

Practical Information - VITeff 2011



For more information, please call: 00 33 (0)3 26 50 66 73.

11th edition - Millesium d'Épernay ■ 19 - 22 october 2011

THE ECO FRIENDLY APPROACH

One of the main themes of VITeff 2011 will be Sustainable Development. Just like VITeff which is long-lasting, and coming up to its 11th edition, we must preserve our environment for the future. As the organisers, we will take every action possible to limit the negative effects linked to the logistical organisation of the trade fair. We would like to invite you to share in this approach either individually by bringing the attention of your service providers to the appropriate use of vehicles, the intelligent use of waste during set-up and dismantling, and packaging, excess carpet or tape, and even during the event by collecting up all containers (bottles, cups). If each of us learns to manage our consumption of fuel and electricity, production-related pollution and waste could be massively reduced. During VITeff, we will develop a responsible attitude based on citizenship and integrated in our eco-friendly attitude.

01. DIRECTORY OF EXHIBITORS

All exhibitors, direct or co-exhibitors (physical presence on the stand), and represented companies are included in the catalogue. A copy of the catalogue will be provided free of charge to each participant at the opening of VITeff. Please fill out the registration form carefully for this purpose.

02. MANDATORY INSURANCE

All exhibitors, without exception, must subscribe, via the exhibition administration, to the insurance policy indicated in this registration form.

This insurance policy provides cover for the duration of the exhibition:

- "The Civil Liability" of exhibitors with regards third parties for all bodily harm, tangible and intangible damage in the context and in application of the general and special terms and conditions of the Civil liability contract subscribed by the organiser to the benefit of the exhibitors (deductible: €152.44). Details of cover for all damage, with the exception of bodily harm, is available for exhibitors.

- "Tangible damage" to assets presented and to installations (customs duties and taxes included for imported goods) due to the following: fire, lightning, water damage, miscellaneous damage, and theft. The theft policy will take effect from the time of opening to the public to the closing time indicated to exhibitors for the start of dismantling. Details of cover are mentioned in the document enclosed in the appendix to the Registration form.

You are seriously recommended to subscribe additional insurance for assets with a value in excess of €685 per m² in the hall or an outdoor marquee and €534 per m² of open air space.

This option will be offered in the complete file in a specific appendix.

03. ARRANGEMENT OF YOUR STAND

After the validation of your registration, we will indicate the selected service provider for the arrangement of stands in the complete file. This service provider will offer four different options, plus a furniture option.

To protect the Marquee, Champagne Hall and appendages, REVTEX repositionable, double sided, reinforced tape must be used when laying the carpet. A penalty of €20 exc.VAT per m² rented will apply should this obligation not be complied with.

04. NAME BADGES

Company directors and their personnel responsible for commercial relations on the stands may receive name badges, assigned on the basis of the following criteria.

Allocation of Exhibitor name badges: 3 per 9 m² module and one per additional 9 m² in the halls and per 50 m² outdoors.

Additional badges may be purchased for €8.00 exc. VAT each.

A summary of name badge information will be transmitted with the complete file. Should you not respond by 30 August 2011 your name badges will indicate the name of your company, and exclude personal names, as per the quota assigned to your surface area.

05. WATER CONNECTION:

4 different services are offered

1. Water connection in the Champagne Hall or outdoors with drainage: €106.00 exc. VAT
2. Sink rental: €114 exc. VAT
3. Sink rental: €114 exc. VAT
4. Glass services: €115 exc. VAT

You may select one of the 4 options for your stand. The cost of the services includes installation and consumption for the duration of the trade fair.

For any additional information, please contact 00 33 (0)3 26 50 66 73.

06. ELECTRICITY CONNECTION

Planned rates 2011, subject to modification should a significant increase in the price of energy oblige us to modify rates. These rates include installation, connection and consumption for the duration of the trade fair.

Single phase	Price exc.VAT	Capacity	Price exc.VAT	Capacity	Price exc.VAT
2000 W / 220 V	€209	6 000 W - 230/380	€427,00	15 000 W - 230/380	€864,00
4000 W / 220 V	€318,00	9 000 W - 230/380	€546,00	18 000 W - 230/380	€1091 €
6000 W / 220 V	€416,00	12 000 W - 230/380	€686,00	24 000 W - 230/380	€1261 €

(CONSULT US FOR HIGHER CAPACITIES)

To ensure the correct functioning of electrical equipment at VITeff and a fair distribution of the capacities requested, each stand, group of stands or location, provided for exhibitors will be equipped with a circuit breaker. The rental of the circuit breaker is included in the above rates. It is indispensable to connect the ground conductor to the "lighting and surge" circuit breaker fitted. Each stand will be inspected. Should load exceed that requested, an additional invoice will be sent to the exhibitor after the event.

07. INVITATIONS

To invite your main customers, correspondents and professional contacts to come and visit your stand at the event, invitations enabling free entry to VITeff 2011 are sold to all direct exhibitors. These invitations may not be exchanged for monies in any way.

Exhibitors must apply their company stamps to the backs of invitations. Exhibitors may order as many invitations as they desire.

Purchase price: €0.24 exc. VAT each.

e-invitations purchase price: €0.10 exc. VAT each.

At the closing of the Trade fair, the Invitations presented at the entrance will be invoiced at €1.80 exc. VAT each and at €1.50 exc. VAT for the e-invitations.

To ensure that the invoice is correct, following VITeff, you may collect the invitations used simply by sending a request to the head office of CCIRE, 5 rue des Marmouzets, 51100 REIMS.

08. SALES FEES

As required by law, all refreshment and catering outlets must submit a declaration to the official services for the municipality where the event takes place and pay a sales fee of €120.00 exc. VAT.

We will act as a relay with the local authority for all administrative procedures to assist with this task.

You may contact the VITeff Commissioner at 00 33 (0)3 26 50 66 73.

09. OUTDOOR LOCATIONS

To improve the quality and professional image of the trade fair, the outdoor marquee and tent structures have been standardised by the organisers.

Should you wish to use either a tent or a marquee on your open air location, please contact the Commissioner for the trade fair at 00 33 (0)3 26 50 66 73, who will put you in contact with the company managing this element.

10. CATALOGUE ENTRIES

All exhibitors, direct or co-exhibitors (physical presence on the stand), and represented companies, are included in the catalogue.

A copy of the catalogue will be provided free of charge to each Exhibitor at the opening of VITeff. To avoid any error in their entry, all exhibitors must carefully fill out the Catalogue registration form. **One form will be included in the complete file per firm for this purpose.**

11. INSERTION OF ADVERTISING ON THE OFFICIAL VITEFF WEB SITE

The complete file will include all information required to create an advertisement on the official web site of VITeff.

12. CLEANING OF YOUR STAND

Should you so desire, we can provide cleaning services for your stand on a daily basis during VITeff and the day prior to opening, i.e. 18-22 October 2011 inclusive. Set fee for this service: €2,10 exc. VAT per m².

13. CAR PARKS

You are assigned one numbered parking slot which is included in the registration fee, and you may purchase additional numbered slots for €22 exc. VAT for the duration of VITeff.

14. NEW FOR 2011

WARDEN SERVICE ON REQUEST AND RENTAL OF A CARD READER

1. For your peace of mind while continuing exchanges with your customers after the exhibition's opening hours – in keeping with the safety regulations – **we offer a warden service on request.** This will be provided when the exhibition closes, from 6.30 p.m. to 9 p.m. at the latest.

This service is invoiced at the cost price, based on an hourly rate of €25.50 before tax until 8 p.m. and €30.50 before tax until 9 p.m.

2. To help you optimise records of your contacts, we have card readers that you can hire. These will enable you to recover all of your contacts' data and count the number of people who come to your stand per day. The cost of this new service for the duration of the exhibition is €180 before tax.

Your registration will not be validated without the acceptance of these General sales conditions.

Safety Regulations and Architectural Regulations

SAFETY REGULATIONS

I. SAFETY INSTRUCTIONS

Regulations relating to safety and the risk of fire or panic (order of 25/06/86 and of 18/11/87) imply a certain number of rules with regard to the organisation of a trade fair, the installation of stands and the decorations used. Compliance with these regulations is indispensable and is subject to an inspection by the Safety Commission the day prior to and the very morning of opening. Non-compliance with these obligations may lead to the refusal of authorisation for a stand. The Safety manager will ensure compliance with these safety regulations. The presence of the Safety manager is obligatory. The role of the Safety manager is to assist exhibitors to comply with regulations, but also to certify this conformity to public authorities. You are consequently requested to precisely follow the orders of the Safety manager. **The stand manager must provide a fire report for all materials used (classification M0 - M4, with M0 being the most restrictive). This report should be dated within the last 5 years.**

All the documents should be submitted to the Organisation Committee before 30 August 2011.

For further information, contact Jean Marc Cecon, VITeff Commissioner at the following number: **03 26 50 66 73.**

II. PRIOR TO INSTALLATION

Machines exhibited

You must declare any intention to use machines with heat engines, combustion engines, laser device or machines with mobile parts to the organiser at least one month prior to the event. This declaration must include technical data and a description of the equipment. Should this declaration not be submitted, the safety commission will be unable to issue an opinion, and the authorisation to install and use the equipment may be rejected.

Decoration and stand equipment

Stands must be in materials which are classified as M3 as a minimum. This classification is assigned to the manufacturer by an approved laboratory. **The test report must be presented. Request this document with the Invoice!!!**

- For wood: M1 rated plywood and boards exist

- Resins are classified M3 or higher

- Metals are classified as non-combustible (M0).

Floating decorations with a surface area in excess of 0.50 m², stand decorations, garlands and other light decorative objects must be classified as M1. Other decorative elements must be classified as M2. Should stands have a specific floor coating, this coating must be classified as M4.

Classification reports will be requested.

IMPORTANT: the "NON-INFLAMMABLE" label will not be accepted if not accompanied by a report from an approved laboratory. Equipment provided by the suppliers proposed by the organiser should all comply with regulations.

III. DURING INSTALLATION

Circulation

Please ensure free access to exits and alleyways. In the event of an accident, the emergency services must be able to intervene without delay.

Electrical installations

You will have access to switch boxes. Ensure that your connection equipment complies with applicable standards and is appropriately calibrated. Following installation, please contact the commissioner. Your electrical installations will then be checked by an approved person. Electrical installations may not be modified after the inspection. Should electrical installations be modified after this inspection, a further inspection will be carried out at your costs.

Machines exhibited

Machines exhibited which include moving parts must be separated from the public by at least 1m. The public must not have access to the movement area for maintenance and cleaning devices.

IV. PRIOR TO THE OPENING OF THE TRADE FAIR

Inspection by the Safety Commission

The safety commission will inspect the trade fair prior to the public opening. You will be informed of the time. You should have finished all preparations before the inspection. All provisions must be taken to allow for detailed inspection by the commission. The exhibitor or the authorised representative of the latter must be present during the inspection of each stand. Should a stand not meet the required standards, it will not be authorised to open and its power supply may be cut until conformity is ensured.

V. DURING THE TRADE FAIR

The installations may not be modified during the trade fair. Do not allow visitors to approach operating machines. All demonstrations will be carried out before small groups. Demonstration personnel must be particularly vigilant. After the trade fair has closed each day, check that the power supply to all equipment has been disconnected.

VI. AFTER THE TRADE FAIR

Please take the same precautions during dismantling as during installation.

ARCHITECTURAL REGULATIONS

FASTENINGS

No elements may be fastened to the structure or roof of the halls. These areas are reserved for general signs and are controlled by the Committee.

BROADCASTING

Audio broadcasting may not cover official broadcasting (music, information). No type of mobile entertainment may circulate in the alleyways or within VITeff.

FRONT BANNERS

Front banners should not be displayed above 2.5m. They may include text, photos and acronyms as long as they do not exceed 2.5m.

DAMAGE

Exhibitors are liable for all damage caused to the hall constructions during the transport, installation or removal of equipment on their own behalf and that of companies contracted by exhibitors. Floors, walls and pillars must not be drilled, cut or painted. All damage (including stains) will be invoiced to Exhibitors, together with the cost of the evacuation of all items not removed at dismantling (carpets, earth, constructions, etc.).

To protect the Marquee, Champagne Hall and appendages, you must use REVTEX repositionable, double sided, reinforced tape when laying the carpet. A penalty of €20 exc.VAT per m² rented will apply should this obligation not be complied with.

ELECTRICITY

The following power supply will be available: **Voltage:**

- 220 volts for single-phase 2-wire connections

- 380 volts between phases and 220 volts between phases and neutral for the three-phase connection (4 wires).

- The power requested will be regulated by a calibrated differential circuit breaker, provided and installed by the dealer in the service box.

LIT SIGNS

Lit signs are authorised, but should not be intermittent or flashing, and the use of lasers is prohibited in particular. The colour scheme including white letters on a green background is reserved for safety signs.

STAND FRONTS

Should an exhibitor plan to use a blank wall linear display for its stand, it must decorate the wall with photos, a display case or other attractive elements to ensure an attraction for visitors. The blank facade may not, under any circumstances, represent more than 50% of the dimensions of the stand to which it is parallel.

SUPPLIES PROVIDED BY THE VITeff ORGANISATION COMMITTEE

The location in the hall is delivered bare, with no dividing wall, lateral wall, siding or floor mat. The floor is coated with cement. Load distribution bases must be provided for. Carpets and wall coatings must be fireproof.

DECORATION OF COLUMNS AND SIDINGS

The hall columns located on the stands may not be decorated by the Exhibitors. The visibility, free access and workability of fire extinguishers and electric boxes must be ensured.

STAND HEIGHT

The general stand height must not exceed 2.50m. One single signal is authorised per stand. Height must not exceed 5m. Stands located along peripheral walls may not display their signs above 5m. Generally speaking, the sign must not cover a floor surface area representing more than 1/5 of the stand surface area. This superstructure must not form an screen. When presenting the project, the sign must be clearly described and located more than one metre from the peripheral limits of neighbouring stands and alleyways under all circumstances. The length and height of the floor surface area covered must not exceed 50% of the length or 50% of the width of the stand respectively.

MEZZANINES

Exhibitors wishing to install a mezzanine on their stand must ensure that this element does not disturb nearby stands in any way. A specific request must be submitted to the organisers, accompanied by a sketch. The Organisation committee must approve the request.

MANHOLES

Manholes must be accessible at all times. Exhibitors are requested to account for manhole accessibility when arranging their stands.

RULES FOR ELECTRIC INSTALLATIONS

Electrical installations (terminal boxes) must comply with applicable regulations (French standard C 15-100 and the order of 18 November 1987). The attention of exhibitors is brought to the obligation to connect all electrical machines and high voltage signs to ground. Neutral may not be used as a ground and vice versa.

SPACE SHARING

It is formally prohibited to position any panels covering one entire side, signs, banners or any other medium which could mask adjacent Exhibitors or those located immediately behind the stand on the "PERIPHERY" of stands.