



Setting up for your booth



an event by
comeXPOSIUM
The place to be

If you have booked a space only booth

(minimum space : 24 sqm)

Included in the hire of your booth area:

- Marking-out your booth area on the ground, without a common partition, no raised floor, no carpet, no electricity.
- Daily stand cleaning, vacuuming (if rooms open), collect of waste (incl. the evening before the exhibition opens).
- Overall exhibition security guard.

Preparatory Steps for Booth Setup

➔ 1st Step: Booth Location

Upon approval of your booth location, COMEXPOSIUM SECURITY will send you (by mail or e-mail) the general layout for your booth as well as access codes for the Exhibitors' Area on services.milipol.com.

This will allow you to prepare your booth layout with your selected decorator.

➔ 2nd Step: Ordering Technical Services (electrical connection, telephone, parking...)

- Extra services must be ordered as soon as possible, before the trade show opens, in order to guarantee the best service in terms of product range, colours, volume, and delivery times during the trade show.
- Extra services ordered during assembly will be supplied depending on available stock.
- **Facilitate booth setup:** reserve a "fitted booth" package in our Exhibitions Area on services.milipol.com.

➔ 3rd Step: Checking Your Layout Plan

- Your booth layout plan must be submitted for approval to MILIPOL PARIS' Architecture Service **before 18 October 2013 at the following address:**

DECO PLUS 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

- To see the information that should be provided, consult the Architecture and Decoration Regulations in the Exhibitor Area on services.milipol.com.

➔ 4th Step: Booth Numbering

You will be informed of your booth number on your invoice.

➔ 5th Step: Assembling Your booth at the Exhibition

During assembly, suppliers will be present at the **Organizer's Office located on the ground floor in hall 5A.**

If you have booked a space only booth (cont.)

Security and Health Protection

MANDATORY

The Safety, 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. Should this not be the case, access to the Exhibition Hall will be refused.
- The Safety, Hygiene, and Health Protection Form must be signed and returned to Cabinet D.Ö.T. by October, 18th and distributed to all your suppliers and subcontractors.
- Access to Exhibition hall will not be allowed without approval of this document.

Supplementary Services

MILIPOL PARIS offers a full range of services to better organise your stand and optimise your presence at the trade show.

➤ **Supplementary services to be ordered before assembly:**

- Carpeting for your stand
- Floorboard, storage closet, partitions, lighting.

Carpet product range and other services in your Exhibitor Area on services.milipol.com.

➤ **Cleaning / Waste Removal**

This service is included in the rental price for stands. It consists of daily stand cleaning every morning before opening.

For information regarding our cleaning services, see the Purchase Order in your Exhibitor Area on services.milipol.com

If you have booked a shell scheme booth “Classique” (minimum space: 12 sqm)



Services included

- ➔ **Grey carpet on the ground** (no raised floor)
- ➔ **Partitions made of melamine** (wooden color) with aluminium frame.
Panel useful dimensions (not including metallic structure):
 - Length: 0.940 m
 - Height: 2.250 m
 - Thickness: 7 mm
 - Partition overall dimensions: 2.40 m**Fascias:** Peripheral header, structure height: 2.61 m. Set with aluminum frame and awning (grey fabric)
- ➔ **Sign:** 1 hanging sign 40 x 40 cm (includes only your business name, booth number and national flag).
- ➔ **Spotlights:** One 100 W spotlight per 3 sq.m, tracks of 2 spots.
- ➔ **Intermittent electrical connection:** 3 kW with 1 socket unit. By default, your electrical box will be located directly in the inside booth corner.
- ➔ **1 plant**
- ➔ **Daily cleaning** for your booth during the exhibition is included (incl. the evening before the exhibition opens).
- ➔ **“Classique” furniture package**
 - 1 Lockable low cupboard
 - 1 Waste basket
 - 4 chairs
 - 1 desk or 1 high round table
- ➔ **Additional fitting for booths ≥ 48 sqm**
 - A 2 sqm storage unit (melamine wood color) with 2 shelves
 - 1 additional plant
 - 1 security staffing classic (white) extra (choice one office or one panel).
 - Choice of 5 carpet colors (blue, grey, red, green and black)
 - 1 additional plant

If you have booked a shell scheme booth “Classique”

Preparatory Steps for Booth Setup

➤ 1st Step: Booth allocation

Upon approval of your booth location, COMEXPOSIUM SECURITY will send you (by mail or e-mail) the general layout for your booth as well as access codes for your Exhibitors' Area on services.milipol.com.

➤ 2nd Step: Confirming your choices for furniture combination and your sign name.

You will be contacted by our official contractor: CREATIFS

➤ 3rd Step: Security and Health Protection

You must confirm the **Safety Notice** by connecting to the Exhibitor Area on services.milipol.com

➤ 4th Step: Ordering Supplemental Technical Services (internet connection, telephone, parking...)

Services to be booked before the exhibition: All bookable or supplementary services may be found in the catalogue available in your Exhibitor Area on services.milipol.com.

- Extra fittings,
- Furniture,
- Plant rental,
- Video and office equipment,
- Coffee machine.

Services booked during assembly:

Important : Stocks of materials become limited during the assembly period, make your order in advance. If you reserve supplementary services during trade show setup, they must be ordered as soon as possible, before the trade show opens in order to guarantee the best service regarding product range, colours, volume, and delivery times.

Other supplementary services:

Security, receptionist, caterers, material handlers...

Consult **the list of official service providers** in your Exhibitor Area on services.milipol.com.

➤ 5th Step: Stand Delivery beginning on Monday 18 November 2013 at 8:00 a.m.

If you have booked a shell scheme booth “PLUS” (minimum space: 12 sqm)



Services included

➔ **Felt carpet on the ground** (no raised floor) with 5 colours available (blue, grey, red, green and black).

➔ **Partitions made of melamine** (wooden colour) with aluminium frame.

Panel useful dimensions (not including metallic structure):

- Length: 0.940 m
- Height: 2.250 m
- Thickness: 7 mm
- Partition overall dimensions: 2.40 m

Fascias on front side or surrounding the booth.

➔ **Sign:** 1 hanging sign 40 x 40 cm (includes only your business name, booth number and national flag).

➔ **Spotlights:** One 100 W spotlight per 3 sq.m, tracks of 2 spots.

➔ **Electrical connection:** 3 kW with 2 sockets (intermittent network if your booth is ≤ 24 sq.m), permanent network if your booth is > 24 sq.m. By default, your electrical box will be located directly in the inside booth corner.

➔ **1 plant**

➔ **Daily cleaning** for your booth during the exhibition is included (incl. the evening before the exhibition opens).

➔ **Furniture package / booth less or equal to 24 sqm**

- 1 furniture set: 1 coffee table + 3 low easy chairs
- 1 Waste basket
- 1 document display
- 1 welcome desk
- 1 bar stool
- 1 sq. m lockable room with 2 shelves (this storage room is not deemed a secure area). By default, it will be placed in the corner of your stand

➔ **Furniture package / booth greater than 24 sqm**

- 1 furniture set: 1 coffee table + 3 low easy chairs
- 1 Waste basket
- 1 document display
- 1 welcome desk
- 1 bar stool
- 1 fridge of 140 L
- 1 additional plant
- 2 sq. m lockable room with 2 shelves (this storage room is not deemed a secure area). By default, it will be placed in the corner of your stand

If you have booked a shell scheme booth “PLUS”

Preparatory Steps for Booth Setup

➔ 1st Step: Booth allocation

Upon approval of your booth location, COMEXPOSIUM SECURITY will send you (by mail or e-mail) the general layout for your booth as well as access codes for the Exhibitors' Area on services.milipol.com.

This will allow you to supplement your booth layout with additional services.

➔ 2nd Step: Confirming your choices for furniture combination and your sign name.

You will be contacted by our official contractor: CREATIFS

➔ 3rd Step: Security and Health Protection

You must confirm the Safety Notice by connecting to the Exhibitor Area on services.milipol.com

➔ 4th Step: Ordering Supplemental Technical Services (internet connection, telephone, parking...)

Services to be booked before the exhibition: All bookable or supplementary services may be found in the catalogue available in your Exhibitor Area on services.milipol.com.

- Extra fittings,
- Furniture,
- Plant rental,
- Video and office equipment,
- Coffee machine.

Services booked during assembly:

- Stocks of materials become limited during the assembly period, make your order in advance.
- If you reserve supplementary services during trade show setup, they must be ordered as soon as possible, before the trade show opens in order to guarantee the best service regarding product range, colours, volume, and delivery times.

Other supplementary services:

Security, receptionist, caterers, material handlers...

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

➔ 5th Step: Stand Delivery beginning on Monday 18 November 2013 at 8:00 a.m.

If you have booked a shell scheme booth in the “First-Time Exhibitor Village” (space: 6 sqm)



Services included

- **Felt carpet (grey) on the ground** (no raised floor)
- **Partitions made of melamine** with aluminium frame.
Panel useful dimensions (not including metallic structure):
 - Length: 0.940 m
 - Height: 2.250 m
 - Thickness: 7 mm
 - Partition overall dimensions: 2.40 m**Fascias** on front side or surrounding the booth.
- **Sign:** 1 sign drop 495 mm, Ht 450 mm, Exhibition logo, exhibitor’s name, booth number, and national flag of your company
- **1 table**
- **2 seats**
- **Daily cleaning** for your stand during the exhibition is included (incl. the evening before the exhibition opens).

Preparatory Steps for Booth Setup

➤ **1st Step: Booth allocation**

Upon approval of your booth location, COMEXPOSIUM SECURITY will send you (by mail or e-mail) the general layout for your booth as well as access codes for the Exhibitors’ Area on services.milipol.com.

This will allow you to supplement your booth layout with additional services.

➤ **2nd Step: Security and Health Protection**

You must confirm the Safety Notice by connecting to the Exhibitor Area on services.milipol.com

If you have booked a shell scheme booth “First-Time Exhibitor Village”

➤ 3th Step: Ordering Supplemental Technical Services (internet connection, telephone, parking...)

Services to be booked before the exhibition: All bookable or supplementary services may be found in the catalogue available in your Exhibitor Area on services.milipol.com.

- Extra fittings,
- Furniture,
- Refrigerated display equipment,
- Plant rental,
- Video and office equipment,
- Coffee machine.

Services booked during assembly:

- Stocks of materials become limited during the assembly period, make your order in advance.
- If you reserve supplementary services during trade show setup, they must be ordered as soon as possible, before the trade show opens in order to guarantee the best service regarding product range, colours, volume, and delivery times.

Other supplementary services:

Security, receptionist, caterers, material handlers...

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

➤ 4th Step: Stand Delivery beginning on Monday 18 November 2013 at 8:00 a.m.