

### 3.1. DATA SHEET – SPACE ONLY (1/2)

<p><i>To be returned before</i></p> <p><b><u>Monday 15<sup>th</sup> April 2019</u></b></p>	<p><b>La Cité des Congrès de Nantes</b></p> <p>Catherine VAN EENOO Tel : +33 (0)2 51 88 20 37 <a href="mailto:catherine.van.eenoo@lacite-nantes.fr">catherine.van.eenoo@lacite-nantes.fr</a></p>
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Company : ..... Contact : ..... Function : .....

Address : .....

Postal Code : ..... City:.....

Phone number : ..... Email : .....

Stand representative : .....

Stand area : ..... Stand number : .....

Space only includes floor tracing, and wireless internet access. You are entitled to organise the transport of your own structure (modular stand or traditional stand) and proceed to its installation by an external builder. **Please indicate the following contact information for your stand builder :**

Name of the company : ..... Responsible of the company : .....

Address : .....

Phone number : ..... Email. : .....

Please address our stand builder the sheet “**STAND BUILDER DATA SHEET**” next page.

Please return the plan of your stand before 15 April 2019 with the list of materials used and the minutes of reaction-to-fire of these materials in order to have a organiser and security check of them.

**The booking of your space only excludes the following services : sign, spotlights, additional equipment.** If however, you want additions to the layout of your space (electric connection, furniture rental, cleaning on stand...). Would you need any other service such as **furnitures, electric connection, plants... please fill in the forms (attached hereafter)**

Company stamp and VAT company number
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Date :
Signature :

*With the signature and the return of this form, the exhibitor declares that he has read and agrees to comply with the general information and the general exhibition regulations as well as the Exhibitor's Manual.*

**3.2. DATA SHEET – SPACE ONLY / STAND BUILDER (2/2)**

<p><i>To be returned before</i>  <b><u>Monday 15<sup>th</sup> April 2019</u></b></p>	<p><b>La Cité des Congrès de Nantes</b></p> <p>Catherine VAN EENOO                  Tel : +33 (0)2 51 88 20 37  <a href="mailto:catherine.van.eenoo@lacite-nantes.fr">catherine.van.eenoo@lacite-nantes.fr</a></p>
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Builder company name : ..... Mobile phone (builder contact) : .....  
 Builder contact : ..... Email : .....  
 Name of stand : ..... Stand number : .....  
 Exhibitor contact : ..... Mobile phone (exhibitor contact) : .....

Name of the foreman : ..... Mobile phone :

Number of people present at the set-up :

<b>Set-up</b>	06 May 2019	08:00 – 18 :00
<b>Dismantle</b>	08 May 2019	16:00 – 18 :00

*Timetables have to be strictly followed. Stand have to be cleared during this period. La Cité Nantes Event Center retains the right to take appropriate action to proceed at the liberation of spaces. Merchandise and installations not cleared by that time will be removed by La Cité Nantes Events Center. La Cité Nantes Events Center Is not responsible for any lost or damaged.*

**STAND and FLOOR**

Please, specify the type of floor chosen :

- Carpet** : If carpet, thanks for only using repositionable adhesive tape (See page 8)
- Covered with natural fiber** (for example : coco)
- Parquet floor \***
- Technical floor \***

(\*) If you have a **technical floor** or **parquet floor**, please contact Catherine VAN EENOO + 33(0)2 51 88 20 37 – [Catherine.van.eenoo@lacite-nantes.fr](mailto:Catherine.van.eenoo@lacite-nantes.fr)

In function of your booth's location, we may be asked to create a trapdoor to access our electrical cables.

- Other, specify :**

**UNLOADING and PARKING**

**Unloading – 06 May 2019** : the day of the installation, you can access to our delivery platform to unload your vehicle. **No unloading will be only allowed during timetable above (set-up of stands) for 1 hour from your arrival.** After this time slot and at the end of your hour, the access will be refused until the dismantling.

**Loading – 08 May 2019** : the day of dismantling, the platform of delivery will be not open before the hour of dismantling. **Any vehicle can access to the delivery platform for a permanent parking during the event. NO DISPENSATION ALLOWED.**

Nb of vehicles on site	-----	Day of arrival	-----
Dimensions + Number plate	-----	Approximative time of arrival	-----

Date :

Signature :