

# SPACEOPS 2018

## May 28 – June 1, 2018

Palais du Pharo



## Exhibitor guide



## Welcome

Welcome to your Exhibitor guide for Spaceops 2018.

This guide has been designed to provide you with all the details you need to plan your stand.

Please take time to read the information contained to ensure a full understanding of the rules, regulations and requirements of the exhibition.

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## ➤ Keydates for exhibitors

- **May 27, 2018 (Sunday):**

17:00 – 21:00 : Exhibition setup

17:00 – 19:30 : Registration drink (Salon Eugénie & Salon Frioul)

- **May 28, 2018 (Monday) :**

11:00 – 11:30 : Coffee break

12:30 – 13:30 : Lunch

15:30 – 16:00 : Coffee break

18:00 – 20:00 : Welcome reception (Exhibition area)

- **May 29, 2018 (Tuesday) :**

10:00 – 10:30 : Coffee break

12:30 – 13:30 : Lunch

15:30 – 16:00 : Coffee break

- **May 30, 2018 (Wednesday) :**

10:00 – 10:30 : Coffee break

12:30 – 13:30 : Lunch

15:30 – 16:00 : Coffee break

- **May 31, 2018 (Thursday) :**

10:00 – 10:30 : Coffee break

12:30 – 13:30 : Lunch

15:30 – 16:00 : Coffee break

16:00 – 18:00 : Exhibition dismantling

Startups will pitch everyday in the exhibition area during coffee breaks and lunches. More detailed information on the Spaceops Conference website: <http://www.spaceops2018.org/>

## ➤ Information about the exhibition

- **VENUE**

The SPACEOPS congress will be held at :

**Palais du Pharo**

58 Boulevard Charles Livon

13007 Marseille – France

#### • EXHIBITION

If you have any general questions concerning your stand, your participation, your invoice, please contact: [contact@spaceops2018.org](mailto:contact@spaceops2018.org)  
Tel : +33 825 595 525 (0,15€/min\*)  
Fax: +33 4 38 38 18 19

#### • OFFICIAL STAND BUILDER

ALRIS has been appointed as the official SPACEOPS 2018 stand build contractor. If you have any questions regarding the equipment of your booth and the addition of materials, please contact:

Julien VIDAL-NAQUET - Alris  
Phone: +33 (0)4 42 98 07 27  
Mobile +33 (0)7 75 23 46 59  
mail : [julien@alris.com](mailto:julien@alris.com)  
Website : [www.alris.fr](http://www.alris.fr)

## ➤ Build up schedule

### EXHIBITION PLANNING

Exhibition hours	DATES	HOURS
<b>Exhibitors set-up</b>	Sunday 27 May	17.00 – 21.00
Exhibition opening hours	Monday 28 May	11.00 – 20.00
	Tuesday 28 May	10.00 – 18.00
	Wednesday 30 May	10.00 – 18.00
	Thursday 31 May	10.00 – 16.00
<b>Exhibitors dismantling</b>	Thursday 31 May	16.00 – 18.00

Exhibitors must have finished their installations and their products must be in place before the exhibition opens

Dismantling on Thursday 31 May 2018 from 16:00 to 18:00. Goods should not be removed or packed away from your stand before this time.

**We strongly advise NOT to leave items unattended on your stand at any time and secure and lock your goods and equipment, before the show closes.**

Repair of damages subsequent to the non-observance of the above clauses will be the responsibility of the exhibitor.



## Exhibition floorplan

Exhibition Area is located on Levels -2 & -3

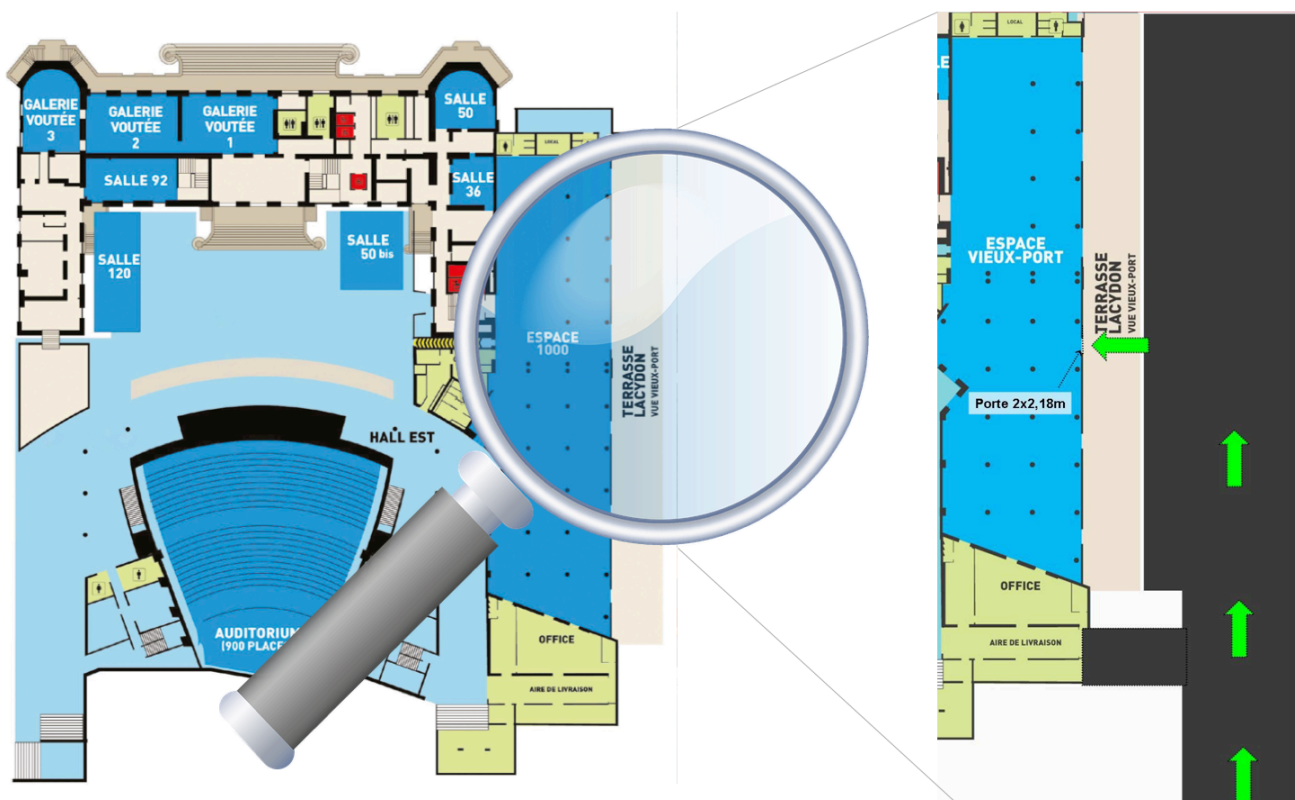




## ► Delivery, storage

### DELIVERY ACCESS





## DELIVERY PROCESS

### Early delivery

For the upstream delivery of small parcels, reception and storage will be handled by Pharo team.

**Deliveries can be made from Tuesday, May 22nd on working days from 8am to 12pm / 1pm to 6pm.**

The delivery of goods can only be done while a Palais du Pharo door manager is on site. Vehicles are only allowed to park while unloading and loading (please see the neighboring car parks). The access is located on the east side of the Palais du Pharo. A tarmac ramp allows access to the Lacydon terrace for delivery vehicles. There is no unloading platform or lift truck at the Palais: please arrange for lift gate vehicles and pallet trucks for delivery of large parcels.

**Note: there are some steps between the vehicle access level and the exhibition floor**

The congress secretariat must be informed of any deliveries, which in turn will notify the relevant departments in charge of deliveries at the Palais du Pharo.





**Any equipment delivered to the Palais du Pharo should clearly indicate:**

PALAIS DU PHARO  
Congrès SPACEOPS  
Stand n°XXXX  
58 bd Charles Livon  
13007 MARSEILLE

### **Storage**

Due to compulsory safety measures, there are no amenities dedicated to the storage of packages in the exhibition hall.

Exhibitors must remove all packages before the show opens.

On-site storage will be possible for small volumes such as roll-up banners etc.

For exhibitors who need to store larger volumes, there is a CLAMAGERAN service provider who can take care of reception upstream, bring on site for assembly, store during the event and take care of re-dispatch of parcels after dismantling, contact Paula BURLANDO on +33 (0)6 20 83 77 98.

### **Return of packages**

Every exhibitor is responsible for the return of their packages.

Any packages or objects left behind after the exhibition closes in the Palais du Pharo, and which is not being picked up by a transport company, is not under the responsibility of the organizers.

The Congress Center will not accept responsibility for the disappearance or destruction of left items.



## Booth information

### Raw Space ( Space only stands)

#### It includes:

- Carpet in standard color
- WiFi in the exhibition area
- 2 exhibitor badges
- Company's profile in the SpaceOps programme (100 words)
- Logo on the SpaceOps website

Space only booths will not receive any power as part of the package. To order an electrical connection, additional power or any additional furnishing, please contact Julien VIDAL-NAQUET: [julien@alris.com](mailto:julien@alris.com)

### Booth Package

alris



#### The basic 6 sqm and 9 sqm booths include:

- Spot lights
- 1 table
- 2 chairs
- Carpet
- Fascia board with the name of the company
- Electrical outlet
- Logo on the SpaceOps website
- A detailed company profile in the SpaceOps programme (100 words)
- 1 exhibitor badge
- WiFi in the exhibition area

Additional furnishing may be ordered to the exhibition contractor: Julien VIDAL-NAQUET: [julien@alris.com](mailto:julien@alris.com)

*Standard color for carpet is blue*

*Electrical Outlet : 1Kva per 6 sqm and 9 sqm*

*Additional exhibitor badges can be purchased at 200 € excl.VAT*

## STAND DRESS UP RULES:

### Stands

- The use of staples, thumbtacks or glue for the display of materials or documents on the stand walling is forbidden.
- The sole use of self-adhesive "velcro" dots or small chains provided by the organizer is recommended.
- The materials on display must not cause any inconvenience or harm to neighbouring stands.
- The use of double-sided tape or any other highly adhesive products to fix floor covering is not allowed.

### Ceiling height

It is forbidden to hang elements on the ceiling.  
No obstructions of the smoke exhaust vents are allowed.

The ceiling height varies from one location to another. Please refer to your location number:

Booth number	Ceiling heigh (meters)	Booth number	Ceiling heigh (meters)
01 - Booth 9sqm	3,21	40 - Booth 9sqm	3,5
02 - Booth 9sqm	3,21	41 - Booth 9sqm	3,5
03 - Booth 9sqm	3,21	42 - Booth 9sqm	3,67
04 - Booth 9sqm	3,21	43 - Booth 6sqm	3,67
05 - Booth 9sqm	3,21	44 - Booth 6sqm	3,67
06 - Booth 9sqm	3,21	45 - Booth 6sqm	3,67
07 - Booth 9sqm	3,21	46 - Booth 6sqm	3,67
08 - Booth 9sqm	3,21	47 - Booth 6sqm	3,67
09 - Booth 9sqm	3,21	48 - Booth 6sqm	3,67
10 - Booth 9sqm	3,67	49 - Booth 6sqm	3,5
11 - Booth 9sqm	3,67	50 - Booth 9sqm	3,5
12 - Booth 9sqm	3,67	51 - Booth 9sqm	3,5
13 - Booth 9sqm	3,67	52 - Booth 9sqm	3,5

14 - Booth 9sqm	3,67	53 - Booth 9sqm	3,5
15 - Booth 9sqm	3,67	54 - Booth 6sqm	3,5
16 - Booth 9sqm	3,67	55 - Booth 9sqm	3,5
17 - Booth 9sqm	3,67	56 - Booth 9sqm	3,5
18 - Booth 9sqm	3,67	57 - Booth 6sqm	3,5
19 - Booth 9sqm	3,67	58 - Booth 9sqm	3,5
20 - Booth 6sqm	3,67	59 - Booth 6sqm	3,5
21 - Booth 9sqm	3,67	60 - Booth 6sqm	3,5
22 - Booth 9sqm	3,67	61 - Booth 6sqm	3,5
23 - Booth 6sqm	3,67	62 - Booth 6sqm	3,5
24 - Booth 9sqm	3,21	63 - Booth 6sqm	3,5
25 - Booth 9sqm	3,1	64 - Booth 6sqm	3,5
26 - Booth 9sqm	4,1	65 - Booth 18sqm	4,6
27 - Booth 9sqm	3,1/4,1	66 - Booth 21sqm	4,6
28 - Booth 6sqm	4,1	67 - Booth 30sqm	4,6
29 - Booth 9sqm	3,1	68 - Booth 9sqm	4,6
30 - Booth 6sqm	3,1	69 - Booth 9sqm	4,6
31 - Booth 9sqm	3,1	70 - Booth 6sqm	4,6
32 - Booth 9sqm	3,1	71 - Booth 30sqm	4,2
33 - Booth 9sqm	3,21	72 - Booth 30sqm	4,6
34 - Booth 9sqm	3,1	73 - Booth 12sqm	4,6
35 - Booth 9sqm	3,21		
36 - Booth 6sqm	3,1		
37 - Booth 6sqm	3,21		
38 - Booth 9sqm	3,5		
39 - Booth 9sqm	3,5		



**Reminder:** If you have any questions regarding the equipment of your booth and the addition of materials, please contact:

Julien VIDAL-NAQUET - **Alris**  
 Fixe 04 42 98 07 27  
 Mobile 07 75 23 46 59  
 mail : [julien@alris.com](mailto:julien@alris.com)  
 Website : [www.alris.fr](http://www.alris.fr)

### Exhibitors are reminded

- Not to leave their booths unattended while visitors are still in the hall.
- To be present at their booths during build up and breakdown and to sign for their deliveries.
- Whilst security operates overnight, Spaceops declines responsibility in case of theft, losses and damages.
- Exhibitors must leave the space used in the same conditions in which they found it initially.
- It is prohibited to nail, screw or stick items on the exhibition hall structure.  
Any deterioration will be charged to the exhibitor.

### Floor, columns and hall walls.

- It is absolutely forbidden to:
  - 1-Carry out any work affecting flues, water and compressed air, electrical circuits, telephone,
  - 2- Water or drain pipes, freight elevators, elevators and duct.
  - 3-Drill any holes for hanging or rigging
  - 4- Remove doors, antenna fixings, etc.
- The costs of repair of any damages resulting from the non-compliance with the clauses above will entirely be at the exhibitor's expense.

## ➤ Access to the congress centre



● **Le Palais du Pharo**

**Palais du Pharo** - 58  
Boulevard Charles Livon  
13007 Marseille - France

**Parking facilities:** There is no parking available at the Palais du Pharo. Traffic is prohibited, except for the delivery of stand equipment, in which case, it is requested to circulate at low speed to cross the garden open to public

### Parking nearby:

- **Parking PHARO** 400 places in front of the gates of Pharo.
- **Parking Place aux Oils** 550 places, Cours d'Estienne d'Orves (1,8 km or 23 minutes walk from the Palais du Pharo)



## REGULAR FLIGHTS

Scheduled flights (charter excluded): over 125 flights operated by 33 airlines directly from 25 countries and 92 airports including:

- 20 daily flights Paris/Marseille (75 minutes flying time)
- 38 regular low-cost destinations in France, Europe, Morocco and Turkey
- 7 long haul destinations in Canada, Middle East, Indian Ocean, Africa...
- Europe's No1 low-cost airport: MPM for low-cost flights

## RAIL LINKS – MARSEILLE TRAIN STATION

### Located in the heart of Marseille

- Over 200 trains daily
- 15 TGV Mediterranee Paris/Marseille daily (3-hour journey time)
- Open from 4 :30 am to 1 :00 every day (Friday 1 :30)
- Tickets offices open from 5 :00 to 10 :00 pm every day
- 26 shops and car hire companies
- **Transfer from Train station :**  
Direct connection to metro stations, bus terminals and car rental pick up locations  
Shuttle bus every 20 minutes to the airport
- **Taxi :**  
Tel : +33 (0)4 91 05 80 80  
Tel : +33 (0)4 91 02 20 20

## PUBLIC TRANSPORTATION

Marseilles boasts an outstanding public transport network Régie des Transports Marseillais (French link) : 2 metro lines. Around 80 bus and tramway lines, and soon bikes rentals :

<http://www.rtm.fr/en/travellers-guide/buy-tickets/occasional-travel>





## ➤ Additional information

### Internet

Free WIFI is available in the Palais du Pharo during the conference

### Audio-Visual, Computer And Office Equipment

These can be booked through the official contractors:

#### **Julien VIDAL-NAQUET - Alris**

Fixe 04 42 98 07 27

mail : [julien@alris.com](mailto:julien@alris.com)

### Catering

Catering services are provided by Helen Traiteur, official caterer of the congress.

### Cleaning

Cleaning will be done the evening before the show opens and after all stands are set up. During show open day all stands will be cleaned each evening when the Palais du Pharo closes.

### Security

Only official badges are authorized in the exhibition hall.

### Electricity

Electricity supply on the stands complies with French standards (NF C 15 - 100, in force). It is strictly forbidden to the user to set up another stand in electricity from the delivery box placed on its stand.

Please note that the maximum permissible electrical power is 1 kVA per 6 and 9 sqm booths. If you need more electrical power on your booth, please inform our official stand builder :

#### **Julien VIDAL-NAQUET - Alris**

Phone: +33 (0)4 42 98 07 27

mail : [julien@alris.com](mailto:julien@alris.com)

### Sponsored events

Please ask the Organization authorization for any sponsored event (meetings, receptions etc.) taking place on your stand during SPACEOPS 2018.

## ➤ General terms of sales

### EXHIBITORS OBLIGATIONS

Exhibitors and stands tenants must respect the following specifications and rules:

- It is strictly forbidden to smoke inside the Palais du Pharo, including using electronic cigarette.
- Stand build and fittings might be completed by the scheduled inspection visit, before the show opens. Inspections will be carried out by the safety commission or by the safety officer. In the case of very specific installations only, necessary arrangements must be made by exhibitors to allow safety officers to perform a detailed stand inspection. The exhibitors concerned will be contacted in advance.

### GANGWAY CLEARANCE

Exhibitors and stand tenants must respect the limits of their stand perimeter: they cannot overspill into the evacuation gangway and exit routes.

Large stands must be designed not to interfere with evacuation guidelines and flows.

### STAND LAYOUT

The structure and stand design, especially the walling and structural frames must be made of materials of M3category (Euroclasses Ds1d0)

- Floral decorations made in synthetic materials must limited. When not possible, these decorations must be made of materials of M 2 category (Euroclasses Ds123d01)
- Other materials can be displayed on stands without being subject to fire reaction requirement.

However, if these materials are used for the wall decoration or false ceilings and if they represent more than 20% of the total surface of these elements, the previous provisions apply to them.

If a marquee, tent or other structure is installed in the Palais du Pharo: these features must comply with the provisions of Articles CTS 1 to CTS 37 with the exception of Article CTS 5.

Under no circumstances can there be incompatibility between the provisions of the relevant CTS articles and the provisions of this chapter.

The structures and features designated above must be designed and installed in such a way that its use and its environment do not diminish its level of safety.

The use of staples, thumbtacks or glue for the display of materials or documents on the stand walling is forbidden.

The sole use of self-adhesive "velcro" or small chains provided by the organizer is recommended.

The materials on display must not cause any inconvenience or damage to neighbouring stands.

The use of double-sided tape or any other highly adhesive products to fix floor covering is not allowed.

It is absolutely forbidden to:

- Carry out any work affecting flues, water and compressed air, electrical circuits, telephone, water or drain pipes, freight elevators, elevators and duct.
- Make any holes for anchoring or fixing

- Remove doors, install antennas fixtures, etc.
- Hang or attach any structure to the ceiling or false ceiling, including signage.
- The costs of repair of any damages resulting from the non-compliance with the clauses above will be charged in full to the exhibitor.

## VELLUMS

Vellums displayed horizontally are allowed for the duration of the event under the following conditions:

- They must have sufficient and resistant rigging to prevent their eventual fall in case of public evacuation
- They must be made of M1 category materials (Euroclasses A2s123d0 or Bs123d0)
- An verbal rigging assessment must be provided by the exhibitor.

## TEMPORARY GAS INSTALLATIONS

Gas installations on the stands are not allowed.

## USE OF LIQUEFIED HYDROCARBONS

The use of liquefied hydrocarbons is not allowed inside the exhibition hall

## SPECIAL ELECTRICAL INSTALLATIONS ON THE STANDS

Special stand installations must be carried out by individuals fully aware of the specific risks of the event.

They must have knowledge and understanding to design and execute the work in accordance with the present regulations.

- The electrical panel of each stand must be inaccessible to the public, while remaining easily accessible to the stand staff.
- Pipes can be fixed to the temporary stand fittings.
- In the case of flexible cables, they must be provided for a nominal voltage of at least 220 volts.
- Please note that the maximum permissible electrical power is 1 kVA per 6 and 9 sqm booths. If you need more electrical power on your booth, please inform our official stand builder :

Julien VIDAL-NAQUET - Alris

Phone: +33 (0)4 42 98 07 27

Mobile +33 (0)7 75 23 46 59

mail : julien@alris.com

- Any devices requiring higher energy load must be powered through a specifically adapted circuit.
- Fixed-based multi-sockets or adapters are allowed (moulded multi-sockets)
- All circuits must have a protective conductor connected to the earth terminal.
- The use of individual protective earth connection is prohibited.

**NOTE:** all temporary electrical installations will be inspected by a specialist or an approved organisation. A compliance report will be annexed to the safety notice.



## NORMAL LIGHTING

Devices providing normal lighting on the stands can be mobile; their powering must comply with the provisions of the above specifications.

After validation, their initial set up cannot be modified without the approval of the safety officer.

## MACHINES AND EQUIPMENT PRESENTED IN OPERATION

All presentations and demonstrations are carried out under the full responsibility of the operator. Machinery and equipment presented in operation must not pose a risk to the public and must be declared to the organiser in accordance with the given provisions.

## PUBLIC SAFETY

Whereas machines and apparatus are presented as fixed in position – whether or not there are in operation, they must include safety features ensuring the dangerous parts are out of reach of the public circulating in the gangways.

To conform with public safety rules, the dangerous parts must be located more than one meter away from the gangways or protected by a rigid screen.

The following are considered dangerous parts:

- Moving parts;
- Hot surfaces (see Exhibitor Guide Page 4/5)
- Spikes and cutting edges

If any machinery or equipment are presented in operation, a 1-meter public exclusion safety zone must be established around the machines; this distance may have to be increased after assessment from the safety commission and depending on the risks involved.

All equipment must be properly secured to avoid any risk of overturning.

## MOTOR VEHICLES AND HEAT ENGINES

When switched off, vehicles engine's tanks must be emptied or equipped with a lockable cap .

Batteries terminals must be protected to remain inaccessible.

Engines and motors should not operate inside the Palais du Pharo during public opening hours.

## MATERIALS, PRODUCTS, FORBIDDEN GASES

The following is forbidden:

- Distribution of samples or products containing flammable gas.
- Balloons inflated with flammable or toxic gas.
- Celluloid items
- The presence of pyrotechnic or explosives devices
- The presence of diethyl ether, carbon disulphide, sulphuric ether and acetone.

The use of acetylene, oxygen, hydrogen or any gas presenting similar risks is prohibited, unless special exception is granted to the exhibitor directly by the administrative authority.



## FLAMMABLE LIQUIDS

The use of flammable liquids is prohibited

## OPERATING INSTRUCTIONS

It is forbidden to construct in the exhibition areas, on the stands and clearance areas leading to storage for creates, wood, straw, cardboard, etc.

Regular cleaning (daily cleaning) is required to keep the premises free of dust and of any other waste. Waste from sweeping and cleaning must be removed from the facility on a daily basis, before the event opens to the public.

## PARKING OF VEHICLES

We remind you of the absence of parking in the Palais du Pharo garden.

As access to the Palais du Pharo is through the garden, it is imperative to circulate at low speed.

Parking is allowed solely for loading and unloading operations in the areas occupied by the event, no long-term parking can be granted within the public garden. Any improper parking might result in a fine penalty or vehicle removal.