



EUROPEAN CONGRESS

TOULOUSE
30 May - 1 June 2022

Smart and Sustainable
Mobility for all.



Join us!
30 May - 1 June 2022

Smart and Sustainable Mobility for all.

ORGANISED
BY:



HOSTED
BY:



Content

Key notes.....	5
Our Sustainability Choice	5
Exhibitor.....	5
Key Contacts.....	6
Checklist.....	8
Exhibitor Registration	10
➤ Exhibitor Stand Personnel Pass	11
Catering Options	12
➤ Visitor Pass.....	12
➤ Exhibitor Full Congress Pass.....	13
ITS Dinner.....	13
Registration info desks.....	13
Exhibitor Help Desk.....	14
Constructor Registration.....	14
Build-up and dismantling.....	16
Exhibition Schedule*	16
Build-up and dismantling	16
Breakdown deadline	17
Exhibition Access.....	17
Parking & Arrival	18
Public transport lines	18
Fairground overview	19
Stand Construction Guidelines.....	20
General requirements.....	20
Additional construction regulations.....	20
Requirements related to current hygiene restrictions (NEW)*	21
Separation walls.....	22



Smart and Sustainable
Mobility for all.



**EUROPEAN
CONGRESS**
TOULOUSE
30 May - 1 June 2022
Smart and Sustainable
Mobility for all.

Exhibitor Manual

- Heights 22
- Permissible floor load 24
- Exhibition of motor vehicles 25
- Machinery and particular subjects..... 25
- Submission of construction plans & approval 26
 - Procedure of submission..... 26
 - Interpretation of the regulations: 27
- Temporary stands and fittings 27
- Service orders..... 30**
 - Suppliers Appointed by Exhibitors 32
 - Furniture, flooring, design elements..... 33
 - Electricity 33
 - Rigging and Hanging Points Orders..... 34
 - Audio-visual equipment 34
 - Water installation 34
 - Communication Services..... 35
 - Waste removal & cleaning 35
 - Materials, products, and gases strictly forbidden 36
- Shipping and Forwarding 37**
 - Goods Reception..... 38
 - Storage..... 38
 - Catering – Food & Beverages..... 38
 - Welcome Lunch 38
 - Hostess Services..... 39
 - Promotional activities 39
- Security and Emergency Procedures..... 40**
 - Safety & Access Control 40
 - Emergency Procedures 40
 - Security 42



**Smart and Sustainable
Mobility for all.**



**EUROPEAN
CONGRESS**
TOULOUSE
30 May - 1 June 2022
Smart and Sustainable
Mobility for all.

Exhibitor Manual

Fire Protection	42
Health & Safety	43
Covid-19 pandemic	43
Accommodation	44
Hotel reservation	44
Meeting rooms for Satellite or Associated Events	44

Key notes

This exhibitor manual is to the best of today's knowledge correct and complete. The manual will be developed over the next months based on the ongoing situation. Updated versions will be available in March, April, and May.

Our Sustainability Choice

The ITS European Congress Host and Organisers are conscious of the impact on the environment that our event may have. **We believe together with our exhibitors, partners, and participants we can make a difference.**

Therefore, please note that to reduce the number of materials produced, **we promote a paper-less Congress** and in this case, a full programme will not be printed. We will invite everyone to download the App of the Congress for the most updated information on the programme.

A bag for paper and brochures will not be produced either. We **encourage you to focus on digital and frictionless solutions** for your visitors. Together we could minimize our impact on the environment.

During the registration process, you will also be able to compensate the carbon footprint of your individual transportation.

In case of specific questions related to sustainability, please do reach out to the organiser via email itseuropeancongress@mailcongress.ertico.com.

Exhibitor

Please note that the term 'Exhibitor' describes any company or organisation that has made a successful application for space allocation in the technical exhibition to be organised in the framework of the ITS European Congress 2022, or any agent or representative acting on behalf of the exhibitor.

Key Contacts

We strongly advise to keep itseuropeancongress@mailcongress.ertico.com in cc in all email communication with the venue, stand services, and freight forwarder.

Conference Organisers	
Exhibition Logistics Team Your main contact point for logistical exhibition questions and general exhibition related queries.	MCI Ms. Irene Sanchez Saura Phone: +32 2 320 2535 Email: itseuropeancongress@mailcongress.ertico.com
ITS Europe Congress Commercial Partnership & Exhibition (Sales)	ERTICO – ITS Europe Mr. Jerome Buchanan Phone: +44 7901143198 Email: salescongress@mail.ertico.com
Host Demonstrations	ITS Toulouse Gautier Aubourg Gautier.aubourg@toulouse-metropole.fr Evelyne Carigi Evelyne.carigi@toulouse-metropole.fr
Congress general queries Your main contact point for finance, floor plan	Email: itseuropeancongress@mailcongress.ertico.com
Venue & Suppliers	
Venue	MEETT Toulouse Exhibition & Convention Centre https://meett.fr/en/home/ Concorde Avenue 31840, Aussonne, France
Stand Builder GL Events Could be reached out for designed stands for raw space bookings	Sebastien Gilliume - COMMERCIAL GRANDS COMPTES STAND COMMERCIAL Phone: +33 5 61 51 91 93 Mobile: +33 6 84 64 02 94 E-Mail: sebastien.gilliume@gl-events.com
Agence AEC Could be reached for custom designed Trade Show booths construction and design	Antoine Essner - CEO Direct Line : +33 9 72 53 99 61 / +33 6 31 17 82 93 E-mail : aessner@agence-aec.com Stéphanie Le Forestier - Designer

	<p>Direct Line : +33 9 72 53 99 62 E-mail : sleforestier@agence-aec.com</p>
<p>Exhibitor Service For any special queries regarding the Online Webshop</p>	<p>Phone: +33 5 32 53 55 55 E-mail: exhibitors-order-tlse@gl-events.com</p>
<p>Freight Forwarder</p>	<p>Clamageran Expositions Lucien Lawson - Tel: + 33 6 20 83 78 00 - Email: l.lawson@clamageran.fr Paola Burlando - Tel: +33 6 20 83 77 98 - Email: french-riviera@clamageran.fr</p>
<p>Catering</p>	<p>Jérôme LAGARDE MEETT F&B Department jerome.lagarde@gl-events.com</p>
<p>Hostess Services City One</p>	<p>Sophie Bernard Phone: +33 1 55 37 34 46 Mobile: +33 6 09 12 87 64 Email: sophie.bernard@cityone.fr</p>
<p>Accommodation</p>	<p>A variety of hotels ideally situated in the Airport area, near the venue and Toulouse city centre have been selected and have offered negotiated rates for our delegates. We encourage you to book your rooms as soon as possible following the instructions on the Congress Website.</p>
<p>Event Registration</p>	<p>If you have any specific questions reach our ITS-ERTICO Registration team: Phone: +32 2 320 2535 Email: registrationits@mailcongress.ertico.com</p>

Checklist

Key deadlines and dates to be **respected** by exhibitors

Checkbox	Deadline	Action	Contact/Link
	15 February 2022	Payment deposit (100% stand space) due	itseuropeancongress@mailcongress.ertico.com
	As of March	Exhibitor registration Use link and instructions received via email. Please register booth staff incl. hostesses.	itseuropeancongress@mailcongress.ertico.com
	15 March 2022	Exclusive Exhibitor Webinar – we recommend your participation	Please save the date at 15h00 Registration instructions will be shared later
	Until 31 March 2022	In case of cancellation , full amount will be refunded minus €100 cancellation fee	All registration cancellation should be sent by email to the Registration Secretariat at registrationits@mailcongress.ertico.com
	As of April	Release of additional promotional features	Reach out to ITS European Congress
	From 1 April 2022	Cancellation refunds are no longer possible	All registration cancellation should be sent by email to the Registration Secretariat at registrationits@mailcongress.ertico.com
	1 April 2022	Handing in your stand projects for approval – complex booth (e.g., larger than 50sqm)	itseuropeancongress@mailcongress.ertico.com
	19 April 2022	Register at the Early Bird deadline	Registration open, use the links sent to you by email
	Until 19 April 2022	Free registration of Exhibitor Stand Personnel Pass excluding catering and Visitor Passes for your network	Registration open, use the links sent to you by email
	From 20 April	Register at the Standard Rate deadline	Registration open, use the links sent to you by email
	28 April 2022	Handing in your stand projects for approval – all other booths than	itseuropeancongress@mailcongress.ertico.com

		complex booth larger than 50sqm	
	Until 16 May	A transfer of registration to another participant from the same company may be accommodated at the discretion of the Organiser for a EURO (€) 50.00 admin fee	Please do reach out to the registration team registrationits@mailcongress.ertico.com
	From 17 May 2022	Transfer for registration is only possible if the participant is unwell with COVID 19	Please do reach out to the registration team registrationits@mailcongress.ertico.com who will make this discretionary decision
	As of 17 May 2022	Register at the Full Rate deadline	Registration open, use the links sent to you by email
	5 May 2022	Order deadline for exhibition related services through the Online Webshop	Link to the Online Webshop
	As of 5 May 2022	20% surcharge on all orders through the online Webshop	Link to the Online Webshop
	5 May2022	Order deadline for Catering	Link to the Online Webshop
	As of 5 May 2022	10% surcharge on all catering orders	Link to the Online Webshop
	20 May 2022	Order deadline for Hostess Services through our partner City One	Fill in the Hostess Form and return signed and stamped to Lisa D'Epiro - Lisa.depiro@cityone.fr

Exhibitor Registration

Click [here](#) for more registration information and fees.

Confirmed exhibitors and sponsors will receive as of March a personalised email with the registration link to be used, discounts code if needed and instructions.

Exhibitors are entitled to a certain number of complimentary badges according to their corresponding packages. All badges will be assigned using the ITS European Congress exhibitor registration system.

DESCRIPTION	Inclusion Package for Raw Space					Inclusion Package for Equipped Space		Package Co-exhibiting Company	Package for START UP	
	As of 9 sqm	As of 18sqm	As of 27sqm	As of 36 sqm	As of 45 sqm	9 sqm	18 sqm	Per co-exhibiting company	Getting an allocated desk within the start-up area	
Congress Website	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
App Coverage	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	
Floor Plan Description	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	
Demonstration Area Access	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Shell scheme structure of 2,5m high, fascia, 9sqm or 18 sqm grey carpeting and 1 electrical socket of 1kW	N/A	N/A	N/A	N/A	N/A	Yes	Yes	N/A	N/A	
Cleaning of the stand 1st day before the opening	N/A	N/A	N/A	N/A	N/A	Yes	Yes	N/A	N/A	
Full Exhibitor badges including catering (lunch and coffee breaks from Monday to Wednesday)	2	4	6	8	10	2	4	1	0	
Exhibitor Badges <i>without</i> catering	Unlimited until 19 April 2022 From 20 April 75 € standard rate - As of 17 May 95 € late Rate								2 start-up badges free From 20 April: 75 € As of 17 May 95 €	
Exhibition Visitor Access to be distributed by exhibiting companies	Unlimited until 19 April 2022 From 20 April 75 € standard rate - As of 17 May 95 € late Rate									
Full Congress Delegate Registration	Discounted congress registration fees 835€ as Early Bird - 1030€ as Standard rate & 1120€ as Full Rate									
Welcome lunch	Yes for exhibitor tickets with catering							No	No	
Farewell reception	Yes for exhibitor tickets with catering									
Additional catering to be purchased during registration process - from Monday to Wednesday	As of 90€ for 1 day - 175€ for 3 days as early bird detailed price grids published on website									

*All rates are excluding applicable VAT

All sponsors and exhibitors must register online in advance of the event such as visitors.

Kindly note that badges are **unique and personalised** for each participant and cannot be exchanged onsite. The organisers will not accept several participants sharing the same badge. Please register all your participants accordingly.

A **transfer of registration** to another participant from the same company may be accommodated at the discretion of the Organiser. All registration cancellation & transfers requests should be sent by email to the Registration Secretariat at registrationits@mailcongress.ertico.com.

Exhibitor Manual

Cancellation & transfers conditions for delegates, exhibitors, and visitors:

The following cancellation conditions will apply:

- Until 31 March 2022 for any reason, the full amount will be refunded minus a €100 cancellation fee (excluding applicable VAT and excluding any and all transfer costs which shall be fully borne by the participant)
- From 1 April 2022, refunds are no longer possible, however, transfer of registration may be accommodated (see transfers conditions)

Registrations could be transferred following the applicable conditions below:

- Until 16 May: a transfer of registration to another participant from the same company may be accommodated at the discretion of the Organiser for a EURO (€) 50.00 admin fee. Please do reach out to the registration team registrationits@mailcongress.ertico.com who will make this discretionary decision.
- From 17 May to Congress days: a transfer of registration to another participant from the same company may be accommodated at the discretion of the Organiser for a EURO (€) 50.00 admin fee and only in the case that participant is unwell with COVID 19 (medical certificate would be requested), your country does not allow you to travel, or France does not allow you entry. You will be expected to provide evidence in these cases.

➤ Exhibitor Stand Personnel Pass

	Until 19 April 2022	From 20 April to 16 May 2022	As of 17 May 2022
Exhibitors Stand Personnel Pass - Excluding Catering	Free and unlimited	75,00 €	95,00 €
Start-up Stand Personnel Pass - Excluding Catering	2 free passes per start-up additional badge 75 €	75,00 €	95,00 €

**All rates are excluding applicable VAT*

Exhibitor & start-up personnel pass grant access to:

- The Opening and Closing Ceremony and Plenary sessions
- The Farewell Reception on Wednesday 1 June
- To the Exhibition including access to the exhibition area 1 hour before and 1 hour after the official exhibition hours

These badges do require advance registration and badge pick up onsite at the conference venue.

Exhibitor booth personnel badges grant access for the duration of the event, including access 1 hour before and after public opening hours for set-up and dismantling. For security reasons, exhibitors are always required to wear their badges. **These badges are meant to be used for your company's staff.**

Catering Options

	Until 19 April 2022	From 20 April to 16 May 2022	As of 17 May 2022
One Day Catering package	90,00 €	100,00 €	115,00 €
Full Congress Catering Package	175,00 €	200,00 €	225,00 €

**All rates are excluding applicable VAT*

Catering Full congress package includes:

- Coffee breaks on 30, 31 May & 1 June AM
- Lunch every day and based on sanitary restrictions allowed at that time
- Welcome lunch on Monday 30 May and Farewell Reception on Wednesday 1 June

Catering One day includes:

- Coffee Breaks & Lunch on the selected day
- The Welcome Lunch (if Mon, 30 May 2022 selected) or the Farewell Reception (if Wed, 1 June 2022 selected)

If selected, Catering of the congress (coffee breaks and lunch) will be accessible in Forum 3 in the exhibition hall.

Date	Time	Description
Monday 30 May	10h00 - 10h30	AM Coffee Break
	12h45 - 14h00	Welcome Lunch
	16h15 - 16h45	PM Coffee Break
Tuesday 31 May	10h00 - 10h30	AM Coffee Break
	12h45 - 14h00	Lunch break
	16h15 - 16h45	PM Coffee Break
Wednesday 1 June	10h00 - 10h30	AM Coffee Break
	12h45 - 14h00	Lunch Break
	16h15 - 17h00	Farewell Reception

➤ Visitor Pass

As Exhibitor or Sponsor to the ITS European Congress, you will be able **to invite your network** and **offer their complimentary visitors pass until 19 April 2022**. After this date Visitor pass will be charged at a discounted rate of 75€ standard rate until 16 May / 95 € late rate as of 17 May. An email will be sent separately to you with the process and the code to use to register. **These badges are meant to be issued to your valued customers.**

Visitor Pass badges grant access to:

- The Opening Ceremony and Closing Ceremony
- The Plenary sessions
- The Exhibition Floor and Demonstrations

➤ Exhibitor Full Congress Pass

Confirmed exhibitors and Sponsors benefit of special discounted rates.

	Early bird Rates *	Standard Rates *	Full Rates *
	Until 19 April 2022	From 20 April to 16 May 2022	As of 17 May 2022
FOR EXHIBITORS and SPONSORS only			
You are exhibitor or partner and want to follow the ITS European congress Programme, you will benefit of special discounted rates			
Exhibitor Full Congress Pass	835,00 €	1.030,00 €	1.120,00 €

**All rates are excluding applicable VAT*

Exhibitor FULL Congress Badges grant access to the scientific/education sessions as well as early access to the exhibition hall for set up/dismantle. **These badges are meant to be used for your company's staff.**

- Access to all sessions in the Congress Programme (some “associated events” organized during the Congress may restrict entry)
- Access to the Exhibition area 1 hour before and 1 hour after the official hours
- Coffee breaks on 30, 31 May & 1 June AM
- Lunch every day and based on sanitary restrictions allowed at that time
- Farewell Reception on Wednesday 1 June

ITS Dinner

If you wish to purchase tickets to the ITS Dinner to give you the opportunity to expand your network and have **more time with the attendees**, you can do so online, via the registration link at the same time as your registration!

ITS Dinner registration fees:

ITS Dinner Tuesday 31 May 2022	Early Bird Until 19 April 2022	Standard Rate From 20 April to 16 May 2022	Full Rate As of 17 May 2022
ITS Dinner Ticket	105,00*	125,00*	150,00*

**All rates are excluding applicable VAT*

Registration info desks

All participants must be pre-registered for ITS European Congress 2022.

Badges must be printed onsite and will not be sent per email prior to the congress. Based on the QR code you will receive per email closer to the congress days, you will be able to print your badge at the **self-printing**

stations located at the MEETT entrance in the registration area. Self-printing stations will be open on Sunday, 29 May 2022, **exclusively** for exhibitors and partners from 15h00 to 19h00. To avoid queues, we invite you to come as of Sunday already to pick up your badge to quickly access the exhibition floor on Monday morning

The registration area will be open as stated in the opening hours.

Group Badges pick up will be also possible on Sunday, 29 May 2022, from **15h00 to 19h00**. We invite you to reach out to ITS Ertico Registration registrationits@mailcongress.ertico.com to book your slot.

Please note that only **complete** group pick-ups are allowed. If this is not possible, we kindly ask you and the attendees of your group to come individually.

Every registered person will have to follow the sanitary restrictions which will be communicated closer to event days.

Registration Info desk

MEETT
Concorde Avenue, 31840 Aussonne, France

General Opening of the Registration info desks

Monday 30 May	07:30 – 19:00
Tuesday 31 May	07:30 – 19:00
Wednesday 1 June	07:30 – 16:00

Exhibitor Help Desk

The exhibitor help desk will be open & available between 08:00 – 18:00 on build-up days.

A representative of the Exhibition Department will be there to support you during set-up days.

Constructor Registration

Set-up/Dismantling

Each exhibitor will receive a QR Code from the MEETT Exhibitor service department before the congress. You will be responsible for sharing this QR Code with your colleagues, staff, stand builder, or any other person involved in the set-up/dismantling of your booth. A security guard at the MEETT Exhibitors entrance will check these QR Codes to allow access. Please find up-to-date information about the French COVID regulations [here](#).

At this current time, a mask is no longer mandatory, but we do encourage everyone to exercise personal responsibility and wear a mask.

Exhibitor Manual

Some parking facilities will be offered to exhibitors as shown in the floorplan below. If you would like to book a spot, please reach out to the [Exhibition Logistics Team](#). Please note that there are limited spots, and they will be reserved on a first come, first serve basis.



↑ Indicates main technical entrance

↑ Indicates secondary technical entrance

 : exhibitor Car park

Congress Days

During the congress days and/or in the event of an equipment failure (i.e., breakdown of coffee machine, lighting, etc.), your constructor should receive an exhibitor badge from your allotment. If one representative of the construction team is meant to be at the booth all day, one exhibitor badge should be used as well. All contractors who require exhibitor badges during congress days would need to proceed to the exhibition help desk located at the entrance together with exhibitor's booth personnel.

Build-up and dismantling

Exhibition Schedule*

Date	Time	Description
Saturday 28 May	08h00 – 20h00	Build-up for free build stands only
Sunday 29 May	08h00 - 18h00 10h00 – 18h00	Build-up for free build stands only Build-up for shell scheme stands
Monday 30 May	08h30	Official opening of the Exhibition Area <i>(Exhibitors have access one hour prior to/after official opening hours)</i>
	08h30 – 18h30	Exhibition Area open
Tuesday 31 May	08h30 - 18h30	Exhibition Area open <i>(Exhibitors have access one hour prior to/after official opening hours)</i>
Wednesday 1 June	08h30 - 17h00	Exhibition Area open
	17h00	Closing of the Exhibition Area
	As of 18h00	Dismantling until 00h00

*Subject to change. The times indicated above should be sufficient for build-up and dismantling.

Additional set-up or dismantling days

Requests for additional set-up or dismantling days must be checked individually. This is not possible in all forums and in any case, it is subject to a charge.

Build-up and dismantling

Breakdown and removal of exhibits may not commence before the official closing time. Any special arrangements for build-up or break down and removal of exhibits must be made in consultation with the [Exhibition Logistics Team](#).

Exhibits must remain fully intact and staffed at all times. Dismantling of exhibits and removal of products or display material is limited only to published dismantling hours. The dismantling or abandonment of the exhibit will cause remedial actions by the exhibition management company. Relating costs will be borne by the exhibiting company.

The exhibitor is **responsible for the safety of its products, displays and stand**. During the set-up and breakdown period, no material should be left unattended at any time. It is the responsibility of each exhibitor to **leave the stand space clean and tidy** during the exhibition and after the break-down. All exhibits, displays, stand fittings and materials must be removed from the premises by the time and date stated by the Exhibition Logistics Team. The Exhibition Logistics Team can demand that exhibitors restore their exhibition area to the original condition at the exhibitor's own expense. If exhibitors **leave rubbish behind, charges will apply**. Stored materials, empty containers and packing material must be disposed of.

Breakdown deadline

All exhibits and stand **equipment must be removed** from the halls **by 23:59** on Wednesday, **1 June 2022** and all personnel should leave the premise by **00:00 at the latest**.

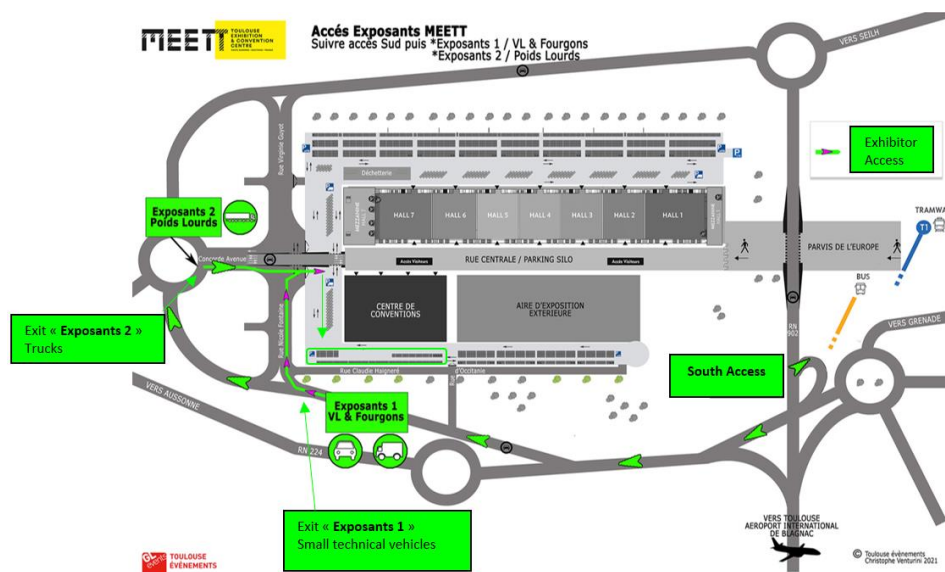
Exhibition Access

Exhibitor access (assembly, dismantling, exhibitors, organisers) is located to the west of the buildings (please refer to the floorplan below). Access control will be carried out at the boom barriers. **No unauthorised persons or persons without accreditation will be allowed to enter the premises.**

Access to the halls for trucks is prohibited. Loading and unloading of semi-trailers must be carried out outside the halls.

All lifting and supply equipment must be equipped with **white rubber wheels** in order not to damage the floors of the halls.

The access doors for deliveries/exhibitors are **4.00 m wide and 6.40 m high**.



Stand builder

AGENCE AEC

AEC agency is specialized in supporting their customers for their events, such as custom-designed Trade Show booths construction and design. You can find their brochure [here](#).

The agency operates in Europe and has at its disposal trucks, printing lab, and all the necessary equipment's in their warehouse. Website: www.agence-aec.com.

Antoine Essner – CEO

Direct Line : +33 9 72 53 99 61 / +33 6 31 17 82 93

Main : 0033 1 34 82 51 67

aessner@agence-aec.com

Stéphanie Le Forestier – Designer

Direct Line : 0033 9 72 53 99 62

Main : 0033 1 34 82 51 67

sleforestier@agence-aec.com

GL EVENTS

Could be reached out for designed stands for raw space bookings

Sebastien Gilliume – COMMERCIAL GRANDS COMPTES STAND | COMMERCIAL

Phone: +33 (0)5 61 51 91 93

Mobile: +33 (0)6 84 64 02 94

E-Mail: sebastien.gilliume@gl-events.com

Parking & Arrival

The fairground is located on the Beuzelle-Aussonne-Blagnac site, near Aeroscopia and includes a car park with 5,000 parking spaces. The venue can also be accessible by tram from downtown in 40 minutes.

To avoid traffic jams at peak times, we recommend using the public transport of the [Tisséo Network](#). Please find below a quick overview of your options:

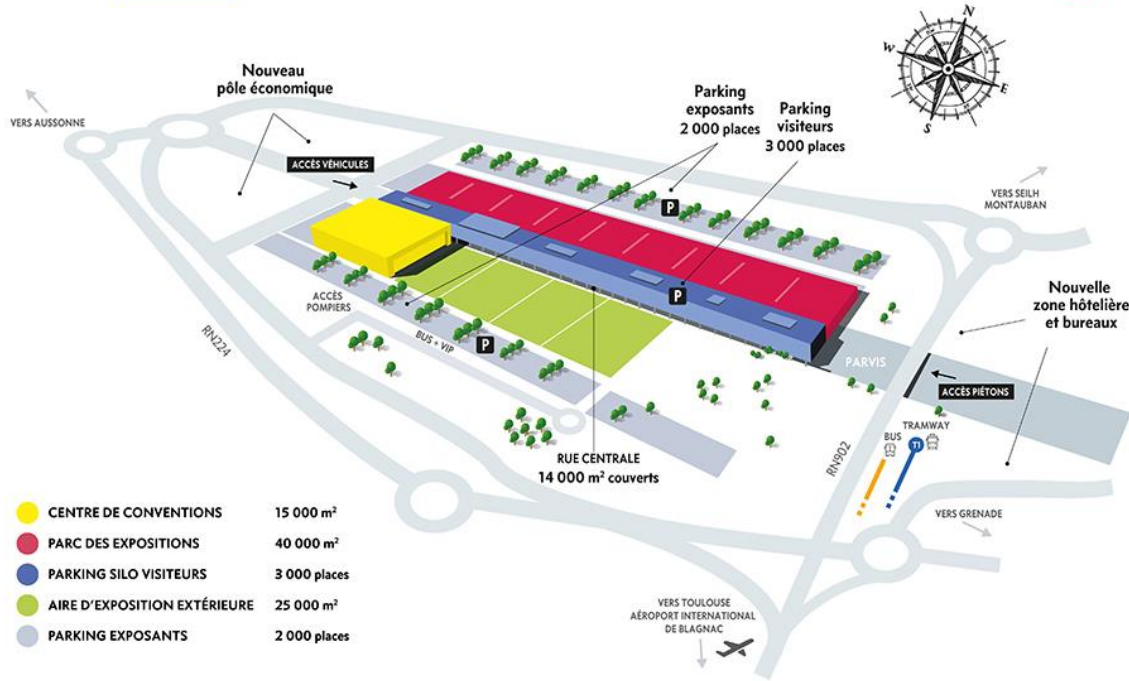
Public transport lines

	Lines & Stations
Tram	Tram T1 MEETT stop at the foot of the Parc des Expositions.
Bus	Line 30 MEETT stop at the foot of the Parc des Expositions.

More info on the [Tisséo Network](#)

Exhibitor Manual

Fairground overview



© MEETT Toulouse Exhibition & Convention Centre

Stand Construction Guidelines

The exhibitors agree to observe all regulations and requirements stipulated in this document and shall not consider them as merely administrative. Please do a [sketchup of your stand](#) with its dimensions and send it to [Exhibition Logistics team](#).

General requirements

- All exhibits must be confined to the spatial limits of their booth, as indicated in the final floor plan.
- Equipment to be shown or demonstrated must be placed in the exhibit space contracted to ensure that the visitor viewing the equipment will be in the booth and not impeding aisle traffic.
- Stands, including all equipment and exhibits and advertising matter are to be constructed with such stability as to pose no danger to public safety and order, and especially life and health.
- Promotion or display of promotional material and any other related activity is not allowed outside the assigned space.
- All activities in the booth area potentially attracting a large audience and causing queues (e.g., presentation, quiz, giveaways' distribution) may not be placed immediately at the borders of the booth facing the aisles, as this might impede aisle traffic. These activities must be clearly identifiable on the booth layout sent in for approval to the [Exhibition Logistics Team](#).
- ITS European Congress 2022 and the Exhibition Logistics Team reserve the right to stop such activities on the booth immediately, if they are blocking passageways around the booth area.
- Exhibits must be staffed at all times during the exhibition opening hours. The exhibition areas are to be used only during the specified opening hours.
- Exhibits must conform to the contracted space and all display rules as outlined in the ITSEuropeanCongress2022 exhibitor manual. Any aspect that is not covered in the ITSEuropeanCongress2022 exhibitor manual is subject to approval by ITSEuropeanCongress2022 and by the exhibition management company.
- Public announcements are not allowed by any exhibitors and are restricted for organizer and safety use.

Additional construction regulations

- Exhibition Management reserves the right to cancel stand construction and require changes in accordance with approved drawings and described stand concept.
- All stands must be carpeted or laid with some form of flooring as clear demarcation of contracted space. The use of paint or other adhesives on the floor of the exhibition hall is strictly forbidden.
- We strongly recommend you integrate **the booth number** into the design of your booth as it always helps to find your booth. As the booth numbers on the online floorplan have been adjusted, please make sure you check which booth number you have before integrating it into your booth before the event.
- **Two-storey booths are not allowed.**
- Exhibitors will not be allowed to project images onto the gangways, ceilings, walls or space which are not part of their stand.

- Special care must be taken to avoid lights and/or spotlights as well as all sorts of sounds that are annoying to visitors or neighbouring stands
- No signs may project beyond the delimiting walls of the stand, and each exhibitor must avoid hindering the view or entrance way of neighbouring stands.
- Audio-visual and other sound and attention-getting devices will be permitted only in those locations that the visitor viewing will be in the booth and not impeding aisle traffic and in such intensity as, in the opinion of the Exhibition Logistics Team they do not interfere with the activities of the neighbouring exhibitors.
- Exhibits or other devices which emit sound, light or smell must be operated and controlled so as not to irritate other exhibitors. The maximum noise level is **65 dB** measured at 1m from the speakers/stand. Any failure to comply with this rule will result in the power supply to the sound system and the related stand being cut off.
- Exhibitors are solely responsible to ensure that all necessary certifications are obtained by themselves or their appointed contractor for exhibiting in ITSEuropeanCongress2022.
- Exhibition Management reserves the right to issue further instructions concerning the design of stands.

Requirements related to current hygiene restrictions (NEW)* with regards to organisation:

- You as an **exhibitor** are **responsible for compliance with the current hygiene and infection control requirements at your exhibition stand.**
- **Create** a specific **hygiene strategy** for your exhibition stand, accounting for the assembly phase, operations during official opening hours, and disassembly.
- Ensure the **registration of all individuals** involved in the assembly and disassembly of your stand, including the hours of presence.
- **Instruct all staff** about the **measures** and make sure they comply.
- **Provide your staff** with all personal **protective equipment** that is required at the time of the congress
- Avoid unnecessary physical interaction.
- At this current time, a mask is no longer mandatory, but we do encourage everyone to exercise personal responsibility and wear a mask.

with regards to the booth design:

- Make sure your stand **provides sufficient, freely accessible space** for moving.
- To ensure adequate ventilation, **closed ceilings** on top of walled-off spaces (such as meeting rooms) are **not permissible**.
- Considering food and drinks should be served and consumed at your booth only.
- You will ensure that:
 - presentations and other activities at your exhibition stand will not interfere with the flow of visitors in the adjacent corridors.
 - explanations of exhibits or visitor consultation sessions are carried out inside your own stand only.

- Addressing visitors in the corridors is prohibited. Conversations between stand personnel and visitors are permitted only within the stand area.
- You are to ensure adequate air ventilation in walk-in exhibits and meeting spaces within your stand. Consequently, enclosed spaces within exhibition stands are prohibited without exception.
- Keep doors, windows and other openings of walk-in exhibits open at all times.

**We are carefully monitoring the situation related to the COVID-19 situation and any specific governmental restrictions which may apply. You will be informed in case of any applicable changes to the current instructions.*

Separation walls

All stands **must be separated from the neighbouring stand(s) by means of a separation wall**. The separation wall can be provided by the exhibitor or **can be ordered to GL events** with extra costs. This separation wall shall be in **white finish on both sides**.

With an exception of island booths (4-sides open), a back wall must be installed for every stand. Stands with an immediate neighbour(s) should also be provided with the necessary sidewall(s).

Heights

We kindly ask you to plan your constructions regarding the heights reasonable in order **not to block the view of possibly smaller stands adjacent to your own in an unreasonable way**.

All heights are measured from the hall floor (not the stand floor) to the top of the construction.

2.50 m	Minimum height of separation walls, columns and/or other solid constructions at the outer edge. This also applies to side and back walls connecting to another stand
3.0 m	Maximum height of separation walls, columns and/or other solid constructions at the outer edge. This also applies to side and back walls connecting to another stand
5.9 m* In Forum 1	Maximum height for top edge supporting structure Rigging structures are not possible in this hall. Only self-standing stands can be built.
10.0 m* Forum 2 & Forum 3	Maximum height for top edge supporting structure or suspended structure Hanging points are not available everywhere in Forum 3. You may work only with self-supporting constructions in Forum 1 & 3. Banners hanging on riggings (if rigging possible at your selected booth position) with a closed surface going all around the booth may have a depth of max. 1.0m . There must be a min. 1.0m distance between the lower edge of the banner, signage etc. fixed at the rigging and the top edge of the solid construction. This does not apply to single pillars or other stand elements (graphics,

	curtains etc.) that are connected to the roof structure but rather to larger wall elements that may impede the look-through onto the other side of the stand.
--	---

***Different height limitations for Forums 1 & Forums 2 & 3 are crucial! Hall height differs between 5.9m to 10m. Please refer to the exhibition hall [floor plan details](#).**

The **maximum height** of walls, columns and/or other solid constructions should be with a minimum distance of **0.5m** to the stand perimeter.

Constructions higher than 3.0m may not block more than **50% of the view** (also with other higher elements on the stand) from one side of a stand to the other.

Any specific questions linked to the position of the hanging point or water supplier can be requested from exhibitors-order-tlse@gl-events.com.

Suspending from structures (sling ropes):

It is strictly forbidden to hang any elements whatsoever, including signage, from electrical distribution ducts, ventilation, heating, and smoke extraction ducts and generally from any existing apparatus or duct.

Hanging from the structures in the halls (slinging) is restricted to your defined and booked exhibition area and subject to written authorisation from the exhibition manager of the venue and if hanging points are available at your selected area (refer to page 22 for more information).

The exhibitor shall place an order with the exhibition manager of the venue, providing him with all the necessary technical information at least one month before the event.

The exhibitor must provide a layout of the desired suspended elements, the number of sling points, the intended load and height of the suspended elements, the type of material, etc.

Based on this information, the exhibitor manager will carry out the work via a company duly authorised to perform this work and will have the conformity of the installations checked by an approved company.

In all cases, the exhibitor must:

- purchase through the forms the implementation of all suspended elements, which will be coordinated by MEETT
- at the end of the process, provide a certificate of correct assembly and compliance with the information sheet to the exhibition manager.

The exhibitor also undertakes to carry out or have carried out any requirements relating to the installation inspection report and refrain from making any changes following the inspection of the venue, which will liaise with an inspection office.

Any specific questions linked to suspending from structures can be requested from exhibitors-order-tlse@gl-events.com.

Please note: The safety and stability of the booth construction and all used material is the sole responsibility of the exhibitor. Neither ITSEuropeanCongress2022 nor Exhibition Logistics Team nor MEETT take any responsibility for any damages or accidents caused by exhibition stands. It is the responsibility of the exhibitor to have proper liability insurance.

Permissible floor load

The constructions and fittings, including during their installation phase (particularly the weight of transport and lifting equipment), must be compatible with the load that can effectively be borne by the floors of the halls.

These constraints are listed for each of the spaces concerned in the tables below:

Rooms	Uniformly distributed load
Forum 1, 2 and 3	1,500 daN/m ²

When moving or handling equipment or materials where the load, once implemented, will be admissible overall with regard to the aforementioned constraints, special measures must be taken during this installation or handling phase to distribute the weight (e.g., flat, rigid surface along the path of the lifting equipment).

The transport and use of loads exceeding the aforementioned limits must be expressly requested in writing, documented and formulated more than one month before the **28 May 2022** for which authorisation is requested.

During handling, broadly admissible loads can be transferred to smaller surfaces.

The resulting compression can cause serious damage to the ground, whatever its nature. The exhibitor is obliged to ensure that the loads are suitably distributed by having the handler lay flat, rigid surfaces along the path of the lifting equipment. In case of damage on the floor, the exhibitor will have the responsibility of covering the appropriate cost.

Exhibition of motor vehicles

Thermal or combustion engines

In accordance with the decree of 18 November 1987, the conditions for the installation and operation of such equipment require special authorisation and are strictly subject to the permission of MEETT, according to the opinion of the safety commission. Please fill in the [declaration form](#) and send it to [Exhibitor Services](#) for approval.

The combustion gases must be evacuated to the outside in accordance with the plans approved by MEETT. The installations must be shut down as soon as the demonstrations are over. The tanks of the engines on show must be emptied or fitted with keyed plugs at shutdown. Lead-acid battery terminals must be protected so that they are inaccessible.

Machinery and particular subjects

Machinery and equipment in operation

Moving parts, hot surfaces, and sharp points and edges must be either protected by a rigid screen or set back at least one metre from the aisles.

The hydraulic safety devices of equipment placed in a high, static position must be supplemented by a mechanical device to prevent accidental falling.

All equipment on show must be properly stabilised to avoid any risk of tipping over.

Radioactive substances - X-rays

A location plan should be sent to [MEETT](#) to be kept at the Central Monitoring Station (CMS).

Their location should be the subject of a specific request for authorisation to the competent administrative authority.

Lasers

Prior to the use of lasers, the exhibitor must:

- apply for an application for authorisation from the competent administrative authority
- submit a technical document together with the installation plan
- submit a document drawn up and signed by the installer, certifying compliance with the provisions of article T44 of the decree of 18 November 1997. 29

Flammable liquids

The use of flammable liquids is limited to the following quantities per stand:

- 10 litres of category 2 flammable liquids per 10 m², to a maximum of 80 litres
- 5 litres of category 1 flammable liquids.

Submission of construction plans & approval

All stand constructions are subject to regular approval by [Exhibition Logistics Team](#).

Responsibility for proper execution lies with the builder at all times.

The following are subject to special prior written authorisation from MEETT which, if authorisation is granted, reserves the right, at the organiser's expense but on prior production of detailed estimates, to entrust the following to a company of its choice and to supervise their execution itself:

- work relating to heating appliances and smoke ducts
- work relating to the roofing of buildings or requiring traffic on the roofs for this to be carried out
- drilling into walls in the fixed construction elements of the halls
- trenches for pipes
- foundations intended to bear machinery and, more generally, all underground work.

Type of booth: Complex booths	All other booths
These are booth that include: <ul style="list-style-type: none"> • Machines • Thermal or combustion engines, Lasers or any other dangerous product	
Deadline: 1 April 2022**	Deadline: 28 April2022**

*Please note that MEETT and external parties will examine the stands. If the required documents are handed in too late, an approval in time may not be possible.

**Documents submitted later than the periods stipulated above cannot always be reviewed in time. Therefore, approval might not be certain before the start of construction. This may result in dismantling, alterations or blocking the stand. The costs of the structure approval proceedings will be invoiced to the exhibitor.

Procedure of submission

Please send the requested documents (as defined above) to: exhibitionlogistics@mail.ertico.com

Once the design has been approved by Exhibition Logistics Team (approx. 5-7 working days), the documents will be forwarded to MEETT for second approval. When the examination is done, the applicant will receive an electronic notification of approval or conditions for the construction of the stand.

Any stand structures that do not conform to the technical regulations or the law, must be altered or removed. If execution is not completed on time, MEET is entitled to make changes itself at the expense of the exhibitor. MEET is also entitled to close the stand to forbid access for visitors.

Any arising costs of approval proceedings by MEET will be charged to the exhibitor.

Interpretation of the regulations:

Time and again situations arise in which it is not possible to formulate a unique set of guidelines for stand construction. In such a case, the exhibition logistics team reserves the right to implement the decision regarding the approval or rejection of the stand design regardless of the guidelines. This always takes place with the aim of ensuring a transparently designed exhibition as far as possible that is fair to the exhibitors and attractive and appealing to the visitors.

Exceptions:

The exhibition logistics team reserves the right to grant exceptions to the regulations regarding the guidelines for stand construction, provided that a stand design represents added value for the exhibition and the visitors.

Temporary stands and fittings

Definition of fittings

For the purposes of the regulations, the following are considered to be interior fittings: interior decorations; drapes; doors and curtains; floor, wall, partition and ceiling coverings; ducts and pipes not incorporated into a conduit or not embedded; false ceiling elements; furniture attached to structures or fixed to the floor.

All the materials making up the stands, as well as the general decoration of the event, must be the subject of a fire reaction certificate in accordance with the provisions of the decree of 30 June 1983.

Principle of general authorisation

Subject to the approval of his plans by the competent administrative authority, the organiser may, under his sole responsibility, have any company of his choice carry out all fitting-out and decoration work necessary for the planned event.

This work must, in any case, comply with the provisions of this document, those of the occupancy agreement, and the characteristics and purpose of MEETT.

This work may not in any way have the effect of directly or indirectly affecting the configuration, solidity and safety of the works and permanent or semi-permanent facilities of MEETT.

Principle of restriction

The following are subject to special prior written authorisation from MEETT which, if authorisation is granted, reserves the right, at the organiser's expense but on prior production of detailed estimates, to entrust the following to a company of its choice and to supervise their execution itself:

- work relating to heating appliances and smoke ducts
- work relating to the roofing of buildings or requiring traffic on the roofs for this to be carried out
- drilling into walls in the fixed construction elements of the halls
- trenches for pipes
- foundations intended to bear machinery and, more generally, all underground work.

Stands, podiums, platforms, tiered seating

Apart from the fact that they must not in any way hinder the proper operation of smoke extraction or automatic detection systems, large furniture, the main fittings, stands and light floor fittings in superstructures that can hold people (platforms, stands, podiums, tiered seating), whether they are located in the premises or in corridors, must be made of M3 category materials.

The floors must be well joined, as must the steps and, if they exist, risers for stairways. The underside of these must be free of all deposits of combustible materials; they must provide openings for inspections while remaining inaccessible to the public.

If these undersides have a surface area of more than 100 m², they must be divided into cells of 100 m² each by partitions of M1 materials.

Horizontal or non-horizontal coverings for podiums, stands or tiered seating with a height of more than 0.30 metres and a total surface area of more than 20 m² may be made of M3 category materials, and those equal to or less than 20 m² of M4 category materials.

When materials are specifically in the presence of the public, they are not subject to fire response requirements unless they are also used for more than 20% of the decoration of partitions and false ceilings.

Marquees, tents

If a marquee, tent, or structure is installed in an indoor exhibition, it must specifically be made of category M2 material. When erected outdoors, it must be designed and installed to remain stable under the simultaneous effects of normal wind and snow load.

In particular, it must be installed in areas that do not present a risk of rapid ignition and be located away from dangerous vicinities.

In the event of collapse of the roof, the structure's framework (masts, brackets, frames, cables) must specifically allow sufficient volume to be maintained to ensure, in all circumstances, that the public can be evacuated.

All heating, lighting, and decoration installations in it must comply with the specific provisions of the decree of 23 January 1985, as set out in articles CTS 1 to CTS 37 of the decree of 25 June 1980.

Auditoria, and stage facilities at your booth

The construction, fitting-out and occupation of auditoria must comply with the specific provisions of the decree of 12 December 1984, as set out in articles L1 to L89 of the decree of 25 June 1980, and elsewhere in the provisions of articles CO-38, CO-39, CO-42 and CO-43 of the decree of 25 June 1980 and finally with those of article AM18 of the said decree.

In the case of enclosed stands, these must have direct exits onto aisles. The number and width of these exits depend on the surface area of the stand and must comply with the following provisions as a minimum:

- less than 20 people: 1 exit of 0.90 m
- 20 to 50 people: 2 exits, one of 0.90 m, the other of 0.60 m
- 50 to 100 people: either 2 exits of 0.90 m or 2 exits, one of 1.40 m, the other of 0.60 m
- 100 to 200 people: either 2 exits, one of 1.40 m, the other of 0.60 m, or 3 exits of 0.90 m
- 200 to 300 people: 2 exits of 1.40 m
- 300 to 400 people: 2 exits, one of 1.40 m, the other of 1.80 m
- 400 to 500 people: 2 exits of 1.80 m each

In uncovered rooms, exit signs must be provided using self-contained units.

Service orders

All services are offered conveniently via the [Online Webshop](#) which can be accessed through the following link. Please read the [General Terms of Sales](#) when placing an order through the [Online Webshop](#). **The Webshop will be closed May 20, after this date please reach out to exhibitors-order-tlse@gl-events.com to place any orders.**

All suppliers act on their own behalf in all arrangements with exhibitors and are not agents or employees of ERTICO. All services or materials supplied by these companies will be subject to a contract between the suppliers and exhibitors and will be invoiced directly by the suppliers to the exhibitors. Please note that the suppliers may apply their own regulations and instructions to the contracts they use. Therefore, ERTICO and its organiser do not accept any liability or responsibility for any act performed or committed by such suppliers.

Services for exhibitors in connection with a fair or exhibition should be **booked via the [Online Webshop](#).**

They should be ordered until **5 May 2022** at the very latest.

After this deadline, an express charge of **20%** will apply on all orders.

Respecting the deadline also ensures that orders will be processed properly and on time.

The Webshop will be closed May 20, after this date please reach out to exhibitors-order-tlse@gl-events.com to place any orders.

You will find the following services (please find below further details):

- Technical Services
 - Audio-visual equipment
 - Water supply
 - Electricity
 - Communication services
 - Hanging points / slings
- Food & Beverage
 - Cocktail services on stand
 - Lunch
 - Beverage
- Furniture
 - Additional equipment (walls etc.)
 - Plants
- Cleaning & Security Services
 - Cleaning Services
 - Security Services
- Branding & Carpeting
 - Branding
 - Lights on signs
 - Carpeting

Join us!



**Smart and Sustainable
Mobility for all.**

Exhibitor Manual



**EUROPEAN
CONGRESS**

**TOULOUSE
30 May - 1 June 2022**

Smart and Sustainable
Mobility for all.

Suppliers Appointed by Exhibitors

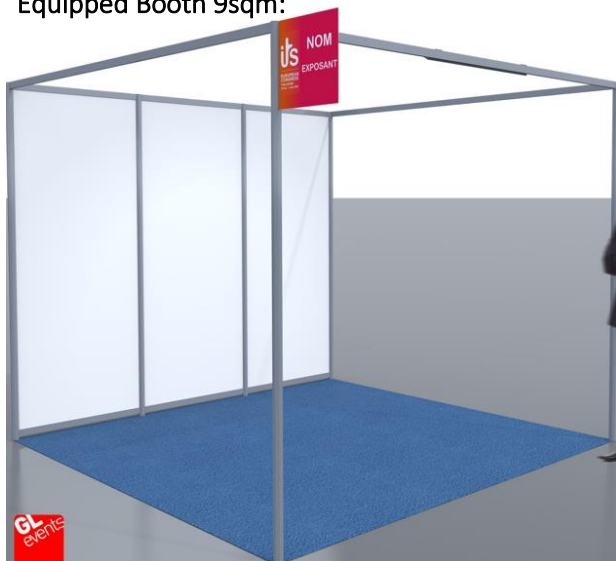
With the exception of some compulsory services/suppliers (electricity, water, catering, IT, rigging service and signage) the use of other suppliers/agencies for logistical and technical purposes is permitted.

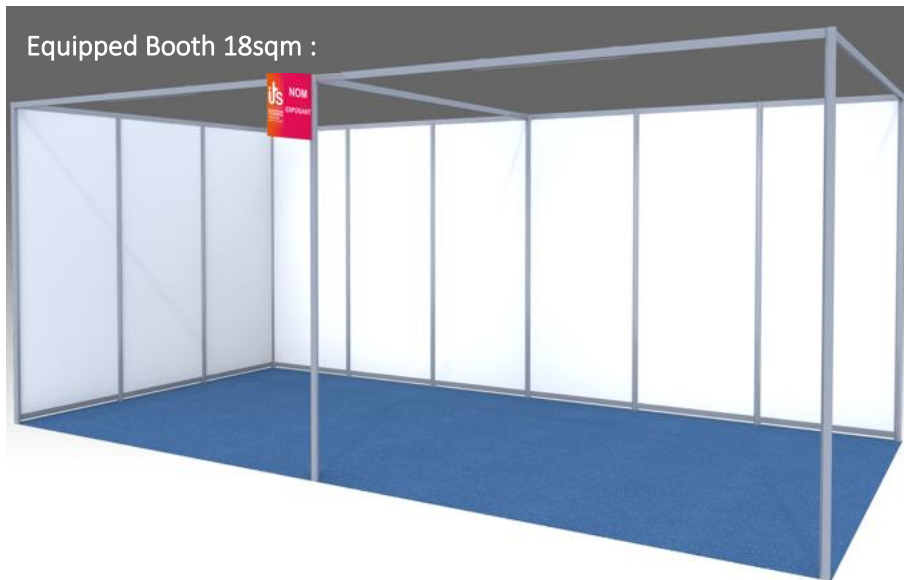
Please note that the exhibitor remains responsible for the activities organised by the appointed supplier/agency. It is **the exhibitor's responsibility to ensure that all the relevant guidelines, rules and regulations, as well as health and safety regulations**, relevant forms and deadlines are passed on to the appointed suppliers/agencies and that the **suppliers/agencies act according** to these rules and guidelines.

Shell Scheme constructions package includes:

- **Booked via organiser**
- Shell scheme structure of 2.5m high, fascia with the name of the company in black, 9sqm or 18sqm grey carpeting and 1 electrical socket of 1kW
- Cleaning of the stand 1st day before the opening
- Any additional furniture, branding of the shell scheme will have to be booked by the exhibitors themselves.

Equipped Booth 9sqm:





If you have a raw space and want to transform it into an equipped package reach out to [ITS European Congress 2022](#).

Start-up package:

- Space of 4 sqm with back walls, name of your company on a flag sign, 1 high table
- 1 electricity plug of 200 watts with 2 plugs. This will allow connection of a laptop + phone battery. In case additional power or plugs are required, this can be ordered via the [Online Webshop](#).
- Name of your start-up mentioned on the website
- Description of your start-up within the interactive floor plan
- 2 complimentary start-up badges granting access to:
 - The Opening Ceremony, Plenary sessions, and Closing Ceremony
 - The Farewell Reception on Wednesday 1 June
 - To the Exhibition including access to the exhibition booth 1 hour before and after public opening hours for set-up and dismantling

Furniture, flooring, design elements

Additional items to be added to your shell scheme package can be ordered via the [Online Webshop](#), menu "Furniture".

Electricity

Power supply has to be ordered via the [Online Webshop](#), menu "Technical Services".

A **floor plan sketch** indicating the **desired location of connections must be included** in the orders. The exhibitor is responsible for every connection from the distribution panel.

Exhibitor Manual

Each stand is served from the establishment's network of switchboards, connection boxes or electrical cabinets (fixed and semi-permanent installations).

Each stand or exhibitor needs to order their electricity box through the [Online Webshop](#).

The box must remain accessible to the safety services at all times but remain out of immediate reach of the public in the section reserved for the exhibitor's use, i.e., for the electrification of the stand.

For safety reasons, only MEETT is able to supply utilities, install and carry out work on the electrical network, and supply the necessary equipment.

- 1 set of HPC circuit breakers calibrated to the height of the exhibitor's control panel
- 1 x 30 mA differential switch

The boundary between the establishment's fixed or semi-permanent installations (the construction, operation and maintenance of which are the sole responsibility of the establishment) and the stand installations (which are the sole responsibility of the organiser and the exhibitor) is located at this box. **Please note:**

- Power supplies are available **from floor ducts** in the halls.
- Power is running **24h**
- The construction of stands may be affected by the positioning of service outlets and that not every stand does have direct access. In the event that a service outlet has to be shared by a neighbouring stand, exhibitors are advised to build raised floors. If the entry to the passageway is located in front of the stand area, it may be the case that a cable link is laid on the passageway for the sake of safety.
- For safety reasons, **the power supply is usually switched off on the last day of the fair one hour after the event closes**. MEET must be notified of any additional requirements in this respect before the end of the event.

Rigging and Hanging Points Orders

Rigging points are very limited and do not exist in **Forum 1 & 3**, we recommend self-standing constructions. Please refer to the technical floorplan for rigging points positions. Please check availability before starting your design and reach out to [Exhibitor Services](#) for any specific questions. Please consider the [height regulations](#).

Any costs for necessary static tests will be charged to the client. **Structures to be suspended may only be located within the boundaries of the booth**. Orders can be placed via the [Online Webshop](#), menu "Technical Services".

Audio-visual equipment

Orders can be placed via [Online Webshop](#), menu "Technical Services".

Any audio-visual equipment can be ordered through the [Online Webshop](#). Please note that the equipment will be delivered **one day before the show starts**.

Water installation

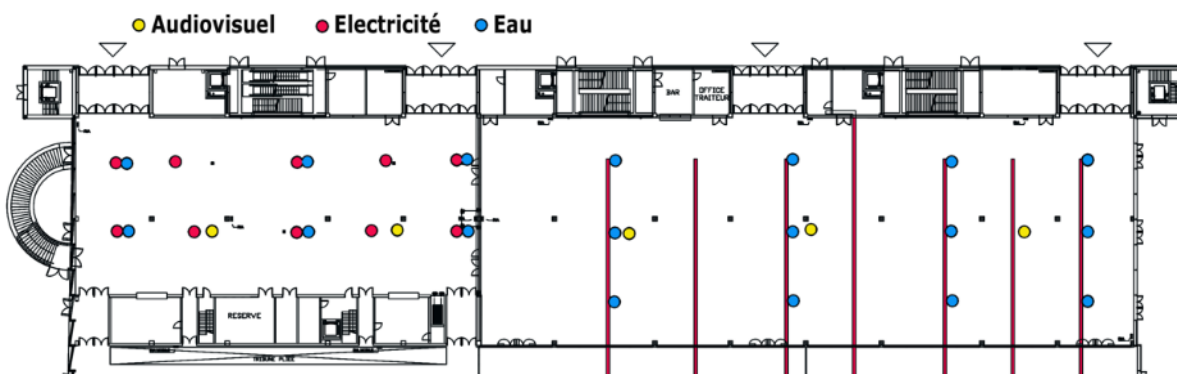
Please note that the water supply and wastewater disposal are subject to certain laws of physics. This is why a given connection may be difficult to install or only with additional effort. Please provide your information

Exhibitor Manual

regarding the request for supply with water/wastewater disposal early on or when registering. Orders can be placed via the [Online Webshop](#), menu “Technical Services”.

Water service is located in the service channels. We would therefore recommend the use of raised flooring to cover the water pipes/cables with a minimum of 5 cm height. **Exhibitors are not allowed to connect anything directly to the supplies.**

Water supply is possible in Forum 1, see technical floorplan below for additional information. The blue circles represent the water supply.



Communication Services

In case you would like to set up a **Wi-Fi hotspot** at your stand or require telephones/fax/internet lines, Orders can be placed via [Online Webshop](#), menu “Technical Services”.

MEET operates a state-of-the-art WLAN system at the exhibition ground in Toulouse covering the entire site. WLAN connections may only be set up and used for your own booth. Exhibitors intending to operate their own WLAN must notify MEETT before the start of the event. Exhibitors failing to register their own WLAN systems shall incur an additional charge for the late inclusion of the networks in the WLAN management system.

Waste removal & cleaning

The used spaces must be returned to the MEET completely clear of all items and the **exhibition areas restored to their original state**. Therefore, unless pre-ordered during the set-up period, external companies will **not be allowed to leave any material in the venue**. **Waste should be removed at every interval possible, and after each day at the latest.**

Materials that have been left behind will be removed from the exhibition on the last day of dismantling and brought back to the warehouse at the exhibitor’s expense.

The exhibition halls and walkways will be cleaned after the set-up. Exhibitors are responsible for cleaning their own stand. Waste collection on booth needs to be ordered on the [Online Webshop](#), menu “Cleaning & Security Services”. If not, the general cleaning service will not collect it. Cleaning services will only be allowed when the exhibition is closed to visitors.

All common areas e.g., the foyers and aisles will be cleaned on a daily basis during the event days. If you want your booth area to be cleaned too, you can order this service additionally via the [Online Webshop](#).

Constructors who already know that they will have waste **can order waste removal** via the [Online Webshop](#).

Materials, products, and gases strictly forbidden

The following are strictly forbidden within the exhibition halls:

- the distribution of samples or products containing flammable gas
- balloons inflated with flammable or toxic gas
- celluloid articles
- pyrotechnic and explosive devices
- the presence of ethyl oxide, sulphide, carbon, sulphuric ether and acetone.

Shipping and Forwarding

Clamageran Expositions is the **official freight forwarder**. Please find below their contact details and information.

Clamageran Expositions

Parc des Expositions

Porte de Versailles

75015 Paris, France

Contact:

Lucien Lawson - Tel: + 33(0) 6 20 83 78 00 - Email: l.lawson@clamageran.fr

Paola Burlando - Tel: +33 (0) 6 20 83 77 98 - Email: french-riviera@clamageran.fr

Clamageran Expositions can offer you an entire service of receiving your material at their **warehouse** prior to the event and **a smooth delivery** to your exhibition stand on the required date & time.

Clamageran Expositions will ensure a high level of logistics services to/from ITS 2022 event at MEETT Toulouse and will provide the following services:

- Door to booth transportation services Worldwide
- Seaport or airport collection
- Labelling information
- Inland transportation
- Customs Clearance (Temporary import under ATA carnet)
- Arranging Customs inspection (if required)
- Advance storage before or after show (in / out)
- On-site handling assistance
- Empties (collection – storage – return to the booth at the completion of the show)
- Dedicated on-site support
- Worldwide forwarding after show in accordance with exhibitor's requirements at the completion of the show.

Before shipping any items to your stand please make sure you get in touch with Clamageran Expositions.

The deadline to place an order with Clamageran Expositions will be May 10, 2022.

All relevant details (e.g., shipping instructions, prices) are available [here](#). All shipments have to be sent on a **freight prepaid** basis. Shipments that are not shipped as freight prepaid, will **NOT** be accepted.

Courier shipments arriving from inside the EU (free of customs) may be sent directly to the stand only during the build-up dates. However, we do recommend sending it to the designated warehouse and having the goods delivered from there to the booth by Clamageran Expositions to ensure that your goods

really get there. In any case, please contact directly in advance Clamageran Expositions to provide you with shipping instructions accordingly.

Deliveries are only accepted to a **contact person** at your booth, **during the official set-up and opening times**. Please make sure that someone from your company or contract partners is there at the stand **to sign and receive the delivery**. Please fill in the [Deliveries and Shifts Schedule](#) and send it to the [Exhibition Logistics team](#).

Clamageran Expositions

c/o Name of exhibition: ITS EC 2022

Exhibitor's name: _____ / Hall: _____ + Booth no.: _____

Concorde Avenue

31840 Aussonne

France

Goods Reception

Advanced shipping to the venue prior to the congress dates is not permitted. Freight and shipments shall be addressed to Clamageran Expositions.

Storage

Storage is not available at the venue, but storage can be coordinated through Clamageran Expositions for storage at their warehouse. The **storage of boxes or any kind of materials in the alleys is strictly forbidden**.

For information about the rates please contact itseuropeancongress@mailcongress.ertico.com.

The **storage of empties** (including packaging or packing materials) **at the booth/in the halls is prohibited**. Combustible packaging, wood wool, plastic foam and straw must not be stored in the exhibition halls or other facilities open to visitors.

Catering – Food & Beverages

Catering of the congress (coffee breaks and lunch) will be available for exhibitors in Forum 3.

Catering can be ordered via the [Online Webshop](#), menu "Food & Beverage". Please keep in mind that the deadline to send back this form is 5 May. After this deadline, a 10% price increase will apply.

If there any specific needs or questions which are not listed in the [Online Webshop](#), please reach out to [Jérôme LAGARDE](#).

Welcome Lunch

The official opening of the exhibition halls is at 08h30 on Monday 30 May. The exhibition welcome will be from 13h00 to 14h00.

A welcome lunch will be served by ITS European Congress to the delegates of the congress and people who have booked catering tickets only in the defined catering area in Forum 2.

If exhibitors would like to serve drinks and/or food at their booths, this will have to be booked and ordered by the exhibitors to the official caterer and they will have to follow the applicable regulation. Please note that alcohol is not prohibited but intoxicated persons are not allowed.

Hostess Services

City One is the preferred and recommended partner for Hostess services. Complete your Hostess order by **20 May 2022**. Please use [this form](#).

1/2 day (4 hours) = 120€

Full day (8 hours included 1 hour break & 1 lunch package) = 260€

And 30 € any additional hour

Promotional activities

Additional promotional services (e.g., branded communication possibilities that reach out to the delegates) to enhance your visibility will be available in April for example visibility on the ITS Congress App and website. We are making available a Promotional Toolkit and a list of communication options. We recommend you reach out to us as soon as possible. Any other activity that is organised with the purpose of promoting the company's presence during the event or its products or services is subject to ITS European Congress approval.

Please ensure you contact the Marketing Team Congresspr@mail.ertico.com.

Security and Emergency Procedures

It is mandatory for all construction teams and all involved service providers of MEETT Toulouse Exhibition & Convention Centre to wear safety shoes, a safety vest and a helmet when working in heights. Please protect yourself as well! We highly recommend you wear safety shoes until the set-up is finished. A safety vest helps as well to be visible all the time. Thank you for your cooperation.

Safety & Access Control

We will ensure a smooth entrance into the venue and a safe working surrounding related to the pandemic situation. Adjusted information will be published in June and closer to the event days

All gangways should be maintained and there should be a **clear route provided to all Fire Exits**.

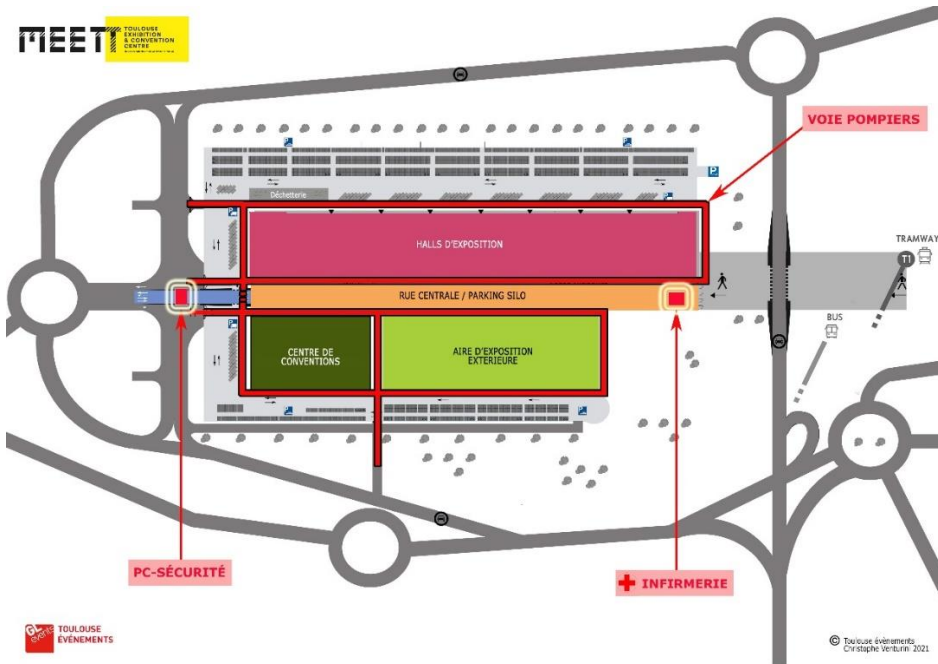
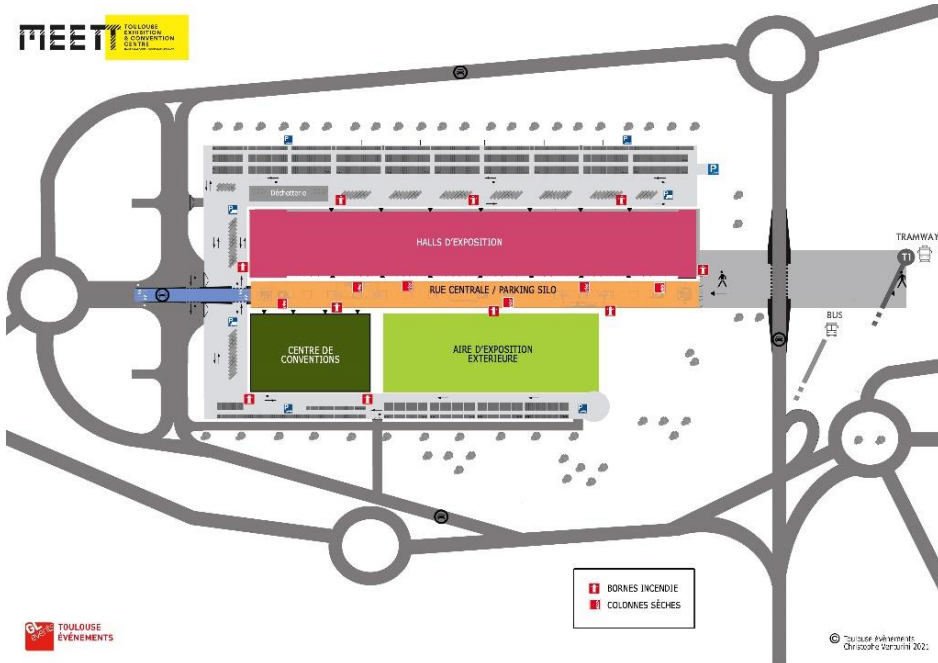
- Fixed structures, exhibition counters, display cases, cages and the like must be set up in such a manner that they cannot be knocked over, and that there are **unobstructed evacuation routes at least 1.20m wide to the exits**.
- Glass panes must be protected against breakage.

The emergency exits and escape routes must be kept clear at all times. The emergency exits and escape routes in the halls must **never be blocked by items left standing or jutting into the aisle**. A passage at least 2.5 m wide must be kept free, regardless of the width of the aisle and the goods left in the gangway. MEET can order the immediate clearance of all aisles or certain aisles for logistical reasons.

Emergency Procedures

MEET can issue orders for buildings, halls or rooms to be closed or immediately evacuated for safety reasons. The reopening of the buildings only takes place after clearance from the responsible authorities. The two floor plans below show the security/fire service access and equipment at MEET.

Exhibitor Manual



Security

Orders can be placed via the [Online Webshop](#), menu "Cleaning & Security Services."

The site is only kept under general surveillance by the organiser during assembly and disassembly and while events are in progress. There is no security patrol watching over halls, rooms, stands or vehicles. The MEETT or the organisers do not take charge of equipment and items brought onto the site or delivered by exhibitors and third parties acting on their instructions.

ITS EUROPEAN CONGRESS and facility organisers expressly disclaim responsibility for any loss or damage to property of any exhibitor or demonstrator from any cause. To help ensure good security at the show, please follow these points:

- Make one member of your team responsible for your company's safety and security at the exhibition.
- Do not leave cash, handbags, mobile phones, valuables etc. in unlocked drawers, cupboards or on exhibits on your stand,
- Do not leave wallets in unattended clothing,
- Check all lockable desks and cupboards are locked before leaving your stand

Please note that build-up and breakdown days are high-risk periods. You are recommended to work in pairs so that the stand is always manned. Make sure you arrive prior to the official opening time and do not leave your stand at night before the hall is clear of visitors. **During the fair, you are free to order night-watch and security guards via the [Online Webshop](#).**

Fire Protection

No flammable decorations or exposed flames may be used at any time.

- All carpet and decoration materials of paper and flammable fabric must be made fireproof and will be asked on site.
- Storage paint, liquids, gas or other flammable substances in the booth space is forbidden.
- Any heavy amount of paper, or any other flammable products, should be regularly disposed.
- The display or use of burning, red hot, combustible, explosive or flammable materials is prohibited.

It is generally prohibited to build exhibition stands using any highly inflammable materials, materials that drip when burning, form toxic gases or produce a lot of smoke such as most thermoplastics including rigid polystyrene foam or similar.

Decoration materials must be classed as being at least flame-retardant (Class B1), may not drip when burning pursuant to DIN 4102-1, may only produce a limited amount of smoke or pursuant to EN 13501-1 must at least comply with Class C (C-s2, d0). **A test certificate of the fire classification of materials used must be available for presentation.**

Health & Safety

As the pandemic situation evolves all the time, the current health and safety measures cannot be static but will change according to the developments and requirements.

Covid-19 pandemic

As the pandemic situation evolves all the time, the health and safety measures will change according to the latest requirements. Please bear in mind that the ITS European Congress in Toulouse will follow the COVID regulations in France. We would like to reassure you that we continue to closely monitor the worldwide impact of the pandemic on the travel and corporate event industry. We can assure you that we will comply with all health and safety regulations in place at the time the event is scheduled. This requires flexibility and patience on all sides.

To ensure we are all better prepared, this manual will be developed and updated on a regular basis. For any detailed questions, please contact itseuropeancongress@mailcongress.ertico.com.

Please find up-to-date information about the French COVID regulations [here](#) and all **practical information on our [website](#)**.

Forms to be filled in before boarding to France:

- The [EU-PLF Form](#): mandatory for travellers wishing to enter France.
- The [Eos Electronic Form](#): mandatory for travellers arriving from “orange” countries and territories.

Leaving France may require test depending on your country of Origin. These tests can be done at the airport and can be booked [here](#).

Find further information about arriving in France [here](#).

Accommodation

Hotel reservation

ITS EUROPEAN CONGRESS has partnerships in place with a variety of hotels ideally situated in the Airport area and at Toulouse City centre to provide conference attendees with the best rates and convenience. Please note that rates are guaranteed until the 5th of May and depend on availability. We encourage you to book your rooms as soon as possible following the instructions on the [Congress Website](#).

Meeting rooms for Satellite or Associated Events

In case your company needs a meeting room, please send an email to [*ITS European Congress](#) including the following information:

- Dates required
- Duration of the event: timing per day
- Ideal room set-up (theatre style, classroom)
- Company name
- Name of your event
- Any Title/ topics / content/ description of your event
- Any other specifications

The event should be approved by ITS-ERTICO and a proposal including room rental and basic equipment will be sent to you based on the given information.