

EXHIBITOR'S GUIDE

Learning Technologies France 2022

Dear exhibitors,

Welcome to Learning Technologies France 2022!

This technical guide will provide you with the answers to your questions regarding the setting up of your stand. Please take the time to read this before filling in the necessary forms and sending them to our contractors.

The Learning Technologies France team is here to assist and guide you, so please do not hesitate in contacting us at any time! Please find below a list of your contacts:

SHOW DIRECTOR:

Vianney Thomas +33 (0)9.74.18.89.33 / +33 (0)6.64.16.50.00 v.thomas@closerstillmedia.com

CONFERENCES:

Sally-Ann Moore +33 (0)4.50.77.31.88 / +33 (0)6.17.62.65.03 sally.moore@outlook.fr

OPERATIONS / LOGISTICS / EXHIBITORS RELATIONS:

Anthony Rubbo +33 (0)6.64.13.42.43 a.rubbo@closerstillmedia.com

SALES:

Vianney Thomas +33 (0)9.74.18.89.33 / +33 (0)6.64.16.50.00 v.thomas@closerstillmedia.com

MARKETING AND PUBLIC RELATIONS:

Sébastien Brasseur Tel: +44 (0)208 092 6792 s.brasseur@closerstillmedia.com

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

I look forward to working with you!

Anthony

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TIMETABLE

BUILD-UP (hall opening hours)			Power-On Schedule
Monday 24 January	13h00 – 20h00	SPACE STAND ONLY	
Tuesday 25 January	09h00 – 20h00	SPACE STAND ONLY	13h00 – 20h00
	13h00 – 20h00	SHELL SCHEME STAND	

SHOW TIMETABLE (exhibitors can access from 8h00)			Power-On Schedule
Wednesday 26 January	09h00 – 18h00		8h00 – 19h00
Thursday 27 January	09h00 – 18h00		8h00 – 19h00

BREAKDOWN (hall opening hours)			Power-On Schedule
Thursday 27 January	18h00 – 00h00	ALL THE STANDS	8h00 – 19h00

VENUE 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

CONTACT	FOR	LINK / FORM	DEADLINE
VIPARIS Tel: 01.40.68.16.16 E-mail: infos-exposants@viparis.com Exhibitors Contact: Ashvina Sultoo E-mail: ashvina.sultoo@viparis.com	Electrical outlet, Internet connection and wifi, riggings, piping water, gaz, air...	https://www.viparisstore.com/	21 January
VIPARIS - LOGIPASS https://logipass.viparis.com/ Tel: +33(0)1 40 68 11 30	Parking and Delivery Access	https://logipass.viparis.com/ http://www.learningtechnologiesfrance.com/__media/ModeEmploiExposantLogipass-ENG.pdf	21 January
GL Events https://learningtechnologiesfrance.plateforme-exposants.com Natali Micic Herbrecht Tél : +33(0) 6 49 51 54 41 Fax : +33(0) 1 60 21 25 99 E-mail: natali.micic-herbrecht@gl-events.com	Furniture and other services for shell scheme stands: light spots, walls, carpet, signage...	https://learningtechnologiesfrance.plateforme-exposants.com	11 January
Circdata Tel: +44 (0)1635 869868 E-mail: exhibitors@circdata.com	Badges, Scanner	www.learningtechnologiesfrance.com/ezone	21 January
ELIOR Meriem Timzouert Tel.: +33 1 57 25 34 96 E-mail: meriem.timzouert@elior.fr elior.pdv@elior.fr	Catering	meriem.timzouert@elior.fr elior.pdv@elior.fr	14 January
GES Logistics Tel: + 44 (0) 2476 380 190 E-mail: event.logistics@ges.com	Shipping, deliveries and storage	event.logistics@ges.com	As soon as possible
CloserStill Media Anthony RUBBO Tel: + 33 (0)6 64 13 42 43 E-mail: a.rubbo@closerstillmedia.com	Space Stand approval	See compulsory check list page 6	20 December 2021
GUARD EVENTS +33 (0)1.56.08.01.39 info@guardevents.com	Stand safety	info@guardevents.com	14 January
PSP AV info@pspav.com	Rental of audio video equipment	info@pspav.com https://pspav.com/learning-technologies	14 January
MILLENIUM +33(0)1.60.19.72.72 stand@millenium-sas.com	Cleaning	stand@millenium-sas.com	14 January

COMPULSORY CHECK LIST



CHECK LIST SHELL SCHEME STANDS

MANDATORY

- ☐ Exhibitors Safety Instructions, page 22
- ☐ Health & Safety declaration, page 23

OPTIONAL

- ☐ Order my furniture with GL Events page 5
- ☐ Order my complementary services with GL Events or Viparis, page 5
- ☐ Order my electrical outlet with Viparis [CLICK HERE](#)
- ☐ Order my exhibitors badges with Cirdata [CLICK HERE](#)



CHECK LIST SPACE STANDS

MANDATORY BEFORE THE 20th DECEMBER 2021 TO SEND BACK TO: a.rubbo@closerstillmedia.com

- ☐ Stand Plans to provide
- ☐ Public liability insurance of your stand builder to provide
- ☐ Health & Safety declaration, page 23
- ☐ Exhibitors Safety Instructions, page 22
- ☐ Order my exhibitors badges [CLICK HERE](#)
- ☐ Order my electrical outlet with Viparis [CLICK HERE](#)

VENUE ACCESS – DELIVERY – PARKING

Vehicle access VERY IMPORTANT – PLEASE READ CAREFULLY

To regulate the flow of vehicles, Viparis has developed an on-line vehicle registration system :
<http://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.

Concretely all exhibitors, service providers, delivery personnel and all other suppliers will have to register and create their profile on **<http://logipass.viparis.com>**. They will then have to indicate that they are coming to PORTE DE VERSAILLES for the LEARNING TECHNOLOGIES FRANCE 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 measures and we ask that you notify your installers, carriers and various suppliers. Do not forget to give them your stand and hall number.

Access, traffic and parking instructions during the period of opening to the public

- Deliveries authorised only during build-up day from 8h00 to 20h00
- Prohibited parking on safety perimeters: any vehicle in violation will be removed without notice and at the expense and risk of its owner.

Deliveries

Name of the exhibitor contact with mobile phone number
Name of the exhibitor company
Stand Number
Paris Expo Porte de Versailles Hall 3
Learning Technologies France 2021
1 Place de la Porte de Versailles
75015 PARIS
France

Deliveries can be made during the official build-up period, depending on your stand type (space or shell), see page 4 for schedules. On the opening days of the show, deliveries are only possible from 8am to 8.30am. Your presence on your stand is mandatory to receive your deliveries.

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 center and you must order your parking spaces 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 over 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 informations indicated above.

ACCESS

CARS AND PEDESTRIANS

PARIS EXPO PORTE DE VERSAILLES



BUILD-UP – BREAKDOWN

BUILD-UP (hall opening hours)			Power-On Schedule
Monday 24 January	13h00 – 20h00	SPACE STAND ONLY	
Tuesday 25 January	09h00 – 20h00	SPACE STAND ONLY	13h00 – 20h00
	13h00 – 20h00	SHELL SCHEME STAND	



**Timetable for turning on the electrical boxes 13h00 – 20h00
PLEASE NOTE THAT YOU WILL NOT HAVE ELECTRICITY AVAILABLE
OUTSIDE OF THESE TIMETABLE. PLEASE CONTACT VIPARIS
FOR ANY ADDITIONAL REQUEST.**

- 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 packagings must be evacuated without delay and stored by exhibitors or their carriers.
- It is forbidden to obstruct the reserves with packaging and various goods that may constitute a fire hazard.
- During the passage of the Safety Commission, the installations have to be completed. The presence of the stand manager is mandatory. No motorized equipment will be allowed to enter the halls (except exceptional exception of the organizer).
- Personal Protective Equipment (safety shoes, helmets, ...) are mandatory during build-up and breakdown.
- For safety reasons, work in the hall is prohibited outside these hours.
- As soon as breakdown time is over, the Organizer 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

Thursday 27 January	18h00 – 00h00	ALL THE STANDS
----------------------------	---------------	-----------------------

- The stands can only be dismantled after the show closes.
- Exhibitors are advised to ensure a presence on their stand at all times 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 carriers and decorators.
- All the shell scheme stands will be dismantled on 27 January after the end of the show.
- All the materials and decors must imperatively have left the hall at the latest on Thursday 27 January at 00h. Goods and materials not requiring disassembly, not withdrawn in time, will not be stored by the Organizer. On the other hand, the Organizer 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. No claim shall be accepted as such.

SECURITY - CLEANING

Stands guarding and supervision

- The general supervision of the show is taken care of by the organizers, under the best conditions, but this is an obligation of means and not of result. A security guard will be inside the hall at night. The Organizers and the Site venue shall not be liable for any loss or damage caused to stands or exhibited objects.
- Exhibitors providing special supervision on their stand (recommended) are requested to inform the organizer of this by communicating the names of the persons present and the name of the security company chosen. The exhibitor is responsible for his stand and must make the necessary arrangements to protect his equipment and evacuate it on the evening of the closing if he does not envisage surveillance during the hours of opening to the public and / or exhibitors , as well as during build-up and breakdown. Computers, plasma screens and audiovisual equipment must be returned to a specific piece of furniture and / or locked cabin and / or fixed to the stand by a security cord or padlock provided for this purpose during the closing hours of the exhibition.
- Plasma screens must be securely fastened to the stand structure. All existing mechanical, electronic and human protective devices must be used.
- Stand reserves are not considered to be secure premises.



ATTENTION: The risks of theft are important during the periods of build-up and breakdown: Please shelter from the looks all material or products that can be stolen (plasma screens, computer hardware, personal effects ...). However, for greater safety, it is strongly recommended that you keep a close watch on your stands by continuous supervision.

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.

STANDS

You have a SHELL SCHEME STAND

The equipment included in the rental of your stand includes:

- Walls : melaminated-coloured white
- Attention : It is forbidden to nail, screw, glue anything to the structure by means other than double-sided tape, rails (hooks and hooks attached to the structures), wire or any other means that does not damage the good condition of the existing structures.
- Dimensions : height 2,50m, width 1m
- Structure : Grey
- Carpet : light grey
- Flag sign : 1 sign with name and stand number
- Daily cleaning : see page 11



ATTENTION

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

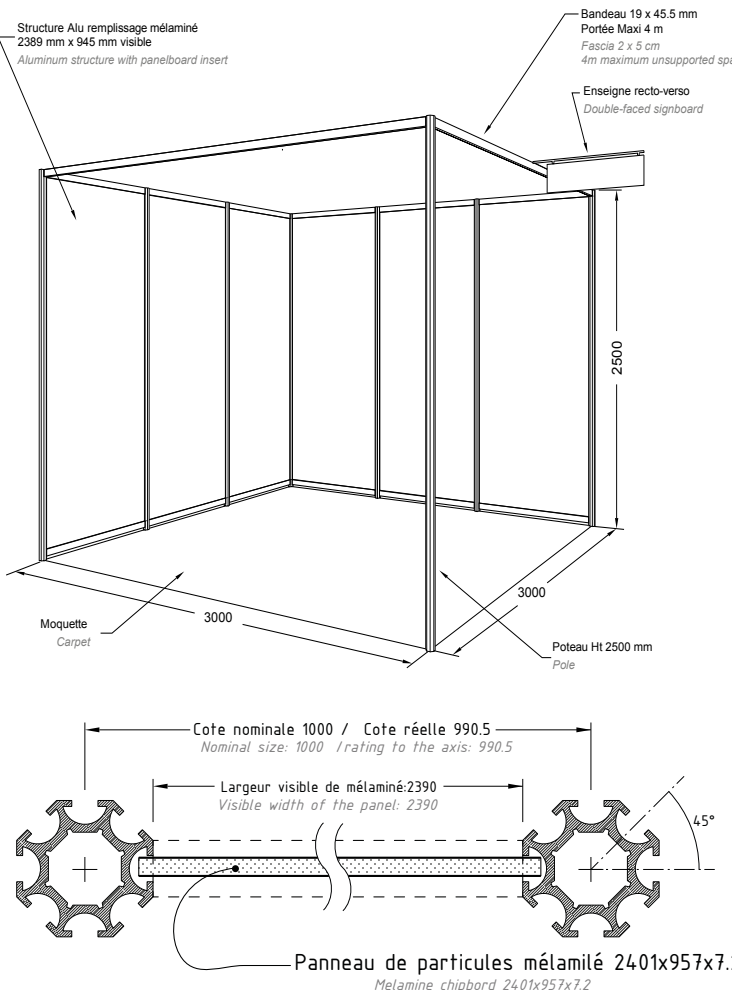
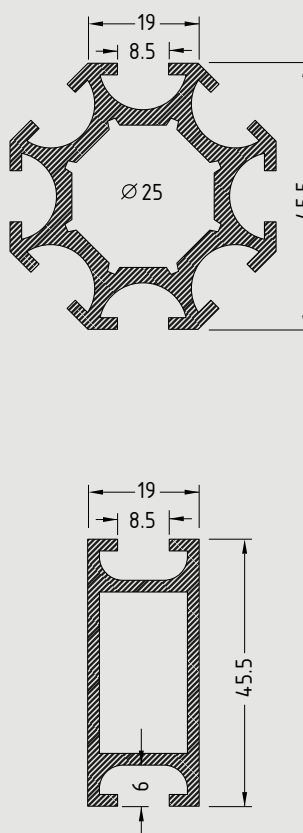


The stages of preparation for the layout of your stand

- **1st step : safety and health protection:** Please complete the mandatory Health & Safety declaration and the Exhibitors Safety Instructions (see your check list below).
- **2nd step: ordering technical services and fitting out your stand (electrical box, lighting, furniture,...):** All useful contacts can be found on page 5 of this Guide with links / forms.
- **3rd step: availability of your stand:** Your stand will be ready to use on 25 January from 1pm.



SHELL SCHEME STAND CHECK LIST

- | | |
|---|---|
| ■ Exhibitors Safety Instructions, page 22 | ■ Order my electrical outlet CLICK HERE |
| ■ Health & Safety declaration, page 23 | ■ Order my exhibitor badges CLICK HERE |
| ■ Order my furniture page 5 | |
| ■ Order my complementary services, page 5 | |

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>3000</p> <p>2500</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, sycamore miel, noir, gris alu brossé, wengé...</p>	
	<p>GL events Services Stand Modulaire 3x3 Ht 2,5 1/12/2015 Page 1 sur 1</p>

STANDS

You have a SPACE stand

The equipment included in the rental of your surface includes only the ground tracking of your surface (with or without dividing wall, without carpet, without fitting or technical service)

IT DOES NOT INCLUDES walls, carpet, electricity, furniture, cleaning

The stages of preparation for the layout of your stand

- **1st step: ordering technical services and fitting out your stand (electricity, Internet, ...):** Find all the services to be booked in your specific space stand check list.
- **2nd step: checking your plan:** The decoration plan for your stand must be submitted for acceptance to **a.rubbo@closerstillmedia.com** before the 20 December 2021.
- **Please also provide the following documents:** Public liability insurance of your stand builder, Health and Safety Risk Assessment, Exhibitors Safety Instructions.
- **3rd step: your installation at the show:** You can arrive at the show for the Build-up of your stand on Monday 24 January at 13:00 and Tuesday 25 January at 8:00 and stay until 20:00. No night work is permitted.

The technical rules of the show

Stand plans must be submitted for approval to **a.rubbo@closerstillmedia.com** before the 20 December 2021

- The stands should be widely open. 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, united and without any type of signage.
- Floor: If you plan a floor and beyond 2cm high, it is MANDATORY to set up an inclined plane 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

Height of construction allowed: 3m (including sign integrated to the structure). Beyond that, your stand can be considered a complex stand and require additional study fees. Removal of signs: 1m in joint ownership, no withdrawal in relation to the aisles. The ceiling heights are different depending on your location. Please contact Anthony **a.rubbo@closerstillmedia.com** for more information.

Banners / Rigging

Any suspended banner of more than 3m (not integrated into your stand and requiring rigging) is subject to pricing conditions. Each request must be submitted to our sales and Technical teams.



SPACE STAND CHECK LIST

- | | |
|---|---|
| ■ Stand Plans to provide | ■ Order my electrical outlet CLICK HERE |
| ■ Public liability insurance of your stand builder to provide | ■ Order my exhibitors badges CLICK HERE |
| ■ Health & Safety declaration, page 23 | |
| ■ Exhibitors Safety Instructions, page 22 | |

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 <https://www.viparis.com/site/espace-champerret>

Accidents

During your visit, please inform the Organisers if you are involved in or witness an accident.

Aisles

Please note that the aisles are not part of your stand. No equipment or staff must cross the boundary of your stand. All aisles must remain free and accessible at all times.

Badges

Build-up Badge: Your suppliers providers do not require a badge to access Hall 3. No prior request is required.

Exhibitors Badges

Any staff from your stand must wear an exhibitor badge to enter Hall.

You may collect these badges directly from registration from 25 January at 3pm. For any last minute requests, please contact the registration desk. If you arrive before this time,

Important : These badges will not be posted before the event but are to be collected on-site. You can pre-order exhibitor badges via this link : <http://www.learningtechnologiesfrance.com/ezone>

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 the organisers detailing location, height and method of attachment.

Banners / Rigging

Any suspended banner (not integrated into your stand and requiring rigging) is considered to be height communication and is therefore subject to pricing conditions. Each request must be submitted to our sales team: Vianney Thomas v.thomas@closerstillmedia.com and Technical Anthony Rubbo : a.rubbo@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 in the evening of Thursday 27 January at 18.00

The organisers will not be held responsible for any theft and damages that may occur during dismantling. An exhibitor who is unable to remove any valuables before Thursday 27 May at 00h00, is asked to declare these to the organiser's office before leaving the premises, to avoid any unexpected disappearances.

GENERAL INFORMATION

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 13.

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 send an email to a.rubbo@closerstillmedia.com

Children

Local Authority Health & Safety regulations prohibit the presence of 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 25 January, the morning of 26 January and the morning of 27 January
- Shell scheme stands will be cleaned daily during the show open period.
- Where stands are constructed with offices or interiors, or if a night-sheet is being used, duplicate keys clearly labelled should be left with the Organisers Office to allow access for cleaners.
- Cleaning is not included for space only stands. Please contact Viparis 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 so as 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.

Columns / Pillars

If you wish to obtain the exact measurements of columns, please contact Anthony: a.rubbo@learningtechnologiesfrance.com

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.

Dilapidations

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 you have subscribed a package. You must order the mains power via Viparis.

Emergency and Fire procedures

The venue is subject to emergency and fire procedures. For more information, please contact Viparis directly or visit the website <https://www.viparis.com>

GENERAL INFORMATION

First Aid

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

Floor Loading

For all queries regarding the maximum floor-loadings, please contact Anthony: a.rubbo@closerstillmedia.com

Furniture

No furniture is provided with your stand (unless you have subscribed for a package). For any requirements, please order through GL Events.

Gas

The gas supply is not necessary for the smooth running of the show therefore it will not be offered to exhibitors.

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 Euros and are also able to provide proof of employer liability insurance.

For further information regarding insurance, please contact Vianney Thomas : v.thomas@closerstillmedia.com

Maintenance

Maintenance work to stands must be carried out the evening prior to open, or after the close of show by prior arrangement with the Organisers. 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.

Samples

Please contact Anthony, a.rubbo@closerstillmedia.com if you are planning on having food or beverage samples on your stand.

Safety and hygiene measures

A qualified representative of the exhibitor will have to stand on the stand during the passage of the Security Commission, the day before or the morning of the opening of the exhibition.

The security measures imposed by the security regulations in exhibitions, fairs and shows (Order of 18 November 1987 - Order of 11 January 2000) must be rigorously observed (extracts on pages 6 to 9).

Failure to comply with the regulations may lead to the immediate closure of the stand.

GENERAL INFORMATION

Stand construction and installation conditions

Provision of stands

The stands will be available to exhibitors on Monday 24 January at 13:00 for space stands and on Tuesday 25 January at 13:00 for shell scheme stands.

Any material delivered before this date will be refused. Special arrangements and decoration of stands for exhibitors must be completed by 8 pm on Tuesday 25 January.

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.

And please also note that:

- 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;
- Any gluing or material adherence to the slabs, paving or other building items of Paris Expo Porte de Versailles are prohibited;
- Electrical and Internet connections will be made on Tuesday 25 January by the care and under the responsibility of the Régie des Fournisseurs concernés (Viparis).
- Any damage will be charged to the exhibitor and will be invoiced for the amount it will take to restore;
- For imperative reasons of safety, there is no room reserved for the storage of packaging in the exhibition hall. Exhibitors must provide for their removal 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.

QUESTIONS/ANSWERS

BADGE

How do I order my exhibitors badges?

You must order them on the following link before the show: <http://www.learningtechnologiesfrance.com/ezone>

Once your order is completed, a code will be sent to each filled email address. This code allows the badges to be collected at the reception desk 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 to?

To the Service Exposant Viparis by phone +33 (0)1.40.68.16.16 or by email infos-exposants@viparis.com

Who should I order the lights spots to

To GL Events

I also have to order an electric box to Viparis if I use on my stand: computers, a refrigerator, a screen, spots, a coffee maker etc...

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 Organizers.

DELIVERIES

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

The Organizers do not take responsibility of signing for a delivery in your absence.

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. In this case, it is strongly advised to call on a security company and to provide all information on this subject to Anthony Rubbo, a.rubbo@closerstillmedia.com

SHELL SCHEME STAND

Is electricity included in my shell scheme stand?

No, a shell scheme stand only includes carpeting, modular partitions and a sign with the number of your stand and the name of your company (except prior agreement).

NOT INCLUDED: electrical box, light spots, furniture

QUESTIONS/ANSWERS

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 12 and 13 of this guide. For more information, please contact GL Events.

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 should I ask for?

You must contact GL Events.

BUILD-UP

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

No

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 are increased 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, 25 January and the morning of Wednesday, 26 January.

COLUMNS / PILLARS

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

Each pillar has different dimensions. Please contact Anthony, a.rubbo@closerstillmedia.com for the dimensions of your pillar. Some have direct access to the Fire Taps which must be left unobstructed and therefore not covered.

FORMS

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EXHIBITOR SAFETY INSTRUCTIONS

Certificate to be returned to D.Ö.T

D.Ö.T / LEARNING TECHNOLOGIES FRANCE 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 LEARNING TECHNOLOGIES FRANCE 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 DÖT Company on or before December 20th, 2021 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 December 20th, 2021 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 DÖT 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

.....

LEARNING TECHNOLOGIES FRANCE - HEALTH & SAFETY DECLARATION

Must be completed by ALL Exhibitors before 20th of December 2021 and sent to
a.rubbo@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.

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 a.rubbo@closerstillmedia.com



ORDER FORM / BON DE COMMANDE



Please complete the following forms and return us on the below contact details by / Veuillez remplir les formulaires et les envoyer à l'adresse ci-dessous avant: **06/01/2020**

Show Name:	Learning Technologies France 2022
Salon:	
Venue:	Porte de Versailles, Paris
Lieu du salon:	
Show Dates:	26 - 27 January 2022
Date du salon:	
Stand Name:	
Nom du Stand:	

Hall Number:	3
Numéro du Hall:	
Stand Number:	
Numéro du Stand:	
Date required on stand:	
Date requis en stand:	
Time required on stand:	
Heure requis en stand:	

Invoice Name & Address:	
Nom de facture & adresse:	
Postcode:	
Code Postal:	
Email Address:	
Print Name:	
Contact:	

VAT Number:	
Numéro TVA:	
Telephone:	
Téléphone:	

Signature:	
-------------------	--

Please indicate which services your require by placing an "x" in the appropriate boxes:

Veuillez indiquer quels services vous avez besoin en plaçant une "x" dans les cases appropriées:

Onsite & Courier Services:	
<input type="checkbox"/>	Handling via advance warehouse Livraison via magasin (avec stockage préalable)
<input type="checkbox"/>	Unload to stand (Upto 3 tonne forklift) Chariot élévateur déchargement (3T capacité)
<input type="checkbox"/>	Empty case storage Stockage des emballages vides
<input type="checkbox"/>	Reload from stand (Upto 3 tonne forklift) Chariot élévateur rechargement (3T capacité)
<input type="checkbox"/>	Courier receiving (Contact GES for instructions) Reception de colis (Contactez GES * l'instruction) File Processing Fee: €50.00 applies to all orders Frais fixes d'enregistrement: €50.00 par ordre

Transport/Customs Services - Quotes upon request:	
Please confirm below if collection address is different to the above Confirmez ci-dessous si l'adresse de la collection est différente de ce qui précède	
Do you have Forklift or loading facilities at your premises: Avez-vous un chariot élévateur ou l'équipement de chargement dans vos locaux:	
<input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non
<input type="checkbox"/>	Exhibitor will deliver to Advanced GES Warehouse L'exposant enverra les articles au magasin à l'avance
<input type="checkbox"/>	Collection from exhibitor premises as per above address Collectez-leur sur les locaux indiqué à l'adresse au-dessus
<input type="checkbox"/>	Return delivery to exhibitor premises as per above address Livraison retour aux locaux indiqué à l'adresse au-dessus
<input type="checkbox"/>	Return transport to GES warehouse Retour transport des articles au GES magasin
<input type="checkbox"/>	Customs Clearance Assistance Dédouanement Aide

Consignment details: **Détails de l'envoi:**

QUANTITY: QUANTITÉ:	DESCRIPTION OF GOODS: DESCRIPTION DES MARCHANDISES:	L x W x H (cms)	WEIGHT (KGS): POIDS:
Eg. 1 Pallet Eg. 1 c-palette	Exhibition Goods containing brochures and stand materials: Les brochures et matériel du stand:	100 x 100 x 150cm	165kgs

Work undertaken outside the normal working time: Mon-Fri (08:00 - 18:00) is subject to 50% surcharge. Please supply credit card details for payment (form below). All Business is undertaken in accordance with our conditions of trade - a copy is available on request. GES are not responsible for any goods left unattended on stands. Minimum invoice charge: £50.00 + VAT

Les travaux entrepris en dehors des heures de bureau: du lundi au vendredi (8:00-18h00) sont soumis à 50% en supplément. Veuillez fournir les détails de une carte de crédit pour le paiement (formulaire ci-dessous). Toute affaire s'engage à nos conditions commerciales (Copie disponible sur demande). GES n'est pas responsable pour les colis laissés sans surveillance sur stands. Frais minimums de facturation: €100.00 + TVA. La TVA sera facturée où elle est applicable. Rapport poids / volume: 1000 kilos = 2,00m3

One Western Gateway
Royal Docks
London
E16 1XB



rwebb@ges.com
+44 (0) 207 069 4022
Richard Webb

SHIPPING LABEL ÉTIQUETTE D'EXPEDITION



Exhibitor: Exposant:			
Show Name: Salon:	Learning Technologies France 2022		
Venue: Lieu de Salon:	Porte de Versailles, Paris		
Pieces: Pièce:		OF DE	
Hall Number: Numéro du Hall:	Stand Number: Numéro du Stand:	Loading Door: Porte de Chargement:	



Units 27 - 29 Exhibition Way
National Exhibition Centre
Birmingham
B40 1PA
event.logistics@ges.com

ExCeL Exhibition Centre
One Western Gateway
London
E16 1XL
int.logistics@ges.com



Every exhibition stand project is unique.
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platform between exhibitors
and stand builders.

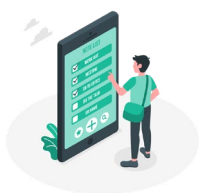


stand builders
registered



exhibitors
accompanied

HOW DOES IT WORK?



It's simple

Fill in less than 3
minutes your design
brief for your exhibition
stand project.



It's quick.

Our algorithms select the
relevant stand builders.
Consult their profiles.



And it's free!

Select and contact up to 3
stand builders for the
design and construction
of your exhibition stand.

Submit your project, find the ideal stand builder!



The latest designs from
our stand builders



Access the exhibitor
user guide



Contact : romain@allostand.com | +33 (0)6 26 60 23 33