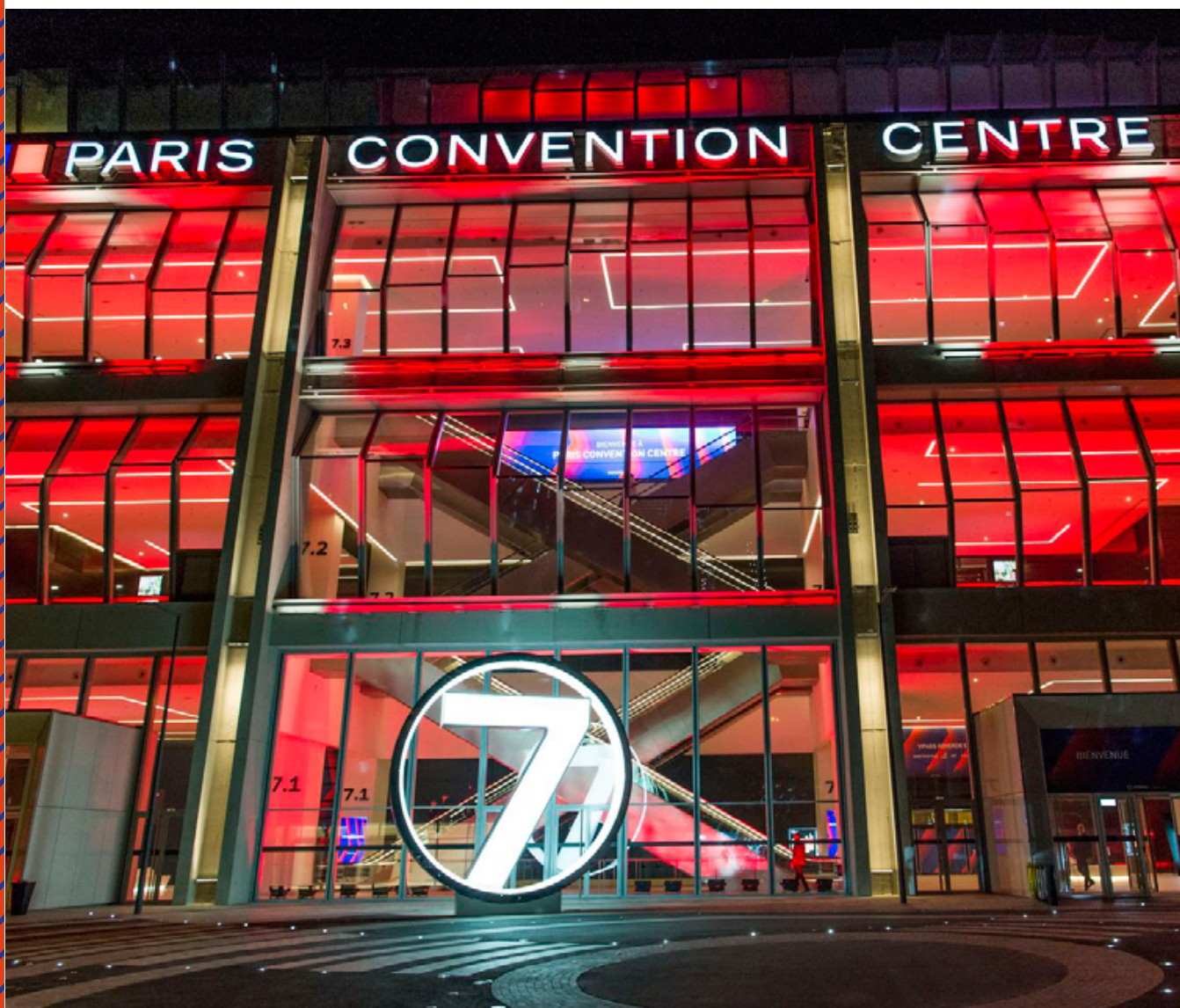


ORGANISER'S GUIDE



2023



 PARIS
CONVENTION
CENTRE

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Welcome to the Paris Convention Centre

INTRODUCTION

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The advantages of the site

Viparis Store

Our Exhibitor Department

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PLANNING YOUR FIRST EVENT

11

Key points

Essential steps

WHAT'S IN YOUR HIRE AGREEMENT?

13

Included services

Exclusive additional services

1

INTRODUCTION

The advantages of the site

A VAST CONVENTION CENTRE WITHIN PARIS EXPO PORTE DE VERSAILLES EXHIBITION COMPLEX

- ◆ The largest in Europe
- ◆ Ideally located
just 25 minutes from Orly airport
- ◆ A venue bathed in natural light
- ◆ A panoramic view of Paris

70,163 sqm
OF EXHIBITION SPACE
IN PARIS

4 LEVELS

A **5 200**-SEAT
PLENARY HALL

25 MEETING
ROOMS

36
MODULAR CONFERENCE
ROOMS

VIPARIS'S APPROACH TO QUALITY



THE ART OF HOSPITALITY

At the Paris Convention Centre, as at all our venues, we strive to offer the best service per square metre. We carry out continual quality checks to ensure a positive experience for all visitors, paying particular attention to the welcome they are given, along with signage, green spaces, washrooms and meeting areas.



A TEAM RESPONSIVE TO YOUR NEEDS

We value our customers' feedback, because it helps us improve what we do. This is why, as soon as your event is over, we send you a satisfaction questionnaire. If you wish, we can then organise a debriefing meeting to identify key areas for improvement.

AN ACCESSIBLE SITE WITH EVERYTHING YOU NEED



A WIDE CHOICE OF ACCOMMODATION

more than twenty 3- and 4-star hotels nearby.
Since 2019, Paris Expo Porte de Versailles has opened two unique concept hotels: a 205-room Mama Shelter and a 245-room Novotel.



ON-SITES FACILITIES

a range of dining options and a services hub.



AN EXTENSIVE TRANSPORT NETWORK

for getting around Paris (bus, metro, tramway, taxis, for-hire cycles) or for making national and international connections (railway stations and airports).



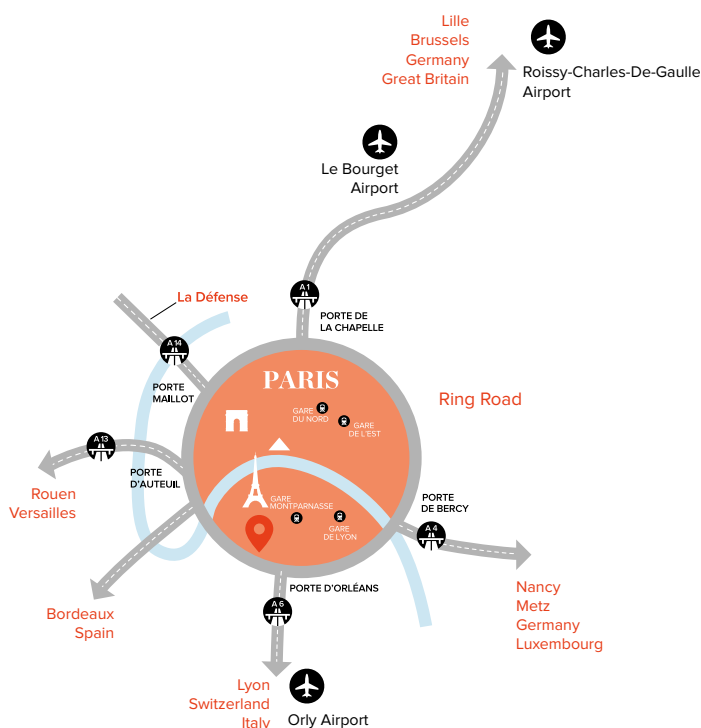
A NEWLY-RENOVATED EXHIBITION COMPLEX

with more green spaces, and more connected with Paris! We're transforming Paris Expo Porte de Versailles – green terraces and roofs, shared garden spaces and a welcoming green belt for visitors and Parisians alike.



A FIRST-CLASS TEAM

Our team is standing by, ready to offer advice, make sure that everything is installed exactly according to plan and ensure that your event is a complete success.



Viparis Store VIPARIS *store*

OUR ONLINE ORDERING SYSTEM

Streamlined presentation and ordering, and a simplified user experience – Exhibitor Services has updated its online ordering system... EPEX is now Viparis Store.

Create your new customer account in just minutes* and discover what Viparis Store has to offer.



A SINGLE CUSTOMER ACCOUNT

for ordering services, and a direct link to Logipass without switching usernames.



IMPROVED TRACKING OF YOUR ORDERS,

from shopping lists to invoicing, with a complete log of past messages.



AN EXTENSIVE CHOICE

of products and services for your stand, provided by Viparis and a selection of accredited partners.



CLEARLY-PRESENTED SERVICES

with detailed technical descriptions to help you make the right choice.



AND, AS ALWAYS, « GUEST ATTITUDE »,

our service policy – ongoing support from a team of dedicated experts who can assist you via phone, email and chatroom.

* Your EPEX login details are not valid for Viparis Store.

Use this link to create your new account today

WWW.VIPARISSTORE.COM

Our Exhibitor Department



A DEDICATED, FREE-OF-CHARGE SERVICE FOR YOU AND YOUR CUSTOMERS

We have a separate team that helps your exhibitors choose and implement the services that best match their needs.

From order to installation, our team provides customised, detailed follow-up to ensure your exhibitors receive the best service per square metre.

THE BENEFITS FOR YOU

- ◆ Advice about the services to offer your exhibitors
- ◆ Ongoing updates about the state of exhibitors' orders
- ◆ Attentive follow-up, both upstream and on site, to ensure your event opens and operates under the best possible conditions

THE BENEFITS FOR YOUR EXHIBITORS

- ◆ Tailored, proactive advice by teams with an in-depth knowledge of the site
- ◆ Technical solutions customised to meet their needs
- ◆ On-site reception at your sides

THE EXHIBITOR DEPARTMENT TOOLS

- ◆ An online ordering system: www.viparisstore.com
- ◆ The Exhibitor Services Guide
- ◆ A call centre staffed by a multi-lingual team
- ◆ Trained, on-site teams of reception staff
- ◆ Approved partners offering services tailored to our sites



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Our CSR initiative

Better events - Viparis 2030

3 KEY ISSUES, 9 GOALS



Over the past several years, Viparis has worked to **reduce its environmental impact** and to **share best practices with its customers and partners**. In 2014, Viparis was the first events management firm to earn ISO 20121 certification (the highest international accreditation for sustainable events management) for all its sites.

In 2016, to help **roll out our sustainable development strategy on a daily basis at every venue and within the company**, Viparis appointed a group of CSR “ambassadors”. In 2018, after monitoring our carbon footprint and actively engaging with our stakeholders we launched our CSR programme – Better Events - Viparis 2030. These goals will be fulfilled by meeting precise and quantifiable objectives.

Viparis has now consolidated its CSR commitments around three main themes – Better for the Environment, Better Heritage, and Better @ Heart, which reflect the three cornerstones of sustainable development. These will enable Viparis to contribute to the UN’s Sustainable Development Goals at a local level.

1 **BETTER FOR THE ENVIRONMENT: A SMALLER ENVIRONMENTAL FOOTPRINT**

By 2030, Viparis intends to cut its sites’ carbon footprint by 50% as compared to 2016 levels. As a signatory to the Net Zero Carbon Events pledge, Viparis is also committed to achieving net zero emissions by 2050. This will involve reducing our energy consumption and making our buildings more sustainable. At the same time, Viparis is working to protect the environment and its resources by recycling waste and reintroducing biodiversity at its venues. We are also dedicated to promoting better mobility by encouraging visitors to use sustainable transport and by streamlining event-related logistical flows.

2 **BETTER HERITAGE: EVENT-BASED VALUE CREATION**

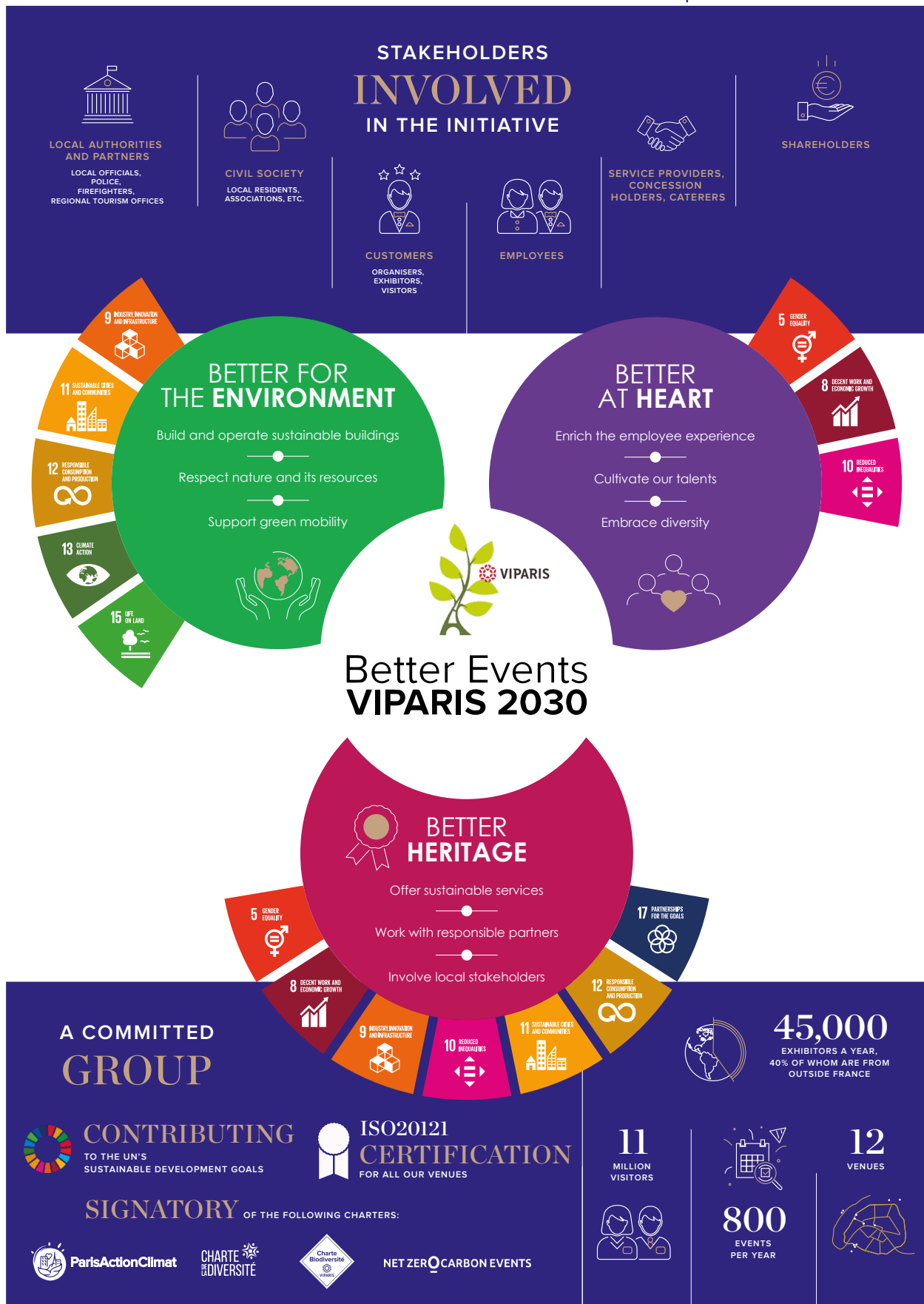
By offering an increasing number of sustainable services and forging ties with socially committed partners, Viparis’s business activity has roots throughout France. We rate our partners using CSR criteria, and they play an active role in helping us fulfil our CSR objectives.

3 **BETTER @ HEART : FOCUSING ON OUR TEAMS AND PROMOTING DIVERSITY**

As part of our CSR programme, we also take our employees’ concerns to heart. We make sure that they are fully part of our vision via annual CSR objectives and measures introduced at each venue. Viparis also seeks to promote diversity by encouraging gender parity, generational diversity and an inclusive workspace for individuals with disabilities.

OUR PROMISE TO OUR CUSTOMERS

Spaces and services for responsible events and value creators.



2

PLANNING YOUR FIRST EVENT

Key points

IS THIS YOUR FIRST EVENT AT THE PARIS CONVENTION CENTRE?

Rest assured – we've thought of everything so that your first event takes place under the best possible conditions!



THINGS TO KEEP IN MIND:

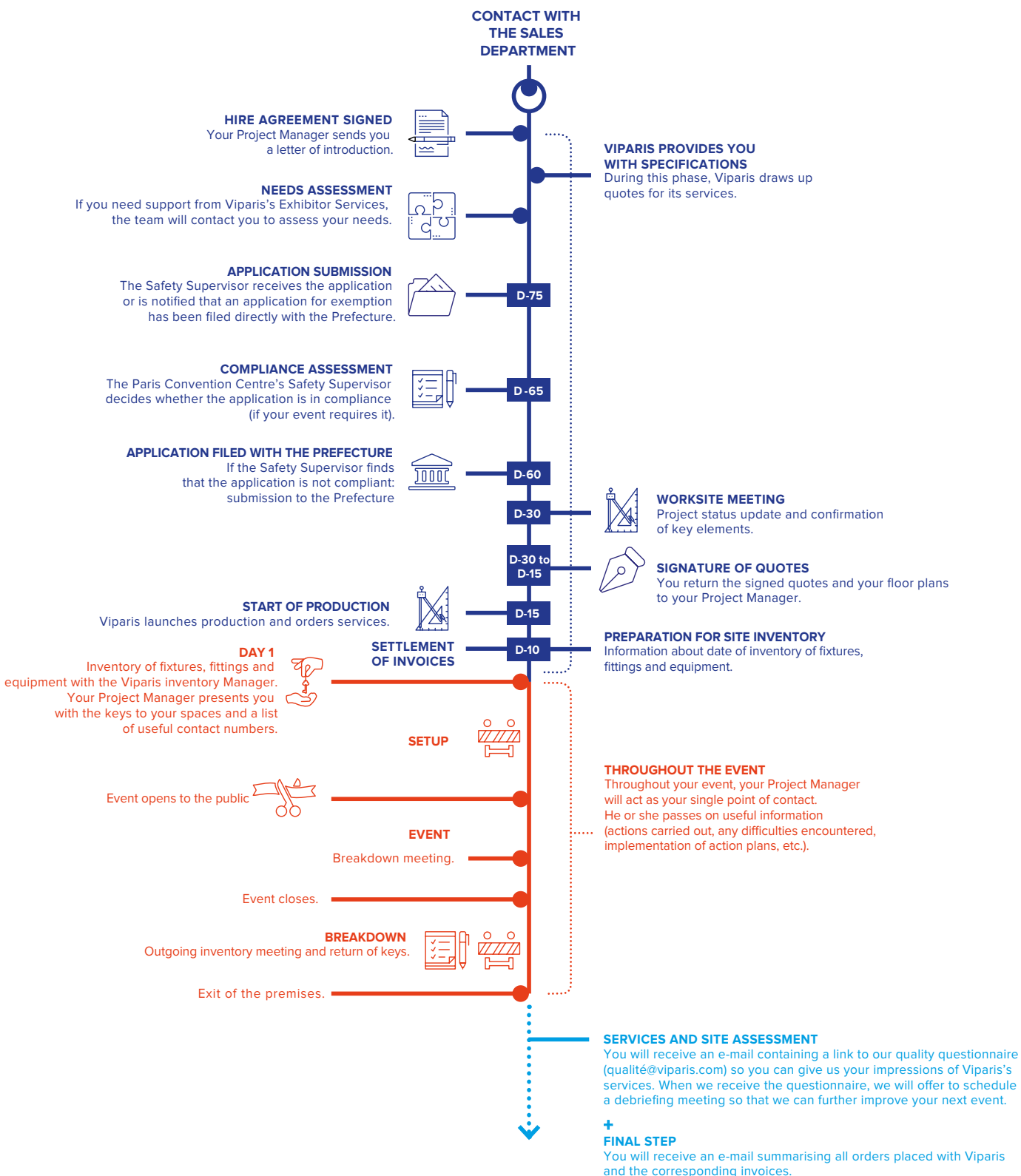
- ◆ **Get a good understanding** of the technical plans and draw up your specifications
- ◆ **Select the services** you need to make sure your event runs smoothly:
 - ▶ Cleaning services (service providers, on-duty staff, etc.)
 - ▶ Connections (electricity, water, Internet)
 - ▶ Interior and exterior signage (tarpaulins, inhouse displays, etc.)
 - ▶ Food services (caterers)
 - ▶ Reception and security services (guards and security personnel, cloakroom attendants, reception staff, etc.)
- ◆ **Keep your exhibitors informed.** Viparis's Exhibitor Services offers customised solutions.



AT YOUR SERVICE

At Viparis, "customised service" are not just empty words. As soon as your hire agreement is signed, a Project Manager is assigned to your event. He or she will be your main point of contact throughout the setup and operational phases. The Project Manager coordinates the work of Viparis's various logistical and technical partners and can recommend possible solutions based on your needs.

Essential steps



3

WHAT'S IN YOUR HIRE AGREEMENT?

Included services

Services included in your hire agreement between 7am and 8pm

PAVILION

TECHNICAL INFRASTRUCTURE

- Exterior lighting
- Travelators, lifts and escalators based on the hours your event is open to the public
- Lighting, ventilation, cooling, or heating only when the event is open to the public (technical support and energy consumption included)
- On-site electrical support

SIGNAGE

- Signage guiding visitors to your event from Gate A to Level 7.3, using digital displays defined by Viparis.

LOGISTICS & SAFETY

- Controlled entry for vehicles entering the site during contractual hours
- Traffic management (help with parking - subject to use Logipass)
- Fire safety control centre
- Light duty emergency vehicle and emergency team during opening hours
- Opening and operation of car parks (parking fees paid by users)
- Supply of fire extinguishers (subject to site specifications)

CLEANING

- Operation and upkeep of washrooms (according to a schedule determined by Viparis)
- Upkeep of common exterior areas

NETWORK

- Free Wi-Fi: 2.4 GHz access
- Up to 4 Mbps per connection

EXHIBITORS SERVICES

- A team of experts dedicated to exhibitor support, as well as an online ordering system and a call centre

PUBLIC ADDRESS SYSTEM

- Provision and installation of sound system equipment (1 call mic per event)
- Electrical energy consumption
- Servicing during your event's opening hours

CONFERENCE ROOM(S) LEVEL 7.3

TECHNICAL INFRASTRUCTURE

- General lighting for the room(s)

FITTINGS AND FURNISHINGS

- Setup of mobile partitions (1 configuration per event)
- Carpeting in the rooms
- Rooms furnished with Viparis furniture (1 configuration per event in theatre, meeting, or U-shaped mode)
- Connected tables using a power box (to be paid for by you)

CLEANING

- Routine daily room cleaning

ATRIUM ROOMS LEVELS 7.2, 7.3 & 7.4

TECHNICAL INFRASTRUCTURE

- General lighting for the room(s)
- Cooling, heating, ventilation (technical support and energy consumption included)

FITTINGS AND FURNISHINGS

- Setup of mobile partitions (1 configuration per event)
- Rooms furnished with Viparis furniture (1 configuration per day)
- For all rooms larger than 100 sqm, a stage with furniture (lectern and dais)

CLEANING

- Standard daily cleaning

AUDIOVISUAL

- One plasma screen per room (except room 741)

Exclusive additional services

Viparis's exclusive mandatory services to ensure your safety and comfort

CLEANING OF PAVILION (all levels)

- Cleaning of spaces during setup, operation and breakdown
- Waste removal

Exclusive optional services to meet your needs

PAVILION	CONFERENCE ROOM(S) LEVEL 7.3
BUILDING SERVICES AND TECHNICAL STAFF <ul style="list-style-type: none"> • Handling of fixed equipment (fixtures for hanging, patching, cabling, slings, etc). by Viparis staff • Connection of sound systems to override outlets • Complementary commercial sound system 	FITTINGS AND FURNISHINGS <ul style="list-style-type: none"> • Reconfiguration of Viparis furniture
LOGISTICS & SAFETY <ul style="list-style-type: none"> • Controlled access at gates and logistics management outside contractual hours, or opening of additional gates 	BUILDING SERVICES AND TECHNICAL STAFF <ul style="list-style-type: none"> • Connection of sound systems to override outlets
ELECTRICITY & FLUID SUPPLY <ul style="list-style-type: none"> • Electrical connections • Water connections • Compressed air hookups 	CLEANING <ul style="list-style-type: none"> • Supplementary and special cleaning services (e.g. if food is served in room) • On-duty cleaning staff • Increased frequency or extension of toilets cleaning hours
FITTINGS AND FURNISHINGS <ul style="list-style-type: none"> • Mobile Reception desks in public areas (furniture supplied by Viparis) 	ATRIUM ROOMS LEVELS 7.2, 7.3 & 7.4
INTERNET, WI-FI & TELEPHONY <ul style="list-style-type: none"> • Wired internet connections • Customised network • Telephone lines and special lines • Personalized Wi-Fi 	
CLEANING <ul style="list-style-type: none"> • Supplementary and special cleaning services • On-call cleaning staff • Increased frequency or extension of toilets cleaning hours 	
EVENING OPENING HOURS <p>Extension of all inclusive services for any hours (even partial) that your event is open to the public before 7am and after 8pm</p>	
SIGNALING <ul style="list-style-type: none"> • Signage and advertising on infrastructure and existing supports 	TECHNICAL STAFF <ul style="list-style-type: none"> • On-site technical staff to operate the included audiovisual equipment
	CLEANING <ul style="list-style-type: none"> • Supplementary and special cleaning services (e.g. if food is served in room) • On-call cleaning staff • Increased frequency or extension of toilets cleaning hours
	SIGNAGE AND ADVERTISING <ul style="list-style-type: none"> • Signage and advertising on infrastructure and existing supports



Our spaces

ACCESS ————— **16**

OVERVIEW ————— **19**

LEVEL 7.1 ————— **20**

LEVEL 7.2 ————— **22**

LEVEL 7.3 ————— **25**

LEVEL 7.4 ————— **31**

THE ATRIUM ————— **32**

ACCESS

AIRPORT SHUTTLE FROM PORTE MAILLOT

- Bus Direct
- Beauvais airport shuttle

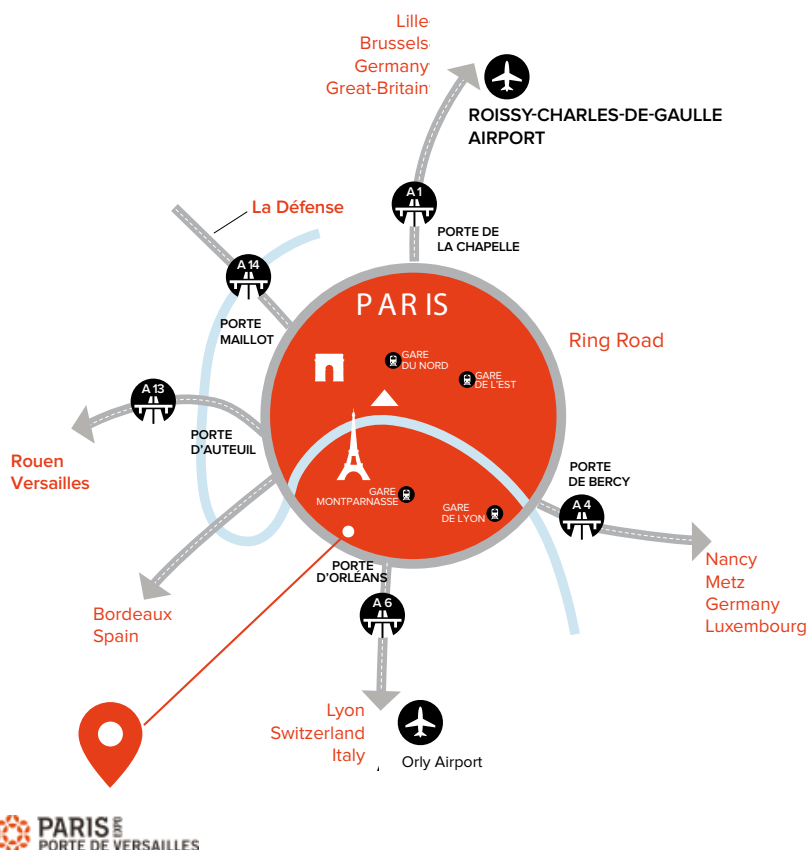
FROM ROISSY-CHARLES DE GAULLE AIRPORT

RoissyBus to Paris–Opéra

- From Opéra, take Metro line 8 in the direction of Balard. Change at Madeleine to line 12 in the direction of Mairie d'Issy. Get off at Porte de Versailles – Parc des Expositions

RER B (regional train line) in the direction of Saint-Rémy-lès-Chevreuse to Cité Universitaire

- From Cité Universitaire, take tramway line T3 in the direction of Pont du Garigliano, and get off at Porte de Versailles – Parc des Expositions



PARIS
CONVENTION
CENTRE

FROM ORLY AIRPORT to Antony with the Orlyval train

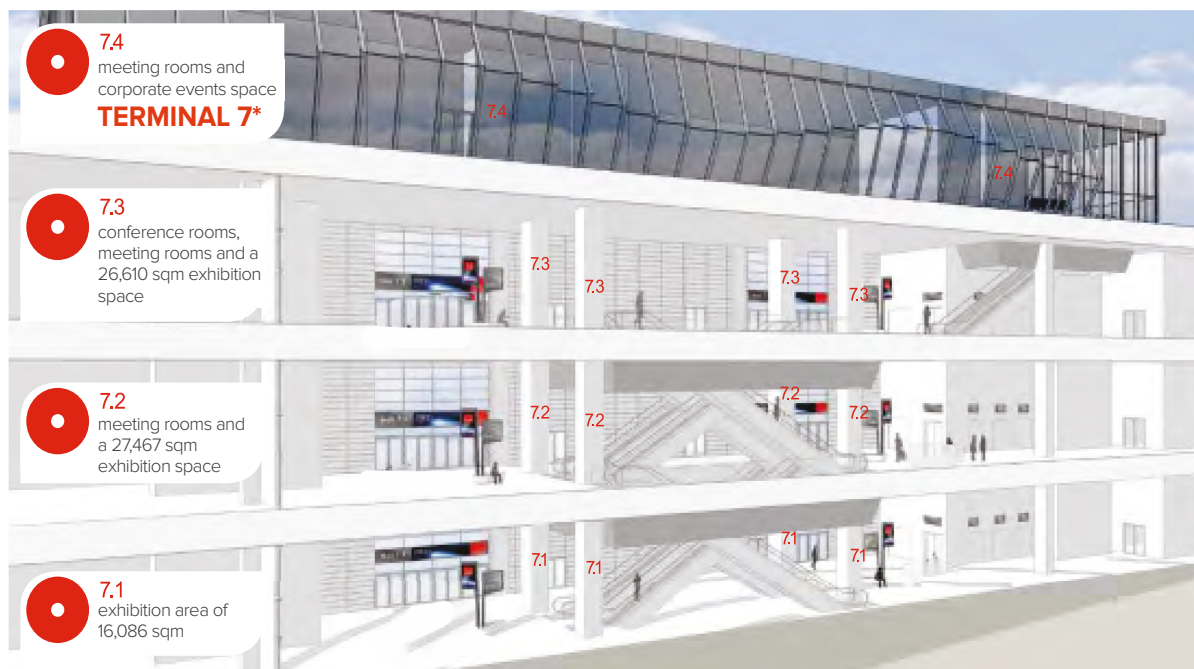
- From Antony, take the RER B train line in the direction of Mitry-Claye ou Aéroport Roissy – Charles-de-Gaulle to Cité Universitaire. Then take tramway line T3 in the direction of Pont du Garigliano, and get off at Porte de Versailles – Parc des Expositions

Orlybus to Denfert-Rochereau

- RER B (regional train line) in the direction of Saint-Rémy-lès-Chevreuse to Cité Universitaire
- From Cité Universitaire, take tramway line T3 in the direction of Pont du Garigliano, and get off at Porte de Versailles – Parc des Expositions



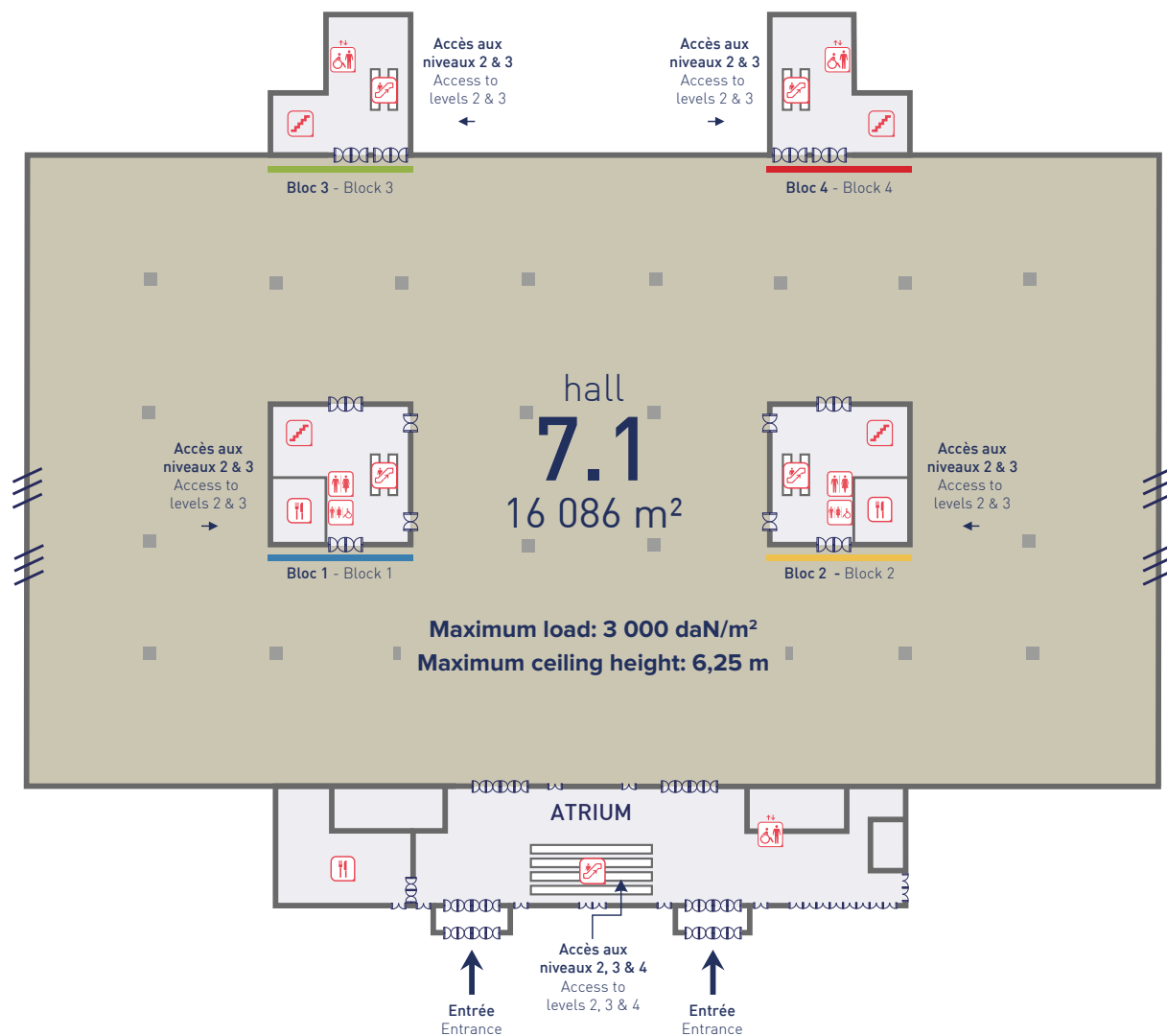
OVERVIEW



4 INTERCONNECTED LEVELS
MODULAR
LIGHT-FILLED

*Terminal 7 is a space that is co-managed by Viparis ad Paris Society. For more information, Please contact your Project Manager.

LEVEL 7.1 FLOOR PLAN



services services



aire de repos
rest area



ascenseur
lift



escalator
escalator



escaliers
stairs



restauration
restaurant



toilettes
toilets



toilettes PMR
toilets PRM

espaces spaces



espaces de circulation
circulation areas



halls d'exposition
exhibition halls



cloisons amovibles
moveable partitions



portes logistique
logistical gates

LEVEL 7.1



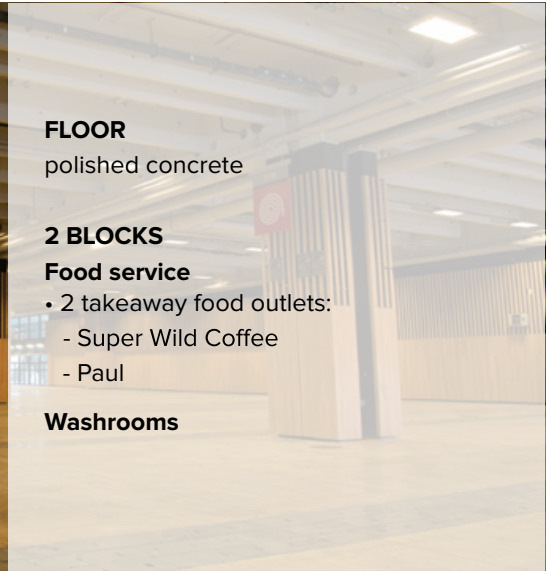
FLOOR
polished concrete

2 BLOCKS

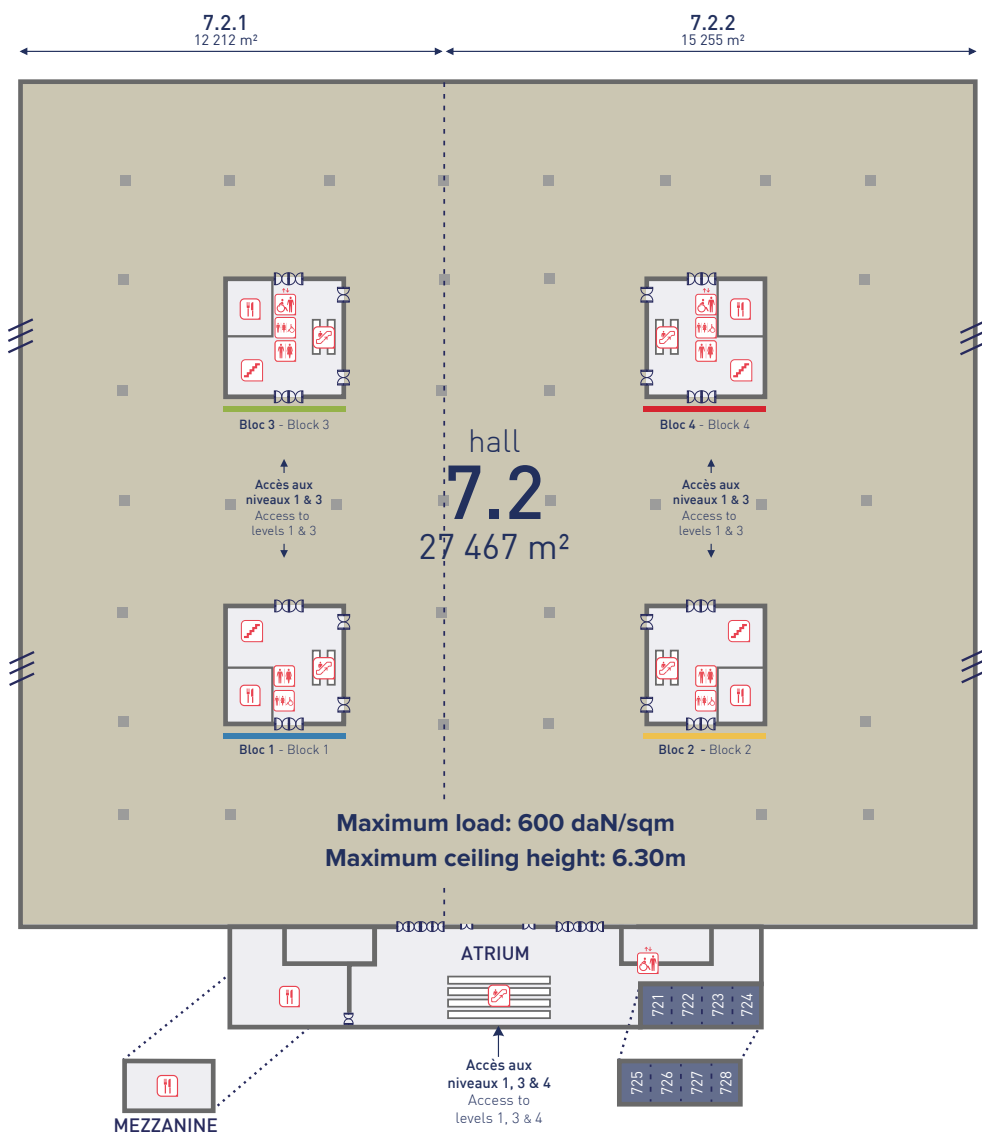
Food service

- 2 takeaway food outlets:
 - Super Wild Coffee
 - Paul

Washrooms



LEVEL 7.2 FLOOR PLAN



services
services

espaces
spaces



aire de repos
rest area



ascenseur
lift



escalator
escalator



escaliers
stairs



restauration
restaurant



toilettes
toilets



toilettes PMR
toilets PRM



espaces de circulation
circulation areas



halls d'exposition
exhibition halls



salles de réunion
meeting rooms



cloisons amovibles
moveable partitions



portes logistique
logistical gates

LEVEL 7.2

CONFERENCE ROOMS



SALLES ROOMS	SURFACE FLOORSPACE	THÉÂTRE THEATRE	CLASSE CLASSROOM	EN RECTANGLE BOARDROOM	SALLE « U » U-SHAPE
7.2					
721	44 m ² - sqm	28	14	11	12
722	32 m ² - sqm	26	10	12	12
723	33 m ² - sqm	26	10	12	12
724	40 m ² - sqm	33	16	12	12
721+722	76 m ² - sqm	65	24	22	24
722+723	65 m ² - sqm	59	22	22	18
723+724	73 m ² - sqm	63	24	26	18
721+722+723	109 m ² - sqm	108	44	38	36
722+723+724	105 m ² - sqm	97	38	38	26
721+722 +723+724	150 m ² - sqm	162	62	52	52

7.2 MEZZANINE					
725	40 m ² - sqm	28	12	11	12
726	28 m ² - sqm	26	10	12	12
727	28 m ² - sqm	26	10	12	12
728	35 m ² - sqm	31	10	12	12
725+726	68 m ² - sqm	63	24	22	24
726+727	56 m ² - sqm	53	22	22	18
727+728	63 m ² - sqm	63	24	26	18
725+726+727	96 m ² - sqm	108	38	36	36
726+727+728	91 m ² - sqm	97	36	36	26
725+726 +727+728	131 m ² - sqm	161	56	52	52

LEVEL 7.2



FLOOR

Latexfalt

4 BLOCKS

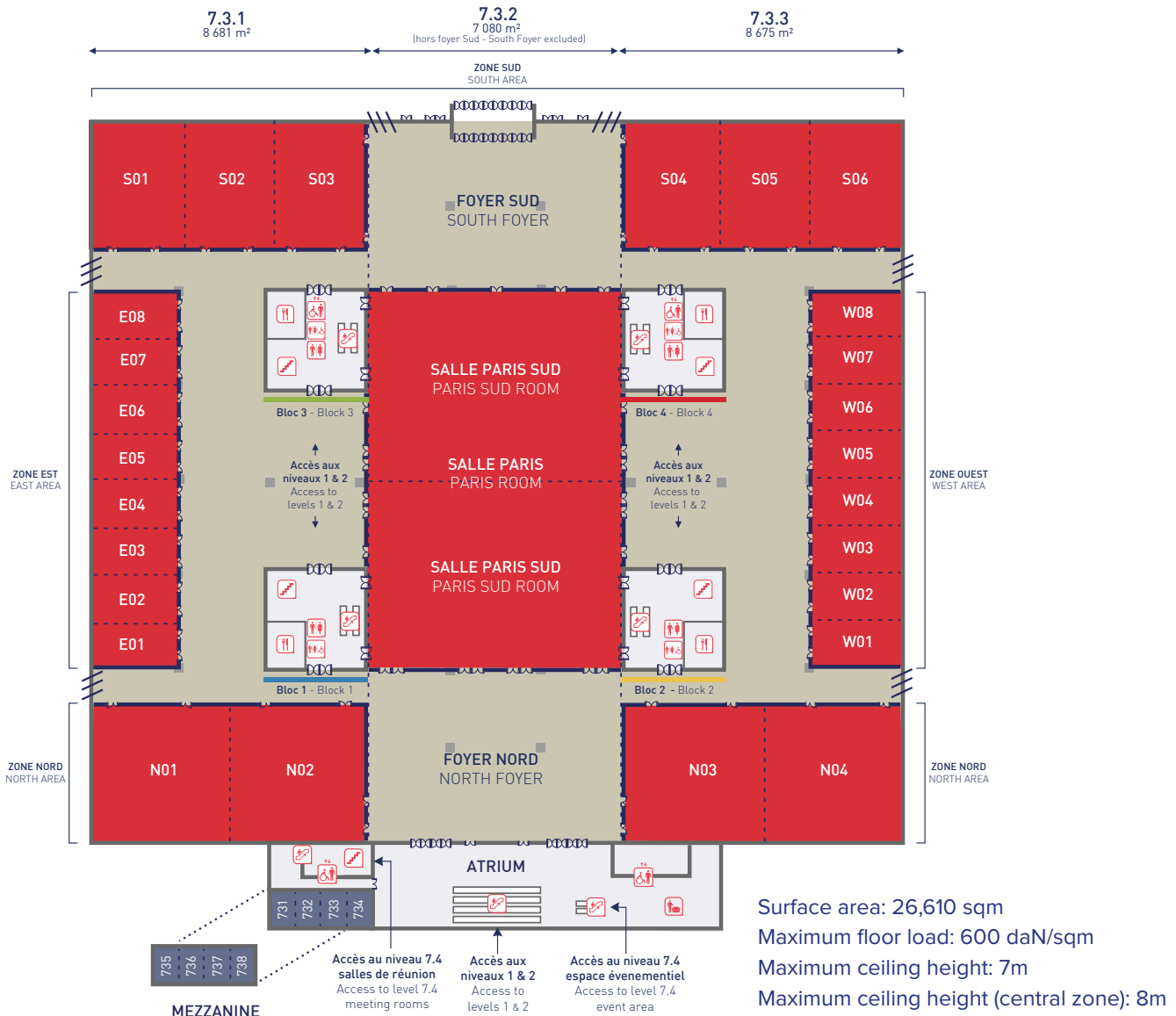
Food service

- 4 takeaway food outlets:
 - Deli&Cia
 - FoodBox
 - Paul
 - Super Wild Coffee

Washrooms



LEVEL 7.3 FLOOR PLAN



services services


aire de repos
rest area

ascenseur
lift

escalator
escalator

escaliers
stairs

restauration
restaurant

toilettes
toilets

toilettes PMR
toilets PMR

espaces spaces


espaces de circulation
circulation areas

halls d'exposition
exhibition halls

salles de conférence
conference room

salles de réunion
meeting rooms

cloisons amovibles
moveable partitions

portes logistique
logistical gates

LEVEL 7.3

CONFERENCE ROOMS



SALLES ROOMS	SURFACE EN M2 AREA (SQM)	THÉÂTRE THEATRE	CLASSE CLASSROOM	RECTANGLE BOARDROOM	SALLE «U» U-SHAPE	CABARET ROUND TABLE	DEMI-LUNE CRESCENT
CENTRAL AREA							
Paris Nord	2 502	2 400	1 260			1 160	840
Paris Sud	2 231	2 210	1 112			1 050	738
Paris	4 733	5 200	2 500			2 320	1 662
NORTH AREA							
N01	870	870	444	-	-	380	300
N02	804	870	411	-	-	350	282
N01 - N02	1 674	1 800	840	-	-	860	576
N03	805	870	411	-	-	360	282
N04	869	870	444	-	-	390	312
N03 - N04	1 674	1 800	840	-	-	710	576
SOUTH AREA							
S01	552	610	273	-	-	260	192
S02	555	565	291	-	-	250	192
S03	563	595	291	-	-	250	192
S01-S02	1 107	1 170	514	-	-	530	402
S02-S03	1 118	1 155	518	-	-	520	402
S01-S02-S03	1 670	1 600	838	-	-	770	558
S04	563	595	291	-	-	250	192
S05	555	565	291	-	-	260	192
S06	556	610	273	-	-	260	192
S04-S05	1 118	1 155	518	-	-	520	402
S05-S06	1 111	1 170	514	-	-	520	402
S04-S05-S06	1 674	1 610	781	-	-	780	570
WEST AREA							
W01	171	165	79	48	36	-	-
W02	172	160	77	48	36	-	-
W03	191	190	93	48	36	-	-
W04	191	195	91	48	36	-	-
W05	172	165	79	48	36	-	-
W06	191	190	91	48	36	-	-
W07	171	165	79	48	36	-	-
W08	172	160	77	48	36	-	-
W01-W02	343	350	154	-	-	150	120
W03-W04	382	420	185	-	-	160	120
W05-W06	363	370	169	-	-	150	114
W07-W08	343	350	154	-	-	150	120
W01-W02-W03	534	593	265	-	-	240	168
W06-W07-W08	534	604	265	-	-	240	168
W01-W02-W03-W04	725	870	388	-	-	360	240
W05-W06-W07-W08	706	840	376	-	-	340	240



SALLES ROOMS	SURFACE EN M ² AREA (SQM)	THEATRE THÉÂTRE	CLASSE CLASSROOM	RECTANGLE BOARD-ROOM	SALLE «U» U-SHAPE	CABARET ROUND TABLE	COCKTAIL COCKTAIL PARTY
E01	175	165	79	48	36	-	-
E02	175	160	77	48	36	-	-
E03	195	190	93	48	36	-	-
E04	190	194	91	48	36	-	-
E05	175	165	79	48	36	-	-
E06	195	190	91	48	36	-	-
E07	175	165	79	48	36	-	-
E08	175	160	77	48	36	-	-
E01+E02	345	350	154	72	50	150	120
E03+E04	385	420	185	72	54	160	120
E05+E06	365	370	169	72	50	150	114
E07+E08	345	350	154	72	46	150	120
E01+E02+E03	535	618	265	100	72	240	168
E06+E07+E08	535	604	265	100	72	240	168
E01+E02+E03 +E04	725	870	391	128	104	360	240
E05+E06+E07+E08	710	840	377	128	100	340	240

LEVEL 7.3



SOL

Epoxy resin

4 BLOCKS

Food service

- Drinks dispenser
- 4 takeaway food outlets:
 - Lina's
 - Food Box
 - Paul
 - Super Wild Coffee

Washrooms



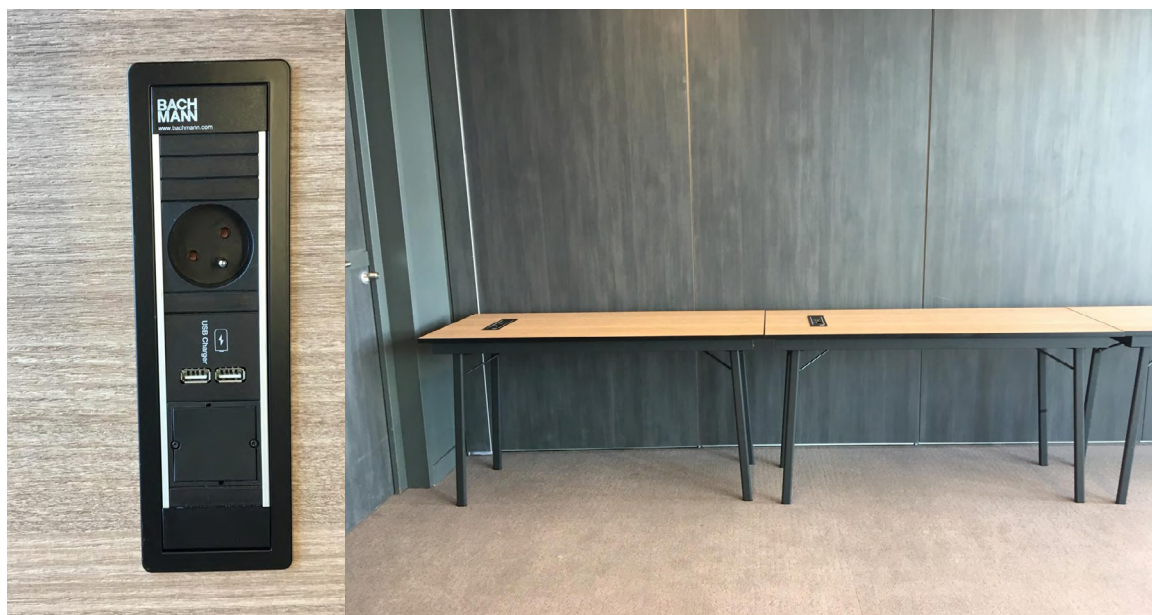
ATRIUM ROOMS 7.3 AND MEZZANINE



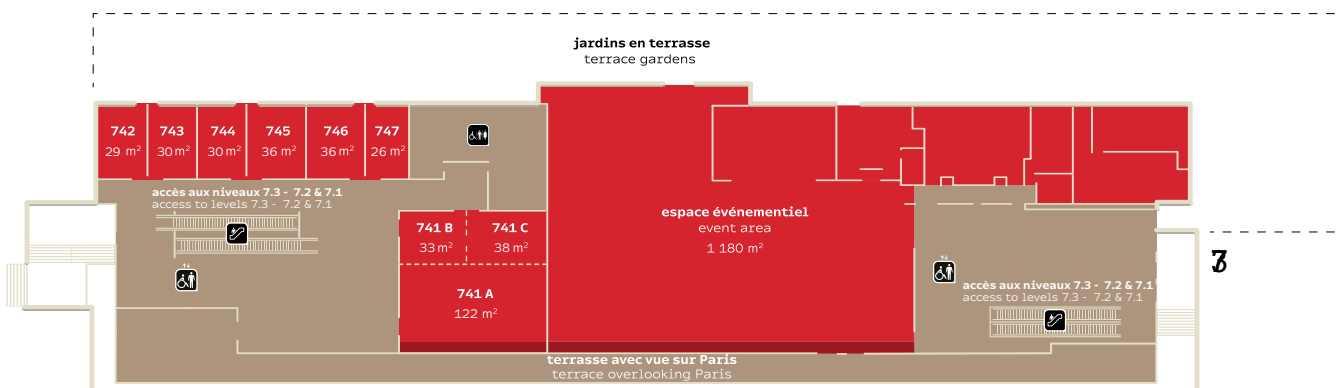
SALLES ROOMS	SURFACE* FLOORSPACE	THÉÂTRE THEATRE	CLASSE CLASSROOM	EN RECTANGLE BOARDROOM	SALLE « U » U-SHAPE
7.3					
731	36 m ² - sqm	26	14	10	10
732	29 m ² - sqm	20	8	10	10
733	29 m ² - sqm	20	8	10	10
734	40 m ² - sqm	24	14	10	10
731+732	65 m ² - sqm	52	22	22	14
732+733	58 m ² - sqm	50	22	20	14
733+734	69 m ² - sqm	57	26	22	22
731+732+733	94 m ² - sqm	80	38	36	20
732+733+734	98 m ² - sqm	94	40	34	32
731+732 +733+734	134 m ² - sqm	142	63	50	50
7.3 MEZZANINE					
735	31 m ² - sqm	26	14	10	10
736	25 m ² - sqm	20	8	10	10
737	25 m ² - sqm	20	8	10	10
738	36 m ² - sqm	24	12	10	10
735+736	56 m ² - sqm	52	24	22	14
736+737	50 m ² - sqm	50	22	20	14
737+738	61 m ² - sqm	57	20	20	20
735+736+737	81 m ² - sqm	80	38	36	20
736+737+738	86 m ² - sqm	94	32	32	32
735+736 +737+738	119 m ² - sqm	142	46	50	48

* Surfaces arrondies / rounded surfa

ATRIUM ROOMS 7.3 AND MEZZANINE



LEVEL 7.4



SALLES ROOMS	SURFACE* FLOORSPACE	THÉÂTRE THEATRE	CLASSE CLASSROOM	EN RECTANGLE BOARDROOM	SALLE « U » U-SHAPE
7.4					
741 A	122 m² - sqm	140	59	44	38
741 B	33 m² - sqm	22	12	12	12
741 C	38 m² - sqm	26	14	16	16
741 B+C	71 m² - sqm	69	26	32	28
741 A+B+C	195 m² - sqm	195	95	56	44
742	29 m² - sqm	32	12	16	16
743	30 m² - sqm	32	12	16	16
744	30 m² - sqm	32	12	16	16
745	36 m² - sqm	38	16	16	16
746	36 m² - sqm	35	16	16	16
747	26 m² - sqm	22	10	16	16

* Surfaces arrondies / rounded surface

non-binding document

THE ATRIUM



THE ATRIUM IS A PUBLIC SPACE THAT CANNOT BE USED FOR INSTALLATIONS. IT SERVES ALL FOUR FLOORS OF THE PARIS CONVENTION CENTRE.

The Atrium offers various services for visitors:

- A lounge area (on Level 7.3)
- Drinks dispensers
- A long connected bench where visitors can work and recharge their laptops, tablets and cellphones



If you wish to set up an information counter in the Atrium, you must use Viparis's portable counters (230 x 99.8 cm). A display board over the top of the counter measures 33 x 94.8 cm. Please contact your Project Manager for more information.

FOOD SERVICE

THE ATRIUM OFFERS SEVERAL FOOD SERVICE OUTLETS:

LA HALLE GOURMANDE (7.1)

- TAKEAWAY OR ON-SITE DINING
- 145 SEATS, INCLUDING 75 ON THE TERRACE

LE BISTROT DE PARIS (7.2)

- ON-SITE DINING
- 144 SEATS





Our full range of services

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Telephony

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CATERING

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1

PARKING AND TRAFFIC MANAGEMENT

Traffic and car parks

AN EXCLUSIVE SERVICE

The car parks of the Paris Expo Portes de Versailles site are open to welcome your exhibitors and visitors. Parking is free for your exhibitors during the assembly and dismantling periods. During the opening of your event, your exhibitors will be able to buy parking spaces (subject to availability).

TECHNICAL ASPECTS:

- Your reservations are valid for the length of your event.
- Our car parks are open from 7am to 11pm (or later, in case of evening opening hours).
- Vehicles can exit at any time, day or night.

SERVICE INCLUDES:

- Use of a convenient car park for light commercial vehicles, utility vehicles and HGVs
- Badges allowing your exhibitors to access your parking area.

General terms and conditions

The number and location of parking places allocated are decided at the coordination meeting. Viparis will accept the return of unused parking spaces within the limit of 10% of the quota ordered, no later than the first day your event opens to the public. After this, unused parking places will be invoiced.

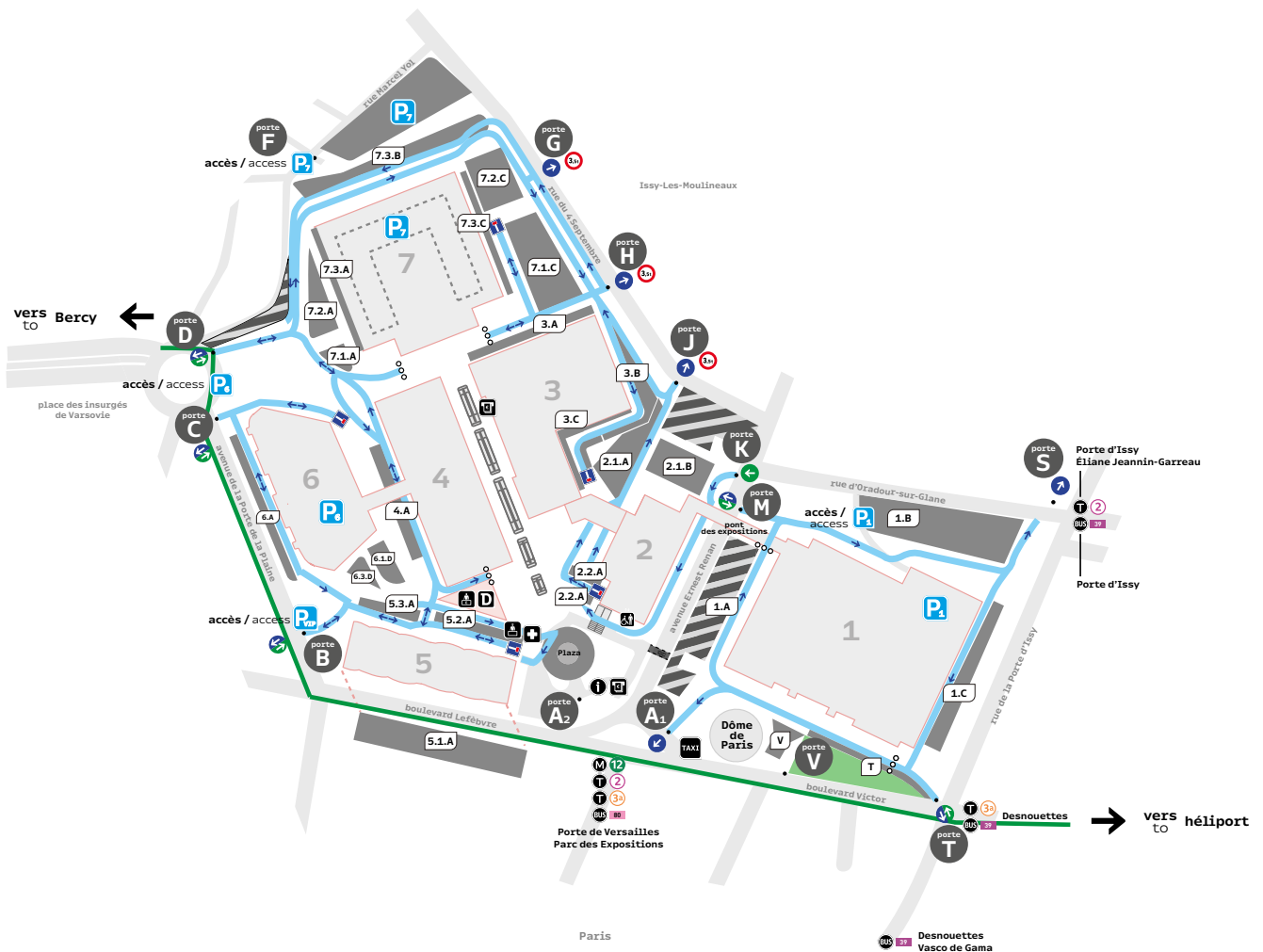
REFERENCES AND RATES

P6, & P7 CAR PARKS	PRICE/DAY IN € EXCL. TAX
Passenger vehicle	18.57
VIP	18.57

Within the complex, parking is prohibited outside car parks P6 and P7, except for refrigerated lorries. Parking for these vehicles must be validated by your Project Manager.

HÉLIPORT CAR PARK AND OTHER EXTERIOR SPACES (OUTSIDE THE COMPLEX)	PRICE/DAY IN € EXCL. TAX
Light commercial vehicle < 3.5 t	32.81
HGV < 6 T	38.43
HGV > 6 T	43.40

Logistics traffic plan



1 pavillon
pavilion

A porte d'accès
access gate

A accès piéton
pedestrian access

i réception
reception

post poste de sécurité
security post

ex service exposants
Exhibitors service

D direction du site
site management

cash distributeur
cashpoint

j jardin Ville de Paris
garden of the City of Paris

ch Zone chantier
construction area

+ infirmerie
infirmary

→ entrée uniquement
entry only

→ sortie uniquement
exit only

↔ entrée et sortie
entry and exit

→ sens de circulation
entry and exit

+ voie sans issue
dead end

3.5t interdit aux véhicules de plus de 3,5 tonnes
no entry for vehicles over 3,5 tonnes

o plots rétractables
retractable bollards

1.A terrasse
terrace

Traffic control

We've made improvements to the logistics at all of our sites to help keep people and equipment safe:

Access to delivery areas is subject to vehicle registration and controlled access. Using our website logipass.viparis.com, you can register all vehicles that are involved in the setup and breakdown of your event, as well as any vehicles that will be making daily deliveries.

Your Project Manager is available to help you set up this registration process.

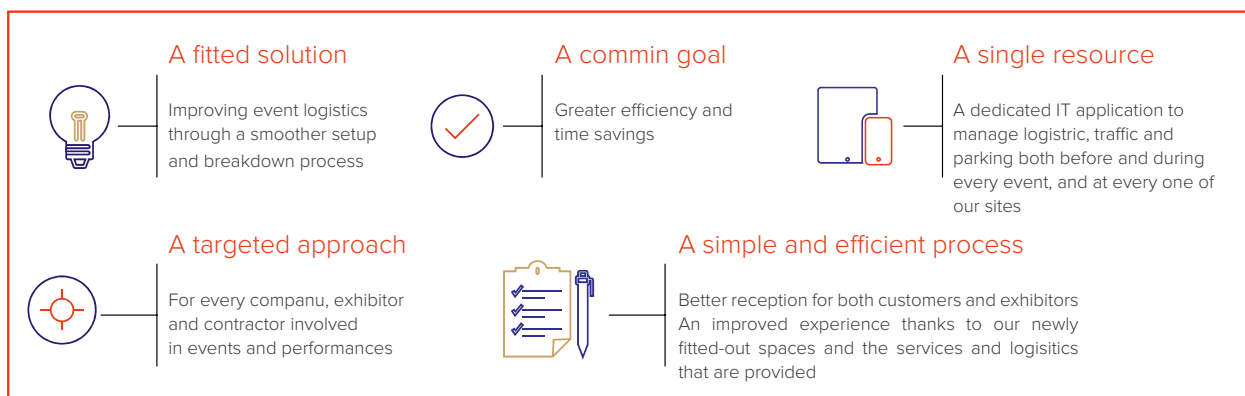


REMINDER

As part of the transformation of Paris Expo Porte de Versailles, we have completely redesigned the logistics of the park to free up space near the pavilions open to the public.
Parking is not permitted in the complex when your event is open to the public.

VIPARIS'S CUSTOMISED LOGISTICS

VIGILANCE IS EVERYONE'S JOB



Price on request

- Equipment hire and installation
- Handling support (a team of handlers)
- Use of a shuttle and driver (minibus or golf cart)
- Customised logistical solutions (e.g. management of coaches)
- Use of storage areas for empty packaging (depending on availability)

Please contact your Project Manager.

2

SIGNAGE

Enhance the visibility of your event using the various displays on building façades and along pedestrian walkways. Viparis has entrusted Metropole, specialising in event signage, with the exclusive management of the marketing, as well as printing, packaging and installation of these displays. Metropole will be happy to help you with your signage concept and draw up technical and commercial offers best suited to your needs.

METROPOLE 167-169 avenue des Grésillons 92230 GENNEVILLIERS

Contact: Sandrine LAURENT Tel.: +33 7 62 01 52 04 / Email: sandrine@metropole.me

Metropole can also provide advertising management solutions, offering fixed and event-based displays to your exhibitors and sponsors.

Advertising agency contact: Gary Blumenfeld Tel.: +33 6 16 26 04 39 - Laura BIOTOIS laura@metropole.me



USEFUL TIP A digital signage path from Gate A2 (pedestrian access) to Level 7.3 of the Paris Convention Centre is included in your hire agreement.

Thanks to digital displays, your guests can easily find their way From the entrance of the exhibition complex to the Paris Convention Centre in Pavilion 7. These displays can be customised with the name and colours of your event – a service that is included in your hire agreement. To learn more, please contact Métropole, our exclusive service provider.

One section of the large display ring at the Digital Emotion Plaza located at the complex's main entrance		fee	included
Four displays located along the travelators leading from the entrance to Pavilion 7	Group displays can be shared with up to two other events. Your message will be displayed one-third of the time if shared with two other events, half of the time if there is one other event, and continuously if yours is the only event.	fee	included
Six displays on the first three levels of Pavilion 7, near the escalators		fee	included

Using the Next'One network, Paris Expo Porte de Versailles can provide you with specific signage options in the washrooms.

- A3-sized poster, portrait orientation, 29.7 x 42 cm.
- 40 and 55 inch digital displays.

For more information, please contact Next'One at +33 4 79 60 09 34 - www.next-one.fr

3

SLINGS

AN EXCLUSIVE SERVICE

SLING PLACEMENT

For safety reasons, slings can only be installed by Viparis.

SERVICE INCLUDES:

- Feasibility study based on the weight to be suspended and its location
- Use of an elevated platform for installation
- Placement at desired location and height
- Technical support throughout the event
- Breakdown

General terms and conditions

- Viparis can install slings throughout Pavilion 7
- A sling can support up to 80kg
- Certain areas are not suitable for slings

REFERENCES AND RATES

SERVICE	REFERENCE	PRICE IN € (EXCL. TAX)
Slings (from 1 to 6) – per sling	38101	151.51
Slings (from 7 to 12) – per sling	38102	147.12
Slings (more than 12) – per sling	38103	137.06
Change in height of sling	38117	75.69
3 to 4 kW electrical power supplied to a sling	38104	133.68
6 to 10 kW electrical power supplied to a sling	38105	174.13
20 kW electrical power supplied to a sling	38106	207.12



USEFUL TIP The organiser must hire an inspection service for any equipment installed by its partners or exhibitors.

AN EXCLUSIVE SERVICE

ROTATING DISPLAYS AND POWER SUPPLY

Suspended rotating displays are driven by an electric motor.

SERVICES PROVIDED:

- Hire of rotating unit
- Installation of slings and unit
- Power supply setup
- Installation of the suspended signage (power box and electrical consumption are not included)

REFERENCES AND RATES

SERVICE	REFERENCE	PRICE IN € (EXCL. TAX)
Rotating display – flat rate (includes 3 slings and electrical cabling)	38107	572.02

OPTIONAL SERVICE

YOUR STAND IN THE SPOTLIGHT

Showcasing your stand is essential for successful participation in a trade exhibition. To enhance your visibility and stand out from the competition, lighting up your products is one of the best ways to create a cosy and welcoming atmosphere and attract visitors to your stand.

Drawing on our experience in this area, VIPARIS offers a selection of lighting trusses with spotlights that adapt to the layout of your stand and contribute to your success.

Available in kits of different formats or as a customized service, all our offers include a Sustainable Development dimension and use only energy-efficient LED spotlights to reduce your electric power supply.

Hoist- or motor-based lifting solutions complete our offer if you wish to use your own lighting trusses or fasten structural elements at your stand.

READY-TO-USE LIGHTING TRUSS KITS

- Available in four formats to adapt to the layout of your stand: linear, square, rectangular, circular
- Each format is available in different sizes and in warm or cool ambiance lighting
- Easy to order. Each kit includes slings, the lighting truss, LED spotlights, installation and removal, and spotlight adjustment
- Environmentally friendly. The kits are exclusively equipped with energy-efficient LED spotlights
- Compliant with regulatory and site safety standards

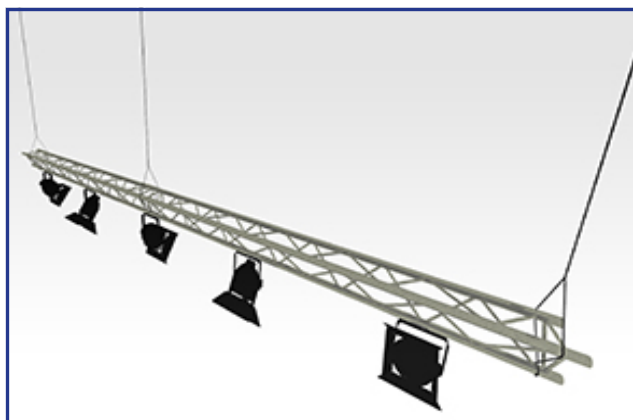
CUSTOMIZED LIGHTING TRUSSES

- We work with specialised partners who have great expertise in showcasing products on display
- Adaptable to the specificities of your stand and the products on display based on your technical brief for the choice of dimensions, formats, and spotlight type
- Can be fitted at the same time as the slings to save time during installation
- Decorations or signs can also be integrated if necessary
- Compliant with regulatory and site safety standards

READY-TO-USE LIGHTING TRUSS KITS

LINEAR KITS

- ◆ Available in different lengths from 3 to 15 m
- ◆ Include:
 - 3 to 14 adjustable LED spotlights, with warm or cold light settings
 - The necessary slings
 - Installation, removal and adjustment of lights to your product displays
 - Certificate of regulatory compliance

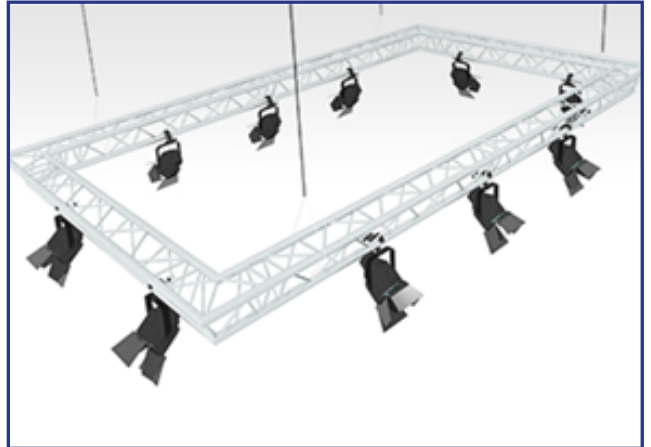


OPTIONAL SERVICE

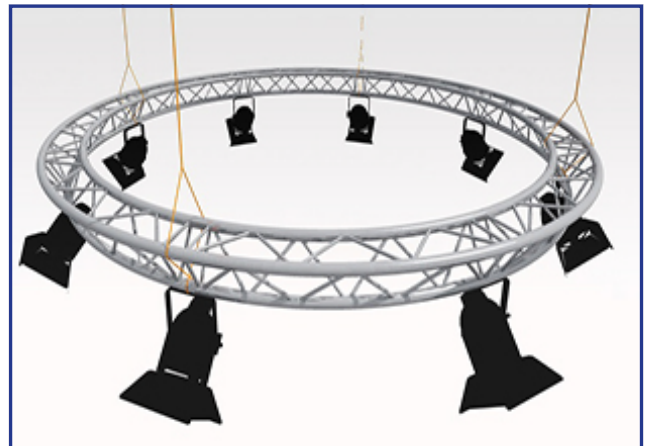
YOUR STAND IN THE SPOTLIGHT

READY-TO-USE LIGHTING TRUSS KITS

- ◆ Available in different sizes from 4 to 8 m sides
- ◆ Include:
 - From 6 to 16 LED spotlights depending on the chosen format, with warm or cold light settings
 - The necessary slings
 - Installation, removal and adjustment of lights to your product displays
 - Certificate of regulatory compliance



- ◆ Available in different sizes from 3 to 6m in diameter
- ◆ Include:
 - From 4 to 10 LED spotlights depending on the chosen diameter, with warm or cold light settings
 - The necessary slings
 - Installation, removal and adjustment of lights to your product displays
 - Certificate of regulatory compliance



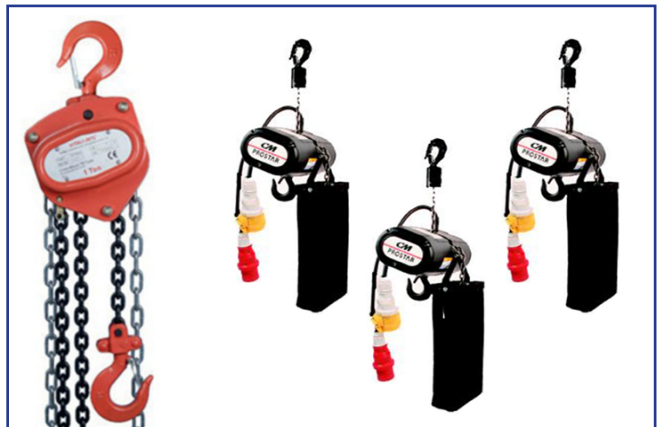
LIFTING SERVICES

MANUAL CHAIN HOIST LIFTING

- Lifting service with 1 to 6 manual chain hoists
- Includes the hoists, the lifting service, securing the lifted structure, and removal.

MOTOR HOIST LIFTING

- Lifting service with 1 to 10 motor hoists
- Includes motors with a capacity of 250 kg, the 2-stage lifting service (working height then final height), securing the lifted structure, and the reverse operation for removal.



REFERENCES AND RATES

You can contact your Project Manager for any questions and information.

4

SAFETY SECURITY

In accordance with the site's security specifications, you are required to comply with a certain number of legal provisions in terms of safety and security. You must be assisted by specialised firms that will help you comply with the regulations and have your event approved by the competent authorities. Depending on your event's format, you may need to sign agreements with such service providers as:

- **A safety officer** (mandatory for all events): his or her role is to ensure that your event complies with safety regulations. The safety officer assists you in preparing the event (floor plans) and is present on-site to check the installations.
- **A security company for security and fire safety officers** (mandatory for all events): the company will guard your spaces and the property in them, it provides equipment for closing emergency exit doors and is also able to provide the mandatory fire extinguishers.
- **A health and safety coordinator**: this person coordinates health and safety protection during the setup and breakdown phases and prevents arising when several workers and companies carry out simultaneous operations.
- **A first-aid station**: in addition to the Fire Safety Control Centre provided by Viparis, you may need to set up an additional first-aid station specific to your event.
- **A control office**: its role is to check electrical installations, temporary installations hung from rigging points on slings, or specific installations (stands with upper floors, tiered seating, etc.).

If you have questions or need advice, or would like the contact details of the various service providers selected by Viparis, please contact your Project Manager.



IMPORTANT

1. You are responsible for guarding your spaces and the goods they contain 24 hours a day.
2. The service provider in charge of guarding your spaces must provide padlocks to lock emergency exits.

RECEPTION

RECEPTION SERVICES

Let Viparis provide **your visitors, delegates and spectators** with an outstanding welcome. **Our customised offer** can help you manage your cloakrooms and reception areas.

WHAT WE OFFER

- **Reception services:** dedicated spaces for welcoming guests
- **Cloakrooms:** permanent or temporary coat-check areas
- **Reception staff:** bilingual professionals to staff reception desks and cloakrooms

THE BENEFITS

- **Turnkey reception and cloakroom services**
- **An experienced team of professionals to help you** organise your event
- We work with experienced **hospitality providers** with the highest customer service standards

REFERENCES AND RATES

Optional service. Please contact your Project Manager for a quote

6

ELECTRICITY
AND WATER

WATER, AIR AND CABLING



ZONE	WATER	COMPRESSED AIR	ELECTRICITY	TEL. LINES	NETWORKS (RJ45)
Level 7.1	Floor duct	Floor duct	Floor duct	Floor duct	Bay / column
Level 7.2	Floor hatch	Floor hatch	Floor hatch	Floor hatch	Bay / column
Level 7.3	Floor hatch	Floor hatch	Floor hatch	Floor hatch	Column / Hatch / Ceiling



AN EXCLUSIVE SERVICE

ELECTRICAL CONNECTIONS

Energy is supplied by Viparis as a 50 hertz 3-phase current with an average voltage of 400 volts between phases or 240 volts between phases and neutral.

Current is distributed by a terminal box fitted with a 32 amp four-pole circuit breaker and 30 mA differential switch (to protect people), which Viparis representatives must be able to access at all times.

Current is distributed in accordance with a power supply schedule determined in coordination with your Project Manager.

There are two types of power supply:

- **Opening hour electrical connection:** available daily when power is supplied to the event
Schedule to be defined with your Project Manager.
- **24-hour electrical connection:** available for equipment that requires a round-the-clock power supply (such as refrigeration or computer equipment). Current is available 24/7 for the agreed power supply period defined with your Project Manager.

OUR CUBE POWER BOXES



The CUBE, **new electrical box** occupies a minimum of space on the stand floor.

- 3 single-phase socket outlets 16A - 230V - 1P+N+E
- 1 three-phase 32A socket 32A 230V/400V CEE type/P17 3P+N+E
- 1 USB 2A - Type A socket, permanently powered

Size:

- depth: 30 cm
- width: 37,5 cm
- height: 40 cm

You can adjust the power of your box from 1 to 20 kW, based on your needs. Beyond 20 kW, you will need to install an electrical cabinet.



GENERAL TERMS AND CONDITIONS

- Boxes may only be opened by Viparis approved individuals.
- Each connection may only supply a single stand.
- Any installations beyond the terminal box must be carried out in accordance with accepted industry practices under the responsibility of the organiser or exhibitor.
- Sound systems must be connected to a specific terminal box that can be overridden by the building's fire safety system (see page 56).

AMPS BY PHASE

TIPS
The table below gives the amps by phase for the desired power level for a 3-phase current (based on EDF calculations).

TERMINAL BOXES			
POWER (KW)	INTENSITY (AMPS)	VOLTAGE	TYPE OF BOX
1 kW	4 Amps	240 V	CUBE
3 kW	4 Amps	240 - 400 V	CUBE
4 kW	6 Amps	240 - 400 V	CUBE
6 kW	9 Amps	240 - 400 V	CUBE
8 kW	12 Amps	240 - 400 V	CUBE
10 kW	15 Amps	240 - 400 V	CUBE
20 kW	32 Amps	240 - 400 V	CUBE
THE DIFFERENTIALS FOR THE BOXES ARE CALIBRATED TO 30 MA			
30 kW	63 Amps	240 V	Cabinet
40 kW	82 Amps	240 - 400 V	Cabinet
60 kW	100 Amps	240 - 400 V	Cabinet
80 kW	125 Amps	240 - 400 V	Cabinet
100 kW	160 Amps	240 - 400 V	Cabinet
125 kW	200 Amps	240 - 400 V	Cabinet

Please note: the cabinet does not include a 63A socket

TERMINAL BOXES

SERVICE INCLUDES:

- Installation of a terminal box fitted with a circuit breaker (30 or 300 mA, depending on the requested wattage)
- Connection and removal of the terminal box by qualified staff at the designated location
- Technical support throughout your event

INTERMITTENT CONNECTIONS

TERMINAL BOX POWER LEVEL	REFERENCE	PRICE € (EXCL. TAX) 1 TO 7 DAYS (SETUP AND OPENING HOURS)	PRICE € (EXCL. TAX) 8 TO 9 DAYS (SETUP AND OPENING HOURS)
1 kW	09001C	384.71	428.48
3 kW	09003C	514.14	572.49
4 kW	10004C	839.35	973.49
6 kW	10006C	1 051.14	1 226.28
8 kW	10008C	1 205.28	1 414.57
10 kW	10010C	1 354.21	1 602.15
20 kW	10020C	1 796.75	2 152.53
30 kW	10030C	2 071.11	2 510.57
40 kW	10040C	2 310.92	2 821.48
60 kW	10060C	2 741.96	3 383.97

PERMANENT CONNECTIONS

TERMINAL BOX POWER LEVEL	REFERENCE	PRICE € (EXCL. TAX) 1 TO 7 DAYS (SETUP AND OPENING HOURS)	PRICE € (EXCL. TAX) 8 TO 9 DAYS (SETUP AND OPENING HOURS)
1 kW	11001C	493.29	562.64
3 kW	11003C	659.08	751.70
4 kW	12004C	1 113.98	1 327.69
6 kW	12006C	1 408.00	1 686.68
8 kW	12008C	1 632.66	1 965.93
10 kW	12010C	1 861.33	2 256.51
20 kW	12020C	2 524.30	3 091.13
30 kW	12030C	2 974.02	3 675.53
40 kW	12040C	3 357.18	4 171.28
60 kW	12060C	4 057.67	5 081.44

For your electrical needs during setup and breakdown, a 20 kW site box is provided for every 4,000 square meters of hired space.

ELECTRICAL WORK AFTER CONNECTION

In addition to electrical connections, Viparis can also take care of your event's electrical installations, including electrical distribution to your spaces, installation of sockets, lighting for stands, etc.

SERVICE INCLUDES:

- Electrical equipment hire
- Installation and removal
- Technical support

Since each installation is specific, please contact your Project Manager who will draw up a quote based on your specifications.

SERVICE	REFERENCE	PRICE € (EXCL. TAX)
1 240 V 10/16 A socket + earth	14021	42.30
1 3-phase P17 32 A male socket kit	14080	30.97
3-phase P17 32 A male socket kit + 1 m of cable	14081	167.15
3-phase P 17 32 A male socket kit + 1 m of cable + 16 A 230 V 3-socket protection box	14082	267.92
3-socket extension cable	14029	18.49
6-outlet distribution board	14086	301.20
12-outlet distribution board	14087	476.47
Repositioning a terminal box (up to 20 kW)	14001	110,75
Repositioning a cabinet	Price on request	

* Rates valid for events lasting from 1 to 7 days

AN EXCLUSIVE SERVICE

WATER

SERVICE INCLUDES:

- Hire of equipment required for water supply and evacuation:
 - A 15/21 diameter inlet pipe ending in a stop valve with a threaded male outlet
 - A 32 flexible wastewater drainage pipe linked to the complex's drainage system
- Connection at the required location and breakdown after use
- Water consumption
- Technical assistance during the event and mandatory technical assistance during setup and emptying.

Any repositioning of the water inlet will incur additional costs.

General terms and conditions

A water connection is for a single stand and a maximum of two pieces of equipment. A sedimentation tank is mandatory if wastewater contains particulates. Please refer to the General Terms and Conditions of Sale and Hire for further information.

**IMPORTANT**

A connection may only supply one stand and a maximum of two appliances such as kitchen appliances or water fountains.
The supply and discharge of water for cooling systems is prohibited.

REFERENCES AND RATES

SERVICE	REF.	PRICE € (EXCL . TAX)				
		1 DAY	2 DAYS	3 DAYS	4 DAYS	5 DAYS
15/21 diameter inlet pipe + water consumption + connection	32003	700.28 euros	704.89 euros	709.51 euros	714.12 euros	718.74 euros
15/21* diameter inlet pipe* + grease trap + daily draining	32010	1 443.16				
Repositioning of water connection	32301	279.00				

* For other diameters, please check with your Project Manager.

ADDITIONAL EQUIPMENT

Viparis can provide additional equipment such as sinks, water-heaters and mobile toilets.

SERVICE INCLUDES:

Equipment hire, Installation and removal at the stand and technical assistance

General terms and conditions

Water-heater hire does not include electrical connections.

SERVICE	REFERENCE	PRICE € (EXCL . TAX)
Single-sink unit (installation + connection)	32200	156.62
Double-sink unit (installation + connection)	32201	191.98
Free-standing sink	32217	195.12
15-litre water-heater (installation + connection)	32205	217.85
100-litre water-heater (installation + connection)	32206	287.21
200-litre water-heater (installation + connection)	32207	333.97

On request, we can also supply quotes for the installation of mobile toilets and showers, both indoors and outdoors

7

INTERNET & WI-FI

AN EXCLUSIVE SERVICE

ETHERNET CONNECTIONS AND OPTIONS

Viparis offers two types of Ethernet connections, with guaranteed bandwidth speeds: SDL connections, which provide identical upload and download speeds. Each client has an independent and secure VPN, via a male RJ45 Ethernet connector.

Pick the bandwidth best suited to your needs (email, downloads, browsing) and evaluate how many users will be connecting simultaneously.

Too many users connecting at the same time can saturate the network, leading to longer page-loading times.

Use the following table to pick the bandwidth that best suits your intended needs.

CHOICE OF SPEED DEPENDS ON USAGE								
DSL connection	Chat	Browsing, e-mail (not including attachments)	Video conference	Placing orders / VPN	File transfer	Streaming	Stand demonstrations	Multiusers e-mail (with attachments)
4 Mbps								
10 Mbps								
20 Mbps								
<div><div></div> Recommended<div></div> Suitable<div></div> Not recommended</div>								

- SERVICE INCLUDES:
- Internet installation and connection
 - RJ45 male Ethernet connector
 - Technical support throughout your event

- REMINDER
- Computers require a 10/100/1,000 Mbps Ethernet card.
 - Computer configuration is not included in the services provided by Viparis.

SERVICE	REFERENCE	PRICE € (EXCL. TAX)*
4 Mbps DSL connection	92436	423.87
6 Mbps DSL connection	51457	762.17
10 Mbps DSL connection	92077	1 460.66
20 Mbps DSL connection	92078	2 921.32
30 Mbps DSL connection	51442	4 163.08
40 Mbps DSL connection	51443	5 273.50
50 Mbps DSL connection	51415	6 261.53
100 Mbps DSL connection	51448	7 668.46
DSL connection over 1 Gbps	51451	Price of request
Cabling and switch package**	92594	112.40
4-port switch	92592	51.75
8-port switch	51383	66.24
16-port switch	92246	93.16
24-port switch	92599	124.21

* Rates valid for events lasting from 1 to 7 days.

** For sharing Internet access between a maximum of four devices. Cable length: ≤ 10m.
Switch not included

WI-FI

FREE WI-FI

Viparis offers free Wi-Fi access in all of its spaces.

Technical aspects

- Network name non-customisable.
- 4Mbps maximum in hired spaces and public areas
- Network operates on the 2.4
- Open Wi-Fi network with captive portal

WI-FI HOTSPOT

The Wi-Fi HOTSPOT package allows you to provide your visitors and/or exhibitors with Internet access that is customised to match your event. It deactivates free Wi-Fi in areas where it is installed.

You can:

- Customise the name of your network
- Make access password-protected (8-character WPA2 key)
- Require users to enter their full name and e-mail address when they first connect to WI-FI HOTSPOT
- Set up a customised home page using a Viparis template
- Automatically redirect the Internet connection to the site of your choice.

Technical specifications

- Unlimited connection time automatic disconnection after 30 minutes of inactivity.
- Customisable network name and home page.
- Maximum data rate per connection: 8 Mbps.
- Frequency band: 5GHz (2.4GHz also possible).
- Optional and customisable login and password.
- Number of simultaneous connections based on spaces occupied by your event.
- Initial connection to a website of your choice
Redirection to a home page.

PACKAGE	REFERENCE	PRICE IN € (EXCL. TAX)
HIGH DENSITY WI-FI HOTSPOT PCC LEVEL 7.1	51354	3 915.21
HIGH DENSITY WI-FI HOTSPOT PCC LEVEL 7.2	51356	6 526.86
HIGH DENSITY WI-FI HOTSPOT PCC LEVEL 7.3*	51376	6 526.86
ACTIVATION OF HD WI-FI IN PLENARY ROOM – 2,600 USERS	51460	9 539.25
ACTIVATION OF HD WI-FI IN PLENARY ROOM – 5,200 USERS	51461	19 078.52

* does not include the Paris room or the plenary room of 2600/5200 pax

WI-FI EXPERT

The **WI-FI EXPERT Network package** allows organisers to connect to a **5 GHz Wi-Fi frequency band (802.11 a/n)** with a mandatory username and a password that can be customised upon request.

Technical specifications

- Automatically disconnects after 30 minutes of inactivity.
- Maximum data rate per connection: 8 Mbps.

PACKAGE	REFERENCE	PRICE IN € (EXCL. TAX)
WI-FI EXPERT Network 5 GHz	92400	100.47

WI-FI EXPERT SECURE

This solution provides exhibitors and organisers with high-speed connections for multiple mobile devices (laptops, tablets, latest-generation smartphones) with no disconnection due to inactivity.

It operates only on the 5 GHz (802.11 an) frequency band. Secure connectivity is via Ethernet, and can be used at the same time as Wi-Fi accounts.

You are provided with a single username/password for all connections.

The selected bandwidth is shared amongst all simultaneously connected users.

Technical specifications

- No cut-off due to inactivity.
- No WPA key required. Network security is provided by the 802.1X protocol, which requires authentication

PACKAGE		REFERENCE	PRICE IN € EXCL. TAX FROM 1 TO 3 DAYS	PRICE IN € EXCL. TAX OVER 4 DAYS
WI-FI EXPERT SECURE 4	8 Mbps internet access with 4 Wi-Fi connections and a wired connection	51452	644.76	850.72
WI-FI EXPERT SECURE 6	12 Mbps internet access with 8 Wi-Fi connections and a wired connection	51459	1 209.92	1 459.66
WI-FI EXPERT SECURE 20	20 Mbps internet access with 20 Wi-Fi connections and a wired connection	51454	2 001.94	2 283.52

PRIVATE WI-FI

The private Wi-Fi network is deployed with dedicated Wi-Fi terminals.

This service is the most flexible and adaptable. The number of terminals to set up depends on the surface of the stand and the number of desired connections.

The access to the network is fully customizable. You can choose its name, assign a security key or not, as well as identifiers. The throughput per user will be 8 Mbps maximum, on the 2.4 GHz or 5 GHz frequency bands. At the end of your event, we can provide you with several Wifi traffic reports: number of connections, speed, etc.

INTITULÉ	REFERENCE	PRICE IN € EXCL. TAX FROM 1 TO 3 DAYS	PRICE IN € EXCL. TAX OVER 4 DAYS
Supply and installation of Wi-Fi antenna configuration Height <3M	92043	455.39	
Supply and installation of Wi-Fi antenna configuration Height >3M	92045	691.19	



IMPORTANT

The Network offer is not intended to replace Ethernet access, which is the only service that can offer guaranteed speed and security.

It complements the cable-based Internet offer. When using radio channels that are highly sensitive to interference, such as the 2.4 GHz frequency band, data transmission via the network may be severely disrupted or even made impossible by sources of interference or external causes that are beyond Viparis's control.

The type of construction or the materials used for your stand can greatly reduce or prevent connection to the network. Moreover, exhibitors using private hotspot networks, microwave ovens, wireless cameras, Bluetooth equipment or other wireless data transmission systems at a stand may disrupt or prevent the connection to the network.

Since Viparis does not want to place restrictions on exhibitors using such applications at their stands, it is not possible to guarantee reliable network reception on the 2.4 GHz frequency band.

VPN connections, Internet telephony and live broadcasts via the network cannot be guaranteed.

Viparis strongly discourages exhibitors from using their own networks, as these can seriously interfere with Viparis's infrastructure. Should an exhibitor still wish to use his or her own network infrastructure, this must be declared to Viparis so that a reserved channel can be assigned.

The power of the access point will be set to the minimum and should never exceed 5 dBm (3.12 mW), which reduces coverage to 20 m instead of 100 m for the default power of 20 dBm (100 mW).

The access point must be set to the reserved channel in the 2.4 GHz or 5 GHz band indicated by Viparis. The name of the network must include the stand's brand name or a precise reference to the location.

Viparis may in no way be held liable for any damage caused by network disturbances or lack of connections.

AN EXCLUSIVE SERVICE

IT NETWORKS

«To link up several devices (PCs, printers, etc.), beyond the basic cabling package, you will need to create a network (VLAN). Every VLAN involves at least 1 LAN zone and 1 LAN point. If you want to include Internet as part of your VLAN, you must order bandwidth.»

SERVICE	REFERENCE	PRICE € (EXCL. TAX) PER EVENT
Creation of a wired VLAN	51371	363.65
LAN zone (1 pavilion = 1 zone)	51384	748.17
LAN Point	92253	156.59
Bandwidth	see rates for wired internet connections	

AN EXCLUSIVE SERVICE

WIRED TELEPHONY AND OPTIONS

Viparis can install domestic and international communication lines. Our high-quality telephone service offers all the features you need (call waiting, call forwarding, etc.).

Consult your Project Manager for any specific requirements you may have.

OUR OPTIONS INCLUDE:

- Equipment hire
- Line installation (dial 0 for an outside line)
- The following services:
 - Free calling between in-house telephone numbers, using an abbreviated 5-digit number
 - Locking (password protection for handsets to avoid unauthorised use)
 - Conference calling, call waiting and redirection
- Technical support throughout your event

SERVICE	REFERENCE	PRICE IN € EXCL. TAX FROM 1 TO 3 DAYS	PRICE IN € EXCL. TAX OVER 4 DAYS
Telephone line IP + station*	92100	217,48	238,25

**Includes rental, installation, removal and consumption.*

*** For the operation of the VSE, a wired internet line is mandatory.*

8

AUDIOVISUAL

SOUND SYSTEM

Viparis has a dedicated team to assess your audiovisual installations.

Every conference room has been pre-fitted with modern, intelligent and adaptive speaker systems to provide high-quality sound for your guests' acoustic comfort. Please contact your Project Manager for a quote.



CDD-LIVE 8
Ultra-compact, Coaxial
Differential Dispersion
Powered 2-way System



USEFUL TIP

1. Pre-installed speakers may only be operated by Viparis or its subcontractors
2. All speakers can be overridden by the fire safety broadcast system; there are no additional costs for this service.

LIGHTING - VIDEO

Viparis's audiovisual team can provide you with customised solutions.

Our recommendations:

- To make the best use of the space and comply with safety regulation, equipment should be suspended from a truss
- Modern, latest-generation equipment
- Managed solutions
- Dedicated technical teams

Please contact your Project Manager for more information.

DISPLAYS

Viparis offers a large selection of LCD, plasma and LED displays.

SERVICE INCLUDES:

- Hire of display
- Installation and removal
- Electrical connection

For a quote, please contact your Project Manager.

AN EXCLUSIVE SERVICE

VERRIDE

All installations that involve sound (presentations, fashion shows, conferences, etc.) must be fitted with an override so that warning messages can be broadcast if necessary.
Your Project Manager will be happy to assist you in setting up the override.

SERVICE INCLUDES:

- Connection to an override socket allowing warning messages to be broadcast.

General terms and conditions

You must indicate the exact location of every sound system to be overridden.

REFERENCES AND RATES

SERVICE	REFERENCE	FLAT RATE € (EXCL. TAX)
General override	02006	555.29
Override for the conference rooms on Level 7.3 when sound system is managed by Viparis	-	Free

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CLEANING

AN EXCLUSIVE SERVICE

Cleaning of conference rooms and offices is included in your hire agreement. The following options apply to Levels 7.1, 7.2 and the areas of Level 7.3 used for exhibitions, catering, etc.

SERVICES AVAILABLE DURING SETUP

Cleaning during setup

This option includes removal of waste materials during setup (excluding bulky items, structures, palettes, etc.). It does not include the removal, disposal and treatment of waste which is invoiced at cost price at the end of the event.

SERVICE	REFERENCE	PRICE € (EXCL. TAX)
Cleaning during setup (flat rate)	83000	0.24/sqm

PLASTIC FILM REMOVAL

At your request, depending on the status of the setup period, plastic films can be removed, and can be entirely removed before the event opens to the public. If they are placed in locked storage areas, films can be collected from them in your presence.

SERVICE	REFERENCE	PRICE € (EXCL. TAX)
Plastic film removal	83001	0.15/sqm

SERVICES AVAILABLE DURING OPENING HOURS

Cleaning and tidying of food service area

Cleaning of common areas following a drinks reception. This can be provided for all drinks receptions, lunches or dinners.

Daily cleaning of common areas (every morning before the event opens to the public)

Common areas are cleaned every day before the event opens to the public. Common areas include specially set-up organiser's rooms, VIP lounges, reception areas, cloakrooms, cyber-café areas and any zone that is not part of a stand.

On-duty cleaning staff (when event is open to the public); minimum 3-hour shift

This option includes keeping aisles clean, based on the type of flooring (emptying trash bins and waste removal), as well as waste management.

On-duty staff can be specifically assigned to the washrooms or to collecting meal packages, for example.

Daily cleaning of stands invoiced to the organiser

(When you take charge of cleaning some or all of your stands) Stands are cleaned every day, before the event opens to the public. Cleaning of floors, dusting of furniture and waste removal.

General Cleaning Supervisor

A cleaning manager dedicated to your event and present throughout the duration of your event.



IMPORTANT

The disposal of packed meal waste is the responsibility of the organiser or caterer.

SERVICE	REFERENCE	PRICE € (EXCL. TAX)
Daily cleaning of stands by organiser	83002	1.12/sqm/d
Daily cleaning of common areas (prior to opening to the public)	83003	0.21/sqm/d
Cleaning 2nd passage on stand (per sqm)	83004	1.38/sqm/d
On-site cleaning service (from 7 am to 9 pm) – minimum shift: 3 hours	83005	23.55/h
On-site cleaning service (from 9 pm to 7 am) or on Sundays and holidays – minimum shift: 3 hours	83006	25.93/h
Other services (cleaning of windows, partitions, etc.)	-	Price on request
General Cleaning Supervisor (throughout event)	83019	Price on request

SERVICES AVAILABLE DURING BREAKDOWN

Cleaning during breakdown

Removal of waste materials during setup (excluding bulky items, structural elements, pallets, etc.) and floor cleaning. Service does not include removal and processing of waste and carpeting, which are invoiced at cost price at the end of the event.

Post-breakdown cleaning

Post-breakdown cleaning (à mettre en gras)

Final clean-up of spaces including removal of adhesives, final cleaning of floors, removal of stains (grease, ink, etc.)

Cleaning, waste removal and processing

Invoicing at cost price at the end of the event.

Lifting and removal of carpeting

includes lifting, removal and skip.

SERVICE	REFERENCE	PRICE € (EXCL. TAX)
Cleaning during breakdown	83009	0.48/sqm
Lifting and removal of carpeting	83010	0.39/sqm
Post-breakdown cleaning	89011	0.39/sqm
Skips (per ton)	83012	474.85/ton
Lifting, removal and treatment of bulky objects (flooring, wood, partitions, etc.)	-	Price on request

We can provide close monitoring of the removal of stand waste during the setup and breakdown phases.

Please contact your Project Manager for a quote.

We can also provide your exhibitors with a palette removal service, please alert them to this option (documentation available upon request).

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ROOM CONFIGURATION

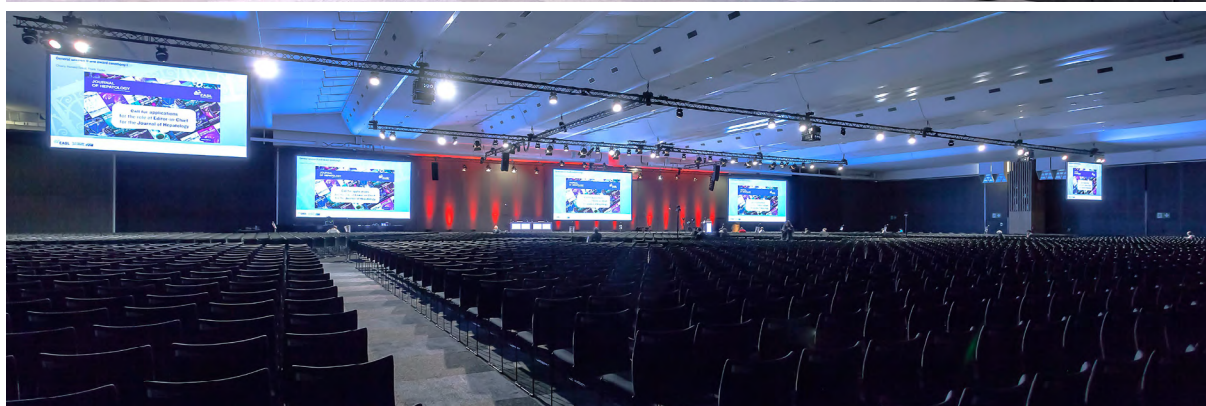


REMINDER

In your hire agreement, the use of conference rooms includes:

- Setup of mobile partitions (1 configuration per event)
- Carpeting in the rooms
- Rooms furnished with Viparis furniture (1 configuration per event in theatre, meeting or U-shaped mode)
- A stage (for any room larger than 100 sqm)
- Stage furniture (lectern and dais)

If you wish to change the layout of a room during the event or have a configuration not included (cabaret, half moon, classroom, etc.), please contact your Project Manager, who will provide you with a quote.



CATERING

CATERERS AND STAND DELIVERIES

Catering is not paid for by the consumer (i.e. payable on invoice, no on-the-spot payment).

It may take the form of coffee breaks, cocktails, buffets, lunches, technical catering, animation, snacks, lunch boxes, etc offered by an organiser or exhibitor to its clients at a stand or in one of the site's rooms.

Viparis offers you an exhaustive list of referenced caterers, the only ones authorized to operate or serve on its site. A fee is collected, regardless of the caterer, for services provided to exhibitors, employees and organizers.

The list of referenced caterers is available on the viparis.com website.

HORETO

horeto-paris.com

Caroline BOUKACEM - Tel. : +33 (0)6 79 97 18 97

email : cboukacem@horeto-paris.com

DUVAL PARIS

www.duval-paris.com

Lionel DUVAL - Tel.: +33 (0)1 41 65 40 00

email : lionel.duval@duval-paris.com

FLEUR DE METS

DAD

www.fleurdemets.com

www.dadhotdogs.fr

Olivier SALTEL - Tel.: +33 (0)6 72 52 73 44

email : o.saltel@fleurdemets.com

POTEL & CHABOT

SAINT CLAIR

viparis-pcc@groupe-petc-sct.com

Mathilde SADELER - Tel.: +33 (0)7 84 08 20 56

Pascale MOREAU - Tel. : +33 (0)6 60 36 93 60

email : viparis-pcc@groupe-potelechabot-saintclair.com

RAYNIER MARCHETTI

www.rayniermarchetti.fr

Morgan LE BIHAN - Tel.: +33 (0)6 70 96 23 03

email : m.lebihan@groupe-butard.com

RIEM BECKER

L' AFFICHE

www.riembecker.fr

Vanessa BLONDE - Tel.: +33 (0)6 80 05 97 12

email : vanessa.blonde@riembecker.fr



For additional information, please contact Viparis's Catering Department:

Myriam MOTTIN

Tel.: +33 7 60 86 65 23

myriam.mottin@viparis.com



Practical information

FOR YOUR VISITORS

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On-site facilities
Nearby hotels

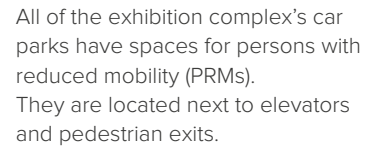
THE VAT REGIME APPLICABLE TO FOREIGN COMPANIES

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FAQ

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FOR YOUR VISITORS



– 64 –

ON-SITE FACILITIES**CAR PARKS**

There are several car parks available at Paris Expo Porte de Versailles. The opening hours are in line with those of your event.

**ATMS**

There are five ATMs spread out over three zones of the complex.

**TOILETS**

A number of toilets are available in each pavilion.

**NETWORK**

Wireless Internet access is free throughout the Paris Convention Centre.

**SERVICE CENTRE**

- Baby changing area
- Toilets
- 3 ATMs
- Reception desk (information about events, the complex and the immediate vicinity; loans of umbrellas, wheelchairs, pushchairs, etc.)
- The Centre also features a restaurant, a newsagent and a convenience store.

**SPACE FOR RELAXING**

Benches along walkways provide rest areas where visitors can charge up their electronic devices.

NEARBY HOTELS



4-STAR

- 1 Hôtel PULLMAN MONTPARNASSE
- 2 Hôtel MERCURE PARIS PORTE DE VERSAILLES
- 3 Hôtel OCEANIA PORTE DE VERSAILLES
- 4 Hôtel MERCURE PARIS VAUGIRARD
- 5 Hôtel MERCURE PARIS MONTPARNASSE
- 6 Hôtel MERCURE PORTE D'ORLEANS
- 7 Hôtel NOVOTEL SUITES PARIS EXPO PORTE DE VERSAILLES
- 8 Hôtel NOVOTEL PARIS VAUGIRARD MONTPARNASSE
- 9 Hôtel NOVOTEL PARIS PORTE D'ORLEANS
- 10 Hôtel NOVOTEL PARIS PORTE DE VERSAILLES
- 11 Hôtel COURTYARD PARIS PARIS PORTE DE VERSAILLES

3-STAR

- 11 Hôtel TERMINUS VAUGIRARD
- 12 QUALITY HOTEL ABACA MESSIDOR
- 13 Hôtel MEDIAN PARIS PORTE DE VERSAILLES
- 14 Hôtel Ibis PARIS ALESIA MONTPARNASSE
- 15 Hôtel Ibis PARIS MAINE-MONTPARNASSE
- 16 Hôtel Ibis PARIS PORTE D'ORLEANS
- 17 Hôtel Ibis PARIS BRANCION EXPO
- 18 Hôtel Ibis PARIS VAUGIRARD PORTE DE VERSAILLES
- 19 Hôtel Ibis PORTE DE VERSAILLES MAIRIE D'ISSY

APARTMENT HOTELS

- 20 Hôtel Ibis VANVES PARC DES EXPOS
- 21 MAMA SHELTER PARIS WEST
- 22 PIERRE & VACANCES APART HOTEL PARIS XV
- 23 ADAGIO PARIS PORTE DE VERSAILLES
- 24 ADAGIO VANVES PORTE DE VERSAILLES
- 25 CITADINES PARIS MAINE-MONTPARNASSE
- 26 CITADINES PARIS DIDOT ALESIA



For a complete list of hotels in the vicinity of the Paris Convention Centre, please go to:
<http://www.viparis.b-network.com/Index.aspx>

Our partner, b-network, can help you reserve and manage blocks of rooms.

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THE VAT REGIME APPLICABLE TO FOREIGN COMPANIES

European Directive 2008/8/EC of 12 February 2008 changed the rules for applying VAT to services invoiced to foreign customers in relation to trade fairs and exhibitions. Detailed comments on the Directive were published in the French tax authorities' guidance note of 28 March 2011.

As a result we draw a distinction between services that can be associated directly with the building (space hire, utilities and water, electricity, air and cleaning, and security services), which remain subject to French VAT, and those that are linked to the organisation of exhibitions, which are no longer subject to French VAT.

The table below is designed to offer some practical advice, with a classification of the services listed in our catalogue and below, the conditions for application of the new provisions, as well as information on the steps to take to apply for a refund from the French tax authorities.

EXHIBITOR SERVICES	SUBJECT TO FRENCH VAT
TECHNICAL INSTALLATION	
Technical installation	YES
Electrical installation following connection	NO
Telephone	NO
Telephone switchboards	NO
Compressed air supply	YES
Water supply	YES
INFORMATION TECHNOLOGIES	
Internet access & ISDN lines	NO
IT equipment	NO
Office IT, hire of photocopiers and fax machines	NO
DECOR / FITTINGS	
Slings and rigging	NO
Furniture	NO
Carpeting	NO
Signage	NO
Floral decoration	NO
Lighting	NO
Public address system and audiovisual	NO
Reception staff	NO
Security	YES
Cleaning	YES
VEHICLE/LOGISTICS ACCESS	
Car parks	YES
Container and trailer parking	YES
ON-SITE FACILITIES	
Conference rooms	YES

EXEMPTION CRITERIA

For services in the list above where “Subject to French VAT” is marked as “No”:

- When placing your order, please provide proof of incorporation (issued by the local authorities). This can be sent by e-mail for e-mail campaigns.
- Enter your Intra-Community VAT number if the business is located in a EU Member State (see list below).

Germany	Denmark	Ireland	Netherlands	Slovakia
Belgium	Estonia	Latvia	Portugal	Sweden
Cyprus	Greece	Luxembourg	Romania	Slovenia
Austria	Spain	Italy	Poland	
Bulgaria	Finland	Lithuania	Czech Republic	
Croatia	Hungary	Malta	United Kingdom	

THE VAT REGIME APPLICABLE TO FOREIGN COMPANIES

EUROPEAN UNION-BASED CUSTOMERS

Requests for refunds from taxpayers located in another European Union Member State must be sent to the tax authorities via the electronic portal made available by that Member State, accompanied by an electronic copy of invoices or import documents.

Amount thresholds and timeframes for submitting refund requests must be respected.

CUSTOMERS BASED OUTSIDE THE EUROPEAN UNION

Requests for refunds by taxpayers based outside the EU must be sent to the address below, accompanied by original invoices or import documents.

These must be submitted on French form no. 3559, which can be downloaded from: http://www.impots.gouv.fr/portal/deploiement/p1/fichedescriptiveformulaire_842/fichedescriptiveformulaire_842.pdf

Please respect the amount thresholds and application deadline.

VAT REFUND SERVICE

10 rue du Centre / TSA 60015 / 93465 Noisy-le-Grand Cedex

Tel.: +33 1 57 33 84 00

E-mail: sr-tva.dresg@dgfip.finances.gouv.fr

FAQ

ORGANISING YOUR EVENT

Now that the hire agreement is signed, who will work with me to organise my event?

In addition to your sales contact, a Project Manager will be assigned to you. In the run-up to your event, the Project Manager provides support and advice concerning technical issues, logistics, and more..

What kind of documentation is available?

You have received an e-mail containing a username and password for accessing our “E-orga” extranet site. This is where you can find all of the documents you need, such as the Organiser’s Guide, plans, the signage catalogue, and more.

How can I be sure that no detail in the organisation of my event has been overlooked?

After the signing of the hire agreement, your Project Manager will provide you with a schedule of all the major stages and key dates. Your Project Manager offers support throughout the organisation process and will also remind you of upcoming deadlines.

What should I do when I arrive?

As soon as you arrive, the first step is to carry out a joint Inventory of fixtures, fittings and equipment in the hired spaces.

This will be done by you and/or your representative and a Viparis Inventory Manager. An outgoing inventory will be carried out after the breakdown period ends. The inventory is free of charge; any damage observed will be invoiced to you.

Who takes care of opening and closing the rooms I have hired?

You are responsible for your hired spaces. When you arrive at the venue, your Project Manager will provide you with the keys to your rooms.

How do my exhibitors reach the exhibition hall?

Prior to the event, exhibitors must use the logipass system to reserve times for delivery and pickup of materials. All of the levels in Pavilion 7 are accessible by road provided your exhibitors use Gate D to enter the venue.

Can I organise advance deliveries?

The Paris Convention Centre does not have storage facilities, and is not equipped to receive and store deliveries prior to your entry into the premises.

Do you provide security services for the spaces we have hired?

To ensure the safety of the hired spaces, Viparis has taken all the necessary steps upstream (a new logistics system and installation of additional security cameras). Nevertheless, you are responsible for your hired spaces. Your Project Manager will offer you an arrangement to keep your spaces secure around the clock.

Whom should I contact if there’s a problem during the organisation of my event?

The Support Department is available during contractual hours at +33 (0)1 72 72 15 80. During your event, your Project Manager is also available.



Viparis, 2 place de la Porte Maillot • 75017 Paris
Tel: +33 1 40 68 22 22

Our sites:

CNIT Forest • Espace Champerret • Espace Grande Arche
Hôtel Salomon de Rothschild • La Serre • Les Salles du Carrousel • Palais des Congrès d'Issy
Palais des Congrès de Paris • Paris Convention Centre
Paris Expo Porte de Versailles • Paris Le Bourget • Paris Nord Villepinte

www.viparis.com