

**learning  
technologies**

**Paris France 2024**

24 – 25 January

Porte de Versailles

Hall 7.1

# EXHIBITOR'S GUIDE

Learning Technologies France 2024

**Dear exhibitors,**

### **Welcome to Learning Technologies France 2024!**

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:

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**CONFERENCES:**

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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.

We look forward to working with you!

# SUMMARY

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## TIMETABLE

<b>BUILD-UP</b> (hall opening hours)			<b>Power-On Schedule</b>
<b>Monday 22 January</b>	12h00 – 20h00	<b>SPACE STAND ONLY</b>	
<b>Tuesday 23 January</b>	08h00 – 20h00	<b>SPACE STAND ONLY</b>	13h00 – 20h00
	13h00 – 20h00	<b>SHELL SCHEME STAND</b>	13h00 – 20h00

<b>SHOW TIMETABLE</b> (exhibitors can access from 8h00)			<b>Power-On Schedule</b>
<b>Wednesday 24 January</b>	09h00 – 18h15		8h00 – 19h00
<b>Thursday 25 January</b>	09h00 – 18h15		8h00 – 19h00

<b>BREAKDOWN</b> (hall opening hours)			<b>Power-On Schedule</b>
<b>Thursday 25 January</b>	18h15 – 00h00	<b>ALL THE STANDS</b>	8h00 – 19h00

## VENUE ADDRESS

**Paris Expo – Porte de Versailles – Hall 7.1**

**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
<p><b>VIPARIS</b> Tel: 01.40.68.16.16 E-mail: <a href="mailto:contact@e-viparisstore.com">contact@e-viparisstore.com</a> Exhibitors Contact: Alissa Doncelle E-mail : <a href="mailto:alissa.doncelle@viparis.com">alissa.doncelle@viparis.com</a></p>	<p><b>Electrical outlet, Internet connection and wifi, riggings, piping water, gaz, air...</b></p>	<p><a href="https://www.viparisstore.com/">https://www.viparisstore.com/</a></p>	<p>19 January</p>
<p><b>VIPARIS - LOGIPASS</b> <a href="https://logipass.viparis.com/">https://logipass.viparis.com/</a> Tel: +33(0)1 40 68 11 30</p>	<p><b>Parking and Delivery Access</b></p>	<p><a href="https://logipass.viparis.com/">https://logipass.viparis.com/</a></p>	<p>19 January</p>
<p><b>GL Events</b> Raphaëlle Demoret Tél : +33(0) 7 88 67 58 03 Fax : +33(0) 1 60 21 25 99 E-mail: <a href="mailto:contact-learntechfrance@exhibition-store.com">contact-learntechfrance@exhibition-store.com</a></p>	<p><b>Furniture and other services for shell scheme stands: light spots, walls, carpet, signage...</b></p>	<p><a href="https://learningtechnologiesfrance.exhibition-store.com">https://learningtechnologiesfrance.exhibition-store.com</a></p>	<p>12 January Price increase from 5 January</p>
<p><b>Circdata</b> Tel: +44 (0)1635 869868 E-mail: <a href="mailto:exhibitors@circdata.com">exhibitors@circdata.com</a></p>	<p><b>Badges, Scanner</b></p>	<p><a href="http://www.learningtechnologiesfrance.com/e-zone">www.learningtechnologiesfrance.com/e-zone</a></p>	<p>19 January</p>
<p><b>MAISON POIRIER</b> Mme Tara COLSY Tél : + 33 (0)1 39 13 42 42 Email : <a href="mailto:tara@poirier.fr">tara@poirier.fr</a> <a href="https://poirier.fr/">https://poirier.fr/</a></p>	<p><b>Catering (non- exclusive caterer. See the list of approved caterers on page 26. You can also use your own caterer)</b></p>	<p><a href="#">Maison Poirier – Cocktail menu 2023</a></p>	<p>16 January</p>
<p><b>GES Logistics</b> Tel: +49 174 72 65 621 E-mail: <a href="mailto:mbernal@ges.com">mbernal@ges.com</a></p>	<p><b>Shipping, deliveries and storage</b></p>	<p><a href="mailto:event.logistics@ges.com">event.logistics@ges.com</a> Monica Bernal: <a href="mailto:mbernal@ges.com">mbernal@ges.com</a></p>	<p>As soon as possible</p>
<p><b>CloserStill Media</b> Anthony RUBBO Tel: +33 (0)6 64 13 42 43 E-mail: <a href="mailto:anthony.rubbo@closerstillmedia.com">anthony.rubbo@closerstillmedia.com</a></p>	<p><b>Space Stand approval</b></p>	<p>See compulsory check list page 6</p>	<p>15 December</p>
<p><b>GUARD EVENTS</b> +33 (0)1.56.08.01.39 <a href="mailto:info@guardevents.com">info@guardevents.com</a></p>	<p><b>Stand safety</b></p>	<p><a href="mailto:info@guardevents.com">info@guardevents.com</a></p>	<p>19 January</p>
<p><b>PSP AV</b> <a href="mailto:screenhire@pspav.com">screenhire@pspav.com</a></p>	<p><b>Rental of audio video equipment</b></p>	<p><a href="mailto:screenhire@pspav.com">screenhire@pspav.com</a> <a href="https://pspav.com/learning-technologies">https://pspav.com/learning-technologies</a></p>	<p>12 January</p>
<p><b>MILLENIUM</b> +33(0)1.60.19.72.72 <a href="mailto:stand@millenium-sas.com">stand@millenium-sas.com</a></p>	<p><b>Cleaning</b></p>	<p><a href="mailto:stand@millenium-sas.com">stand@millenium-sas.com</a></p>	<p>19 January</p>

## EXHIBITOR CHECK LIST – F.A.Q.

### STAND:

- I have a shell stand [CLICK HERE](#)
- I have a start-up stand / EdTech France [CLICK HERE](#)
- I have a space stand [CLICK HERE](#)
- How does exhibitor insurance work? Is it mandatory? Who is the insurance company? [CLICK HERE](#)

### CONFERENCES:

- Where and when are the speakers welcomed and where do they receive their badges?
- What equipment is available in each room / can the conferences be recorded / what is the availability of post-show recordings?
- Are certain seats in the rooms reserved?
- How and by whom are the conferences moderated?
- How to obtain the video recording of its conferences and/or Live Sessions

[CLICK HERE](#)

### MARKETING AND DATA:

- How do I access my E-Zone? How do I update my exhibitor profile, define my product categories, upload my articles and before what date?
- Badge scanners: how many licenses are included with my stand? How to get them? How to buy more? How do they work?
- Exhibitor badges: is there a maximum quantity? Where and how to print them before the show, during build up, during the show?
- VIP Badges & Invitations: is there a maximum quantity? where and how to receive and send them?
- VIP Lounge : who can access it ? do we have to provide a list?
- Show App : Where can I download it and from what date? How to update my exhibitor profile, register my team and get meetings with visitors.
- Communication material / Media Kit : how and when to download it to promote my presence at the show?

[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 days 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 7.1  
Learning Technologies France  
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 except derogation. Your presence on your stand is mandatory to receive your deliveries.

## Parking

During the build-up and the breakdown parking is free for exhibitors in the parkings of the venue and next to hall 7.1 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/](http://www.viparisstore.com/).

## Deliveries access

Access during build-up and breakdown : Door D for all vehicles (see map on the next page). Parking for unloading will be on platform 7.1C.

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 22 January	12h00 – 20h00	SPACE STAND ONLY	
Tuesday 23 January	08h00 – 20h00	SPACE STAND ONLY	13h00 – 20h00
	13h00 – 20h00	SHELL SCHEME STAND	13h00 – 20h00



**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 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 25 February	18h15 – 00h00	ALL THE STANDS
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- 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 25 February after the end of the show.
- All the materials and decors must imperatively have left the hall at the latest on Thursday 25 February 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. Several security guards 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: 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.
- 2nd step: availability of your stand: Your stand will be ready to use on 23 January from 1pm.



#### SHELL SCHEME STAND CHECK LIST

- Order my furniture page 5
- Order my complementary services, page 5
- Order my electrical outlet [CLICK HERE](#)
- Order my exhibitor badges (in January) [CLICK HERE](#)

DESCRIPTIF STAND TYPE	MODULAIRE
Exemple de stand 3m x 3m sans éclairage	SODEM ht 250cm
<p>Plusieurs finitions sont disponibles:</p> <p><b>STRUCTURE:</b> Aluminium epoxy blanc, gris galet, GRM.</p> <p><b>REPLISSAGE:</b> 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 START-UP / EDTECH FRANCE SHELL SCHEME STAND

### The equipment included in the rental of your stand includes:

- Walls : melaminated-coloured white (height 2,50m, width 1m)
- Structure : Grey
- 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.
- Carpet : Light Grey
- Fascia : 1 sign with name and stand number
- Are included : spotlights, a counter with key, a power supply, two stools and daily cleaning
- You have 1m of space available next to the neighbouring stand (on one side only) that you can use to put a stand up banner or even a TV screen on a stand, all in good respect for your stand neighbour.



### ATTENTION

Electrical box, lighting and furniture are well included in this formula

### The stages of preparation for the layout of your stand

- 1st step: sending you personalized stand graphic before 1st of December: 1 PDF High Resolution file- Dimensions 945mm Large x 1332mm High (this visual englobes the entire upper part of your structure, from the tray/counter to the light spots).
- 2nd step: order you exhibitor badges (in January) : [CLICK HERE](#)
- 3rd step: availability of your stand: Your stand will be ready to use on 23 January from 1pm.

# 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 [anthony.rubbo@closerstillmedia.com](mailto:anthony.rubbo@closerstillmedia.com) before the 15 December 2023.
- **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 22 January at 12:00 and Tuesday 23 January at 8:00 and stay until 20:00.

### The technical rules of the show

Stand plans must be submitted for approval to [anthony.rubbo@closerstillmedia.com](mailto:anthony.rubbo@closerstillmedia.com) before the 15 December 2023

- 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 / Banners / Rigging

Height of construction allowed from the ground: 4m (including sign integrated to the structure).

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 VIPARIS for more information. No height restrictions for hanging banners other than those imposed by hall features.

On page 24 you will find the Compliance form for hanging systems to be completed.



## SPACE STAND CHECK LIST

- Stand Plans to provide
- Public liability insurance of your stand builder to provide
- Exhibitors Safety Instructions, page 23
- Order my electrical outlet [CLICK HERE](#)
- Order my exhibitors badges (in January) [CLICK HERE](#)

# 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](http://www.viparis.com)

## 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 the Hall. No prior request is required.

## Exhibitors Badges

Any staff from your stand must wear an exhibitor badge to enter Hall. The badges are to be printed via your e-zone.

You may collect these badges directly from registration from 23 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 : <https://www.learningtechnologiesfrance.com/e-zone>**

## 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 5m from the hall floor to the top of the balloon
3. Balloons can hang only over your own stand respecting withdrawal of 1m in joint ownership.
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

No height restrictions for hanging banners other than those imposed by hall features.

On page 24 you will find the Compliance form for hanging systems to be completed.

## 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 25 January at 18.15

**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 25 January 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 [anthony.rubbo@closerstillmedia.com](mailto:anthony.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 23 January, the morning of 24 January and the morning of 25 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 Hall 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](mailto: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: [anthony.rubbo@closerstillmedia.com](mailto:anthony.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 or your own supplier.

## 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](mailto: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, [anthony.rubbo@closerstillmedia.com](mailto:anthony.rubbo@closerstillmedia.com) if you are planning on having food or beverage samples on your stand.

## Safety and hygiene measures

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.

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 22 January at 12:00 for space stands and on Tuesday 23 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 23 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 23 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: <https://www.learningtechnologiesfrance.com/e-zone>

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 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 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, [anthony.rubbo@closerstillmedia.com](mailto:anthony.rubbo@closerstillmedia.com)

## QUESTIONS/ANSWERS

### 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**

#### **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 or your own supplier.

### 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, 23 January and the morning of Wednesday, 24 January.

### COLUMNS / PILLARS

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

Each pillar has different dimensions. Please contact Anthony, [anthony.rubbo@closerstillmedia.com](mailto:anthony.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. The personalization of a pillar is possible under conditions at a maximum height of 3.50m.

# FORMS

Exhibitor Safety Instructions	<a href="#">CLICK HERE FOR THE COMPLETE VERSION</a>	23
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Find a stand designer		27
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# EXHIBITOR HEALTH & SAFETY INSTRUCTIONS

## Receipt confirmation certificate to be returned to D.Ö.T

D.Ö.T / LEARNING TECHNOLOGIES & HR TECHNOLOGIES FRANCE 2024

Fax: +33 (0)1 46 05 76 48

Email : [sps@d-o-t.fr](mailto:sps@d-o-t.fr)

<b>EXHIBITOR:</b> .....	
Represented by the person in charge of the stand Mrs / Mr .....	
Phone number: .....	Email: .....
<b>STAND BUILDER INFORMATION</b>	<b>Name:</b> .....
	<b>Tel:</b> .....
	<b>Email:</b> .....

The exhibitor declares having read the document relating the prevention of accidents at work and to health protection concerning her/his participation in the LEARNING TECHNOLOGIES & HR TECHNOLOGIES FRANCE 2024, undertakes to conform to it without reserve or restriction and having consulted the sanitary protocol measures in force on the event website.

**PLEASE FILL THE SECTION THAT APPLIES TO YOU**

<b><u>IF YOUR STAND IS:</u></b>	
- Built by the Organizer or by yourself or by only one company without subcontractor	<input type="checkbox"/>
<b>YOU MUST</b> return this certificate to the DÖT Company on or before December 15 <sup>th</sup> 2023 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 exhibition.	

OR

<b><u>IF YOUR STAND IS:</u></b>	
- Installed by at least two independent companies (including sub-contractors).	<input type="checkbox"/> Quantity <input type="checkbox"/>
- Includes partitions walls/decorations more than 3.00 meters high.	<input type="checkbox"/>
- Do you use electrical tools?	YES <input type="checkbox"/> NO <input type="checkbox"/>
- Do you use lifting machines? (forklift, electrical pallet trucks, mobile platform lift...)	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b><u>YOU MUST:</u></b>	
- Return this certificate to the D.Ö.T Company on or before December 15 <sup>th</sup> 2023 with a visual of your stand.	
- <b><u>Appoint a HEALTH AND SAFETY COORDINATOR</u></b>	
Law of 31/12/93 N° 93-1418 and Decree of 26 December 1994 N° 94-1159.	
<i>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.</i>	
<b>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.</b>	
<input type="checkbox"/> You have appointed your Health & Safety Coordinator - Name: .....	
E-mail : ..... - Phone Number: +33 (0). .. . .	
<input type="checkbox"/> You don't have a Health & Safety Coordinator.	

Commercial stamp and signature

Place and date: .....

# COMPLIANCE OF HANGING SYSTEMS SUSPENDED STRUCTURE

**DOCUMENT TO BE SUBMITTED AT THE EXHIBITOR'S OFFICE or AT THE FIRE SECURITY  
MANAGER DURING THE SETTING UP**

**CABINET GUILMIN**

**Contact : Thierry GUILMIN.** 50, rue Gilbert CESBRON - 75017 PARIS

☎ 33 (0)6 60 87 27 43      **cabinetguilmin@gmail.com**

**I UNDERSIGNED NAME:** .....

**COMPANY :** .....

**ACTING ON BEHALF OF (EXHIBITOR):** .....

**HALL / N° STAND:** .....

**ATTESTS TO HAVE REALIZED THE SYSTEMS OF HANGING OF THE STRUCTURES SUSPENDED  
IN ACCORDANCE WITH THE PRESCRIPTIONS ENUMERATED HEREAFTER:**

- Conformity of the installation in accordance with the specifications of the manufacturer's technical manual and in particular, respect of the load charts and any calculation notes, respect of the direction of installation of the light bridges, control of the installation of alpha and beta pins, ...
- Use of lifting equipment duly verified (periodic verification according to the standards in force) and of equal and synchronous power.
- Compliance with the technical specifications established by the organizer of the event.
- Respect of the loads indicated on the provided plan and conformity with the technical specifications of the site.

- Conformity of the attachment points on the suspended structures according to the standards in force in coherence with the loads to support.
- Placement of security slings in extended position, especially for electric hoists.
- Double security of the technical elements installed on the light bridge or the suspended structure, for example the luminous projectors, the loudspeakers, the elements of signage

*Checks are made when the elements are being installed  
The technician is the person who installs the suspended structures*

TECHNICAL INSTALLATIONS	TOTAL LOADS AND HEIGHT	VÉRIFICATEUR	
		INSPECTION OFFICE	TECHNICIEN (CERTIFICATE)
- TRUSS: LIGHT, SOUND - - CEILING AND VELUM - SUPPORT SIGNS	< 1000 KG and H < 6,20 m		X
	< 1000 KG and H > 6,20 m	X	
	>1000 KG	X	

**Signature:**

**Date:**  
**NAME:**

- Use and implementation of washing accessories (cables, slings, shackles, links, ...) in accordance with the standards in force.



GES Logistics  
+44 (0) 121 782 4433  
event.logistics@ges.com  
Monica Bernal  
+49 174 726 5621  
mbernal@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			16/01/2023
Event Name / Nom du Salon:	Learning & HR Technologies France	Hall Number / Numéro de Hall:	7.1
Venue / Lieu du salon :	Porte de Versailles	Stand Number / Numéro de Stand:	
Event Dates / Date du salon :	24 - 25 January 2024	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"/>	£40.00 *per cbm / par m3, Min: £120.00
Empty case storage / Stockage d'emballage vide	<input type="checkbox"/>	£70.00 per cbm / par m3, Min: £210.00
Reload from stand (upto 3 tonne forklift) / Chargement depuis stand (chariot élévateur jusqu'à 3 tonnes)	<input type="checkbox"/>	£40.00 *per cbm / par m3, Min: £120.00
Courier Receiving / Réception de colis (Veuillez contacter GES avant l'expédition pour obtenir des instructions)	<input type="checkbox"/>	£25.00 per box / par colis/carton max 20kgs
File Processing fee of / Frais de dossier: £55.00 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"/>	£100.00 *per cbm / par m3, Min: £300.00
Return to GES Warehouse after event / Retour au magasin GES après le salon	<input type="checkbox"/>	£100.00 *per cbm / par m3, Min: £300.00

### 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?  If no please confirm address below / Si non, veuillez confirmer l'adresse ci-dessous:

Do you have Forklift or loading facilities at your premises	<input type="checkbox"/>	Y a-t-il un chariot élévateur ou des moyens de chargement dans vos locaux
Collection from exhibitor premises (as per the above address)	<input type="checkbox"/>	Enlèvement dans locaux de l'exposant (selon l'adresse ci-dessus)
(Please confirm what date we can collect from your premises)	<input type="checkbox"/>	Veillez confirmer la date à laquelle nous pouvons récupérer la marchandise dans vos locaux:
Return delivery to exhibitor premises after event (as per the above address)	<input type="checkbox"/>	Retour aux locaux de l'exposant après salon (selon l'adresse ci-dessus)
(Please advise what date you require delivery to your premises)	<input type="checkbox"/>	Veillez indiquer la date à laquelle vous devez être livré dans vos locaux
Customs Clearance assistance	<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)
		L	W	H	m3	
Eg. 1 Pallet / Ex. 1 palette	e.g Standfittings / Matériel de stand				0	165
					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.

 **SHIPPING LABEL**  

Paris France 2024  
24 - 25 janvier  
Porte de Versailles  
Hall 7.1

Exhibitor:			
Event Name:	<b>Learning &amp; HR Technologies France 2024</b>		
Venue:	<b>Porte de Versailles - Hall 7.1</b>		
Pieces:		<b>OF</b>	
Publication:			



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With **Allostand**, find the ideal stand builder for its design and construction.

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stand builders registered



exhibitors accompanied

### HOW DOES IT WORK?



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The latest designs from our stand builders 

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



## Référencement Traiteurs & Livraisons sur stand Viparis 2023

### *Referenced caterers & Delivery on booth Viparis 2023*

**BUTARD ENESCOT**

[www.butard-enescot.com](http://www.butard-enescot.com)

Christophe RENARD - Tel. : 06 72 08 87 05

Email : [c.renard@groupe-butard.com](mailto:c.renard@groupe-butard.com)

**COUSIN TRAITEUR**

[www.cousintraiteur.com](http://www.cousintraiteur.com)

Marie-Pierre COUSIN - Tel. : 05 49 41 09 14

Email : [info@cousin-traiteur.fr](mailto:info@cousin-traiteur.fr)

**DUVAL Paris**

[www.duval-paris.com](http://www.duval-paris.com)

Lionel DUVAL - Tel. : 01 41 65 40 00

Email : [lionel.duval@duval-paris.com](mailto:lionel.duval@duval-paris.com)

**FLEUR DE METS**

DAD

[www.fleurdemets.com](http://www.fleurdemets.com)

[www.dadhotdogs.fr](http://www.dadhotdogs.fr)

Olivier SALTEL - Tel. : 06 72 52 73 44

Email : [o.saltel@fleurdemets.com](mailto:o.saltel@fleurdemets.com)

**GRAND CHEMIN**

[www.grandchemin.fr](http://www.grandchemin.fr)

Augustin DE BEAUREPAIRE - Tel. : 06 46 45 40 83

Email : [augustindebeaurepaire@grandchemin.fr](mailto:augustindebeaurepaire@grandchemin.fr)

**KARDAMOME RECEPTIONS**

KASPIA Réceptions

[www.kardamome-receptions.com](http://www.kardamome-receptions.com)

[www.kaspia-receptions.fr](http://www.kaspia-receptions.fr)

Valérie Forsans - Tel. : 06 09 78 75 34

Email : [vforsans@kardamome-receptions.com](mailto:vforsans@kardamome-receptions.com)

**LENÔTRE**

[www.lenotre.fr](http://www.lenotre.fr)

Audrey ROSICHINI - Tel. : 06 20 09 19 26

Email : [audrey.rosichini@lenotre.fr](mailto:audrey.rosichini@lenotre.fr)

**POTEL & CHABOT**

[www.potelechabot.com](http://www.potelechabot.com)

Mathilde SADELER - Tel. : 07 84 08 20 56

Email : [mathilde.sadeler@potelechabot.fr](mailto:mathilde.sadeler@potelechabot.fr)

**RIEM BECKER**

L' AFFICHE

[www.grouperiembecker.com](http://www.grouperiembecker.com)

Vanessa BLONDE - Tel. : 06 80 05 97 12

Email : [vanessa.blonde@riembecker.fr](mailto:vanessa.blonde@riembecker.fr)

**SAINT CLAIR**

[www.saint-clair-le-traiteur.fr](http://www.saint-clair-le-traiteur.fr)

Pascale MOREAU - Tel. : 06 60 36 93 60

Email : [pascale.moreau@saintclair.com](mailto:pascale.moreau@saintclair.com)

**TE TRAITEUR**

[www.te-traiteur.paris](http://www.te-traiteur.paris)

Ingrid FLACS - Tel. : 07 85 78 62 79

Email : [ingrid.flacs@te-traiteur.fr](mailto:ingrid.flacs@te-traiteur.fr)