

■ Programme

The organiser reserves the right to change the times and dates below if he considers it necessary in the general interest of the event.

■ ■ Times of opening the Show to the public

From Tuesday 13 to Saturday 17 October	9h00 – 19h00
Sunday 18 October	9h00 – 17h00

Late evening Friday 16 October until 9 p.m.

■ ■ Working hours (assembly, power on, opening, dismantling)

Dates	Exhibitor hours	Power supply times*
Assembly		
Thursday 8 October	8h - 19h	No power supply
Friday 9 October	8h - 19h	
Saturday 10 October	8h - 19h	
Sunday 11 October	8h - 19h	8h - 20h
Monday 12 October	8h - 24h	8h - 24h
Open to the public		
Tuesday 13 October	8h - 21h	8h - 21h
Wednesday 14 October	8h - 21h	8h - 21h
Thursday 15 October	8h - 21h	8h - 21h
Friday 16 October	8h - 22h	8h - 22h
Saturday 17 October	8h - 21h	8h - 21h
Sunday 18 October	8h - 17h	8h - 17h
Dismantling		
Sunday 18 October	17h - 22h	17h - 22h
Monday 19 October	8h - 19h	No power supply
Tuesday 20 October	8h - 19h	
Wednesday 21 October	8h - 12h	

*Permanent power available

From Sunday 11 October at 8a.m. until Sunday 18 October at 10 p.m. without interruption

Advice

To have electricity outside these times, remember to order a **round the clock electricity supply connection**.

Please refer to the description of the Exhibition Centre on the website: www.viparis.com

■ Assembly & Dismantling Information



The access badge and individual protection equipment (safety shoes, hard hats...) are obligatory during assembly & dismantling.

■ ■ General remarks about Assembly

- ❖ **No vehicle** is authorized to enter the halls (in particular private vehicles) except for certain heavy trucks with exceptional exemptions granted by the Organiser on site.
- ❖ Empty packaging must **be removed without delay and be stored by the exhibitors or their conveyors.**
- ❖ **It is forbidden to clutter up the stockrooms** with packaging and various goods that might constitute combustible material in the event of a fire.
- ❖ By the time **the Safety Commission** makes their tour of inspection, installations must **be finished**. The person in charge of the stand **must be present** for this inspection. **The dates and times will be notified to you in due course.**



IMPORTANT: Please consult the restrictions on movements of heavy vehicles at the weekend in France. **For more information:** www.bison-fute.equipement.gouv.fr

■ ■ Regulation & Identification

- ❖ **Wearing the badge during the assembly (and dismantling) phases is obligatory.** You will receive by post your access badges to the site, which must be passed on to all your service providers. This badge will not be valid when the show is open to the public.
- ❖ **A vehicle regulation system will be set up at the entrance to the Exhibition Centre.** **Heavy trucks and commercial vehicles will be stopped, controlled and stamped with date and time** and directed by the logistics services towards your unloading area. Once there, a steward will show you the most suitable place to park your vehicle.

You are required to have completed the identification card which will enable us to contact you if your vehicle is creating an obstruction of any kind.

The maximum unloading time is:

4 hours for a heavy lorry > 3.5 T

2 hours for light commercial vehicle < 3.5 T

Beyond the time assigned to you, if the vehicle remains in place, we will contact you to move it.

Without response or reaction on your part, **the vehicle will be removed and impounded.** **The costs for impoundment will be your responsibility (approximately €200).**

■ ■ Parking

- ❖ **As of Thursday 8 October, all private cars** must park on the specific car parks situated at the entrance to the Exhibition Centre.

- ❏ No vehicles may park in the immediate surroundings of the halls, on the movement lanes and on the priority lanes, as they will be impounded without notice, at the expense and risk of the exhibitor.
- ❏ Apart from the period when the event is open to the public **the car parks are free**. There is parking for heavy vehicles outside the Paris-Nord Villepinte Exhibition Centre to allow carriers, subject to availability, to anticipate their arrivals at the Centre (access for exhibitor deliveries).

■ ■ Dismantling

- ❏ We advise you to pass on the dismantling dates and schedules to your forwarding agents, carriers & decorators.
- ❏ As for the assembly, the same access control principle will be set up for dismantling.
- ❏ On the evening of the show closure, only dismantling **not requiring motorized handling** may be carried out **before 19h00**.
- ❏ Empty packaging stored at your request will be deposited on the stands by the warehousemen on **Sunday 18 October starting at 19 h00 at the earliest**.

■ ■ Restoring the exhibition surface to its original state

- ❏ It is imperative that the stands, equipment, goods and waste materials of all types (adhesives, carpet...) be removed for **the end of dismantling, on Wednesday 21 October at 12h00**.
- ❏ When the dismantling times have expired, the Organiser will be able, at the Exhibitor's cost and risks, to take all measures which he will consider useful for the removal of materials and waste remaining on the site, as well as the destruction of structures and decorations of any type whatsoever that have not been dismantled. Any damage noted at the end of the show will be invoiced to the exhibitor, who is also responsible for all his service providers. They will be the subject of an invoice sent by SE Equip'Auto to the Exhibitor. The amount and detail will be identical to what is sent by the Paris-Nord Villepinte Exhibition Centre to SE Equip'Auto. A copy of this invoice can be given to the Exhibitor on request.

■ ■ Warning against theft

- ❏ The stand store rooms are not secure premises.



During Assembly & Dismantling:

Place out of sight all materials or products at risk of being stolen (plasma screens, computer equipment, personal effects...).

However and for more safety, it is highly recommended that you keep a close watch over your stands by ensuring that someone is present there all the time until the end of dismantling.

This person is your only guarantee against theft.