

SITEVI
The International exhibition
for the vine, wine, fruit
and olive growing sectors

28>30
NOVEMBER
2023

MONTPELLIER
FRANCE



HALL B6

HANDBOOK



You are registered as an exhibitor at SITEVI 2023.

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: fabrice.digle@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

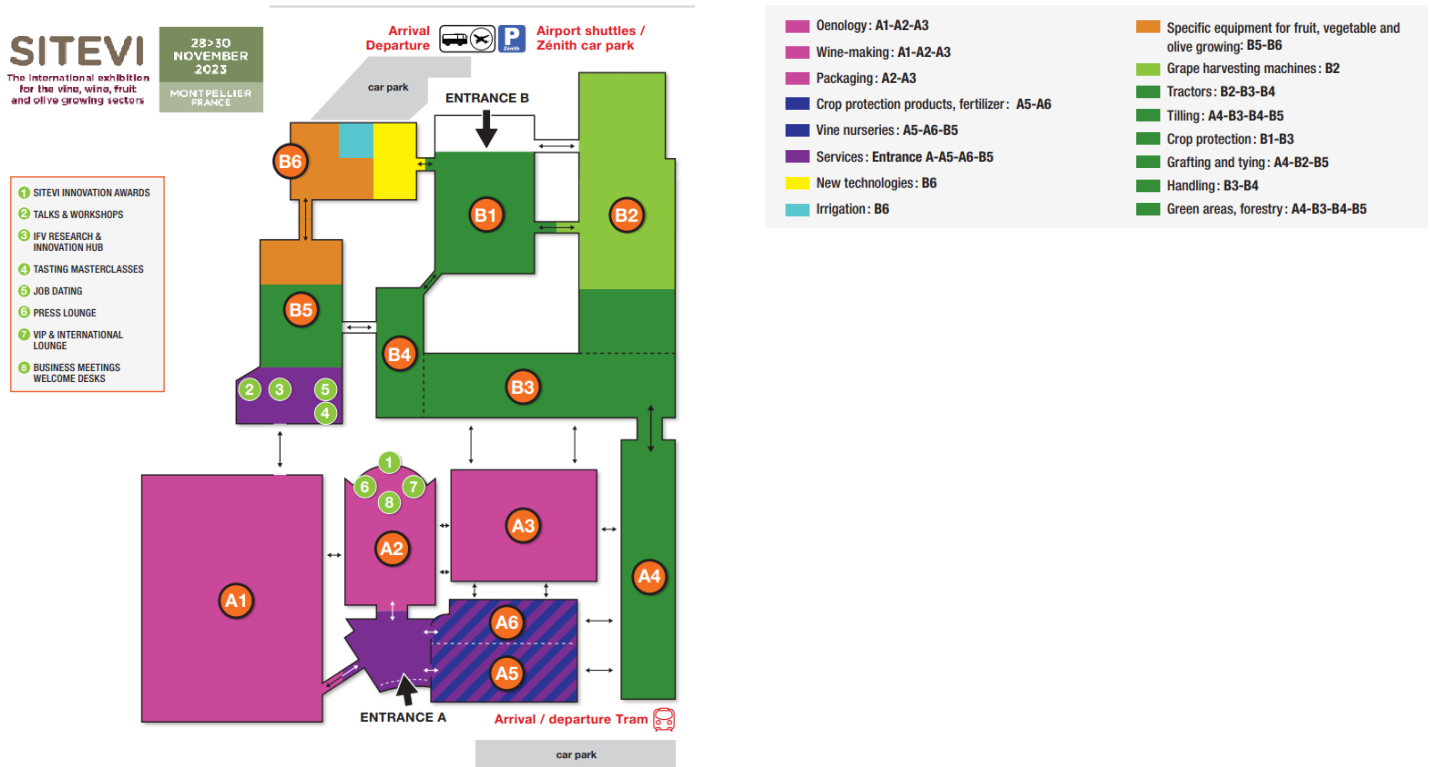
4) Stand design regulations

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 (L x W: 70.00 m x 40.00 m).

The Hall adjoins Hall B1 and Hall B5 and is located near the visitors entrance B.

Thanks to its single 40.00 m 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	Thursday 23 rd November	07:00 am-7:00 pm	Intermittent	Permanent
		Friday 24 th November			
	Bare stands Equipped stands ⁽¹⁾ : Basic, turnkey stand, Garden, Reception spaces	Saturday 25 th November		07:00 am-07:00 pm	from 25/11/23 at 7:00 am to 30/12/23 at 23h00
		Sunday 26 th November		07:00 am-12:00 pm	
		Monday 27 th November		07:00 am-10:00 pm	
OPENING	Tuesday 28 th November	07:00 am-07:00 pm			
	Wednesday 29 th November	07:30 am-07:00 pm			
	Thursday 30 th November				
DISMANTLING	Bare stands Equipped stands ⁽²⁾ : Basic, turnkey stand, Garden, Reception spaces	Thursday 30 th November	06:00 pm-12:00 pm	06:00 pm-11:00 pm	
		Friday 1 st December	07:00 am-7:00 pm		

⁽¹⁾ Fitted stand delivery will be made on Saturday 25th November 2023 from 8:00 am

⁽²⁾ All the fitted stands will be dismantled from Thursday 30th November 2023 by the companies of the Organizer. Consequently, the exhibitors are asked to remove their goods and personal effects in the evening of the closure, **between 6.30 pm and 9.00 pm.**

b) Approving stand layout

You must send your stand plans for approval by **27 September 2023** 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.



TECHNICALS ORDERS AND LAYOUTS: BEFORE NOVEMBER 03rd 2023.

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/2023/en/>

a) Energy (supply, distribution)

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

b) Fluids (water, internet, etc.)

This type of service needs to be checked by the OCCITANIE 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

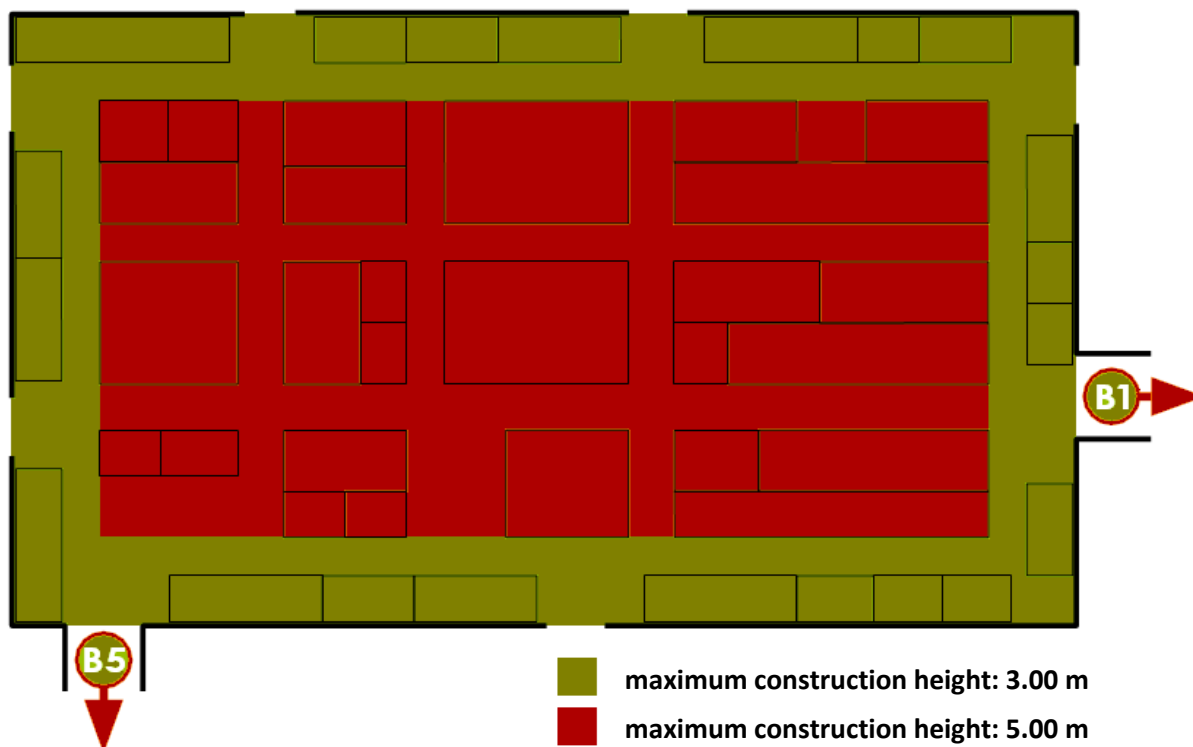
☎ +33 (0)4 67 17 68 54



4) STAND DESIGN REGULATION



Hall B6 requires that some space is left free of construction above peripheral stands, whose maximal height is therefore limited to 3.00 m, with a width of 6.50 m.



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 organizer or **DECOPLUS** are authorized to make exceptions upon written request.

SITEVI Stand Design office
DECO PLUS



+33 (0)9 67 78 93 85



w.decoplus@free.fr



Plans for stands must be sent in by **September 27th, 2023**, at the latest.



4) STAND DESIGN REGULATION

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:

- 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 5.00 m (3.00 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

Information and assistance: sitevi@comexposium-services.com