



**Pierre Baudis Congress Centre – TOULOUSE, France**

## **Exhibitor Guide**

**Your contact in Pierre Baudis Congress Centre, Toulouse**

Florence Chatellier  
11 Esplanade Compans Caffarelli – 31000 TOULOUSE  
Tél. : + 33(0)5 62 30 40 42 - Fax : +33(0)5 62 30 40 43  
E-mail : [florence.chatellier@gl-events.com](mailto:florence.chatellier@gl-events.com)

### CONTENTS

.....Access map – Transport Information	3
..... Exhibition Planning	4
..... Delivery, Storage	5
..... Practical information	6
..... General order form	7
..... <b>General Conditions</b>	8

**Order Forms**

..... Flag sign	9
..... Floral Decoration	10
..... Electricity	11
..... Telephone - Internet	12
..... Audiovisual Equipment	13
..... Parking	14
..... Catering	15
..... Standard booth building	16
..... Furniture and extra fittings for your stand	17

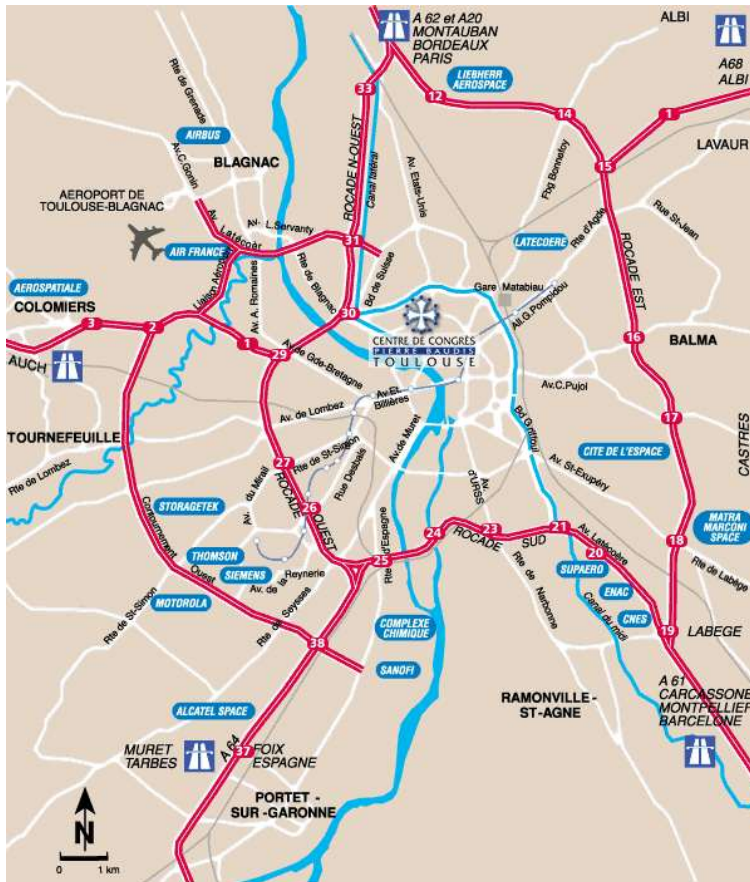
..... <b>Fire Safety regulations</b>	18 - 23
--------------------------------------	---------

**Contact at Pierre Baudis  
 Congress Centre  
 EURL SECCPB**

**Exhibition Contact :**  
 Florence Chatellier - Tél. : +33 (0)5 62 30 40 42.  
 Email : [florence.chatellier@gl-events.com](mailto:florence.chatellier@gl-events.com)  
 11, Esplanade Compans Caffarelli – 31000 Toulouse - FRANCE

ACCESS MAP

Centre de Congrès Pierre Baudis - 11, Esplanade Compans Caffarelli – 31000 Toulouse  
Tél : +33 (0)5 62 30 40 42 - Fax : +33 (0)5 62 30 40 43



Direct access by the Toulouse ring road, exit n°30 to the town centre.

GETTING THERE

- The Conference Center border a 17 acre park set around a Japanese garden.
- Adequate parking facilities: 1000 places under the Conference Center; 400 more on the Place de l'Europe, and neighbourhood further 200 in the nearby Arnaud Bernard.

TRANSPORTS

REGULAR FLIGHTS

High frequency service to Paris; 51 daily return flights to the capital (Orly/Roissy) 55 minutes flying time. 18 airline companies; flights to 34 destinations.

National links

Caen, Carcassonne, Clermont-Ferrand, Lille, Lyon, Marseille, Metz-Nancy, Mulhouse, Nantes, Nice, Paris, Poitiers, Rennes, St-Denis-de-la-Réunion, Strasbourg.

International links

Amsterdam, Basle, Birmingham, Brussels, Casablanca, Dusseldorf, Frankfurt, Geneva, Lisbon, London, Madrid, Milan, Munich, Oran, Porto, Tunis.

ROAD LINKS

Toulouse, located in the Paris-Bordeaux-Montpellier motorway network is intersected by several other motorways: the A62 (to Bordeaux), the A20 (to Paris via Montauban and Limoges), the A61 (to Carcassonne, Montpellier and Barcelona), the A68 (to Albi and Lyon), the A64 (to Tarbes and Lourdes).

Direct access by the Toulouse ring road, exit n° 30 to the town centre.

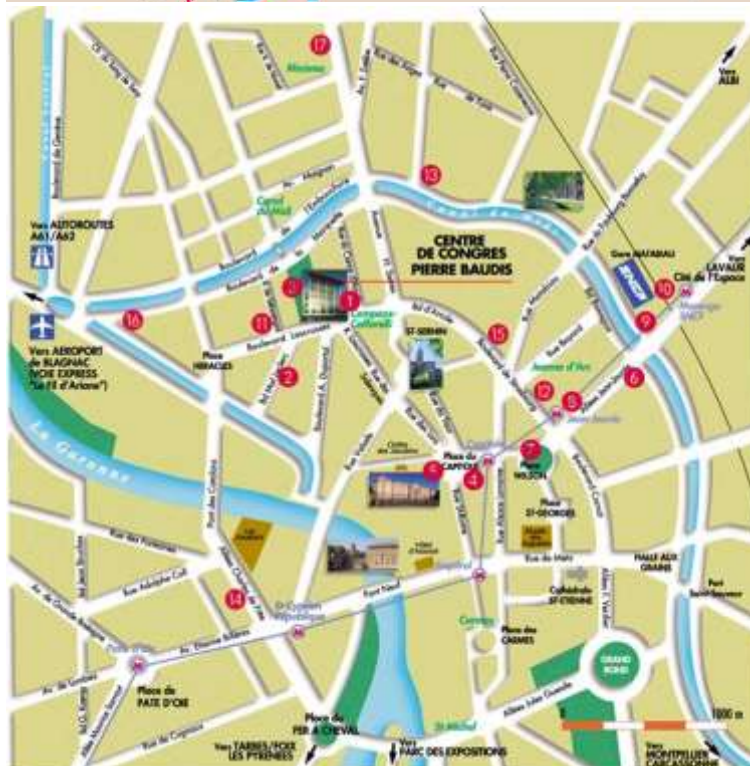
RAIL LINKS

- Toulouse Matabiau train station
- 15 daily links to Paris including 4 by high speed train to Paris Montparnasse (travelling time 5 hours 1/2).

10 minutes from the Conference Centre by car.

METRO :

Line A to Jean Jaurès station, correspondance Line B, Compans Caffarelli sation, or Line B directly.



**CONTACT AT PIERRE BAUDIS  
CENTRE**

**Exhibition Contact :**

Florence Chatellier - Tél. : +33 (0)5 62 30 40 42.

Email : [florence.chatellier@gl-events.com](mailto:florence.chatellier@gl-events.com)

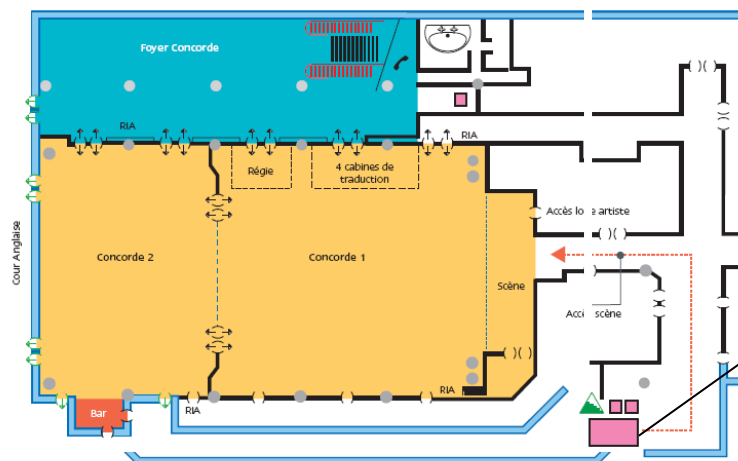
11, Esplanade Compans Caffarelli – 31000 Toulouse – France

**EXHIBITION PLANNING**

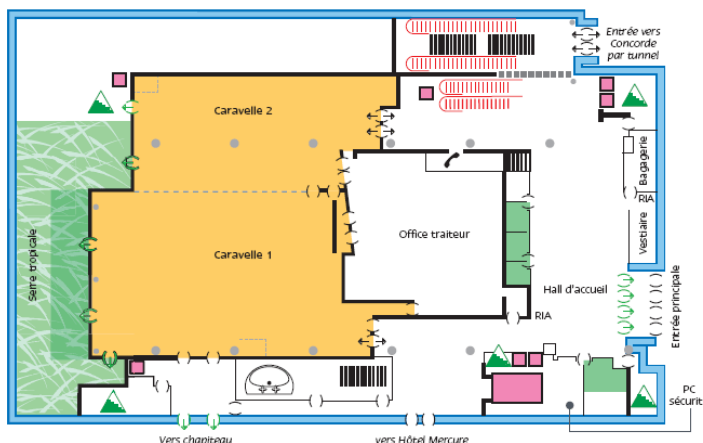
	DATES	HOURS
Exhibitors setting up	Monday, October 17 <sup>th</sup>	9.00 to 16.30
	Tuesday, October 18 <sup>th</sup>	8.00 to 15.00
Exhibit Hours	Tuesday, October 18 <sup>th</sup>	17.30 to 19.30
	Wednesday, October 19 <sup>th</sup>	10.00 to 18.30
	Thursday, October 20 <sup>th</sup>	10.00 to 17.30
Dismantling	Thursday, October 20 <sup>th</sup>	17.30 to 19.30
	Friday, October 21 <sup>st</sup>	8.00 to 16.00

**Exhibition Area -**

- Concorde 1 +2 Room, level -1 – 1200 square meters, and Foyer Concorde, 400 square meters
- Caravelle 1+2, level 0, 800 square meters.



Access from  
delivery  
area to the  
room, by  
elevator



**In each level of the congress  
centre, the maximum weight on  
floor per square meter is 400 kg.**

**Height under ceiling : 5 meter**

## DELIVERY, STORAGE

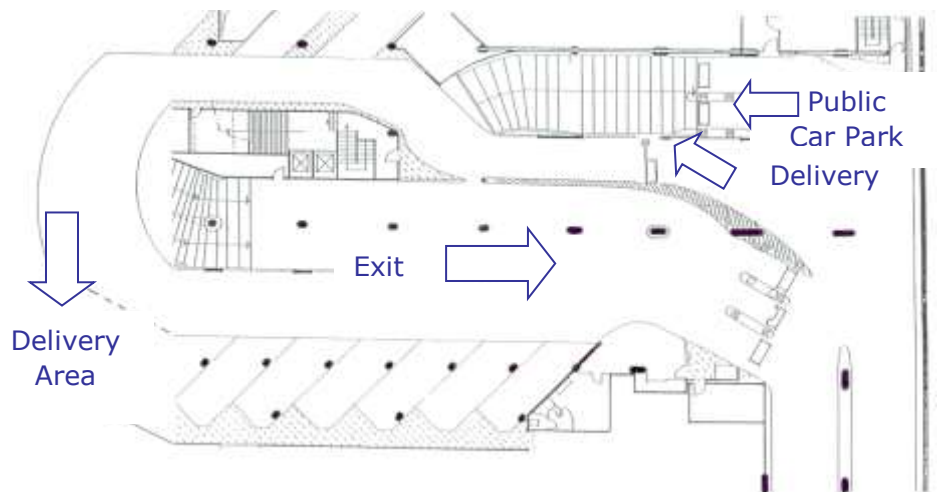
- ❖ The exact name and address of the shipper, the heading and the dates of the congress, and a contact name on site must be indicated on every parcel.
- ❖ All the particular parcels (fragile, very cumbersome...) must be announced before sending to the Congress center to the attention of the Exhibition Contact : [Florence Chatellier](mailto:Florence.Chatellier@gl-events.com)  
Phone + 33 (0) 5 62 30 40 42 E-mail: [florence.chatellier@gl-events.com](mailto:florence.chatellier@gl-events.com)

For the possible storage of box boards, the exhibitor is held to make contact on the spot with the Exhibition Contact in order to determine a space where those will be stored. If necessary, all the packing will be removed and thrown at the time of final cleaning before the official opening of the exhibition.

### Access to the delivery surface of the Toulouse Congress Center :

The size of the vehicles should not exceed:

- Height : 2,95 m
- Length : 12 m
- **Maximum weight: 13 tons**



The delivery and unloading area can be reached via the public car parking « Compans Caffarelli » which entrance is located on Boulevard Lascrosses.

**The exhibitors (or drivers) whose vehicles exceed the above-mentioned dimensions have to park along the Boulevard Lascrosses (in front of Esplanade Compans Caffarelli) and load or unload with a (lift) truck (The distance is approx. 50 m).**

**Access to the Delivery Area will be available during the mounting and dismantling periods.**

- Sunday, October 16<sup>th</sup> : 9.00 to 18.00
- Monday, October 17<sup>th</sup> : 9.00 to 18.00
- Thursday, October 20<sup>th</sup> : 17.30 to 19.30
- Friday, October 21<sup>st</sup> : 8.00 to 17.30

In order to reach the exhibition area, the exhibitor is kindly requested to use the elevator accessible from the Delivery Area.

**Parking is free of charge for the first half hour only.**

The technical team of the Conference Center and the person in charge of the event will be on site during the mounting and dismantling phases, in order to see all the details.

## PRACTICAL INFORMATION

### DELIVERY

**No deliveries will be accepted before October 7<sup>th</sup>, 2011.**

As the delivery area does not have an unloading bay, it is preferable for Lorries (trucks) to be equipped with tailgates.

Delivery on setting up day :

Any delivery made directly by a haulage contractor to the Pierre Baudis Congress Center will only be accepted on the exhibitor's set up day and in the presence of a person in charge of the stand.

Delivery is carried out under the exhibitor's responsibility. Under no circumstances can the Toulouse Convention Center be held responsible.

### **ⓘ Any equipment delivered to the Toulouse Convention Center should clearly indicate:**

Centre de Congrès Pierre Baudis

11 esplanade Compans Caffarelli

F 31000 Toulouse

SAE AEROTECH

BOOTH NUMBER AND NAME :

EXHIBITORS CONTACT :

ATTN : Florence Chatellier

### STORAGE

For security reasons, any empty boxes must be removed from within the Pierre Baudis Congress Center since there is no space set aside for this purpose. Any empty boxes or other packaging material found in the hall will be destroyed.

### RETURN OF PACKAGES

Any package or object left behind after the exhibition in the Pierre Baudis Congress Center which has not been left in the storage area is not under the responsibility of the exhibition organizers. The Congress Center is in no way responsible for the disappearance or destruction of any such packages.

### EARLY DELIVERY AND EMPTY CONTAINERS STORAGE – FREIGHT FORWARDER

Outside of the exhibition preparation period, please contact the following company

SCHENKER

6, allée Henri Potez

31700 BLAGNAC

Phone: +33(0)5.67.31.74.10 Fax: +33(0)5.67.31.74.01

For a fee, this company will store between delivery date and the day the booths are set up and will deliver your goods to the booth for set up. The company can also store the empty containers during the exhibition.

### VAT REIMBURSEMENT FOR FOREIGN EXHIBITORS

Foreign exhibitors can request reimbursement of the VAT on the invoices addressed by the Pierre Baudis Congress Center by sending the original invoices to the tax authorities within a month following the event to the following address:

LA DIRECTION GENERALE DES IMPOTS

Service de remboursement de la TVA

9, rue d'Uzès

75084 PARIS CEDEX 02

FRANCE

TEL : +33 (0)1 44 76 18 00

or to a fiscal representative liable for tax set up in France who undertakes to fulfil the obligations incumbent upon him/her.

Easytax society for more information: <http://www.easytax.fr>