



EXHIBITORS TECHNICAL GUIDE

The international exhibition focusing on luxury
packaging & marketing for wine & spirits

April 11 & 12, 2018

Caveau Castelnau - Reims

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CONTACT US

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advanced business events

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92513 Boulogne-Billancourt

Tél : 01 41 86 41 79 - Fax : 01 46 04 57 61

Sites Internet : www.packandspirit.com

www.advbe.com

E-mail : packandspirit@advbe.com

EVENT TIMETABLE

Monday 9 April 2018

3 pm - 7 pm : For exhibitors who booked
a raw surface

Tuesday 10 April 2018

10 am - 6 pm : Set up of the stands

Wednesday 11 & Thursday 12 April 2018

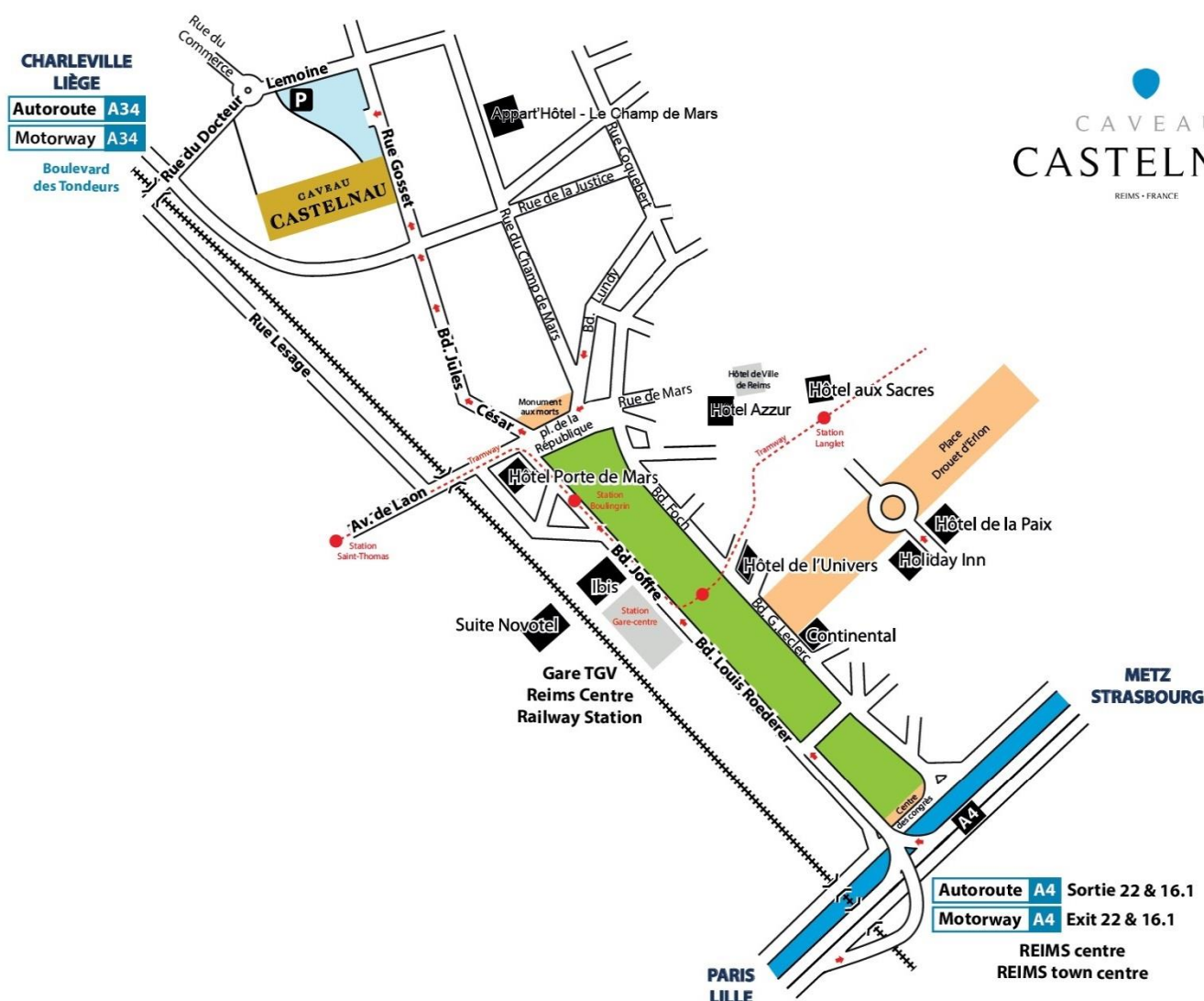
8 am – 9 am : Greeting of the participants

9 am – 6 pm : Opening to Visitors

CAVEAU DE CASTELNAU

Event Venue	Your contacts	
CAVEAU DE CASTELNAU 5, rue Gosset – CS 80007 51724 REIMS CEDEX	Marcel CREUZA Responsable réceptions Tél : 03 26 79 88 99 m.creuz@champagne-castelnau.fr	Ophélie Cocco Tél : 03 26 79 88 98 o.cocco@champagne-castelnau.fr

Dates and times of delivery requirements :	From Monday 9 th April 2018 from 9 am to 12:30 and from 13:30 pm to 6 pm All deliveries outside the dates specified will be rejected.
Dates and times of exhibitors set up :	Monday 9 April : 3 pm – 7 pm (raw surface) Tuesday 10 April from 10 am to 6 pm: exhibitor stand dressing
Dates and times of the event :	Wednesday 11 th & Thursday 12 th April : from 8 am to 6 pm
Dates and times of dismantling :	Thursday 12 April, from 6 pm to 11 pm



DELIVERIES

Your parcels may be delivered from: **Monday 9th of April from 9am to 12:30 am and 1:30 pm to 6pm.**

IMPORTANT: each parcel must be identified. **IMPERATIVELY use the «Parcel Identification form» fully filled in.**

Reminder: any parcel incorrectly identified and/or delivered outside the delivery periods given above will be refused. Deliveries are carried out under your own liability. The Caveau de Castelnau may not be held liable in any way whatsoever.

Use this form to identify all the parcels. Be careful, any parcel incorrectly identified and/or delivered outside the delivery periods given above will be refused. Deliveries are carried out under your own liability. The Exhibition Park may not be held liable in any way whatsoever.

✂-----

PARCEL IDENTIFICATION FORM

SENDER:

Address:

Stand name:

Person to contact:

Telephone number:

FOR:

PACK & SPIRIT – April, from 11th to 12th 2018

- ☐ Delivery on stand (livraison sur stand)
- ☐ Insertion in information briefcase
- ☐ Organisers' office

Caveau de Castelnau
5, rue Gosset - CS 80007
51724 REIMS

RECOMMENDATIONS

The Caveau de Castelnau may not be held liable in case of theft or degradation to your stand. We advise you to keep your stand monitored by at least one member of your team during the installation as well as during the opening of the exhibition and the dismantling of your stand. Security services may be provided.

INSTALLATION CONDITIONS

You are reminded that you must read the technical specifications between Caveau de Castelnau and the event organiser, explaining all applicable measures in terms of safety. Stand installation and dismantling must imperatively take place on the dates and times specified by the event organiser. All stands must **imperatively** be set up before the official opening of the exhibition. After the event, you must leave your stand space, notably the stand partitions, as you found it. Nailing, screwing or gluing on the structures is forbidden. You will be invoiced for any deterioration.

It is absolutely forbidden to:

- Perform any work or modification on electrical, IT or telephone networks, water mains or drains, goods lifts, lifts and under-floor ducts.
- Drill any holes
- Hook objects over the stands
- Remove doors, antenna brackets...

You will be invoiced for any repairs following damages caused by the non-observation of the clauses listed above.

Double-sided adhesive tape

In order to maintain the condition of our premises, we suggest that you use double-sided adhesive tape to fit your carpets.



REMOVAL OF THE PARCELS

After your departure, all the parcels should be taken by your carrier 48 hours after and from your expenses.

Any parcel in your booth without this temporary storage form will be thrown.



TEMPORARY STORAGE FORM

Fill this form and put it in your parcels. All parcels must be closed. Exhibitor has to order the carrier to remove their parcels.

Nam of the event: PACK & SPIRIT

Exhibitor's name: N° of stand:

Type of material: ☐ Parcel ☐ Pallet ☐ Machine

Quantity:

Date of the removal:/...../.....

Name of the carrier:

Exhibitor phone number:

Signature of Exhibitor



REMOVAL FORM

(Filled by the technician from Reims Evénements)

Date:/...../..... Hours:h.....

Name of the person in charge of the removal transfer to the carrier:

Name of the carrier:

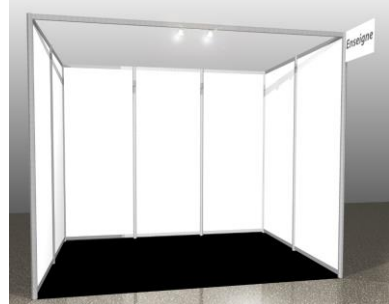
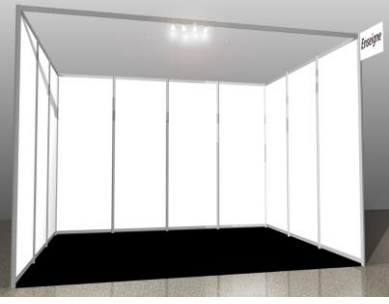
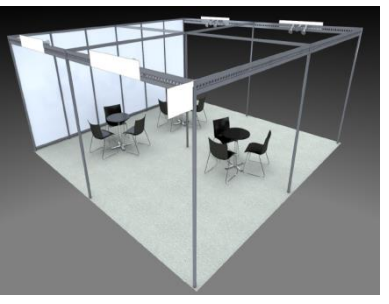
OBSERVATIONS:

.....

Signature Caveau de Castelnau

Signature of the carrier

BOOTH DETAILS

BASIC BOOTH / 6m ² (64 sq.ft)	DELUXE BOOTH / 12 sqm (129 sq.ft)	RAW SPACE Packages From 18 sqm
		
Fully equipped with: - Hard walls - Lighting - Power - 1 table - 3 chairs - Carpet and fascia board Admission for 1 delegate ♦ A detailed company profile in Pack & Spirit Catalogue ♦ Free and unlimited access to all expert workshops ♦ Free access to coffee breaks ♦ 20 VIP invites for buyers/ decision-makers of your choice	Fully equipped with: - Hard walls - Lighting - Power - 2 tables - 6 chairs - Carpet and fascia board Admission for 2 delegates ♦ A detailed company profile in Pack & Spirit Catalogue ♦ Free and unlimited access to all expert workshops ♦ Free access to coffee breaks ♦ 40 VIP invites for buyers/ decision-makers of your choice	♦ A detailed company profile in Pack & Spirit Catalogue ♦ Free and unlimited access to all expert workshops ♦ Free access to coffee breaks ♦ 60 VIP invites for buyers/ decision-makers of your choice <u>ELECTRICITY NOT INCLUDED</u> ORDER FORM page N°13

ELECTRICAL EQUIPMENT – RAW SPACE

Installation, dismantling and consumption are included

16A Single phase connection	€ 115,00 □ EXCL
32A Three-phase connection	€ 235,00 □ EXCL

BOOTH SET-UP

You may access the exhibition hall from the **9th April 2018:**

- **For bare surfaces:** access the hall between **3 pm until 7 pm**

10 April 2018 :

- **For all booths:** access the hall between **10 am until 6 pm maximum.**

BOOTH DISMANTING

General dismantling takes place on the **12th April from 6 pm to 11 pm.**

General setup will be carried out by ABE's contractors that same day.

For all questions related to the setup of your booth, please contact our contractor directly.

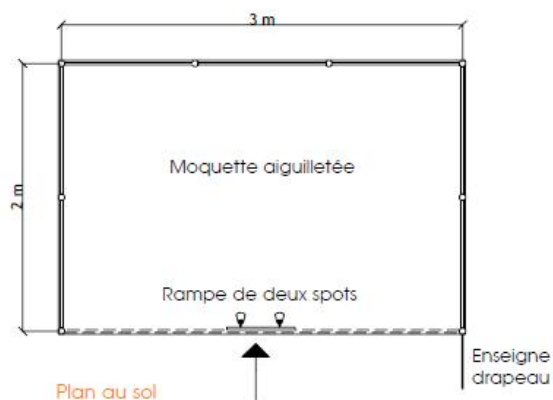
SL Prod

M. Stéphane LOMBARD

Mobile : +33(0)6 17 17 52 77

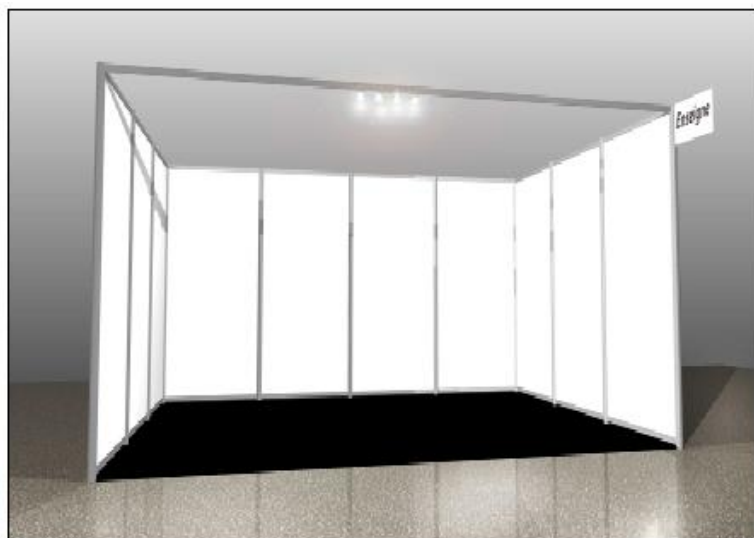
E-mail : steflombard34@gmail.com

Stand équipé 6 m² - 3 faces



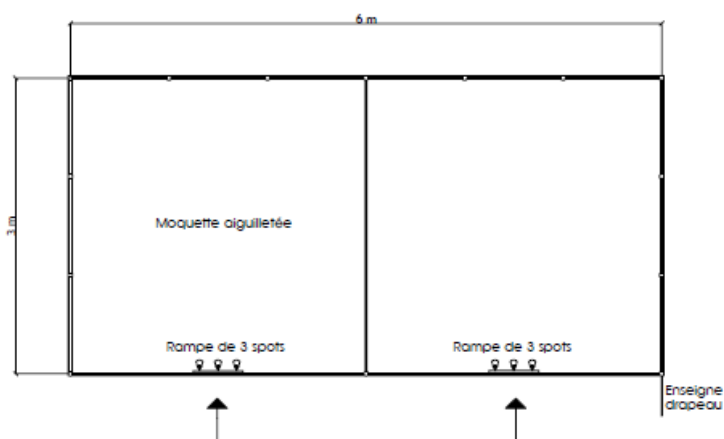
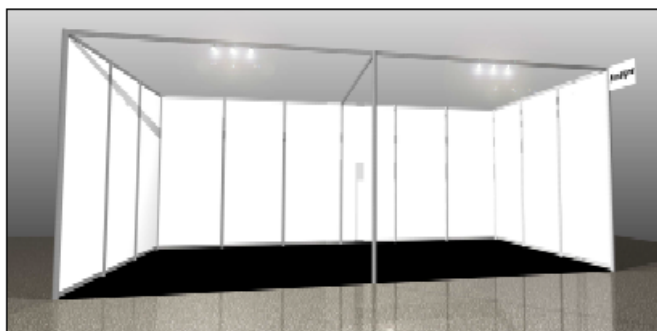
- Cloisons modulaires en mélaminé blanc Ht : 2.50 m
- Moquette noire
- Enseigne exposant 400 x 300 mm
- 1 spot 100 W pour 3m² + Prise PC 16A

Stand équipé 12 m² - 3 faces



- Cloisons modulaires en mélaminé blanc Ht : 2.50 m
- Moquette noire
- Enseigne exposant 400 x 300 mm
- 1 spot 100 W pour 3m² + Prise PC 16A

Stand équipé 18 m² - 3 faces



■ Cloisons modulaires en mélaminé blanc Ht : 2.50 m

■ Moquette noire

■ Enseigne exposant 400 x 300 mm

■ 1 spot 100 W pour 3m² + Prise PC 16A

Plan au sol

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

Direct line. +33(0)5 62 75 99 30

Fax. +33(0)5 62 75 99 39

Contact: Isabelle HELAYEL

Email : isabelle@lignexpo.com

ALL ORDERS MUST BE SUBMITTED BEFORE MARCH 11th, 2018

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

Société				N° de stand	
Contact				Téléphone	
Adresse					
E-mail				Fax	
ARTICLE	VISUEL	REF.	PRIX HTU	QTÉ	TOTAL HT
CHAISE NET		1151	15,00 €		
TABLE COROLLE		80023	60,00 €		
CHAISE ANATOLIE		1150	35,00 €		
TABLE BIANCA		3320	60,00 €		
COMPTOIR NEW-YORK		8550	110,00 €		
TABOURET SLIM		4212	30,00 €		
TABOURET OLSEN		4320	40,00 €		
PRESENTOIR MARINE		4036	55,00 €		
ETAGERE LEO		6300	80,00 €		
VITRINE HT 180 x 50 x 50		850	190,00 €		
VITRINE HT 180 x 100 x 40		860	250,00 €		
COMPTOIR VITRINE HT 96 x 100 x 40		810	180,00 €		
CAVE A VIN REFRIGEREE		1972	650,00€		
REFRIGERATEUR 110 L		2000	75,00€		
REFRIGERATEUR 200 L		1990	90,00€		
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					

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

Lunch :

The lunch area is provided on site on 11 and 12 April 2018.

Coffee breaks:

Complimentary hot and cold beverages will be offered to all the participants on **April 11th and 12th, 2018** from 08.00 am to 11.00 am and from 02.00 pm to 04.00 pm.

Cocktail party:

A cocktail party will be held on **April, 11th at 7.30 pm.**

HOW TO GET THERE?



Bus

Line 11 – Croix du Sud
Lemoine stop, 200 m from the Caveau



Car

5 min by car from the Reims train station
15 min by car from the Champagne-Ardenne train station



Train

Reims, 45 min from Paris and 30 min from Roissy Charles De Gaulle with TGV Est.

2 TGV stations:

* Reims Center TGV station: 8 trains to Paris in 45'

* Reims Champagne-Ardenne TGV Station in Bezannes (5 km from the city center):
3 trains to Paris in 40'

9 links with the national network (Roissy Charles De Gaulle – 30 min, Marne la Vallée – 30 min, Massy – 1h, Strasbourg – 1h50, Nantes - 3h15, Rennes – 3h17, Bordeaux – 4h36, London – 4h10, Lille – 1h34)

TGV information number: Tel - 36 35

To view the time tables please visit www.voyages-sncf.com



Flight

Aéroport Roissy Charles De Gaulle : à 30min en TGV



AIR FRANCE AGREEMENT:

Event: PACK& SPIRIT2018

Event ID: **32142AF**

Valid Departure Dates: **06/04/2018 - 17/04/2018**

Book by: **17/04/2018**

<http://globalmeetings.airfranceklm.com/Search/promoDefault.aspx?vendor=AFR&promocode=32142AF>



Your benefits

- Access to the AIR FRANCE, KLM and partner airline network
- Ticket fares at reduced rates
- Miles earned with the Flying Blue program
- Exclusive fares available 5 days before and 5 days after the event

TAXIS – CAR RENTAL

TAXI			
AID Taxi :	☎ + 33 (0)3 26 82 28 67	Taxi Service :	☎ +33 (0)6 52 09 72 19
Taxis de Reims :	☎ + 33 (0)3 26 47 05 05	Allo Rout' Taxi :	☎ + 33 (0)6 18 51 15 45
CAR RENTAL			
<u>City</u> EUROPCAR 76, bd Lundy 51100 REIMS ☎ +33(0)9 77 40 32 61			
RENT@CAR 28, bd Joffre, Bat 2, 51100 REIMS ☎ +33(0)3 26 77 87 78 Cour Gare SNCF SIXT 8, rue André Pingat, 51100 REIMS ☎ +33(0)3 89 08 61 21		UCAR 350, avenue Laon, 51100 REIMS ☎ +33(0)3 26 07 43 43 ADA 23, rue Marie Dominique Maingot 51100 REIMS ☎ +33 (0)811 69 03 05	

HOTELS

Take advantage of our negotiated rates for your accommodation in Reims.

[Consult online availabilities:](#)



<http://booking-packandspirit.europa-group.com>

ORDER FORM – ELECTRICAL EQUIPMENT

A RENVOYER AVANT 14 MARS 2018 - AU DELA DE CETTE DATE, MAJORATION 30%

AUCUNE COMMANDE NE SERA ACCEPTEE SANS LE REGLEMENT NI APRES LE 3 AVRIL

Name or Company name

Stand Manager Stand name and number.....

Description	Quantity	Hour/ Day	Unit Price excl tax	Amount excl tax
Branchement électrique 16A			115,00 □	
Branchement en 32A)			235,00 □	

Exhibitors' signature and stamp

Date

In.....