



# Assembly - Disassembly:

days – hours – admittance conditions for vehicles

## ► FOR INSTALLERS

- **All installers will need to be identified to access to the Exhibition.**

INSTALLER PASSES will be sent to installers who request them by email to Ms Jackie PEULT (j.peault@parc-expo.com) until 31 August 2023. They will receive an internet link with a unique code to edit their access badge. These passes will be mandatory to access the exhibition site and must be used in the mentioned conditions.

- **The exhibitor must inform his installer about this arrangement.**

## ► FOR EXHIBITORS

- **ASSEMBLY:** from Thursday 07/09 to Sunday 10/09

> **All equipment for the outdoor booths must be in position by 20.00 on Sunday 10/09.**

- **DISASSEMBLY:** from Thursday 14/09 at 8 pm (**exhibitor's small vehicle access from 10.30 pm**) to Monday
- > "ASSEMBLY/DISASSEMBLY" stickers for the days and dates listed above will be sent by post.

- **ASSEMBLY on MONDAY 11 SEPTEMBER:**

> On Monday 11/09, each exhibitor may only have one light vehicle or van, inside the Parc-Expo.

**Access forbidden to trailers.** Vehicles will be allowed to park on the fairgrounds for a maximum of 2 hours.

> For this reason, a "MONDAY PASS" will be sent to each exhibitor together with the "ASSEMBLY / DISASSEMBLY "

> Upon entry, the driver must give the "MONDAY PASS" to the guard at the gate, who will give him a passout ticket with the hour of entrance.

> On leaving via gate B, the guard will get back the passout ticket and give a new "MONDAY PASS" to the driver, who can the reuse it for a different vehicle belonging to the exhibitor.

For carrying packages, hand carts will be available to exhibitors at doors D and H:

- Monday 11/09: from 8 am to 6 pm
- Tuesday 12, Wednesday 13/09: from 7.30 am to 12 pm
- Thursday 14/09: from 07.30 am to 12 pm and 8 pm to 10.30 pm

## ► BOOTHS WITH UPPER FLOORS OR MEZZANINES

If you would like to erect an upper floor on your booth, you should fill in a prior building authorisation request before June 30, 2023. To do so, please ask Mrs V. LANCELOT for an authorisation form - tel.: +33 223 48 28 92 - v.lancelot@space.fr

## ► ELECTRICAL AND TELEPHONE SOCKET PLACINGS FOR YOUR BOOTH

If your booth layout request specific positioning of the electrical and telephone sockets, please specify this on the booth plan we are sending you, and indicate their desired location on it before July 28, 2023. We will do our utmost to satisfy your request, taking account of the various technical constraints. Further requests will not be taken into account.

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## ► ASSEMBLY

All vehicles will have to get out of the fairgrounds on Sunday 10/09. **On Monday 11/09, no trailer will be allowed to enter the fairgrounds.** Equipment and materials will have to be unloaded near Door G. Two fork lift rental companies will be at your disposal at your expenses. Pedestrian access is authorised during the setting up with the pass "Setting / Dismantling" or exhibitor pass.

	Before Thursday 7/09	Thursday 7 - Friday 8 - Saturday 09/09		Sunday 10/09	Monday 11/09		Monday 11/09
Means of access	ALL VEHICLES	ALL VEHICLES		ALL VEHICLES	SMALL VEHICLES AND VANS		TRUCKS AND TRAILERS
		Installers	Exhibitors	Installers Exhibitors	Installers	Exhibitors (Halls)	Installers Exhibitors
Parc-Expo entrance gates	B	A - C - G	A - C - G	B	A - C - G	A - C - G	<b>ACCESS FORBIDDEN IN THE FAIR-GROUNDS</b>
Exit gate	B	B	B	B	B	B	
Times	08.00 - 18.00	08.00 - 19.00	08.00 - 19.00	08.00 - 19.00	07.30 - 20.00	07.30 - 20.00	
Essential documents needed to enter the Parc-Expo	For availability of the hall, contact Mrs V. Lancelot: v.lancelot@space.fr	"INSTALLERS' PASS + BADGES" available from the Parc-Expo: j.peault@parc-expo.com	"ASSEMBLY / DISASSEMBLY" STICKER sent by post to exhibitors AND EXHIBITOR PASS	"INSTALLERS' PASS + BADGES" or "ASSEMBLY / DISASSEMBLY" STICKER AND EXHIBITOR PASS	"INSTALLERS' PASS + BADGES" available from the Parc-Expo: j.peault@parc-expo.com	"MONDAY PASS" 1 copy sent to each exhibitor (indoor booths) AND EXHIBITOR PASS	

## OUTDOORS:

> **All equipment for the outdoors booths must be in position by 8 pm on Sunday 10/09.**

> If there is a genuine and significant reason why this is not possible and if the exemption is granted, then installation may take place on Monday 11/09.

> There is an unloading bay park C near door G.

> See Suppliers for bungalow or structure hire.

> The restoration of the degradation of the asphalted ground (holes...) will be charged to the exhibitor.

## ► DISASSEMBLY

	Thursday 14/09		Friday 15/09 Saturday 16/09	Sunday 17/09	Monday 18/09
Means of access	SMALL VEHICLES ONLY		ALL VEHICLES	ALL VEHICLES	ALL VEHICLES
	Installers	Exhibitors	Installers Exhibitors	Installers Exhibitors	Installers Exhibitors
Entrance gates	A - G		A - C - G	B	A - C - G
Exit gate	B		B	B	B
Times	Entry from 22.30 to 23.45		15/09: 07.30 - 19.00 for LGV* 11.00 - 19.00 for HGV** 16/09: 08.00 - 19.00	08.00 - 19.00	08.00 - 19.00
Essential documents needed to enter the Parc-Expo	ACCESS FORBIDDEN		"INSTALLERS' PASS + BADGES" or "ASSEMBLY / DISASSEMBLY" STICKER AND EXHIBITOR PASS	"INSTALLERS' PASS + BADGES" or "ASSEMBLY / DISASSEMBLY" STICKER AND EXHIBITOR PASS	"INSTALLERS' PASS + BADGES" or "ASSEMBLY / DISASSEMBLY" STICKER AND EXHIBITOR PASS

\* Light Goods Vehicle / \*\* Heavy Goods Vehicle

## DURING SPACE: Tuesday 12 - Wednesday 13 - Thursday 14 September

Access on foot, with an "EXHIBITOR" pass, from 07.30 onwards: gates A – B – D – H