

30<sup>TH</sup> IEEE  
INTELLIGENT  
VEHICLES  
SYMPOSIUM



EXHIBITOR  
TECHNICAL  
GUIDE



9 ▶ 12 JUNE 2019 • PARIS



IFSTAR



# MAIN CONTACTS

## ORGANIZER



**Colloquium Paris**  
2-8 rue Gaston Rebuffat  
75019 Paris - France

**Isabelle Brochot**  
Sponsoring Manager  
+33 1 44 64 15 29  
[iv2019@clq-group.com](mailto:iv2019@clq-group.com)

## GENERAL INSTALLER



**D&P Architecture de Communication**  
26-28 rue du Chemin Vert  
78610 Le Perray-en-Yvelines - France

**Marie-Hélène Leveque and Aïda Farhat**  
+33 1 34 84 84 84  
[exhibitors@dparchi.com](mailto:exhibitors@dparchi.com)  
[www.dparchi.com/salons/IV-2019](http://www.dparchi.com/salons/IV-2019)

**Exhibitor technical department is managed by D&P regarding:**

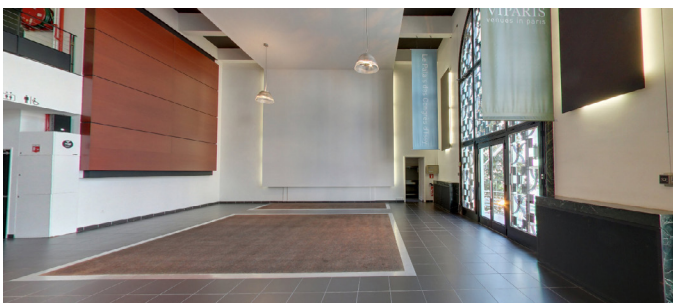
- electricity supply
- cleaning
- Internet access
- digital printing
- furniture
- plants
- carpet
- shell scheme options/ additional equipments

## VENUE

**PALAIS DES CONGRÈS  
D'ISSY**  
un site  VIPARIS

**Conference Center of Issy-les-Moulineaux / VIPARIS**  
25 Avenue Victor Cresson  
92130 Issy-les-Moulineaux, France

+33 1 40 68 22 22



# EXHIBITOR'S CHECKLIST & DEADLINES

## GENERAL INFORMATION

	Contact
<input type="checkbox"/> exhibition floor plan	D&P
<input type="checkbox"/> detailed booth floor plan	D&P
<input type="checkbox"/> exhibitor technical guide	D&P

## ORDERS FOR D&P

		Deadline
<input type="checkbox"/> electricity supply	D&P	May 31 <sup>st</sup>
<input type="checkbox"/> internet access	D&P	May 31 <sup>st</sup>
<input type="checkbox"/> cleaning	D&P	May 31 <sup>st</sup>
<input type="checkbox"/> telephone	D&P	May 31 <sup>st</sup>
<input type="checkbox"/> text for booth signage	D&P	May 31 <sup>st</sup>
<input type="checkbox"/> additional furniture	D&P	May 31 <sup>st</sup>
<input type="checkbox"/> additional equipments (lights, etc.)	D&P	May 31 <sup>st</sup>
<input type="checkbox"/> plants	D&P	May 31 <sup>st</sup>
<input type="checkbox"/> digital printing	D&P	May 31 <sup>st</sup>
<input type="checkbox"/> AV (LCD screens, etc.) / IT (PC, etc.)	D&P	May 31 <sup>st</sup>

## ORDERS FOR MES

<input type="checkbox"/> delivery	MES
<input type="checkbox"/> custom	MES
<input type="checkbox"/> storage	MES
<input type="checkbox"/> handling	MES
<input type="checkbox"/> transport	MES

## YOUR BOOTH

number

surface

type shell scheme

### Important Note

Exhibitor technical department is managed by **D&P Architecture de Communication**, the general installer. Do not hesitate to contact them:

■ **+33 1 34 84 21 68**

■ **exhibitors@dparchi.com**

[www.dparchi.com/salons/IV-2019](http://www.dparchi.com/salons/IV-2019)

## BEFORE THE CONGRESS

exhibitor's insurance

## ON-SITE

badges

## MES

Hakeem

06 23 11 01 88

[mes.events75@gmail.com](mailto:mes.events75@gmail.com)

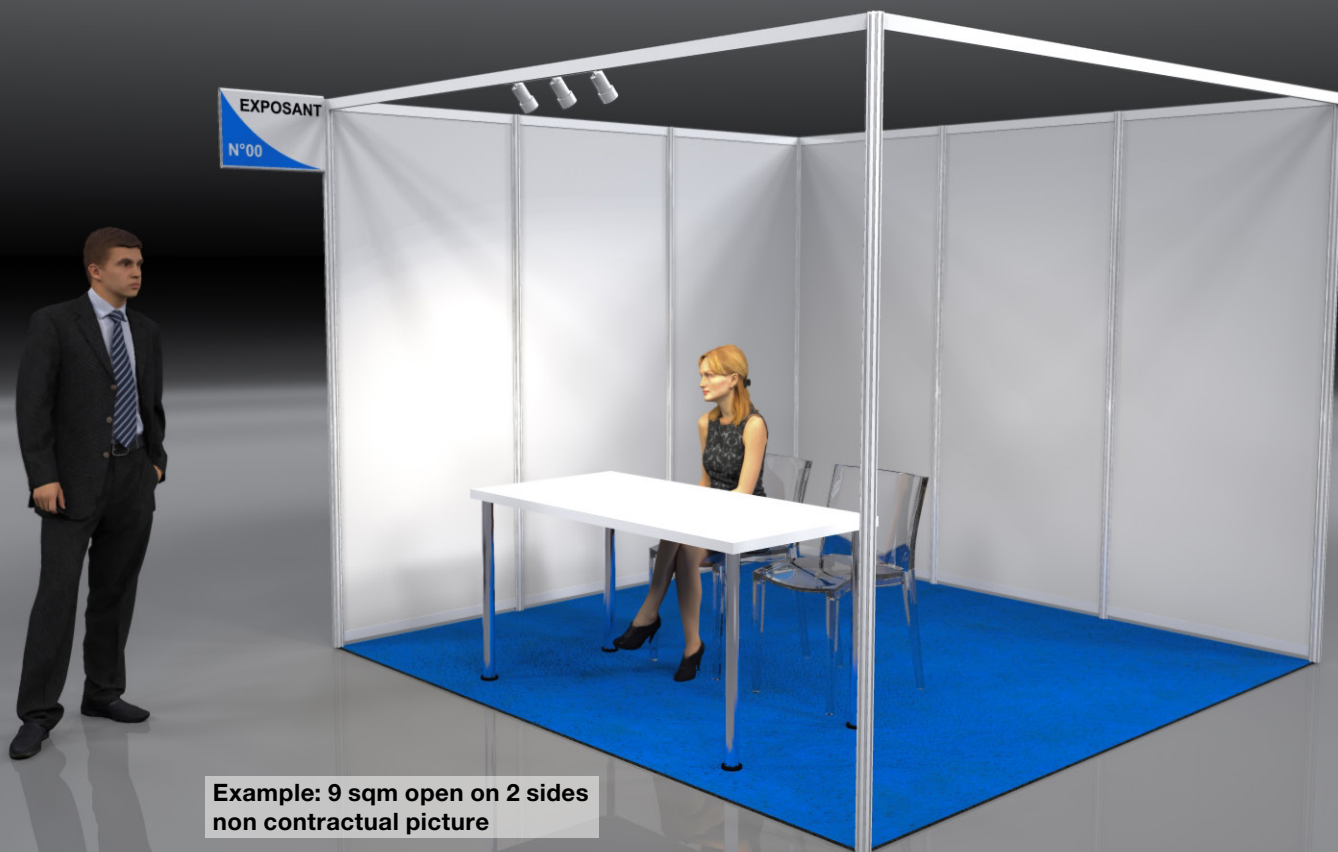
# SHELL SCHEME BOOTH

10th and 11th June



**SHELL SCHEME BOOTHS WILL BE AVAILABLE FOR SET-UP ONLY**

**SUNDAY 9<sup>TH</sup> JUNE FROM 16:00 TO 18:00**



Example: 9 sqm open on 2 sides  
non contractual picture



## SHELL SCHEME BOOTHS INCLUDE

- Needle-punch blue carpet, protected by plastic foil
- 2.40 m high shell scheme structures with white panels
- Printed flag sign (company name + number)
- 1 table and 2 chairs



Additional furniture, plants, additional equipment, lights, electricity, telephone, internet, exhibitor's insurance, cleaning of the booth, plastic removal, hostesses and any other extra costs **are not included.**



**OPTIONS AVAILABLE FROM D&P (+33 1 34 84 21 68):**  
**[HTTP://WWW.DPARCHI.COM/SALONS/IV-2019](http://www.dparchi.com/salons/iv-2019)**



# EXHIBITION PLAN

EXHIBITION PLAN from 10th and 11th June  
Floor plan as of May 2019



# CONFERENCE CENTER OF ISSY-LES-MOULINEAUX

## PALAIS DES CONGRÈS D'ISSY

un site  VIPARIS



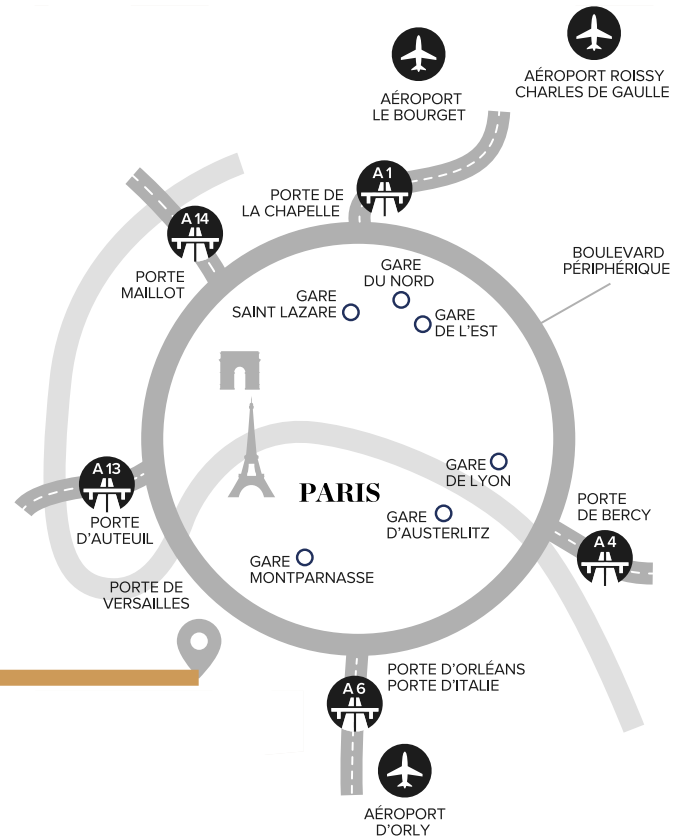
**PALAIS DES CONGRÈS D'ISSY**

25 AVENUE VICTOR CRESSON  
92130 ISSY-LES-MOULINEAUX














## STREET VIEW & LINK



<https://goo.gl/maps/1rCzjqgPVvVz1Qi89>



### TRANSPORTS - ACCÈS

-   Station Mairie d'Issy
-   Station Issy ville
-   Station Issy - Val de Seine
-   Porte d'Auteuil - Mairie d'Issy
-  Pont de Sèvres - Balard
-  Mairie d'Issy - Vélizy 2
-  Mairie d'Issy - Vélizy / Europe Nord
-  Issy Val de Seine - Ivry sur Seine
-  **Parking Hôtel de Ville (270 places)**

# BOOTH REGULATION & SET-UP RULES

## SET-UP RULES

Any material delivered out of the indicated time slots will be dismissed. It is compulsory for booth material to be carried out at the set date and time.

Shell scheme and packaged booths only will be available to exhibitors at this time. Exhibitors with stand builder have to check with their contractor the availability of their booth. Exhibitors must have finished their set-up and their products installation before the exhibition opening on **Sunday 9<sup>th</sup> June at 18:00**.

## BOOTH OCCUPATION

Unless otherwise agreed in writing by IV or Colloquium, exhibitors are not authorized to sublet, share or transfer their booth. Individual booth decoration is carried out by exhibitors under their own responsibility (even if the exhibiting company uses the services of a stand builder) and according to the conditions indicated in this technical guide.

Brochures, catalogues, give-aways must be distributed only on your own booth.

ONLY official IV documents issued by IV can be distributed in the aisles and in the public areas.

Exhibitors are recommended:

- Not to leave their booth unattended while visitors are still in the hall.
- To be present at their booth during set-up, dismantling and when receiving deliveries.
- In spite of the presence of night security, Colloquium Paris declines responsibility in the matter of theft, losses and damages that may occur.
- Exhibitors must leave Conference Center of Issy-les-Moulineaux Centre in the same conditions it was found initially. It is prohibited to nail, screw or stick items on the structure. Any deterioration may be invoiced to the exhibitor.
- It is absolutely prohibited to carry out: works affecting smoke, water or compressed air ducts, electric or telephone circuits, water or waste pipes, elevators, lifts and pipelines drilling of holes for posting or sealing, removal of doors, aerals etc.

Repair of damages subsequent to the non-respect of the above clauses will be entirely at the exhibitor's expenses.

## STAND CONSTRUCTION RULES

Emergency exits or equipment may not be covered or blocked from view at any point in time. It is strictly forbidden to store anything behind or out of your allocated stand space.

## MAXIMUM HEIGHT

	Height
Stands	<b>2.50 m</b>
Shell Scheme	<b>2.40 m</b>



**Maximum height includes panels and signage!**

## SIGNAGE

Projection, fixed or movable is authorized only on the surface of the stand.

## TRANSPARENCY

It is strictly forbidden to hide more than 60% of the neighboring stands, even in glass or water fall.

## FLOOR CAPACITY

Special authorisation from Conference Center of Issy-les-Moulineaux is required for products whose weight exceeds 200 kg/m<sup>2</sup> if goods are to be displayed.

## ANIMATION

Exhibitors are highly recommended not to bother their neighbours with bulky furnishing, decoration or sound. In case of dispute, the Organizer will take the necessary actions.

# BOOTH REGULATION & SET-UP RULES

## ORDERS MADE TO D&P

The contract holder will be charged with any purchase made by their employee, stand builder or agent, unless a third party informs D&P in writing that invoicing name should be changed for them. Before you can order, you must read this important exhibitor technical guide with information about stand content and deadline for ordering items for the stand.

## INSURANCE

The signatory waives the right to appeal against the Organizers or against the owners of the premises and undertakes to underwrite insurance policies covering all the risks involved by the exhibited material (theft, damage, etc..) along with public liability covering the permanent or occasional staff employed by the company, delegates or any participant in the congress. In any case, insurance protection will NOT be given to the exhibitors by the Organizers.

The period of liability of the Exhibitor shall be deemed to run from the time the exhibitor or any of its staff, agents or contractors first enter the exhibition hall and to continue until all its exhibits and property have been removed. The exhibiting firms, physical or moral representatives acting on their behalf agree to renounce any possible legal action against:

- The IV organizing committee
- Colloquium Paris
- D&P
- Their insurance agents
- And their staff, employees and/or persons under their responsibility

## FORCE MAJEURE

In case of force majeure or any other exterior event in particular of a political, social, sanitary, economical kind, exceeding the control of the event planner and forcing the latter to cancel the event, and lacking the possibility of deferment of such event, the event planner shall definitively keep the down payments already paid and he shall not be held liable for this cancellation.



## SINISTER DECLARATION



**Commissariat de Police**  
22 Avenue Victor Cresson  
92130 Issy-les-Moulineaux  
TEL +33 1 46 48 14 00



# SCHEDULE

## SETUP SCHEDULE

SUNDAY JUNE 9<sup>TH</sup>

Shell scheme booth

16:00 - 18:00

## OPENING HOURS FOR CONGRESS CENTER

MONDAY JUNE 10<sup>TH</sup>

TUESDAY JUNE 11<sup>TH</sup>

### Exhibition opening hours

*(it is mandatory for the staff to be on their stands at those hours)*

07:30 - 18:30

08:00 - 18:30

# BADGES

All exhibitors are required to be registered and will receive a badge displaying the exhibiting company name. The number of exhibitor badges included in the sponsoring package depends on your booth package:

Exhibitors badges allow:

- Congress Access from June 10<sup>th</sup> to 11<sup>th</sup>  
(coffee breaks + lunch breaks + conference)
- Access at Satory Live Demo on June 12<sup>th</sup>

For all information, please contact Changyi JIANG:  
[iv2019@clq-group.com](mailto:iv2019@clq-group.com)



## CONGRESS REGISTRATION

*Colloquium*

**Changyi JIANG**

**TEL** +33 1 44 64 14 59

**MAIL** [iv2019@clq-group.com](mailto:iv2019@clq-group.com)



### Collect your badge on

Sunday 9<sup>th</sup> June from 17:30  
to avoid queuing on  
the opening day