

# EXHIBITOR GUIDE



## DATA CENTRE WORLD

15-16 novembre 2023 Paris Porte de Versailles  
[www.datacentreworld.fr](http://www.datacentreworld.fr)

**TECH SHOW**  
PARIS

REGROUPANT



CLOUD EXPO  
EUROPE



DEVOPS  
LIVE



CLOUD & CYBER  
SECURITY EXPO




BIG DATA  
& AI WORLD



DATA CENTRE  
WORLD

ORGANISÉ PAR

 CloserStill

# Welcome to Data Centre World Paris 2023 !

**Dear exhibitors,**

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

The Data Centre World Paris team is here to assist and guide you, so please do not hesitate to contact us!

## **OPERATIONS MANAGER:**

**[techparisops@closerstillmedia.com](mailto:techparisops@closerstillmedia.com)**

## **EVENT DIRECTOR:**

**Adrien Boulongne | +44 (0)207 348 57 60 | [a.boulongne@closerstillmedia.com](mailto:a.boulongne@closerstillmedia.com)**

## **MARKETING AND CONFERENCE:**

**Emilia Borzemska | Marketing Manager | [e.borzemska@closerstillmedia.com](mailto:e.borzemska@closerstillmedia.com)**

**Rebecca Combet | Senior Conference Manager | [r.combet@closerstillmedia.com](mailto:r.combet@closerstillmedia.com)**

**Elise Pouvreau | Speaker Liaison | [e.pouvreau@closerstillmedia.com](mailto:e.pouvreau@closerstillmedia.com)**

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

We look forward to working with you!

**The Data Centre World Paris Team.**

# CONTENTS

(Click on the arrows below to quickly access the page you are interested in.)

<b>TIMETABLE</b> →	5
<b>PARIS PORTE DE VERSAILLES PLAN</b> →	6
<b>USEFUL CONTACTS AND DEADLINES</b> →	7
<b>IMPORTANT STEPS TO PREPARE YOUR STAND</b> →	9
<b>SHELL SCHEME STAND</b> →	9
<b>SPACE ONLY</b> →	13
<b>TECHNICAL RULES FOR SPACE ONLY</b> →	14
<b>VENUE ACCESS</b> →	16
<b>BUILD-UP AND BREAKDOWN</b> →	18
<b>SECURITY – CLEANING</b> →	20
<b>GENERAL INFORMATION</b> →	21
• <b>Access for People with Reduced Mobility</b> →	21
• <b>Accidents</b> →	21
• <b>Badges contractors</b> →	21
• <b>Badges exhibitors</b> →	21
• <b>Badge exposants</b> →	21
• <b>Balloons</b> →	21
• <b>Banner/rigging</b> →	21
• <b>Breakdown</b> →	22
• <b>Carpets / Floor Covering</b> →	22
• <b>Catering</b> →	22
• <b>Children</b> →	22
• <b>Cleaning</b> →	23

# CONTENTS

• Cloakroom →	23
• Customs →	23
• Damages →	23
• Electricity →	23
• Emergency and Fire procedures →	23
• First Aid →	24
• Floor Loading →	24
• Furniture →	24
• Gangway →	24
• Insurance →	24
• Maintenance →	24
• Pillars →	24
• Samples →	25
• Storage and On-site Handling →	25
• Waste →	25
<b>FREQUENTLY ASKED QUESTIONS →</b>	<b>26</b>
<b>FORMS →</b>	<b>29</b>

# TIMETABLE



## BUILD-UP

(hall opening hours)

### POWER

<b>Monday 13 November</b>	12h00 – 22h00	<b>SPACE ONLY</b>	<b>Not applicable</b>
<b>Tuesday 14 November</b>	08h00 – 22h00	<b>SPACE ONLY</b>	<b>14h00 – 22h00</b>
	13h00 – 22h00	<b>SHELL SCHEME STANDS</b>	



**ALL COMPLEX STANDS MUST BE FULLY BUILT BY TUESDAY, NOVEMBER 14 AT 4:00 P.M. TO OBTAIN THE APPROVAL FROM OUR HEALTH AND SAFETY OFFICERS.**

## SHOW OPEN DAYS

### POWER

<b>Wednesday 15 November</b>	08h00 – 09h00	<b>Exhibitor access only</b>	<b>08h00 – 18h30</b>
	09h00 – 17h30	<b>Exhibitor and public access</b>	
	17h30 – 18h30	<b>Exhibitor cocktail</b>	
<b>Thursday 16 November</b>	08h00 – 09h00	<b>Exhibitor access only</b>	<b>08h00 – 18h00</b>
	09h00 – 17h00	<b>Exhibitor and public access</b>	

## BREAKDOWN

(hall opening hours)

### POWER

<b>Thursday 16 November</b>	17h30 – 22h00	<b>ALL STANDS</b> (Space only and shell scheme stands)	<b>08h00 – 18h00</b>
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**ALL SHELL SCHEME STANDS WILL BE DISMANTLED ON THURSDAY, NOVEMBER 16 AFTER THE END OF THE SHOW.**



**PLEASE NOTE THAT YOU WILL NOT HAVE ELECTRICITY OUTSIDE THE TIMES GIVEN IN THE TIMETABLE ABOVE.**

**PLEASE CONTACT VIPARIS FOR ANY ADDITIONAL REQUEST.**

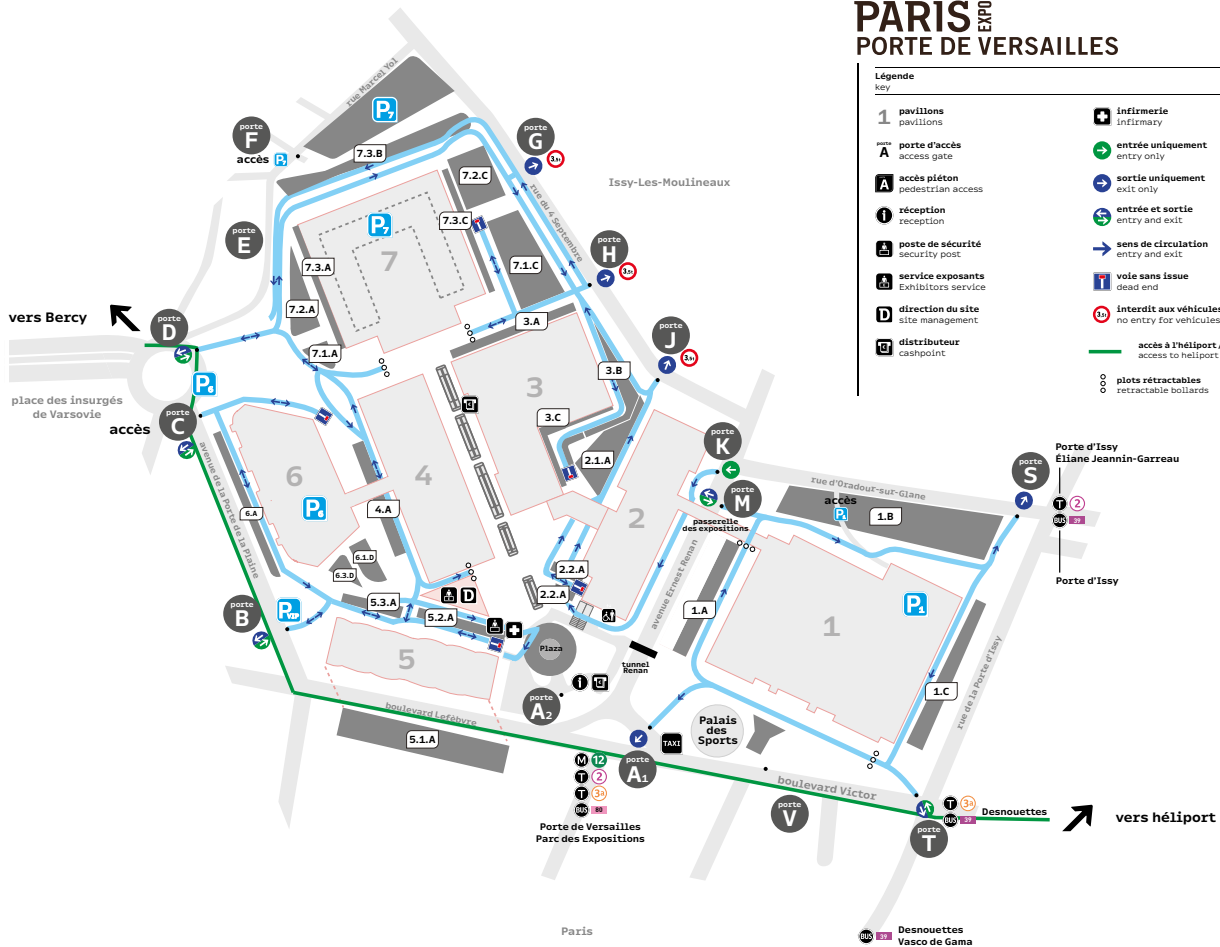
# PARIS PORTE DE VERSAILLES PLAN



## PARIS EXPO PORTE DE VERSAILLES

### Légende Key

- 1 pavillons  
pavilions
- A porte d'accès  
access gate
- A accès piéton  
pedestrian access
- I réception  
reception
- A poste de sécurité  
security post
- A service exposants  
Exhibitors service
- D direction du site  
site management
- U distributeur  
cashpoint
- + infirmerie  
infirmary
- entrée uniquement  
entry only
- ← sortie uniquement  
exit only
- ↔ entrée et sortie  
entry and exit
- sens de circulation  
entry and exit
- ⚠ voie sans issue  
dead end
- 🚫 interdit aux véhicules de plus de 3,5 tonnes  
no entry for vehicles over 3.5 tonnes
- accès à l'héliport / Bercy  
access to heliport / Bercy
- plots rétractables  
retractable bollards



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 à 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	
L	1.A
façade pavillon 1	1.A
Niveaux trophée pavillon 1	1.C
H7, H8	3.C



### 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


# USEFUL CONTACTS AND DEADLINES

Show reference: **TECH SHOW PARIS 2023**

For	Contact	Links	Deadline
<b>Exhibitor badge Scanners</b>	<b>CIRCDATA</b>  +44 (0) 1 635 869 868  <a href="mailto:exhibitors@circd.com">exhibitors@circd.com</a>	<b>E-ZONE</b>	Exhibitor badges can be ordered from September 11 via your E-Zone.  Click on your show in the link section to access your E-Zone.
<b>Shipping Delivery Storage</b>	<b>GES LOGISTICS</b>  <a href="mailto:event.logistics@ges.com">event.logistics@ges.com</a>  + 44 (0) 121 782 4433  Direct contact: Monica Bernal Project Manager, Logistics  <a href="mailto:mbernal@ges.com">mbernal@ges.com</a>	To be contacted directly	20 October  Orders placed after October 20 will be subject to a 20% surcharge.
<b>Furniture</b>  <b>Other services shell scheme stands:</b> Lighting Panels/walling Carpet Signage Stand wall graphics Storage (built on stand)	<b>GL EVENTS SERVICES</b> Direct contact: Anissa Drif  <a href="mailto:Anissa.drif@gl-events.com">Anissa.drif@gl-events.com</a>  +33 (0) 6 45 21 22 63	Each exhibitor will receive a link from GL events containing identifiers to access the <b>online platform</b> .  Please contact the Operations team <b>techparisops@closerstillmedia.com</b> if this link was not provided to you.	13 October  From October 14, orders will be subject to a cost increase and can only be made by e-mail: <b>Contact-techparis@exhibition-store.com</b>  From October 14, orders will only be confirmed upon quotation and subject to stock availability.
<b>Security</b>	<b>GUARD EVENTS</b>  +33 (0) 1 56 08 01 39  <a href="mailto:info@guardevents.com">info@guardevents.com</a>	A contactor directement	As soon as possible.
<b>Catering</b>	<b>HORETO PARIS</b>  <a href="mailto:Commercial@horeto-paris.com">Commercial@horeto-paris.com</a>  Direct contact: Cynthia Communaud  <a href="mailto:ccommunaud@horeto-paris.com">ccommunaud@horeto-paris.com</a>  +33 (0) 1 57 25 10 00	To contact directly.  Please read the <b>catering</b> section for more information.	Orders can be placed up to 48 hours before the show. Additional orders will be possible a day before the show at 3:00 p.m.  Express deliveries (Cups, drinks etc.) can be placed on the show open days on certain products - "Flash" order- for a minimum amount of €50 + delivery costs (10% of the amount excluding VAT)

# USEFUL CONTACTS AND DEADLINES

Show reference: TECH SHOW PARIS 2023

<p><b>Nettoyage</b></p>	<p><b>MILLENIUM</b>   +33 (0) 1 60 19 72 72   <a href="mailto:stand@millenium-sas.com">stand@millenium-sas.com</a>            Sandra Legros   <a href="mailto:sandra.legros@millenium-sas.com">sandra.legros@millenium-sas.com</a></p>	<p>To be contacted directly</p>	<p>As soon as possible.</p>
<p><b>Audio-visuel</b></p>	<p><b>PSPAV</b>   <a href="mailto:screenhire@pspexhibitions.com">screenhire@pspexhibitions.com</a></p>	<p>Click here </p>	<p>31 October</p>
<p><b>Air</b>  <b>Boitier électrique</b>  <b>Eau</b>  <b>Elingues</b>  <b>Gaz</b>  <b>Internet</b>  <b>Parking</b>  <b>Tuyauterie</b>  <b>Wifi</b></p>	<p><b>VIPARIS</b>   <a href="mailto:contact@e-viparisstore.com">contact@e-viparisstore.com</a>   +33 (0) 1 40 68 16 16</p>	<p>Click here </p>	<p>11 November            Après le 10 octobre les commandes seront toujours possibles par <b>e-mail</b>, les commandes feront l'objet d'une majoration de 20%.</p>
<p><b>Places de parking</b>  <b>Accès Livraisons</b></p>	<p><b>VIPARIS LOGIPASS</b>   +33 (0) 1 40 68 11 30</p>	<p>Click here </p>	<p>No deadline</p>



# IMPORTANT STEPS TO PREPARE YOUR STAND



## SHELL SCHEME STAND



### COMPULSORY TASKS

- Exhibitors Safety Instructions form to be completed before 13th of October; you can download the notice [here](#)
- Health & Safety declaration form, to be completed before 16th of October, you can download the form [here](#)

### Equipment included in the rental of your stand includes:

- Walls: white shell-scheme



#### ATTENTION :

It is forbidden to nail, screw, glue on the structure by other means only with double-sided tape, picture rails (rods and hooks adjoining the structures), wire or any other means that does not compromise the good condition of the existing structures.

- Dimensions of each panel: height 2,50m, width 1m
- Poles: aluminium
- Carpet: light grey
- Nameboard: company name and stand number
- Daily cleaning
- [Click here](#) to access a typical stand description (including partition dimensions)

# IMPORTANT STEPS TO PREPARE YOUR STAND



## ATTENTION :

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

**ISLAND STAND:** Please note that island stands will not include panels, only aluminium poles in each corner to support the nameboard. If you are planning to build walls within your space, please send an email to [techparisops@closerstillmedia.com](mailto:techparisops@closerstillmedia.com)

Shell scheme stands will be ready on Tuesday, November 14th at 1 p.m. All material delivered before this date will be refused. Special fittings and decoration must imperatively be completed by Tuesday 14th November at 10 p.m.

**All Shell scheme stands will be dismantled on Thursday 16 November after the end of the show.**

# IMPORTANT STEPS TO PREPARE YOUR STAND

## OPTIONAL TASKS

### Order furniture from GL Events

**Please note that furniture is NOT included in your stand booking.**

Furniture can be hired from our official supplier; you can also hire your own supplier. Please refer to the **USEFUL CONTACTS & DEADLINES** section of this guide to place your order. Furniture should be ordered as soon as possible to ensure stock availability.

When renting furniture from our service provider, the furniture will be delivered directly to your stand the day before the opening of the show and will be collected at the end of the show.

### Ordering additional services from GL Events and/or Viparis

#### Graphics

**Please note that graphics are NOT included in your stand booking.**

You can order graphics for your stand with GL Events, they will be installed on your stand before your arrival and removed after the end of the show. You can place your order before the deadline indicated in the **USEFUL CONTACTS & DEADLINES** section.

If you are installing your own graphics, ensure that the panels are not damaged. Should you need any advice on what can be used to secure graphics, wall weight limits when mounting plasmas/graphics, etc., please contact **GL Events** directly. Please make sure to remove and take all your graphics with you after the event.

**PLEASE NOTE: No items should be fixed or suspended from the aluminium structure/ fascia, as this may affect the stability of the stand, these poles are not designed to support any heavy weight. GL Events will be happy to provide advice if necessary.**

# IMPORTANT STEPS TO PREPARE YOUR STAND

## Electricity

**Please note that electricity is NOT included in your stand reservation.**

It is your responsibility to order an adequate power supply for your stand.

You can place your order before the deadline indicated in the **USEFUL CONTACTS & DEADLINES** section. A plan must be submitted to ViParis to ensure that the electricity is installed according to your needs. If a plan is not submitted, the box will be positioned at the discretion of ViParis and you will be charged a fee, should you need ViParis to move the electric box.

### Ordering exhibitor badges with Cirldata

#### **BUILD-UP:**

Service providers and/or exhibitors do not require a badge in order to be able to access the hall. wristbands or clothing stickers will be provided by security guards upon arrival in the hall.

#### **OPENING DAYS:**

Any staff member working on the stand during the opening period of the show must wear an Exhibitor Badge. These badges can be collected from 2 p.m. on last day of build, the organisers will be able to guide you.

Badges can also be created via your E-ZONE.

**Important: exhibitor badges will not be sent by post.**

#### **BREAKDOWN:**

Suppliers and/or exhibitors do not require a badge in order to be able to access the hall.

# IMPORTANT STEPS TO PREPARE YOUR STAND

## SPACE ONLY



### ATTENTION :

**NOTHING IS INLCUDED, ONLY THE GROUND SPACE BOOKED.**

**THERE WILL BE NO WALLS, NO CARPET, NO ELECTRICITY, NO FURNITURE, NO CLEANING.**



## COMPULSORY TASKS

- Exhibitors Safety Instructions form to be completed before 13th of October; you can download the notice [here](#)
- Health & Safety declaration form, to be completed before 16th of October, you can download the form [here](#)

**The documents below must be submitted to Select International [HERE](#) before October 14, 2023**

- Stand Plans including 3D visuals, all dimensions, and elevations. If your stand is deemed as complex you will also need to submit structural calculations.
- Risk Assessment
- Method Statement
- Construction Phase Plan
- Public Liability Insurance Certificate (minimum €2m)

**Stand plans must be submitted to Select International via the [submission form](#). Failure to do so may result in your stand being delayed in obtaining approval and the local authority may prohibit your business to exhibit at the show.**

# THE TECHNICAL RULES OF THE EXHIBITION FOR SPACE ONLY STANDS



## Walls:

- Solid walls along aisles are not permitted.
- Stands must be wide open. Partitions, signs or decorative structures installed at the edge of aisles must conceal only 1/3 of each open side and must be of a maximum length of 4m.
- The partitions giving onto the neighbouring stand must be clean, smooth, even and without any type of signage.
- The back of any wall over 2.5 m high overlooking the exhibition and/or overlooking neighbouring stand, must be finished in a neutral colour.
- Floor: If you are planning to build a flooring as high or higher than 2cm, it is MANDATORY to build a ramp to allow access to disabled people on the stand. This ramp will be integrated into the stand and will not overflow onto the aisles.

## Height regulations:

- Authorised construction height: 4m (including sign integrated into the structure). Beyond, your stand can be considered a complex stand and require additional study costs.
- Removal of signs: 1m setback from aisles and adjoining stands. The heights of ceiling are different depending on your location. please contact [techparisops@closerstillmedia.com](mailto:techparisops@closerstillmedia.com) for more information.

## Doors:

Doors must be equipped with a clear glass vision panel at eye level (including included for wheelchairs), providing an area of visibility between 500 mm and 1500 mm above of the ground.

Doors should open outward in the direction of escape.

Doors located on an aisle must be set back so that the door does not open not on the gangway.

## Materials:

All building materials must be fireproofed or purchased already treated by the use of the appropriate chemical. Please note that artificial plants and flowers are combustible and give off toxic fumes and are therefore not acceptable. Silk flowers are acceptable, provided they are fireproof or have been treated and marked as such.

# THE TECHNICAL RULES OF THE EXHIBITION FOR SPACE ONLY STANDS

## Hanging banner:

- Any suspended banner above 4m, from the ground to the attachment point/the highest point top of the signage is considered as a sponsorship opportunity and is therefore subject to tariff conditions.

Each request must be submitted to the Show Director, Adrien Boulongne.

Adrian Boulongne | Events Director  
+44 (0)207 348 57 60

[a.boulongne@closerstillmedia.com](mailto:a.boulongne@closerstillmedia.com)

## VISIBILITY ABOVE YOUR STAND >4M



- ✓ Be seen by everyone with your branding above your stand >4m
- ✓ 3mx2m banner front / back side, produced by the organiser and installed by technical services from Viparis

**PRICE: 2,490€**

Or:

- ✓ Banner produced by your company

**PRICE: 1,250€**

## 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](http://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](http://www.logipass.viparis.com). They will then have to indicate that they are coming to PORTE DE VERSAILLES for the **TECH SHOW PARIS 2023** 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.

### Deliveries

Deliveries can only be made during the official build-up period, depending on your stand type (space or shell), please check the **TIMETABLE**. 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  
TECH SHOW PARIS 2023  
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](http://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. 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.

### IMPORTANT NOTES:



- CLOSERSTILL MEDIA AND GES LOGISTICS WILL NOT BE RESPONSIBLE FOR ANY PARCELS DELIVERED DIRECTLY BY THE COURIER COMPANY TO THE STAND.
- CLOSERSTILL MEDIA AND GES LOGISTICS WILL NOT BE RESPONSIBLE FOR ANY PACKAGES LEFT ON THE STAND UNATTENDED.
- ALL PACKAGES MUST BE PICKED UP AT THE GES SERVICE OFFICE ON PLACE IF YOU HAVE MADE ARRANGEMENTS FOR GES TO ACCEPT THEM IN YOUR NAME.

# BUILD AND BREAKDOWN



## BUILD-UP

(hall opening hours)

## POWER

<b>Monday 13 November</b>	12h00 – 22h00	<b>SPACE ONLY</b>	<b>Not applicable</b>
<b>Tuesday 14 November</b>	08h00 – 22h00	<b>SPACE ONLY</b>	<b>14h00 – 22h00</b>
	13h00 – 22h00	<b>SHELL SCHEME STANDS</b>	



**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 motorised 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.

## BREAKDOWN

(hall opening hours)

## POWER

<b>Thursday 16 November</b>	17h30 – 22h00	<b>ALL STANDS</b> (Space only and shell scheme stands)	<b>08h00 – 18h00</b>
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- 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 16 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 16 November at 22:00. Goods and materials 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.**
- **IMPORTANT** – Your service providers/stand builders must collect the pallets, materials, waste and/or packages before Thursday 16 November at 10 p.m. If left in the hall, GES Logistics will pick them up and bring them to their warehouse. Please note that charges will apply.

### 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 3.



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:

GES Logistics | E : [mbernal@ges.com](mailto:mbernal@ges.com) | T : + 44 (0) 121 782 4433

- 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.**

# 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](http://www.viparis.com/site/espace-champerret).

## Accidents

During your visit, please contact the Operations team in the organiser office (Commissariat General) if you are involved in or witness an accident.

## 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.

## Badges exhibitors

Every member of staff from your stand must wear an exhibitor badge to enter Hall. You may collect these badges directly from registration from 14 November at 3pm. For any last-minute requests, please contact the registration desk.

## 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.

**Important: The badges will not be posted before the event but are to be collected on-site or you can pre-order exhibitor badges via you E-Zone.**

## Banner/rigging

Any suspended banner above 4m, from the ground to the attachment point/the highest point top of the signage is considered as a sponsorship opportunity and is therefore subject to tariff conditions.

Each request must be submitted to the Show Director, Adrien Boulongne.

Adrian Boulongne | Events Director | +44 (0)207 348 57 60 | [a.boulongne@closerstillmedia.com](mailto:a.boulongne@closerstillmedia.com)

# GENERAL INFORMATION

## 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 16 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.

## Catering

Please find the **brochure** with the catering offer delivered directly to your stand as well as the associated purchase order. Delivery is made during a one-hour time slot, from 07:00 a.m. at 6 p.m.

Horeto can also deliver to you the day before the event in the afternoon.

Please complete the **order form** per delivery and return them to Horeto so they can send an online payment link for payment by credit card. You can also pay by bank transfer, subject to proof of transaction. Horeto also offers a catering service with a turnkey service including: cocktail, equipment, service staff... In this case, please specify your needs in order to establish a personalized quote. Note that Horeto, although the show's official caterer, does not get catering exclusivity.

Caterers are authorized to provide services in the hall subject to declaring themselves, before the performance of the service, with **Myriam Mottin** and, thus, finalizing a one-off intervention contract on the basis of a royalty of 10% of the turnover of the services provided on the park (catering, equipment and staff).

## 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.

## Cleaning

All shell scheme stands will be cleaned on the night of 14 November, the morning of 15 November and the morning of 16 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, only cash will be accepted.

## 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.

## Emergency and Fire procedures

For more information, please contact Viparis directly or visit the website [www.viparis.com](http://www.viparis.com).

# GENERAL INFORMATION

## First Aid

The First Aid is located in the park. 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](mailto:techparisops@closerstillmedia.com).

## Furniture

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

## Gangway

Please note that the gangways 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.

## 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 Adrien Boulongne [a.boulongne@closerstillmedia.com](mailto:a.boulongne@closerstillmedia.com).

## 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](mailto:techparisops@closerstillmedia.com).



# GENERAL INFORMATION

## Samples

Please contact [techparisops@closerstillmedia.com](mailto:techparisops@closerstillmedia.com) if you are planning on having food or beverage samples on your stand.

## 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.

## BADGE

### How do I order my exhibitors badges?

You can order your badges via your E-ZONE:

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](mailto: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.

# FREQUENTLY ASKED QUESTIONS

## 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.

## 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?

[CLICK HERE](#)

### 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.

# FREQUENTLY ASKED QUESTIONS

## 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, 14 November and the morning of Wednesday, 15 November.

## COLUMNS / PILLARS

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

Each pillar has different dimensions, please contact [techparisops@closerstillmedia.com](mailto: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.

# FORMS



**Exhibitors Safety Instructions form (for all exhibitors)**

[Click here](#) →

**Health & Safety declaration form (for all exhibitors)**

[Click here](#) →

**Shipping, parcels receptions and storage**

[Click here](#) →

**Shipping label**

[Click here](#) →