



CENTRE DE CONGRÈS
PIERRE BAUDIS
TOULOUSE

BCTM
28th to 30
september 2003

***EXHIBITOR'S
GUIDE***

Contacts Centre de Congrès

Product Manager : Muriel MARTIN - T : + 33 5 62 30 40 06
Exhibitor Contact : Sophie SANGAYRAC - T : + 33 5 62 30 40 95

EXHIBITION DATES

Preparation of the stands by the exhibitors :

Sunday 28th September 2003 from 12.00 am to 5.00 pm

Exhibition place :

Foyer Ariane (level + 1)

Exhibition will be open to the public on :

Monday september 29th from 8.am to 6.00pm

Tuesday september 30th from 8.am to 6.00pm

Dismounting of the stands

Tuesday september 30th from 6.pm to 7.00pm

- In all cases, the wheels of trucks and handling gear have to be rubber-protected

DELIVERIES AND STORAGE :

All packages will clearly indicate the sender's name and address, the title and dates of the conference.

Notice has to be given to the person in charge at the Conference Centre before sending any specific package (fragile, cumbersome)

Before storing any wrapping paper or cardboard boxes, the exhibitor has to get in touch with the organizers in order to be attributed a space for storage. If needs be, all the cardboard boxes will be disposed of and thrown during the final cleaning prior to the official opening of the exhibition.

↔ Access to the delivery area of the Conference Centre

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

The size of the vehicles should not exceed :

- **Height : 2,95 m**

- **Length : 12 m**

- **Maximum weight : 13 tons**

The exhibitors (or drivers) whose vehicles exceed the above-mentioned dimensions have to park along the Boulevard Lascrosses (in front of Espalanade Compans Cafarelli) 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 dismounting periods.

- from 12.00am to 5.00pm on sunday september 28 th(mounting)

- from 6.00 to 7.00 on tuesday september 30th (dismounting)

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 Centre and the person in charge will be on the site during the mounting and dismounting phases, in order to see to all the details.

PREPARATION OF THE STANDS :

□ Description

- Aluminium frame
- Melamine-coated partition
- Front sign
- Sign (two sides)
- Strength 400 Kg/m₂

□ Size of Partition Panels :

- Working width : 95,40 cm
- Overall width 100 cm
- Working height : 228,80 cm
- Overall height : 240 cm

If you do not intend to use the basic structures supplied by the Conference Centre, you are kindly requested to inform us in writing before .

September 1st 2003

⚠ It is strictly forbidden to drill holes in order to hang or stick objects on the partitions, on the ground, the ceilings, the pillars and on any other horizontal or vertical surface. Only sellotape, pins and picture-rails are allowed to decorated the partitions.

A sum of 39.60€ (before tax) will be charged for each damaged panel.

❖ Sign :

Flag-shaped two-side sign (18 letters) : 60cm x 20 cm

Colour : white background, letters in colour

The exhibitor is kindly requested to indicate the 18 letters for the stand sign **before**

If the above-stated information is not given, the organizer will decide on the signs to be used.

Height :

Stand overall height : 2.40 m

Stand maximum height : 2.40 m

The maximum height of a stand must not exceed 2.40 m.

In case specific fittings (additional furniture, floral decoration, electric connection, telephone) should be needed, please fill in the enclosed order form(s) and send it (them) to EURL seccpb

SPECIFIC RECOMMENDATIONS

- The exhibitors are liable for the mounting and installation of the stand. Unless a specific request is made to the Organizing Committee, the exhibitors are considered as self-sufficient. **No help from the Centre de Congrès workforce will be provided**

In order to facilitate the unloading and loading of the material on the stands, the exhibitors are highly recommended to be equipped with trucks, handtrucks, pallets. The Conference Centre is not equipped with lift trucks so that tailgate trucks have to be used.

For last minute shopping, a shopping centre is available next door to the Conference Centre from 9 am to 7 pm.(closed on sunday)

REGULATIONS

ARTICLE 1 : LIABILITIES

The exhibitors are liable for the permanent damaged caused to the premises or material by their installation or by an inappropriate use. They are requested to avoid any inconvenience or damage to their neighbours . The exhibitors are also liable for their suppliers who will have to be informed of the specifications and regulations

The organizers accept no responsibility for risks run by the exhibitors, their staff, materials, products and articles stored or displayed and by the suppliers, decorators or any other suppliers of their choice.

The exhibitor has to appoint

- . A person who is in charge of the stand for all the organization details (information, regulations, accommodation, specific conditions, advertising, meeting ...) and of payment

- . Someone representing him on the premises who will have to be within reach if needs be.

ARTICLE 2 : INSURANCE

The exhibitors have to take an insurance to cover all the risks including fire, theft, damage to material and equipment on display during the event (from installation and mounting, to removal). The insurance should also cover all the risks related to transport, handling, installation, mounting and dismantling activities carried out by the exhibitor's staff or with the help of the Conference Centre personnel.

Insurance policies must clearly state that the exhibitor waives the right to lodge a complaint against the organizer or against the Conference Centre and its staff.

The exhibitors have to take a civil liability insurance covering any damage caused to third parties (operators, organizers, visitors) during the event. The exhibitor is directly responsible to the organizers, the Conference Centre, and the third parties for any damage caused by fault or neglect of their agents, staff, visitors...

ARTICLE 3 : SECURITY

The exhibitors have to comply with all the safety measures recommended by the public authorities in the field of safety and regulations concerning exhibitions, fairs and trade fairs.

The fittings will have to be made fireproof by a decorator acting in compliance with the regulations in force; a certificate has to be made available to the organizers and to the Safety division. Certifications by a French authorized laboratory have to be obtained before the event.

Any organizer wanting to use a laser on a stand has to inform the organizer at the latest two months before the event.

PLEASE DO NOT USE :

- do not use awnings if they are not made of cloth classified in category M0 or M1. They must also be fixed in a solid and effective manner so as to stop their falling down and be carried by a crossed network of steel wire, each grid mesh should be maximum 1sq.m.
- do not use a suspended decorative elements or coverings hanging loose if they are not carried out in material of M0 or M1.
- Or store particularly inflammable liquids (except derogation),
- and / or store propane gas,

The organizers are fully entitled to request the removal of any hazardous, insalubrious, harmful or disturbing material likely to be detrimental to the general environment.

The organizers have to be provided with the stand decoration project at least one month before the event when the stand has been rented bare.

PLEASE DO :

- Protect the electrical installation of the stand over voltage and grounding defects,
- Make sure that the switch-off devices can be reached at all times.
- Dispose of the empty packing mounting the stands since there is no storage area available during the event (no storage allowed under the tables).
- Use fixed material and stable partitions, panels posters, panels information's.
- Complete mounting by **SUNDAY SEPTEMBER 28th AT 5.00PM** before the opening of the event.

CENTRE DE CONGRES PIERRE BAUDIS
11, esplanade Compans-Caffarelli
31000 TOULOUSE
Tél : +33 (0) 5 62 30 40 95 - Fax : +33 (0) 5 62 30 48 49



CENTRE DE CONGRÈS
PIERRE BAUDIS
TOULOUSE

EXHIBITORS' DOCUMENTS

TO BE SENT BEFORE :
September 1st

This file includes:

- 1 order form STAND SIGN
- 1 order form STAND LETTRING
- 1 order form TELEPHONE
- 1 order form FLORAL DECORATION
- 1 order form ELECTRIC CONNECTION
- 1 order form AUDIOVISUAL
- 1 order form COMPUTER EQUIPEMENT
- 1 order form FURNITURE CENTRE DE CONGRES
- 1 order form FURNITURE LISTED IN THE CATALOGUE
- 1 order form BREAK COFFEE AND COCKTAIL
- 1 order form INTERNET PACK
- **1 General order form (Full list of requested services and invoicing to be sent back to)**

Exhibition department

CENTRE DE CONGRES PIERRE BAUDIS
11, esplanade Compans-Caffarelli
31000 TOULOUSE

Tél : +33 (0) 5 62 30 40 95 - Fax : +33 (0) 5 62 30 48 49

SIGN ORDER FORM

BCTM

FIRM :

The stand is **supplied** with a flag shaped two-side sign (18 letters) .

The exhibitors are kindly requested to clearly indicate what is to be written on the sign by filling in the boxes below.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

Please write in standard block letters

All damaged or unreturned material will be billed.

CENTRE DE CONGRES PIERRE BAUDIS
11, esplanade Compans-Caffarelli
31000 TOULOUSE
Tél : +33 (0) 5 62 30 40 95 - Fax : +33 (0) 5 62 30 48 49

STAND LETTRING ORDER FORM

BCTM

FIRM :

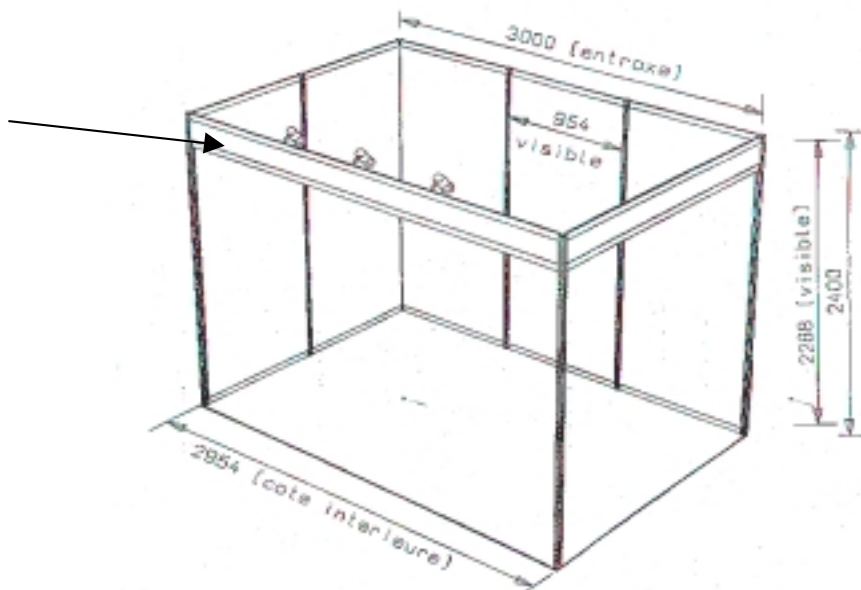
Letters height 12 cm (black color) placed on the top of the stand (see below)
Back ground in pear tree wood : 40 € vat exc.

Letters are normalised and realised in standard block capitals.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

19	20	21	22	23	24	25	26	27	28	29	30

LETRING AREA
15,8 cm height



TELEPHONE ORDER FORM

BCTM

FIRM :

➤ **Line connection with telephone set :**

Number of lines (s) : ...X 111.70 € vat excluded (150 units are included in this price) =€

Additional units : 0.20 € vat excluded

Telephone set

➤ **Fax line connection :**

Number of lines :X 119.20 € vat exc. (150 units are included in the price) =€

Any additional fax machine will be extra charged

➤ **Fax machine**

Number : x 45.00 € vat exc. x day(s) =€

➤ **ISDN Line connection for modem :**

Number of lines :X 164. 00 € vat exc. (150 units are included in the price) =€

➤ **ADSL Line connection :**

Number of lines :X 37,80 € vat exc.) =€

TOTAL vat exc.	
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The Conference Centre accepts no responsibility for damage, theft or loss of material as stated in the form to be filled in on your arrival.

You will be directly invoiced by the CONFERENCE CENTRE

FLOWER DECORATION ORDER FORM

BCTM

FIRM :

MODELS	Price without tax	QUANTITY	Price without tax
Centre Piece 1	35 €		
Centre Piece 2	40 €		
Flower pot	64 €		
Indoor Plant	55 €		
Laurel	40 €		

Total without tax	
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Centre Piece 1 : Ø 20 cm, decorated with some green and one flowering plant

Centre Piece 2 : Ø 28 cm, decorated with some green and one flowering plant

Flower : Length : 90 cm – Width : 20 cm – room for 8 pot plants

Indoor Plant : Height: 1. 80 m / 2m. (Ficus / Tuyas)

Laurel : pyramid-shape or bowl-shape

Price includes rental for the duration of the exhibition and installation.

The exhibitor is responsible for the material from delivery on the stand until removal.

Any unreturned plant will be charged the basic rental price x number of days .

COFFEE BREAK – COCKTAIL ORDER FORM

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FIRM :

Description	Price excl. VAT	Quantity per day	Number of days	Amount excl. VAT
Thermos flask coffee	6.50 €			
Thermos hot water	2.50 €			
Fruit juice – 1L*	2.60 €			
Cans Sodas-33cl**	1.60 €			
Bottle Evian – 1L	1.60 €			
Perrier - 1L	2.30 €			
Champagne	22 €			
Mini pastries (unit)***	1.00 €			
Biscuit (unit)	0.50 €			
Bread surprise	37.00 €			
Assorted crackers barrel 1kg	6.50 €			
Tray of 58 sweet nibbles	35.00 €			
Tray of 40 cold canapés	22.00 €			
Flûtes Plastiques x 10	5.00 €			
<u>Gourmand set (20 pax)</u> 2 Thermos flask coffee 2 Fruit juice – 1L 20 Cans Sodas (33cl) 1 Bottle Evian – 1L 1 Perrier – 1L 30 Mini pastries napkins/plastic cup/Sugar	80.00 €			
<u>The luxe Gourmand set (20 pax)</u> 2 Champagne (75cl) 2 Fruit juice – 1L 1 Bottle Evian – 1L 1 Perrier – 1L 1 Assorted crackers barrel (400g) 58 sweet nibbles 40 cold canapés napkins /Sugar /20 Plastic champagne glasses	120.00 €			

Total excluded VAT	
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Delivery time :

* Fruit juice : Orange, Grapefruit, Pineapple ...

** Cans sodas : Coke, Orangina, Gini....

*** Mini Pastries : Pain au Chocolat, Croissant, Pain aux Raisins, chausson aux pommes...

ELECTRICITY ORDER FORM

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FIRM :

Pre-installed power facilities are available on the stand (1,5 Kw) (including a circuit-breaker protecting a three- lamp rail to light up the stand).

Any additional services will have to be asked for in writing.

CONNECTION	Price vat exc.	QUANTITY	Price vat exc.
Mono 220 V - Power: 3 KW	194,80 €		
Mono 220 V – Power: 5 KW	235,80 €		
Mono 220 V – Power : 10 KW	281,90 €		
Multi-connection	5,10 €		

Total exc.vat	
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Each individual circuit -breaker is fitted with a protection switch which makes it possible to cut off the mains and neutral wires. It has to be off when leaving the stand at the end of the day.

Electric installations on the stand have to comply with the regulations in force.

Power supply is available during opening hours only.

All damage or unreturned material will be billed.

AUDIOVISUAL MATERIAL ORDER FORM

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FIRM :

MATERIAL	Price vat exc./day	Nb days	QUANTITY	Price vat exc.
TV set	65 €			
Video tape Recorder	65 €			
Video Bay	140 €			
Slide Projector	45 €			
Screen 180 cm x 180 cm	30 €			
Video Projector	250 €			
Plasma screen	650 €			
TV stand	30 €			

Total vat exc.	
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Material type :

- TV monitor : 51 cm
- Videotape Recorder : VHS/PAL/SECAM
- Video Bay: TV monitor + Video Tape Recorder
- Slide projector : KODAK SAV 24 V 250 W
- Video Projector : LCD INFORMATIQUE from 15 to 35 KHZ

Rented material : all damaged or unreturned material will be billed.

COMPUTER SERVICES ORDER FORM

BCTM

FIRM :

Product	1 or 2 days (€ excl.VAT)	3 days (€ excl.VAT)	4days (€ excl.VAT)	5 days (€ excl.VAT)
<i>Micro computer PC Compaq PIII 733 Mhz - 256Mo- DD10Go - CD40X - Ethernet Screen 17"</i>	300,75	317,50	326,25	329,25
<i>Apple Power Mac G3 533 Mhz - 256 Mo - DD40Go - Graveur CDRW Modem RTC -Screen 15"</i>	336,75	365,25	380,25	396,50
<i>B/W HP Laser printer Excluded Ink</i>	246,75	260,25	266,25	270,75
<i>Ink</i>	157,50			
<i>15" LCD flat TFT</i>	182,25	188,25	192,75	194,50
<i>18" LCD flat TFT</i>	242,25	251,25	257,25	263,25
<i>22" color screen</i>	269,50	278,25	288,75	296,25
<i>PC Toshiba Notebook computer PIII 600 Mhz -192 Mo - DD6Go - CD24X - Son Screen 14" TFT 1024x768 - Modem RTC 56K</i>	362,25	383,25	389,25	395,25

Product	1 or 2 days (€ excl.VAT)	3 days (€ excl.VAT)	4days (€ excl.VAT)	5 days (€ excl.VAT)
<i>Micro computer PC Compaq PIII 733 Mhz - 256Mo- DD10Go - CD40X - Ethernet Screen 17"</i>				
<i>Apple Power Mac G3 533 Mhz - 256 Mo - DD40Go - Graveur CDRW Modem RTC -Screen 15"</i>				
<i>B/W HP Laser printer Prix hors consommables</i>				
<i>Toner</i>				
<i>15" LCD flat TFT</i>				
<i>18" LCD flat TFT</i>				
<i>22" color screen</i>				
<i>PC Toshiba Notebook computer PIII 600 Mhz -192 Mo - DD6Go - CD24X - Son Screen 14" TFT 1024x768 - Modem RTC 56K</i>				

SOUS TOTAL € HT				
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TOTAL € HT	
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Computer equipment (flat rate for the exhibition including delivery and set up)

Subject to technological changes, you may be provided with a model of an equivalent or better specification.

ORDER FORM for FURNITURE Supplied by The Conference Centre

BCTM

FIRM :

One table (120 x 60 cm) and 2 blue chairs are available on stand.

MATERIAL	Price vat exc.	QUANTITY	Amount vat exc.
1 table, 2 chairs	22,60 €		
extra rail with three spotlights	62,50 €		
extra table	16,40 €		
extra chair	4.10 €		
1m x 1 storeroom with door	171,20 €		
2 m x 1 storeroom with door	210,10 €		
3 m x 1 storeroom with door	250,10 €		
Refrigerator	95 €		

Amount vat exc.	
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- * 1 m_ storage unit including :
- 1 door (which can be locked)
 - 2 partitions
 - mounting and dismounting

Rented material : all damaged or unreturned material will be billed.

FURNITURE CATALOGUE ORDER FORM

FIRM :

P 4/5	Reference	Description	Unit Price	Qty	Total	
	CCO110	Brummel chair	39,00 €			
SEATS	CCI002	Abidjan chair	39,00 €			
	CGO131	Carousel chair	35,00 €			
	CCN104	Totem chair	31,00 €			
	CCN105	Black Brasilia chair	24,00 €			
	CCW120	White Brasilia chair	24,00 €			
	CNN144	Europa chair	16,00 €			
	CCW121	Shell chair	14,00 €			
	CNN137	Laura chair	24,00 €			
	CWW122	Bagatelle chair	11,00 €			
	FWW467	Garden armchair	13,00 €			
	FNE001	Adams armchair	35,00 €			
	FCN100	Black Gogo armchair	24,00 €			
	FCW100	White Gogo armchair	24,00 €			
	FCN410	Master armchair	35,00 €			
	FCN460	Ronaldo armchair	35,00 €			
	UCN707	Black Z stool	35,00 €			
	UCW715	White Z stool	35,00 €			
	UCO711	Dune Z stool	35,00 €			
	UCN710	Hostess stool	44,00 €			
	UNN726	Black Tulipe low stool	22,00 €			
	UWW745	White Tulipe low stool	22,00 €			
	UGO723	Dune Tulipe low stool	22,00 €			
	CNN110	Dactylo chair	35,00 €			
	FNN431	Black Manager armchair	84,00 €			
	FNW470	White Manager armchair	84,00 €			
	FNN447	Black Rondo armchair	55,00 €			
	FEE484	Dune Rondo armchair	55,00 €			
	HNN633	Black Samba lounge chair	44,00 €			
	HCW656	White Samba lounge chair	44,00 €			
	HNN628	Salsa lounge chair	44,00 €			

Sub-total

P 6/7	Reference	Description	Unit Price	Qty	Total
TABLES	TCH597	Brummel high table	66,00 €		
	TCH922	Isara high table	72,00 €		
	TGO565	Sahara high table	66,00 €		
	TCN921	Tripode high table	66,00 €		
	TNN989	Louxor high table	66,00 €		
	TCC906	Coca high table	66,00 €		
	TNN980	Black Etoile table	66,00 €		
	TCW588	White Etoile table	66,00 €		
	TWW587	High Garden table Ø 120	22,00 €		
	TWW585	High Garden table Ø 90	20,00 €		
	TCH963	Chaillot low table	48,00 €		
	TWW580	White Tulipe low table	44,00 €		
	TNN965	Black Tulipe low table	44,00 €		
	TGG597	1ère Vision table	69,00 €		
	TCO927	Next table	66,00 €		
	TGO564	Sahara table	66,00 €		
	TGH740	Desk table	53,00 €		
	TCN917	Hermès table	66,00 €		
	TNN967	Snack table	75,00 €		
	TCW949	Standart table L 130 cm	50,00 €		
	TCW948	Standart table L 100 cm	42,00 €		
	TOO903	Desserte table	39,00 €		
	TOO901	Round catering table	39,00 €		

Sub-total

P 8/9	Reference	Description	PU / Unit Price	Qté / Qty	Total
DESKS/DISPLAY & SHELVES	BNN 338	Yang desk L 160 cm	88,00 €		
	BNN 339	Yang desk with 1 drawer unit L 160 cm	105,00 €		
	BNN 340	Yang desk with 2 drawer unit L 160 cm	121,00 €		
	BNN 363	Yang drawer unit	50,00 €		
	BNN335	Yang desk L 140 cm	77,00 €		
	BNN336	Yang desk with 1 drawer unit L 140 cm	94,00 €		
	BNN337	Yang desk with 2 drawer unit L 140 cm	110,00 €		
	RNN776	2 doors storage unit	86,00 €		
	BCW304	Yin desk L 125cm	66,00 €		
	BCW305	Yin desk with 1 drawer unit L 125 cm	83,00 €		
	BGG301	1ère Vision drawer unit	55,00 €		
	BGG300	1ère Vision door structure	55,00 €		
	BCW312	Yin drawer unit	50,00 €		
	BGO370	Sahara drawer unit	55,00 €		
	RGO784	Sahara 2 door storage unit	83,00 €		
	PCH860	Croisette counter	132,00 €		
	PWW897	Dupont Display	58,00 €		
	PNN852	Lloyd's counter	105,00 €		
	PGG841	Pyc shelf	90,00 €		
	PNN897	Dupont Display	58,00 €		
	PNN863	Tendance shelf black	90,00 €		
	PWW863	Tendance shelf white	90,00 €		
	PCC802	Habitat shelf	77,00 €		

Sub-total

P 10/11	Reference	Description	Unit Price	Qty	Total
SHOWCASES/SETS	VNN687	Black Ermitage show case	253,00 €		
	VCW687	White Ermitage show case	226,00 €		
	VNN671	Black Turner show case	176,00 €		
	VCW671	White Turner show case	176,00 €		
	VCW340	Antiquaire show case	176,00 €		
	VCW280	Desk show case	165,00 €		
	ECC175	Marco Polo set	165,00 €		
	ECA652	Méditerranée set	159,00 €		
	ENN200	Roland Garros set	209,00 €		
	EEO100	Vasco de Gama set	209,00 €		
	EGG179	1ère Vision set	187,00 €		
	EWV178	Bagatelle set	57,00 €		
	ECN182	Samba set	198,00 €		

Sub-total

P 12/13	Reference	Description	Unit Price	Qty	Total
ACCESSORIES	GCW504	240 L refrigerator	97,00 €		
	GCW503	140 L refrigerator	79,00 €		
	AOO097	Inclined easel	66,00 €		
	ANC007	Mirror on casters	77,00 €		
	ACC067	Chrome coat stand	33,00 €		
	ANN080	Black coat stand	33,00 €		
	ACZ069	Chrome rail post	25,00 €		
	AWW091	2 meter rope	24,00 €		
	ANZ081	Tensator barrier	46,00 €		
	ACC066	Standart rack	33,00 €		
	ANN074	Coathanger	1,00 €		
	AW098	Green beach umbrella	46,00 €		
	AJJ098	Yellow beach umbrella	46,00 €		
	ARO098	Pink beach umbrella	46,00 €		
	MOV001	TV stand	60,00 €		
	MOV003	Television and VCR support	66,00 €		
	ANN073	Black Glass ashtray	3,00 €		
	AWW088	White transparent Glass ashtray	3,00 €		
	ACW024	White Trashcan-ashtray	30,00 €		
	ACN018	Black Trashcan-ashtray	30,00 €		
	AWW089	White Trashcan	6,00 €		
	ANN075	Black Trashcan	6,00 €		

Sub-total

<i>Total price of hire (in €)</i>	<i>Insurance contribution before tax (in €)</i>
0 à 38 €	8 €
39 à 76 €	11 €
77 à 152 €	16 €
153 à 229 €	22 €
230 à 381 €	31 €
382 à 762 €	46 €
763 à 1143 €	65 €
114 à 2287 €	122 €
2288 à 3811 €	230 €
3812 à 5336 €	320 €
5337 à 6860 €	412 €
3831 à 8385 €	503 €
8386 à 9909 €	595 €
9910 à 11434 €	686 €
11435 à 12958 €	778 €
12959 à 14483 €	854 €
14484 à 16007 €	945 €

PACK INTERNET ORDER FORM

BCTM

FIRM :

For the internet access order , take ISDN connection (order form page 10)

Configuration : Compaq Pentium 500 – 128 Mo - DD 10 Go – CD
Ecran 17" Multisync. Keyboard - Mouse
Numéris Card –Provider Access

	Unit price €
1 DAY	538 €
2 DAYS	548 €
3 DAYS	595 €

Total price before VAT	
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GENERAL ORDER FORM

BCTM

T O _ B E _ S E N T _ B A C K _ B E F O R E _ :

S e p t e m b e r 1 s t

*To the following address : CENTRE DE CONGRES PIERRE BAUDIS
Exhibition Department
11, esplanade Compans Caffarelli – 31000 TOULOUSE
T : +33 (0)5 62 30 40 95 – F : +33 (0)5 62 30 48 49
E.mail : accueil@centre-congres-toulouse*

FIRM :

ADDRESS:.....

Represented by : Stand Number :

Telephone :

Fax:

SIGN	<input type="checkbox"/> yes <input type="checkbox"/> no€
STAND LETTRING	<input type="checkbox"/> yes <input type="checkbox"/> no€
TELEPHONE :	<input type="checkbox"/> yes <input type="checkbox"/> no€
FLOWER DECORATION	<input type="checkbox"/> yes <input type="checkbox"/> no€
ELECTRIC CONNECTION	<input type="checkbox"/> yes <input type="checkbox"/> no€
AUDIOVISUAL EQUIPMENT	<input type="checkbox"/> yes <input type="checkbox"/> no€
COMPUTER EQUIPMENT	<input type="checkbox"/> yes <input type="checkbox"/> no€
FURNITURE(Conference Centre)	<input type="checkbox"/> yes <input type="checkbox"/> no€
FURNITURE listed on the catalogue	<input type="checkbox"/> yes <input type="checkbox"/> no€
BREAK COFFEE AND COCKTAIL	<input type="checkbox"/> yes <input type="checkbox"/> no€
PACK INTERNET	<input type="checkbox"/> yes <input type="checkbox"/> no€

TOTAL :€ vat exc.

Administration costs : 40 € vat ex

TOTAL GENERAL :€ vat ex

VAT : 19,60 %

TOTAL GENERAL :€ vat inc.

Cash with order is requested.

The cheque has to be written to EURL SCCPB

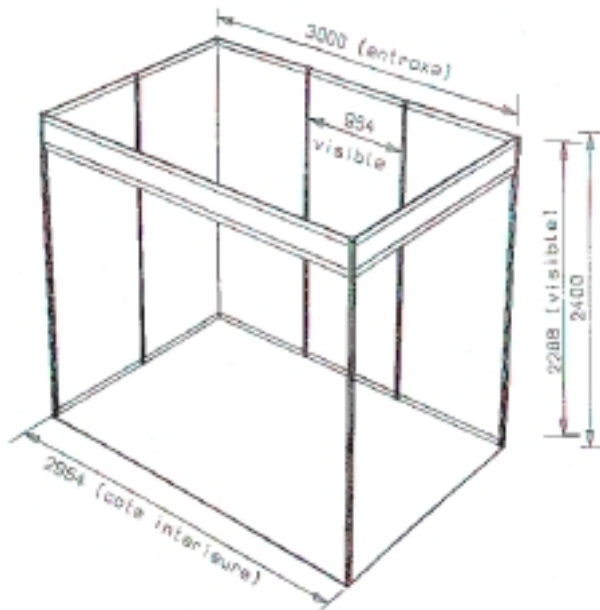
Herewith cheque n°.....dated/...../.....

Bank :

Written in :, on Signature and Stamp of the company

EXHIBITION

Description : stand 6m_



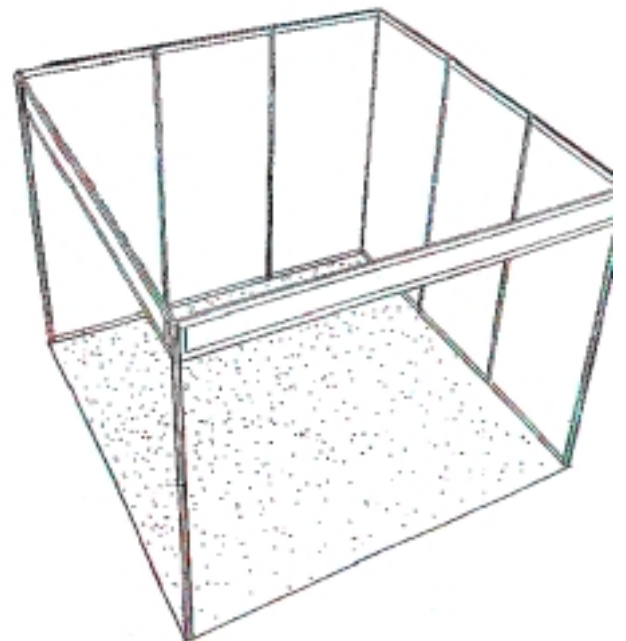
▪ MATERIAL

Partitions : melamine-coated, pear-tree coloured
Front sign : melamine-coated, pear-tree coloured
Poles : dark grey metal section
Sign : White PVC (18 letters)

Description : stand 9m_

▪ DIMENSIONS

Partitions : Working width : 94.50 cm
Overall width : 100 cm
Working height : 228.80 cm
Overall Height : 240 cm



AUTHORIZATION FORM

(This form is to be completed when displaying operating machines ; it has to be sent to the organizer at the latest 30 days prior to the beginning of the event)

Fair or exhibition :

Location :
.....

Stand Number :

Building or Hall :.....Stand Number :

Exhibitor's corporate name:

Address :

Person in charge of stand :

Phone Number :Fax Number :

SPECIFIC RECOMMENDATIONS

Electrical energy source over 100 KVA
Power used :

Inflammable liquids (others than car tank liquids) :
Nature :
.....
Use :

HAZARDS REQUIRING AN APPLICATION TO EXHIBIT AND PRELIMINARY AUTHORIZATION

If you plan to use any material or equipment listed below, please refer to the relevant section in the document entitled « specifications »

Thermal or combustion engine.....

Smoke generator :

Liquid gases (Acetylene, oxygen, hydrogen or any other hazardous gas)
Nature :
.....

Radioactive source :
.....

X-Ray source.....

Laser :
.....

NOTA : The exhibitor will be informed of the final decision concerning the application to exhibit by the organizer.

TYPE OF OPERATING APPLIANCE OR DEVICE ON DISPLAY

.....
...
CAUTION

The operating equipment or appliances on display must be fitted with the appropriate screens or cases to protect the public from any hazard or must be installed so that the dangerous parts are out of reach or at least at one meter distance from the passageways.

The demonstrations are the sole responsibility of the exhibitor

Date :Signature :
.....

**OPERATING EQUIPMENT OR DEVICES
THERMAL OR COMBUSTION ENGINES**

The exhibitor has to inform the organizer of the display of any operating machine or device at least one month prior to the opening of the exhibition without which authorization will be denied.

Equipment must be stabilized properly. All the preventive measures have to be presented to the Safety Commission by someone in charge of the stand.

Operating machines in absence of qualified people on the stand is strictly forbidden.

All demonstrations and presentations are conducted under the full responsibility of the exhibitor.

Power will be cut off on any stand displaying machines or equipment dangerous for the public.

I – OPERATING EQUIPMENT

Any displayed operating equipment must be :

- either fitted with rigid screens or cases to be out of reach of the public.
- or displayed so as to maintain the dangerous parts out of reach of the public or at least at one meter distance from passage ways.

II – DEPLOYING AND OPERATING EQUIPMENT

Machines deployed and operated on the stand must be out of reach of the public by at least one meter ; the distance can be increased if needs be. This recommendation applies to all types of stands whatever their location.

III – MATERIALS WITH HYDRAULIC JACKS

Any machine fitted with hydraulic jacks and deployed on a stand must be equipped with a rigged mechanical device to prevent any uncontrolled return motion.

IV – THERMAL OR COMBUSTION ENGINES

Authorization for use of thermal or combustion engines has to be asked in writing to the organizer at least thirty days prior to the opening of the exhibition. This application has to be attached to the appended relevant form and should mention the nature and quantity of fuel used daily and should be accompanied with the specifications of the engine and its location on the stand.

AUTHORIZATION IS MANDATORY FOR ANY DEVICE OR ENGINE OF THIS TYPE

CAUTION : in any case, the combustion gases have to be released outside the halls or lobbies