

# INFORMATIONS SHOW OPENING

## ■ OPENING HOURS

	Tuesday, April 2nd	Wednesday, April 3rd	Thursday, April 4th
Exhibitors	8:00 am – 8:00 pm	8:00 am – 8:00 pm	8:00 am – midnight
Visitors	9:00 am – 7.00 pm	9:00 am – 7.00 pm	9:00 am – 4.00 pm

## ■ ACCES AND PARKING

Pedestrian access is via Gate A. During the build up and the dismantling, the access of light vehicles is done in Gate Parking F. The access of commercial vehicles and trucks is done by the Door D.

To improve security and ensure free-flowing traffic during operations, it is mandatory to register all vehicles on <http://logipass.viparis.com>

For all questions please contact the hotline: + 33 (0)1 40 68 11 30 or by mail: [infos-exposants@viparis.com](mailto:infos-exposants@viparis.com)

Parking is not free during the show opening. You can order a parking pass from the Exhibition Center (<http://www.viparis.com/epex>).

## ■ SECURITY

The organizer is responsible for general security during the exhibition (with responsibility limited to the sole provision of this service). Exhibitors may make arrangements for the individual caretaking of their stands, especially at night (**Individual Stand Security Purchase Order** available on your Exhibitor Area).

## ■ CLEANING

Cleaning of fitted stands is supported by the Organiser (Vaccum cleaning and emptying the bin).

## ■ DELIVERIES

Someone from your company must be present on the stand to receive all your deliveries. The exhibitor office is not authorized to accept any delivery in the name of exhibiting companies or to store any exhibitor material. .

Tuesday, April 2nd: from 8.00am to 8.30am

Wednesday, April 3rd: from 8.00am to 8.30am

Thursday, April 4th: from 8.00am to 8.30am

### Delivery Address:

Parc des Expositions – Paris Porte de Versailles  
1 place de la porte de Versailles – 75015 PARIS

Show: MEDPI 2019

Company name + Contact name + Phone number

Hall: 7.3 Aisle: \_\_\_\_\_ Stand n°: \_\_\_\_\_

## ■ CATERING DELIVERIES

No caterer is granted of exclusive rights to operate at Porte de Versailles.

All caterers are authorized to provide services on the Park subject to declaring themselves before the catering service, with ViParis Porte de Versailles and thus to finalize a one-off intervention contract on the basis of a 10% on turnover of the services provided on the Park (catering, equipment and personnel).

To obtain specific approval thanks to submit your request to:

Viparis - Myriam MOUTIN Tel.: +33 (0)1 40 68 14 46 email: [myriam.moutin@viparis.com](mailto:myriam.moutin@viparis.com)

Without such approval, they will not be allowed to enter on the Centre.

AREAS also provides catering services and is subject to the same contractual license conditions.

**Contact:** Ms Caroline Boukacem - Tel.: +33 (0)1 57 25 30 42 - E-mail: [caroline.boukacem@areas.com](mailto:caroline.boukacem@areas.com)

## ■ THEFT OR DAMAGE (process)

### In the following 24 hours

To benefit under the terms of the insurance, exhibitors should report any incidents to the police within 24 hours. The exhibition insurance requires exhibitors to hand in their original declaration at the Organisers Office on the show or to send it within 3 days to Reed Expositions France (52-54 Quai de Dion Bouton – 92800 Puteaux – France).

### POLICE STATION

250, rue de Vaugirard

75015 PARIS

Tel: +33 (0)1 53 68 81 81

**NEW:** A complaint form is available at the security office of VIPARIS (pavilion 5.1) for exhibitors wishing to file a complaint against unknown person (**for theft without violence or intrusion**). VIPARIS will forward the complaint directly to the police station and to the lower court.

As part of living insurance, thank you Commissioner General to submit to your original complaint or contact within 3 days:

### Reed Expositions France

52-54 quai de DION BOUTON - 92800 PUTEAUX

### In the following 48 hours

The insurance claim form and the official complaint must be sent within 24h for a theft and 6 days for damages to the organiser's Insurance company:

### AXA - Cabinet NISSE-TONIUTTI

35, avenue Maréchal Foch - 78400 CHATOU

Tel : 01 30 15 65 20 • Fax : 01 30 15 65 29 • Email: [agence.nissetoniutti@axa.fr](mailto:agence.nissetoniutti@axa.fr)

# INFORMATION BUILD-UP AND DISMANTLING

## BUILD-UP

### ■ BUILD-UP TIMETABLE

The build-up of the Equiped Stands will be on Monday 1st of April from 8:00am to 11:00pm.

On Sunday 31th of March there will be a restricted access to the setup under payed derogation granted (the demand have to be sent to [service-technique.medpi@reedexpo.fr](mailto:service-technique.medpi@reedexpo.fr)).

!!! As the ground of the hall is new, not any deterioration will be tolerated.

The decorators have to protect their space of build-up.

Any traces, paint stains or deteriorations of the ground will be charged directly to the exhibitor, who is responsible for their suppliers.

### ■ ACCESS

During the build-up period, access to parking is free.

Pedestrian access: Gate A

Light vehicle access: Parking F

Commercial vehicles & Trucks access: Gate D

### ■ VEHICULAR ACCESS TO THE HALL

Under no circumstances may lorries or cars enter the exhibition halls. Only handling vehicles are allowed inside.

Unloading areas are at your disposal outside the hall to load/unload your vehicle conveniently (**space limited**).

### ■ HANDLING

A special handling service (for which a separate charge is made) will be available for exhibitors inside the exhibition halls

(See **Handling Quote Request** on your Exhibitor Area).

### ■ EMPTY PACKAGING - MATERIALS DEPOSIT

Empty crates and packaging must not obstruct the aisles during buildup and must be removed without delay by your handling contractor or the exhibitor. There is no storage area inside the exhibition's center. (See **Cleaning Purchase Order** on your Exhibitor Area).

### ■ CUSTOMS

Customs Services

Tel. : +33 (0)1 40 40 60 24

Special service may be arranged for Saturdays and public holidays by early request.

French customs clearance may be provided by your carrier

### ■ EARLY BUILD UP AUTHORIZATION

The organizer reserves the right to allow or to deny an early build up request, following a written request outlining the technical service [service-technique.medpi@reedexpo.fr](mailto:service-technique.medpi@reedexpo.fr)

Any authorization will only be granted after the exhibitor has returned all technical forms: stand's layout in compliance with the technical and safety regulations as well as the dismantling certificate.

### ■ SAFETY COMMISSION

All stand installations must be completed in time for the Safety Committee's inspection.

The stand manager's presence is mandatory.

If your stand's construction is not in compliance with the safety regulations, you will be asked to make the necessary modifications before the show's opening to the public.

Otherwise, the Organizer reserves the right to disassemble non-regulatory fitting.

## DISMANTLING

### ■ DISMANTLING TIMETABLE

The dismantling will begin on Thursday 4<sup>th</sup> from 5:00 pm to midnight and on Friday 5<sup>th</sup> from 7:00am to midday for all the booth

**All materials and decorations must have left the hall no later than Friday, April 5<sup>th</sup> at Midday.**

### ■ ACCESS

While dismantling, access to parking areas and the Hall 7.3 is free.

Pedestrian access: Gate A

Light vehicle access: Parking F

Commercial vehicles & Trucks access: Gate D

### ■ STAND AREA RETURN

The stand fitters and decorators have to dismantle the stand and leave the location totally clean, without any waste (carpet, walls, leaflet...) by the end of the dismantling period. Otherwise, the stand will be destroyed and the removal of the materials will be charged to the exhibitor.

The exhibitor is liable for all their service providers and/or staff and/or stand builder.

**The storage room and the furniture have to be empty on Thursday 4<sup>th</sup> of April before 6:00PM.**

#### BE CAREFUL

**The risks of theft are high during  
Build-up and dismantling.**

**We recommend you to inform your handling or transport  
providers and booth fitters.**