

# SIA MULTI-MATERIAL 2019 - TECHNICAL GUIDE

## PLANNING AND ACCESS

The SIA MULTI-MATERIAL 2019 congress will be held on 20-21 March 2019 at **ESTACA**, 12 avenue Paul Delouvrier - RD 10 - 78180 Montigny-le-Bretonneux, France.

### PLANNING

See the programme [HERE](#)

Date	19 March	20 March	21 March
Delivery and assembling for <b>building a booth</b>	9:00-18:00		
Delivery and assembling for a <b>furnished booth provided by SIA</b>	14:00-18:00		
Exhibitors arrival		7:45	7:45
Exhibition opening hours		8:00-20:30	8:00-16:15
Dismantling			16:15-19:00*

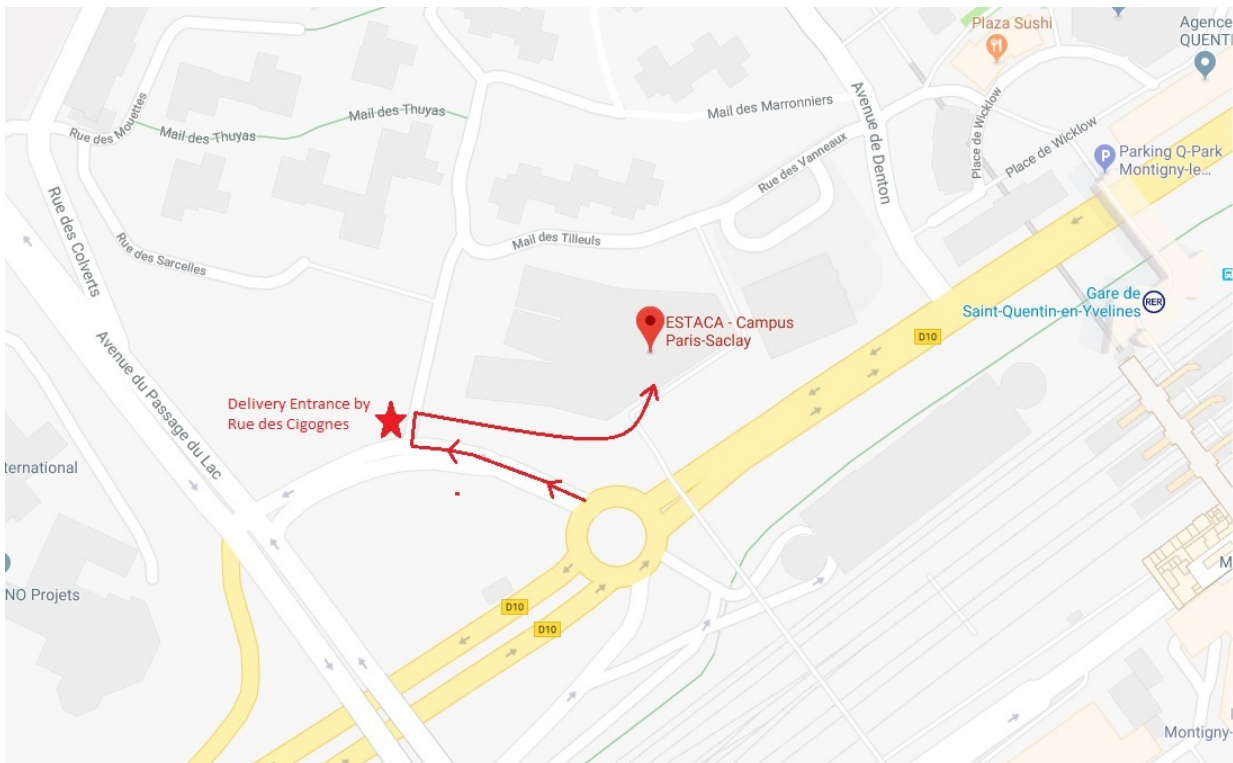
\* Should you need extra time, please contact [molly.boissier@sia.fr](mailto:molly.boissier@sia.fr)

### DELIVERY ACCESS BY 10 rue des CIGOGNES // ACCESS MAP here below

**WARNING for trucks or large cars:** space on the school's parvis is limited, please let the SIA know about the size of your vehicle.

It will not be permitted to park on the Parvis for a long time.

**Please follow the staff recommendations, they will be there to guide you at your arrival.**



A paid car park is located next to the Conference Venue [Parking Q-Park](#)

Société des Ingénieurs de l'Automobile Sarl

Immeuble "Le Gabriel Voisin" • 79, rue Jean-Jacques Rousseau • F-92158 Suresnes Cedex  
Tél. : 33 (0)1 41 44 93 70 • Fax : 33 (0)1 41 44 93 79 • e-mail : [info@sia.fr](mailto:info@sia.fr) • [www.sia.fr](http://www.sia.fr)

## RULES & SPECIAL INFORMATION FOR ASSEMBLY AND DISMANTLING:

- Please provide us by **March 4th 2019** with the following information:

- Number of people that will be there for the mounting and dismantling
- Number and type of car(s) they will be using

Please make sure you can **unload with your own equipment** (truck with ramp lift). We won't be able to provide forklift or jack pallet.

We provide you with 1kw per booth. If more power is needed, please contact [molly.boissier@sia.fr](mailto:molly.boissier@sia.fr)

**Deadline: March 4<sup>th</sup>, 2019.**

Should you have any specific requirements for your booth, please let us know when well in advance.

## YOUR BOOTH

### BOOTH CONSTRUCTION

#### FURNISHED BOOTH:

Furnished booths will be **delivered on March 19<sup>th</sup> at 14:00.**

Assembled Booth with white panels of 1 meter large & 2.4 meter high in the back and on the sides (optional) 2.4m. or 2m. and 1.4m. high.



All furnished booths include basic furniture (See annex 1):

- 6 sqm booth: 1 table, 2 chairs, 1 display rack, 1 triple electrical socket, blue carpet, 2 lighting spots, 1 flag sign with your company name.
- 9 sqm booth: 1 counter, 2 high chairs, 1 display rack, 1 triple electrical socket, blue carpet, 2 lighting spots, 1 flag sign with your company name.
- 12 sqm booth: 1 counter, 2 high chairs, 1 table & 2 chairs, 1 display rack, 2 triple electrical sockets, blue carpet, 4 lighting spots, 1 flag sign with your company name.
- 18 sqm booth: 1 counter, 2 high chairs, 2 tables & 4 chairs, 2 display racks, 2 triple electrical sockets, blue carpet, 6 lighting spots, 1 flag sign with your company name.

#### **Rules for furnished booths:**

Any printed material can be stuck or hanged on the wall. But it is forbidden to screw or stud anything. In case of damage, panels will be charged.

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### BUILDING OF A BOOTH:

Companies building their own booth can start assembling it **at 9:00 on March 19<sup>th</sup>**

**Building project:** in case of building a booth intention, and in order to avoid any disagreement, you are asked to send the building plan for validation to

[molly.boissier@sia.fr](mailto:molly.boissier@sia.fr)

Deadline: **March 4<sup>th</sup>, 2019**



### **Building booth rules:**

- **Maximum authorized height is 2.50 meters.**
- You cannot close more than 50% on the side of your booth if it is in front of another stand.
- No suspension to the building is permitted.
- Booth material and fittings must be of non-inflammable materials or impregnated with fire-retardant chemicals. As a general rule, easily inflammable synthetic substances, foam polyester, non fireproof straw and reeds are prohibited. **Insurance and certificates must be sent on March 4<sup>th</sup>, 2019.**
- When leaving YOU MUST TAKE ALL YOUR MATERIAL WITH YOU, INCLUDINGS CARD BOARDS, CARPETS, PLASTICS etc.

### SECURITY:

Booths and equipment will be guarded by security staff during the congress, only **before and after official opening time, and overnight**. During conference opening hours you are asked to organize a permanent presence on your booth if you have valuable equipment/devices.

### INTERNET:

A free Wi-Fi hotspot will be available. You will get the password through the SIA conference App. The app will be available two weeks before the event.

### STORAGE:

**NO storage available**

### DELIVERIES:

Deliveries can be done **only on March 19<sup>th</sup>** – please make sure to write CLEARLY your company name on ALL documentation.

**WARNING:** you **MUST** be present if you plan to have a withdrawal of your items by UPS / DHL or any other Delivery companies. **SIA's staff would not sign any form for your belongings.**

## ADDITIONNAL ORDERS

You can order **further furniture and wall printings** by contacting our partner International Moduling (contact Gwladys Rouchy / [gr@international-moduling.com](mailto:gr@international-moduling.com) / +33 1 60 61 00 44)  
See their [FURNITURE CATALOG](#)

**Screens:** If you need a screen please contact Molly Boissier / [molly.boissier@sia.fr](mailto:molly.boissier@sia.fr) / +33 1 41 44 93 74

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## GENERAL RULES

1. Although the Organisers provides general security of the venue and the exhibition area; neither the venue, nor SIA will accept responsibility for the security of the booths and their contents or for damage to, or theft of any goods.
2. SIA do not provide insurance for the exhibitors and their property. The exhibitor is responsible for their property and person and for the property and persons of his employees through full and comprehensive insurance, and shall hold harmless the organizers for any and all damage claims arising from theft and those perils usually covered by a fire and extended-coverage policy.
3. All demonstrations or instructional activities must be confined to the limits of the exhibition stand. Advertising material and signs may not be distributed or displayed outside the exhibitor's booths. Sound equipment must be regulated and directed into the booth, so that it does not disturb neighboring exhibitors.
4. Exhibitors are liable for all damage caused to floors, walls and pillars during the installation, exhibition and dismantling periods. No adhesive stickers and fixtures of any kind are allowed on floors, walls and pillars.
5. Hanging of posters, banners or decals, stickers or similar things, on the walls, floors, ceilings or columns within or outside the installations of the ESTACA is not allowed without a prior written authorization. It is also prohibited to bore, use glue or any other adhesive that can be difficult to remove from the structure of the School.
6. Any defects or damage to the stand space that may be noticed upon arrival on site must be reported to the Organisers. Any damage noticed after departure will be invoiced to the exhibitor.
7. Booth built up and dismantling dates and hours are defined according to the conference and exhibition schedule and are needed to be strictly followed by the exhibitors. Please pay particular attention to the built up and dismantling hours mentioned since they have been fixed according to the conference program. SIA or the ESTACA will not be responsible for any item or material that has not been removed once the event is finished.
8. The organizers will arrange for general cleaning of the exhibition premises (excluding exhibits and displays) prior to the opening of exhibition and daily opening thereafter. Each exhibitor is obliged to keep the booth areas perfectly clean.

## ANNEX 1



Dimension: 48x90x110 cm



Width: 80 cm



*Flag sign with the banner of the congress*