

Conditions of access – Exhibitors schedule of hours (cont.)

Exhibitors schedule of hours

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All of the exhibition team will be present in the same place: **The Exhibition Management Office on Hall 5A.**

➔ Exhibition opening hours and Exhibitors working hours during the exhibition

Dates	Exhibition opening hours	Working hours
Tuesday 19 November	9:30 am – 6:00 pm	8:00 am – 6:30 pm
Wednesday 20 November	9:30 am – 6:00 pm	8:00 am – 6:30 pm
Thursday 21 November	9:30 am – 6:00 pm	8:00 am – 10:00 pm
Friday 22 November	9:30 am – 5:00 pm	8:00 am – 10:00 pm

➔ Working hours (set up – dismantling – power supply)

	Dates	Exhibitors hours	Power supply hours
SET UP	Thursday 14 November	from 2:00 pm to 8:00 pm with special agreement only	
Space only booths	Friday 15 November	from 8:00 am to 8:00 pm	from 2:00 pm to 8:00 pm
	Saturday 16 and Sunday 17 November	from 8:00 am to 10:00 pm	from 8:00 am to 10:00 pm
Space only – Shell Scheme booths	Monday 18 November	from 8:00 am to midnight	from 8:00 am to midnight
OPENING	From Tuesday 19 to Friday 22 November	see above schedule	from 8:00 am to 7:00 pm (until 18:00 on 22/11)
DISMANTLING	Friday 22 November	from 5:00 pm to 10:00 pm	
	Saturday 23 November	from 8:00 am to 7:00 pm	
	Sunday 24 November	from 8:00 am to 12:00 pm	

Advice

To get power supply outside these hours, don't forget to order 24-hour power supply.

Set up

Set up

↪ Availability of booth spaces

- Exhibitors having reserved a space only booth and their installers will have access to the hall 5A every day from Friday 15 to Monday 18 November 2013.
- **Important: Only Exhibitors with a derogation can access the hall 5A 14/11 from 2:00 pm.**
- **For fitted stands, stands will be delivered by Monday, November 18, 2013 from 8:00 am.**
- **Removal of goods and empty packaging** should be completed by Monday 18 November 2013 at midnight.

No motor vehicles will be allowed into the halls on Monday 18 November 2013, i.e. on the last day of the set-up period (unless special dispensation is granted by the organizer).

Otherwise, pallets and other identified non removed items will be stored outside the buildings. Their removal and delivery to the exhibitor's stand will be charged to the exhibitor.

Final setting-up operations including cleaning should be completed by Monday 18 November 2013 at midnight.

For safety reasons, work in the halls is forbidden outside the specified hours.

↪ Delivery of goods and equipment

Goods intended for the booth installation must imperatively be delivered to the exhibition centre at least 48 hours before the exhibition opening. The day before shall be considered as final deadline.

Shipments should be delivered at the exhibitor's risk directly to his booth. It is the exhibitor's responsibility to be present or represented on the goods' arrival. Parcels should be properly labelled on each side with the following address:

Parc des Expositions de Paris Nord Villepinte
Salon MILIPOL PARIS 2013
Hall 5A / Booth Nr
ZAC de Paris Nord II – CD 40
93420 VILLEPINTE France

The Exhibition General Management cannot in any way take delivery of goods nor be held liable therefore.

↪ Waste materials from stand construction

Exhibitors should not leave any rubbish or waste materials resulting from the installation of their stands (e.g. empty packaging, wood offcuts, empty boxes, cans of paint).

It is strictly forbidden to store waste materials on the booths and in the aisles.

Exhibitors or their suppliers must take all appropriate measures to ensure that waste materials and empty packaging are removed by the vehicles which delivered the equipment and goods.

Set up (cont.)

↪ Stand security

The Exhibition Management of MILIPOL PARIS 2013 ensures the general security of the exhibition in the best conditions, but cannot provide for the individual guarding of booths.

Exhibitors who intend to have their booths specifically guarded (this is strongly advised) should inform the Organizer and give the names of the persons who will be present on the booth, and the name of the security company.

The exhibitor is responsible for his booth and must take all necessary measures to protect his equipment and remove it in the evening when the exhibition closes, if he does not provide for special guarding.

Booth storerooms are not secured premises.

As car parks are not guarded, it is preferable not to leave any valuable items inside vehicles, and to place objects likely to be stolen out of sight.

There are important risks of theft during the set-up and dismantling periods:

Keep all equipment and items likely to be stolen out of sight (e.g. plasma screens, computers, personal items).

To be on the safe side, it is strongly recommended that you watch closely over your booth and ensure that someone is always present until dismantling is completed.

Your presence is your only safeguard against theft.