



EXHIBITORS TECHNICAL GUIDE

B TO B MEETINGS FOR COMPOSITE MATERIALS

November 15th and 16th, 2023

LA CITE DES CONGRES DE NANTES

5, rue de Valmy - 44000 Nantes - France

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advanced business events

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92513 Boulogne-Billancourt Cedex
Tel : +33(0)1 41 86 49 40
Site Internet : <http://france.compositesmeetings.com>
www.advbe.com
E-mail : composites@advbe.com

EVENT TIMETABLE

Timetable is given for information only. The final program will be on your planning.

Tuesday, November 14th

05:00 pm – 07:30 pm: Access of exhibitors

Wednesday, November 15th

08:00 am – 09:00 am: Reception
09:00 am – 12:30 am: Face to Face Meetings / Conferences
12:30 am – 02:00 pm: Business Lunch
02:00 pm – 06:30 pm: Face to Face Meetings / Conferences
07:00 pm: Cocktail Evening

Thursday, November 16th

08:30 am – 09:00 am: Reception
09:00 am – 12:30 pm: Face to Face Meetings / Conferences
12:30 pm – 02:00 pm: Business Lunch
02:00 pm – 04:30 pm: Face to Face Meetings / Conferences
05:00 pm: End of convention (*booth dismantling 5:00 et 7:00 pm*)

LA CITE DES CONGRES DE NANTES - SHIPPING

DELIVERY

Deliveries concerning the event will only be accepted **from Monday 13 November 2023**

To identify all deliveries, please write on each package the name, date and serial number of the exhibition (given by Nantes Event Center) and your booth name. **Only storekeeper or any person charged by La Cité des Congrès de Nantes could receive parcels. Our warehouse service can be reached on site through the delivery access intercom on the warehouse side.**

All deliveries of equipment for your booth should be sent to the following address, **indicating the name of the company and the name of the event « COMPOSITES MEETINGS 2023 »:**

La Cité des Congrès de Nantes
Quai Favre – Accès Livraison
44041 Nantes cedex 1
Tel : +33 (0)2 51 88 20 00

Delivery opening hours

08:30 am – 12:30 am / 02:00 pm – 05:30 pm

Information to mention on parcels

COMPOSITES MEETINGS

ID 30056

November 15 & 16, 2023

Name and stand number *

« Stand Materials »

*** Name and Stand Number: REQUIRED**



Under no circumstances can La Cité Nantes Events Center be held responsible for deliveries, which are the whole responsibility of exhibitors. **La Cité des Congrès de Nantes has no unloading platform. For an easier unloading, please make sure that your truck includes a tailgate.**

Exhibitors have to proceed themselves the reception of their goods on stand. Exhibitors have to make sure that their carrier will have the handling and forklift for unloading goods from the truck and for routing them on stand.

For any need of Handling/Forklift Truck, you can ask for additional services before the event (cf. page 19).

SHIPPING

Shipping of packages after the event is under your responsibility.

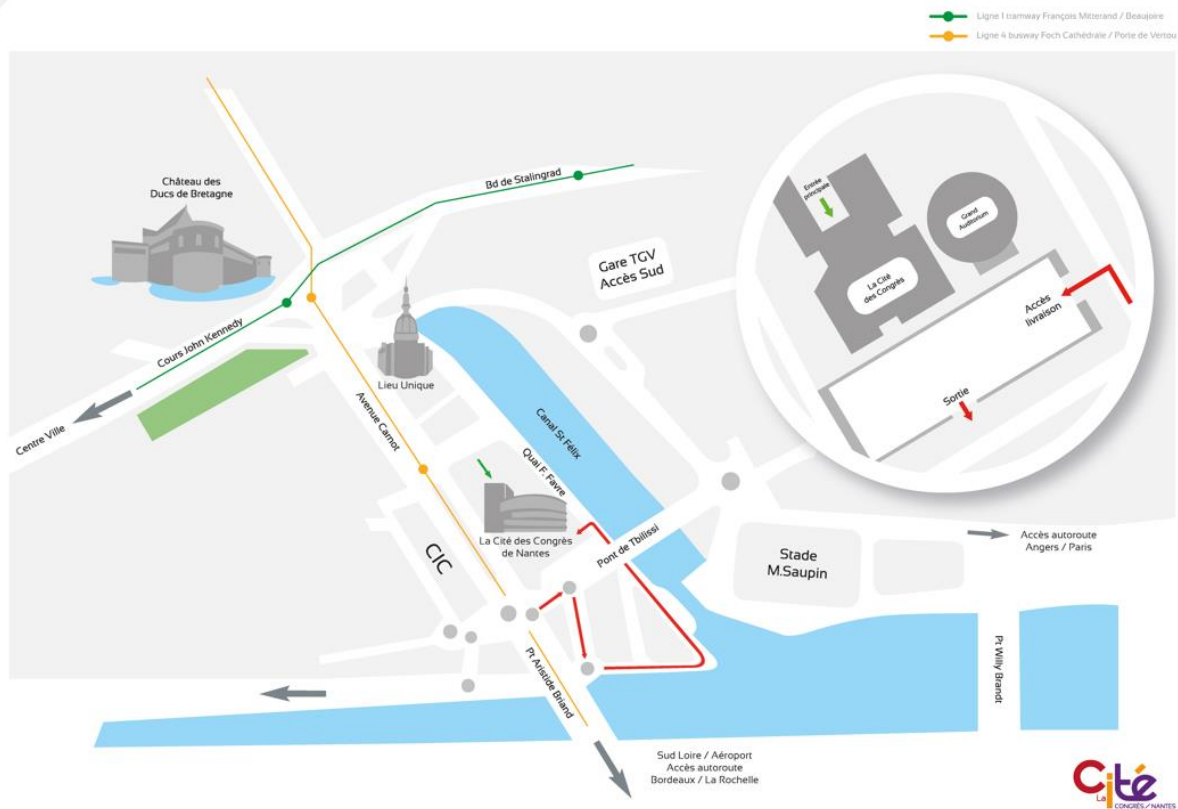
La Cité des Congrès de Nantes does not support the expedition of packages; it manages only the transfer from booth to warehouse. Conditioning and labelling of your items are under your responsibility, following the above mentioned instructions.

MANDATORY DATES FOR PICKUP OF MATERIAL:

- **November 16th, 2023 (Closing, 05.00-06.00 pm)**
- **November 17th, 2023: 08.30-12.30 am, 02.00-05.30 pm**



Plan de La Cité des Congrès de Nantes Accès Livraisons



UNLOADING

The day of your set-up, you will be allowed to access the delivery platform (see map on page 4 of your technical guide) only to **unloading your vehicle for a maximum period of one hour from your arrival time (05.00 pm – 07.30 pm).**

Packing is allowed only during the set-up hours. After this period of set-up and at the end of your unloading, the access to this area will be forbidden until dismantling time.

A specific pass will be given to you by our safety agents and has to stay visible in your car in case we need to contact you.

LOADING

The day of dismantling, **November 16, from 5.00 pm**, access to the delivery platform will be authorized. No access before 5.00 pm, except specific agreement given by the organizer.

You may not leave your vehicle parked in the loading bay area after loading – no exceptions!

NO EXCEPTION TO PARK.

EMPTY PACKAGES

A storage room will be made available to exhibitors for packaging to be reused for the return trip.

Empty parcels must be removed immediately and binned by exhibitors. Leaving rubbish on your booth is prohibited for fire security issue. A dumpster and selective rolls will be available during the set up and dismantle.

Maximum loads per m²

Great Hall and R0 : 1000 kg / m²

Mezzanine : 500 kg / m²

USE OF THE LOADER

To access the second floor → mezzanine

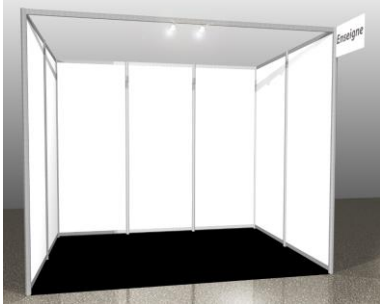
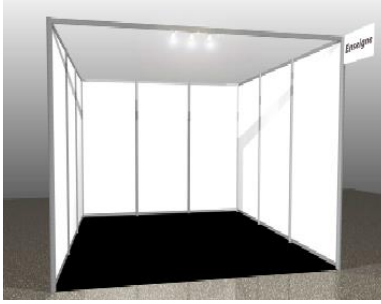
H : 2,20 m

L : 1m60 m

Depth : 4m30 m

Weight : 3,5 tonnes

BOOTH DETAILS

Formule STANDARD / 6m ²	Formule « PLUS » / 9m ²
	
<p>Fully equipped with:</p> <ul style="list-style-type: none"> - Hard walls - Lighting - 1 table - 4 chairs - Carpet and fascia board <p>Admission for 1 delegate</p> <ul style="list-style-type: none"> ♦ A detailed company profile in the online Composites Meetings 2023 catalogue ♦ 1 A personalized 2-day schedule of pre-planned B2B meetings based on your choices ♦ Business seated lunches on November 15th and 16th and cocktail on the 15th evening ♦ Permanent Coffee breaks access on November 15th and 16th ♦ Assistance of the Composites Meetings team during the event ♦ Access to all conferences 	<p>Fully equipped with:</p> <ul style="list-style-type: none"> - Hard walls - Lighting - 2 tables - 8 chairs - Carpet and fascia board <p>Admission for 2 delegates</p> <ul style="list-style-type: none"> ♦ A detailed company profile in the online Composites Meetings 2023 catalogue ♦ 1 A personalized 2-day schedule of pre-planned B2B meetings based on your choices ♦ Business seated lunches on November 15th and 16th and cocktail on the 15th evening ♦ Permanent Coffee breaks access on November 15th and 16th ♦ Assistance of the Composites Meetings team during the event ♦ Access to all conferences

In order to customize your space, we strongly recommend you to bring graphics. You must bring necessary materials to hang or paste your graphics (chains, adhesives and so forth). **It is strictly forbidden to drill into the panels.**

Your booth is equipped with an electric outlet. You must bring multiple outlets and extension cords if you're planning to use several devices.

BOOTH SET UP

Access to the stand will be on **November 14th 2023** from **05:00 pm** until **07:30 pm** maximum.

BOOTH DISMANTLING

General dismantling takes place on **November 16th** from **05.00** to **07.00 pm**

Your stands will be fitted and equipped.

The space will be open **from November 15th from 08:00 am**

For all questions related to the **setup of your booth/printing**, please contact our contractor directly:

Patricia VINCENT

Chargée de Production commerciale

Sales production officer

Tel : +33 (0)2 51 88 20 37

patricia.vincent@lacite-nantes.fr

La Cité des Congrès de Nantes

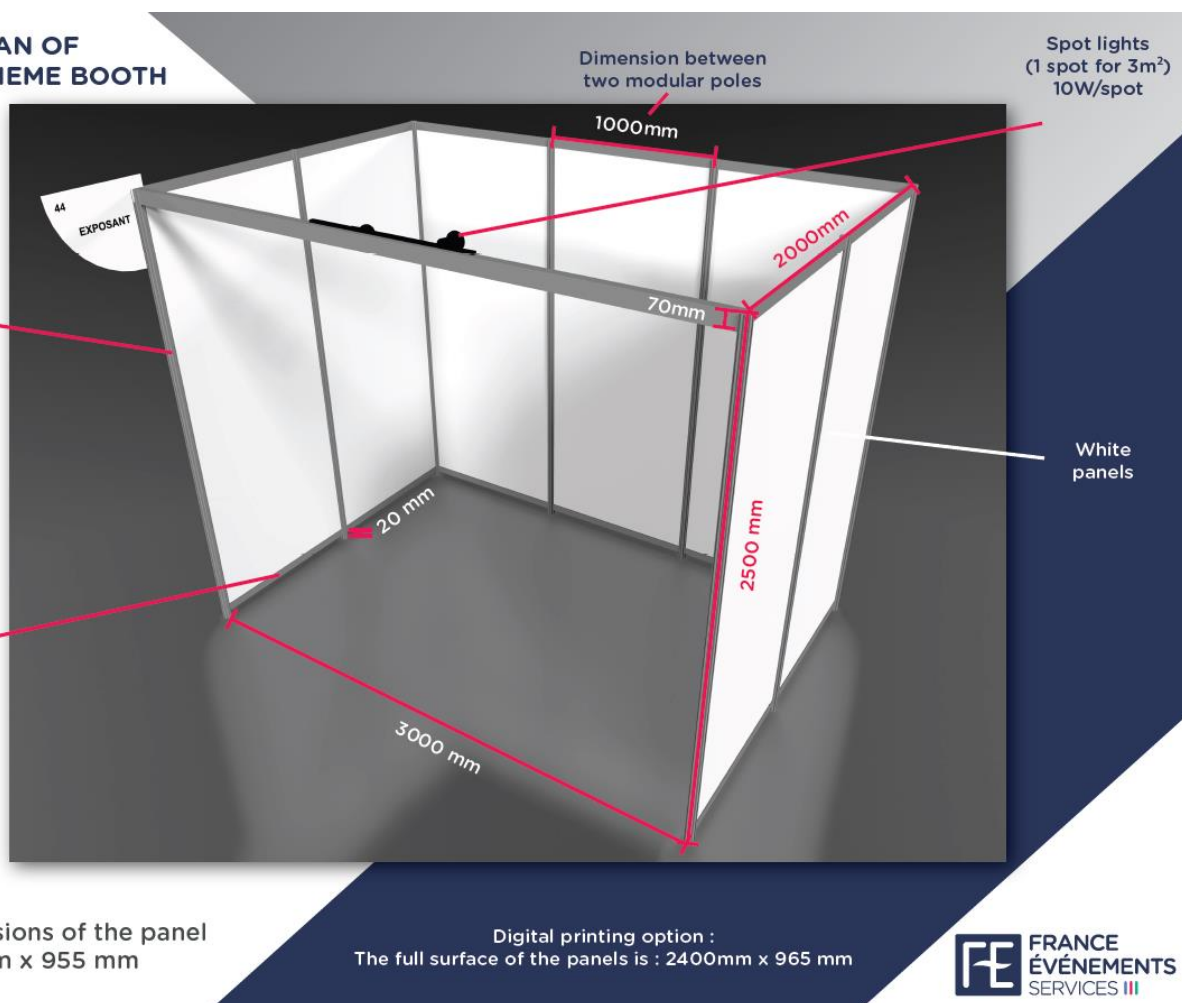
www.lacite-nantes.fr

TECHNICAL PLAN OF THE SHELL SCHEME BOOTH

MODULAR POLE



CROSS-PIECE



Visible dimensions of the panel
2390mm x 955 mm

Digital printing option :
The full surface of the panels is : 2400mm x 965 mm

FE FRANCE
ÉVÉNEMENTS
SERVICES III

ADDITIONAL FURNITURE

Our official furniture contractor offers an entire range of furniture and equipment. You may trade your default furniture or order additional equipment at your own cost.

LIGN'E

2, Allée du Golf – 31200 Toulouse
Tél. 05 62 75 99 34 – 06 10 20 03 60

Contact : Mme Camille VELTEN

Email : lignexpo@lignexpo.com

DEADLINE = NOVEMBER 1st, 2023

ON-LINE CATALOGUE:

PLEASE NOTE: please wait for feedback on the availability of your order before proceeding with payment.

VIDEO PACKAGING RENTAL

If you wish to rent flat TV:

- 42 " (106cm) and DVD player
- 32" (82cm) on a table

Please contact our service provider (the renting of the flat TV is in extra charged):

NAPAKEO IT Support & Services

8, rue du Château d'Eau - 31700 BLAGNAC

Tél. : +33 (0)5 47 74 85 17 - Fax : +33 (0)5 47 74 85 18 - E-mail : info@napakeo.com

LUNCHES – COFFEE BREAKS

Lunches:

A seated business lunch will be catered on **November 15th and 16th**.
This is a good opportunity to have informal meetings.

Coffee break:

Complimentary hot and cold beverages will be offered to all the participants on **November 15th and 16th** from 08.00 to 11.00 and from 02.00 à 04.00.

Cocktail:

A cocktail, offered to all the participants, will be held on **November 15th at 07.00 in the La Cité Nantes Events Center.**

INTERNET ACCESS (WiFi)

A free-access wifi network will be available throughout La Cité Nantes Congress Centre for the duration of the event.

Network : Cite Guest

Password : Composites2023

If you wish to order additional, dedicated wi-fi or a wired internet connection for your stand, please complete and return the order form in the annex.

HOW TO GET THERE?

ACCESS MAP BY PUBLIC TRANSPORT



CAR



The city benefits from an unparalleled road network giving access to:

- **the East of France:** Paris via the A11 motorway
- **the South of France:** Bordeaux and Toulouse via the A83/A10 motorways
- **the West of France:** Brest via the N165/E60 main roads
- **the North of France:** Rennes via the N137 main road

PUBLIC TRANSPORT



Tramway: line 1 "Duchesse Anne Château des Ducs de Bretagne" station, just one stop from the TGV high-speed train station



Busway: line 4 stop right outside La Cité Nantes Congress Centre
Direct airport shuttle service (every 20 minutes)



"Bicloo" self-service **bike station**



"Marguerite" self-service **car station**
Taxi rank

CAR PARKS

During Composites Meetings, you can use the following car parks :

<https://metropole.nantes.fr/services/deplacements-stationnement/stationnement>

PLEASE NOTE PARKING FEES ARE YOUR RESPONSIBILITY





Airport/city centre shuttle

« Lieu Unique » stop, departure every 30 minutes.

More info: www.tan.fr

The route between the airport of Nantes Atlantique and the town center sets on average 20 minutes.

AIR FRANCE AGREEMENT:

Event: **COMPOSITES MEETINGS 2023**

Event ID: **38938AF**

Travel Valid Period: **08/11/2023 to 23/11/2023**

Event location : **Nantes, France**

Please visit the event website or access directly through

<http://globalmeetings.airfranceklm.com/Search/promoDefault.aspx?vendor=AFR&promocode=37122AF>



TAXI

A Plus Taxi Nantes : ☎ + 33 (0)2 53 35 38 58	Taxi Nantes : ☎ + 33 (0)2 40 69 22 22
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HOTELS



Take advantage of special rates for your accommodation in Nantes [HERE](#).

SPECIAL CONDITIONS

DISTRIBUTION OF ALCOHOL

Regarding excessive consumption of alcohol, the exhibitor is required to control the consumption of alcohol and to prevent the use of drugs and other illegal products within la Cité des Congrès, in compliance with the regulation laws.

The liability of the exhibitor occurs that all the relevant tests have to be done in compliance with the global policy of the congress.

We recommend the following guidelines:

- Sending awareness messages about alcohol to any delegate driving back
- Encouraging guests to start a car-pooling system with one person in charge
- Distributing a list of taxis and organizing the booking
- Distributing alcohol tests when leaving the exhibition area
- Asking the caterers to only serve a reasonable amount of alcohol to guests

By law, you are responsible as an exhibitor (if it is at your booth) for the consumption of alcohol by any person.

SECURITY

La Cité des Congrès de Nantes ensures general security check during build up and breakdown, as well as during the event opening hours. This does not include security check for each stand.

Overnight security check is done by video camera. During build up and open hours, exhibitors must ensure the safe keeping of their products and are advised not to leave them unattended.

La Cité des Congrès de Nantes cannot take any responsibility for goods that are lost, damages or stolen during the event. Exhibitors are recommended to take out insurance for all items, covering any situation of robbery and theft.

If you require specific security arrangements overnight or during open hours, please contact us for quotation.

NON-SMOKING AREA

Cf. Order 2006-1386 of November 15th, 2006 – Circular of November 24, 27 and 29 th, 2006. From February 1st, 2007, smoking is forbidden in areas used as a collective meaning, welcoming people or in workplaces (closed or covered).

Smokers who break this law are liable to pay a 68 € fine.

Controls can be operated unexpectedly by the health and safety inspectors.

The smoking area is located at the main entrance of the Great Hall.

SECURITY RULES

Each exhibitor must read carefully the security rules at the end of this document, in particular any information about stand set up, electrical set-up, products and machines forbidden into an exhibit space or requiring a specific agreement, etc...

In general, specific arrangements must follow at minimum the establishment security described here:

- Modifying color of doors is forbidden. To prevent risk of confusion, using white letters on green ground is particularly forbidden. These colors are exclusively reserved to exits;
- Doors has to be freely accessible for the public and this for the duration of the event ;
- Any arrangement (wall, awning, etc...) must not affect the visibility of exit signs and way of rescue ;
- Security perimeters and priority access ways are unbuildable and untenable ;
- During the public's access, these areas have to be free of arrangement, deposition, exhibition, immobilization of any materials, vehicles, whatever they may be ; otherwise, Nantes Event Center will immediately proceed to the pickup area (paid by the exhibitor);
- Frontages, water delivery points and fire hydrants have to be free of access. No vehicle will be authorized to park and delivered near a public zone

INSURANCE

Civil liability

La Cité des Congrès de Nantes recognizes responsibility for :

- being the manager of the buildings and fixed and temporary installations used by exhibitors;
- the management of activities for which it is directly responsible.

Exhibitors are liable for all damage to third parties caused by themselves, their employees, their stand installations or any installations entrusted, hired or loaned to them

Damage to property

*REMINDER: this coverage only concerns exhibition products and not operating equipment (for example: computer equipment, mobile phone...). For these products, see "Additional Insurance" order form page **Error! Bookmark not defined.**)*

La Cité des Congrès de Nantes refuses to endorse responsibility for damage to property belonging to, loaned, or hired to exhibitors when this damage is caused by a third party (other exhibitors, companies acting on their behalf, visitors, etc.).

Exhibitors should therefore consult their usual insurers with a view to extending their insurance cover. Alternatively, they can take out an insurance covering damage sustained by their property with the official insurers of La Cité Nantes Events Center, who offers insurance packages specially designed for the exhibition period (including build-up and breakdown):

- Basic cover: capital insured = 350 € including VAT per sqm for stand and merchandise
- Additional cover: for a capital amount above the basic insurance, to a maximum of 100 000 €.

Both basic and additional insurance cover: Fire damage, Water damage, Theft (by breaking and entering or violence), Accidental damage (including natural disasters, attacks, act of terrorism or sabotage). Warranty is liable on the exhibition site.

Duration of warranty: it is agreed that the insurance takes effect during the stay of the insured property on their venue, plus three days before opening and after closing three days. However the risk of theft will be acquired for a period of 48 hours before the opening of 24 hours after the close of the event.

In case of theft, a complaint must be filed with the competent authorities. The claim must be sent to La Cité des Congrès de Nantes within 48 hours after the occurrence, by registered letter.

The theft without breaking is guaranteed subject to particular conditions:

- Small objects located near windows;
- Fixing laptops and computer hardware and plasmas screens by security systems adapted to this type of equipment (ropes, locks, bolts...)

The franchise of the first risk is 150 € per claim including in case of additional and optional insurance.

Waiver of recourse

La Cité des Congrès de Nantes, the city of Nantes (which owns the buildings) and their insurers waive their right of recourse against the organizers, exhibitors and their insurers in the event of any fire or explosion that may occur on the exhibition site.

By signing the participation agreement, exhibitors and their insurers waive their right of recourse against la Cité des Congrès de Nantes, the city of Nantes and their insurers, for any direct or indirect damage caused to their property or representatives by the latter.

The exhibitor or his representative will be able to produce an insurance certificate.

DATA SHEETS

**Forms to be returned, before October 20th 2023
With proof of payment**

PAYMENT CONDITIONS FOR ADDITIONAL SERVICES

Payment or proof of payment has to be attached to any order form

- ⚠ Stand access is allowed only if space rental and additional services are paid.
- ⚠ Please make sure that payments have been processed by connecting with your accountancy department before your trip to Nantes.
- ⚠ Any invoice not paid before the setup day will have to be paid on-site by any representative members of the exhibition team otherwise; access to the booth will be denied.

1.1. ORDER FORM N°1 - EXTRA EQUIPMENT BOOTH

To be returned before October 20th, 2023	Patricia VINCENT Sales Production Officer La Cité des Congrès de Nantes Tel : +33 (0)2 51 88 20 37 Patricia.vincent@lacite-nantes.fr
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Company: Contact: Function:
 Address:
 Postal Code: City:
 Phone number: Email:
 Stand representative:
 Name of stand:
 Stand area: Stand number:
 Invoice address if different:

These complementary arrangements are available from panels of stand build by La Cité Nantes Events Center.

DESCRIPTION	Unit	Qty	UP. Excl. VAT € Before 20/10/23	UP. Excl. VAT € After 20/10/23	TOTAL Excl. VAT €
RESERVE					
Melamine Panel (width of 1m)	The unit		44.17 €	66.25 €	
Melamine Locking Door	The unit		135.80 €	195.80 €	
LIGHTING					
Spotlights of 3 spots (in front)	The unit		69.56 €	104.34 €	
SIGN					
Sign to the kerb (if 18 sqm and plus)	The unit		On request €	On request	
OTHERS					
Right shelf on panel	The unit		27.05 €	40.57 €	
Carpet – color :	sqm		9.37 €	14.05 €	
Payment or proof of payment must be attached to the form (VAT included). <i>Any order cancelled 5 days before the event will not be refunded.</i>				SUBTOTAL Excl. VAT	
				VAT 20 %	
				TOTAL Incl. VAT	

Company stamp and company number

Date :	Signature :
--------	-------------

1.2. ORDER FORM N°2 – POWER SUPPLY

To be returned before October 20th, 2023	Patricia VINCENT Sales Production Officer La Cité des Congrès de Nantes Tel : +33 (0)2 51 88 20 37 Patricia.vincent@lacite-nantes.fr
--	--

Company: Contact: Function:
Address:
Postal Code: City:
Phone number: Email:
Stand representative:
Name of stand:
Stand area: Stand number:
Invoice address if different:

Extension and adaptor are not included in the rent of the space. Please take your own material with you.

Power cut during night between 12.00 pm and 05.00 am

DESCRIPTION	Qty	UP. Excl. VAT € Before 20/10/23	UP. Excl. VAT € After 20/10/23	TOTAL Excl. VAT €
Mono panel 1 to 3 KW		199.00 €	298.50 €	
Mono panel 4 KW		315.00 €	472.50 €	
Mono panel 6 KW		416.00 €	624.00 €	
Mono panel 8 KW		520.00 €	780.00 €	
Tri Panel 10 KW		621.00 €	931.00 €	
Tri Panel 12 KW		728.00 €	1 092.00 €	
Tri Panel 15 KW		832.00 €	1 248.00 €	
Tri Panel 20 KW		1 250.00 €	1 875.00 €	
				SUBTOTAL Excl. VAT
				VAT 20 %
				TOTAL Incl. VAT

For calculating your power requirement :

Stand spotlights	80 W (per unit)
LCD screen	150 W
Fridge	200 W (smallest model)
Showcase	Depending on wattage
Computer	400 W
Basic coffee-maker	600 W
Rented coffee-maker (see catalogue)	1 100 W

Payment or proof of payment must be attached to the form (VAT included).

Any order cancelled 5 days before the event will not be refunded.

Company stamp and company number

Date :

Signature :

ORDER FORM N°2 – POWER SUPPLY 24/24

**To be returned before
October 20th, 2023**

Patricia VINCENT
Sales Production Officer
La Cité des Congrès de Nantes
Tel : +33 (0)2 51 88 20 37
Patricia.vincent@lacite-nantes.fr

Company: Contact: Function:
Address:
Postal Code: City:
Phone number: Email:
Stand representative:
Name of stand:
Stand area: Stand number:
Invoice address if different:

Extension and adaptor are not included in the rent of the space. Please take your own material with you.

DESCRIPTION	Qty	UP. Excl. VAT € Before 20/10/23	UP. Excl. VAT € After 20/10/23	TOTAL Excl. VAT €
Mono panel 1 to 3 KW 24/24		378.00 €	567.00 €	
Mono panel 4 KW 24/24		441.00 €	661.50 €	
Mono panel 6 KW 24/24		583.00 €	874.00 €	
Mono panel 8 KW 24/24		730.00 €	1 095.00 €	
Tri Panel 10 KW 24/24		873.00 €	1 309.50 €	
Tri Panel 12 KW 24/24		1 019.00 €	1 528.50 €	
Tri Panel 15 KW 24/24		1 165.00 €	1 747.50 €	
Tri Panel 20 KW 24/24		1 752.00 €	2 628.50 €	
SUBTOTAL Excl. VAT				
VAT 20 %				
TOTAL Incl. VAT				

For calculating your power requirement :

Stand spotlights	80 W (per unit)
LCD screen	150 W
Fridge	200 W (smallest model)
Showcase	Depending on wattage
Computer	400 W
Basic coffee-maker	600 W
Rented coffee-maker (see catalogue)	1 100 W

Payment or proof of payment must be attached to the form (VAT included).

Any order cancelled 5 days before the event will not be refunded.

Company stamp and company number

Date :

Signature :

1.3. ORDER FORM N°3 – PHONE AND INTERNET ACCESS

To be returned before October 20th, 2023	Patricia VINCENT Sales Production Officer <i>La Cité des Congrès de Nantes</i> Tel : +33 (0)2 51 88 20 37 Patricia.vincent@lacite-nantes.fr
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Company: Contact: Function:
 Address:
 Postal Code: City:
 Phone number: Email:
 Stand representative:
 Name of stand:
 Stand area: Stand number:
 Invoice address if different:

DESCRIPTION	Qty	UP. Excl. VAT € Before 20/10/23	UP. Excl. VAT € After 20/10/23	TOTAL Excl. VAT €
INTERNET CONNECTION – – Guaranteed bandwidth				
Wifi – 2 MEGA		100.75 €	151.12 €	
Wifi – 4 MEGA		292.58 €	438.87 €	
Wifi – 8 MEGA		1046.11 €	1569.00 €	
INTERNET CONNECTION – Guaranteed bandwidth				
Wired connection – 1 Workstation - 2 MEGA		292.58 €	438.87 €	
Wired connections – 1 à 5 workstations(s) (switch included) – 2 MEGA		411.97 €	617.95 €	
Wired connection – 1 Workstation – 4 MEGA		585.16€	877.74 €	
			SUBTOTAL Excl. VAT	
			VAT 20 %	
			TOTAL Incl. VAT	

To set up your wired web access on your booth, a map of your booth showing your electronic installation will be required to set up your web access.

Payment or proof of payment must be attached to the form (VAT included). *Any order cancelled 5 days before the event will not be refunded.*

Company stamp and company number

Date :	Signature :
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1.4. ORDER FORM N°4 – PLANTS

<p>To be returned before <u>October 20th, 2023</u></p>	<p>Patricia VINCENT Sales Production Officer <i>La Cité des Congrès de Nantes</i> Tel : +33 (0)2 51 88 20 37 Patricia.vincent@lacite-nantes.fr</p>
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Company: Contact: Function:
Address:
Postal Code: City:
Phone number: Email:
Stand representative:
Name of stand:
Stand area: Stand number:
Invoice address if different:

Reference	DESCRIPTION – cf. catalogue	Size	Qty	UP. Excl. VAT €	TOTAL Excl. VAT €
Individual Plants – « Classic Collection » page 2					
113 160	Ficus Benjamina + Black Rack	180 cm		73.00 €	
113 200	Kentia Touffe + Black Rack	180 cm		73.00 €	
111 110	Bambous Touffe + Black Rack	180 cm		73.00 €	
112 020	Tree with stalk+ Black Rack	150 cm		84.00 €	
Individual Plants – « Design Collection » pages 3 and 4					
7 141 100	Kabin bac 40x40 + 1 Zamioculcas	100 cm		82.00 €	
7 141 101	Kabin bac40X40 + orchids + branches	100 cm		120.00 €	
7 141 102	Kabin bac 40X40 + 1 box tree rolls diam 50cm	80 cm		85.00 €	
Compound tubs – page 5					
7 132 100	Round tub ☉ 43- ht 39cm + 3 green plants + 1 in flower	150 cm		103.00 €	
7 132 108	Gardener 80x20 cm- ht 20cm 4 green plants	40 à 60 cm		76.00 €	
7 132 109	Gardener 90x20 cm- ht 20cm 3 green plants + 2 in flower	40 à 60 cm		87.00 €	
7 132 110	Rental Pupitre gardener 3 green plants + 2 in flower	90 cm		108.00 €	
7 132 111	Gardener 80x20 cm- noire + hanging plants	90 cm		76.00 €	
« Florist » Collection					
7 160 103	Small round bouquet	☉ 20 cm		38.00 €	
7 160 200	Small table centerpiece	20 cm		39.00 €	
7 160 104	Small high bouquet	40 cm		44.00 €	
7 160 100	Big round bouquet	☉ 30/40 cm		49.00 €	
7 160 101	Big bouquet or high Flowers arrangement	60 cm		64.00 €	
7 160 102	Orchid in glass vase	50 cm		42.00 €	
Payment or proof of payment must be attached to the form (VAT included). <i>Any order cancelled 5 days before the event will not be refunded.</i>				SUBTOTAL Excl. VAT	
				VAT 20 %	
				TOTAL Incl. VAT	

Company stamp and company number

Date :

Signature :

1.5. ORDER FORM N°5 – HANDLING / FORKLIFT TRUCK

<p>To be returned before <u>October 20th, 2023</u></p>	<p>Patricia VINCENT Sales Production Officer <i>La Cité des Congrès de Nantes</i> Tel : +33 (0)2 51 88 20 37 Patricia.vincent@lacite-nantes.fr</p>
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Company: Contact: Function:
Address:
Postal Code: City:
Phone number: Email:
Stand representative:
Name of stand:
Stand area: Stand number:
Invoice address if different:

Vacation minimum of 4 hours

DESCRIPTION	Number of hours	UP. Excl. VAT € Before 20/10/23	UP. Excl. VAT € After 20/10/23	TOTAL Excl. VAT €
HANDLING AND FORKLIFT TRUCK DURING BUILD-UP				
Date :				
Time :				
Handling (cost per hour)		36.43 €	54.64 €	
Forklift Truck (with driver)*		297.20 €	445.80 €	
HANGLING DURING THE EVENT				
Date :				
Time :				
Handling (cost per hour)		36.43 €	54.64 €	
HANDLING AND FORKLIFT TRUCK DURING DISMANTLING				
Date :				
Time :				
Handling (cost per hour)		36.43 €	54.64 €	
Forklift Truck (with driver)* (cost per hour)		297.20 €	445.80 €	
* Please contact us if you need to charge > 1000 kg Payment or proof of payment must be attached to the form (VAT included). <i>Any order cancelled 5 days before the event will not be refunded.</i>			SUBTOTAL Excl. VAT	
			VAT 20 %	
			TOTAL Incl. VAT	

Company stamp and company number

Date :

Signature :

1.6. ORDER FORM N°6 – HOST(ESSE)S (French)

<p>To be returned before <u>October 20th, 2023</u></p>	<p>Patricia VINCENT Sales Production Officer <i>La Cité des Congrès de Nantes</i> Tel : +33 (0)2 51 88 20 37 Patricia.vincent@lacite-nantes.fr</p>
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Company: Contact: Function:
Address:
Postal Code: City:
Phone number: Email:
Stand representative:
Name of stand:
Stand area: Stand number:
Invoice address if different:

Vacation minimum of 4 hours

DESCRIPTION	Qty	UP. Excl. VAT € Before 20/10/23	UP. Excl. VAT € After 20/10/23	TOTAL Excl. VAT €
Cost per hour		32.05 € / hour	48.07 € / hour	
Wednesday 17/11/2023 – Specify hours of attendance below				
From to		33.34 €	50.01 €	
Thursday 18/11/ 2023 – Specify hours of attendance below				
From to		33.34 €	50.01 €	
*1 vacation represent 3 hours of service.			SUBTOTAL Excl. VAT	
			VAT 20 %	
			TOTAL Incl. VAT	

Payment or proof of payment must be attached to the form (VAT included).

Any order cancelled 5 days before the event will not be refunded.

Company stamp and company number	Date : _____ Signature : _____
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1.7. ORDER FORM N°7 – BILINGUAL HOST(ESSE)S (French-English)

To be returned before
October 20th, 2023

Patricia VINCENT
Sales Production Officer
La Cité des Congrès de Nantes
Tel : +33 (0)2 51 88 20 37
Patricia.vincent@lacite-nantes.fr

Company: Contact: Function:
 Address:
 Postal Code: City:
 Phone number: Email:
 Stand representative:
 Name of stand:
 Stand area: Stand number:
 Invoice address if different:

Vacation minimum of 4h00

DESCRIPTION	Number of vacation*	UP. Excl. VAT € Before 20/10/23	UP. Excl. VAT € After 20/10/23	TOTAL Excl. VAT €
Cost per hour		40.85 € / heure	61.27 € / heure	
Wednesday 17/11/2023 – Specify hours of attendance below				
From to		40.85 €	61.27 €	
Thursday 18/11/ 2023 – Specify hours of attendance below				
From to		40.85 €	61.27 €	
*1 vacation represent 3 hours of service.			SUBTOTAL Excl. VAT	
			VAT 20 %	
			TOTAL Incl. VAT	

Payment or proof of payment must be attached to the form (VAT included).

Any order cancelled 5 days before the event will not be refunded.

Company stamp and company number

Date :

Signature :

1.8. ORDER FORM N°8 – CATERING (1/2)

<p>To be returned before <u>October 20th, 2023</u></p>	<p>Patricia VINCENT Sales Production Officer La Cité des Congrès de Nantes Tel : +33 (0)2 51 88 20 37 Patricia.vincent@lacite-nantes.fr</p>
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Company: Contact: Stand Number:
Address:
Postal Code: City:
Invoice address if different:

All products are delivered at the stand. Please indicate the details of the order by specifying date and time of each delivery wanted.

DESCRIPTION	Total Qty	Time	15/11	16/11	UP. Excl. VAT € Before 20/10/23	UP. Excl. VAT € After 20/10/23	TOTAL Excl. VAT €
Coffee Break free service with disposable dishes (Price per person / minimum order for 25 people)							
COFFEE BREAK WITH PASTRIES => coffee, tea, mineral water, cream, sugar, orange juice and 2 mini-pastries per person / Minimum order for 25 people.					5.41 €	8.11 €	
REGIONAL COFFEE BREAK => coffee, tea, mineral water, cream, sugar, orange juice / Assortment of local specialties such as Vendée brioche, « bottereaux », « kouign amann and Breton galette. / Minimum order for 20 people.					5.74 €	8.61 €	
COFFEE BREAK WITH REGIONAL BISCUITS => coffee, tea, mineral water, cream, sugar, orange juice / Assortment of « Petits Beurre LU » & « Galettes St Michel » / Minimum order for 20 people.					4.59 €	6.88 €	
SOFT DRINK BREAK => Assortment of fruit juice, soft drinks, still and sparkling water / Minimum order for 25 people.					4.46 €	6.69 €	
HOT DRINKS & SOFTS							
1 Coffee Thermos (Fair Trade) – 1 L + 10 plastic cups + sugar and mini-doses of milk.					17.23 €	25.84 €	
1 Hot water Thermos – 1 L with tea bags (different perfumes from Fair Trade) + 10 plastic cups + sugar and mini-doses of milk.					17.57 €	26.35 €	
OUR SWEET & SALTY SUGGESTIONS							
MINI ASSORTED PASTRIES / Tray of 20 pieces					17.23 €	25.84 €	
VARIOUS PASTRIES (UNIT PRICE) => Assortment various pastries such as : « canelés, macarons, madeleines, cake au caramel, chouquettes... » (minimum order of 20 pieces)					13.01 €	19.51 €	
ASSORTMENT OF CANDIES => Assortment candies 1kg					10.40 €	15.60 €	
VARIED FRUIT BASKET - 15-20 people					36.41 €	54.61 €	
VARIED FRUIT BASKET - 50 -60 people					46.82 €	70.23 €	
SEASONAL FRUIT SKEWER => Mini skewer according to arrival seasonal fruits (pineapple, apple, strawberry, kiwi,...)(per unit /mini order for 20 pieces)					1.83 €	2.74 €	
CHEESE => 75 cheese peaks with sliced baguette					63.17 €	94.75 €	

Payment or proof of payment must be attached to the form (VAT included).
Any order cancelled 5 days before the event will not be refunded.

TOTAL excl VAT	
VAT 10 %	
TOTAL incl . VAT	

Company stamp and company number	Date : Signature :
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1.9. ORDER FORM N°9 – CATERING (2/2)

<p>To be returned before <u>October 20th, 2023</u></p>	<p>Patricia VINCENT Sales Production Officer <i>La Cité des Congrès de Nantes</i> Tel : +33 (0)2 51 88 20 37 Patricia.vincent@lacite-nantes.fr</p>
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Company: Contact: Stand Number:
 Address:
 Postal Code: City:
 Invoice address if different:

All products are delivered at the stand. Please indicate the details of the order by specifying date and time of each delivery wanted.



DESCRIPTION	Total Qty	Time	15/11	16/11	UP. Excl. VAT € Before 20/10/23	UP. Excl. VAT € After 20/10/23	TOTAL Excl. VAT €
MINI BAR Box 1							
6 can of Perrier 33cl, 6 can of Orange juice 33cl, 6 bottles of still water 150cl, 2 x 150g of peanuts, 50 plastic cups 25cl and 50 paper napkin					33.80 €	50.70 €	
MINI BAR Box 2							
6 can of Coca-Cola 33cl, 6 can of Perrier 33cl, 6 can of Orange juice 33cl, 6 bottles of still water 150cl, 2 x 150g of peanuts, 2 x 100g crisps, 50 plastic cups 25cl and 50 paper napkin					47.68 €	71.52 €	
MAXI BAR BOX with « SAUMUR PETILLANT »							
12 can of Coca-Cola 33cl, 12 can of Perrier 33cl, 12 can of Orange juice 33cl, 6 bottles of still water 150cl, 4 x 150g of peanuts, 4 x 100g crisps, 2 Saumur pétillant bottles, 100 plastic cups 25cl and 100 paper napkin, 20 free champagne plastic glass					114.76 €	172.14 €	
WINES							
Saumur Pétillant Grande Cuvée – 1 bottle – Glass glasses					12.58 €	18.87 €	
Champagne – 1 bottle – Glass glasses					39.00 €	58.50 €	
Muscadet sur lie – white wine – 1 bottle – Glass glasses					8.64 €	12.96 €	
Saumur Red wine - 1 bottle – Glass glasses					9.78 €	14.67 €	
WATER FOUNTAIN (rental of WATER REFILL on previous page)							
1 water fountain with 100 plastic cups					46.86 €	70.29 €	
1 water refill (18.09 L)	11.72 €	17.58 €			11.04 €	16.56 €	
						TOTAL excl VAT	
						VAT 20 %	
						TOTAL Incl. VAT	

Payment or proof of payment must be attached to the form (VAT included).
Any order cancelled 5 days before the event will not be refunded.

Company stamp and company number

Date : _____ Signature : _____

1.10. ORDER FORM N°10 – CLEANING

 <p>advanced business events advbe.com</p>	<p>advanced business events 10, rue de la Rochefoucauld, SC 50300 92513 Boulogne-Billancourt Cedex Tel : +33(0)1 41 86 41 13 http://france.compositesmeetings.com</p>	 <p>LE CENTRE DES CONGRÈS DE NANTES</p>
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To be returned before October 20th, 2023	Patricia VINCENT Sales Production Officer La Cité des Congrès de Nantes Tel : +33 (0)2 51 88 20 37 Patricia.vincent@lacite-nantes.fr
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Company: Contact: Function:
 Address:
 Postal Code: City:
 Phone number: Email:
 Stand representative:
 Name of stand:
 Stand area: Stand number:
 Invoice address if different:

Cleaning of common areas is provided by La Cité Nantes Events Center, for the opening of the exhibition and after your dismantling. It includes removal of the carpet's polyane the first day, and the removal of wastes in paths and on stands.

If you wish a specific cleaning during the day (for example, after a private cocktail on your stand), or each morning before opening, thanks to indicate your needs below with time. This service includes vacuuming the floor and emptying the bins, a single pass.

Date of intervention	Surface to be cleaned	UP. Excl. VAT € Before 20/10/23	UP. Excl. VAT € After 20/10/23	TOTAL Excl. VAT €
Wednesday 15/11/2023 – Specify hours of attendance below				
Time of intervention : sqm	2.33 €	3.49 €	
Time of intervention: sqm	2.33 €	3.49 €	
Thursday 16/11/2023 – Specify hours of attendance below				
Time of intervention: sqm	2.33 €	3.49 €	
Time of intervention: sqm	2.33 €	3.49 €	
Payment or proof of payment must be attached to the form (VAT included). <i>Any order cancelled 5 days before the event will not be refunded.</i>			SUBTOTAL Excl. VAT	
			VAT 20 %	
			TOTAL Incl. VAT	

Company stamp and company number


Date : Signature :

1.11. IBAN of Cité des Congrès for payment by credit transfer



Please find below the **IBAN** of La Cité des congrès de Nantes:
advanced business events
 10, rue de la Rochefoucauld, SC 50300
 92513 Boulogne-Billancourt Cedex
 Tel : +33(0)1 41 86 41 13
<http://france.compositesmeetings.com>



 RELEVÉ D'IDENTITÉ BANCAIRE						
Identifiant national de compte bancaire - RIB						
Banque 30047	Guichet 14132	N° compte 00023548503	Clé 51	Devise EUR	Domiciliation CIC OUEST INSTITUTIONNELS	
Identifiant international de compte bancaire						
IBAN (International Bank Account Number)				BIC (Bank Identifier Code)		
FR76	3004	7141	3200	0235	4850	351
Domiciliation CIC OUEST INSTITUTIONNELS 2 AVENUE JEAN CLAUDE BONDUELLE 44040 NANTES CEDEX 1				Titulaire du compte (Account Owner) LA CITE LE CENTRE DES CONGRES DE NANTES 5 RUE DE VALMY BP 24102 44041 NANTES CEDEX 1		
Remettez ce relevé à tout autre organisme ayant besoin de connaître vos références bancaires pour la domiciliation de vos virements ou de prélèvements à votre compte. Vous éviterez ainsi des erreurs ou des retards d'exécution.				PARTIE RESERVEE AU DESTINATAIRE DU RELEVÉ		

For any credit transfer, thanks to:

- Indicate the invoice number on the transfer order
- Attach the transfer order with the order forms

« TO ACCELERATE CHANGE, ORGANISE TOGETHER A RESPONSIBLE EVENT »



RECYCLE BETTER
THAN EVER BY SORTING
AT LA CITÉ.

Assembly and disassembly

As part of its eco-responsible initiative, La Cité is committed to cutting its emissions of greenhouse gases.

Almost 70% of our waste is already recycled in traceable channels,
cutting greenhouse gas emissions by 97%.

Together, we can sort our waste in order to reduce the environmental footprint of our activity.

So please follow the sorting instructions.

All exhibitors are invited **to contribute to the selective sorting**
of waste produced by the assembly of their stands,
during the event and when disassembling.



PAPER, NEWSPAPERS,
ENVELOPES



CARDBOARD



Boxes must be **EMPTIED**
and additional packaging
materials removed.
Then place them flat
in the trolleys at the back
of the Great Hall.



PLASTIC FILM



Once the bags are full,
please close them and leave them
next to the trolleys for the boxes.

Plastic films (transparent or opaque,
stretch film, bubble wrap, etc.)
must be compacted in the bags
provided for this purpose **ONLY**.
Do not put any other waste in these bags.
Important: the Polyane from adhesive
mats is not accepted.

THANK YOU FOR SORTING YOUR WASTE PROPERLY

With the participation of



advanced business events
10, rue de la Rochefoucauld, SC 50300
92513 Boulogne-Billancourt Cedex
Tel : +33(0)1 41 86 41 13
<http://france.compositesmeetings.com>

