



28th Congress of EAHP
20-22 March 2024

PALAIS 2
L'ATLANTIQUE

SUMMARY

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YOUR CONTACTS

BORDEAUX EVENTS AND MORE CONTACT :

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Email : a.catrice@beam.fr

Bordeaux Events And More
Rue Jean Samazeuilh CS 20088
33070 Bordeaux Cedex

EAHP EVENT ORGANIZER :

Chris Irons
Events Coordinator
Tél: +32 2 669 25 15
Email : Chris.Irons@eahp.eu

PALAIS 2 L'ATLANTIQUE

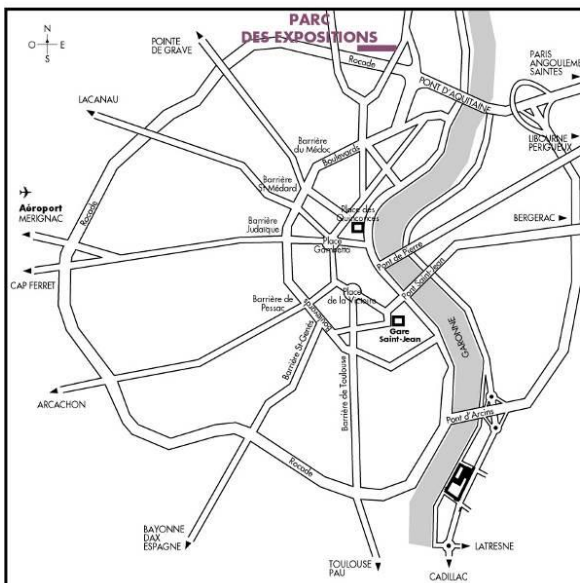
(Location, Access)

Palais 2 l'Atlantique

Palais 2 l'Atlantique stretches from 160 hectares, can host any event ranging from international trade fairs and galas to sports competitions,

Getting to the Palais 2 l' Atlantique:

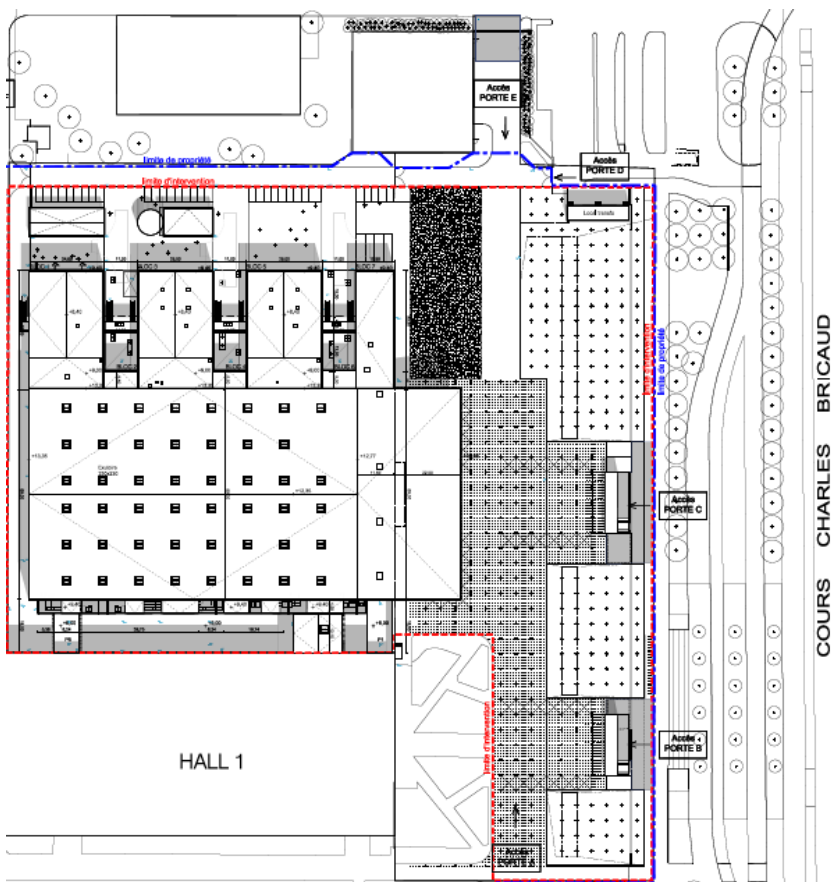
- **By plane** : From the airport → take Bus “Liane 1” direct to down town – Stop at “Quinconces” then take Tramway C and get down at “Parc des Expositions” - www.bordeaux.aeroport.fr
- **By train** : At Bordeaux Saint-Jean station take Tramway C and get down at “Parc des Expositions” - www.oui.sncf
- **By car** 🚗 www.circulation-lacub.fr
A10 Bordeaux-Paris sortie 4C - A10 Paris-Bordeaux sortie Bordeaux Lac sortie
- **By public transport** – Tramway C and stop at ‘Parc des Expositions’ - www.infotbm.com
- **Taxi** : There is a taxi station near to the Bordeaux Exhibition Centre.
 - Indicative prices (prices can depend on traffic): Exhibition Centre – Airport: 25 €,
 - Bordeaux Saint-Jean Station: 17 € Bordeaux Exhibition Centre – City Centre: 15 €



Building specification – Palais 2 l'Atlantique

Site description

- Covered link with hall number 1
- Beam height : 9 m
- Concrete floor, quartz finish
- 1 access door for lorries (6 m by 6 m)
- Air conditioning and heating
- Electrical supplies, telephone lines et water supplies provided by technical floor hatches.
- WIFI coverage



IMPORTANT

- It is forbidden to display or hang anything on the pillars
- It is forbidden to pierce/puncture floors and ceilings
- Cable hanging is exclusively done by BEAM (after study of feasibility)

DELIVERY, ACCESS & PARKING

➤ **Delivery** : Freight door W6 authorises delivery with specifics dimensions : 6 m by 6 m

Date : Monday 18 March from 08.00 to 23.45

➤ Set-up-period

The Carpark is accessible from the East roundabout on cours Ladoumègue all year from 8.30am to 7.30pm.

The access is to car parks has a height restriction of 2.10m

Upon request, an access for larger vehicles can be opened.

In order to allow access to the site, the opening times are adapted to the necessities of the event

Exhibition period

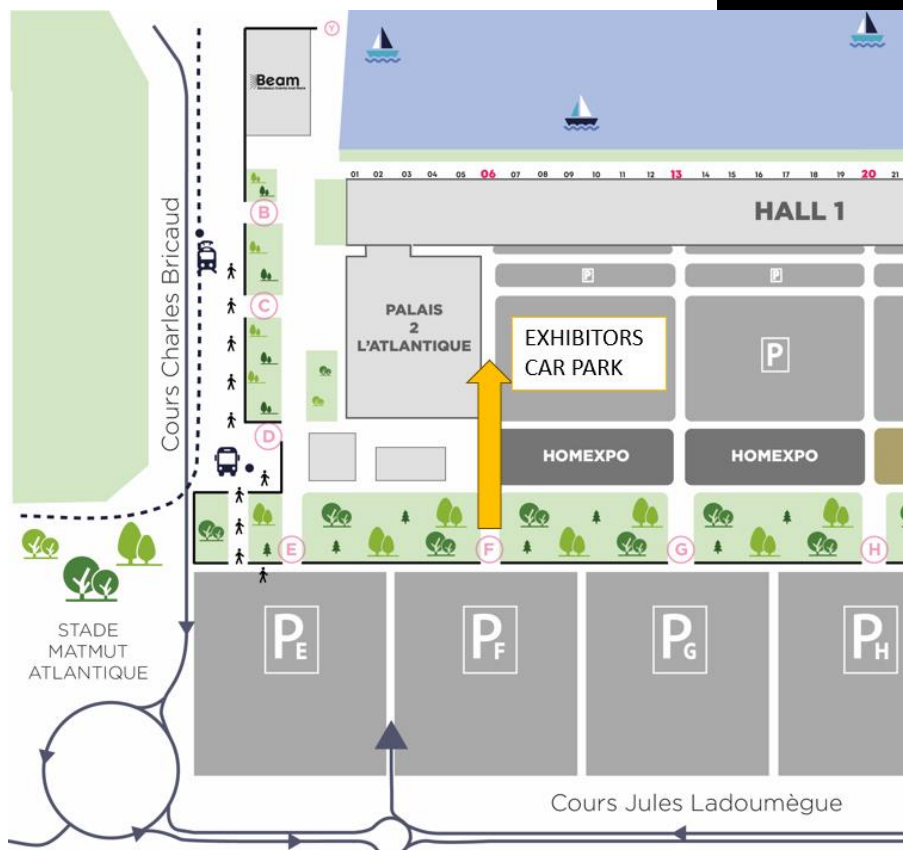
During the exhibition, exhibitors can park where indicated in the car park.

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

Contact EAHP's freight coordinator, [DHL](#), for access and information.

The below map may be changed according to their set-up.

Bordeaux Events And More
declines any responsibility,
if merchandise was not delivered on time due to
insufficient
Instructions or in case of damage.



**Delivery
entrance via
Gate F**

Opening times

(Set up – Opening - 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

The organizer will be on hand to welcome exhibitors as shown below.

- Monday, 18 March, 2024 - 08.00 to 23.45
- Tuesday, 19 March, 2024 - 08.00 to 23.45
- Wednesday, 20 March, 2024 - 08.00 to 10.00

All the aisles must be clear at the latest on Tuesday, 19 March at 23.45 to give the cleaning teams enough time to prepare the building to open to the public.

Any object or box that remains in the aisles will be considered as waste and thrown away.

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 on Friday 22 March by 23.45. After this time, anything remaining at the stand will be considered abandoned and dismantling and removal costs will be invoiced to the exhibitor.

BOOTH DESCRIPTIONS



**Shell
scheme
stand**

These are existing booths provided by the congress centre.

Bare stand

Surface area only
Custom made booths provided by the exhibiting company. Maximum height is 8 metres including any hanging éléments, Each hanging cable can support 80 daN (80 kg) maximum weight by cable (see page 9). The maximum weight is 500 kg/sqm.

NOTE The back wall of your booth MUST be white

Bordeaux Events And More



Installations may not encroach upon the aisles
Shell scheme stands may not be modified by removing or hiding any part of the stand.

BOOTH PACKAGES - CARPET OPTIONS


Each Booth will include carpeting, white back & return melamine partitions, and sign. But will not include electricity supply and lights (see page 18).

6 Sqm	9 Sqm	12 Sqm	16 Sqm	24 Sqm	32 Sqm
121.86 € + 20% VAT	182.79 + 20% VAT	243.72 + 20% VAT	324.96 + 20% VAT	487.44 + 20% VAT	649.92 + 20% VAT


Choice of the following carpet colour:

- 1. 9661 Pistacio
- 2. 0904 Sky blue
- 3. 0985 Light grey
- 4. 9662 Tomato
- 5. 9213 Yellow


9661 Pistacio




0904 Sky blue




0985 Light grey



9662 Tomato




9213 Yellow



Bordeaux Events And More

Installations may not encroach upon the aisles
Shell scheme stands may not be modified by removing or hiding
any part of the stand.



Return by 1 March 2024 to
Audrey Catrice a.catrice@beam.fr

ORDERING EXHIBITOR SERVICES

(services description)

To place an order, you must submit a specific Order Form (pages 13 to 22), **at the latest on 1 March 2024** accompanied by the electrical connections plan, the wording for the sign on shell scheme stands, and a cheque (made out to Bordeaux Events And More) or copy of the bank transfer order using the bank account details below (both of which must include the name of the exhibitor as well as the name of the event).

BANK : BPACA MERIGNAC ENTOUEST			
Bank Code	Counter Code	Nb of the account	RIB KEY
10907	00001	62021786456	27
IBAN : FR76 1090 7000 0162 0217 8645 627 – Adresse SWIFT (BIC) : CCBPFRPPBDX			

➤ Technical services layout (form A)

For plans that are returned by the deadline, the electrical connection will be installed according to the exhibitor's indications on the diagram that must accompany the order form, with a +/- 50 cm tolerance.

Bordeaux Events And More can't guarantee compliance with the exhibitor's specific installation instructions for orders received after the deadline. It is critical that your diagram be correct and properly oriented in relation to the aisles surrounding the stand as well as other stands.

Any request to move the electrical box and/or water supply (if ordered) will be charged to the exhibitor..

According to security regulations, the electrical box must remain accessible at all times but out of the public's reach. It may be placed under a counter or in an unlocked desk. If a box is placed in a locked area, the exhibitor has no recourse against the organiser or the technician if they need to enter this area to access the electrical box.

STAND SIGN, for shell scheme stands only, must have a maximum of 16 characters (without a logo).

➤ Electrical connections (form B)

CONDITIONS

From the first day of setting up, the electrical terminal is under the responsibility of the exhibitor. In the case of damage to the equipment during this period, all repair expenses will be invoiced to the exhibitor.

☒ In the halls, up to 18 kW three-phase, is connected via an electronic terminal provided with an overload protection system and a general circuit breaker (30 mA differential).

For power supply from 1 to 3 kW, The electronic terminal has two 10 A sockets

For power supply from 4 to 18 kW, The electronic terminal has three 10 A sockets and one three phase female P17 socket

To obtain three-phase, exhibitors must therefore have a male P17.

The terminal is already connected when exhibitors take possession of their stands. Machines may be connected to any of the three sockets on the rear of the terminal, up to the maximum power rating for each one, i.e.:

* 16 A for each standard socket

* 32 A for a P17 socket

However, you configure your connections, the electrical terminal will provide the total power supply you have ordered.

ORDERING EXHIBITOR SERVICES (Services details)

☑ Power supply above 18 Kw inside the halls and for all outside stands : the connection is done via an electrical box equipped with a current-surge protection . The power supply is connected via a terminal box from the bottom of the electrical box. The electrical box also has a separate outlet (5A) for computer or refrigerators that must be left on at night.

Characteristics of power supply:

- * Single-phase connections, 220 V between phase and neutral,
- * Three-phase connections: 380 V between phases, 220 V between phase and neutral
- * All outlets are grounded.

Electrical supply to stands will be operational from the first day of setting up of the event.

➤ Water Supplies (form B)

CONDITIONS

Bordeaux Events And More provides a water supply at your stand upon request with, if you wish, a single basin sink. Water is provided through a flexible plastic tube fitted with a stopcock (15/21 mm). Drainage is ensured by a 40 mm diameter flexible plastic tube. If requested, the single basin sink that you have ordered can also be connected to the water supply without any charge. Sink dimensions, H = 80 cm, D = 43.5cm, W = 78 cm. Any other connections that may be needed will be charged to the exhibitor.

➤ Hanging cables (form C)

CONDITIONS

In Halls 1 and 3, Decorations, signs, or lighting may be suspended from hanging cables attached from the roof of the building. These hanging cables must only be fitted by Bordeaux Events And More.

Each hanging cable can support 80 daN (80 kg) maximum weight by cable.

It has two steel cables with a crimped loop at each end (the second cable secures the first one according to the regulations).

The suspended load must be vertical (no horizontal or oblique pressure: risk of slipping of the hanging cables supports).

The object will be suspended at the end of the hanging cable by the exhibitor or the exhibitor can order this service from Bordeaux Events And More via the order form C page 16 accompanied with the description form B page 16.

For safety reasons, hanging cable must only be used to suspend a sign and not for lifting equipment

Orders for hanging cables will only be taken into consideration if accompanied by a plan to scale showing neighbouring stands/surrounding aisles and indicating the exact position of each hanging cable ordered, the height, and the load to be suspended.

PLEASE NOTE :

Bordeaux Events And More doesn't provide any chain hoists.

The height of suspension point is fixed at 5.00 m approx. from the floor → The exhibitor can make arrangements to adjust the height themselves as long as the height complies with the exhibition rules & regulations

- Stand cleaning prior to opening: This service includes clearing the stand, removing of plastic sheeting from the carpet, wiping down the furniture, and dusting accessible objects.
- Daily stand cleaning: This is done each evening (or morning) except for the last day. This service includes trash removal, emptying rubbish bins, sweeping the floors or vacuuming the carpets, wiping down furniture, and dusting accessible objects.

ORDERING EXHIBITOR SERVICES

(Services details)

☒ SECURITY

In the case of a failure of a hanging cable, security rules state that the suspended object must not fall, thus necessitating a doubling of the cables. This does not in any way change the maximum permitted load of 80 daN on the hanging cables. If an item being suspended from the ceiling weighs more than 80 daN, therefore requiring several rigging cables, a means other than the cables supplied must be used to hoist and lower it. Bordeaux Events And More disclaims all liability for any consequences resulting from disregarding the instructions indicated above.

Bordeaux Events And More doesn't provide any chain hoists.

If the relevant safety regulations are not complied with, the Safety Committee may refuse to open the stand.

➤ **Hanging of sign or decorative element (form C)**

The offer includes hanging of signage from suspension cables pre-ordered from and installed by BEAM. (refer to hanging cables description).

☒ INDIVIDUALLY PRICED SERVICES

The requirements for hanging signage or scenery will need to be determined in advance. The request for a quotation must therefore include a full and detailed description of the signage to be installed, an accurate plan showing dimensions and orientation, and one or more elevation drawings indicating the fixing points and heights. (see form "Hanging sign or decorative item suspension"). The order should state the periods (day/time) during which the exhibitor wishes installation/dismantling to take place. (This order will not be taken into account if not accompanied by the form C)

☒ INSTALLATION

The signage or scenery for hanging must be ready, i.e. already assembled, with fixings attached and located close to the final installation point when BEAM teams arrive.

The Exhibitor absolutely must send a perfectly detailed layout plan of the sign or item to be suspended (an orientated layout plan to scale, the total weight of the item, weight per hanging point, height per cable...) showing the specific position of each hanging cable ordered.

☒ MODIFICATION

Once items have been installed, any changes made will incur an extra charge, (e.g. Relocation or height adjustment) (where feasible) whether or not the installation team is still on site.

☒ REMOVAL

BEAM will arrange the dismantling of signage or scenery in accordance with the exhibitor's wishes as far as possible. Once taken down, the items will be left on the stand and are the exhibitor's responsibility. Any signage not collected by the end of the exhibition breakdown period will be considered to have been abandoned and will be removed and destroyed.

ORDERING EXHIBITOR SERVICES

(Services details)

➤ Internet (Form D)

Upon request, Bordeaux Events And More can provide exhibitors with a wired internet connection to the BEAM network, or a wireless connection to the wifi (one wifi connection per machine).

☒ Wired Internet connection, the service includes:

- Installation of connection to the BEAM network via Ethernet RJ45 (specify location of connexion on stand plan)
- A permanent and unlimited connection for the duration of the event
- Minimum bandwidth is not guaranteed (it is possible to order a guaranteed bandwidth → please ask us)

Minimum computer system requirements :

- ✓ Ethernet network interface (RJ45 adapter for tablette)
 - ✓ Up to date Operating System (ex no win XP)
- ✓ Automatic DHCP client configuration (automatic IP)

☒ PRIVATE WIFI CONNECTION, WiFi services include :

- Access Code Wifi BEAM PRO
 - Individual code for the duration of the event with a 5Mb/s limit per access. No timeout.
Integrated standby 9am-5pm on working days. .
- Access Code Wifi BEAM PRO +
 - Individual code for the duration of the event with a 10Mb/s limit per access. No timeout.
Integrated standby 9am-5pm on working days.

System requirements :

- ✓ An up-to-date Internet browser.
- ✓ Machine equipped with Wifi connectivity « an » or « ac » (5 GHz frequency)
2.4 GHz frequency is no longer compatible with our infrastructures
- ✓ Any operating system with wifi compatibility with WPA2 encryption
 - ✓ Automatic DHCP client configuration (automatic IP)

☒ Connecting to the Internet

- Any wifi codes ordered will be distributed by the organiser or collected at the exhibitor's reception
Connect to the wifi network specified in the guide distributed
- Type in the network password
- Open internet browser
- Type in login & individual password specified in the guide distributed

Hotline Assistance french only GTM +1 (9:00 – 18:00) : **+33 (0)1 85 60 60 50** (our staff can help you any translation purposes with the hotline)

Important : WIFI PIRATE

The creation of other wifi networks (that don't belong to Bordeaux Events And More) can cause disturbances on the main wifi network. We cannot guarantee effective wifi service if there are too many "pirate networks" . We ask that you do not create a wifi network on your stand in order to limit the disturbances,



ORDERING EXHIBITOR SERVICES

(Services details)

➤ **Cleaning Services (form D)**

Bordeaux Events And More provides stand cleaning services upon request.
There are two parts to this service, which may be ordered separately.

- Stand cleaning prior to opening: This service includes clearing the stand, removing of plastic sheeting from the carpet, wiping down the furniture, and dusting accessible objects.
- Daily stand cleaning: This is done each evening (or morning) except for the last day. This service includes trash removal, emptying rubbish bins, sweeping the floors or vacuuming the carpets, wiping down furniture, and dusting accessible objects.

➤ **Hostesses (form E)**

To order event staffing, please fill in form D.

Additional costs: meals; + 25% after 10 p.m.; + 25% added to the day or evening rate on Easter Monday, 14 July, and 15 August; + 100% added on 1 May, 25 December, and 1 January.

For shifts longer than 6 hours, a lunch hour will be deducted.

Our fees include: wages, social contributions, public liability insurance, and uniforms and dry cleaning.

➤ **Coffee breaks (form F)**

To order coffee break supplies, please fill in form E.

For any other order, please contact a caterer on the list of service providers.

➤ **Audiovisual equipment (Form G)**

Bordeaux Events And More can provide you screen on a stand and other audiovisual equipment. To place an order, please complete the form F attached below.

Services include delivery, set-up, material check and dismantling Technical assistance by phone is also included.

LCD Screen 47" HD SONY :

HDMI et VGA Connection – USB port for pictures and vidoes, ... :

*USB Play Yes (USB viewer supports FAT16, FAT32, exFAT and NTFS file systems.)

*USB Play (Contents) MPEG1/ MPEG2PS/ MPEG2TS/ AVCHD/ MP4Part10/ MP4Part2/ AVI(XVID)/ AVI(MotionJpeg)/ MOV/ WMV/ MKV/ WEBM/ 3GPP/ MP3/ WMA/ WAV/ JPEG/ MP3

Size : TV only 1083 x 639 x 64.5 mm (width*height *depth) / Weight 15Kg / norme support mural VESA 300

80" screen full HD SHARP

HDMI et VGA connection- USB Port for Jpeg pictures and videos, music, :

* FAT/FAT32, NTFS ; Audio : MP3 / Dolby Digital / LPCM / ADPCM

* files : .avi / .mkv / .asf / .wmv .mp4 / .mov / .mpgv / .mpeg

* Vidéo : DivX / 3.11/4.x/5.1/6.0 / XviD / H.264 / MPEG4 / Motion Jpeg

Size (only screen) (width*height *depth): 1862 x 1112 x 99 / weight (kg): 56.0 / Fixation VESA (mm): 600 x 400

Company information sheet

(Required to order)

Company name

Name and booth N0 :

Name and job title of the person in charge on the site :

Phone(s) :

E-mail :

Address :

ZIP code :

City :


SIRET (business registration N0) :

Intracommunauty VAT N0 (Obligatory) :

Biling address if different :

Compagny name:

Address :



No orders will be accepted without this completed company information sheet accompanied by a cheque (made out to BEAM) or a copy of the bank transfer order (see bank account details on page 14, which must IMPERATIVELY bear the name of the exhibitor and the name of the event.

INFO FACTURATION TVA

Clients established in France:

Invoicing including VAT is mandatory

Foreigners established in the EU:

It is possible to invoice you excluding VAT if you are a professional established in the EU.

Please communicate your intracommunity VAT number for us to check it via the European data base VIES:

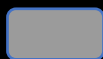
http://ec.europa.eu/taxation_customs/vies/vatResponse.html?locale=en

NB: Without your intracommunity VAT number or if your VAT number isn't registered on the date base we will be obliged to invoice you including VAT

Foreigner established outside the EU:

It is possible to invoice you excluding VAT if your effective professional activity is proven (and can be verified) by recent and official 2017 documents translated into French or English proving your retail activity (E.g. commercial documents, web sites, official registration documents) Do not hesitate to contact us should you require any further information.

NB: Without these documents we will be obliged to invoice you including VAT.



The exhibitor declares having taken into account the General Rules and Regulations of the Exhibition and accepts them (Tick box)

Return by 1 March 2024 to
Audrey Catrice a.catrice@beam.fr

PAYMENT

➤ **Payment by bank transfer**

Attach a copy of the transfer

IBAN (International Bank Account Number) : FR76 1090 7000 0162 0217 8645 627				
BIC (Bank Identification Code) : CCBPFRRPPBDX				
Bank Code 10907	Counter Code 00001	Number of the account 62021786456	RIB Key 27	Paying Bank BPACA MERIGNAC ENTOUEST
Account holder : SAS BORDEAUX EVENTS AND MORE RUE JEAN SAMAZEUILH CS 20088 33070 BORDEAUX CEDEX				

➤ **Payment by credit card (except american express)**

Please contact us

➤ **Payment by cheque**

Attach a copy of the cheque

Bordeaux Events And More
Rue Jean Samazeuilh
CS 20088
33070 Bordeaux Cedex

Audrey CATRICE
Mobile. +33 (0)6 65 28 29 92
Email : a.catrice@beam.fr

453 091 316 RCS Bordeaux
SIRET 453 091 316 00019
APE 8230Z
Code TVA FR 59453091316

ORDER FORM

BOOTH PACKAGES - CARPET OPTIONS

Compagny name	
Name and booth number	

Description		Price per unit Ex.VAT	Choice	Total Ex.VAT
Order form - per booth size				
6 Sqm		121.86 Eur		
9 Sqm		182.79 Eur		
12 Sqm		243.72 Eur		
16 Sqm		324.96 Eur		
24 Sqm		487.44 Eur		
32 Sqm		649.92 Eur		
Carpet - Colour Selection (Tick your chosen carpet clour)				
9661 - Pistacio				
0904 - Sky Blue				
0985 - Light Grey				
9662 - Tomato				
9213 - Yellow				
INCREASE IN POWER – SHELL SCHEME STAND – CONTACT US		Total Ex.VAT		
		VAT 20%		
		Total inc.VAT		

Signature Date Company
Stamp

Return by 1 March 2024 to Audrey Catrice
a.catrice@beam.fr

ORDER FORM

A. Booth layout and Sign

Company name	
Name and booth number	

- LAYOUT DIAGRAM TO SCALE:
- Draw up a diagram of the booth on the grid below using the following scale 1 square = 1 m² (specify the sides)
 - Indicate the position of aisles, the name or number of neighbouring stands, and the partition walls.
 - 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)

Legende

Water supply

●

Electric power supply

⚡

Hanging cable

⊙

Power to hanging cable

⊙⚡

Wire Internet

@

STAND SIGN TO FILL FOR SCHELL SCHEME BOOTH ONLY

Stand sign (16 characters maximum) :

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

Signature Date Company
Stamp

Return by 1 March 2024 to
Audrey Catrice a.catrice@beam.fr

ORDER FORM

B. Electricity & water

Compagny name	
Name and booth number	

REF	Description	NB	Price per unit Ex.VAT	Total Ex.VAT
ELECTRICAL CONNECTIONS (from 1 to 3 days) – bare stand – For more than 18Kw contact us				
234	Electrical connection – single-phase: 2 kw		305,64 €	
235	Electrical connection – single-phase: 3 kw		378,07 €	
236	Electrical connection – single-phase: 4 kw		453,45 €	
237	Electrical connection – single-phase: 5 kw		499,29 €	
238	Electrical connection – single-phase: 6 kw		556,78 €	
239	Electrical connection - max 3x15A: 8 kw		618,61 €	
240	Electrical connection - max 3x20A: 12 kw		702,65 €	
241	Electrical connection - max 3x25A: 15 kw		781,09 €	
242	Electrical connection - max 3x30A: 18 kw		854,83 €	
	For Higher than 18Kw		contact us	
SPOTLIGHTS for BOOTH				
	Track 3 spotlights		75.26 Eur	
4360	Moving of electrical supply box		249,29 €	
WATER SUPPLY SERVICES				
4800	Water supply with waste-water outlet		317,02 €	
4810	Single sink : rental and connections		237,76 €	
4820	Connecting an exhibitor's machine to water supply		91,29 €	
4830	Moving of a water supply		254,29 €	
			Total Ex.VAT	



Signature Date Company
Stamp

Return by 1 March 2024 to Audrey Catrice
a.catrice@beam.fr

ORDER FORM

C. Hanging cables, sign hanging

Compagny name	
Name and booth number	



Orders for hanging cables will only be taken into consideration if accompanied by a plan to scale showing neighbouring stands/surrounding aisles, and indicating the exact position of each hanging cable ordered, and the load to be suspended.

REF	Description	Qty	Price Ex.VAT	Total Ex.VAT
HANGING CABLES, sign hanging, power to hanging cables				
402	Hanging cables up to 10 units / by unit		119,65 €	
403	Hanging cables up to 10 units / by unit		102,41 €	
4710	Suspension of sign > 40 daN (subject to a prior order for hanging cable) It is compulsory to attach descriptive sheet and lay out plan		ON QUOTE	
2008	Electrical power supply on hanging cable up to 3 kw (subject to a prior order for hanging cable and main electrical connection)		141,04 €	
2008	Electrical power supply on hanging cable from 4 kw to 18 kw (subject to a prior order for hanging cable and main electrical connection)		141,04 €	
			Total Ex.VAT	
			VAT 20%	
			Total inc.VAT	

Signature Date Company
Stamp

Return by 1 March 2024 to Audrey Catrice

a.catrice@beam.fr

ORDER FORM

C. Descriptive sheet

Hanging sign or decorative suspension

Company name :

Name and booth Number :

Name of the person in charge on site :

Telephone of the person in charge on site :

Phone(s) :

E-mail :

Address :

Description of the sign / item to be suspended :

Reminder: the sign or item to be suspended must be fitted with lifting rings, otherwise the hanging operation will not be carried out.
description of the sign or decorative item to be suspended:

Weight :

Dimension :

Materials used :



A photo or a drawing of the sign/item to be suspended must also be attached to this form

Return by 1 March 2024 to
Audrey Catrice a.catrice@beam.fr

ORDER FORM

D. Wired Internet, Wifi, cleaning

Compagny name	
Name and booth number	

REF	Description	NB	Price per unit Ex.VAT	Total Ex.VAT
ADSL CONNECTION				
INF3155	Wired Internet line Reserved speed of 5 Mbps (does not include workstation networking, switch box or additional network cables)		260,10 €	
INF3156	Wired Internet line Reserved speed of 10 Mbps (does not include workstation networking, switch box or additional network cables)		468,18 €	
WiFi – Access time starts with the first connection				
INF3120	Individual code for the duration of the event with a 5Mb/s limit per access. No timeout. Integrated standby 9H/17H		30,17 €	
INF3121	Individual code for the duration of the event with a 10Mb/s limit per access. No timeout. Integrated standby 9H/17H		71,79 €	
CLEANING SERVICES /				
2281	Stand cleaning prior to opening / m2 (MUST be done by Wednesday 20/03 at 09h30, in time for the opening of the Exhibiton)		3,91 €	
2287	Daily stand cleaning / m2 / PER DAY		3,91 €	
2279	Glass cleaning per m²		4,22 €	
DISMANTLING - RENT WASTE CONTAINERS				
2280	Rent of a 750 litres container, including emptying & destruction		37,61 €	
4730	Stand removal - contact us		On quote	
			Total HT	
			TVA 20%	
			Total TTC	

Signature Date Company Stamp

Return by 1 March 2024 to
Audrey Catrice a.catrice@beam.fr

ORDER FORM

E. Hostesses

Compagny name	
Name and booth number	

DESCRIPTION OF YOUR REQUEST
Desired uniform color:
Description of the assignment:
Spoken languages:

REF	Flat Rate Between 7 am and 10 pm	Nb of hostesses Day 1	Start time End time Day 1	Nb of hostesses Day 2	Start time End time Day 2	Nb of hostesses Day 3	Start time End time Day 3	Price per Unit Ex.VAT/h	Total Price Ex. VAT
114	4 hours rate							129,00 €	
1508	5 hours rate							161,25 €	
975	6 hours rate							193,50 €	
1960	7 hours rates *							193,50 €	
1509	8 hours rate *							225,75 €	
976	9 hours rate *							258,00 €	
1713	10 hours rate *							290,25 €	
1714	11 hours rate *							322,50 €	
1715	12 hours rate *							362,81 €	
1536	Indemnité repas							15,00 €	
								Total Ex.VAT	
								VAT 20%	
								Total inc.VAT	

*1h break included

Return by 1 March 2024 to
Audrey Catrice a.catrice@beam.fr

Signature Date Company
Stamp

ORDER FORM

F. Coffee break

Compagny name	
Name and booth number	

REF	Description	NB	Day 1	Day 2	Day 3	Delivery Time	Price per unit excl.VAT	TOTAL Excl. VAT
U106	Mini viennoiseries (assortment of croissants, chocolate and raisin bread) (Minimum of 10)						1,29 €	
U111	Mini cannelés (Minimum of 10)						1,42 €	
U112	Mini macarons (Minimum of 10)						2,99 €	
U127	Bottle of Water "Abatilles" (1L) Sparkling or still water - Served with cups						3,72 €	
U128	Fruit Juice (litre) - Served with cups						7,76 €	
U129	Coca (Sodas) (1.5L) Served with cups						7,76 €	
U124	Coffee Thermos 1.5L (25 coffees) Served with cups						29,36 €	
U125	Tea Thermos 1.5L (hot water + tea) Served with cups						19,09 €	
u131	Expresso coffee machine "Lavazza" (VAT 20%) – daily declining rate 1day : 83,58 € / 2 days : 143,28 € / 3 days: 179,10 €)						Tarif Degressif	
U131	Coffee pod "classic coffee Lavazza" Declining rate >300 coffee pod (0,59€Ex.VAT)						0,68 €	
JEX	"Expresso" Rate per day (1 machine, 50 coffee pods, 5L of juice, 10L of water)						179,11 €	
U104	Fruit basket (around 15 people)						39,65 €	
							Total Ex.VAT	
							VAT 10%	
							VAT 20%	
							Total inc.VAT	

Signature Date Company
Stamp

Return by 1 March 2024 to
Audrey Catrice a.catrice@beam.fr

ORDER FORM

G. Audiovisual Equipment



Compagny name	
Name and booth number	

47/49-inch screen, with stand + assembly/disassembly	CLASSIC SCREEN	TOUCH SCREENS
Total cost 1 day	456 €	752 €
Total cost 2 day	574 €	983 €
Total cost 3 day	654 €	1 194 €
65-inch screen, with stand + assembly/disassembly	CLASSIC SCREEN	TOUCH SCREENS
Total cost 1 day	520 €	1 047 €
Total cost 2 day	651 €	1 355 €
Total cost 3 day	782 €	1 663 €
82/85-inch screen, with stand + assembly/disassembly	CLASSIC SCREEN	TOUCH SCREENS
Total cost 1 day	784 €	2 307 €
Total cost 2 day	1 043 €	3 419 €
Total cost 3 day	1 266 €	4 531 €
55-inch interactive totem + assembly/disassembly	INDOOR	
Total cost 1 day	723 €	
Total cost 2 day	1 052 €	
Total cost 3 day	1 114 €	
LED Totem integral STRAIGHT or INCLINE or HORIZONTAL FEET + Assembly/ Disassembly	INDOOR	
Total cost 1 day	763 €	
Total cost 2 day	904 €	
Total cost 3 day	1 116 €	
15" PC with Office 365 suite / players / 16 GB RAM, delivery included	PC	
Total cost 1 day	169 €	
Total cost 2 day	175 €	
Total cost 3 day	181 €	
10" Ipad tablet - Delivery included	IPAD	
Total cost 1 day	113 €	
Total cost 2 day	116 €	
Total cost 3 day	119 €	
20 ppm USB/RJ45 multifunction colour printer - Delivery included	PRINT	
Total cost 1 day	114 €	
Total cost 2 day	121 €	
Total cost 3 day	129 €	



Nature Date Company
Stamp

Other materials are available on request, so please contact us: serviceaudiovisuel@beam.fr or +33 05 56 11 99 50

Return by 1 March 2024 to
Audrey Catrice a.catrice@beam.fr

Our service providers

➤ Extra furniture (carpet, stockroom)

Co-NECT : Zone d'Activités Bois de Lion - 33240 PEUJARD

Tel 05 57 94 80 80 - n.jolit@co-nect.fr - www.co-nect.fr



➤ Extra furniture rental

AMExpo : ZI Alfred Daney - Espace Suffren, Rue de Suffren - 33300 Bordeaux

Tel : 05 56 37 14 69- bordeaux@amexpo.fr- www.amexpo-sudouest.fr



➤ Plants & floral arrangements

IN'FLOR: 168 Rue Saint-François Xavier, 33170 Gradignan

Contact : Rémy MARTINEZ - Email : contact33@in-flor.com - Tel 05 56 42 10 48 www.in-flor.com



➤ Shipping, handing, storage, freight forwarder – [More information here](#)

DHL Trade Fairs & Events (UK) Limited
United Kingdom

Attn: Simon Latchford Tel: +44 7966 623 777

Email: Simon@dhl-exh.com



CATERING

LACOSTE TRAITEUR

47 avenue de la Forêt, ZAC Mermoz,

33320 EYSINES - Tél 05 56 57 59 67

www.lacoste-traiteur.com

Email : contact@lacoste-traiteur.com

MAISON DULOU TRAITEUR

24 bis route du Bois de Savis,

33640 CASTRES - Tel 05 56 67 10 44

www.dulou-traiteur.com

Email : contact@dulou-traiteur.com

CAPDEVIELLE TRAITEUR

11 rue de Fieuzal,

33520 BRUGES - Tél 05 57 19 09 99

www.capdevielle.com

Email : capdevielle@capdevielle.com

MONBLANC TRAITEUR

2409, avenue de Bordeaux

33127 ST JEAN D'ILLAC

Tél 05 56 21 61 32 / 07 70 29 76 97

www.monblanc-traiteur.com

Email : contact@monblanc-traiteur.com

HUMBLLOT TRAITEUR

Rue P.P. de Piquet, ZAC Poujeau,

33610 CANEJAN - Tél 05 57 26 24 26

www.humblot-traiteur.fr

Email : e.letanneur@humblot-traiteur.fr

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, Bordeaux Events And More declines all responsibility in case of damage to or theft of any exhibitor's goods left in the exhibition spaces.

Security

Though Bordeaux Events And More 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...

Company name	
Name and job title of the in charge :	
Address :	
Téléphone :	
E-mail :	
SIRET (business registration) No. :	



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.

USE OF FUEL

Type of fuel :	
Quantity of fuel on the stand :	
Utilisation :	

WORKING MACHINERY

Type of equipment :	
Description of security measures put in place :	

Signature Date Company Stamp :

Send form to:
Security Officer
Jennie De Greef
jennie.degree@eahp.eu
28th Congress of the EAHP

Security regulations

Exhibiting at a BEAM site – « Palais 2 l'Atlantique »

Palais 2 l'Atlantique 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 20 April 2017 regarding disabled access DATES DIFF SELON LES SITES

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.

Security regulations

Exhibiting at a BEAM site – « Palais 2 l'Atlantique »

➤ 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 BEAM verification teams.

➤ SECURITY REGULATIONS FOR STAND MATERIALS

Floor coverings

All floor coverings must be classified as MO, 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

Security regulations

Exhibiting at a BEAM site – « Palais 2 l'Atlantique »

➤ 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 authorization 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.

In all cases, materials used for the ceiling must be non-dripping in case of fire (mesh size equal to or greater than 5 mm²).

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 m², the exhibitor must have on-hand: a 6-litre water-additive fire extinguisher (paid for by the exhibitor).



- 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 a BEAM site – « Palais 2 l'Atlantique »



• Multi-storey stands

The construction of a multi-storey stand requires prior authorization. A request for authorization 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

Bordeaux Events And More 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 BEAM'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.

List of prohibited products

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

- 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 a BEAM site – « Palais 2 l'Atlantique »

- **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 BEAM 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 BEAM personnel.

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

➤ Use of combustible fuels

By "use of fuels" is meant the fact for an exhibitor, stand tenant or any principal of using, in the presence of the public, flammable materials, for fuel use, in combustion or not, presented in solid state, liquid or gas.

Authorization

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 authorization 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

Security regulations

Exhibiting at a BEAM site – « Palais 2 l'Atlantique »

Flammable solids

If authorization 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

• 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 BEAM's Fire Safety and Prevention Department. If you do so, please make sure to provide us with a description of your product.

• Flammable gases

All inflammable gases are strictly forbidden.

➤ List of items requiring prior authorization (Your stand decorations or equipment)

A request for autorisation 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 machine
- fuel gas
- flammable solids, liquids or gases
- inert gases (helium, nitrogen, carbon dioxide, etc.)
- radioactive substances
- x-rays
- use of a hot surface (T° 50 C)



Security regulations

Exhibiting at a BEAM site – « Palais 2 l'Atlantique »

Authorisation form

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

Specific cases

If you are a restaurateur, you must :

- ✓ Send us a dining hall occupancy plan 30 days before the event, detailing the main pathways leading to open areas (1.40 m width)
- ✓ Ensure that the room has at least two exits (1.40 m-wide) that are at least 5 meters apart (if the area is less than 500 m²)
- ✓ Have a 2-kg, recently inspected, CO2 fire extinguisher at the counter
- ✓ Make sure that part of the counter provides disabled access (height between 0.70 and 0.80 m)

If you are installing a tent, marquee, or mobile structure, or having one installed, you must :

- ✓ Have written authorisation from Bordeaux Events And More (because of the buried networks)
- ✓ Provide the installer's contact information
- ✓ Have an extract from the security register
- ✓ Install one or several Emergency Lighting Units, with at least one and potentially more depending on the surface area
- ✓ Have a 6-litre water-additive fire extinguisher on-hand

These rules are in addition to rules applicable to fittings in the marquee, tent, or structure.

➤ 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.

Reception desk, counters, ticket offices

They must be accessible to someone in a sitting position :

- height between 0,70 m et 0,80 m
- counter space that is 0,30 m deep
- Minimum width 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.

Security regulations

Exhibiting at a BEAM site – « Palais 2 l'Atlantique »

Presentation of risks

In order to provide information about possible risks at the site, Bordeaux Events And More 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 BEAM'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.

Our Venues



Le Palais 2 l'Atlantique
 15 500 m² - principal hall 7 140 m²- Plenary 1 500 à 6 000 places – 12 meeting rooms



Bordeaux Exhibition Center
 70 000 m² covered – 3 modular Halls – 12 000 m² exterior surfaces– Visitor covered parking 7 000 places



Convention Center – Cité Mondiale
 370 m² - Central location – Auditorium 300 places



Hangar 14
 3 000 m² - Great visitor welcoming hall with 2 entrances – Exposition space – Panoramic terrace



Bordeaux Convention Center
 12 000 m² - 3 Free visitors parking – Delivery parking – Loading dock – Facing the lake

And...



L'Auditorium



Le Grand Théâtre



+33 (0)5 56 11 99 11

bienvenue@beam.fr

www.beam.fr