





# **EXHIBITORS' HANDBOOK**

# September 20 – 21, 2023

#### HALL 4

# MEETT – PARC DES EXPOSITIONS ET CENTRE DE CONVENTION DE TOULOUSE METROPOLE CONCORDE AVENUE 31840 AUSSONNE

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# **CONTACTS**

#### **Event Organizers**

advanced business events

10 rue de la Rochefoucauld

CS 50300

92513 Boulogne-Billancourt Cedex - France

Tel: 01 41 86 41 10

Website: <a href="www.decielec.com">www.decielec.com</a> E-mail: <a href="mailto:decielec@advbe.com">decielec@advbe.com</a>

# **EVENT SCHEDULE & AGENDA**

# Tuesday, September 19th (MEETT - HALL 4)

2:00pm – 6:00pm: Access to exhibition hall (booth set-up)

#### Wednesday, September 20th (MEETT - HALL 4)

8:00am – 9:00am: Opening of the front desk 9:00am – 12:30pm: Plenary session of conferences

12:30pm - 2:00pm: Networking lunch

2:00pm - 5:30pm: Plenary session of conferences

6:00pm - 9:30pm: Cocktail reception

#### Thursday, September 21st (MEETT - HALL 4)

8:00am – 08.30am: Opening of the front desk 8:45am – 12:45pm: BtoB meetings & workshops

12:45pm - 2:00pm: Networking lunch

2:00pm - 6:00pm: BtoB meetings & workshops

6:00pm - 8:00pm: Closing

	Tuesday September 19th	Wednesday September 20th	Thursday September 21st
Access to Exhibition Hall for booth set-up	2 :00pm – 6 :00pm	8:00am – 9:00am	
Cocktail reception		6:00pm – 9:30pm	
Move-out			6:00pm – 8:00pm

# PREPARE YOUR ARRIVAL

Upon arrival at the MEETT, all participants must present their **PRE-PRINTED BADGES** at the entrance. They will be available to download from your online profile beginning from **September 14th, 2023**: <a href="https://meetings.decielec.com/2023/signup.php">https://meetings.decielec.com/2023/signup.php</a>

Steps	Summary	
1. Your profile	Company name Delegates	Administrator
Company description Delegates	ADVANCED BUSINESS EVENTS Xavier SICARD  10, rue de la Rochefoucauld CS 50300 Claire-Marie DIDIOT	Xavier SICARD Edit
Profile management	BOULOGNE-BILLANCOURT CEDEX - FR Edit Edit	Edit

You will also have to print your B2B meeting schedule, as only it will not be provided at the front desk.

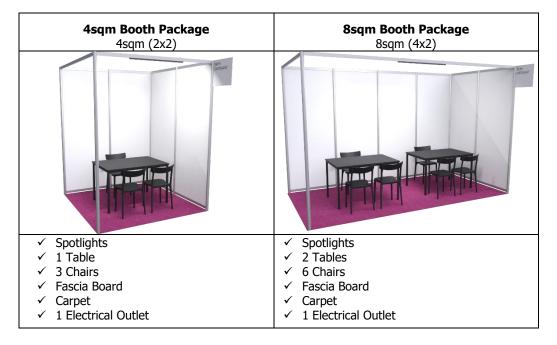


Tel : +33(0)1 41 86 41 10

# **BOOTH DETAILS**

Depending on the package you have chosen, the following equipment is included (excluding the extra options). Each panel measures 1m (3.3ft) wide and 2.5m (8.2ft) high.

\*non-contractual photos



Do not hesitate to bring your own graphics to customize your space. You must bring all necessary materials to hang or paste your graphics (chains, adhesives, etc). <u>It is strictly forbidden to drill into the panels.</u> Don't forget to bring an extension cord and power strip, as your booth comes with only 1 outlet.

#### **BOOTH SET-UP**

Booth set up will be from **2:00pm to 6:00pm on Tuesday, September 19**<sup>th</sup>. For exhibitors unable to make it on Tuesday, it is recommended to arrive at the MEETT at **8:00am on Wednesday, September 20**<sup>th</sup> to complete the set up and personalization of their booths.

DeciElec offers hard walled booths. We strongly recommend you bring graphics to customize your space, or order customprinted walls and fascia boards for a more professional appearance. Noisy machines or sound systems are not allowed. Also, please ensure that all equipment and graphics you bring fit your corresponding booth dimensions. Please note that your booth comes with only 1 electrical outlet.

#### **ADDITIONAL FURNITURE**

#### • Default furniture:

Our official supplier, « Lign'Expo » offers an entire range of furniture and equipment. You may trade your default furniture or order additional equipment at your own cost.

# How to place an order?

Simply complete the appropriate booking form provided in the link <u>HERE</u>. **ALL ORDERS MUST BE SUBMITTED BY SEPTEMBER 4**<sup>TH</sup>

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#### LIGN' EXPO - Camille VELTEN

2 Allée du Golf - 31200 Toulouse

Tel: + 33 (0)5 62 75 99 34 - Cellphone : + 33 (0) 6 10 20 03 60

Email: <a href="mailto:lignexpo@lignexpo.com">lignexpo@lignexpo.com</a>



#### **MULTIMEDIA PACKAGE RENTAL**

#### • Available equipment:

A 50" plasma screen + TV stand + USB port + HDMI cable (compatible with all video formats – PowerPoint Presentations must be saved in a video format)

Please send an email to Mr Xavier SICARD (xsicard@advbe.com) / +33 0)1 41 86 41 10.

ALL ORDERS MUST BE SUBMITTED BY SEPTEMBER 1ST

#### **BOOTH CATERING**

#### • Description and service conditions:

Our official supplier, « GL Events / Toulouse Événements » offers different catering packages.

#### • How to place an order?

Complete the appropriate booking form and the catering delivery planning <u>HERE</u> (specifying the desired date and times of delivery).

ALL ORDERS MUST BE SUBMITTED BEFORE SEPTEMBER 1st. (After this deadline, a 20% surcharge will be applied)

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GL EVENTS / Toulouse Événements – Exhibitor Service Department

Tel.: +33 (0)5 32 53 55 55

exhibitors-order-tlse@gl-events.com

# **TECHNICAL SERVICES**

For all technical orders, not included in your package, you must complete the appropriate form <u>provided in the links below.</u> **ALL ORDERS MUST BE SUBMITTED BEFORE SEPTEMBER 1st. (After this deadline, a 20% surcharge will be applied)** 

Services	Contacts
* power supply (for specific power requirements)  * Wifi internet (if a larger bandwidth is needed than the one provided)  * cleaning  * host(s) & handler  * water supply  * rigging requests	GL EVENTS / Toulouse Evénements Exhibitor Service Department Tel: +33 (0)5 32 53 55 55 exhibitors-order-tlse@gl-events.com



# **CUSTOMIZED GRAPHICS**

#### • Customized booth panels:

Your booth is made of hard walls that can be customized with your own graphics.

You just need to provide us your ready-to-print artwork in the correct format:

- Panel dimensions: 2.5m x 1m

- Actual/visible dimensions: 2440mm x 940mm (printed on PVC)
- Price: 300 EUR HT per panel

Your electronic artwork must be provided in: .ai, .pdf, .psd, .eps at 200 dpi of actual image size.

#### • Roll-up graphics:

Creation of a one-sided roll up banner

-Dimensions: 80 x 200 cm

-Weight: 3kg

- Price: 300 EUR HT per roll-up

Artwork in an appropriate and printable format is required (80x200) The document must be a high-resolution ready-to-print file (minimum of 300 dpo).

You may keep both the banner and the roll up stand after the event.

#### • Other customized graphics & prints:

Please find the complete list of customized graphics and prints provided in the link HERE.

#### • How to place an order?

You must order on the platform during your registration. If you have already sent your order form and you want add a graphic order, please send an email to your abe/BCI Aerospace contact and copy Xavier SICARD (Xsicard@advbe.com).

ALL ORDERS MUST BE SUBMITTED BY SEPTEMBER 1<sup>ST</sup>

YOUR GRAPHICS MUST BE SENT TO xsicard@advbe.com BY SEPTEMBER 1st

#### WIFI INTERNET

Wi-fi inside the exhibition hall will be provided for all participants throughout the duration of the event.

The network name and WIFI password information will be provided on your badge.

#### **NETWORKING LUNCHES**

A seated networking lunch between Suppliers and Contractors of DeciElec / AAMS will be catered on September 20<sup>th</sup> and 21<sup>st.</sup> This is a good opportunity to have informal meetings.

**ORDER DEADLINE: SEPTEMBER 1<sup>ST</sup>** 

#### COFFEE CORNER

A complimentary coffee corner is available every morning of September 20<sup>th</sup> and 21<sup>st</sup>.





#### THEMED WORKSHOPS

If you are leading a themed workshop, the conference room will be fully equipped with a video projector, screen, a computer (for your presentation), and a wireless microphone will be made available to you.

For all your queries and concerns please contact Xavier SICARD at xsicard@advbe.com or + 33 1 41 86 41 10.

#### **SHIPPING**

Be sure to have all your materials delivered on <u>September 19<sup>th</sup></u>, <u>2023</u>. Any earlier deliveries will not be accepted. Ship them to the address below (don't forget to mention the name of the event "DECIELEC 2023") and add your company name to the label:

# MEETT – DECIELEC EMBEDDED SYSTEMS 2023 "YOUR COMPANY NAME"

CONCORDE AVENUE 31840 AUSSONNE Tel: +33 (0)5 62 25 45 45

IMPORTANT: each exhibitor is responsible for the transport of his material the reception and the forwarding of his packages. The MEETT Exhibition Center and ABE declines all responsibility in the event of theft, loss, or damage to stored goods.

Materials delivery date: <u>no earlier than</u> Tuesday, September 19<sup>th</sup>, 2023
Materials pick-up date (mandatory): Thursday, September 21<sup>st</sup>, 2023 (end of the day)

All deliveries and unloading must be made through the exhibitor parking area, via the Hall 4. The delivery area is flat with no platform. All trucks must be equipped with a tailgate and a pallet jack to unload.

If your delivery person is not properly equipped to unload your packages, the official shipping carrier, Clamageran, will unload them <u>at your expense.</u>

#### **Returns:**

The exhibitor must correctly label and have their packages picked up no later than September 21<sup>st</sup> at 8:00 pm. After this deadline, the MEETT Exhibition Center will proceed with the systematic cleaning of the storage areas and cannot be held responsible for any lost goods.

If you need any additional shipping and logistic services, please contact our official shipping supplier, Clamageran (below).

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# Paola BURLANDO

Head of French Riviera
Tel: +33 (0)6 20 83 77 98
Fax: +33 (0) 1 45 30 28 81
french-riviera@clamageran.fr

Please complete the booking form HERE by SEPTEMBER 1st



# **MOVE-OUT**

Exhibitors are required not to leave or dismantle their stand before the end of the event.

The accesses will be blocked until 5:00 pm on Thursday, September 21st, 2023.

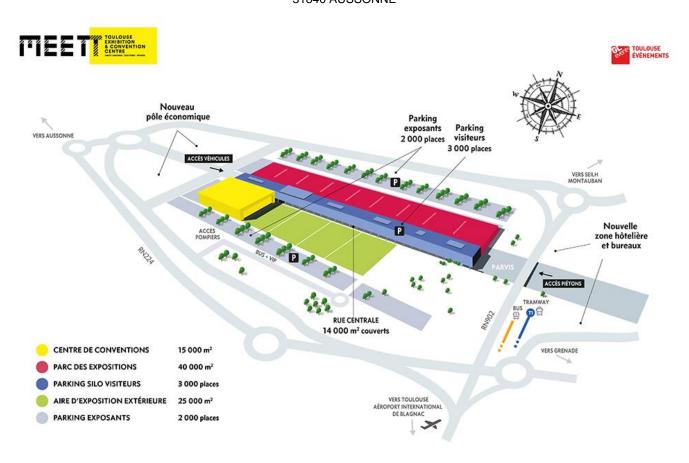
We encourage you to always attend to your belongings. The organizers will not be, in any case, responsible for any theft or damage incurred.

The booth spaces must be returned free of any object.

**Beginning Friday, September 22<sup>nd</sup>,** any material remaining in the booth space will be stored by Clamageran at the exhibitor's expense.

# **ACCESS TO THE VENUE**

#### HALL 4 - MEETT - PARC DES EXPOSITIONS ET CENTRE DE CONVENTION DE TOULOUSE METROPOLE CONCORDE AVENUE 31840 AUSSONNE





Tel : +33(0)1 41 86 41 10

#### **BY PLANE:**

Toulouse-Blagnac Airport - Tél: +33 (0)5 61 42 44 00 Site: www.toulouse.aeroport.fr

The airport is located northwest of the city center of Toulouse. The route from the airport to MEETT takes an average of 20 to 25 minutes.

- Take bus line 30 towards MEET BEAUZELLE
- Get off at the MEETT BEAUZELLE stop
- Walk to the exhibition center entrance

#### **AIR FRANCE AGREEMENT** - The best fare for your airline ticket:



Attractive discounts, up to -15%, on a wide range of public fares on all AIR FRANCE, KLM and their code-shared flights worldwide.

Event: **DECIELEC** ID Code: **38936AF** 

Travel Valid Period: September 13, 2023 to September 28, 2023

Event Location: Toulouse

Please visit the event website or access directly through

https://globalmeetings.airfranceklm.com/Search/promoDefault.aspx?vendor=AFR&promocode=40150AF

Use the event link above or visit globalmeetings.airfranceklm.com to

access the preferential fares granted for this event\*, make your booking, issue your electronic ticket\*, and select your seat\*\*

#### Proof of attendance-fare eligibility

If you buy your ticket via AIR FRANCE & KLM Global Meetings website, your electronic ticket will carry a special mention which justifies the application of the preferential fares.

At any point of your journey, passengers must be able to justify the usage of the discounted AIR FRANCE-KLM Global Meetings & Events fares by showing the proof of attendance-fare eligibility document. You will receive this document automatically when you book your tickets on the online booking platform <a href="mailto:globalmeetings.airfranceklm.com">globalmeetings.airfranceklm.com</a>. Frequent flyer / loyalty programs of Air France and KLM partner airlines are credited with "miles" when Air France or KLM flights are used.

\*Not available in certain countries

# **BY TRAIN:**

### From the Matabiau SNCF train station:

- \* Take the metro line A in the direction of Toulouse Basso Cambo
- \* Get off at the ARÈNES stop
- \* Then take the tramway Ti in the direction of MEETT BEAUZELLE
- \* Get off at the MEETT stop
- \* Walk to the exhibition center entrance.

Timetables are available on www.en.voyages-sncf.com

#### **BY TRAM AND BUS:**

#### Tram:

\*Take the Tram T1,

\*Get off at station MEETT at the foot of the Exhibition Center

#### **Bus:**

\*Take bus line 30,

\*Get off at the MEETT stop at the foot of the Exhibition Center

More information on the Tisséo network: https://www.tisseo.fr/

Calculate your journey: Click here





<sup>\*\*</sup>Subject to conditions

#### **BY CAR:**

Taxis	Car Rental			
Taxis	Central Station		Airport	
Taxi Toulouse Service: +33 (0)6 03 46 03 54 Website: https://taxi-de-toulouse-seb.com/	AVIS	64, bld Pierre Sémard +33 (0)5 61 63 18 18	AVIS Budget	Hall C +33 (0) 820 61 16 78
Taxi Toulouse: +33 (0)6 52 48 26 22	Europcar	64, bld Pierre Sémard +33 (0) 9 77 40 32 60	Europcar	Hall C +33 (0) 825 825 514
Taxi Toulouse 31 : +33 (0)6 79 48 92 90	Hertz.	64, bld Pierre Sémard +33 (0) 5 62 73 39 47	Hertz.	Hall C +33 (0) 825 801 031
Capitole Taxi Toulouse: +33 (0)5 34 25 02 50			SINT location de voitures	Hall B +33 (0) 5 61 49 73 95

**PARKING:** Each EXHIBITING company will receive by email, 1 parking ticket for access to the exhibitor's parking lot, located behind hall 4. This ticket will be valid from September 19<sup>th</sup> to the 21<sup>st</sup>, 2023.

# **HOTELS**



Our team offers hotels at negotiated rates near the event location so that you can make the most of your stay.

1. <u>Via our partner - Revolugo:</u> please click <u>HERE</u> to book online!

For any further information on accommodation offers or for group reservations, please contact **Mathilde Manson** – <a href="mathilde@revolugo.com">mathilde@revolugo.com</a> // +33 (0)1-80-06-62-88



Tel: +33(0)1 41 86 41 10