

## USEFUL INFORMATION

### BUILD-UP PERIOD

- **DELIVERIES OF STANDS**

BARE stands: from March 22<sup>nd</sup>, 2:00 pm  
EQUIPPED stands: from March 23<sup>rd</sup>, 2:00 pm

- **ACCESS AND TRAFFIC GUIDELINES AROUND PAVILION 4**

Permits are not required during build-up and breakdown for the pedestrians.  
Vehicle access is submitted to the recording on the platform LOGIPASS.  
**Vehicles and lorries are not allowed to enter into the Pavilion.**

- **FREIGHT FORWARDERS AND HANDLING**

Please consult our suppliers' details and order form.

- **EMPTY PACKAGING AND STORAGE**

Each exhibitor is responsible for its empty packaging which must be removed and stored as soon as possible before the opening.

- **SAFETY COMMISSION**

Set up must be finished by the venue of our safety commission. The person in charge of your stand will have to be present on the stand during the inspection.

- **EXHIBITOR BADGES & OFFICIAL CATALOGUE**

The catalogue will be delivered at the entrance of the exhibition.  
You have to pre-order your exhibitor badges on the official website within your exhibitor area and we will send them to you by email.

- **DELIVERY ADDRESS**

**VIPARIS - Parc des Expositions de la Porte de Versailles**

MPV 2020 - Pavillon 4

COMPANY NAME AND STAND NUMBER / CONTACT NAME / TELEPHONE NUMBER

1, Place de la Porte de Versailles

75015 PARIS

FRANCE

**Please note that the organiser will not accept to pick up deliveries for exhibitors.**

## EXHIBITION OPENING HOURS

### ● OPENING HOURS FOR EXHIBITORS

From 8:00 am to 9:00 pm on March 24<sup>th</sup>  
From 8:00 am to 9:00 pm on March 25<sup>th</sup>  
From 8:00 am to 12:00 pm on March 26<sup>th</sup>

### ● OPENING HOURS FOR VISITORS

From 9:30 am to 6:30 pm on March 24<sup>th</sup>  
From 9:30 am to 6:30 pm on March 25<sup>th</sup>  
From 9:30 am to 5:30 pm on March 26<sup>th</sup>

### ● PROSPECTUS AND SURVEYS

Distribution is strictly prohibited outside the stands (except trade agreements made with the direction).

### ● DELIVERIES ON STANDS

From 8:00 am to 9:00 am during the opening time.

*For security reasons the deliveries will have to stop half an hour before the opening of the show.*

## BREAKDOWN PERIOD

In order to reduce the level of traffic, we remind you that the access to Pavilion 4 will only be opened at **6:00 pm on March 26<sup>th</sup>**. Vehicle access is submitted to the recording on the platform LOGIPASS.

All equipment and decorations must be removed from the Pavilion before **March 27<sup>th</sup> at noon**. However, we inform you that the organiser may complete tasks which have not been carried out by the exhibitor within the deadlines, for which the exhibitor accepts all costs and risks. Exhibitor is also responsible for its contractors and suppliers.

### ● CLEANING

Your stand location must be returned into its original condition. Any damage caused (holes, paint, marking...) is strictly forbidden and will be charged to the exhibitor.

We remind you that our cleaning supplier remains at your disposal for any further information concerning skips you may need during breakdown.

Please note that you will be charged if you or your contractor leaves excess waste during build-up and breakdown.

### ● CARETAKING

Please remember that during build-up and breakdown periods, the risk of theft is very high. A general guarding of the exhibition is ensured by the Organiser. However, we ask you to be extra vigilant during this time and try not to leave your stand or belongings unattended.

### ● THEFTS

To benefit under the terms of the insurance, exhibitors should report any incidents to the police within 24 hours. The exhibition insurance requires exhibitors to hand in their original declaration at the Organisers Office on the show or to send it within 3 days to Reed Expositions France (52-54 Quai de Dion Bouton — 92800 Puteaux — France).

#### **POLICE STATION**

250, rue de Vaugirard  
75015 PARIS  
Tel: +33 (0)1 53 68 81 81

As part of living insurance, thank you Commissioner General to submit to your original complaint or contact within 3 days:

**Reed Expositions France**  
52-54 quai de DION BOUTON - 92800 PUTEAUX