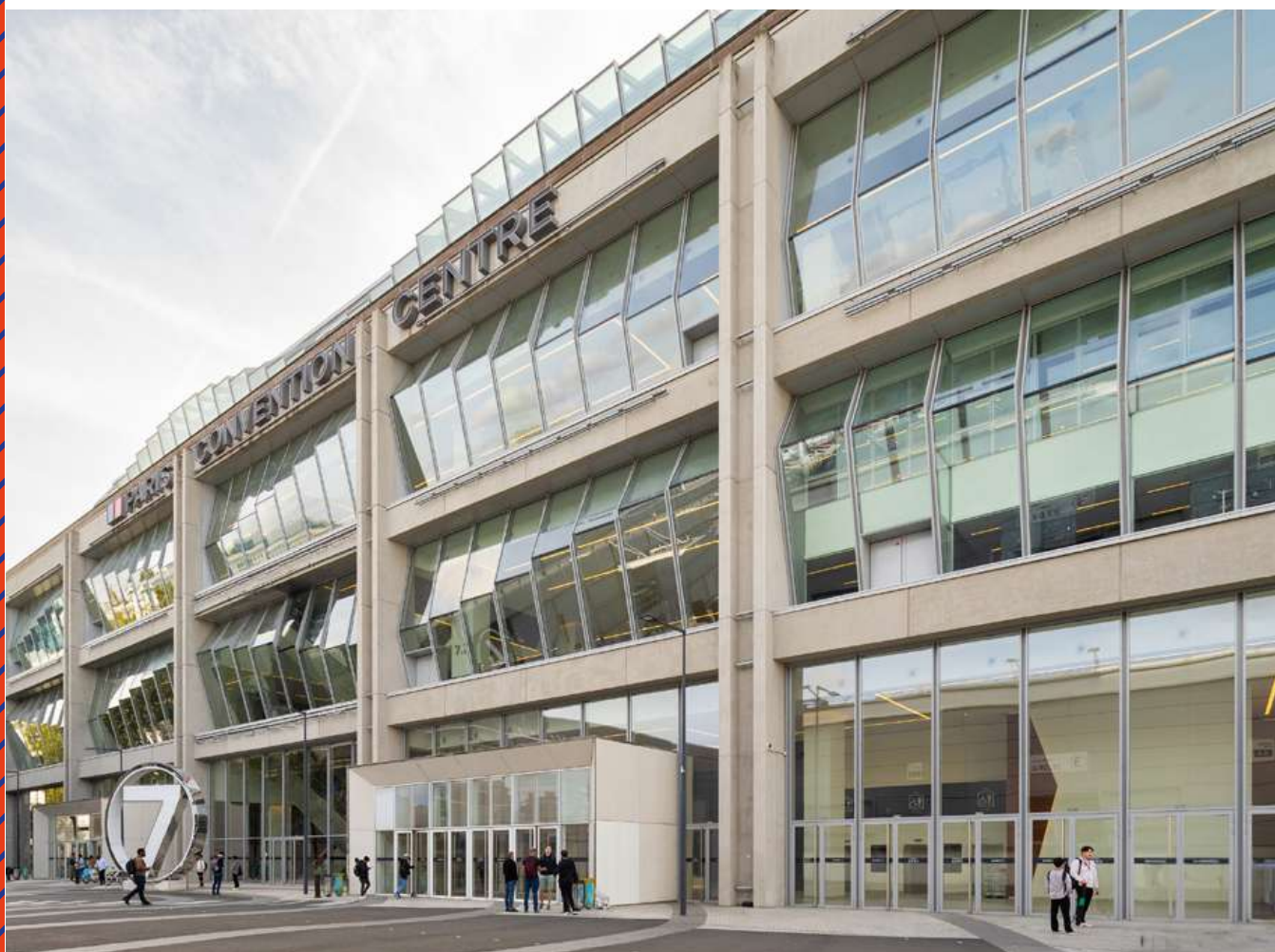


ORGANISER'S GUIDE



2024



 PARIS
CONVENTION
CENTRE

Your contacts in operation management



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Welcome to the Paris Convention Centre

INTRODUCTION

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Viparis Store
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PLANNING YOUR FIRST EVENT

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Key points
Essential steps

WHAT'S IN YOUR HIRE AGREEMENT?

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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

28
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.

In 2024, we will be expanding our accommodation offer to include a 304-room EKLO hotel.



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).



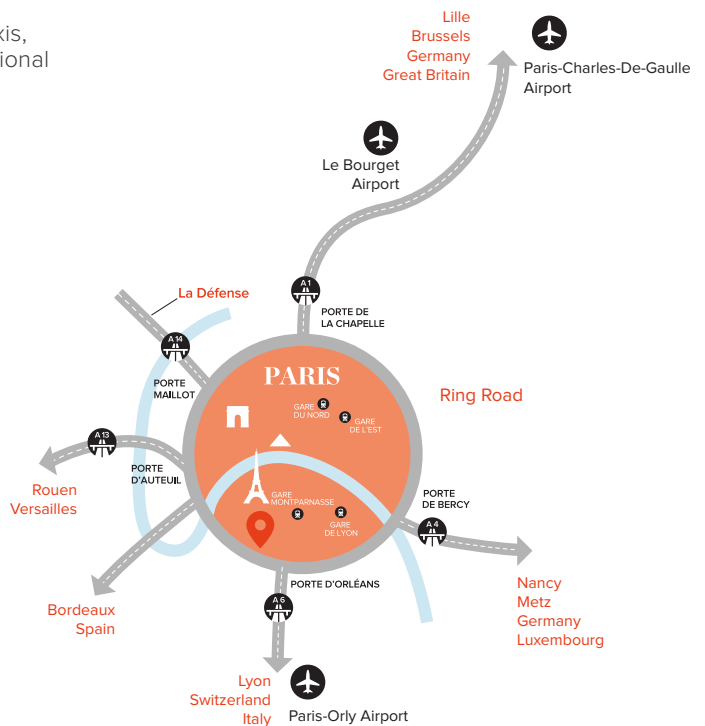
A NEWLY-RENOVATED EXHIBITION COMPLEX

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.



The Viparis approach to quality



THE ART OF HOSPITALITY

At Paris Conventin Centre exhibition complex, similar to our other venues, we strive to offer you 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, car parks, washrooms and meeting areas.



A TEAM RESPONSIVE TO YOUR NEEDS

We value your feedback: it lets us know how we are doing and what we can do better. Two days after your event closes to the public, you will receive our quality questionnaire. It only requires a few minutes to complete. We also offer to schedule a debriefing meeting to review the event and to identify areas for improvement.

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 customer account in just minutes by following the link below and discover what Viparis Store has to offer.

WWW.VIPARISSTORE.COM



A SINGLE CUSTOMER ACCOUNT

for ordering services, and a direct link to Logipass.



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.

Exhibitor Services



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

EXHIBITOR SERVICES TOOLKIT

- ◆ 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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Viparis and Corporate Social Responsibility (CSR)

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**

Viparis’s goal is to reduce its carbon footprint by 45%, using a methodology developed by the Science-Based Targets Initiative.

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, engaged with Paris Action Climat Biodiversité, 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.

Viparis and Corporate Social Responsibility (CSR)

Better events - Viparis 2030

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.

STAKEHOLDERS INVOLVED IN THE INITIATIVE



LOCAL AUTHORITIES AND PARTNERS

LOCAL OFFICIALS, POLICE, FIREFIGHTERS, REGIONAL TOURISM OFFICES



CIVIL SOCIETY

LOCAL RESIDENTS, ASSOCIATIONS, ETC.



CUSTOMERS

ORGANISERS, EXHIBITORS, VISITORS



EMPLOYEES



SERVICE PROVIDERS, CONCESSION HOLDERS, CATERERS



SHAREHOLDERS

A COMMITTED GROUP



CONTRIBUTING
TO THE UN'S SUSTAINABLE DEVELOPMENT GOALS



ISO20121 CERTIFICATION
FOR ALL OUR VENUES

SIGNATORY OF THE FOLLOWING CHARTERS:





NET ZERO CARBON EVENTS



45,000
EXHIBITORS A YEAR,
40% OF WHOM ARE FROM OUTSIDE FRANCE

11
MILLION VISITORS



12
VENUES

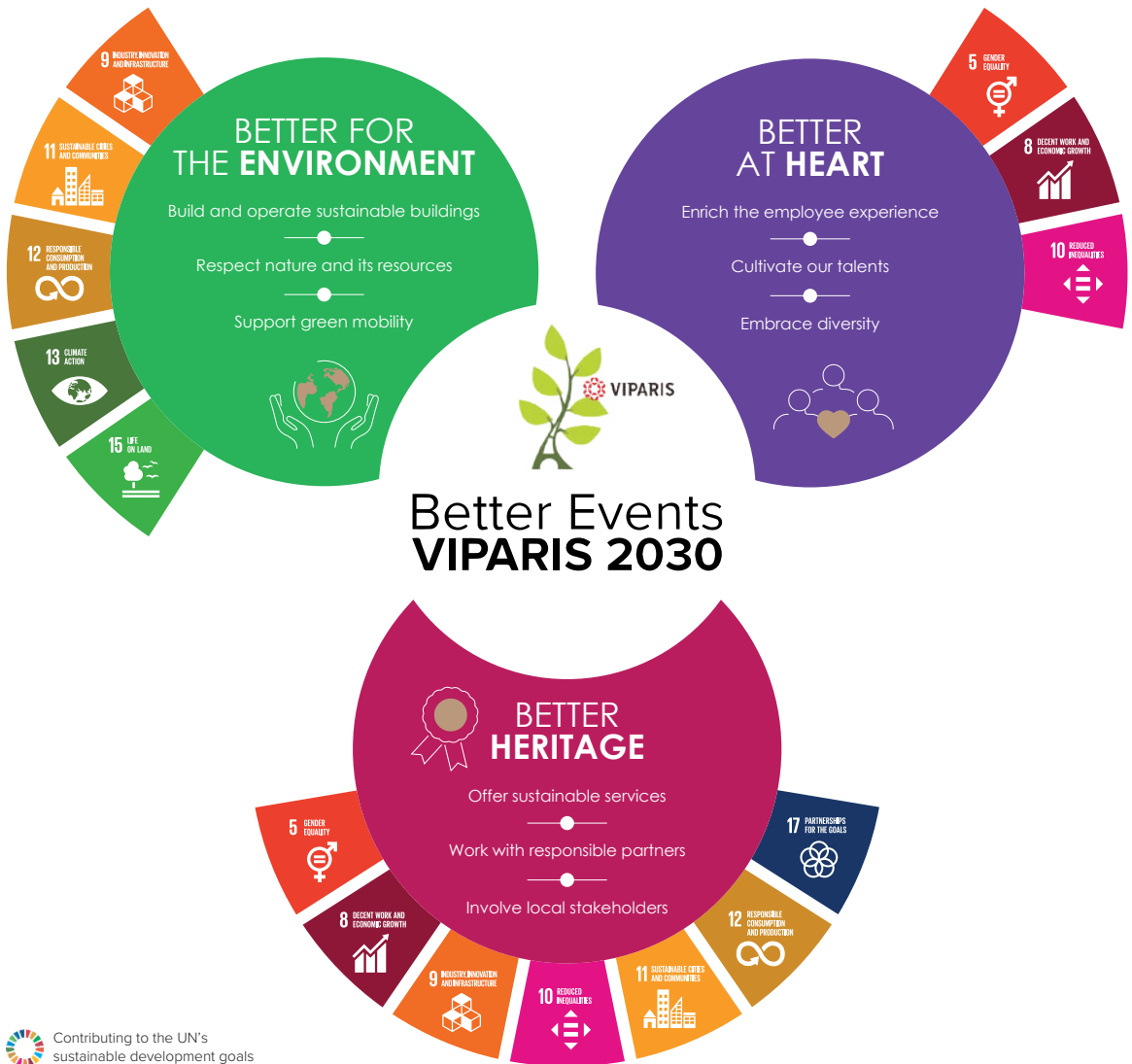


800
EVENTS PER YEAR



- 11 -

Viparis and Corporate Social Responsibility (CSR) Better events - Viparis 2030



Our achievements at the Paris Convention Centre



BREEAM IN-USE CERTIFICATION

- A benchmark standard for the environmental performance of existing buildings. Site awarded BREEAM In-Use certification, level awarded: Very Good (advanced good practice)



OUR WASTE TREATMENT POLICY

- A waste sorting facility to maximise waste recovery
- Collection and sorting of food waste by our food service concessionaire (33 tons collected in 2022)
- On-site composting and treatment of biowaste
- Collection and recycling of cigarette stubs
- Waste sorting bins for visitors
- Environmentally-friendly PVC-free signage (using Ecolabel products)
- Water fountains available for visitors



A FULLY ACCESSIBLE VENUE

- 100% accessible **for persons with reduced mobility**



OPTIMISED ENERGY USE

- 100% certified green electricity from French sources
- Energy efficiency for heating and air conditioning, including free cooling
- Real-time temperature monitoring during events
- Washroom taps fitted with aerators
- Car parks fitted with charging stations for electric vehicles

Our achievements at the Paris Convention Centre



A COMMITMENT TO BIODIVERSITY

- Installation of rooftop beehives
- Sustainable management of outdoor spaces, habitat diversification and a “no-pesticide” policy in compliance with our biodiversity charter
- Green terraces
- Installation of insect hotels



A VENUE LINKED TO ITS SURROUNDINGS

- Regular meetings with local residents
- Partnership with a local school concerning the theme of biodiversity

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

CONTACT WITH THE SALES DEPARTMENT

HIRE AGREEMENT SIGNED

Your Project Manager sends you a letter of introduction.



NEEDS ASSESSMENT

If you need support from Viparis's Exhibitor Services, the team will contact you to assess your needs.



APPLICATION SUBMISSION

The Safety Supervisor receives the application or is notified that an application for exemption has been filed directly with the Prefecture.



COMPLIANCE ASSESSMENT

The Paris Convention Centre's Safety Supervisor decides whether the application is in compliance (if your event requires it).



APPLICATION FILED WITH THE PREFECTURE

If the Safety Supervisor finds that the application is not compliant: submission to the Prefecture



VIPARIS PROVIDES YOU WITH SPECIFICATIONS
During this phase, Viparis draws up quotes for its services.

PREPARATION MEETING
Project status update and confirmation of key elements.

SIGNATURE OF QUOTES
You return the signed quotes and your floor plans to your Project Manager.

PREPARATION FOR SITE INVENTORY
Information about date of inventory of fixtures, fittings and equipment.

START OF PRODUCTION

Viparis launches production and orders services.



DAY 1

Inventory of fixtures, fittings and equipment with the Viparis inventory Manager. Your Project Manager presents you with the keys to your spaces and a list of useful contact numbers.



SETTLEMENT OF INVOICES

SETUP



Event opens to the public



EVENT

Breakdown meeting.

Event closes.

BREAKDOWN

Outgoing inventory meeting and return of keys.



Exit of the premises.

THROUGHOUT THE EVENT
Throughout your event, your Project Manager will act as your single point of contact. He or she passes on useful information (actions carried out, any difficulties encountered, implementation of action plans, etc.).

SERVICES AND SITE ASSESSMENT
You will receive an e-mail containing a link to our quality questionnaire (qualite@viparis.com) so you can give us your impressions of Viparis's services. When we receive the questionnaire, we will offer to schedule a debriefing meeting so that we can further improve your next event.

+ FINAL STEP
You will receive an e-mail summarising all orders placed with Viparis and the corresponding invoices.

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)
- Energy for ventilation, cooling, heating (technical support and energy consumption included)

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 wall-mounted LED display 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

BUILDING SERVICES AND TECHNICAL STAFF

- Operation of fixed equipment (rigging system, trusses, patches, cabling, slings, etc.) by Viparis staff
- Connection of sound systems to override outlets
- Complementary commercial sound system

LOGISTICS & SAFETY

- Controlled access at gates and logistics management outside contractual hours, or opening of additional gates

ELECTRICITY & FLUID SUPPLY

- Electrical connections
- Water connections
- Compressed air hookups

FITTINGS AND FURNISHINGS

- Mobile Reception desks in public areas (furniture supplied by Viparis)

INTERNET, WI-FI & TELEPHONY

- Wired internet connections
- Customised network
- Telephone lines and special lines
- Personalized Wi-Fi

CLEANING

- Supplementary and special cleaning services
- On-call cleaning staff
- Increased frequency or extension of toilets cleaning hours

EVENING OPENING HOURS

Extension of all inclusive services for any hours (even partial) that your event is open to the public before 7am and after 8pm

SIGNALING

- Signage and advertising on infrastructure and existing supports

CONFERENCE ROOM(S) LEVEL 7.3

FITTINGS AND FURNISHINGS

- Reconfiguration of Viparis furniture

BUILDING SERVICES AND TECHNICAL STAFF

- Connection of sound systems to override outlets

CLEANING

- 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

ATRIUM ROOMS LEVELS 7.2, 7.3 & 7.4

TECHNICAL STAFF

- On-site technical staff to operate the included audiovisual equipment

CLEANING

- 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

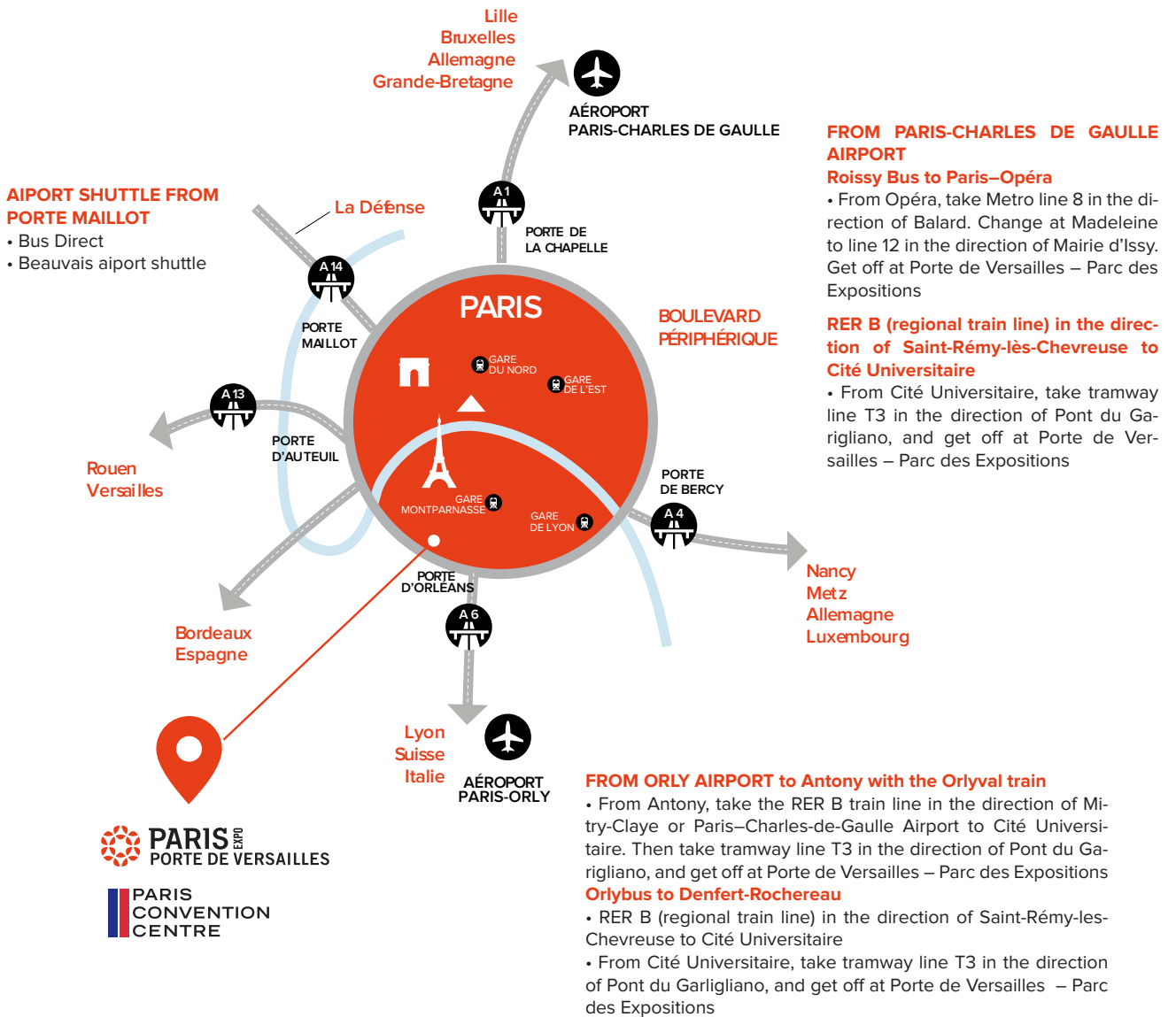
- Signage and advertising on infrastructure and existing supports



Our spaces

ACCESS	20
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LEVEL 7.2	26
LEVEL 7.3	29
LEVEL 7.4	35
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ACCESS



Pedestrian and car access

PEDESTRIAN ACCESS FROM DOOR A2

Address: Paris Expo Porte de Versailles
1 place de la Porte de Versailles 75015 Paris

CAR ACCESS FROM THE BOULEVARD PERIPHERIQUE INTERIEUR

PARKING 7 : 1,350 PARKING SPACES
Address: rue Marcel Yol - 92170 Vanves



entrées / sorties entrances / exits

- A₁** porte A1, gate A1, **A₂** porte A2, gate A2,
- B** porte B, gate B, **V** porte V, gate V,

services sur le site services



transports transport



i hub des services

Cet espace propose les services suivants
This area offers the following services :

- Point d'information / Information desk
- Espace bébé / Baby lounge
- Distributeur / Cashpoint
- Toilettes / Washrooms
- RELAY
- Presse & tabac / Newspaper & tobacco shop

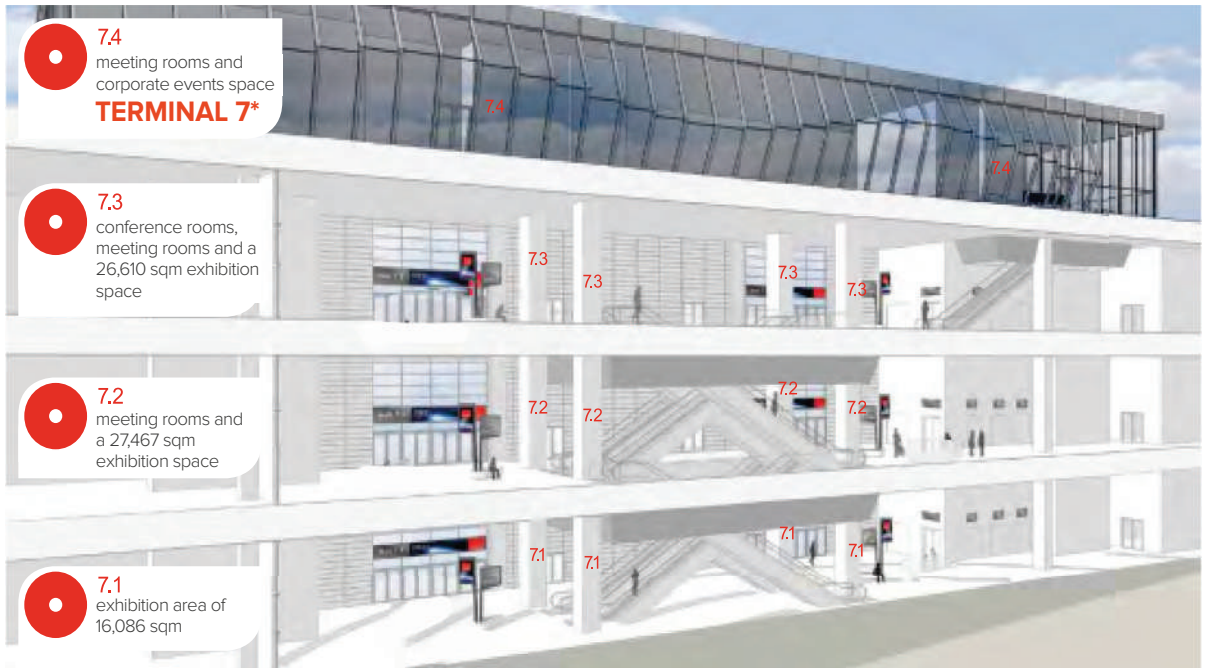
|| la restauration food and drink

- 1** PAUL Café et pâtisseries
- 2** monop'daily
- 3** M
- 4** LE PERCHOIR Porte de Versailles

espaces divers other

- 5** LA SERRÉ
- 6** les carrés parisiens
- 7** ferme urbaine
- 8** FRENCH EVENT BOOSTER
- 9** JAM OFFICE
- zone travaux work area

OVERVIEW



7.4 meeting rooms and corporate events space
TERMINAL 7*

7.3 conference rooms, meeting rooms and a 26,610 sqm exhibition space

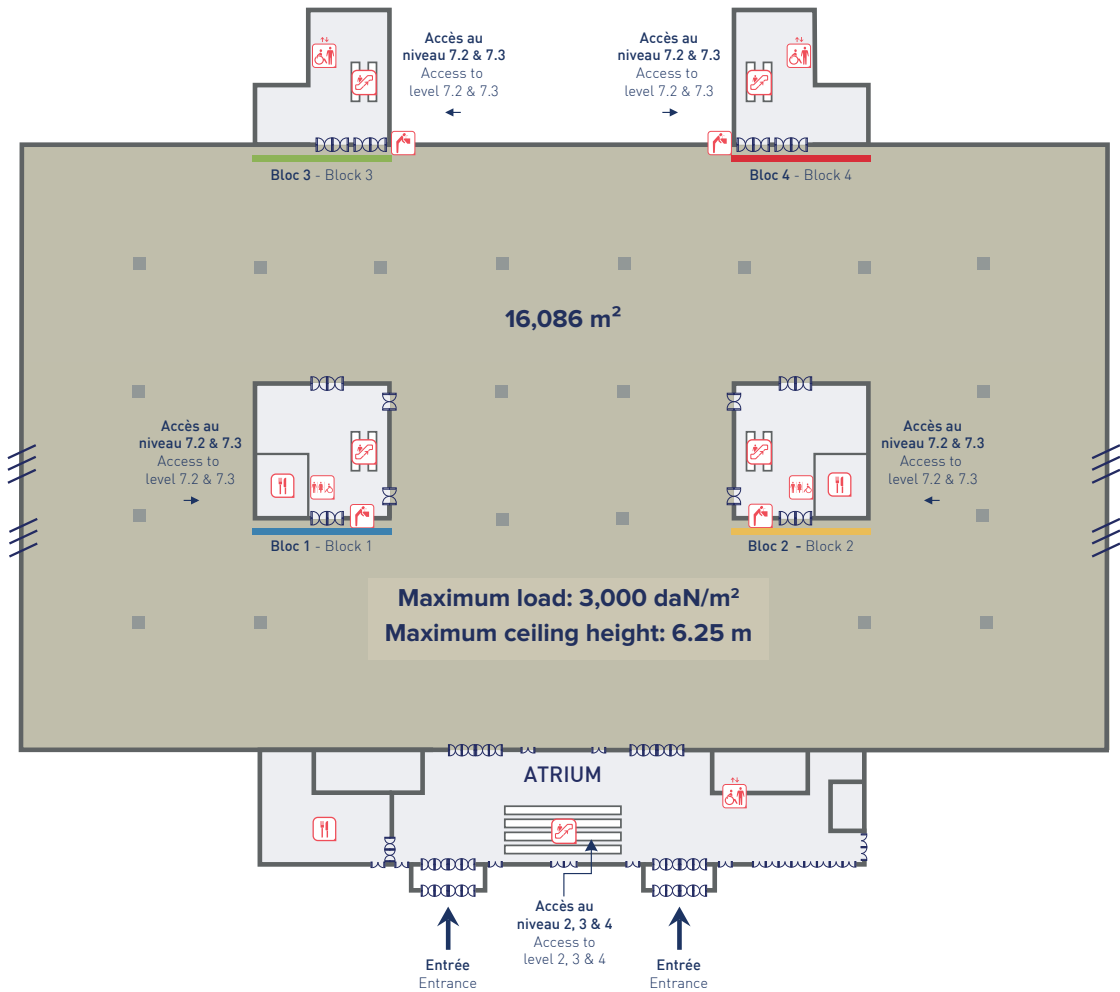
7.2 meeting rooms and a 27,467 sqm exhibition space

7.1 exhibition area of 16,086 sqm

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



ascenseur
lift



escalator
escalator



escaliers
stairs



fontaine à eau
water fountain



monte-charges
freight lift



restauration
restaurant



toilettes PMR
toilets PRM

espaces
spaces



portes logistique
logistical gates

LEVEL 7.1



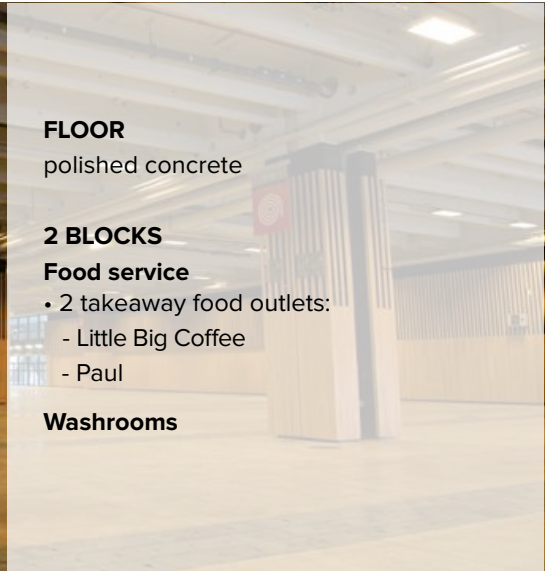
FLOOR
polished concrete

2 BLOCKS

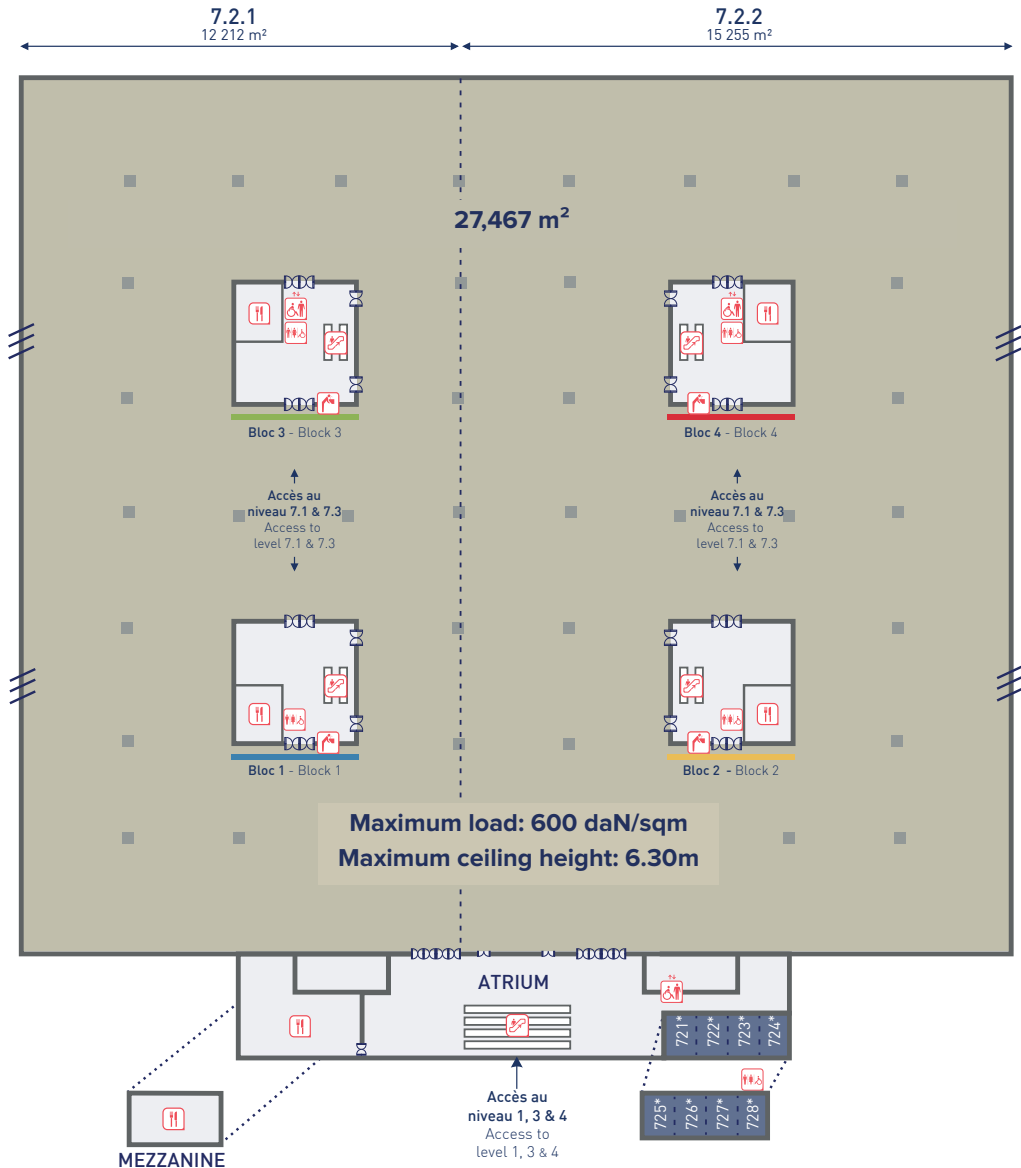
Food service

- 2 takeaway food outlets:
 - Little Big Coffee
 - Paul

Washrooms



LEVEL 7.2 FLOOR PLAN



services
services



ascenseur
lift



escalator
escalator



escaliers
stairs



fontaine à eau
water fountain



monte-charges
freight lift



restauration
restaurant



toilettes PMR
toilets PRM

espaces
spaces

--- cloisons amovibles
moveable partitions

/// portes logistique
logistical gates

SALLES ATRIUM 7.2 ET MEZZANINE

SALLES DE RÉUNION MEETING ROOMS	SURFACE FLOOR SPACE	THÉÂTRE THEATRE	CLASSE CLASSROOM	SALLE EN «U» U-SHAPE	RÉUNION BOARDROOM
NIVEAU / LEVEL 7.2					
721*	49 m ²	28	14	12	11
722*	36 m ²	26	10	12	12
723*	36 m ²	26	10	12	12
724*	43 m ²	33	16	12	12
721*+722*	85 m ²	65	24	24	22
722*+723*	72 m ²	59	22	18	22
723*+724*	79 m ²	63	24	18	26
721*+722*+723*	121 m ²	108	44	36	38
722*+723*+724*	115 m ²	97	38	26	38
721*+722*+723*+724*	164 m ²	162	62	52	52
MEZZANINE 7.2					
725*	45 m ²	28	12	12	11
726*	32 m ²	26	10	12	12
727*	32 m ²	26	10	12	12
728*	41 m ²	31	10	12	12
725*+726*	77 m ²	63	24	24	22
726*+727*	64 m ²	53	22	18	22
727*+728*	73 m ²	63	24	18	26
725*+726*+727*	109 m ²	108	38	36	36
726*+727*+728*	105 m ²	97	36	26	36
725*+726*+727*+728*	150 m ²	161	56	52	52

* natural lighting

LEVEL 7.2



FLOOR

Latexfalt

4 BLOCKS

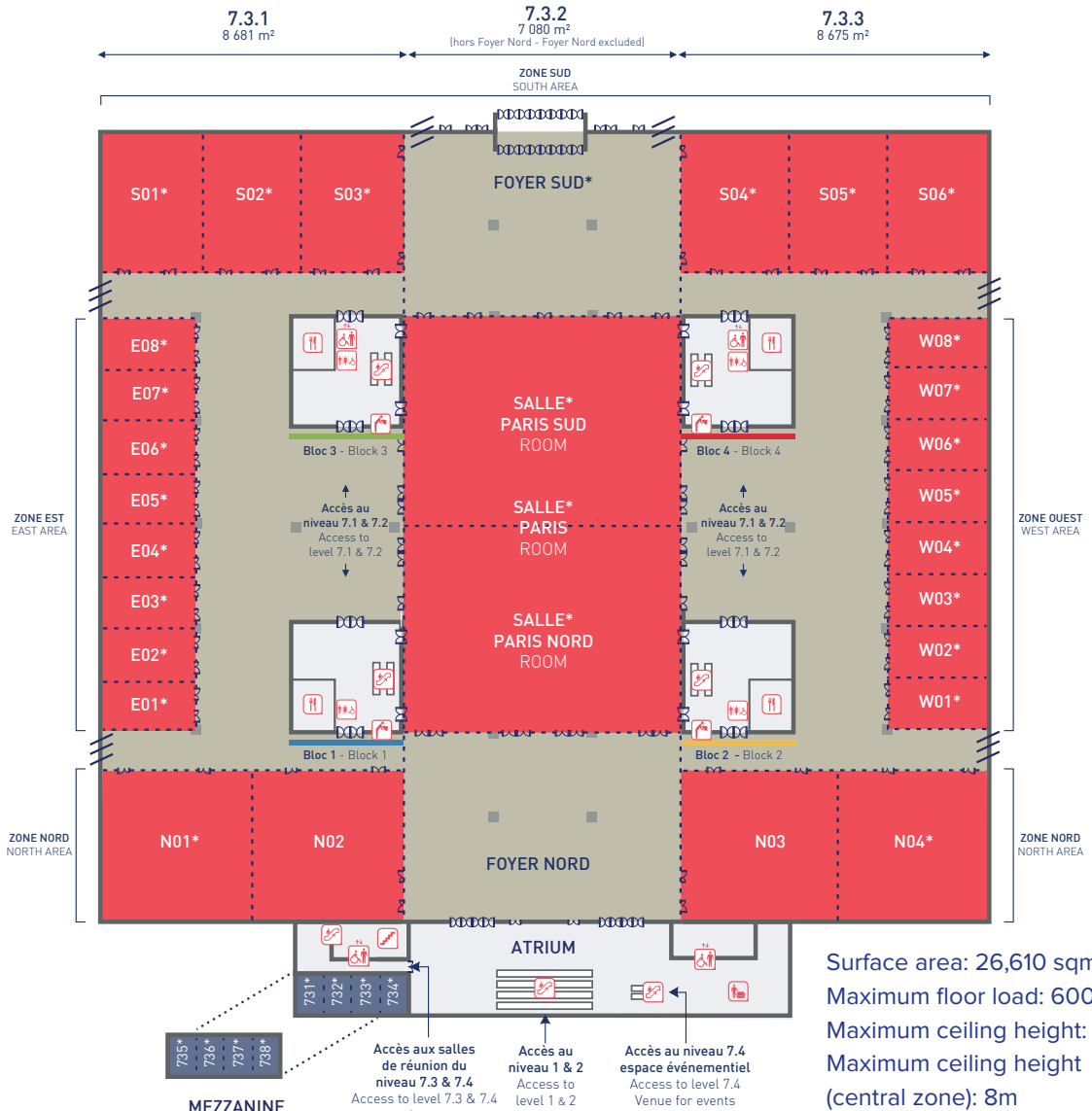
Food service

- 4 takeaway food outlets :
 - Food court
 - FoodBox
 - Paul
 - Little Big Coffee









Washrooms



LEVEL 7.3 FLOOR PLAN



services
services

- 
aire de repos
rest area
- 
ascenseur
lift
- 
escalator
escalator
- 
escaliers
stairs
- 
fontaine à eau
water fountain
- 
monte-charges
freight lift
- 
restauration
restaurant
- 
toilettes PMR
toilets PRM

espaces
spaces

- cloisons amovibles
moveable partitions
- * lumière du jour
natural lighting
- ≡ portes logistique
logistical gates

LEVEL 7.3

CONFERENCE ROOMS

SALLES DE CONFÉRENCE CONFERENCE ROOMS	SURFACE FLOOR SPACE	THÉÂTRE THEATRE	CLASSE CLASSROOM	SALLE EN «U» U-SHAPE	RÉUNION BOARDROOM
ZONE CENTRALE / CENTRAL AREA					
Paris Nord*	2 499 m ²	2 400	1 260	-	-
Paris Sud*	2 237 m ²	2 210	1 112	-	-
Paris*	4 736 m ²	5 200	2 500	-	-
ZONE NORD / NORTH AREA					
N01*	870 m ²	870	444	-	-
N02	804 m ²	870	411	-	-
N01*+N02	1 674 m ²	1 800	840	-	-
N03	812 m ²	870	411	-	-
N04*	862 m ²	870	444	-	-
N03+N04*	1 674 m ²	1 800	840	-	-
ZONE SUD / SOUTH AREA					
S01*	579 m ²	610	273	-	-
S02*	574 m ²	565	291	-	-
S03*	586 m ²	595	291	-	-
S01*+S02*	1 153 m ²	1 170	514	-	-
S02*+S03*	1 160 m ²	1 155	518	-	-
S01*+S02*+S03*	1 739 m ²	1 600	838	-	-
S04*	586 m ²	595	291	-	-
S05*	578 m ²	565	291	-	-
S06*	577 m ²	610	273	-	-
S04*+S05*	1 164 m ²	1 155	518	-	-
S05*+S06*	1 155 m ²	1 170	514	-	-
S04*+S05*+S06*	1 741 m ²	1 600	781	-	-

* natural lighting

SALLES DE CONFÉRENCE CONFERENCE ROOMS	SURFACE FLOOR SPACE	THÉÂTRE THEATRE	CLASSE CLASSROOM	SALLE EN «U» U-SHAPE	RÉUNION BOARDROOM
ZONE EST / EAST AREA					
E01*	171 m ²	165	79	36	48
E02*	171 m ²	160	77	36	48
E03*	192 m ²	190	93	36	48
E04*	189 m ²	194	91	36	48
E05*	171 m ²	165	79	36	48
E06*	192 m ²	190	91	36	48
E07*	171 m ²	165	79	36	48
E08*	172 m ²	160	77	36	48
E01*+E02*	342 m ²	350	154	50	72
E03*+E04*	381 m ²	420	185	54	72
E05*+E06*	363 m ²	370	169	50	72
E07*+E08*	343 m ²	350	154	46	72
E01*+E02*+E03*	534 m ²	618	265	72	100
E06*+E07*+E08*	535 m ²	604	265	72	100
E01*+E02*+E03*+E04*	723 m ²	870	391	104	128
E05*+E06*+E07*+E08*	706 m ²	840	377	100	128

* natural lighting

LEVEL 7.3

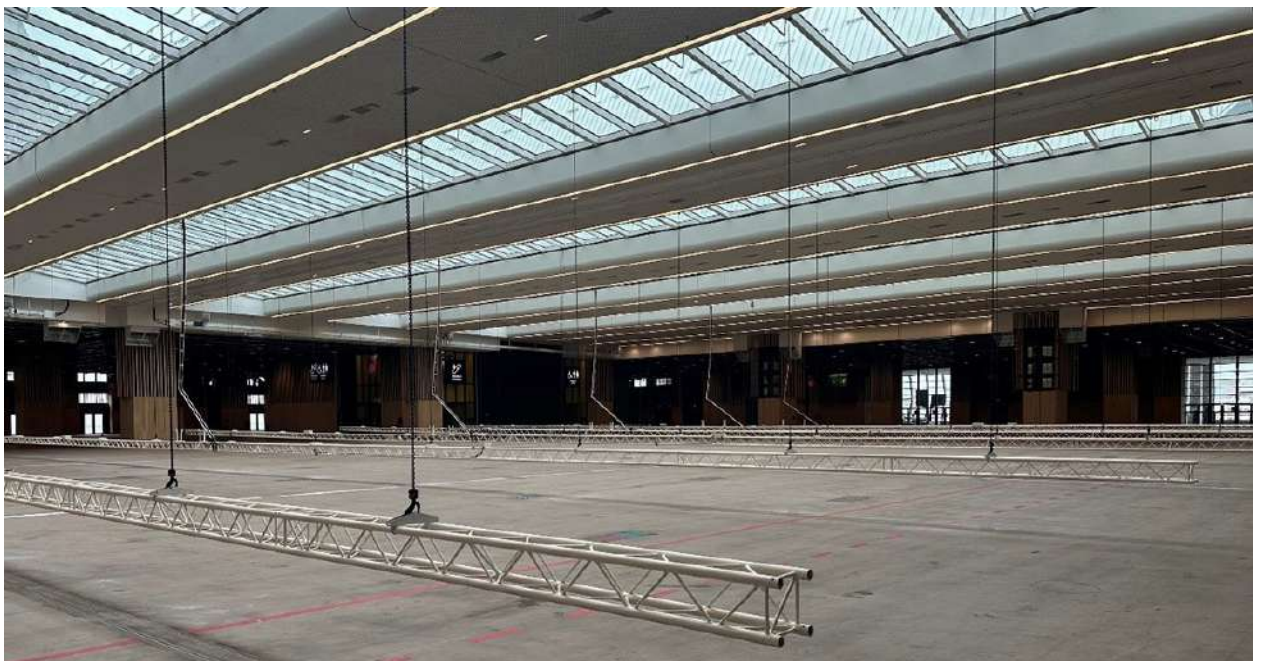


SOL
Epoxy resin

4 BLOCKS
Food service

- 4 takeaway food outlets:
 - Lina's
 - FoodBox
 - Paul
 - Little Big Coffee

Washrooms



ATRIUM ROOMS 7.3 AND MEZZANINE



SALLES DE RÉUNION MEETING ROOMS	SURFACE FLOOR SPACE	THÉÂTRE THEATRE	CLASSE CLASSROOM	SALLE EN «U» U-SHAPE	RÉUNION BOARDROOM
NIVEAU / LEVEL 7.3					
731*	35 m ²	26	14	10	10
732*	27 m ²	20	8	10	10
733*	28 m ²	20	8	10	10
734*	40 m ²	24	14	10	10
731*+732*	62 m ²	52	22	14	22
732*+733*	55 m ²	50	22	14	20
733*+734*	68 m ²	57	26	22	22
731*+732*+733*	90 m ²	80	38	20	36
732*+733*+734*	95 m ²	94	40	32	34
731*+732*+733*+734*	130 m ²	142	63	50	50
MEZZANINE 7.3					
735*	31 m ²	26	14	10	10
736*	24 m ²	20	8	10	10
737*	25 m ²	20	8	10	10
738*	35 m ²	24	12	10	10
735*+736*	55 m ²	52	24	14	22
736*+737*	49 m ²	50	22	14	20
737*+738*	60 m ²	57	20	20	20
735*+736*+737*	80 m ²	80	38	20	36
736*+737*+738*	84 m ²	94	32	32	32
735*+736*+737*+738*	115 m ²	142	46	48	50

* lumière du jour

ATRIUM ROOMS 7.3 AND MEZZANINE



LEVEL 7.4

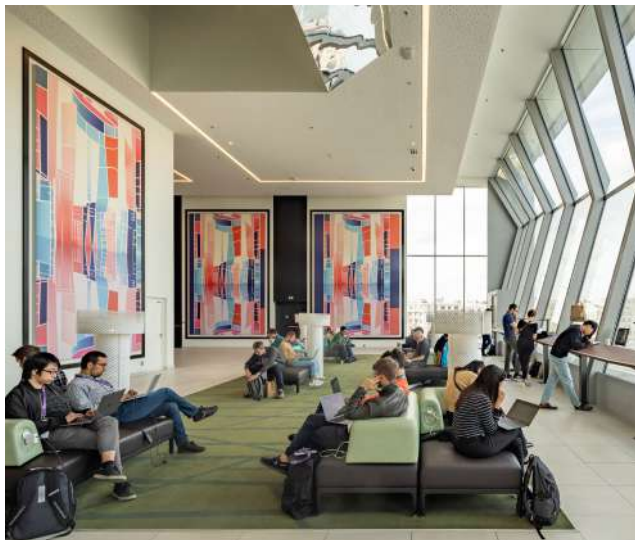


SALLES DE RÉUNION MEETING ROOMS	SURFACE FLOOR SPACE	THÉÂTRE THEATRE	CLASSE CLASSROOM	SALLE EN «U» U-SHAPE	RÉUNION BOARDROOM
NIVEAU / LEVEL 7.4					
741 A*	110 m ²	140	59	38	44
741 B	32 m ²	22	12	12	12
741 C	32 m ²	26	14	16	16
741 B+C	64 m ²	69	26	28	32
741 A*+B+C	174 m ²	195	95	44	56
742*	34 m ²	32	12	16	16
743*	34 m ²	32	12	16	16
744*	34 m ²	32	12	16	16
745*	34 m ²	38	16	16	16
746*	34 m ²	35	16	16	16
747*	30 m ²	22	10	16	16

* natural lighting

ESPACE ÉVÉNEMENTIEL VENUE FOR EVENTS	THÉÂTRE THEATRE	COCKTAIL RECEPTION	SOIRÉE DANSANTE DANCE PARTY	CONCERT CONCERT
Terminal 7 (Paris Society)	400	1 200	1 400	1 500

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)
- 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 portable counters supplied by Viparis (100 x 100 x 60 cm). Dimensions of signage: 33 x 94 cm (placed directly on counter). Please contact your Project Manager for more information.

FOOD SERVICE
THE ATRIUM OFFERS SEVERAL FOOD SERVICE OUTLETS:

LA HALLE GOURMANDE (7.1)

- TAKEWAY OR ON-SITE DINNIG
- 145 SEATS

LE BISTROT DE PARIS (7.2)

- ON-SITE DINNIG
- 144 SEATS





Our full range of services

NEW SERVICES	38	RECEPTION	53
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Electricity Electrical work after connection Water		CLEANING	65
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AUDIOVISUAL	51	CATERING	68

*Our prices in euros are given for information only and are subject to change at any time.
Only the prices stated on the quotations are firm and definitive.*

1

NEW SERVICES

In order to assist you with your event's organization and bring solutions for your participants' well-being, ViParis and its partners have developed new services' options:

Services



◆ REGISTRATION AND BADGE PRINTING SOLUTIONS



◆ CUSTOMISABLE PLATFORMS for publishing content



◆ LOGISTICAL SOLUTIONS TO HELP MANAGE DELIVERIES AND EXHIBITOR FLOWS



◆ NEW CSR-ORIENTED INSTALLATION OPTIONS, including eco-stands with green, recycled and/or reusable materials, as well as environmentally-friendly signage and furnishings



◆ NEW SECURITY OPTIONS, INCLUDING AN EASY-TO-USE FIRE SAFETY CONTROL CENTER and setting-up cameras inside booths



◆ CONTENT AND VIDEO PRODUCTION during your event (interviews, video spots, etc.)



◆ RECHARGEABLE BATTERIES available free of charge (customisation possible)



◆ MOBILE TOILETS SYSTEMS



Audiovisual solutions



VIPARIS UNLIMITED: innovative audiovisual packages with everything you need to give your event maximum impact (recording, streaming, duplex/multiplex format, overflow rooms, etc.)

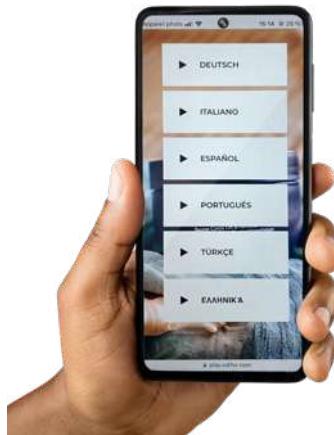


◆ **INNOVATIVE SIMULTANEOUS INTERPRETATION OPTIONS**



◆ **PREVIEW OPTIONS**

Please contact your project manager for more information.



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.

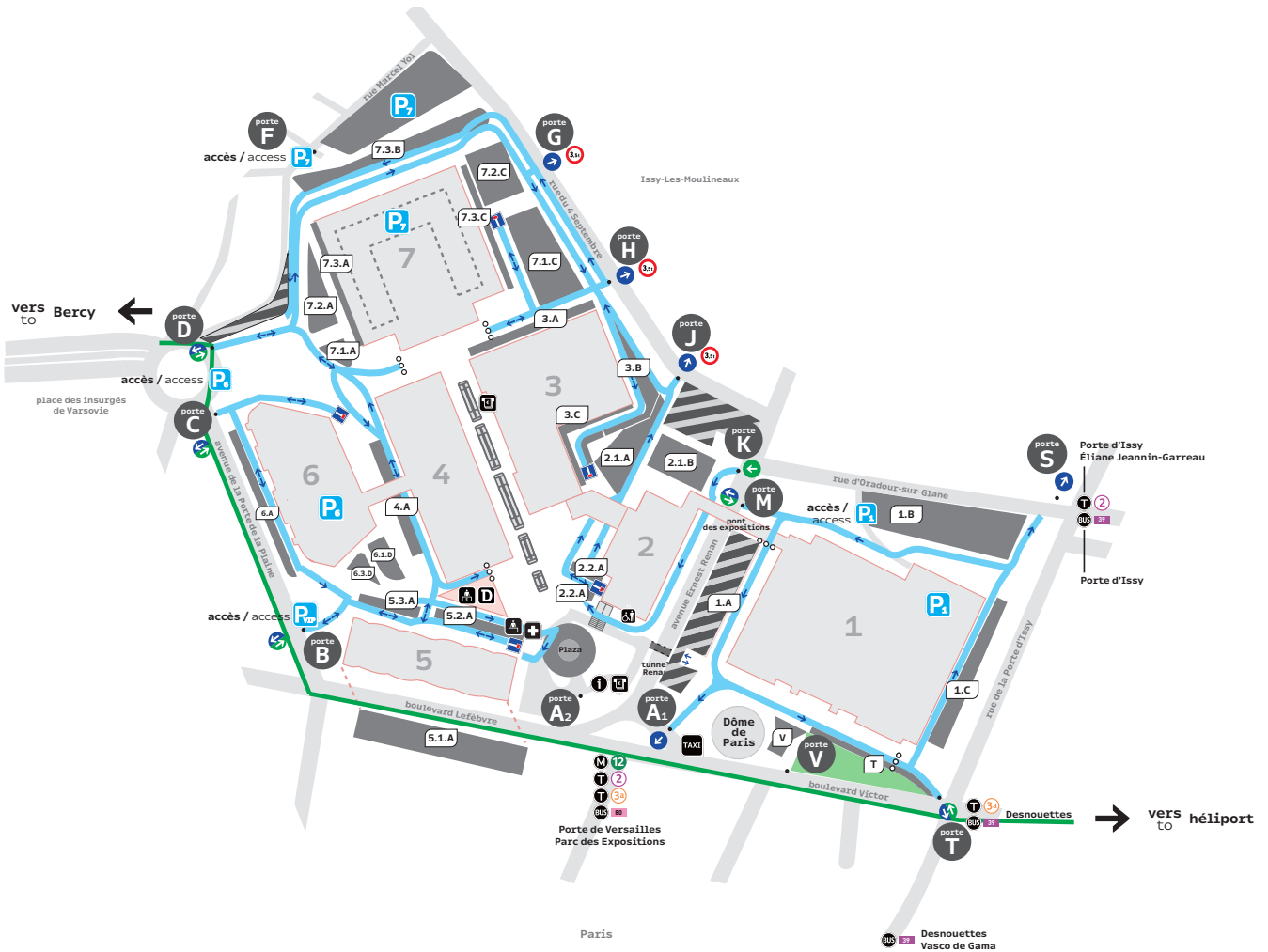
REFERENCES AND RATES

P6, & P7 CAR PARKS	PRICE/DAY IN € EXCL. TAX
Passenger vehicle	19.12
VIP	19.12

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	33.79
HGV < 6 T	39.58
HGV > 6 T	44.70

Logistics traffic plan



- | | |
|---|---|
| 1 pavillon
pavilion | + infirmerie
infirmary |
| porte A porte d'accès
access gate | → entrée uniquement
entry only |
| A accès piéton
pedestrian access | ↔ sortie uniquement
exit only |
| i réception
reception | ↔ entrée et sortie
entry and exit |
| 🛡️ poste de sécurité
security post | → sens de circulation
entry and exit |
| 👤 service exposants
Exhibitors service | 🚫 voie sans issue
dead end |
| D direction du site
site management | 🚫 3.5t interdit aux véhicules de plus de 3,5 tonnes
no entry for vehicles over 3,5 tonnes |
| 🏪 distributeur
cashpoint | — |
| 🌿 jardin Ville de Paris
garden of the City of Paris | ○ plots rétractables
retractable bollards |
| 🚧 Zone chantier
construction area | 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.

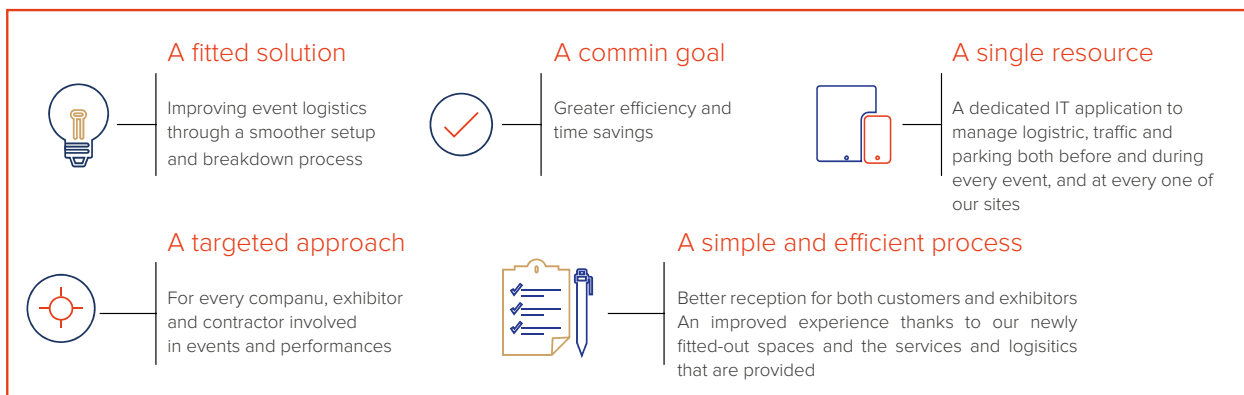


REMINDER

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.

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

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 57).

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 mA
- 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	43.56
1 3-phase P17 32 A male socket kit	14080	31.89
3-phase P17 32 A male socket kit + 1 m of cable	14081	172.16
3-phase P 17 32 A male socket kit + 1 m of cable + 16 A 230 V 3-socket protection box	14082	275.95
3-socket extension cable	14029	19.04
6-outlet distribution board	14086	310.23
12-outlet distribution board	14087	490.76
Repositioning a terminal box (up to 20 kW)	14001	122.93
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.

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	730.44	735.29	740.14	744.99	749.84
15/21* diameter inlet pipe* + grease trap + daily draining	32010	1,515.31				
Repositioning of water connection	32301	292.95				

* 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

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.

General terms and conditions

Water-heater hire does not include electrical connections.

SERVICE	REFERENCE	PRICE € (EXCL . TAX)
Single-sink unit (installation + connection)	32200	164.45
Double-sink unit (installation + connection)	32201	201.57
Free-standing sink	32217	204.87
15-litre water-heater (installation + connection)	32205	228.74
100-litre water-heater (installation + connection)	32206	301.57
200-litre water-heater (installation + connection)	32207	350.66

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

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.
- **A health and safety coonator**: 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 the 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

You are responsible for guarding your spaces and the goods they contain 24 hours a day. All our pavilions are locked. When your safety officer arrives on site, he or she will be given a set of keys.

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

OVERRIDE

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

AUDIOVISUAL TRUSSES - HALL 7.3

Building on our expertise in this area, Viparis has installed permanent motorized trusses to make sound and light installations easier and reduce your setup times.

Our trusses are fitted with single-phase high-voltage P17 32A cabling, PC16 cables, low-voltage RJ45 cabling, and Neutrik fibre optic cabling.

INSTALLATION:

Salles Nord and Sud: a rear and an upstage truss, each with a load-bearing capacity of 80 kg per linear metre.

Plenary room: 8 trusses, including a comprehensive stage package, with load-bearing capacities of 80 kg per linear metre.

Operated exclusively by Magnum.

Please contact your Project Manager for more information.



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

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	156.05
Slings (from 7 to 12) – per sling	38102	151.53
Slings (more than 12) – per sling	38103	141.17
Change in height of sling	38117	77.96
3 to 4 kW electrical power supplied to a sling	38104	137.69
6 to 10 kW electrical power supplied to a sling	38105	179.35
20 kW electrical power supplied to a sling	38106	213.33



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	589.18

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 ambient 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

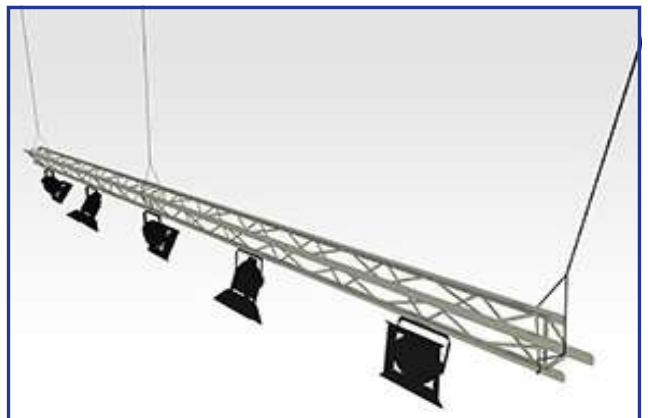
CUSTOMIZED LIGHTING TRUSSES

- 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

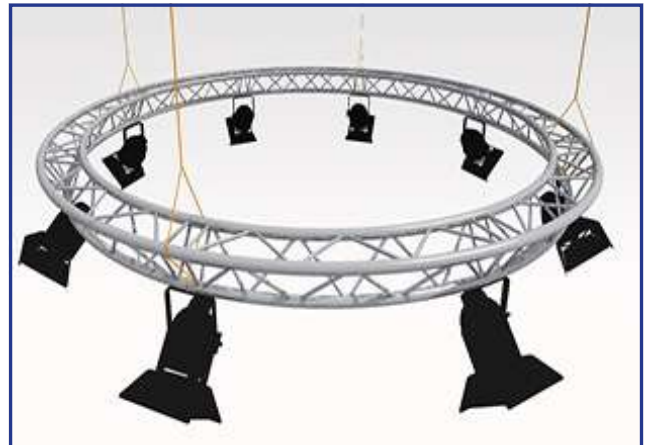
YOUR STAND IN THE SPOTLIGHT

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



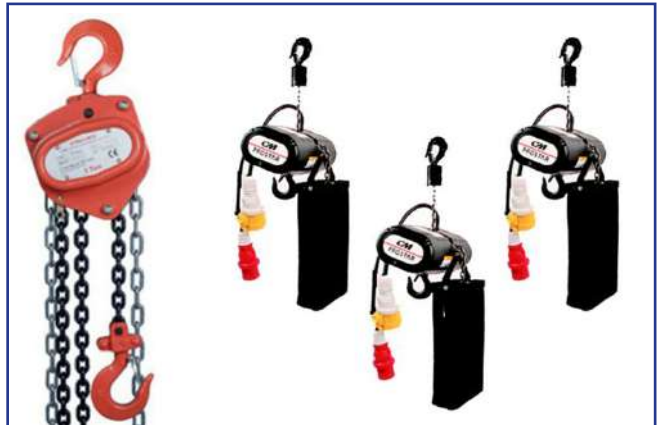
LIFTING SERVICES

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.

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	Multuser e-mail (with attachments)
4 Mbps	Recommended	Recommended	Recommended	Suitable	Suitable	Suitable	Suitable	Not recommended
10 Mbps	Recommended	Recommended	Recommended	Recommended	Recommended	Recommended	Recommended	Suitable
20 Mbps	Recommended	Recommended	Recommended	Recommended	Recommended	Recommended	Recommended	Recommended

Recommended
 Suitable
 Not recommended

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

For your guests' convenience, **free and unlimited internet is available throughout the venue, in both its hired and public spaces.**

Users can connect to our Wi-Fi network as soon as they arrive, reducing the burden on their personal or professional data plans. International visitors can avoid often costly roaming charges.

This package is designed for customers who want to check e-mail and post to social media sites. **Viparis also offers packages for more professional and data-intensive needs,** and we can also design a customized solution based on your event's technical specifications.

Technical aspects

- Network name non-customisable.
- 4Mbps maximum in hired spaces and public areas
- Network operates on the 2.4 GHz frequency band
- 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 – INDIVIDUAL ACCOUNT

The Wi-Fi Expert package is available on an account-by-account basis. **Organisers and exhibitors** can connect to a 5 GHz WiFi frequency band with an 8 Mbps bandwidth. The mandatory username and password 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 – POOLED ACCOUNTS

This solution offers high-speed Wi-Fi or Ethernet connections to exhibitors and organisers who want to link multiple mobile devices (laptops, tablets, latest-generation smartphones) to the same VLAN, and with no disconnection if the user is inactive for a certain period. The package allows users to connect to Wi-Fi using the 5 GHz frequency band and also offers Ethernet access.

You will be provided with a single login and password that are valid for all connections.

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.

THE WI-FI SQUAD

The Wi-Fi Squad consists of one or more technicians tasked with optimising use of the 2.4 and 5 GHz frequencies. They are also in charge of locating private exhibitor Wi-Fi hotspots that are disrupting the smooth functioning of Viparis's networks or those of other exhibitors.

REFERENCE AND RATES

Please contact your Project Manager for a quote.

WI-FI ASSISTANCE

Help when you need it. Whether you're having trouble with your equipment, Viparis's Wi-Fi system or another exhibitor's network, call our hotline.

Our technicians, located in the event's technical headquarters, will relay your problem to the troubleshooting team. This service is provided free by Viparis.

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 make temporary VoIP (Voice Over Internet Protocol) telephone lines available throughout the venue.

SERVICE INCLUDES:

- Setup and activation of a VoIP line (use the prefix "0" for outside calls)
- Hire of a VoIP handset
- Free calling between telephones in your hired spaces (using a short, 6-digit number)
- Flat-rate communication (does not include satellite calls)
- Technical support throughout the equipment hire period

SERVICE	REFERENCE	PRICE IN € EXCL. TAX PER EVENT
VoIP line + hire of VoIP handset + flat rate for use*	61235	379,31

*Includes rental, installation, removal and consumption.

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

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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	0.25/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	1.17/sqm/d
Daily cleaning of common areas (prior to opening to the public)	83003	0.22/sqm/d
Cleaning 2nd passage on stand (per sqm)	83004	1.44/sqm/d
On-site cleaning service (from 7 am to 9 pm) – minimum shift: 3 hours	83005	24.72/h
On-site cleaning service (from 9 pm to 7 am) or on Sundays and holidays – minimum shift: 3 hours	83006	27.22/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	0.50/sqm
Lifting and removal of carpeting	83010	0.40/sqm
Post-breakdown cleaning	83011	0.40/sqm
Skips (per ton)	83012	498.59/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).

10

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



11

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

Nicolas FAURE - Tel. : +33 (0)7 60 69 04 85
email : nfaure@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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1

FOR YOUR VISITORS

ON-SITE FACILITIES



CAR PARKS

All of the exhibition complex's car parks have spaces for persons with reduced mobility (PRMs). They are located next to elevators and pedestrian exits.

entrées / sorties entrances / exits

- A₁** porte A1, gate A1, **A₂** porte A2, gate A2,
- B** porte B, gate B, **V** porte V, gate V,

services sur le site services



transports transport



i hub des services

Cet espace propose les services suivants
This area offers the following services :

- Point d'information / Information desk
- Espace bébé / Baby lounge
- Distributeur / Cashpoint
- Toilettes / Washrooms
- RELAY
- Presse & tabac / Newspaper & tobacco shop

🍴 la restauration food and drink

- 1** **PAUL** Café et pâtisseries
- 2** monop'daily
- 3** **M**
- 4** LE PERCHOIR Porte de Versailles

espaces divers other

- 5** **LA SERRE**
- 6** **ru** les carrés parisiens
- 7** **ru** ferme urbaine
- 8** **FRENCH EVENT BOOSTER**
- 9** **JAM** EPASSION
- 🏗️** zone travaux work area

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.

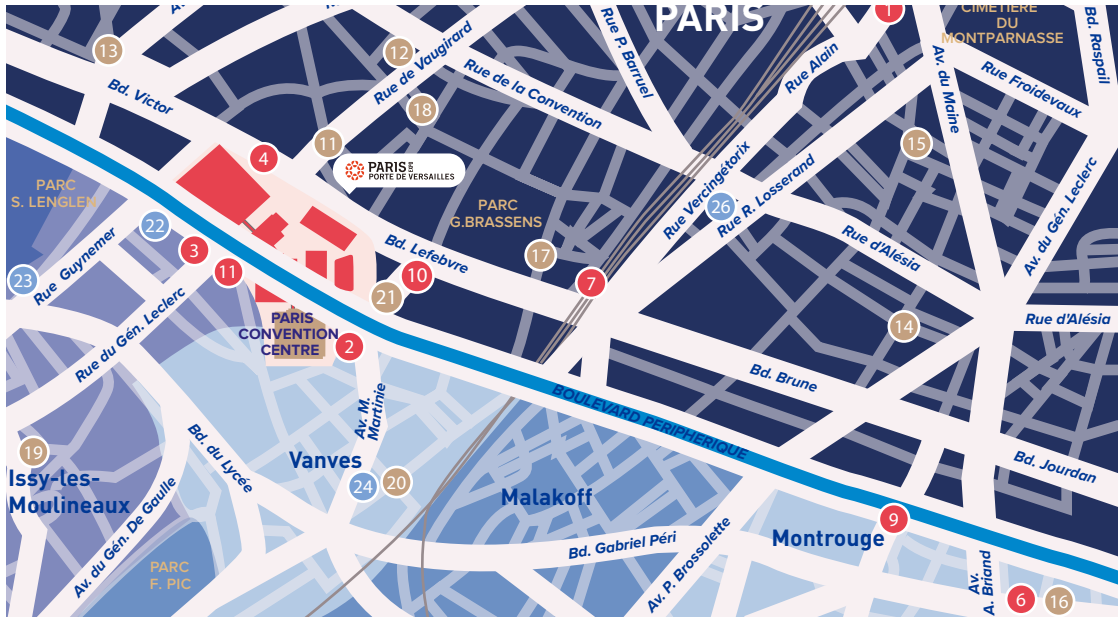
**SERVICE CENTRE**

- 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 BRANCON 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.

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.



PARIS CONVENTION CENTRE

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