

# COMPOSITES MEETINGS



8<sup>th</sup> EDITION B TO B EVENT FOR COMPOSITE MATERIALS

Nantes, FRANCE | November 17 & 18, 2021



EUROPE  
Continent of honor in 2019

GREEN  
COMPOSITES

AEROSPACE | AUTOMOTIVE | NAUTICAL CONSTRUCTION | RAIL INDUSTRY | MEDICAL | ENERGY...

## EXHIBITORS TECHNICAL GUIDE

### B TO B MEETINGS FOR COMPOSITE MATERIALS

November 17<sup>th</sup> and 18<sup>th</sup>, 2021

#### LA CITÉ NANTES EVENTS CENTER

5, rue de Valmy - 44000 Nantes - France

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# CONTACTS ORGANISATION

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Site Internet : <http://france.compositesmeetings.com>  
[www.advbe.com](http://www.advbe.com)

E-mail : [composites@advbe.com](mailto:composites@advbe.com)

# EVENT TIMETABLE

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

## **Tuesday, November 16<sup>th</sup>**

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

## **Wednesday, November 17<sup>th</sup>**

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  
07:00 pm: Cocktail Evening

## **Thursday, November 18<sup>th</sup>**

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 NANTES - SHIPPING

## DELIVERY

Deliveries concerning the event will only be accepted **from Monday 15 November 2021**

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 Nantes Events Center 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 2021 »:**

**La Cité Nantes Events Center**  
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 28924**

November 17 & 18, 2021

**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 Nantes Events Center 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** (cf. page 200).

## SHIPPING

Shipping of packages after the event is under your responsibility.

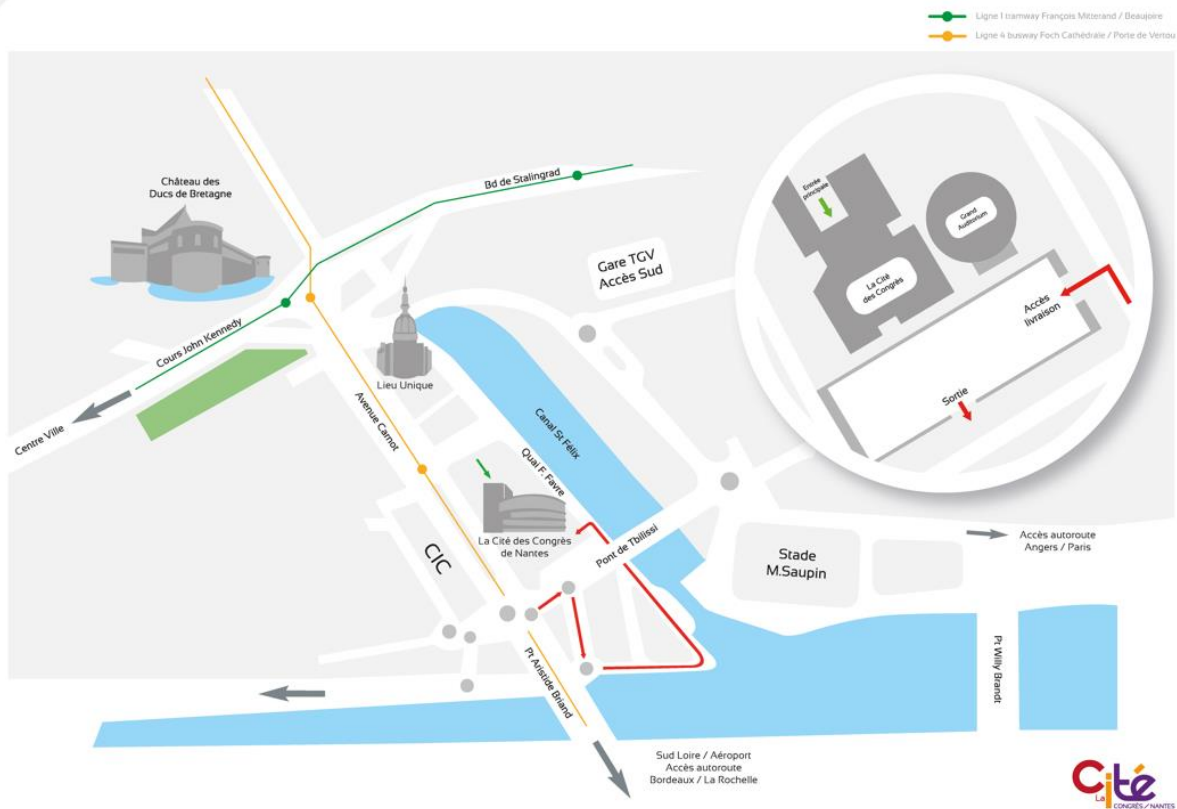
La Cité Nantes Events Center does not support the expedition of packages; it manages only the transfer from booth to warehouse. Conditioning and labelling of your items are under your responsibility, following the above mentioned instructions.

### **MANDATORY DATES FOR PICKUP OF MATERIAL:**

- **November 18<sup>th</sup>, 2021 (Closing, 05.00-06.00 pm)**
- **November 19<sup>th</sup>, 2021: 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.

A specific pass will be given to you by our safety agents and has to stay visible in your car in case we need to contact you.

### LOADING

The day of dismantling, **November 18, 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

There is no specific space at La Cité Nantes Events Center for storing empty packages.

**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 m<sup>2</sup>

Great Hall and R0 : 1000 kg / m<sup>2</sup>

Mezzanine : 500 kg / m<sup>2</sup>

### USE OF THE LOADER

To access the second floor → mezzanine

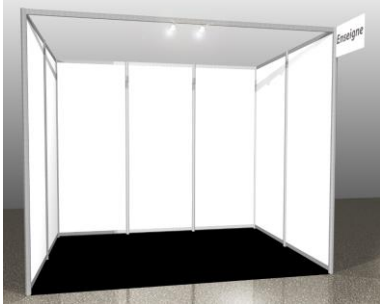
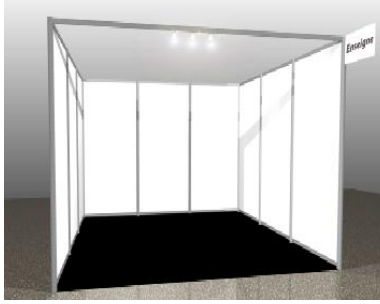
H : 2,20 m

L : 1m60 m

Depth : 4m30 m

Weight : 3,5 tonnes

## BOOTH DETAILS

Formule STANDARD / 6m <sup>2</sup>	Formule « PLUS » / 9m <sup>2</sup>
	
<p>Fully equipped with:</p> <ul style="list-style-type: none"> <li>- Hard walls</li> <li>- Lighting</li> <li>- 1 table</li> <li>- 4 chairs</li> <li>- Carpet and fascia board</li> </ul> <p><b>Admission for 1 delegate</b></p> <ul style="list-style-type: none"> <li>♦ A detailed company profile in the online Composites Meetings 2021 catalogue</li> <li>♦ 1 A personalized 2-day schedule of pre-planned B2B meetings based on your choices</li> <li>♦ Business seated lunches on November 17<sup>th</sup> and 18<sup>th</sup> and cocktail on the 18<sup>th</sup> evening</li> <li>♦ Permanent Coffee breaks access on November 17<sup>th</sup> and 18<sup>th</sup></li> <li>♦ Assistance of the Composites Meetings team during the event</li> <li>♦ Access to all conferences</li> </ul>	<p>Fully equipped with:</p> <ul style="list-style-type: none"> <li>- Hard walls</li> <li>- Lighting</li> <li>- 2 tables</li> <li>- 8 chairs</li> <li>- Carpet and fascia board</li> </ul> <p><b>Admission for 2 delegates</b></p> <ul style="list-style-type: none"> <li>♦ A detailed company profile in the online Composites Meetings 2021 catalogue</li> <li>♦ 1 A personalized 2-day schedule of pre-planned B2B meetings based on your choices</li> <li>♦ Business seated lunches on November 17<sup>th</sup> and 18<sup>th</sup> and cocktail on the 18<sup>th</sup> evening</li> <li>♦ Permanent Coffee breaks access on November 17<sup>th</sup> and 18<sup>th</sup></li> <li>♦ Assistance of the Composites Meetings team during the event</li> <li>♦ Access to all conferences</li> </ul>

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 16<sup>th</sup> 2021** from **05:00 pm** until **07:30 pm** maximum.

## BOOTH DISMANTLING

General dismantling takes place on **November 18<sup>th</sup>** from **05.00** to **07.00 pm**

Your stands will be fitted and equipped.

The space will be open **from November 17<sup>th</sup> from 08:00 am**

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

**Catherine VAN EENOO**

Chargée de Production commerciale

*Sales production officer*

Tel : +33 (0)2 51 88 20 37

[catherine.van.eenoo@lacite-nantes.fr](mailto:catherine.van.eenoo@lacite-nantes.fr)

**La Cité des Congrès de Nantes**

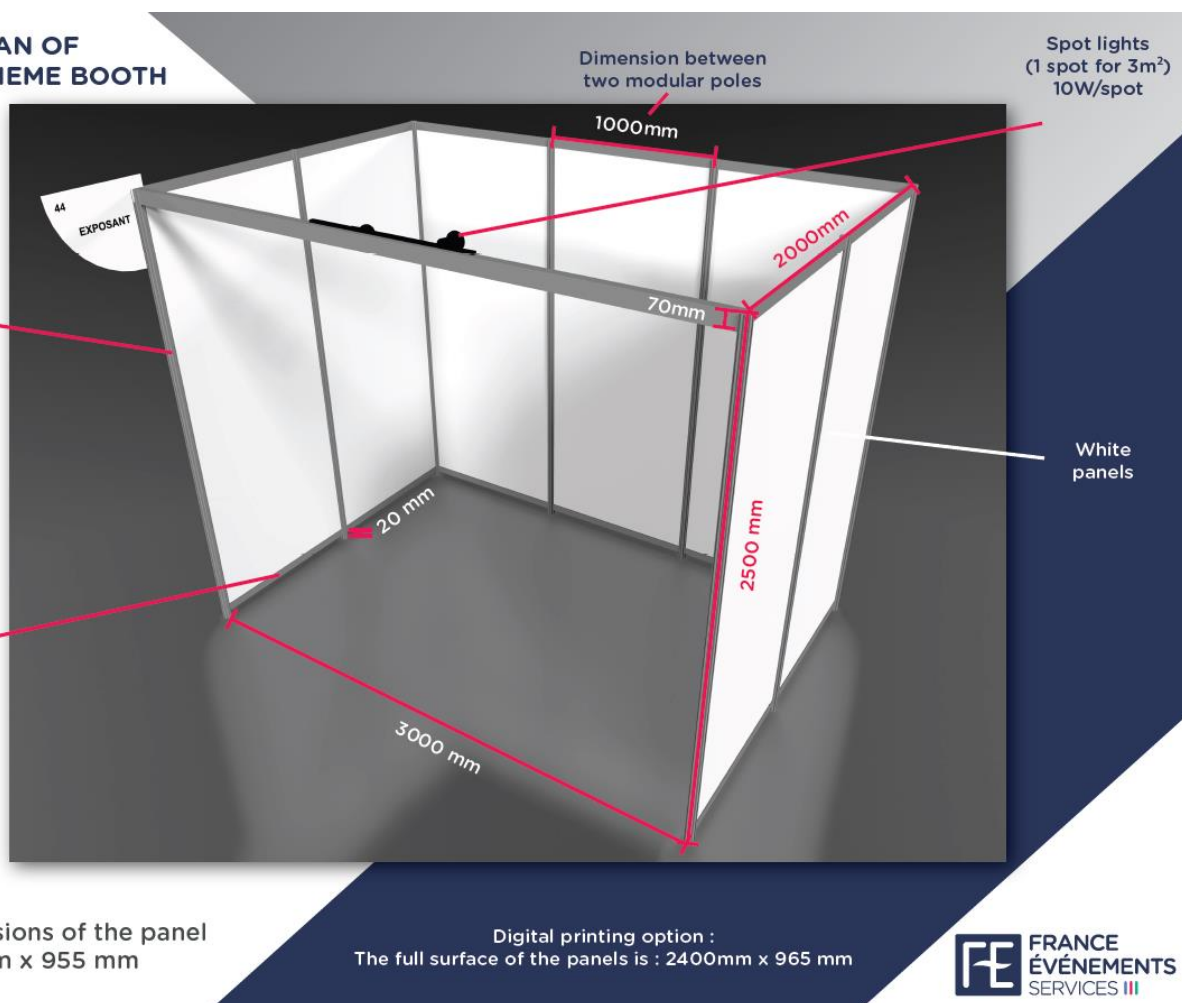
[www.lacite-nantes.fr](http://www.lacite-nantes.fr)

### TECHNICAL PLAN OF THE SHELL SCHEME BOOTH

MODULAR POLE



CROSS-PIECE



Visible dimensions of the panel  
2390mm x 955 mm

Digital printing option :  
The full surface of the panels is : 2400mm x 965 mm





## ADDITIONAL FURNITURE

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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'EXPO

36, chemin de Ginestous – 31200 Toulouse  
Tél. 05 62 75 99 30  
Mob. 06 10 20 03 60

Contact : Mme Katel GALY

Email : [commercial@lignexpo.com](mailto:commercial@lignexpo.com)

**DEADLINE = NOVEMBER 2, 2021**

**ON-LINE CATALOGUE:**

## VIDEO PACKAGING RENTAL

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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](mailto:info@napakeo.com)

## RECEPTION DESK

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In this particular context of the COVID-19 worldwide pandemic, Nantes Congress Centre implements health and safety measures aimed to:

- ✓ Protect yourself
- ✓ Protect other people
- ✓ Keep our site Secured

## HEALTH MEASURES

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On arrival at the venue, we will scan your badge and your **health pass**.

The health pass is **compulsory** to enter the event.

If you are traveling to Nantes and must perform a Covid-19 PCR test before your flight, below is a list of Covid-19 PCR test centers in Nantes, France

<b>Pharmacie Beaulieu</b> Centre Cial Beaulieu 44200 NANTES 02 40 47 48 47	<b>Pharmacie des Congrès</b> 7 R Fouré 44000 NANTES 02 40 47 66 32
<b>Pharmacie des Ponts</b> 7 Ter Bd Martyrs Nantais Resistance 44200 NANTES 02 40 47 80 48	<b>Pharmacie de la Madeleine</b> 17 Chauss Madeleine 44000 NANTES 02 40 47 99 08
<b>Pharmacie Neptune Feydeau</b> 1 All Duguay Trouin 44000 NANTES 02 40 47 40 00	

# LUNCHES – COFFEE BREAKS

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## Lunches:

A seated business lunch will be catered on **November 17<sup>th</sup> and 18<sup>th</sup>**.  
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 17<sup>th</sup> and 18<sup>th</sup>** 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 17<sup>th</sup> at 07.00 in the La Cité Nantes Events Center**.

# INTERNET ACCESS (WiFi)

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

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.

Network : Cite Guest

Password : Composites2021



# HOW TO GET THERE?

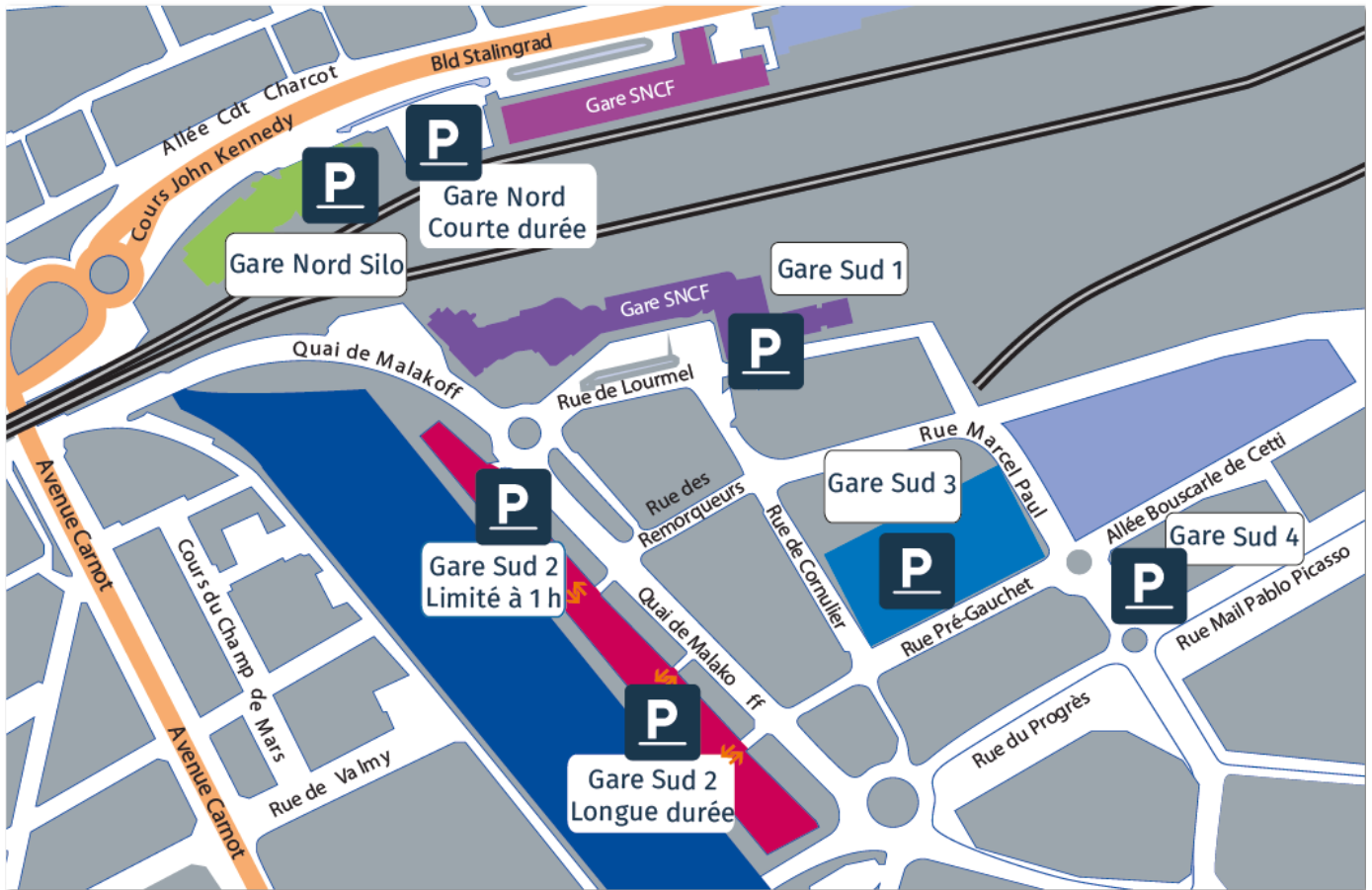
## ACCESS MAP BY PUBLIC TRANSPORT



During the congress, you can park in the following car-parks :

<b>Novotel Cité des Congrès Park</b> 433 spaces	Direct connexion with La Cité Nantes Congress Centre <i>Maximum height : 1.80 m</i>
<b>Quai Malakoff Park</b> 311 spaces	750 m from La Cité Nantes Congress Centre (park 2) <i>No maximum Height (tickets machines)</i>
<b>Gare Sud Park</b> 315 spaces	900 m from La Cité Nantes Congress Centre (park 1) <i>Maximum height : 1.90 m</i>
<b>Marcel Paul Park</b> 469 spaces	900 m from La Cité Nantes Congress Centre <i>Maximum height 2.15 m</i> Forbidden to trucks, trailer, and commercial vehicle.

**\*\*\*WARNING : parking fees are at your expense \*\*\***



#### Airport/city centre shuttle

« Lieu Unique » stop, departure every 30 minutes.

More info: [www.tan.fr](http://www.tan.fr)

The route between the airport of Nantes Atlantique and the town center sets on average 20 minutes.

#### AIR FRANCE AGREEMENT:

Event: **COMPOSITES MEETINGS 2021**

Event ID: **37122AF**

Travel Valid Period: **10/11/2021 to 25/11/2021**

Event location : **Nantes, France**

Please visit the event website or access directly through

<http://globalmeetings.airfranceklm.com/Search/promoDefault.aspx?vendor=AFR&promocode=37122AF>



# TAXI

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A Plus Taxi Nantes :      ☎ + 33 (0)2 53 35 38 58	Taxi Nantes :      ☎ + 33 (0)2 40 69 22 22
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# HOTELS

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

# SPECIAL CONDITIONS

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## 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 the Nantes Events Center, 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 Nantes Events Center 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 Nantes Events Center 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 Nantes Events Center 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 Nantes Events Center 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 the Cité Nantes Events Center 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 Nantes Events Center, 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 Nantes Events Center, 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 28, 2021**

**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.

## 1.1. ORDER FORM N°1 - EXTRA EQUIPMENT BOOTH

<b>To be returned before October 28<sup>th</sup>, 2021</b>	<b>Catherine VAN EENOO</b> Sales Production Officer La Cité des Congrès de Nantes Tel : +33 (0)2 51 88 20 37 <a href="mailto:catherine.van.eenoo@lacite-nantes.fr">catherine.van.eenoo@lacite-nantes.fr</a>
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Company: ..... Contact: ..... Function: .....  
 Address: .....  
 Postal Code: ..... City: .....  
 Phone number: ..... Email: .....  
 Stand representative: .....  
 Name of stand: .....  
 Stand area: ..... Stand number: .....  
 Invoice address if different: .....

These complementary arrangements are available from panels of stand build by La Cité Nantes Events Center.

DESCRIPTION	Unit	Qty	UP. Excl. VAT € Before 28/10/21	UP. Excl. VAT € After 28/10/21	TOTAL Excl. VAT €
<b>RESERVE</b>					
Melamine Panel (width of 1m)	The unit		42.45 €	63.68 €	
Melamine Locking Door	The unit		130.53 €	195.80 €	
<b>LIGHTING</b>					
Spotlights of 3 spots (in front)	The unit		66.86 €	100.29 €	
<b>SIGN</b>					
Sign to the kerb (if 18 sqm and plus)	The unit		48.82 €	73.23 €	
<b>OTHERS</b>					
Right shelf on panel	The unit		26.00 €	38.25 €	
Carpet – color : .....	sqm		9.01 €	13.52 €	
<b>Payment or proof of payment must be attached to the form (VAT included).</b> <i>Any order cancelled 5 days before the event will not be refunded.</i>				<b>SUBTOTAL Excl. VAT</b>	
				<b>VAT 20 %</b>	
				<b>TOTAL Incl. VAT</b>	

Company stamp and company number
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Date :	Signature :
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## 1.2. ORDER FORM N°2 – POWER SUPPLY

<p><b>To be returned before</b>  <b><u>October 28<sup>th</sup>, 2021</u></b></p>	<p><b>Catherine VAN EENOO</b>          Sales Production Officer          La Cité des Congrès de Nantes          Tel : +33 (0)2 51 88 20 37  <a href="mailto:catherine.van.eenoo@lacite-nantes.fr">catherine.van.eenoo@lacite-nantes.fr</a></p>
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Company: ..... Contact: ..... Function: .....  
 Address: .....  
 Postal Code: ..... City: .....  
 Phone number: ..... Email: .....  
 Stand representative: .....  
 Name of stand: .....  
 Stand area: ..... Stand number: .....  
 Invoice address if different: .....

**Extension and adaptor are not included in the rent of the space. Please take your own material with you.**

**Power cut during night between 12.00 pm and 05.00 am)**

DESCRIPTION	Qty	UP. Excl. VAT € Before 28/10/19	UP. Excl. VAT € After 28/10/19	TOTAL Excl. VAT €
Mono panel 1 to 3 KW		191.00 €	286.50 €	
Mono panel 4 KW		302.00 €	453.00 €	
Mono panel 6 KW		400.00 €	600.00 €	
Mono panel 8 KW		500.00 €	750.00 €	
Tri Panel 10 KW		598.00 €	897.00 €	
Tri Panel 12 KW		699.00 €	1 048.50 €	
Tri Panel 15 KW		799.00 €	1 198.50 €	
Tri Panel 20 KW		1 202.00 €	1 803.00 €	
				SUBTOTAL Excl. VAT
				VAT 20 %
				TOTAL Incl. VAT

*For calculating your power requirement :*

Stand spotlights	80 W (per unit)
LCD screen	150 W
Fridge	200 W (smallest model)
Showcase	Depending on wattage
Computer	400 W
Basic coffee-maker	600 W
Rented coffee-maker (see catalogue)	1 100 W

**Payment or proof of payment must be attached to the form (VAT included).**

**Any order cancelled 5 days before the event will not be refunded.**

Company stamp and company number

Date :

Signature :

## 1.3. ORDER FORM N°2 – POWER SUPPLY 24/24

<p><b>To be returned before</b>  <b><u>October 28<sup>th</sup>, 2021</u></b></p>	<p><b>Catherine VAN EENOO</b>          Sales Production Officer  <i>La Cité des Congrès de Nantes</i>          Tel : +33 (0)2 51 88 20 37  <a href="mailto:catherine.van.eenoo@lacite-nantes.fr">catherine.van.eenoo@lacite-nantes.fr</a></p>
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Company: ..... Contact: ..... Function: .....  
 Address: .....  
 Postal Code: ..... City: .....  
 Phone number: ..... Email: .....  
 Stand representative:.....  
 Name of stand: .....  
 Stand area: ..... Stand number:.....  
 Invoice address if different: .....

**Extension and adaptator are not included in the rent of the space. Please take your own material with you.**

DESCRIPTION	Qty	UP. Excl. VAT € Before 28/10/21	UP. Excl. VAT € After 28/10/21	TOTAL Excl. VAT €
Mono panel 1 to 3 KW 24/24		364.00 €	546.00 €	
Mono panel 4 KW 24/24		424.00 €	636.00 €	
Mono panel 6 KW 24/24		560.00 €	840.00 €	
Mono panel 8 KW 24/24		702.00 €	1 053.00 €	
Tri Panel 10 KW 24/24		840.00 €	1 260.00 €	
Tri Panel 12 KW 24/24		980.00 €	1 470.00 €	
Tri Panel 15 KW 24/24		1 120.00 €	1 680.00 €	
Tri Panel 20 KW 24/24		1 685.00 €	2 527.50 €	
SUBTOTAL Excl. VAT				
VAT 20 %				
TOTAL Incl. VAT				

*For calculating your power requirement :*

Stand spotlights	80 W (per unit)
LCD screen	150 W
Fridge	200 W (smallest model)
Showcase	Depending on wattage
Computer	400 W
Basic coffee-maker	600 W
Rented coffee-maker (see catalogue)	1 100 W

**Payment or proof of payment must be attached to the form (VAT included).**

*Any order cancelled 5 days before the event will not be refunded.*

Company stamp and company number

Date : \_\_\_\_\_ Signature : \_\_\_\_\_

## 1.4. ORDER FORM N°3 – PHONE AND INTERNET ACCESS

<b>To be returned before October 28<sup>th</sup>, 2021</b>	<b>Catherine VAN EENOO</b> Sales Production Officer <i>La Cité des Congrès de Nantes</i> Tel : +33 (0)2 51 88 20 37 <a href="mailto:catherine.van.eenoo@lacite-nantes.fr">catherine.van.eenoo@lacite-nantes.fr</a>
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Company: ..... Contact: ..... Function: .....  
Address: .....  
Postal Code: ..... City: .....  
Phone number: ..... Email: .....  
Stand representative:.....  
Name of stand: .....  
Stand area: ..... Stand number: .....  
Invoice address if different: .....

DESCRIPTION	Qty	UP. Excl. VAT € Before 28/10/21	UP. Excl. VAT € After 28/10/21	TOTAL Excl. VAT €
<b>INTERNET CONNECTION – – Guaranteed bandwidth</b>				
Wifi – 2 MEGA		96.84 €	145.26 €	
Wifi – 4 MEGA		281.21 €	421.82 €	
Wifi – 8 MEGA		1 005.49 €	1 508.24 €	
<b>INTERNET CONNECTION – Guaranteed bandwidth</b>				
Wired connection – 1 Workstation - 2 MEGA		281.21 €	421.82 €	
Wired connections – 1 à 5 workstations(s) (switch included) – 2 MEGA		429.79 €	644.69 €	
Wired connection – 1 Workstation – 4 MEGA		562.44€	843.66 €	
			<b>SUBTOTAL Excl. VAT</b>	
			<b>VAT 20 %</b>	
			<b>TOTAL Incl. VAT</b>	

To set up your wired web access on your booth, a map of your booth showing your electronic installation will be required to set up your web access.

**Payment or proof of payment must be attached to the form (VAT included).** *Any order cancelled 5 days before the event will not be refunded.*

Company stamp and company number
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Date :	Signature :
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## 1.5. ORDER FORM N°4 – PLANTS

<p><b>To be returned before</b>  <b><u>October 28<sup>th</sup>, 2021</u></b></p>	<p><b>Catherine VAN EENOO</b>  Sales Production Officer  <i>La Cité des Congrès de Nantes</i>  Tel : +33 (0)2 51 88 20 37  <a href="mailto:catherine.van.eenoo@lacite-nantes.fr">catherine.van.eenoo@lacite-nantes.fr</a></p>
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Company: ..... Contact: ..... Function: .....  
Address: .....  
Postal Code: ..... City: .....  
Phone number: ..... Email: .....  
Stand representative:.....  
Name of stand: .....  
Stand area: ..... Stand number: .....  
Invoice address if different: .....

Reference	DESCRIPTION – cf. catalogue	Size	Qty	UP. Excl. VAT €	TOTAL Excl. VAT €
<b>Individual Plants – « Classic Collection » page 2</b>					
7 130 101	Ficus Benjamina + Black Rack	180 cm		38.00 €	
7 130 104	Kentia Touffe + Black Rack	180 cm		38.00 €	
7 130 106	Bambous Touffe + Black Rack	180 cm		38.00 €	
7 130 113	Tree with stalk+ Black Rack	150 cm		38.10 €	
<b>Individual Plants – « Design Collection » pages 3 and 4</b>					
7 141 100	Kabin bac 51x51 ht 100cm + 1 Zamioculcas	150 à 160 cm		47.00 €	
7 141 101	Kabin bac 51x51 ht 100cm + orchids + branches	150 à 160 cm		58.00 €	
7 141 102	Kabin bac 51x51 ht 100cm + 1 box tree rolls diam 50cm	150 à 160 cm		47.00 €	
7 143 100	Kabin bac 51x51 ht 100cm + 1 Kentia	240 à 260 cm		59.00 €	
7 143 101	Kabin bac 51x51 ht 100cm + 1 Phoenix robelinii	200 à 220 cm		78.00 €	
<b>Compound tubs – page 5</b>					
7 132 100	Round tub Ø 43- ht 39cm + 3 green plants + 1 in flower	150 cm		68.00 €	
7 132 108	Gardener 80x20 cm- ht 20cm 4 green plants	40 à 60 cm		41.00 €	
7 132 109	Gardener 90x20 cm- ht 20cm 3 green plants + 2 in flower	40 à 60 cm		52.00 €	
7 132 110	Rental Pupitre gardener 3 green plants + 2 in flower	90 cm		78.00 €	
7 132 111	Gardener 80x20 cm- noire + composition of orchids	90 cm		52.00 €	
<b>« Florist » Collection</b>					
7 160 103	Small round bouquet	Ø 20 cm		30.00 €	
7 160 200	Small table centerpiece	20 cm		32.00 €	
7 160 104	Small high bouquet	40 cm		36.00 €	
7 160 100	Big round bouquet	Ø 30/40 cm		39.00 €	
7 160 101	Big bouquet or Flowers arrangement	60 cm		56.00 €	
7 160 102	Orchid in glass vase	50 cm		36.00 €	

**Payment or proof of payment must be attached to the form (VAT included).**  
*Any order cancelled 5 days before the event will not be refunded.*

<b>SUBTOTAL</b> Excl. VAT	
<b>VAT 20 %</b>	
<b>TOTAL Incl. VAT</b>	

Company stamp and company number

Date : Signature :

## 1.6. ORDER FORM N°5 – HANDLING / FORKLIFT TRUCK

<p><b>To be returned before</b>  <b><u>October 28<sup>th</sup>, 2021</u></b></p>	<p><b>Catherine VAN EENOO</b>  Sales Production Officer  <i>La Cité des Congrès de Nantes</i>  Tel : +33 (0)2 51 88 20 37  <a href="mailto:catherine.van.eenoo@lacite-nantes.fr">catherine.van.eenoo@lacite-nantes.fr</a></p>
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Company: ..... Contact: ..... Function: .....  
Address: .....  
Postal Code: ..... City: .....  
Phone number: ..... Email: .....  
Stand representative:.....  
Name of stand: .....  
Stand area: ..... Stand number:.....  
Invoice address if different: .....

### Vacation minimum of 3 hours

DESCRIPTION	Number of hours	UP. Excl. VAT € Before 28/10/21	UP. Excl. VAT € After 28/10/21	TOTAL Excl. VAT €
<b>HANDLING AND FORKLIFT TRUCK DURING BUILD-UP</b>				
Date :				
Time :				
Handling (cost per hour)		35.02 €	52.53 €	
Forklift Truck (with driver)*		274.60 €	411.90 €	
<b>HANGLING DURING THE EVENT</b>				
Date :				
Time :				
Handling (cost per hour)		35.02 €	52.53 €	
<b>HANDLING AND FORKLIFT TRUCK DURING DISMANTLING</b>				
Date :				
Time :				
Handling (cost per hour)		35.02 €	52.53 €	
Forklift Truck (with driver)* (cost per hour)		274.60 €	411.90 €	
<b>* Please contact us if you need to charge &gt; 1500 kg</b>  <b>Payment or proof of payment must be attached to the form (VAT included). Any order cancelled 5 days before the event will not be refunded.</b>			SUBTOTAL Excl. VAT	
			VAT 20 %	
			TOTAL Incl. VAT	

Company stamp and company number
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Date :	Signature :
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## 1.7. ORDER FORM N°6 – HOST(ESSE)S (French)

<p><b>To be returned before</b>  <b><u>October 28<sup>th</sup>, 2021</u></b></p>	<p><b>Catherine VAN EENOO</b>          Sales Production Officer  <i>La Cité des Congrès de Nantes</i>          Tel : +33 (0)2 51 88 20 37  <a href="mailto:catherine.van.eenoo@lacite-nantes.fr">catherine.van.eenoo@lacite-nantes.fr</a></p>
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Company: ..... Contact: ..... Function: .....  
 Address: .....  
 Postal Code: ..... City: .....  
 Phone number: ..... Email: .....  
 Stand representative:.....  
 Name of stand: .....  
 Stand area: ..... Stand number:.....  
 Invoice address if different: .....

### Vacation minimum of 3 hours

DESCRIPTION	Qty	UP. Excl. VAT € Before 28/10/21	UP. Excl. VAT € After 28/10/21	TOTAL Excl. VAT €
Cost per hour		32.05 € / hour	48.07 € / hour	
<b>Wednesday 17/11/2021 – Specify hours of attendance below</b>				
From ..... to .....		32.05 €	48.07 €	
<b>Thursday 18/11/ 2021 – Specify hours of attendance below</b>				
From ..... to .....		32.05 €	48.07 €	
*1 vacation represent 3 hours of service.			SUBTOTAL Excl. VAT	
			VAT 20 %	
			TOTAL Incl. VAT	

**Payment or proof of payment must be attached to the form (VAT included).**

*Any order cancelled 5 days before the event will not be refunded.*

Company stamp and company number	Date : _____ Signature : _____
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## 1.8. ORDER FORM N°7 – BILINGUAL HOST(ESSE)S (French-English)

<b>To be returned before October 28<sup>th</sup>, 2021</b>	<b>Catherine VAN EENOO</b> Sales Production Officer <i>La Cité des Congrès de Nantes</i> Tel : +33 (0)2 51 88 20 37 <a href="mailto:catherine.van.eenoo@lacite-nantes.fr">catherine.van.eenoo@lacite-nantes.fr</a>
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Company: ..... Contact: ..... Function: .....  
 Address: .....  
 Postal Code: ..... City: .....  
 Phone number: ..... Email: .....  
 Stand representative: .....  
 Name of stand: .....  
 Stand area: ..... Stand number: .....  
 Invoice address if different: .....

### Vacation minimum of 3h00

DESCRIPTION	Number of vacation*	UP. Excl. VAT € Before 28/10/21	UP. Excl. VAT € After 28/10/21	TOTAL Excl. VAT €
Cost per hour		39.26 € / hour	58.89 € / hour	
<b>Wednesday 17/11/2021 – Specify hours of attendance below</b>				
From ..... to .....		39.26 €	58.89 €	
<b>Thursday 18/11/ 2021 – Specify hours of attendance below</b>				
From ..... to .....		39.26 €	58.89 €	
*1 vacation represent 3 hours of service.			SUBTOTAL Excl. VAT	
			VAT 20 %	
			TOTAL Incl. VAT	

Payment or proof of payment must be attached to the form (VAT included).

*Any order cancelled 5 days before the event will not be refunded.*

Company stamp and company number	Date : _____ Signature : _____
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## 1.9. ORDER FORM N°8 – CATERING (1/2)

<p><b>To be returned before</b>  <b><u>October 28<sup>th</sup>, 2021</u></b></p>	<p><b>Catherine VAN EENOO</b>          Sales Production Officer  <i>La Cité des Congrès de Nantes</i>          Tel : +33 (0)2 51 88 20 37  <a href="mailto:catherine.van.eenoo@lacite-nantes.fr">catherine.van.eenoo@lacite-nantes.fr</a></p>
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Company: ..... Contact: ..... Stand Number: .....  
 Address: .....  
 Postal Code: ..... City:.....  
 Invoice address if different: .....

**All products are delivered at the stand. Please indicate the details of the order by specifying date and time of each delivery wanted.**

DESCRIPTION	Total Qty	Time	17/11	18/11	UP. Excl. VAT € Before 28/10/21	UP. Excl. VAT € After 28/10/21	TOTAL Excl. VAT €
<b>Coffee Break free service with disposable dishes (Price per person / minimum order for 25 people)</b>							
<b>COFFEE BREAK WITH PASTRIES</b> => coffee, tea, mineral water, cream, sugar, orange juice and 2 mini-pastries per person / Minimum order for 25 people.					4.10 €	6.15 €	
<b>REGIONAL COFFEE BREAK</b> => coffee, tea, mineral water, cream, sugar, orange juice / Assortment of local specialties such as Vendée brioche, « bottereaux », « kouign amann and Breton galette. / Minimum order for 20 people.					4.41 €	6.62 €	
<b>COFFEE BREAK WITH REGIONAL BISCUITS</b> => coffee, tea, mineral water, cream, sugar, orange juice / Assortment of « Petits Beurre LU » & « Galettes St Michel » / Minimum order for 20 people.					3.30 €	4.95 €	
<b>SOFT DRINK BREAK</b> => Assortment of fruit juice, soft drinks, still and sparkling water / Minimum order for 25 people.					3.86 €	5.79 €	
<b>HOT DRINKS &amp; SOFTS</b>							
1 Coffee Thermos (Fair Trade) – 1 L + 10 plastic cups + sugar and mini-doses of milk.					16.56 €	24.36 €	
1 Hot water Thermos – 1 L with tea bags (different perfumes from Fair Trade) + 10 plastic cups + sugar and mini-doses of milk.					16.56 €	24.84 €	
<b>OUR SWEET &amp; SALTY SUGGESTIONS</b>							
<b>MINI ASSORTED PASTRIES</b> / Tray of 20 pieces					16.24 €	24.84 €	
<b>VARIOUS PASTRIES (UNIT PRICE)</b> => Assortment various pastries such as : « canelés, macarons, madeleines, cake au caramel, chouquettes... » (minimum order of 20 pieces)					1.44 €	2.16 €	
<b>ASSORTMENT OF CANDIES</b> => Assortment candies 1kg					11.00 €	16.50 €	
<b>VARIOUS CHOCOLATE BAR</b> => per unit					1.65 €	2.48 €	
<b>VARIED FRUIT BASKET</b> - 15-20 people					43.70 €	65.55 €	
<b>VARIED FRUIT BASKET</b> - 50 -60 people					62.42 €	93.63 €	
<b>SEASONAL FRUIT SKEWER</b> => Mini skewer according to arrival seasonal fruits (pineapple, apple, strawberry, kiwi,...)(per unit /mini order for 20 pieces)					1.75 €	2.63 €	
<b>CHEESE</b> => 75 cheese peaks with sliced baguette					60.72 €	91.08 €	
						<b>TOTAL excl VAT</b>	
						<b>VAT 10 %</b>	
						<b>TOTAL incl . VAT</b>	

**Payment or proof of payment must be attached to the form (VAT included).**

*Any order cancelled 5 days before the event will not be refunded.*

## 1.10. ORDER FORM N°9 – CATERING (2/2)

<p><b>To be returned before</b>  <b><u>October 28<sup>th</sup>, 2021</u></b></p>	<p><b>Catherine VAN EENOO</b>          Sales Production Officer  <i>La Cité des Congrès de Nantes</i>          Tel : +33 (0)2 51 88 20 37  <a href="mailto:catherine.van.eenoo@lacite-nantes.fr">catherine.van.eenoo@lacite-nantes.fr</a></p>
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Company: ..... Contact: ..... Stand Number: .....  
 Address: .....  
 Postal Code: ..... City: .....  
 Invoice address if different: .....

**All products are delivered at the stand. Please indicate the details of the order by specifying date and time of each delivery wanted.**

DESCRIPTION	Total Qty	Time	17/11	18/11	UP. Excl. VAT € Before 28/10/21	UP. Excl. VAT € After 28/10/21	TOTAL Excl. VAT €
<b>MINI BAR Box 1</b>							
6 can of Perrier 33cl, 6 can of Orange juice 33cl, 6 bottles of still water 150cl, 2 x 150g of peanuts, 50 plastic cups 25cl and 50 paper napkin					32.72 €	49.08 €	
<b>MINI BAR Box 2</b>							
6 can of Coca-Cola 33cl, 6 can of Perrier 33cl, 6 can of Orange juice 33cl, 6 bottles of still water 150cl, 2 x 150g of peanuts, 2 x 100g crisps, 50 plastic cups 25cl and 50 paper napkin					46.04 €	69.06 €	
<b>MAXI BAR BOX with « SAUMUR PETILLANT »</b>							
12 can of Coca-Cola 33cl, 12 can of Perrier 33cl, 12 can of Orange juice 33cl, 6 bottles of still water 150cl, 4 x 150g of peanuts, 4 x 100g crisps, 2 Saumur pétillant bottles, 100 plastic cups 25cl and 100 paper napkin, 20 free champagne plastic glass					110.74 €	166.11 €	
<b>MAXI BAR BOX with « CHAMPAGNE »</b>							
12 can of Coca-Cola 33cl, 12 can of Perrier 33cl, 12 can of Orange juice 33cl, 6 bottles of still water 150cl, 4 x 150g of peanuts, 4 x 100g crisps, 2 Champagne bottles, 100 plastic cups 25cl and 100 paper napkin, 20 free champagne plastic glass					161.54 €	242.31 €	
<b>COCKTAIL REGIONAL WINE</b> Maximum 1 hour service minimum order for 30 people / Price per person							
<b>Beverage to be chosen :</b> - Muscadet sur lie (white) <input type="checkbox"/> - Saumur (red) <input type="checkbox"/> - Cider <input type="checkbox"/> Included => Fruit juice, still and sparkling water, assortment of salted crisps					5,52 €	8.28 €	
<b>COCKTAIL « CHAMPAGNE »</b> Maximum 1 hour service minimum order for 30 people / Price per person							
Champagne, Fruit juice, still and sparkling water, assortment of salted crisps					9.99 €	14.99 €	
<b>WATER FOUNTAIN</b> (rental of WATER REFILL on previous page)							
1 water fountain with 100 plastic cups					45.04 €	67.56 €	
1 water refill (18.09 L)					11.04 €	16.56 €	

**Payment or proof of payment must be attached to the form (VAT included).**

*Any order cancelled 5 days before the event will not be refunded.*

<b>TOTAL</b> excl VAT	
<b>VAT 20</b> %	
<b>TOTAL</b> Incl. VAT	

Company stamp and company number	Date : _____ Signature : _____
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## 1.11. ORDER FORM N°10 – CLEANING

<p><b>To be returned before</b>  <b><u>October 28<sup>th</sup>, 2021</u></b></p>	<p><b>abe</b>  <b>Ms Nadia SHEPOVALOVA</b>          35/37, rue des Abondances          92513 Boulogne-Billancourt          ☎ +33 1 41 86 41 13          @ <a href="mailto:nshepvalova@advbe.com">nshepvalova@advbe.com</a></p>
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Company: ..... Contact: ..... Function: .....  
 Address: .....  
 Postal Code: ..... City: .....  
 Phone number: ..... Email: .....  
 Stand representative: .....  
 Name of stand: .....  
 Stand area: ..... Stand number: .....  
 Invoice address if different: .....

Cleaning of common areas is provided by La Cité Nantes Events Center, for the opening of the exhibition and after your dismantling. It includes removal of the carpet's polyane the first day, and the removal of wastes in paths and on stands.

**If you wish a specific cleaning during the day (for example, after a private cocktail on your stand), or each morning before opening, thanks to indicate your needs below with time.**

Date of intervention	Surface to be cleaned	UP. Excl. VAT € Before 28/10/21	UP. Excl. VAT € After 28/10/21	TOTAL Excl. VAT €
<b>Wednesday 17/11/2021 – Specify hours of attendance below</b>				
Time of intervention : .....	..... sqm	2.24 €	3.36 €	
Time of intervention: .....	..... sqm	2.24 €	3.36 €	
<b>Thursday 18/11/2021 – Specify hours of attendance below</b>				
Time of intervention: .....	..... sqm	2.24 €	3.36 €	
Time of intervention: .....	..... sqm	2.24 €	3.36 €	
<b>Payment or proof of payment must be attached to the form (VAT included).</b> <i>Any order cancelled 5 days before the event will not be refunded.</i>				SUBTOTAL Excl. VAT
				VAT 20 %
				TOTAL Incl. VAT

Company stamp and company number
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Date :	Signature :
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## 1.12. IBAN of Cité des Congrès for payment by credit transfer

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



### RELEVÉ D'IDENTITÉ BANCAIRE

Identifiant national de compte bancaire - RIB

Banque	Guichet	N° compte	Clé	Devise
30047	14122	00023548503	07	EUR

Identifiant international de compte bancaire

IBAN (International Bank Account Number)

FR76 3004 7141 2200 0235 4850 307

#### Domiciliation

CIC NANTES INSTITUTIONNELS  
4 RUE VOLTAIRE  
BP 62135  
44023 NANTES CEDEX 1  
Tél : 02 51 84 40 52

Domiciliation

**CIC NANTES INSTITUTIONNELS**

BIC (Bank Identifier Code)

**CMCIFRPP**

#### Titulaire du compte (Account Owner)

SE DE LA CITE DES CONGRES  
5 RUE DE VALMY  
44000 NANTES

### For any credit transfer, thanks to:

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

# « TO ACCELERATE CHANGE, ORGANISE TOGETHER A RESPONSIBLE EVENT »



RECYCLE BETTER  
THAN EVER BY SORTING  
AT LA CITÉ.

## Assembly and disassembly

As part of its eco-responsible initiative, La Cité is committed to cutting its emissions of greenhouse gases.

Almost 70% of our waste is already recycled in traceable channels,  
cutting greenhouse gas emissions by 97%.

Together, we can sort our waste in order to reduce the environmental footprint of our activity.

So please follow the sorting instructions.

All exhibitors are invited **to contribute to the selective sorting**  
of waste produced by the assembly of their stands,  
during the event and when disassembling.



PAPER, NEWSPAPERS,  
ENVELOPES



CARDBOARD



Boxes must be **EMPTIED**  
and additional packaging  
materials removed.  
Then place them flat  
in the trolleys at the back  
of the Great Hall.



PLASTIC FILM



Once the bags are full,  
please close them and leave them  
next to the trolleys for the boxes.

Plastic films (transparent or opaque,  
stretch film, bubble wrap, etc.)  
must be compacted in the bags  
provided for this purpose **ONLY**.  
Do not put any other waste in these bags.  
**Important:** the Polyane from adhesive  
mats is not accepted.

THANK YOU FOR SORTING YOUR WASTE PROPERLY

With the participation of



advanced business events

35-37, rue des Abondances – 92513 Boulogne-Billancourt Cedex

Tel : +33(0)1 41 86 41 13

<http://france.compositesmeetings.com>