

COMPANY
NAME

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SPONSOR GUIDE

RMFORUM

Next-Generation Innovation and Design
with 3D Printing

1/2
OCT 2025
MUSEO STORICO
ALFA ROMEO
ARESE, MI



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

OCTOBER 1, 2025 FROM 2.00 PM - TO 6.00 PM

OCTOBER 2, 2025 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 **1 October 2025 from 09:30 AM to 12.30 PM**

On **2 October**, at the end of the proceedings, sponsors can take down their material until about **6.00 p.m.**

The conference and setup schedules are subject to change and will be communicated via email.

4. SHIPPING MATERIALS AND PACKAGES TO THE MUSEUM.

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.

Materials must be sent to the following address and marked for the attention of VALERIA FALCONE

MUSEO STORICO ALFA ROMEO

viale Alfa Romeo, 20020 Arese (MI) - Italy

marked for the attention of VALERIA FALCONE- Mobile: +39 337 1215816 Email: valeria.falcone@museoalfaromeo.com

!!!!!! Please inform Ms. Falcone 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 **29-30 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. MATERIALS TO BE REMOVED FROM THE MUSEUM

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&ACCOMMODATION

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

<https://www.rmforum.it/hotel-accomodation/> by mentioning 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 and Exhibitors (follow the location's parking signs)

8. STAFF REGISTRATION

To proceed with the **registration of your STAFF** present at the stand during the two days of the event, we ask you to fill in the FORM at the link:

<https://www.rmforum.it/portfolio/registration-exhibitors-staff/>

We kindly request that you complete the registration **by September 12th** so that we can prepare your badge.

WWW.RMFORUM.IT

9. TRANSLATION SERVICE

Service to be defined, not guarantee

10. ALFA ROMEO HISTORICAL MUSEUM CONVENTION OFFICE CONTACTS

Valeria Falcone

Museo Storico Alfa Romeo

Viale Alfa Romeo, Arese (Mi) - Italy

Mobile: +39 337 1215816

Email: valeria.falcone@museoalfaromeo.com

11. RM FORUM ORGANIZATION CONTACTS

ERIS EVENTI | Publitarget

Via G.Govone 56

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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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Tel:+39 02 3494367

Mobile 335.1500876

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 no later than **16 September 2025**.

*** 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.

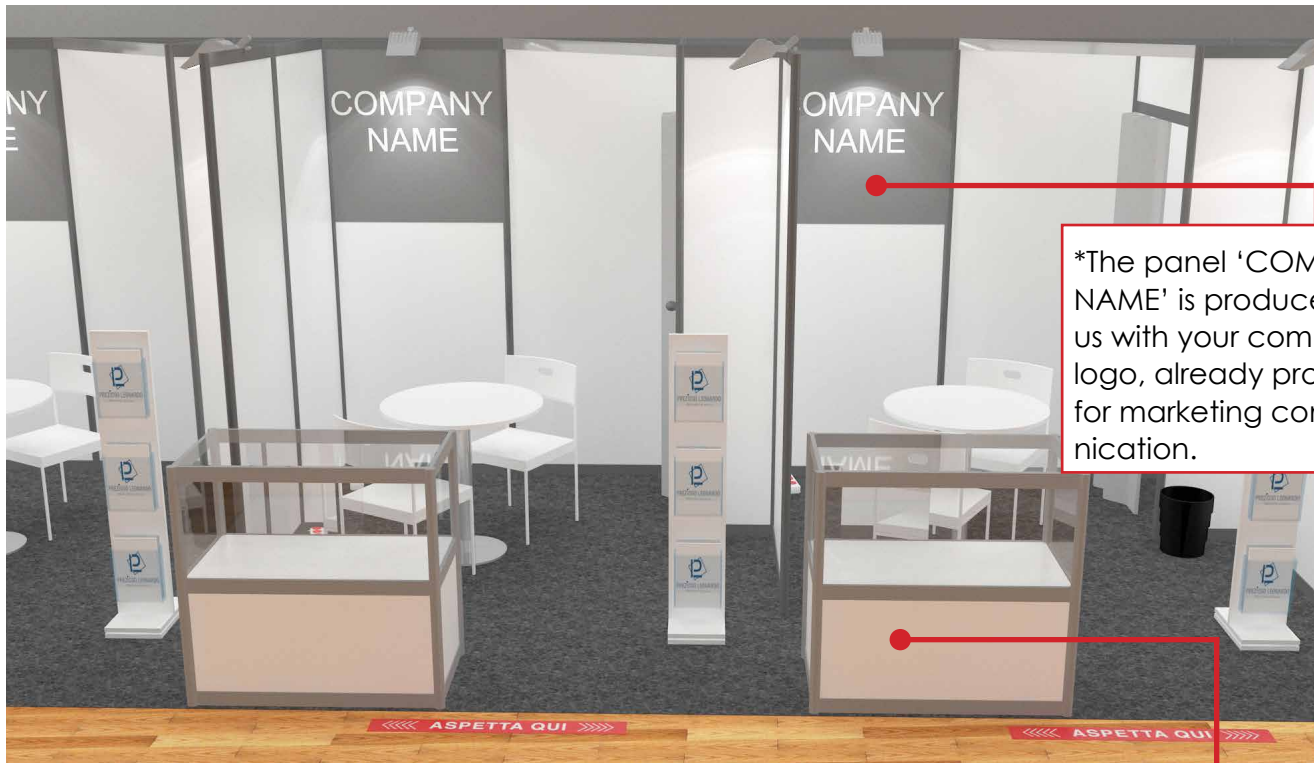
N.B. no trolleys are available for goods unloading and transportation.

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

STAND CUSTOMIZATION



*The panel 'COMPANY NAME' is produced by us with your company logo, already provided for marketing communication.



** The **reception desk/showcase** (measuring 100x50x100h) provides an area of 100x50x30h (glass portion) for displaying your products. The lower part of the display desk/showcase is enclosed and comes equipped with a padlock and key.

It is possible to display one or two Roll-ups in your stand and any posters with double-sided adhesive (which does not damage the surfaces) on the walls of the stand, see measurements on page 14.

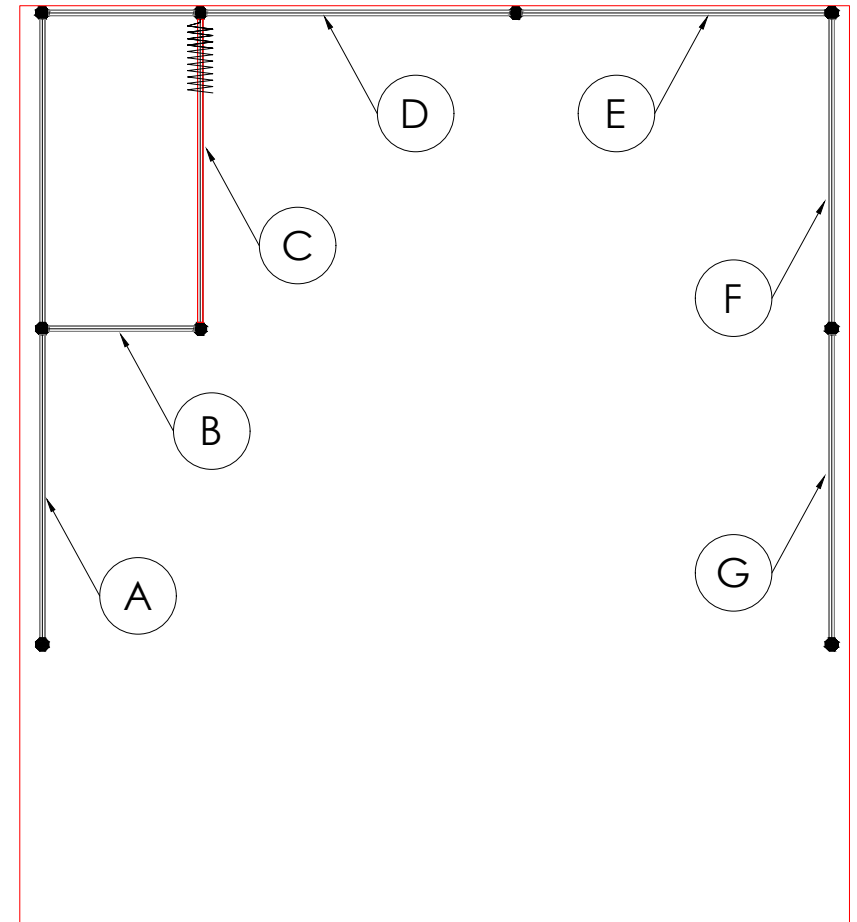
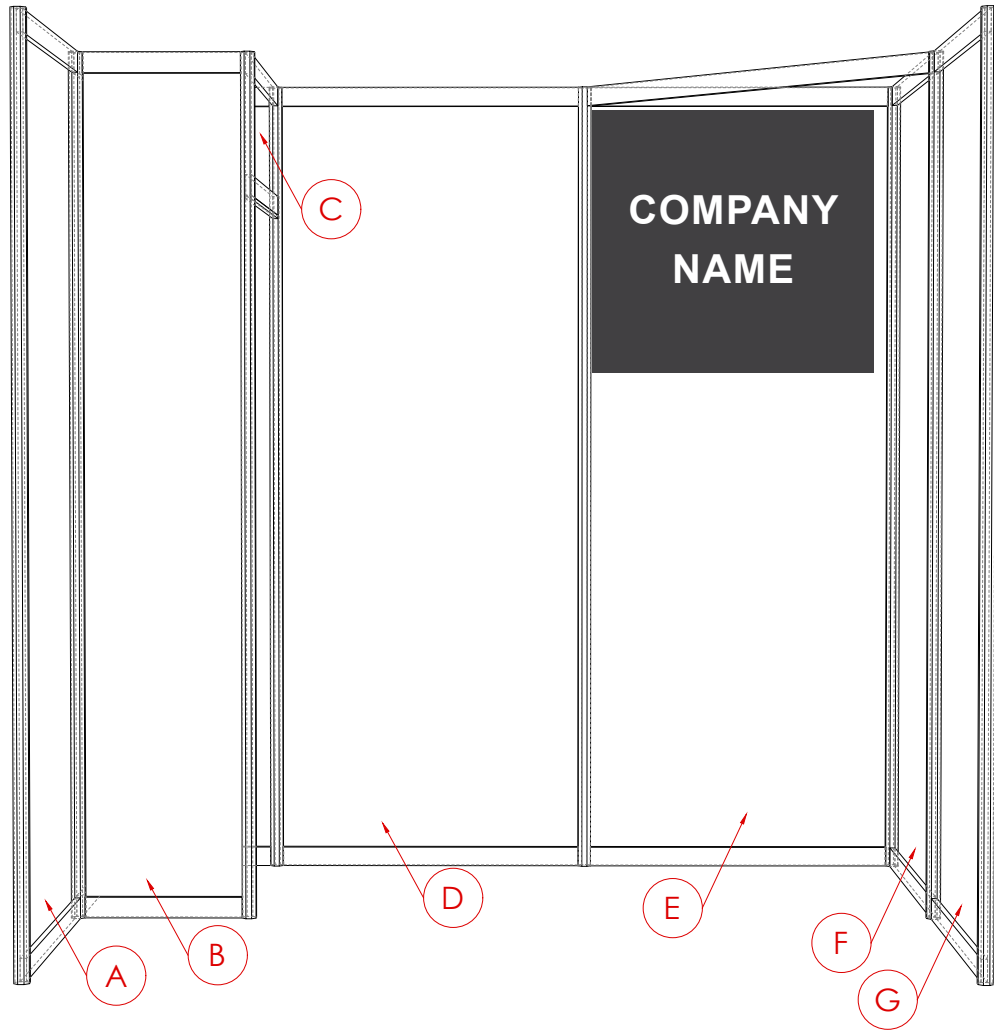
IT IS NOT POSSIBLE TO EXPOSE MACHINERY IN OPERATION

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 3 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

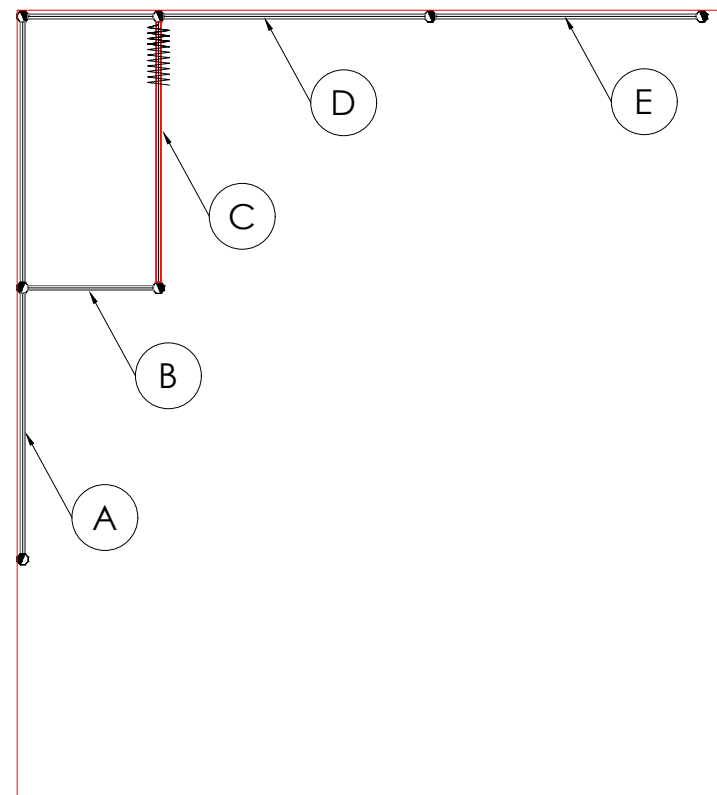
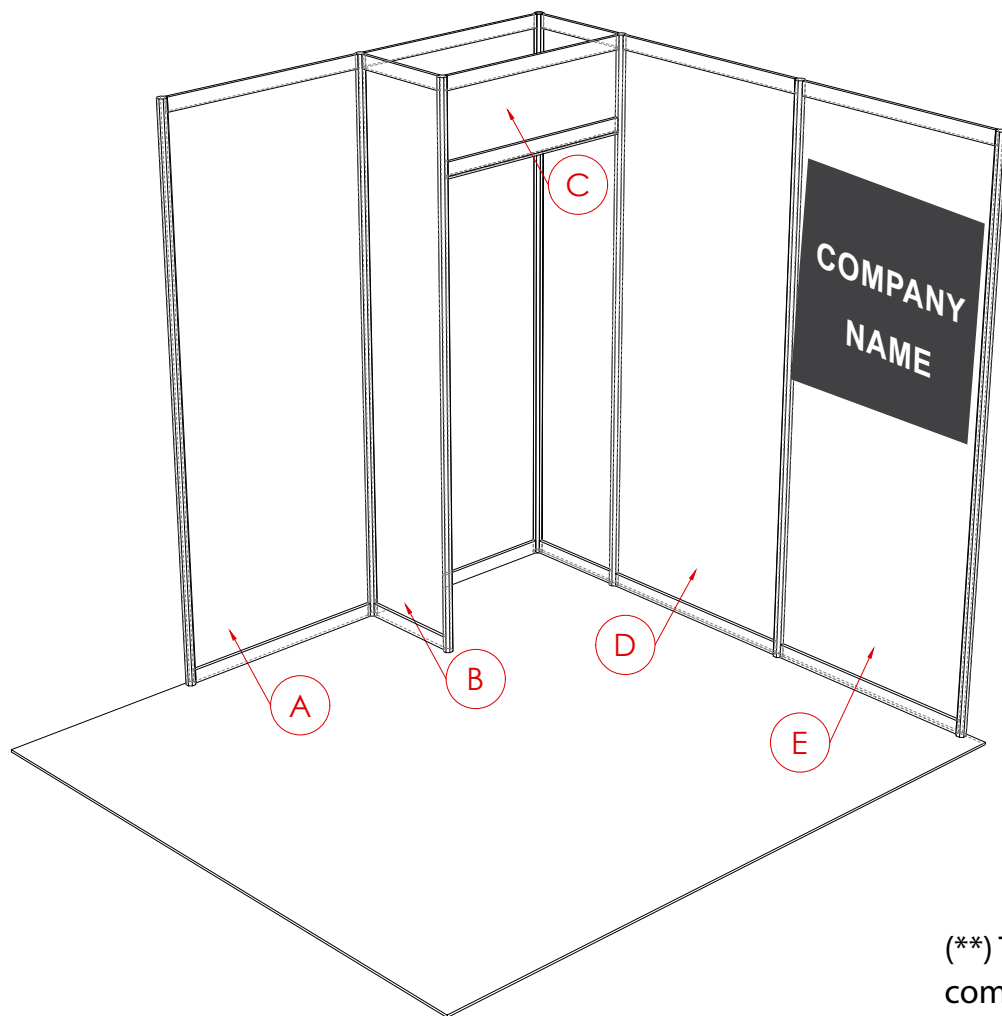
STAND CUSTOMIZATION_OPTIONAL (1 OPEN SIDE)

TECHNICAL DRAWING 1 (**)



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

TECHNICAL DRAWING 2 (**)

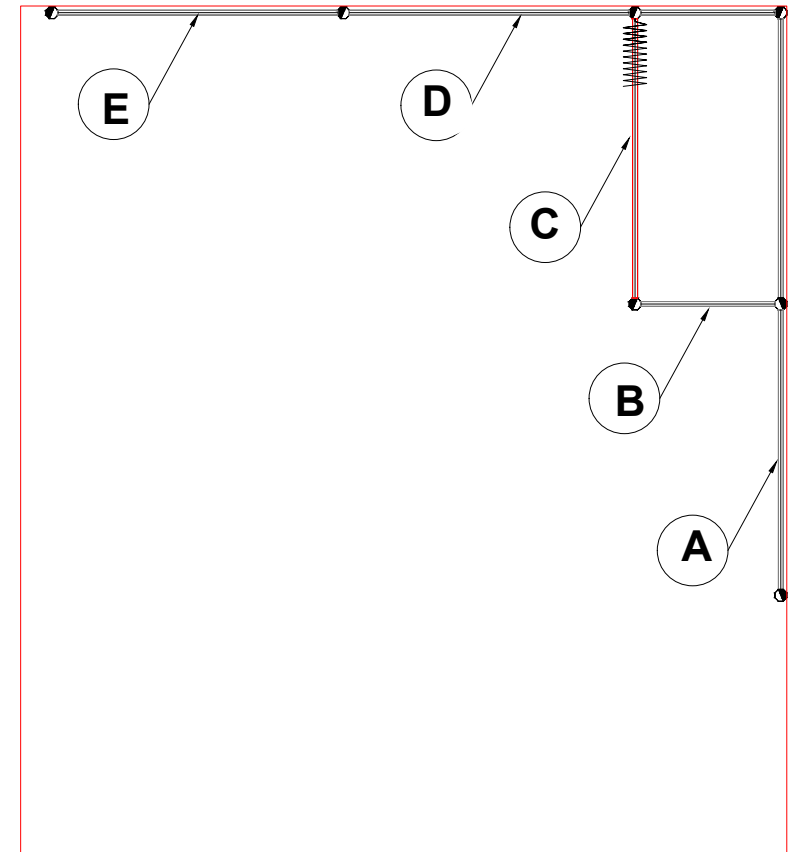
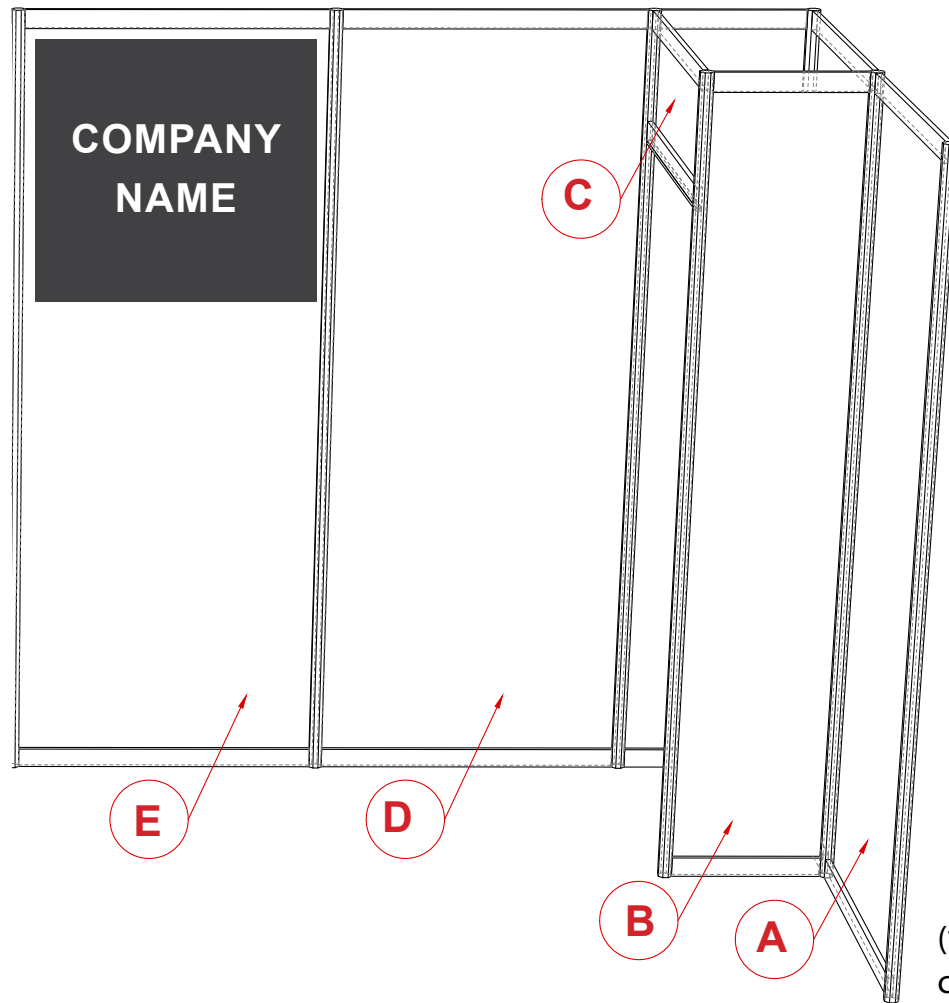


(**) The assignments of the stands, with the sending of the map, will be communicated later: only the corner stands will have the opening on two sides.

() 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 (**)

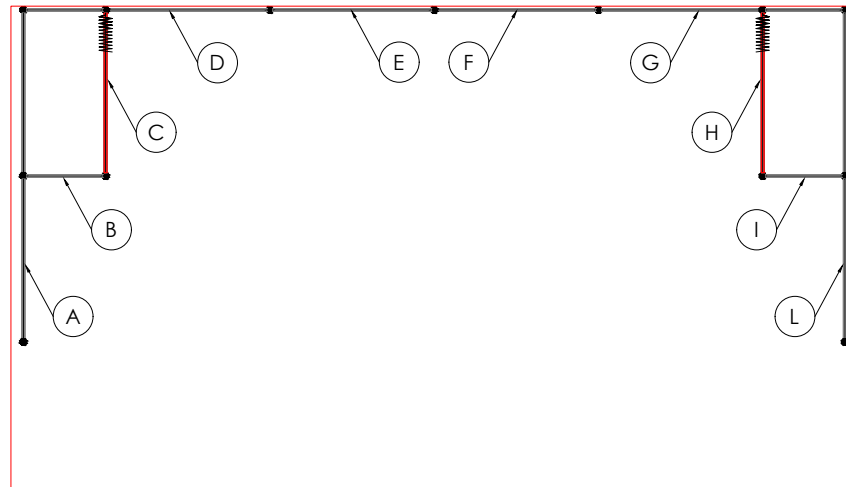
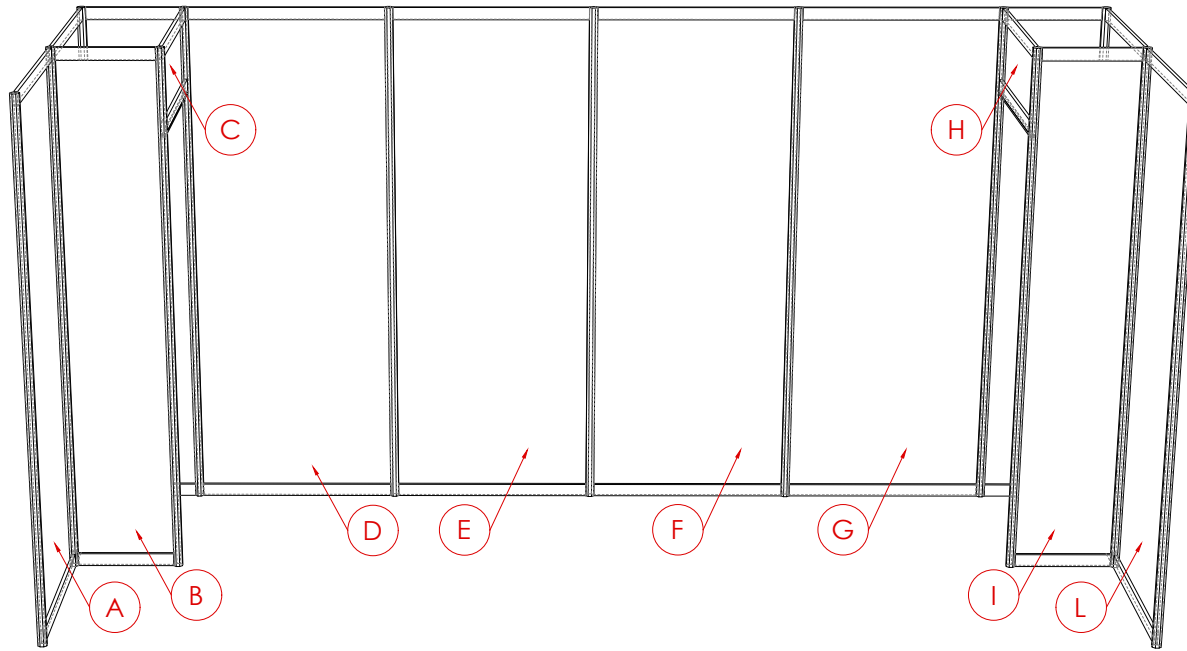


(**) The assignments of the stands, with the sending of the map, will be communicated later: only the corner stands will have the opening on two sides.

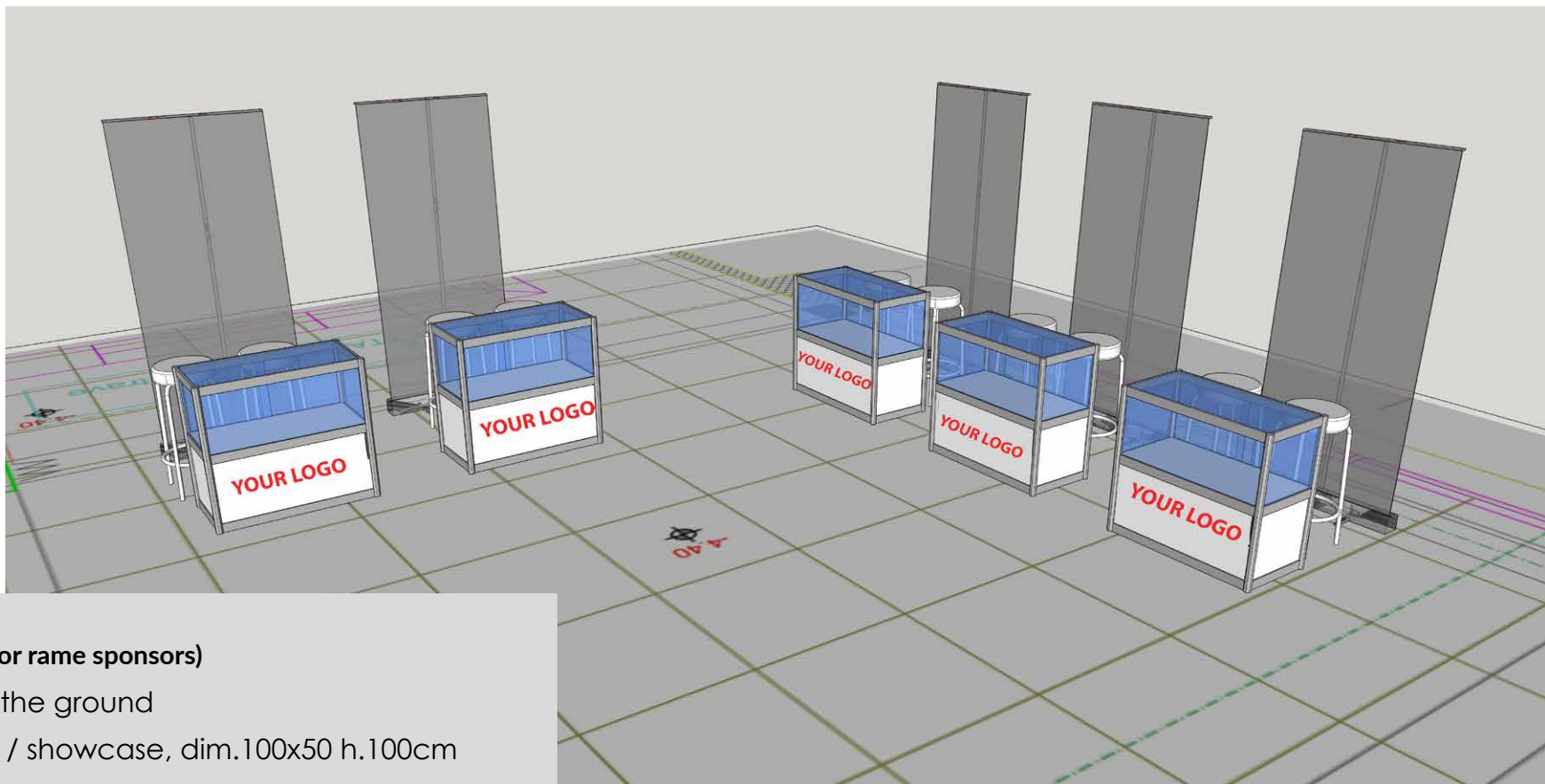
() The closet will be positioned on the left or on the right (in a alternata) depending on the layout of the stand**

CUSTOMIZATION_OPTIONAL DOUBLE STAND (1 OPEN SIDE)

TECHNICAL DRAWING 4



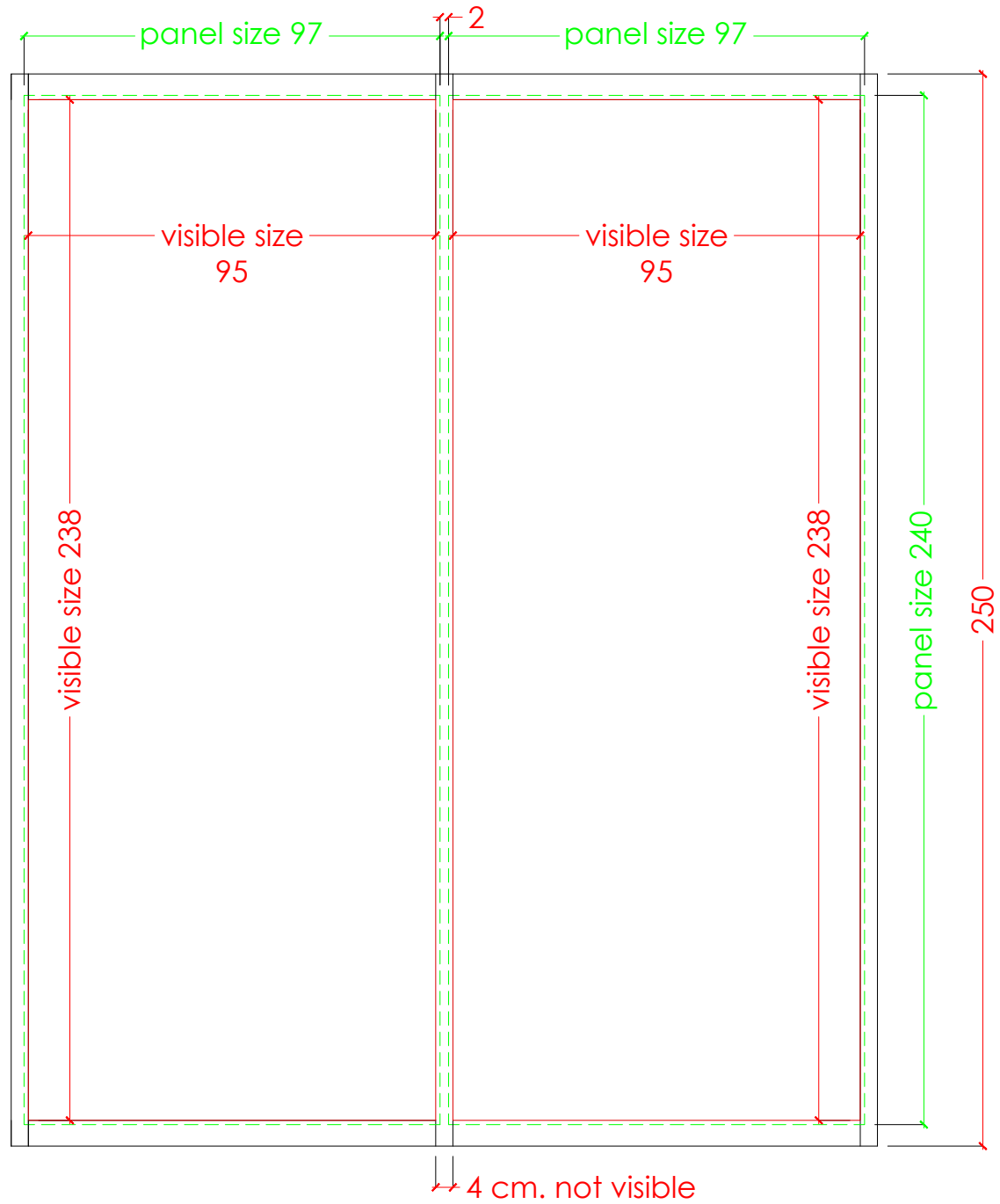
CUSTOMIZATION CORNER (ONLY RAME SPONSORSHIP)

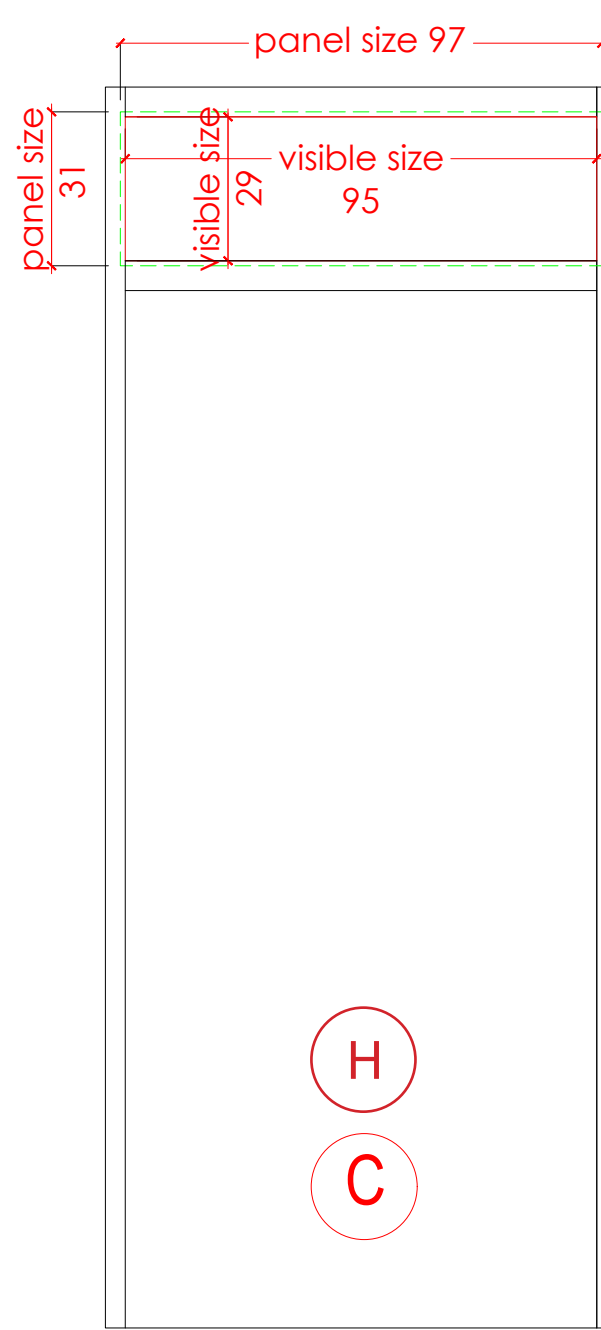
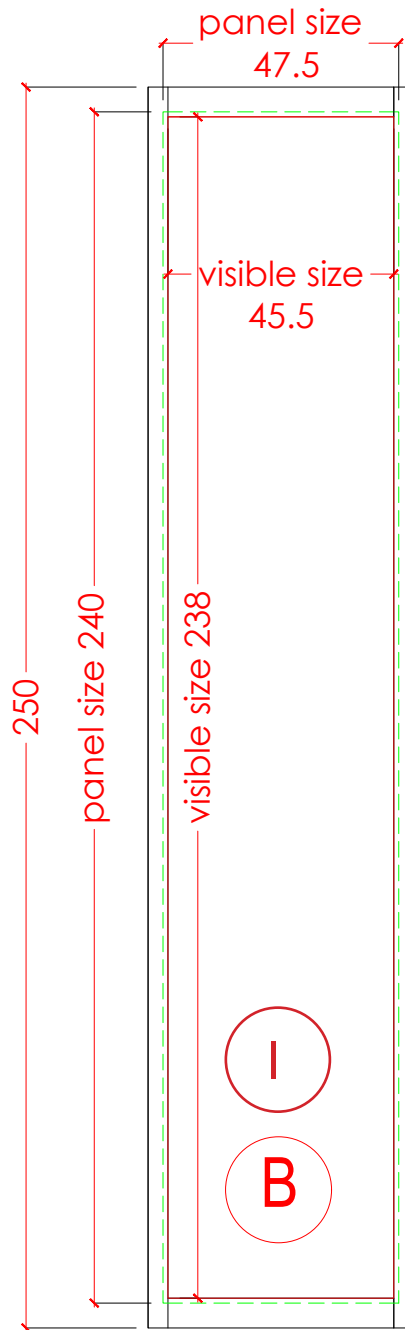
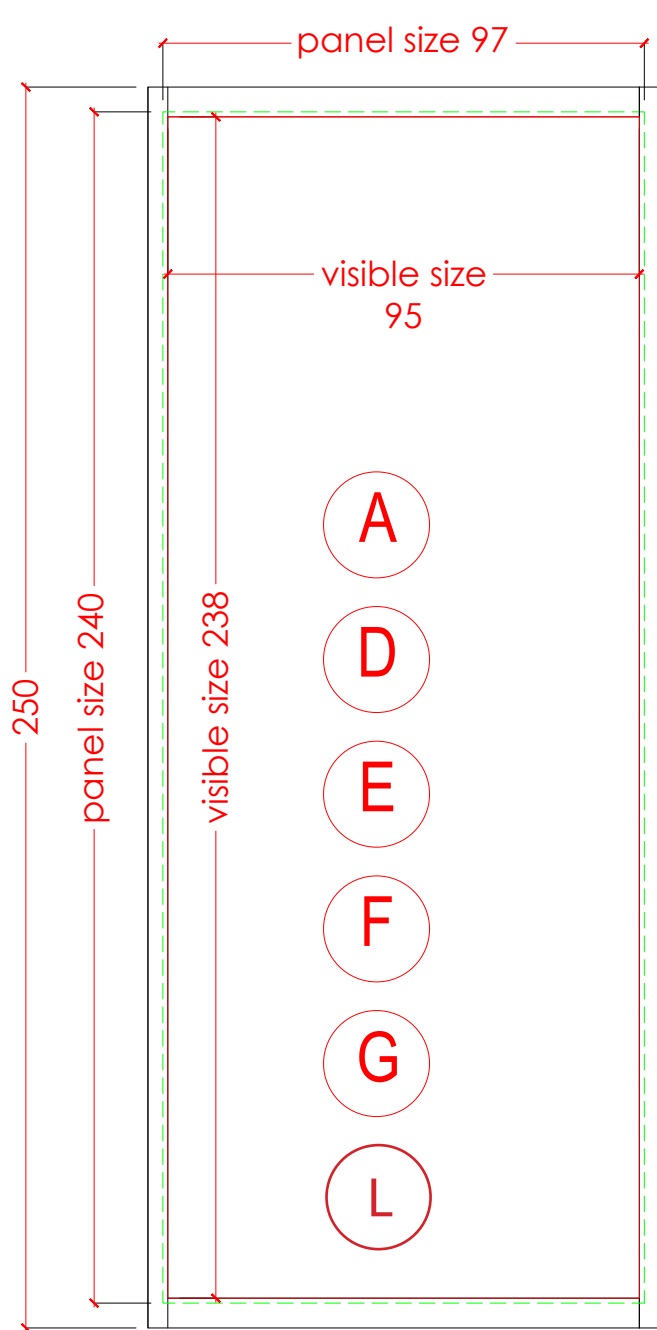


SUPPLY CORNER (only for rame sponsors)

- 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

It is possible to customize the stand panels independently by applying graphics using chains and S-hooks, which can be attached to the metal profiles of the panels.

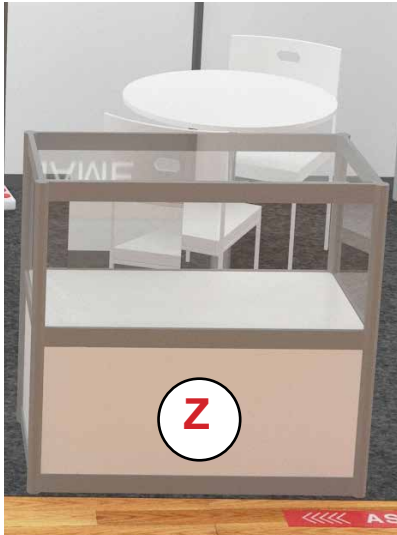
Alternatively, graphics can be affixed directly to the panels using double-sided tape, provided the panels are not damaged. To avoid damage, we recommend first applying wide masking tape to the panel surface, then attaching the double-sided tape and the graphic on top of the masking tape.

Please note that in case of any damage to the panels, a charge will be applied, which will be assessed based on the extent of the damage.

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

a.ippolito@eriseventi.com BY 8 SEPTEMBER 2025

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).

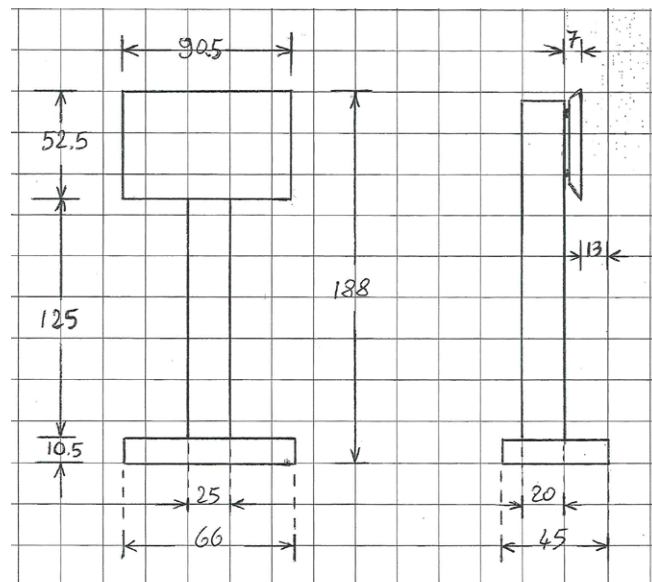
The display cabinet / desk, in the lower part, is closed and you will find it equipped with a pad-lock and key.

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

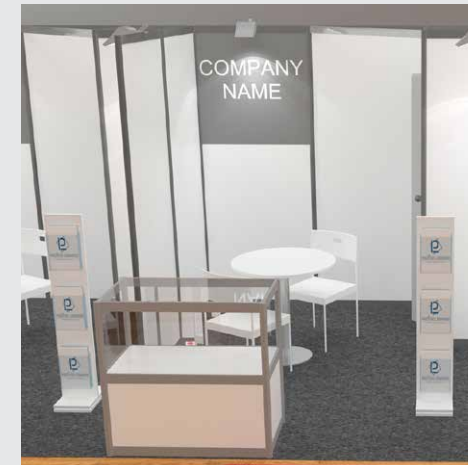
Diameter 80 cm

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.

SUMMARY TABLE DETAILS FOR STAND CUSTOMIZATION

CUSTOMIZABLE ELEMENT	DESCRIPTION	DIMENSIONS	COST (€)	FILE SUBMISSION DEADLINE	REQUIRED FILE FORMAT
PANELS A, D, E, F, G, L	Custom-printed Forex panels, visible on the main walls of the stand	visible graphic measures: 95x H 238cm	€ 150.00 + VAT (EACH)	8 SEPTEMBER	PDF PRINT FILES 95X 238 + 1CM OF ABUNDANCE PER SIDE
PANEL B, I	Smaller panels for customization of the side walls	visible graphic measures: 45,5x H 238cm	€ 75.00 + VAT (EACH)	8 SEPTEMBER	PDF PRINT FILES 45,5X 238 + 1CM OF ABUNDANCE PER SIDE
PANEL C, H	Horizontal strips for branding or decoration.	visible graphic measures: 95 x H29 cm	€ 33.00 + VAT (EACH)	8 SEPTEMBER	PDF PRINT FILES 95X29 + 1CM OF ABUNDANCE PER SIDE
UNIQUE REAR WALL GRAPHICS (D+E)	Single graphic without central metal profiles on the back wall	visible graphic measures: 194XH.238 cm	€ 290.00 + VAT	8 SEPTEMBER	PDF PRINT FILES 194X238 + 1CM OF ABUNDANCE PER SIDE.
FRAME WITH PVC GRAFICS (PANEL D-E-F-G) ONLY FOR DOUBLE STAND	Continuous graphic on all back walls without metal profiles (option available only for double stands).	size of the visible graphics: 392XH.244 cm	€ 605.00 + VAT	8 SEPTEMBER	PDF PRINT FILES 392XH.244 CM + 10 CM ABUNDANCE ALL AROUND
PANEL Z RECEPTION DESK	Visible graphic on the showcase desk.	visible graphic measures PANEL Z: 95 x H 42 cm	€ 50.00 + VAT	8 SEPTEMBER	PDF PRINT FILES 95X42 + 1CM OF ABUNDANCE PER SIDE.

SOME EXAMPLES OF STAND CUSTOMIZATION







Portadepliant
€18.00



monitor TV
40''

Monitor TV 40''
€275.00



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

- 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



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

8 SEPTEMBER 2025

EVENT COORDINATOR

Andreana Ippolito

Public Relation and Marketing Assistant

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