



**Paris France 2023**  
1 - 2 February  
Porte de Versailles

# EXHIBITOR'S GUIDE

HR Technologies France 2023

**Dear exhibitors,**

**Welcome to HR Technologies France 2023!**

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 HR 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:**

**OPERATIONS / LOGISTICS / EXHIBITORS RELATIONS:**

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

**SPEAKER LIAISON:**

Eva Brossin Tel: +44 (0) 20 3978 1667 e.brossin@closerstillmedia.com

**SALES:**

Nawal Lock +44 (0)73481854 n.lock@closerstillmedia.com

**MARKETING AND PUBLIC RELATIONS:**

Britanny Assandi +33 (0)6 99 77 87 56 b.assandi@closerstillmedia.com

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

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 30 January</b>	13h00 – 20h00	<b>SPACE STAND ONLY</b>	
<b>Tuesday 31 January</b>	08h00 – 20h00	<b>SPACE STAND ONLY</b>	13h00 – 20h00
	13h00 – 20h00	<b>SHELL SCHEME STAND</b>	

<b>SHOW TIMETABLE</b> (exhibitors can access from 8h00)			<b>Power-On Schedule</b>
<b>Wednesday 1 February</b>	09h00 – 18h15		8h00 – 19h00
<b>Thursday 2 February</b>	09h00 – 18h15		8h00 – 19h00

<b>BREAKDOWN</b> (hall opening hours)			<b>Power-On Schedule</b>
<b>Thursday 2 February</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
<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: Charlotte Pasik E-mail: <a href="mailto:charlotte.pasik@viparis.com">charlotte.pasik@viparis.com</a>	<b>Electrical outlet, Internet connection and wifi, riggings, piping water, gaz, air...</b>	<a href="https://www.viparisstore.com/">https://www.viparisstore.com/</a>	27 January
<b>VIPARIS - LOGIPASS</b> <a href="https://logipass.viparis.com/">https://logipass.viparis.com/</a> Tel: +33(0)1 40 68 11 30	<b>Parking and Delivery Access</b>	<a href="https://logipass.viparis.com/">https://logipass.viparis.com/</a>	27 January
<b>GL Events</b> <a href="https://hrtechnologiesfrance.exhibition-store.com">https://hrtechnologiesfrance.exhibition-store.com</a> Anne-Laure Gallaire Tél : +33(0) 6 76 43 57 26 Fax : +33(0) 1 60 21 25 99 E-mail: <a href="mailto:anne-laure.gallaire@gl-events.com">anne-laure.gallaire@gl-events.com</a>	<b>Furniture and other services for shell scheme stands: light spots, walls, carpet, signage...</b>	<a href="https://hrtechnologiesfrance.exhibition-store.com/login">https://hrtechnologiesfrance.exhibition-store.com/login</a>	20 January Price increase from 13 January
<b>Circdata</b> Tel: +44 (0)1635 869868 E-mail: <a href="mailto:exhibitors@circdata.com">exhibitors@circdata.com</a>	<b>Badges, Scanner</b>	<a href="http://www.hrtechnologiesfrance.com/e-zone">www.hrtechnologiesfrance.com/e-zone</a>	27 January
<b>HORETO</b> Tél : +33 (0)1 57 25 10 00 E-mail: <a href="mailto:commercial@horeto-paris.com">commercial@horeto-paris.com</a>	<b>Catering (non-exclusive caterer. See the list of approved caterers on page 26. You can also use your own caterer)</b>	<a href="mailto:commercial@horeto-paris.com">commercial@horeto-paris.com</a> +33 (0)1 57 25 10 00	27 January
<b>GES Logistics</b> Tel: +49 174 72 65 621 E-mail: <a href="mailto:mbernal@ges.com">mbernal@ges.com</a>	<b>Shipping, deliveries and storage</b>	<a href="mailto:event.logistics@ges.com">event.logistics@ges.com</a> Monica Bernal: <a href="mailto:mbernal@ges.com">mbernal@ges.com</a>	As soon as possible
<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>	<b>Space Stand approval</b>	See compulsory check list page 6	22 December 2022
<b>GUARD EVENTS</b> +33 (0)1.56.08.01.39 <a href="mailto:info@guardevents.com">info@guardevents.com</a>	<b>Stand safety</b>	<a href="mailto:info@guardevents.com">info@guardevents.com</a>	27 January
<b>PSP AV</b> <a href="mailto:info@pspav.com">info@pspav.com</a>	<b>Rental of audio video equipment</b>	<a href="mailto:info@pspav.com">info@pspav.com</a> <a href="https://pspav.com/hr-technologies-paris">https://pspav.com/hr-technologies-paris</a>	20 January
<b>MILLENIUM</b> +33(0)1.60.19.72.72 <a href="mailto:stand@millenium-sas.com">stand@millenium-sas.com</a>	<b>Cleaning</b>	<a href="mailto:stand@millenium-sas.com">stand@millenium-sas.com</a>	27 January

# COMPULSORY CHECK LIST



## CHECK LIST SHELL SCHEME STANDS

### MANDATORY

- Exhibitors Safety Instructions, page 22
- Order my exhibitors badges (in January) [CLICK HERE](#)

### 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](#)



## CHECK LIST SPACE STANDS

### MANDATORY BEFORE THE 22 DECEMBER 2022

**TO SEND BACK TO: [anthony.rubbo@closerstillmedia.com](mailto:anthony.rubbo@closerstillmedia.com)**

- Stand Plans to provide
- Public liability insurance of your stand builder to provide
- Exhibitors Safety Instructions, page 22
- Order my exhibitors badges (in January) [CLICK HERE](#)

### 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](#)

## 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 HR 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 7.1  
HR Technologies France 2023  
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 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 7.1A.

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 30 January	13h00 – 20h00	SPACE STAND ONLY	
Tuesday 31 January	08h00 – 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 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 2 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 2 February after the end of the show.
- All the materials and decors must imperatively have left the hall at the latest on Thursday 2 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. 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 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 31 January from 1pm.

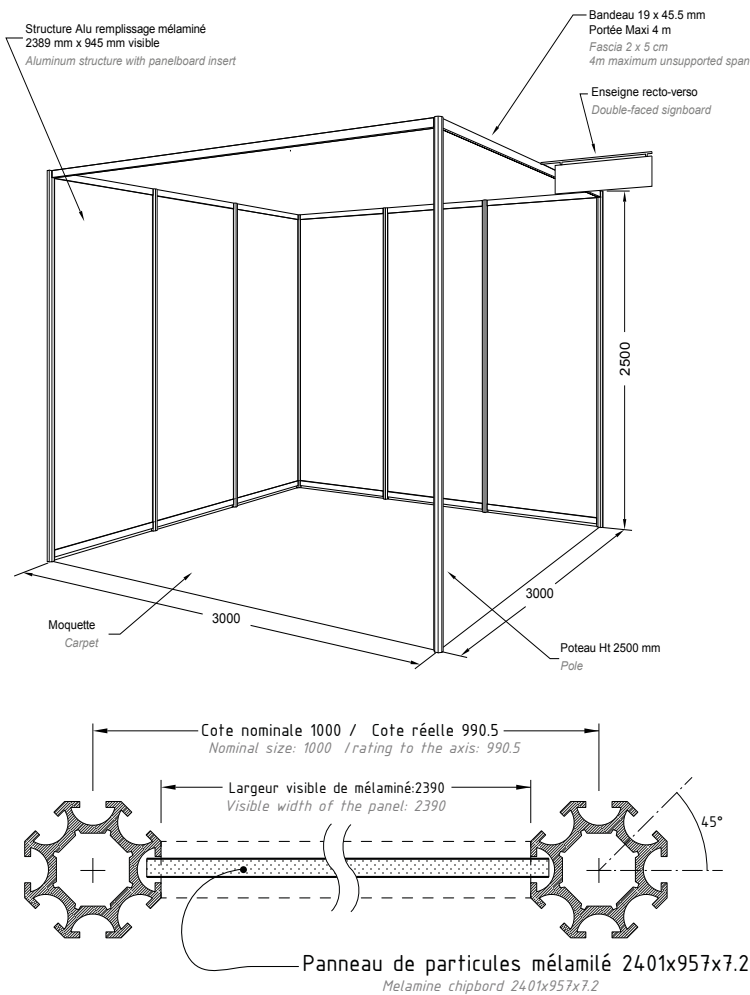


### SHELL SCHEME STAND CHECK LIST

- Exhibitors Safety Instructions, page 22
- 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](#)

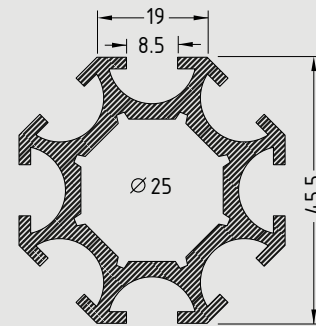
## DESCRIPTIF STAND TYPE

Exemple de stand 3m x 3m sans éclairage



## MODULAIRE

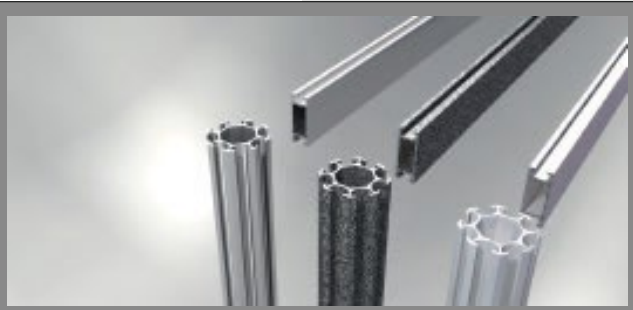
SODEM ht 250cm



Plusieurs finitions sont disponibles:

**STRUCTURE:**  
Aluminium epoxy blanc,  
gris galet, GRM.

**REPLISSAGE:**  
Mélaminé blanc,  
sycamore miel, noir,  
gris alu brossé, wengé...



# 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** before the 22 December 2022.
- **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 30 January at 13:00 and Tuesday 31 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** before the 22 December 2022

- 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: 4m (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 **anthony.rubbo@closerstillmedia.com** for more information.

### Banners / Rigging

Any suspended banner of more than 4m (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
- Public liability insurance of your stand builder to provide
- Exhibitors Safety Instructions, page 22
- 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.

You may collect these badges directly from registration from 30 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.hrtechnologiesfrance.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 4m 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

Any suspended banner more than 4m high (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](mailto:v.thomas@closerstillmedia.com) and Technical Anthony Rubbo : [anthony.rubbo@closerstillmedia.com](mailto:anthony.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 2 February 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 2 February 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 30 January, the morning of 1 February and the morning of 2 February
- 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@HRtechnologiesfrance.com](mailto:a.rubbo@HRtechnologiesfrance.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

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.

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 30 January at 13:00 for space stands and on Tuesday 31 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 31 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 31 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.hrtechnologiesfrance.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, 31 January and the morning of Wednesday, 1 February.

### 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 2.30m.

# FORMS

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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 2023

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> Name: .....
Tel: .....
Email: .....

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 2023, 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>IF YOUR STAND IS:</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 22 <sup>nd</sup> 2022 and pass on this document to all contractors who you have appointed to work on your stand during the build-up and breakdown of the exhibition.

OR

<b>IF YOUR STAND IS:</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>YOU MUST:</b>
- Return this certificate to the D.Ö.T Company on or before December 22 <sup>nd</sup> 2022 with a visual of your stand.
- <b>Appoint a HEALTH AND SAFETY COORDINATOR</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: .....

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**



**hr**  
**technologies**  
Paris France 2023  
1 - 2 février  
Paris Expo  
Porte de Versailles

**learning**  
**technologies**  
Paris France 2023  
1 - 2 February  
Porte de Versailles

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 :	1 - 2 February 2023	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)	£40.00 *per cbm / par m3, Min: £120.00
Empty case storage / Stockage d'emballage vide	£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)	£40.00 *per cbm / par m3, Min: £120.00
Courier Receiving / Réception de colis (Veuillez contacter GES avant l'expédition pour obtenir des instructions)	£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	£100.00 *per cbm / par m3, Min: £300.00
Return to GES Warehouse after event / Retour au magasin GES après le salon	£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	Y a-t-il un chariot élévateur ou des moyens de chargement dans vos locaux
Collection from exhibitor premises (as per the above address)	Enlèvement dans locaux de l'exposant (selon l'adresse ci-dessus)
(Please confirm what date we can collect from your premises)	Veuillez 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)	Retour aux locaux de l'exposant après salon (selon l'adresse ci-dessus)
(Please advise what date you require delivery to your premises)	Veuillez indiquer la date à laquelle vous devez être livré dans vos locaux
Customs Clearance assistance	Assistance au dédouanement

**Consignment details / Détail de l'envoi**

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

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

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





<b>Exhibitor:</b>			
<b>Event Name:</b>	<b>Learning &amp; HR Technologies France 2023</b>		
<b>Venue:</b>	<b>Porte De Versailles</b>		
<b>Pieces:</b>		<b>OF</b>	
<b>Stand Number:</b>			





Every exhibition stand project is unique.  
With **Allostand**, find the ideal stand builder for its design and construction.

**Allostand** is the first networking 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](mailto:romain@allostand.com) | +33 (0)6 26 60 23 33



VIPARIS

**Référencement Traiteurs & Livraisons sur stand  
Viparis 2022**

*Referenced caterers & Delivery on booth  
Viparis 2022*



PALAIS DES CONGRÈS  
D'ISSY



LES SALLES  
DU CARROUSEL



ESPACE  
GRANDE ARCHE

**BUTARD ENESCOT**

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

Cindy HERITIER - Tel. : 01 47 85 47 10

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

**DALLOYAU Réceptions**

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

Laurent PFEIFFER - Tel. : 06 33 80 42 50

Email : [laurent.pfeiffer@dalloyau.fr](mailto:laurent.pfeiffer@dalloyau.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**

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

Olivier SALTEL - Tel. : 06 72 52 73 44

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

**GRAND CHEMIN**

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

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

Mathilde SADELER - Tel. : 07 84 08 20 56

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

**RAYNIER MARCHETTI**

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

Morgan LE BIHAN - Tel. : 06 70 96 23 03

Email : [m.lebihan@groupe-butard.com](mailto:m.lebihan@groupe-butard.com)

**RIEM BECKER**

L'AFFICHE / REPAS DE BUREAU

[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)