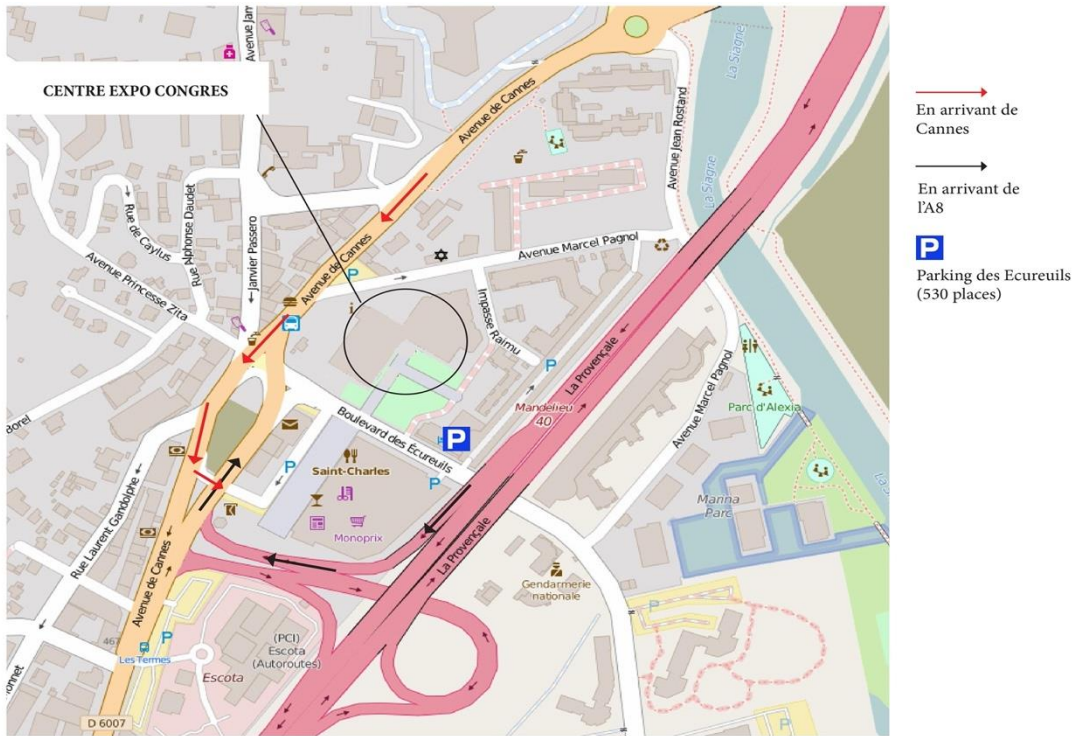


ADDRESS AND DELIVERIES



ACCESS TO THE CENTRE EXPO CONGRES (CEC) / Congress and Exhibition Center.

ADDRESS TO SEND TO THE PARTICIPANTS ON YOUR INVITATIONS:

CENTRE EXPO CONGRES
836, Boulevard des Ecureuils
06210 Mandelieu-La Napoule

DELIVERY ADDRESS:

CENTRE EXPO CONGRES
60, Avenue Marcel Pagnol
06210 Mandelieu-La Napoule
(at the rear of the building)

Clearly marked on each package must be:

NGON/INFORMATECH

[NAME OF RESPONSIBLE PERSON ON SITE]

[COMPANY NAME]

[PHONE NUMBER OF PERSON IN CHARGE ON SITE]

[STAND NAME]

NB: The transport of packages to the stand and from the stand to the collection area is the responsibility of the exhibitor.

DELIVERY/PICKUP TIMES

Deliveries:

Thursday 25 th May	9am – 4pm (strictly no later than 4pm)
Friday 26 th May	9am – 4pm (strictly no later than 4pm)
Monday 29 th May	9am – 6pm
Tuesday 30 th May	8am – 6pm

*The Exhibition and Congress Center is **CLOSED** on Saturday 27th and Sunday 28th May.

Return:

Thursday 1st June 5pm – 10pm **(strictly no later than 10pm)**

Boxes must be removed no later than the end of the dismantling period on Friday, 1st June before 10pm.

The CEC cannot be held responsible in the event of loss or damage to the packages delivered or those not collected after the event. Any package, box or parcel remaining beyond 48 hours will not be kept by the CEC.

Important:

For any delivery or collection of packages by **transport companies**, the exhibitor is solely responsible for the package. The package cannot be delivered before the dates indicated above and must be picked up no later than Thursday 1st June.

PARKING

During set-up and dismantling, **exhibitors are allowed to unload from the technical car park of the CEC: 60, avenue Marcel Pagnol, 06210 Mandelieu, at the rear of the building.**

A security guard will be present to manage parking. Exhibitors/Constructors are asked to follow the instructions given to them by this agent, in particular to exit the car park once unloading has been completed.

During the congress, exhibitors will be able to park their car in the Ecureuils public car park (802, bd des écureuils, 06210 Mandelieu) or in the "Place de France" public car park located opposite the CEC. All car parks in the municipality are free, and some require a parking disc.

Semi-trailers will not be allowed to park in the technical parking area of the exhibition centre during the event or in the surrounding public car parks. During the set-up day, they will have to unload quickly their materiel and leave and come back for dismantling to reload their truck.

HANDLING

Exhibitors/Transporters/Stands constructors must have their own equipment to unload their vehicles/trucks.

LIFTING EQUIPMENT / WORK AT HEIGHT:

All lifting equipment, such as forklift must be provided by the stand constructors/exhibitors and must be electrically operated. The electric forklift has to be used by trained and authorised staff with the driving forklift license and the driving authorisation from the company responsible of the stand.

All platform equipment must be provided by the stand constructors/exhibitors and must be electrically operated. The equipment has to be used by trained and authorised staff with the driving license and the driving authorisation from the company responsible of the stand.

**Please inform the venue that you will be using this type of equipment.
Contact: Charlotte JAQUEMET: c.jaquemet@mandelieu.com**

**Exhibition access (from technical park) : 3.80m high / 3.60 wide.
No vehicles/trucks in the access and exhibition area.**

EMPTY PACKAGING

The CEC does not have storage space to store empty boxes or pallets during the event. They must therefore be removed immediately after installation and, if necessary, brought back for dismantling.

The removal of the remaining packages (boxes, cartons, etc.), posters and other remaining material is the responsibility of the exhibitor. All this material will automatically be discarded if the exhibitor does not leave at the end of the event.

NO STORAGE ROOM AT THE CONGRESS AND EXHIBITION CENTER.