

# EXHIBITOR TECHNICAL GUIDE

7 – 9 September 2017, Nantes, France



# CONTENTS

1.	GENERAL INFORMATION .....	<b>Error! Bookmark not defined.</b>
1.1.	USEFUL ADDRESSES .....	<b>Error! Bookmark not defined.</b>
1.2.	TIMETABLE.....	5
1.3.	SPECIAL REGULATIONS .....	5
1.3.1	Delivery .....	6
1.3.2.	Use of double face tape .....	6
1.3.3	Cleaning of common areas and booth.....	6
1.3.4	Unloading.....	7
1.3.5	Loading.....	7
1.3.6	Empty packages .....	7
1.3.7	Floor strength per sqm .....	7
1.3.8	Internet Access - wireless .....	7
1.3.9	Catering at your booth.....	8
1.3.10	Distribution of alcohol .....	8
1.3.11	Security .....	8
1.3.12	Non-smoking area .....	8
1.3.13	Security rules.....	9
1.3.14	Insurance.....	9
1.4.	ORGANISING TOGETHER A GREEN EVENT.....	12
1.5.	CAR PARKS AROUND NANTES EVENTS CENTER .....	16
1.6.	ACCESS MAP BY PUBLIC TRANSPORT .....	17
1.7.	ACCESS MAP BY CAR.....	17
1.8.	DELIVERY ACCESS .....	18
2.	FITTING AND BASIC EQUIPMENT .....	19
2.3.	BASIS EQUIPMENT – EQUIPPED STAND .....	20
2.4.	BASIS EQUIPMENT – BARE STAND .....	20
2.5.	STAND DESIGN REGULATIONS.....	20
3.	DATA SHEETS.....	22
3.1.	DATA SHEET – BARE STAND (1/2) .....	23
3.2.	DATA SHEET – BARE STAND / STAND BUILDER (2/2).....	24

3.3. DATA SHEET – EQUIPPED STAND (1/2) .....	25
3.4. DATA SHEET – EQUIPPED STAND (2/2) .....	26
4. ADDITIONAL SERVICES .....	28
4.3. ORDER FORM N°1 – POWER SUPPLY .....	32
4.4. ORDER FORM N°2 – POWER SUPPLY 24/24 .....	32
4.5. ORDER FORM N°3 – PHONE AND INTERNET ACCESS .....	34
4.6. ORDER FORM N°4 – FURNITURE .....	37
4.7. ORDER FORM N°5 – PLANTS.....	38
4.8. ORDER FORM N°6 – INSURANCE (1/2) .....	39
4.8.2. ORDER FORM N°6 – INSURANCE (2/2) .....	41
4.9. ORDER FORM N°7 – VIDEO EQUIPMENT .....	42
4.10. ORDER FORM N°8 – HANDLING / FORKLIFT TRUCK .....	43
4.11. ORDER FORM N°9 – HOST(ESSE)S (French).....	45
4.12. ORDER FORM N°10 – BILINGUAL HOST(ESSE)S (French-English) .....	46
4.13. ORDER FORM N°11 – CATERING (1/2).....	48
4.13.2. ORDER FORM N°11 – CATERING (2/2).....	48
4.14. ORDER FORM N°12 – CLEANING .....	50
4.15. ORDER FORM N°13 - EXTRA EQUIPMENT .....	51
4.16. IBAN of La Cité Nantes Events Center for payment by credit transfer .....	52
5. GENERAL SAFETY REGULATIONS.....	54
ANNEX – 1/2.....	64
ANNEX – 2/2.....	65
6. MAP OF NANTES EVENT CENTER .....	66

# 1. GENERAL INFORMATION

## 1.1. General contact info

<p><b>ORGANIZER</b> (Contact for booking of branding, meeting rooms etc. and general questions about the conference)</p>	<p>Organization: European Bone and Joint Infection Society</p> <p>Conference organiser: CAP Partner Address: Nordre Fasanvej 113,2 Postal number: 2000, Frederiksberg Denmark</p> <p>Name: Att : Lene Winther Hagelskjær E-mail : lwh@cap-partner.eu Phone number : + 45 70200305</p>
<p><b>NAME OF THE CONFERENCE</b></p>	<p><b>36th Annual Meeting of the European Bone &amp; Joint Infection Society – EBJIS</b></p>
<p><b>DATES</b></p>	<p><b>7 – 9 September 2017</b></p>
<p><b>VENUE PLACE</b></p>	<p>La Cité Nantes Events Center 5 rue de Valmy – BP 24102 44041 NANTES CEDEX 01</p>
<p><b>SPACE(S) OF THE EXHIBITION</b></p>	<p>The exhibition will take place in the Great Hall, a large spacious ground floor area covered with a black asphalt floor. Easy access by the loading bays at the rear of the building.</p>
<p><b>Contact for the exhibition logistic</b></p>	<p>Céline de POLLAK Phone number : +33 (0)2 51 88 20 19 Email: celine.de.pollak@lacite-nantes.fr</p>

## 1.2. TIMETABLE

Set-up of traditional stands by external decorators	<b>BARE STAND</b>		
	Wednesday, September 6th 2017	08:00 am – 10:00 pm	Set up of stands / traditional stands
Set-up of equipped stands by exhibitors	<b>EQUIPPED STAND</b>		
	Wednesday, September 6th 2017	15:00 pm – 19:00 pm	Set-up of equipped stands by exhibitors
Exhibition OPENING HOURS and HIGHLIGHTS	Thursday, September 7th 2017	08:00 am – 16:30 pm	
	Friday, September 8th 2017	08:00 am – 16:30 pm	
	Saturday, September 9th 2017	09:00 am – 14:00 pm	
Dismantle	<b>BARE STAND &amp; EQUIPPED STAND</b>		
	Saturday, September 9th 2017	14:00 pm – 18:00 pm	
	<i>All stands have to be cleared during this period. La Cité Nantes Event Center retains the right to take appropriate action to proceed at the liberation of spaces. Merchandise and installations not cleared by that time will be removed by La Cité Nantes Events Center. La Cité Nantes Events Center Is not responsible for any lost or damaged.</i>		

## 1.3. SPECIAL REGULATIONS

### PAYMENT CONDITIONS FOR ADDITIONAL SERVICES:

#### 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 set up day will have to be paid on-site by any representative members of the exhibition team otherwise; access to the booth will be denied.

### 1.3.1 Shipment and Delivery

- **Shipment instructions**

DSV Solution A/S



Henrik Glendorf  
Tel.: + 45 43 20 38 53  
E-mail: expo@dk.dsv.com

Following information is available on the [EBJIS website](#):

Please click here for:

- [Shipping instructions](#)
- [Handling tariff](#)
- [Shipping labels](#)

Under no circumstances can La Cité Nantes Events Center be held responsible for deliveries, which are the whole responsibility of exhibitors. **La Cité Nantes Events Center 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 43).

### 1.3.2. Use of double face tape

The floor of la Cité Nantes Events Center is fragile, **please use a specific tape to stick the carpet on the floor (if you build-up your own stand)**. REPOSITIONNABLE TAPE 4108 – width 50mm x length 25m

Example of supplier :

**RUBANTEX Company - 73 avenue Franklin Roosevelt - 69150 DECINES  
Tél : + 33 (0)4 72 05 65 50**

### 1.3.3 Cleaning of common areas and booth

The entire exhibition area will be cleaned just before the opening of the exhibition and after your dismantling. Cleaning includes the removal of carpet polymer film as well as wastes in aisles and on stands.

A regular cleaning of common areas is provided by La Cité Nantes Events Center.

**If you wish a specific cleaning during the day (For example, after a catering at your booth or each morning before the opening), please return the cleaning order form page 50) with the relevant timetable.**

### 1.3.4 Unloading

For bare stand decorators	<b>BARE STAND</b>	
	Wednesday, September 6th 2017	08:00 am – 10:00 pm
For exhibitors setting up on an equipped stand	<b>EQUIPPED STAND</b>	
	Wednesday, September 6th 2017	15:00 pm – 19:00 pm

The day of your set-up, you will be allowed to access the delivery platform (see map on page 18) only to **unloading your vehicle for a maximum period of one hour from your arrival time.**

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.

### 1.3.5 Loading

The day of dismantling, **Saturday, September 9<sup>th</sup> 2017 from 14.00 pm**, access to the delivery platform will be authorized. No access before **14.00 pm**, except specific agreement given by the organizer.

**NO EXCEPTION TO PARK.**

### 1.3.6 Empty packages

There is no specific space at La Cité Nantes Events Center for storing empty packages.

**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.

### 1.3.7 Floor strength per sqm

Great Hall : 1 000 kg / sqm

### 1.3.8 Internet Access - wireless

The wifi networks XXX Mg guaranteed is a free access use in the whole buildings of La Cité Nantes Event Center from dates of the event.

Organizers password (in lowercase letters)

Network Id : **EBJIS**

Password : **ebjis2017**

### **1.3.9 Catering at your booth**

You have the possibility to organize breakfast / coffee break / cocktail at your booth.

Coffee breaks are exclusively provided by the bar department of La Cité Nantes Events Center.

If you need any of these services, please fill in the form page 48.

- ✓ For any suggestion about cocktails (finger foods, appetizers, cakes...), please contact only the caterer in charge of the Congress.

To have the contact details of the caterer working for this event, please send a message to :  
celine.de.pollak@lacite-nantes.fr

### **1.3.10 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 the Nantes Events Center, 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.

### **1.3.11 Security**

La Cité Nantes Events Center 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 Nantes Events Center 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.**

### **1.3.12 Non-smoking area**



Cf. Order 2006-1386 of November 15<sup>th</sup>, 2006 – Circular of November 24, 27 and 29<sup>th</sup>, 2006. From February 1<sup>st</sup>, 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.**

### **1.3.13 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

### **1.3.14 Insurance**

#### **Civil liability**

La Cité Nantes Events Center 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 39)*

La Cité Nantes Events Center 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.

Are excluded :

- Transport (including loading and unloading) ;
- Damages due to weathering when covered equipment, objects and/or goods are outside a local built and covered in hard material ;
- Operating equipment (computer, mobile phone) - to be insured with the additional insurance ;
- Cash and valuables objects. ;
- Foods and/or beverages and/or vegetables for tasting or free distribution ;
- Personal effect or object ;
- Live animals ;
- Jewelry, furs, precious stones and precious metal objects ;
- Breakage of the crystal glassware, porcelain, earthenware, terracotta and plaster unless they result from a fire, explosion or theft ;
- Scratches, chipping, burns smokers, graffiti, bulges, wrinkles and the tasks of any kind ;
- Pecuniary losses ;
- Damage occurring before the effective date of insurance coverage ;
- Mechanical and/or electrical malfunctions and/or damage to equipment, objects and/or goods as a result of their operation ;
- Damage from the gradual deterioration, wear, lacks of maintenance, humidity of the atmosphere default, temperature variations, mites and others vermin, inherent defect ;
- Intentional acts of the policyholder and / or insured or committed with their complicity ;
- Recevership, seizure, confiscation, destruction or requisition by order of the civil or military authorities, or under the Customs Regulation ;
- Foreign war, it is up to the insured to prove that the incident results from an act other than foreign war ;
- Civil war, it behooves us to prove that the loss resulting from this fact;
- Damages, losses, costs or costs of some kind, directly or indirectly caused by a nuclear reaction, nuclear radiation or nuclear contamination, regardless of any other cause that may contribute to the damage or the cause and whatever the order of occurrence of the causes.

**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 the Cité Nantes Events Center 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 Nantes Events Center, 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 Nantes Events Center, 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.**



## 1.4. ORGANISING TOGETHER A GREEN 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 Solution Recyclage







**RECYCLE BETTER  
THAN EVER BY SORTING  
AT LA CITÉ.**

**During the event**

**A trolley is provided at the end of the Great Hall  
for any boxes and film.**

Please use the Eugène bins provided  
for any other waste.



**If you are not sure  
what to do with other  
waste, put it in the  
general-purpose  
stainless steel bin.**



**THANK YOU FOR SORTING YOUR WASTE PROPERLY**

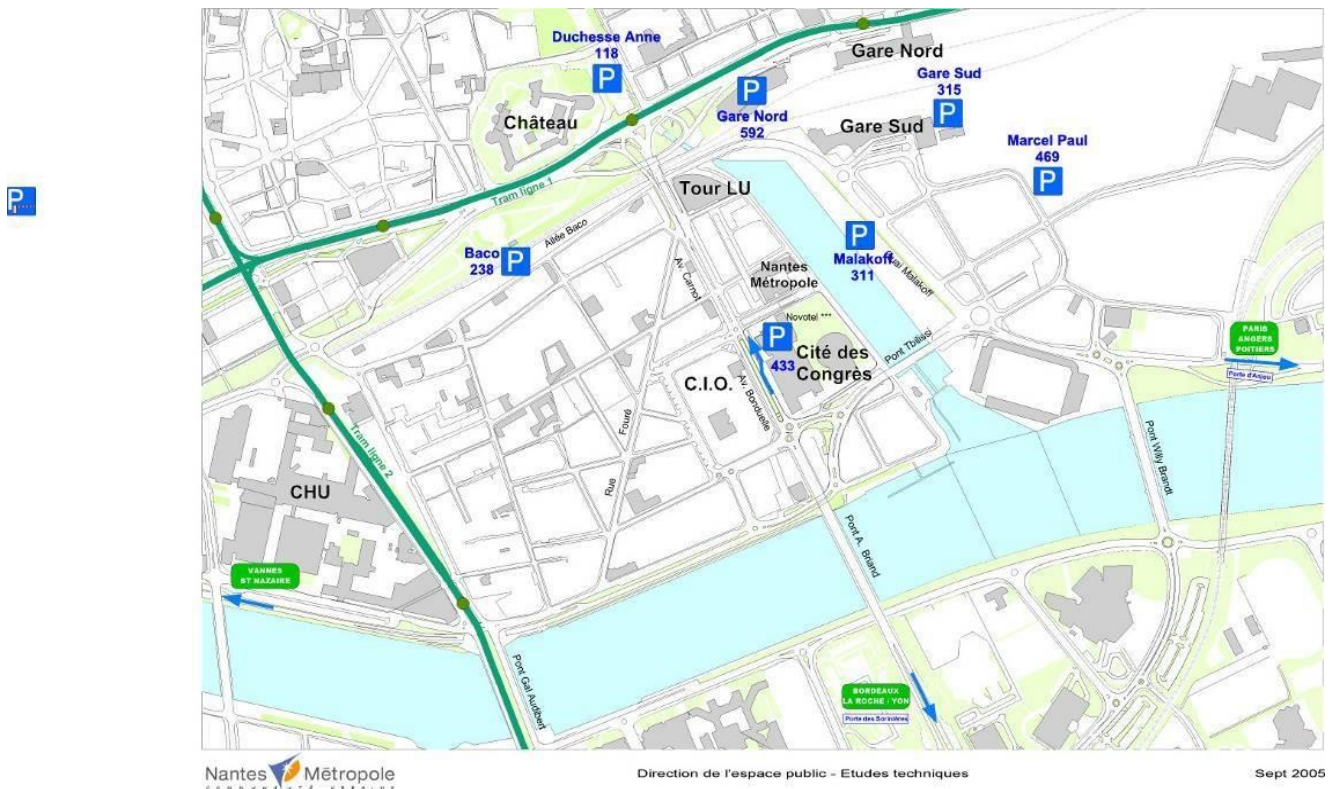
With the participation of **Solution  
Recyclage**

### 1.5. CAR PARKS AROUND NANTES EVENTS CENTER

During the congress, you can park in the following car-parks :

<b>Novotel Cité des Congrès Park</b> 433 spaces	Direct connexion with La Cité Nantes Events Center <i>Maximum height : 1.80 m</i>
<b>Quai Malakoff Park</b> 311 spaces	750 m from La Cité Nantes Events Center (park 2) <i>No maximum Height (tickets machines)</i>
<b>Gare Sud Park</b> 315 spaces	900 m from La Cité Nantes Events Center (park 1) <i>Maximum height : 1.90 m</i>
<b>Marcel Paul Park</b> 469 spaces	900 m de la Cité Nantes Events Center <i>Maximum height 2.15 m</i> <b>Forbidden to trucks, trailer, and commercial vehicle.</b>

**\*\*\*WARNING : parking fees are at your expense \*\*\***





### 1.6. ACCESS MAP BY PUBLIC TRANSPORT

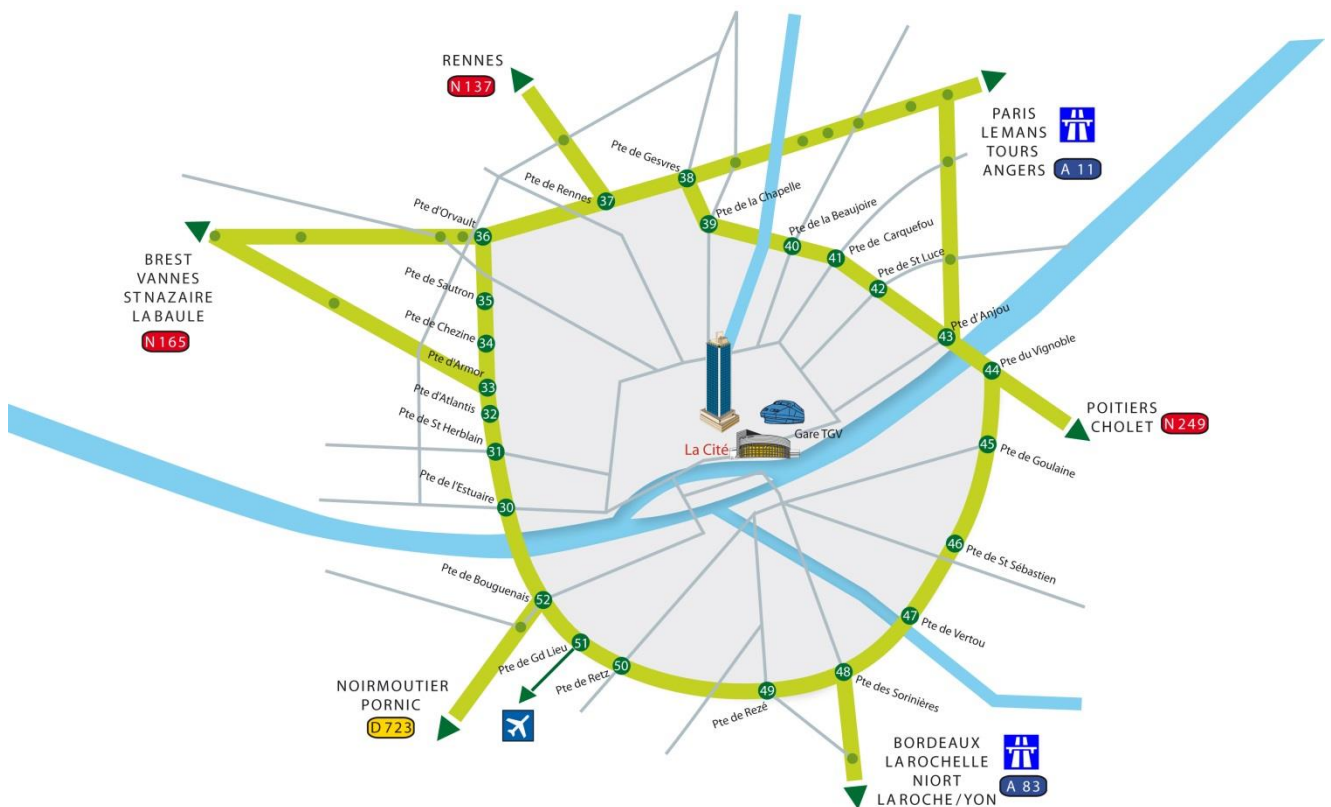


**Légende / Key:**

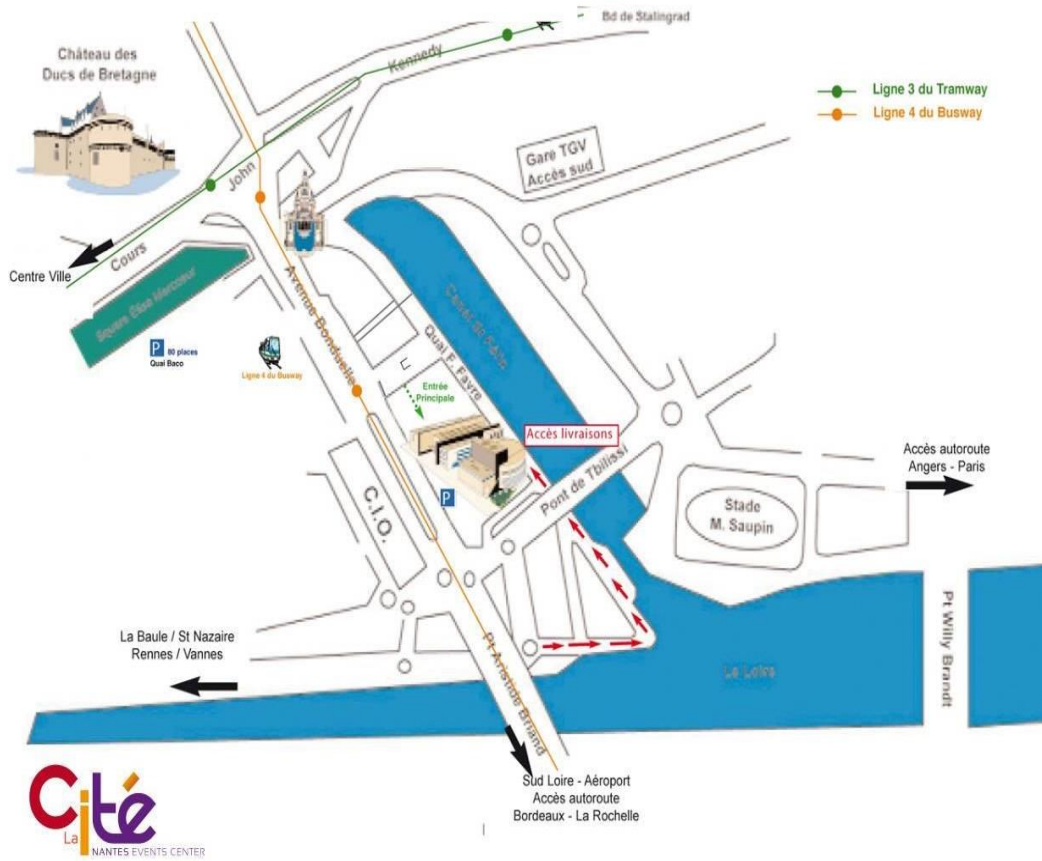
- Parkings / Carparks
- Navette aéroport / Airport shuttle service
- Autoroute / Motorway
- Tramway / busway



### 1.7. ACCESS MAP BY CAR



### 1.8. DELIVERY ACCESS



## **2. FITTING AND BASIC EQUIPMENT**

### 2.3. BASIS EQUIPMENT – BARE STAND

Your bare stand includes :

- Floor tracing
- Wireless access

Either you can have your own stand builder or you can order an equipped booth by the Cité Nantes Events Center (see attached order form hereafter)

Example of equipped booth (9 sqm)



Non contractual photo

Would you need any other service such as furniture, electric connection, plants,... please fill in the forms (attached hereafter)

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

### 2.4. STAND DESIGN REGULATIONS

Stand design regulations will have to be customised and validated with each organizer.

The exhibitor technical department will check compliance with the stand design regulations at the time of your project validation.

**NOTE: Each stand project on a bare surface shall be submitted to the Organizing Committee for validation.**

- **Regulations**

Stands - Maximum height : 2.50 m

Signs / header :

- Maximum height: 3 m
- Surface: the stand sign's floor projection must not exceed 10% of the total surface area
- Positioning: the sign must be positioned on the surface of the stand, at least one metre back from the edges of the stand.

No fixed or mobile light projection is permitted outside the stand.

- **Partition shelf space**

It is strictly forbidden to erect a partition, even one made of glass, if its length exceeds a third of the length of the front of the smallest stand opposite.

IMPORTANT – Prior to getting projects / drawings validated: exhibiting companies are advised to make sure that they do not obstruct their neighbours with a stand design or decoration that is too big or imposing. In the event of dispute, the Organizing Committee will make the necessary decisions.

- **Technical specifications**

Floor strength – Great Hall : 1 000 kg / sqm

This strength has to be taken into account both for the installation of the exhibited equipment, and for handling operations (stamping).

Stand arrangement conditions:

Exhibitors must leave the spaces they have occupied in the condition in which they found them; this applies to partitions and floor coverings in particular. It is forbidden to nail, screw or glue anything to the structure. Any damage will be invoiced to the exhibiting company.

The walls of the exhibition hall are wood-cladded. It is forbidden to fix any placards, banners, etc. using hooks, nails, pins, adhesive tacks (single or double-sided), etc.

It is forbidden to:

- Carry out any work affecting smoke ducts and water pipes, electric and telephone circuits, water or waste systems, lifts and pipe trenches;
- Drill any holes or other orifices for hanging or fixing something or for any other purpose;
- Glue, hang or fix anything, even temporarily, on the walls, pillars, floor, ceiling and, generally speaking, on any surface - vertical, horizontal or otherwise;
- Remove any doors, beams, antennae attachments, decorative items, signs of any nature, etc.;
- Carry out any paintwork or cutting on the building's walls, pillars, floor, carpets or partitions.

Any damage repairs required due to a breach of the above-mentioned clauses will be charged in full to the exhibiting company.

The stands may not be roofed. Please refer to the general safety regulations as from page 54) for information on false ceilings.

## 3. DATA SHEETS

**Forms to be returned, before Friday, 11<sup>th</sup> August, 2017**

### **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 set up day will have to be paid on-site by any representative members of the exhibition team otherwise; access to the booth will be denied.

**3.1. DATA SHEET – BARE STAND (1/2)**

*To be returned before*  
**Friday, 11<sup>th</sup> August, 2017**

**LA CITE NANTES EVENTS CENTER**  
**Céline de POLLAK**  
5 rue de Valmy – 44041 NANTES cedex 1  
☎ (33) 02 51 88 20 19      📠 Fax (33) 02 51 88 20 80  
@ [email : celine.de.pollak@lacite-nantes.fr](mailto:celine.de.pollak@lacite-nantes.fr)

Company : ..... Contact :  
..... Function :.....  
Address :  
.....  
Postal Code : ..... City :  
.....  
.....  
Phone number : ..... Email :  
.....  
.....  
Stand representative :  
.....  
Stand area : ..... Stand number : .....

Ordering a free space includes **floor tracing and wireless access**. You are entitled to organize the transport of your own structure (modular stand or traditional stand) and proceed to its installation by an external builder. **Please indicate the following contact information for your stand builder :**

Name of the company : ..... Responsible of the company :  
.....  
Address :  
.....  
Phone number : ..... Email :  
.....  
.....

Please address our stand builder the sheet **“STAND BUILDER DATA SHEET”** next page.

Please return the plan of your stand before **Monday, 10<sup>th</sup> July, 2017** with the list of materials used and the minutes of reaction-to-fire of these materials in order to have a organizer and security check of them.

**The booking of your bare space excludes the following services : sign, spotlights, additional equipment.** If however, you want additions to the layout of your space (electric connection, furniture rental, cleaning on stand...). Would you need any other service such as **furnitures, electric connection, plants,...** please fill in the forms (attached hereafter)

Company stamp and company number

Date :  
Signature :

With the signature and the return of this form, the exhibitor declares that he has read and agrees to comply with the general information and the general exhibition regulations as well as the Exhibitor's Manual.

**3.2. DATA SHEET – BARE STAND / STAND BUILDER (2/2)**

<p><i>To be returned before</i> <b><u>Friday, 11<sup>th</sup> August, 2017</u></b></p>	<p><b>LA CITE NANTES EVENTS CENTER</b> <b>Céline de POLLAK</b> 5 rue de Valmy – 44041 NANTES cedex 1 ☎ (33) 02 51 88 20 19    📠 Fax (33) 02 51 88 20 80 @ <a href="mailto:celine.de.pollak@lacite-nantes.fr">email : celine.de.pollak@lacite-nantes.fr</a></p>
--	--

**Builder company name :** ..... **Mobile phone (builder contact) :**

.....

**Builder contact :** ..... **Email :**

.....

**Name of stand :** ..... **Stand number :**

.....

**Exhibitor contact :** ..... **Mobile phone (exhibitor contact) :**

.....

**Name of the foreman :** ..... **Mobile phone :**

.....

**Number of people present at the set-up :**

**Timetables**

<b>Set-up</b>	<b>Wednesday, Sept. 6th</b>	<b>08:00 am – 10:00 pm</b>
<b>Dismantle</b>	<b>Saturday, Sept. 9th</b>	<b>14.00 pm – 18.00 pm</b>

*Timetables have to be strictly followed. Booth have to be cleared during this period. La Cité Nantes Event Center retains the right to take appropriate action to proceed at the liberation of spaces. Merchandise and installations not cleared by that time will be removed by La Cité Nantes Events Center. La Cité Nantes Events Center Is not responsible for any lost or damaged.*

**STAND and FLOOR**

**Please, specify the type of floor chosen :**

- Carpet** : If carpet, thanks for only using repositionable adhesive tape (See page 6)
- Covered with natural fiber** (for example : coco)
- Parquet floor \***
- Technical floor \***





(\*) If you have a **technical floor** or **parquet floor**, please contact [celine.de.pollak@lacite-nantes.fr](mailto:celine.de.pollak@lacite-nantes.fr). In function of your booth's location, we may be asked to create a trapdoor to access our electrical cables.

Other, specify :  
 .....

**UNLOADING and PARKING**

**Unloading – Wednesday, Sept. 6th** : the day of the installation, you can access to our delivery platform to unload your vehicle. **No unloading will be only allowed during timetable above (set-up of stands) for 1 hour from your arrival.** After this time slot and at the end of your hour, the access will be refused until the dismantling.

**Loading – Saturday, September 9th** : the day of dismantling, the platform of delivery will be not open before the hour of dismantling. **Any vehicle can access to the delivery platform for a permanent parking during the event. NO DISPENSATION ALLOWED.**

<b>Nb of vehicles on site</b>	-----	<b>Day of arrival</b>	-----
<b>Dimensions + Number plate</b>	-----	<b>Approximative time of arrival</b>	-----

Date :

Signature :



**36<sup>th</sup> Annual Meeting of the European Bone & Joint infection society**  
**7 – 9 September 2017 . Nantes . France**




*1 square : 1m x 1m*

## 4. ADDITIONAL SERVICES

**Forms to be returned, before Friday, 11<sup>th</sup> August, 2017**

**Please attached proof of payment\***

***(\*) WARNING: services which will be not paid before the event are not provided on site.***

- ⚠ Payment have to be done by credit transfer (please find our IBAN page 52) before your arrival at La Cité***
- ⚠ 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 set up day will have to be paid on-site by any representative members of the exhibition team otherwise; access to the booth will be denied.***

**4.3. ORDER FORM N°1 – EQUIPPED STAND (1/2)**

*To be returned before*  
**Friday, 11<sup>th</sup> August, 2017**

**LA CITE NANTES EVENTS CENTER**  
**Céline de POLLAK**  
5 rue de Valmy – 44041 NANTES cedex 1  
☎ (33) 02 51 88 20 19    📠 Fax (33) 02 51 88 20 80  
@ [email : celine.de.pollak@lacite-nantes.fr](mailto:celine.de.pollak@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 :  
 .....

- Aluminium framework
- Wooden panels 1m x 2m50 height
- Grey Carpet
- Double-sided sign with the name of the company (maximum 18 symbols)
- Spotlight of 3 LED spots in front (per 9 sqm)
- Power supply of 3 kW single-phase box\* per stand
- Set of 1 table / 2 chairs per stand
- Wireless access

DESCRIPTION	Qty	UP. Excl. VAT €	TOTAL Excl. VAT €
Equipped stand of 9 sqm		<b>1 613,00 €</b>	
Equipped stand of 18 sqm		<b>1 983,00 €</b>	
Equipped stand of 24 sqm		<b>2 151,00 €</b>	
		<b>SUBTOTAL Excl. VAT</b>	
		<b>VAT 20 %</b>	



TOTAL Incl. VAT	
-----------------	--

**DOUBLE-SIDED SIGN**

Please confirm **the exact title** you wish to appear on your sign booth (maximum of 18 symbols) :

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**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 :
--------	-------------

4.4. **ORDER FORM N°1 – EQUIPPED STAND (2/2)**

*To be returned before*  
  
**Friday, 11<sup>th</sup> August, 2017**

**LA CITE NANTES EVENTS CENTER**  
**Céline de POLLAK**  
 5 rue de Valmy – 44041 NANTES cedex 1  
 ☎ (33) 02 51 88 20 19      📠 Fax (33) 02 51 88 20 80  
 @ [email : celine.de.pollak@lacite-nantes.fr](mailto:celine.de.pollak@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 :  
 .....

**1/ Draw your stand** on the grid below and indicate driveways, neighborhood stands number and stand sizes

**2/ Draw the various components** of your stand

- ✓ walls
- ✓ location of the power supply (in case of additional order)
- ✓ dimensions of the reserve, his location and way of opening
- ✓ place of additional equipment (additional spotlights, furniture...)
- ✓ l'emplacement des équipements complémentaires (ligne téléphonique, rail de spots...)



1 square : 1m x 1m

**4.5. ORDER FORM N°1 – POWER SUPPLY**

*To be returned before*  
**Friday, 11<sup>th</sup> August, 2017**

**LA CITE NANTES EVENTS CENTER**  
**Céline de POLLAK**  
5 rue de Valmy – 44041 NANTES cedex 1  
☎ (33) 02 51 88 20 19      📠 Fax (33) 02 51 88 20 80  
@ [email : celine.de.pollak@lacite-nantes.fr](mailto:celine.de.pollak@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 adaptator 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 €	UP. Excl. VAT €	TOTAL Excl. VAT €
		Before August 11th	After August 11th	
Mono panel 1 to 3 KW		239.00 €	358.50 €	
Mono panel 4 KW		279.00 €	418.50 €	





Mono panel 6 KW		370.00 €	555.00 €	
Mono panel 8 KW		462.00 €	693.00 €	
Tri Panel 10 KW		552.00 €	828.00 €	
Tri Panel 12 KW		645.00 €	967.50 €	
Tri Panel 15 KW		738.00 €	1 107.00 €	
Tri Panel 20 KW		1 111.00 €	1 666.50 €	
			<b>SUBTOTAL Excl. VAT</b>	
			<b>VAT 20 %</b>	
			<b>TOTAL Incl. VAT</b>	

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 :

**4.6. ORDER FORM N°2 – POWER SUPPLY 24/24**

*To be returned before*  
**Friday, 11<sup>th</sup> August, 2017**

**LA CITE NANTES EVENTS CENTER**  
**Céline de POLLAK**  
5 rue de Valmy – 44041 NANTES cedex 1  
☎ (33) 02 51 88 20 19    📠 Fax (33) 02 51 88 20 80  
@ [email : celine.de.pollak@lacite-nantes.fr](mailto:celine.de.pollak@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 adaptator are not included in the rent of the space. Please take your own material with you.***

5.

DESCRIPTION	Qty	UP. Excl. VAT € <b>Before August 11th</b>	UP. Excl. VAT € <b>After August 11th</b>	TOTAL Excl. VAT €
Mono panel 1 to 3 KW in additional 24/24		<b>336.00 €</b>	<b>504.00 €</b>	
Mono panel 4 KW 24/24		<b>392.00 €</b>	<b>588.00 €</b>	
Mono panel 6 KW 24/24		<b>517.00 €</b>	<b>775.50 €</b>	
Mono panel 8 KW 24/24		<b>649.00 €</b>	<b>973.50 €</b>	
Tri Panel 10 KW 24/24		<b>776.00 €</b>	<b>1 164.00 €</b>	
Tri Panel 12 KW 24/24		<b>905.00 €</b>	<b>1 357.50 €</b>	
Tri Panel 15 KW 24/24		<b>1 035.00 €</b>	<b>1 553.50 €</b>	
Tri Panel 20 KW 24/24		<b>1 557.00 €</b>	<b>2 335.50 €</b>	
			<b>SUBTOTAL Excl. VAT</b>	
			<b>VAT 20 %</b>	

**36<sup>th</sup> Annual Meeting of the European Bone & Joint infection society**  
**7 – 9 September 2017 . Nantes . France**



*For calculating your power requirement :*

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

<b>TOTAL Incl. VAT</b>	
------------------------	--

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

## 5.3. ORDER FORM N°3 – PHONE AND INTERNET ACCESS

*To be returned before*  
**Friday, 11<sup>th</sup> August, 2017**

**LA CITE NANTES EVENTS CENTER**  
**Céline de POLLAK**  
5 rue de Valmy – 44041 NANTES cedex 1  
☎ (33) 02 51 88 20 19    📠 Fax (33) 02 51 88 20 80  
@ [email : celine.de.pollak@lacite-nantes.fr](mailto:celine.de.pollak@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 :  
.....

DESCRIPTION	Qty	UP. Excl. VAT € <i>Before August 11th</i>	UP. Excl. VAT € <i>After August 11th</i>	TOTAL Excl. VAT €
<b>ANALOG CONNECTION</b>				
Analog link (RTC) for phone / Terminal bank card		125.00 €	187.50 €	
<b>INTERNET CONNECTION – Guaranteed bandwidth</b>				
Wifi – 2 MEGA		108.00 €	162.00 €	
Wifi – 4 MEGA		306.00 €	459.00 €	
Wifi – 8 MEGA		1 114.50 €	1 671.00 €	
<b>INTERNET CONNECTION – Guaranteed bandwidth</b>				
Wired connection – 1 Workstation - 2 MEGA		312.00 €	468.00 €	
Wired connections – 1 à 5 workstations(s) (switch included) – 2 MEGA		477.00 €	715.50 €	
Wired connection – 1 Workstation – 4 MEGA		624.00 €	936.00 €	

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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## 5.4. ORDER FORM N°4 – FURNITURE

<p><i>To be returned before</i> <b><u>Friday, 11<sup>th</sup> August, 2017</u></b></p>	<p><b>LA CITE NANTES EVENTS CENTER</b> <b>Céline de POLLAK</b> 5 rue de Valmy – 44041 NANTES cedex 1 ☎ (33) 02 51 88 20 19    📠 Fax (33) 02 51 88 20 80 @ <a href="mailto:celine.de.pollak@lacite-nantes.fr">email : celine.de.pollak@lacite-nantes.fr</a></p>
--	--

Company : ..... Contact :  
..... Function : .....

Address :  
.....

Postal Code : ..... City :  
.....  
.....

Phone number : ..... Email :  
.....  
.....

Stand representative :  
.....

Name of stand :  
.....

Stand area : ..... Stand number : .....

Invoice address if different :  
.....

If you want to order furnitures, please consult the catalogue online : [www.amexpo-ouest.fr](http://www.amexpo-ouest.fr) and complete the order form below.

Registration of your order will be done at reception of the payment. Prices are valid for the duration of the event, and include the set-up at your stand. Furniture's insurance is compulsory. If no insurance required, the tenant is responsible for any damage or disappearance occurring on his booth.

Warranty of theft is subordinated to declaration of complaint certified by the competent authority.

Rental amount Excl. VAT €	Insurance quotation Excl. VAT €
0 to 50	6.00
51 to 100	9.00
101 to 200	16.00
201 to 400	28.00
401 to 800	45.00
801 to 1 500	70.00



DESCRIPTION	Reference	Qty	UP. Excl. VAT €	TOTAL Excl. 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.*

SUBTOTAL Excl. VAT	
Compulsory insurance	
TOTAL Excl. VAT and Incl. insurance	
VAT 20 %	
TOTAL Incl. VAT	

Company stamp and company number

Date : \_\_\_\_\_ Signature : \_\_\_\_\_

## 5.5. ORDER FORM N°5 – PLANTS

*To be returned before*  
**Friday, 11<sup>th</sup> August, 2017**

**LA CITE NANTES EVENTS CENTER**  
**Céline de POLLAK**  
5 rue de Valmy – 44041 NANTES cedex 1  
☎ (33) 02 51 88 20 19    📠 Fax (33) 02 51 88 20 80  
@ [email : celine.de.pollak@lacite-nantes.fr](mailto:celine.de.pollak@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 :  
 .....

Reference	DESCRIPTION – cf. catalogue	Size	Qty	UP. Excl. VAT €	TOTAL Excl. VAT €
<b>Individual Plants – « Classic Collection » page 2</b>					
7 130 101	Ficus Benjamina + Black Rack	180 cm		37.37 €	
7 130 104	Kentia Touffe + Black Rack	180 cm		37.37 €	
7 130 106	Bambous Touffe + Black Rack	180 cm		37.37 €	
7 130 113	Tree with stalk+ Black Rack	150 cm		33.37 €	
<b>Individual Plants – « Design Collection » pages 3 and 4</b>					
7 141 100	Kabin bac 51x51 ht 100cm + 1 Zamioculcas	150 à 160 cm		47.47 €	
7 141 101	Kabin bac 51x51 ht 100cm + orchids + branches	150 à 160 cm		58.58 €	
7 141 102	Kabin bac 51x51 ht 100cm + 1 box tree rolls diam 50cm	150 à 160 cm		47.47 €	
7 143 100	Kabin bac 51x51 ht 100cm + 1 Kentia	240 à 260 cm		58.58 €	
7 143 101	Kabin bac 51x51 ht 100cm + 1 Phoenix robelinii	200 à 220 cm		78.78 €	
<b>Compound tubs – page 5</b>					
7 132 100	Round tub ∅ 43- ht 39cm + 3 green plants + 1 in flower	150 cm		68.68 €	
7 132 108	Gardener 80x20 cm- ht 20cm 4 green plants	40 à 60 cm		40.40 €	
7 132 109	Gardener 90x20 cm- ht 20cm 3 green plants + 2 in flower	40 à 60 cm		51.51 €	
7 132 110	Rental Pupitre gardener 3 green plants + 2 in flower	90 cm		77.77 €	
7 132 111	Gardener 80x20 cm- noire + composition of orchids	90 cm		51.51 €	
<b>« Florist » Collection</b>					
7 160 103	Small round bouquet	∅ 20 cm		29.29 €	
7 160 200	Small table centerpiece	20 cm		31.31 €	
7 160 104	Small high bouquet	40 cm		35.35 €	
7 160 100	Big round bouquet	∅ 30/40 cm		38.38 €	
7 160 101	Big bouquet or Flowers arrangement	60 cm		54.54 €	
7 160 102	Orchid in glass vase	50 cm		36.36 €	
<b>Payment or proof of payment must be attached to the form (VAT included).</b>				<b>SUBTOTAL</b> Excl. VAT	
<i>Any order cancelled 5 days before the event will not be refunded.</i>				<b>VAT 20 %</b>	
				<b>TOTAL Incl. VAT</b>	

## 5.6. ORDER FORM N°6 – INSURANCE (1/2)

<p><i>To be returned before</i></p> <p><b><u>Friday, 11<sup>th</sup> August, 2017</u></b></p>	<p style="text-align: center;"><b>LA CITE NANTES EVENTS CENTER</b></p> <p style="text-align: center;"><b>Céline de POLLAK</b></p> <p style="text-align: center;">5 rue de Valmy – 44041 NANTES cedex 1</p> <p style="text-align: center;">☎ (33) 02 51 88 20 19      📠 Fax (33) 02 51 88 20 80</p> <p style="text-align: center;">@ <a href="mailto:celine.de.pollak@lacite-nantes.fr">email : celine.de.pollak@lacite-nantes.fr</a></p>
---	--

Company : ..... Contact : .....

..... Function : .....

Address : .....

Postal Code : ..... City : .....

.....

.....



Phone number : ..... Email :

.....  
.....

Stand  
representative :

.....

Name of stand :

.....

Stand area : ..... Stand  
number : .....

Invoice address if different :

.....

**IMPORTANT – the « theft » guarantee can only be granted under particular conditions**

Constants surveillance of exhibitor goods has to be assumed by the exhibitor including hours of set-up and dismantling. Small little objects in closed showcase, fixing of laptops, hardware's, plasma screens by a security system (lines, padlocks, bolting...).

DESCRIPTION	Basis of insurance	UP. Excl. VAT € Before August 11 <sup>th</sup>	UP. Excl. VAT € After August 11 <sup>th</sup>	TOTAL Excl. VAT €
Basic cover (per sqm of stand)	..... sqm	5.20 €	7.80 €	
Additional cover (value of goods on display)	..... € (maximum 100 000 €)	0.75 %	1.125 %	
				<b>SUBTOTAL Excl. VAT</b>
				<b>VAT 20 %</b>
				<b>TOTAL Incl. VAT</b>

**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 :



**5.6.2. ORDER FORM N°6 – INSURANCE (2/2)**

*To be returned before*  
**Friday, 11<sup>th</sup> August, 2017**

**LA CITE NANTES EVENTS CENTER**  
**Céline de POLLAK**  
 5 rue de Valmy – 44041 NANTES cedex 1  
 ☎ (33) 02 51 88 20 19      📠 Fax (33) 02 51 88 20 80  
 @ [email : celine.de.pollak@lacite-nantes.fr](mailto:celine.de.pollak@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 :  
 .....

PRODUCT DESCRIPTION	VALUE	ADDITIONAL INFORMATION


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 :
----------------------------------	--------	-------------

## 5.7. ORDER FORM N°7 – VIDEO EQUIPMENT

<p><i>To be returned before</i> <b><u>Friday, 11<sup>th</sup> August, 2017</u></b></p>	<p style="text-align: center;"><b>LA CITE NANTES EVENTS CENTER</b> <b>Céline de POLLAK</b> 5 rue de Valmy – 44041 NANTES cedex 1 ☎ (33) 02 51 88 20 19    📠 Fax (33) 02 51 88 20 80 @ <a href="mailto:celine.de.pollak@lacite-nantes.fr">email : celine.de.pollak@lacite-nantes.fr</a></p>
--	--

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 €	UP. Excl. VAT €	TOTAL Excl. VAT €
		Before August 11 <sup>th</sup>	After August 11 <sup>th</sup>	
Equipment including : - A 48" LCD Flatscreen - A stacco aluminium basis		812.01 €	1 218.01 €	

- Set-up and remove <b>WITHIN THE LIMITS OF AVAILABLE STOCKS.</b>			
			<b>SUBTOTAL</b>
			Excl. VAT
			<b>VAT 20 %</b>
			<b>TOTAL Incl. VAT</b>

Please indicate what you will use :

- Your own computer (HDMI, DVI-D, VGA, Display Port 1.2 (in/out), composite)
- Rental of a La Cité computer (on quotation)
- Photos and videos via USB port



Need of sound : YES  NO

**Do not hesitate to contact us for any needs of video equipment.**

**Please note that the exhibitor is responsible for this equipment on his stand. The exhibitor's liability will be held in case of damages.** No possibility to hang a screen on the equipped stand framework (non-adapted material and framework too light). **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 : \_\_\_\_\_

**5.8. ORDER FORM N°8 – HANDLING / FORKLIFT TRUCK**

*To be returned before*  
**Friday, 11<sup>th</sup> August, 2017**

**LA CITE NANTES EVENTS CENTER**  
**Céline de POLLAK**  
5 rue de Valmy – 44041 NANTES cedex 1  
☎ (33) 02 51 88 20 19    📠 Fax (33) 02 51 88 20 80  
@ [email : celine.de.pollak@lacite-nantes.fr](mailto:celine.de.pollak@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 3 hours

DESCRIPTION	Number of hours	UP. Excl. VAT € Before August 11 <sup>th</sup>	UP. Excl. VAT € After August 11 <sup>th</sup>	TOTAL Excl. VAT €
<b>HANDLING AND FORKLIFT TRUCK DURING BUILD-UP</b>				
<b>Date :</b>				
<b>Time :</b>				
Handling (cost per hour)		32.00 €	48.00 €	
Forklift Truck (with driver)* (cost per hour)		66.00 €	99.00 €	
<b>HANGLING DURING THE EVENT</b>				
<b>Date :</b>				
<b>Time :</b>				
Handling (cost per hour)		32.00 €	48.00 €	
<b>HANDLING AND FORKLIFT TRUCK DURING DISMANTLING</b>				
<b>Date :</b>				
<b>Time :</b>				
Handling (cost per hour)		32.00 €	48.00 €	
Forklift Truck (with driver)* (cost per hour)		66.00 €	99.00 €	
			<b>SUBTOTAL Excl. VAT</b>	
			<b>VAT 20 %</b>	
			<b>TOTAL Incl. VAT</b>	

*\* Please contact us if you need to charge > 1500 kg*

**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 :

**5.9. ORDER FORM N°9 – HOST(ESSE)S (French)**

<p style="color: red; font-weight: bold; font-size: 1.2em;">To be returned before</p> <p style="color: red; font-weight: bold; font-size: 1.2em;"><u>Friday, 11<sup>th</sup> August, 2017</u></p>	<p style="text-align: center;"><b>LA CITE NANTES EVENTS CENTER</b> <b>Céline de POLLAK</b> 5 rue de Valmy – 44041 NANTES cedex 1 ☎ (33) 02 51 88 20 19      📠 Fax (33) 02 51 88 20 80 @ <a href="mailto:celine.de.pollak@lacite-nantes.fr">email : celine.de.pollak@lacite-nantes.fr</a></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 3 hours**

DESCRIPTION	Qty	UP. Excl. VAT € Before August 11 <sup>th</sup>	UP. Excl. VAT € After August 11 <sup>th</sup>	TOTAL Excl. VAT €
<b>Cost per hour</b>		<b>29.60 € / hour</b>	<b>44.40 € / hour</b>	
<b>For a vacation of 3 hours minimum</b>		<b>88.80 €</b>	<b>133.20 €</b>	
<b>Thursday, September 7th – Specify hours of attendance below</b>				
From ..... to .....		<b>29.60 €</b>	<b>44.40 €</b>	
<b>Friday, September 8th – Specify hours of attendance below</b>				
From ..... to .....		<b>29.60 €</b>	<b>44.40 €</b>	
<b>Saturday, September 9th – Specify hours of attendance below</b>				
From ..... to .....		<b>29.60 €</b>	<b>44.40 €</b>	
<b>*1 vacation represent 3 hours of service.</b>			<b>SUBTOTAL Excl. VAT</b>	
<b>Payment or proof of payment must be attached to the form (VAT included).</b> <i>Any order cancelled 5 days before the event will not be refunded.</i>			<b>VAT 20 %</b>	



TOTAL Incl. VAT	
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Company stamp and company number

Date : \_\_\_\_\_ Signature : \_\_\_\_\_

**5.10. ORDER FORM N°10 – BILINGUAL HOST(ESSE)S (French-English)**

*To be returned before*  
**Friday, 11<sup>th</sup> August, 2017**

**LA CITE NANTES EVENTS CENTER**  
**Céline de POLLAK**  
5 rue de Valmy – 44041 NANTES cedex 1  
☎ (33) 02 51 88 20 19      📠 Fax (33) 02 51 88 20 80  
@ [email : celine.de.pollak@lacite-nantes.fr](mailto:celine.de.pollak@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 3h00**

DESCRIPTION	Number of vacation*	UP. Excl. VAT €	UP. Excl. VAT €	TOTAL Excl. VAT €
		Before August 11 <sup>th</sup>	After August 11 <sup>th</sup>	
	Cost per hour	35.00 € / hour	52.50 € / hour	

**36<sup>th</sup> Annual Meeting of the European Bone & Joint infection society**  
**7 – 9 September 2017 . Nantes . France**



<b>For a vacation of 4 hours minimum</b>		<b>105.00 €</b>	<b>157.50 €</b>	
<b>Thursday, September 7th – Specify hours of attendance below</b>				
From ..... to .....		<b>35.00 €</b>	<b>52.50 €</b>	
<b>Friday, September 8th – Specify hours of attendance below</b>				
From ..... to .....		<b>35.00 €</b>	<b>52.50 €</b>	
<b>Saturday, September 9th – Specify hours of attendance below</b>				
From ..... to .....		<b>35.00 €</b>	<b>52.50 €</b>	
<b>*1 vacation represent 3 hours of service.</b>			<b>SUBTOTAL</b>	
			Excl. VAT	
<b>Payment or proof of payment must be attached to the form (VAT included).</b>			<b>VAT 20 %</b>	
<i>Any order cancelled 5 days before the event will not be refunded.</i>			<b>TOTAL Incl. VAT</b>	

Company stamp and company number
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Date :	Signature :
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## 5.11. ORDER FORM N°11 – CATERING (1/2)

*To be returned before*  
**Friday, 11<sup>th</sup> August, 2017**

**LA CITE NANTES EVENTS CENTER**  
**Céline de POLLAK**  
5 rue de Valmy – 44041 NANTES cedex 1  
☎ (33) 02 51 88 20 19    📠 Fax (33) 02 51 88 20 80  
@ [email : celine.de.pollak@lacite-nantes.fr](mailto:celine.de.pollak@lacite-nantes.fr)

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	Sept 7th Time	Sept 8th Time	Sept 9th Time	UP. Excl. VAT € Before August 11th	UP. Excl. VAT € After August 11th	TOTAL Excl. VAT €
<b>Coffee Break free service with disposable dishes (Price per person / minimum order for 25 people)</b>							
<b>COFFEE BREAK WITH PASTRIES</b> => coffee, tea, mineral water, cream, sugar, orange juice and 2 mini-pastries per person / Minimum order for 25 people.					4.80 €	7.20 €	
<b>REGIONAL COFFEE BREAK</b> => 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.					5.10 €	7.65 €	
<b>COFFEE BREAK WITH REGIONAL BISCUITS</b> => coffee, tea, mineral water, cream, sugar, orange juice / Assortment of « Petits Beurre LU » & « Galettes St Michel » / Minimum order for 20 people.					4.08 €	6.12 €	
<b>SOFT DRINK BREAK</b> => Assortment of fruit juice, soft drinks, still and sparkling water / Minimum order for 25 people.					3.57 €	5.35 €	
<b>HOT DRINKS &amp; SOFTS</b>							
1 Coffee Thermos (Fair Trade) – 1 L + 10 plastic cups + sugar and mini-doses of milk.					15.30 €	22.95 €	
1 Hot water Thermos – 1 L with tea bags (different perfumes from Fair Trade) + 10 plastic cups + sugar and mini-doses of milk.					15.30 €	22.95 €	
10 tea bags (different perfumes from Fair Trade)					4.00 €	6.00 €	
<b>OUR SWEET &amp; SALTY SUGGESTIONS</b>							
<b>MINI ASSORTED PASTRIES</b> / Tray of 20 pieces					15.30 €	22.95 €	
<b>VARIOUS PASTRIES (UNIT PRICE)</b> => Assortment various pastries such as : « canelés, financiers, macarons, madeleines, choux à la crème, cookies... » (minimum order of 20 pieces)					1.33 €	1.99 €	
<b>ASSORTMENT OF CANDIES</b> => Assortment candies 1kg					10.00 €	15.00 €	
<b>VARIOUS CHOCOLATE BAR</b> => per unit					1.53 €	2.29 €	
<b>CORBILLE DE FRUITS BIO</b> pour 15 à 20 personnes					40.80 €	61.20 €	
<b>SEASONAL FRUIT SKEWER</b> => Mini skewer according to arrival seasonal fruits (pineapple, apple, strawberry, kiwi,...(per unit /mini order for 20 pieces)					1.63 €	2.44 €	
<b>CHEESE</b> => 75 cheese peaks with sliced baguette					56.10 €	84.15 €	
<b>MINI COCKTAIL SANDWICH FROM OUR CATERERS</b> => Various savory cocktail sandwich from our caterers (per unit / minimum order for 20 pieces)					1.43 €	2.14 €	
<b>MINI COCKTAIL SANDWICH FROM OUR CATERERS</b> => Various sweet cocktail sandwich from our caterers (per unit / minimum order for 20 pieces)					1.43 €	2.14 €	
<b>WATER REFILL for water fountain (rental of fountain next page)</b>							



1 water refill (18.09 L)					10.40 €	15.60 €	
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>						TOTAL excl VAT	
						VAT 10 %	
						TOTAL incl . VAT	

Company stamp and company number	Date :	Signature :
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**5.12. ORDER FORM N°11 – CATERING (2/2)**

*To be returned before*  
**Friday, 11<sup>th</sup> August, 2017**

**LA CITE NANTES EVENTS CENTER**  
**Céline de POLLAK**  
5 rue de Valmy – 44041 NANTES cedex 1  
☎ (33) 02 51 88 20 19    📠 Fax (33) 02 51 88 20 80  
@ [email : celine.de.pollak@lacite-nantes.fr](mailto:celine.de.pollak@lacite-nantes.fr)

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	Sept 7th Time	Sept 8th Time	Sept 9th Time	UP. Excl. VAT € Before August 11th	UP. Excl. VAT € After August 11th	TOTAL Excl. VAT €
<b>MINI BAR Box 1</b>							
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					30.56 €	45.84 €	
<b>MINI BAR Box 2</b>							
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					42.76 €	64.14 €	
<b>MAXI BAR BOX with « SAUMUR PETILLANT »</b>							
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					102.82 €	154.23 €	
<b>MAXI BAR BOX with « CHAMPAGNE »</b>							
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 Champagne bottles, 100 plastic cups 25cl and 100 paper napkin, 20 free champagne plastic glass					149.74 €	224.61 €	
<b>COCKTAIL REGIONAL WINE Maximum 1 hour service minimum order for 30 people / Price per person</b>							
Beverage to be chosen : - Muscadet sur lie (white) <input type="checkbox"/> - Saumur (red) <input type="checkbox"/> - Cider <input type="checkbox"/> Included => Fruit juice, still and sparkling water, assortment of salted crisps					5,10 €	7.65 €	
<b>COCKTAIL « CHAMPAGNE » Maximum 1 hour service minimum order for 30 people / Price per person</b>							
Champagne, Fruit juice, still and sparkling water, assortment of salted crisps					9.20 €	13.80 €	



<b>WATER FOUNTAIN</b> (rental of WATER REFILL on previous page)					
1 water fountain with 100 plastic cups				62.43 €	93.64 €
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>				TOTAL excl VAT	
				VAT 20 %	
				TOTAL Incl. VAT	

Company stamp and company number

Date : \_\_\_\_\_ Signature : \_\_\_\_\_

**5.13. ORDER FORM N°12 – CLEANING**

*To be returned before*  
**Friday, 11<sup>th</sup> August, 2017**

**LA CITE NANTES EVENTS CENTER**  
**Céline de POLLAK**  
5 rue de Valmy – 44041 NANTES cedex 1  
☎ (33) 02 51 88 20 19    📠 Fax (33) 02 51 88 20 80  
@ [email : celine.de.pollak@lacite-nantes.fr](mailto:celine.de.pollak@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 :  
 .....

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.**

Date of intervention	Surface to be cleaned	UP. Excl. VAT €	UP. Excl. VAT €	TOTAL Excl. VAT €
		Before August 11 <sup>th</sup>	After August 11 <sup>th</sup>	
Thursday, September 7 <sup>th</sup> – Specify hours of attendance below				



Time of intervention : .....	..... sqm	<b>2.08 €</b>	<b>3.12 €</b>	
Time of intervention : .....	..... sqm	<b>2.08 €</b>	<b>3.12 €</b>	
<b>Friday, September 8th – Specify hours of attendance below</b>				
Time of intervention : .....	..... sqm	<b>2.08 €</b>	<b>3.12 €</b>	
Time of intervention : .....	..... sqm	<b>2.08 €</b>	<b>3.12 €</b>	
<b>Saturday, September 9th – Specify hours of attendance below</b>				
Time of intervention : .....	..... sqm	<b>2.08 €</b>	<b>3.12 €</b>	
Time of intervention : .....	..... sqm	<b>2.08 €</b>	<b>3.12 €</b>	
<b>Payment or proof of payment must be attached to the form (VAT included).</b> <i>Any order cancelled 5 days before the event will not be refunded.</i>			<b>SUBTOTAL</b> Excl. VAT	
			<b>VAT 20 %</b>	
			<b>TOTAL Incl. VAT</b>	

Company stamp and company number

Date : \_\_\_\_\_ Signature : \_\_\_\_\_

**5.14. ORDER FORM N°13 - EXTRA EQUIPMENT**

<p><i>To be returned before</i> <b><u>Friday, 11<sup>th</sup> August, 2017</u></b></p>	<p><b>LA CITE NANTES EVENTS CENTER</b>  <b>Céline de POLLAK</b>                      5 rue de Valmy – 44041 NANTES cedex 1                      ☎ (33) 02 51 88 20 19    📠 Fax (33) 02 51 88 20 80                      @ <a href="mailto:celine.de.pollak@lacite-nantes.fr">email : celine.de.pollak@lacite-nantes.fr</a></p>
--	--

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 August 11 <sup>th</sup>	UP. Excl. VAT € After August 11 <sup>th</sup>	TOTAL Excl. VAT €
<b>RESERVE</b>					
Melamine Panel (width of 1m)	The unit		38.00 €	57.00 €	
Melamine Locking Door	The unit		119.00 €	178.50 €	
<b>LIGHTING</b>					
Spotlights of 3 spots (in front)	The unit		61.00 €	91.50 €	
<b>SIGN</b>					
Sign to the kerb (if 18 sqm and plus)	The unit		44.00 €	66.00 €	
<b>OTHERS</b>					
Oblique shelf on panel	The unit		24.00 €	36.00 €	
Right shelf on panel	The unit		24.00 €	36.00 €	
Picture rail of 1.20m – 2 hooks	The unit		15.30 €	22.95 €	
Carpet – color : .....	sqm		8.16 €	12.24 €	

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.*

SUBTOTAL Excl. VAT	
VAT 20 %	
TOTAL Incl. VAT	

Company stamp and company number

Date :

Signature :

### 5.15. IBAN of La Cité Nantes Events Center for payment by credit transfer

Please find below the IBAN of La Cité Nantes Events Center

**For any credit transfer, thanks to :**

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



RELEVÉ D'IDENTITÉ BANCAIRE

Identifiant national de compte bancaire - RIB

Banque	Guichet	N° compte	Clé	Devise
30047	14122	00023548503	07	EUR

Domiciliation  
**CIC NANTES INSTITUTIONNELS**

Identifiant international de compte bancaire

IBAN (International Bank Account Number)  
FR76 3004 7141 2200 0235 4850 307

BIC (Bank Identifier Code)  
CMCIFRPP

Domiciliation  
CIC NANTES INSTITUTIONNELS  
4 RUE VOLTAIRE  
BP 62135  
44023 NANTES CEDEX 1  
Tél : 02 51 84 40 52

Titulaire du compte (Account Owner)  
SE DE LA CITE DES CONGRES  
5 RUE DE VALMY  
44000 NANTES

Remettez ce relevé à tout 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



## 6. GENERAL SAFETY REGULATIONS

Stand installation must be completed prior to the safety officer's inspection. The exhibitor or their representative must be present on the stand and **must be able to provide the fire behaviour report for every material used**. Failure to comply with this rule may result in removal of the materials or a ban on the stand being opened to the public.

**The decisions taken during this inspection, which takes place either the day before or on the morning of the exhibition opening, are immediately enforceable.**

Any large-scale project outside the normal scope of stand design must be submitted to the Trade Show's fire safety officer for approval. To this end, drawings and technical information must be sent to the technical control department:

**LA CITE NANTES EVENTS CENTER**  
**Céline de POLLAK**  
5 rue de Valmy – 44041 NANTES cedex 1  
☎ (33) 02 51 88 20 19      📠 Fax (33) 02 51 88 20 80  
@ [email : celine.de.pollak@lacite-nantes.fr](mailto:celine.de.pollak@lacite-nantes.fr)

During the assembly period, the Fire Safety Officer makes sure that all relevant parties comply with the safety measures set out below. Exhibitors can contact this Officer for all information on fire safety requirements.

**MATERIAL FIRE BEHAVIOUR CLASSIFICATION (Order of 30 June 1983)**

Materials are grouped into 5 categories:

M0: Non-combustible

M1: Combustible and non-flammable

M2: Combustible and not readily flammable

M3: Combustible and mildly flammable

M4: Combustible and readily flammable

NC: Extremely combustible

## BOOK II - PROVISIONS APPLICABLE TO BUILDINGS IN THE FIRST FOUR CATEGORIES

### TITLE II - SPECIAL PROVISIONS

#### CHAPTER VIII - TYPE T ESTABLISHMENTS: EXHIBITION HALLS

#### Section IV - Fixtures and fittings

##### Article T 21 - Stands. - Podiums. - Platforms. - Tiered seating. - Marquees. - Tents

§ 1. Interior fixtures and fittings, such as ceilings, suspended ceilings, awnings, etc. must not hinder the operation of smoke removal systems, or automatic fire detection and extinguishing systems.

§ 2. In accordance with the provisions of article [AM 15](#), stands must be made of and fitted out with category M3 materials, especially as regards their framework and partitions.

§ 3. Synthetic floral decorations must be kept to a minimum. Otherwise, these decorations must be made of category M2 materials. These provisions do not apply to trade shows and stands specific to floral activities.

§ 4. Category M3 materials may be used to make coverings, horizontal or otherwise, for podiums, platforms or tiered seating over 0.30 metres in height and with a total surface area of over 20 square metres. If their total surface area is less than or equal to 20 square metres, these coverings may be made in category M4 materials.

§ 5. Exhibited materials may be presented on the stands with no fire behaviour requirement.

However, the provisions of the present article will apply to any such materials that are used to decorate partitions or false ceilings, and if they represent over 20% of the total surface area of these components. Notwithstanding, these provisions do not apply to trade shows and stands specific to interior decoration that display textiles and wall coverings.

§ 6. Any marquees, tents or other structures installed in the exhibition hall will have to conform to the provisions set out in articles [CTS 1](#) to [CTS 37](#), excluding article [CTS 5](#).

No inconsistencies shall be permitted between the provisions of the relevant CTS articles and those in the present chapter. The above works must be installed in such a way that their environment has no adverse effect on their safety level.

##### Article T 22 – Awnings

Given the temporary nature of these events, horizontal awnings are authorised throughout the duration of the event, under the conditions set out in article [AM 10](#) (§ 2). These awnings shall be made in category M1 materials (proof of the fire behaviour class must be given). They may, however, be made of category M2 materials provided that the building is protected by an automatic water-sprinkler type fire extinguishing system that is conform to current standards and norms.

- either by identification placed on the fabric edge if the fire resistance treatment is carried out in the plant or workshop;
- or by a stamp or seal placed directly on the fabric if the treatment is carried out on site.

This identification must comprise:

- either the quality marking of a certifying body;
- or the identification fixed by the manufacturer clearly showing (possibly abbreviated or encoded):
- the name of the manufacturer;
- the name of the fibre used;
- the reference of the fireproofing product;
- the fire behaviour class obtained following tests by an approved laboratory.
- or an identification fixed by the applicator clearly showing (possibly abbreviated or encoded):
- the name of the applicator;
- the reference of the fireproofing product used;
- identification of the treatment batch or application date if the treatment is applied to a fabric already installed;
- the fire behaviour class obtained following tests by an approved laboratory.

(In all cases, this information must be repeated on the invoice and any fireproofing certificates.)



### **Article T 23 - Covered stands - Solid false ceilings and ceilings - Raised stands**

§ 1. Stands or rooms with a solid awning, false ceiling or ceiling, and those that are raised or that do not meet the conditions of article [T 21](#) (§ 1), must fulfil all the following conditions:

have a surface area of less than 300 square metres;

- be separated by a distance of at least 4 metres;
- have a total surface area for solid false ceilings and ceilings (including those of raised levels) that is no more than 10% of the surface area of the level in question.

Each stand or room may only have one single raised level.

§ 2. All stands or rooms with a surface area of over 50 square metres must have suitable extinguishing media kept ready at all times by at least one safety officer throughout the period of public attendance in the building.

### **Article T 24 - Delimitation using partial compartmentalization**

§ 1. If the hall is not used in its entirety, partitions made of category M3 materials, and that are not designed to provide fire protection, will be used to delimit the area actually used. Their mechanical stability shall enable them to withstand being pushed by the public.

§ 2. Any exits blocked off by this delimitation must not be visible to the public. This arrangement must not, however, reduce the number and width of the passageways corresponding to the number of people admitted to the hall.

§ 3. Throughout the duration of the event, no objects may be left or stored in any passageway not used in the exhibition hall. Otherwise, the safety officer will pay particular attention to such areas, especially as regards the existence of sufficient passageways, the proper organisation of these deposits or storages, the appropriate supervision by building staff and the existing emergency means and resources that must be kept clearly accessible.

## **Section VII - Gas installations**

### **Article T 30 - Temporary installations under the exhibitor's responsibility**

§ 1. The provisions of article [GZ 11](#) are mitigated by the fact that stands may be fitted with individual meters.

§ 2. (Order of 23 January 2004) "The stand's circuit-breaking device, referred to in paragraph 6 of article T29, must be clearly indicated and made easily accessible to stand personnel at all times"

§ 3. (Order of 23 January 2004) "Prior to the use of gas, the technician responsible for installing the equipment must check the leak tightness of each installation"

### **Article T 31 - Use of liquefied hydrocarbons**

§ 1. (Order of 23 January 2004) "Notwithstanding the provisions of articles [GZ 7](#) and [GZ 8](#), recipients containing 13 kilograms of liquefied gas at most are authorised in the exhibition halls".

§ 2. Cylinders with no pressure regulator not used for demonstrative purposes are forbidden.

Operative cylinders must always be placed out of reach of the public and must be protected against impacts.

They must be:

- either separated from each other by a rigid, non-combustible screen, and placed with no more than one cylinder for every 10 square metres, with a maximum of six per stand;
- or separated from each other by at least 5 metres, with a maximum of six per stand;

§ 3. (Order of 23 January 2004) "Unconnected cylinders, full or empty, must be stored outside the building"

## **Section VIII - Electrical installations**

### **Article T 32 - Scope**

Electric installations comprise:

fixed and semi-permanent installations, the fabrication, operation and maintenance of which are ensured by the building's owner, under said owner's responsibility;

- installations provided in stands to be used by exhibitors, and installed by said exhibitors or on their behalf, under their responsibility.

The boundary between these two installations lies at the level of the distribution board or junction box on each stand (amended by the [Order of 19 November 2001](#)).

### **Article T 33 - General provisions**

§ 1. Electricity distribution installations, excluding those supplying emergency lighting systems, must be divided into zones; each zone must supply a single level, cover a maximum surface area of 6,000 square metres and be easy to cut-off rapidly.

§ 2. In addition to the provisions of article [EL 18](#) (§ 2) (amended by the [Order of 19 November 2001](#)), in halls where the power supply exceeds 200 kVA, there must be one qualified individual present at all times during public opening hours in each zone defined in paragraph 1 above. This individual may be the same person as identified in article [T 29](#) (§ 3).

### **Article T 34 - Fixed installations**

§ 1. Fixed installations must be designed so as to keep the number of semi-permanent installations to the minimum.

§ 2. The electrical power provided to exhibitors must be supplied via the distribution board, or from the electrical room, via circuits that are separate from those of the general services and normal lighting.

§ 3. At the point where fixed and semi-permanent installations connect, each cable duct shall be fitted, at its source, with one or more devices providing electricity shut-off and overcurrent protection functions.

The rating and adjustment of these protection devices must be determined each time an event is set up and fitted out, according to the circuits connected downstream.

These connection points must be made accessible solely to those individuals referred to in article [T 33](#) (§ 2).

### **Article T 35 - Semi-permanent installations**

§ 1. The length of each horizontally projecting circuit, from the protection device provided for in article [T 34](#) (§ 3), must not exceed 30 metres. The locations of supply points, on the one hand, and the stands, on the other hand, must be planned accordingly with no length limitation.

§ 2. One single cable duct may be used to supply several electricity distribution boards up to a total power supply value of 36 kVA. Stands requiring a greater power supply must be powered separately. (amended by the [Order of 19 November 2001](#))

§ 3. Semi-permanent installations must terminate in each stand in a distribution board that contains devices designed to provide the following functions:

- emergency shut-off of all live conductors; - protection against overcurrents; - protection against indirect contacts.

Devices providing overcurrent protection must be lead-sealed and the terminals of the various devices, excluding downstream terminals, must be made inaccessible. (amended by the [Order of 19 November 2001](#))

§ 4. Protection against indirect contacts is provided by residual circuit devices fitted on the distribution board, or in the box, referred to in the previous paragraph; these devices shall be arranged so that the exhibitor can regularly check that they are in proper working order and notify any failure to the operator who shall make the necessary repairs.

§ 5. The earth terminal of each distribution board must be connected to the general protection network. (amended by the [Order of 19 November 2001](#))

§ 6. These installations must never hinder free movement of the public.

### **Article T 36 - Special stand installations**

§ 1. Special stand installations must be fabricated by individuals who are clearly alerted to the specific risks of the event, and who are qualified to design and execute the works in compliance with the present regulation.

§ 2. The electric distribution board referred to in article [T 35](#), § 3, must be inaccessible to the public, while remaining easily accessible to stand personnel and the building owner. (amended by the [Order of 19 November 2001](#))

§ 3. Cable ducts supplying stand installations must be deployed in accordance with article [EL 23](#) (amended by the [Order of 19 November 2001](#))

Current outlets must be connected to circuits protected by devices that provide protection against overcurrents with a nominal current equal to 16 A at the most. All devices requiring greater power must be supplied via a specially adapted circuit.

Notwithstanding the provisions of article [EL 6](#) (§ 5), the use of a multi-adaptor or a multi-box powered from a fixed socket is permitted. (amended by the [Order of 19 November 2001](#))

§ 4. All cable ducts must contain a grounding conductor connected to the terminal provided for in article [T 35](#)

§ 5.

If, in exceptional cases, class 0 exhibition equipment should be power supplied, they must be protected by rated RCD's with a maximum rating of 30 mA. (amended by the [Order of 19 November 2001](#)) Class I devices must be connected to the grounding conductor of the duct that supplies them. It is forbidden to use individual protective earth connections.

## Section IX - Lighting

### **Article T 37 - Normal lighting (amended by the Order of 19 November 2001)**

§ 1. Lighting appliances providing the building's normal lighting must be fixed to or suspended from the building's side walls, ceiling or structural framework.

§ 2. The normal stand lighting appliances referred to in article [T 23](#) must be fixed to or suspended from the stand structures.

§ 3. All normal and accent stand lighting must comply with the provisions of article [T 36](#).

### **Article T 38 - Emergency lighting (amended by the Order of 19 November 2001)**

§ 1. Rooms and passageways accessible to the public must be fitted with emergency lighting that meets the provisions of articles [EC 7](#) to [EC 15](#). Emergency lighting for category 1 and 2 buildings must be powered by a centralised source comprising an accumulator battery under the conditions set out in article [EC 11](#).

§ 2. The stands or rooms mentioned in article [T 23](#), § 2, must be fitted with emergency lighting via self-contained emergency lighting units under the conditions set out in article [EC 12](#). This emergency lighting must be switched to standby when the normal lighting installation is deliberately switched off.

## Section X - Special provisions governing certain presentations

### **Article T 39 - Machines and appliances presented in operation**

§ 1. All presentations and demonstrations shall be performed under the exhibitor's full liability.

§ 2. The machines and appliances presented in operation must not present any risk to the public and must be declared to the organizing body as per the provisions set out in the annex to the present chapter.

### **Article T 40 - Protection of the public**

§ 1. Any machines or appliances presented in a fixed position must comprise devices that keep hazardous components out of reach of the public circulating in the aisles, whether or not they are in operational mode. This result is deemed to have been achieved if the hazardous component is over one metre from the public aisle or if it is protected by a rigid screen.

The following are deemed hazardous components:

Moving parts; hot surfaces; sharp points and edges.

§ 2. If machines or appliances are presented in movement, a protected area must keep the public at a distance of at least one metre from the machines; depending on the risks involved, this distance may be increased on the basis of an opinion by the safety committee.

§ 3. If hydraulically-powered equipment is exhibited in a high static position, the hydraulic safety mechanisms must be reinforced by a mechanical device that prevents any unintentional collapse

§ 4. All equipment must be correctly stabilised to prevent any risk to toppling over.

### **Article T 41 - Machines with heat or combustion engines.**

#### **Automobiles**

§ 1. The list of stands presenting working machines and appliances must be sent to the organizing body and the safety committee; the safety officer referred to in article [T 6](#) shall have already conducted an inspection within the time limit specified in article [T 5](#) (§ I).

In all cases, combustion gases must be evacuated outside the exhibition hall.

§ 2. The fuel tanks of engines presented at a standstill must be empty or fitted with locked fuel filler caps. Accumulator battery terminals must be protected so as to render them inaccessible.

§ 3. Electric power only must be used to provide the motive power required to actuate certain appliances presented in the stands; however, machines powered by heat engines or combustion engines are authorised provided that they comply with the articles of [chapter V of title 1 of book II](#) following an opinion by the safety committee.

### **Article T 42 - Fluids distribution at the stands**

Apart from water (at a temperature below 60 °C), air and neutral gases, fluids shall be distributed at a pressure below 0.4 bars.

### **Article T 43 - Radioactive substances - X-rays**

§ 1. Exhibitors must request permission to present machines or equipment that use radioactive substances or generate X-rays from the competent authority.

§ 2. Authorisation to present radioactive substances on exhibition stands may only be granted for demonstrations of appliances, and when these substances register an activity level under:

**37 kilo becquerel (1 microcurie)** for appliances comprised of or containing group I radioelements (1);

(1) Radioelement classification, according to their relative radiotoxicity, is that defined by Decree No. 66-450 of 20 June 1966 relating to the general principles of protection against ionizing radiation.

370 kilo becquerel (10 microcurie) for appliances comprised of or containing group II radioelements;

3,700 kilo becquerel (100 microcurie) for appliances comprised of or containing group III radioelements;

Waivers may be granted regarding the use of substances with higher activity levels, provided that the following measures are taken:

- radioactive substances must have effective protection;
- their presence must be notified using the basic ionizing radiation diagrams defined by standard NF M 60-101, in addition to the type and activity level;
- it must be made materially impossible for the public to remove radioactive substances, either by fixing them to an appliance that requires dismantling with a tool before use, or by keeping them at a distance;
- radioactive substances must be kept under permanent supervision by one or more exhibitors designated by name;
- during breaks in this supervision, even if no members of the public are present, the radioactive substances must be stored in a fireproof container, very clearly marked with the ionizing radiation symbol;
- The dose equivalent rate, at every point on the stand, must remain below 7.5 microsieverts per hour (0.75 millirad equivalent man per hour).

The provisions of article [T 21](#) are supplemented by the fact that stands presenting radioactive substances must be built and decorated with category M1 materials.

§ 3. Authorisations to present X-ray emitting devices on exhibition stands may only be granted if such devices, and any related accessories, comply with the regulations set out in standard NF C 74-100.

In particular, the following provisions must be taken:

- unnecessary objects must be kept away from the X-ray emitter and the sample to be examined;
- the area off limits to the public must be marked out and signposted;
- The exposure rate to leakage radiation must not exceed 0.258 microcoulomb per kilogramme and per hour (1 millirontgen per hour) at a distance of 0.10 metres from the X-ray source.

### **Article T 44 - Lasers**

Lasers may be used in exhibition halls provided that they comply with the following provisions:

the public must never be subjected to a direct or reflected laser beam;  
the device and its ancillary equipment must be solidly attached to stable components;  
the device's surrounding environment and the area swept by the laser beam must not contain any reflective items at the given wavelengths;  
the box housing the laser and its optical deflection device must be class I or II (see NF C 20-030. Low voltage electrical equipment. - Protection against electric shocks: safety regulation.) (amended by the [Order of 19 November 2001](#))

exhibitors must carry out tests in the absence of the public to ensure that the materials used to fit out and decorate the stand and the fire protection equipment do not react to the heat energy released by the light beams;

- prior to the implementation of any installation, exhibitors must send the competent authority:
- a declaration;
- the technical specifications and a drawing showing the installation layout;
- a document drawn up and signed by the technician responsible for installation, certifying compliance with these provisions.

### **Article T 45 - Prohibited equipment, products, gases**

§ 1. The following are prohibited in buildings of the present type:  
distribution of samples or products containing a flammable gas;

- balloons filled with a flammable or toxic gas;
- articles in celluloid;
- the presence of fireworks or explosives;
- the presence of ethyl oxide, carbon sulphide, sulphuric ether and acetone.

§ 2. The use of acetylene, oxygen, hydrogen or an equivalent gas presenting the same risks is prohibited, unless the competent administrative authority has issued the exhibitor with a special waiver.

### **Article T 46 - Flammable liquids**

The use of flammable liquids on each stand is limited to the following quantities:

10 litres of category 2 flammable liquids for 10 square metres with a maximum of 80 litres  
5 litres of category 1 flammable liquids.

## **Section XI - Emergency means and resources. - Instructions**

### **Article T 47 - Fire extinguishing media**

§ 1. Fire protection must be ensured by:  
portable water-spray fire extinguishers;

via a system of fully charged fire hydrants, DN 20 or 40 mm (possibly); via a fixed automatic water sprinkler fire extinguishing system (possibly); via dry columns (possibly); via fire extinguishers designed to handle specific risks.  
In addition, rooms with specific fire risks may be protected by fixed sprinkler fire extinguishing systems or by the extinguishing agents referred to in article [MS 30](#), on the basis of an opinion by the safety committee.

§ 2. Portable water-spray fire extinguishers with a minimum capacity of 6 litres must be distributed on the base of one appliance every 200 square metres and one for every extra 200 square metres (or every 300 square metres if there is a system of fully charged fire hydrants) and each level.

§ 3. A system of fully charged fire hydrants, DN 20 or 40 mm must be installed in category 1 and 2 buildings.

The provisions of article [MS 8](#) (§ 1) are supplemented by the fact that mixed connections are prohibited.

§ 4. When a fixed automatic water sprinkler fire extinguishing installation is required and the under-ceiling (or under-roof) height is less than or equal to 12 metres, the installation will be class III A 3, such as defined in French standard NF S 62-210.

If the under-ceiling height exceeds 12 metres and a fixed automatic water sprinkler fire extinguishing installation is required, the project will require an opinion by the central safety committee, particularly as regards the installation's hydraulic features.

§ 5. The provisions of article [MS 18](#) are supplemented by the fact that dry columns must be installed in protected stairwells if the top level accessible to the public is over 18 metres from the fire brigade's access point.

### **Article T 48 - Fire department**

§ 1. In application of articles [MS 45](#) and (Order of 12 June 1995, art. 2) "[MS 46](#)", the supervision of category 1 buildings must be carried out by fire safety agents under the following conditions:

Buildings with one or two floors accessible to the public:

- by at least four agents, if the workforce exceeds 6,000 individuals;
- by at least five agents, if the workforce exceeds 10,000 individuals;

Buildings with more than two floors accessible to the public:

by at least four agents, if the workforce exceeds 4,000 individuals; by one extra agent for every extra 3,000 individuals above 6,000, with a maximum of two agents per level.

§ 2. For the buildings of a given establishment that meet the conditions of article [GN 3](#), the overall fire department workforce such as defined in paragraph 1 will be that needed for the largest building with a minimum of two agents per building or level and three permanent agents at a central safety station with at least one liaison vehicle.

§ 3. For buildings with over 30,000 visitors or for large groups of buildings, the fire department make-up will be decided on the basis of an opinion by the departmental committee for civil protection, safety and accessibility.

### **Article T 49 - Fire fighting system - Alarm system (Order of 2 February 1993)**

Fire fighting systems are defined in article [MS 53](#), the alarm equipment is defined in article [MS 62](#).

Category 1 buildings that require a fire fighting system that complies with the provisions of article [T 48](#), must be equipped with a category B fire fighting system.

Other category 1 and category 2 buildings must be equipped with a category C, D or E fire fighting system comprising alarm equipment of the type 2 b.

Category 3 buildings must be equipped with type 3 alarm equipment.

Category 4 buildings must be equipped with type 4 alarm equipment.

A category A fire fighting system may be required in some buildings, based on a reasoned opinion issued by the safety committee.

### **Article T 50 - Soundproofing system (Order of 2 February 1993)**

If there is a soundproofing system, the general alarm must be interrupted by the broadcasting of a pre-recorded message giving a clear order to evacuate. In this last case, the equipment required to broadcast this message must also be powered by an emergency backup electricity supply (A.E.S.) that complies with its standard. In any case, all category 1 buildings must be fitted with an emergency backup electricity supply.

### **Article T 51 - Alert system**

In application of article (Order of 2 February 1993) "[MS 71](#)" the liaison with fire fighting agents must be made via:

A private fire alarm system or a direct telephone line, in category 1 buildings with over 3,000 individuals; and via urban telephone systems in other buildings.

### **Article T 52 - Operating instructions**

§ 1. It is forbidden to leave piles of boxes, straw, cardboard, etc. in exhibition areas, stands and passageways.

**36<sup>th</sup> Annual Meeting of the European Bone & Joint infection society**  
**7 – 9 September 2017 . Nantes . France**



**§ 2.** Regular cleaning (daily) must leave the rooms free of dust and waste of any nature. All waste and rubbish generated by cleaning and sweeping must be removed on a day-to-day basis, and taken out of the building, before the building opens to the public.

**§ 3.** In rooms with specific risks, referred to in article [T 13](#), the smoking ban must be clearly displayed.

## ANNEX – 1/2

### Declaration form for working machines or appliances

**Important.** - Working equipment must either be fitted with the appropriate, fixed screens or casings that keep any hazardous parts out of reach of the public, or be arranged so that the hazardous parts are kept out of reach of the public, and at no less than one metre from any general circulation. Demonstrations shall be performed under the exhibitor's full liability.

Date:

Signature:

Note: Competent administrative authority:

The authority must receive this application no later than thirty days before the event.



# ANNEX – 2/2

## Declaration form for working machines or appliances

(The trade show organizer must receive this form no later than thirty days before the event)

**Trade show or exhibition:**

.....

Location:

.....

Stand name:

.....

- ..... building or hall:

..... Stand number:.....

**Exhibitor's trade name:**

.....

- ..... a

Address:

.....

- ..... N

Name of the stand manager:

.....

- ..... t

Telephone number:

.....

## Type of working equipment or appliance to be presented

Specific risks:

- Electrical power source exceeding 100 kVA.
- Liquefied gas.
- Flammable liquids (other than those in automobile fuel tanks):

Nature..... Quantity .....

Use mode:

.....

- Risks requiring an authorisation request sent by the exhibitor to the competent administration (see note) - Date sent:

.....

Heat or combustion engine:

.....

Smoke generator:

.....

Propane gas:

.....

Other hazardous gases, please specify:

.....

Radioactive source:

.....

X-rays:

.....

Laser:

.....

Other cases not provided for, please specify:

.....

**Please refer to the following document for more details on these general exhibition terms and conditions:**

In the "Journal Officiel de la République Française" (official gazette of the French Republic"

**FIRE SAFETY**

Public buildings used as EXHIBITION halls

26 rue Desaix

75727 PARIS CEDEX 15

## 7. MAP OF NANTES EVENT CENTER



# LA CITÉ NANTES EVENTS CENTER

