

## **EXHIBITOR GUIDE**

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## GETTING STARTED

### THREE KEY RESOURCES TO PREPARE YOUR TIME AT THE EXHIBITION:

#### ① THE EXHIBITOR GUIDE, INCLUDING ALL THE INFORMATION YOU NEED TO PREPARE YOUR TIME AT THE EXHIBITION.

This document will help you organise all the steps involved in being part of the exhibition.  
It's freely available as a download from your Exhibitor Space homepage. Don't hesitate to pass it on to your stand installer/decorator.

#### ② THE ONLINE EXHIBITOR SERVICE: HELPING YOU ORGANISE YOUR STAND.

Log in to your exhibitor space to access the online store:

- ✓ View your stand plan and get your documentation validated.
- ✓ Order services (furniture, cleaning, electrical cabinet, etc.) via the online store no later than midnight on Friday 27 May.  
(NB: after 8am on Friday 13 May, a 15% surcharge will be payable for technical services).  
If you have any questions, please call +33 (0)1 75 43 66 83.

#### ③ EXHIBITOR SPACE, FOR YOU TO COMMUNICATE ABOUT YOUR INVOLVEMENT.

Log on to your exhibitor space devoted to your PR:

- ✓ Specify the name of your company (deadline: 2 May)
- ✓ Collect your exhibitor passes
- ✓ Take part in the Innovation Awards
- ✓ Complete your catalogue page
- ✓ ...and more!

NEW

**IMPORTANT!**  
**NEW!**

## Two separate spaces, both private, to manage your involvement

### FEATURES

#### 'Formalities and online store' exhibitor

- Send off plans for validation.
- Sign your insurance declaration.
- Validate the stand layout (for fitted stands).
- Place additional orders (site watch, stores, electricity units, food, etc.)

#### 'PR' exhibitor space

- Specify your company name.
- Complete your catalogue page (and help raise your profile!)
- Get your exhibitor passes.
- Review all Exhibitor Memos.
- Download your PR kit.

### HOW TO LOG IN

You'll be receiving an automatic login link (to the address specified on your order form) to connect directly to the platform. Check your spam folders if necessary!

Amy Pouye will be sending you an email with your password.

Check your spam folders if necessary!

### WHO TO CONTACT

*Lost your login details? Need information about a product? Want to register your stand installer?*

Gautier Laudy  
[gautier@service-exposant.com](mailto:gautier@service-exposant.com)

+33 (0)1 75 43 66 83

Your dedicated contact:

Amy Pouye  
+33 (0)7 85 17 54 28  
[amy.pouye@gietransport.com](mailto:amy.pouye@gietransport.com)

## EXHIBITOR GUIDE

### PRACTICAL DETAILS

## 2 PRACTICAL DETAILS

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### YOUR CONTACTS

#### ORGANISERS

##### Management

##### Sales and partnerships

##### Communications

GIE Objectif transport public

38, rue des Bourdonnais

75001 Paris – France

Tel +33 (0)1 48 74 04 82

[eumo@gietransport.com](mailto:eumo@gietransport.com)

Stéphanie Comère

[stephanie.comere@gietransport.com](mailto:stephanie.comere@gietransport.com)

Tel +33 (0)1 48 74 04 82

Sabrina Bendris

[sabrina.bendris@gietransport.com](mailto:sabrina.bendris@gietransport.com)

Tel +33 (0)6 43 30 99 59

Amy Pouye

[amy.pouye@gietransport.com](mailto:amy.pouye@gietransport.com)

Tel +33 (0)7 85 17 54 28

Laetitia Castioni // [laetitia.castioni@gietransport.com](mailto:laetitia.castioni@gietransport.com)

Tel +33 (0)1 48 74 04 82

Corinne Nicolas // [corinne.nicolas@gietransport.com](mailto:corinne.nicolas@gietransport.com) Tel

+33 (0)1 55 76 62 28

#### TECHNICAL INSTALLATION

(insurance, plan approval, etc.)

#### Management of DISPLAY

#### VEHICLES and the Club des villes et territoires cyclables (CVTC) space

#### SAFETY

(Safety regulations, declarations of equipment in use)

#### Les Clés de l'Événement

26, Rue Savier

92240 Malakoff – France

Bruno McKay

Tel +33 (0)6 86 28 45

[bruno@lescledeslevenement.fr](mailto:bruno@lescledeslevenement.fr)

#### Cabinet Guéret – Jean-Paul Guéret

Tel +33 (0)6 58 39 00 01

[gueret@cab-gueret.fr](mailto:gueret@cab-gueret.fr)

Coordinator: **DÖT – Martin Jouet**

Tel +33 (0)1 46 05 17 85 – [sps@d-o-t.fr](mailto:sps@d-o-t.fr)

#### FITTED STANDS & ONLINE STORE ORDERS

#### Expose

+Gautier Laudy // [gautier@service-exposant.com](mailto:gautier@service-exposant.com)

+33 (0)1 75 43 66 83

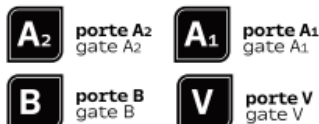
### VENUE & ACCESS

The exhibition is at the PARIS EXPO – PORTE DE VERSAILLES exhibition centre.  
1 place de la Porte de Versailles  
75015 PARIS



#### ACCÈS - ACCESS

##### entrées piétonnes - pedestrian entrances



##### transports - transports



#### SERVICES SUR LE SITE - SERVICES



##### hub des services

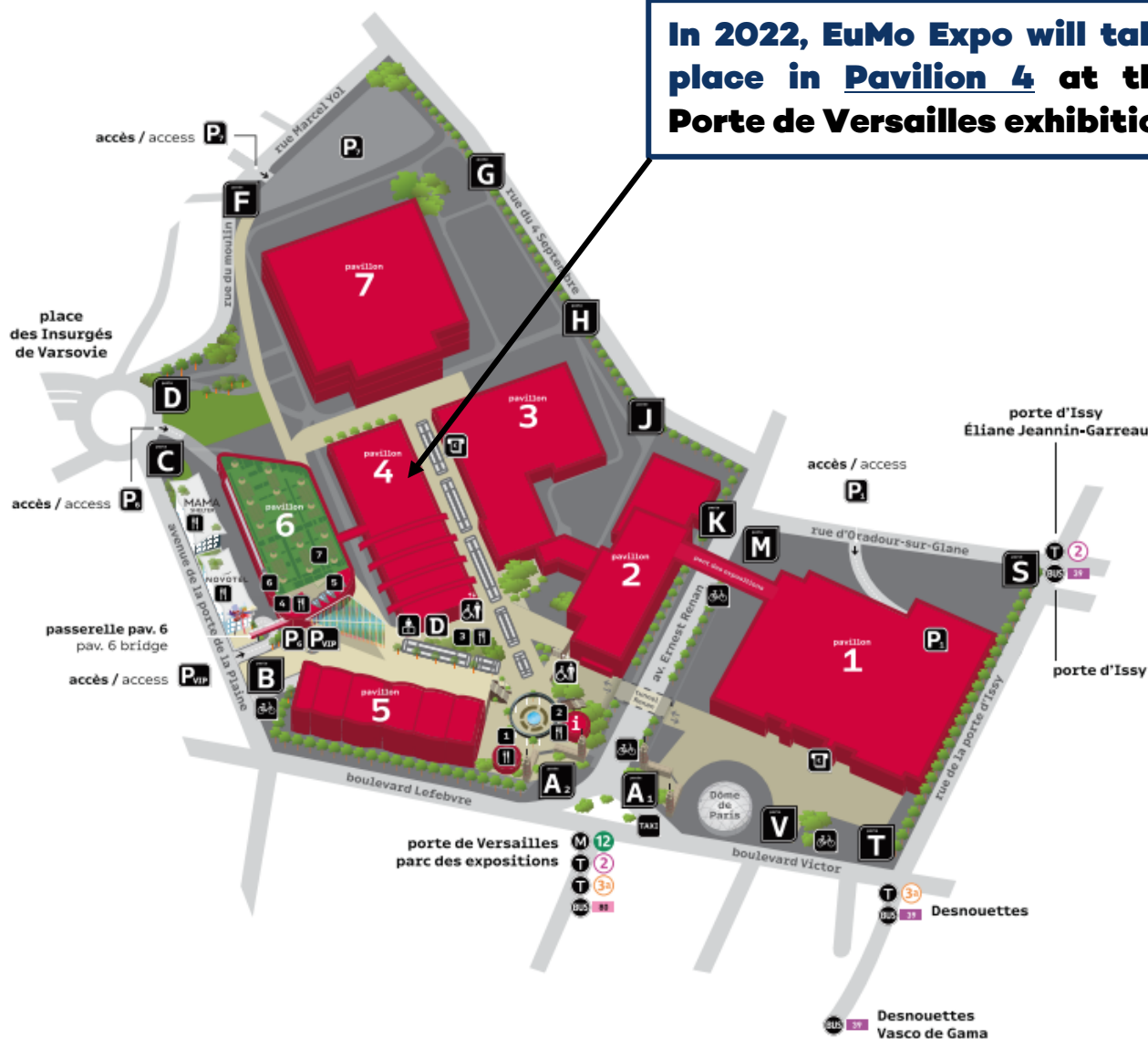


##### restauration et hôtels food and drink / accommodation



### CHANGE OF PAVILION

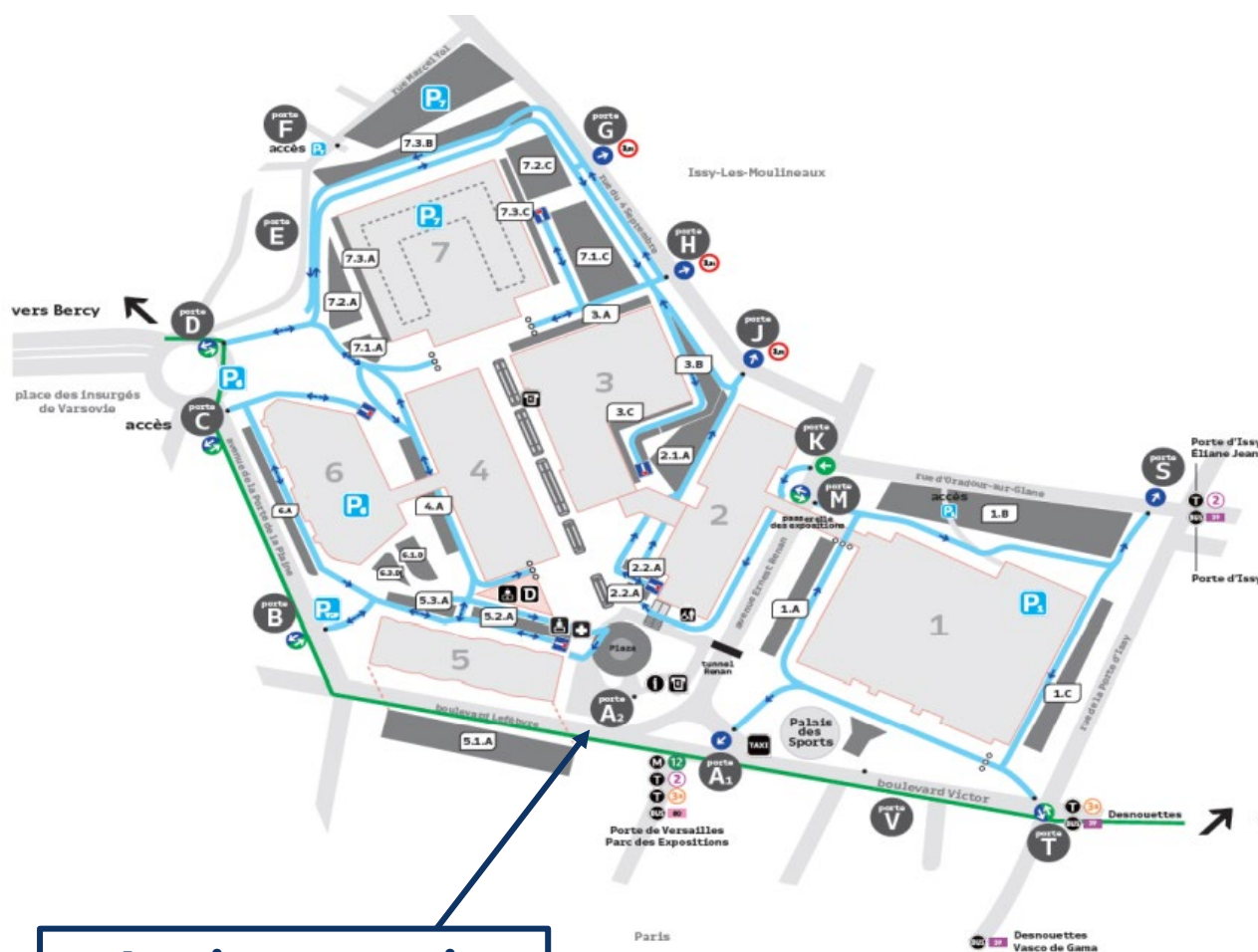
**In 2022, EuMo Expo will take place in Pavilion 4 at the Porte de Versailles exhibition**





## ACCESS DURING SET-UP, BREAK-DOWN, AND OPERATION

### PEDESTRIAN ACCESS TO THE SITE ▼



**Pedestrian access via  
Gate A2 only**



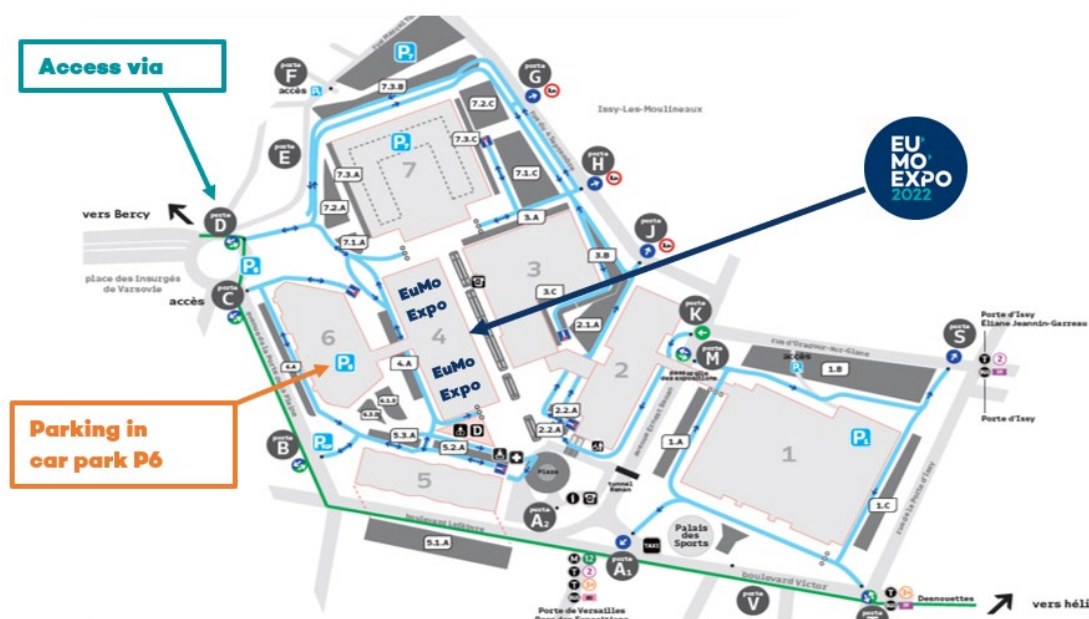
Please be advised that personal protective equipment and safety shoes must be worn during set-up and break-down of your stand.



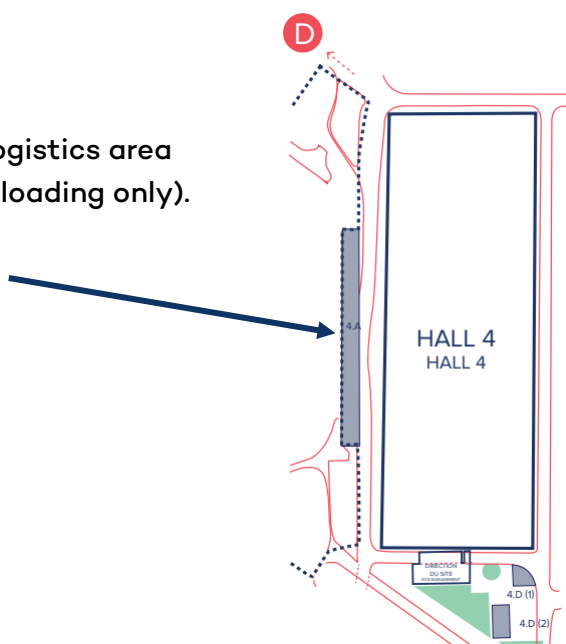
### ACCESS DURING SET-UP, BREAK-DOWN, AND OPERATION

#### MOTOR VEHICLE ACCESS TO THE SITE ▼

On set-up and break-down days and for deliveries during operation, access is via Gate D (for LCVs and HGVs): park in car park P6. Note: access to the site requires prior registration on the Viparis Logipass platform (*details in the Exhibitor Guide to follow*).



Short-stay logistics area  
(loading & unloading only).





*logipass*

**Note: access to the site requires prior registration on the Viparis Logipass platform.**

**You must register beforehand! To do so, use the following link:**

**<https://logipass.viparis.com/#>**

- Passes sent by email following your registration on Logipass will be for vehicles, not for individuals or companies. You will need as many passes as you have vehicles (for staff, contractors, and carriers).
- The pass is free and does not provide access to exhibitor parking, which is mandatory and for which charges apply during exhibition opening hours.

Once you have your pass, place the printed access pass on your windscreen to facilitate access controls at the gates. **Vehicles without the appropriate pass will not be admitted to the exhibition site.**

**Please pass on this information to companies and/or speakers coming to the Exhibition.**

For any further enquiries, please contact Viparis: +33 (0)1 40 68 11 30 or [infos-exposants@viparis.com](mailto:infos-exposants@viparis.com)

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## General Viparis parking rules

### DELIVERIES DURING THE EXHIBITION

- Deliveries must be completed in less than 1 hour.
- They must be booked using LOGIPASS and will automatically be confirmed for time slots prior to the site opening to the public.
- All other requests are subject to approval (ask at Exhibitor Reception on site if needs be).

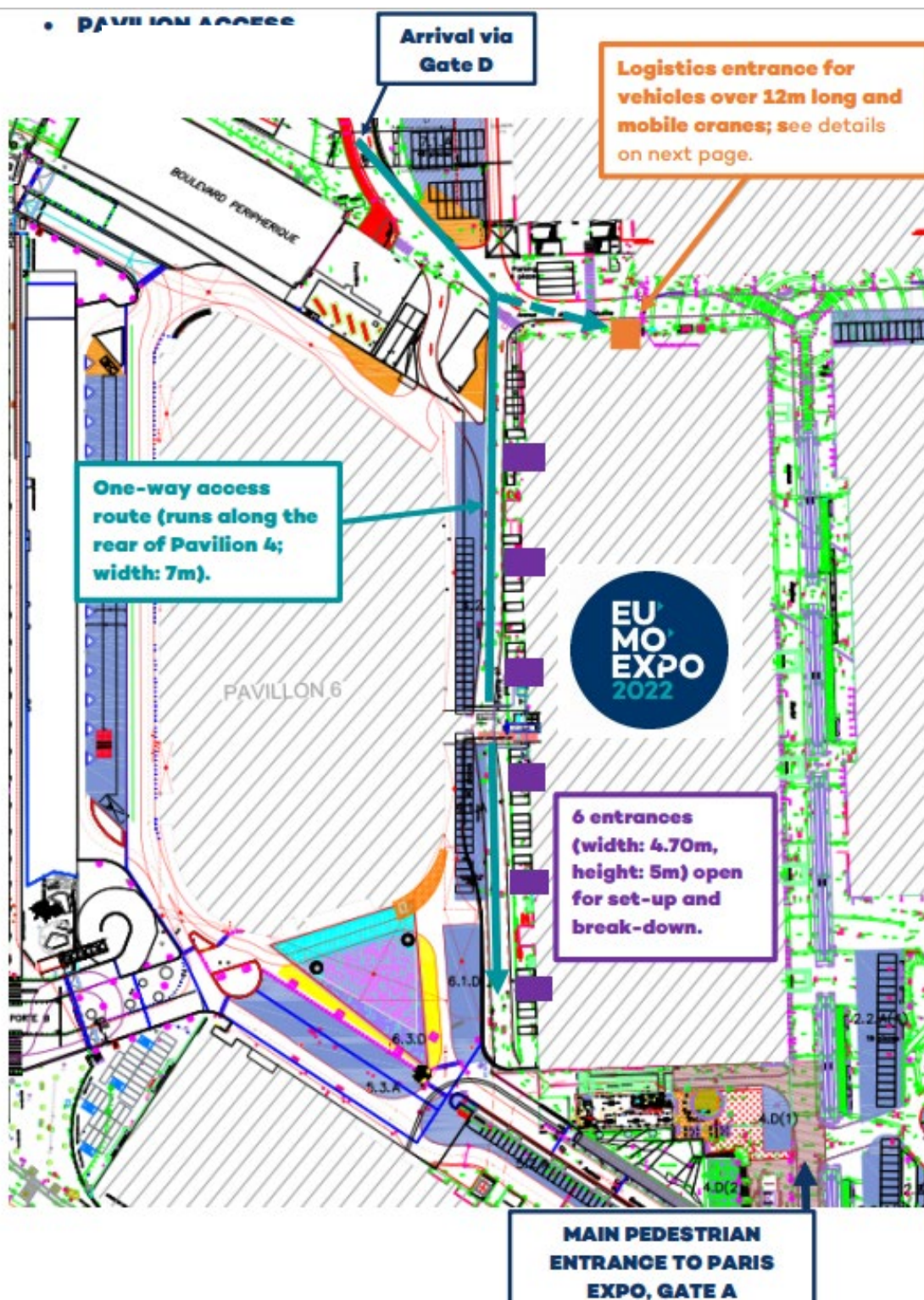
### PARKING:

- Parking is available free of charge for set-up from 6am to 11pm up until the day before the event opens.
- Light vehicles (under 1m90 in height) will be directed to free parking. From there they can come alongside pavilions to unload, then return to the free parking area.
- The heliport parking area will also be free of charge for LCVs and HGVs during set-up and break-down.
- During the exhibition period, the exhibitor and visitor car parks will be open from 8am to 11pm.

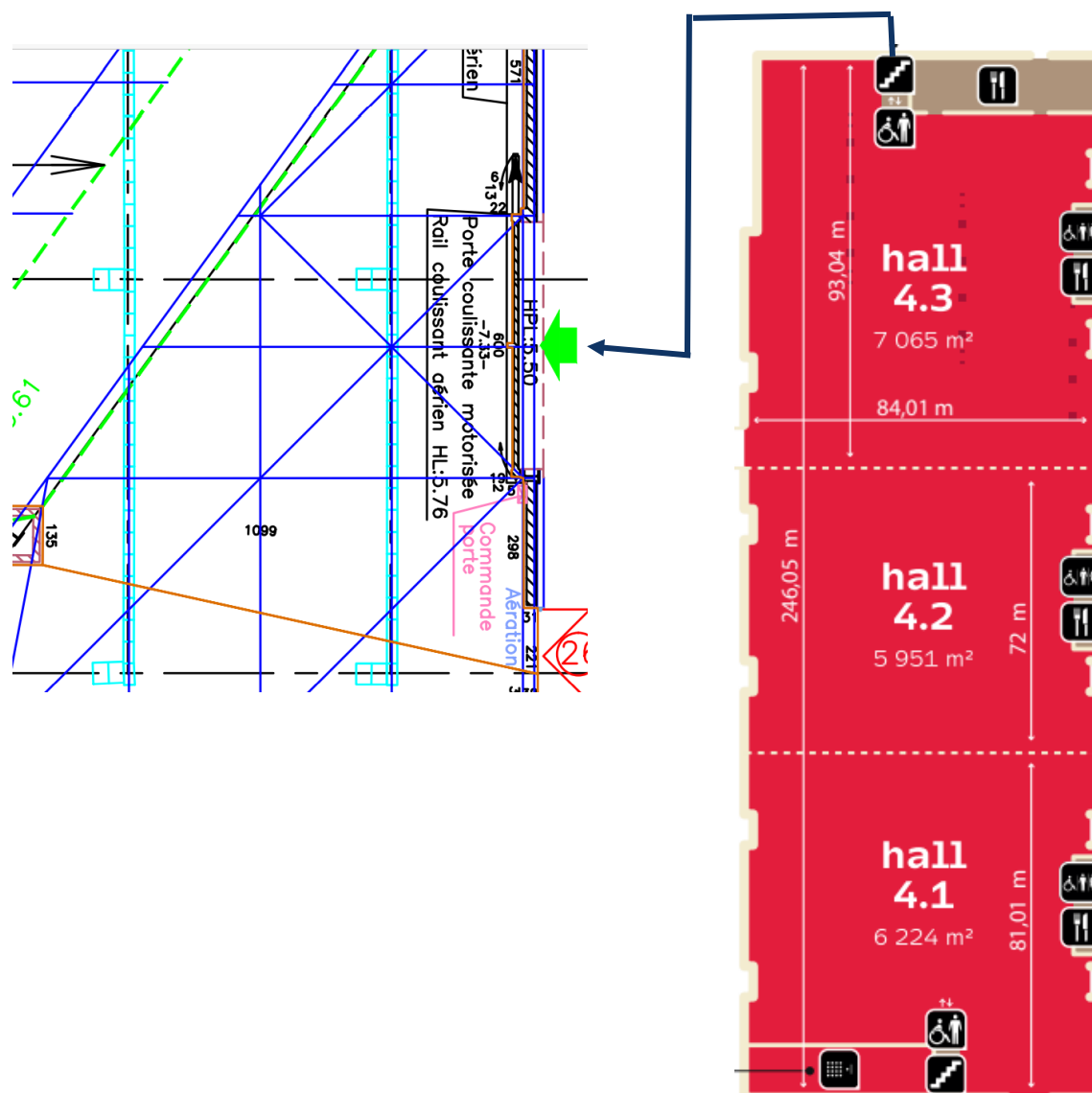
### BREAK-DOWN:

- Vehicles under 3.5t will be allowed to enter once the exhibition has closed to the public.
- Other vehicles will be allowed in 2 hours after the exhibition has closed to the public.

### ACCESS TO PAVILION 4 ▼



The logistics entrance located in Pavilion 4.3 will be open for set-up and break-down.  
Width: 6m, height: 5.50m.





### ACCESS TO THE PAVILION DURING OPERATION ▼

All individuals must be in possession of a EuMo 2022 exhibitor pass to be allowed access to the exhibition halls. Exhibitor Passes are issued proportionally to the size of your stand:

- 9m<sup>2</sup>-18m<sup>2</sup>                      7 passes
- 27m<sup>2</sup>-149m<sup>2</sup>                    15 passes
- 150m<sup>2</sup> or more                   40 passes



**You must add a first name and surname to each pass, download it, and print it off. You can do this from early May onwards via your PR Exhibitor Space.**

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### TIMES: SET-UP, BREAK-DOWN, AND OPERATION

### SET-UP DATES AND TIMES ▼

	Arrival of display vehicles	Delivery of bare surface and installation	Delivery of fitted spaces
<b>SET-UP</b>			
Friday 3 June	3pm-8pm	4pm-8pm	-
Saturday 4 June	8am-8pm	8am-8pm	-
Sunday 5 June	8am-8pm	8am-8pm	-
Monday 6 June 2022 (Whit Monday)	-	8am-8pm	11am-8pm

### OPENING AND CLOSING DATES AND TIMES ▼

	Open for exhibitors	Open to visitors	Closed to visitors	Closed for exhibitors
Tuesday 7 June	7.30am	9am	6.30pm	7pm
Wednesday 8 June	8am	9am	6.30pm	7pm
Thursday 9 June	8am	9am	6pm	Midnight

For security reasons, on days when the exhibition is open to visitors access to the pavilion will be via the main entrance only. No other entrance will be open. Any person wishing to gain access to the pavilion must present their pass.

### BREAK-DOWN DATES AND TIMES ▼

Thursday 9 June	6pm-midnight
Friday 10 June	8am-10pm
Saturday 11 June	8am-12 noon

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- Stands may not be broken down before the end of the exhibition, i.e. not before 6pm on **Thursday 9 June**.
- **Display vehicles may be removed as of 7pm on Thursday 19 June.**

## DELIVERIES

#### Access to the site for deliveries:

**Paris ring road (anticlockwise) >>** we recommend taking the Porte Brancion exit and following the usual road signs.

**Paris ring road (clockwise) >>** we recommend taking the PORTE DE LA PLAINE exit and following the usual road signs.

- Exhibitors or their representatives must arrange shipping, transport, and receipt of their packages, as well as inspection of their contents on arrival. If the exhibitor (or their representative) is not present to take delivery on the exhibition site:

## PRACTICAL DETAILS

- The organisers may not be held liable for any loss or damage of all or part of any delivery.
- All packages must be opened on arrival and the empty packaging disposed of outside the exhibition premises by the exhibitor or their transport provider, before 9am on Tuesday 7 June, 2022. The organisers reserve the right to take any measures necessary to ensure this is done, at the exhibitor's expense and liability.
- During the set-up and break-down periods, exhibitors must not obstruct aisles or access routes. On no account must they inconvenience their neighbours.

Address for goods deliveries to the exhibition:

EUMO 2022  
VIPARIS – Parc des Expositions  
**Your company name**  
**Hall 4 / your stand number**  
Place de la Porte de Versailles  
75015 PARIS// FRANCE



When the exhibition is open, for safety reasons please arrange deliveries in the mornings whenever possible. Make sure someone is present at your stand to receive the delivery, and don't forget to give the delivery company your pavilion and stand number.

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## EXHIBITOR RECEPTION

**Exhibitor Reception is located in Pavilion 4.** This office will deal with your needs as regards orders of furniture, consumables, etc.

	Set-up	Exhibition opening hours
<b>Friday 3 June</b>	Exhibitor Reception contact details: +33 (0)1 75 43 66 82	
<b>Saturday 4 June</b>	8am-8pm	
<b>Sunday 5 June</b>	8am-8pm	
<b>Monday 6 June</b>	8am-8pm	
<b>Tuesday 7 June</b>	<b>7.30am-12 noon</b>	
<b>Wednesday 8 June</b>		Contact Exhibitor Reception: +33 (0)1 75 43 66 82
<b>Thursday 9 June</b>		Contact Exhibitor Reception: +33 (0)1 75 43 66 82



**CLEANING, MAKING GOOD, WASTE SORTING**

**STAND CLEANING ▼**

Waste sorting points will be put in place throughout the exhibition to facilitate recycling. Please also ensure you organise waste sorting on your stand:

- cardboard, plastic, cans (yellow bags in aisles),
- glass (green bags given out on first day),
- other waste (clear bags).

Daily cleaning of pre-fitted stands (dustbins emptied and carpets vacuum cleaned) is provided every evening.

If you have additional requirements, you may make specific requests via your Exhibitor Space (online store).

**CLEAN-UP AFTER BREAK-DOWN ▼**

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The exhibition cleaning providers are available at Exhibitor Reception to provide you with a quote for removal of your materials and waste to skips.

- All stands, equipment, and waste of all kinds (adhesives, carpets, etc.) must be removed.
- Exhibitors are committed to having all their waste removed and processed pursuant to regulations in force.
- At the end of the break-down period, the organisers may take any measures they deem necessary, at the expense and liability of the exhibitor, to remove any materials and waste left on site and destroy any structures and decorations of any nature whatsoever that have not been removed.

If you use the services of a decorator, make sure that their estimate specifically includes waste removal.

Exhibitors and their stand installer (where applicable) are responsible for all waste generated by their stand. The organisers reserve the right to charge for any waste remaining on site.

If needs be, you can hire waste removal skips. This service can be ordered via your Exhibitor Space (online store).



If you use the services of a decorator, make sure that their estimate specifically includes waste removal.

## **SITE WATCH AND STAND SECURITY**

### **STAND SECURITY ▼**

- General site watch is provided by the organisers at the official entrance to the exhibition on a professional basis, however this is a 'best effort undertaking'.
- Car parks are unattended: any valuables left inside vehicles must be left hidden to avoid attracting unwanted attention.
- Exhibitors wishing to deploy specific stand security must order it from the exhibition's online store. For security reasons, only the exclusive provider is authorised to operate stand security when the exhibition is closed.
- Exhibitors are responsible for all such operations relating to their stand and must take all appropriate measures to protect their equipment; this must be removed every evening at closing time if no specific stand security has been ordered.
- The stand store rooms do not constitute secure premises.



If you need specific stand security (day and night watch), you must use the provider chosen by the organisers: they provide fully professional services and assurances in line with the venue's requirements. To order this service, use the Exhibitor Space [online store](#).

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### **THEFT PREVENTION ▼**

Due to increasing instances of theft during set-up, opening, and break-down periods, exhibitors must observe some basic rules:

- Avoid leaving your invitation cards on exhibition furniture – store them out of sight in a locked cupboard.
- Do not leave your personal belongings (wallets, handbags, man bags, etc.) in sight.
- Keep your eye on your mobile phones at all times.
- In the evenings, store all valuables (computers, laptops, tablets) under lock and key or take them with you.
- During set-up and break-down, your stand must be manned at all times. This is your only protection against theft.



**IMPORTANT:** In the event of theft or other incident, you can make a fast-track complaint at the PGS (Central Security Unit) in the central aisle. This is open non-stop. Please also inform exhibition management so that they can step up security.

## **VEHICLE CLEANING**

For any questions or quotes for vehicle cleaning, please contact:

**CHRONO CLEAN FRANCE**

Jérôme Chauvin

+33 (0)6 60 27 43 89

[chronocleanfrance@gmail.com](mailto:chronocleanfrance@gmail.com)

[www.chronoclean.com](http://www.chronoclean.com)

## **INSURANCE AND CLAIMS**

Exhibitors are liable for all damage (bodily injury, material and non-material damage) to themselves and to third parties, including their agents, and to equipment, fittings, or merchandise belonging to them or in their custody.

The organisers have overall public liability and fire insurance for the exhibition. Each exhibitor is responsible for taking out any additional insurance they deem necessary.

Exhibitors must take out comprehensive insurance and public liability insurance for the entire duration of the event, from the beginning of set-up to the end of break-down, at their own expense.

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These mandatory policies must cover the following:

- items on display, stand fittings and installations, samples, accessories, and packaging,
- exhibitors' public liability with respect to third parties.

Neither the organisers nor Paris Expo Porte de Versailles – ViParis may be held liable in any event for any theft, loss, damage, or any other form of damage or deterioration that may affect exhibitors' personal property, either during opening hours or during stand set-up and break-down.



Please consult the 'Practical information / Regulations' section in your Exhibitor Space for details of the rules applying to your insurance cover during the exhibition.

**Exhibitors must have had their insurance certificate validated via their private Exhibitor Space.**

### FOOD SERVICES AND CATERERS

#### RECEPTIONS, DRINKS RECEPTIONS, AND ON-SITE CATERING ▼

Paris Expo Porte de Versailles has a range of catering services available via its providers: coffee breaks, drinks receptions, lunches, and buffet meals. A fee (**not connected in any way with the organisers**) is charged, irrespective of the caterer and whether or not they are listed, for services to exhibitors and services to organisers. Referenced caterers qualified to intervene on site are listed below.

**MAISON POIRIER** – Caterers specialising in turnkey events catering.  
Tel +33 (0)1 39 13 42 42. [www.poirier.fr](http://www.poirier.fr)

**BUTARD ENESCOT**  
**Xavier PEDURAND**  
Tél. : +33 (0)1 55 66 23 41  
[x.pedurand@groupe-butard.com](mailto:x.pedurand@groupe-butard.com)  
[www.butard-enescot.com](http://www.butard-enescot.com)

**COUSIN TRAITEUR**  
**Marie-Pierre COUSIN**  
Tél. : +33 (0)5 49 41 09 14  
[info@cousin-traiteur.fr](mailto:info@cousin-traiteur.fr)  
[www.cousintraiteur.com](http://www.cousintraiteur.com)

**DALLOYAU Réceptions**  
**Stéphane FACCHIN**  
Tél. : +33 (0)1 42 99 91 47  
[stephane.facchin@dalloyau.fr](mailto:stephane.facchin@dalloyau.fr)  
[www.dalloyaureceptions.fr](http://www.dalloyaureceptions.fr)

**DUVAL Paris**  
**Lionel DUVAL**  
Tél. : +33 (0)1 41 65 40 00  
[lionel.duval@duval-paris.com](mailto:lionel.duval@duval-paris.com)  
[www.duval-paris.com](http://www.duval-paris.com)

**FLEUR DE METS**  
**CUISINE et COMPAGNIE**  
**Sophie DEFOE**  
Tél. : +33 (0)6 99 21 40 46  
[s.defoe@fleurdemets.com](mailto:s.defoe@fleurdemets.com)  
[www.fleurdemets.com](http://www.fleurdemets.com)

**KASPIA Réceptions**  
**KARDAMOME**  
Eric GAUDIN  
Tél. : +33 (0)6 74 41 49 26  
[egaudin@kaspia-receptions.com](mailto:egaudin@kaspia-receptions.com)  
[www.kaspia-receptions.fr](http://www.kaspia-receptions.fr)

**LENÔTRE**  
**Cécile YASTCHENKOFF**  
Tél. : +33 (0)1 30 81 47 36  
[cecile.yastchenkoff@lenotre.fr](mailto:cecile.yastchenkoff@lenotre.fr)  
[www.lenotre.fr](http://www.lenotre.fr)

**MAISON PRADIER**  
**ROBERTA**  
Fanny CORSIN  
Tél. : +33 (0)1 58 04 01 59  
[evenementiel@pradierparis.com](mailto:evenementiel@pradierparis.com)  
[www.maisonpradier.fr](http://www.maisonpradier.fr)

**POTEL & CHABOT**  
**Laurent KOPERSKI-D'HONDT**  
Tél. : +33 (0)6 85 98 29 50  
[laurent.koperski-dhondt@poteletchabot.fr](mailto:laurent.koperski-dhondt@poteletchabot.fr)  
[www.poteletchabot.com](http://www.poteletchabot.com)

**RAYNIER MARCHETTI**  
**Cindy HÉRITIER**  
Tél. : +33 (0)1 47 85 47 10  
[c.heritier@raynierzmarkchetti.fr](mailto:c.heritier@raynierzmarkchetti.fr)  
[www.raynierzmarkchetti.fr](http://www.raynierzmarkchetti.fr)

**RIEM BECKER**  
**L'AFFICHE / REPAS DE BUREAU**  
**Nathalie QUONIAM**  
Tél. : +33 (0)1 49 60 14 15  
[nathalie.quoniam@riembecker.fr](mailto:nathalie.quoniam@riembecker.fr)  
[www.grouperiembecker.com](http://www.grouperiembecker.com)

**SAINT CLAIR**  
**Pascale MOREAU**  
Tél. : +33 (0)6 60 36 93 60  
[pascale.moreau@saintclair.com](mailto:pascale.moreau@saintclair.com)  
[www.saint-clair-le-traiteur.fr](http://www.saint-clair-le-traiteur.fr)

**TE TRAITEUR**  
**Ingrid FLACS**  
Tél. : +33 (0)7 85 78 62 79  
[ingrid.flacs@te-traiteur.paris](mailto:ingrid.flacs@te-traiteur.paris)  
[www.te-traiteur.paris](http://www.te-traiteur.paris)

For more details, please contact:

Myriam Mottin

Tel +33 (0)1 40 68 14 46 / [myriam.mottin@viparis.com](mailto:myriam.mottin@viparis.com)



You can order consumables (water, biscuits, cups, etc.) via the online store and receive deliveries directly on your stand.

### ON-SITE FOOD SERVICES ▼

Several food service outlets are available in Pavilion 4 and throughout the site.

- Pavilion 4: 3 bars and 1 restaurant, open all day. Note: the 'Paul' bar will be open during set-up on Monday 6 June.
- Central aisle, gate A: McDonalds, accessible from the site and a Monop' Daily selling fast food.

### ON-STAND HOSTS AND HOSTESSES

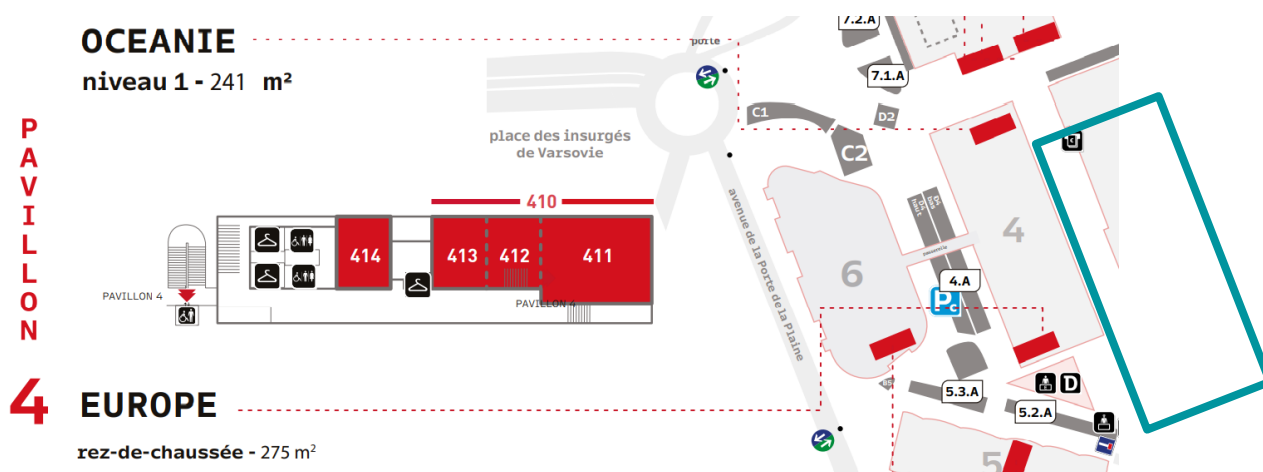
If you want to book hosts/hostesses as stand staff, to hand out flyers, etc., full-time or part time, there are two options open to you:

- Order services directly via the online store accessible via your private Exhibitor Space.
- Alternatively, you can use your usual provider if you have one.

### MEETING ROOM HIRE

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If you need to organise a meeting at Paris Expo Porte de Versailles, meeting rooms of various sizes are available in Pavilion 4. A variety of formats are available with modular partitions, conventional rooms, screen blinds, stages, chair hire, lectern hire, PA equipment hire, etc.



Get in touch with your Viparis contact for a quote

**Pauline Girin** – Sales officer

+33 (0)6 69 56 93 69

#### ON-SITE STORAGE

**Please note that Paris Expo does not have any storage facilities on site.** If you have storage requirements, please order this service via the online store.

#### HOTEL ACCOMMODATION FOR YOUR STAY

The organisers have worked with our online hotel booking platform partners REVOLUGO for several editions now.

Revolugo suggests hotels on the basis of the three criteria we deem the most important: being nearby; price; reviews.

Interface features:

- Shows where the hotel is compared to the event.
- Displays our negotiated rates and a comparison with the best rates available online.
- Interactive interface allows you to change preset selections (change the hotel or location).
- Secure booking directly via the interface.

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[Click to access the accommodation platform.](#)

#### INTERNET CONNECTION ON SITE



For internet access, options and rates, and connection orders, please use the online store via your Exhibitor Space.

#### HEALTH MEASURES

GIE Objectif transport public places an absolute priority on the health of all participants (exhibitors, visitors, providers, and others). The organisers will apply the rules set out in 'Health protocols for trade events' in line with government guidelines. **We'll let you know about any measures that may be implemented and applied during the event.**

## EXHIBITOR GUIDE

### STAND OUTFITTING

3

## STAND OUTFITTING

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· StartUp Space stands	26
· Exhibitors in the <i>Club des villes et territoires cyclables (CVTC)</i> space	27



## BARE SPACE BOOKINGS

Total bare space of 55 m<sup>2</sup>

### Services included in the rental of your space:

- Space marked out on the ground.

### Steps prior to your taking part and prior to stand outfitting

#### Step 1: space allocation

- Your location in the pavilion must be validated with you by your sales manager.
- Use this plan to prepare outfitting with your stand installer.

#### Step 2: validation of your plan

- Validate your documentation (safety notice, insurance, etc.)
- Your stand decoration plan must be submitted for acceptance by the exhibition's Architecture and Decoration department **before 29 April 2022.**

Bruno McKay

[bruno@lesclesdelevenement.fr](mailto:bruno@lesclesdelevenement.fr) Tel +33 (0)1 42 31 22 22

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Please consult all the rules that apply, to be found in the 'Decoration and Architecture Rules' in the 'Rules and Formalities' section of this Exhibitor Guide.

### Step 3: validation of all your safety documentation, orders for technical services (electrical hook-up, telephony, etc.) and logistics services (cleaning, site watch, etc.).

- All services to be booked must be ordered via the online store.



If you want your stand installer to purchase your services directly via your Exhibitor Space, you must send them your login details. In no circumstances will the organisers give your codes to your providers.

NEW!

### Step 4: complete your private 'PR' space. You must specify and/or edit the name of your company no later than 2 May. This name will be used to identify you on all exhibition media.

Amy Pouye will be sending you an email with your login and password details. Don't hesitate to get in touch with her if needs be.

### Step 5: set-up on site.

- Friday 3 June, 4pm-8pm, Saturday 4 June, Sunday 5 June and Monday 6 June (Whit Monday), 8am-8pm.

### FITTED STAND BOOKINGS

Fitted stand with one or two open sides (mandatory for stands with areas of 9m<sup>2</sup>-54m<sup>2</sup>)

#### Services included in fitted stand rentals\*:



Photo non contractuelle

\* see technical description below.

- Aluminium structure, height: 2.40m.
- Polycarbonate partitions to provide separation from neighbouring spaces.
- Floor carpeting (colour tbd).
- Exhibitor sign displaying the stand number.
- 3Kw\* electrical cabinet.
- 47w LED light bar for 9m<sup>2</sup>.
- Daily cleaning and making good prior to opening.

*\* Higher power ratings may be ordered from Exhibitor Services.*

#### Steps prior to stand outfitting ▼

##### Step 1: space allocation

- Your location in the pavilion must be validated with you by your sales manager.

##### Step 2 (essential): choose your layout, validate your safety documentation in your Exhibitor Space (log on via autolog link).

- Validate the paperwork (safety notice, insurance, etc.)
- Select your outfitting and confirm. Delete any items you don't need!

##### Step 3: orders for technical services (electrical hookup, telephony, etc.) and logistics services (cleaning, site watch, etc.).

- Order all the services you need via your online store.

**NEW!**

**Step 4: complete your private 'PR' space. You must specify and/or edit the name of your company no later than 2 May. This name will be used to identify you on all exhibition media.** Amy Pouye will be sending you an email with your login and password details. Don't hesitate to get in touch with her if needs be.

##### Step 5: handover of your stand on Monday 6 June 2022 (Whit Monday) from 11am onwards.

## STARTUP SPACE STANDS

- Fitted 6m<sup>2</sup> space (approx; exact area may vary depending on the StartUp Space layout defined by the organisers).
- Floor carpeting.
- One counter.
- Two bar stools.
- Exhibitor sign displaying your company name.
- Electric hook-up.
- LED light strip.
- Wi-Fi internet connection shared with the entire start-up space.
- Daily cleaning and making good prior to opening.

### Steps prior to stand outfitting ▼

#### Step 1: stand space allocation

- Your location in the Startup Space must be validated with you by your sales manager.

#### Step 2 (essential): selection of outfitting and validation of your safety documentation via your Exhibitor Space.

- Validate your documentation (safety notice, insurance, etc.)

#### Step 3: orders for technical services (electrical hookup, telephony, etc.) and logistics services (cleaning, site watch, etc.).

- All services to be booked must be ordered via your Exhibitor Space.

NEW!

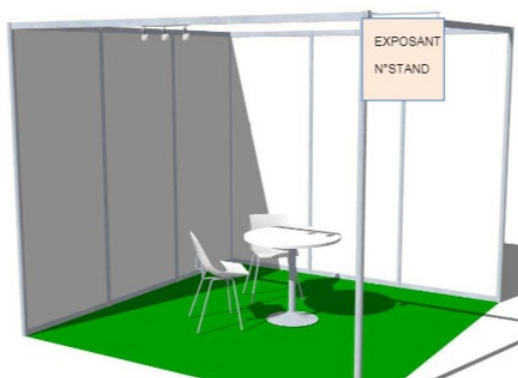
**Step 4: complete your private 'PR' space. You must specify and/or edit the name of your company no later than 2 May. This name will be used to identify you on all exhibition media.** Amy Pouye will be sending you an email with your login and password details. Don't hesitate to get in touch with her if needs be.

#### Step 5: handover of your stand on Monday 6 June 2022 from 11am onwards.

### EXHIBITORS IN THE CLUB DES VILLES ET TERRITOIRES CYCLABLES (CVTC)

Fitted stand space, 9-18m<sup>2</sup>.

#### Services included in fitted stand rentals\*:



\* see technical description below.

- Aluminium structure, height: 2.40m. White polycarbonate sides.
- Floor carpeting.
- Furniture set comprising one table and two chairs.
- Flag sign with digital printout of your name on both sides + stand number.
- Rail-mounted spotlighting.
- Made ready the day before opening, daily cleaning (waste bin collection, carpets vacuumed).
- **Important: electrical cabinet is not included.** This can be ordered via your Exhibitor Space.

#### Steps prior to stand outfitting ▼

##### Step 1: space allocation

- Your location in the pavilion must be validated with you by Les Clés de l'Événement.

##### Step 2 (essential): selection of fittings and validation of your safety documentation via your Exhibitor Space.

- Validate the required documentation (safety instructions, insurance, etc.)
- Select your outfitting and confirm. Delete any items you don't need!

##### Step 3: orders for technical services (electrical hookup, telephony, etc.) and logistics services (cleaning, site watch, etc.).

- All services to be booked must be ordered via your Exhibitor Space.

**NEW!**

##### Step 4: complete your private 'PR' space. **You must specify and/or edit the name of your company no later than 2 May.** This name will be used to identify you on all exhibition media.

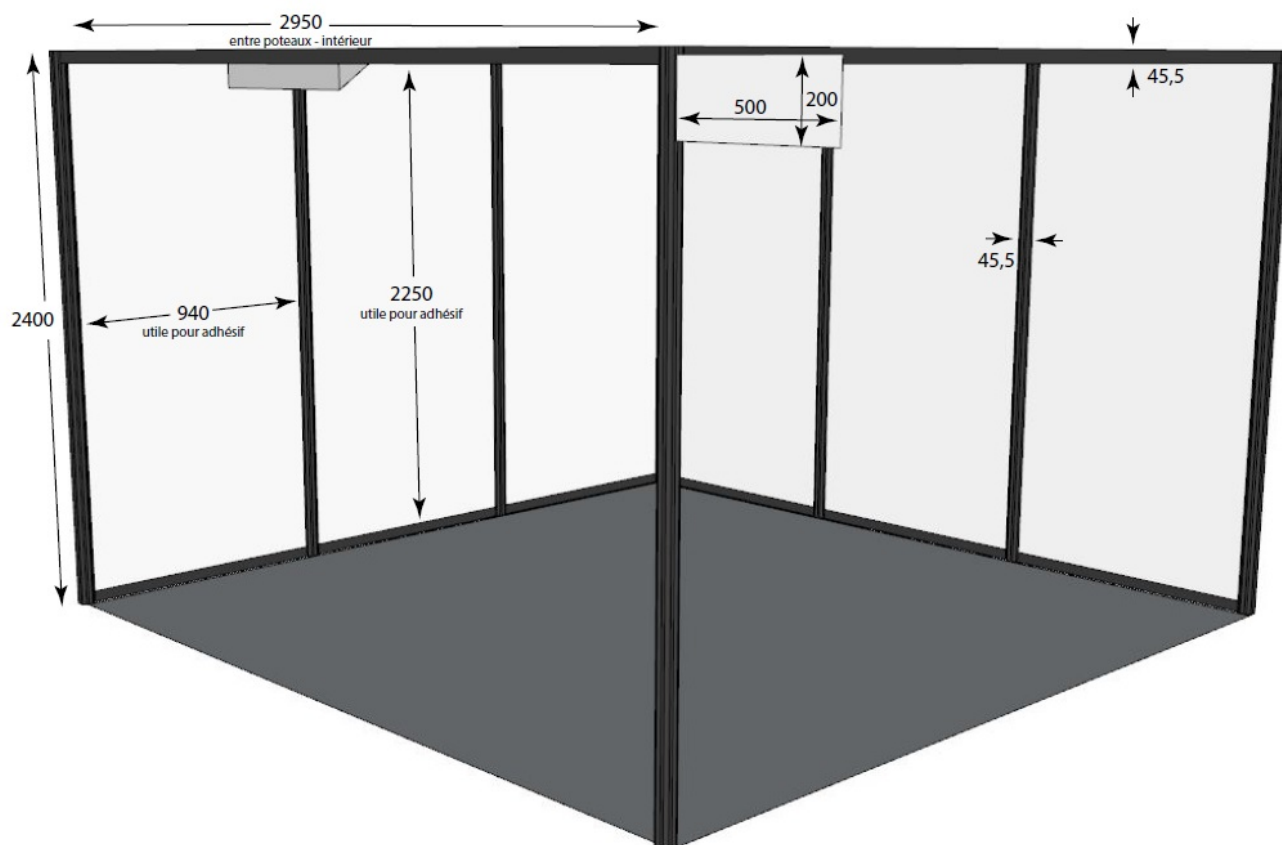
Amy Pouye will be sending you an email with your login and password details. Don't hesitate to get in touch with her if needs be.

##### Step 5: handover of your stand on Monday 6 June 2022 from 11am onwards.

**Key contact for this space: Bruno McKay**

Tel +33(0)1 42 31 22 22 – [bruno@lesclesdelevenement.fr](mailto:bruno@lesclesdelevenement.fr)

**\* detailed diagram of fitted stand**



## EXHIBITOR GUIDE

### RULES AND FORMALITIES

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## RULES AND FORMALITIES

[ pages ]

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• <b>Exhibition Regulations</b> > See order form.	-
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## **DECORATION AND ARCHITECTURE RULES**

The European Mobility Expo (EuMo Expo) decoration and architecture rules list the standards of presentation and stand outfitting. These are designed to ensure the proper operation of the exhibition and optimum visitor comfort. Reused stands are subject to the 2022 Architecture Rules in the same manner as newly-built stands. Stands must comply with the set-backs and heights required, and must be approved by the Architecture Department. No separate agreement between exhibitors will be allowed; only the Architecture Department or the organisers are authorised to allow exceptions to the rules following a written request.

For the Exhibition to be run in keeping with safety regulations, stand outfitting plans must be submitted for approval by letter or email. These must include the following components:

- Plan view showing the position relative to neighbouring stands and specifying the scale, dimensions, and positioning of set-backs between adjacent stands and aisles.
- Cross-sectional plan specifying the scale, dimensions, and heights of the planned installations.

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Plans that fail to comply with the rules will be rejected; similarly, any stand set up without the approval of the EuMo Expo 2022 Architecture Department may be ordered to be made compliant or be dismantled, at the exhibitor's expense.

The organisers reserve the right to adjust any plan that fails to comply with the above criteria and/or is liable to impede proper visibility of neighbouring stands or the exhibition in general.



Stand plans must be validated by the Architecture Department **no later than 29 April 2022**, prior to being uploaded to your private Exhibitor Space.

Any plan that is deemed not to meet these criteria and requiring review **must be resubmitted no later than May 9, 2022**.

### **SERVICE ARCHITECTURE EuMo Expo 2022**

**Bruno McKay**

Les Clés de l'Événement

26 rue Savier – 92240 Malakoff

[bruno@lesclesdelevenement.fr](mailto:bruno@lesclesdelevenement.fr)

Tél. + 33 (0)6 60 86 28 45

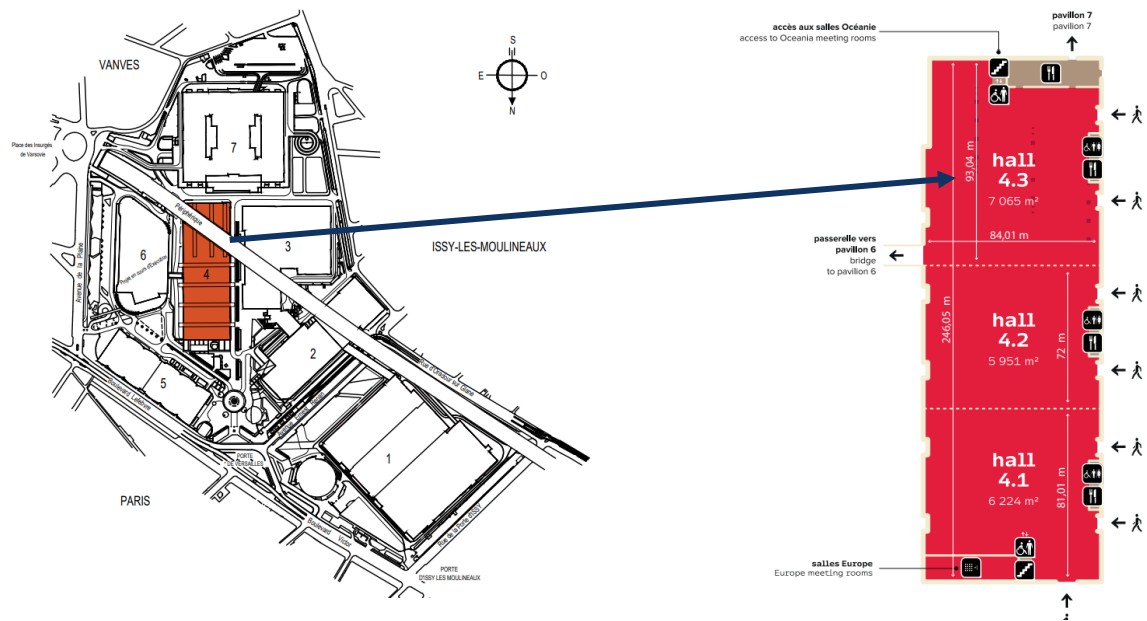


## • CONSTRUCTION AND OUTFITTING: STAND AND SIGN HEIGHT

Pavilion 4 is divided into 3 areas: 4.1, 4.2, and 4.3.

There is less height clearance in area 4.3, where the Paris ring road passes overhead.

Location of Paris ring road above Pavilion 4.3



## • STAND HEIGHT

The maximum height of stand partitions and advertising supports is 3.2m, measured from the pavilion floor.

Any higher construction (up to a maximum of 5.5m) is subject to written permission from the organisers, and must be set back at least 2m from the edge of the stand. No stand may

## • SIGN HEIGHT



Suspended signs above stands must comply with the following dimensions:

- In 4.1 and 4.2, the bottom of the suspended sign must be over 5m from the floor. For 4.3, contact Bruno McKay (+33 (0)1 42 31 22 22)
- Set-back from stand edge: at least 1m.

Supports anchored to the fabric of the pavilions are subject to prior permission from Viparis and may only be installed by the latter.

Sign support heights must comply with the following requirements:

Support	Area 4.1	Area 4.2	Area 4.3
---------	----------	----------	----------

Highest support height	8m	8m	4,75m
Lowest support height	5.5m	5.5m	3.50m
Anchor point	80kg per anchor point, 3 x 3m grid layout.		

No stand may include an upper level.

The organisers reserve the right to adjust any plan that fails to comply with the above criteria and/or is liable to impede proper visibility of neighbouring stands or the exhibition in general.

## • CONSTRUCTION AND OUTFITTING: FACADE OUTFITTING

Construction of walls and screens formed by partitions or walls of offices or ancillary premises that compromise the overall appearance of the pavilion, conceal neighbouring stands, or impede the free movement of visitors to the stand is prohibited.

If there is a stand opposite, participants must not close off more than 50% of the total standard length of their stand. Glazed sections, curtains, netting, frosted adhesive film, etc. will not be deemed to constitute openings (in many cases, frosted glass may be a good compromise). "Openings" means physical width units providing access.

- Any closure in excess of this 50% figure must be at least 2m away from the aisles, and requires prior permission.
- Stand sides immediately adjacent to neighbouring stands must be painted or clad. Electrical wiring must be concealed, including on the neighbouring stand side.

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Large furnishings, main outfitting, stands, and lightweight superstructure floor fittings must not in any way impede the proper working of the smoke removal and detection installations or access to mobile emergency equipment (e.g. fire hose reel systems).

## • CONSTRUCTION AND OUTFITTING: FABRIC CEILINGS, COVERED STANDS, AND CEILINGS

Horizontal fabric ceilings are authorised provided they are made from M1 rated materials. Fabric ceilings must also have a fixing system with a sufficient number of anchor points or a sufficient number of safety frames to prevent them from falling in the event of evacuation of the public (AM10).

Pursuant to the French Order of 25 June 1980 article T23, stands with a ceiling, suspended ceiling, or full fabric ceiling must have a surface area of less than 300sqm, be spaced at least 4m apart, and have a total ceiling and suspended ceiling area (including that of raised levels) that does not exceed 10% of the surface area of the level in question.

If the covered surface of stands exceeds 50sqm, each stand must have its own, appropriate fire-fighting resources, accessible at all times by at least one safety officer during opening hours.

- **CONSTRUCTION AND OUTFITTING: DISPLAY INSTALLATION**

No items on display must disturb or otherwise interfere with neighbouring stands. No item must extend beyond the floor area of the stand. **Equipment and/or items above 3.50m in height must be set back at least 2m from neighbouring stands.**



**Delivery and installation of equipment, vehicles, etc. requiring the use of a crane must be completed on **June 3, 2022 (from 3pm onwards)**.**

- **CONSTRUCTION AND OUTFITTING: ACCESS FOR PERSONS WITH REDUCED MOBILITY**

Access for persons with reduced mobility must be taken into account in stand design. To avoid discrimination, disabled persons must be provided with access to the same services as able-bodied persons, whether they are alone or assisted. The aim should be to ensure that the entire stand and its equipment and services are fully accessible for those affected by any type of disability.

Stand designers must therefore pay particular attention to maximum step heights, the steepness of gradients and inclines, the width of passageways inside stands, the removal of face-height and counter-height obstacles, etc.

- **CONSTRUCTION AND OUTFITTING: KITCHEN AND CATERING INSTALLATIONS**

Use of electric or gas cooking appliances with a nominal rating of less than 20kW that do not form part of a full-scale catering facility is permitted in public-access premises provided that all technical specifications are observed, in particular those specified in the French Order of 25 June 1980 as amended by the Order of 10 October 2005, articles GC2-GC8 and GC16-GC18.

From this it follows that irrespective of whether they constitute temporary kitchens in exhibition pavilions, and in addition to any other restrictions that may apply, cooking appliances must comply with the relevant French standards, be secured to the floor if they are not otherwise sufficiently stable, have an emergency fuel supply shutoff, and be located at least 0.50m away from any neighbouring flammable installations.

The only moveable appliances allowed are electric or gas appliances with a rating of 4kW or less.

In waiver of the provisions of articles GZ7 and GZ8, gas bottles will be permitted in public-access premises provided they have a capacity of 13kg of liquid gas or less.

Bottles without pressure control valves are prohibited unless they are being used for demonstration purposes.

No unconnected bottle (full or empty) may be stored inside the building.

Bottles in use must always be out of reach of the public and must be protected against impacts.

The following rules also apply:

- Bottles must be separated by a rigid, fireproof screen, with one bottle per 10sqm up to a maximum of six per stand.
- Alternatively, they may be spaced at least 5 metres apart up to a maximum of six per stand.

Kitchen smoke and fumes must be extracted via a hood and then filtered (for grease) and deodorised (with an active charcoal filter). Water containing grease must pass through grease separators prior to drainage into wastewater networks.

The feasibility of all planned installations must be discussed with our technical officer, Bruno McKay, [bruno@lesclesdelevenement.fr](mailto:bruno@lesclesdelevenement.fr) Tel +33 (0)6 60 86 28 45.

## PAVILION FLOOR AND WALLS

Drilling, nailing, and embedding materials in the walls, floors, or glass in the pavilions is strictly prohibited.

Painting or marking the walls, pillars, and floors of the pavilion is also strictly prohibited.

The maximum authorised floor load is 1.5 t/sqm.

**All waste (carpeting, adhesive, etc.) must be removed.** Any damage noted during break-down of stands will be invoiced to the exhibitor responsible.

**Exhibitors are liable in respect of their own service providers (decorators, installers, contractors, etc.)**

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## USE OF PUBLIC ADDRESS SYSTEMS ON STANDS

Exhibitors wishing to use PA on their stand must comply with the following standard in order to mitigate noise pollution for neighbouring stands.



**The maximum permissible audio output from stands must not exceed 65 dB measured at a distance of 1 metre from the speakers.**

Any breach of this rule will result in the power supply to the PA system of the stand in question being cut off.

## STAND ELECTRICAL INSTALLATIONS

Electrical power supply to each stand must be via a connection to the exhibition venue's fixed outlets **(with a supply of 1-20kW)** via temporary installations or permanent

installations operating on a 24-hour basis. **No connection may serve more than one stand.**

Viparis no longer uses the legacy Keeps units. Each stand or exhibitor will be provided with a new, user-friendly unit known as a 'CUBE', with a small footprint (height: 40cm – width: 37.5cm – depth 30cm). The CUBE comprises:

Rear:

- 3 single-phase 16A outlets – 230v, live + neutral + earth
- 1 three-phase 32A CEE/P17 outlet – 230v/400v – 3-pole + neutral + earth

Front:

- 1 2A USB-A socket – continuous power supply (including when other outlets are not live).

Protection:

- Three-phase outlet and main switch: AC/30mA 32A C curve differential circuit breaker, 3 protected poles.
- Single-phase outlets: 3 16A C curve breakers.

Exhibitors are liable in respect of electrical installations on stands, in particular lighting and power outlet networks; installation must be carried out by skilled individuals with the appropriate knowledge to design installations and execute works in compliance with all applicable regulations.

Works must be carried out pursuant to the provisions of standard NFC 15-100 and the French Order of 18 November 1987, articles T35 and T36.

## SET-UP, OPERATION, AND BREAK-DOWN DATES

### • SET-UP

	Arrival of display vehicles	Delivery of bare surface and installation	Delivery of fitted spaces
SET-UP			
Friday 3 June	3pm-8pm	4pm-8pm	-
Saturday 4 June	8am-8pm	8am-8pm	-
Sunday 5 June	8am-8pm	8am-8pm	-
Monday 6 June (Whit Monday)	-	8am-8pm	11am-8pm

## EXHIBITION REGULATIONS

To consult the Exhibition Regulations, see your order form.

## EXHIBITOR SAFETY NOTICE

### **\*\* IMPORTANT – PLEASE NOTE \*\***

Legislation covering the prevention of accidents in the workplace requires there to be health and safety coordination on any worksite involving two or more companies or sole traders.

The Exhibitor Notice supplied to you defines all the appropriate risk prevention measures relating to interference between the activities of the various parties involved in this event. This document has been produced by Exhibition Organisers GIE Objectif transport public in line with the regulations defined in legislation in force, with particular reference to the French Act of 31/12/1993 no. 93-1418 and the Decree of 2612/1994 no. 94-1159, amended and supplemented by Decree no. 2003-68 dated 24/01/2003.

Please study and apply the regulatory measures defined in this document. This General Coordination Plan in no way replaces the provisions of the French Labour Code (*Code du travail*) and in no way alleviates the responsibilities and duties of companies intervening on site.

**For EuMo 2022, this is being coordinated by safety officer Jean-Paul Guéret, contact: +33 (0)6 58 39 00 01, email: [gueret@cab-gueret.fr](mailto:gueret@cab-gueret.fr)**

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This document is a General Coordination Plan for Safety and Health Protection intended for Exhibitors, their suppliers, and subcontractors, based on general prevention principles, as follows:

- Risk avoidance,
- Evaluation of risks that cannot be avoided,
- Dealing with root causes of risks,
  
- Taking due account of technical progress,
- Replacing hazardous aspects or items by non-hazardous or less hazardous aspects or items,
- Planning prevention that incorporates technical aspects, work organisation, and working conditions as a coherent whole,
- Implementing collective prevention measures, with these taking precedence over individual protection measures.

Exhibitors have the duty and legal obligation to:

1. Validate the safety notice certificate by ticking the appropriate box on the exhibition website via their private Exhibitor Space.
2. Inform all providers acting on their instructions (during set-up and break-down) for their stand of this safety notice.

If:

- Your stand is built by at least two independent contractors (including subcontractors),
- And/or has partitions or decorations that are more than 3m in height.

Then:

You must engage a SAFETY and HEALTH PROTECTION Coordinator during set-up and break-down periods, and provide their details and their General Coordination Plan for Safety and Health Protection (*Plan Général de Coordination en matière de Sécurité et Protection Santé*, PGCSPPS) no later than 7 May 2022, to:

Jean-Paul Guéret  
Safety officer  
+33 (0)6 58 39 00 01  
email: gueret@cab-gueret.fr

This coordination assignment cannot be performed by you, your stand installer, or your stand designer. It must be performed by a Safety and Health Protection Coordinator in possession of an official certificate of competency.

#### **\*\* MANDATORY \*\***

During set-up and break-down periods, only persons in possession of a Set-Up / Break-Down pass will be allowed access to the exhibition venue.

#### **Mandatory protective equipment:**

Safety shoes (toecaps plus puncture-resistant soles) must be worn by any person accessing the exhibition site during these periods.

Hard hats must be worn by all persons working on elevated platforms and for any other task presenting a risk.

To be allowed into the exhibition halls, free-standing and portable electric cutting or sanding apparatus must be fitted with a dust recovery system. (French Labour Code, Art. R 4412-70).

## **DISABLED ACCESS TO EXHIBITIONS**

### **INTRODUCTION**

The French Order of August 1, 2006 defines the terms of application of articles R 111-19 to R 111-9-3 and R 111-19-6 of the French Construction and Housing Code (*Code de la Construction et de l'Habitation*) covering access by disabled persons to public-access premises and installations open to the public as of their construction or creation. In general, pavilions, exhibition halls, and exhibition centre installations comply with the requirements of this order in terms of accessibility, toilets, parking, etc.

As regards installations open to the public as of their creation, disabled persons must be able to access exhibition stands, auditoriums, meeting rooms, platforms, tiered seating, and food service areas.

The general and special measures applying to installations created at exhibitions and fairs are reviewed below.



### ACCESS TO SINGLE-LEVEL STANDS

Each stand that is open to the public with a floor level higher than 2cm must be accessible for persons of reduced mobility (PRM).

This access shall be facilitated by one or more ramps with a minimum width of 0.90m. Inclines shall abide by the following gradients:

- 4% gradient, with no restriction on length,
- 5% gradient, for a length of less than 10.00m,
- 8% gradient, for a length of less than 2.00m,
- 10% gradient, for a length of less than 0.50m.

A circular area 1.50m in diameter must be left free at each end of the ramp for manoeuvring.

### ACCESS ROUTES

- Minimum width: 1.40m.

### LAYOUT OF ROOMS AND OTHER SPACES WITH SEATING FOR THE PUBLIC (AUDITORIUMS, TIERED SEATING AND STANDS, ETC.)

Spaces reserved for wheelchair users must be installed.

These spaces must not encroach on access routes and must be located close to exits. There shall be 2 such places for the first 50 seats and 1 place for every 50 additional seats.

### RECEPTION COUNTERS AND INFORMATION DESKS

Reception counters and information desks must be accessible for wheelchair users.

- Height: 0.80m; empty space 0.30m deep and 0.70m high to allow room for knees.

## DECLARATION OF EQUIPMENT IN USE

**Complete this section only if any of it applies to you, and return it no later than Monday 9 May to safety officer Jean-Paul Guéret, Tel +33 (0)6 58 39 00 01, email: [gueret@cab-gueret.fr](mailto:gueret@cab-gueret.fr)**

Company name:	
Person in charge	Position:
Address:	
Postcode:	Town/city:
Country:	
Tel	Email:
PAVILION/AISLE/STAND NO.:	

### SPECIFIC RISKS

Power source in excess of 100 kVA:	38
Power rating:	
Flammable liquids (other than in motor vehicle tanks):	
Description:	
Quantity:	
Means of use:	

### RISKS REQUIRING AUTHORISATION OR SUBJECT TO A SPECIAL REQUEST :

**Important: if you are intending to use any of the following equipment, please consult the Safety Notice and Rules.**

Heat or combustion engines:
Liquefied gas (acetylene, oxygen, hydrogen, or other gas presenting similar risks):
Description:
Quantity:
Laser:

### TYPE OF EQUIPMENT OR APPARATUS IN OPERATION

**IMPORTANT:** Equipment in use must either have suitable fixed screens or casing ensuring all hazardous parts are kept out of reach of the public, or be installed such that these parts are kept completely out of reach of the public, and in all cases kept at a distance of at least one metre from public thoroughways. All demonstrations are carried out at the sole liability of the exhibitor.

Date: Name and signature: Company stamp

## DISPLAY VEHICLE DATA SHEET

**This sheet must be returned by Monday 16 May 2022, to**

Bruno McKay

Tel +33 (0)1 42 31 22 22 // Email: [bruno@lesclesdelevenement.fr](mailto:bruno@lesclesdelevenement.fr)

Company name:	
Person in charge:	Position:
Address:	
Postcode:	Town/city:
Country:	
Tel	Mobile:
Email:	
PAVILION/AISLE/STAND NO.:	

### ON STAND:

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Number of vehicles:
Vehicle(s) can be moved: YES <input type="checkbox"/> NO <input type="checkbox"/>
If not, please provide lifting solutions
If needs be, you may contact us with fuller details.
Vehicle type(s) and dimensions:
Date and time of arrival of <b>on-stand vehicles</b> :

### OFF-STAND:

Number of vehicles:
Vehicle(s) can be moved: YES <input type="checkbox"/> NO <input type="checkbox"/>
If not, please provide lifting solutions
If needs be, you may contact us with fuller details:
Vehicle type(s) and dimensions:
Date and time of arrival of off-stand vehicles:

Date :

Signature, preceded by the words 'certifié exact' ('certified as accurate'):

**SET-UP AND BREAK-DOWN PASS**

For security reasons, guards may ask you to present your 'SET-UP'/'BREAK-DOWN' pass demonstrating that you require access to the premises, on entry to the pavilion.

**Be sure to print out your pass and keep it with you!**

**2022**  
**JUNE**  
**07-09**  
**PARIS** **EUROPEAN**  
**MOBILITY**  
**EXPO**

**SET-UP / BREAK-DOWN**  
**PASS**

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**Please forward this page to all providers requiring access to your stand for set-up and/or break-down.**