

Exhibitor Guide

MONDIAL DU BÂTIMENT

Paris – Porte de Versailles

From September 30th to October 03rd, 2024

BATIMAT le
IDÉOBAIN mondial
INTERCLIMA du bâtiment

RX France



Welcome!

The Exhibitor Guide lets you quickly find the information you need!

You'll find all the information required to prepare your time at le Mondial du Bâtiment.

This guide has 3 parts:

- General information you'll need to read and steps to become an exhibitor.
- All the forms to read and/or complete.
- Information about preparing your stand.

Before you begin, make sure that:

1. The location you have reserved meets your needs (water hookup hatches, surface area, etc.).
2. You have received your username and password for your online exhibitor portal by e-mail: no-reply@rxglobal.com Remember to check your spam!

You haven't received your login details?

Contact our customer service:

[Helpdesk form - Batimat](#)

[Helpdesk form - Interclima](#)

[Helpdesk form - Ideobain](#)

We're looking forward to seeing you very soon!

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1. Preparing for the Trade Show



A.

General information

Your contacts

Organiser

RX France
+33 (0)1 47 56 50 00
52, quai de Dion Bouton
92800 Puteaux

Trade show management

Jean-Philippe GUILLON
Exhibition Director

Technical department

Christophe ROBINSON
Operations Director

Julien ALGOUD
Operations Director

Margaux POMMIES
Operations Manager

Marine PASQUET
Exhibitors Operation Manager
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Laure-Anne DORI
Exhibitors Operation Manager
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service.technique.ideobain@rxglobal.com
service.technique.interclima@rxglobal.com

Marketing and communications department

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Director of Marketing, Conferences and Content
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Customer Service and billing
service.clients.batimat@rxglobal.com
service.clients.ideobain@rxglobal.com
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Find the whole team on our websites:

[The Batimat team](#)
[The Interclima Team](#)
[The Ideobain team](#)

Preparing for the Trade Show

A.

General information

Your contacts



Sales department

Emmanuelle LECOQ
Sales Director
emmanuelle.lecoq@rxglobal.com

Shakir DIXON
Head of Sales
shakir.dixon@rxglobal.com

Marc-Aurèle MAUGAT
Key Account Director
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marc-aurele.maugat@rxglobal.com

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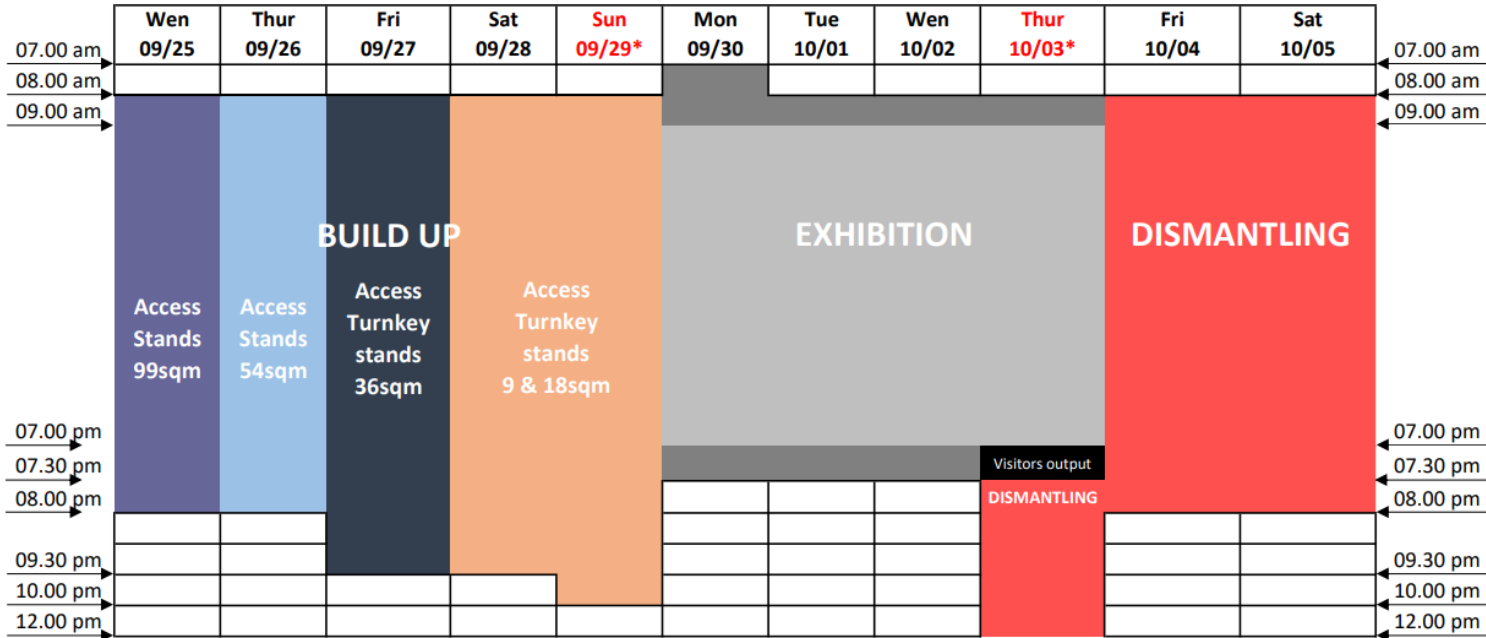
Laura DUNCAS
Sales Manager
+33 (0)1 47 56 24 20
laura.duncas@rxglobal.com

Morgan Schmidt
Sales Manager
morgan.schmidt@rxglobal.com

Wenjing ZHOU
International Sales Coordinator
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wenjing.zhou@rxglobal.com

Schedule

Build Up - Opening - Dismantling



- Access for the build up of the stands of 99sqm only from 09/25 until 09/29
 - Access for the build up of the stands of 54sqm only from 09/26 until 09/29
 - Access for the build up of the stands of 36sqm only from 09/27 until 09/29
 - Access for the build up of the stands of 9 and 18sqm only from 09/28 until 09/29
 - Opening and closing for exhibitors
- * Prohibition of access to heavy vehicles on Porte de Versailles on 29th September and 3rd October



IMPORTANT :

- Possible to obtain an exemption on 09/24 only for stands with an upper floor and on request to the show's technical e-mail address.
- *No access to heavy vehicles on 29th September and 3rd October

Electrical Power up ASSEMBLY
 Friday 27th of September: 8 am – 9:30 pm
 Saturday 28th of September: 8 am – 9:30 pm
 Sunday 29th of September: 8 am – 10 pm

OPENING
 Monday 30th of September: 7 am – 7:30 pm
 Tuesday 1st of October: 8 am – 7:30 pm
 Wednesday 2nd of October: 8 am – 7:30 pm
 Thursday 3rd of October: 8 am – 7:30 pm

The electrical boxes on the Essentiel, Easy, Identity & Business packs are intermittent (depending on when the show is switched on).

Warning ! No electrical supply on 25th and 26th of September, or during the dismantling

Remember to order an electrical connection of construction site from **VIPARIS:**
www.viparisstore.com/en/

Reverse schedule

Actions	To be done no later than	Contact	
Submit the name of your decorator	April 22, 2024	Exhibitors Operation Service	"Declare my provider" form
Submit your stand design (only for space-only stands)	June 24, 2024	ASTECH	www.astech-prod.com
SPS notice (see page 41) Exhibitor certificate	June 24, 2024	D.O.T	sps@d-o-t.fr
Dismantling certificate - Waste management	June 24, 2024	Trade show exhibitor area	www.batimat.com / www.interclima.com / www.ideobain.com
Declaration Bulky equipment	June 24, 2024	Trade show exhibitor area	www.batimat.com / www.interclima.com / www.ideobain.com
Fire Safety Regulations (see page 40) Declaration Equipment in operation	June 24, 2024	A.F.S safety officer via exhibitor areas	www.batimat.com / www.interclima.com / www.ideobain.com → "My stand" section
Additional stand options (brochure on the show's exhibitor area)	July 31, 2024 (before increase)	Créatifs by GL Events	contact-mdb@exhibition-store.com
Services	August 23, 2024	Trade show exhibitor area	www.batimat.com / www.interclima.com / www.ideobain.com → "My stand" section
Supplementary insurance	August 23, 2024	Commercial coordination	mylene.billon@rxglobal.com
Register my service providers (badge for providers during assembly/disassembly period)	August 23, 2024	Trade show exhibitor area	www.batimat.com / www.interclima.com / www.ideobain.com → "Declare my service provider" form
LOGIPASS	As soon as possible	Online on the internet	https://logipass.viparis.com
Choose furniture	September 02, 2024	GL Mobilier	<i>IDENTITY & BUSINESS: via an email sent from the address: noreply@exhibition-store.com EASY: via the Créatifs by GL Events planning platform</i>
VIPARIS technical services	September 20, 2024	VIPARIS website	https://www.viparisstore.com

Preparing for the trade show

B.

How to get to the site

Site map

Important

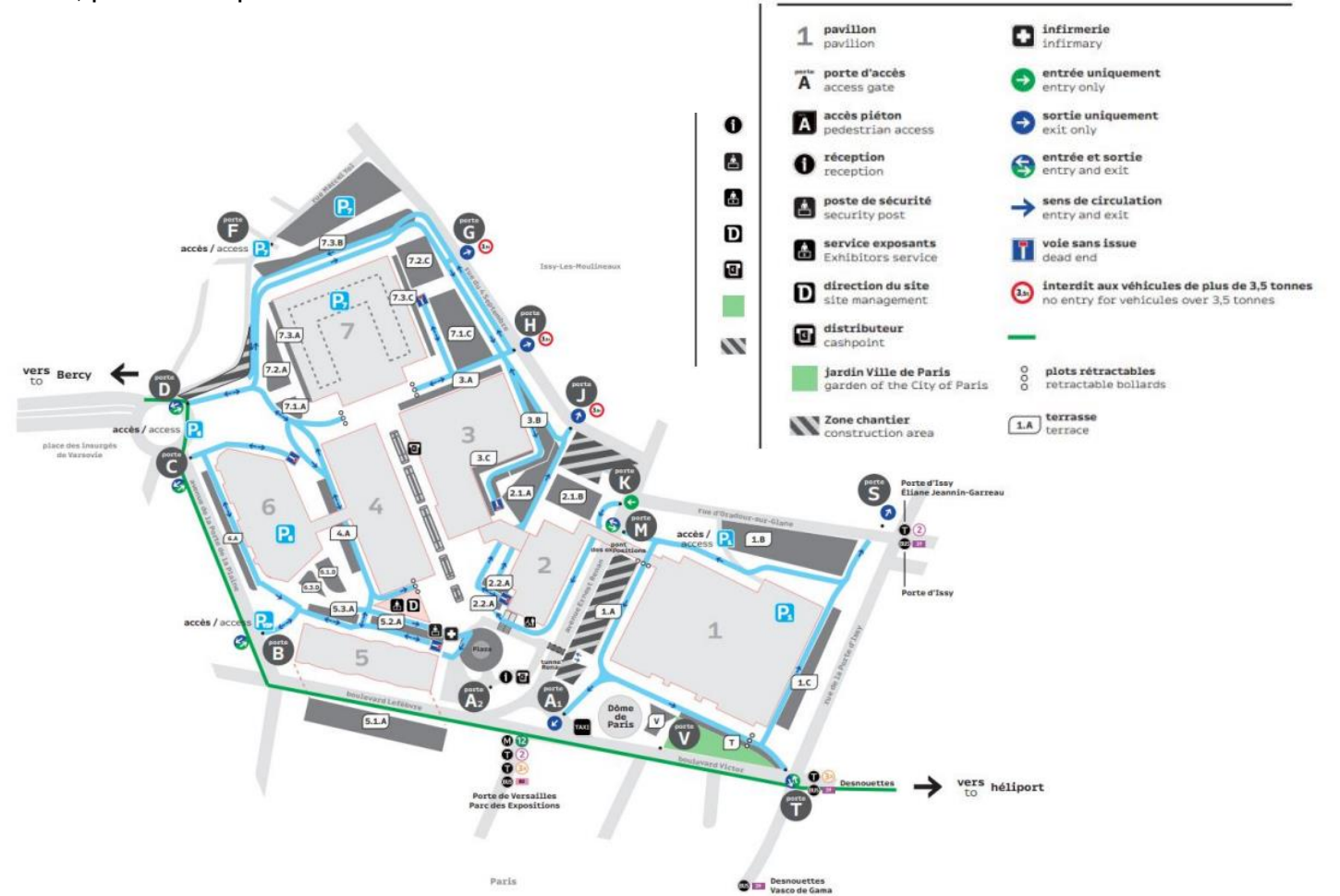
You will only be able to access your stand once you have paid RX France in full for your stand.



Exhibitor Guide - Mondial du Bâtiment - September/October 2024

Location: Parc des Expositions - Paris Porte de Versailles

1, place de la porte de Versailles – 75015 PARIS



Paris Expo Porte de Versailles: 1, place de la Porte de Versailles, Paris

Parking 1 : 2 rue d'Oradour-sur-Glâne, 75 015 Paris

Parking 6 : accès Place des Insurgés de Varsovie, 75 015 Paris / accès VIP - Avenue de la Porte de la Plaine, 75 015 Paris

Parking 7 : Rue Marcel Yol, 92170 Vanves

Public transport:

METRO : ligne 12, station Porte de Versailles – sortie 1 pour accéder aux pavillons 2 à 7 & sortie 2 to access pavilion 1

TRAMWAY : T2 et T3a, station Porte de Versailles – Parc des Expositions

BUS : ligne 80, station Porte de Versailles – Parc des Expositions et ligne 39, station Desnouettes

VELO : station Vélib' avenue Ernest Renan

Vehicle access Deliveries



Access to **delivery areas** is free, but vehicles **must be registered** on the **LOGIPASS** platform:

<https://logipass.viparis.com/en>

For all enquiries about LOGIPASS, please contact:
infos-exposants@viparis.com
tel : +33 (0)1 40 68 11 30



Build-up, dismantling and daily deliveries

LOGIPASS concerns all requests for vehicle access during build-up, dismantling and for daily deliveries.

Parking in delivery areas is only authorised for delivery purposes.

Trucks and passenger vehicles are not allowed inside the pavilions. Only handling equipments is permitted.

1 - Creating an account and access request

Exhibitors must each create their own user account to create their access request . Use your account to track requests and print your entry pass

2 - Request approval

Requests made in designated time slots for specific activities (installers / exhibitors / delivery persons) and vehicle type are automatically approved.

Other requests are subject to manual approval (special authorisations) subject to availability.



Deliveries during the opening period

Exhibitors delivery access: from 8am to 9am on 30 September, 1st, 2nd and 3rd October.

During deliveries, parking at the site is limited to 1 hour. If exceeded, vehicles in violation will be removed without notice, at the expense of their owners.

During the dismantling, only the handling equipment of our partners CLASQUIN or CLAMAGERAN will be allowed in from 9pm.

Delivery address

VIPARIS - Porte de Versailles

Show name (to be filled in)

Pavilion number (to be filled in)

Company (to be filled in)

Stand number (to be filled in)

Contact + phone number (to be filled in)

1 place de la porte de Versailles - 75015 Paris

Each exhibitor is responsible for receiving parcels.

A stand representative must be present on the stand at the time of delivery.

No parcels will be accepted by the organiser.

No deliveries may be made to the Exhibition Centre before the start of the assembly period.

For any storage of equipment before this date, please contact one of our exclusive forwarding agents (see Transport & Handling forms).

Vehicle access - Parking

Information on access, traffic, parking
and collections:

Phone: +33 (0)1 40 68 11 30

During assembly and dismantling,

- LV, LCV*: maximum delay of one hour.

- HGV*: maximum two hours.

All vehicles will then be directed to a free parking lot for light vehicles (from 6 a.m. to 11 p.m.) for parking.

***In the vicinity of the pavilions = reserved for unloading stand construction materials only.**

When the show opens to the public, access to the pavilions will be closed.

Exhibitor and visitor car parks will be subject to a charge and are open from 8.00 am to 11.00 pm.(purchase available on [the VIPARIS store website](#)).

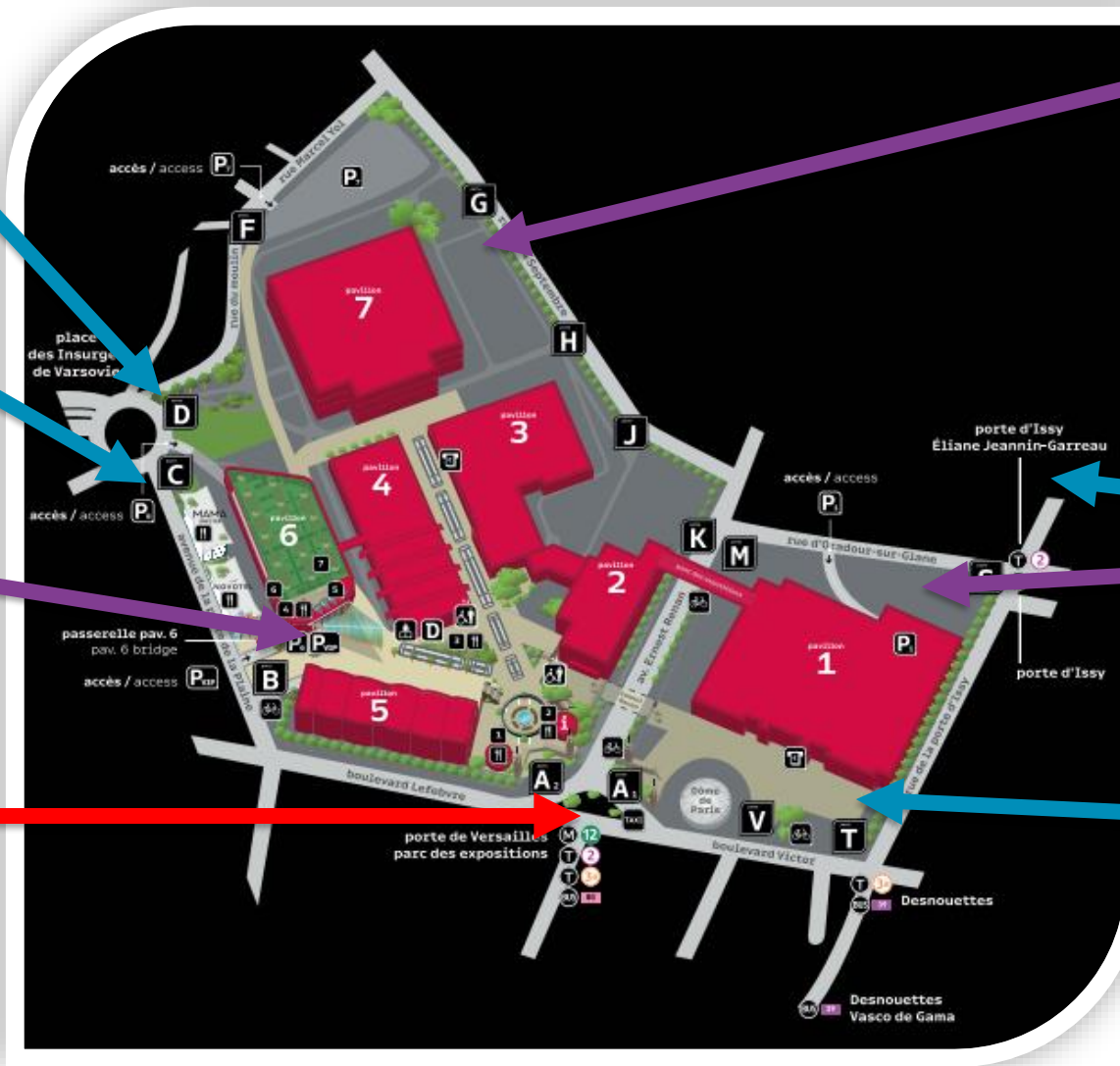
*In the event of overcrowding, the security services may be forced to temporarily close the entrance to the Exhibition Center.
No vehicle will be allowed inside the building (unless special dispensation is granted by the General Commissariat).*

Pav. 2, 3, 4 and 7.2
Door D
HGVs / vans

Pav. 5 and 6
Door C
HGVs / vans

Pav. 5 et 6
Car park P6
Cars

Door A
Pedestrians



Pav. 2, 3, 4 and 7.2
Car park P7
Cars

Pav. 1
Heliport
HGVs / vans

Pav. 1
Car park P1
Cars

Pav. 1
Door T
HGVs / vans

Access badges



Unidentified persons will not be allowed to access the site.

During build-up / dismantling, the venue is a worksite closed to the public.

A badge with your name and proper ID are required to gain access to the hall during build-up / dismantling and during the trade show.



Decorators / drivers / others service providers

Build-up / dismantling badges

To gain access to the pavilions during build-up and dismantling, each person must be registered beforehand and have their build-up / dismantling badge and proper ID. You will need to print it after our approbation.

Maintenance badges: access during the trade show

To gain access to the pavilions during the trade show, each person must be registered beforehand and have their build-up / dismantling badge and proper ID. Maintenance badges are subject to moderation.

To register, please click on the following link: solar.rxfrance.fr

Procedure: [SOLAR user guide](#)

For any questions, please contact: operations.registration@rxglobal.com



Exhibitors

Exhibitor badges

Exhibitor badges are mandatory for exhibitor access during the trade show. Exhibitor badges are also valid during build-up and dismantling periods.

To register, you need to go to your online Exhibitor Portal:
www.batimat.com / www.interclima.com / www.ideobain.com

To print your exhibitor badges, make sure you have paid for all your services with your billing manager.

For any questions, please your contact customer service: [Batimat](#) - [Interclima](#) - [Ideobain](#).



Presence of minors

Minors (except declared young workers) are prohibited on build-up and dismantling of the show.

C. Practical information

Stand security



Stand security

The organiser is responsible for general security during the trade show. This is an obligation of means and not of results. We recommend that you have security for your stand, especially at night.

We remind you that there is a high risk of theft during build-up and dismantling. Please keep a close eye on your personal effects.

See Stand Security Guard in your online exhibitor portal.



Accidents and theft

Any accidents must be declared in writing to the organiser and, under penalty of losing the right to insurance, must be declared to their insurance company using the standard forms available to the exhibitor: [AVIS SINISTRE RX FRANCE FR-UK](#)

This claim must be made within twenty-four hours in the event of theft or within five days in other cases, indicating the circumstances of the accident and the approximate amount of the losses. Any theft must be reported by the exhibitor to the police authorities in the jurisdiction of the trade show. The original of the complaint must be attached to the claim form. For compensation purposes, the exhibitor is required to produce detailed inventories of the equipment on display and the equipment in the exhibition area (fittings, decoration, lighting, etc.).

Within 24 hours

Report the theft to the local police:

Police Station
250 rue de Vaugirard - 75015 PARIS
Phone: +33 (0)1 53 68 81 00

Within 48 hours

Give a copy of the police report to the organiser or after the exhibition, post it to:

AXA FRANCE
DURAND SMAGGHE ASSOCIÉS
5 Rue des Ponts
78290 Croissy sur Seine

Practical information

Build-up



Empty packaging – material disposal

Exhibitors or their decorators must quickly remove empty packaging and store it outside the pavilions.

There is no storage space in the pavilions.

The transport and logistics companies CLASQUIN and CLAMAGERAN are referenced, exclusive and authorised to handle your parcels at these shows.

You can find their order forms in your Exhibitor Area.



Waste disposal (MANDATORY)

To facilitate the removal of waste and structures during dismantling, you can order waste removal by the cm³ and/or CIW and wood skips by placing an order with our service provider:

MILLENIUM: +33 (0)1 60 19 72 72 - stand@millenium-sas.com

Stands or stand structures or goods NOT DISPOSED of during dismantling will be broken and/or dumped, at the exhibitor's expense, with a minimum invoice of €10,000 excluding VAT. In the event of a repeat offence, a minimum of €15,000 excluding VAT will be invoiced. Exhibitors are responsible for all their service providers.

The same fixed charge will be applied if it is found that the dismantlers of a stand have abandoned the site before the official end of dismantling, leaving structures or other waste on site.

We recommend that you pass on this information to the forwarding agents, transporters and decorators.



Handling

Handling companies are selected to work and handle your parcels at the show.

You'll find their order forms in your exhibitor portal.



Customs

It is the responsibility of each exhibitor to complete the customs formalities for materials and products coming from abroad. The organiser cannot be held responsible for any difficulties that may arise during these formalities.

Practical information

During the opening



Sound animations and illuminated signs

Animations (sounds, videos, mascots, etc.) must be declared to the organiser for approval. The maximum noise level is set at 70 decibels, measured at 1 meter from the stand. The organiser reserves the right to lower this threshold if the noise emission causes a significant disturbance to surrounding stands.

Exhibitors are solely responsible for adhering to intellectual property rights related to music. Therefore, exhibitors must obtain a licence for the music they plan to use at their stand from SACEM and ensure payment is made before the show.

<https://clients.sacem.fr/autorisations/manifestation-avec-de-la-musique-en-fond-sonore>

The exhibitor must hold the organiser harmless against any recourse and/or any third-party claims due to non-fulfilment of its obligations.

All forms of attractions/events and sales activities are strictly prohibited outside the stand unless the exhibitor has reserved this type of visibility with the organiser.

All light and sound advertising must be submitted to the organiser for approval, who may revoke the authorisation granted in the event of a disturbance to neighbouring exhibitors, the flow of visitor traffic or the trade show.

Rotating and similar lights are not permitted.

Illuminated signs or signage are permitted.

Under no circumstances may they have strobe or flashing lights.

Practical information

During the opening



Distribution of advertising

Distributing advertising documents and goodies outside your stand is strictly prohibited. Handing flyers out in aisles is not allowed.



Car park

Car park at the exhibition center will be charged during the opening of the exhibition. VIPARIS proposes for the exhibitors, parking places for the all duration of the event. This parking pass allow you to access unlimited time in and out for your vehicle. To order, go directly to: www.viparisstore.com



Caterers

Exhibitors may use either the caterers at the site (Horeto) or caterers approved by the VIPARIS administration. All caterers are authorized to provide services in the exhibition center, provided they register with VIPARIS before providing the service and sign a one-off-fee based contract.

Contact: VIPARIS – Myriam MOTTIN

Phone: +33 (0)1 40 68 14 46 / myriam.mottin@viparis.com

Without this authorization, access to the exhibition center will be denied.



Adopt sustainable food service practices

Prevent food waste by ordering the right amount.

Choose organic, local and seasonal products.

Eliminate plastic by using reusable or recyclable tableware and by bringing your own water bottle.

Select a caterer that has a CSR policy and kitchens near the reception venue.

Practical information

Dismantling

We recommend that you pass on this information to your transport companies, carriers and decorators.



Turnkey stands and additional fittings

The storage spaces of these stands and rental furniture must be emptied of all their contents on the evening when the trade show closes, by 7:30pm at the latest, so that the installation crews can take down the stand.



Bare stands – Cleaning – Restoration of stand site

Exhibitors and their service providers must follow the schedule established by the organiser. Dismantling of stands will begin on 3 October from 7.30pm to midnight and will continue - for bare stands only - on 4 and 5 October from 8am to 8pm (see schedule).

The non-respect of this schedule will lead to:

- the dismantling of the booth, with costs at the charge of the exhibitor,
- the payment of a compensation for overstaying in proportion of the space (price per sqm),
- the payment of damages to the renter of the space.

The exhibitor is bound to pay every costs caused by his default, his decorator/installer's default or by every physical or legal person under his responsibility.

Please remove any advertising, multimedia, valuable products, or any other items you want to recover from your stand as soon as you start dismantling it.

You must return your stand to its original condition. All rubbish (carpet, demolition rubble, adhesives, etc.) must be removed by 05 October at 8.00 pm. We will dispose of goods and materials that are not removed in time and will invoice the exhibitor for this at a later date.

Exhibitors must dispose of their own rubbish and may not use the organiser's dumpster under any circumstances.

For waste removal, we advise you to contact the companies in charge of cleaning the hall. See Cleaning Service in your online exhibitor portal.

Practical information

Dismantling

**We recommend that you pass on
this information to your decorator.**



Bare stands – Cleaning

Your space must be returned in its original condition. All rubbish (carpets, rubble, adhesives, etc.) must be removed. Goods and installations that are not removed within the deadline will be disposed of by us **and invoiced to the exhibitor at a later date.**

To facilitate the disposal of waste and structures during dismantling, you can order waste removal by the cm³ and/or CIW and wood skips by placing an order with our service provider **MILLENIUM: +33 (0)1 60 19 72 72 - stand@millenium-sas.com**

Stands or stand structures or goods NOT REMOVED during dismantling will be broken and/or dumped, at the exhibitor's expense, with a minimum charge of €10,000 EXCLUDING VAT. In the event of a repeat offence, a minimum of €15,000 excluding VAT will be invoiced. The exhibitor is responsible for all its service providers.

The same fixed charge will be applied if it is found that the dismantlers of a stand have abandoned the site before the official end of dismantling, leaving structures or other waste on site. structures or other waste.

We recommend that you pass on this information to forwarding agents, transporters and decorators.

Exhibitors are also responsible for all their service providers (see Dismantling certificate).

Foreign workers

Reminder of rules

Article L 341-6 of the French Labour Code:

"No one may, directly or through an intermediary, hire, keep in their service, or employ for any period whatsoever, a foreigner who does not hold a permit authorising them to work in France." (translated from the French)

NOTE: if you use foreign decorators or stand designers to work on your stand, they must ensure that all foreign workers working on French soil are declared via the **SIPSI portal**: www.sipsi.travail.gouv.fr

Use of the **SIPSI TeleService** became **mandatory** on 1 October 2016. It is the only method authorised for submitting the preliminary declaration concerning the posting of foreign service providers.

As an exhibitor at the trade show and as a service client, you are responsible for ensuring that this is complied with. You must be given a copy of **the declaration of the posting**.

If these formalities are not complied with, the labour inspectorate may suspend your on-site work, or even cancel your participation in the trade show.

For more information on this subject, please visit the SIPSI website: [Sipsi \(travail.gouv.fr\)](http://Sipsi(travail.gouv.fr)), or : [Professional immigration: recruitment of foreign workers - Direccte Ile-de-France](#)

In accordance with French legislation, any contractor working on the site must keep regulatory employee registers available to the Labour Inspectorate, as well as the duplicates of work permits for foreign workers. Companies using temporary staff must ensure that:

- the person is fit to perform the work for which they were hired
- the fit to work certificate for the occupation in question has been issued
- the person concerned is legally entitled to work (work permit, residence permit)
- the staff has undergone safety training

Any employer established outside of France who plans to provide a service in France must submit a **PRELIMINARY DECLARATION CONCERNING THE POSTING** of employees to the labour inspectorate of the place where the service is to be provided before starting work in France.

Worker safety

Reminder of rules



During build-up and dismantling periods, access to the exhibition and event areas is restricted. You must follow the instructions given by the organisers and anyone in charge of access and security.

- PPE (Personal Protective Equipment) must be worn throughout the exhibition build-up and dismantling periods.
- Safety shoes mandatory during build-up and dismantling.
- The emergency exits must remain clear and accessible.
- Fire hose reels (RIA) must remain accessible at all times.

Ladders, stepladders and step stools must not be used as a workstation.



The use of aerial work platforms is subject to regulations in force. The use and operating conditions for aerial work platforms must be posted on the platforms. The driver and spotter **must wear a helmet**. The driver must have a **CACES license or any equivalent** permit: driving permit issued by the employer after verification of medical fitness (annual certificate) and practical training test. The driver must be at least 18 years of age.

D. Responsible exhibitors: best practices

Let's work together
towards a virtuous
approach

Use low-carbon transportation

Whenever possible, use low-carbon transport (train, river and sea transport, bicycles, electric trucks, etc.)

Pool deliveries with other participants at the event.

The trade show's official service providers, **CLAMAGERAN** and **CLASQUIN**, organise grouped transport.

Think ecodesign

Use reused, reusable or recycled materials in stand design, so as to plan for the second life or end-of-life of construction elements (reuse, donation, upcycling, recycling). Use exclusively recycled or recyclable materials for all signage, with no PVC, no solvents, and vegetable-based or water-based inks.

Rent out all furniture, plants and decorations, and eliminate single-use materials and consumables.

Use responsible advertising

Adapt the print run of your leaflets and goodies, opt for an environmentally-friendly medium, adopt ethical and zero-waste goodies.

Reduce and recycle your waste

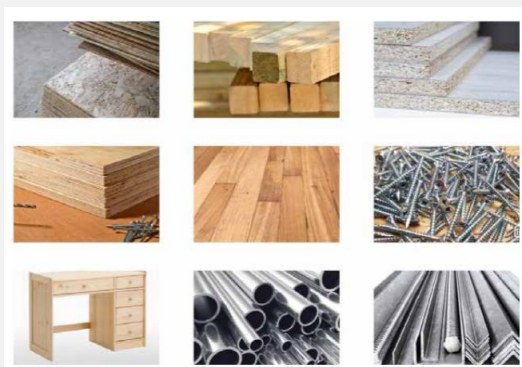
Avoid over-packaging as much as possible.

Choose easily recyclable or reusable materials.

I share my good ideas and practices:
service.technique.batimat@rxglobal.com
service.technique.ideobain@rxglobal.com
service.technique.interclima@rxglobal.com

BUILD-UP / DISMANTLING

Responsible exhibitors: best practices



Upcycle your waste (stand structures, heavy materials, carpets, etc.)

We organize the re-use of your materials through our eco-responsible channels. Bare stands: let us know as soon as you set up if you have materials or stands that can be recycled!

Organize your waste removal:

Less than 1 CBM waste

I sort waste into piles according to type
in the alleys according to their nature :

- Cardboards
• Papers
• Catalogues
- Scrap metal
- Others
Excluding electrical waste and
electronique equipment
- Wood
- Film
• Plastic PE – clear plastic film

More than 1 CBM waste

I order waste collection
from services provider MILLENIUM.
Waste will be processed and recycled

TO ORDER WASTE COLLECTION



Order online before setting up :
www.batimat.com
www.interclima.com
www.ideobain.com

DURING OPENING

Responsible exhibitors: best practices

Waste sorting

During the show's opening hours, waste must be deposited in the aisles after visitors have left and sorted according to its type



To find out more : Reuse, sorting follow-up

Reuse, sorting follow-up

RX France

Reuse manager

Lamine.kagny@bereup.com

Cleanliness, waste disposal

Millenium

Phone : +33 (0)6 68 83 20 98

stand@millenium-sas.com

E.

Architectural technical regulations



RX France

1 – For all exhibitors (turnkey stands, bare stands, My Stand Maker):

Complete the Declaration of Equipment in Operation / Fire Safety online in your exhibitor area **before June 24, 2024**:

www.batimat.com / www.interclima.com / www.ideobain.com

2 – For space-only stands:

a) TECHNICAL FLOORPLAN

If you have technical constraints on your stand (height constraints, pillars, fire extinguishers, etc.), the technical plan of your stand will be sent to you by e-mail by the Exhibitor Technical Department. For further information or to request a plan, please contact :

service.technique.batimat@rxglobal.com

service.technique.ideobain@rxglobal.com

service.technique.interclima@rxglobal.com

b) COMPLIANCE WITH ARCHITECTURAL REGULATIONS → **before June 24, 2024**

Once your project is complete, two drawings with dimensions showing floor plan and elevation views **must be submitted** on the **ASTECH-PROD platform - www.astech-prod.com**

Our service provider will check compliance with architectural regulations.

VALIDATION OF FIRE SAFETY REGULATIONS →

If your project includes any special features (velum, floors, mezzanine), please forward them to the safety officer afs@afsconseils.fr

c) TECHNICAL SERVICE ORDER / FEASIBILITY

Order your slings, fluids... to VIPARIS: www.viparisstore.com/en/

To finalize your order, a technical drawing will be requested.

This drawing is necessary not only to install your order, but **also to study the feasibility of your project** (especially for slinging).

The order will not be validated until the feasibility has been confirmed by VIPARIS.

d) FINAL APPROVAL

Your project will only be validated upon receipt of the ASTECH validation and confirmation of the project feasibility by VIPARIS.

Architectural technical regulations

A page dedicated to information for your decorators / service providers is available on the official show websites in the "EXHIBIT" category, then "FOR STAND DESIGNERS".

IMPORTANT: by signing your application form, you have undertaken to comply with and to ensure that all decorators, installers or contractors comply with all the clauses of the general regulations, including the time allotted for setup and dismantling.

The trade show organiser reserves the right to have the general installer modify or dismantle (at the exhibitor's expense) any installations that do not comply with the architectural regulations and which are likely to disturb neighbouring exhibitors or the public.

The technical team will check all the installations of the stands and may reject those that do not conform to the approved design.

Furthermore, the organiser reserves the right to have a certified inspection body issue a report certifying the stability of the stand structures at the exhibitor's expense.

Hanging elements/slings:

The suspended items to the Pavilion ceiling must only be installed by the VIPARIS technical service.

Orders must be taken on VIPARIS STORE : www.viparisstore.com/en/

Hanging elements must comply with the architectural rules.

Your hanging structures (or strung elements) must be inspected by a certified company or by a competent technician in order to obtain a stability report.

Exhibitors must provide a certificate of compliance to the safety officer before the exhibition opens.

360° virtual visit:

Discover Paris Expo Porte de Versailles with the virtual visit:

[Paris Expo Porte de Versailles - Explore Viparis](#)

Architectural technical regulations

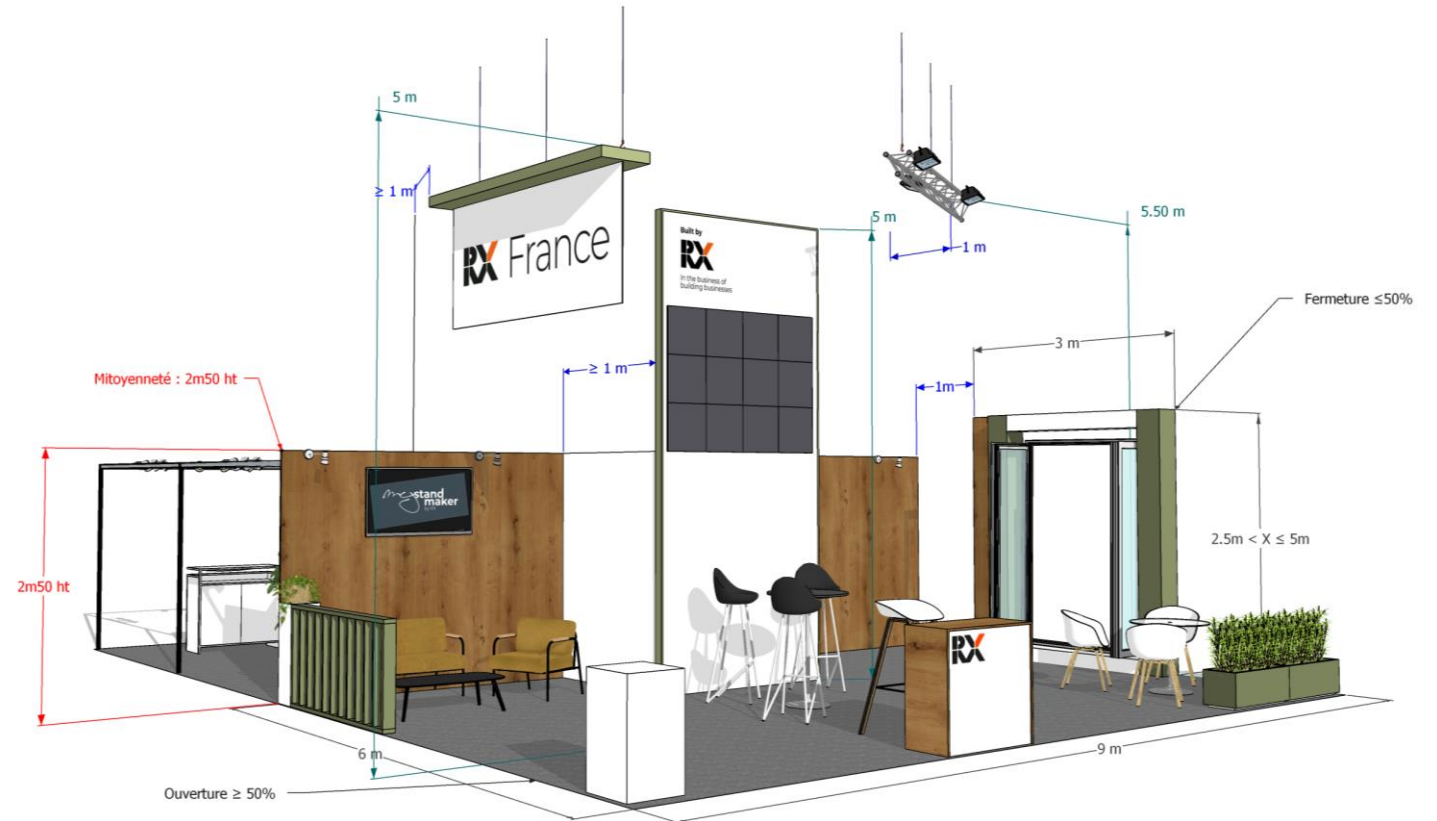
If you use a stand design agency, remember to send him this document so that he can take these regulations into account when designing your stand.

Stand constructions must take into account the following heights* (from the ground) and clearances:

	MAX HEIGHT	ADJOINING CLEARANCE	AISLE CLEARANCE	RULES
Partition / shared partition walls	2.50 m*	If H >2.50m, clearance of 1m	NC (not concerned)	*NEW : maximum height of party walls 2.50 m The partitions facing neighbouring stands must be smooth, plain, painted white or covered with white or grey wall fabric, without any type of signs.
Construction	5.00 m	1.00 m	No clearance	Flat-rate overbilling in case of exceedance, request from the Sales Department. Please check the height limits on the stand position sent by your sales contact. No clearance from aisles for buildings between 0 and 5.00 m.
Suspended signage	5.00 m	1.00 m	No clearance	Flat-rate overbilling in case of exceedance, request from the Sales Department. Please check the height limits on the stand position sent by your sales contact. Please note that all signage elements must be within the stand area. Openwork superstructures that may include the exhibitor's label or illuminated sign must be slung or only be attached to the structure by a light frame.
Hanging sign structures	5.50 m	1.00 m	No clearance	Independent lighting fixtures hung above the stand structures are authorised. Please contact VIPARIS' exhibitor department at +33(0)1.40.68.16.16 for any feasibility of your project. Be sure to provide the necessary certificates or checks in accordance with the current decree on suspensions.
Multi-level stands	5.50 m	NC (not concerned)	0.75 m (on the outskirts)	Only for the stand of 99sqm, you will have to pay a flat rate. Height limited to 5.50m in the upper part. Flat-rate overbilling in case of exceedance, request from the Sales Department. Please note that a clearance of 0.75m must be observed around the perimeter of the stand.
Bulky equipment & vehicle exposed	-	If H >2.50m, clearance of 0.25m	If H >2.50m, clearance of 0.25m	

Architectural technical regulations

The stand constructions must take into account the following heights* (from the ground) and clearances :



*Please check the height restrictions for your location in the pavilion on the proposed layout sent to you by your sales contact.

At the edge of the stand, each side facing an aisle must be at least 50% open.

Architectural technical regulations

Stand boundaries

No decorations, furnishings, signs or lighting may protrude from the boundaries of your stand.

Clear aisles

Exhibitors must leave **the aisles clear** of all pipes, cables/wires or decorative elements, both on the ground and overhead. However, pipes and cables meeting the requirements of the organiser or the safety teams will be allowed to cross the stands if necessary.

Stand openings

Each side of a stand facing an aisle must have a **minimum opening of 50%**, in order to allow easy access to the stand, avoid disturbing neighbouring stands and to allow proper visibility and flow of visitor traffic.

The following may be considered as openings:

- **Any decorative elements or furniture not exceeding 1m in height, excluding low partitions** (e.g.: plants, reception counters, etc.)
- **Any mobile elements, up to the full height of the stand, allowing physical access to the stand.**

The organizer reserves the right to have the layout of the project received modified in order to comply with the rules.

Reused stands (from 54 and 99sqm)

Reused stands are subject to the trade show's Architectural Regulations 2024, just like newly built stands.

Multi-levels stands

Multi-level stands are only allowed for 99sqm stands in an island and will have to pay a flat-rate extra charge, request to the Sales Department.

For all mezzanine/floor stands accommodating more than 19 people, two staircases must be installed on opposite sides of the stand.

All multi-storey stands must present a stability certificate issued by an approved and competent entity.

The stand project must also be submitted in advance on the **ASTECH-PROD** platform for approval:

www.astech-prod.com

Architectural technical regulations

Awnings

If you wish to install an awning, you will first need to have the amount of coverage approved by our safety officer.

- **All multi-level stands and/or stands with total surface coverage must be submitted to the safety officer for study and approval:**

Cabinet A.F.S. Conseils & Sécurité – Alain Francioni – Phone: +33 (0)6 70 61 95 11 – afs@afsconseils.fr

Damage

Exhibitors are responsible for any damage to the building's structures during the transport, installation or removal of their equipment made by themselves and/or companies working on their behalf. Partitions/walls, floors, and pillars may not be drilled into, sealed, chased, cut or painted.

Flooring

Stands are delivered with carpeting except for stands installed by a decorator who supplies, installs, and removes it. Exhibitors will be charged for any damage they cause to the existing floor. They are responsible for taking all necessary precautions (plastic, plywood, etc.) to protect the floor from risks, especially painting.

Equipment in operation

Exhibitors wanting to present equipment in operation must complete the online safety form (via the exhibitor area), which is addressed to the safety officer **Cabinet A.F.S. Conseils & Sécurité – Alain Francioni** – Phone: +33 (0)6 70 61 95 11 – afs@afsconseils.fr

Bulky equipment

Stands exhibiting bulky vehicles or equipment must **IMPERATIVELY** submit their positioning to the technical service of the show for approval.

Vehicles on exhibition

Vehicles set up on the sites must have their fuel tank emptied, the battery inaccessible to the public and a fire extinguisher adapted to the vehicle. For any further information, please contact our safety officer:

Cabinet A.F.S. Conseils & Sécurité – Alain Francioni – Phone: +33 (0)6 70 61 95 11 – afs@afsconseils.fr

Architectural technical regulations

Wheelchair accessibility

All stands equipped with a technical floor higher than 2 cm which the public may have to climb must have a wheelchair ramp. It must be 0.90 m wide and have a slope of between 2% and 5%. The ramp must be integrated into the stand and not extend into the aisles.

Cladding on posts and pavilions

The permanent cladding on the posts may not be painted, drilled or glued. They may be used in their entirety by exhibitors to hang signs or decorative elements. Any element attached by staples must be removed by the exhibitor at the end of the exhibition and the cladding removed from the staples. It is forbidden to drill or damage the post. Failure to do so will result in the exhibitor being billed for repairs.

Cladding on pilars

The covering of the pilars is allowed on all sides of the pillar (excluding fire hose reel) and depending on the height of the formwork (contact the technical service to receive a technical sheet). This dressing will be tolerated (subject to the agreement of the organizer) if the pole is on the stand or attached to the surface of the stand. It is forbidden to pierce or damage the pole. Otherwise, the restoration will be invoiced to the exhibitor.

Fluid distribution channels

Fluids distribution in the pavilion is ensured by a set of channels.

Channels and hatches are completely closed by cast iron plates that are forbidden to be handled. Only VIPARIS is authorised to use these channels.

For more information, please contact: contact@e-viparisstore.com

IMPORTANT!

Access to water is not guaranteed for all stands and must be validated by the Exhibitor service.

It is strongly recommended to install a technical floor to cover the water inlet and drain pipes.

In addition, the organiser cannot provide chutes on the stands.

Architectural technical regulations

Smoke ventilation control system and fire fighting systems

Smoke ventilation control systems or fire extinguishers are placed on the peripheral walls or pillars. Fire hose reels must be visible and accessible within a 1m radius. Intercoms must be kept clear at all times. Signs for these systems must always be visible.

Tethered balloons

Balloons inflated with a gas lighter than air (air or helium) and used as a sign must respect the authorised heights and clearances.

If the balloon is inflated with helium, no storage of helium bottles (empty or full) will be allowed in the pavilion. It is also forbidden to put pressure back on during the presence of the public. If the balloon is illuminating, the envelope must have a reaction to the M2 fire.

The length of their attachments must not change and follow the same clearances as hanging elements. Failure to comply with this obligation will authorise the organiser to remove them.

Fire safety inspection

All installations must comply with the regulations issued by the Préfecture de Police. The General Commissioner will inspect all stand installations and may reject those that do not conform to trade show regulations. Due to the Fire Safety Inspection, stand build up must be completed by the day before the opening of the show.

The Fire Hose Reel - FHR/RIA

The fire hose reel must remain visible and accessible, and therefore must not be blocked by any casing, doors, curtains or decorative elements. However, a floating curtain of neutral colour will be tolerated in front of the device. A sign will be placed above the curtain (red plate, R.I.A in white lettering or pictogram, 40 cm x 15 cm).

It must be fully accessible, with a 1 m wide path (at least) from the nearest aisle.

Architectural technical regulations

Si If you are using a stand design agency,
please send them this document so that they
can take these regulations into account
when designing your stand.

Waste disposal (MANDATORY)

To facilitate the removal of waste and structures during dismantling, you can **order waste removal by the cm³ and/or CIW and wood skips** by placing an order with our service provider:

MILLENIUM: +33 (0)1 60 19 72 72 - stand@millenium-sas.com

Stands or stand structures or goods NOT DISPOSED of during dismantling will be broken and/or dumped, at the exhibitor's expense, with a minimum invoice of €10,000 excluding VAT. In the event of a repeat offence, a minimum of €15,000 excluding VAT will be invoiced. Exhibitors are responsible for all their service providers.

The same fixed charge will be applied if it is found that the dismantlers of a stand have abandoned the site before the official end of dismantling, leaving structures or other waste on site.

We recommend that you pass on this information to the forwarding agents, transporters and decorators.

Attractions / events, sound systems and illuminated signs

All forms of attractions/events and sales activities are strictly prohibited outside the stand unless the exhibitor has reserved this type of visibility with the organiser.

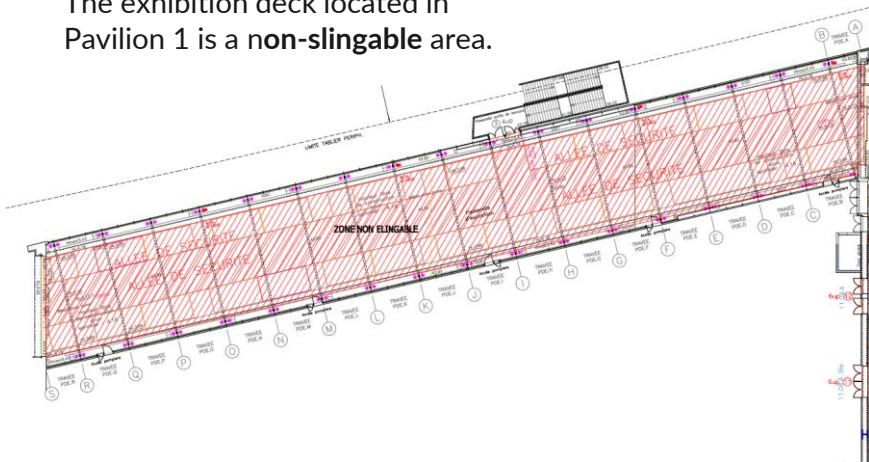
All light and sound advertising must be submitted to the organiser for approval, who may revoke the authorisation granted in the event of a disturbance to neighbouring exhibitors, the flow of visitor traffic or the trade show.

Rotating and similar lights are not permitted. Illuminated signs or signage are permitted. Under no circumstances may they have strobe or flashing lights.

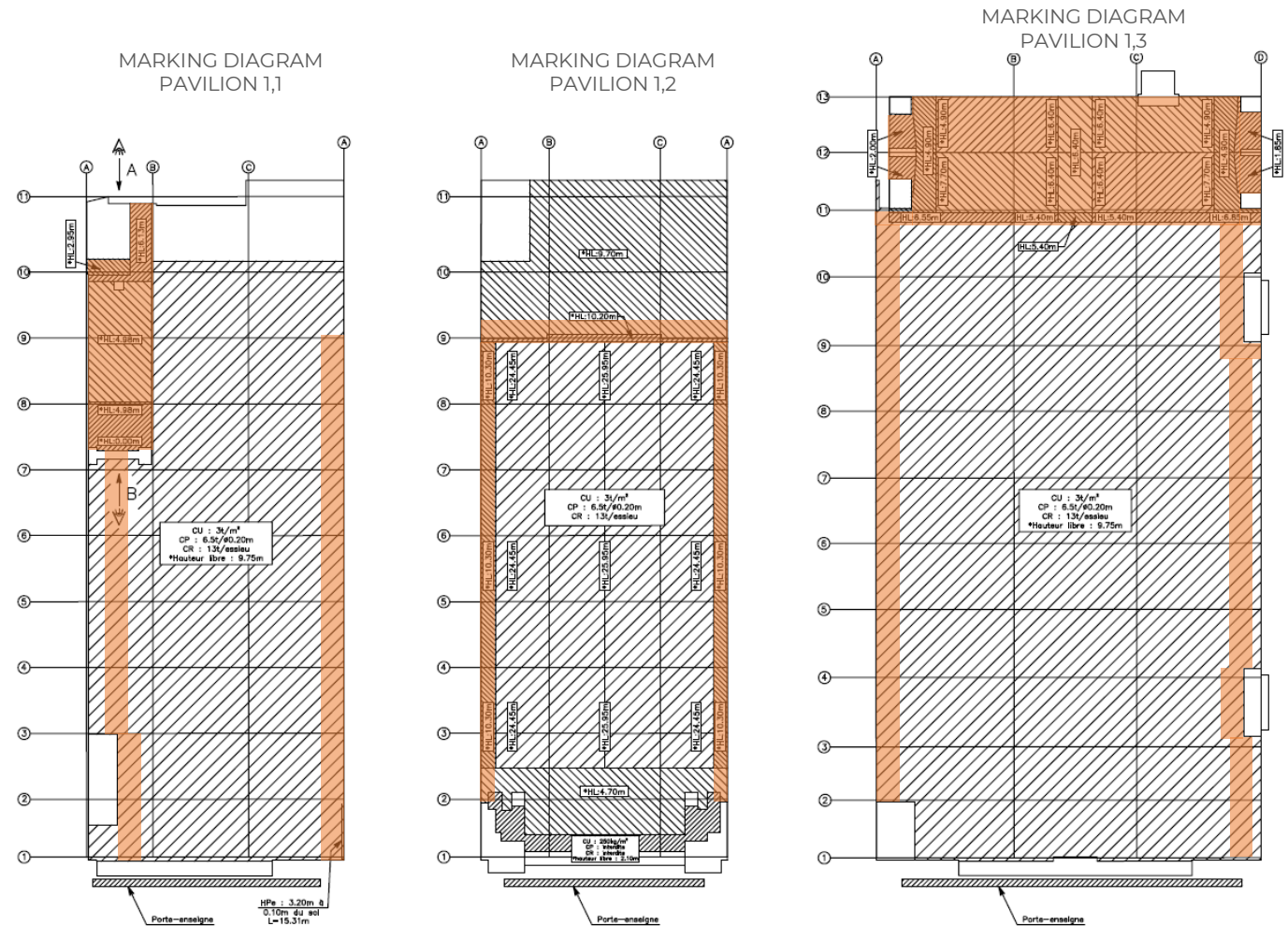
Attractions/events must be declared to the organiser. The noise level coming from the stand must not exceed 85dB at the stand boundary. The organizers reserve the right to determine the acceptable sound level in the event of complaints from other exhibitors.

Architectural technical regulations

The exhibition deck located in Pavilion 1 is a non-slingable area.



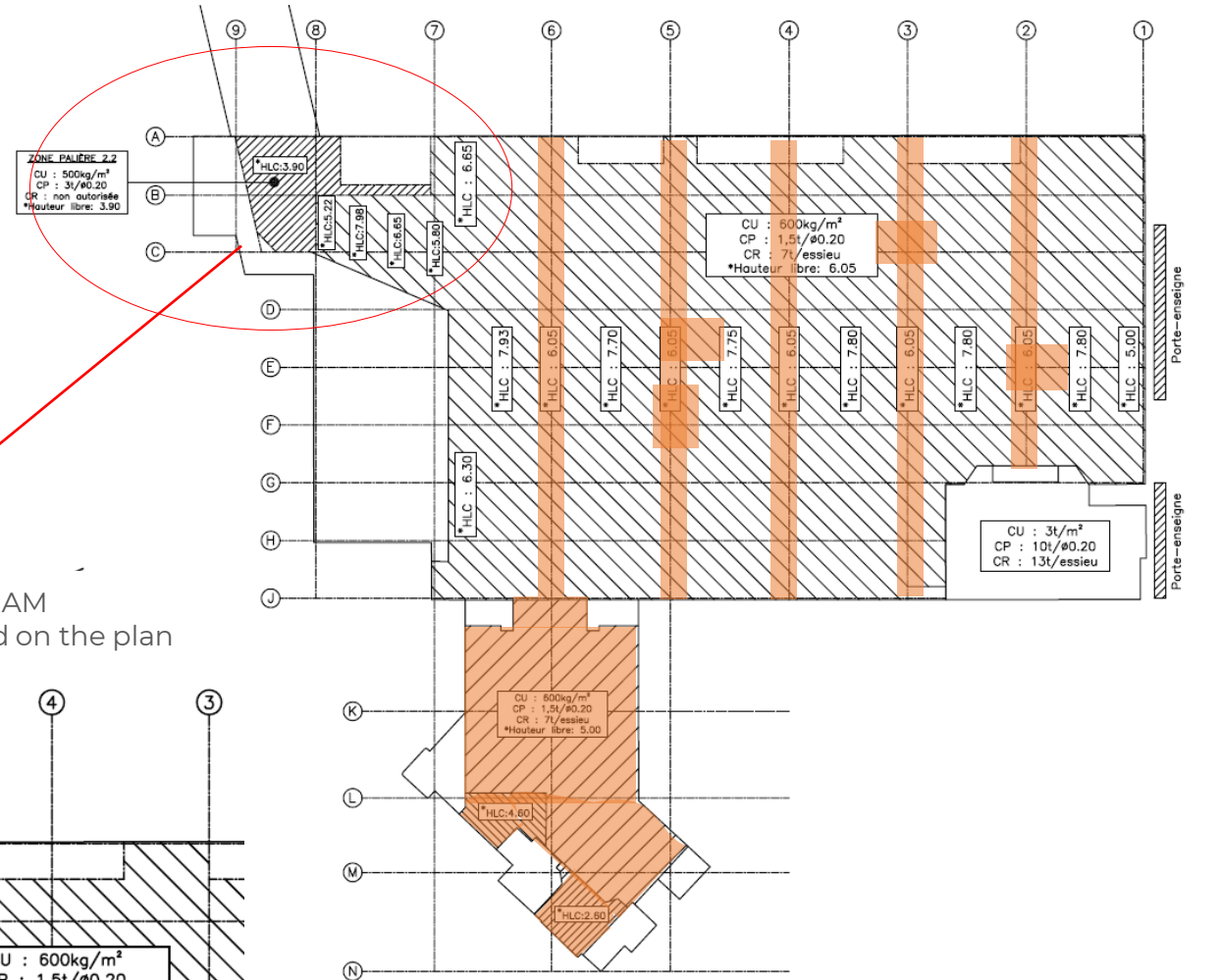
Pavilion 1 peculiarities : technical sheaths



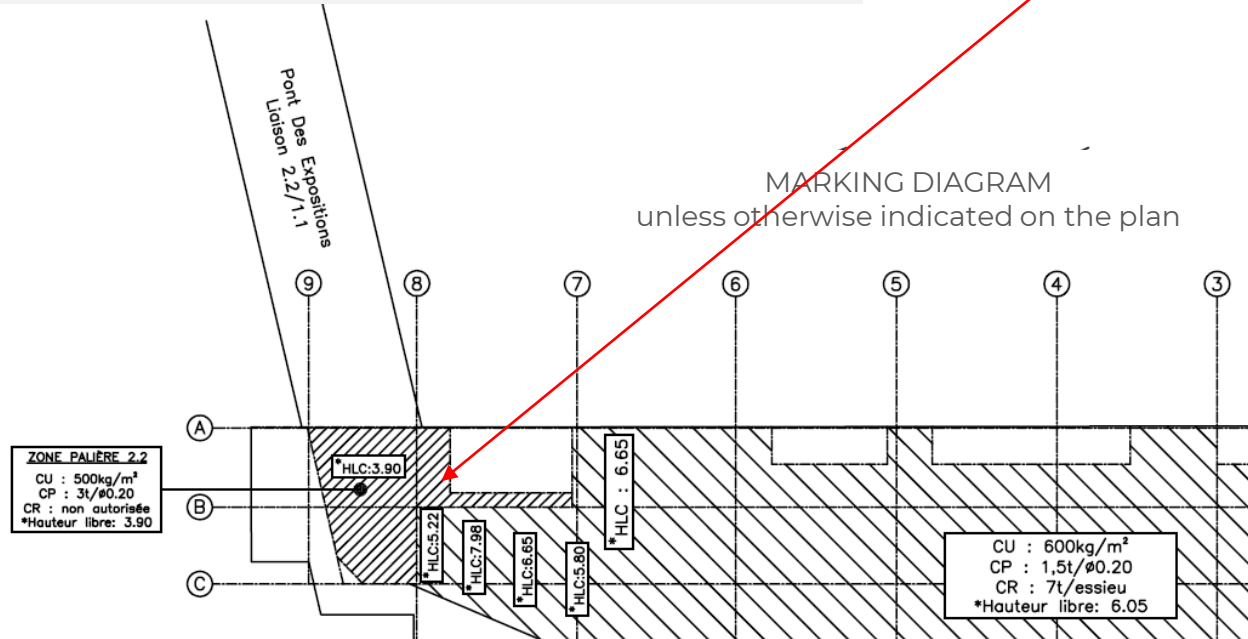
The stands under the technical ducts of Pavilion 1 must be accompanied by VIPARIS' exhibitor service to validate the feasibility of their high hanging projects.

Please contact your technical contact to find out which height areas are specific to your location.

Architectural technical regulations



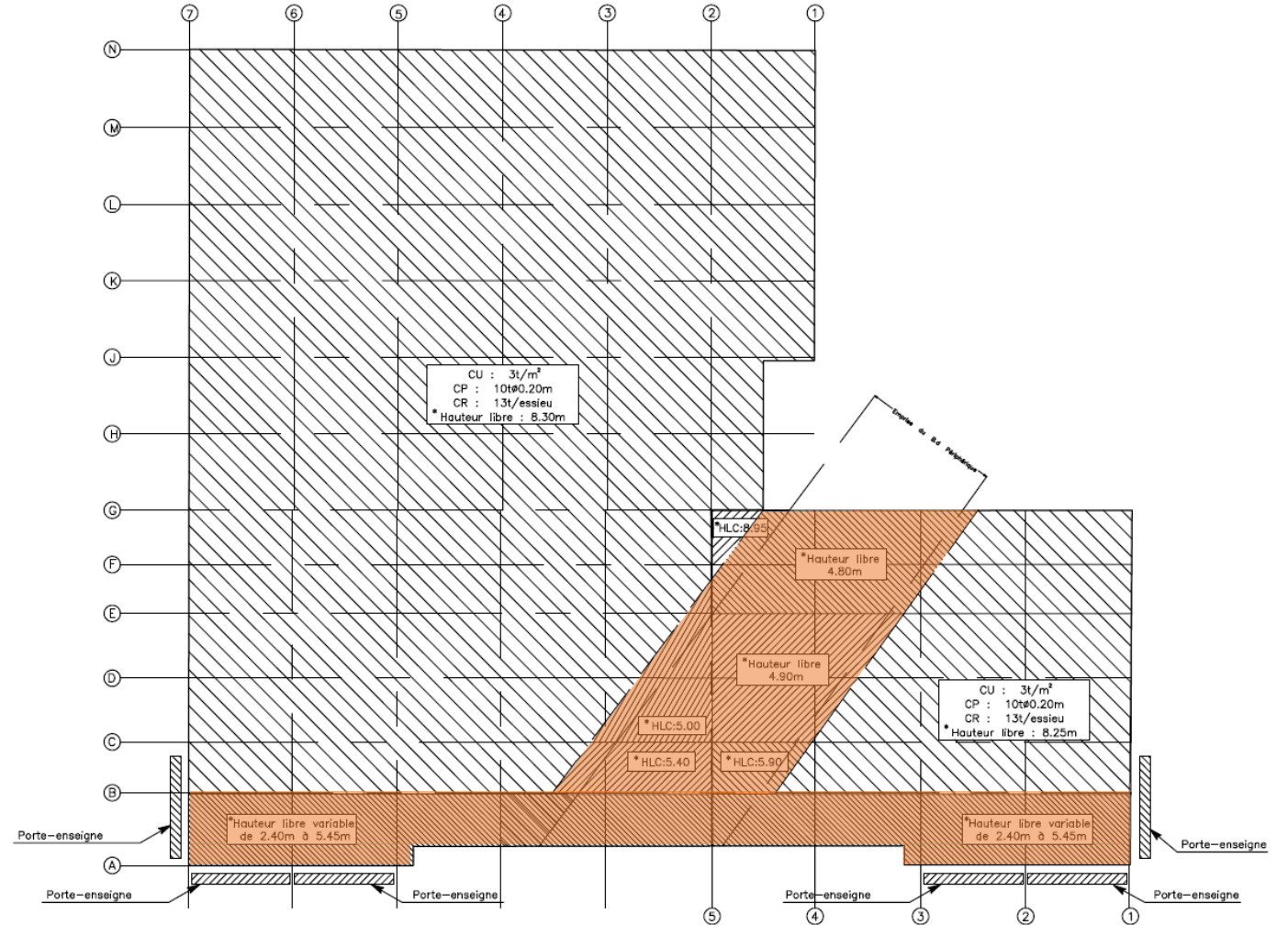
MARKING DIAGRAM
unless otherwise indicated on the plan



Please contact your technical contact to find out which height areas are specific to your location.

Architectural technical regulations

Pavilion 3 peculiarities : limited construction heights



Stands located in non-eligible areas or under the pavilion 3 ring road must be accompanied by VIPARIS' exhibitor service to validate the feasibility of their high hanging projects.

Please contact your technical contact to find out which height areas are specific to your location.

Comment préparer ma venue

Architectural technical regulations

Pavilion 4

Uniformly distributed load: 1.5t/sqm

Point load: 6.5t/diam 0.20m

VIPARIS exhibitor service contact:

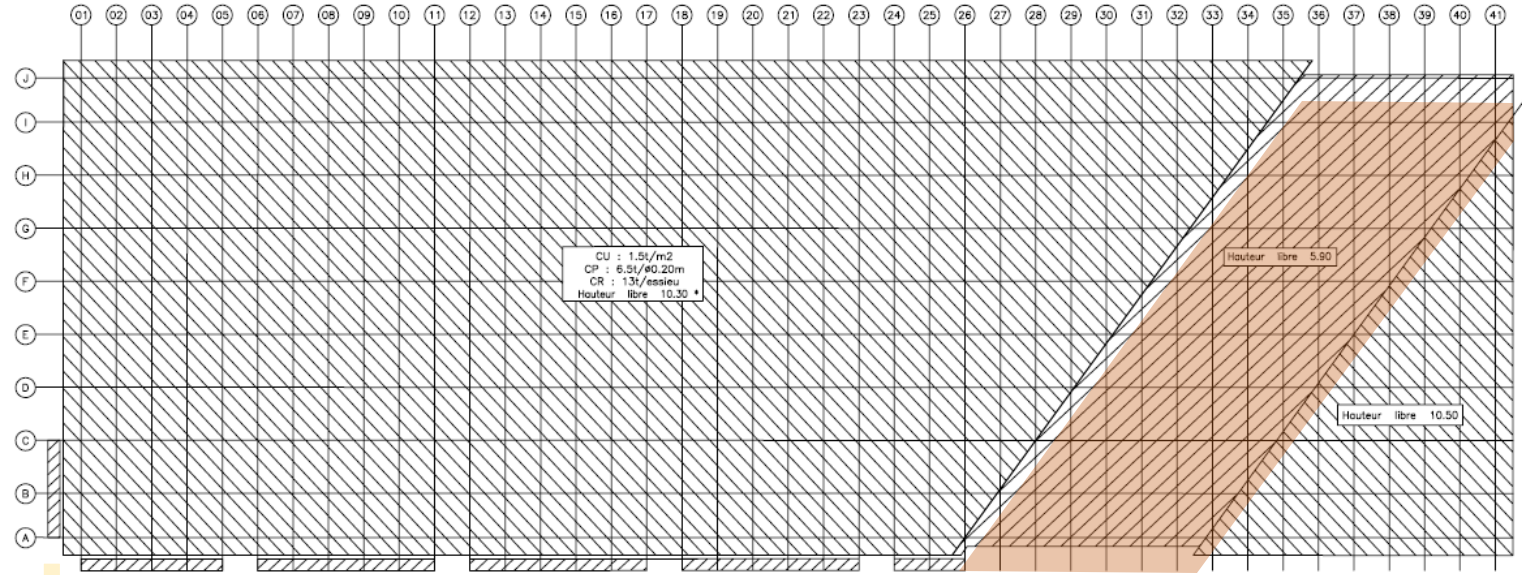
contact@e-viparisstore.com

+33 (0) 1 40 68 16 16



SCHEMA DE REPERAGE

* Sauf sous périphérique voir indication portée sur le plan



Pavilion 4 has **slinging restrictions**, particularly under the ring road, which may affect the feasibility of your project and/or lead to additional costs.

Please contact our exhibitor technical department before starting your stand design to receive your technical floorplan.

Contacts: service.technique.batimat@rxglobal.com, service.technique.ideobain@rxglobal.com & service.technique.interclima@rxglobal.com

If your stand project includes slings, it is essential to **have your slinging plan validated by VIPARIS.**

The slinging rules in Pavilion 4, under the ring road, are very strict:

- 80 kgs per direct attachment point,
- V-slings are not allowed,
- Dynamic lifting prohibited (no hoists). Manually installed equipment.

Comment préparer ma venue

Architectural technical regulations

Pavilion 7.2

Uniformly distributed load: 600kgs/sqm

Point load: 1,5t/diam 0.20m

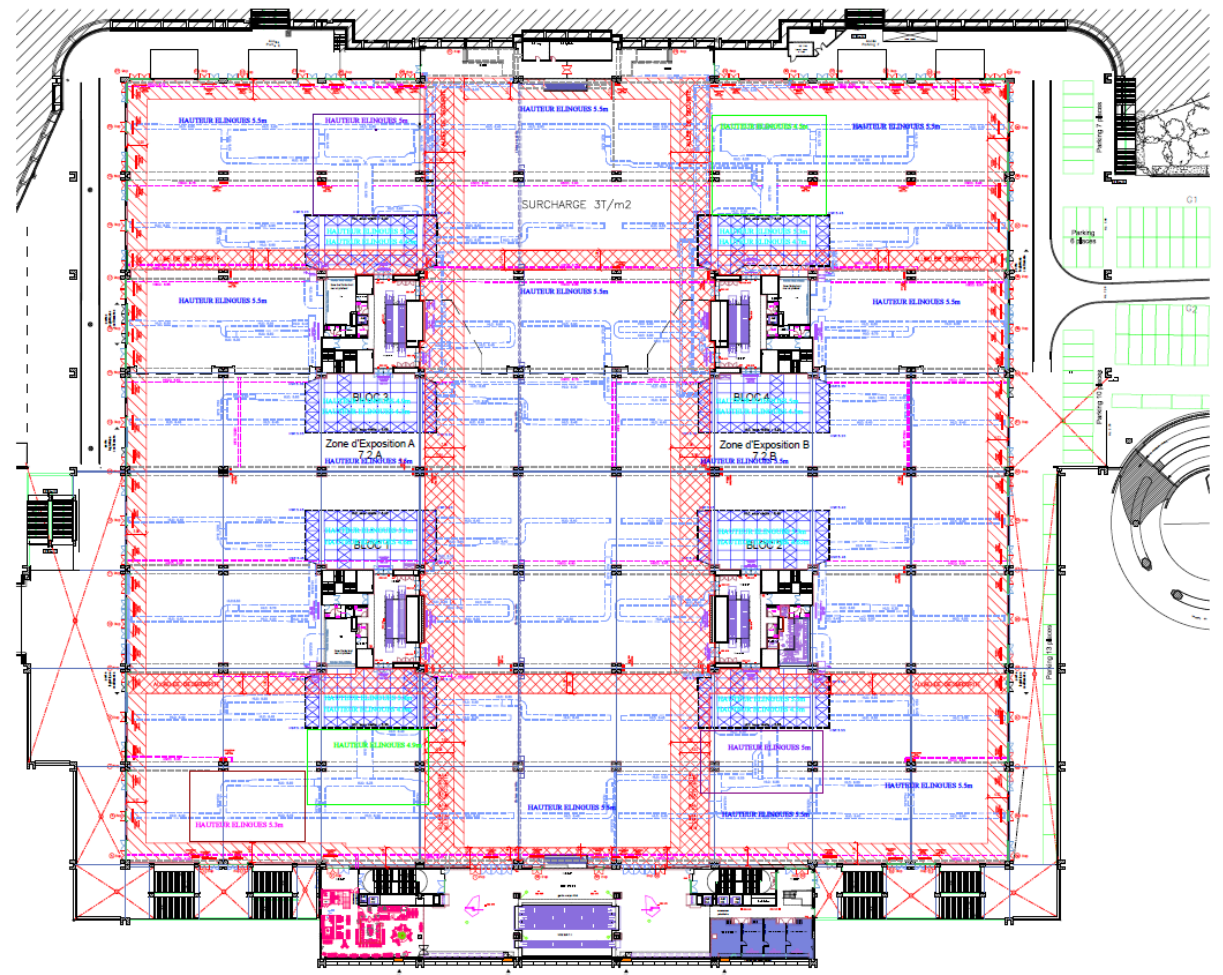
VIPARIS exhibitor service contact:

contact@e-viparisstore.com

+33 (0) 1 40 68 16 16

RX France

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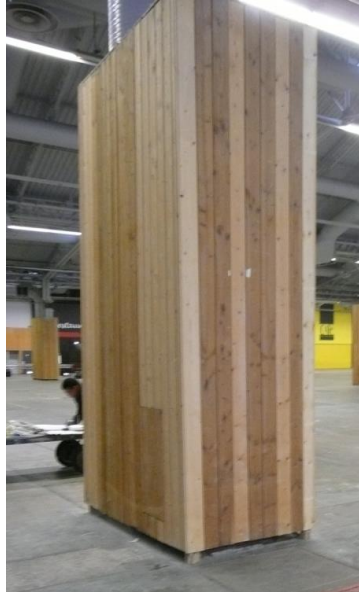
Pavilion 7.2 has **slinging restrictions**, which may affect the feasibility of your project and/or lead to additional costs.

Please contact our exhibitor technical department before starting your stand design to receive your technical floorplan.

Contacts: service.technique.batimat@rxglobal.com, service.technique.ideobain@rxglobal.com & service.technique.interclima@rxglobal.com

If your stand project includes slings, it is essential to **have your slinging plan validated by VIPARIS.**

Architectural technical regulations



All floors are concrete



POWER SUPPLY

FIRE HOSE REEL



TECHNICAL HATCH



ELECTRICAL CABINET



2. Forms that need to be returned



Forms that need to be completed

A.

Fire safety regulations

Equipment in operation

Please read carefully the **Prevention rules for fire safety, mass panic and accessibility for disabled persons** which you will find in full in your online Exhibitor Portal.



For all exhibitors (turnkey stands, space-only stands, My Stand Maker) Complete the online fire safety form below **before June 24, 2024:** www.batimat.com / www.interclima.com / www.ideobain.com

You can declare the **equipment operating on your stand** directly using the online fire safety form.

For any questions relating to fire safety and equipment in operation, please contact our safety officer : **A.F.S** - afs@afsconseils.fr - +33 (0)6 70 61 95 11

B. Notice SPS Exhibitor health & safety instructions

Please read carefully the **Notice SPS - Exhibitor health & safety instructions** which you will find in full in your online Exhibitor Portal.

For Essential / Easy / Identity / Business and My Stand Maker stands

Tick the box “Built by the Organiser....”.

The form should be sent by e-mail **before June 24, 2024**, to: sps@d-o-t.fr

IF YOUR STAND IS:

- Built by the Organizer or by yourself or by only one company without subcontractor



YOU MUST return this certificate to the DÖT Company on or before **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.

For space-only stands

Complete the information requested and return the form with a drawing of your stand.

The form should be sent by e-mail to: sps@d-o-t.fr

C. Additional coverage (optional)

Reminder of the general exhibition regulations

Article 10.3 – Exhibitor’s comprehensive Insurance

Exhibitors must be insured via the organiser against risks to the items presented. This comprehensive insurance covers casual loss or damage to goods belonging to an exhibitor or goods under his or her responsibility.

The coverage shall take effect from the moment said items are deposited at the exhibition space of the exhibitor. The coverage shall be terminated from the moment said items leave the exhibition space at the end of the event.

The following are covered, within the coverage limit of €15,000:

- Items exhibited, display equipment, furniture, and all other goods intended for inclusion within the exhibition space;
- Hired or borrowed property, including the exhibition space or the exhibition module supplied by the exhibition organisers;
- Audiovisual material and plasma/LCD screens.

The exhibitor has the option of taking out optional supplementary cover by contacting the insurer. The limits and details of basic cover and optional supplementary cover can be consulted at the following link:

RX exhibitions : [BIA RX 15K€](#)

You will find the application form for this additional optional coverage in your Exhibitor Portal.

It must be completed and returned before August 23, 2024.

By e-mail to our commercial coordination :

mylene.billon@rxglobal.com

3. Preparing your stand



A. Turnkey stands

Our turnkey stands are managed by our official partners.

The electrical boxes on the Essential, Easy, Identity & Business packs are intermittent (depending on the times when the show is switched on).

How does it work?

1. You have been allocated a stand number and your login details for your **exhibitor portal**. You will be contacted by our service provider to assist you with your stand.
2. **Complete the form received from our service provider.** Return this document with your layout/design choices (e.g. carpet and wall colours) and any additional orders (additional lighting or signs).
3. Would you like to order other services for your stand? Consult the list of our recommended service providers on page 50 or in your online **exhibitor portal**.
4. Your turnkey stand will be ready the day before the trade show opens (see schedule). The technical teams will be available on site for any requests concerning your stand.

Furniture (except ESSENTIAL stand)

You can choose between different types of equipment. However, you cannot change the content of a prize.

- **For the BUSINESS and IDENTITY stands:**

An email will be sent to you from the following address: **noreply@exhibition-store.com**. Keep an eye on your spam.

- **For EASY stands:**

The choice of furniture will take place on the Créatifs by GL Events platform, at the same time as the fitting out of your stand.

Please note: your choice of furniture will only be finalised once you have received a confirmation e-mail indicating that the order has been considered. (Remember to check your spam.)

A. Turnkey stands

Our turnkey stands are managed by our official partners.

Services included

- Modular or cotton-covered wooden partitions (depending on the type of stand),
- Carpeting (choice of colours on form),
- 1 **intermittent** current electrical box (3kW or 4kW depending on the type of stand),
- Scalable lighting depending on surface area,
- Signage,
- Furniture (to be chosen or in addition for the ESSENTIEL stand),
- Cleaning (before opening, then daily).

Attention

You are **not allowed to use a decorator, stand designer or stand design agency** if you have a packaged stand (ESSENTIAL, EASY, IDENTITY or BUSINESS).

A. Turnkey stands



Easy

You will be contacted by our service provider **Crétifs by GL Events** to choose the layout and assist you with your stand.



Business

You will be contacted by our service provider **STAND-ING** to choose the layout and assist you with your stand.



Identity

You will be contacted by our service provider **LINKS EVENT** to choose the layout and assist you with your stand.



Essential

You will be contacted by our service provider **Crétifs by GL Events** to choose the colour of the carpet and assist you with your stand.

Furniture is not included with this stand. It can be ordered as a paid option from your online **exhibitor portal**.

B. Space-only stands

The floor area
is marked out
on the ground.

Partitions and
carpeting are
not provided.

You have confirmed the location of your stand.
You have been allocated a stand number and your login details for your **exhibitor portal**.

Several options:

Option 1: Contact My Stand Maker

Our stand designers are at your disposal to help you create a customised stand that reflects your brand. Find out more about this solution on pages 48 & 49 and at www.mystandmaker.com

Option 2: You have your own stand designer/decorator

Declare your service provider in your online **exhibitor portal**.
Your stand design must comply with the architectural rules as well as fire safety regulations.

Option 3: Design your stand thanks to the additional fittings provided by our supplier Créatifs by GL.

Find the brochure and form in your exhibitor area.

Contact: contact-mdb@exhibition-store.com

Remember to reserve:

- Your electrical power supply
- Your fluids (air, water), if necessary
- Your Internet and phone lines

On the Parc des Expositions de Paris Porte de Versailles website: www.viparisstore.com

Important

You must have your stand design approved by our service provider:

ASTECH-PROD - www.astech-prod.com

Please return mandatory forms to RX and our service providers (you can find them in your **exhibitor portal**).

On site, the safety officer will check the conformity of stands during setup. In the event of non-compliant layouts, furniture or materials, the exhibitor and their decorator will be required to make any necessary changes at their own expense in order to pass the Fire Safety Inspection on the opening day of the trade show.

Preparing your stand

My Stand Maker from 36 sqm



RX France

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My Stand Maker is an RX France service

Our mission

To assist you with your project from A to Z - from design to setup and takedown at the trade show.

Our goal

Maximize the visibility of your brand and give you a hassle-free exhibitor experience.

Our method

Listen to your needs, stay within your budget, advise you.

For more informations: www.mystandmaker.com



Preparing your stand

My Stand Maker from 36 sqm



One reliable contact person

Our sales representatives have extensive trade show experience and are ready to provide you with all the help, support and advice you need, from defining your needs to building your stand at the show.



Customised support

We offer solutions that meet your exhibition goals and budget. We discuss your expectations with you so that we can offer you the stand and services that will best meet your needs.



Affordable prices

We are committed to helping you stay within your budget. Moreover, with our experience in organising events, we have negotiated with our partners to get you optimum stand solutions at the best rates.



Preparing your stand

D. Referenced service providers

RX France

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Security adviser
AFS CONSEILS ET SECURITE
+33 (0)6 70 61 95 11
afs@afsconseils.fr

Security - Health protection
D.Ö.T
+33 (0)1 46 05 17 85
sps@d-o-t.fr

Sending stand projects for approval
ASTECH-PROD.COM - Pascal REDON
Plateform: www.astech-prod.com
+33 (0) 6 83 25 95 12
pascal.redon@astech-prod.com

Furniture
GL EVENTS MOBILIER
+33 (0)1 30 11 98 78
www.gl-events-mobilier.com
contact-mdb1@exhibition-store.com

Equipped stand
Créatifs by GL Events (Essentiel - Easy)
contact-mdb@exhibition-store.com

LINKS EVENT (Identity)
+33 (0)1 80 84 49 06
identity@linkseventgroupe.com

STAND-ING (Business)
+33 (0)1 34 64 64 13
configurateur@stand-ing.com

**Exhibition Center (Electricity,
Parking, Water, Internet, Wifi
& Stage performances)**
VIPARIS
+33 (0)1 40 68 16 16
www.viparisstore.com
contact@e-viparisstore.com

Stage performances
GTIE
+33 (0)6 10 80 97 30
laurent.missonier@vinci-facilities.com

Handling / Customs /Transport
CLAMAGERAN EXPOSITIONS
Pavilions 1 - 2.2 - 2.3 - 3
+33 (0)1 57 25 18 01 /02 /03 /04
m.sereaname@clamageran.fr
e.sabio@clamageran.fr
b.girard@clamageran.fr

CLASQUIN FAIRS & EVENTS
Pavilions 4 - 5.1 - 5.2 - 5.3 - 6 - 7.2
+33 (0)1 48 63 33 81
parisevents@clasquin.com

Floral decorations
Les Jardins de Gally
+33 (0)1 39 63 48 33
location@gally.com

Equipment rentals
IT - audiovisual equipment
A-LOC
Website
+33 (0)1 71 16 19 80
salon@a-loc.com

**Bar Equipment &
refrigeration appliances**
G.D.M (Grain de malice)
01.43.08.60.87
www.graindemalice.net
infos@graindemalice.net

Stand cleaning
MILLENIUM
+33 (0)1 60 19 72 72
stand@millenium-sas.com

Catering
MAISON POIRIER
+33 (0) 1 39 13 42 42
tara@poirier.fr
<https://poirier.fr>

Security
GPS
+33 (0)6 72 18 79 99
assistantstand@gps-securite.fr

Hostess
DECI-BELLES
+33 (0)1 40 60 11 28
ana@deci-belles.com

Approved offices :
SOCOTEC CONSTRUCTION
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