



VINEXPO

PARIS

10 - 12 FEB. 2020



**ACCESS
REQUIREMENTS**

VINEXPO.COM | THE WORLD OF WINE & SPIRITS



VINEXPO PARIS 2020 will take place at the Paris Convention Centre in the exhibition hall 7 1 and 7 2

The documents, **“ACCESS REQUIREMENTS” (document I)**, **“FRENCH REGULATIONS” (document II)**, and **“STAND LAYOUT AND INSTALLATION” (document III)** are designed to remind Exhibitors, designers and contractors, who work inside these buildings, of the main principles governing their activities and specifically:

1 - The requirements regarding access, installation and dismantling (document I)

2 - The conditions of work, health and safety regulations (document II)

3 - The safety and fire fighting measures (document II)

4 - The VINEXPO PARIS rules (document III)

5 - The exhibition centre technical specifications (document III)

6 - The VINEXPO PARIS stand design regulations (document III)

By signing the stand application form, Exhibitors agree to abide by all clauses contained in the Technical Manual and in the General Exhibition Regulations, and to ensure that these regulations are respected by stand designers and fitters

Reception on site:

- Set up/Dismantling reception: from Thursday the 6th to Sunday the 8th of February 2020, then from Thursday 13th to Friday 14th of February 2020, from 7:00 to 17:00.

- Exhibitors Reception:

Monday the 10th of February from 7h30 to 19h00

from Tuesday the 11th to Wednesday the 12th of February 2020, from 8:30 to 19:00.

1. EXCLUSIVE SERVICES

Water / Electricity / Phone / Internet Wifi / Cable:
VIPARIS*

Fork-lift: **CLAMAGERAN***

Cherry picker: **CLAMAGERAN***

(*) see lexicon

2. LOGISTICS

The vehicles wishing to reach the Paris Convention Centre logistical area and car park must register on:
www.logipass.viparis.com

Loading and unloading vehicles during the set up , exhibition and dismantling periods will occur on the 7.1.A. and 7.1.C logistical area.

>>> PLEASE NOTE

The Paris Convention Centre has external logistical area, for which VINEXPO accepts no responsibility for damage to or theft from vehicles parked on it.

>>> REMINDER

The movement of vehicles and where they are parked within these car parks are regulated and monitored by VINEXPO Any vehicles failing to comply with these regulations will be blocked by a wheel clamp without notice, at the expense and risk of their owners.

>>> REMINDER

Vehicle and pedestrian entries which permit access to the logistical area will only be issued once all the documents listed in the "Stand Layout" form have been received and fully checked by VINEXPO
If items are found to be missing, access to the site will be denied.

3. INSTALLATION

STAND CONSTRUCTION

Periods:

PAVILION 7.1:

- from Tuesday the 6th to Friday the 7th of February 2020,

from 07:00 to 23:00

- Saturday the 8th of February 2020 from 07:00 to 18:00

Pedestrian access before 22:00 (18:00 on Friday)

Vehicle access before 21:00 (16:00 on Friday)

PAVILION 7.2:

- from Saturday the 8th to Sunday the 9th of February 24h/24.

Exhibitors, designers and stand installers are required to make all the provisions necessary to ensure that the erection and fitting out of their stands is finished by **Saturday the 8th of February 2020**, for the visit of the Departmental Consultative Commission for Safety and Accessibility (The Exhibitors must be present on their stands during the CCDSA inspection, and they must be able to present certificates confirming the fire safety rating of the materials used in building and fitting out their stands.

By 18:00 on Saturday the 8th of February 2020, all aisles in the exhibition halls must be clear of all the packaging, pallets and crates used to deliver materials to the stands, in order to allowed sample delivery on the stands by approved logistics operators.

>>> REMINDER

On www.vinexpo.com, Exhibitors have direct access to this page, using the login and password that is provided for them, to:

- obtain passes for their own staff,
- declare outside providers (designers, stand installers, etc.), enabling them to print passes for their staff.

EQUIPPING THE STANDS

Period:

PAVILION 7.1:

Sunday the 9th of February 2020, from 07:00 to 23:00

PAVILION 7.2:

Sunday the 9th of February 2020, from 12:00 to 23:00

Pedestrian access before 22:00.

Vehicle access before 21:00.

This day is reserved for Exhibitors to allow them to:

- Carry out light installation operations to finish off stands,
- Deliver furniture and floral decorations.

All finishing work (including cleaning) must be completed by 23:00 on Sunday 9th of February 2020.

4. EXHIBITION

Period: from Monday the 10th to Wednesday the 12th of February 2020

- Exhibitors: from 07:30 to 19:30 (19:00 on Wednesday)
- Visitors: from 09:30 to 18:30 (17:00 on Wednesday)

>>> REMINDER

Exhibitors' contractors who require temporary access to the Exhibition Centre during the exhibition, have to demand a pass for the logistical area 7.1.A or 7.1.C. Drivers will be asked to produce an order form or delivery form specifying the name of the exhibitor concerned and the corresponding stand number for a limited period. Access is authorised 30 minutes before the show opening et 30 minutes after the show closure.

>>> REMINDER

VINEXPO takes responsibility for general security at the exhibition, but does not guarantee the results of its efforts. Exhibitors are advised to provide for specific surveillance of their stand and in so doing are kindly requested to inform VINEXPO with the

Service Pedestrian Pass request form by supplying the names of the personnel in attendance and the name of the chosen security service provider.

>>> PLEASE NOTE

For the last adjustments, designers and stand installers can operate on stands on Monday 10th of February 2020 from 07:30 to 12:00 (access before 10:00). An Opening Pedestrian pass should be asked by the exhibitor previously, at the Exhibitors Reception.

EXHIBITION CLOSURE

Period:

Wednesday the 12th of February 2020

Pedestrian access:

- From 7:30 to 18:30 for exhibitor badge owner,
- From 16:45 to 17:00 for evacuation pass owner,

Vehicle access:

- de 07h30 à 15h30, puis de 17h30 à 19h00, pour les véhicules munis d'un macaron orange (voir annexes),
- de 17h30 à 19h00, pour les véhicules munis du laissez-passer Evacuation.

The removal of any stand components is allowed only starting from Thursday the 13th of February 2020, at 07:00. However, on Wednesday 12th of February 2020, from 17:00 to 19:00:

■ Exhibitors are permitted to:

- remove wine and spirits samples,
- remove all valuable equipment (hi-fi, computers, etc.), furniture, and floral decoration (excluding parts of stands),
- place in the aisles alongside their stands empty bottles, boxes and litter to be collected by the cleaning company commissioned by VINEXPO.

■ Hire firms for furniture, plants & flowers, and specialized equipment, are authorized to

remove all goods and equipment after submitting a special concession request and obtaining Removal Pedestrian Permits and Removal Vehicle Permits from the Exhibitors Reception, not later than 12:00 on Wednesday 12th of February 2020.

- Pedestrian access is authorised from 16:45 to 17:00 only via the 7.1.C logistical area.

- Access for Heavy Goods Vehicles and utility vehicles is permitted via Gate D, from 17:00 to 19:00, but is contingent on Exhibitors freeing up places in the car parks.

■ WS LOGISTICS is authorised to:

- Remove all valuable equipment (hi-fi, computers, etc.),

- Remove furniture and floral decorations.

>>> REMINDER

General insurance cover ends when the exhibition closes on Wednesday 12th of February 2020 at 17:00. Exhibitors are responsible for their stands. VINEXPO recommends Exhibitors to arrange specific surveillance on their stand for the night between Wednesday 12th and Thursday 13th of February 2020. If not, Exhibitors are advised not to leave any valuable items on their stands at exhibition closing.

Stand storerooms are not secured.

5 - DISMANTLING

Period:

Thursday 13th from 7:00 to 23:00 and Friday 14th of February 2020, from 07:00 to 17:00.

Pedestrian and vehicle access before 22:30.

Exhibitors, designers and stand installers must remove all stand components including any waste generated by the dismantling work.

>>> REMINDER

Once each stand has been fully dismantled and the site cleared of all stand components, waste materials and litter (including floral decoration, booklets, bottles...), the person in charge of dismantling the stand and a VINEXPO representative will sign a certificate attesting to the fact that the stand site has been properly cleared.


- 1 GENERAL LAYOUT (upcoming information)
- 2 VEHICLES' ACCESS LAYOUT
- 3 MEANS OF TRANSPORT
- 4 ENTRY PERMITS
- 5 CLEARWAYS (upcoming information)

2. VEHICLES' ACCESS LAYOUT



3. MEANS OF TRANSPORT

PARIS EXPO PORTE DE VERSAILLES

un site  **VIPARIS**


Comment y accéder ? How to get there ?

**NAVETTES AÉROPORTS
DEPUIS LA PORTE MAILLOT
AIRPORT SHUTTLES
FROM PORTE MAILLOT**

- Cars Air France / Air France coaches
- Navettes Aéroport de Beauvais / Beauvais Airport shuttles

**Depuis l'AÉROPORT PARIS - CHARLES DE GAULLE /
From PARIS - CHARLES DE GAULLE AIRPORT**

- RoissyBus jusqu'à Paris - Opéra / RoissyBusto Paris - Opéra
- métro ligne 8 direction Balard jusqu'à Madeleine / metro ligne 8 direction Balard to Madeleine
- métro ligne 12 direction Mairie d'Issy jusqu'à Porte de Versailles - Parc des Expositions / metro ligne 12 direction Mairie d'Issy to Porte de Versailles - Parc des Expositions
- RERB direction Saint-Rémy-lès-Chevreuse jusqu'à Cité Universitaire
- RERB direction Saint-Rémy-lès-Chevreuse to Cité Universitaire
- De Cité Universitaires, tramway T3 direction Pont du Garigliano jusqu'à Porte de Versailles - Parc des Expositions / From Cité Universitaire, T3 tramway direction Pont du Garigliano Porte de Versailles - Parc des Expositions

 **gare TGV Charles de Gaulle terminal 2 / TGV station Charles de Gaulle terminal 2**

aéroport Paris - Charles de Gaulle

**Depuis l'AÉROPORT PARIS - ORLY /
From PARIS - ORLY AIRPORT**

- Orlyval jusqu'à Antony
- RERB direction Mitry-Claye ou Aéroport Paris - Charles-de-Gaulle jusqu'à Châtelet-les-Halles / RERB towards Mitry-Claye or Paris - Charles de Gaulle Airport to Châtelet-les-Halles
- Orlybus direction Denfert-Rochereau
- RERB direction Saint-Rémy-lès-Chevreuse jusqu'à Cité Universitaire / RERB direction Saint-Rémy-lès-Chevreuse to Cité Universitaire
- Depuis Cité Universitaire, tramway T3 direction Pont du Garigliano jusqu'à la station Porte de Versailles - Parc des expositions / From Cité Universitaire, T3 tramway towards Pont du Garigliano to the Porte de Versailles - Parc des Expositions station

aéroport Paris - Orly

**Se déplacer en transports en commun
getting around on public transport**
www.ratp.fr

Liens utiles / useful links
www.adp.fr (aéroports de Paris / Paris airports)
www.voyages-sncf.com (pour un voyage en train / for train travel)
www.parisinfo.com (office du tourisme et des congrès de Paris / Paris tourism office)

Décembre 2017 / December 2017 — Document non contractuel / Non-binding document

4. ENTRY PERMITS

VEHICLE PASSES

ENTRY PERMIT	ZONE	7.1 INSTALLATION from 06/02 to 08/02	7.2 INSTALLATION from 08/02 to 09/02	EXHIBITOR'S DAY 09/02	EXHIBITION from 10/02 to 12/02	DISMANTLING from 13/02 to 14/02	OBTAINING
VEHICLE PASS	Logistical area	YES	YES	YES	NO	YES	on demand via logipass
	Car park P7	YES (FREE)	YES (FREE)	YES (FREE)	YES (FEE)	YES (FREE)	delivered according to the pre-established attribution rule

PEDESTRIAN PASSES

ENTRY PERMIT	ZONE	7.1 INSTALLATION from 06/02 to 08/02	7.2 INSTALLATION from 08/02 to 09/02	EXHIBITOR'S DAY 09/02	EXHIBITION from 10/02 to 12/02	DISMANTLING from 13/02 to 14/02	OBTAINING
INSTALLATION/DISMANTLING PEDESTRIAN PASS		YES	YES	YES	NO	YES	on demand on www.vinexpo.com (exhibitor's e-Guide)
SERVICE PEDESTRIAN PASS		YES	YES	YES	YES	YES	on demand on www.vinexpo.com (exhibitor's e-Guide)
OPENING PEDESTRIAN PASS		NO	NO	NO	YES (on the 10 th from 07:30 to 12:00, with access before 10:00)	NO	on demand on www.vinexpo.com (exhibitor's e-Guide)
REMOVAL PEDESTRIAN PASS		NO	NO	NO	YES (on the 12 th from 16:45 to 17:00)	NO	on demand at the Exhibitors Reception (on the 12 th of January at 12:00 at the latest)

BADGES

ENTRY PERMIT	ZONE	7.1 INSTALLATION from 06/02 to 08/02	7.2 INSTALLATION from 08/02 to 09/02	EXHIBITOR'S DAY 09/02	EXHIBITION from 10/02 to 12/02	DISMANTLING from 13/02 to 14/02	OBTAINING
EXHIBITOR BADGE		YES	OUI	YES	YES	YES	on demand on www.vinexpo.com (exhibitor's e-Guide)
VISITOR BADGE		NO	NON	NO	YES	NO	on demand on www.vinexpo.com

	7.1 Installation - dismantling opening hours	7.2 Installation - dismantling opening hours	Exhibitors Opening hours	Visitors Opening hours	Exhibitors reception Opening hours
6 th of February	07:00 / 23:00				07:00 / 17:00
7 th of February	07:00 / 23:00				07:00 / 17:00
8 th of February	07:00 / 18:00	00:00 / 23:59			07:00 / 17:00
9 th of February	07:00 / 23:00	00:00 / 23:59	07:00 / 23:00		07:00 / 17:00
10 th of February			07:30 / 20:00	09:00 / 19:00	07:30 / 19:00
11 th of February			07:30 / 20:00	09:00 / 19:00	08:30 / 19:00
12 th of February			07:30 / 19:00	09:00 / 17:00	08:30 / 17:30
13 th of February	07:00 / 23:00	07:00 / 23:00			07:00 / 17:00
14 th of February	07:00 / 17:00	07:00 / 17:00			07:00 / 17:00