



Exhibitor-Appointed Contractors' Information

Passenger Terminal EXPO 2022 - Useful information for exhibitor-appointed contractors.

EXHIBITOR MANUAL

We cannot share the link without your exhibiting client's permission – please ask your client/exhibitor for their unique exhibitor manual link together with their access details.

EXHIBITION TIMETABLE

Build-up

Monday, June 13, 2022	10:00 - 22:00	Space-only booths with independent contractors ONLY - safety shoes compulsory
Tuesday, June 14, 2022	08:00 - 18:00	Space-only booths with independent contractors ONLY - safety shoes compulsory
Tuesday, June 14, 2022	12:00 - 18:00	Shell Scheme & Pop-Up exhibitors permitted entry for decorating their booths - safety shoes compulsory
Tuesday, June 14, 2022	18:00 - 22:00	Final light decoration and finishing work of all booths only. All aisles must be cleared by 18:00 and forklifts will no longer be permitted

Exhibition Opening Times

Wednesday, June 15, 2022	10:00 - 18:30
Thursday, June 16, 2022	10:00 - 18:30
Friday, June 17, 2022	10:00 - 15:00

Breakdown

Friday, June 17, 2022	15:30 - 22:00
Saturday, June 18, 2022	08:00 - 16.00

BUILD-UP FURTHER INFORMATION

- Contractors will not be able to access the exhibition hall before Monday, June 13, 2022, without prior permission from the Organizer. An additional build-up day on Sunday, June 12, 2022, is possible on request; please email the Organizer: ptx@ukimediaevents.com.
- Safety shoes must be worn at all times during build-up and breakdown. We strongly advise wearing high-vis tabards during this period.
- Overnight working has to be requested in advance - please email the Organizer: ptx@ukimediaevents.com.
- Tuesday, June 14, 2022, from 18:00 to 22:00 is for light decoration and finishing work only - **AISLES MUST BE KEPT CLEAR.**

We advise exhibitors hiring a Shell Scheme package not to arrive on-site before 12:00 midday on Tuesday, June 14, 2022, as Shell Scheme booths will not be ready before this time.

Venue contractors cease all building work at 18:00 on Tuesday, June 14, 2022; it is therefore essential that all exhibitors arrive on-site before this time to inspect their booths and to ensure that all orders have been met. Please note that between 18:00 and 22:00, only light decoration and finishing of booths is permitted - aisles must be kept clear and all freight cases and unused exhibits must be removed by this time.

The Organizer has appointed European International Fairs Ltd to be the official freight and on-site handling agent. This will be the only company allowed to manage and operate forklift trucks. This is for safety reasons as well as insurance ramifications. No other external forklift trucks will be allowed in the building or in the exhibition grounds.

If you/your transport company are making a direct delivery/collection to/from Paris Expo Porte de Versailles that requires unloading or reloading via forklift, then you must contact European International Fairs Ltd in advance to make arrangements. While European International Fairs Ltd will endeavour to meet your needs, the company cannot guarantee time slots for loading/off-loading.

If you are making a direct delivery/collection to/from Paris Expo Porte de Versailles that DOES NOT require forklifting assistance, then you must register your vehicle with the venue's Logipass system. Vehicles to be unloaded or reloaded by European International Fairs Ltd DO NOT need to register in advance for Logipass. For further information on Logipass, see "Contractors / Access During Build-up & Breakdown / Logipass".

Please note the following truck off-loading times will be allowed:

Car: 1-hour max

Commercial vehicle: 2 hours max

Trucks: <6 tonnes and >6 tonnes = 4 hours max

Vehicles remaining on-site after these times will be removed. It is forbidden to park vehicles on the exhibition grounds overnight or during the exhibition. Any vehicles not in official parking areas will be towed by the police.

BREAKDOWN FURTHER INFORMATION

Power to booths will be disconnected at 15:30; please ensure that you pre-order power supply for breakdown if you require it for machinery or exhibits, or to power tools after 15:30.

Vehicle access will not start until all empties have been returned - please allow up to 2 hours for this process to be completed.

Any booths commencing breakdown before the close of show at 15:00 on Friday, June 17, 2022, will be found in breach of contract.

No exhibits may be removed before the exhibition closes at 15:00 on Friday, June 17, 2022, nor will any contractors be allowed into the fairground until this time; please ensure that you have briefed your contractors accordingly. Please note that there may be restrictions in place during breakdown and that access times for your vehicles may vary according to vehicle size. Vehicle access for all types of vehicles will begin at 17:00.

When the exhibition closes, the carpet will be taken up as quickly as possible. Exhibitors are requested not to put anything in the aisles which might impede this activity. Empty cases and packing material stored with the official on-site handling agent will not be delivered until the carpet has been removed.

When the carpet has been removed, the estimated time for the return of empty cases will be approximately 4-5 hours. Exhibitors who require forklift assistance for repacking and/or loading should note that this will only be available once all the empties have been returned. We appreciate your patience in this matter. Please ensure that you consider this extra time when booking your return travel.

Exhibitors are reminded that security will cease once the exhibition has closed at 15:00 on Friday, June 17, 2022. Items of value left on the booth, including freight, are the responsibility of the exhibitor. Please contact security services if you would like to hire a security guard for this period (see Security Services in the Important Exhibitor Information).

All booth materials, packaging and waste must be removed from the halls and booth dismantling must be completed no later than 16:00 on Saturday, June 18, 2022. Please ensure that you organize waste removal as charges will be made for the removal of any structures or waste material and invoiced directly to the exhibitor.

ACCESS INFORMATION

[CLICK HERE](#) for a travel map of Viparis.

Parking

Parking is free during build up and breakdown. For loading and unloading during build up and breakdown, you must register your vehicle with Logipass. To create your Logipass account, please [CLICK HERE](#).

For more information and instructions on how to use the system, click here: [LOGIPASS](#).

Exhibitor parking during the show has to be booked via the Viparis Webshop:

For light vehicles - P7 Rue Marcel Yol, 92170 Vanves

For Light utility vehicles and trucks - Heliport

For further information on parking, please refer to the Viparis Webshop. Please ask your client/exhibitor for their unique exhibitor manual link together with their access details.

CONTRACTORS / ACCESS DURING BUILD-UP & BREAKDOWN / LOGIPASS (COMPULSORY)

Logipass - compulsory for build-up and breakdown

For safer and smoother logistical operations, all vehicles requesting access to delivery areas and exhibitor car parks must be pre-registered on Logipass in advance for the build-up and breakdown period.

You are able to create your Logipass account to register vehicle access requests for logistics areas and exhibitor parking. For more information and instructions on how to use the system, please [CLICK HERE](#).

To create an account with Logipass, please [CLICK HERE](#).

Work Identity Card (ID) for build-up and breakdown

For security reasons it is mandatory for all contractual staff involved in the assembly and dismantling stages of the exhibition to wear a contractor wristband. The wristband gives access to the hall during these periods. These must also be worn by exhibiting staff members who have not yet obtained an exhibitor badge. Please submit the names and contact details of all contractor staff/exhibiting staff who will be present on-site. Once the names are submitted, Work ID cards for all contractor staff can be printed, allowing staff to collect the wristbands from security on-site. Security will hand out wristbands at each entrance into the hall.

If you arrive without a Work ID card or exhibitor badge, Viparis reserves the right to deny you access to the exhibition hall.

To register your staff for Work ID cards, please ask your client/exhibitor for their unique exhibitor manual link together with their access details.

Use of Forklifts Inside the Hall

The organizer has appointed European International Fairs Ltd to be the Official Freight & On-Site Handling Agent. It will be the only company allowed to manage and operate forklift trucks. This is for safety reasons as well as insurance ramifications. No other external forklift trucks will be allowed in the building or in the exhibition grounds.

If you or your freight agent are making a direct delivery to or collection from the venue that requires forklift assistance, you must contact the freight contractor in advance to book an offloading/reloading time slot. If you are making a direct delivery to or collection from the venue and DO NOT require forklift assistance, you should book access via the venue's Logipass system as detailed above.

All contractors/booth builders are obliged to read the following safety and working practice information: [CLICK HERE](#).

VENUE TECHNICAL INFORMATION

Please [CLICK HERE](#) to access the Internal Regulations of Paris Expo Porte de Versailles.

Please [CLICK HERE](#) to access the Safety Protocol.

Please [CLICK HERE](#) for technical guidelines.

Hall 7.3

Please note the following maximum floor-loading and height restrictions:

Floor Loading

Floor-loading: 600 kg/m²

Build height

Maximum build height: 5.50 metres

Maximum build height under the canopy/skylight: 6.50 metres

A technical floor plan showing the service channels and build height restrictions, and a detailed booth plan showing the dimensions of any structural pillar within your booth can be requested by email: ptx@ukimediaevents.com

Rigging height

The maximum rigging height is 5.50 metres.

Under the canopy/skylight: 4.30 metres or 6.50 metres with extra costs apply.

For more information on rigging, please see the online exhibitor manual. Please ask your client/exhibitor for their unique exhibitor manual link together with their access details.

Organizer's Rules and Height Restrictions

The standard height of any individual exhibition booth is considered to be 2.5m (8 feet). However, subject to submitting a Booth Declaration Form and receiving approval, all exhibiting companies may, if they wish, build their booth to the height allowed at their location in the exhibition hall. It is therefore possible that there may be booths around you that have built up to or suspended down from heights exceeding 2.5 meters. Where possible, we will advise exhibitors of their neighbor's plans if the proposal is for above 2.5 meters. Please contact the Organizer if you have any questions regarding the booths around you, email: ptx@ukimediaevents.com.

If you are using your own contractor, please ensure that they check the height in your location before submitting booth designs for approval.

If an exhibiting company fails to submit a Booth Declaration Form by the deadline given (May 2, 2022) and the resulting design or build affects the neighbor, venue or organizer, all associated costs, such as new banners, paint, labor, pillar covering, hanging costs, etc, will be passed along to the late submitting exhibitor.

This will not be applied if a company books their booth after the deadline (May 2, 2022). No exhibition booth may be built until written approval is received from the Organizer.

For further information, please email: ptx@ukimediaevents.com.

Important Notes

1. If you choose to build a structure above 2.5 meters (8 feet) in height, you must ensure that the back of this structure is made good and finished with a neutral color. Please ensure that the back of any walls not adjoining a neighboring booth are completely finished and not only the part above 2.5m (8 feet).

2. No advertising or logos for your booth should directly overlook any neighboring booth, however, you may utilize back walls which face out onto an aisle. Any logos or advertising above your booth must be inset a minimum of 1.0 meters from any side partition directly dividing yourselves and your neighbors.
3. Any banners or other materials hung directly on a dividing wall should not be transparent or left unfinished at the back.
4. All exhibiting companies must complete and return the Booth Check Form by the given deadline (May 2, 2022). Failure to gain written permission for your booth build may result in delays during the exhibition build-up. Plans submitted after the May 2, 2022 deadline exceeding 2.5m will be subject to approval and may be refused.
5. If an exhibiting company fails to submit a Booth Check Form by the deadline and the resulting design or build affects the neighbor, venue or organizer, ALL associated costs such as new banners, paint, labor, pillar covering, hanging costs, etc. will be charged to that exhibitor directly.

OFFICIAL CONTRACTOR (SHELL SCHEME & FURNITURE)

We are pleased to announce that Alter Expo have been appointed as the official shell scheme and carpet contractor for Passenger Terminal Expo 2022 in Paris. They offer a range of 4 different shell scheme types to choose from or they can personalize your experience in case you would require something different. Electricity and carpet are included for the different shell scheme types.

For further details, please see the online exhibitor manual.

To order your Shell Scheme, please visit Alter Expo's webshop in the Order Form Checklist under Booth Services Forms. Please ask your client/exhibitor for their unique exhibitor manual link together with their access details.

VIPARIS WEBSHOP

You can place all orders via the Viparis Store Webshop. You will be directly forwarded to the specific service catalogue when you click on any service in the Order Form Checklist / Venue Additional Forms.

Please note that the Viparis Store Webshop will close on the evening of June 9, 2022. From June 10, 2022, orders for technical services will incur a 20% surcharge.

Venue service questions

Power, plumbing, rigging, internet, telephones, audio-visual, office supplies, cleaning, flowers, sanitary products, car and lorry parking. All order forms for these services can be found in the service catalogue or you can contact Viparis Exhibitor Services – please quote your booth number:

Tel. +33 (0) 1 40 68 16 16

Email: contact@e-viparisstore.com

DELIVERIES

Please do not use this address for freight or courier deliveries. Please contact the Official Freight and On-Site Handling Agent, European International Fairs Ltd. Please contact ptxops@european-intl.com with any freight forwarding or cargo handling enquiries or bookings.

European International Fairs Limited
Units 6 & 10 Skitts Manor Farm
Moor Lane, Marsh Green
Edenbridge, Kent, TN8 5RA
United Kingdom
Tel: +44 1732 860330
Contact: Daniel Bird

We strongly advise against shipping goods or sending goods via courier directly to %%TITLE%%, as such shipments have a high risk of customs delays and/or going missing once they are delivered to the show site. The venue do not accept shipments sent to them directly!

USEFUL CONTACTS

Organizer

UKi Media & Events
Contact: Exhibition Operations Team
Tel: +44 1306 743744
Email: ptx@ukimediaevents.com
Web: www.passengerterminal-expo.com/en/

Freight questions

On-site handling, forklifts, deliveries, freight and storage
European International Fairs Ltd
Contact: Daniel Bird
Tel: +44 1732 860 330
Email: ptxops@european-intl.com
Web: www.european-intl.com

Venue service questions

Power, plumbing, rigging, internet, telephones, audio-visual, office supplies, cleaning, flowers, sanitary products, car and lorry parking. All order forms for these services can be found in the service catalogue or you can contact Viparis Exhibitor Services – please quote your booth number:
Tel. +33 (0) 1 40 68 16 16
Email: contact@e-viparisstore.com

Official booth contractor

Shell Scheme, furniture, carpet, electrical material:
Alter Expo
Contact: Mrs Sarah Schuer / Mr Sven Dhaenens
Tel: +32 484 92 38 51
Email: ptx@alterexpo.be