



SITEVI

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HALL B6 HANDBOOK

You are registered as an exhibitor at SITEVI 2019.

This handbook has all the information you need to prepare and take part in the exhibition.

Please read it carefully and pass all useful information on to your suppliers and sub-contractors.

The SITEVI logistics team can give you any further information you might need. Please email any requests to: laurent.diallo@comexposium.com

1) Presenting Hall B6

- a) Layout
- b) Description of Hall B6

2) Timetable – key dates

- a) Assembly – Opening – Dismantling
- b) Approving stand layout
- c) Technical orders

3) Technical services

- a) Energy
- b) Fluids and water
- c) Slings

4) Stand design regulations

5) Cooking and heating appliances

1) PRESENTING HALL B6

a) Layout



b) Description of Hall B6

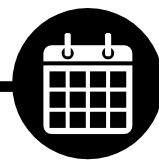
Hall B6 is a 2,800 sq.m building (LxW: 70x40m).

The Hall adjoins Hall B1 and Hall B5 and is located near the visitors entrance B. Thanks to its single 40m wide span, it is designed not to have an intermediate pillar.

Facilities:

- Access ramps
- General and security lighting
- Sound system
- The structure is constructed on a floor with a maximum load of 500kg/sq.m. Motorised vehicles are prohibited (cherry, forklift picker, etc.).
- Heating equipment
- Peripheral wall paneling in rigid panel
- **SLINGS AND SUSPENDED STRUCTURES ARE PROHIBITED.** All structures, including signage, must be freestanding.

1) TIMETABLE – KEY DATES



a) Assembly – Opening – Dismantling

		Dates	Exhibitors hours	Power supply hours
ASSEMBLY	Bare stands	Friday 22 th November	7am – 7pm	The Montpellier Exhibition Center provides permanent power supply from 23/11/19 from at 7am to 28/11/19 at 11pm
	Bare stands/ Equipped stands	Saturday 23 th November	7am – 7pm	
		Sunday 24 th November	7am – 7pm	
OPENING		Monday 25 th November	7am – 12pm	
		Tuesday 26 th November	7am – 7pm	
		Wednesday 27 th November	7.30am – 7pm	
DISMANTELING	Bare stands/ Equipped stands	Thursday 28 th November	7.30am – 6pm	
		Thursday 28 th November	6pm – 12pm	
	Bare stands	Friday 29 th November	7am – 7pm	
		Saturday 30 th November	7am – 2pm	

b) Approving stand layout

You must send your stand plans for approval by **25 October 2019** at the latest to:

DECOPLUS



+33 (0)9 67 78 93 85



w.decoplus@free.fr

c) Technical orders (electricity, water, etc.)

Fluids and energy are supplied from under the building's flooring to the outlet you will have indicated for your stand.

That is why you must have your technical orders approved as early as possible and hand in your layout, which is vital for positioning your outlets.

ORDERS AND LAYOUTS: BEFORE NOVEMBER 08th 2019.

After this date, all orders will undergo a feasibility analysis.

3) TECHNICAL SERVICES

The online store in your Exhibitor Area will be accessible in early July. From that point, you will be able to make your technical orders.

<https://event.sitevi.com/2019/en/>

a) Energy (supply, distribution)

The electrical services available are the same as in other halls.

b) Fluids (water, compressed air, etc.)

This type of service needs to be checked by the Montpellier Events technical services depending on the location of your booth in the hall.

c) Slings




SLINGS ARE PROHIBITED DUE TO THE BUILDING'S STRUCTURE.

All structures, including signage, must be freestanding.

To find out more, please contact the Parc des Exposition de Montpellier:


EXHIBITOR'S SERVICE:

 regiesitevi@spl-occitanie-events.com

 +33 (0)4 67 17 68 58

INVOICE & BILLING SERVICE:

 sitevi@spl-occitanie-events.com

 +33 (0)4 67 17 68 54

4) STAND DESIGN REGULATIONS



Hall B6 requires that some space is left free of construction above peripheral stands, whose maximal height is therefore limited to 3m, with a width of 6.5m.



In any event, before construction, all stand plans must be submitted to the SITEVI's Stand Design office which will issue an authorisation, or otherwise, for construction on site. Any plans that do not respect the rules will be rejected and any stand constructed without authorisation from the Stand Design office may be dismantled at the exhibitor's expense.

No agreements made between exhibitors will be authorised. Only the organiser or **DECO PLUS** are authorised to make exceptions upon written request.

SITEVI Stand Design office

DECO PLUS

13 rue de Fourqueux 78100 St Germain en Laye



33 (0)9 67 78 93 85



w.decoplus@free.fr



Plans for stands must be sent in by **October 25th 2019** at the latest.

STAND HEIGHT, CLEARANCE AND OPENINGS ONTO AISLES

Stand constructions must take into account the following height and clearance limits:
Construction heights

- Maximum authorised height of shared partitions is 2.5m from the building floor.
- Maximum construction height of 5m from the building floor – 3m for peripheral stands.

No agreements between neighbouring stands will be accepted.

Aisle openings

Any construction on sides exposed to aisles must include a 50% opening on each side exposed to an aisle, within the limits of 8.00 m of maximum closure. Any construction must be approving by the Organizer. Transparent structures (e.g. glass, see-through fabric) which allow to clearly see the inside of the stand may be considered as open partitions. The positions and types of materials will have to be specified when submitting the stand project for approval. Construction height must not exceed 2.50 m alongside aisles.

Clearance limits

Stand constructions must take the following clearance limits into account:

Clearances from aisles and neighbouring stands:

- All construction or design elements higher than 2.50 m should respected a withdrawal of 1.00 m from the aisles and neighbouring stands. Its height is limited at 5 m (3 m for peripheral stands).



MEZZANINES ARE PROHIBITED IN HALL B6

SIGNAGE / Self-supporting structure

- The sign must be located in an area between 2.50 and 5.00 m above the building floor. The self-supporting structures must not exceed the height of 5.00 m above the ground (3 m for peripheral stands). The sign and self-supporting structure must be integrated within the limits of the stand and respect a withdrawal of 1.00 m from neighbouring stands.
- The banners (beach flag for example) must comply with a withdrawal of 1.00 m with neighbouring stands.
- Flashing lights and beacons are prohibited.



SLINGS AND HANGINGS HUNG FROM THE BUILDING STRUCTURE ARE PROHIBITED IN HALL B6

5) COOKING AND HEATING APPLIANCES

Cooking or reheating equipment is prohibited inside marquees, tents and structures.



IT IS EXPRESSLY FORBIDDEN TO USE GAS