



PRINT
IN PROGRESS

THE CREATIVE INDUSTRIES SHOWROOM

PARIS EVENT CENTER
HALL B
PTE DE LA VILLETTE
10 / 11 OCTOBER 2018

EXHIBITOR'S GUIDE

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ACCESS & SCHEDULE

PARIS EVENT CENTER
 20 avenue de la Porte de la Villette
 75019 PARIS



MORE INFORMATION ON WWW.PRINTINPROGRESS.FR/EN

Tramway T3B - Porte de La Villette
 - Cité des sciences et de l'industrie station

Métro line 7 - Porte de la Villette station (4bis exit)

Bus line 150 - Magenta station

Boulevard Périphérique - Porte de la Villette way out

	MONDAY 8 TH OCTOBER	TUESDAY 9 TH OCTOBER	WEDNESDAY 10 TH OCTOBER	THURSDAY 11 TH OCTOBER	FRIDAY 12 TH OCTOBER
7:00 AM		7:00 AM			
8:00 AM	8:00 AM		8:00 AM	8:00 AM	OVERNIGHT DISMANTLING
9:00 AM			ARRIVAL OF THE EXHIBITORS	ARRIVAL OF THE EXHIBITORS	
10:00 AM		SETTING-UP: BARE STAND	9:30 AM	9:30 AM	2:00 PM DISMANTLING END MATERIAL REMOVE END
11:00 AM					
12:00 PM					
1:00 PM	SETTING UP: BARE STAND RECEIPT OF EXHIBITORS PACKAGES		TRADE SHOW	TRADE SHOW	
2:00 PM		2:00 PM			
3:00 PM					
4:00 PM		ARRIVAL OF SHELL SCHEME EXHIBITORS			
5:00 PM			6:00 PM		
6:00 PM					
7:00 PM				6:00 PM DISMANTLING	
8:00 PM					
9:00 PM					
10:00 PM				7:30 PM ACCESS FOR FORKLIFT AND AERIAL BUCKETS	
11:00 PM					
12:00 AM	12:00 AM	12:00 AM END OF SETTING-UP			



GENERAL RULES

ASSEMBLING

- It is strictly prohibited to drill, screw, nail or stick anything into the walls, cladding, pillars or floors of the hall. The hall walls cannot be solicited to support any construction.
- If you have a common wall with a neighbor, the back of this wall must be clean, no logo out of respect for your neighbor. The Logistics department reserves the right of requiring the modification of the walls before and during the exhibition if those conditions are not respected.

SUSPENSIONS / SLINGING

Any suspension project or sling point request must be forwarded to the logistic service for feasibility study. Thank you for sharing the weight of your structure.

COMPRESSED AIR

For any needs in compressed air, the organization proposes individual compressors, thank you to make your request by email to the logistic service which will establish you a specific quotation.

ELECTRICAL INSTALLATION FOR YOUR STAND

The exhibitor is responsible for himself and his service providers, of the electrical connections on his stand. The electrical box must be accessible all the times.

Only electrical boxes provided by the exhibition's center are allowed on the show.

It is the exhibitor's responsibility to provide the necessary equipment to connect to the center facilities. **It is strictly forbidden to use the technical gutters of the hall for the passage of electrical cables from the stands.** The power consumption is included in the price of the rental of the box from the first day of assembly until the last day of disassembly. The organizer reserves the right of invoicing any unjustified electricity consumption during the nights.

FLOOR LOAD

The floor load supported in the halls is 3 T / m².

DISMANTLING

WARNING: For security reasons, the pallet trucks will be allowed from 18:30pm and the forklifts from 19:30pm only.

Your stand must be returned in the initial state, that is to say without waste. The damage noted may be invoiced to the exhibitor (who is responsible for its suppliers).

We are tenants of the halls until Friday, October 12th at 2pm. Beyond this time, the remaining pallets / boxes / crates will be discarded and a rental fee will be invoiced to any non-evacuated booth.

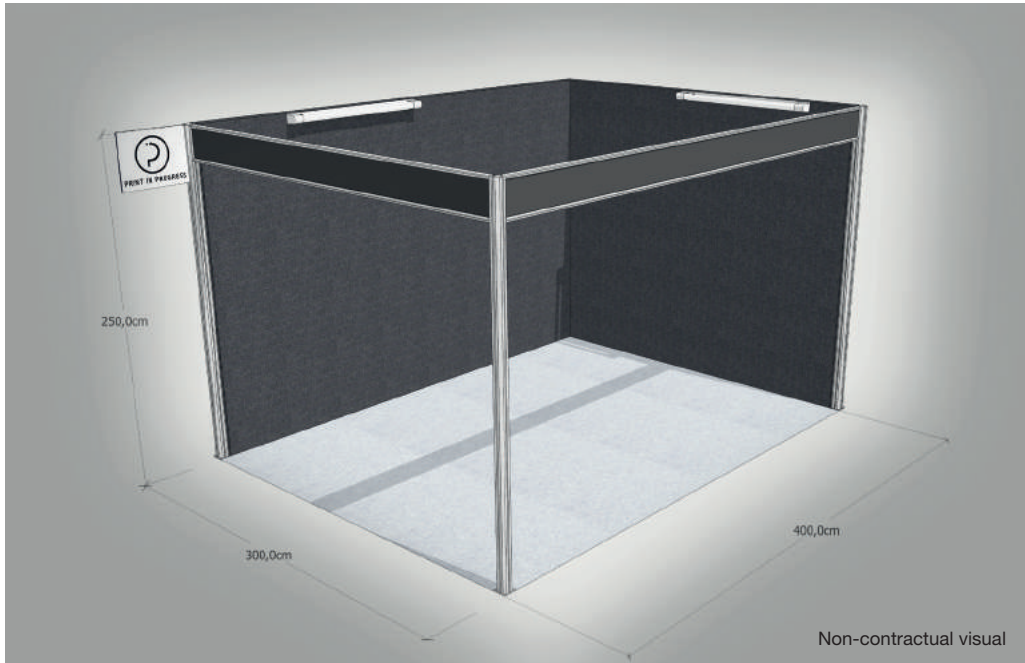
OUR OFFICIAL PROVIDERS

SERVICES	COMPANY	CONTACT	ORDER FORM / DEDICATED SITE
FURNITURE	CAMERUS	exposant@camerus.fr +33 (0) 1 57 14 25 25	CAMERUS WEBSITE
TRANSPORT / HANDLING	ESI GROUP	emmanuel.pitchelu@group-esi.com +33 (0) 1 30 11 93 46	PURCHASE ORDER
AUDIO-VISUAL	LIGHT EVENT	clement.goubert@gl-events.com	PURCHASE ORDER
MANDATORY CERTIFICATE OF SECURITY	AFS SÉCURITÉ	sps@afsconseils.fr	CERTIFICATE OF SECURITY INFORMATION NOTICE



SHELL SCHEME STANDS

Exemple of a stand of 12m²



The shell scheme stands will be delivered on October 9th for 2pm

INCLUDED SERVICES

- Partition walls 2,5m high with grey brushed cotton
- Grey carpet
- Electrical box 3Kw / 4 single-phase plugs
- LED bars*
- 1 lag sign with your logo
- 1 parking card
- Cleaning of your stand before the opening
- Non-private Wi i connection on your stand
- 1 badge reader app, [to order](#)

TO TRANSMIT IMPERATIVELY

- Position of your electrical box, [here](#)
- HQ logo (vectorised)
- List of your exhibitor badges

→ **NEW:** You want to customise your stand for example printed canvas your partitions. Contact the logistics departement directly ~~for a~~ **specific quote.**

Wearing safety shoes (reinforced toe caps + antiperforationsoles) is obligatory for anyone who enters on site during the setting up (**from Monday, October 8th during all day until Tuesday, October 9th, midnight**) and the dismantling (**Thursday, October 11th from 6pm until Friday, October 12th, 2pm**).

* BARS LED REPARTITION

BOOTH DIMENSIONS	NUMBER OF BARS
12m ² to 15m ²	2
16m ² to 23m ²	3
24m ² to 30m ²	4
30m ² to 36m ²	5

All technical orders must be done by September 14th, 2018

Beyond this date:

15% surcharge will be applied to all orders.

20% surcharge will be applied for all orders during the setting up.



CORNERS STANDS START-UP 9M²

The shell scheme stands will be delivered on October 9th for 2pm

INCLUDED SERVICES

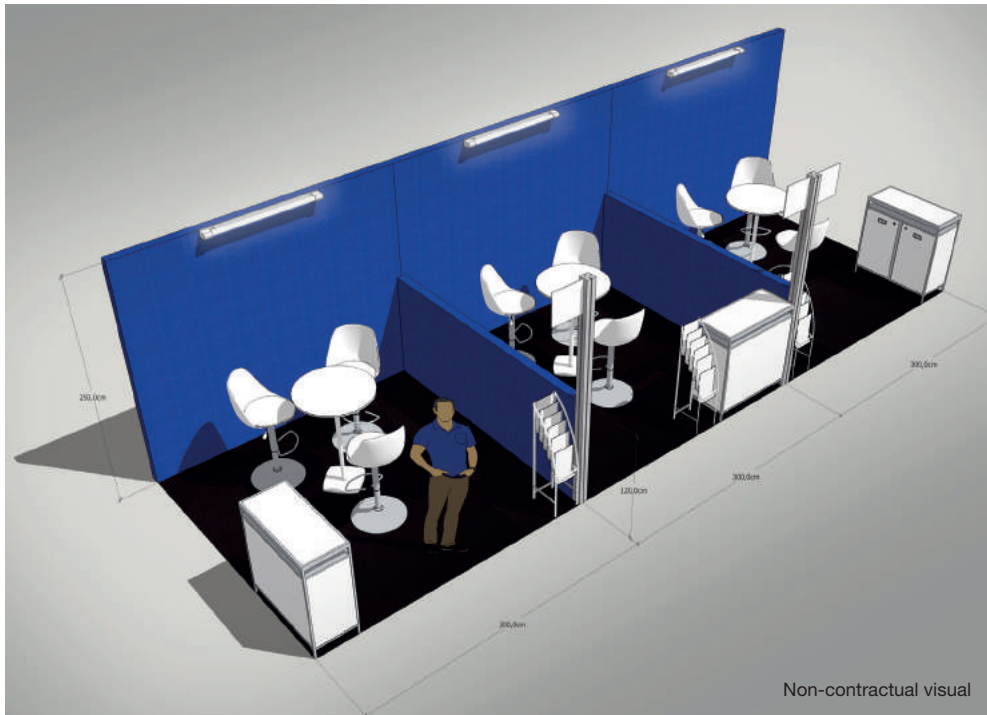
- Partition walls 2,5m high with navy blue brushed cotton
- Black carpet
- 3 single-phase plugs in the corner of the booth
- 1 LED bar
- 1 lag sign with your logo
- 1 parking card
- Cleaning of your stand before the opening
- Non-private Wi i connection on your stand
- 1 badge reader app, [to order](#)

TO TRANSMIT IMPERATIVELY

- HQ logo (vectorised)
- List of your exhibitor badges

→ **NEW:** You want to customise your stand for example printed canvas your partitions. Contact the logistics departement directly [for a quote](#).

Wearing safety shoes (reinforced toe caps + antiperforationsoles) is obligatory for anyone who enters on site during the setting up (from Monday, October 8th during all day until Tuesday, October 9th, midnight) and the dismantling (Thursday, October 11th from 6pm until Friday, October 12th, 2pm).



All technical orders must be done by September 14th, 2018
Beyond this date:
15% surcharge will be applied to all orders.
20% surcharge will be applied for all orders during the setting up.



BARE STANDS

CONSTRUCTION RULES

CONSTRUCTION HEIGHT

All constructions should not overpass 5,50m high.

HANGING UP HEIGHT

The maximum height of hanging points is set at 6,50m.

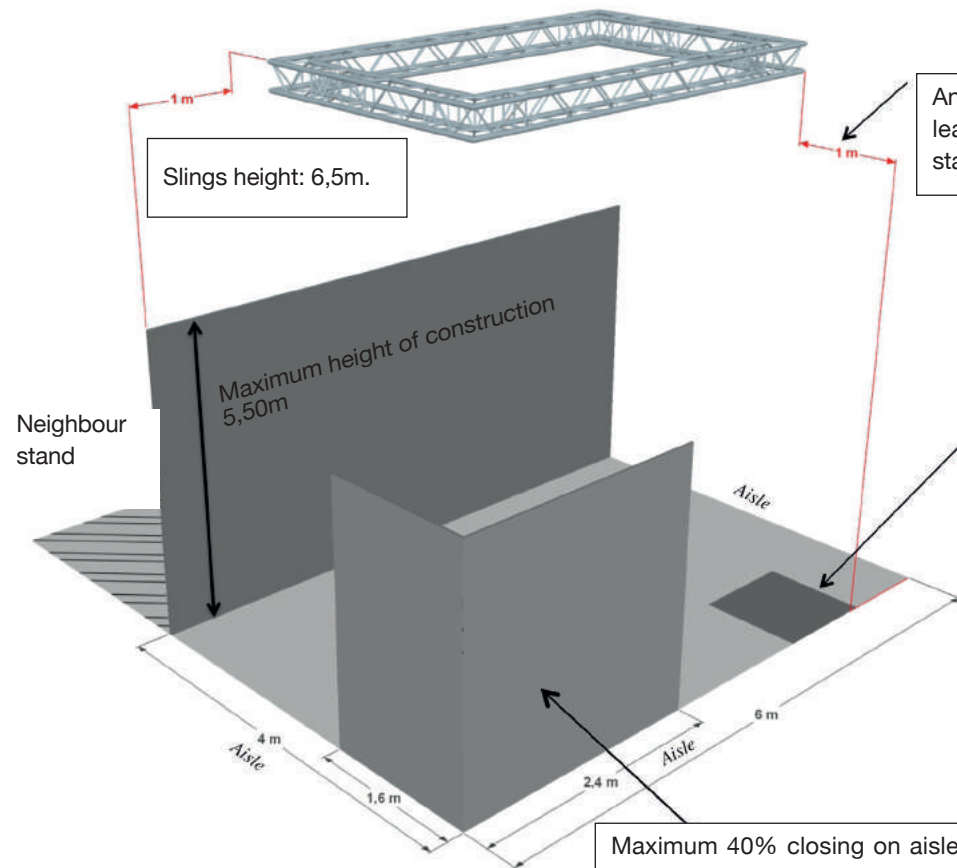
All sling request must be sent quickly to the logistics department: logistic@printinprogress.fr. Please specify the weight of your structure.

SERVICES INCLUDED

- Ground marking
- Grey or blue or red carpet
- 1 parking card
- Cleaning of the floor of your stand before the opening: except if you bring your own carpet or flooring
- Non-private Wifi connection on your stand
- 1 badge reader app, [to order](#)

TO TRANSMIT IMPERATIVELY

- Position of your ordered services (electricity, water, compressed air) [here](#)
- 3D side view plan of your stand project for logistics department validation
- Your stand builder contact information, if you have one, [here](#)
- List of your exhibitor badges



Wearing safety shoes (reinforced toe caps + antiperforationsoles) is obligatory for anyone who enters on site during the setting up (from Monday, October 8th during all day until Tuesday, October 9th, midnight) and the dismantling (Thursday, October 11th from 6pm until Friday, October 12th, 2pm). For all people working from elevated platforms and any task presenting a risk, wearing a hard hat is compulsory.

Any suspension (truss or signage) must leave 1 meter from the edges of the stand.

Access ramp mandatory for stands with technical floors measuring more than 2cm high.

Maximum 40% closing on aisle sides. We can allow more if the panels are low (1,20m maximum) or made of glass.

The technical stand layout must be approved by the logistic department (before the 14th of September 2018 non expandable). After this date, if we have not received any information, layout or project from the exhibitor, the logistics department will have the right to modify or restructure the setting-up. logistic@printinprogress.fr

All technical orders must be done by September 14th, 2018
Beyond this date:
15% surcharge will be applied to all orders.
20% surcharge will be applied for all orders during the setting up.



FURTHER INFORMATION

DELIVERY & STORAGE

On-site deliveries are permitted **from Monday, October 8th from 8:00 am.**

The organization provides not guarded storage space for all exhibitors. If you need a transport service or handling on your stand there are two possible cases:

- Your driver is autonomous and he delivers directly to your booth.
- He is not autonomous and you need this service: thank you to contact our official provider **ESI GROUP** so he will establish a corresponding quote.

We suggest you to receive your deliveries, for this you must send back the delivery form (on page 8) **before October 1st**, your boxes must be clearly labeled. We cannot be held responsible for the condition of your packages upon receipt.

INSURANCE

The exhibitor is free to subscribe to a complementary insurance for his stand either through his own insurer or by that of the organization by completing the COPARCO form below.

PARKING

You have a parking card included, if you have additional needs thank you to contact the logistics service by mail.

OUR OFFICIAL PROVIDERS

SERVICES	COMPANY	CONTACT	ORDER FORM / DEDICATED SITE
CATERING	RIEM BECKER <i>(SOLE PROVIDER AUTHORIZED ON SITE)</i>	AVA MARZOLF ava.marzolf@riembecker.fr Tél. +33 1 45 15 06 27	
COMPLEMENTARY INSURANCE	COPARCO	INFORMATION FOR POLICY	COMPLEMENTARY FORM
BADGE READER APP 1 INCLUDED, TO ORDER	EVENT MAKER	INFORMATION NOTICE	ORDER WEBSITE

DELIVERY FORM



To be return before the 1st of October 2018

logistic@printinprogress.fr

Company:

Stand Number:

Freight agent + shipment's tracking number:

Packing (Quantity of packs / weight / volume):

Delivery date:

Date of recovery:

Person to contact in case of problem:

DELIVERY ADDRESS:

Please fill in all the following information on the shipping label:

Salon PRINT IN PROGRESS

Your company name and your stand number

Phone number to contact you

PARIS EVENT CENTER

20 Avenue de la Porte de la Villette - 75019 PARIS - FRANCE

REMINDER:

The organizer provides free limited storage space from Monday, October 8th, 8am.

The handling of packages remains at your expense or your carrier.

LIABILITY RELEASE

I,, completely understand and release from any liability the organizer in case of any damage on the packages.

Date :

Signature :



YOUR STAND BUILDER CONTACT INFORMATION

This form must be sent before September 14th, 2018 to
logistic@printinprogress.fr

Name and stand number:

Company name of the stand builder:

Name of the person in charge of the construction:

Phone number:

Email address:

What should be invoiced to the stand builder?

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Invoicing information (if the stand builder needs to be invoiced):.....

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