

EXHIBITORS TECHNICAL GUIDE

B TO B MEETINGS FOR COMPOSITE MATERIALS

November 13rd and 14th, 2019

LA CITÉ NANTES EVENTS CENTER

5, rue de Valmy - 44000 Nantes

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advanced business events

35-37, rue des Abondances
92513 Boulogne-Billancourt
Tél : 01 41 86 49 40

Site Internet : <http://france.compositesmeetings.com>
www.advbe.com

E-mail : composites@advbe.com

EVENT TIMETABLE

Timetable is given for information only. The final program will be on your planning.

Tuesday, November 12th

05:00 pm – 07:30 pm: Access of exhibitors

Wednesday, November 13rd

08:00 am – 09:00 am: Reception
09:00 am – 12:30 am: Face to Face Meetings / Conferences
12:30 am – 02:00 pm: Business Lunch
02:00 pm – 06:30 pm: Face to Face Meetings / Conferences
07:00 pm: Cocktail Evening

Thursday, November 14th

08:30 am – 09:00 am: Reception
09:00 am – 12:30 pm: Face to Face Meetings / Conferences
12:30 pm – 02:00 pm: Business Lunch
02:00 pm – 04:30 pm: Face to Face Meetings / Conferences
05:00 pm: End of convention (*booth dismantling 5:00 et 7:00 pm*)

LA CITE NANTES - SHIPPING

DELIVERY

Deliveries concerning the event will only be accepted **from Friday 8 November 2019**

To identify all deliveries, please write on each package the name, date and serial number of the exhibition (given by Nantes Event Center) and your booth name. **Only storekeeper or any person charged by La Cité Nantes Events Center could receive parcels. Our warehouse service can be reached on site through the delivery access intercom on the warehouse side.**

All deliveries of equipment for your booth should be sent to the following address, **indicating the name of the company and the name of the event « COMPOSITES MEETINGS 2019 »:**

La Cité Nantes Events Center
5, rue de Valmy - BP 24102
44041 Nantes cedex 1
Tel : +33 (0)2 51 88 20 00

Delivery opening hours

08:30 am – 12:30 am / 02:00 pm – 05:30 pm

Information to mention on parcels

**COMPOSITES MEETINGS
ID 23 900**

November 13 & 19, 2019

Name and stand number *

« Stand Materials »

*** Name and Stand Number : REQUIRED**



Under no circumstances can La Cité Nantes Events Center be held responsible for deliveries, which are the whole responsibility of exhibitors. **La Cité Nantes Events Center has no unloading platform. For an easier unloading, please make sure that your truck includes a tailgate.**

Exhibitors have to proceed themselves the reception of their goods on stand. Exhibitors have to make sure that their carrier will have the handling and forklift for unloading goods from the truck and for routing them on stand.

For any need of Handling/Forklift Truck, you can ask for additional services before the event (cf. page 225).

SHIPPING

Shipping of packages after the event is under your responsibility.

La Cité Nantes Events Center does not support the expedition of packages; it manages only the transfer from booth to warehouse. Conditioning and labelling of your items are under your responsibility, following the above mentioned instructions.

MANDATORY DATES FOR PICKUP OF MATERIAL:

- **November 14th, 2019 (Closing, 05.00-06.00 pm)**
- **November 15th, 2019: 08.30-12.30 am, 02.00-05.30 pm**

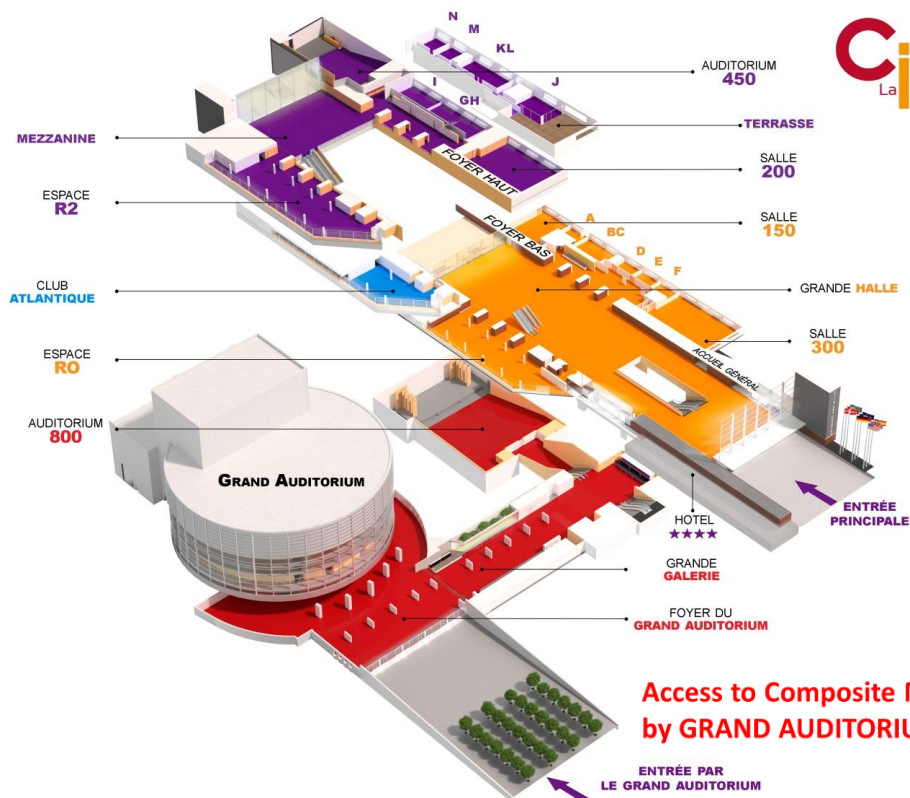
Plan d'accès à
La Cité Nantes Events Center

Please note that access to Composites Meetings is done via the Grand Auditorium



Cité
La
NANTES EVENTS CENTER

ité
CONGRÈS / NANTES



**Access to Composite Meetings
by GRAND AUDITORIUM**

abe
advanced
business
events
advbe.com

advanced business events
35-37, rue des Abondances – 92513 Boulogne-Billancourt Cedex
Tel : +33(0)1 41 86 41 13
<http://france.compositesmeetings.com>

UNLOADING

The day of your set-up, you will be allowed to access the delivery platform (see map on page 4 of your technical guide) only to unloading your vehicle for a maximum period of one hour from your arrival time (05.00 pm – 07.30 pm).

Packing is allowed only during the set-up hours. After this period of set-up and at the end of your unloading, the access to this area will be forbidden until dismantling time.

A specific pass will be given to you by our safety agents and has to stay visible in your car in case we need to contact you.

LOADING

The day of dismantling, **November 14, from 5.00 pm**, access to the delivery platform will be authorized. No access before 5.00 pm, except specific agreement given by the organizer.

You may not leave your vehicle parked in the loading bay area after loading – no exceptions!

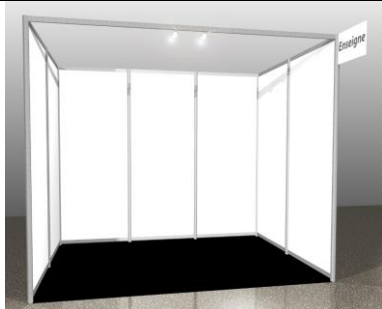
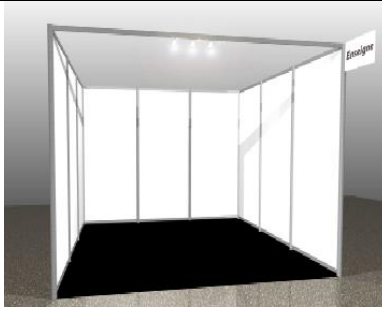
NO EXCEPTION TO PARK.

EMPTY PACKAGES

There is no specific space at La Cité Nantes Events Center for storing empty packages.

Empty parcels must be removed immediately and binned by exhibitors. Leaving rubbish on your booth is prohibited for fire security issue. A dumpster and selective rolls will be available during the set up and dismantle.

BOOTH DETAILS

| Formule STANDARD / 6m ² | Formule « PLUS » / 9m ² |
|---|---|
|  |  |
| <p>Fully equipped with:</p> <ul style="list-style-type: none"> - Hard walls - Lighting - 1 table - 4 chairs - Carpet and fascia board <p>Admission for 1 delegate</p> <ul style="list-style-type: none"> ♦ A detailed company profile in the online Composites Meetings 2019 catalogue ♦ 1 A personalized 2-day schedule of pre-planned B2B meetings based on your choices ♦ Business seated lunches on November 13th and 14th and cocktail on the 13th evening ♦ Permanent Coffee breaks access on November 13th and 14th ♦ Assistance of the Composites Meetings team during the event ♦ Access to all conferences | <p>Fully equipped with:</p> <ul style="list-style-type: none"> - Hard walls - Lighting - 2 tables - 8 chairs - Carpet and fascia board <p>Admission for 3 delegates</p> <ul style="list-style-type: none"> ♦ A detailed company profile in the online Composites Meetings 2019 catalogue ♦ 1 A personalized 2-day schedule of pre-planned B2B meetings based on your choices ♦ Business seated lunches on November 13th and 14th and cocktail on the 8th evening ♦ Permanent Coffee breaks access on November 13th and 14th ♦ Assistance of the Composites Meetings team during the event ♦ Access to all conferences |

In order to customize your space, we strongly recommend you to bring graphics. You must bring necessary materials to hang or paste your graphics (chains, adhesives and so forth). **It is strictly forbidden to drill into the panels.**

Your booth is equipped with an electric outlet. You must bring multiple outlets and extension cords if you're planning to use several devices.

BOOTH SET UP

Access to the stand will be on **November 12^h 2019** from **05:00 pm until 07:30 pm** maximum.

Your stands will be fitted and equipped. The space will be open **from November 13th from 08:00 am**

BOOTH DISMANTLING

General dismantling takes place on **November 14th from 05.00 to 07.00 pm**

For all questions related to the **setup of your booth/printing**, please contact our contractor directly:



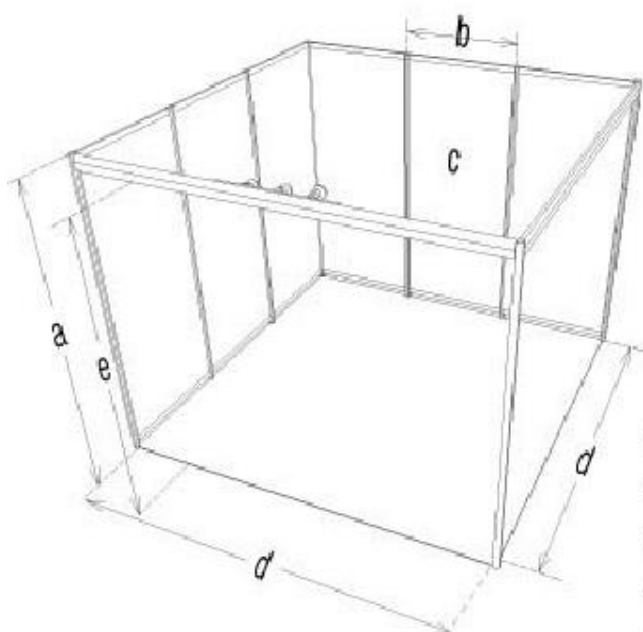
GL EVENTS

Mr Romain DELCROIX

Tél. : +33(0)2 40 80 12 81

E-mail : romain.delcroix@gl-events.com

Côtes techniques d'exploitation



a - Côte hauteur totale: 2500 mm

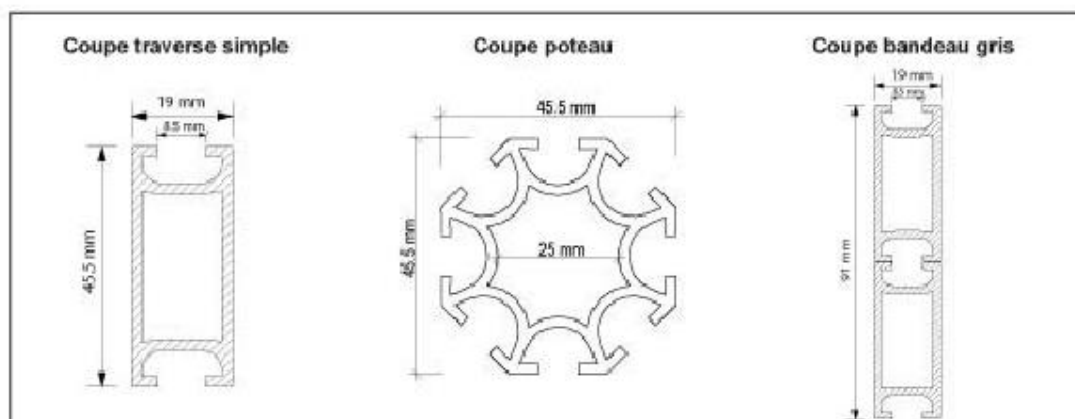
b - Côte entraxe des poteaux : 991 mm

c - Panneaux mélaminés couleur sycomore: 2401 x 957 mm

d - Côte utile : 2927 mm

e - Côte sous bandeau : 2408 mm

Côte visible du panneau : 2388 x 944 mm



ADDITIONAL FURNITURE

Our official furniture contractor offers an entire range of furniture and equipment. You may trade your default furniture or order additional equipment at your own cost.

LIGN'EXPO

36, chemin de Ginestous – 31200 Toulouse

Tél. 05 62 75 99 30

Fax. 05 62 75 99 39

Contact : Mme Katel GALY

Email : commercial@lignexpo.com

DEADLINE = OCTOBER 24, 2019

ON-LINE CATALOGUE: <http://www.lignexpo.eu/catalogue-en-ligne/index.php>

| | | | | | |
|---|--|--|-------------|---|--|
|  | | MOBILIER DE BASE DEMANDE COMPLEMENTAIRE Faxez-nous ce document (F 05 62 75 99 39) ou envoyez-le nous par email à commercial@lignexpo.com | |  | |
| Société | | | N° de stand | | |
| Contact | | | Email | | |
| Adresse | | | | | |
| Tél. | | | Fax | | |

| ARTICLE | VISUEL | REF. | PRIX HTU | Qté | TOTAL HT |
|--|---|-------|--|-----|----------|
| CHAISE EUROPA |  | 1225 | 10,00 € | | |
| CHAISE LILLY |  | 1210 | 35,00 € | | |
| TABLE NOIRE Ø80 cm |  | 80949 | 60,00 € | | |
| TABLE NOIRE 110 x 70 cm |  | 8021 | 45,00 € | | |
| TABOURET MARCELLO |  | 4303 | 35,00 € | | |
| COMPTOIR NOIR |  | 8011 | 90,00 € | | |
| PRESENTOIR MARINE VERTICAL |  | 4049 | 55,00 € | | |
| COMPTOIR VITRINE ALU |  | 810 | 180,00 € | | |
| VITRINE HT 180 X 50 X 50 |  | 850 | 190,00 € | | |
| VITRINE HT 180 X 100 X 40 |  | 860 | 250,00 € | | |
| Date - Signature – Bon pour accord - Cachet commercial | | | TOTAL HT | | |
| | | | T.V.A. 20,00 % | | |
| | | | TOTAL T.T.C. (**) | | |
| | | | (**) Conditions de règlement Aucune commande ne sera prise en considération, si elle n'est pas accompagnée du règlement à l'ordre de LIGN'EXPO. | | |

VIDEO PACKAGING RENTAL

If you wish to rent flat TV:

- 42 " (106cm) and DVD player
- 32" (82cm) on a table

Please contact our service provider (the renting of the flat TV is in extra charged):

NAPAKEO IT Support & Services

8, rue du Château d'Eau - 31700 BLAGNAC

Tél. : +33 (0)5 47 74 85 17 - Fax : +33 (0)5 47 74 85 18 - E-mail : info@napakeo.com

RECEPTION DESK

Upon arrival at the Exhibition Center, all participants must go to the reception desk to collect their participant folder. This folder includes the following items:

- Badges
- The event guide
- The floor plan

LUNCHES – COFFEE BREAKS

Lunches:

A seated business lunch will be catered on **November 13th and 14th**. This is a good opportunity to have informal meetings.

Coffee break:

Complimentary hot and cold beverages will be offered to all the participants on **November 13th and 14th** from 08.00 to 11.00 and from 02.00 à 04.00.

Cocktail:

A cocktail, offered to all the participants, will be held on **November 13th at 07.00 in the La Cité Nantes Events Center.**

INTERNET ACCESS (WiFi)

The WiFi connection will be provided by the La Cité Nantes Events Center (8MEGA).

The access codes will be given on site.

If you want a secure network with personal access (via personal code) or a wired connection, please use the order form N ° 3 attached to this file.

HOW TO GET THERE?

ACCESS MAP BY PUBLIC TRANSPORT



CAR PARKS AROUND LA CITE NANTES EVENTS CENTER

During the congress, you can park in the following car-parks. Costs of parking would be supported by exhibitors.

Novotel Cité des Congrès Park
433 places

Direct connexion with La Cité Nantes Congress Centre
Maximum height :1,80m

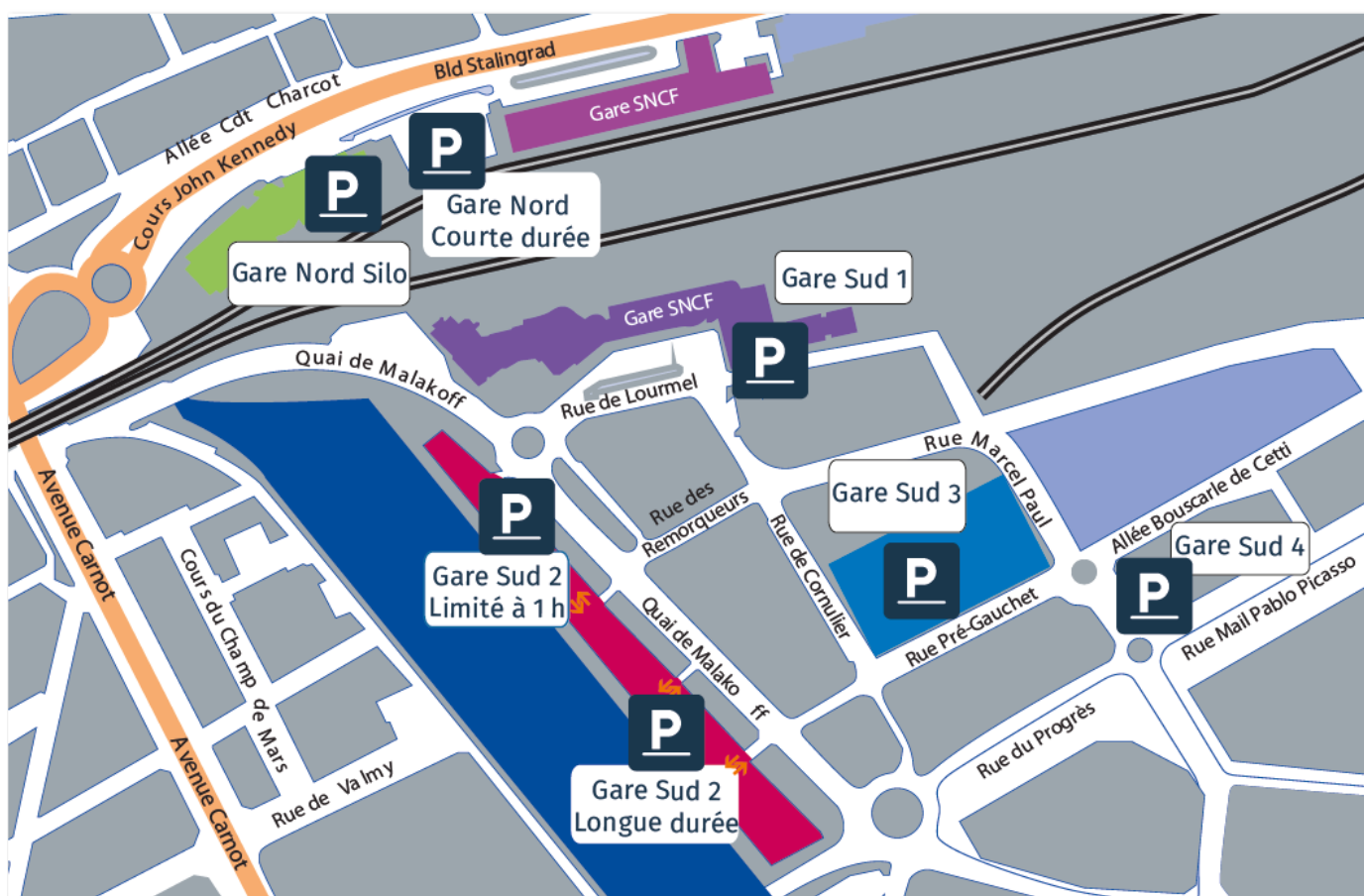
Quai Malakoff park
311 places

750m from La Cité Nantes Events Center (park 2)
No maximum Height (tickets machines)

Gare Sud park
469 places

900m from La Cité Nantes Events Center
Maximum Height 1,90m

Parking fees are at your expense





Tramway

line 1 – « Duchesse Anne – Château des Ducs de Bretagne » station, just one stop from the TGV train station (north exit)

More info: www.tan.fr



Busway

line 4 – « Cité Internationale des Congrès » stop.

More info: www.tan.fr



Parking

A 450-space multi-storey car park at La Cité plus 2,000 spaces in nearby car parks. For exhibitors: temporary drop-off area with direct access to La Cité's exhibition spaces.

More info: www.parkings-nantes.fr



Train

At 2h of the center of Paris, with a train every 15 minutes, over 30 daily connections.

Informations TGV: Tel - 36 35

To consult the trains timetables, visit www.voyages-sncf.com



Airport/city centre shuttle

« Lieu Unique » stop, departure every 30 minutes.

More info: www.tan.fr

The route between the airport of Nantes Atlantique and the town center sets on average 20 minutes.



AIR FRANCE AGREEMENT:

Event: **COMPOSITES MEETINGS 2019**

Event ID: **33812AF**

Event location: **Nantes, France**

Attractive discounts on a wide range of airfares on all Air France and KLM flights worldwide**.

Use the website of this event or visit www.airfranceklm-globalmeetings.com to

- access the preferential fares granted for this event*,
- make your booking,
- issue your electronic ticket*,
- and select your seat**.

If you buy your ticket via AIR FRANCE & KLM Global Meetings website, your electronic ticket will carry a special mention which justifies the application of the preferential fares.

TAXI

| | |
|---|--|
| A Plus Taxi Nantes : ☎ + 33 (0)2 53 35 38 58 | Taxi Nantes : ☎ + 33 (0)2 40 69 22 22 |
|---|--|

HOTELS



Take advantage of special rates for your accommodation in Nantes [HERE](#).

SPECIAL CONDITIONS

DISTRIBUTION OF ALCOHOL

Regarding excessive consumption of alcohol, the exhibitor is required to control the consumption of alcohol and to prevent the use of drugs and other illegal products within the Nantes Events Center, in compliance with the regulation laws.

The liability of the exhibitor occurs that all the relevant tests have to be done in compliance with the global policy of the congress.

We recommend the following guidelines:

- Sending awareness messages about alcohol to any delegate driving back
- Encouraging guests to start a car-pooling system with one person in charge
- Distributing a list of taxis and organizing the booking
- Distributing alcohol tests when leaving the exhibition area
- Asking the caterers to only serve a reasonable amount of alcohol to guests

By law, you are responsible as an exhibitor (if it is at your booth) for the consumption of alcohol by any person.

SECURITY

La Cité Nantes Events Center ensures general security check during build up and breakdown, as well as during the event opening hours. This does not include security check for each stand.

Overnight security check is done by video camera. During build up and open hours, exhibitors must ensure the safe keeping of their products and are advised not to leave them unattended.

La Cité Nantes Events Center cannot take any responsibility for goods that are lost, damages or stolen during the event. Exhibitors are recommended to take out insurance for all items, covering any situation of robbery and theft.

If you require specific security arrangements overnight or during open hours, please contact us for quotation.

NON-SMOKING AREA

Cf. Order 2006-1386 of November 15th, 2006 – Circular of November 24, 27 and 29 th, 2006. From February 1st, 2007, smoking is forbidden in areas used as a collective meaning, welcoming people or in workplaces (closed or covered).

Smokers who break this law are liable to pay a 68 € fine.

Controls can be operated unexpectedly by the health and safety inspectors.

The smoking area is located at the main entrance of the Great Hall.

SECURITY RULES

Each exhibitor must read carefully the security rules at the end of this document, in particular any information about stand set up, electrical set-up, products and machines forbidden into an exhibit space or requiring a specific agreement, etc...

In general, specific arrangements must follow at minimum the establishment security described here:

- Modifying color of doors is forbidden. To prevent risk of confusion, using white letters on green ground is particularly forbidden. These colors are exclusively reserved to exits;
- Doors has to be freely accessible for the public and this for the duration of the event ;
- Any arrangement (wall, awning, etc...) must not affect the visibility of exit signs and way of rescue ;
- Security perimeters and priority access ways are unbuildable and untenable ;
- During the public's access, these areas have to be free of arrangement, deposition, exhibition, immobilization of any materials, vehicles, whatever they may be ; otherwise, Nantes Event Center will immediately proceed to the pickup area (paid by the exhibitor);
- Frontages, water delivery points and fire hydrants have to be free of access. No vehicle will be authorized to park and delivered near a public zone

INSURANCE

Civil liability

La Cité Nantes Events Center recognizes responsibility for :

- being the manager of the buildings and fixed and temporary installations used by exhibitors;
- the management of activities for which it is directly responsible.

Exhibitors are liable for all damage to third parties caused by themselves, their employees, their stand installations or any installations entrusted, hired or loaned to them

Damage to property

*REMINDER: this coverage only concerns exhibition products and not operating equipment (for example: computer equipment, mobile phone...). For these products, see "Additional Insurance" order form page **Erreur ! Signet non défini.**)*

La Cité Nantes Events Center refuses to endorse responsibility for damage to property belonging to, loaned, or hired to exhibitors when this damage is caused by a third party (other exhibitors, companies acting on their behalf, visitors, etc.).

Exhibitors should therefore consult their usual insurers with a view to extending their insurance cover. Alternatively, they can take out an insurance covering damage sustained by their property with the official insurers of La Cité Nantes Events Center, who offers insurance packages specially designed for the exhibition period (including build-up and breakdown):

- Basic cover: capital insured = 350 € including VAT per sqm for stand and merchandise
- Additional cover: for a capital amount above the basic insurance, to a maximum of 100 000 €.

Both basic and additional insurance cover: Fire damage, Water damage, Theft (by breaking and entering or violence), Accidental damage (including natural disasters, attacks, act of terrorism or sabotage). Warranty is liable on the exhibition site.

Duration of warranty : it is agreed that the insurance takes effect during the stay of the insured property on their venue, plus three days before opening and after closing three days. However the risk of theft will be acquired for a period of 48 hours before the opening of 24 hours after the close of the event.

In case of theft, a complaint must be filed with the competent authorities. The claim must be sent to the Cité Nantes Events Center within 48 hours after the occurrence, by registered letter.

The theft without breaking is guaranteed subject to particular conditions:

- Small objects located near windows ;
- Fixing laptops and computer hardware and plasmas screens by security systems adapted to this type of equipment (ropes, locks, bolts...)

The franchise of the first risk is 150 € per claim including in case of additional and optional insurance.

Waiver of recourse

La Cité Nantes Events Center, the city of Nantes (which owns the buildings) and their insurers waive their right of recourse against the organizers, exhibitors and their insurers in the event of any fire or explosion that may occur on the exhibition site.

By signing the participation agreement, exhibitors and their insurers waive their right of recourse against la Cité Nantes Events Center, the city of Nantes and their insurers, for any direct or indirect damage caused to their property or representatives by the latter.

The exhibitor or his representative will be able to produce an insurance certificate.

DATA SHEETS

Forms to be returned, before October 22, 2019

Payment or proof of payment has to be attached to any order form

- ⚠ Stand access is allowed only if space rental and additional services are paid.
- ⚠ Please make sure that payments have been processed by connecting with your accountancy department before your trip to Nantes.
- ⚠ Any invoice not paid before the set up day will have to be paid on-site by any representative members of the exhibition team otherwise; access to the booth will be denied.

1.1. ORDER FORM N°1 - EXTRA EQUIPMENT BOOTH

| | |
|--|--|
| <p>To be returned before <u>Monday, October 22nd 2019</u></p> | <p>abe Ms Nadia SHEPOVALOVA 35/37, rue des Abondances 92513 Boulogne-Billancourt ☎ +33 1 41 86 41 13 @ nshepovaova@advbe.com</p> |
|--|--|

Company: Contact: Function:
 Address:
 Postal Code: City:
 Phone number: Email:
 Stand representative:
 Name of stand:
 Stand area: Stand number:
 Invoice address if different:

These complementary arrangements are available from panels of stand build by La Cité Nantes Events Center.

| DESCRIPTION | Unit | Qty | UP. Excl. VAT € Before le 22/10/19 | UP. Excl. VAT € After le 22/10/19 | TOTAL Excl. VAT € |
|---|----------|-----|--|---|----------------------|
| RESERVE | | | | | |
| Melamine Panel (width of 1m) | The unit | | 40.80 € | 61.20 € | |
| Melamine Locking Door | The unit | | 125.46 € | 188.19 € | |
| LIGHTING | | | | | |
| Spotlights of 3 spots (in front) | The unit | | 64.26 € | 96.39 € | |
| SIGN | | | | | |
| Sign to the kerb (if 18 sqm and plus) | The unit | | 46.92 € | 70.38 € | |
| OTHERS | | | | | |
| Oblique shelf on panel | The unit | | 24.99 € | 37.54 € | |
| Right shelf on panel | The unit | | 24.99 € | 37.54 € | |
| Picture rail of 1.20m – 2 hooks | The unit | | 16.24 € | 24.36 € | |
| Carpet – color : | sqm | | 8.66 € | 12.99 € | |
| Payment or proof of payment must be attached to the form (VAT included). <i>Any order cancelled 5 days before the event will not be refunded.</i> | | | | SUBTOTAL Excl. VAT | |
| | | | | VAT 20 % | |
| | | | | TOTAL Incl. VAT | |

| | |
|----------------------------------|---|
| Company stamp and company number | Date : Signature : |
|----------------------------------|---|

1.2. ORDER FORM N°2 – POWER SUPPLY

| | |
|--|--|
| <p>To be returned before <u>Monday, October 22nd 2019</u></p> | <p>abe Ms Nadia SHEPOVALOVA 35/37, rue des Abondances 92513 Boulogne-Billancourt ☎ +33 1 41 86 41 13 @ nshepovalova@advbe.com</p> |
|--|--|

Company: Contact: Function:
 Address:
 Postal Code: City:
 Phone number: Email:
 Stand representative:.....
 Name of stand:
 Stand area: Stand number:.....
 Invoice address if different:

Extension and adaptator are not included in the rent of the space. Please take your own material with you.

Power cut during night between 12.00 pm and 05.00 am)

| DESCRIPTION | Qty | UP. Excl. VAT € Before 22/10/19 | UP. Excl. VAT € After 22/10/19 | TOTAL Excl. VAT € |
|-----------------------|-----|------------------------------------|-----------------------------------|----------------------|
| Mono panel 1 to 3 KW | | 184.00 € | 372.00 € | |
| Mono panel 4 KW | | 290.00 € | 435.00 € | |
| Mono panel 6 KW | | 385.00 € | 577.50 € | |
| Mono panel 8 KW | | 481.00 € | 721.50 € | |
| Tri Panel 10 KW | | 574.00 € | 861.00 € | |
| Tri Panel 12 KW | | 672.00 € | 1008.00 € | |
| Tri Panel 15 KW | | 768.00 € | 1 152.00 € | |
| Tri Panel 20 KW | | 1 156.00 € | 1 734.00 € | |
| SUBTOTAL Excl. VAT | | | | |
| VAT 20 % | | | | |
| TOTAL Incl. VAT | | | | |

For calculating your power requirement :

| | |
|--|------------------------|
| Stand spotlights | 80 W (per unit) |
| LCD screen | 150 W |
| Fridge | 200 W (smallest model) |
| Showcase | Depending on wattage |
| Computer | 400 W |
| Basic coffee-maker | 600 W |
| Rented coffee-maker (see catalogue) | 1 100 W |

Payment or proof of payment must be attached to the form (VAT included).

Any order cancelled 5 days before the event will not be refunded.

Company stamp and company number

Date : _____ Signature : _____

1.3. ORDER FORM N°2 – POWER SUPPLY 24/24

| | |
|---|--|
| <p>To be returned before <u>Monday, October 22nd 2019</u></p> | <p>abe Ms Nadia SHEPOVALOVA 35/37, rue des Abondances 92513 Boulogne-Billancourt ☎ +33 1 41 86 41 13 @ nshepvalova@advbe.com</p> |
|---|--|

Company: Contact: Function:
 Address:
 Postal Code: City:
 Phone number: Email:
 Stand representative:.....
 Name of stand:
 Stand area: Stand number:.....
 Invoice address if different:

Extension and adaptator are not included in the rent of the space. Please take your own material with you.

| DESCRIPTION | Qty | UP. Excl. VAT € Before 22/10/19 | UP. Excl. VAT € After 22/10/19 | TOTAL Excl. VAT € |
|----------------------------|-----|------------------------------------|-----------------------------------|----------------------|
| Mono panel 1 to 3 KW 24/24 | | 350.00 € | 525.00 € | |
| Mono panel 4 KW 24/24 | | 408.00 € | 612.00 € | |
| Mono panel 6 KW 24/24 | | 539.00 € | 808.50 € | |
| Mono panel 8 KW 24/24 | | 675.00 € | 1 012.50€ | |
| Tri Panel 10 KW 24/24 | | 807.00 € | 1 210.50 € | |
| Tri Panel 12 KW 24/24 | | 942.00 € | 1 413.00 € | |
| Tri Panel 15 KW 24/24 | | 1 077.00 € | 1 615.50 € | |
| Tri Panel 20 KW 24/24 | | 1 620.00 € | 2 430.00 € | |
| SUBTOTAL Excl. VAT | | | | |
| VAT 20 % | | | | |
| TOTAL Incl. VAT | | | | |

For calculating your power requirement :

| | |
|--|------------------------|
| Stand spotlights | 80 W (per unit) |
| LCD screen | 150 W |
| Fridge | 200 W (smallest model) |
| Showcase | Depending on wattage |
| Computer | 400 W |
| Basic coffee-maker | 600 W |
| Rented coffee-maker (see catalogue) | 1 100 W |

Payment or proof of payment must be attached to the form (VAT included).

Any order cancelled 5 days before the event will not be refunded.

Company stamp and company number

Date :

Signature :

1.4. ORDER FORM N°3 – PHONE AND INTERNET ACCESS

| | |
|--|--|
| <p>To be returned before <u>Monday, October 22nd 2019</u></p> | <p>abe Ms Nadia SHEPOVALOVA 35/37, rue des Abondances 92513 Boulogne-Billancourt ☎ +33 1 41 86 41 13 @ nshepvalova@advbe.com</p> |
|--|--|

Company: Contact: Function:
 Address:
 Postal Code: City:
 Phone number: Email:
 Stand representative:
 Name of stand:
 Stand area: Stand number:
 Invoice address if different:

| DESCRIPTION | Qty | UP. Excl. VAT € Before 22/10/19 | UP. Excl. VAT € After 22/10/19 | TOTAL Excl. VAT € |
|---|-----|------------------------------------|-----------------------------------|----------------------|
| INTERNET CONNECTION – – Guaranteed bandwidth | | | | |
| Wifi – 2 MEGA | | 93.08 € | 139.62 € | |
| Wifi – 4 MEGA | | 270.30 € | 405.45 € | |
| Wifi – 8 MEGA | | 966.45 € | 1 449.68 € | |
| INTERNET CONNECTION – Guaranteed bandwidth | | | | |
| Wired connection – 1 Workstation - 2 MEGA | | 270.30 € | 405.45 | |
| Wired connections – 1 à 5 workstations(s) (switch included) – 2 MEGA | | 413.10 € | 619.65 € | |
| Wired connection – 1 Workstation – 4 MEGA | | 540.60 € | 929.47 € | |
| | | | SUBTOTAL Excl. VAT | |
| | | | VAT 20 % | |
| | | | TOTAL Incl. VAT | |

To set up your wired web access on your booth, a **map of your booth showing your electronic installation will be required to set up your web access.**

Payment or proof of payment must be attached to the form (VAT included). *Any order cancelled 5 days before the event will not be refunded.*

| | |
|----------------------------------|---------------------------|
| Company stamp and company number | Date : Signature : |
|----------------------------------|---------------------------|

1.5. ORDER FORM N°4 – PLANTS

| | |
|---|--|
| <p>To be returned before <u>Monday, October 22nd 2019</u></p> | <p>abe Ms Nadia SHEPOVALOVA 35/37, rue des Abondances 92513 Boulogne-Billancourt ☎ +33 1 41 86 41 13 @ nshepova@advbe.com</p> |
|---|--|

Company: Contact: Function:
 Address:
 Postal Code: City:
 Phone number: Email:
 Stand representative:.....
 Name of stand:
 Stand area: Stand number:.....
 Invoice address if different:

| Reference | DESCRIPTION – cf. catalogue | Size | Qty | UP. Excl. VAT € | TOTAL Excl. VAT € |
|--|---|--------------|-----|-----------------|-------------------|
| Individual Plants – « Classic Collection » page 2 | | | | | |
| 7 130 101 | Ficus Benjamina + Black Rack | 180 cm | | 38.00 € | |
| 7 130 104 | Kentia Touffe + Black Rack | 180 cm | | 38.00 € | |
| 7 130 106 | Bambous Touffe + Black Rack | 180 cm | | 38.00 € | |
| 7 130 113 | Tree with stalk+ Black Rack | 150 cm | | 38.10 € | |
| Individual Plants – « Design Collection » pages 3 and 4 | | | | | |
| 7 141 100 | Kabin bac 51x51 ht 100cm + 1 Zamiculcas | 150 à 160 cm | | 47.00 € | |
| 7 141 101 | Kabin bac 51x51 ht 100cm + orchids + branches | 150 à 160 cm | | 58.00 € | |
| 7 141 102 | Kabin bac 51x51 ht 100cm + 1 box tree rolls diam 50cm | 150 à 160 cm | | 47.00 € | |
| 7 143 100 | Kabin bac 51x51 ht 100cm + 1 Kentia | 240 à 260 cm | | 59.00 € | |
| 7 143 101 | Kabin bac 51x51 ht 100cm + 1 Phoenix robelinii | 200 à 220 cm | | 78.00 € | |
| Compound tubs – page 5 | | | | | |
| 7 132 100 | Round tub ☉ 43- ht 39cm + 3 green plants + 1 in flower | 150 cm | | 68.00 € | |
| 7 132 108 | Gardener 80x20 cm- ht 20cm 4 green plants | 40 à 60 cm | | 41.00 € | |
| 7 132 109 | Gardener 90x20 cm- ht 20cm 3 green plants + 2 in flower | 40 à 60 cm | | 52.00 € | |
| 7 132 110 | Rental Pupitre gardener 3 green plants + 2 in flower | 90 cm | | 78.00 € | |
| 7 132 111 | Gardener 80x20 cm- noire + composition of orchids | 90 cm | | 52.00 € | |
| « Florist » Collection | | | | | |
| 7 160 103 | Small round bouquet | ☉ 20 cm | | 30.00 € | |
| 7 160 200 | Small table centerpiece | 20 cm | | 32.00 € | |
| 7 160 104 | Small high bouquet | 40 cm | | 36.00 € | |
| 7 160 100 | Big round bouquet | ☉ 30/40 cm | | 39.00 € | |
| 7 160 101 | Big bouquet or Flowers arrangement | 60 cm | | 56.00 € | |
| 7 160 102 | Orchid in glass vase | 50 cm | | 36.00 € | |

Payment or proof of payment must be attached to the form (VAT included).

Any order cancelled 5 days before the event will not be refunded.

| | |
|------------------------------|--|
| SUBTOTAL Excl. VAT | |
| VAT 20 % | |
| TOTAL Incl. VAT | |

Company stamp and company number

Date : Signature :

1.6. ORDER FORM N°5 – HANDLING / FORKLIFT TRUCK

| | |
|--|--|
| <p>To be returned before <u>Monday, October 22nd 2019</u></p> | <p>abe Ms Nadia SHEPOVALOVA 35/37, rue des Abondances 92513 Boulogne-Billancourt ☎ +33 1 41 86 41 13 @ nshepovalova@advbe.com</p> |
|--|--|

Company: Contact: Function:
 Address:
 Postal Code: City:
 Phone number: Email:
 Stand representative:
 Name of stand:
 Stand area: Stand number:
 Invoice address if different:

Vacation minimum of 3 hours

| DESCRIPTION | Number of hours | UP. Excl. VAT € Before 22/10/2019 | UP. Excl. VAT € After 22/10/2019 | TOTAL Excl. VAT € |
|--|-----------------|---|--|----------------------|
| HANDLING AND FORKLIFT TRUCK DURING BUILD-UP | | | | |
| Date : Tuesday, November 7th, 2019 | | | | |
| Time : | | | | |
| Handling (cost per hour) | | 33.66 € | 50.49 € | |
| Forklift Truck (with driver)* (cost per hour) | | 68.65 € | 102.97 € | |
| HANGLING DURING THE EVENT | | | | |
| Date : | | | | |
| Time : | | | | |
| Handling (cost per hour) | | 33.66 € | 50.49 € | |
| HANDLING AND FORKLIFT TRUCK DURING DISMANTLING | | | | |
| Date : Thursday, November 9 th , 2019 | | | | |
| Time : | | | | |
| Handling (cost per hour) | | 33.66 € | 50.49 € | |
| Forklift Truck (with driver)* (cost per hour) | | 68.65 € | 102.97 € | |
| <i>* Please contact us if you need to charge > 1500 kg</i> Payment or proof of payment must be attached to the form (VAT included). <i>Any order cancelled 5 days before the event will not be refunded.</i> | | | SUBTOTAL Excl. VAT | |
| | | | VAT 20 % | |
| | | | TOTAL Incl. VAT | |

| |
|----------------------------------|
| Company stamp and company number |
|----------------------------------|

| | |
|--------|-------------|
| Date : | Signature : |
|--------|-------------|

1.7. ORDER FORM N°6 – HOST(ESSE)S (French)

| | |
|--|---|
| To be returned before <u>Monday, October 22nd 2019</u> | abe Ms Nadia SHEPOVALOVA 35/37, rue des Abondances 92513 Boulogne-Billancourt ☎ +33 1 41 86 41 13 @ nshepvalova@advbe.com |
|--|---|

Company: Contact: Function:
Address:
Postal Code: City:
Phone number: Email:
Stand representative:.....
Name of stand:
Stand area: Stand number:.....
Invoice address if different:

Vacation minimum of 3 hours

| DESCRIPTION | Qty | UP. Excl. VAT € Before 22/10/19 | UP. Excl. VAT € After 22/10/19 | TOTAL Excl. VAT € |
|---|-----|------------------------------------|-----------------------------------|----------------------|
| Cost per hour | | 30.80 € / hour | 46.20 € / hour | |
| For a vacation of 3 hours minimum | | 92.40 € | 138.60 € | |
| Wednesday 13/11/2019 – Specify hours of attendance below | | | | |
| From to | | 30.80 € | 46.20 € | |
| Thursday 14/11/ 2019 – Specify hours of attendance below | | | | |
| From to | | 30.80 € | 46.20 € | |
| *1 vacation represent 3 hours of service. | | | SUBTOTAL Excl. VAT | |
| | | | VAT 20 % | |
| | | | TOTAL Incl. VAT | |

Payment or proof of payment must be attached to the form (VAT included).

Any order cancelled 5 days before the event will not be refunded.

| | |
|----------------------------------|-------------------------------|
| Company stamp and company number | Date : Signature : |
|----------------------------------|-------------------------------|

1.8. ORDER FORM N°7 – BILINGUAL HOST(ESSE)S (French-English)

| | |
|--|--|
| <p>To be returned before <u>Monday, October 22nd 2019</u></p> | <p>abe Ms Nadia SHEPOVALOVA 35/37, rue des Abondances 92513 Boulogne-Billancourt ☎ +33 1 41 86 41 13 @ nshepvalova@advbe.com</p> |
|--|--|

Company: Contact: Function:
 Address:
 Postal Code: City:
 Phone number: Email:
 Stand representative:
 Name of stand:
 Stand area: Stand number:
 Invoice address if different:

Vacation minimum of 3h00

| DESCRIPTION | Number of vacation* | UP. Excl. VAT € Before 22/10/19 | UP. Excl. VAT € After 22/10/19 | TOTAL Excl. VAT € |
|---|---------------------|------------------------------------|-----------------------------------|----------------------|
| Cost per hour | | 37.74 € / hour | 56.61 € / hour | |
| For a vacation of 4 hours minimum | | 113.22 € | 169.83 € | |
| Wednesday 13/11/2019 – Specify hours of attendance below | | | | |
| From to | | 37.74 € | 56.61 € | |
| Thursday 14/11/ 2019 – Specify hours of attendance below | | | | |
| From to | | 37.74 € | 56.61 € | |
| *1 vacation represent 3 hours of service. | | | SUBTOTAL Excl. VAT | |
| | | | VAT 20 % | |
| | | | TOTAL Incl. VAT | |

Payment or proof of payment must be attached to the form (VAT included).

Any order cancelled 5 days before the event will not be refunded.

| | |
|----------------------------------|--------------------------------|
| Company stamp and company number | Date : _____ Signature : _____ |
|----------------------------------|--------------------------------|

1.9. ORDER FORM N°8 – CATERING (1/2)

| | |
|---|--|
| <p>To be returned before <u>Monday, October 22nd 2019</u></p> | <p>abe Ms Nadia SHEPOVALOVA 35/37, rue des Abondances 92513 Boulogne-Billancourt ☎ +33 1 41 86 41 13 @ nshepvalova@advbe.com</p> |
|---|--|

Company: Contact: Stand Number:
 Address:
 Postal Code: City:
 Invoice address if different:

All products are delivered at the stand. Please indicate the details of the order by specifying date and time of each delivery wanted.

| DESCRIPTION | Total Qty | 13/11/19 Time | 14/11/19 Time | UP. Excl. VAT € 22/10/19 | UP. Excl. VAT € 22/10/19 | TOTAL Excl. VAT € |
|--|-----------|---------------|---------------|-----------------------------|-----------------------------|----------------------|
| Coffee Break free service with disposable dishes (Price per person / minimum order for 25 people) | | | | | | |
| COFFEE BREAK WITH PASTRIES => coffee, tea, mineral water, cream, sugar, orange juice and 2 mini-pastries per person / Minimum order for 25 people. | | | | 5.00 € | 7.50 € | |
| REGIONAL COFFEE BREAK => coffee, tea, mineral water, cream, sugar, orange juice / Assortment of local specialties such as Vendée brioche, « bottereaux », « kouign amann and Breton galette. / Minimum order for 20 people. | | | | 5.30 € | 7.95 € | |
| COFFEE BREAK WITH REGIONAL BISCUITS => coffee, tea, mineral water, cream, sugar, orange juice / Assortment of « Petits Beurre LU » & « Galettes St Michel » / Minimum order for 20 people. | | | | 4.24 € | 6.36 € | |
| SOFT DRINK BREAK => Assortment of fruit juice, soft drinks, still and sparkling water / Minimum order for 25 people. | | | | 3.71 € | 5.57 € | |
| HOT DRINKS & SOFTS | | | | | | |
| 1 Coffee Thermos (Fair Trade) – 1 L + 10 plastic cups + sugar and mini-doses of milk. | | | | 15.92 € | 23.88 € | |
| 1 Hot water Thermos – 1 L with tea bags (different perfumes from Fair Trade) + 10 plastic cups + sugar and mini-doses of milk. | | | | 16.24 € | 73.08 € | |
| 10 tea bags (different perfumes from Fair Trade) | | | | 4.26 € | 6.39 € | |
| OUR SWEET & SALTY SUGGESTIONS | | | | | | |
| MINI ASSORTED PASTRIES / Tray of 20 pieces | | | | 15.92 € | 23.88 € | |
| VARIOUS PASTRIES (UNIT PRICE) => Assortment various pastries such as : « canelés, macarons, madeleines, cake au caramel, chouquettes... » (minimum order of 20 pieces) | | | | 1.38 € | 2.07 € | |
| ASSORTMENT OF CANDIES => Assortment candies 1kg | | | | 10.40 € | 15.33 € | |
| VARIOUS CHOCOLATE BAR => per unit | | | | 1.59 € | 2.39 € | |
| CORBEILLE DE FRUITS BIO pour 15 à 20 personnes | | | | 42.43 € | 63.65 € | |
| SEASONAL FRUIT SKEWER => Mini skewer according to arrival seasonal fruits (pineapple, apple, strawberry, kiwi,...)(per unit / mini order for 20 pieces) | | | | 1.69 € | 2.54 € | |
| CHEESE => 75 cheese peaks with sliced baguette | | | | 58.36 € | 87.54 € | |
| MINI COCKTAIL SANDWICH FROM OUR CATERERS => Various savory cocktail sandwich from our caterers (per unit / minimum order for 20 pieces) | | | | 1.48 € | 2.23 € | |
| MINI COCKTAIL SANDWICH FROM OUR CATERERS => Various sweet cocktail sandwich from our caterers (per unit / minimum order for 20 pieces) | | | | 1.48 € | 2.23 € | |

Payment or proof of payment must be attached to the form (VAT included).


Any order cancelled 5 days before the event will not be refunded.

Company stamp and company number

Date : Signature :

| | |
|------------------------|--|
| TOTAL excl. VAT | |
| VAT 10 % | |
| TOTAL incl. VAT | |

1.10. ORDER FORM N°9 – CATERING (2/2)

| | |
|--|--|
| <p>To be returned before <u>Monday, October 22nd 2019</u></p> | <p>abe Ms Nadia SHEPOVALOVA 35/37, rue des Abondances 92513 Boulogne-Billancourt  +33 1 41 86 41 13 @ nshepovalova@advbe.com</p> |
|--|--|

Company: Contact: Stand Number:
 Address:
 Postal Code: City:
 Invoice address if different:

All products are delivered at the stand. Please indicate the details of the order by specifying date and time of each delivery wanted.

| DESCRIPTION | | Total Qty | 8/11/2019 Time | 9/11/2019 Time | UP. Excl. VAT € 22/10/19 | UP. Excl. VAT € 22/10/19 | TOTAL Excl. VAT € |
|--|--|-----------|----------------|----------------|------------------------------------|------------------------------------|----------------------|
| MINI BAR Box 1 | | | | | | | |
| 6 can of Perrier 33cl, 6 can of Orange juice 33cl, 6 bottles of still water 150cl, 2 x 150g of peanuts, 50 plastic cups 25cl and 50 paper napkin | | | | | 31.64 € | 47.46 € | |
| MINI BAR Box 2 | | | | | | | |
| 6 can of Coca-Cola 33cl, 6 can of Perrier 33cl, 6 can of Orange juice 33cl, 6 bottles of still water 150cl, 2 x 150g of peanuts, 2 x 100g crisps, 50 plastic cups 25cl and 50 paper napkin | | | | | 44.40 € | 66.60 € | |
| MAXI BAR BOX with « SAUMUR PETILLANT » | | | | | | | |
| 12 can of Coca-Cola 33cl, 12 can of Perrier 33cl, 12 can of Orange juice 33cl, 6 bottles of still water 150cl, 4 x 150g of peanuts, 4 x 100g crisps, 2 Saumur pétillant bottles, 100 plastic cups 25cl and 100 paper napkin, 20 free champagne plastic glass | | | | | 106.87 € | 160.30 € | |
| MAXI BAR BOX with « CHAMPAGNE » | | | | | | | |
| 12 can of Coca-Cola 33cl, 12 can of Perrier 33cl, 12 can of Orange juice 33cl, 6 bottles of still water 150cl, 4 x 150g of peanuts, 4 x 100g crisps, 2 Champagne bottles, 100 plastic cups 25cl and 100 paper napkin, 20 free champagne plastic glass | | | | | 155.69 € | 233.54 € | |
| COCKTAIL REGIONAL WINE Maximum 1 hour service minimum order for 30 people / Price per person | | | | | | | |
| Beverage to be chosen : - Muscadet sur lie (white) <input type="checkbox"/> - Saumur (red) <input type="checkbox"/> - Cider <input type="checkbox"/> Included => Fruit juice, still and sparkling water, assortment of salted crisps | | | | | 5,30 € | 7.95 € | |
| COCKTAIL « CHAMPAGNE » Maximum 1 hour service minimum order for 30 people / Price per person | | | | | | | |
| Champagne, Fruit juice, still and sparkling water, assortment of salted crisps | | | | | 9.60 € | 14.40 € | |
| WATER FOUNTAIN (rental of WATER REFILL on previous page) | | | | | | | |
| 1 water fountain with 100 plastic cups | | | | | 63.95 € | 97.43 € | |
| 1 water refill (18.09 L) | | | | | 10.82 € | 16.23 € | |
| Payment or proof of payment must be attached to the form (VAT included). <i>Any order cancelled 5 days before the event will not be refunded.</i> | | | | | | TOTAL excl. VAT | |
| | | | | | | VAT 20 % | |
| | | | | | | TOTAL incl. VAT | |

| | |
|----------------------------------|---------------------------|
| Company stamp and company number | Date : Signature : |
|----------------------------------|---------------------------|

1.11. ORDER FORM N°10 – CLEANING

| | |
|--|--|
| <p>To be returned before <u>Monday, October 22nd 2019</u></p> | <p>abe Ms Nadia SHEPOVALOVA 35/37, rue des Abondances 92513 Boulogne-Billancourt ☎ +33 1 41 86 41 13 @ nshepvalova@advbe.com</p> |
|--|--|

Company: Contact: Function:
 Address:
 Postal Code: City:
 Phone number: Email:
 Stand representative:
 Name of stand:
 Stand area: Stand number:
 Invoice address if different:

Cleaning of common areas is provided by La Cité Nantes Events Center, for the opening of the exhibition and after your dismantling. It includes removal of the carpet's polyane the first day, and the removal of wastes in paths and on stands.

If you wish a specific cleaning during the day (for example, after a private cocktail on your stand), or each morning before opening, thanks to indicate your needs below with time.

| Date of intervention | Surface to be cleaned | UP. Excl. VAT € Before 22/10/19 | UP. Excl. VAT € After 22/10/19 | TOTAL Excl. VAT € |
|---|-----------------------|------------------------------------|-----------------------------------|----------------------|
| Wednesday 13/11/2019 – Specify hours of attendance below | | | | |
| Time of intervention : | sqm | 2.16 € | 3.24 € | |
| Time of intervention: | sqm | 2.16 € | 3.24 € | |
| Thursday 14/11/2019 – Specify hours of attendance below | | | | |
| Time of intervention: | sqm | 2.16 € | 3.24 € | |
| Time of intervention: | sqm | 2.16 € | 3.24 € | |
| Payment or proof of payment must be attached to the form (VAT included). <i>Any order cancelled 5 days before the event will not be refunded.</i> | | | SUBTOTAL Excl. VAT | |
| | | | VAT 20 % | |
| | | | TOTAL Incl. VAT | |

| |
|----------------------------------|
| Company stamp and company number |
|----------------------------------|

| | |
|--------|-------------|
| Date : | Signature : |
|--------|-------------|

1.12. IBAN of La Cité Nantes Events Center for payment by credit transfer

Please find below the **IBAN** of **advanced business events**:

Bank: BNP PARIBAS PARIS-CENTRE AFFAIRES

Bank address: 8- 10 avenue Ledru Rollin – 75012 Paris,
France

IBAN: FR76 3000 4008 0400 0107 2835 736

SWIFT/BIC: BNPAFRPPXXX

For any credit transfer, thanks to:

- Indicate the invoice number on the transfer order
- Attach the transfer order with the order forms

« TO ACCELERATE CHANGE, ORGANISE TOGETHER A RESPONSIBLE EVENT »



RECYCLE BETTER
THAN EVER BY SORTING
AT LA CITÉ.

Assembly and disassembly

As part of its eco-responsible initiative, La Cité is committed to cutting its emissions of greenhouse gases.

Almost 70% of our waste is already recycled in traceable channels,
cutting greenhouse gas emissions by 97%.

Together, we can sort our waste in order to reduce the environmental footprint of our activity.

So please follow the sorting instructions.

All exhibitors are invited **to contribute to the selective sorting**
of waste produced by the assembly of their stands,
during the event and when disassembling.



PAPER, NEWSPAPERS,
ENVELOPES



CARDBOARD



Boxes must be **EMPTIED**
and additional packaging
materials removed.
Then place them flat
in the trolleys at the back
of the Great Hall.



PLASTIC FILM



Once the bags are full,
please close them and leave them
next to the trolleys for the boxes.

Plastic films (transparent or opaque,
stretch film, bubble wrap, etc.)
must be compacted in the bags
provided for this purpose **ONLY**.
Do not put any other waste in these bags.
Important: the Polyane from adhesive
mats is not accepted.

THANK YOU FOR SORTING YOUR WASTE PROPERLY

With the participation of Solution Recyclage

During the event

**A trolley is provided at the end of the Great Hall
for any boxes and film.**

Please use the Eugène bins provided
for any other waste.



**PAPER, NEWSPAPERS,
ENVELOPES**



PLASTIC BEAKERS



CANS



PLASTIC BOTTLES



**If you are not sure
what to do with other
waste, put it in the
general-purpose
stainless steel bin.**



THANK YOU FOR SORTING YOUR WASTE PROPERLY

With the participation of  **Solution Recyclage**