



September 12-15, 2017

**WOODRISE**  
Bordeaux 2017  
**FRANCE**

### **1<sup>st</sup> World Congress**

MID-RISE AND HIGH-RISE  
WOOD BUILDINGS  
AT THE HEART OF SUSTAINABLE CITIES  
AND THE ECOLOGICAL TRANSITION

**Register**

## EXHIBITOR'S TECHNICAL GUIDE

[wood-rise-congress.org](http://wood-rise-congress.org)



# WOODRISE

12-15 September 2017

**Bordeaux Convention Centre**

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# CONVENTION CENTRE (location, access)

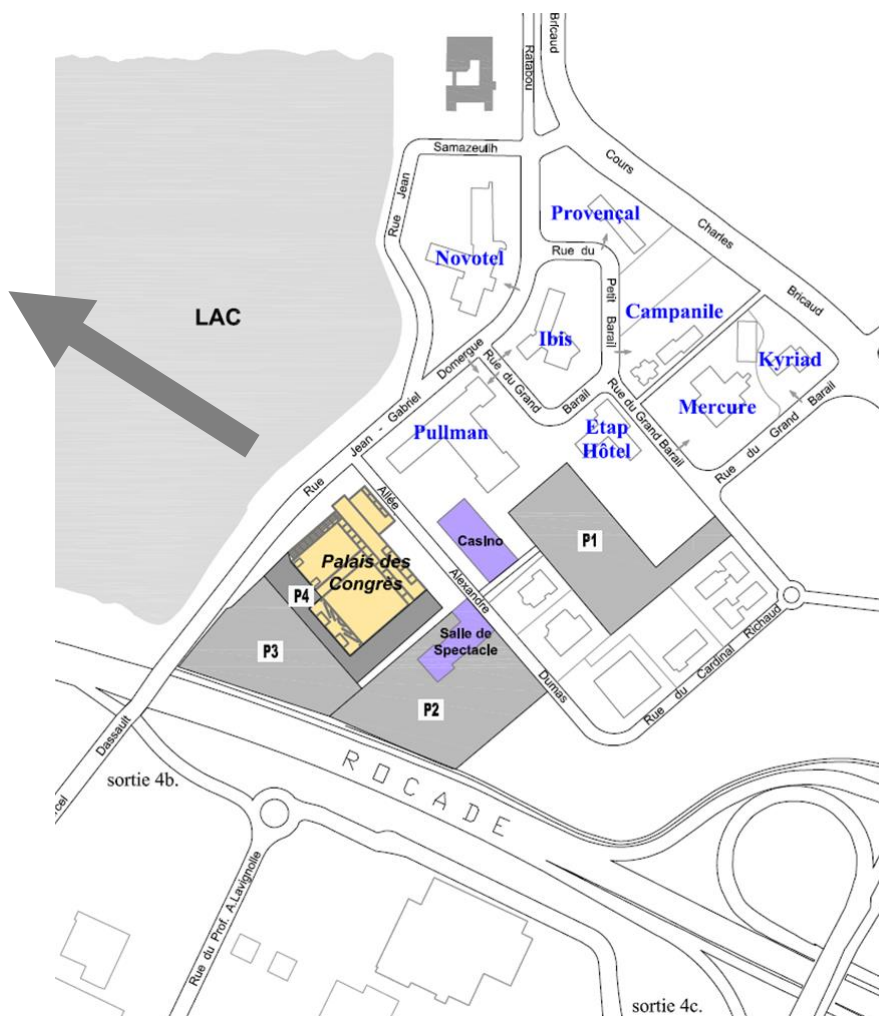
**Bordeaux Convention Centre**  
Avenue Jean-Gabriel Domergue  
33300 BORDEAUX



- Free parking for visitors and attendees:  
Rue du Cardinal Richaud (Carparks P1, P2, P3)
- Pedestrian access :  
Allée Alexandre Dumas
- Delivery access:  
Avenue Jean-Gabriel Domergue  
(Car park P4)

The Bordeaux Convention Centre is located on the banks of the 160-hectare Bordeaux Lac, 10 minutes from the city centre, and 15 minutes from the airport and train station.

The Bordeaux Convention Centre boasts exceptional tourist services including 1,050 hotel rooms, 15 restaurants, and 1 casino, which will all be directly accessible by tramway.



## Getting to the Bordeaux Convention Centre:

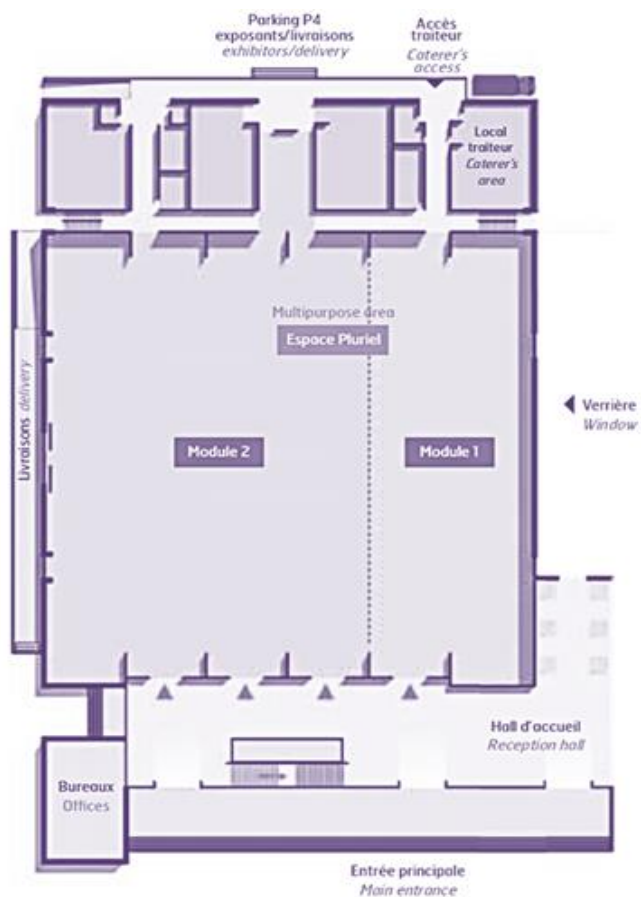
- **By plane:** From the airport → take Bus “Liane 1” direct to downtown – Stop at “Quinconces” then take light rail line C and get down at “Palais des Congrès” - [www.bordeaux.aeroport.fr](http://www.bordeaux.aeroport.fr)
- **By train:** At Bordeaux Saint-Jean station takes Tramway C and get down at “Palais des Congrès” [www.voyages-sncf.com](http://www.voyages-sncf.com)
- **By public Transport:** Light rail line C and stop at “Palais des Congrès” - [www.infotbc.com](http://www.infotbc.com)



# Building specifications - Espace Pluriel

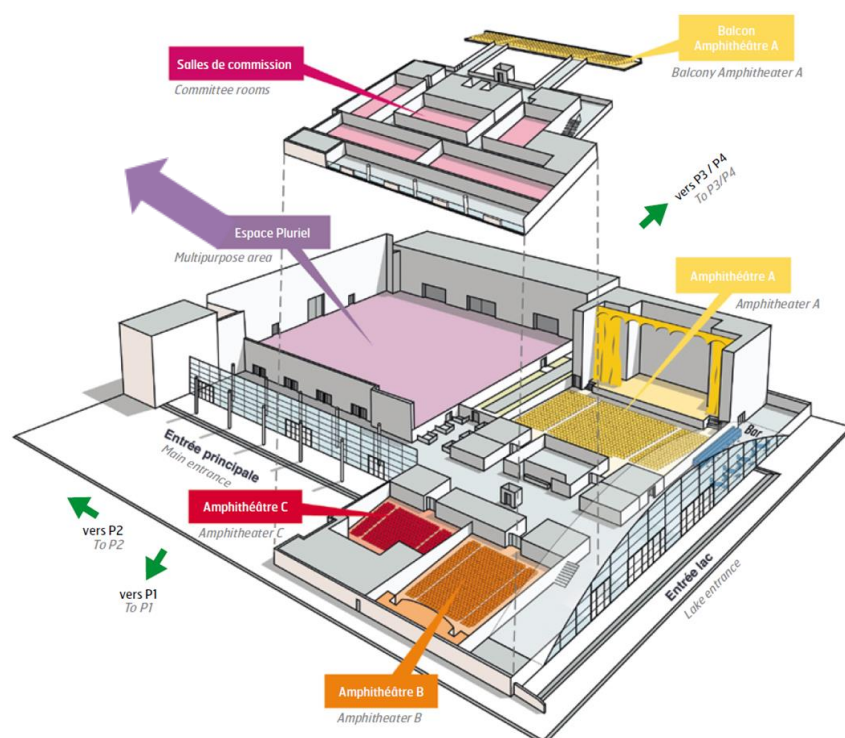
## Site description

- The exhibition space (Espace Pluriel - Multipurpose Area) is located on the ground floor of the building.
- The surface area is 3,024 m<sup>2</sup> (56m x 54m) and can be split into three 1,000 m<sup>2</sup> spaces
- It has a concrete floor with a quartz surface finish
- Lighting is by metal halide lamps
- The clearance height under beams is 7 m
- Electricity is provided through access hatches on the ground
- There will always be at least one Convention Centre staff member present from the start of set-up to the end of dismantling



## Requirements

- Only one kind of tape is permitted on the ground:
  - "SUPERMOUNT 22102" by Supertape
- It is forbidden to place signs on pillars, walls, doors or windows
- Putting holes in floors, walls, or ceilings is prohibited
- There is no water supply or drainage
- Nothing can be hung
- No vehicles are permitted in the hall

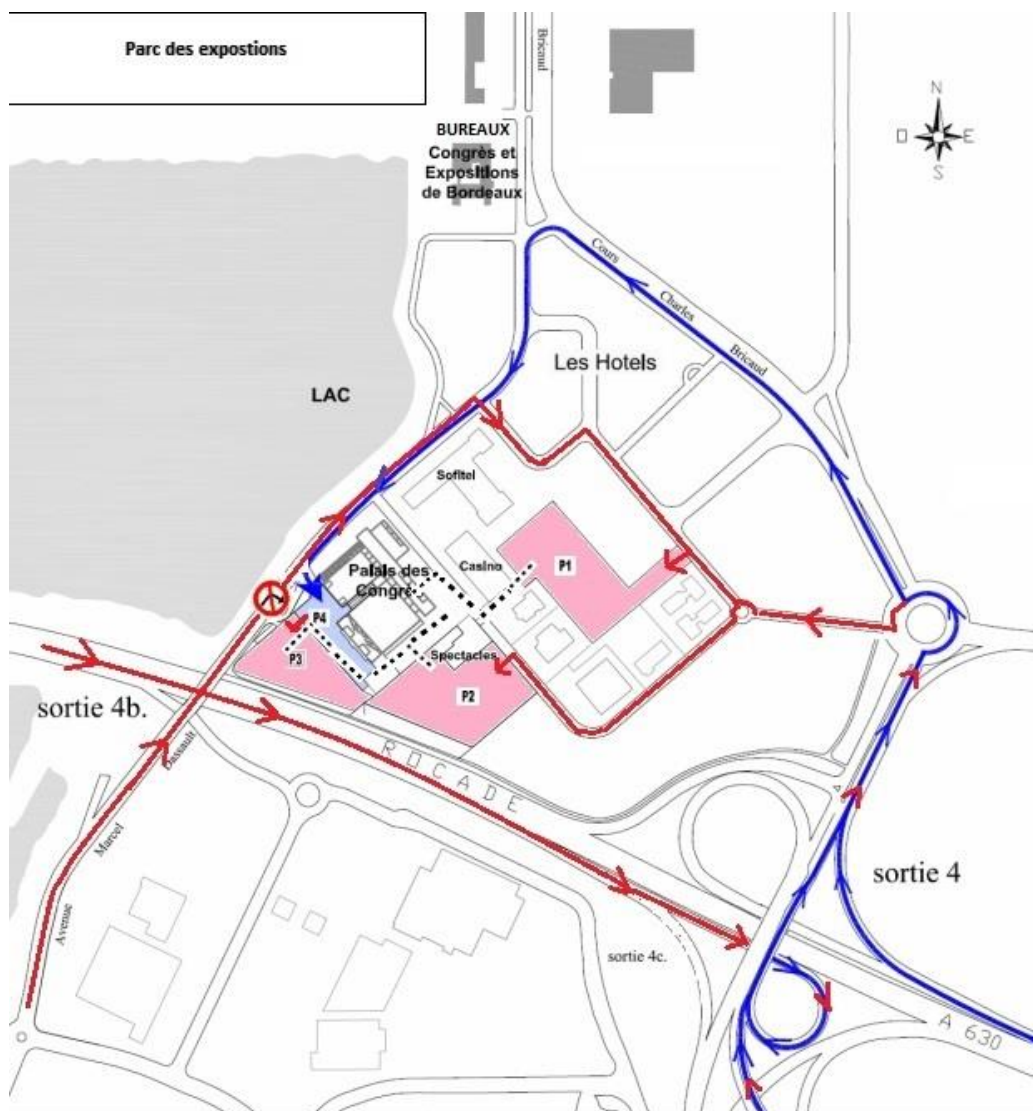


# Deliveries (access, parking, dates, times)

Deliveries for pre-assembly can be made starting from

**Septembre 11, 2017 from 8 am to 5 pm**

- Access to the delivery area is through car park P4, Avenue Jean-Gabriel Domergue.  
→ 0.8 m-high loading bay with 12% access ramps (width 3.60 m, length 12 m)
- Materials delivery and pick-up access is via a loading bay in the South (Car park P4). The size of the exhibition area access doors (w: 2.485 x h: 2.80) requires the use of material handling equipment (pallet truck or forklift) to deliver materials to the loading bay. Aside from material handling equipment, no vehicles are permitted in the Multipurpose Area.
- A storage area is available for this purpose. Upon arrival, the exhibitor can come and collect his packages.



## Important

**No packages will be accepted** outside of the previously mentioned delivery dates and times

## REMINDERS

### Set-up - Dismantling

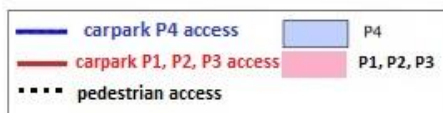
In order to improve traffic flow, please move to the car park P3 after deliveries

### During the event,

Exhibitors, visitors, and attendees may park in car parks P1, P2 and P3

**Carpark P4 access : Deliveries only**  
(suppliers/contractors, exhibitors, ...)

**Carpark P1, P2, P3 access :**  
- Visitors, delegates,



# Deliveries - identification of packages, package retrieval

## Identification of packages

**Warning! Any package not bearing this information will be refused**

## Woodrise Congress 2017

**Company :**

**Stand :** / c/o **CEB**

**PALAIS DES CONGRES DE BORDEAUX**  
Avenue Jean Gabriel Domergue  
33300 Bordeaux

*Name of on-site contact :*

*Telephone :*

*N° of package :*

*Total nb of packages :*

### Package Retrieval – END of EVENT

If a courier is picking up your packages, please:

- Make sure the packages are properly sealed
- Mark the return address on all packages and number them (ex: 1/5, 2/5... 5/5), and include a name and mobile number on the first package
- Bring them to the Convention Centre's storage area at the back of the exhibition space
- Instruct your courier to pick-up the packages:

**September 14<sup>th</sup>, 6pm to September 15<sup>th</sup> from 8am 5pm**

### Important

All packages left on the stand after the exhibitor leaves will be thrown away by the cleaning services

In the absence of the exhibitor upon the courier's arrival, CEB declines all responsibility in the case of package damage, loss, or theft

# Insurance, Security, Notification

## Insurance

Exhibitors are required to purchase adequate insurance for the duration of the event, covering all types of personal injury as well as material and intangible damage for which they or any of their agents or employees may be liable.

Exhibitors must also insure all of their supplies and installations. We strongly encourage exhibitors to insure exhibited goods for their exact value to avoid receiving only partial coverage in case of damage.

Even though the premises are locked and protected by alarm when the building is closed, Congrès et Expositions de Bordeaux declines all responsibility in case of damage to or theft of any exhibitor's goods left in the exhibition spaces.

## Security

Though Congrès et Expositions de Bordeaux provides surveillance day and night, this does not constitute admission of any kind of responsibility.

We strongly recommend that exhibitors with sensitive samples lock up their merchandise storage areas.

No one will be allowed to access the stand outside of exhibitor opening hours.

## Statement

### COMBUSTIBLE FUEL AND WORKING MACHINERY

We'd like to remind you that in order to exhibit working machinery or to use liquid or gaseous fuels, you must first notify the event's Security Officer by filling out the

**Specific form on the next page**

This notification does not exempt exhibitors from respecting all standards and regulations, nor does it absolve them of their responsibilities.



# Statement

## Working equipment, use of fuels

**WOODRISE 2017**  
12-15 septembre 2017

Company name:

Name and job title of the in charge:

Address:

Telephone:

Fax:

E-mail:

SIRET (business registration) No.:

### USE OF FUEL:

Type of fuel:

Quantity of fuel at the stand:

Utilisation

### WORKING MACHINERY

Type of material shown:

Description of accompanying safety measures:

Exhibitors who use working equipment and/or fuel (See security regulations), are required to fill out this notification form prior to the visit from the Security Committee, which will then give its approval depending on the security measures that the exhibitor has put in place. The organiser has the right to interrupt the demonstrations at any time if the security measures that were described are not being followed.

#### Send form to:

Security Officer  
« Name of Security Officer »  
« Email of Security Officer »

Signature Date Stamp



# Set-up – Dismantling

**Reminder:** commercial vehicles and passenger cars may park in the delivery car park only during the set-up and dismantling periods

Any obstructive parking, particularly in the fire lane, will be ticketed. Congrès et Expositions de Bordeaux reserves the right to tow vehicles away. The vehicle owner will have no legal recourse against Congrès et Expositions de Bordeaux. Vehicles owners will also be responsible for towing and recovery costs.

	September 12 <sup>th</sup>	September 13 <sup>th</sup>	September 14 <sup>th</sup>
General Set up	7 am-7 pm		
Exhibitors (access for set up)	5 pm-7 pm	7:30 am-8:30 am	8 am-8:30 am
Exhibition opening		8:30am-6:30 pm	8:30 am-5 pm
Dismantling			5 pm- 00:00 am

Personnel will be on hand to welcome exhibitors from **9 am to 7 pm on September 13<sup>th</sup> and 14<sup>th</sup>**

Access is via the delivery zone shown on the map on page 5.

**Any object or box that remains in the aisles will be considered as trash.**

## End of Event:

We'd like to remind exhibitors that they must remove all merchandise, materials, or decorative elements that can be easily carried to so as to discourage theft.

All stand materials and installations must be removed at the latest

**September 14, at 6 pm.**

**After this time, anything remaining at the stand will be considered abandoned and dismantling and removal costs will be invoiced to the exhibitor.**

# Booth options

## >>> BOOTH 6sqm STANDARD

- Structure with aluminum walls and white panels
- Carpet
- 1 stand banner L 50 x H 30 cm
- 1 power outlet 3 KW – 16 A
- Lighting: one 3-spot rail
- Furniture: 1 wooden table, 2 wooden chairs with chrome feet, 1 garbage can



## >> BOOTH 12 sqm STANDARD

- Structure with aluminum walls and white panels
- Carpet
- 1 stand banner L 50 x H 30 cm
- 1 power outlet 3 KW – 16 A
- Lighting: one 3-spot rail
- Furniture: 1 wooden table, 2 wooden chairs with chrome feet, 1 garbage can



## >> BOOTH 24 sqm STANDARD

- Structure with aluminum walls and white panels
- Carpet
- 2 stand banners recto L 50 x H 30 cm
- 3 m<sup>2</sup> storage space
- 1 power outlet 3 KW – 16 A
- Lighting: 6 spots on stands
- 1 garbage can



## >> BOOTH 24 sqm PREMIUM

- Structure with aluminum walls and white panels
- Carpet
- 3 m<sup>2</sup> storage with single-colour wooden panels (away from door block)
- Structure with raw pine screens (4 pieces/ml)
- High sign 200 x 200 x 110 cm with colour printing on 4 sides
- 1 power outlet 3 KW – 16 A
- Lighting: 6 spots on stands and spot rail in sign
- 1 garbage can

### >> BOOTH 48 sqm STANDARD

- Structure with aluminum walls and white panels
- Carpet
- 4 m<sup>2</sup> storage
- Lighting: 8 spots on stands
- 1 power outlet 3 KW – 16 A
- 2 stand banners recto L 50 x H 30 cm
- High sign 200 x 200 x 110 cm with colour printing on 4 sides
- 1 garbage can



### >> BOOTH 48 sqm PREMIUM

- Structure with aluminum walls and white panels
- Carpet
- 4 m<sup>2</sup> storage with single-colour wooden panels (away from door block)
- Structure with raw pine screens (4 pieces/ml)
- 2 stand banners recto L 50 x H 30 cm
- High sign 200 x 200 x 110 cm with colour printing on 4 sides
- 1 power outlet 3 KW – 16 A
- Lighting: 8 spots on stands and spot rail in sign
- 1 garbage can



### >> BLANK SPACE ONLY

This space comes without any equipment and must cover at least 24sqm

## Booth layout and Sign

To be sent before 30 July to [gbriard@terresdecongres.com](mailto:gbriard@terresdecongres.com)

Institution: .....

Booth surface: .....

For booth > 48sqm or blanc spaces, please give us the details of your designer

Institution: ..... Contact .....

Phone ..... Email .....

LAYOUT DIAGRAM TO SCALE:

- Draw up a diagram of the booth on the grid below using the following scale: **1 square = 1 m<sup>2</sup>** (specify the sides)
- Use the symbols below to indicate the placement of different services ordered.

On this form  
please indicate:

- The location of technical services that have been ordered
- The text of your stand's sign  
(For shell scheme stands only)

### Legend

Electrical box



ADSL connection



## STAND SIGN for shell scheme stands only

Stand sign (16 characters maximum) :

[illegible]



## Additional Services



## PANIER REPAS

### DABBAWALA GIRL ETE

Tartare de saumon fumé maison, crème de peanuts et roquette  
Cabillaud poêlé, pommes grenailles et tomate fraîche  
Fromage du moment  
Tiramisu de fraises au vin moelleux  
Petit pain de campagne

### DABBAWALA BOY ETE

Filet de Rouget sur la peau, rouille et légumes en coin  
Emincé de bœuf grillé, grenailles et tomates naines  
Fromage du moment  
Tiramisu de framboises au vin de Bordeaux  
Petit pain de campagne

### DABBAWALA GIRL AUTOMNE

Fraîcheur de Crozets et jambon de canard fumé  
Dorade rôtie, linguini aux légumes rôtis  
Fromage du moment  
Parfait au chocolat blanc à la Châtaigne  
Petit pain de campagne

### DABBAWALA BOY AUTOMNE

Saumon fumé maison, sucrine et légumes confits, crème de raifort  
Aiguillettes de magret au raisin du coin  
Fromage du moment  
Mousse chocolat « tout noir » aux brisures de cookies  
Petit pain de campagne

### L'AUTHENTIQUE

Salade de linguini à l'italienne, tartare de courgettes et Pastrami  
Emincé de magret, grenailles façon « Piémont » aux oignons rouges et pointes vertes  
Fromage du moment  
Tiramisu « Al Cremovo », coulis au café fort  
Petits pains de campagne

### LA DERNIERE MINUTE

Commande le jour même passée avant 10h  
Menu du marché  
Petits pains de campagne





## PANIER REPAS

### LE VEGETARIEN

Tartare de saumon à la crème de raifort, mesclun en Mikado de légumes  
Dorade rôtie aux spaghetti de courgettes, sauce vierge, linguini à l'émulsion d'herbes fraîches  
Fromage du moment  
Pomme rôtie entière à l'ancienne, en crumble aux zestes d'agrumes  
Petits pains de campagne



## COCKTAILS

### COFFRET PAINS MIGNONS

Focaccia tomatade, pesto, mozzarella, parmesan, rôti de veau  
Navette magret fumé, brebis basque, fromage frais aux figues  
Polaire de rillettes de sardine et roquette  
Brioche anguille fumée, ciboulette, concombre et St Moret  
Navette végétarienne, caviar d'aubergine, tomate, œuf dur et salade



### COFFRET CLASSIQUE SALE

Tartelette de tartare de courgette, veau et œuf de caille, chips de lard  
Sphère coulante de piquillos, sablé au piment d'Espelette  
Club de tourteau aux agrumes  
Tartelette d'asperges vertes, zéphir d'ail confit  
Stick de poulet aigre-douce  
Dôme de brocolis, caviar Avruga, toast de pain Italien aux fruits secs  
Roulé de bœuf au fromage frais et roquette, biscuit au parmesan



### COFFRET CABERNET

Hibiscus foie gras et poivre sichuan  
Cake à la roquette, caviar d'artichaut  
Fraîcheur de tourteau à la coriandre, ramonas à l'avruga  
Nem de jambon de canard et légumes à la thaï  
Macaron de foie gras en sucette  
Puit de courgette et rouget en escabèche  
Croustillant d'asperge au fromage frais et pain noir



## COCKTAILS

### COFFRET MERLOT

Sphère de tomate Kumato et soja  
Tartare de daurade, mayonnaise fumée, pain noir  
Verrine Pannacotta foie gras, pop corn, réduction balsamique  
Pion de foie gras à l'abricot sec, crumble et crackers  
Verrine betterave framboise, Saint Moret  
Dôme de tourteau, crackers à l'ail  
Verrine tapenade, basquaise et gressin



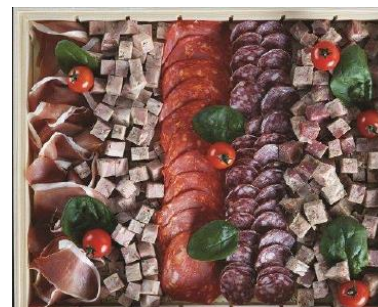
### COFFRET VIANDES

Noix de veau  
Rôti de porc  
Filet de poulet  
Tomates cerises  
Cornichons  
Moutarde de Dijon et moutarde à l'ancienne  
Oignons grelots



### COFFRET TERROIR

Grattons  
Saucisse Perche  
Grenier Médocain  
Jambon de Pays  
Chorizo Doux



### COFFRET FROMAGE CLASSIQUE

Brebis AOC  
St Maure AOC  
Edam AOC  
Mimolette AOC  
Tête de moine AOC



### COFFRET FROMAGE SPECIAL VIN

Reblochon AOC  
Abondance AOC  
Comté AOC





## PANIER REPAS

### GOURMANDISES

32 pièces : Florentins, mini cakes, canelés, assortiments de macarons, madeleines au chocolat

### COFFRET MINI VIENNOISERIES

10 mini croissants  
10 mini pains aux raisins  
10 mini chocolatinés



### COFFRET MACARONS CANELES

42 pièces

### COFFRET CLASSIQUE SUCRE

« Comme un tiramisu » (sablé breton, crème café et mascarpone, cacao)

Tarte citron meringuée (crème citron, meringue et citron confit)

Macarons chocolat, ganache chocolat au lait et passion

Snobinettes de poire au vin rouge, chantilly cannelle, framboise

Tartelettes chocolat feuillantine

Financiers au coc et ananas caramélisés

Rochers coco



### COFFRET PRESTIGE SUCRE

Macarons caramel fleur de sel

Tartes chocolat, ganache montée et arachide doré

Crèmeux passion et gelée de mangue sur son sablé breton

Succès noisette, ganache moelleuse au praliné, chocolat au lait croquant

Tartelettes aux myrtilles compotées, mousseline de marrons et groseilles

Choux café et cardamome

Sablés breton et citron vert, crèmeux ananas cubique et copeaux de coco



Order Form to be sent to : [gbriard@terresdecongres.com](mailto:gbriard@terresdecongres.com)

Company \_\_\_\_\_ Booth N° \_\_\_\_\_

Address \_\_\_\_\_

Zip Code - Town  
- Country \_\_\_\_\_

First name \_\_\_\_\_ Last name \_\_\_\_\_

Email \_\_\_\_\_ Mobile \_\_\_\_\_

	vat incl	quantity	total with vat
Connexion wifi individuel 24/24 pour 2 jours	60,00 €		
Connexion filaire par machine connectée	270,00 €		
Electrical connection 3Kw 16A for 2 days	250,00 €		
Electrical connection 6Kw 30A for 2 days	380,00 €		
Electrical connection 12Kw 60A for 2 days	505,00 €		
3 spots rail	90,00 €		
3 plugs block	25,00 €		
Signage in four-color banner 300*50cm for 6sqm booth	245,00 €		
Signage in four-color banner 400*50cm for 12sqm booth	290,00 €		
Signage in four-color banner 200x110 for 24 sqm booth	855,00 €		
Cabinet storage 1 sqm	245,00 €		
Cabinet storage 2 sqm	345,00 €		
Rental of a trolley thermal 5 tons with handler	sur devis		
Booth cleaning during the congress/ sqm / day	2,00 €		
Welcome hostess 10 h/day	335,00 €		
46 inch led screen (117 cm) SLIM FULL HD – USB, built-in speakers, stand or wall mount	540,00 €		
55 inch led screen (140 cm) SLIM FULL HD USB, built-in speakers, stand or wall mount	696,00 €		
65 inch led screen (165 CM) FULL HD – USB, built-in speakers, stand or wall mount	1 070,00 €		
80 inch led screen (203 cm) FULL HD – USB, built-in speakers, stand or wall mount ou mural	1 190,00 €		
22 inch laptop computer All in One touch, Windows 7, padlock	345,00 €		
Laptop computer Core I5, 4 Go Ram, DD 250 Go Windows, VLC, padlock	290,00 €		
40 inch touch Screen with mini PC Windows 7, foot stand	1 070,00 €		
55 touch Screen with Mini PC Windows 7, foot stand	1 300,00 €		
Ipad with foot Ipad with foot stand	450,00 €		

stand			
Wooden counter 100 x 50 H 100	144,00 €		
Wooden counter 150 x 50 H 100	168,00 €		
Wooden counter 200 x 50 H 100	192,00 €		
Wooden square high table 65 x 65 H 110	84,00 €		
Wooden square high table 80 x 80 H 110	168,00 €		
Wooden stool without backrest 35 x 35 H 74	48,00 €		
Wooden stool without backrest 35 x 35 H 94	54,00 €		
Wooden square table 80 x 80 H 74	78,00 €		
Wooden rectangular table 140 x 70 H 74	72,00 €		
Wooden Chair 40 x 40 H 42/75	60,00 €		
Wooden display 30 x 40 H 160	108,00 €		
Wooden sofa 140 x 75 H 42/84	180,00 €		
Wooden armchair 75 x 75 H 42/84	96,00 €		
Wooden Pouf 40 x 40 H 40	48,00 €		
Wooden square low table 65 x 65 H 42	72,00 €		
Wooden rectangular low table 100 x 65 H 42	84,00 €		
Order for Septembre 13 <sup>th</sup>			
Panier repas - Dabbawala Girl Eté	28,00 €		
Panier repas - Dabbawala Boy Eté	28,00 €		
Panier repas - Dabbawala Girl Automne	28,00 €		
Panier repas - Dabbawala Boy Automne	28,00 €		
Panier Repas - l'Authentique	30,00 €		
Panier Repas - la Dernière minute	35,00 €		
Panier Repas - le Végétarien	35,00 €		
Coffret Pains mignons	58,00 €		
Coffret Classique	70,00 €		
Coffret Cabernet	77,00 €		
Coffret Merlot	84,00 €		
Coffret Viandes	77,00 €		
Coffret Terroir	70,00 €		
Coffret Fromage Classique	67,00 €		
Coffret Fromage Spécial vin	67,00 €		
Coffret mini viennoiseries	45,00 €		
Coffret Macarons St Emilion - Canelés	77,00 €		
Coffret Classique Sucré	71,00 €		
Coffret Prestige Sucré	70,00 €		
Coffret Gourmandises 32 pièces	32,00 €		
Petite corbeille de fruits - 25 pers	48,00 €		
Grande corbeille de fruits - 50 pers	75,00 €		
Abatilles plate 0,5 L	2,30 €		

Abatilles gazeuse 0,5L	2,30 €		
Abatilles plate 1 L	3,50 €		
Abatilles gazeuse 1L	4,00 €		
Jus de fruits 1l	6,00 €		
Coca cola 1,5 l (ou light)	6,00 €		
Glacé à rafraichir - 10kg	24,00 €		
Service café thermos - 10 personnes	29,00 €		
Service thé thermos - 10 personnes	29,00 €		
Crémant de Bordeaux	21,00 €		
Champagne Cristian Senez brut	35,00 €		
Champagne Mumm Cordon rouge	52,00 €		
Ch. Pouyanne rouge (Graves)	22,00 €		
Ch. Toumilon rouge (Graves)	15,00 €		
Ch. Pouyanne blanc (Graves)	17,00 €		
Ch. Léotins blanc (Entre 2 Mers)	15,00 €		
Verre gobelet jetable(x10)	7,00 €		
Verre à pieds jetable(x 12)	9,00 €		
Flûte jetable (x10)	9,00 €		
Verre à eau "Gobelet" en verre (x24)	15,00 €		
Flûte en verre (par 24)	20,00 €		
Paravent corde	48,00 €		
Nespresso (gobelet+sucre+50 dos)	162,00 €		
Recharge 50 dos+ gobelet+ sucre	112,00 €		
Order for Septembre 14 <sup>th</sup>			
Panier repas - Dabbawala Girl Eté	28,00 €		
Panier repas - Dabbawala Boy Eté	28,00 €		
Panier repas - Dabbawala Girl Automne	28,00 €		
Panier repas - Dabbawala Boy Automne	28,00 €		
Panier Repas - l'Authentique	30,00 €		
Panier Repas - la Dernière minute	35,00 €		
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Coffret mini viennoiseries	45,00 €		
Coffret Macarons St Emilion - Canelés	77,00 €		



Coffret Classique Sucré	71,00 €		
Coffret Prestige Sucré	70,00 €		
Coffret Gourmandises 32 pièces	32,00 €		
Petite corbeille de fruits - 25 pers	48,00 €		
Grande corbeille de fruits - 50 pers	75,00 €		
Abatilles plate 0,5 L	2,30 €		
Abatilles gazeuse 0,5L	2,30 €		
Abatilles plate 1 L	3,50 €		
Abatilles gazeuse 1L	4,00 €		
Jus de fruits 1l	6,00 €		
Coca cola 1,5 l (ou light)	6,00 €		
Glace à rafraichir - 10kg	24,00 €		
Service café thermos - 10 personnes	29,00 €		
Service thé thermos - 10 personnes	29,00 €		
Crémant de Bordeaux	21,00 €		
Champagne Cristian Senez brut	35,00 €		
Champagne Mumm Cordon rouge	52,00 €		
Ch. Pouyanne rouge (Graves)	22,00 €		
Ch. Toumilon rouge (Graves)	15,00 €		
Ch. Pouyanne blanc (Graves)	17,00 €		
Ch. Léotins blanc (Entre 2 Mers)	15,00 €		
Verre gobelet jetable(x10)	7,00 €		
Verre à pieds jetable(x 12)	9,00 €		
Flûte jetable (x10)	9,00 €		
Verre à eau "Gobelet" en verre (x24)	15,00 €		
Flûte en verre (par 24)	20,00 €		
Paravent corde	48,00 €		
Nespresso (gobelet+sucre+50 dos)	162,00 €		
Recharge 50 dos+ gobelet+ sucre	112,00 €		
signature date & company stamp <div></div>		total vat included	
		total vat 20%	

To be paid on invoice receipt

# Additional furniture – order form

Make your choice of furniture, coffee machine, fridge... on [www.amexpo.fr](http://www.amexpo.fr)

& fill the order form below and sent it to [Bordeaux@amexpo.fr](mailto:Bordeaux@amexpo.fr)

Company name:

Booth number:

Address:

Zip code:

Town:

Contact:

Email:

Tel:

Mobile

REF	Désignation	Quantité	PU HT	Total HT

Payment by:

- ☐ Credit card
- ☐ Check
- ☐ bank transfer

\*all bank fee will be charged

Rental amount excl vat	insurance price
0 to 100€.....	9€
101 to 200€.....	16€
201 to 400 €.....	28€
401 to 800€ .....	45€
801to 1500€.....	70€
more : 4% of amount excl vat	

Insurance VAT ex

.....

TOTAL VAT excl .....

20% VAT .....

TOTAL VAT incl. ....



## RELEVÉ D'IDENTITÉ BANCAIRE

Titulaire du Compte :

AMEXPO SUD OUEST

SG BORDEAUX CHARTRONS (00372)

1 CRS B STUTTENBERG 33300 BORDEAUX

Identification nationale (RIB)

30003

00372

00027001548

51

Code Banque

Code Guichet

Numéro du Compte

Clé RIB

Identification Internationale (IBAN) - IBAN FR 76 3000 3003 7200 0270 0154 851

Identifiant International de la Banque (BIC) - SOGEFRPP

signature & company stamp

# Security regulations

## Exhibiting at the CEB site

**The Bordeaux Convention Centre is a Public Access Building, which means that it is subject to the following (non-exhaustive) list of regulations:**

- The French Construction and Housing Code, particularly articles R111.19 et seq., and articles R123-2 to 55, R152-6, and R152-7
- Town planning code articles R111-1, R111-5, R111-6, R111-48, and R111-49
- The decree of 23 March 1965, as amended
- The decree of 18 November 1987, as amended, regarding exhibition halls. The articles of this decree begin with the letter T followed by a sequence number
- The decree of 5 February 2007, as amended, regarding conference rooms, meeting rooms, and multipurpose rooms
- The decree of 21 June 1982, as amended, regarding restaurants and drinking establishments (Public Access Building rules)
- The decree of 1 August 2006 regarding disabled access
- The decree of 11 September 2007 regarding disabled access

This document serves as specifications for the event as required by article T5§3 of the Decree of 18 November 1987, as amended. Article T8 stipulates that exhibitors and renters of the stands must respect the measures as laid out in this document.

## Obligations of exhibitors and renters of the stand

Exhibitors and renters of the stand must respectively apply and respect the different security rules presented in this document, in addition to any application legislation.

As soon as stand assembly work begins, the stands may be subject to verification by the organiser's designated Security Officer. The exhibitors and renters of the stand may not avoid or refuse this verification.

The assembly work must be completed before the visit of the CCDSA (Departmental Consultative Commission on Security and Accessibility) and/or the Security Officer.

Every effort must be made to ensure that the members of the CCDSA or the Security Officer may examine all of the assembly work in detail (examination at the discretion of CCDSA members or the Security Officer).

The exhibitor or its authorised representative must be able to provide the members of the CCDSA with all necessary information about the stand assembly and the materials mentioned in article T 21, except for items that bear a quality label.

The Security Officer can provide advice or assistance to exhibitors who request it (orally in or writing).

To use specific equipment, a written notification must be sent to the organiser at least 30 days before the event opens to the public.

This document has been given to members of the CCDSA.

## Regulations for stand fittings (reaction to fire)

### French regulations

In this section, the following definitions apply to the reaction to fire of stand fittings, according to French regulations:

- |                               |                               |
|-------------------------------|-------------------------------|
| ▪ M0 means "non-combustible"  | ▪ M1 means "non-flammable"    |
| ▪ M2 means "flame resistant"  | ▪ M3 means "mildly flammable" |
| ▪ M4 means "highly flammable" |                               |

The fire classification of stand fittings must be certified by a reaction to fire classification report. Your supplier should provide you with this document, which must be issued by a Ministry of the Interior-approved lab. It serves as the only guarantee. A valid copy of this report must be given to the CEB verification teams.

# Security regulations

## Exhibiting at the CEB site

### SECURITY REGULATIONS FOR STAND MATERIALS

#### ☑ Floor coverings

All floor coverings must be classified as M0, M1, M2 or M3.

The minimum Euroclass classification is acceptable.

▪ No-combustible A1 FI	▪ M 0 A2 FI s1	▪ A2 FI s1/s2
▪ M 3 B FI s1/s2	▪ C FI s1/s2	▪ M 4 D FI s1/s2

#### ☑ Frames

Frames must be made of M0, M1, and M2 materials.

However, wooden frames measuring 24 mm and more are acceptable without any particular protection. Wooden frames measuring less than 24 mm are not classified and must therefore be fireproofed.

#### ☑ Partitions

Partitions must be made of M0, M1, and M2 materials. Wooden partitions that don't meet these conditions must be fireproofed.

#### ☑ Partition coverings

Partition coverings must be M0, M1, or M2.

The following partition coverings are prohibited in all cases: carpet, whether loose, stapled, or glued; boards, panels, and sheets made of expanded plastic material that is not at minimum flame resistant (M2); and soft cellulosic chipboard.

☑ For products other than floor coverings - the minimum Euroclass classification is acceptable

▪ No-combustible A1	▪ M 0 A2 s1 d0
▪ M 1 A2 s1/s2/s3 d0/d1 B s1/s2/s3 d0/d1	▪ M 2 C s1/s2/s3 d0/d1
▪ M 3 D s1/s2/s3 d0/d1	▪ M 4 no flaming droplets D s1/s2/s3 d0
▪ M 4 All other classifications between E d2 and F	

## Covered stands and multi-storey stands

#### ☑ Covered Stands

In general, building a ceiling or covering the stand with any kind of material is strictly prohibited so as not to impede the passage of water from water sprinklers (a water-based automatic fire extinguishing system that is built into the hall ceiling).

However, some exceptions to the rule are permitted under the following conditions: 30 days before the event, a request for authorisation must be submitted to the organiser with the following information:

- the stand number
- covered surface area
- type of fixation used
- gross surface area
- type of covering (full ceiling, awning, type of covering, etc.)
- a floor plan

Honeycombed structures such as "claustras" (screen walls) made of M0, M1, or M2 materials (at least 50% empty space).

Alternating M0, M1, or M2 materials arranged in a "chequerboard" so as to create an openwork ceiling (50%)

Vertical strips made of thin material (M0, M1, or M2) that is spaced at least 20 cm apart.

Horizontal strips using M0, M1, or M2 materials as long as they are no wider than 1 metre and are separated by open space that is at least as wide as the strips; perforated boards made out of M0 or M1 materials as long as the opening represents 50% of the surface area of the boards; and wide mesh fabrics that are fairly permeable to water. These fabrics must be at least M0, M1, or M2.



# Security regulations

## Exhibiting at the CEB site

In all cases, materials used for the ceiling must be non-dripping in case of fire (mesh size equal to or greater than 5 mm<sup>2</sup>).

In all cases, the distance between two covered stands cannot be less than 4 m.

If the covered surface area is between 20 and 50 m<sup>2</sup>, the exhibitor must have on-hand: a 6-litre water-additive fire extinguisher (paid for by the exhibitor).

### ☑ Multi-storey stands

The construction of a multi-storey stand requires prior authorisation. A request for authorisation must be submitted to the organiser 30 days before the event, with the following information:

- The stand number
- The gross surface area on the ground level
- The gross surface area on the upper level
- The surface area on the upper level that is open to the public
- The quantity and width of access stairs
- A floor plan
- A plan for each façade
- The type of activity on the upper level
- A copy of the original upper level verification
- The name of the monitoring office that will verify the installation on-site
- The date when the monitoring office will verify the installation on-site

Whatever activity is conducted on the upper level must also be conducted on the lower level under the same conditions for people who are not able to access the upper level.

The ground level must be made easily accessible to everyone.

The ground level and upper level must both have a 6-litre water-additive fire extinguisher.

## Electrical installations

Congrès et Expositions de Bordeaux provides exhibitors with semi-permanent electrical boxes to deliver the requested electrical power. These boxes are equipped with 30 mA circuit breakers.

Special stand installations must be handled by personnel who are fully aware of the special risks inherent to the event, and possess sufficient knowledge to design and carry out the work in conformity with current regulations. The exhibitor must sign a sworn statement that their installation complies with all current standards.

The semi-permanent electrical box may not be accessible to the public but must remain accessible to stand personnel and the CEB's fire safety teams and electrical service provider.

Flexible wires can be attached to temporary stand fittings. They must be rated at minimum 500 volts and have an earth conductor. Scindex type wires are prohibited.

Sockets must be connected to circuits with surge protection systems not exceeding 16A. Any device requiring additional power must use a specially adapted circuit.

Use of a multi-adaptor or multi-outlet boxes supplied by a fixed outlet is **prohibited**.

Under exceptional circumstances, if class 0 materials are used they must be protected by ground fault circuit breaker **not exceeding 30A**.

Class 1 devices must be connected to the protective conductor of the cable feeding them.

The use of individual protective earth connections is **prohibited**.

Electrical equipment installed externally must be **at minimum class IP44**.

# Security regulations

## Exhibiting at the CEB site

### ☑ Neon lighting and discharge lamps

The use of this type of equipment requires prior authorisation.

A request for authorisation must be submitted to the organiser 30 days before the event, with the following information:

- the type of equipment being used,
- the high voltage range,
- technical documentation.

Neon lighting (for illuminated signs, for example) and high-voltage discharge lamps must be installed in conformity with standard NF C 15-150. If they are enclosed in insulating sheaths, the sheaths must be made of category M3 materials. The power switch that is required by article 5 of NF C 15-150 may be combined with the main circuit breakers of the semi-permanent electrical box.

Warning: the CEB or the organiser may require the stand to have a 2-kg CO2 fire extinguisher on-hand.

## Fire safety

As a general rule, stands and stand fittings must not block any signs or access to security equipment, including:

- The FHCs (Fire Hose Cabinets)
- Fire extinguishers or fire extinguisher cabinets
- Fire alarm boxes (red boxes that measure 10 to 15 cm)
- SHEV control devices
- Fire hydrants (vehicle parking)
- Emergency exits
- Evacuation lighting

When an extinguisher is required at the stand, exhibitors or their representatives must ensure that a person trained to use the extinguisher is present whenever the stand is open to the public.

The halls also have public-access fire extinguishers if necessary. The FHCs are intended for the exclusive use of specially-trained CEB personnel.

For exteriors, you should know that each kitchen is equipped with a 6-litre water-additive fire extinguisher.

## Use of combustible fuels

On entend par « utilisation de combustibles », le fait pour un exposant, locataire de stands ou tout commettant d'utiliser, en présence du public, des matières inflammables, à usage de combustible, en combustion ou non, présentées à l'état solide, liquide ou gazeux.

### Autorisation

A request for authorisation is required to use a hot surface (fireplace, range cooker, fryer, etc.). This request for authorisation must be submitted to the organiser 30 days before the event, with the following information:

### ☑ Flammable solids

If authorisation is granted, exhibitors, renters of the stand, or principals must comply with the following rules:

- Clean and orderly storage
- The stand may only stock the maximum quantity that is required for daily operations, with a maximum of 0.5 steres or 3 bags of wood-derived pellets
- The stand must have a 6-litre water-additive fire extinguisher on-hand
- Storage must be out of reach of the public, but accessible to security teams
- 

## List of prohibited products

The following products are **prohibited** at the stands (except when special authorisation is granted by the CCDSA and the CEB):

- Distribution of samples or products containing flammable gas
- Balloons filled with flammable, toxic, or irritant gases
- Propane
- Gases that inhibit oxidation-reduction reactions
- Items made of celluloid
- Pyrotechnic or explosive devices
- The presence of ethylene oxide, sulphide, carbon, sulphuric ether, and acetone
- Firearms
- Products containing ammonium nitrate or sodium chlorate
- Acetylene, oxygen and hydrogen

# Security regulations

## Exhibiting at the CEB site

### 1. Flammable liquids

If authorisation is granted, exhibitors, renters of the stand, or principals must comply with the following rules:

10 litres of category 2 flammable liquids (fuel oil, diesel fuel, and alcohol equal to or exceeding 40% by volume)

5 litres of category 1 flammable liquids (benzene, toluene, hexane, butane, xylene, and turpentine)

Highly flammable liquids (ethyl oxide, carbon disulphide, ether, etc.) are prohibited

Stands must have a 6-litre water-additive fire extinguisher on-hand

To determine the product category, you must know the liquid's "flash point", that is the temperature at which vapour can ignite. You may also request this information directly from the CEB's Fire Safety and Prevention Department. If you do so, please make sure to provide us with a description of your product.

### 2. Flammable gases

If authorisation is granted, exhibitors, renters of the stand, or principals must comply with the following rules:

Propane is prohibited

▪ butane is authorised (13 kg)

Hoses must be recent and in good condition

▪ No bottles (full or empty) may be stored at the stand

The emergency stop switch must be easily accessible to all stand personnel and the Fire Safety Department

The stand must have a 6-litre water-additive fire extinguisher on-hand

Additional requirements for kitchens:

A 6-litre water-additive fire extinguisher that has been checked in the last 12 months

A CO2 extinguisher that has been checked in the last 12 months

Fire blankets in good condition

M0 protection (preferably non-metallic) around the burners

Daily verification of the kitchen by the Fire Safety Department

**Exhibitors bear full responsibility for their demonstrations**

## List of items requiring prior authorisation (Your stand decorations or equipment)

A request for authorisation must be sent to the organiser to:

Display working machinery,      ▪ Use combustible solids, liquids, or gases,

Build a multi-storey stand      ▪ Install a marquee, tent, or mobile structure

Cover a stand (build a ceiling or install an awning)

## List of equipment requiring autorisation

**(Which YOU must  
request)**

- working machinery at your stand
- working heat or combustion engines
- motorcycles, cars, trucks, buses, etc. (road vehicles)
- boats
- pool shells
- lasers, whether or not they are in working order (whenever there is a laser at the stand)
- smoke machines
- fuel gas
- flammable solids, liquids or gases
- inert gases (helium, nitrogen, carbon dioxide, etc.)
- radioactive substances
- x-rays
- use of a hot surface ( $T^{\circ} 50\text{ C}$ )
- 

### 3. Authorisation form

The completed form must be sent to the organiser. This authorisation does not exempt exhibitors from complying with applicable rules and standards, nor does it absolve them of their responsibilities.

# Security regulations

## Exhibiting at the CEB site

### Disabled access

Regulations regarding disabled access require that all possible disabilities be taken into account. As such, the exhibitor and organiser's obligations may change from year to year.<sup>1</sup>

☒ **Reception desk, counters, ticket offices**

**They must be accessible to someone in a sitting position:**

- height between 0.70 m and 0.80 m
- counter space that is 0.30 m-deep
- minimum width of 0.60 m
- a strong enough light source (200 lux)

☒ **Time period during which these regulations apply**

The Labour Code and different labour regulations are applicable to all workers at the site, particularly in regards to health, safety, and working conditions.

The "set-up" and "dismantling" periods can be considered as public works sites. Very simple yet strict rules regarding security, health, and working conditions must be respected for everyone present on the site.

☒ **Presentation of risks**

In order to provide information about possible risks at the site, Congrès et Expositions de Bordeaux has produced a summary document which provides a non-exhaustive list of the main risks that have been observed during set-up/dismantling periods. This document is available from the CEB's Security Department.

☒ **Colour of the stand/aisle carpeting**

The colour of carpeting in the aisles is chosen by the event architect to create overall harmony. If your stand has any raised edges, you must use carpeting of a different colour and with a highly marked contrast.

☒ **Gradients and access ramps**

**If your stand has raised edges:** if you can't avoid a height difference, you must install a ramp that is equal to or less than 5% to ensure access. The following gradients are tolerated under certain conditions:

- up to 8% for lengths less than or equal to 2 m
- up to 10 % for lengths less than or equal to 0.50 m

A resting platform is required above and below each ramp, no matter the length. For ramps that are greater than 4%, a resting platform is required every 10 m.

## Regulations regarding workers and their equipment

☒ **General framework**

In order to explain these regulations, we must identify and distinguish between three periods of activity during the event:

### Set-up

This is the period of time between the date exhibitors (or principals) arrive, and the date the event opens to the public.

During this time the stands are installed and each stand adds its decorations and fittings.

The set-up date is given in different documents provided by the organiser, as well as in this guide.

### Times when the event is open to the public, broken down in two parts:

- The actual opening times (ticket offices are open): the time in between when the event opens in the morning and closes at night, while the event lasts.
- Night-time closing period: the time between when the ticket offices are closed to the public and then open again in the morning, during the time the event lasts (after the official event opening and before the official end of the event).

### Dismantling

This is the period following the official end of the event, at which time the public is no longer admitted.



# Security regulations

## Exhibiting at the CEB site

### ☒ Management of concurrent activities

A concurrent activity is defined as any situation in which at least two companies are working in areas that are not independent of each other in terms of workplace safety and/or health. If the installations are bulky or require special technical skills, you must inform the organiser in writing so they can manage this concurrent activity.

### ☒ Use of special vehicles

Special vehicles are those that require a driver authorisation from the employer (whether the vehicle has an engine or not and no matter the energy source).

The driver of the special vehicle and their employer are legally responsible for the vehicle's operation.

### ☒ Driver authorisation

Drivers of special vehicles must have a CACES certificate (driver safety certificate) and at the very least carry their employer's driver authorisation.

Each employer must provide information about the site's specific risks and those related to the concurrent activity. To do so, the employer must contact the organiser. The CACES and driver authorisation must be applicable to the type of vehicle being used.

### ☒ Maintenance and verification of vehicles

The special vehicles used at the site must be in proper working order and well maintained. Bi-annual verification must be up to date, and CEB reserves the right to ask for documentation or to refuse access to any vehicle that doesn't meet these criteria.

### ☒ Operation of special vehicles

The driver of the special vehicle and their employer are legally responsible for operating the vehicle. Employers, exhibitors, renters of the stand, or principals must pay particular attention to the risks in using this type of vehicle in the exhibition halls in the presence of personnel from other companies.

### ☒ Dangerous work

So-called "dangerous" work may be required to install the stand. Though the work is conducted under the responsibility of workers and their employers, it may not in any way pose a risk to the work environment (human or building environment).

### ☒ Working with hot surfaces

Working with a hot surface source is defined as any kind of metal grinding or cutting, flame cutting, etc. or any operation that creates a fire hazard by producing a source of ignition.

The Fire Safety Department must be notified of any work using a "hot surface". For hot surface safety, fire permits are issued by CEB's SSIAP (Security Services for Emergencies and Personal Assistance) personnel.

### ☒ Use of machine tools

The use of machine tools is authorised under certain conditions:

- the machine must be in proper working order
- safety mechanisms must be fully functional prior to use
- there must be enough room to use the tools safely
- 

### Personal Protective Equipment (PPE)

When the work doesn't allow for collective protection or if PPE is recommended, workers and/or the company manager must have appropriate PPE. As with any public works site, anyone present at the site must wear appropriate clothing and at minimum a pair of safety shoes (EN345/346/347, S1P).

Depending on the work, it may be necessary to wear certain PPE such as (non-exhaustive list): work gloves, safety glasses or a protective face shield, a mask for the upper airways (nose + mouth), a harness and helmet (at least EN 812 if there is no risk of falling objects), etc.

**For additional information  
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