

14th WORLD CONFERENCE IN INVESTMENT CASTING



The Investment
Casting Institute



European Investment Casters' Federation



LE PALAIS DES CONGRÈS LEVEL 3

Hall Bordeaux

Paris, France

17- 20 April 2016

Exhibitors Manual

Issue 2

Exhibition

17-19 April, 2016

PREFACE

This manual provides Exhibitors with information and details about the services and accessories available for the exhibition to be celebrated at the Hall Bordeaux which is located at Le Palais des Congrès Level 3. Porte Maillot, PARIS

Included are a time-table for the building and dismantling of stands (page 3). Page 4 contains a full list of the names and addresses of people whom exhibitors may wish or need to contact. Pages 5-7 give general information on accessories and services.

The Manual also includes two forms.

Form 1: Asks for information for your company's Header Board.

Please return this form to Julie Boyce at the latest by 14th March 2016 to ensure that your name is correctly displayed on the board.

Form 2: Asks for the designation of Delegates & Exhibitors Only associated to the booth

Please return this form to Julie Boyce at the latest by 14th March 2016 to ensure that your name and designation is correctly displayed on the Badges, this should be returned by all exhibitors.

Form 3: Asks for payment details

FORMS SHOULD BE RETURNED TO JULIE BOYCE BY 14th March 2016 at the latest.

IF THERE ARE ANY POINTS NOT COVERED IN THIS
MANUAL, OR FOR GENERAL ENQUIRIES, PLEASE
CONTACT THE EICF SECRETARIAT.

Company Name: -

Booth No: -

TIMETABLE

EXHIBITION GENERAL TIMEFRAME

Exhibition
Based on :
Sunday 17 April
8:00-12:00 = D&P set-up
14:00-17:00 = exhibitor's set-up
17:00 -20:00 = exhibition opens +
18:00-20:00 / cocktail
Monday / 18 April
09:00-17:00 = exhibition open
Tuesday /19 April
9:00-15:30 = exhibition
15:30-16:30 = exhibitors wrap up

➤ EXHIBITION EXHIBITORS SET UP

14th WCIC Exhibitors must set up their booth decoration during Sunday 17th April between 14:00 to 17:00 h.

➤ EXHIBITION OPENING

14th WCIC Exhibitors must have booths ready for Exhibition opening at 17:00 h on Sunday 17th April.

➤ EXHIBITION DISMANTLING

14th WCIC Exhibitors must have booths dismantled by Tuesday 19th April at 16:30 h.

STORAGE OF EXHIBITS

There is no storage area in the Palais des Congrès de Paris and as a consequence no delivery will be accepted before the set up time frame and must be taken directly to the booth.

In case you need assistance for storage, handling or transportation, Palais des Congrès suggest the below company:

ESI

Emmanuel.pitchelu@group-esi.com

Phone : + 33 1 39 92 87 88

<http://www.group-esi.com/exposition-salon/en-france/>

PALAIS DES CONGRES ACCESS

Please refer to Annexes I & II for details regarding access to Palais des Congrès and Hall Bordeaux at level 3

Shipping, Customs formalities & Storage

ESI have been appointed as the official Materials Handler for 14th World Conference in Investment Casting 2016. They will handle all goods being delivered to the Palais des Congrès de Paris on behalf of exhibitors and/or your courier company.

ESI work with a network of specialized Exhibition freight forwarding agents worldwide and we urge you to contact them to request a quote for your shipping, customs formalities, storage and delivery of your materials to be delivered at the Rive Gauche. The deadline to receive the quotation is April 8th 2016.

Please fill in the ESI form attached and confirm which services you require including courier assistance and shipments to and from ESI warehouse and the hotel. Charges apply. All arrangements must be made in advance with ESI receiving a full pre-alert from you advising dimensions, weight, volume, commodity, origin of goods.

ESI Contact Details are:

Emmanuel Pitchelu

Tel: 00 33 139 928 788 / mobile 00 33 6 88 35 54 44




emmanuel.pitchelu@group-esi.com

Warehouse Address

ESI

ZAC du Moulin - 2 rue du Meunier - 95700 Roissy en France - France

Please note the following deadlines:

			Place of arrival	Receiving deadlines
Documents Pre-alert			ESI office (e-mail, courrier)	Road, air : 5 working days prior to arrival
Road freight			ESI warehouse	3 working days prior to delivery (detailed pre-alert absolutely needed !)
Air freight			CDG airport (recommended)	5 working days prior to delivery

Please be advised the venue has no storage space for any empty containers for the duration of the storage. Should you require storage space during the conference, please contact the Materials Handler ESI.

If you are sending your goods with DHL, UPS, TNT or any of the other large shipping companies please ensure that you instruct them to add DDP to the documentation. Delivered Duty Paid means that the goods have been cleared for import at the designated site of the identified location in the importing country. It assumes all transport costs, the risks and costs associated with the import and export of the goods. Please check with your preferred shipper that there are no restrictions on your goods entering into Indonesia which may hold your shipment up in customs. It's advisable to send your goods Free Domicile.

Papers regarding customs and clearance are your responsibility; the organizers cannot help you with that. The same with shipping goods from the venue back to your office. This is the responsibility of the exhibitor. The venue will not pay for any Custom Clearance Fee involved with deliveries and will be unable to clear goods on your behalf should there be any issues at Customs. This must be discussed directly with your shipper.

Should you require your shipment to be cleared through customs please contact ESI directly.

Please ensure that your designated colleague at the event has all the necessary information to ship your materials back to your office from the venue. All deliveries must be collected by 6.30pm on April 19th at the latest. Any material left in the exhibition hall after this date will be disposed of by the venue at exhibitor's costs.

2 rue du Meunier – Z.A. du Moulin
95700 Roissy en France
www.group-esi.com



Tel : +33(0)1 3992 8788
emmanuel.pitchelu@group-esi.com

FORWARDING & HANDLING CONTRACTOR



Services provided

- Transport from any country of origin (air, sea, road)
- Customs formalities
- Warehousing (before & after event)
- Transfer to show site & delivery on stand
- On-site handlings & assistance
- Storage of empty packages
- Return shipment to any destination (air, sea, road)

Prestations proposées

- Pré-acheminement depuis vos locaux
- Stockage intermédiaire (avant & après salon)
- Transfert sur site d'exposition
- Livraison sur stand & manutentions
- Stockage des emballages vides
- Assistance sur site
- Ré-expédition sur toutes destinations

QUOTATION REQUEST

- Preliminary transport from your address to ESI warehouse :
 - arranged by yourselves
 - arranged by ESI (please advise country, city, zipcode):
- Place of reception of parcels by ESI :
 - ESI warehouse (CDG airport area)
 - show site directly (full trucks only)
- Inbound on-site handling :
 - unloading only
 - unloading & delivery on stand
- Collection, storage, redelivery of empty packages
- Outbound on-site handling :
 - collection on stand & reloading
 - reloading only
- Return transport :
 - transfer to ESI warehouse for collection by yourself
 - delivery to your address
- Other services requested : _____

DEMANDE DE DEVIS

- Pré-acheminement depuis votre adresse jusque entrepôts ESI :
 - par vos propres moyens
 - par ESI (indiquez ville & code postal) :
- Lieu de réception de vos colis par ESI :
 - Entrepôts ESI (CDG)
 - Site expo (camions complets uniquement)
- Manutentions sur site entrée salon :
 - déchargement seul
 - déchargement & livraison sur stand
- Enlèvement – stockage – relivraison emballages vides
- Manutentions sur site sortie salon :
 - reprise sur stand & rechargement
 - rechargement seul
- Transport retour :
 - Transfert entrepôt ESI pour enlèvement par vos soins
 - Relivraison finale à votre adresse
- Autre prestation souhaitée : _____

CARGO DETAILS COLISAGE	Nber parcels Nbre colis	Total weight Poids total	KG	Total volume Volume total	M3
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SPECIFICATIONS (crates / pallets / loose cargo / perishable / non-stackable, etc...) - **PARTICULARITES** (caisses / palettes / vrac / périssable / non gerbable, etc...) _____

YOUR CONTACT INFORMATION * VOS COORDONNEES

Company / Société : _____ Name / Nom : _____
Country / Pays : _____ E-mail : _____
Tel : _____ Fax : _____

NAME OF EVENT / NOM DE L'EXPOSITION : _____

CONTACT DETAILS

EICF SECRETARIAT

Holly Cottage
Gorcott Hill,
Beoley,
Redditch,
B98 9EW
UK

Tel: +44 (0) 1564 743077
Fax: +44 (0) 1564 742080
Email: julieboyce@eicf.org

ENQUIRES

Exhibitors who have any enquiries regarding the Exhibition should contact EICF as below:

Enquires & Stand Payments: Julie Boyce
Tel: +44 (0) 1564 743077
Fax: +44 (0) 1564 742080
Email: julieboyce@eicf.org

Exhibitors who have any enquiries concerning stands, electrics, lighting, furniture etc. should contact:

VIPARIS Palais des Congrès de Paris
Angélique MARIE
E-mail : angelique.marie@viparis.com
Phone : + 33 1 40 68 16 16

Exhibitors who have any enquiries regarding Conference Centre access or facilities should contact:

VIPARIS Palais des Congrès de Paris
Angélique MARIE
E-mail : angelique.marie@viparis.com
Phone : + 33 1 40 68 16 16

GENERAL INFORMATION

STAND DESCRIPTION

Stands are 3m x 2m = 6 m² with the following included:

- White wall panels
- One white rectangular table
- 2 transparent Plexiglas chairs
- Fascia panel with company name
- One electrical power point 1KW
- 2 Spot lights

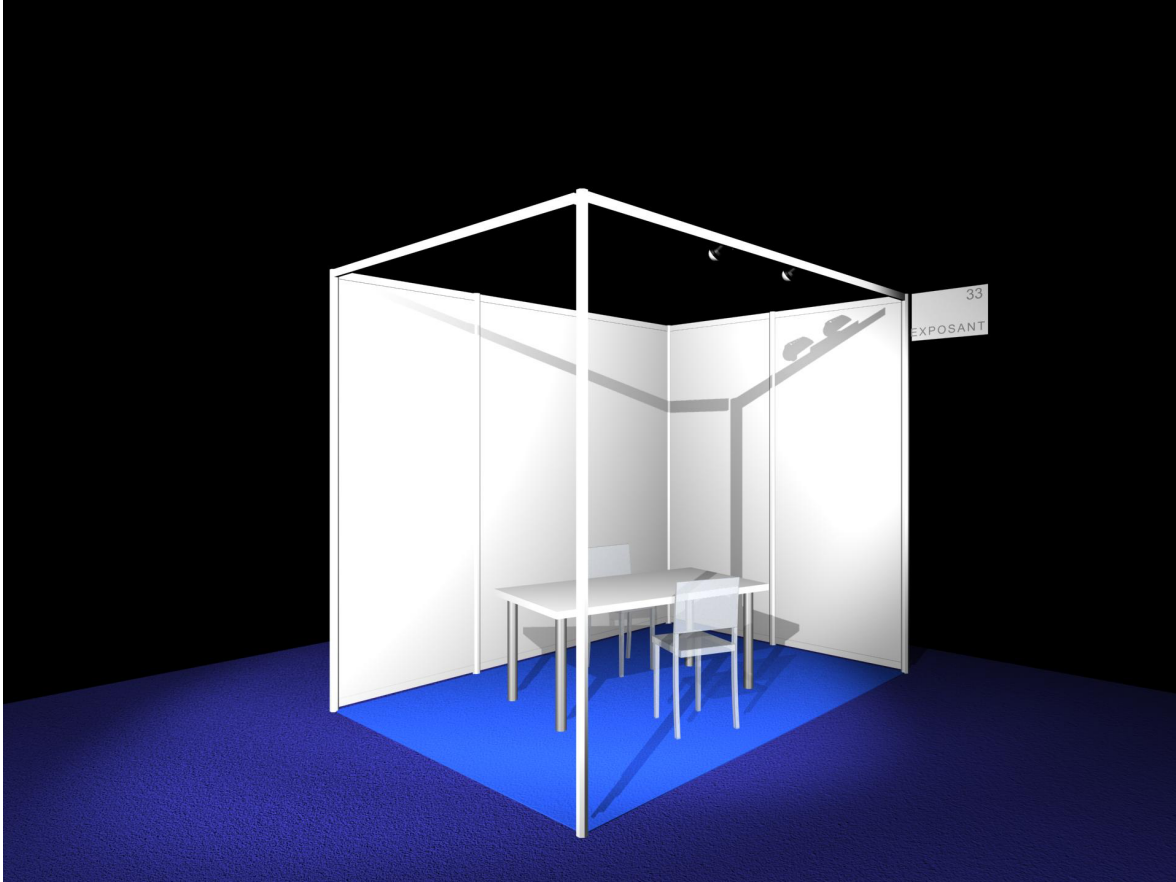
POSTER ATTACHMENT

The preferred method of fixing display material to the panels is with double sided adhesive tape.

(Nails, screws or blu-tack must not be used. Any damage caused to the shell scheme will be the responsibility of the Exhibitor and will be charged accordingly.)

HEADER BOARD for Company name

Form 1 of this manual needs to be completed and returned for your header or name board to be produced. **DEADLINE = 14th March 2016**



ACCESSORIES

Other accessories, power points and electrical accessories, furniture or audio visual equipment can be ordered from viparis (not included in exhibitors fee).

TO ORDER TO THE PALAIS DES CONGRES DE PARIS

You can find all the services offered by the PALAIS DES CONGRES DE PARIS in our website:











<http://www.viparis.com/epex>

ESPACE EXPOSANTS VIPARIS
BIENVENUE sur le site e-commerce EPEX des prestations techniques du Groupe VIPARIS

CONNEXION
 Votre identifiant
 Mot de passe
 ? J'ai oublié mon mot de passe
 Valider
 Créer un compte

1 SÉLECTIONNEZ UN SITE

Palais des Congrès de Paris Espace Grande Arche Palais des Congrès d'Issy Espace Champerret Paris le Bourget Paris Nord Villepinte Carrousel du Louvre Paris expo Port de Versailles

 PARIS expo PORTE DE VERSAILLES
 CARROUSEL DU LOUVRE
 PARIS NORD VILLEPINTE
 PARIS LA DÉFENSE
 PALAIS DES CONGRÈS D'ISSY
 PARIS LE BOURGET
 ESPACE CHAMPERRET
 ESPACE GRANDE ARCHE
 PALAIS DES CONGRÈS DE PARIS
 PALAIS DES CONGRÈS DE VERSAILLES
 + Valider

C'EST VOTRE 1ER SALON ▶ LE MODE PROJET ▶ LE SERVICES EXPOSANTS ▶ INFOS PRATIQUES ▶

© Viparis 2014 - A propos de Viparis - Crédits et mentions légales - Conditions Générales et Particulières de Vente et de Location - FAQ - Nous contacter
 Les sites du groupe :

- **You are already a VIPARIS customer**

Thanks to log in with your email address and your password registered during your first VIPARIS customer ID creation.

- **You are a new VIPARIS customer**

Thanks to click on « Set up your account » in order to register your customer data and to receive the activation email.

Then, thanks to select the venue (PALAIS DES CONGRES DE PARIS) and the name of the Event in order to place your order.

INNOVATION 2014 : Now you can directly select a Venue, an Event, and check VIPARIS tariffs without being connected. The identification / log in (Viparis customer account) will be compulsory only at the time of validating or booking order

If you need further information, do not hesitate to contact:

Angélique MARIE

Phone : + 33 1 40 68 16 16

E-mail : angelique.marie@viparis.com

EXHIBITORS BADGES

Exhibitors' badges will be available from the organisers at the conference registration desk. Please indicate **FULL** names of stand personnel on **Form 2**, discriminating from delegates and exhibitors only

PARKING / UNLOADING

Please see enclosed ANNEXES I & II

Delivery

Incoming goods must be delivered as per the indicated time table.

INSURANCE

You are strongly advised to take out insurance to cover any loss or damage to the stand you are hiring and to cover public liability. EICF will not be responsible for any damage or injury howsoever caused.

SECURITY

The Palais des Congres has its own security associated to the WCIC event.

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EXHIBITOR MANUAL

ORDER FORM 2 : ID BADGES

For stand personnel please identify those attending the conference as delegates, and those attending the exhibition as “exhibitors only”. Conference reception cocktail refreshments and lunches are available. Please fill in the names of your stand personnel and return to EICF to enable badges to be produced. **See FORM 3 for payment details.**



PLEASE INDICATE ANY SPECIAL DIETARY REQUIREMENTS.....

STAND PERSONNEL

Name:
Name:
Name:
Name:

NB: Details about the excursions, reception and Gala Cruise are given in the conference brochure.

PLEASE RETURN YOUR COMPLETED ORDER FORM 2 AND FORM 3 PAYMENT to:-

Mrs. Julie Boyce, **EICF**, Holly Cottage, Gorcott Hill, Beoley, Redditch, B98 9EW. UK

Fax: +44 (0) 1564 742080 Email: julieboyce@eicf.org

Gare de livraisons

Delivery access

Niveau -2
Level -2

Le stationnement de courte durée est autorisé en gare de livraisons uniquement pendant les opérations de chargement ou de déchargement. Le stationnement de nuit est formellement interdit.

Parking in the delivery area is only permissible during loading and unloading. Overnight parking is strictly prohibited.

ACCÈS / ACCESS

Hauteur maximale autorisée : 4,20 m.
Maximum height: 4.20 m.

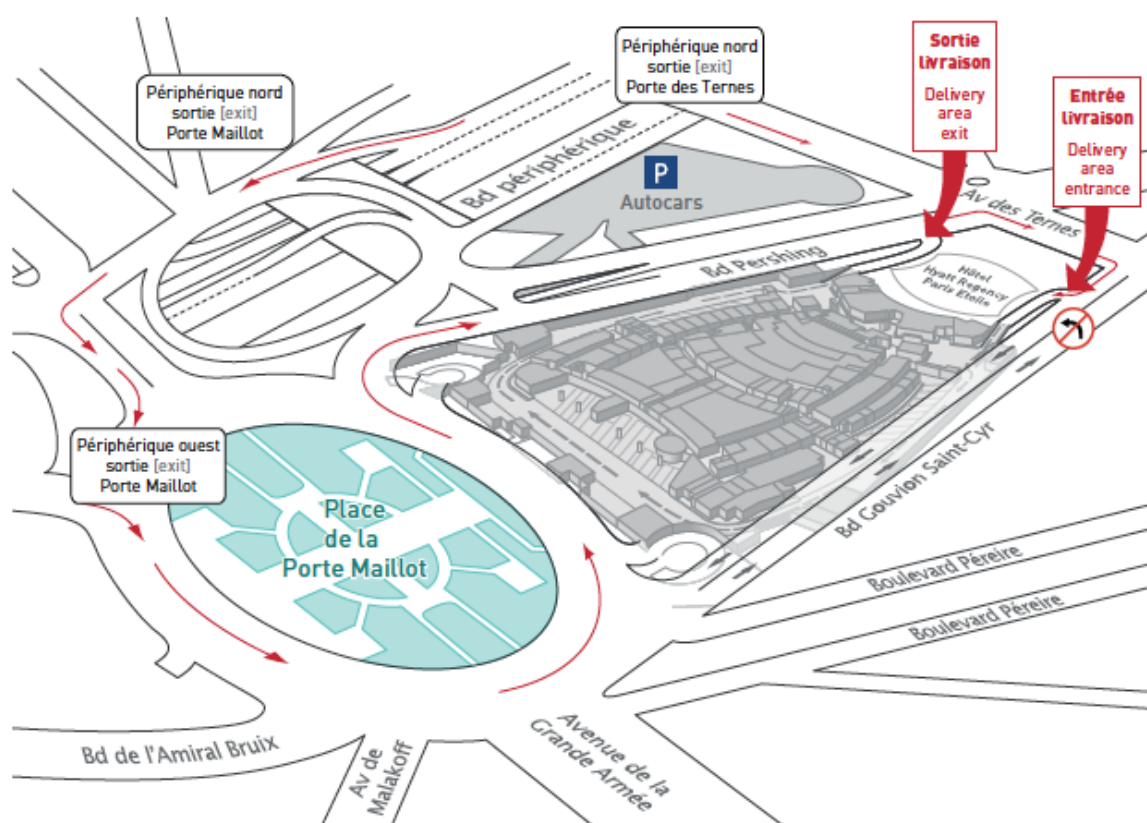
Largeur des rampes d'accès : 3,50 m.
Width of access ramps: 3.50 m.

Pente de 15 %.
Gradient: 15%.

DÉCHARGEMENT / UNLOADING

La gare de livraisons est dépourvue de quai de déchargement.

The delivery area does not have an unloading platform.



Monte-charge

Goods-lifts

Niveau -2
Level -2

Les monte-charge fonctionnent uniquement pendant les périodes d'exposition.
Contactez l'organisateur de la manifestation pour connaître les horaires.

The goods-lifts operate only during exhibitions. Please contact the event organizer to find out the operating hours of the lifts.

MC1 & MC2

Charge [load] : 4 tonnes
Hauteur [height] : 2,30 m
Profondeur [depth] : 7,60 m
Largeur [width] : 2,36 m

MC4 & MC5

Charge [load] : 0,6 tonnes
Hauteur [height] : 2,00 m
Profondeur [depth] : 1,40 m
Largeur [width] : 0,95 m

MC8 & MC9

Charge [load] : 11 tonnes
Hauteur [height] : 2,20 m
Profondeur [depth] : 6,60 m
Largeur [width] : 2,60 m

MC3

Charge [load] : 2,5 tonnes
Hauteur [height] : 2,00 m
Profondeur [depth] : 1,60 m
Largeur [width] : 2,30 m

MC6 & MC7

Charge [load] : 4 tonnes
Hauteur [height] : 2,05 m
Profondeur [depth] : 2,60 m
Largeur [width] : 2,10 m

