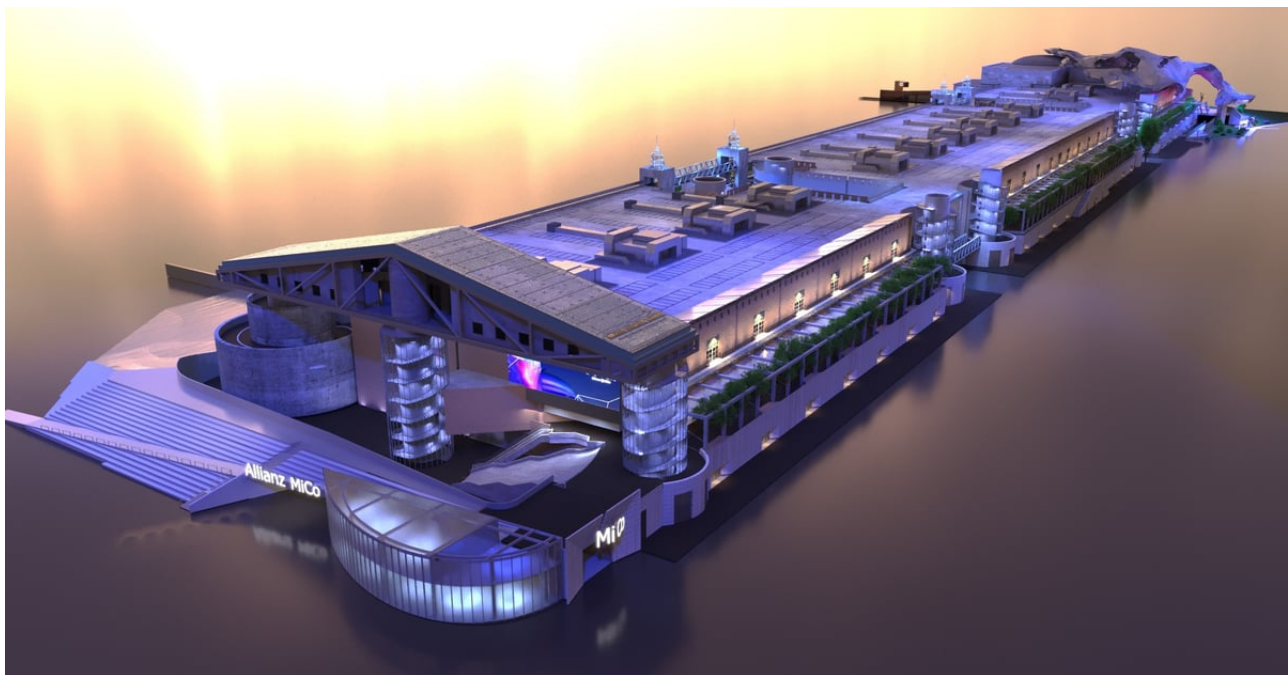
Address:

Allianz MiCo North Wing
Gate 8: Viale Scarampo, Milan, Italy
Metro 5: stop Portello

[Locate on Google Maps](#)

The closest airport to the venue is Linate – LIN Milan Airport, conveniently located 13km from Allianz MiCo. The Malpensa – MXP Milan Airport is located 45 km from the conference centre and is easy to reach by car or public transport.

[Click here](#) for detailed information on how to reach the venue by air, by train, by public transport or by car.



3.2. VENUE MAP & EXHIBITION FLOOR PLAN

- [Click here](#) to see the venue maps, floor by floor
- [Click here](#) to download the exhibition floor plan in PDF

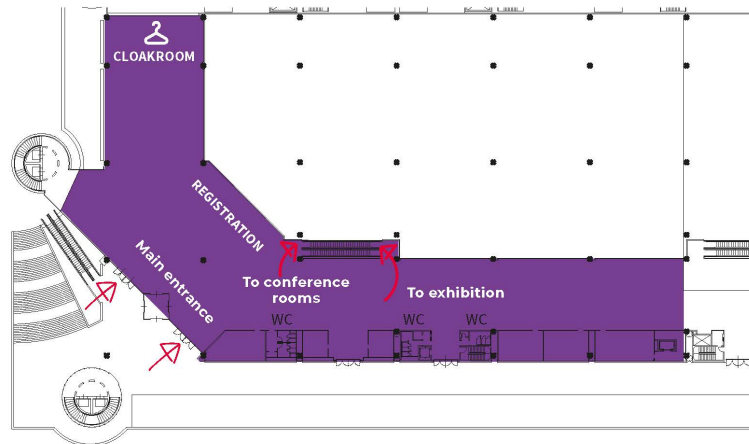
Allianz MiCo North Wing Floorplan

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MILAN ITALY
exhibition

LEVEL 2 CONFERENCE & BREAKOUT ROOMS

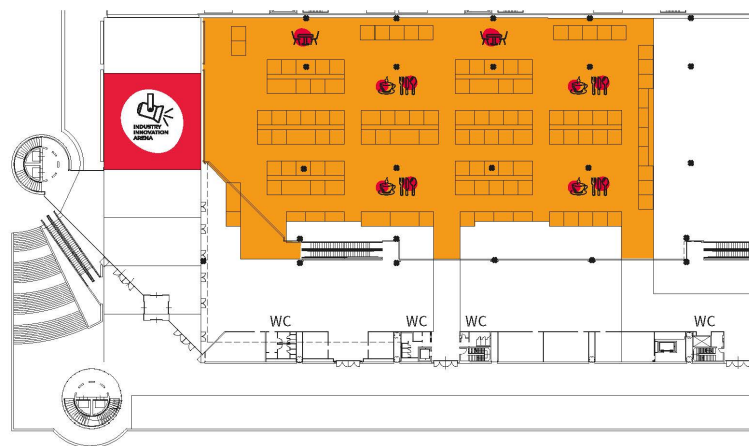


LEVEL 1 – BALCONY MAIN ENTRANCE & REGISTRATION AREA



LEVEL 0 EXHIBITION

- Currency sessions
- Identity sessions
- Plenary session
- Certification workshop
- Tender Tactics workshop
- Speaker room
- Breakout rooms
- Registration area / Cloakroom
- Exhibition
- Industry Innovation Arena
- Coffee stations
- Lunch area
- Lounge area



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3.3. DESCRIPTION OF THE EXHIBITION AREA

Exhibition floor plan

- You can download the exhibition floor plan [here](https://intergrafconference.com/dwl/2025_C+I_Milan_ExhibitionFloorPlan.pdf):
https://intergrafconference.com/dwl/2025_C+I_Milan_ExhibitionFloorPlan.pdf
- For an updated list of exhibiting companies, please refer to the event's website:
<https://intergrafconference.com/exhibition/exhibitor-list>

The exhibition is located in **the new North Wing Hall on Level 0** (entrance to the event venue from Gate 8 during the event days and from Gate 9 for the exhibition set-up and breakdown). See the picture gallery here: <https://allianzmicophotogallery.picflow.com/xhlpvx5xr>

The entire floor of the exhibition area is covered with concrete floors, including in the aisles. All shell scheme booths (full-package) are supplied with standard grey carpet.

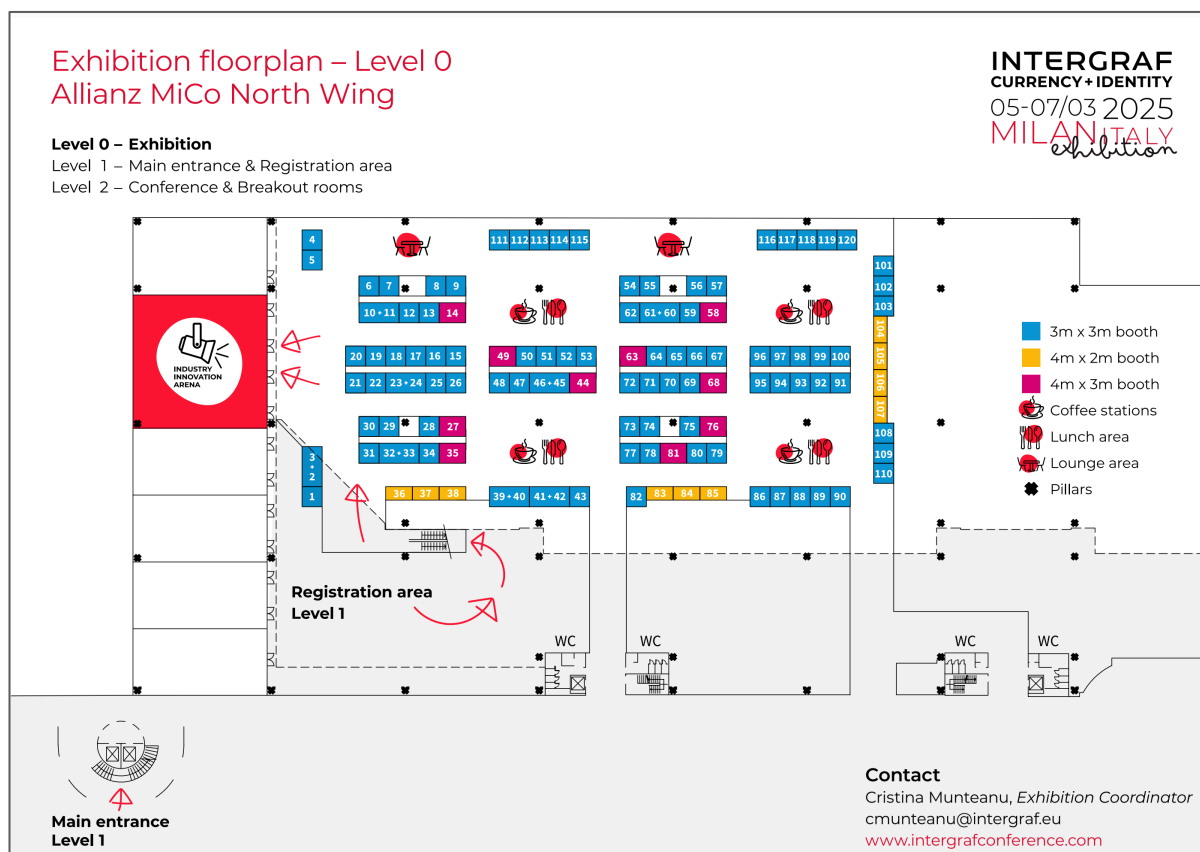
Please note for all booths, the height of all installations (partitions, frieze, decoration, signs etc.) is restricted to 3.00 m (including platform) to give a homogeneous appearance to the show and ensure that visitors have good, all-round visibility. The height of the shell scheme used for standard booths is also 3.00 m.

The floor's load capacity in the exhibition hall is up to 5,000 kg/m².

Service lift

The exhibition hall has a service lift from Level 0 (access via the service road). The dimensions are:

- Load capacity 4,000 kg
- Access door: width 1.75 m, height 3.30 m
- Cab depth 4.20 m, height 3.50 m, width 2.40 m



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4. CONFERENCE AND EXHIBITION TIMETABLE

- [Click here](#) for the detailed conference programme

Monday 03 March 2025	Tuesday 04 March 2025	Wednesday 05 March 2025	Thursday 06 March 2025	Friday 07 March 2025
08.00 – 18.00 hrs Exhibition set-up (custom-built booths)	08.00 – 18.00 hrs Exhibition set-up (all booths) <i>Intergraf Currency High & Intergraf Identity High</i> (closed sessions, by invitation only) <i>Intergraf Certification Workshop</i> 19.30 – 21.00 hrs Welcome cocktail Allianz MiCo North Wing, Gate 8	09.00 – 15.15 hrs Conference sessions 10.15 – 19.00 hrs Exhibition open 18.00 – 19.00 Exhibition aperitif (exhibition hall)	09.40 – 17.30 hrs Conference sessions 09.00 – 18.00 hrs Exhibition open 19.30 – 01.00 Dinner party – Festa con noi Mercato Centrale Milano Via Sammartini, corner of Piazza Quattro Novembre 20125 Milan, Italy	09.30 – 12.50 hrs Conference sessions 09.00 – 13.00 hrs Exhibition open 13.00 – 20.00 Dismantling

5. SETTING-UP AND DISMANTLING OF THE EXHIBITION

Exhibition set-up

- Monday 03 March 2025, 08.00 – 18.00 hrs (custom-built booths ONLY)
- Tuesday 04 March 2025, 08.00 – 18.00 hrs (custom-built booths AND standard shell scheme booths)

All booths must be finished and empties removed no later than Tuesday 04 March 2025 at 18.00 hrs in order to start the cleaning of the booths and the aisles of the exhibition.

All booths must be complete and ready for the event opening by 10.15 hrs on Wednesday 05 March 2025.

Exhibition official opening hours

- Wednesday 05 March 2025, 10.15 – 19.00 hrs
(*Exhibition aperitif from 18.00 - 19.00, in the exhibition hall*)
- Thursday 06 March 2025, 09.00 – 18.00 hrs (Dinner party – Festa con noi, at Mercato Centrale Milano starting at 19.30)
- Friday 07 March 2025, 09.00 – 13.00 hrs

Please note: Exhibitor staff and booth attendants have access to the exhibition hall every day (Wed/Thu/Fri) starting at 08.00.

Dismantling

- Friday 07 March 2025, 13.00 hrs - 20.00 hrs

For safety reasons exhibitors are not authorised to start dismantling before the official end of the conference. Please make sure that all your material and exhibits are removed from the exhibition area by 20.00 hrs on Friday 07 March 2025.



6. STANDARD BOOTHS (SHELL SCHEME)

6.1. DESCRIPTION OF THE BOOTH STRUCTURE

All standard booths include back and side walls built with white wooden panels, see description and photos below:

- Wooden panels white painted, 300 cm height
- Wooden fascia board white painted h = 50 cm
- Carpet flooring, grey colour
- Furniture package (see details below at 6.2)
- Electrical system with led spotlights and power socket

All full package stands are provided with a name board with black vinyl letters affixed to the fascia. Intergraf will use the name of the exhibitor provided for their company profile on the event's website. The cut-off date for updating the name is 7 February 2025. Any changes in the company name made after that date will be charged to the exhibitor.

Please note: unless otherwise requested, corner stands will only have walls on 2 sides. 3-side open stands will only have a back wall and a wooden structure frame of beam and pillars.

Please refer to chapter 6.2 below for a complete list of furniture and equipment included in your standard booth package. All additional furniture and equipment must be ordered via the [MiCo online Exhibitor Services webshop](#).

Example of a standard shell scheme booth 9 sqm (one side-open, 3m W x 3m L x 3m H)



Questions about booth and advertisement sales? Exhibitor support needed?


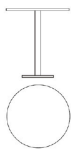






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6.2. FURNITURE PACKAGE, LIGHTING, ELECTRICITY AND CARPET

Each standard booth includes the following standard furniture package:

- 1 round table white top (catalogue code: Mojito)
- 3 white chairs (catalogue code: Star)
- 1 white lockable counter (catalogue code: Winter)
- 1 white high stool (catalogue code: Sitaara)
- LED spotlights
- Standard electricity connection, delivered as single-phase 220 V A/C, 50 Hz
- Grey carpet inside the booth

Table Mojito 680 x 754 mm H	Chair Star	Bar stool Sitaara 420 W x 470 D x 1030 mm H	White counter Winter 950 W x 500 D x 923 mm H
 <p>8.45 TAVOLO MOJITO 7000-7130-0051</p> <p>L mm 680 P mm 680 H mm 754</p> <p><i>Descrizione Tecnica</i> - piano realizzato in nobilitato grigio - bordo realizzato in laminato finitura legno - base realizzata in ferro nero</p> <p><i>Technical Description</i> - top made in grey melamine - border made in laminate with wood texture - base made of black iron</p> 	 <p>20.11 BI SEDIA STAR 7000-7170-0121</p> <p>L mm 490 P mm 450 H mm 805</p> <p><i>Descrizione Tecnica</i> - realizzata in PVC bianco</p> <p><i>Technical Description</i> - made in white PVC</p> 	 <p>20S.03 GR SGABELLO SITAARA 7000-7171-0012</p> <p>L mm 420 P mm 470 H mm 1030</p> <p><i>Descrizione Tecnica</i> - seduta realizzata in pvc bianco - struttura realizzata in acciaio cromato</p> <p><i>Technical Description</i> - seat made in white pvc - structure made in chromed steel</p> 	 <p>6.105 BANCO RECEPTION WINTER c/ANTE 7000-7115-0082</p> <p>L mm 950 P mm 500 H mm 923</p> <p><i>Descrizione Tecnica</i> - realizzato in laminato bianco - ante battenti con serratura o combinazione numerica</p> <p><i>Technical Description</i> - made of white laminate - hinged doors with lock or numerical combination</p> 

Custom-built booths: In case you require raw exhibition space, without the standard booth shell scheme and furniture package, the rental cost for the exhibition space remains the same. Custom-built booths will need to place their specific electricity orders via the [MiCo online Exhibitor Services webshop](#).

Only electric lighting may be used for a booth and the electrical system must be installed only by the certified electricians at the venue. If you require 24/7 power for special equipment please inform the venue by email at intergraf2025@fieramilanocongressi.it as this should be ordered in addition. Electricity supply will be invoiced on consumption after the event.

6.3. BOOTH LAYOUT

Please send us by 05 February 2025 a drawing of your booth mentioning the position of the wall panels, of your electricity supply and the furniture as you wish to find it placed at the booth, using Form 4 – Standard booth layout.



Questions about booth and advertisement sales? Exhibitor support needed?

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INTERGRAF | Avenue Louise 130A, bte 2 | B-1050 Brussels | www.intergrafconference.com

7. CUSTOM-BUILT BOOTHS

7.1. BOOTH DESIGN AND LAYOUT

We remind you that if you build a non-standard booth, the stand design requires prior approval from the organisers, including technical approval from the venue. Exhibitors are not entitled to use a bigger space than the contractual rented space, nor should the booth structure impede other exhibitors.

For all non-standard booths, **the height of all installations (partitions, frieze, decoration, signs etc.) is restricted to 3.00m height** to give a homogeneous appearance to the show and ensure that visitors have good, all-round visibility.

If you are employing a contractor to build your stand, please make sure they receive a copy of our [Exhibition Terms and Conditions Intergraf Currency+Identity 2025](#), of this Exhibitor Manual and of the “Technical Regulations” applicable at the venue Allianz MiCo and return Form 3 – Stand builder information by 05 February 2025.

Exhibitors must submit their proposed booth design (scale 1:100) with layout and elevation plan indicating all dimensions and including identification of walling, raised platform, machinery, store rooms and special structures, by 05 February 2025. Make sure that your booth can be built within the given timeframe and is in conformity with the regulations applicable at the venue Allianz MiCo.

The floor’s load capacity in the exhibition hall is up to 5,000 kg / m². Please remember the entire hall is covered with concrete floors.

- Picture gallery: <https://allianzmicophotogallery.picflow.com/xhlpvx5xrl>
- Click [here](#) to download the exhibition floorplan of the North Wing Hall

Please note: depending on your booth location, the actual stand space dimensions can be modified due to the structure of the standard or other custom-built booths around your booth. Please contact our exhibitor service by email at intergraf2025@fieramilanocongressi.it in advance regarding the exact measurements of your booth space. It is mandatory to provide clean finishing to all visible sides of your custom-built stand.

It is not mandatory to provide Intergraf with fire resistance certificates in advance of the exhibition. However, you must hand them over to the venue during the setting-up of the exhibition upon request. For further information on safety and fire-fighting, please contact intergraf2025@fieramilanocongressi.it

7.2. BOOTH SET UP & DISMANTLING

Accredited stand builders will have access for set-up of the custom-built booths on:

Exhibition set-up

Monday 03 March 2025, 08.00 – 18.00 hrs (custom-built booths ONLY)

Tuesday 04 March 2025, 08.00 – 18.00 hrs (custom-built booths AND standard shell scheme booths)

All booths must be finished and empties removed no later than Tuesday 04 March 2025 at 18.00 hrs in order to start the cleaning of the booths and the aisles of the exhibition.

All booths must be complete and ready for the event opening by 10.15 hrs on Wednesday 05 March 2025.



Questions about booth and advertisement sales? Exhibitor support needed?

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Exhibition official opening hours

- Wednesday 05 March 2025, 10.15 – 19.00 hrs
(Exhibition aperitif from 18.00 - 19.00, in the exhibition hall)
- Thursday 06 March 2025, 09.00 – 18.00 hrs (Dinner party – Festa con noi at Mercato Centrale Milano starting at 19.30)
- Friday 07 March 2025, 09.00 – 13.00 hrs

Please note: Exhibitor staff and booth attendants have access to the exhibition hall every day (Wed/Thu/Fri) starting at 08.00.

Dismantling for all booths

- Friday 07 March 2025, 13.00 hrs - 20.00 hrs

For safety reasons, exhibitors are not authorised to start dismantling before the official end of the conference. Please make sure that all your material and exhibits are removed from the exhibition area by 20.00 hrs on Friday 07 March 2025.

7.3. ACCESS FOR BOOTH BUILDERS DURING THE EXHIBITION

If you need your stand builder to access the exhibition area during the event days, on Wednesday, Thursday or Friday, please request a technical access badge via Form 3 (max 2 badges per exhibiting company).

This badge will give access to the exhibition area only on Wednesday from 08.00 to 10.00 hrs, Thursday from 08.00 to 09.00 hrs and on Friday from 08.00 to 09.00 hrs.

8. BOOTH CLEANING

All general areas and aisles will be vacuum cleaned daily by the organisers. If you would like to order cleaning for your booth, please place your order via the [MiCo online Exhibitor Services webshop](#).

9. ADDITIONAL FURNITURE

A range of additional furniture items is available for rent via the [MiCo online Exhibitor Services webshop](#). Please place your orders online before 14 February 2025.

10. ELECTRICITY SUPPLY, AUDIOVISUAL EQUIPMENT AND INTERNET

The standard electricity supply in Italy is 220V. Appliances from North America require a transformer and British and Swiss ones an adaptor. Please note that neither the venue, nor Intergraf will be able to supply you with those transformers or adaptors.

The standard electricity supply is single-phase: 220 V A/C, 50 Hz between phase & neutral. For tri-phase electricity, please inform us well in advance to make sure it is available at your booth. If you have any special requirement concerning the electricity supply, please place your orders online via the [MiCo online Exhibitor Services webshop](#) before 14 February 2025. You will also be able to order audiovisual equipment for your booth (plasma screens, LED wall etc.) on the webshop: please check out the “Audiovisuals” section.

Internet access

There will be free event WI-FI throughout the exhibition hall and conference area.



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11. DIGITAL PRINTING ON BOOTH PANELS / WALLS

For digital print on booth walls or custom-design fascia and logo / digital print on the counter, please place your orders via Form 5. All artwork should be supplied by 05 February 2025. You can download the artwork specifications [here](#).

12. CATERING IN THE EXHIBITION AND IN THE MEETING ROOMS

Coffee break and lunch areas are located throughout the exhibition area – please see the exhibition floor plan for their exact location: https://intergrafconference.com/dwl/2025_C+I_Milan_ExhibitionFloorPlan.pdf

Please note: Exhibitors are NOT authorized to bring their own food and beverage for the exhibition and the break-out rooms as the venue has an official caterer. There are, however, exceptions for tastings at the stand and food handed out from the exhibition booths.

If you wish to **order food and beverage for your booth or your meeting room**, please order catering directly via the [MiCo online Exhibitor Services webshop](#) before 14 February 2025. For any questions regarding your catering orders, please contact: exhibitor.mico@compass-group.it

13. MEETING ROOMS

To book a meeting room, please complete and return Form 1 to cmunteanu@intergraf.eu. Rooms are booked on a first-come first-served basis so please check first with us for meeting room availability.

14. FORWARDING OF MATERIAL, CUSTOM CLEARANCE & STORAGE

14.1. OFFICIAL SHIPPING CONTRACTOR

The company **Fairexx** is the official on-site freight forwarder appointed by Intergraf for the transport of exhibits, the storage of material in advance of the exhibition as well as the storage of empties during the exhibition.

Important: All direct deliveries to venue need to be booked in advance with Fairexx – please refer to the [Official Shipping Guidelines](#).

Contact details

Anja Homann-Petrou

Email: anja.homann-petrou@fairexx.com

Phone: +49 (0)30 4403 47 10

Shipping information and onsite handling tariffs are available [here](#). Please contact Fairexx directly to organise the delivery of your material to your booth. If an exhibitor is not at his booth when the parcel arrives, delivery firms will be required to place the parcel on the booth, at the recipient's risks. Intergraf and Allianz MiCo decline all liability in case of theft, damage or deterioration of pre-delivered goods.

Parcels must be clearly labelled with the booth number, the company name, the name of the contact person authorized to collect the parcel and a phone number to be contacted in case of problem. Please see the [shipping instructions](#), as well as a parcel label template to use for any items you would want to deliver directly to the venue.



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- If you are using a courier service and need custom clearance, please contact Fairexx in advance for assistance.
- If you use your own transport company please refer to the instructions for the non-standard booths. Please note that there is no storage facility at the event venue for the empties. To arrange for your empties storage, please contact Fairexx directly.

14.2 CUSTOM CLEARANCE

Fairexx is available to provide international exhibitors with any information they may require to carry out the following compulsory procedures within the defined timeframes:

- Customs clearance operations for goods coming from non-EU countries
- Customs clearance operations on exit

Exhibitors may either appoint their own forwarding agent to complete the formalities for them or complete the formalities themselves. They take sole responsibility for any errors or delays arising from the provision of incorrect information.

15. LOADING / UNLOADING & TRANSPORT OF MATERIAL TO THE BOOTH

15.1 DIRECT DELIVERY ADDRESS FOR FULL- AND PART-LOADS TO VENUE

Full and part trailer loads should arrive at Allianz MiCo in accordance with the official build-up dates. **Pre-booking with unloading slot is necessary.**

All direct deliveries to venue need to be booked in advance with Fairexx – please refer to the [Official Shipping Guidelines](#) and **submit the Timeslot Request Form before 25 January 2025**. Please send your form to anja.homann-petrou@fairexx.com. You will receive with your confirmation the access plan and instructions for your vehicle.

Venue address for direct trucks and vehicles during build up and break down:

Fairexx GmbH
c/o INTERGRAF 2025 + your Exhibitor name
Allianz MiCo North Wing
Gate 9: Viale Teodorico, Milan, Italy

Please note: Event deliveries will not be accepted via the main (front) entrance of the building.

During build-up for an event, all vehicles must unload as quickly as possible (maximum 2 hours), and then be immediately removed from the loading area and taken off site. Unloading times will be prioritised based on stand location and whether unloading services have been booked through Fairexx. Due to space restrictions in unloading areas, we advise unloading by forklift as it is generally quicker than manual unloading.

For the rental of a forklift or forklift truck, please contact Fairexx.

Note that Allianz MiCo will NOT transport your material from the loading bay to your booth. Neither will they remove your empties after the setting-up. If empties must be stored and used at dismantling, Fairexx must be booked for this service, otherwise the venue will remove and trash the empties. If you need any assistance, please contact Fairexx. Please contact them directly for any further information.



15.2 EXHIBITOR DELIVERIES SENT DIRECTLY TO THE VENUE (ALLIANZ MICO NORTH WING)

All deliveries made directly to the venue Allianz MiCo North Wing must be made no earlier than the **1st day of the installation of exhibitors**, at the risk of being refused. Transporters must deliver directly to the stands. They must be independent and use their own handling means. All vehicles authorised for delivery will be able to park for a time-limit of 30 minutes for loading and unloading. It is compulsory for reception of merchandise to be carried out by the exhibitors themselves.

All packages must mention the following information:

- Title of event
- Exhibiting company name and stand number
- Name of exhibitor contact and mobile phone number

16. PARKING

- Exhibitors can park outside the venue near Gate 7 at Piazzale Gino Valle parking: <https://parkingportellofiera.it/>
- **Truck parking:** Trucks, vans and lorries cannot be left at the venue. Once unloaded they need to be moved off site. Recommended parking for trucks: <https://www.maffi18.com/>

17. FIRE REGULATIONS

All equipment, fittings or materials brought to the venue must be fireproof or made of fire-resistant materials. Exhibitors are not authorized to bring any material that might cause damage to the venue. No items can be stored behind stands, between panels and walls or under platforms. Storing empty boxes behind your booth is expressly forbidden. Smoking is not permitted in the venue building.

Emergency exits in the exhibition area must be kept clear at all times throughout set-up, exhibition opening hours and dismantling. Fire extinguishers and electrical service boxes must remain accessible at all times.

18. VENUE CARE

No attachment, fitting or fixture is to be made to the floor, existing carpet, ceiling, walls or decoration of the building. No nail or screw should be driven into, nor are any holes to be made, in any part of the building. Exhibitors will be charged for the cost of repairing, restoring or renewing any damage (as for instance mark of paint or adhesive tape) to the venue.

19. INSURANCE

As mentioned in the Exhibition Terms and Conditions, Exhibitors shall carry out their necessary insurance:

“Art. 16. Insurance: The Exhibitor shall carry out its own insurance. The Organiser assumes no responsibility for the safety of the properties of the Exhibitors and its employees from thefts, damages by fire, accident or any other cause whatsoever. The Exhibitor shall adequately insure all exhibits or any other property brought to the premise of the Exhibition in the joint names of himself and the Organiser on a full “all risks” basis for a sum insured equivalent to the full value of all their exhibits and any other property brought to the Exhibition. The Exhibitor shall provide the Organisers with satisfactory evidence that adequate insurance is in force.” This insurance is not the same as the employers’ liability insurance. You may already have a Public Liability insurance; however, it is important to verify that this insurance covers events organized outside your business premises.



20. EXHIBITORS PROMOTION

Each exhibitor will have their company profile published on the event website and on the event Mobile Application. All exhibitors will also be listed with their company name and booth number in the event's printed brochure.

The information published will be based on the company profile submitted by each exhibitor via the online form: <https://www.intergrafconference.com/index.php/exhibitor-zone-company-profile>

In case the company profile form has not been submitted by 31 January 2025, the organisers reserve the right to publish only the company name and booth number. Exhibitors also have the possibility to order additional visibility items via Form 2 – Advertisement.

21. PR/PRESS INFORMATION AND PHOTOGRAPHS

Please note that journalists, editors and photographers are not eligible to participate in our conference and exhibition. As a consequence, there is no press room at the venue and no press list can be communicated.

In case you wish to make official pictures of your stand, please ensure those are done by your booth attendants during their access time. We also kindly ask you not to take any photos of another booth without permission. An Intergraf official photographer will take pictures of each stand during the event. Please also refer to art. 10 of the [Exhibition Terms and Conditions Intergraf Currency+Identity 2025](#) for detailed information on photography, audio and video recording at the event.

22. DISTRIBUTION OF PROMOTIONAL MATERIAL

We remind you that all business, including the distribution of literature and promotional material must be conducted from your booth. Exhibitors' staff will not be authorized to hand out any marketing or promotional documentation / materials in any part of the venue.

23. REGISTRATION OF EXHIBITOR STAFF/BOOTH ATTENDANTS TO THE EVENT

Two complimentary access passes per booth are included in the exhibitor package and booth rental fee. Any additional exhibitor staff badge is payable. There should be one staff member in charge of staffing the booth during the whole exhibition and responsible for the material exhibited.

Please use exclusively this link to register your free booth attendants before 31 January 2025 (no login or password required): <https://intergrafconference.com/exhibitor-zone-booth-attendants>

To purchase **additional registrations**, please see the rates and registration procedure here: <https://intergrafconference.com/conference/registration>

For any questions regarding registrations please contact our registrations team at: intergrafconference@intergraf.eu



24. HOTEL BOOKING

We highly recommend making your hotel reservation early to ensure you secure the ideal accommodation for your stay in Milan. Room availability in this vibrant city can be limited, especially during peak seasons and events.

For your convenience, MiCo DMC has been appointed as Intergraf's Official Housing Bureau for hotel reservations in Milan. We have reserved a range of hotel rooms at preferential rates across various price categories, catering to diverse preferences and budgets.

To make your reservation or inquire about group bookings, please reach out to MiCo DMC at intergraf2025.hotels@micodmc.it or by phone at +39 02 4997 6275.

Hotel info & interactive map:

<https://intergrafconference.com/milan/hotel-booking>

A word of caution

Scammers and room poachers claiming to represent Intergraf may call or email you, trying to persuade you to book your hotel with them and often requesting full payment for your stay. Intergraf is committed to protecting your personal information in line with applicable legislation.

We do not rent or sell personal data to third parties for commercial purposes, and cannot be responsible for any booking made through any unauthorized third party not affiliated with Intergraf Currency+Identity and/or not endorsed by Intergraf.

Only book from a service provider you know and trust.

25. BADGE PICK-UP

Exhibitors can pick up their badges at the registration desk as of Tuesday 04 March 2025 at 11.00 am. The registrations desks are located on Level 1 Balcony at the main entrance of the event's venue.

You are kindly requested to wear your badge at all times in the exhibition and conference area during set-up, exhibition opening hours and dismantling as well as during all networking events.

26. ANNEXES

1. Official Shipping Instructions – Fairexx

2. Order Forms

- Form 1 Meeting rooms
- Form 2 Advertisement
- Form 3 Stand builder
- Form 4 Standard booth layout
- Form 5 Digital printing



27. CHECKLIST & DEADLINES OVERVIEW

Deadline	Action	Order form	Supplier / Contact
15 January 2025	Early-bird registration deadline	Online only	Intergraf Alliela Inyange ainyange@intergraf.eu
31 January 2025	Deadline to register your free booth attendants	Online only	Intergraf Alliela Inyange ainyange@intergraf.eu
31 January 2025	Inform Intergraf if you are bringing your own designed booth	By email	Intergraf Cristina Munteanu cmunteanu@intergraf.eu Mobile/whatsapp: +32 474 23 26 92
05 February 2025	Deadline to book a meeting room. Meeting rooms are booked upon availability, first come, first served	Form 1	
	Order advertisement. Submit artwork for any ordered advertisement in printed brochure / website	Form 2	
	Submit stand builder information (custom-built booths)	Form 3	
	Submit booth layout for standard booths (shell scheme)	Form 4	
	Order digital print for your booth. Deadline to submit final artwork	Form 5	
	Submit proposed stand design for custom-built booths, for technical approval	By email	
14 February 2025	Place your additional orders for: <ul style="list-style-type: none"> • AV • Carpet • Catering • Cleaning • Computers and peripherals • Electrical services • Flowers & plants • Furniture • Internet connections • Temporary staff • Waste collection 	MiCo Webshop	intergraf2025@fieramilanocongressi.it Phone: +39 0243426133
20 February 2025	Registration closes. Cancellations made after this date and no-shows will incur a charge of 100% of the total invoiced fees		



Questions about booth and advertisement sales? Exhibitor support needed?

Contact Cristina Munteanu | cmunteanu@intergraf.eu | Mobile: +32 474 23 26 92

INTERGRAF | Avenue Louise 130A, bte 2 | B-1050 Brussels | www.intergrafconference.com

Stand no.:	Exhibiting company:
Contact person:	
Phone:	Email:
PO no:	Date & signature:

Please return your order by email to cmunteanu@intergraf.eu before 05 February 2025

Prices are valid for renting the meeting room from Wednesday 05 March 2025 at 08.30 hrs to Friday 07 March 2025 at 14.00 hrs. Chairs are included. For any additional furniture, AV and catering orders please refer to the Exhibitor Manual.

All prices mentioned below are exclusive of VAT.

Code	Item	Price / 3 days	Please select <input checked="" type="checkbox"/>
Level 2 – Allianz MiCo North Wing			
HosN1	Suite N1 (40 sqm, 14 pax U-shape)	3500 €	BOOKED
HosN2	Suite N2 (40 sqm, 14 pax U-shape)	3500 €	BOOKED
HosN3	Suite N3 (40 sqm, 14 pax U-shape)	3500 €	BOOKED
HosN5	Suite N5 (27 sqm, 10 pax U-shape)	3500 €	
HosN6	Suite N6 (44 sqm, 16 pax U-shape)	3500 €	BOOKED
HosN7	Suite N7 (44 sqm, 16 pax U-shape)	3500 €	BOOKED
HosN8	Suite N8 (44 sqm, 16 pax U-shape)	3500 €	BOOKED
MeetingN3	Meeting room M-N3 (46 sqm, 18 pax U-shape)	3500 €	
MeetingN4	Meeting room M-N4 (46 sqm, 18 pax U-shape)	3500 €	
MeetingN5	Meeting room M-N5 (54 sqm, 20 pax U-shape)	3500 €	
MeetingN6	Meeting room M-N6 (46 sqm, 18 pax U-shape)	3500 €	
MeetingN7	Meeting room M-N7 (46 sqm, 18 pax U-shape)	3500 €	
MeetingN8	Meeting room M-N8 (54 sqm, 20 pax U-shape)	3500 €	
MeetingN9	Meeting room M-N9 (46 sqm, 18 pax U-shape)	3500 €	

Please indicate below the requested set-up

Boardroom	Theatre	U-shape
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Please note: By submitting this order you agree to the [Exhibition Terms and Conditions Intergraf Currency+Identity 2025](#) posted on www.intergrafconference.com



Any questions?

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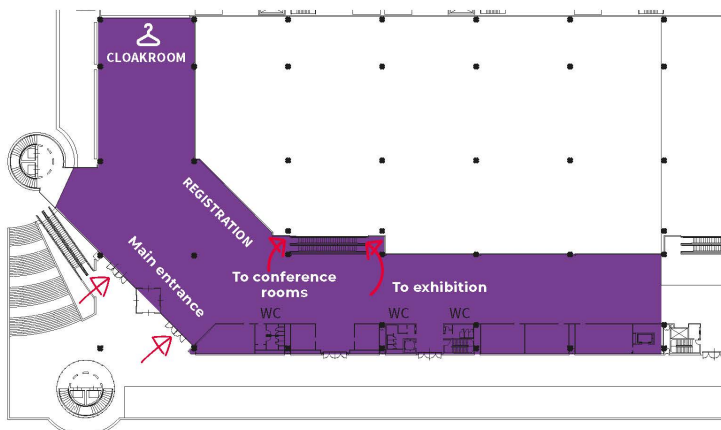
Allianz MiCo North Wing Floorplan

INTERGRAF
CURRENCY+IDENTITY
 05-07/03 2025
MILAN ITALY
exhibition

LEVEL 2
**CONFERENCE &
 BREAKOUT ROOMS**

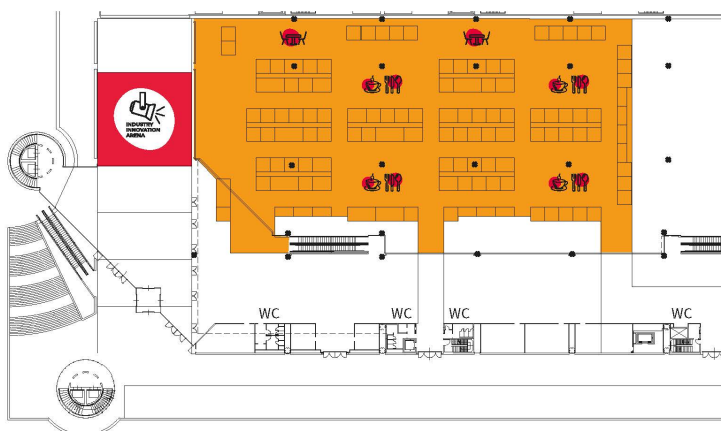


LEVEL 1 – BALCONY
**MAIN ENTRANCE &
 REGISTRATION AREA**



LEVEL 0 EXHIBITION

- Currency sessions
- Identity sessions
- Plenary session
- Certification workshop
- Tender Tactics workshop
- Speaker room
- Breakout rooms
- Registration area / Cloakroom
- Exhibition
- Industry Innovation Arena
- ☕ Coffee stations
- 🍴 Lunch area
- 🛋️ Lounge area



Any questions?

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Stand no.:	Exhibiting company:
Contact person:	
Phone:	Email:
PO no:	Date & signature:

Please return your order by email to cmunteanu@intergraf.eu before 05 February 2025

All prices mentioned below are exclusive of VAT, as applicable.

Code	Item	Price / unit	Quantity
Digital visibility			
25Banner1	Banner insert in the official newsletter of Intergraf Currency+Identity Bilbao 2025, with link to the partner company website <i>(maximum two company banners promoted in one newsletter)</i>	1000 € <i>(per banner per newsletter)</i>	
25Banner2	Header banner on the official event website, with link to the partner company website <i>(maximum three rotating banners on the dedicated exhibition page: https://www.intergrafconference.com/exhibition)</i>	1000 € <i>(per banner)</i>	
25App	Full company profile (Exhibitor+) on the event's mobile app <i>(including product presentation, downloadable documents)</i>	750 €	
Printed visibility – event catalogue brochure distributed onsite to all registered delegates			
25COV1	Inside front cover page <i>(full-colour advertisement to be supplied by the partner company)</i>	2500 €	
25COV2	Inside back cover page <i>(full-colour advertisement to be supplied by the partner company)</i>	2500 €	
25ADV	Inside advertisement page <i>(full-colour advertisement to be supplied by the partner company)</i>	1500 €	
Onsite visibility			
25CHA	Branded mobile charging stations & lounge area <i>(exclusive service offered to one partner company, first-come first-served)</i>	5000 €	

Please note: By submitting this order you agree to the [Exhibition Terms and Conditions Intergraf Currency+Identity 2025](#) posted on www.intergrafconference.com



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 INTERGRAF | Avenue Louise 130A, bte 2 | B-1050 Brussels | www.intergrafconference.com

Stand no.:	Exhibiting company:
Contact person:	
Mobile:	Email:

Please return your order by email to cmunteanu@intergraf.eu before 05 February 2025

MY COMPANY WILL NOT MAKE USE OF THE STANDARD SHELL SCHEME STRUCTURE & FURNITURE PACKAGE AND HAS ENTRUSTED THE BELOW-MENTIONED COMPANY TO BUILD A CUSTOMISED BOOTH IN THE EXHIBITION

Please note: If you are employing a contractor to build your stand, please make sure they receive a copy of our [Exhibition Terms and Conditions Intergraf Currency+Identity 2025](#) and the [Exhibitor Manual](#).

For all booths, the height of all installations (partitions, frieze, decoration, signs,...) is restricted to 3.00m to give an homogeneous appearance to the show and ensure that visitors have good, all-round visibility.

Exhibitors must submit their proposed booth design (scale 1:100) for approval, with layout and elevation plan indicating all dimensions and including identification of walling, raised platform, machinery, store rooms and special structures, by 05 February 2025.

Stand builder contact details

Company name:	
Contact person (name & title):	
VAT no., if applicable:	
Mobile:	Phone:
Email:	

Technical access badges (please indicate first name & family name)

If you need your stand builder to access the exhibition area during the event days, on Wednesday 05 March, Thursday 06 March or Friday 07 March 2025, please request a technical access badge below (max 2 badges per exhibiting company). This badge will give access to the exhibition area only on Wednesday from 08.00 to 10.00 hrs and from 18.00 to 18.30 hrs, Thursday from 08.00 to 09.00 hrs and from 18.00 to 18.30 hrs and on Friday from 08.00 to 09.00 hrs.

Badge 1:
Badge 2:

Please note: By submitting this order you agree to the [Exhibition Terms and Conditions Intergraf Currency+Identity 2025](#) posted on www.intergrafconference.com



Any questions?

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INTERGRAF | Avenue Louise 130A, bte 2 | B-1050 Brussels | www.intergrafconference.com

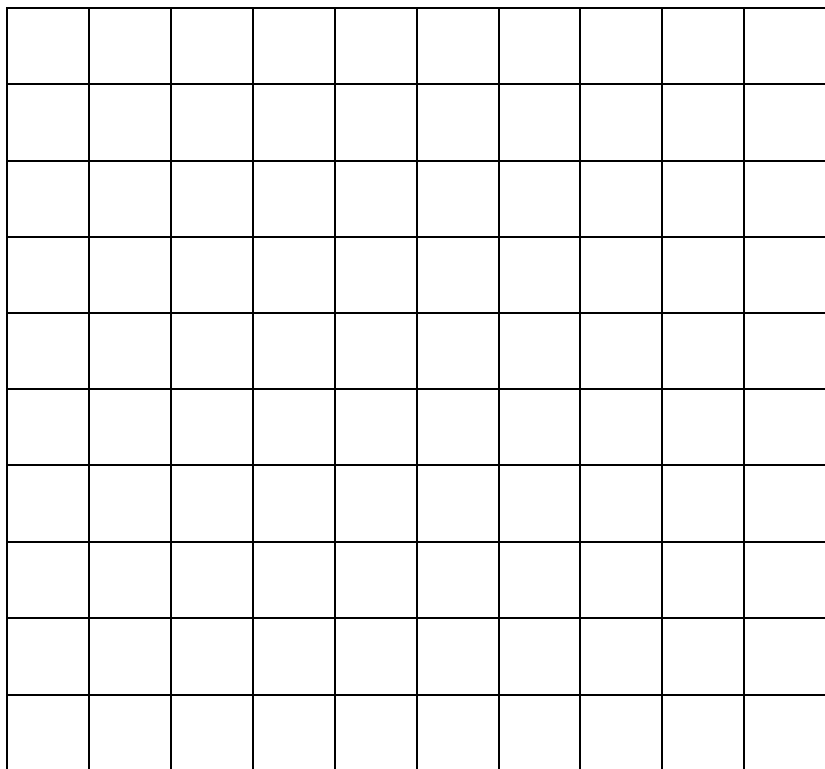
Stand no.:	Exhibiting company:
Contact person:	
Mobile:	Email:

Please return your order by email to cmunteanu@intergraf.eu before 05 February 2025

Please show on the diagram below the walls of your stand, aisles, pillars if applicable, location related to your neighbours, and indicate where the required fittings should be installed, using the elements in the table below. Please locate also the additional furniture that you ordered via the [MiCo online Exhibitor Services webshop](#).

All standard booths include back and side walls built with white wooden panels, see description and photos below:

- Wooden panels white painted, 300 cm height
- Wooden fascia board white painted h = 50 cm
- Furniture package & carpet flooring, grey colour
- Electrical system with led spotlights and power socket



X	1 standard socket (quadruple plugs)		Additional power supply requested (please specify):
	Led spotlights	—	Wall panel
	White high round table		White counter
	Bar stools		Waste bin

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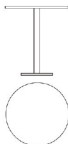






Any questions?

Example of a standard shell scheme booth 9 sqm (one side-open, 3m W x 3m L x 3m H)



Each standard booth includes the following standard furniture package:

- 1 round table white top (catalogue code: Mojito)
- 3 white chairs (catalogue code: Star)
- 1 white lockable counter (catalogue code: Winter)
- 1 white high stool (catalogue code: Sitaara)
- LED spotlights & standard electricity connection, delivered as single-phase 220 V A/C, 50 Hz
- Grey carpet inside the booth

Table Mojito 680 x 754 mm H	Chair Star	Bar stool Sitaara 420 W x 470 D x 1030 mm H	White counter Winter 950 W x 500 D x 923 mm H
 <p>8.45 TAVOLO MOJITO 7000-7130-0051</p> <p>L mm 680 P mm 680 H mm 754</p> <p><i>Descrizione Tecnica</i> - piano realizzato in nobilitato grigio - bordo realizzato in laminato finitura legno - base realizzata in ferro nero</p> <p><i>Technical Description</i> - top made in grey melamine - border made in laminate with wood texture - base made of black iron</p> 	 <p>20.11 BI SEDIA STAR 7000-7170-0121</p> <p>L mm 490 P mm 450 H mm 805</p> <p><i>Descrizione Tecnica</i> - realizzata in PVC bianco</p> <p><i>Technical Description</i> - made in white PVC</p> 	 <p>20S.03 GR SGABELLO SITAARA 7000-7171-0012</p> <p>L mm 420 P mm 470 H mm 1030</p> <p><i>Descrizione Tecnica</i> - seduta realizzata in pvc bianco - struttura realizzata in acciaio cromato</p> <p><i>Technical Description</i> - seat made in white pvc - structure made in chromed steel</p> 	 <p>6.105 BANCO RECEPTION WINTER c/ANTE 7000-7115-0082</p> <p>L mm 950 P mm 500 H mm 923</p> <p><i>Descrizione Tecnica</i> - realizzato in laminato bianco - ante battenti con serratura o combinazione numerica</p> <p><i>Technical Description</i> - made of white laminate - hinged doors with lock or numerical combination</p> 



Any questions?

Stand no.:	Exhibiting company:
Contact person:	
Mobile:	Email:
VAT no.:	Invoicing address:
PO no.:	Date & signature:

**Please return your order and graphic files by email
to cmunteanu@intergraf.eu before 05 February 2025**
Download [here](#) the technical specifications to prepare your artwork

All prices mentioned below are exclusive of VAT.

Code	Item	Price/unit	Qty
Digital printing for booth walls			
Foam3	Digital print 3m backwall (3 000 x 3 000 mm H)	1350 €	
Foam4	Digital print 4m backwall (4 000 x 3 000 mm H)	1650 €	
Package 8a	Graphic package 8a for corner stand – digital print covering 2 walls (for 8 sqm corner stand with 2-sides open, horizontal fascia board not included)	2550 €	
Package 8b	Graphic package 8b - digital print covering 3 walls (for 8 sqm stand with 3 side walls, horizontal fascia board not included)	3250 €	
Package 9a	Graphic package 9a for corner stand — digital print covering 2 walls (for 9 sqm corner stand with 2-sides open, horizontal fascia board not included)	2700 €	
Package 9b	Graphic package 9b – digital print covering 3 walls (for 9 sqm stand with 3 side walls, horizontal fascia board not included)	3750 €	
Package 12a	Graphic package 12a – digital print covering 2 walls (for 12 sqm corner stand with 2-sides open, horizontal fascia board not included)	3150 €	
Package 12b	Graphic package 12b – digital print covering 3 walls (for 12 sqm stand with 3 side walls, horizontal fascia board not included)	4150 €	
Booth signage, fascia, logo on counter			
Fascia2	Printed horizontal fascia board covering full front side – 2 metres (200 x h 50 cm)	275 €	
Fascia3	Printed horizontal fascia board covering full front side – 3 metres (300 x h 50 cm)	350 €	
Fascia4	Printed horizontal fascia board covering full front side – 4 metres (400 x h 50 cm)	400 €	
DP1	Digital print on front counter	350 €	
DP2	Digital print on front counter including the two sides	475 €	

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