Exhibition Terms and Conditions

EFCD2019

Conference Centre, Palais des Congrès, la Grande Motte

 15/09/19 - 18/09/19

# A - GENERAL

## 1 - PLACE

**PALAIS DES CONGRES Tel : 04 67 56 40 50
Avenue Jean Bene Fax : 04 67 56 40 55
34280 LA GRANDE MOTTE, FRANCE**

## 2 - INSTALLATION OF BOOTHS

The booths will be identified by appropriate signalling. The booths will be disposed according to a layout plan decided upon by the Conference Organisers. This layout is final.

## 3 - ACCESS, HANDLING, LIFTING

All booths are located on the ground floor level and are accessible by transpalette (supplied by the Conference Centre for all exhibitors).

## 4 - RECEPTION OF PARCELS

**Please refer also to the parcel delivery attached.**

Reminder: all materials, exhibits or products that have not been removed from the premises by the end date of the Conference shall be stored outside of the Conference Centre building under the sole responsibility of the exhibitor. The Conference Centre Palais des Congrès is not responsible for the loss of any parcel, product or material so stored.

## 5 - TIMING

Exhibitors are invited to install their exhibit on the booths made available on **Sunday 15th September 2019, as from 13.00**

**Ideally, the booths should be ready for the opening of the Conference, Sunday 15th September 2010 at 15.00, and should not be dismantled until Wednesday 18th September at 17.00. For any other installation schedule, please contact directly the conference organising committee.**

**All objects remaining in the Palais des Congrès Conference Centre on Thursday 19th September after 12.00 noon will be stored outside at the sole responsibility of the exhibitor.**

## 6 – LOCALISATION OF EXHIBITION

The exhibition will be located on the ground floor of the premises.

Vehicle access is possible

***7 – VEHICLE PARKING***

Vehicles are authorised to park next to the Palais des Congrès Conference Centre for unloading and loading purposes. Your vehicle should be identified with your name and company name by a slip of paper under the windscreen in case the vehicle needs to be moved. Thereafter vehicles must be removed (free street parking is available). No vehicle will be allowed within the exhibition area **after 15.00 noon on Sunday 15th September 2019.**

# B - SAFETY

## 1 – SAFETY MEASURES

**Supervision of booths:** Each exhibitor is responsible for his stand throughout the period of the Conference, including during set-up of the stand and its dismantling. The direction of the Palais des Congrès Conference Centre will not be held responsible for any loss or damage at any time during the Conference. The premises are under CCTV surveillance when the building is closed and overnight. The Conference Organiser will decide if additional security measures than these are required when the building is closed and overnight.

**General:** The law of 18th November 1987 appearing in the Official Journal of 17th January 1988 fixes the safefy regulations with regard to fire risk within public buildings. Exhibitors must conform to these rules and will be held responsible in the case of non-respect.

**Access to fire fighting equipment and associated safety measures:**

The layout of booths must follow the layout plan, and in consequence exhibitors must not block general or emergency exits or any access to emergency fire-fighting equipment such as extinguishers or smoke evacuation controls.

**Exhibitor obligations:**

Exhibitors in booths using machines, apparatus, thermal or combustion engines, lasers or any other dangerous product must declare this to the Conference Organisers and to the Safety Service of the Palais des Congrès Conference Cenre one month prior to the opening of the Conference.

**Article T21 - Decoration:** The use of floral decoration of synthetic materials is not allowed.

All decorations must be made using materials of category M1.

Any facings, whether horizontal or not, any stage, platform or stairs higher than 0,30 metres and of a surface area greater than 20 square metres must be made of materials of type M3.

**Operating machines and apparatus :**

All presentations and demonstrations are carried out under the sole responsibility of the exhibitor.

**Article T45 – Non-allowed Materials, Samples, Gases:**

The distribution any samples of products containing an inflammable gas. Balloons containing inflammable or toxic gas. Celluloid articles. Pyrotechnique or explosive articles. Ether, oxygen, hydrogen or other gases having the same risks are not allowed except with the specific agreement of the appropriate administrative authority.

## 2 - INVENTORY

An inventory will be carried out before installation of booths according to the layout plan, and after dismantling.

Any degradation at the place of the booth will be subject to payment to cover the cost of repair. An invoice will be addressed to the Conference Organiser with a copy to the Exhibitor.

On taking possession of the booth attributed to him, the Exhibitor must point out any existing damage. No deterioration of any kind of walls, floors, ceilings to the booths or any other material supplied by the Conference Organisers is allowed. The use of any part of the booth to support mechanical effort is formally forbidden, and any breach will be the full responsibility of the Exhibitor in the case of any deterioration, bother to neighbouring Exhibitors or accident.

#### C – DESCRIPTION OF BOOTH and SIGNALLING

## 1 – BOOTH and SIGN

**- Booth 6m² :**

- comprises beech-coloured melamine panels of dimension 2,5 m x 1m delivered bare, with a power supply of 1.5 kW

- 2 spotlights, sign with Exhibitor name on the front side

## 2 – INTERNAL SIGNALLING

Internal signalling carried out by the Conference Organisers.

## 1 – ADDITIONAL BOOTH ITEMS

Additional furnishings may be hired directly by the Exhibitor using a local supplier. Contact the Conference Organisers for more information.

# D - INSURANCE

The Exhibitor declares having a Personal Liability insurance to cover any damage caused during the exhibition and insurance to cover the products and materials exhibited. These materials and products are insured by the Exhibitor and are his sole responsibility during the opening hours of the Palais des Congrès Conference Centre throughout the Conference.

The Conference Organiser guarantees personal liability for all areas of common use. However, all exhibited materials as well as the fire and accident personal liability of all Exhibitors must be insured by them. This insurance must cover fire damage of materials and goods, breakage or deterioration, as well as theft and any import duties incurred by stolen or damaged objects.

This insurance must also cover the personal liability of the Exhibitor with regard to fire or accident caused to a third person by his own act, his materials, exhibits or products (including by exhibited apparatus).

An insurance certificate will be supplied to the Conference Organiser upon request.

**E - COMPETENCE DES TRIBUNAUX**

Any dispute arising during the implementation of the present Terms and Conditions shall be dealt with by Montpellier courts that will appy French law. The French language text of these Terms and Conditions will apply.

***In (town)*** ……………………………………….……  ***on (date)*** ……....................................................................

***PRINTED NAME:*** preceded by the words: « *lues et approuvées* » ("read and approved")

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***SIGNATURE and EXHIBITOR STAMP***

***PLEASE SIGN AND RETURN THIS DOCUMENT TO THE CONFERENCE ORGANISERS***
***by EMAIL TO:*** ***contact@efcd2019.eu***

 Telephone : (+33) 4 67 14 90 98