



**CLOUD EXPO
EUROPE**



**DEVOPS
LIVE**



**CLOUD & CYBER
SECURITY EXPO**



**BIG DATA
& AI WORLD**

EXHIBITOR'S GUIDE

CO-ORGANISED WITH



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ORGANISED BY



Dear exhibitors,

Welcome to Cloud Expo Paris 2022!

This technical guide will provide you with all the necessary information you need to be well prepared for the show. Please read it before completing the forms located at the end of this guide and sending them to our contractors.

The Cloud Expo Paris team is here to assist and guide you, so please do not hesitate to contact us! Please find below a list of your contacts:

EVENT DIRECTOR:

CLOUD EXPO & DEVOPS

Nicolas Jonet | +44 (0) 207 0134 675 | n.jonet@closerstillmedia.com

CLOUD & CYBER SECURITY EXPO

Caroline Ballu | +44 (0) 207 3485 255 | c.ballu@closerstillmedia.com

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Paul Hammer | +49 (0) 307 262 133 01 | p.hammer@closerstillmedia.com

SALES TEAM:

CLOUD EXPO & DEVOPS

Nicolas Jonet | +44 (0) 207 0134 675 | n.jonet@closerstillmedia.com

Axelle Lespagnol | +34 (0) 936 424 706 | a.lespagnol@closerstillmedia.com

CLOUD & CYBER SECURITY EXPO

Caroline Ballu | +44 (0) 207 3485 255 | c.ballu@closerstillmedia.com

Axelle Lespagnol | +34 (0) 936 424 706 | a.lespagnol@closerstillmedia.com

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Paul Hammer | +49 (0) 307 262 133 01 | p.hammer@closerstillmedia.com

Timothy Schorno | +49 (0) 307 262 133 02 | t.schorno@closerstillmedia.com

MARKETING AND CONFERENCE:

Emilia Borzemska | Marketing Manager | e.borzemska@closerstillmedia.com

Rebecca Combet | Conference Manager | r.combet@closerstillmedia.com

OPERATIONS MANAGER:

Marcos Sanz | Operations Manager | techparisops@closerstillmedia.com

Sophie Boudoc | Senior Operations Executive | techparisops@closerstillmedia.com

If you have any further questions after reading this guide, do not hesitate to contact us, we are here to help and assist you throughout your preparations.

I look forward to working with you!

Marcos and Sophie.



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TIMETABLE

BUILD-UP (hall opening hours)			Power-on schedule
Monday 14 November	12:00 – 18:00	Space only	Not applicable
Tuesday 15 November	08:00 – 20:00	Space only	14:00 – 20:00
	14:00 – 20:00	Shell scheme stands	

SHOW OPENING DAYS			Power-on schedule
Wednesday 16 November	08:00 – 09:00	Exhibitors access only	08:00 – 18:30
	09:00 – 17:30	Exhibitors and public access	
	17:30 – 18:30	Exhibitors' drinks	
Thursday 17 November	08:00 – 09:00	Exhibitors access only	08:00 – 18:00
	09:00 – 17:00	Exhibitors and public access	

BREAKDOWN (hall opening hours)			Power-on schedule
Thursday 17 November	17:30 – 22:30	All the stands	08:00 – 18:00



SHOW ADDRESS

Paris Expo Porte de
Versailles, Hall 3
1 Place de la Porte
de Versailles
75015 Paris, France



Subway: Direct Access with line 12 (porte de la Chapelle – mairie d'Issy). Stop at Porte de Versailles

Stations on the way: Montparnasse, Concorde, Madeleine, Saint-Lazare.



Tramway : Lines T2 and T3, stop at Porte de Versailles



Bus : Lines 39 – 80 stop at Porte de Versailles



Taxis : Station at the entrance of Paris expo, Porte de Versailles – Door L



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USEFUL CONTACTS

Show reference: **PARIS TECH 2022**

Contact	For	Links	Deadline
CIRCDATA T : +44 (0) 1 635 869 868 E : exhibitors@circddata.com	Exhibitor badge Scanners	The Link will be available in your E-Zone in September	14 October
GES LOGISTICS Monica Bernal T : + 44 (0) 121 782 4433 E : mbernal@ges.com E : event.logistics@ges.com	Shipping Delivery Storage	To be contacted directly	28 October
GL EVENTS Camille GEOFFROY T : +33 (0) 6 75 88 95 69 E : camille.geoffroy@gl-events.com	Furniture Other services shell scheme stands: Lighting Panels/walling Carpet Signage Stand graphics Storage room	Each exhibitor will receive a link from GL events to have access to the platform. The online platform will be available from September	Orders placed from 17th October until 31st October, will be subject to a 20% cost increase. From 1st November orders will be quoted, subject to availability.
GUARD EVENTS T : +33 (0) 1 56 08 01 39 E : info@guardevents.com	Security on stand	To be contacted directly	As soon as possible
HORETO PARIS T : +33 (0) 1 57 25 10 00 E : Commercial@horeto-paris.com	Catering	To be contacted directly	As soon as possible Orders can be made up to 48 hours prior the show Flash orders for a minimum amount of €50 + VAT are possible onsite (water cooler, water, drinks etc.)
MILLENIUM T : +33 (0) 1 60 19 72 72 E : stand@millenium-sas.com You can also contact: Sandra Legros E : sandra.legros@millenium-sas.com	Cleaning	To be contacted directly	As soon as possible
PSPAV E : screenhire@pspexhibitions.com	Rental of audio video equipment	Click here →	4 November
VIPARIS T : +33 (0) 1 40 68 16 16 E : contact@e-viparisstore.com	Electrics Gas Internet Parking Piping Riggings Water	The link to access the platform will be available soon	11 November et 18h00 You will still be able to place orders after the 11th of November but at a higher cost
VIPARIS LOGIPASS T : +33 (0) 1 40 68 11 30	Delivery access	Click here →	No deadline
TRANSLATEABLE T : +44 (0) 203 7082 E : info@translatable.com	Translation, interpreting and subtitling	To be contacted directly	As soon as possible



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CHECKLIST

SHELL SCHEME

COMPULSORY TASKS

- Exhibitors Safety Instructions, page 24
- Health & Safety declaration, page 25

OPTIONAL TASKS

- Order my furniture with GL Events
- Order my supplementary services with GL Events or Viparis
- Order my electrics with Viparis
- Order my exhibitors badges with Circddata

SPACE ONLY

COMPULSORY TASKS

DOCUMENTS TO BE SUBMITTED TO techparisops@closerstillmedia.com BEFORE 14 OCTOBER

- Submit construction plan, in 3D
- Public liability insurance of your stand builder
- Health & Safety declaration, page 25
- Exhibitors Safety Instructions, page 24
- Order exhibitors badges
- Order electrical outlet with Viparis



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VENUE ACCESS

Vehicle access VERY IMPORTANT – PLEASE READ CAREFULLY

To control and regulate the flow of vehicles, Viparis has put in place an on-line vehicle registration system: www.logipass.viparis.com.

This applies to all vehicle access requests during the build-up and breakdown periods and for daily deliveries. Parking on the delivery areas becomes limited to the strict need for delivery. Parking is free for the time of unloading / delivery.

All exhibitors, service providers, delivery personnel and all other suppliers will have to register and create their profile on www.logipass.viparis.com. They will then have to indicate that they are coming to PORTE DE VERSAILLES for the PARIS TECH 22 event and choose the time slot that suits them.

All vehicles that have not previously registered via this system will be denied access.

Traffic in the Porte de Versailles area

- Compliance with the road codes.
- Maximum speed 20 km/h.
- Stopping and parking prohibited on corridors.
- Camping and caravanning forbidden.

We thank you in advance for complying with these rules and we ask that you notify your contractors, carriers and various suppliers. Do not forget to give them your stand and hall number.



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DELIVERY – PARKING

Deliveries

Deliveries can only be made during the official build-up period, depending on your stand type (space or shell), please check the timetable, page 4. During the show open days, deliveries are only possible from 8am to 8.30am. Your presence on your stand is mandatory to receive your deliveries.

Name of the exhibitor contact with mobile phone number

Name of the exhibitor company

Stand Number

Paris Expo Porte de Versailles Hall 3

Paris Tech 2022

1 Place de la Porte de Versailles

75015 PARIS

France

Parking

During the build-up and the breakdown parking is free next to hall 3 to unload only.

Viparis agents will be present to guide you.

During the show, there is a charge for parking in the exhibition centre and you must order your parking space on the Viparis website www.viparisstore.com.

The P6 parking (access door C) is the nearest parking for Hall 3.

Deliveries access

Access during build-up and breakdown: Door D for all vehicles and Door H for heavy goods vehicles below 3.5 tons (see map on the next page). Parking for unloading will be on platforms 3.A and 3.B.

Under no circumstances the unloading area of the private delivery access lane may be used for the parking of vehicles which must be unloaded and immediately evacuated in accordance with the information indicated above.



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PARIS EXPO PORTE DE VERSAILLES



Avant	Après
D1	7.1.A
D3	7.2.A
D4	4.A
D5	7.3.A
E1, E2, E3	7.3.B
F	P7
G	7.2.C
H	7.1.C
H4 & H6	3.B
J	2.1.A
A1	2.2.A
A2.1, A2.2	2.2.A
B1	5.1.A
B2	5.2.A
B3	5.3.A
P, S	1.B
T	
U	1.A
V	1.A
W	1.C
X	1.C
Y	1.C
Z	3.C



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BUILD-UP

BUILD-UP (hall opening hours)			Power-on schedule
Monday 14 November	12:00 – 18:00	Space only	Not applicable
Tuesday 15 November	08:00 – 20:00	Space only	14:00 – 20:00
	14:00 – 20:00	Shell scheme stands	



POWER WILL BE TURNED ON BETWEEN 14h00 – 20h00

PLEASE NOTE THAT YOU WILL NOT HAVE ELECTRICITY AVAILABLE OUTSIDE OF THIS TIME SLOT. PLEASE CONTACT VIPARIS IF YOU REQUIRE POWER BEFORE 14H00 ON TUESDAY 15 NOVEMBER.

- During the build-up and breakdown, parking is free in front of Hall 3 to unload only.
- No vehicle may enter the hall without having made a reservation.
- Truck access will be subject to special conditions.
- Empty packaging must be removed without delay and stored by exhibitors or their carriers.
- It is forbidden to obstruct your storage area/ reserve with packaging and various goods that may constitute a fire hazard.
- Your stand installation must be complete before the safety commission's inspection. The presence of the stand manager is mandatory. No motorized equipment will be allowed to enter the hall, except unless approved by the Organiser.
- Personal Protective Equipment e.g. safety shoes are mandatory during build-up and breakdown.
- As soon as breakdown time is over, the Organiser may take all the necessary measures for the evacuation of the empty and material packages remaining on the site and in the aisles at the expense and risk of the exhibitor.



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BREAKDOWN

BREAKDOWN (hall opening hours)			Power-on schedule
Thursday 17 November	17:30 – 22:30	All the stands	08:00 – 18:00

- The stands can only be dismantled after the show closes.
- Exhibitors are advised to always ensure a presence on their stand during breakdown.
- Exhibitors are responsible for the removal of all stand materials, packaging, and waste in the hall. Please note that there will be a charge for the removal of abandoned items.
- We advise you to send the dates and times of breakdown to your contractors and decorators.
- All the shell scheme stands will be dismantled on Thursday 17 November after the end of the show by GL Events.
- All the materials and decors must have left the hall at the latest on Thursday 17 November at 22:30. Goods and materials not requiring disassembly, not removed in time, will not be stored by the Organiser. The Organiser reserves the right to destroy, at the exhibitor's expense, stands and decoration structures of any kind that have not been dismantled by the exhibitor within the deadline.

Forklift rental

CloserStill Media has selected GES Logistics as the only contractor authorised to use forklifts for the duration of the lease of the hall.



For safety reasons, no motorised vehicle (forklift, etc.) is authorised in Hall 3. Only GES Logistics, our official service provider, is authorised to drive this type of vehicle. If you need this type of service, GES Logistics is at your disposal to meet your needs:



+44 (0) 121 782 4433



mbernal@ges.com



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SECURITY - CLEANING

Stands guarding and supervision

- Please note that under no circumstances will the organisers or Porte de Versailles be held responsible for any loss or damage caused to stands or exhibited objects.
- Exhibitors providing special supervision on their stand are requested to inform the organiser of this by communicating the names of the persons present and the name of the security company chosen. Exhibitors are responsible for their stand and must make the necessary arrangements to protect and secure their equipment in the evening, as well as during build-up and breakdown. Computers, plasma screens and audio-visual equipment must be locked away or fixed to the stand by a security cord or padlock provided for this purpose during the closing hours of the exhibition.
- Lockable cupboards are not considered to be secure premises.



ATTENTION: The risk of theft is high during the periods of build-up and breakdown. Please secure all material or products that can be stolen (plasma screens, computer hardware, personal effects ...).

It is strongly recommended that you closely monitor your stand at all times.

Cleaning of shell scheme stands only:

This service consists of daily cleaning of the stand every morning before opening to the public including the day before the opening of the show and includes:

- Removal of plastic films protecting the carpet,
- Emptying trash cans,
- Cleaning of carpets,
- Wiping of counter-tops and furniture.

IMPORTANT

It is the exhibitor's responsibility to remove all material from the stand as well as the waste produced at the end of breakdown. All rubbish left in the Hall will be removed by the cleaning service and a fee of €500 per bin filled will be charged to the exhibitor.



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INFORMATION SHELL SCHEME AND SPACE ONLY STAND

You have a SHELL SCHEME STAND

The equipment included in the rental of your stand includes:

- Walls: white shell-scheme
- Attention: It is forbidden to nail, screw, glue anything to the structure by means other than double-sided tape, rails (hooks attached to the structures), wire or any other means that does not damage the good condition of the existing structures.
- Dimensions: Please refer to page 14 of this manual
- Framework: Grey
- Carpet: light grey
- Nameboard: company name and stand number
- Daily cleaning

Your stand will be ready by Tuesday 15 November at 2pm



ATTENTION

Electrical box, lighting and furniture are not included in this package



COMPULSORY TASKS

- Exhibitors Safety Instructions, page 24
- Health & Safety declaration, page 25

OPTIONAL TASKS

- Order my furniture with GL Events
- Order my supplementary services with GL Events or Viparis
- Order my electrics with Viparis
- Order my exhibitors badges with Circddata



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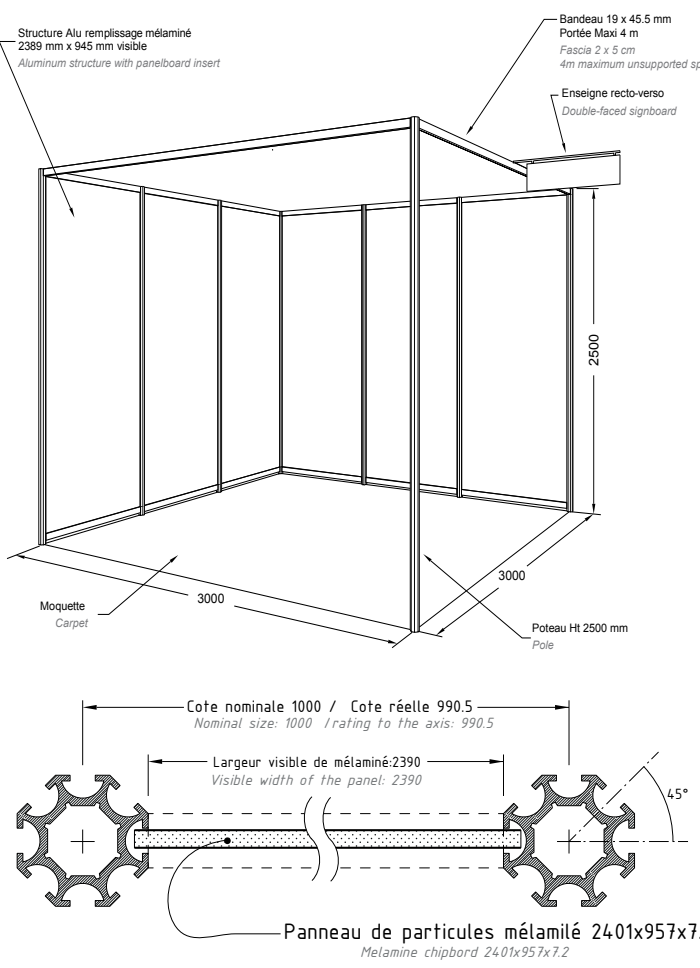
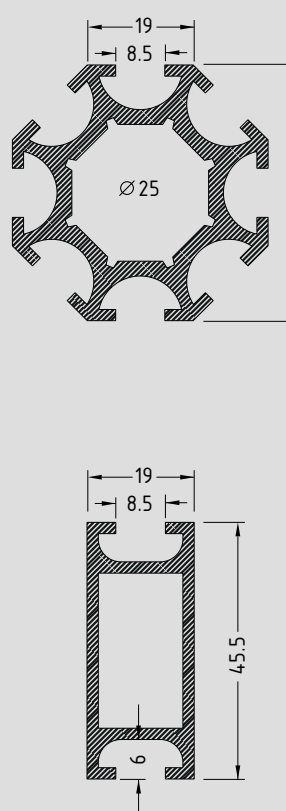
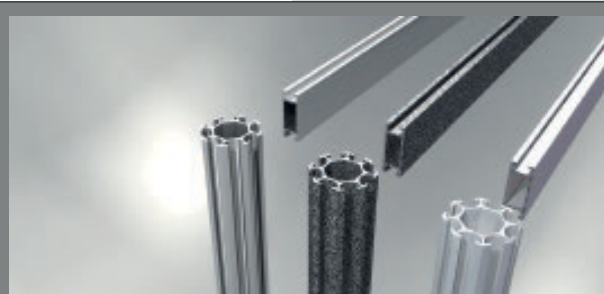


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DESCRIPTIF STAND TYPE	MODULAIRE
Exemple de stand 3m x 3m sans éclairage	SODEM ht 250cm
 <p>Structure Alu remplissage mélaminé 2389 mm x 945 mm visible Aluminum structure with panelboard insert</p> <p>Bandeau 19 x 45.5 mm Portée Maxi 4 m Fascia 2 x 5 cm 4m maximum unsupported span</p> <p>Enseigne recto-verso Double-faced signboard</p> <p>Moquette Carpet</p> <p>3000</p> <p>2500</p> <p>3000</p> <p>Poteau Ht 2500 mm Pole</p> <p>Cote nominale 1000 / Cote réelle 990.5 Nominal size: 1000 / Rating to the axis: 990.5</p> <p>Largeur visible de mélaminé: 2390 Visible width of the panel: 2390</p> <p>45°</p> <p>Panneau de particules mélaminé 2401x957x7.2 Melamine chipboard 2401x957x7.2</p>	 <p>19</p> <p>8.5</p> <p>Ø 25</p> <p>45.5</p> <p>19</p> <p>8.5</p> <p>45.5</p> <p>6</p>
<p>Plusieurs finitions sont disponibles:</p> <p>STRUCTURE: Aluminium epoxy blanc, gris galet, GRM.</p> <p>REPLISSAGE: Mélaminé blanc, sycomore miel, noir, gris alu brossé, wengé...</p>	



You have a SPACE ONLY STAND

ATTENTION

**A space only stand only includes the stand space.
IT DOES NOT INCLUDE walls, carpet, electricity, furniture, cleaning**

The technical rules of the show

Stand plans must be submitted for approval to techparisops@closerstillmedia.com before the 14 October.

- Walls, signboards or decorative structures installed along the aisles shall not obscure more than 66% of each stand side.
- The walls on the side of the neighbouring stand that are higher than 2.5m must be clean, smooth and without any type of signage.
- Floor: If you plan on installing a floor and it is over 2cm high, it is MANDATORY to set up a ramp to allow access for disabled people on the stand. This ramp will be integrated into the stand and will not extend over the aisles.

Height control

Maximum height allowed: 4m. If your stand exceeds this height it will be considered a complex stand and require additional study fees.

Removal of signs: You will not be able to remove your sign that is positioned above an aisle.

The ceiling heights are different depending on your location.

Please contact techparisops@closerstillmedia.com for more information.

COMPULSORY TASKS

DOCUMENTS TO BE SUBMITTED TO techparisops@closerstillmedia.com BEFORE 14 OCTOBER

- Submit construction plan, risk assessment and method statement with stand plans
- Public liability insurance of your stand builder
- Health & Safety declaration, page 25
- Exhibitors Safety Instructions, page 24
- Order my exhibitors badges
- Order my electrical outlet with Viparis



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GENERAL INFORMATION

Access for People with Reduced Mobility

On-site facilities are available for exhibitors and visitors with reduced mobility.

For further information, please contact Viparis directly or visit the website www.viparis.com/site/espace-champerret

Accidents

During your visit, please contact Marcos Sanz or Sophie Boudoc in the Commissariat General if you are involved in or witness an accident.

Aisles

Please note that the aisles are not part of your stand. No equipment, items from your stand can be placed on the aisles. All aisles must always remain free and accessible.

Badges contractors

Your contractors do not require a badge to be able to access the hall. Wristbands will be provided by the security officers directly on site.

Exhibitors Badges

Every member of staff from your stand must wear an exhibitor badge to enter Hall.

You may collect these badges directly from registration from 15 November at 3pm. For any last-minute requests, please contact the registration desk.

Important: These badges will not be posted before the event but are to be collected on-site or you can pre-order exhibitor badges via this link:

CLOUD EXPO EUROPE | www.cloudexpoeurope.fr/e-zone-login

DEVOPS | www.cloudexpoeurope.fr/e-zone-login

CLOUD & CYBER SECURITY | www.cloudsecurityexpo.fr/e-zone-login

BIG DATA | www.bigdataworld.fr/e-zone-login

Balloons

1. Gas filled balloons must be adequately secured to the stand. Charges will be levied for any costs incurred for repairing damage to the air handling units within the halls due to gas filled balloons being drawn into the units and for removing balloons from the roof structures.
2. Balloons must be positioned at a height no greater than 4m from the hall floor to the top of the balloon
3. Balloons can hang only over your own stand.
4. All helium gas cylinders must be removed from the halls once the balloons have been filled and the use of flammable gases is not permitted.
5. A plan must be submitted to Sophie Boudoc and Marcos Sanz, detailing location, height and method of attachment.



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GENERAL INFORMATION

Banners / Rigging

Any suspended banner (not integrated into your stand and requiring rigging) is considered as a sponsorship opportunity and is therefore subject to pricing conditions. Each request must be submitted to the sales and operational team:

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Nicolas Jonet | +44 (0) 207 0134 675 | n.jonet@closerstillmedia.com

Axelle Lespagnol | +34 (0) 936 424 706 | a.lespagnol@closerstillmedia.com

CLOUD & CYBER SECURITY EXPO

Caroline Ballu | +44 (0) 207 3485 255 | c.ballu@closerstillmedia.com

Axelle Lespagnol | +34 (0) 936 424 706 | a.lespagnol@closerstillmedia.com

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Paul Hammer | +49 (0) 307 262 133 01 | p.hammer@closerstillmedia.com

Timothy Schorno | +49 (0) 307 262 133 02 | t.schorno@closerstillmedia.com

Breakdown

You can only start breakdown of your stands after the event closes and the hall is clear of visitors. You will only be able to remove your equipment after all visitors have left the building.

All shell scheme exhibitors and decorators are advised that the official contractor will start dismantling the exhibits on the evening of Thursday 17 November at 5.30pm.

The organisers will not be held responsible for any theft and damages that may occur during dismantling.

Carpets / Floor Covering

All aisles and shell scheme stands will be covered with carpet provided by the official contractor, GL Events.

Exhibitors with a shell scheme stand can choose a different carpet colour for an extra charge. Any exhibitor wishing to change this must contact GL Events.

To obtain the technical specifications of shell scheme stands, please refer to page 14.

ISLAND STANDS: Please note that any island shell scheme stands will not be provided with walling, just poles to support a name-board. If you are planning a structure inside of your shell scheme stand, please contact techparisops@closerstillmedia.com

Children

Local Authority Health & Safety regulations prohibit the presence of children under 16 in the halls during build up and breakdown. The Exhibition is a trade event and the nature of the exhibits during the open period will reflect this, as such it is not a suitable environment for children. There are no crèche facilities at this event.



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GENERAL INFORMATION

Cleaning

- All shell scheme stands will be cleaned on the night of 15 November, the morning of 16 November and the morning of 17 November.
- Shell scheme stands will be cleaned daily during the show open period.
- If you have closed areas within your stand (i.e. offices) and these need to be cleaned, please leave a clearly labelled key to the Organisers so that they can give access to the cleaners.
- Cleaning is not included for space only stands. Please contact Viparis/Millennium to arrange this service.
- Exhibitors requiring emergency cleaning during the exhibition should contact the Organisers office (although only light cleaning will be possible during show opening hours, vacuuming will not be possible until the close of the show).
- Please dispose of any liquids to avoid spillage and damage to the carpets.

Cloakroom

The cloakroom is located in the main entrance of Hall 3 and is open daily until thirty minutes after the close of the exhibition. There is a charge of €2 per item.

Customs

It will be up to each Exhibitor to complete the customs formalities for the materials and products coming from abroad. No equipment can leave the Paris Expo Porte de Versailles without completing the formalities of customs regulations.

Damages

Exhibitors are responsible for all panels, columns, hired accessories, etc. within their stand area. Any damage will be charged back to the exhibitor. Please examine your stand space as soon as you arrive and report any damage, so you are not charged for it. All exhibits and stand-fitting materials must be cleared from the venue and charges will be levied for the removal of any abandoned articles, including carpet tape and literature.

IMPORTANT : All exhibit items and stand materials must be removed from the hall upon departure. There will be a charge for the removal of abandoned items, including scotch tape on the carpet, brochures and documents.

Electricity

Power supply and lighting are NOT provided on your stand unless an agreement has been made with the sales team. You must order the mains power via Viparis.



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GENERAL INFORMATION

Emergency and Fire procedures

For more information, please contact Viparis directly or visit the website www.viparis.com

First Aid

The First Aid is located at the PC Sécurité. You can ask the Organiser's office to contact them.

Floor Loading

For all queries regarding the maximum floor-loadings, please contact techparisops@closerstillmedia.com

Furniture

No furniture is provided with your stand. For any requirements, please order through GL Events.

Insurance

Any loss or damage occurring during the event should immediately be reported to the Organiser's Office and on-site security staff.

Please note the Exhibitor insurance does not cover contractors and possible subcontractors present at the event. Contractors must prove they have their own insurance covering the minimum required by Paris Expo Porte de Versailles.

We advise that contractors working on complex structures should have liability insurance up to €6,000,000 and are also able to provide proof of employer liability insurance. We advise that contractors working on normal structures should have liability cover up to €2,000,000 and are also able to provide proof of employer liability insurance.

For further information regarding insurance, please contact

CLOUD EXPO & DEVOPS

Nicolas Jonet | +44 (0) 207 013 46 75 | n.jonet@closerstillmedia.com

CLOUD & CYBER SECURITY EXPO

Caroline Ballu | +44 (0) 207 3485 255 | c.ballu@closerstillmedia.com

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Paul Hammer | +49 (0) 307 262 133 01 | p.hammer@closerstillmedia.com



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GENERAL INFORMATION

Maintenance

Maintenance work on stands must be carried out the evening prior to open, or once the show closes. No maintenance will be permitted during the open hours.

Exhibitors must ensure that any staff responsible for delivery and the set-up of their own stand items possesses the correct maintenance equipment and tools required. Maintenance can only be carried out before or after show open / close.

No equipment can be borrowed from the Organisers.

Pillars

If you wish to obtain the exact measurements of columns, please contact techparisops@closerstillmedia.com

Samples

Please contact techparisops@closerstillmedia.com if you are planning on having food or beverage samples on your stand.

Stand construction and installation conditions

Shell scheme stands will be available to exhibitors on Tuesday 15 November at 2pm. Any material delivered before this date will be refused (unless pre-arranged with GES). Special arrangements and decoration of stands for exhibitors must be completed by 8pm on Tuesday 15 November.

Please note: It is forbidden to nail, screw or stick anything to the shell scheme framework other than using double-sided tape, picture rails (rods and hooks belonging to the framework), wire or any other means that will not damage the panels or framework.

- Any drilling to affix machines, balance and wind-proof equipment on slab floors, terraces as well as any other part of the building are prohibited
- Electrical and Internet connections will be available on Tuesday 15 November
- Any damage will be charged to the exhibitor
- For security reasons, there is no room reserved for the storage of packaging in the exhibition hall. Exhibitors must take care of the removal of waste/materials before the opening of the event.

Storage and On-site Handling

There are no storage facilities at the Venue and any company requiring this facility should contact the official supplier GES. You are also advised that fire regulations prohibit the storage of empty crates, packing materials and exhibits behind stands.

Waste

You are required to remove all stand-fitting material and waste generated at the end of breakdown. Any rubbish left in the hall will be skipped by the Cleaning Department and a charge of €500 per skip load will be charged to the relevant exhibitor. We will be taking digital photos of each area as proof and an invoice will be sent to you after the event.



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FREQUENTLY ASKED QUESTIONS

BADGE

How do I order my exhibitors badges?

You can order your badges via the link below prior to the show:

CLOUD EXPO EUROPE | www.cloudexpo-europe.fr/e-zone-login

DEVOPS | www.cloudexpo-europe.fr/e-zone-login

CLOUD & CYBER SECURITY | www.cloudsecurityexpo.fr/e-zone-login

BIG DATA | www.bigdataworld.fr/e-zone-login

Once your order is completed, a code will be sent to each registered email address. This code will allow you to collect the badges at the registration area the day before the opening of the show (in the afternoon) and the morning before the opening.

Badges are not sent by post.

What should I do if I have to collect all my team badges myself?

Only give your email address when you order the badges via the link provided. The codes will then be sent to you only.

ELECTRICITY/LIGHTING

Who should I order my electric box with?

Service Expositant Viparis by phone +33 (0) 1 40 68 16 16 or by email contact@e-viparisstore.com

Who should I order the spotlights with?

GL Events

Should you use the following items: computers, a refrigerator, a screen, spots, a coffee maker etc., please contact ViParis.

What is the difference between intermittent electric box and permanent electric box?

With an intermittent electric box you will only have electricity during the day at the time of the show. With a permanent box, you will have electricity from build-up to breakdown without night break. An intermittent electric box is the solution advised by the Organisers.

DELIVERIES

During the build-up, what happens if I cannot be present on my stand during a delivery?

The Organisers do not take responsibility of signing for a delivery in your absence. However you can arrange in advance for GES to accept on your behalf.

Is my stand (space or shell scheme) guarded at night?

NO. Security guards are present during the night to monitor the hall, but no stand is monitored individually. It is the responsibility of the exhibitor to supervise their own stand if it contains valuable material. We recommend you contact our official security partner, Guard Events to arrange. Contacts can be found on page 5.



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FREQUENTLY ASKED QUESTIONS

SHELL SCHEME STAND

Is electricity included in my shell scheme stand?

No, a shell scheme stand only includes carpeting, walling/panels and a nameboard number with your stand number and the name of your company. NOT INCLUDED: electrical box, light spots, furniture

I have a shell scheme stand, I want to change colour carpet is it possible?

Yes but with a charge. You can contact GL Events.

I have a shell scheme stand, what is the size of the walls?

Exact dimensions page 14 of this guide.

Can I put communication on the walls of my shell scheme stand?

The walls are fragile, you can only use sensitive surfaces scotch tape. Please be aware that if the walls are damaged at the end of the show, a surplus will be invoiced by GL Events.

FURNITURE

I need some furniture, who do I contact?

You will need to contact GL Events.

BUILD-UP

When I arrive on site for the build-up, do I need a badge to enter the hall?

No, a wristband will be given to you by security upon entry to the hall.

If I need to order services on site during the build-up is it possible?

Yes, you can always order furniture, an electric box or spots but the prices will be higher on site and availability especially for the furniture is not guaranteed. An exhibitor counter desk will be provided for this purpose at the entrance of the Commissariat General all day Tuesday, 15 November and the morning of Wednesday, 16 November.

COLUMNS / PILLARS

I have a pillar on my stand, what are the rules to follow?

Each pillar has different dimensions, please contact Sophie and Marcos, techparisops@closerstillmedia.com so they can inform you of the dimensions of your pillar. Some have direct access to the Fire Taps which must be left unobstructed and therefore not covered.



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FORMS

Exhibitors Safety Instructions (to be completed by all exhibitors)

Page 24

Health & Safety declaration (to be completed by all exhibitors)

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Storage and shipping

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PARIS TECH 2022

EXHIBITOR SAFETY INSTRUCTIONS
Certificate to be returned to D.Ö.T

D.Ö.T / LEARNING PARIS TECH 2022 EXHIBITION
93 rue du Château - 92100 BOULOGNE BILLANCOURT
Fax : +33 (0)1 46 05 76 48
Email : sps@d-o-t.fr

Stand N° :

EXHIBITOR:

Represented by the person in charge of the stand Mrs / Mr,

Phone number: Email:

STAND BUILDER INFORMATION

Name:

Tel:

Email:

Declares that she/he has read the document relating to the prevention of accidents at work and health protection concerning her/his participation in PARIS TECH 2022 EXHIBITION and undertakes to conform to it without reserve or restriction.

PLEASE FILL THE SECTION THAT APPLIES TO YOU

IF YOUR STAND IS:

- Built by the Organizer or by yourself or by only one company without subcontractor ☐

Please return this certificate (page 1) to the D.Ö.T Company on or before October 13th 2022 and pass on this document to all contractors who you have appointed to work on your stand during the build-up and breakdown of the show.

OR

IF YOUR STAND IS:

- Installed by at least two independent companies (including sub-contractors). ☐ Quantity ☐

- Includes partitions walls/decorations more than 3.00 meters high. ☐

You must:

- Return this certificate to the D.Ö.T Company on or before October 13th 2022 with a visual of your stand

- Appoint a **HEALTH AND SAFETY COORDINATOR**

Law of 31/12/93 N° 93-1418 and Decree of 26 December 1994 N° 94-1159.

Your decorator/stand builder or yourself are not allowed to carry out this task. Only a Health and Safety Coordinator having an official French certificate of competence is allowed to complete this task.

In observance of current legislation, the Health and Safety Protection Coordinator appointed by the Exhibitor is obliged to send to the D.Ö.T Company the G.H.S.P.C.P of the stand at least 30 days before the event assembly begins including the schedule of visits.

☐ You have appointed your Health & Safety Coordinator - Name:
E-mail : - Phone Number: +33 (0)

☐ You don't have an Health & Safety Coordinator

Commercial stamp and signature

Place and date

.....

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PARIS TECH - HEALTH & SAFETY DECLARATION

Must be completed by ALL Exhibitors before 13th of October 2022 and sent to
techparisops@closerstillmedia.com

URGENT - FAILURE TO COMPLETE THIS DECLARATION WILL RESULT IN REFUSAL TO EXHIBIT

Every exhibitor, contractor, supplier and agent must comply with the Health & Safety at Work Act, etc, 1974 and its subordinate legislation. Every exhibitor accepts that it is their legal and moral responsibility to ensure that their own and others' health and safety are not put at risk by their actions (or in-actions) throughout the tenancy. It is also the responsibility of the exhibitor to ensure that their appointed contractors are aware of the Health & Safety issues applicable to this exhibition.

Please note that Exhibitor insurance policies do not cover stand contractors and any consequent sub-contractors, and as such contractors are now required to submit proof that they have adequate insurance cover. It is the Exhibitor's responsibility to ensure that any appointed contractors and agents have the relevant documentation.

We recommend that contractors erecting complex structures should have a minimum of £5 million public liability and also must be able to provide proof of Employer Liability insurance. Contractors erecting standard structures should have a minimum of £2 million public liability and must be able to provide proof of Employer Liability Insurance. For further information on what constitutes a complex structure please read the standfitting regulations in full.

All certificates must be submitted with the stand plans for a full compliance notice to be issued.

1. Please complete the information below:

Company Name

Stand Number:

Contact Name:

Tel:

Email:

Contact Number Onsite:

All exhibitors must complete a Risk Assessment (RA) for the exhibition, which covers the activities taking place on the stand during the open period of the event. This does not need to be sent to us, although you must be able to produce it on site if called upon to do so. Failure to produce a Risk Assessment on request will result in all affected activity ceasing until a Risk Assessment has been completed to the satisfaction of the Organiser.

However, if you have booked a Space Only Site, whoever is building the stand - either you or a contractor - will need to submit a detailed RA to cover the build and breakdown, together with a Method Statement, when submitting the stand drawings for approval.



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2. You are required to notify the Organisers of any activities or demonstrations taking place on your stand at the exhibition. Please tick all activities and demonstrations below that apply.

- ☐ Animals
- ☐ AV
- ☐ Award Ceremonies
- ☐ Balloons
- ☐ Beauty Treatments
- ☐ Celebrity Guests
- ☐ Children
- ☐ Cooking
- ☐ Dangerous exhibits i.e. knives, weapons and tools
- ☐ Food and drink
- ☐ Inflatable Structures
- ☐ Laser products
- ☐ Mechanical equipment
- ☐ Music
- ☐ Naked flames and pyrotechnics
- ☐ Objects of high value i.e. FA Cup
- ☐ Performers
- ☐ Product sampling
- ☐ Seminars
- ☐ Vehicles
- ☐ Water and Waste
- ☐ Water feature
- ☐ None

Other (please specify):

3. Please provide any further information regarding your stand activities below:

Thank you for taking the time to complete this health and safety declaration. If you required any further information, please email techparisops@closerstillmedia.com



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GES Logistics
Units 27 & 29
Exhibition Way, NEC Birmingham
B40 1PA
+44 (0) 121 782 4433
event.logistics@ges.com

FREIGHT ORDER FORM BON DE COMMANDE



PLEASE COMPLETE THE FOLLOWING FORM IN EXCEL FORMAT AND RETURN TO THE ABOVE EMAIL ADDRESS BY / VEUILLEZ REMPLIR LES FORMULAIRES SOUS FORMAT EXCEL ET L'ENVOYER A L'ADRESSE CI-DESSOUS AVANT		28/10/2022
Event Name / Nom du Salon:	Paris Tech 2022	Hall Number / Numéro de Hall:
Venue / Lieu du salon :	Porte De Versailles	Stand Number / Numéro de Stand:
Event Dates / Date du salon :	16th -17 November 2022	Date required on stand* / Date de livraison sur stand:
Stand Name / Nom du stand :		Time required on stand* / Heure requise sur stand:
Billing Company / Société à facturer:		Contact Name on Stand / Nom du contact sur stand:
Billing Address / Adresse de facturation:		Contact Number on Stand / Numéro de téléphone du Contact sur stand:
Email Address / E-mail:		Date collect from stand** / Date d'enlèvement sur stand:
Print Name / Nom du Contact:		Time collect on stand** / Heure d'enlèvement sur stand:
Telephone Number / Numéro de Téléphone		Purchase Order Number / Numéro de Bon de Commande:
		VAT Number / TVA Numéro:

* This is for guideline purposes only, GES will confirm timings available for unloading, delivery to stand in our order confirmation. / Ceci est à titre indicatif seulement, GES confirmera les horaires disponibles pour le déchargement et la livraison sur stand dans notre confirmation de commande.

** This is for guideline purposes only, GES are not responsible for any goods left unattended on stands. / Ceci est à titre indicatif seulement, GES n'est pas responsable des marchandises laissées sans surveillance sur les stands.

Please click in the below boxes and use the drop down menu to indicate which services you require / Veuillez cliquer sur les cases ci-dessous et utiliser le menu déroulant pour indiquer les services dont vous avez besoin

ONSITE & COURIER SERVICES / MANUTENTION SUR SITE ET GESTION DES PETITS COLIS	
Unload to stand (upto 3 tonne forklift) / Déchargement sur stand (chariot élévateur jusqu'à 3 tonnes)	<input type="checkbox"/> £36.00 *per / par m3, Min: £108.00
Empty case storage / Stockage d'emballage vide	<input type="checkbox"/> £65.00 *per / par m3, Min: £195.00
Reload from stand (upto 3 tonne forklift) / Chargement depuis stand (chariot élévateur jusqu'à 3 tonnes)	<input type="checkbox"/> £36.00 *per / par m3, Min: £108.00
Courier Receiving / Réception de colis (Veuillez contacter GES avant l'expédition pour obtenir des instructions)	<input type="checkbox"/> £24.00 per box / par colis - max weight 20 kgs
File Processing fee / Frais de dossier: £50.00 applicable to all orders / applicable à toutes les commandes * Subject to overtime surcharge / Soumis à des majorations horaires	
PRE / POST EVENT WAREHOUSE SERVICES / SERVICES MAGASIN AVANT / APRÈS SALON	
Exhibitor will deliver to Advanced GES Warehouse / L'exposant livrera au magasin avancé GES	<input type="checkbox"/> £80.00 per / par m3, Min: £240.00
Return to GES Warehouse after event / Retour au magasin GES après le salon	<input type="checkbox"/> £80.00 per / par m3, Min: £240.00
TRANSPORT / CUSTOMS SERVICES - QUOTATIONS UPON REQUEST / TRANSPORT / DOUANE SERVICES - DEVIS SUR DEMANDE	
Is collection from the address mentioned above? / Enlèvement à l'adresse mentionnée ci-dessus?	<input type="checkbox"/> If no please confirm address below / Si non, veuillez confirmer l'adresse ci-dessous:
Do you have Forklift or loading facilities at your premises (as per the above address)	
Collection from exhibitor premises (as per the above address)	<input type="checkbox"/> Y a-t-il un chariot élévateur ou des moyens de chargement dans vos locaux
(Please confirm what date we can collect from your premises)	<input type="checkbox"/> Enlèvement dans locaux de l'exposant (selon l'adresse ci-dessus)
Return delivery to exhibitor premises after event (as per the above address)	<input type="checkbox"/> La date à laquelle nous pouvons récupérer la marchandise dans vos locaux:
(Please advise what date you require delivery to your premises)	<input type="checkbox"/> Retour aux locaux de l'exposant après salon (selon l'adresse ci-dessus)
Customs Clearance assistance	<input type="checkbox"/> Veuillez indiquer la date à laquelle vous devez être livré dans vos locaux
	<input type="checkbox"/> Assistance au dédouanement

Consignment details / Détail de l'envoi

QUANTITY / QUANTITE	DESCRIPTION OF GOODS / DESCRIPTION DES MARCHANDISES	L x W x H (cms)				WEIGHT / POIDS (Kgs)
Eg. 1 Pallet / Ex. 1 palette	e.g Standfittings / Matériel de stand	L	W	H	m3	165
					0	
					0	
					0	

By completing and submitting this form you agree to the terms and conditions stated below:-
All Business is undertaken in accordance with our conditions of trade - a copy is available on request.
Minimum invoice charge: £75.00 + VAT.
25% late order surcharge will be applicable for any shipments arriving outside of our deadline as stated above.
25% cancellation fee applicable to orders cancelled within 48 hours of work undertaken

En remplissant et en soumettant ce formulaire, vous acceptez les termes et conditions énoncés ci-dessous:
Toute affaire s'engage à nos conditions commerciales (Copie disponible sur demande).
Frais minimum de facturation: £75.00 + TVA.
25% majoration de retard sera applicable pour les envois arrivant en dehors de notre date limite comme indiquée ci-dessus.
25% frais d'annulation applicables aux commandes annulées dans les 48 heures avant les travaux effectués.



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GES Logistics
+44 (0) 121 782 4433
event.logistics@ges.com

SHIPPING LABEL



FILE REFERENCE:

Exhibitor: Exposant:			
Event Name: Salon:	Paris Tech 2022		
Venue: Lieu du Salon:	Porte de Versailles - Hall 3		
Pieces: Pièces:		OF DE	
Stand Number: Numéro de Stand:			



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