



FINAL EXHIBITOR & CONTRACTOR INFORMATION

Please read – this update contains important information

If you have any questions once you have read through this, please call our dedicated ILTM Customer Service team on:-

T: +44 (0) 208 271 2172

Or

E: iltm.helpline@rxglobal.com

The Organisers Office onsite is located on Level 1 by the main entrance. The office will be open from 1000hrs on Saturday 2nd December through to 2pm on Friday 8th December 2023

We can be contacted during this time on: T: 0033 492 99 8201

Contractor Wristbands & Show Access Badges

To access the hall during build up and breakdown, you need to be issued with a Contractor wristband. **You need to apply for a contractor wristband prior to arriving onsite. Please therefore ensure you have completed the [Build up & Breakdown Access Form](#).** These are available for collection from the Contractor Badge Collection point outside the venue which will be clearly signposted.

If you require access during show open days, there is an allocation of two contractor show access badges per stand, if you require more than this then there will be a charge of €100.00 per badge, payable onsite. To obtain the show access badges you need to complete the online form please [click here](#).

You will need to collect the Show Open Contractor Badges from the Contractor Service Desk which is located on Level 1, near the Organisers Office by the main entrance. The desk will only be open on Monday 4th December between noon – 7pm. Badges must be collected in person (one representative cannot collect all badges) as these are photo badges allocated to each individual.

Carpet

Aisle carpet will be laid from 1400hrs on Monday 4th December. We therefore require your co-operation to enable this to run as smoothly as possible and request all aisles to be clear and remain clear from 1200hrs on Monday 4th December.

Dust

There is a zero tolerance on dust creative activities in the halls, to avoid additional hazards from coughing and reducing cleaning requirements. All dust must be extracted at source by mechanical means. MDF and chipboard must not be machined on site as the dust produced is hazardous to health. We will be monitoring this onsite and any works that do not adhere to this will be stopped.

Paint

During build up if any paint needs to be disposed of please be aware that there are dedicated areas on Level -2 to empty these.

Exhibition Timetable

Please refer to the attached Exhibition Timetable for the build up, open days and breakdown dates and time. **Please note that access into the halls is from 10am on Saturday 2nd December and NOT before.**

PPE

During build up and breakdown the venue regulations require that PPE clothing/footwear needs to be worn i.e safety shoes, hi-vis etc. If it is deemed by RX Health & Safety/Venue Safety Team or Security that you are not wearing appropriate PPE you will need to obtain this to be permitted access into the halls. Please note that there is a general store onsite which sells PPE.

*On **Monday 4th December** – safety shoes do not need to be worn however no open toed shoes are permitted.*

Contractor Service Desk

The Contractor Service Desk is located on Level 1, near the Organisers office by the main entrance. The following contractors will be based here and please go directly to them for any queries you have:-

Full Circle	Shell, Electrics & Graphics
DSV	Shipping & Delivery Enquiries
Xpect	Furniture
Eurodoc	AV
Contractor Show Badges	Show Access Badges – Monday only
Riveria Plants	Floral – Monday only
Expofloral	Floral - Monday only
Viapass	Internet/wifi

For all other queries please go to the Organisers Office.

Restaurant – Open Days

Please note that the restaurant is again located above the main entrance. This will be open daily from Tuesday – Thursday between 11.30 – 1400 and is €52.00 per person to include 1 x Salad, 1 x Main Course, 1 x Dessert, 1 x Water 50cl or a glass of wine & 1 x coffee. If you would like to reserve a table please do so by [clicking here](#)

Lunch for Collection – Open Days

Our official catering supplier, Pavilion, are offering a service for pre-ordering lunches in advance for collection. Lunches will be available to pick up at the Bar Puit de Lumiere for both visitors and exhibitors.

For more information please visit <http://www.pavillongourmet.fr/>

Safety Files

Your stand will be inspected onsite by the ILTM and venue safety team during up build up. Please ensure that you have a copy of your Safety file for inspection and where applicable fire certificates for the material being used. You must adhere to all of the safety regulations and failure to do so could result in your stand power being switched off, stand materials being removed from the hall or not being permitted to operate your stand.

Luxury Shell Scheme Stands

For exhibitors who have luxury shell scheme stands, please read the Luxury Shell Scheme specification sheet in this [link](#)

Pavilion Stands

For exhibitors who have booked pavilion stands, please read the Pavilion Specification sheet in this [link](#)

Space only Fingerboard

All space only stands will be provided with a double sided foamex board onsite which will display their stand number to assist visitors to navigate around the exhibition. It is a compulsory requirement that this board is visibly displayed on your stand. You can collect these boards from the Organisers office from 1400hrs on Sunday 3rd December.

Stand Cleaning

We have made arrangements for basic stand cleaning to be carried out. This consists of vacuuming the carpet, sweeping hard surface floors and emptying waste bins. Exhibits will not be cleaned. Should you require additional stand cleaning please contact SEMEC the appointed cleaning company on T: +33 (0) 4 92 99 31 44/54

Any rubbish should be placed in the gangways so that it can be cleared away prior to the show opening the following morning. Anything left in the gangways overnight will be considered as rubbish and will be cleared away.

Vehicles Access for unloading/loading & Parking

All vehicles requiring access to the venue will need to register at either La Bocca (over 3.5t) or Quai Laubeuf (under 3.5t). Please refer to the attached map which also includes the opening times for each area. There is also parking available at both of these sites.

Waste

All stand fitting material and waste is required to be removed from the venue or the removal of waste booked through SEMEC the appointed cleaning company on T: +33 (0) 4 92 99 31 44/54

There will be a strict charging policy for any waste left by contractors/exhibitors during build up and/or breakdown. It is the responsibility of the contractor/exhibitor to ensure all waste is removed from the exhibition halls.

Any waste left onsite will be charged to the contractor/exhibitor

We wish you a very successful show