

# EXHIBITOR'S MANUAL



**ITER BUSINESS FORUM**  
**26 to 28 March 2019**  
Antibes Juan-les-Pins / France

**IBF/19**

ITER BUSINESS FORUM

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## IBF/19 EXHIBITION

The ITER Business Forum will for the second time include an industrial and R&D exhibition in 2019. IBF/19 exhibition aims to showcase industrial achievements and technological capacities of ITER suppliers, to foster partnerships between industries and Fusion laboratories and to facilitate contacts between prime contractors of ITER Organization and Domestic Agencies, and potential subcontractors.

The exhibition area will be located on Level 2 of the venue in the “Gould Area” with a capacity of roughly 80 stands of 6 m<sup>2</sup> up to 18 m<sup>2</sup> available for industries and Fusion laboratories.

The area will welcome stands dedicated to ITER Organization, Domestic agencies and some of their major suppliers as well as Platine, Gold and Silver sponsors. Due to the very limited number of stands available for industrial companies we invite you to reserve your stand as soon as possible.

As an option, panels of your stand can be customized with images related to your business, products or process at a very reasonable cost. You can choose to customize the inner or/and outer sides of the back panel and/or side panels, depending on your personal choice and your stand location.



*General view of the Gould area (with Antibes Juan-les-Pins Conference Centre courtesy)*



Please note that you can make a [virtual visit](#) of the Conference Centre and the Exhibition hall

## Prices and payment conditions

Price of a stand of 6 m<sup>2</sup> is € 1.800 (VAT excluded).

Price of a stand of 12 m<sup>2</sup> is € 3.400 (VAT excluded)

This price of a stand of 6 or 12 m<sup>2</sup> includes:

- Panels on 3 sides, carpeted area, 1 flag sign with the name of the exhibitor company, electricity supply of 3 kW with one socket, lighting with 1 rail equipped with spotlights, display rack, specific Wi-Fi access for exhibitors
- 1 bar table and 3 stools for a stand of 6 m<sup>2</sup>
- double kit for a stand of 12 m<sup>2</sup> (2 bar tables and 6 stools)
- No other furniture will be provided. Additional furniture can be hired upon request based on the catalogue provided by the Organizer, by completing this order form. You can also customize your stand panels with pictures of your business, process or products. All prices exclude VAT (20%).
- 2 Full Passes for 2 representatives of the Exhibitor company

Additional passes can be purchased for € 290 (VAT excluded) per additional participant.

Payment has to be made upon receipt of the invoice by bank transfer. The stand reservation will be confirmed only after receipt of payment.

The Organizer's decision in relation to stands allocation is final.

## General conditions

To book a stand, please complete a [stand reservation form](#).

Deadline for booking a stand is **26 February 2019**

A stand can be shared by a consortium or by several companies joining together.

While booking a stand, Exhibitors have to [register](#) in parallel and to fill in a company registration form.

Full Passes of the first 2 delegates of the Exhibitor company included in its stand reservation will be granted directly via their [private access](#) to the IBF/19 web platform. Any additional delegates can be registered and will have to pay their registration fee by credit card via their [private access](#).

Exhibitors are responsible for any additional costs regarding transportation and storage of their material.

Additional information with regards to additional furniture hire, custom clearance procedures or deliveries on stand is available on the Exhibitor's manual.

The [stand reservation form](#) constitutes an integral part of the contract with the Exhibitor's manual and the [General Regulations](#) of the exhibition.

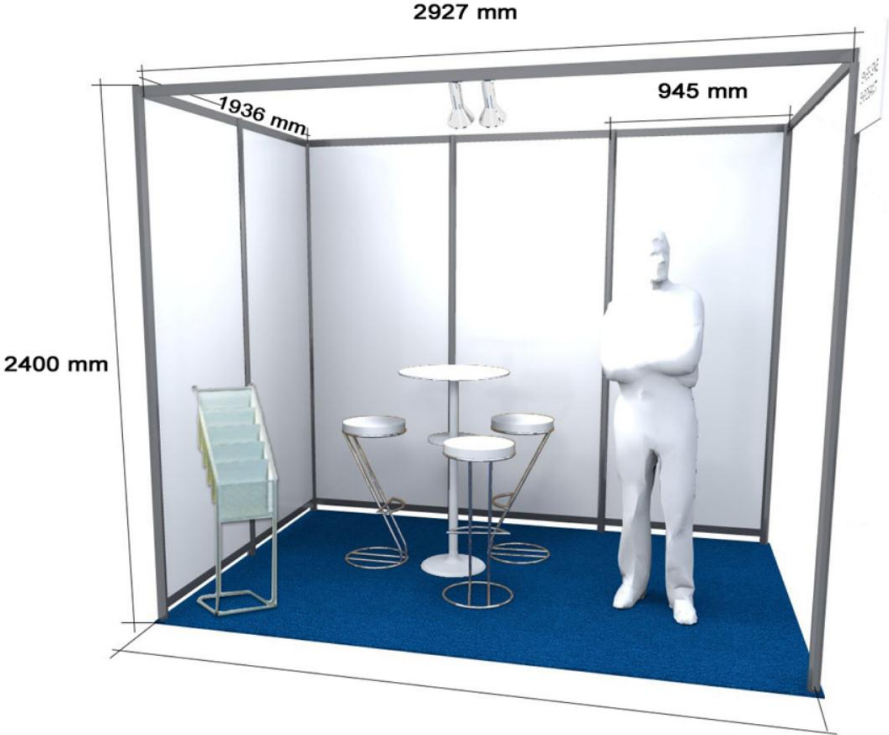
For more information, contact [exhibition@iterbusinessforum.com](mailto:exhibition@iterbusinessforum.com)

Provisional Layout of the exhibition area - This scheme is only indicative and cannot be considered as binding

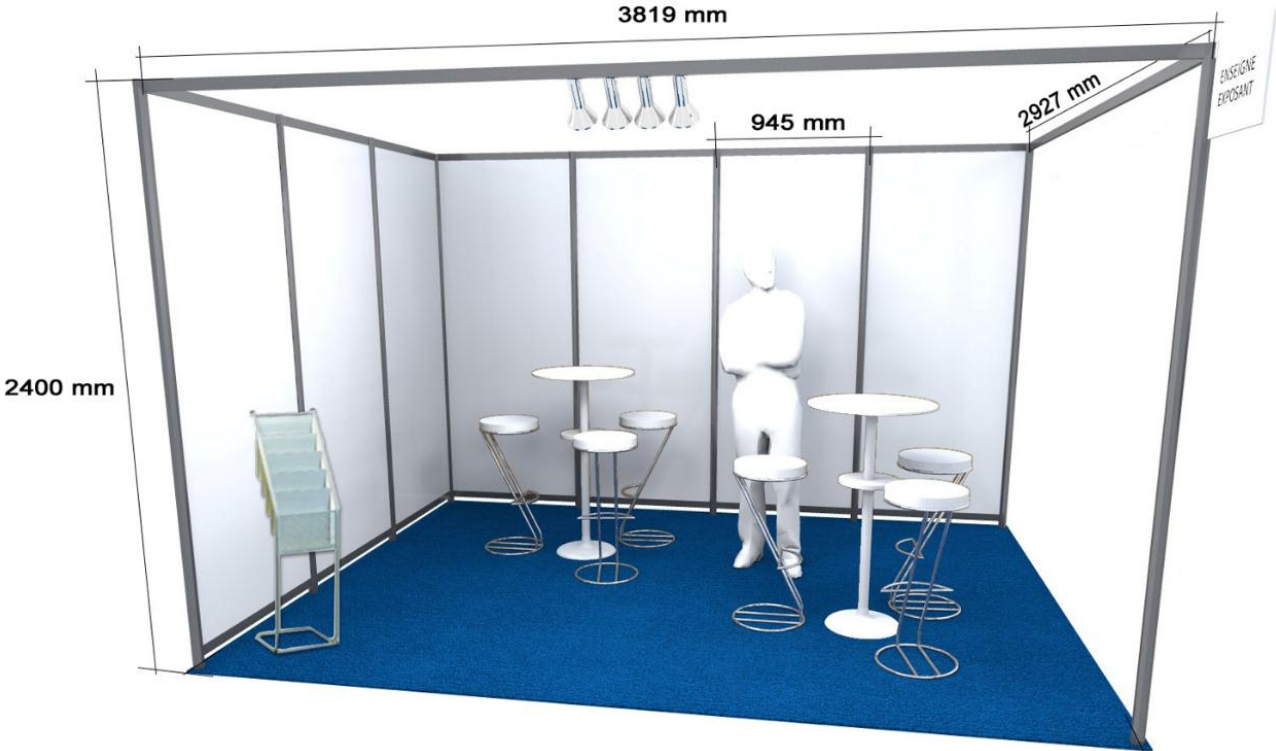
# EXHIBITION HALL LEVEL 2



# YOUR STAND



Stand of 6 m<sup>2</sup>



Stand of 12 m<sup>2</sup>

**Attachment systems:** items can be fixed on the panels with adhesive tape. Other authorized attachment Systems: small chains and small S-hooks. Please remember that it is prohibited to pin, screw or glue anything on the partitions, banners and posts. Double-sided tape must be removed by the exhibitor during stands disassembly.

Exhibitors will be billed for any damage to the material.

Important: It is prohibited to close the open side of a stand. It is strictly prohibited to carry out any work involving smoke exhaust ducts, electrical circuits and telephone lines and any piercing, hanging or sealing, unhinging doors and installing an antenna.

The exhibitor will be charged in full for repair and damage resulting from non-observance of the clauses stated above.

### **Securing of stands**

Please be advised to never leave the stand unattended during assembly and disassembly. Valuable objects should be kept in a locked compartment.

### **Cleaning of stands**

General cleaning of the exhibition hall aisles is carried out every morning by the Conference centre.

### **Insurance**

The organizer takes responsibility for global insurance for the exhibition, concerning civil responsibility and fire. It is the responsibility of each exhibitor to take out the additional insurance they deem necessary.

Neither the organizer nor the Conference centre can be held responsible for theft and damage to personal goods belonging to the exhibitors, neither during visit hours nor during the stand installation and disassembly periods.

## **ACCESS FOR DELIVERIES**

### **How to get to the venue?**

Palais des Congrès d'Antibes Juan-les-Pins  
60, chemin des Sables - 06160 JUAN-LES-PINS  
Tél. +33 (0)4 22 10 60 01 - Fax. +33 (0)4 22 10 60 09  
[www.antibesjuanlespins-congres.com](http://www.antibesjuanlespins-congres.com)

### **Car parking**

in the immediate vicinity of the Conference centre:

- Underground car park at the Conference centre (level -1) managed by the company PARK'A
- AC Marriott Hotel car park (across from the Conference centre)
- Garden Beach Hotel car park (150 meters walk).



### Getting to Antibes Juan-Les-Pins

#### By plane

Nice Côte d'Azur International Airport, 17 km from Antibes Juan-les-Pins. France's second largest airport with 105 direct destinations and 59 regular companies.

#### By train

2 railway stations:

- Antibes SNCF railway station (high speed trains & regional lines).
- Juan-les-Pins SNCF railway station (regional lines).

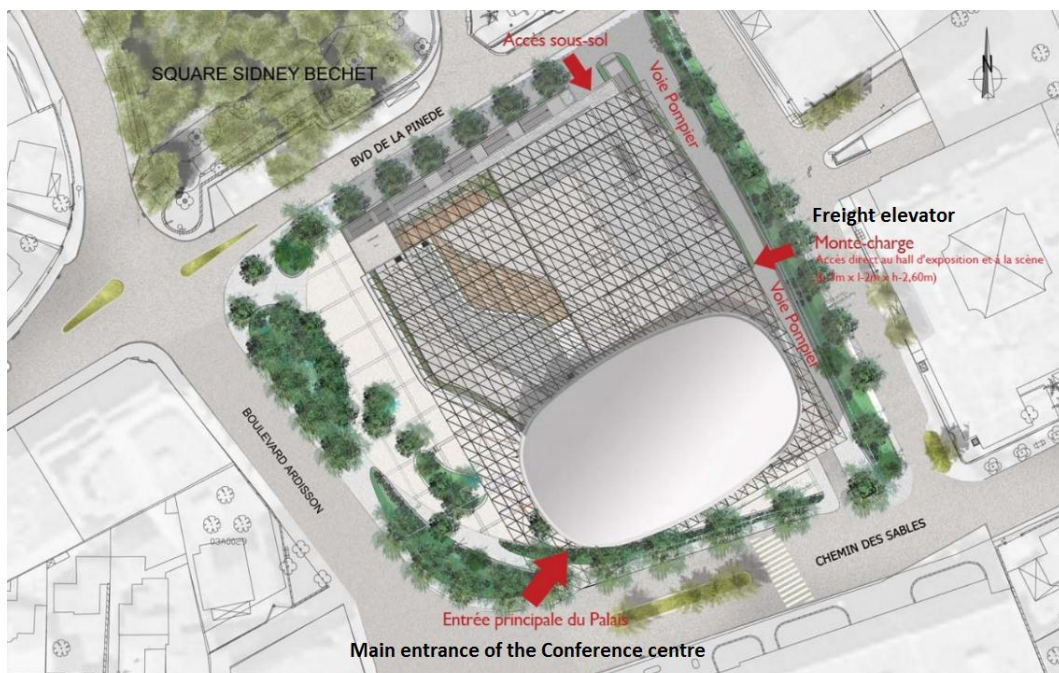
#### By road

A8 motorway, known as "La Provençale", exit 44.

Take the road to Antibes centre, then Juan-les-Pins

## GENERAL INSTRUCTIONS FOR DELIVERIES

- FOR UNLOADING ONLY, access to the Conference centre can be made per the fireman way (at the back of the centre) which gives you a direct access to the freight elevator in case of large volume unloading (see plan below).





- For persons who do not have many things to unload, the access to the Palais must be made per the main entrance. Trolleys are available.
- **WARNING:** those two access are available only for unloading and not for car parking. Please contact the coordination if you need to use those access.
- Your carrier must get in touch with the Operation Department of the Conference Centre in order to agree on the delivery date and time.
- All deliveries must be clearly marked with information requested on the attached document (to print and to stick on each package).
- Without that information and before the authorized delivery date, the Conference Centre reserves the right to refuse deliveries and their storage.

#### **IMPORT FORMALITIES FOR EXHIBITION GOODS SHIPPED FROM NON-EC COUNTRIES**

In order to benefit from duty/tax exemption on importation to France, the exhibitor shall provide a copy of pro-forma invoice prior shipment to DAHER TECHNOLOGIES at following address:



*LOGISTICS SERVICE PROVIDER FOR ITER*

**Nelly DOULCIER:** [n.doulcier@daher.com](mailto:n.doulcier@daher.com)

**Gwenola JEZEQUEL:** [g.jezequel@daher.com](mailto:g.jezequel@daher.com)

**Please note that ITER ORGANIZATION must be shown as receiver in the invoice.**

Once authorization will have been received (time for processing: 3-5 days), DAHER TECHNOLOGIES will instruct the exhibitor to proceed to shipment.

Transport documents shall be issued as follows:

- **Shipment by express carrier** (DHL/ FEDEX)

Receiver: ITER ORGANIZATION

c/o Name of Exhibitor

Address: Palais des Congrès d'Antibes Juan-les-Pins

60, chemin des Sables - 06160 JUAN-LES-PINS - FRANCE

- **Classical Airfreight or ocean freight**

Air freight must compulsorily be shipped to Marseille Airport,

Ocean freight to Fos-sur-Mer Port.

Transport documents shall indicate:

***For import formalities, please contact DAHER TECHNOLOGIES:***

***Nelly DOULCIER: [n.doulcier@daher.com](mailto:n.doulcier@daher.com)***

***Gwenola JEZEQUEL: [g.jezequel@daher.com](mailto:g.jezequel@daher.com)***

***Don't hesitate to contact us for any assistance for delivery of your exhibition goods to Antibes.***

- All goods made available on the stands must to be removed at the end of the event. The Conference Centre reserves the right to remove and transport to the public garbage facility any good left by exhibitors on stand after the exhibition.
- The Conference Centre and the Organizer of the ITER Business Forum 2019 disclaim any responsibility in case of non-reception of the goods. They are not responsible for the state of the goods delivered by the carrier for Exhibitor's account. The Conference Centre and the Organizer are not liable for the storage of material for Exhibitors' account in the Palais in case of theft, loss, damage or any other anomaly noted.

## LABELLING OF PARCELS

**It is IMPERATIVE to use the form specified hereafter to label each parcel.**

We remind to you that you remain responsible for your parcels and deliveries even after reception by the Conference Centre. Any inadequately addressed parcel will be refused.

### SENDER

Company:..... Address:..... Name of the stand:..... Contact person on site:..... Phone number: ..... For: <b>IBF/19 (26-28 March 2019)</b> <div style="text-align: right;">Stand n°.....</div>
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### DELIVERY ADDRESS

<b>PALAIS DES CONGRÈS D'ANTIBES JUAN-LES-PINS</b> 60, chemin des Sables 06160 JUAN-LES-PINS FRANCE Person to contact: Fanny SIROP-GAUTIER (+33 4 22 10 60 45)
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## TECHNICAL SCHEDULE

### Deliveries

Deliveries will be accepted on Friday 22 March, Monday 25 March and Tuesday 26 March 2019 from 09:00 to 12:30 then from 13:30 to 17:00.

### Exhibitors' reception and availability of stands

Registration of Exhibitors will start on Tuesday 26 March 2019 from 14:00.

Stands and additional furniture hired, if any, will be put at disposal of Exhibitors from 15:00.

**Exhibitors have to set up their stand on Tuesday 26 March 2019 from 15:00 to 19:00.**

## Disassembly of stands

Disassembly of stands will be done on 28 March 2019 from 18:00.

**Any material must be removed on 28 March 2019.**

**We advise you that no storage will be accepted after the event closure.**

For removal by carrier, you will have to deposit your parcels before your departure on 28 March 2019 **with dispatching notes to be given to the carrier.**

## YOUR CONTACTS

### General organizer of the congress and IBF/17 exhibition

#### AGENCE ITER FRANCE

Agence ITER France - CEA Cadarache - Building 521  
13108 Saint-Paul-Lez-Durance Cedex France

#### Your contact for the exhibition:

Mrs. Emmanuelle MERCIER: [exhibition@iterbusinessforum.com](mailto:exhibition@iterbusinessforum.com)

For any question related to your participation in the congress  
please contact: [info@iterbusinessforum.com](mailto:info@iterbusinessforum.com)

### Installation of stands - additional furniture

#### SARL SCT EVENT

15C Chemin Donné - 84460 Cheval-Blanc

[www.sctevent.com](http://www.sctevent.com)

Tel +33 (0)4 32 50 10 00

Contact: [contact@sctevent.com](mailto:contact@sctevent.com)

### Conference Centre: Palais des Congrès d'Antibes Juan-Les-Pins

#### Contact

Blandine ROQUELET - Project Manager  
Phone: +33 (0)4.22.10.60.49  
E-mail: [blandine.roquelet@antibes-congres.com](mailto:blandine.roquelet@antibes-congres.com)

#### Contact on-site

Nicolas BOUFFARTIGUE - Coordination  
Phone: +33 (0)4.22.10.60.45 Fax: +33 (0)4.22.10.60.09  
E-mail: [nicolas.bouffartigue@antibes-congres.com](mailto:nicolas.bouffartigue@antibes-congres.com)

#### Technical manager

Patrice GATTI  
Phone: +33 (0)4.22.10.60.22 Fax: +33 (0)4.22.10.60.09  
E-mail: [patrice.gatti@antibes-congres.com](mailto:patrice.gatti@antibes-congres.com)

## **ATTACHMENTS**

**SCT EVENT FURNITURE CATALOGUE**

**ADDITIONAL FURNITURE ORDER FORM**

**STAND RESERVATION ORDER FORM**