

PRACTICAL INFORMATION



LE SALON DES FOURNISSEURS
DE MATÉRIELS ET SERVICES
POUR LE LABORATOIRE

BUILD-UP

- **Bare stands:** from October 2nd at 2.00 pm
- **Turnkey stands:** from October 4th at 8.00 am

VEHICULAR ACCESS TO EXHIBITION PAVILION

Under no circumstances may lorries or coaches enter to exhibition halls. Handling vehicles are the only vehicles allowed in the exhibition pavilion. The access to the exhibition park is free during the build-up period but all vehicles must be declared on LOGIPASS platform: <http://logipass.viparis.com/>. Exhibitors must have a special exhibitor parking permit for the exhibition period.
(www.viparisstore.com Phone: +33(0)1 40 68 16 16).

CONTROL OF ACCESS TO THE BUILDING SITE

ATTENTION During build-up and dismantling period, the access to the exhibition site is forbidden to the public. It is mandatory for all operators to produce a nominative build-up badge and ID to be on the building site (badges to be ordered on your Exhibitor Area).

OPENING TIMES FOR BUILD-UP

See exhibition schedule.

Every decorating companies have to refer to the organisers' schedule in order to access to the exhibition site during the build-up period.

STORAGE OF EMPTY PACKAGING

Empty packaging must be removed as soon as possible and stored by the exhibitors or their transport companies. (See Transport – Handling – Customs). No storage possible in the halls.

SAFETY COMMITTEE

When the Safety Committee does its inspection, stand fitting must be complete. Your stand manager must be present. Date and time to be specified later.

If your stand's construction is not in compliance with the safety and technical regulations, you will be asked to make the necessary modifications before the show's opening to the public.

HANDLING

A special handling service (for which a separate charge is made) will be available for exhibitors inside the exhibition pavilions (See **Transport & Handling** on your exhibitor area).

EXHIBITION OPENING TO THE PUBLIC

From 5th to 7th October, 2021

OPENING TIMES

	10/05	10/06	10/07
Exhibitors	8.00 am 6.00 pm	8.00 am 7.30 pm	8.00 am 6.00 pm
Visitors	9.00 am 6.00 pm	9.00 am 6.00 pm	9.00 am 5.00 pm

EXHIBITORS' BADGES

Exhibitors must show a nominative badge and ID to gain admission during public opening times.

DISTRIBUTION OF ADVERTISING MATERIALS

The distribution of advertising literature and items anywhere else than on your stand is strictly prohibited.

SPECIAL EVENTS - ADVERTISING

All events and sales activities anywhere other than on your stand are strictly prohibited. The distribution of advertising material and the presentation of special events and marketing initiatives must be confined to stands.

DELIVERIES

Deliveries to exhibitors: access from 7.30 to 8.30 am
Vehicles must be declared on LOGIPASS platform: <http://logipass.viparis.com/>.

Parking inside the Exhibition Centre while making deliveries is restricted to one hour. Any vehicle infringing this rule will be towed away without warning, at the vehicle owner's expense.

CATERERS

There is no exclusive catering supplier operating at Viparis Paris Porte de Versailles, consequently exhibitors may use either the on-site caterer, or external caterers approved by the Exhibition Center. All external caterers must obtain one-off approval by applying to:

VIPARIS - Myriam MOTTIN - phone +33 (0)1 40 68 14 46
myriam.mottin@viparis.com

Caterers who have not been approved will be refused access to the Exhibition Centre.

GUARDING

The organisers are responsible for general security during the exhibition (with responsibility limited to the sole provision of this service). We advise you to employ a security guard for your equipment, especially at night. You are reminded that there is a high risk of theft during build-up and breakdown periods. We advise you to take care of your personal belongings. (See Stand Security Guard).

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DAMAGE OR THEFT

In the event of an incident, the exhibitor must report it to the Police (*) within 24 hours (failure to do so may result in loss of cover) and fill in the claim form given by the Organisers Office. The original copy of the police report and the claim form must be sent to the insurer (**).

Commissariat de Police

250, rue de Vaugirard – 75015 PARIS

Tél. : 33 (0)1 53 68 81 81

DISMANTLING

DISMANTLING PERIOD

Stand dismantling will begin on Thursday 7th October from 6.30 pm and it will continue until Friday 8th October at 12:00 noon (see planning).

All exhibitors must remove any advertisement, multimedia, valuable product, or any other object they want to recover from the start of the dismantling of stands. During the dismantling, the booths are not monitored by the organizer, if you wish to have a guarding of your space, please call a specialized company (see order form "security guard")

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TURNKEY STANDS

The storage cupboards on these stands and hired furniture must be emptied of their contents by 7.00 pm on the evening the exhibition closes so they can be dismantled by installers' team.

CLEANING

Your area must be restored to its original condition. Any rubbish (carpet, debris, adhesives ...) must be removed. Goods and installations that are not removed by the deadline will be dumped and the **exhibitor will be billed for the cost of removal.**

For rubbish removal, we advise you to contact the companies in charge of cleaning the hall. (See form) You will be invoiced for any deterioration or damage noted after the breakdown of your stand. **Exhibitors are also responsible for all their suppliers** (see Dismantling certificate).

WE WOULD BE GRATEFUL IF YOU COULD GIVE THOSE INFORMATION TO YOUR FORWARDING AGENTS, TRANSPORT COMPANIES AND DECORATORS