

EXHIBITOR GUIDE

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1

GETTING STARTED

THREE KEY RESOURCES TO PREPARE YOUR TIME AT THE EXHIBITION:

1 THE EXHIBITOR GUIDE, INCLUDING ALL THE INFORMATION YOU NEED TO PREPARE YOUR TIME AT THE EXHIBITION.

This document will help you organise all the steps involved in being part of the exhibition. It's freely available as a download from your Exhibitor Space homepage. Don't hesitate to pass it on to your stand installer/decorator.

2 THE ONLINE EXHIBITOR SERVICE: HELPING YOU ORGANISE YOUR STAND.

Log in to your exhibitor space to access the eShop:

- ✓ View your stand plan and get your documentation validated.
- ✓ Order services (furniture, cleaning, electrical cabinet, etc.) via the eShop no later than midnight on Wednesday 18 September. (NB: after 8am on Thursday 5 September, a 15% surcharge will be payable for technical services).
- ✓ If you have any questions, please call tel. +33 (0)1 75 43 66 86.

3 EXHIBITOR SPACE, FOR YOU TO COMMUNICATE ABOUT YOUR INVOLVEMENT.

Log on to your exhibitor space devoted to your PR:

- ✓ Specify the name of your company (deadline: 2 September)
- ✓ Collect your exhibitor passes
- ✓ Take part in the Innovation Awards
- ✓ Complete your catalogue page
- ✓ ...and more!

Two separate spaces, both private, to manage your involvement

FEATURES	<p>‘Formalities & eShop’ exhibitor space</p> <ul style="list-style-type: none"> • Send off plans for validation. • Sign your insurance declaration. • Validate the stand layout (for fitted stands). • Place additional orders (site watch, stores, electricity units, food, etc.) 	<p>‘PR’ exhibitor space</p> <ul style="list-style-type: none"> • Specify your company name. • Complete your catalogue page (and help raise your profile!) • Get your exhibitor passes. • Review all Exhibitor Memos. • Download your PR kit.
HOW TO LOG IN	<p>You’ll be receiving an automatic login link (to the address specified on your order form) to connect directly to the platform. Check your spam folders if necessary!</p>	<p>Amy Pouye will be sending you an email with your password. Check your spam folders if necessary!</p>
WHO TO CONTACT	<p><i>Lost your login details? Need information about a product? Want to register your stand installer?</i></p> <p>Julie Taillantou +33 (0)1 75 43 66 86 julie.taillantou@service-exposant.com</p>	<p>Your dedicated contact:</p> <p>Amy Pouye +33 (0)7 56 36 72 99 amy.pouye@gietransport.com</p>

EXHIBITOR GUIDE

PRACTICAL DETAILS

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PRACTICAL DETAILS

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YOUR CONTACTS

ORGANISERS

GIE Objectif transport public

38, rue des Bourdonnais

75001 Paris – France

Tel +33 (0)1 48 74 04 82

eumo@gietransport.com

Management

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stephanie.comere@gietransport.com

Tel +33 (0)1 48 74 04 82

Sales and partnerships

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sabrina.bendris@gietransport.com

Tel +33 (0)6 43 30 99 59

Amy Pouye

amy.pouye@gietransport.com

Tel + +33 (0)7 56 36 72 99

Communications

Corentin Dru-Hamel // corentin.dru-hamel@gietransport.com

Tel +33 (0)1 48 74 04 82

Corinne Nicolas // corinne.nicolas@gietransport.com

Tel +33 (0)1 55 76 62 28

TECHNICAL INSTALLATION

(insurance, plan approval, etc.)

Management of DISPLAY

VEHICLES and the Club des

villes et territoires cyclables

(CVTC) space

Les Clés de l'Événement

26, Rue Savier

92240 Malakoff – France

Bruno McKay

Tel +33 (0)6 86 28 45

bruno@lesclesdelevenement.fr

SAFETY

(Safety regulations, declarations of equipment in use)

STE CSPI

M. Dominique JUNG

Tel +33 (0)7 77 84 89 45

prevention.dom@orange.fr

**FITTED STANDS &
ONLINE STORE ORDERS**

Expose

Julie Taillantou

julie.taillantou@service-exposant.com

Tel +33 (0)1 75 43 66 86

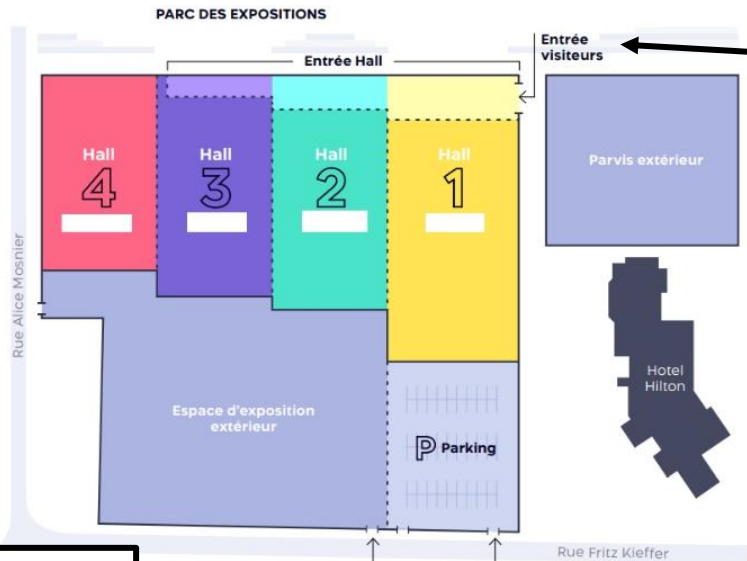
VENUE & ACCESS

The exhibition will be held at the Strasbourg Exhibition Centre
 Avenue Herrenschmidt
 67000 STRASBOURG
 Tel +33 0(3) 88 37 67 67



ACCESS DURING SET-UP, BREAK-DOWN, AND DURING THE

SITE ACCESS FOR MOTOR VEHICLES AND PEDESTRIANS ▼



During set-up and the exhibition itself, pedestrian access is via the exhibition centre's main entrance on

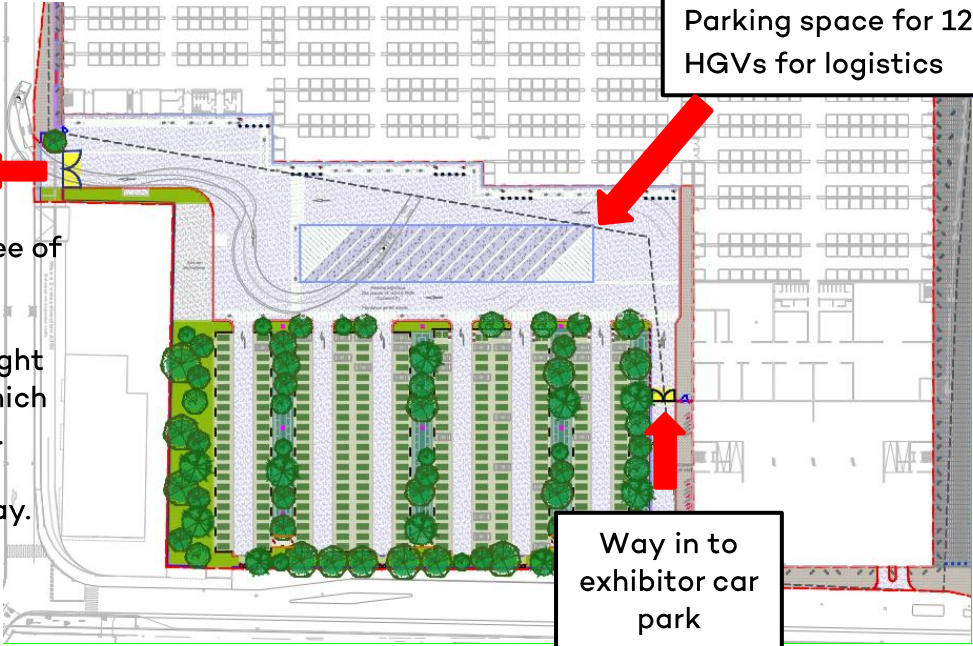
Access to the car park is via Rue Fritz Kieffer.

Way in to visitor car

Way out from exhibitor car park via Rue Alice

Parking space for 12 HGVs for logistics

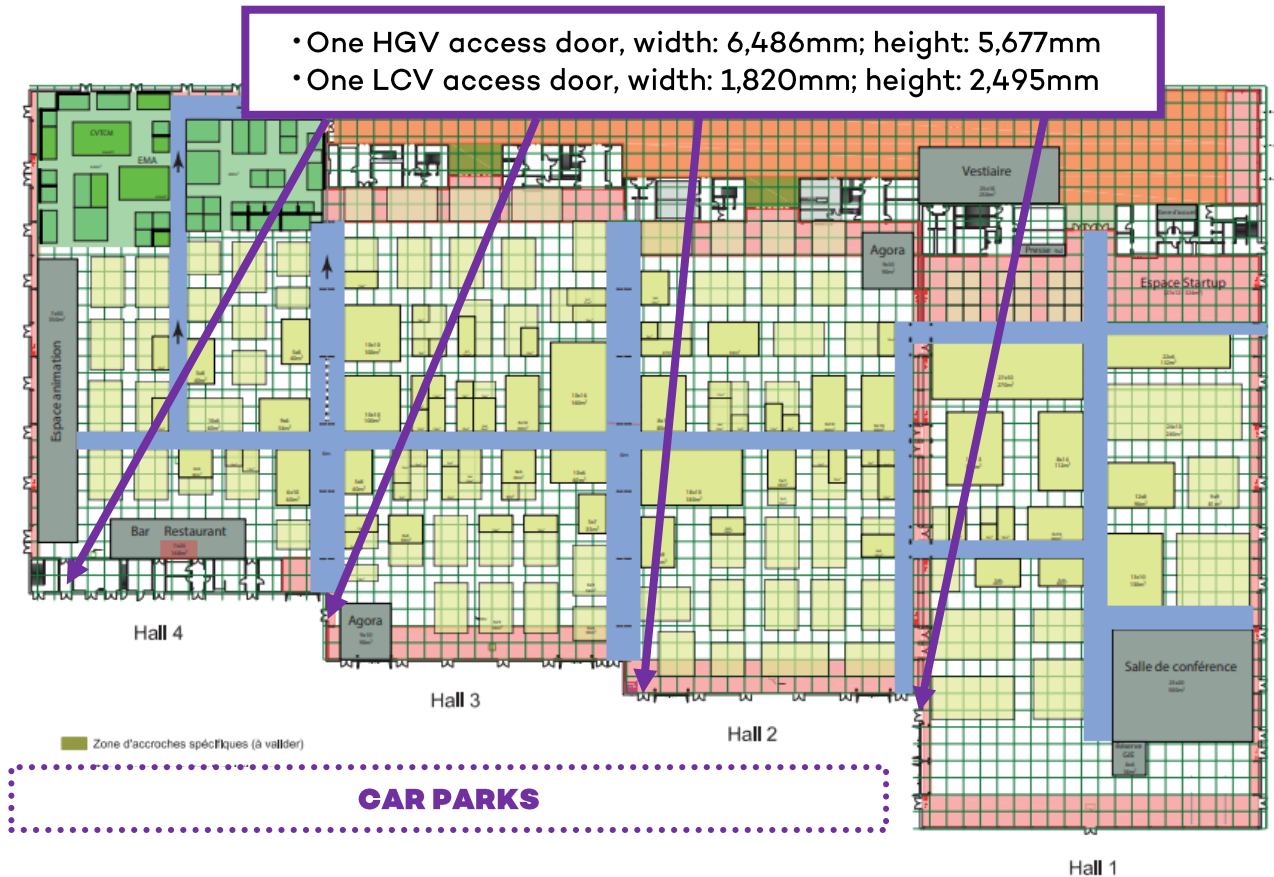
The exhibitor car park is free of charge during set-up and operation. Cars and LCVs can park night and day in this car park, which is fenced but unsupervised. >> To leave HGVs on site, please contact Bruno McKay.



Way in to exhibitor car park

ACCESS TO EXHIBITION HALLS ▼

During set-up and break-down, a total of 4 logistics doors will be open (one per hall), along with 4 LCV doors.



DATES AND TIMES WHEN EXHIBITOR PARKING WILL BE OPEN FOR SET-UP AND BREAK-DOWN ▼

	Exhibitor car park opens:	Exhibitor car park closes:
SET-UP		
Friday, September 27	11am	8pm
Saturday, September 28	8am	8pm
Sunday, September 29	8am	8pm
Monday, September 30	8am	8pm
BREAK-DOWN		
Friday, October 4	7.30am	6pm

EXHIBITOR GUIDE

PRACTICAL DETAILS



The exhibitor car park and the hall can be accessed until 8pm. However, dedicated set-up personnel already present in the hall may remain there until 11.30pm.

PPE must be worn during set-up and break-down. The exhibition may not be held liable in the event of any incident if PPE has not been used.

DATES AND TIMES FOR ARRIVAL OF DISPLAY VEHICLES, DELIVERY OF FLOOR SPACE AND PRE-FITTED STANDS ▼

A Set-Up/Break-Down pass is required for vehicle access (see last page).

	Arrival of display vehicles	Delivery of bare surfaces and installation	Delivery of fitted spaces
SET-UP			
Friday, September 27	8am-8pm	4pm-8pm	-
Saturday, September 28	8am-8pm	8am-8pm	-
Sunday, September 29	-	8am-8pm	-
Monday, September 30	-	8am-8pm	11am-8pm

OPENING AND CLOSING TIMES DURING THE EXHIBITION ▼

	Halls open for exhibitors	Halls open for visitors	Halls close for visitors	Halls close for exhibitors
Tuesday, October 1	7.30am	9am	6.30pm	7pm
Wednesday, October 2	8am	9am	6.30pm	7pm
Thursday, October 3	8am	9am	5pm	Midnight

BREAK-DOWN DATES AND TIMES ▼

Thursday, October 3	5.30pm-midnight
Friday, October 4	8am-8pm

- Stands may not be broken down before the end of the exhibition, i.e. not before **5.30pm on Thursday October 3 (once all visitors have left).**

SITE ACCESS DURING SET-UP AND BREAK-DOWN FOR EXHIBITORS ▼


For security reasons, this pass must be shown by all persons arriving at the exhibition centre on foot or by car. Exhibitors are invited to provide passes for their service providers.



ACCESS TO THE EXHIBITION HALL DURING THE EXHIBITION ▼

All individuals must be in possession of a EuMo 2024 exhibitor pass to be granted access to the exhibition halls. You are entitled to a set number of ‘Exhibitor’ passes based on your stand size. If you need more passes, please contact Amy Pouye.

- 9m²-18m² 7 passes
- 27m²-149m² 15 passes
- 150m² or more 40 passes

 You must add a first name and surname to each pass, download it, and print it off. You can do this from early September onwards via the PR section in your Exhibitor Space.

DELIVERIES

Please observe the following recommendations for all deliveries to the Strasbourg Exhibition Centre:

- Exhibitors or their representatives must arrange shipping, transport and receipt of their packages, as well as inspection of their contents on arrival. If the exhibitor (or their representative) is not present to take delivery on the exhibition site, they must ensure an authorised third party is present to take delivery of packages.
- **In no circumstances will the organisers accept deliveries on behalf of exhibitors.**
- The organisers may not be held liable for any loss or damage of all or part of any delivery.
- All packages must be opened on arrival and the empty packaging disposed of away from the exhibition premises by the exhibitor or their transport provider by 9am on Tuesday October 1, 2024. The organisers reserve the right to take any measures necessary to ensure this instruction is complied with, at the exhibitor's expense and liability.
- During the set-up and break-down periods, exhibitors must not obstruct aisles or access routes. On no account must they inconvenience their neighbours.

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Exhibitors are responsible for providing the equipment and personnel needed to transport their packages and cases.

Each exhibitor is responsible for completing customs formalities for all materials and products to be shipped from abroad. The organisers may not be held liable for any difficulties that may arise during these formalities.

When the exhibition is open, for security reasons please arrange deliveries in the mornings whenever possible.

Make sure someone is present at your stand to receive the delivery, and make sure the delivery company has your hall and stand number.

To ensure deliveries are dealt with properly, the following information must feature on the label below:

NE PAS COUVRIR

LOGO DE LA MANIFESTATION

TOUT COLIS SERA REFUSE SI CETTE PARTIE N'EST PAS INTEGRALEMENT RENSEIGNEE

INFORMATIONS OBLIGATOIRES A L'ATTENTION DU TRANSPORTEUR:

Nom du stand: _____

Numéro du stand : _____

Responsable du stand (de votre société) M. ou Mme _____

N° portable du responsable sur place: _____

LIEU DE LIVRAISON:

NOM DE L'EXPOSANT

Chez :

PALAIS DE LA MUSIQUE ET DES CONGRES
Avenue Herrenschmidt – 67082 STRASBOURG CEDEX

:

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For pallet deliveries only:

A prior written request must be submitted for all pallet deliveries.

Please specify the name and arrival time of your carrier and the value of the pallet shipment. Neither STRASBOURG EVENTS nor the organisers may be held liable in the event of theft or breakage during shipping.

The contents of shipments will not be inspected.

DELIVERIES	REMOVALS
Deliveries must be made between seven days prior to the event and the opening. Delivery times: 8am-11.30am.	Removals must be made on break-down day or within 24 hours thereof, between 8am and 11.30am.

Contact for delivery personnel if needs be:
Bruno Saulnier, tel +33 (0)6 61 38 55 12.



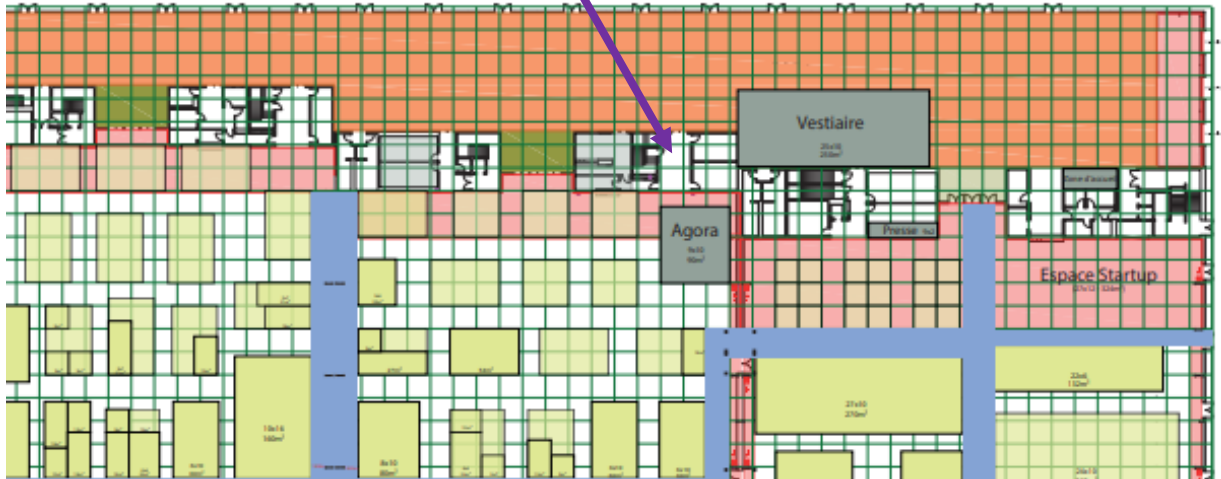
Each exhibitor is responsible for completing customs formalities for all materials and products to be shipped from abroad. The organisers may not be held liable for any difficulties that may arise during these formalities.

EXHIBITOR RECEPTION

Exhibitor reception will be open to answer your questions regarding technical issues, orders for furniture, consumables, etc. at the following times:

	Set-up	During the exhibition
Friday, September 27	Contact Exhibitor Reception Tel +33 (0)1 75 43 66 86	
Saturday, September 28	8am-8pm	
Sunday, September 29	8am-8pm	
Monday, September 30	8am-8pm	
Tuesday, October 1	7.30am-1pm	
Wednesday, October 2		Contact Exhibitor Reception
Thursday, October 3		Contact Exhibitor Reception

Eumo Expo 2024 exhibitor reception will be on site in Hall 2.
It can be accessed via the 'Nef' (the main entrance area for the exhibition centre) and



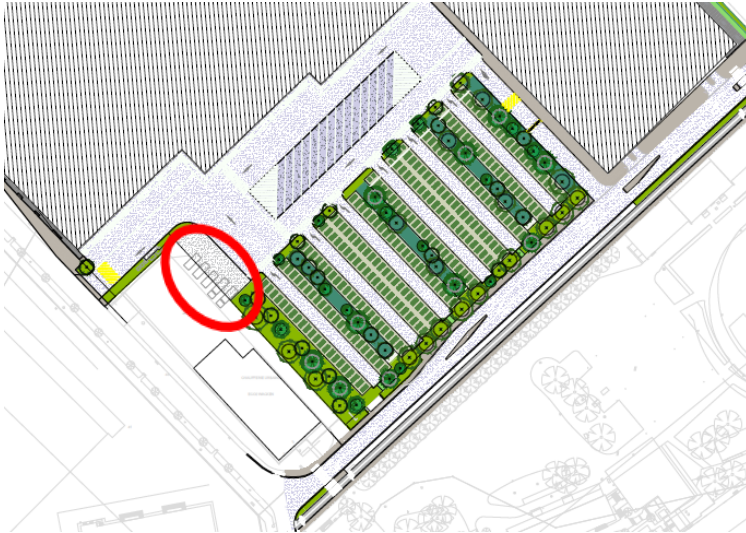
CLEANING, MAKING GOOD, WASTE SORTING

STAND CLEANING ▼

Pre-fitted stands: cleaning every evening after the exhibition closes is included. Bins will be emptied and carpets vacuumed.

Make any specific requests for additional requirements via the 'Formalities & eShop' section in your Exhibitor Space.

Bare surfaces: order cleaning services via the 'Formalities & eShop' section in your Exhibitor Space.



During set-up, exhibitors can leave waste in aisles for collection by exhibition centre cleaning staff.

Skips are located near the exhibitor car park exit on Rue Alice Mosnier.

CLEAN-UP AFTER BREAK-DOWN ▼

The exhibition cleaning providers are available at Exhibitor Reception to provide you with a quote for removal of your materials and waste to skips.

- All stands, equipment, and waste of all kinds (adhesives, carpets, etc.) must be removed.
- Exhibitors undertake to have all their waste removed and processed pursuant to regulations in force.
- At the end of the break-down period, the organisers may take any measures they deem necessary, at the expense and liability of the exhibitor, to remove any materials and waste left on site and destroy any structures and decorations of any nature whatsoever that have not been removed.

All stands, decorations, equipment and merchandise must be removed by no later than 8pm on Friday, October 4.

Thereafter, the organisers may take all measures they deem necessary to remove any equipment or merchandise still remaining on site and demolish any structures and decorations of any nature that have not been dismantled, at the liability and expense of the exhibitor and with no liability incumbent on the organisers in this respect.

If you use the services of a decorator, make sure that their estimate specifically includes waste removal.

Exhibitors and their stand installers (where applicable) are responsible for all waste generated by their stand. The organisers reserve the right to charge for any waste remaining on site.

If needs be, you can hire waste removal skips. This service should be ordered via your Exhibitor Space (eShop).



If you use the services of a decorator, make sure that their estimate specifically includes waste removal.

SITE WATCH AND STAND SECURITY

STAND SECURITY ▼

- General site watch is provided by the organisers at the official entrance to the exhibition on a professional basis, however this is a 'best effort undertaking'.
- Car parks are unattended: any valuables left inside vehicles must be left out of sight to avoid attracting unwanted attention.
- Exhibitors wishing to deploy specific stand security must order it from the exhibition's eShop. For security reasons, only the exclusive provider is authorised to operate stand security when the exhibition is closed.
- Exhibitors are responsible for all security on their stand and must take all necessary measures to protect their material during the day when the exhibition is open to the public and secure the stand when the exhibition closes in the evening if they do not envisage any other security.
- The stand store rooms do not constitute secure premises.



If you need specific stand security (day and night watch), you must use the provider designated by the Exhibition Centre: they provide fully professional services as required by the venue. To order this service, use the Exhibitor Space [eShop](#).

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THEFT PREVENTION ▼

Due to increasing instances of theft during set-up, opening and break-down periods, exhibitors must observe some basic rules:

- Do not leave personal belongings (wallets, handbags, man bags, etc.) in sight.
- Keep your eye on your mobile phones and rented display screens (both fixed and mobile) at all times.
- In the evenings, store all valuables (computers, laptops, tablets) under lock and key or take them with you.
- During set-up and break-down, your stand must be manned at all times. This is your only protection against theft.



IMPORTANT: In the event of theft or other incident, the initial complaint to the police must be made online. For more details, please contact Strasbourg police at 34 route de l'Hôpital, 67100 STRASBOURG: +33 (0)3 90 23 17 17.

VEHICLE CLEANING

For any questions or quotes for vehicle cleaning, please contact:

CHRONO CLEAN FRANCE

Jérôme Chauvin

+33 (0)6 60 27 43 89

chronocleanfrance@gmail.com

www.chronoclean.com

INSURANCE

Exhibitors are liable for all damage (bodily injury, material and non-material damage) to themselves and to third parties, including their agents, and to equipment, fittings, or merchandise belonging to them or in their custody.

The organisers have overall public liability and fire insurance cover for the exhibition. Each exhibitor is responsible for taking out any additional insurance they deem necessary.

Exhibitors must take out comprehensive insurance and public liability insurance for the entire duration of the event, from the beginning of set-up to the end of break-down, at their own expense.

These mandatory policies must cover the following:

- items on display, stand fittings and installations, samples, accessories, and packaging,
- exhibitors' public liability with respect to third parties.

Neither the organisers nor the Strasbourg Exhibition Centre may be held liable in any event for any theft, loss, damage, or any other form of damage or deterioration that may affect exhibitors' personal property, either during opening hours or during stand set-up and break-down.



Please consult the 'Practical information / Regulations' section in your Exhibitor Space for details of the rules applying to your insurance cover during the exhibition.

Exhibitors must have had their insurance certificate validated via their Exhibitor Space; to do so, tick the appropriate box in the 'Formalities & eShop' section.

FOOD SERVICES AND CATERERS

RECEPTIONS, DRINKS RECEPTIONS, AND ON-SITE CATERING ▼

Only Strasbourg Exhibition Centre caterers are entitled to access the site for catering services, including coffee breaks, drinks receptions, lunches, buffets, etc.

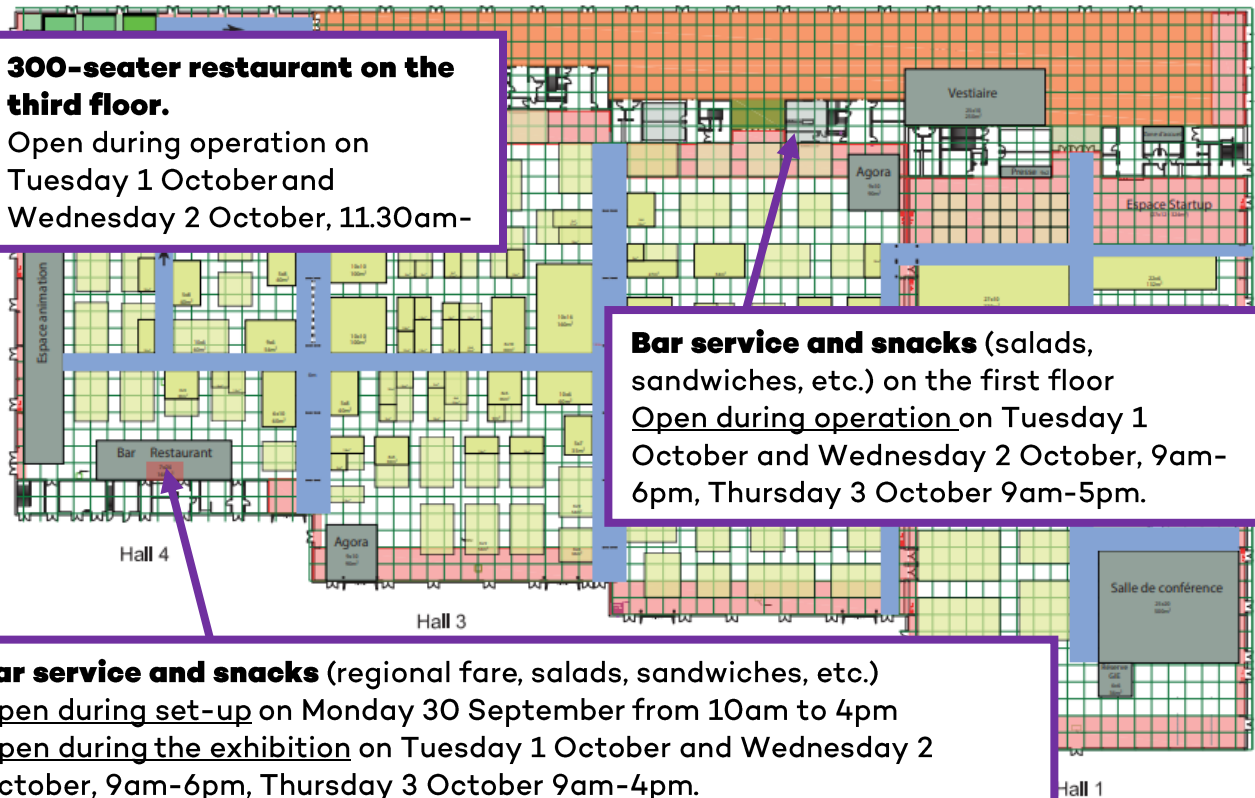
The Exhibition Centre has made this arrangement mandatory for the organisers. As a result, the organisers cannot issue passes for caterers not authorised by the Strasbourg Exhibition Centre.

The full Catering offering is available via the ‘Formalities & eShop’ section in your Exhibitor Space..

You can order consumables (water, biscuits, cups, etc.) via the eShop and receive deliveries directly on your stand or manage your purchases and supplies independently, as you wish.

ON-SITE FOOD SERVICES ▼

Several food service outlets are available in Hall 4 and throughout the site.



300-seater restaurant on the third floor.
Open during operation on Tuesday 1 October and Wednesday 2 October, 11.30am-

Bar service and snacks (salads, sandwiches, etc.) on the first floor
Open during operation on Tuesday 1 October and Wednesday 2 October, 9am-6pm, Thursday 3 October 9am-5pm.

Bar service and snacks (regional fare, salads, sandwiches, etc.)
Open during set-up on Monday 30 September from 10am to 4pm
Open during the exhibition on Tuesday 1 October and Wednesday 2 October, 9am-6pm, Thursday 3 October 9am-4pm.

ON-STAND HOSTS AND HOSTESSES

If you want to book hosts/hostesses as stand staff to hand out flyers, welcome visitors, etc., full-time or part time, for one or more days, there are two options open to you:

- Order services directly via the 'Formalities & eShop' section in your Exhibitor Space
- Alternatively, you can use your usual provider if you have one.

MEETING ROOM HIRE

No meeting rooms are available at the Strasbourg Exhibition Centre. Instead, we invite you to arrange meetings in the bars (Hall 4 and Hall 2 mezzanine level) or the co-working space at the back of Hall 4.

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ON-SITE STORAGE

Important: the Strasbourg Exhibition Centre does not have any storage facilities. However, the organisers may make space available to you, on request and subject to availability. **There will not be any specific security for this enclosed area.**

HOTEL ACCOMMODATION FOR YOUR STAY

The organisers have worked with our online hotel booking platform partners Revolugo for several editions now. Revolugo suggests hotels on the basis of the three criteria we deem the most important: being nearby; price; reviews.

Interface features:

- Shows where the hotel is relative to the event.
- Displays our negotiated rates and a comparison with the best rates available online.
- Interactive interface allows you to change preset selections (change the hotel or location).
- Secure booking directly via the interface.

[View the Strasbourg hotel offering](#)

INTERNET CONNECTION ON SITE



For internet access on your stand, options and rates, and connection orders, please use the online store in the 'Formalities & eShop' section of your Exhibitor Space.

INDUSTRIAL PROPERTY

Exhibitors are responsible for providing industrial protection of all equipment and products in compliance with legal provisions in force. These measures must be taken prior to these items of equipment and products being exhibited; the organisers cannot be held liable in this respect.

Photographs will be taken on site during the event. These photographs, which may feature logos, brands and models displayed by exhibitors on their stands, may be used to promote the event on hardcopy materials and on the Internet. By being present at the exhibition, exhibitors accept that all or part of their stand may be photographed and the images used.

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UNFAIR COMPETITION

Throughout the duration of the exhibition, exhibitors expressly undertake not to engage in acts of unfair competition, including surveys and/or distribution of promotional items (other than on their own stand) liable to constitute a diversion of visitors to the event to the exhibitor's benefit.

Leaflets may only be distributed within the confines of exhibitors' stands.

Vocal advertising, whether amplified or not, is prohibited.

[pages]

3

STAND OUTFITTING

• Bare space bookings	23
• Fitted stand bookings	24
• StartUp Space stands	26
• Exhibitors in the Club des Villes et Territoires Cyclables et Marchables (CVTCM) space	27

BARE SPACE BOOKINGS

Total bare space of 55m²

Services included in the rental of your space:

- Space marked out on the ground.

Steps prior to taking part and stand outfitting

Step 1: space allocation

- Our sales officer and your contact person agree on your location in the hall.
- Use this plan to prepare outfitting with your stand installer.

Step 2: checking your plan


- Validate your documentation (safety notice, insurance, etc.)
- Your stand decoration plan must be submitted for acceptance by the exhibition's Architecture and Decoration department **before 19 April 2024.**

Bruno McKay
bruno@lesclesdelevenement.fr Tel +33 (0)1 42 31 22 22

 Please consult all the rules that apply, to be found in the 'Decoration and Architecture Rules' in the 'Rules and Formalities' section of this Exhibitor Guide.

Step 3: validation of all your safety documentation, orders for technical services (electrical hook-up, telephony, etc.) and logistics services (cleaning, site watch, etc.).

- All services to be booked must be ordered via the eShop.

 If you want your stand installer to purchase your services directly via your Exhibitor Space, you must send them your login details. In no circumstances will the organisers give your codes to your providers.

Step 4: complete your private 'PR' space. You must confirm and/or edit the name of your company no later than MONDAY 2 SEPTEMBER. This name will be used to identify you on all exhibition media. Amy Pouye will be sending you an email with your login and password details. Don't hesitate to get in touch with her if needs be!

Step 5: set-up on site.

- Friday September 27, 4pm-8pm; Saturday 28, Sunday 29, and Monday 30 September, 8am-8pm.

FITTED STAND BOOKINGS

Fitted stand with one or two open sides (mandatory for stands with areas of 9m²-54m²)

Services included in fitted stand rentals*:

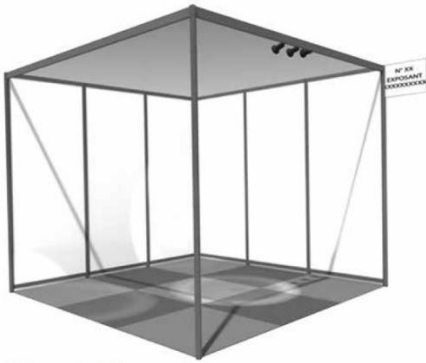


Photo non contractuelle

* [see technical description below.](#)

- Aluminium structure, height: 2.50m.
- Polycarbonate partitions to provide separation from neighbouring spaces.
- Floor carpeting ([select the colour via the 'Formalities & eShop' section in your Exhibitor Space](#)).
- Exhibitor sign displaying the stand number.
- 3Kw* electrical cabinet.
- 47w LED light bar for 9m².
- Daily cleaning and making good prior to opening.

* Higher power ratings may be ordered from Exhibitor

Steps prior to stand outfitting ▼

Step 1: stand allocation

- Our sales officer and your contact person agree on your location in the hall.

Step 2 (essential): choose your layout and validate your safety documentation in your Exhibitor Space (log on via autolog link).

- Validate your documentation (safety notice, insurance, etc.)
- Select your outfitting and confirm. **Delete any items you don't need!**
- Choose your carpet colour (three options: orange, navy blue or turquoise). If no choice is made your carpet will be anthracite grey by default.

Step 3: orders for technical services (electrical hookup, telephony, etc.) and logistics services (cleaning, site watch, etc.)

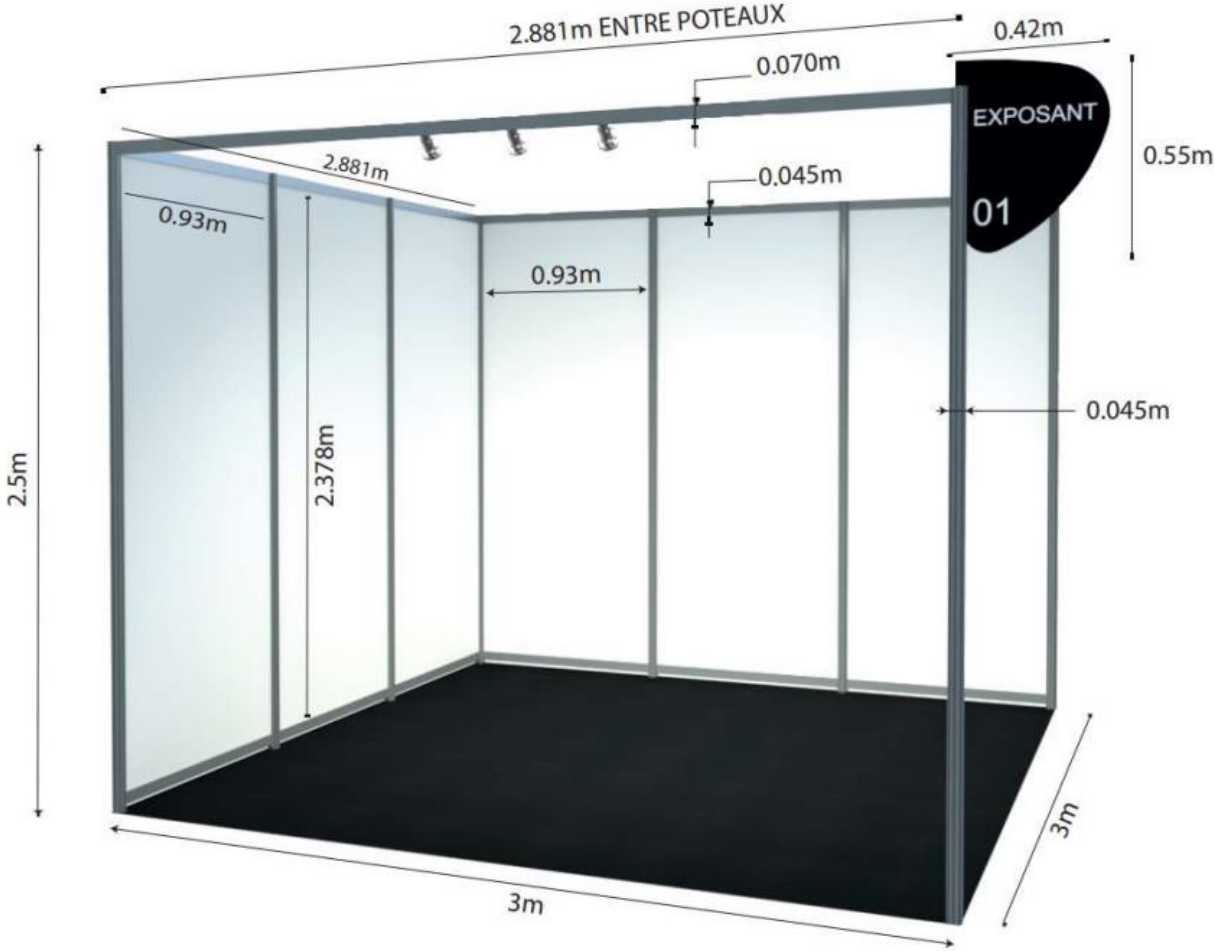
- Order all the services you need via your eShop.

Step 4: complete the details in your private 'PR' space. You must confirm and/or edit the name of your company NO LATER THAN MONDAY 2 September. This name will be used to identify you on all exhibition media! Amy Pouye will be sending you an email with your login and password details. Don't hesitate to get in touch with her if needs be.

Step 5: handover of your stand on Monday 30 September 2024 from 11am onwards.

*** detailed diagram of fitted stand**

NB: If your stand is in the 'Active Mobility' space, please contact your sales representative to determine its dimensions.



STARTUP SPACE STANDS

You will have an area in this space comprising:

- Floor carpeting.
- One counter.
- Two bar stools.
- Exhibitor sign displaying your company name.
- Electric hook-up.
- LED light strip.
- Wi-Fi internet connection shared with the entire start-up space.
- Daily cleaning and making good prior to opening.

Steps prior to stand outfitting ▼

Step 1: stand space allocation

- Our sales officer and your contact person agree on your location in the Startup Space.

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Step 2 (essential): selection of fittings and validation of your safety documentation via the 'Formalities & eShop' section in your Exhibitor Space.

- Validate your documentation (safety notice, insurance, etc.)

Step 3: order any additional services you require (coffee machine, sweet/savoury snacks, etc.)

- All services to be booked must be ordered via the 'Formalities & eShop' section in your Exhibitor Space.

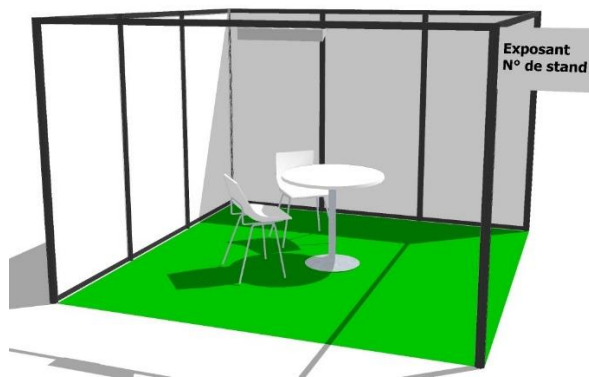
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Step 5: handover of your stand on Monday 30 September 2024 from 11am onwards.

EXHIBITORS IN THE CLUB DES VILLES ET TERRITOIRES CYCLABLES ET MARCHABLES (CVTCM) SPACE

Fitted stand space, 9-18m² or more

Note: the following services are included in fitted stand rentals in this space:



- Grey aluminium structure, height: 2.40m. White polycarbonate sides.
- Green floor carpeting throughout
- Furniture set comprising one table and two chairs.
- Flag sign with digital printout of your name on both sides + stand number.
- Active LED light bar.
- Cleaned and ready the day before opening.
- **NB: electrical cabinet is not included.** This can be ordered via your Exhibitor Space.

27

Steps prior to stand outfitting ▼

Step 1: stand allocation

- Your location within the hall is agreed with *Les Clés de l'Événement*.

Step 2 (essential): selection of fittings and validation of your safety documentation via your Exhibitor Space.

- Locate the documents you need to have approved (safety instructions and insurance).
- Select and validate your fittings and your company name.

Step 3: order technical services (electrical hookup, telephony, parking, etc.) and logistics services (catering, accommodation, site watch, etc.)

- All services to be booked must be ordered via your Exhibitor Space.

Your Exhibitor Space allows you to manage all aspects of your participation in the exhibition. Don't forget to consult it regularly!

Step 4: handover of your stand on Monday 30 September 2024 from 11am onwards.

Step 5: complete the details in your private 'PR' space. You must confirm and/or edit the name of your company no later than MONDAY 11 SEPTEMBER. This name will be used to identify you on all exhibition media!

Your contact: Bruno McKay

Tel +33 (0)1 42 31 22 22 - bruno@lesclesdelevenement.fr

[pages]

4

RULES AND FORMALITIES

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Decoration and architecture rules

1 OVERVIEW, DEADLINES, TECHNICAL LIAISON

EuMo Expo decoration and architecture rules list the standards of presentation and stand outfitting. These are designed to ensure the proper operation of the exhibition and optimum visitor comfort. Reused stands are subject to the 2023 Architecture Rules in the same manner as newly-built stands. Stands must comply with the set-backs and heights required, and must be approved by the Architecture Department. No separate agreement between exhibitors will be allowed; only the Architecture Department or the organisers are authorised to allow exceptions to the rules following a written request.

For the Exhibition to be run in keeping with safety regulations, stand outfitting plans must be submitted for approval by letter or email. These must include the following components:

- Plan view showing the position relative to neighbouring stands and specifying the scale, dimensions, and positioning of set-backs between adjacent stands and aisles.
- Cross-sectional plan specifying the scale, dimensions, and heights of the planned installations.

Plans that fail to comply with the rules will be rejected; similarly, any stand set up without the approval of the EuMo Expo 2024 Architecture Department may be ordered to be made compliant or be dismantled, at the exhibitor's expense.

The organisers reserve the right to adjust any plan that fails to comply with the above criteria and/or is liable to impede proper visibility of neighbouring stands or the exhibition in general.

Your plans must be uploaded directly to your private space (opens during end March 2024). They will then be approved by our technical manager. To save time, if you or your stand installer are in any doubt about any aspect of your stand design, please contact Bruno McKay (bruno@lesclesdelevenement.fr) before uploading your plan.



Your plans must be uploaded to your private space no later than end of business on 19 August 2024.

Any plan that is found not to meet these criteria and requiring review **must be resubmitted no later than 9 September 2024.**

ARCHITECTURE DEPARTMENT EuMO Expo 2024

Bruno McKay

bruno@lesclesdelevenement.fr

Tel +33 (0)1 42 31 22 22

2 HALL, CONSTRUCTION, STAND FITTINGS AND DISPLAY INSTALLATION

The Strasbourg Exhibition Centre (PEX) consists of four halls which in fact are virtually a single unit, with just one wall separating Halls 1 and 2.

Exhibitors must observe all regulations and instructions pertaining to exhibitions, fairs, and tradeshows listed in the French Ministerial Order of 18 November 1987.



Temporary structures that can be dismantled such as structures for items of scenery (stage covers, gantries, towers, trusses, beams, speaker towers, PA, lighting and video support structures, scenery itself) and structures to support persons (rostrums, stages, platforms, stairs and ramps) shall comply with the French Order of 25 July 2022.

• CONSTRUCTION AND OUTFITTING: STAND AND DISPLAY INSTALLATION



Rigging fixed to the fabric of the halls must be designed and submitted for prior authorisation by the Strasbourg Exhibition Centre (PEX) and may only be installed by the latter.

To allow for this procedure, you must upload the following items to your private space (opens Q1 2024):

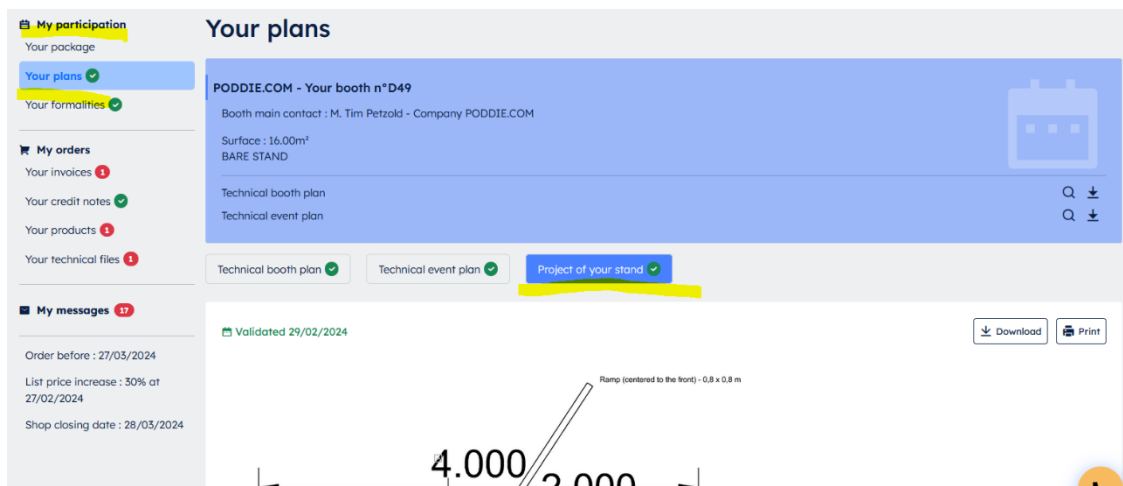
- The general exhibition plan.
- 2-D or 3-D plans with dimensions for your stand showing all technical constraints and details of any item to be suspended (location of fixings, loads, etc.).

Stand layouts must be completed before the Safety Officer’s inspection takes place. On each stand, the exhibitor or their agent must be present at this inspection and be in a position to supply all relevant information about the installation and materials used.

Prior to all orders for rigging, the Strasbourg Exhibition Centre design office must confirm the feasibility of the stand installer's project.

This means you must complete an application file; this must be sent to Julie Taillantou (julie.taillantou@service-exposant.com) and be uploaded to your private space in the 'Formalities & eShop' section under 'Ma participation / Vos plans / Projet de stand' (*My participation / Your plans / Project of your stand*). This file must include:

- A layout plan, to scale, showing stand dimensions and orientation.
- A plan with dimensions showing the location of all anchor points (*with a tolerance of 50cm horizontally and 10cm vertically permissible on the basis of anchoring possibilities in the halls*).
- Load values for each anchor point.
- Descriptions, weights and location plans for all materials installed by the client (*lifting gear, structures, lighting, suspended PR visuals, etc.*).
- The height of each rigging point *from the bare floor surface and/or the height beneath trusses and/or the height beneath signage*.
- Compliance certificates for all rigged materials.



Once the dossier has been approved by the Exhibition Centre design office, Julie Taillantou from Exhibitor Services will help you finalise your order.

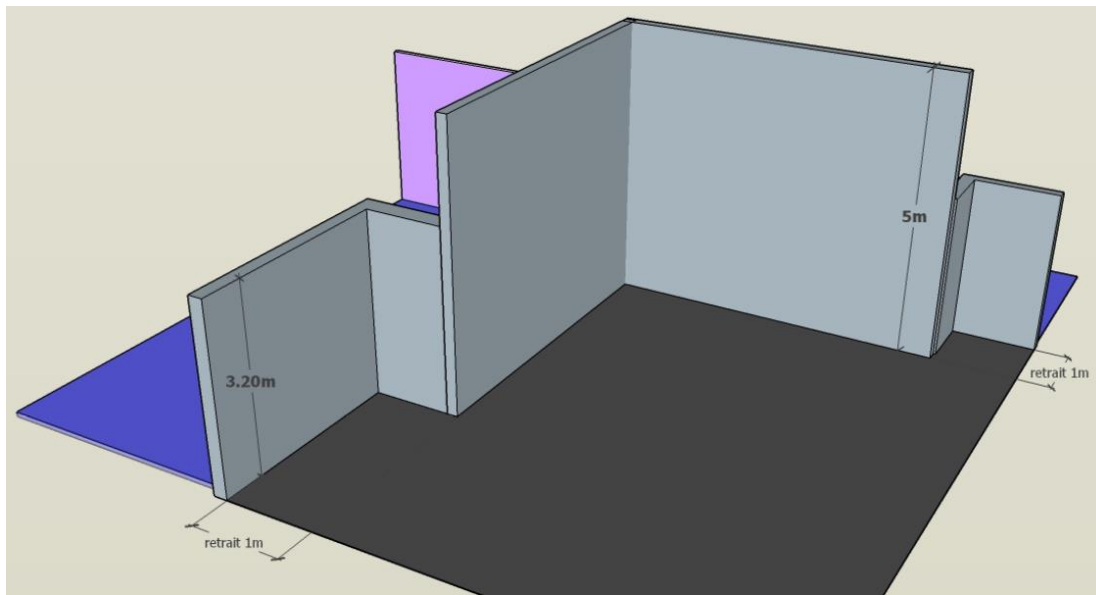


Make sure you complete your application before the summer holidays: a 20% surcharge will apply to rigging as of Thursday 27 June 2024.

• **HEIGHT OF STANDS, SIGNS, FREE-STANDING ADVERTISING, AND ADVERTISING SECURED TO PARTITIONS.**

The maximum overall height of any structure in its entirety including partitions and advertising mountings is 3.20m (from the hall floor).

Any higher structure (up to a maximum of 5m) is subject to written permission from the organisers, and must be set back at least 1m from the edge of the stand. No stand may include an upper level.



• **SIGN HEIGHT**



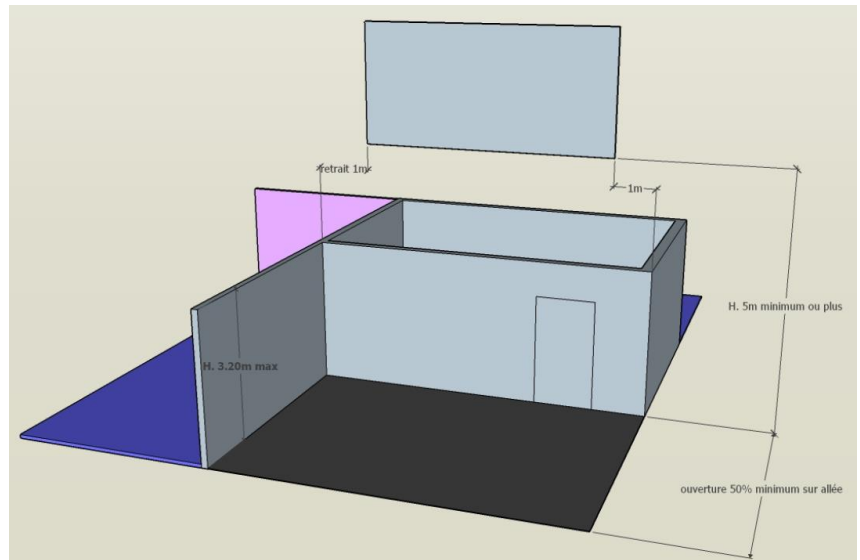
Suspended signs above stands must comply with the following dimensions:

- Bottom of suspended signage: more than 5m from ground level.
- Set-back from stand edge: at least 1m.

Supports anchored to the fabric of the halls are subject to prior permission from PEX and may only be installed by the latter.

Maximum load at each anchor point: 150kg.

Signage weighing less than 10kg must be fixed by means of 2mm steel rigging.



• CONSTRUCTION AND OUTFITTING: FACADE OUTFITTING

Construction of walls and screens formed by partitions or walls of offices or ancillary premises that compromise the overall appearance of the hall, conceal neighbouring stands, or impede the free movement of visitors to the stand is prohibited.

If there is a stand opposite, participants must not close off more than 50% of the total standard length of their stand. Glazed sections, curtains, netting, frosted adhesive film, etc. will not be deemed to constitute openings (in many cases, frosted glass may be a good compromise). "Openings" means physical width units providing access.

- Any closure in excess of this 50% figure must be at least 2m away from the aisles, and requires prior permission.
- Stand sides immediately adjacent to neighbouring stands must be painted or clad. Electrical wiring must be concealed, including on the neighbouring stand side.

Large furnishings, main outfittings, stands, and lightweight superstructure floor fittings must not in any way impede the proper working of the smoke removal and detection installations or access to mobile emergency equipment (e.g. fire hose reel systems).

Stand outfitting materials are classified into five categories depending on their fire resistance:

- M0: non-combustible
- M1: non flammable
- M2: flammable
- M3: moderately flammable
- M4: highly flammable

Proof of materials' fire rating may be requested and must be supplied by the exhibitor:

- either in the form of the test report carried out by an approved laboratory
- or in the form of the NF compliance mark.

For fireproofed fabrics, proof of fire rating may be requested and must be supplied by the exhibitor:

- either in the form of an ID label placed on the edge, with the fireproofing carried out in-factory or at a workshop
- or by a stamp or seal if fireproofing is carried out on site.

For conventional materials falling into one of the customary classifications listed below, no fire resistance classification proof is necessary:

- M0: glass, brick, plaster, iron, steel, aluminium, and ceramic products.
- M3: solid hardwood at least 14mm thick; solid softwood and derivative wood panels (plywood, wood-chip board, wood fibre composites) at least 18mm thick
- M4: solid hardwood less than 14mm thick; solid softwood and derivative wood panels less than 18mm thick.

The materials used must have the following ratings:

- Stand construction and outfittings, including partitions and superstructure: M3.
- Large quantities of artificial floral decorations: M2.
- For heights of more than 0.30m and a surface area of over 20m²: M3.
- In all other cases: M4.

Fireproofing of installations is mandatory and must be carried out by a qualified contractor issuing a warranty certificate from an approved body.

The person responsible for the stand must have the fire performance certificate for all materials used for outfitting and decoration ready for consultation by the Safety Officer.

- **CONSTRUCTION AND OUTFITTING: FABRIC CEILINGS, COVERED STANDS, AND CEILINGS**

Horizontal fabric ceilings are authorised provided they are made from M1-rated materials. Fabric ceilings must also have a fixing system with a sufficient number of anchor points or a sufficient number of safety frames to prevent them from falling in the event of evacuation of the public (AM10).

Pursuant to the French Order of 25 June 1980 article T23, stands with a ceiling, suspended ceiling, or full fabric ceiling must have a surface area of less than 300sqm, be spaced at least 4m apart, and have a total ceiling and suspended ceiling area (including that of raised levels) that does not exceed 10% of the surface area of the level in question.

If the covered surface of stands exceeds 50sqm, each stand must have its own, appropriate fire-fighting resources, accessible at all times by at least one safety officer during opening hours.

- **CONSTRUCTION AND OUTFITTING: INSTALLATION OF EQUIPMENT**

- No items on display must disturb or otherwise interfere with neighbouring stands. No item must extend beyond the floor area of the stand. **Equipment and/or items above 3.50m in height must be set back at least 2m from neighbouring stands.**



For delivery of equipment, vehicles, etc. requiring the use of lifting gear, installation must be completed no later than 3pm on September 27, 2024.

- **CONSTRUCTION AND OUTFITTING: ACCESS FOR PERSONS WITH REDUCED MOBILITY**

Access for persons with reduced mobility must be taken into account in stand design. To avoid discrimination, disabled persons must be provided with access to the same services as able-bodied persons, whether they are alone or assisted. The aim should be to ensure that the entire stand and its equipment and services are fully accessible for those affected by any type of disability.

Stand designers must therefore pay particular attention to maximum step heights, the steepness of gradients and inclines, the width of passageways inside stands, the removal of face-height and counter-height obstacles, etc.

- **CONSTRUCTION AND OUTFITTING: KITCHEN AND CATERING INSTALLATIONS**

Use of electric or gas cooking appliances with a nominal rating of less than 20kW that do not form part of a full-scale catering facility is permitted in public-access premises provided that all technical specifications are observed, in particular those specified in the French Order of 25 June 1980 as amended by the Order of 10 October 2005, articles GC2-GC8 and GC16-GC18.

From this it follows that irrespective of whether they constitute temporary kitchens in exhibition halls, and in addition to any other restrictions that may apply, cooking appliances must comply with the relevant French standards, be secured to the floor if they are not otherwise sufficiently stable, have an emergency fuel supply shutoff, and be located at least 0.50m away from any neighbouring flammable installations.

The only moveable appliances allowed are electric or gas appliances with a rating of 4kW or less.

In waiver of the provisions of articles GZ7 and GZ8, gas bottles will be permitted in public-access premises provided they have a capacity of 13kg of liquid gas or less.

Bottles without pressure control valves are prohibited unless they are being used for demonstration purposes.

No unconnected bottle (full or empty) may be stored inside the building.

Bottles in use must always be out of reach of the public and must be protected against impacts.

The following rules also apply:

- Bottles must be separated by a rigid, fireproof screen, with one bottle per 10sqm up to a maximum of six per stand.
- Alternatively, they may be spaced at least 5 metres apart up to a maximum of six per stand.

Kitchen smoke and fumes must be extracted via a hood and then filtered (for grease) and deodorised (with an active charcoal filter). Water containing grease must pass through grease separators prior to drainage into wastewater networks.

The feasibility of all planned installations must be discussed with our technical officer, Bruno McKay, bruno@lesclesdelevenement.fr Tel +33 (0)1 42 31 22 22.

3 HALL FLOOR AND WALLS

Drilling, nailing, and embedding materials in the walls, floors, or glass in the halls is strictly prohibited.

Painting or marking the walls, pillars, and floors of the hall is also strictly prohibited.

Any wheeled plant required for set-up and breakdown must be fitted with white wheels or wheel covers to prevent the floor being marked.

The maximum authorised floor load in the halls is 2,000kg/m².

All waste (carpeting, adhesive, etc.) must be removed. Any damage noted during breakdown of stands will be invoiced to the exhibitor responsible.

Exhibitors are liable in respect of their own service providers (decorators, installers, contractors, etc.)

4 USE OF PUBLIC ADDRESS SYSTEMS ON STANDS

Exhibitors wishing to use PA on their stand must comply with the following standard in order to mitigate noise pollution for neighbouring stands.



The maximum permissible audio output from stands must not exceed 65 dB measured at a distance of 1 metre from the speakers.

Any breach of this rule will result in the power supply to the PA system of the stand in question being cut off.

5 STAND ELECTRICAL INSTALLATIONS

Electrical power supply to each stand must be via a connection to the exhibition venue's fixed outlets (with a supply of 1-20kW) via temporary installations or permanent installations operating on a 24-hour basis. **No connection may supply more than one stand.**

On-stand electrical installations are powered by a consumer unit. This must not be accessible to the public but must be easily accessible to stand personnel.

The relevant regulatory obligations are as follows:

- Electrical installations must be protected by 30mA max. nominal current differential circuit breakers.
- Flexible cables must be HO7 RNF or equivalent.
- All electrical conduits must include a protective conductor connected to the stand consumer unit's earth terminal.
- Class 1 equipment must be connected to the protective conductor.
- Power circuits supplying power outlets must be protected by 16A max. differential circuit breakers.
- Power outlets must have covers fitted.

The consumer units installed are MENNEKES (except for 20kWh units).

3kWh: 2 distribution board outlets, each protected by its own single-phase 16A-30mA differential circuit breaker.

10 kWh: 3 distribution board outlets, each protected by its own three-phase 16A-30mA differential circuit breaker.



20kWh: 1 P17 32A power outlet + 1 P17 16A power outlet + 10 power outlets on 6 3kWh circuits



Exhibitors are liable in respect of electrical installations on stands, in particular lighting and power outlet networks; installation must be carried out by skilled individuals with the appropriate knowledge to design installations and execute works in compliance with all applicable regulations. Works must be carried out pursuant to the provisions of standard NFC 15-100 and the French Order of 18 November 1987, articles T35 and T36.

EXHIBITION REGULATIONS

To consult the Exhibition Regulations, please refer to your order form.

DISABLED ACCESS TO EXHIBITIONS

INTRODUCTION

The French Order of August 1, 2006 defines the terms of application of articles R 111-19 to R 111-9-3 and R 111-19-6 of the French Construction and Housing Code (*Code de la Construction et de l'Habitation*) covering access by disabled persons to public-access premises and installations open to the public as of their construction or creation. In general, pavilions, exhibition halls, and exhibition centre installations comply with the requirements of this order in terms of accessibility, toilets, parking, etc.

As regards installations open to the public as of their creation, disabled persons must be able to access exhibition stands, auditoriums, meeting rooms, platforms, tiered seating, and food service areas.

The general and special measures applying to installations created at exhibitions and fairs are reviewed below.

ACCESS TO SINGLE-LEVEL STANDS

Each stand that is open to the public with a floor level higher than 2cm must be accessible for persons of reduced mobility (PRM).

This access shall be facilitated by one or more ramps with a minimum width of 0.90m. Inclines shall abide by the following gradients:

- 4% gradient, with no restriction on length,
- 5% gradient, for a length of less than 10.00m,
- 8% gradient, for a length of less than 2.00m,
- 10% gradient, for a length of less than 0.50m.

A circular area 1.50m in diameter must be left free at each end of the ramp for manoeuvring.

ACCESS ROUTES

- Minimum width: 1.40m.

LAYOUT OF ROOMS AND OTHER SPACES WITH SEATING FOR THE PUBLIC (AUDITORIUMS, TIERED SEATING AND STANDS, ETC.)

Spaces reserved for wheelchair users must be installed.

These spaces must not encroach on access routes and must be located close to exits. There shall be 2 such places for the first 50 seats and 1 place for every 50 additional seats.

RECEPTION COUNTERS AND INFORMATION DESKS

Reception counters and information desks must be accessible for wheelchair users.

- Height: 0.80m; empty space 0.30m deep and 0.70m high to allow room for knees.

RULES APPLYING TO DISPLAY VEHICLES

Prior to access to the Strasbourg Exhibition Centre, exhibitors must complete the 'Declaration of equipment in use' and send it to the safety officer, Dominique Jung (email:prevention.dom@orange.fr, +33 (0)7 77 84 89 45). Please copy in Bruno McKay bruno@lesclesdelevenement.fr, who is responsible for installing vehicles both inside and outside the exhibition halls.

DECLARATION OF EQUIPMENT IN USE

Complete only if one of the following sections applies to you. If so, please return by Monday 2 September to the safety officer, Mr Dominique Jung, +33 (0)7 77 84 89 45, email: prevention.dom@orange.fr. copying in bruno@lesclesdelevenement.fr

Company name: _____
Person in charge _____ Position: _____
Address: _____
Postcode: _____ Town/city: _____
Country: _____
Tel _____ Email: _____
HALL/AISLE/STAND NO.: _____

SPECIFIC RISKS

Power source in excess of 100 kVA: _____ **42**
Power rating: _____
Flammable liquids (other than in motor vehicle tanks): _____
Description: _____
Quantity: _____
Means of use: _____

RISKS REQUIRING AUTHORISATION OR SUBJECT TO A SPECIAL REQUEST:

Important: if you are intending to use any of the following equipment, please consult the Safety Notice and Rules.

Heat or combustion engines: _____
Liquefied gas (acetylene, oxygen, hydrogen, or other gas presenting similar risks): _____
Description: _____
Quantity: _____
Laser: _____

TYPE OF EQUIPMENT OR APPARATUS IN OPERATION

IMPORTANT: Equipment in use must either have suitable fixed screens or casing ensuring all hazardous parts are kept out of reach of the public, or be installed such that these parts are kept completely out of reach of the public, and in all cases kept at a distance of at least one metre from public thoroughways. All demonstrations are carried out at the sole liability of the exhibitor.

Date:

Name and signature:

Company stamp

This form must be returned by Monday 2 September 2024 to

Bruno McKay

Tel +33 (0)1 42 31 22 22 // Email: bruno@lesclesdelevenement.fr

Company name:	_____	Position:	_____
Person in charge:	_____		_____
Address:	_____		
Postcode:	_____	Town/city:	_____
Country:	_____		
Tel	_____	Mobile:	_____
Email:	_____		
HALL/AISLE/STAND NO.:	_____		

ON STAND:

Number of vehicles: _____

Vehicle(s) can be moved: YES NO

If not, please provide lifting solutions _____

If needs be, you may contact us with fuller details. _____

Vehicle type(s) and dimensions: _____

Date and time of arrival of **on-stand vehicles**: _____

OFF-STAND:

Number of vehicles: _____

Vehicle(s) can be moved: YES NO

If not, please provide lifting solutions _____

If needs be, you may contact us with fuller details: _____

Vehicle type(s) and dimensions: _____

Date and time of arrival of off-stand vehicles: _____

Date: _____

Signature, preceded by the words 'certifié exact' ('certified as accurate'):

SET-UP AND BREAK-DOWN PASSES

For security reasons, guards may ask you to present your 'SET-UP'/'BREAK-DOWN' pass demonstrating that you require access to the premises, on entry to the hall.

Be sure to print out your pass and keep it with you!

**2024 EUROPEAN
OCTOBER MOBILITY
01-03 EXPO
STRASBOURG**

**SET-UP / BREAK-DOWN
PASS**



Please forward this page to all providers requiring access to your stand for set-up and/or break-down.