

# PRACTICAL INFORMATION

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## **Getting to the Show**

## THE EXHIBITION PARK RENNES/AIRPORT



- Exhibition Park Rennes/Airport La Haie Gautrais 35170 BRUZ - FRANCE
- By car GPS : La Haie Gautrais - Bruz
- By bus or shuttle bus

**From Rennes city centre,** take STAR route 57, which serves Rennes Exhibition Park. It also serves the city centre and provides a link with the metro network. On weekdays: from 6.30 am to 8.30 pm (one bus every 20 minutes)

#### www.star.fr

Free shuttle buses will be available throughout the Show on presentation of your badge or invitation card. They will serve Rennes SNCF railway station and the Exhibition Park.

- RENNES SNCF railway station Information / reservation : 36 35 www.voyages-sncf.com
- Rennes Airport
   Tel. +33(0) 2 99 29 60 00
   connected by shuttles
   Air France: 36 54
  - Air France : 36 54 www.airfrance.fr
- Taxis
   Taxis Rennais: +33 (0)2 99 30 79 79
   TCT Taxis: +33 (0)2 99 07 60 60

## **Transport / Accommodation**

## TRANSPORT

### **By plane**

- → Event : ARTIBAT 2020
- Event ID: 35416AF

- Fvent ID 10/14/2020 to 10/30/2020
- > Event location : Bruz, France

#### Event location: Rennes, France

Attractive discounts on a wide range of airfares on all Air France and KLM flights worldwide\*\*.

Use the website of this event or visit www.airfranceklm-globalmeetings.com to :

- access the preferential fares granted for this event\*,
- make your booking,
- issue your electronic ticket\*,
- and select your seat\*

If you buy your ticket via AIR FRANCE & KLM Global Meetings website, your electronic ticket will carry a special mention which justifies the application of the preferential fares Should you prefer to process your reservations and ticket-purchase directly with an Air France and KLM sales outlet, **you must keep this current document which serves to justify the application of the preferential airfares.** 

**Keep the document to justify the special fares with you as you may be asked for it at any point of your journey.** Frequent flyer / loyalty programs of Air France and KLM partner airlines are credited with «miles» when Air France or KLM flights are used.

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### Train

#### Think quick and smart.

Choose transport by rail for colleagues running your stand. Enjoy the SNCF's best prices by booking your tickets early.

See www.voyages-sncf.com

#### Bus

Free shuttle bus from the station. Information available from the welcome office at Rennes train station. Available for exhibitors and visitors.

Check timetables on www.artibat.com

## ACCOMMODATION

### **Tourism Office**

Reception desk: +33 (0)2 99 67 11 08 Fax: +33 (0)2 99 67 11 10 Email: servicereceptif@tourisme-rennes.com www.tourisme-rennes.com Online booking office.

## **ARTIBAT official providers**

General installers decorators	BRELET S.A Parc d'Activités de la Forêt - BP10 - 10, rue des Fontenelles - 44140 LE BIGNON Tel. +33(0)2 40 34 78 99 - a.grimaud@gl-events.com - www.brelet.fr
	INTERNATIONAL MODULING - 3, rue de Messy - 77410 CHARNY Tél. +33 (0)1 60 61 86 13 - exposants@international-moduling.com - www.international-moduling.com
ayout for the outside structure	BRELET S.A Parc d'Activités de la Forêt - BP10 - 10, rue des Fontenelles - 44140 LE BIGNON Tel. +33(0)2 40 34 78 99 - e.blaise@brelet.fr - www.brelet.fr
	SEMAF SAS , 26 ure Pierre et Marie Curie - 85190 VENANSAULT Tél. +33(0)2 51 38 14 03 www.semaf.fr
Insurances	CABINET DEVORSINE - 7, rue Racine - 44001 NANTES
	Tel. +33(0)2 40 69 83 13 - Fax 02 40 69 56 37 - www.devorsine.com
Head of security	HERVE PIERRE SARL - 2, rue Maurice Utrillo - 95110 SANNOIS Tel. +33(0)6 75 71 56 98 - herve@hervepierre.com
	)
Security control	SOCOTEC - 4B, avenue des peupliers - 35510 CESSON SÉVIGNÉ Tel. +33(0)2 99 83 60 40 www.socotec.fr
Security and health protection coordinator	D.O.T - 17, rue du Château - 92100 BOULOGNE Tel. +33(0)1 46 05 17 85 - sps@d-o-t.fr
Floral decoration	FLOR'ATLANTIC - 25, ZI Sainte Geneviève - 49600 GESTÉ Tel. +33(0)6 80 02 25 99 -
	GARDEN EXPO - 36, route de Saint Martin - 77580 VOULANGIS Tel. +33(0)1 64 63 97 52 - www.garden-expo.fr
Accommodation	DESTINATION RENNES - Office de Toursime Tel. +33(0)2 99 67 11 08 - www.tourisme-rennes.com
Hostesses	MAHOLA - 15, boulevard Marcel Paul - 44800 ST HERBLAIN Tel. +33(0)2 28 01 95 00 - www.mahola-hotesses.fr
Mobile badge reader	LENI SAVING - 94 bis, rue Marceau - 93108 MONTREUIL SOUS BOIS CEDEX lecteurs@leni-france.com
Rental of furniture	ALISÉS - 27, rue des vieilles vignes - 77183 CROISSY BEAUBOURG Tel. +33(0)1 64 11 22 22 - infos@alizes.fr - www.alises.fr
	AMEXPO - ZA de la Pentecôte - 3, rue Jean Rouxel - 44700 ORVAULT Tel. +33(0)2 51 12 90 77 - contact@amexpo.fr  - www.amexpo.fr
Rental of exhibit materials	GRAIN DE MALICE - 44-56, rue Louis Vannini - 93330 NEUILLY SUR MARNE Tel. +33(0)1 41 53 52 82 - www.graindemalice.net - infos@graindemalice.net
Handling and storage	CLAMAGERAN - 12 Avenue Carnot - 44000 NANTESS Tel. +33(0)6 15 54 68 44 - l.vigliandi@clamageran.fr - www.clamageran.fr
	FERCHAT MANUTENTION - La Station; route de Lallen - 35134 Thourié Tel : +33(0)6 81 17 02 95 ferchatmanutention@hotmail.fr
Stands cleaning	ABER - 16, rue de Cézembre - BP 87267 - 35135 CHANTEPIE Tel. +33(0)2 99 41 43 43 - www.aberproprete.fr
Press	SCHILLING-11 boulevard du Commandant Charcot 17440 Aytré - Tél : +33(0)5 46 50 15 15 - www.n-schilling.com
Catering	CARLE ORGANISATION CONSEIL - 103, rue de Sèvres - 75006 PARIS Tel.+33(0)1 53 63 01 01 - www.carle-organisation-conseil.fr
Animations -Evenings Events	CARLE ORGANISATION EVENTS - 1 bis, boulevard Magenta - 75010 PARIS Tel. +33(0)1 83 79 96 35 - Fax +33(0)1 83 79 96 35 - www.carle-organisation.fr
Surveillance of your stand	OPTIMUM SÉCURITÉ - 6, allée des Sapins - 44470 CARQUEFOU Tel. +33(0)2 40 68 81 81 - www. optimum-securite.fr
Sound and light	NOVELITY - Bâtiment Avis - La Chohonière - RN23 - 44900 SAINTE-LUCE-SUR-LOIRE Tel. +33(0)2 40 30 28 08 - 06 77 13 75 18 - www.grand-ouest.novelty.com WEST EVENEMENT - 416 rue Edison – 35760 Montgermont

## **Animations - Evenings - Events**



Carle Organisation Events is at your disposal to guide you through the suitable concept for your private event.

CARLE ORGANISATION \_\_\_\_\_& associés \_\_\_\_\_ E V E N T S **Tél. +33 (0)1 83 79 96 35** jcastel@carle-organisation.fr

Fax : +33 (0)1 83 79 96 36 fraymond@carle-organisation.fr



## **OUTSIDE THE EXHIBITION PARK**

We can also organize private event in Rennes on these several places.



CARLE ORGANISATION EVENTS - Tél. +33 (0)1 83 79 96 35 Fax. 33(0) 1 83 79 96 36 - 1 bis, Boulevard Magenta - 75010 Paris





# TECHNICAL INFORMATION

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## **EXHIBITION PARK MAP DURING THE SETTING UP**



#### **RULES OF THE ROAD**

The following traffic rules apply within the Parc des Expositions de Rennes [Rennes Exhibition Park]:

- → 30 km/h speed limit. The highway code applies, in particular regarding priority to the right.
- → Blocking access to the doors leading to the halls, to security vehicle access between the halls, and to water
- supplies and fire hydrants is prohibited.

The traffic and parking management arrangements implemented by ARTIBAT must be adhered to.

## PARK ACCESS SCHEDULE

In order to make access to your space easier, please respect the access conditions stipulated below. Please check which periods apply to your space (see timetable schedule for exhibitors on the following page)





## ARTIBAT 2020 (OCTOBRE / OCTOBER 21-23, 2020) RENNES, FRANCE

Merci de nous contacter / Please contact us: Louise Vigliandi - Tel.: (+33) 02 72 24 26 10 - Cell /Mobile: (+33) 06 15 54 68 44 - Email: Lvigliandi@clamageran.fr

## **TRANSPORT - DOUANE - MANUTENTION SUR SITE**

Pour tous vos Salons - Congrès - Evénements en France - Europe - Monde Merci de nous contacter: Tél : (+33) (0) 1 43 95 18 03 – www.clamageran.com

## TRANSPORT - CUSTOMS BROKERAGE – ON-SITE HANDLING ASSISTANCE

For all your trade Shows - Congresses - Events in France - Europe - Worldwide Please contact us: Tel : (+33) (0) 1 43 95 18 03 – www.clamageran.com

## TIMETABLE SCHEDULE FOR EXHIBITORS

Exhibitors may carry out operations according to the following days and times.



Stands with Pack = stands equipped with eco, eco+, custom, prestige or scenic packs

## STAND AVAILABILITY

→ BARE SURFACE stands for the Heavy machinery sector (Hall 1 and Terraces) and Basic stands Exhibitors may access their stands on Friday 16<sup>th</sup> of October 2020 from 8 am. (Access gate C).

WARNING: Access to Hall 1 to remove heavy equipment is possible until Tuesday 20<sup>th</sup>, noon as the deadline.

PACK stands (stands equipped with ECO, ECO+, CUSTOM, PRESTIGE AND SCENIC PACKS) Exhibitors may take over their stands once they have been fully set up by our service providers on Monday 19<sup>th</sup> of October 2020 from 7am.

## **DELIVERY DURING THE EXHIBITION**

For the 3 days of the exhibition, you can transport supplies to your stand before the exhibition opens to visitors from 7.30am to 9am via the park's B, D and H gates using trolleys/carts on wheels only (once your vehicle has been parked in the car park).

Signing for packages: All merchandise must be signed for by the exhibitor or a representative.

In no case will the organiser sign for your packages. The organiser is in no way responsible for any loss, theft, damage or deterioration of packages.

#### **Delivery address**

**Parc des Expositions de Rennes / Aéroport - Salon ARTIBAT** Name of exhibiting company + Name of head + hall + stand n° La Haie Gautrais - 35170 BRUZ - FRANCE

### Catering deliveries during the exhibition

All deliveries made by caterers must receive prior authorisation from the organiser who will inform of conditions of access to the site. **Failure to seek authorisation will result in entry to the site being refused.** 

### PARKING DURING THE EXHIBITION

Parking is free for the duration of the exhibition. Colour-coded car park stickers must be collected from the exhibitor office on Monday 19<sup>th</sup> and Tuesday 20<sup>th</sup>, depending on where your hall is located.

- Exhibitors in halls 1 1A 2 3 4 7 8 11 : Parking C (Orange sticker)
- Exhibitors in halls 5 9 10A 10B Terraces : Parking A (Green sticker)



## **SAFETY COMMISSION**



#### When the Safety Commission carries out rounds on the afternoon of Tuesday, the 20th of October, all installations must be finished and comply with the organiser's validated plans.

The exhibitor (or his representative) must be in attendance.

The exhibitor (or his representative) must be able to show upon request all certificates and statements for structural pieces (marquees, etc.) that require approval from the control office, and proof of fire-resistance ratings for the stand's construction and installation materials.

## **GENERAL GUIDELINES FOR SETTING UP**

#### **NO DELIVERY OR PERSONAL VEHICLE is permitted to enter the halls.**

#### On Tuesday 20th of October from noon the site access is forbidden to HGVs

Blocking storerooms with various packaging and merchandise that may prove hazardous in the event of a fire is prohibited.

Regarding the Hall 1, no materials entrance will be allowed after noon the Tuesday 20th of October.

## CAR AND HGV ACCESS BADGES DURING SET-UP

#### FOR CARS: access via car park «C»

Once you arrive on site, you will be issued an access badge by the security unit. This badge gives you access to the area around your stand's hall for you to unload your vehicle for **up to 1 hour only**. Once your vehicle has been unloaded, you will be required to park it in car park **C** 

It's forbidden to leave your vehicle parked around the halls.

### FOR HGVs (+3.5T): access via car park «C» is COMPULSORY

All HGVs (+ 3.5T) intervening in your space must go to Car Park C where a coordination area will have been set up by the organiser in order to make managing your equipment easier for our official handling service providers, and to ensure they can be directed to the unloading area closest to your stand.

## **STAND CLEANING**



The day before the exhibition opens, exhibitors are required to remove the film covering their stand's carpet and to leave it in the aisles so that it may be removed by the cleaning teams.

The organiser will only take care of hoovering stand floors in the evenings leading up to the exhibition being opened to the public.

For any other cleaning or waste removal services, please contact directly ABER, a company certified by ARTIBAT.



## WASTE MANAGEMENT AND DISPOSAL

In light of current regulations in force, waste processing shall first undergo sorting. During the set-up stage, a sorting unit in the park as well as collection points located in the halls will be made available for you to use to dispose of your waste.

We are counting on your cooperation in order to work together to protect our environment.

## HANDLING - STORAGE (Empty packaging and bottles of gas)

## Handling

#### We highly recommend you make use of one of these two official service providers.

(These 2 service providers are part of the ARTIBAT exhibition's General Coordination Plan, meaning you do not need to declare them on your Safety Notice card)

These 2 providers will be the only ones present at the coordination area set up to sign for your equipment and transport it to your stand. Furthermore, in order to facilitate access to the site for your transporter and setting up your stand, we have authorised our 2 official service providers to store your deliveries from Friday 16<sup>th</sup> of October and to transfer stored materials to you on the day of your choosing.

## NO EQUIPMENT SHALL BE PROVIDED BY THE ORGANISER

In order to facilitate handling operations (unloading, delivery, etc.), please contact ARTIBAT's official service providers as soon as possible at:





## Storing empty packaging and bottles of gas

Empty packaging must be disposed of immediately by exhibitors, their transporters or handlers. They may be stored during the exhibition period by our handlers, who can be reached using the contact details provided above.

Storing bottles of gas (for inflatable balls, for example) is forbidden inside the halls.

## **KEEPING AISLES CLEAR**

Exhibitors must ensure aisles are kept completely clear. All equipment, merchandise or any other items must be contained within the limits of the stands in order to ensure that the halls can be evacuated in the event of an emergency.

# Setting up

## **COOKING AND HEATING IN THE HALLS**

As the safety commission forbids the presence of all gas heating systems within the halls (in compliance with Article T27 and CH56 of «ERP French legislation and regulations»), please be informed that only electric heating (extra heating units, heated umbrellas, etc.) are permitted. According to the Parc des Expositions de Rennes specifications, all cooking installations are forbidden inside the halls and temporary structures designed to host members of the public.

Only devices designed to keep food warm such as hot water vats, infra-red lamps and microwaves with a unit power equal to or under 3.5KW and installed as self-service units will be permitted.

## SURVEILLANCE OF YOUR STAND

General surveillance of the halls and terraces will be provided both day and night by our security department. However, this represents an obligation to employ means to an end and not necessarily to achieve that end.

Please note that the risk of theft is high during set-up and dismantling periods. We suggest that you do not leave any valuable items on the stands, and that you plan your own security monitoring if you are in possession of valuable materials.

You may contact ARTIBAT's certified service provider, Optimum Sécurité, using the contact details provided below.



Exhibitors are responsible for their own stands and must take all necessary precautions to ensure their equipment is protected and removed in the evening upon closing.



## **Dismantling**

## **GENERAL GUIDELINES FOR DISMANTLING**

For obvious security reasons and out of respect for visitors, stand dismantling may only begin from **Friday 23<sup>rd</sup> of October at 6pm** (no equipment may be removed from the halls before 6pm).

NO EXCEPTIONS SHALL BE MADE.

### Friday 23rd of October when the exhibition closes

- → From 6pm: equipment may only be removed on foot and/or using trolleys/carts on wheels.
- → From 7pm: Cars (< 3.5T) will only be authorised to access the area around the halls from 7pm onwards. NO EXCEPTIONS SHALL BE MADE (they will be required to wait in the different car parks until 7pm).
- From 8pm: HGVs (> 3.5T) will only be authorised to access the loading areas from 8pm onwards. NO EXCEPTIONS SHALL BE MADE (they will be required to wait in car park C until 8pm).

#### The organiser reserves the right to make changes to these time slots if necessary.

No vehicle is authorised to enter the halls.

Loading the vehicles must take place outside the halls and must in no event block traffic and access to the halls.

## CAR AND HGV ACCESS BADGES FOR DISMANTLING

#### For cars: access via car park «C»

Once you arrive on site, you will be issued an access badge by the security unit. This badge gives you access to the area around your stand's hall for you to unload your vehicle for **up to 1 hour only**.

#### In no event may you leave your vehicle parked around the halls.

Cars (< 3.5T) will only be authorised to access the area around the halls **from 7pm onwards**. **NO EXCEPTIONS SHALL BE MADE** (they will be required to wait in the different car parks until 7pm).

## FOR HGVS (+3.5T): ACCESS VIA CAR PARK «C» IS COMPULSORY (SEE MAP ON PAGE 10)

All HGVs (+ 3.5T) intervening in your space must go to Car Park C where a coordination area will have been set up

by the organiser in order to make managing your equipment easier for our official handling service providers, and to ensure they can be directed to the unloading area closest to your stand.

HGVs (> 3.5T) will only be authorised to access the loading areas **from 8pm onwards**. **NO EXCEPTIONS SHALL BE MADE** (they will be required to wait in car park C until 8pm).

## AVAILABILITY OF EMPTY PACKAGINGS

Empty packaging stored upon request by our FERCHAT MANUTENTION and CLAMAGERAN service providers shall be delivered to the stands **from 7pm on Friday 23<sup>rd</sup> of October**.

## **STOREROOMS / RENTED FURNITURE**

To avoid any inconvenience, exhibitors must empty their storerooms on the evening **on which the exhibition closes: Friday 23<sup>rd</sup> of October** at 6pm. The storerooms shall be disassembled during the evening. Similarly, any rented furniture must be emptied (cabinets, crates, etc.), and will be collected the same evening by the service providers.

## Dismantling

## **RETURNING YOUR SPACE**

Your space must be returned in the state in which it was provided. Any damage (holes, paint, marks, etc.) is strictly prohibited.

All stands, equipment, merchandise and refuse of any kind (stickers, decorative elements, etchings, etc.) must be removed by Saturday 24<sup>th</sup> of October at noon at the latest.

Once this deadline has expired, the organiser will take all measures it deems necessary and useful to evacuate equipment and waste that remain in your space. It may also proceed with the destruction of any structures and decorative elements that have not been removed.

Any costs incurred shall be the full responsibility of the exhibitor.

In order to facilitate your handling operations (loading, unloading, etc.), you may contact one of the following official service providers as soon as possible:



FERCHAT MANUTENTION Pierre-Yves FERCHAT Tél./fax : +33 (0)2 99 47 99 63 Commercial : +33 (0)6 81 17 02 95 Technique : +33 (0)6 81 46 19 64 ferchatmanutention@hotmail.fr

