

EXHIBITOR'S GUIDE

COMPOSITES
MEETINGS
September 22 & 23, 2009
>Cité Internationale des Congrès >Nantes >France

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GENERAL INFORMATION

General exhibition regulations : exhibitors declare that they have read and agree to comply with the general exhibition regulations (pages 21 to 30), which can be found at the back of the Exhibitor's Manual.

Computer Information freedom Act of 06/01/78 : by virtue of the Computer Information Freedom Act of 06/01/78, the exhibitor authorizes La Cité Internationale des Congrès Nantes-Métropole to exploit and exchange all or part of the information enumerated hereafter. For all access rights or rectification, write to : La Cité Internationale des Congrès Nantes-Métropole, 5 rue de Valmy, 44041 Nantes Cedex 01, France.

I. USEFUL ADDRESSES

ORGANIZER	BCI 35/37, rue des Abondances 92513 BOULOGNE
	Contact : Mrs Nadia SHEPOVALOVA fl +33(0)1 41 86 41 13 * +33(0)1 46 04 57 61
NAME AND DATE OF THE EXHIBITIONS	COMPOSITES MEETINGS From Tuesday, 22 nd to Wednesday, 23 rd September 2009

LOCATION	<i>Cité Internationale des Congrès Nantes-Métropole</i> 5, rue de Valmy BP 24102 44041 NANTES Cedex 01
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II. EXHIBITION TIMETABLE

Exhibitor's set-up day	Monday, 21 st September 2009 from 5.00 pm to 8.00 pm
Exhibition opening hours	Tuesday, 22 nd September 2009 from 8.00 am to 8.00 pm Wednesday, 23 rd September 2009 from 8.30 am to 5.00 pm
Breakdown by exhibitors	Wednesday, 23 rd September 2009 from 5.00 pm to 7.00 pm All stands have to be cleared during this period. <i>Merchandise and installations not cleared by that time will be removed by the Cité Internationale des Congrès Nantes-Métropole. The Cité Internationale des Congrès Nantes-Métropole is not responsible for articles lost or damaged.</i>

III. SPECIAL REGULATIONS

A - PAYMENT OF THE BOOTH AND ADDITIONAL SERVICES

The booth and the additional services must be booked with the corresponding order form included in this guide.

- All order forms must be signed and accompanied with the payment. Without the payment, the order can not be registered
- For all orders returned after the closing date, there will be a surcharge of 50% on the invoice
- **All orders cancelled less than five days before will not be refunded**

B - INSURANCE

Third party liability :

The Cité Internationale des Congrès Nantes-Métropole recognizes its responsibility :

- as the manager of the buildings and fixed and temporary installations used by exhibitors;
- for the management of activities for which it is directly responsible.

Exhibitors are liable for all damage to third parties caused by themselves, their employees, their stand installations or any installations entrusted, hired or loaned to them.

Damage to property :

The Cité Internationale des Congrès Nantes-Métropole refuses to accept responsibility for damage to property belonging to, loaned, or hired to exhibitors when this damage is caused by a third party (other exhibitors, companies acting on their behalf, visitors, etc.).

Exhibitors should therefore consult their usual insurers with a view to extending their insurance cover. Alternatively, they can take out an insurance covering damage sustained by their property with the official insurers of the Cité

Internationale des Congrès Nantes-Métropole, who offer insurance packages specially designed for the exhibition period (including build-up and breakdown - See order form n°9 on pages 24-25) :

- Basic cover: capital insured = 350€ per sq m for stand and merchandise
- Additional cover: this enables exhibitors to insure a capital amount greater than that covered by the basic insurance, to a maximum of 100 000€.

Both basic and additional insurance cover:

- Fire damage
- Water damage
- Theft (by breaking and entering or violence)
- Accidental damage

The excess applicable in the event of a claim is 10% of the total damage (with a minimum excess of 152,45€). In the event of theft, a complaint **MUST** be registered with the appropriate authorities. A claim report must be sent to the Cité Internationale des Congrès Nantes-Métropole within 48 hours of the incident, by registered post.

Waiver of recourse :

The Cité Internationale des Congrès Nantes-Métropole, the city of Nantes (which owns the buildings) and their insurers waive their right of recourse against the organizers, exhibitors and their insurers in the event of any fire or explosion that may occur on the exhibition site.

By signing the participation agreement, exhibitors and their insurers waive their right of recourse against the Cité Internationale des Congrès Nantes-Métropole, the city of Nantes and their insurers, for any direct or indirect damage caused to their property or representatives by the latter.

The exhibitor or his representative will be able to produce an insurance certificate.

C - DELIVERY

To ensure that your deliveries arrive safely, we strongly recommend that you follow the procedures outlined below:

Under no circumstances can the Cité Internationale des Congrès Nantes-Métropole be held responsible for deliveries, which are the sole responsibility of exhibitors.

Delivery opening hours *Monday to Friday*
From 8.30 am to 12.00 am and from 2.00 pm to 5.30 pm

Delivery address *Cité Internationale des Congrès Nantes-Métropole*
5, rue de Valmy - BP 24102
44041 Nantes Cedex 01

Information to indicate
on packages COMPOSITES MEETINGS
September 22nd and 23rd 2009
N° 16499
Name and number of stand

Deliveries made direct to the Cité Internationale des Congrès Nantes-Métropole will only be accepted on Monday, 21 September 2009.

Exhibitors have to check and sign for the packages delivered on their stand.
For handling, they have to complete the Handling/Forklift Truck form n°6, on page 20.

D - SECURITY

There is a general care taking of the building by video cameras. However, we advise exhibitors not to leave their stand unattended, during the fitting up and dismantling of the stand.

The general care taking of the building does not mean a personal security for each stand, so the Cité Internationale des Congrès Nantes-Métropole declines all responsibility regarding theft, loss or damage which should occur, and advises each exhibitor to respect opening hours, to protect their goods and take out an adequate insurance covering the whole value.

If any exhibitor wants to reinforce the care taking on his own stand (night and day), they can contact the exhibition Department of the Cité Internationale des Congrès Nantes-Métropole in order to have a quotation for this service. For your information, the average price for a care taking night is 300 € HT for 15 hours.

E - EMPTY PACKAGES

Empty packaging must be removed immediately and stored by exhibitors.
The storage of packaging on stands is prohibited as this constitutes a fire risk.

F - UNLOADING

On Monday, 21st September 2009, between 5.00 pm and 8.00 pm, you will be able to park your car on the delivery area, at the back of the building (see map enclosed). You can park here for one hour maximum and then, you have to park your car in one of the following car parks (see hereunder).

G - CLEANING

Communal Areas

The Cité Internationale des Congrès Nantes-Métropole is responsible for cleaning the communal areas of the exhibition halls.

Stands

The Cité Internationale des Congrès Nantes-Métropole is responsible for cleaning the stand areas for the opening of the exhibition and for the second day.

H- HANGING UP ON PANELS

Stand panels are made with white melamine (see description on page 8). So, for hanging posters or any other material, you must not use nails or staples.
You can only use sticky tape, double-sided sticky tape or small chains.

I - USE OF DOUBLE-SIDED STICKY TAPE

Le floor of the Cité Internationale des Congrès Nantes-Métropole is delicate, please use the specific tape (noted bellow) to stick the carpet on the floor (if you build-up your own stand) :

SCOTCH REPOSITIONNABLE 4108 - Largeur 50mm x longueur 25ml
RUBANTEX COMPANY
73, AVENUE FRANCKLIN ROOSEVELT
69150 DECINES
TÉL : 0033 (0) 4 72 05 65 50 / FAX : 0033 (0) 4 72 05 65 54

J - THE INTERNATIONAL CONVENTION CENTER IS A NON SMOKING AREA

Since February 1st 2007, it is strictly forbidden to smoke in public, closed and working areas.
Smokers who break this law are liable to pay a 68€ fine
Controls can be operated unexpectedly by the health and safety inspectors.

K - PLANTS

For plants rent, you can contact : Les Jardins de Gally - Ms Asselin - Phone 02 40 75 26 56 - Web www.gally.fr

CAR PARKS AROUND THE INTERNATIONAL CONVENTION CENTRE OF NANTES-METROPOLE

During the 2 days of the congress, you can park in the following car-parks. Parking costs will be paid by exhibitors.

Cars Park

Parking Novotel Cité des Congrès

450 places

Parking Quai Malakoff

600 places

Parking Gare Sud

469 places

Parking Marcel Paul

469 places

Accessible to the Cité Internationale des Congrès Nantes-Métropole (parking 1)

Maximum height of the underground car-park is 1,80m

750m of the Cité Internationale des Congrès Nantes-Métropole (parking 3)

No maximum height (metered parking)

900m of the Cité Internationale des Congrès Nantes-Métropole

Maximum height 1,90m

900m of the Cité Internationale des Congrès Nantes-Métropole

Maximum height 2,20m

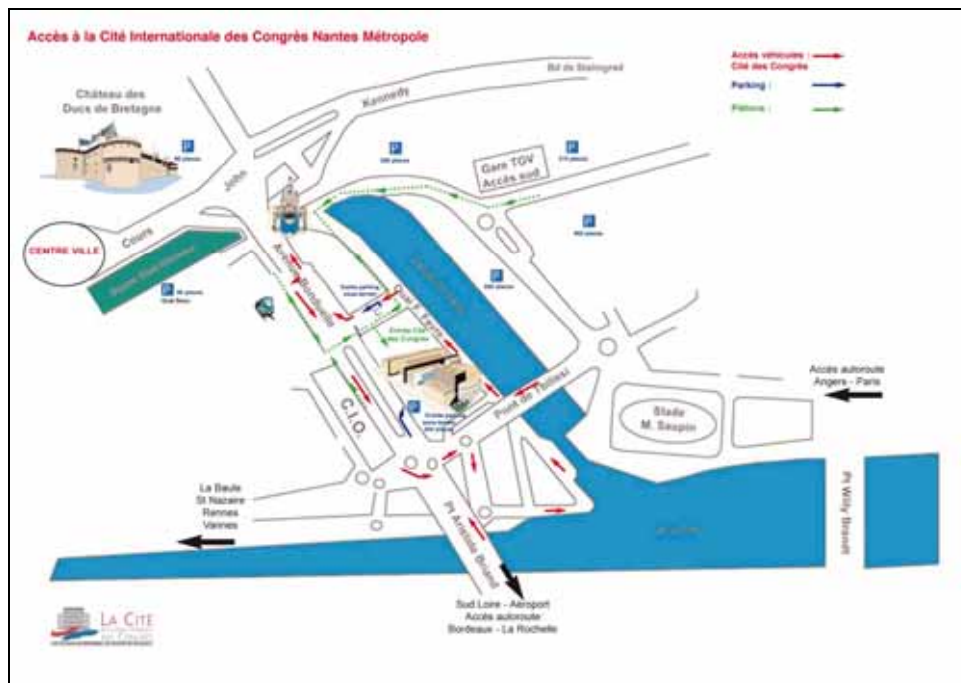
Trucks and Trailers are not accepted



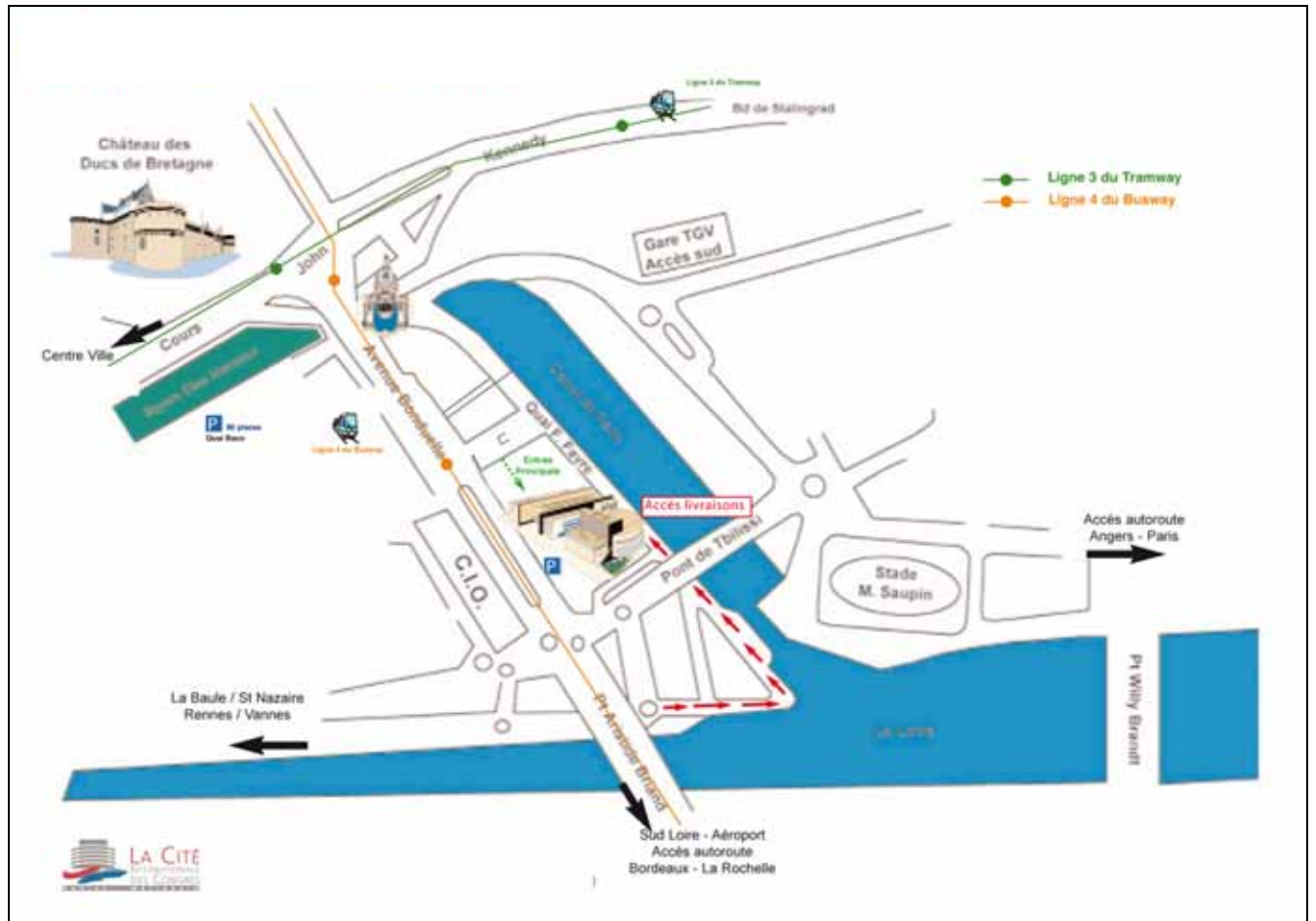
HOW TO GET TO THE CITE INTERNATIONALE DES CONGRES NANTES-METROPOLE BY PUBLIC TRANSPORT



HOW TO GET TO THE CITE INTERNATIONALE DES CONGRES NANTES-METROPOLE BY CARS



DELIVERIES ACCES





FITTINGS AND BASIC EQUIPMENT

FITTINGS AND BASIC EQUIPMENT

COMPOSITES MEETINGS - September 22nd and 23rd 2009

DESCRIPTION OF A BASIC FITTING 6sqm BOOTH

(Build-up and Breakdown costs included)

- Aluminium framework (2.50m height - 1.00m wide) with melamine panelling (wooden colour)
- 1 banner with exhibitor's name (18 characters maximum)
- An orange coloured carpet
- 1 spotlight rail with 2 lights
- Power supply 3 kW
- 1 furniture batch included 1 table and 4 chairs

BOOTH OF 6 SQM
Photo non contractual



ADDITIONAL SERVICES



**PLEASE RETURN THE FORMS TO US
BEFORE THE 9th SEPTEMBER 2009**

ORDER FORM N° 1 - POWER SUPPLY

COMPOSITES MEETINGS - September 22nd and 23rd 2009

This form has to be returned to

CITE INTERNATIONALE DES CONGRES NANTES-METROPOLE Céline de POLLAK - Exhibition Officer 5, rue de Valmy - BP 24102 44041 NANTES Cedex 1	
	02.51.88.20.19
*	02.51.88.20.44
@	celine.de.pollak@congres-nantes.fr

Closing date

Wednesday, 9th September 2009

Company : Contact : Position :
 Address :
 Postcode : City/Town :
 Phone. : Fax : Mobile :
 Stand area: Stand Number : Stand Executive :

Invoicing Address, if different : Intra Community Number :
 Postcode : City/Town :

Code Item	Description	Quantity	Unit Price without VAT €		TOTAL without VAT €
			Before 9 th September	After 9 th September	
E001	Mono panel 3 KW		125,00	187,50	
E 002	Mono panel 4 KW		145,55	218,32	
E 003	Mono panel 6 KW		192,70	289,05	
E 004	Mono Panel 8 KW		240,88	361,32	
E 005	Tri panel 10 KW		288,03	432,04	
E 006	Tri panel 12 KW		336,20	504,30	
E 007	Tri panel 15 KW		384,38	576,57	
E 008	Tri panel 21 KW		579,13	868,70	
			SUBTOTAL without HT		
			VAT 19,60%		
			TOTAL with VAT		

To help you calculate your power requirements :

- Stand spotlight 100 W (per unit)
- TV + VHS 150 W
- Minitel 40 W
- Fridge 200 W (smallest model)
- Showcase Depending on wattage
- Computer 400 W
- Basic coffee-maker 600 W
- Rented coffee-maker (see catalogue) 1 100 W

Company stamp and SIRET Number

Date :

Signature :

The form must be accompanied by your payment, inclusive of VAT. Cheque should be made payable to
La Cité Internationale des Congrès Nantes-Métropole
All orders cancelled D-5 will not be refunded

ORDER FORM N° 2 - TELEPHONE AND INTERNET

COMPOSITES MEETINGS - September 22nd and 23rd 2009

This form has to be returned to

CITE INTERNATIONALE DES CONGRES NANTES-METROPOLE
 Céline de POLLAK - Exhibition Officer
 5, rue de Valmy - BP 24102
 44041 NANTES Cedex 1

02.51.88.20.19
 * 02.51.88.20.44
 @ celine.de.pollak@congres-nantes.fr

Closing date

Wednesday, 9th September 2009

Company : Contact : Position :
 Address :
 Postcode : City/Town :
 Phone : Fax : Mobile :
 Stand area : Stand Number : Stand Executive :

Invoicing Address, if different : Intra Community Number :
 Postcode : City/Town :

Code	Description	Number of lines	Unit Price without VAT €	TOTAL without VAT €
E016	Mobile PACK GSM (included 30mn local calls - to be recharged by credit card)		143,50 €	
E017	Analog line (RTC) for telephone		118,90 €	
E017	Analog line (RTC) for banking card machine and electronic payment devices (dial 0)		118,90 €	
E017	Analog line (RTC) for modem		118,90 €	
E017	High-Speed Internet Access (broad band) - 1 to 4 computers - More than 4 computers (You have to furnish the switch if you need one)		150,00 € Prices on request	
			TOTAL without VAT	
			VAT 19,60%	
			TOTAL with VAT	

IMPORTANT - INFORMATIONS PRATIQUES

- 3** For a high-speed Internet Access, all your computers must have an Ethernet network card installed
- 3** Please let us know how many computers you have to connect to the high-speed Internet Access
- 3** Please send us before the 9th September, your computer network plan
- 3** *Operating System :*

œ Windows XP	œ Windows NT	œ other :
œ Windows 98	œ Mac OS 8.6 et supérieur	
œ Windows 2000		
œ autre :		

Company stamp and SIRET Number

Date :

Signature :

The form must be accompanied by your payment, inclusive of VAT. Cheque should be made payable to
La Cité Internationale des Congrès Nantes-Métropole
All orders cancelled D-5 will not be refunded

Order Form N° 3 - VIDEO EQUIPMENT

COMPOSITES MEETINGS - September 22nd and 23rd 2009

This form has to be returned to

CITE INTERNATIONALE DES CONGRES NANTES-METROPOLE
 Céline de POLLAK - Exhibition Officer
 5, rue de Valmy - BP 24102
 44041 NANTES Cedex 1

02.51.88.20.19
 * 02.51.88.20.44
 @ celine.de.pollak@congres-nantes.fr

Closing date

Wednesday, 9th September 2009

Company : Contact : Position :
 Address :
 Postcode : City/Town :
 Phone : Fax : Mobile :
 Stand area: Stand Number : Stand Executive :

Invoicing Address, if different : Intra Community Number :
 Postcode : City/Town :

Code Item	Description	Quantity	UP.without VAT €		TOTAL without VAT €
			Before 9 th September	After 9 th September	
D 070	Including : - 1 LCD 42'' screen 16/9 Comes with loudspeakers - 1 2m aluminium stand - 1 DVD player Build-up and breakdown included, No technical assistance Material (DVC) or computers are not provided		600,00	900,00	
			SUBTOTAL without VAT		
			VAT 19,60%		
			TOTAL with VAT		

Exhibitors are responsible for the equipment and are liable for any damage.

Company stamp and SIRET Number

Date :

Signature :

The form must be accompanied by your payment, inclusive of VAT. Cheque should be made payable to
La Cité Internationale des Congrès Nantes-Métropole
All orders cancelled D-5 will not be refunded

