



Services



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Services

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Activities on booths

The MILIPOL PARIS trade show has established standards to prevent problems during the trade show and ensure optimal visitor comfort. Exhibitors are free to conduct promotional activities subject to compliance with the provisions below in accordance with exhibitor scheduled hours.

➔ Non-authorized activities:

- distributing or placing prospectuses in MILIPOL PARIS aisles, at the exhibition entrance (except with agreement from the organizer), on the esplanade, and near the train station,
- promotional activities in the aisles (with robots, hostesses, sandwich boards, etc.),
- offering tastings on the edges of the aisles or in the aisles themselves. These are permitted within the booths,
- musical & sound events,
- video walls must be set back a minimum of 2 m from the edges of the aisle.

➔ Demonstrations animations

a) Demonstrations

The demonstrations can take place only for products requiring a specific technical explanation. Besides, such demonstrations will be subjected to a special, prior and written authorization. The demonstrations on a podium heightened with regard to the floor initially planned are forbidden. The demonstrations by means of microphone, harangue, soliciting in some way that they are practised, are strictly forbidden.

The total or partial closure of stands during the opening hours of the Exhibition to the public, in particular during a demonstration, is prohibited, except written prior and authorization of the Organizer.

b) Animations

Any attraction, show or animation inside of the stands must be beforehand authorized by the Organizer. As such, the Exhibitor will have to present a detailed project (material and sound source was used, typical of animation). In all cases, the power of loud speakers shall not exceed 30 decibels (dBA) turned inward by the stand and tilted towards the ground. The sound level shall not exceed 85 decibels (dBA).

c) The demonstrations and the animations shall not disturb in any way the nearby Exhibitors, the circulation, as well as, generally speaking in the good behaviour of the Exhibition, otherwise the granted approval can be removed without a previous notice.

Services (Cont.)

➤ Advertising

Any lit or sound advertising shall respect the regulation of decoration of the Exhibition and shall be subjected to the approval preliminary and written of the Organizer. This approval shall remain subdued on condition that the advertising shall not constitute in any way an embarrassment to the nearby Exhibitors, in the circulation, as well as, generally speaking in the good behaviour of the Exhibition, otherwise the approval can be removed without the other previous notice.

The distribution of prospectuses, vouchers and diverse printed matter designed to entice exhibition visitors is strictly forbidden in aisles and within the confines of the exhibition site.

Leaflet, coupons and various printed matters must be put down inside the Exhibitor's stand. Any document delivered to the visitors inside the stand, such as professional card, order forms, etc., shall indicate the stand's brand name or the trade name of Exhibitor appearing on the application of participation form.

Services performed without authorization from the Exhibition Management office are prohibited during the trade show.

Booth design

MILIPOL PARIS 2013 decoration regulations cover standards for presenting and fitting-out booths. These norms also include all current safety regulations applicable to shows, fairs and exhibitions.

➤ Your stand layout application

All stand projects must be submitted by **October 18th 2013** at the latest to the MILIPOL PARIS Stand Design Service:

DECOPLUS
1 rue Paul Delaroche - 75116 Paris – France
Tel.: + 33 (0)1 47 63 94 84 - Fax: +33 (0)1 43 80 59 63
E-mail : w.decoplus@free.fr

Accompanied by the following items:

- **your stand layout application.**

Supplementary insurance

Exhibitors have the option of taking out a supplementary insurance policy "Plasma Screen insurance" with MILIPOL PARIS. Supplementary insurance policy with MILIPOL PARIS covering the actual value of items exhibited on the stand. For the extra declared value, the insurance premium including tax and costs will be calculated at a rate of 0,27%.

➤ Plasma Screen Insurance

The Plasma Screen insurance is a specific damage guarantee for plasma screens solidly attached or wired to the stand structure. This guarantee is valid from the morning the trade show opens to the public at 9.30 am until the evening it closes to the public at 5.00 p.m. The premium is 4% tax included of the equipment's value with a minimum of € 250 excl. VAT per covered screen.

- For information regarding your insurance during the trade show and / or to order supplementary insurance please consult the insurance regulations in your exhibitor area services.milipol.com.

➤ Claims

Merchandise coverage as well as stand equipment coverage expires on Friday November, 22th 2013 at 5.00 p.m.

No claims will be accepted unless reported to the MILIPOL PARIS Exhibition Management Office within 24 hours. Theft not covered by MILIPOL PARIS but insured by the exhibitor must be reported within the regulatory timeframe to the Villepinte district police station.

The losses must be declared subject to forfeiture within a period of 2 business days in the event of theft and 5 business days for the other damage.

Services (Cont.)

Badges

To enter the Exhibition Hall, all personnel must have a MILIPOL PARIS access badge (Exhibitor Badge - Service Badge) and must wear personal safety equipment during setting-up and dismantling, in particular safety shoes, otherwise access to the Exhibition hall will be denied.

➤ Pedestrian Access Badge

- **The Exhibitor's badge** allows access to the Exhibition Centre during setup, opening, and dismantling according to the hours listed on the exhibitors' time schedule.
- **The Service Badges** allow access to Exhibition Centre during the setup/dismantling periods. The badge is not valid for the period from Tuesday November 19th at 9:00 a.m. to Friday November 22st 2013 at 5.00 pm

IMPORTANT: Access to Hall is prohibited to minor under 16 year of age.

➤ Badges will be available after:

- full payment of the balance due for your stand rental,
- receipt of the signed Security, Hygiene and Health Protection Form at:

D.Ö.T.
81, rue de Paris
92100 Boulogne - France

- and your stand layout by MILIPOL's PARIS stand decoration service:

DECOPLUS
1, rue Paul Delaroche
75016 PARIS – France

Badges must be worn at all times. They will be delivered on site.

Exhibition Management Office

The Exhibition Management Office is located on the ground floor in Hall 5A. It is open every day from 8 a.m. to 8 p.m. and until 10:00 p.m. on Monday November 18th 2013.

Customs Service

➤ **CUSTOMS CLEARANCE FOR GOODS COMING FROM NON-EU MEMBER STATES**

During the MILIPOL PARIS trade show, the Parc des Expositions de Paris Nord Villepinte site falls under the temporary admission regime under surveillance by customs.

Temporary admission begins on the day the materials arrive within the exhibition hall and ends thirty days after the exhibition closes.

Imported goods must be cleared by the Customs Service before being placed on the Exhibitor's booth.

➤ **LAW STANDARD REGIME**

➤ **Merchandise arrival**

Merchandise must be presented to the Customs Office, under cover of one of the following documents

A) TIR Carnet (international carriage of goods by road)

For vehicles arriving directly from abroad, where such merchandise was verified and sealed by the originating country's customs service.

Transporters travelling under cover of a TIR Carnet taking on various merchandise including only a portion destined to an event, must take all steps to ensure that the Paris Expositions office is the last unloading station. Consequently, when arriving at the office, TIR vehicles must contain only merchandise to be exhibited at the event.

No waivers shall be granted.

B) Declaration for Transit

Made in a land, sea, or airport border office when the merchandise entered.

C) Waybill

D) Transit Document

Items to be provided with documents A/B/C/D	Quantity
Truck waybill (only with TIR Carnet)	3
Detailed contents of each package of each package (gross and net weight) established by the shipper	5
Pro forma invoice in French indicating unit values	6
Descriptive leaflets for machines	2

➤ **Temporary admission status (Third-party country merchandise)**

Under no circumstances shall the documents listed above replace a temporary admission declaration.

Upon arrival at the Exhibition Customs Office, merchandise must be immediately declared for temporary admission through a customs shipping agent

After registration, verification and sealing of the goods, the documents concerned authorise their transport.

Only after accomplishing these formalities may they be directed towards the exhibitor's stand.

During the event, the merchandise must be presented on the stand for any Customs inquiries.

Services (Cont.)

➤ Outgoing goods

At the end of the event, no foreign merchandise may leave the Exhibition without first submitting one of the various declarations listed below through a shipping agent to the Customs Office, which after recording, verification, and sealing the merchandise, covers their transportation:

A) For re-exportation

The following documents must be presented for the exit visa: EX 3 and T1 declarations.

B) For transit

To a customs warehouse where the merchandise is to be placed under customs surveillance: T1 declaration.

C) For temporary admission of goods for purposes of testing and experimentation, as the case may be: EU4 or IM4 declarations, as the case may be:

EU4 or IM4 declarations, as the case may be.

Foreign merchandise benefiting from a temporary admission grace period to remain on continental French territory for consumption in Embassies must be declared to Customs to pay applicable taxes and fees.

Only the aforementioned documents enable the Customs Service to clear temporary admission status. In cases of non-clearance (partial or total) of temporary admission, legal steps may be taken against the exhibitors or shipping agents guilty of removing merchandise under customs.

➤ The ATA carnet system for exhibitions

(except for foodstuffs)

ATA Carnet, even reported at Community borders must be presented to Parc des Expositions Customs. It can be used for goods to be exhibited or used at an Exhibition.

This international document has the advantage of being used instead of national documents.

Indeed, transit transportation from the border office to the relevant office may be performed under cover of an ATA Carnet transit certificate. Upon arrival at their destination, the Customs Service clears the transit certificate and accepts the goods under an entry certificate.

At the end of the event, re-export of the goods abroad is covered by a second transit certificate. So it is necessary to undertake the usual warehouse entry and re-exportation declarations, but to be validly used on French Customs territory, the ATA Carnet must include:

- 2 transit certificates for import (1 stays with the border port, 1 serves as an accompanying document),
- 1 import certificate,
- 1 re-export certificate,
- 2 transit certificates for re-export (1 stays with the Exhibition office, 1 serves as an accompanying document).

Note that the re-exportation deadline asset, in principle, one month after the event closes, without exceeding the Carnet's expiration. This deadline will be specified by the Customs Service on the entry certificate and its counterfoil.

Moreover, leaving the goods behind is not strictly excluded since goods sold for the domestic market may, after being declared on form COM5, IM4, or EU4 and after being presented to customs, be released to the market under the same conditions as if they were covered by national documents.

Inventory of your booth area

Once disassembly has been completed and the booth site freed of any component items (waste, debris) MILIPOL PARIS will provide, upon request from the exhibitor or its decorator to Exhibition Management Office, a **booth release certificate**. This certificate releases the exhibitor from all responsibility in the event of damage to the area or services hired after their departure.

Such certification must be performed by Sunday November 24th, 2011 at noon at the latest.

Security services

Choosing the right security service provider for your booth is important to guarantee service quality appropriate to your needs. MILIPOL PARIS provides a custom offer in your Exhibitor's Area on services.milipol.com.

Hostesses / Staff

Welcoming current and potential customers to your booth, guiding you around the Parc des expositions de Paris Nord Villepinte exhibition centre, providing constant contact with on-site organisational staff to meet your every need...

MILIPOL PARIS provides you with a full range of services: hostesses, interpreters, handlers, etc.

Consult the list of official suppliers in your Exhibitor Area on services.milipol.com

Hygiene & Health protection

➤ **The Hygiene and Health Protection Document (PPSPS: Specific Safety and Health Risk Prevention Plan)**

- To enter the exhibition hall, all personnel must have a MILIPOL PARIS access badge (Exhibitor Badge - Service Badge) and must wear personal safety equipment, in particular safety shoes. Otherwise, access to the exhibition hall will be refused.
- The Safety, Hygiene, and Health Protection Form, available in the Exhibitor Area, must be printed, signed, and returned to Cabinet D.Ô.T. and communicated to all your suppliers and subcontractors.
- Access to the exhibition hall will not be authorised without a valid document.

Foreigners' Right to Work in France

➤ **The regulations regarding foreigners' right to work in France requires reporting those people working on your stand to the URSSAF [Social Security Contribution Collection Office]. This applies in the case below, for which a statement should be completed and returned **before October 3 th, 2013** to the indicated address:**

- Affidavit if you use a service provider working in France and domiciled or residing abroad
- Secondment Statement (a service provider using foreign labour in France)
- Work Permit for a secondment lasting less than three months for foreign employees.

These forms are available in PDF format in your Exhibitor area on services-milipol.com.

Badge readers

Exhibitors and visitors are issued name badges when reserving. The badge reader allows exhibitors to create a full, precise, and exact file of visitors welcomed on their booths.

To reserve your badge reader, please go to your online shop: services.milipol.com.

Technical services (electricity, water, parking, slings, telephone, internet...)

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Meeting rooms

You may reserve meeting rooms during the trade show.

If you want to receive a room rental proposal, please contact the Parc des Expositions de Paris Nord Villepinte +33 (0)1 48 63 31 12.

VAT refund

For information and procedures regarding a VAT refund, exhibitors may contact our fiscal representative directly :

TEVEA International
64 Rue du Ranelagh - 75016 PARIS – France
Tel.: +33 (0)1 42 24 96 96 – Fax: +33 (0)1 42 24 89 23
E-mail : mail@tevea.com

TEVEA International is specialized in VAT refund requests and will take charge of your request until the refund is paid

➔ Simplified procedure

TEVEA International, in cooperation with the MILIPOL PARIS trade show, offers a simplified, reassuring, and quick procedure for your company. To take advantage of this simplification, fill-out, sign and return to TEVEA International the form available on the Exhibitor Area on services.milipol.com.

IMPORTANT

Only original invoices are considered by the tax administration to refund the VAT. Keep them carefully. Without the original documents, the VAT refund is not possible.

➔ Foreign Service Providers Working for Exhibitors

Booth builders, equipment hire firms, decorators, etc are not eligible for this procedure. The services they provide in France are subject to French VAT.

Foreign service providers must invoice their customers including French VAT and pay the VAT received via a French tax representative to the French tax authorities, with deductions for VAT charged on purchases.

➔ Associations, Groups, Public Organisations

Under certain conditions, organisations not subject to VAT in their home countries may also be refunded of VAT.

Exhibitor catering service

MILIPOL PARIS trade show has developed with the Parc des Expositions de Paris Nord Villepinte restaurants, a renewed and enriched restaurant offer to fulfil the expectations of visitors and exhibitors:

- New brands have come to the Parc:
Hippopotamus, Oliviers & Co, Lecointre Paris, Fauchon, Manhattan Hotdog...
- Take-away offers are growing and offer a wider variety of products: sushis, vegetarian options, organic food, Mediterranean menus, club sandwiches...

For deliveries to stands, consult the 2 suppliers:

- HORETO : +33 (0)1 48 63 33 45 – info@horeto.com
- ROSELL : +33 (0)1 48 63 32 00 – www.rosell.fr

Exhibitors can call on either the Centre's caterers or on other caterers certified by the Centre.

The agreements are given by the Centre for the duration of the trade fair or for special events. Catering activity is subject to the payment to the Centre of a proportional fee amounting to 8% of total turnover excluding taxes.

List for certified caterers or agreement requests on demand, calling:

Tel: +33 (0)1 48 63 30 68

Fax: +33 (0)1 48 63 31 49

Cleaning and waste removal

Exhibitors and decorators shall be responsible for waste management from setting up and taking down the stand. Exhibitors must make every effort to ensure these operations are carried out.

Failing this, and in the event of any damage occurring as a result, a penalty fine for waste will be imposed on the exhibitor:

↪ **Sum of the penalty:**

- | | |
|---|--------------------|
| • Surface area for booths < 20 sq.m: | 1 500 € excl. VAT |
| • Surface area for booths between 20 and 50 sq.m: | 3 500 € excl. VAT |
| • Surface area for booths between 51 and 100 sq.m: | 5 000 € excl. VAT |
| • Surface area for booths between 101 and 300 sq.m: | 7 000 € excl. VAT |
| • Surface area for booths > 300 sq.m: | 10 000 € excl. VAT |

You may order rental of small waste bins in your online shop on services.milipol.com.

IMPORTANT

To avoid any dispute about the status of your booth area when leaving the exhibition, please contact the Exhibition Management Office to collect a **booth release certificate** before Sunday 24 November 2013 at 12:00 pm (noon).