



EXHIBITORS TECHNICAL GUIDE

B TO B MEETINGS FOR COMPOSITE MATERIALS

November 5th and 6th, 2025

LA CITE DES CONGRES DE NANTES

5, rue de Valmy - 44000 Nantes - France

CONTACTS ORGANISATION	2	HOTELS	9
EVENT TIMETABLE	2	SPECIAL CONDITIONS	10
LA CITE NANTES – SHIPPING	3	DISTRIBUTION OF ALCOHOL	10
DELIVERY	3	SECURITY	10
SHIPPING	3	NON-SMOKING AREA	10
UNLOADING	4	SECURITY RULS	11
LOADING	4	INSURANCE	12
EMPTY PACKAGES	5	DATA SHEETS (Order Forms)	13
BOOTH DETAILS	5	PERSONNALIZATION OF YOUR BOOTH.....	14
ADDITIONAL FURNITURE	7	INTERMITTENT ELECTRICAL CONNEXION.....	16
VIDEO PACKAGING RENTAL	7	24H/24H ELECTRICAL CONNECTION.....	17
RECEPTION DESK	7	WIFI CONNECTION	18
LUNCHES – COFFEE BREAKS	7	FLORAL DECORATION	19
INTERNET ACCES (WIFI)	7	SERVICE OF HANDLING & FORKLIFT TRUCK	22
HOW TO GET THERE	8	SERVICE OF RECEPTION STAFF	23
CAR PARCK AROUND	9	CATERING	24
TAXIS	9	SERVICE OF CLEANING	26
		La Cité des Congès IBAN	27


CONTACTS ORGANISATION

For further information please contact us:

France contacts

Djamil LOUNES 
Directeur du Projet
T. +33 (0)1 41 86 49 40
dlounes@advbe.com


International Contact

Suzana DUHANEANU 
T. +33 (0)1 41 86 41 90
sduhaneanu@advbe.com

Logistics

Nadia SHEPOVALOVA 
T. +33 (0)1 41 86 41 13
nshepovalova@advbe.com

Marketing

Claire-Marie DIDIOT 
T. +33 (0)1 41 86 41 45
cmdidiot@advbe.com

advanced business events

10, rue de la Rochefoucauld, CS 50300
92513 Boulogne-Billancourt Cedex
Tel : +33(0)1 41 86 49 40
Site Internet : <http://france.compositesmeetings.com>
www.advbe.com
E-mail : composites@advbe.com

EVENT TIMETABLE

Timetable is given for information only. The final program will be on your planning.

Tuesday, November 4th

05:00 pm – 07:30 pm: Access of exhibitors

Wednesday, November 5th

08:00 am – 09:00 am: Reception
09:00 am – 12:30 am: Face to Face Meetings / Conferences
12:30 am – 02:00 pm: Business Lunch
02:00 pm – 06:30 pm: Face to Face Meetings / Conferences
06:30 pm: Cocktail Evening

Thursday, November 6th

08:30 am – 09:00 am: Reception
09:00 am – 12:30 pm: Face to Face Meetings / Conferences
12:30 pm – 02:00 pm: Business Lunch
02:00 pm – 04:30 pm: Face to Face Meetings / Conferences
05:00 pm: End of convention (*booth dismantling 5:00 et 7:00 pm*)

LA CITE DES CONGRES DE NANTES - SHIPPING

DELIVERY

Deliveries concerning the event will only be accepted **from Monday 3 November 2025**

To identify all deliveries, please write on each package the name, date and serial number of the exhibition (given by Nantes Event Center) and your booth name. **Only storekeeper or any person charged by La Cité des Congrès de Nantes could receive parcels. Our warehouse service can be reached on site through the delivery access intercom on the warehouse side.**

All deliveries of equipment for your booth should be sent to the following address, **indicating the name of the company and the name of the event « COMPOSITES MEETINGS 2025 »:**

La Cité des Congrès de Nantes
Quai Favre – Accès Livraison
44041 Nantes cedex 1
Tel : +33 (0)2 51 88 20 00

Delivery opening hours

08:30 am – 12:30 am / 02:00 pm – 05:30 pm

Information to mention on parcels

COMPOSITES MEETINGS

ID 31619

November 5 & 6, 2025

Name and stand number *

« Stand Materials »

*** Name and Stand Number: REQUIRED**



Under no circumstances can La Cité Nantes Events Center be held responsible for deliveries, which are the whole responsibility of exhibitors. **La Cité des Congrès de Nantes has no unloading platform. For an easier unloading, please make sure that your truck includes a tailgate.**

Exhibitors have to proceed themselves the reception of their goods on stand. Exhibitors have to make sure that their carrier will have the handling and forklift for unloading goods from the truck and for routing them on stand.

For any need of Handling/Forklift Truck, you can ask for additional services before the event.

SHIPPING

Shipping of packages after the event is under your responsibility.

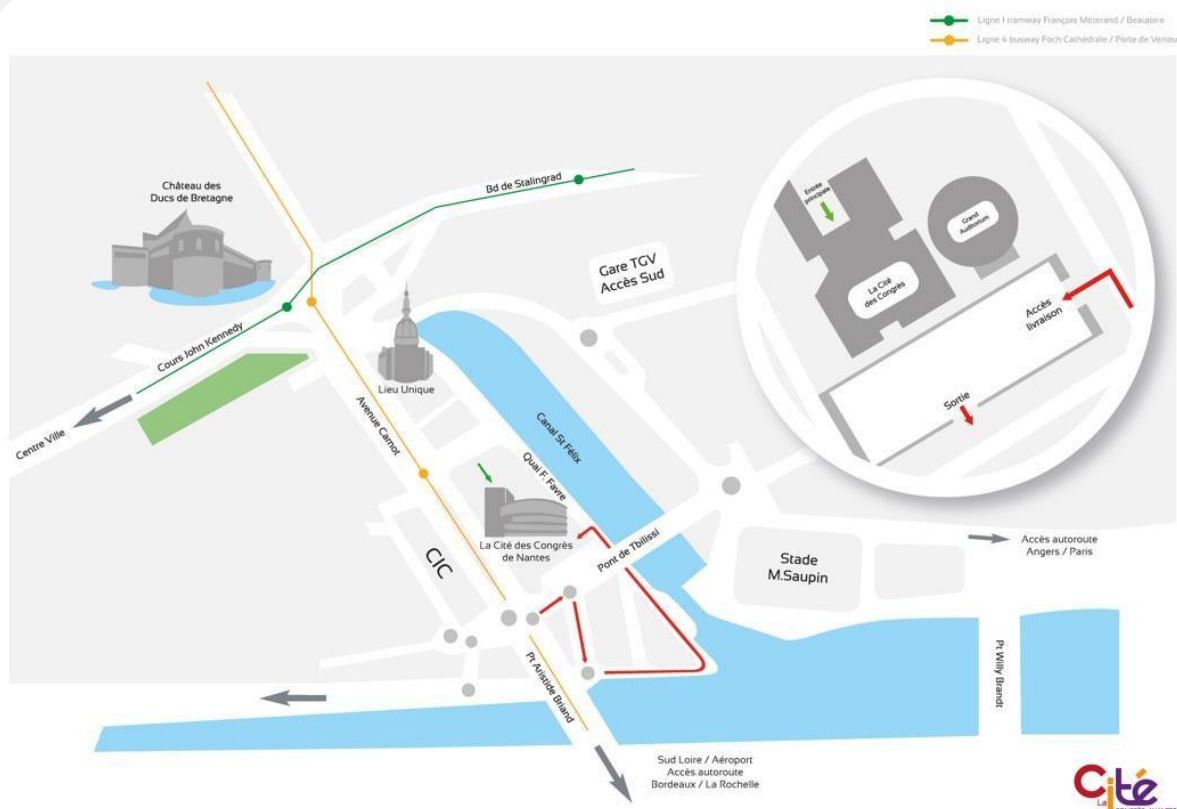
La Cité des Congrès de Nantes does not support the expedition of packages; it manages only the transfer from booth to warehouse. Conditioning and labelling of your items are under your responsibility, following the above mentioned instructions.

MANDATORY DATES FOR PICKUP OF MATERIAL:

- **November 6th: (Closing, 05.00-06.00 pm)**
- **November 7th: 08.30-12.30 am, 02.00-05.30 pm**



Plan de La Cité des Congrès de Nantes Accès Livraisons



UNLOADING

The day of your set-up, you will be allowed to access the delivery platform (see map on page 4 of your technical guide) only to **unloading your vehicle for a maximum period of one hour from your arrival time (05.00 pm – 07.30 pm).**

Packing is allowed only during the set-up hours. After this period of set-up and at the end of your unloading, the access to this area will be forbidden until dismantling time.

LOADING

The day of dismantling, **November 6, from 5.00 pm**, access to the delivery platform will be authorized. No access before 5.00 pm, except specific agreement given by the organizer.

You may not leave your vehicle parked in the loading bay area after loading – no exceptions!

NO EXCEPTION TO PARK.

EMPTY PACKAGES

A storage room will be made available to exhibitors for packaging to be reused for the return trip.

Empty parcels must be removed immediately and binned by exhibitors. Leaving rubbish on your booth is prohibited for fire security issue. A dumpster and selective rolls will be available during the set up and dismantle.

Maximum loads per m²²

Great Hall and R0 : 1000 kg / m²

Mezzanine : 500 kg / m²

USE OF THE LOADER

To access the second floor → mezzanine


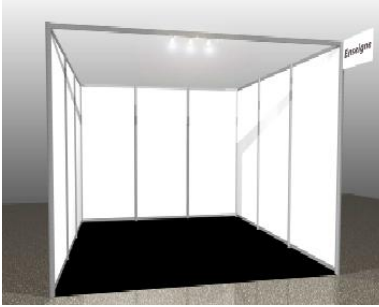
H : 2,20 m

L : 1m60 m

Depth : 4m30 m

Weight : 3,5 tonnes

BOOTH DETAILS

Formule STANDARD / 6m ²	Formule « PLUS » / 9m ²
	
<p>Fully equipped with:</p> <ul style="list-style-type: none"> - Hard walls - Lighting - 1 table - 4 chairs - Carpet and fascia board <p>Admission for 1 delegate</p> <ul style="list-style-type: none"> ♦ A detailed company profile in the online Composites Meetings 2025 catalogue ♦ 1 A personalized 2-day schedule of pre-planned B2B meetings based on your choices ♦ Business seated lunches on November 5th and 6th and cocktail on the 15th evening ♦ Permanent Coffee breaks access on November 5th and 6th ♦ Assistance of the Composites Meetings team during the event ♦ Access to all conferences 	<p>Fully equipped with:</p> <ul style="list-style-type: none"> - Hard walls - Lighting - 2 tables - 8 chairs - Carpet and fascia board <p>Admission for 2 delegates</p> <ul style="list-style-type: none"> ♦ A detailed company profile in the online Composites Meetings 2025 catalogue ♦ 1 A personalized 2-day schedule of pre-planned B2B meetings based on your choices ♦ Business seated lunches on November 5th and 6th and cocktail on the 5th evening ♦ Permanent Coffee breaks access on November 5th and 6th ♦ Assistance of the Composites Meetings team during the event ♦ Access to all conferences

In order to customize your space, we strongly recommend you to bring graphics. You must bring necessary materials to hang or paste your graphics (chains, adhesives and so forth). **It is strictly forbidden to drill into the panels.**

Your booth is equipped with an electric outlet. You must bring multiple outlets and extension cords if you're planning to use several devices.

BOOTH SET UP

Access to the stand will be on **November 4th 2025** from **05:00 pm** until **07:30 pm** maximum.

BOOTH DISMANTLING

General dismantling takes place on **November 6th** from **05.00 to 07.00 pm**

Your stands will be fitted and equipped.

The space will be open **from November 5th from 08:00 am**

For all questions related to the **setup of your booth/printing/dimensions**, please contact our contractor directly:

Céline AUBRY TARDIF

Sales production officer

Tel : +33 (0)2 51 88 20 17

Portable : 06 16 3488 60

exposition@lacite-nantes.fr

La Cité des Congrès de Nantes

www.lacite-nantes.fr

ADDITIONAL FURNITURE

Our official furniture contractor offers an entire range of furniture and equipment. You may trade your default furniture or order additional equipment at your own cost.

LIGN'E

2, Allée du Golf – 31200 Toulouse
Tél. 05 62 75 99 34 – 06 10 20 03 60

Contact : Mme Katel GALY

Email : lignexpo@lignexpo.com

DEADLINE = NOVEMBER 1st, 2025

ON-LINE CATALOGUE:

PLEASE NOTE: please wait for feedback on the availability of your order before proceeding with payment.

VIDEO PACKAGING RENTAL

If you wish to rent flat TV:

- 42 " (106cm) and DVD player
- 32" (82cm) on a table

Please contact our service provider (the renting of the flat TV is in extra charged):

NAPAKEO IT Support & Services

8, rue du Château d'Eau - 31700 BLAGNAC
Tél. : +33 (0)5 47 74 85 17 - Fax : +33 (0)5 47 74 85 18 - E-mail : info@napakeo.com

LUNCHES – COFFEE BREAKS

Lunches:

A seated business lunch will be catered on **November 5th and 6th**.
This is a good opportunity to have informal meetings.

Coffee break:

Complimentary hot and cold beverages will be offered to all the participants on **November 5th and 6th** from 08.00 to 11.00 and from 02.00 à 04.00.

Cocktail:

A cocktail, offered to all the participants, will be held on **November 5th at 07.00 in the La Cité Nantes Events Center**.

You can organize breakfasts/coffee breaks/cocktails on your booth. Booth breaks and catering are exclusive to La Cité (see corresponding order form).

INTERNET ACCESS (WiFi)

A free-access wifi network will be available throughout La Cité Nantes Congress Centre for the duration of the event.

Network : 0-La Cité Guest
Password : Composites2025

If you wish to order additional, dedicated wi-fi or a wired internet connection for your stand, please complete and return the order form in the annex.

HOW TO GET THERE?

The privileged location of La Cité des Congrès in the heart of the city makes it accessible by soft mobility. By favouring more responsible modes of transport such as cycling, bus or tram, train or car-sharing, you can reduce the carbon footprint of your journeys.



BY FOOT

Walk to La Cité des Congrès de Nantes from the station along the Saint-Félix canal.



BY BIKE

Take advantage of the many bike stands available around the Cité Congress Centre.

Use the nearby Naolib self-service bicycle stations.

<https://velo.naolib.fr/fr/offers/groups/list#75720>

> Use the secure cycle racks inside La Cité Congress Centre car park and on the forecourt of the South Station.



BY CAR

Car sharing

> Share your car and do ride-share :

www.ouestgo.fr

> Or take advantage of the Naolib Covoit' urban car sharing service:

<https://naolib.fr/fr/voitures-et-deux-roues/covoiturage>

Parking

> Park your car at a car park and take line 4 of the Busway or line C3 of the Chronobus to La Cité Congress Centre.

> Park in a local car park: Cathédrale, Gare Château, Gare Sud 3 and 4, Cité des Congrès. <https://metropole.nantes.fr/services/deplacements-stationnement>

ATTENTION PARKING COSTS ARE AT YOUR EXPENSE.



BY PLANE

100 national and international destinations served by direct scheduled flights

1h of flight from Paris to London.

2h of flight from all european main city.

20 min between the airport and the station with the direct airport shuttle.]



BY TRAIN

The station is located opposite La Cité Congress Centre, right in the heart of the city.

2h from Paris

21 daily TGV between Paris and Nantes

1 daily direct return on weekdays between Brussels and Nantes



BY TRAMWAY

Line 1 'Duchesse Anne-Château des Ducs de Bretagne' stop, one station from the TGV station.



BY BUSWAY

Line 4 - stop just in front of La Cité Nantes Congress Centre

■ PROXITAN Service

Transport on demand for people with reduced mobility.

> Special conditions :

Proxitan 02 51 81 78 78

<https://naolib.fr/fr/accessibilite>

10% discount on the Air France or KLM airfare for attendees of Composites Meetings 2025

Discount is only available if booked in **EURO (€)** currency via the AirFrance.com or KLM.com website. If you book from a non € currency country, please change to a website of one of the € currency countries.

3 steps to claim your unique discount:

1. Follow the regular booking process, when asked if "travelling for business" select YES and use MICE as "contract name", this ensures the Air France-KLM corporate recognition associated with "Global Meetings and Events" program during your flights.
2. After completing your personal details click on "Proceed to payment details" at the bottom of the page and enter in the "Your discount code" field the discount code:

GME50583AF

3. Click on 'Send discount code' and if conditions are met* the discount will be applied.



* Please scan the QR code to read the general conditions which are applicable to the usage of this event Internet Discount Code (IDC)



Booking date

from 15/01/25 to 06/11/25

Departure date: from 29/10/25 to 06/11/25

Inbound date: from 05/11/25 to 13/11/25

TAXI

A Plus Taxi Nantes : ☎ + 33 (0)2 53 35 38 58

Taxi Nantes : ☎ + 33 (0)2 40 69 22 22

HOTELS



Take advantage of special rates for your accommodation in Nantes [HERE](#).

SPECIAL CONDITIONS

DISTRIBUTION OF ALCOHOL

Regarding excessive consumption of alcohol, the exhibitor is required to control the consumption of alcohol and to prevent the use of drugs and other illegal products within la Cité des Congrès, in compliance with the regulation laws.

The liability of the exhibitor occurs that all the relevant tests have to be done in compliance with the global policy of the congress.

We recommend the following guidelines:

- Sending awareness messages about alcohol to any delegate driving back
- Encouraging guests to start a car-pooling system with one person in charge
- Distributing a list of taxis and organizing the booking
- Distributing alcohol tests when leaving the exhibition area
- Asking the caterers to only serve a reasonable amount of alcohol to guests

By law, you are responsible as an exhibitor (if it is at your booth) for the consumption of alcohol by any person.

SECURITY

La Cité des Congrès de Nantes ensures general security check during build up and breakdown, as well as during the event opening hours. This does not include security check for each stand.

Overnight security check is done by video camera. During build up and open hours, exhibitors must ensure the safe keeping of their products and are advised not to leave them unattended.

La Cité des Congrès de Nantes cannot take any responsibility for goods that are lost, damages or stolen during the event. Exhibitors are recommended to take out insurance for all items, covering any situation of robbery and theft.

If you require specific security arrangements overnight or during open hours, please contact us for quotation.

NON-SMOKING AREA

Cf. Order 2006-1386 of November 15th, 2006 – Circular of November 24, 27 and 29 th, 2006. From February 1st, 2007, smoking is forbidden in areas used as a collective meaning, welcoming people or in workplaces (closed or covered).

Smokers who break this law are liable to pay a 68 € fine.

Controls can be operated unexpectedly by the health and safety inspectors.

The smoking area is located at the main entrance of the Great Hall.

SECURITY RULES

Each exhibitor must read carefully the security rules at the end of this document, in particular any information about stand set up, electrical set-up, products and machines forbidden into an exhibit space or requiring a specific agreement, etc...

In general, specific arrangements must follow at minimum the establishment security described here:

- Modifying color of doors is forbidden. To prevent risk of confusion, using white letters on green ground is particularly forbidden. These colors are exclusively reserved to exits;
- Doors has to be freely accessible for the public and this for the duration of the event;
- Any arrangement (wall, awning, etc...) must not affect the visibility of exit signs and way of rescue;
- Security perimeters and priority access ways are unbuildable and untenable;
- During the public's access, these areas have to be free of arrangement, deposition, exhibition, immobilization of any materials, vehicles, whatever they may be; otherwise, Nantes Event Center will immediately proceed to the pickup area (paid by the exhibitor);
- Frontages, water delivery points and fire hydrants have to be free of access. No vehicle will be authorized to park and delivered near a public zone

INSURANCE

Civil liability

La Cité des Congrès de Nantes recognizes responsibility for :

- being the manager of the buildings and fixed and temporary installations used by exhibitors;
- the management of activities for which it is directly responsible.

Exhibitors are liable for all damage to third parties caused by themselves, their employees, their stand installations or any installations entrusted, hired or loaned to them

Damage to property

*REMINDER: this coverage only concerns exhibition products and not operating equipment (for example: computer equipment, mobile phone...). For these products, see "Additional Insurance" order form page **Erreur ! Signet non défini.***

La Cité des Congrès de Nantes refuses to endorse responsibility for damage to property belonging to, loaned, or hired to exhibitors when this damage is caused by a third party (other exhibitors, companies acting on their behalf, visitors, etc.).

Exhibitors should therefore consult their usual insurers with a view to extending their insurance cover. Alternatively, they can take out an insurance covering damage sustained by their property with the official insurers of La Cité Nantes Events Center, who offers insurance packages specially designed for the exhibition period (including build-up and breakdown):

- Basic cover: capital insured = 350 € including VAT per sqm for stand and merchandise
- Additional cover: for a capital amount above the basic insurance, to a maximum of 100 000 €.

Both basic and additional insurance cover: Fire damage, Water damage, Theft (by breaking and entering or violence), Accidental damage (including natural disasters, attacks, act of terrorism or sabotage). Warranty is liable on the exhibition site.

Duration of warranty: it is agreed that the insurance takes effect during the stay of the insured property on their venue, plus three days before opening and after closing three days. However the risk of theft will be acquired for a period of 48 hours before the opening of 24 hours after the close of the event.

In case of theft, a complaint must be filed with the competent authorities. The claim must be sent to La Cité des Congrès de Nantes within 48 hours after the occurrence, by registered letter.

The theft without breaking is guaranteed subject to particular conditions:

- Small objects located near windows;
- Fixing laptops and computer hardware and plasmas screens by security systems adapted to this type of equipment (ropes, locks, bolts...)

The franchise of the first risk is 150 € per claim including in case of additional and optional insurance.

Waiver of recourse

La Cité des Congrès de Nantes, the city of Nantes (which owns the buildings) and their insurers waive their right of recourse against the organizers, exhibitors and their insurers in the event of any fire or explosion that may occur on the exhibition site.

By signing the participation agreement, exhibitors and their insurers waive their right of recourse against la Cité des Congrès de Nantes, the city of Nantes and their insurers, for any direct or indirect damage caused to their property or representatives by the latter.

The exhibitor or his representative will be able to produce an insurance certificate.

DATA SHEETS

Forms to be returned, **before October 10th 2025**
With proof of payment

CONTACT :

Céline AUBRY TARDIF

Sales production officer

Tel : +33(0)2 51 88 20 17

Portable : +33(0)6 16 3488 60

exposition@lacite-nantes.fr

PAYMENT CONDITIONS FOR ADDITIONAL SERVICES

Payment or proof of payment has to be attached to any order form

- Stand access is allowed only if space rental and additional services are paid.
- Please make sure that payments have been processed by connecting with your accountancy department before your trip to Nantes.
- Any invoice not paid before the setup day will have to be paid on-site by any representative members of the exhibition team otherwise; access to the booth will be denied.

PERSONNALIZATION OF YOUR BOOTH - SERVICE PROVIDERS REFERENCED BY LA CITÉ

Partition cladding



Tarpaulin



Tissu stretch on aluminium frame



Adhesive on partition

Other signs



Adhesive on counter



Adhesive on counter

TECHNICAL DATA	
File dimensions for signage services	To be confirmed with La Cité Nantes Congress Centre
Image resolutions	Resolution of 100 dpi at final size or 300 dpi for a visual at 1/4 of the final size
MANUFACTURING DETAILS	
Colours	<ul style="list-style-type: none"> • CMYK colours should be used as a priority • RGB colours should not be used • For solid blacks (large formats), it is recommended to reinforce the black K to 100% and the other three CMY colours to 20%.
Image resolutions	Resolution of 100 dpi at final size or 300 dpi for a visual at 1/4 of the final size
File formats	- Vector files: PDF - EPS - AI (please note that all fonts must be vectorized and image links embedded)

PERSONNALIZATION OF YOUR BOOTH

— SERVICE PROVIDERS REFERENCED BY LA CITÉ

TO BE RETURN TO exposition@lacite-nantes.fr Before October 10th 2025	EVENT : STAND Name : N° :
---	---------------------------------------

DESCRIPTION	UNIT	QUANTITY	UNIT PRICE EUR EXCL. VAT	AMOUNT EXL. VAT
RESERVE - For one reserve of 1m x 1m, please order one partition and one door				
Melamine partition (width 1m)	per unit		€ 45.95	
Lockable melamine door	per unit		€ 141.29	
LIGHTING				
3-spotlight rail on the front	per unit		€ 72.37	
SIGNAGE - Please ask for a quote				
Signage see services previously detailed on page 30	All-inclusive		Quote	
OTHER				
Straight shelving on a partition	per unit		€ 28,05	
TOTAL EXCL. VAT				
20% VAT				
TOTAL INCL. VAT				
50% surcharge from/..... to be added to the total				

No order can be taken into account if it is not accompanied by its payment or proof of payment.

Order date :	Name :
Stamp and SIRET number of the company :	Signature :



Please note that no taping of partitions is permitted outside the service offered by our approved service providers.

INTERMITTENT ELECTRICAL CONNEXION

TO BE RETURN TO exposition@lacite-nantes.fr Before October 10th 2025	EVENT : STAND Name : N° :
---	---

The electrical boxes will be switched off at night.

Please bring extension cords and power strips or buy them at the reception desk of La Cité

DESCRIPTION	QUANTITY	Unit price EUR Excl. VAT	AMOUNT EXCL VAT
3KW single-phase switchboard		207.00 €	
4KW single-phase switchboard		327.00 €	
6KW single-phase switchboard		432.00 €	
8KW single-phase switchboard		541.00 €	
10KW three-phase switchboard		647.00 €	
12KW three-phase switchboard		757.00 €	
15KW three-phase switchboard		865.00 €	
20KW three-phase switchboard		1 301.00 €	
TOTAL EXCL VAT			
20% VAT			
TOTAL INCL VAT			
50% surcharge from to be added to the total			

No order can be taken into account if it is not accompanied by its payment or proof of payment.

Help in assessing electrical power requirements:

LED stand lights	10 W (per unit)
LCD screen	150 W
Showcase	cf. lamp power
Computer	300 W
Rental coffee machine	1,100 W

Order date :	Name :
Stamp and SIRET number of the company :	Signature :

24H/24H ELECTRICAL CONNECTION

<p>TO BE RETURN TO</p> <p>exposition@lacite-nantes.fr</p> <p>Before October 10th 2025</p>	<p>EVENT :</p> <p>STAND</p> <p>Name : N° :</p>
---	--

Please bring extension cords and power strips or buy them at the reception desk of La Cité

DESCRIPTION	QUANTITY	Unit price EUR Excl. VAT	AMOUNT EXCL VAT
3KW single-phase switchboard		394.00 €	
4KW single-phase switchboard		459.00 €	
6KW single-phase switchboard		606.00 €	
8KW single-phase switchboard		760.00 €	
10KW three-phase switchboard		909.00 €	
12KW three-phase switchboard		1 061.00 €	
15KW three-phase switchboard		1 212.00 €	
20KW three-phase switchboard		1 824.00 €	
TOTAL EXCL VAT			
20% VAT			
TOTAL INCL. VAT			
50% surcharge from/..... to be added to the total.			

No order can be taken into account if it is not accompanied by its payment or proof of payment.

Help in assessing electrical power requirements:

LED stand lights	10 W (per unit)
LCD screen	150 W
Refrigerator	200 W (small model)
Showcase	cf: lamp power
Computer	300 W
Rental coffee machine	1,100 W


Order date :	Name :
Stamp and SIRET number of the company :	Signature :

WiFi CONNECTION

TO BE RETURN TO exposition@lacite-nantes.fr Before October 10th 2025	EVENT : STAND Name : N° :
---	---------------------------------------

DESCRIPTION	QUANTITY	Unit price EUR Excl. VAT	Unit price EUR Excl. VAT	AMOUNT EXCL. VAT
WI-FI INTERNET CONNECTIONS - Guaranteed speed				
Wi-Fi - 2 MEGA		104.81 €		
Wi-Fi - 4 MEGA		304.39€		
Wi-Fi - 8 MEGA		1 088.38 €		
WIRED INTERNET CONNECTIONS - Guaranteed speed				
Wired connection 1 station - 2 MEGA		304.39 €		
Wired connection 1 to 5 stations (including switch) - 2 MEGA		428.60€		
Wired connection 1 station - 4 MEGA		608.80€		
In order to proceed with the installation of the wired internet access on your space please send us your layout of technical elements .				
TOTAL EXCL. VAT				
20% VAT				
TOTAL INCL. VAT				
50% surcharge from / to be added to the total.				

No order can be taken into account if it is not accompanied by its payment or proof of payment.

Order date : Name : Stamp and SIRET number of the company : Signature :	
---	--

FLORAL DECORATION

«Classic» individual plants



Ficus Benjamina 7.130.101



Kentia 7.130.104



Bamboo 7.130.106



Phormium 7.130.108



Stem-tree ball 7.130.113

«Contemporary» individual plants



Zamioculcas 7.141.100



Buis Boule 7.141.102



Orchidées et branchage
7.141.101

Planters or compound planters



7.132.100
Planter with 3-4 plants,
one of which is
flowering
Height 150cm Max



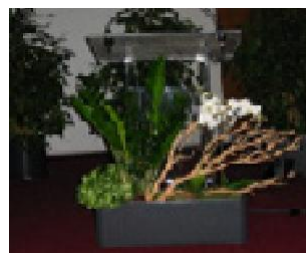
7.132.108
Planter 80x20cm
+ 4 green plants
Height 60/70cm
Maxi



7.132.109
Planter 80x20cm
+ 3 green plants
Height 60/70cm
Maxi



7.132.111
Planter 80x20cm



Composition with
orchids

7.132.110
Planter with desk
Green and flowering plants
excl. VAT max 90cm

Floral arrangements



7.160.100
Large Round Bouquet 30cm



7.160.103
Large Round Bouquet 20cm



7.160.101
Large Round Bouquet or
Composition
Height 60cm



7.160.104
Small Bouquet
Height 30/40cm

FLORAL DECORATION

Plants for hire, to be returned at the end of the event.

TO BE RETURN TO exposition@lacite-nantes.fr Before October 10th 2025	EVENT : STAND Name : N° :
---	---------------------------------------

REFERENCE	DESCRIPTION	SIZE	QTY	UNIT PRICE EUR EXCL. VAT	AMOUNT EXCL. VAT
«CLASSIC» INDIVIDUAL PLANTS					
113 160	Ficus Benjamina + Black PVC pot cover	180 cm		€73.00	
113 200	Kentia + Black PVC pot cover	180 cm		€73.00	
111 110	Bamboo + Black PVC pot cover	180 cm		€73.00	
112 300	Phormium + Black PVC pot cover	150 cm		€71.00	
112 020	Stem tree, ball + Black PVC Pot Cover	150 cm		€84.00	
«CONTEMPORARY» INDIVIDUAL PLANTS					
7 141 100	Zamioculcas + Bac kabin 40x40 ht 80cm	150 cm		€82.00	
7 141 101	Orchidées et branchage + Bac kabin 40x40 ht 80cm	150 cm		€120.00	
7 141 102	Buis boule diam 50cm + Bac kabin 40x40 ht 80cm	150 cm		€85.00	
PLANTERS OR COMPOUND PLANTERS					
144 150	Round planter diam 40cm + 3 green plants + 1 flower	150 cm		€103.00	
143 600	Planter 80x20cm + 4 green plants	60 cm		€76.00	
143 750	Planter 90x20cm Ht 20cm + 3 green plants + 2 flowers	60 cm		€87.00	
7 132 110	Planter with desk + green plants + seasonal flowers	100 cm		€108.00	
143 500	Planter 80x20cm black + hanging plants	60 cm		€76.00	
FLORAL ARRANGEMENTS					
7 160 100	Large round bouquet	30/40 cm		49.00 €	
7 160 103	Small round bouquet	20 cm		38.00 €	
7 160 101	Large bouquet or tall arrangement	60 cm		64.00 €	
7 160 104	Small bouquet 30/40cm high	40 cm		44.00 €	
7 160 102	Orchid in glass	50 cm		42.00 €	
7 160 200	Table center - Small model	20 cm		39.00 €	
TOTAL EXCL. VAT					
20% VAT					
TOTAL INCL. VAT					
50% surcharge from/ to be added to the total					

No order can be taken into account if it is not accompanied by its payment or proof of payment.

Order date:	Name:
Stamp and SIRET number of the company :	Signature :

SERVICE OF HANDLING & FORKLIFT TRUCK

TO BE RETURN TO exposition@lacite-nantes.fr Before October 10th 2025	EVENT : STAND Name :N° :
---	--

DESCRIPTION	NUMBER OF HOURS	UNIT PRICE EUR EXCL. VAT	AMOUNT EXCL. VAT
DURING THE SET UP			
Date :			
Hours :			
Handling service (hourly cost) *Minimum 4 hours		38.66€	
Forklift truck with driver (fixed cost of the service) - for a load > 1 Ton consult us		309.24€	
DURING THE EVENT			
Date :			
Hours :			
Handling service (hourly cost) *Minimum 4 hours		38.66€	
DURING THE DISMANTLING			
Date :			
Hours :			
Handling service (hourly cost) *Minimum 4 hours		38.66€	
Forklift truck with driver (fixed cost of the service) - for a load > 1 Ton consult us		309.24€	
TOTAL EXCL. VAT			
20% VAT			
TOTAL INCL. VAT			
50% surcharge from / to be added			

No order can be taken into account if it is not accompanied by its payment or proof of payment.

Order date :	Name :
Stamp and SIRET number of the company:	Signature:

SERVICE OF RECEPTION STAFF

TO BE RETURN TO exposition@lacite-nantes.fr Before October 10th 2025	EVENT : STAND Name : N° :
---	---

Subject to staff availability	
Tasks entrusted:	
•	•
•	•
•	•

DESCRIPTION	QTY	UNIT PRICE EUR EXCL. VAT	AMOUNT EXCL. VAT
RECEPTION STAFF - FRENCH ONLY			
Hourly cost - <i>minimum 3 hours shift</i>		€34.69 per hour	
DATE..... - Specify the hours of attendance below			
From to		€34.69 x 3	
From to		€34.69 x 3	
DATE..... - Specify the hours of attendance below			
From to		€34.69 x 3	
From to		€34.69 x 3	
BILINGUAL RECEPTION STAFF - FRENCH > ENGLISH			
Hourly cost - <i>minimum 3 hours shift</i>		42.50 €/heure	
DATE..... - Specify the hours of attendance below			
From to		€42.50 x 3	
From to		€42.50 x 3	
DATE..... - Specify the hours of attendance below			
From to		€42.50 x 3	
From to		€42.50 x 3	
TOTAL EXCL. VAT			
20% VAT			
TOTAL INCL. VAT			
50% surcharge from / to be added to the total			

No order can be taken into account if it is not accompanied by its payment or proof of payment.

SERVICE OF CATERING N°1

TO BE RETURN TO exposition@lacite-nantes.fr Before October 10th 2025	EVENT : STAND Name : N° :
---	---------------------------------------

All products will be delivered to your stand at the requested time. Please indicate below the desired delivery dates and times.

DESCRIPTIO	TOTAL	DATE / TIME	DATE / TIME	UNIT PRICE EUR EXCL.	AMOUNT EXCL.
NON-SERVICE BREAKS with durable crockery (Price per person / service for a minimum of 25 people)					
COFFEE BREAK WITH PASTRIES - coffee, tea, still and sparkling mineral water, milk, sugar, orange juice / 2 mini pastries per person				6.00 €	
COFFEE BREAK WITH REGIONAL TREATS - coffee, tea, still and sparkling mineral water, milk, sugar, orange juice, Bottereaux doughnuts, Kouign-Amann cake and Breton shortbread biscuits				6.40 €	
COFFEE BREAK WITH REGIONAL BISCUITS - coffee, tea, still and sparkling mineral water, milk, sugar, orange juice / assortment of regional biscuits				5.10 €	
FRESH BREAK - assortment of fruit juices, soft drinks, still and sparkling mineral water				5.00 €	
ORGANIC AND/OR FAIR TRADE COFFEE BREAK - fair trade coffee, organic and fair trade tea, still and sparkling mineral water, milk, sugar, fruit juice (organic), biscuits and fruit basket (organic)				7.00 €	
HOT DRINKS AND SOFT DRINKS					
ESPRESSO PACKAGE - including 1 espresso machine, sugar, milk, cups, 100 organic coffee capsules				180.18 €	
50 CAPSULES - extra organic coffee for the espresso machine				67.56 €	
1 THERMOS OF COFFEE - fair trade coffee 1L + 10 cups, sugar and milk cups				18.50 €	
1 THERMOS OF HOT WATER - 1L with mixed bags of fair trade tea + cups, sugar and milk bowls				18.50 €	
OUR SWEET AND SAVOURY SUGGESTIONS					
MINI-PASTRIES - assortment / tray of 20 pieces				18.22 €	
MINI-CAKES - assortment / tray of 20 pieces - madeleines, cannelés, macarons, caramel cake, chouquettes				17.22 €	
CANDY ASSORTMENT - assorted sweets 500g				11.00 €	
ORGANIC FRUIT BASKET - for 15 to 20 people				40.00 €	
ORGANIC FRUIT BASKET - for 50 to 60 people				50.00 €	
SEASONAL FRUIT SKEWERS - tray of 20 pieces				37.00 €	
BIO APPLE JUICE - 25 cl bottle				3.60 €	
SLATE OF MATURE CHEESES - 75 different mature cheese picks, served with sliced baguette				66.79 €	
TOTAL EXCL. VAT					
10% VAT					
TOTAL INCL. VAT					
50% surcharge from / to be added to the total					

No order can be taken into account if it is not accompanied by its payment or proof of payment.

Order date :	Name :
Stamp and SIRET number of the company :	Signature :

SERVICE OF CATERING N°2

TO BE RETURN TO exposition@lacite-nantes.fr Before October 10th 2025	EVENT : STAND Name : N° :
---	---

All products will be delivered to your stand at the requested time. Please indicate below the desired delivery dates and times.

DESCRIPTION	TOTAL QTY	DATE TIME	DATE TIME	UNIT PRICE EUR EXCL. VAT	AMOUNT EXCL. VAT
MINI BAR FORMULA 1					
6 cans of Perrier, 6 cans of Minute Maid Orange, 50 cups and 50 white paper napkins				40.00 €	
MINI BAR FORMULA 2					
6 cans of Coca-Cola, 6 cans of Perrier, 6 cans of Minute Maid Orange, 6 bottles of still mineral water 1,5L, 2 bags of crisps 100g, 50 cups, 50 white paper napkins				55.00 €	
MAXI BAR FORMULA « SAUMUR PETILLANT »					
2 bottles of "Saumur pétillant" Grande Cuvée, 12 cans of Coca-Cola, 12 cans of Perrier, 12 cans of Minute Maid Orange, 6 bottles of still mineral water 1,5L, 4 bags of crisps 100g, 100 cups, 20 flutes and 100 white paper napkins				130.00 €	
WINES					
Saumur Pétillant Grande Cuvée - by the bottle - Glass glasses				35.00 €	
Champagne - by the bottle - Champagne glasses				56.00 €	
Muscadet sur lie - by the bottle - Glass glasses				26.00 €	
Chardonnay - by the bottle - Glass glasses				26.00 €	
Saumur red - by the bottle - Glass glasses				28.00 €	
WATERS					
Plancoët still water 1L - Glass glasses				4.48 €	
Plancoët sparkling water 1L - Glass glasses				4.48 €	
1 water cooler with 100 cups (for the duration of the exhibition)				75.00 €	
1 cylinder 18.09L				15.00 €	
TOTAL EXCL					
20% VAT					
TOTAL INCL. VAT					
50% surcharge from / to be added to the total					

No order can be taken into account if it is not accompanied by its payment or proof of payment.

Order date :	Name :
Stamp and SIRET number of the company :	Signature :

SERVICE OF CLEANING

TO BE RETURN TO exposition@lacite-nantes.fr Before October 10th 2025	EVENT : STAND Name : N° :
---	---

The cleaning of your stand is provided by La Cité Nantes Congress Centre, for the opening of the event. **It includes the removal of polyane from the carpet on the first day.**

If you would also like to have your stand cleaned during the day (after a cocktail party, for example), or every morning before the opening, or to have it completely refurbished after the stand has been set up, please send us the order form opposite, indicating the times you would like us to clean.

DESIRED DATE OF WORK	SURFACE TO BE CLEANED (a)	UNIT PRICE EUR EXCL. VAT (b)	AMOUNT EXCL. VAT (a x b)
FLOOR VACUUMING - Specify the hours of presence below			
Date of work : Hour of work : square meter	€2.43	
Date of work : Hour of work : square meter	€2.43	
Date of work : Hour of work : square meter	€2.43	
COMPLETE REHABILITATION OF THE STAND (floors, walls, furniture, ...) after the decorator's set up Specify the hours of presence below			
Date of work : Hour of work : square meter	€5.63	
TOTAL EXCL. VAT			
20% VAT			
TOTAL INCL. VAT			
50% surcharge from/..... to be added to the total			

No order can be taken into account if it is not accompanied by its payment or proof of payment.


Order date :	Name :
Stamp and SIRET number of the company :	Signature :

IBAN of Cité des Congrès for payment by credit transfer

Please find below the **IBAN** of La Cité des congrès de Nantes.

For any credit transfer, thanks to:

- Indicate the invoice number on the transfer order
- Attach the transfer order with the order forms

					
RELEVÉ D'IDENTITÉ BANCAIRE					
Identifiant national de compte bancaire - RIB					
Banque 30047	Guichet 14132	N° compte 00023548503	Clé 51	Devise EUR	Domiciliation CIC OUEST INSTITUTIONNELS
Identifiant international de compte bancaire					
IBAN (International Bank Account Number) FR76 3004 7141 3200 0235 4850 351					BIC (Bank Identifier Code) CMCIFRPPXXX
Domiciliation CIC OUEST INSTITUTIONNELS 2 AVENUE JEAN CLAUDE BONDUELLE 44040 NANTES CEDEX 1					Titulaire du compte (Account Owner) LA CITE LE CENTRE DES CONGRES DE NANTES 5 RUE DE VALMY BP 24102 44041 NANTES CEDEX 1
Remettez ce relevé à tout autre organisme ayant besoin de connaître vos références bancaires pour la domiciliation de vos virements ou de prélèvements à votre compte. Vous éviterez ainsi des erreurs ou des retards d'exécution.					PARTIE RESERVEE AU DESTINATAIRE DU RELEVÉ