

“SIA VISION 2020” – Exhibitor Guide

PLANNING AND ACCESS

Date and address

The “SIA VISION 2020 » congress will be held on 7-8 October 2020 at the “**Centre des congrès de la Vilette**”, **Cité des Sciences et de l’Industrie, 30 avenue Corentin Cariou, Paris.**

Planning

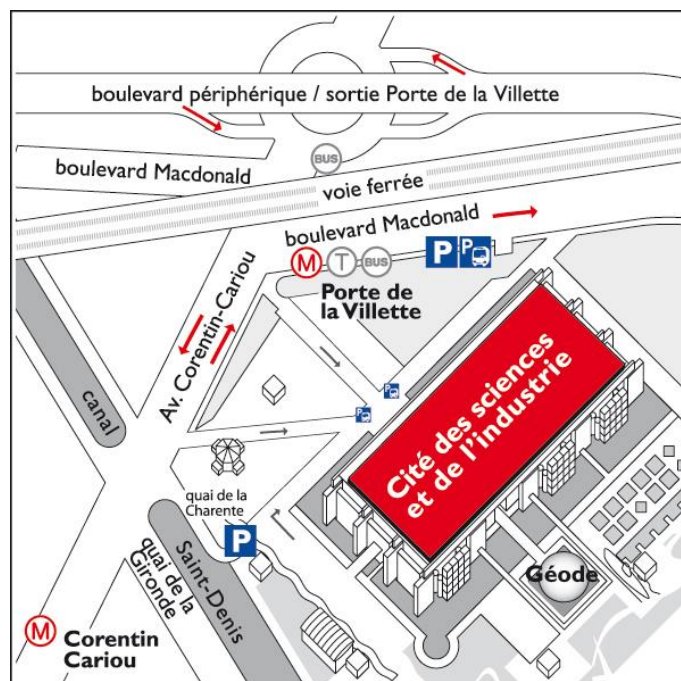
Date	Tuesday October 6th	Wednesday October 7th	Thursday October 8th
Delivery and assembling for building a booth	9:00-18:00		
Delivery and assembling for a furnished booth	14:00-18:00		
Exhibitors arrival		7:00	7:15
Exhibition opening hours		7:30-18:00	7:45-16:45
Dismantling			16:45-20:00

Access

Metro: Porte de la Vilette (Line 7)

Tramway: Porte de la Vilette (T3B)

Bus: Porte de la Vilette (Line 139, 150, 152)



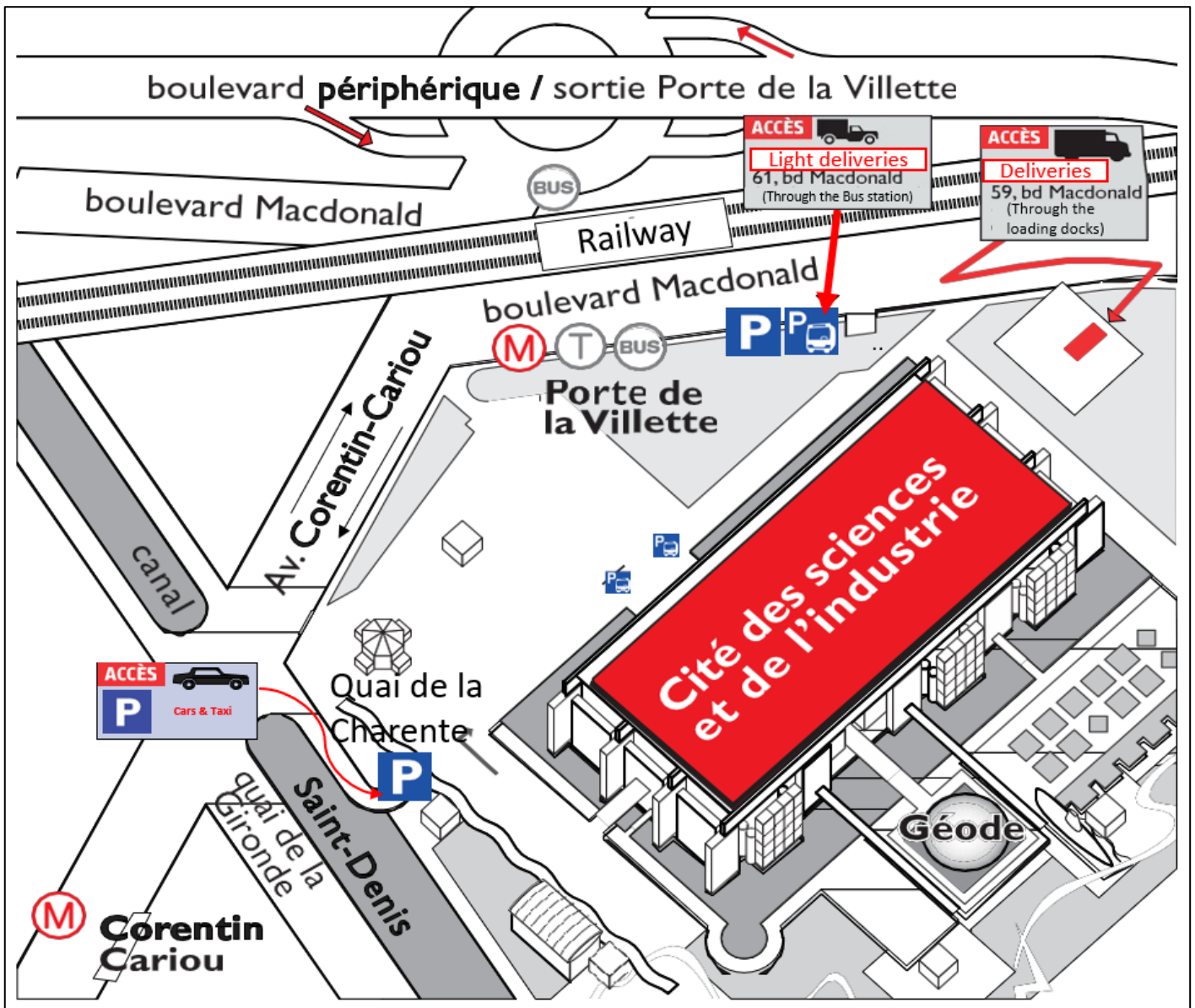
Exhibitors car park and rules for access

Car park address is:

PARKING INDIGO

61, boulevard Mac Donald

Or : 30, avenue Corentin Cariou 75019 Paris France



Rules for access for delivery/assembly and dismantling:

- You will receive an **ENTRY PASS (LAISSEZ-PASSER)** for delivery and assembling. **This pass must be visibly dispatched inside the delivery truck during the assembling/dismantling. It also has to be attached with the delivery papers.**

- **6 hours are allocated for free** for unloading on the delivery car park. Please give your ticket at the guards once inside the exhibition area. They will exchange it to a countermark. Extra time will be charged by the parking. (Please see price on www.parkindigo.fr)

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.

BOOTH CONSTRUCTION

Furnished booth:



Furnished booths will be **delivered on October 6 at 14:00**.

Assembled Booth with all panels of 1 meter large & 2.4 meter high in the back and on the sides 2.4m. / 2m. and 1.4m. high.

IMPORTANT: All the booth on the first floor have a maximum height of 2.00 meters.
Some booths' walls cannot exceed 2 meters high, please carefully check the email you received.

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

- **6 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.
- **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, 1 triple electrical socket, blue carpet, 6 lighting spots, 1 flag sign with your company name.
- **18 sqm booth:** 1 counters, 2 high chairs, 2 table & 6 chairs, 2 display rack, 2 triple electrical socket, blue carpet, 9 lighting spots, 1 flag sign with your company name.
- **24 sqm booth:** 2 counters, 4 high chairs, 2 tables & 6 chairs, 2 display rack, 3 triple electrical socket, blue carpet, 12 lighting spots, 1 flag sign with your company name.
- **30 sqm booth:** 2 counters, 4 high chairs, 3 tables & 9 chairs, 3 display rack, 3 triple electrical socket, color of your choice carpet, 15 lighting spots, 1 flag sign with your company name.

Please take into consideration the thickness and length of the walls while designing your visuals (see annex 2)

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, your company will be charged.

No more than 1kw can be used on a booth with the triple electrical socket. If more power is needed, please contact martin.pierrelee@sia.fr (Deadline: 6 September, 2020).

Building of a booth:

Companies building their own booth can start assembling it **at 9:00 on October 6.**

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

martin.pierrelee@sia.fr

Deadline: 6 September 2020



Building booth rules:

- **Maximum authorized height is 3 meters (if the ceiling height allows it).**
- You cannot close more than 50% on the side of your booth if it is in front of another stand.
- **Caution:** in some spots in the building the ceiling is slightly above 2 meters high.
- No suspension to the building is permitted.
- **An electric box will be provided (1KW).** Please let us know the power needed as well as precise indication (on booth plan) on where the electrical box is to be settled.
- 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 September 6.**

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 3 weeks before the event.

Storage:

Please contact martin.pierrelee@sia.fr if you need storage space.

FURNITURE ORDERS

You can order further furniture and wall printings by contacting International Moduling (contact Gwladys Rouchy / gr@international-moduling.com / +33 1 60 61 00 44)

Screens : If you need a screen please contact Martin Pierrelée / martin.pierrelee@sia.fr / 01 41 44

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 of 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 Centre des Congrès de la Villette 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 Center.
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 Centre des Congrès de la Villette 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



Diameter : 80 cm



Flag sign

Annex 2

USEFUL LENGTHS

