



25-26 April 2017
Palais des Congrès de Paris

Conference & Exhibition Guide 2017



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On behalf of WBR I would like to welcome you to TradeTech 2017!

As the Event Manager, I am your point of contact for the organisation of TradeTech and will be providing support and assistance before, during and after the event. This document should provide all the information you need to help you prepare for the conference. It is important that you read it thoroughly as it contains vital information to help make your participation a success.

Please find below the contact details of key members of the TradeTech team who will be in touch with you in the lead up to the event.

Your Event Team Contact Details

Conference Director

For questions regarding the conference content and presentation timings, please contact:

Susie Benaim, susie.benaim@wbr.co.uk, +44 (0) 207 368 9489

Marketing Manager

For questions regarding the social media, press and onsite filming, please contact:

Laura Gordon, laura.gordon@wbr.co.uk, +44 (0) 207 368 9540

Event Manager

For questions regarding the exhibition and event logistics, please contact:

Charlotte Mellor, charlotte.mellor@wbr.co.uk, +44 (0) 207 368 9352

Your sponsorship manager Henry Wallis or Arry Langston will also be available to answer any questions you have regarding your contract deliverables or any upgrade queries.

We look forward to meeting you at the event and in the meantime, please don't hesitate to contact us with any queries you may have.

Kind regards,

Charlotte Mellor
Event Manager - TradeTech 2017

General Information

Venue

The conference & exhibition will take place at the Palais des Congrès de Paris on the **25th & 26th April 2017**.

Palais des Congrès de Paris

2 Place de la Porte Maillot, 75017 Paris, France

[Website](#)

Accommodation

Should you require accommodation during the event, we have arranged an exclusive discount at both the Hyatt Regency Paris Étoile and Le Méridien Etoile, the 2 closest hotels to the venue.

The Hyatt Regency Paris Étoile is offering delegates the rate of €200 for a Standard Single Room and € 218 for a Standard Double Room. You can book the rooms online [here](#).

Le Méridien Etoile is offering delegates Club Rooms at the rate of € 279 for single occupancy. You can book the rooms online [here](#).



We highly recommend you book your hotel accommodation ASAP in order to avoid disappointment. Please note; we do not take responsibility either for reserving your room or for any subsequent cancellation.

BEWARE OF ROOM BLOCK AND RESERVATIONS SCAMS! Please note that the information provided above is the only official method to make reservations within the conference for hotel bedrooms. No housing company has been sanctioned by WBR and any outside groups contacting you claiming to be the housing provider for the event are not affiliated with the conference or WBR. If you are contacted by one of these companies, or have any questions regarding making your hotel reservations for the event, please contact me on: charlotte.mellor@wbr.co.uk

Delegate List

Unless your contract states otherwise, the delegate list, including attendee contact details will be sent to you **two weeks** prior to the event. This is an excellent opportunity for you to analyse the attendees, target specific organisations and individuals and then contact them to pre-arrange meetings whilst at the conference.

Mobile App

The TradeTech mobile app is the source of information for the latest event news, speaker & sponsors details, the most up-to-date agenda and attendee coordinates. Through the app you will be able to see feedback from attendees, any important notifications and it will allow you to view, message and set-up meetings with attendees directly. Login details will be emailed to all attendees **two weeks** prior to the event.

Upgrade Opportunities

There are a variety of options available to enhance your presence at TradeTech. These include sponsoring our recharge zone, branding the conference survival kits or the water bottles, having a seat drop or hosting the main cocktail reception as well as many great signage opportunities. If you are interested in upgrading your benefit structure please contact me ASAP on charlotte.mellor@wbr.co.uk for details.

Attendees from External Organisations (Wish List)

One of our primary objectives is to ensure that you meet with as many prospective customers as possible. If there is anyone in particular that you would like us to invite to the event please send me your wish list ASAP.

Important Dates For Your Diary

DEADLINE: ASAP

Your Company Profile

All sponsors and exhibitors have the opportunity to include a 150-word company profile, with their logo and contact details on the TradeTech sponsor webpage and interactive conference app.

If you haven't already done so, please provide the following:

- Logo in EPS & JPEG formats - high res.
- 150 words of text for your company profile
- Website address

DEADLINE: 3rd March

Fireproof Document, Risk Assessment, CAD Drawing & Method Statements

CUSTOM BUILT STANDS ONLY - Fireproof documents, risk assessments, CAD drawings and Method Statements are required for stands which are custom built/not enclosed by side walls and panels. These will require approval from the venue Safety Officer in order for your contractor to proceed with their build on the day. Under no circumstances are exhibitors permitted to build without the approval of your RA, CAD and Method statement documentations.

You are **NOT** required to provide these documents if you will only have basic shell scheme (i.e. provided by us) pull up banners or a pop up booth. Please send all your documents to me at: charlotte.mellor@wbr.co.uk

The Palais des Congrès has STRICT SAFETY REGULATIONS which all exhibitors must follow, to download the full document please visit this webpage: <http://tradetecheu.wbresearch.com/exhibitor-documents>

IMPORTANT The Palais des Congrès reserves the right to prevent any exhibitor from setting up their stand if they have not provided the appropriate documentation.

DEADLINE: 10th March

Staff Registration Form

As per your contract, you are provided with delegate places for the 2 main days of the conference. Please refer to your registration form (sent along with the welcome email) for details on how many passes your package includes. There is a **STRICT 'NO SWAP' POLICY** on all passes. You have the option of purchasing additional passes which must be paid for prior to the conference. Please contact me directly if you require further details on this.

DEADLINE Thursday 20th April

All Freight to be sent to Shipping & Handling Contractor (unless you are using a pre-approved stand contractor who is building your stand on the day)

All TradeTech freight must be sent directly to Mail Resource's warehouse no later than **20th April** to facilitate logistics. Full details below.

DEADLINE Thursday 20th April

Speaker Presentations (IF APPLICABLE)

To ensure a seamless delivery it is extremely important that you submit any speaker presentation slides via email to me at: charlotte.mellor@wbr.co.uk by **20th April**.

Exhibition Information

Your Exhibit Space

Your space will include:

- 6m wide x 2m deep booth space
- 2.4m high back wall
- 447mm wide panels on both sides
- White shell scheme structure
- ID Sign (white board with black text)
- Black Carpet
- Basic Wi-Fi



If you prefer not to have a back wall & side panels please contact me ASAP to confirm viability. Due to health and safety regulations under no circumstances are exhibitors permitted to change their space setup onsite (back wall and side panels cannot be removed).

IMPORTANT the maximum build height for your stand is **2.4m**. Forklifts are not available.

Clients are asked to bring their own pop-up booth and necessary marketing collateral to best promote their products and services.

Preferred Suppliers

VIPARIS (PALAIS DES CONGRÈS) offers the following services:

- IT & Audiovisual Equipment (incl upgraded Wi-Fi, hardwired internet, telephone line etc...)
- Electricity (please note: electricity is not included in your exhibition space)
- Stand Cleaning (please note: if required, exhibitors are responsible for the cleaning of their stands)

All the services offered by the PALAIS DES CONGRES DE PARIS can be found on the following website:
<http://www.viparis.com/epex>

- *If you are already a VIPARIS customer* - Log in with your email address and password.
- *If you are a new VIPARIS customer* - Click on 'set up your account' then register your details and you will receive an activation email.
- Then, select the venue (LES PALAIS DES CONGRÈS DE PARIS).
- Select 'TradeTech' from the list of events to place your order.

If you require further information or assistance regarding these services, please contact:

Agnès Morice
Service Exposants / Exhibitor's Department
Tel. +33 (0)1 40 68 16 16
E-mail: agnes.morice@viparis.com

Exhibition Information

INTERNATIONAL MODULING is the stand contractor for TradeTech 2017 and offers the following services:

- Furniture
- Stand spot lights (electricity not included & must be ordered from VIParis)
- Shell scheme extras (e.g. additional walling, shelving, printed graphics, fascia)
- Floral decoration

Please click on the following link to view items and prices:

<http://www.international-moduling.com/uk-accueil.html>

The booking forms and credit card payment form can be downloaded from our website:

<http://tradetecheu.wbresearch.com/exhibitor-documents>

Please return completed forms to Valérie Frot vf@international-moduling.com +33 1 60 61 00 44

RIEM BECKER is the official TradeTech caterer. We highly recommend that you entice visitors to your stand with food and drink. Offering a glass of champagne, a cool beer, or perhaps some tempting pastries, cakes or canapés can really help to increase traffic to your stand.

If you are interested in offering food or beverages, this must be ordered through Riem Becker. Please contact Marie Gheerbrant (marie.gheerbrant@riembecker.fr +33 1 49 60 11 80) to discuss options and place your order.

MAIL RESOURCE is the shipping and handling contractor for TradeTech 2017 and provides the following services:

- Shipping from your office directly to your stand space and back to your office post-event
- A stand setup and dismantling service

For security purposes and to facilitate logistics, all TradeTech freight (e.g. boxes, crates, flight cases, etc) must be sent directly to the Mail Resource warehouse no later than **Thursday 20th April**. Please contact Mail Resource directly to arrange pickup/delivery services to/from your office/stand.

Only stand contractors that are building stands on the day will be permitted to bring in freight. Please note the Palais des Congrès does not allow deliveries to be made before the **24th April**. Attempted deliveries will be turned away.

The Mail Resource booking form, including their prices, can be downloaded from our website:

<http://tradetecheu.wbresearch.com/exhibitor-documents>

MUSIC LICENSE You are required to purchase a music license if you decide to play music with copyrights. Please contact Sacem on +33 1 47 15 47 15 to make the necessary arrangement. A license must be purchased prior to the event.

Exhibition Information

Exhibition Setup and Breakdown Timings

SETUP: Monday, 24th April, 14:00 – 19:00 in Hall Maillot A (located on level 2, Neuilly side)

Stand contractors will not have access to this area prior to this date & time. WBR staff members will be on site at the registration area should you have any questions or requests. Mail Resource will deliver freight to your stand upon your arrival. Forklifts are not available.

BREAKDOWN: Wednesday, 26th April, 15:40 – 18:30 in Hall Maillot A (located on level 2, Neuilly side)

All freight/boxes must be collected on the 26th April by 20:30. All materials for collection need to be SECURELY packaged, CLEARLY labeled and pick up must be pre-arranged with Mail Resource. Freight not collected on time, will have to be disposed of.

The Organisers reserve the right to alter the dates and times should this prove necessary.

***WBR IS NOT RESPONSIBLE FOR ANY EXHIBITOR'S MATERIALS LEFT UNATTENDED OR NOT COLLECTED ON 26TH APRIL.**

Approved Stand Contractor Deliveries

If you have a stand contractor setting up your exhibition stand, they must be pre-approved by WBR in order to deliver to the Palais des Congrès on the 24th April. Please therefore email me their contact details and estimated arrival time by Wednesday 19th April

Their freight/packages MUST be clearly labelled as follows:

TRADE TECH - LEVEL 2 - HALL MAILLOT A
COMPANY NAME AND BOOTH NUMBER
NAME AND PHONE NUMBER OF PERSON ONSITE FROM YOUR COMPANY
Palais des Congrès de Paris
2 Place de la Porte Maillot
75017 PARIS

Please note max height for all delivery vehicles is 4.2m.

UNDER NO CIRCUMSTANCES can contractors arrive at the Palais des Congrès before 14:00 on 24th April. **The Palais des Congrès are not able to accept any packages. All deliveries remain the responsibility of the individual exhibitor.**

You are reminded to ensure that delivery drivers are supplied with full information including stand number, exhibit hall location, floor plan and that your colleagues are onsite to receive the goods. WBR is not responsible for signing consignment notes.

Storage

Upon completion of your exhibition stand build, your empty boxes, crates and flight cases must be clearly labeled with your company name, stand number and number count (e.g. 1 of 3, 2 of 3, etc.). These will be taken away by Mail Resource and stored at an offsite facility. You will not have access to them once they have been taken away. Any boxes containing giveaways must be stored within your stand space.

If you have an approved stand contractor setting up your custom built stand, they are responsible for taking away and storing your empty crates, flight cases and plastics containers.

Do let me know if you have any queries and we wish you an enjoyable event!

