

Chemical Industry Regulations

Agbio Summit

7th – 8th September 2016, Nice Acropolis Congress Centre, Nice,
France

EXHIBITION MANUAL

DEADLINES: FRIDAY 29th JULY



CONTENTS

WELCOME	2
DEADLINES	3
CONTACTS	5
Event Team	5
Venue Contact and Directions	6
Supplier Contacts	Erreur ! Signet non défini.
HEALTH & SAFETY	8
EXHIBITION INFORMATION	10
Set-up and Breakdown	10
Floorplan and Exhibitor List.....	10
Deliveries and Storage	11
Stand Information	14
Additional Items for your Stand.....	16
Sponsored Items	17
Lead Retrieval.....	Erreur ! Signet non défini.
Security	19
PASSES	20
Delegate Passes	20
Exhibitor (Stand Staff) Passes.....	20
Additional Passes.....	21
MARKETING AND SOCIAL MEDIA.....	22
BRAND NEW NETWORKING APP	23

<https://lifesciences.knect365.com/cir>
<https://lifesciences.knect365.com/agbio>

WELCOME

Dear Exhibitor

Welcome to the **CIR and AgBio Conference 2016** exhibition manual. In this manual you will be able to find all the information you will require for your logistical arrangements. You will also be able to register all your allocated delegate and exhibitor passes.

Please take time to study the information in this manual, as there is important information that you will need to consider when making any preparations for the event. I would particularly like to draw your attention to the [Health and Safety](#) section and the [Deliveries](#) page.

On this site we provide a lot of information to help you, however, we also require a few things from you to ensure the smooth-running of the event. Please pay special attention to the various deadlines in the Deadlines section of this site.

New for 2016 – [Networking App](#) - Make the most of your time at the event with our brand new mobile app - browse the delegate list, access speaker presentations, set up 1-2-1 meetings and view the latest agenda

Conference agendas:

- Click [here](#) to view the agenda for the CIR 2016
- Click [here](#) to view the agenda for the AgBio 2016

Accommodation - We have set up a number of bedroom allocations at various hotels near the Nice Acropolis Congress Centre. Details of these and booking forms can be found on the event's website <https://lifesciences.knect365.com/cir> (scroll down) or <https://www.hotelmap.com/pro/M9V2L>

It is advisable to book your accommodation early to avoid disappointment, and when booking take careful notice of the cancellation policy of the rooms.

IMPORTANT: It has been brought to our attention that a company called EHS Housing is contacting some of our clients offering their accommodation booking services for CIR and Agbio 2016. EHS are not known to us or the hotels. We strongly advise that you book your stay following the instructions above.

If you can't find what you are looking for on the site, or need any additional information, please contact us:

DEADLINES

Please make sure that you read the manual thoroughly and make note of the various documents to be submitted by **Friday 29th July**:

INFORMATION / FILES REQUIRED	WHERE TO FIND THE INFORMATION
<p>Company logo – a vectorised eps file</p> <p>Please send this asap if you haven't yet sent us your logo – we require a <u>high resolution EPS</u> file for the event signage. <u>A jpeg is not sufficient</u></p>	<p>Please send this directly to: roshni.shah@informa.com</p>
<p>Health and Safety</p> <p>You must read the Informa Health & Safety information, and sign and return the necessary forms. Any 3rd party contractors responsible for building your stand must also sign the relevant forms</p> <p><u>SPACE ONLY / FREE BUILD STANDS</u></p> <ol style="list-style-type: none"> 1. Health & Safety Declaration (Appendix 1) 2. Risk Assessment (Appendix 2) 3. Method Statement (Appendix 2) 4. Stand Plan <p><u>SHELL SCHEME STANDS</u></p> <ol style="list-style-type: none"> 1. Health & Safety Declaration (Appendix 1) 	<p>Health & Safety Section</p>
<p>Complimentary furniture order form</p> <p>All stands are entitled to 1 x table and 2x chairs, however <i>these <u>must still be ordered in advance using the complimentary furniture order form.</u></i></p> <p><i>Please return this form even if you do not require any furniture</i></p>	<p>Stand Information Section</p>
<p>Copy of your insurance certificate</p> <p>We require all sponsors and exhibitors to hold public / general liability for the event – please send a copy of your insurance certificate to show you are covered.</p> <p>If you are using an external stand building contractor we will also need to receive their insurance.</p>	<p>Health & Safety Section</p>

<p>Pass names and information</p> <p>All stand staff and delegate passes included in your contract must be registered through this manual.</p> <p>Additional passes can be purchased via the Additional passes section</p> <p>Speaker passes do not need to be registered via the manual as they will automatically be registered and contacted by Meleena Patel or Kaijal Pahl in due course.</p>	<p>Passes Section</p>
<p>Literature insert (if applicable – please refer to contract)</p>	<p>Sponsored Items Section</p>

CONTACTS

Event Team

Operations

Roshni Shah

IIR Ltd (Knect365 Life Sciences)
4th Floor Maple House
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London
W1T 7AD
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Email: roshni.shah@informa.com

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Email: Michael.Dunnet@informa.com

Paul Shearer

Head of Sales
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Email: Paul.Shearer@informa.com

Venue Contact and Directions

Venue

Address:

Société d'Exploitation de l'Acropolis de Nice
Palais des Congrès
1 Esplanade Kennedy - 06300 Nice - France
(delivery access point : Avenue Gallieni)

<http://www.sean-acropolis.com/>

Exhibition Hall: Level 2 Rhodes Central Alley

For full delivery instructions please go to the [Deliveries](#) section and read the Directions and Parking section below.

Venue Exhibition Contact (For additional items and Exhibition information, please contact)

Matthieu TESTORY

Email: exposition@nice-acropolis.com

Société d'Exploitation de l'ACROPOLIS de NICE | 1, Esplanade Kennedy | BP 4083 | F-06302 Nice Cedex 4

+33 (04) 93 92 83 49 / 83 50 - Fax : +33 (04) 93 92 82 55

<http://www.nice-acropolis.com>

Directions & Parking

Parking around the Palais is strictly regulated. It is restricted to equipment unloading and loading, during set up and dismantling periods. It is prohibited during the event.

- Light vehicles:

There is a car park nearby: Parc Auto Vinci Park Complexe Jean Bouin
Place du XV^e Corps - 06000 NICE
(+33 (0)4 93 85 58 85 - Fax: +33 (0)4 93 13 47 77

For Set Up: access to be done through delivery area or Acropolis staff entrance (see street GALLIENI on the attached map)

During the event, access through main entrance (see street RISSO on the attached map, tramway station called Acropolis)



set up entrance.jpg

Please click below for directions of how to get to Nice Acropolis Congress Centre:

<https://lifesciences.knect365.com/cir>
<https://lifesciences.knect365.com/agbio>



Parking.pdf

Parking for exhibitors:

**There is a car park nearby (see above)
Parc Auto Vinci Park Complexe Jean Bouin
Place du XVe Corps - 06000 NICE
(+33 (0)4 93 85 58 85 - Fax: +33 (0)4 93 13 47 77**

Parking tickets can be purchased onsite from machines.

If you are arriving by large Vehicle / Lorry please contact the Congress Centre to arrange unloading / parking before the event to ensure that your vehicle will be permitted into the loading area.

A parking area belonging to the city of Nice may be available (subject to availability).

Unloading Stand Materials:

PLEASE NOTE: THE LOADING/UNLOADING AREA IS VERY NARROW AND YOUR COURIER WILL NOT BE PERMITTED TO PARK HERE. THEY MUST UNLOAD AND IMMEDIATELY MOVE THEIR VEHICLE FROM THE AREA. A REPRESENTATIVE FROM YOUR COMPANY MUST BE AVAILABLE TO MEET YOUR COURIER WHEN THEY ARRIVE.

THE VENUE DOES NOT HAVE TROLLEYS AVAILABLE IF THESE ARE NEEDED FOR UNLOADING PLEASE CONTACT YOUR SHIPPING HAULIERS (SEE DELIVERIES SECTION)

Accommodation

Accommodation is not included in your contract.

We have set up a number of bedroom allocations at various hotels near the Nice Acropolis Congress Centre. Details of these and booking forms can be found on the event's website: <https://lifesciences.knect365.com/cir> and scroll to the very bottom of the event page where you will find venue and hotel information.

It is advisable to book your accommodation early to avoid disappointment, and when booking take careful notice of the cancellation policy of the rooms.

IMPORTANT: It has been brought to our attention that a company called EHS Housing is contacting some of our clients offering their accommodation booking services for CIR and Agbio 2016. EHS are not known to us or the hotels. We strongly advise that you book your stay following the instructions above.

**<https://lifesciences.knect365.com/cir>
<https://lifesciences.knect365.com/agbio>**

HEALTH & SAFETY

All exhibiting companies are required to read the following health and safety documents:

Informa Health and Safety Handbook – *this has been sent as a separate attachment*



Health and safety to
sign for exhibitors.pdf

Please submit all forms by Friday 29th July to Roshni.Shah@informa.com

Shell Scheme Stands

All shell scheme exhibitors must complete, sign and return the **Health & Safety Declaration signed form (pages 19-20 of the Handbook)** (Appendix 1).

Free Build/Space only Stands

All free build / space only exhibitors must submit a risk assessment, method statement and plans of their stand and gain approval of their stand prior to the event. Failure to do so by the stated deadline may result in you not being allowed to set up. Should this happen you will not be entitled to a refund on your exhibition space fee

Free build exhibitors are required to submit the following:

1. **Health & Safety Declaration signed form (pages 19-20 of the Handbook)** (Appendix 1)
2. **Risk Assessment (pages 23-24 of the Handbook)** (Appendix 2)
3. **Method Statement (page 26 of the Handbook)** (Appendix 2)
4. **Provide stand drawings with measurements.**
5. **Provide fire resistance certificates if using any fabric hangings or decorative materials on stand**

Maximum stand height is 2.5m unless otherwise agreed

Third Party Contractors

Any **third party contractors** employed to build your stand must also sign your **Health & Safety Declaration form (pages 19-20 of the Handbook)** and **Risk Assessment (pages 23-24 of the Handbook)** and be involved in completing the **Method Statement (page 26 of the Handbook)**

If you are unsure about your stand type please contact Roshni Shah

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<https://lifesciences.knect365.com/agbio>

Insurance

Whilst we will take every precaution to ensure security and safety at our exhibitions, neither Informa nor the Nice Acropolis Congress Centre can accept any liability for loss or damage to any exhibitor's property. You are also responsible for insuring against any legal liability incurred in respect of injury or damage to property belonging to third parties.

Informa require all exhibitors to be covered for general / public liability. You must **send or email a copy of your insurance certificate to the contact below** – if you do not send this certificate you will not be permitted to build up on the day of the conference.

Any **third party contractors** employed to build your stand must hold general / public liability insurance and their certificate must also be sent.

Please submit your certificate by Friday 29th July 2016 to Roshni.Shah@informa.com

In addition to public liability insurance, we recommend that you consider insurance to cover loss or damage to your property, and against abandonment / cancellation / curtailment of the event.

EXHIBITION INFORMATION

Set-up and Breakdown

Tuesday 6th September

Exhibition set up for SPACE ONLY / FREE BUILD EXHIBITORS	10:00 – 13:00
Exhibition set up for EXHIBITORS IN A SHELL SCHEME BOOTH	13:00 – 18:00
Registration for Sponsors and Exhibitors	17:00 – 18:00 TBC

Wednesday 7th September

Conference registration	08.00 – 08.45
Exhibition opens	07.30
Conference sessions start	08:55
Beach Party	17:30 onwards*

**TBC for further details*

Thursday 8th September

Exhibition opens	08:00
Conference sessions start	08:45
Conference sessions close	16:25
Exhibition breakdown	15:20 – 18:00

Floorplan and Exhibitor List

Click below to view the exhibition floor plan:



CIR 2016 floorplan
10.08.2015.pdf

Click below to view the exhibitor list in alphabetical order by company name:



Stands by
company.xlsx

This floorplan and stand list can be subject to change by the organisers

Deliveries and Storage

Deliveries & Storage - Before Set Up Day

For deliveries arriving **before** Monday 5th September you must use one of the Hauliers from the selection here to store your packages. They will then deliver them to your stand on set up day. You will be charged for these services.

Click below for the companies you can contact to store your packages and boxes



Shipping agents for
Storage.pdf

Delivery for Monday 5th – the Congress centre allows you to store your boxes only 24 hours prior to the Set up day.

Unannounced deliveries may cause delay or loss of your items, or additional costs to you.

The Nice Acropolis Congress Centre cannot store any packages before the Monday 5th September; couriers will be refused if they arrive before this date!

If you have any queries regarding the services please contact:

Matthieu TESTORY

Email: exposition@nice-acropolis.com

IMPORTANT: All Packages need to be sent with the correct paperwork and certificates and must have the delivery label here:



LABEL for delivery -
MUST HAVE.pdf

Deliveries - On Build Up Day Direct To Your Stand

For all deliveries made directly to the Nice Acropolis Congress Centre on or after build up day only, please tell your courier to deliver to the following address, and to call your representative when they arrive.

Please label your boxes with the following information:

CIR EVENT

Chez :

Société d'Exploitation de l'Acropolis de Nice

Palais des Congrès

Aire de livraison avenue Gallieni

1 Esplanade Kennedy

06300 Nice - France

Onsite Contact Person from your Company:

Onsite Contact number from your Company:

Someone from your company **must be present** to accept the delivery in person and this must not be before set up time - **neither the venue nor Informa staff will be able to sign for or take responsibility for your deliveries.**

If you are arriving with your own stand materials you can drive straight to the Congress Centre for loading and unloading only. Please drive directly to the above address.

Please note there is no car parking allowed in the loading bay so shortly after unloading, vehicles must be moved to the underground car park - please see [Venue section](#) for a map. Tickets can be purchased from machines onsite.

If you are arriving by large Vehicle / Lorry please contact the Congress Centre to arrange unloading / parking before the event to ensure that your vehicle will be permitted into the loading area.

Parking for large vehicles is available in one of the off-site parking garages (Multi-storey car park A or D on the above map)

If you are sending large or heavy items you are responsible for making arrangements to move these through the venue. Please recommend that couriers bring their own trolleys. Neither the venue nor Informa staff will be able to take responsibility for moving your items.

Please note no small trolleys at the venue will be available for you or your couriers to use.

If you or your courier require any assistance moving your packages, forklifts and drivers can be ordered from your Storage/ Freight forwarder company. Please see above order form with the contact details.

Storage and Collection

Storage of Empty Packages During Event

There is **no storage facility** available for empty packages during the event at the congress centre. Any empty packaging left around the venue may be destroyed. All empty packages must be stored either on your stand or by **your storage company** at their warehouse. They will pick up your empty packages after set-up and bring them back for exhibition breakdown – **you must arrange this with the storage company of your choice before the event**. See above order form

Please make sure all your empty packages are labelled correctly. Alternatively you can arrange for storage space to be built into your stand please see [Additional Items to Order section](#) of this site.

Collection of Packages After The Event

Exhibitors are responsible for arranging their own couriers to collect their equipment once the event has finished. **All items are to be collected by 10:00am on Friday 9th September (ideally pick up as soon as break down on the Thursday 8th)** – the venue will not store any items after this time and anything left in the venue may be destroyed. Alternatively you can arrange for **your storage company** to collect your packages from your stand and store them in their warehouse for your courier to pick up at a later pre-arranged date – see above order form

PLEASE NOTE!

It is the responsibility of the exhibitor to deliver and remove all their equipment from the venue and make the necessary shipping arrangements. Neither Informa nor the Nice Acropolis Congress Centre can take responsibility for any items that may go missing during delivery / storage / pick up, anything that is destroyed and cannot arrange for any deliveries on behalf of exhibitors.

Please ensure that you have the necessary packing tape and scissors as these cannot be provided by Informa staff or the venue.

Stand Information

The position and size of each stand is indicated on the [floorplan](#).

Exhibitors **MUST NOT** exceed their allocated space. **Please be sure to check that your stand will fit within your allocated space.**

All exhibitors must complete and return the below Furniture Order Form by **Friday 29th July** at the very latest:



Furniture Order Form

Maximum build height:	Shell scheme stands - 2.41m Space only stands - 2.5m unless otherwise agreed
Maximum load weight:	TBC
Floor surface:	The hall will be completely carpeted – all stands must also be carpeted.
WiFi:	WiFi will be available throughout the event

Shell scheme stands include:



- **Shell scheme** – open sides are shown by dotted lines on the floor plan
- **Partition Walls** – 2.50m high in white (height of shell scheme and partition walls is 2.5m)
- **Fascia board** – including stand number and company name in black font. Please confirm exact company name on the Furniture Order Form - LETTERING IS IN BLACK LIMITED TO 20 CHARACTERS
- **Electrical switchboard** – with 1 socket (1 kW), including power consumption. **PLEASE BRING YOUR OWN EXTENSION LEADS AND ADAPTERS** All adaptors and extension leads must be provided by exhibitors. The organiser will not be able to provide these on-site.

<https://lifesciences.knect365.com/cir>
<https://lifesciences.knect365.com/agbio>

- **Lighting** – 3 spotlights
- **Furniture** – up to 1 table and 2 chairs
Please advise whether or not these will be required by returning the Furniture Order Form. **Please return this form even if you do not require any furniture**

Space only / Free build stands include:

- **Stand space** – this will be marked out in the exhibition hall to exact measurements
- **Partition Walls** – Back wall and/or side walls with neighbouring stands, 2.5m high in white
- **This will not have a stand fascia board with stand name or stand number**
- **Electrical switchboard** – with 3 sockets (2 kW), including power consumption.
All adaptors and extension leads must be provided by exhibitors. The organiser will not be able to provide these on-site.
- **Furniture** – up to 1 table and 2 chairs
Please advise whether or not these will be required by returning the Furniture Order Form. **Please return this form even if you do not require any furniture**

All free build / space only exhibitors must submit a **risk assessment, method statement** and **plans of their stand** to Informa by Friday 11 March 2016 for approval – please see [Health & Safety](#) page for details.

Additional Items for your Stand

All stands will be provided with basic equipment at the show. **To confirm what is already included with your exhibition stand, please ensure that you read the [Stand Information](#) section carefully.**

If you require additional / alternative items, these can be ordered direct from the congress centre or other suppliers as detailed below.

Hanging signage is not permitted in the exhibition hall due to the height of the ceiling.

Orders for your Stand – MUST BE EMAILED TO THE VENUE BY 3rd AUGUST

Below you will find various forms to order additional fittings / services for your stand.

Please click below for the service manual and order forms for any additional furniture, electricity, stand fittings and alternative carpet to the ones included with your stand ([see stand information](#)):



Order Form except
Food & Beverage - Ex



Order Form Food
Beverage - Exhibitor's

Please send the above order forms to by no later than August 3rd to the venue

Matthieu TESTORY

Email: exposition@nice-acropolis.com

AV

Contact Matthieu

Matthieu TESTORY

Email: exposition@nice-acropolis.com

Internet Access & Telephone

Informa will be providing complimentary Wi-Fi throughout the exhibition hall on 7th – 8th September 2016

If you would like to order a direct fixed line connection to your stand or a telephone line, please contact Matthieu TESTORY

Email: exposition@nice-acropolis.com

<https://lifesciences.knect365.com/cir>
<https://lifesciences.knect365.com/agbio>

Catering

If you would like to order any catering and beverages for your stand, this can be ordered from via the venue, click here for the order form:



Order Form Food
Beverage - Exhibitor's

Note: Informa will be providing welcome tea & coffee, 2 coffee breaks and a buffet lunch

Sponsored Items

Event Guide Adverts / Inserts

Please check your contract to see if this is included in your specific package.

If you have a **full page A4 advert** included in your contract, please send a PDF in the following format:

- Single-sided
- A4 size
- Portrait view
- Full colour

Inserts should be provided as a pdf file, and should be sent to Roshni.Shah@informa.com by Friday 29th July

Posters

Please check your contract to see if this is included in your specific package and contact Roshni Shah if you will be providing a poster.

Speaking Slot

If you are sponsoring a speaking slot, your speaker will be contacted direct by either Meleena Patel (Meleena.Patel@informa.com) or Kaijal Pahl (Kaijal.Pahl@informa.com) here at Informa with all the logistical arrangements. As a guideline, we will require a short biography of the speaker and a copy of their presentation for inclusion in the conference documentation. Deadlines will be provided by Meleena and Kaijal in due course.

Other Sponsorship

Roshni Shah will contact you directly if sponsorship of any of the following is included in your package:

- Lanyards
- Catering
- USBs
- Wi-Fi
- Bags

Security

As at all of Informa events, security is always a high priority. At this year's event we do have additional security but we cannot stress enough the importance of keeping your valuables, particularly **laptops**, out of sight at your stand.

Please do not leave any unattended valuables, particularly **laptops**, at your stand. If you do leave laptops unattended there is a very high risk of it being stolen.

Informa insist that badges for the event must be kept visible at all times

Informa and the Nice Acropolis Congress Centre cannot be held responsible for any items that go missing. Please ensure that you do not leave any laptops or other items of value unattended at any time.

PASSES

Delegate Passes

Please refer to your contract for the quantity of passes allocated.

Delegate Passes include access to the conference (with documentation) and the exhibition.

Please complete electronically and send back as a Word (.doc) file



Delegate Pass Form

Exhibitor (Stand Staff) Passes

Please refer to your contract for the quantity of passes allocated.

Exhibitor/Stand Passes include access to lunch and the exhibition. The passes do not include access to the conference or conference documents.

Please complete electronically and send back as a Word (.doc) file



Exhibitor Pass Form

Additional Passes

Additional delegate passes

To order additional delegate passes, please contact Jessica Purnell in our Delegate Sales team at Jessica.Purnell@informa.com on +44 (20) 7551 9521

Additional stand staff passes

Price: **£500 + VAT** for a 2 day pass

To order additional stand staff passes, please fill in and return the below form to Roshni Shah



Additional Exhibitor
Passes

MARKETING AND SOCIAL MEDIA

All sponsors and exhibitors will have received a **personalised VIP code** which your clients can quote

You can also promote your VIP code using the following tools:

Landing page - All exhibitors will have received a link to a unique landing page on the conference website

If you would like a **Personalised banner, HTML VIP invitation email** please let me know

Social Media



Follow us on twitter <https://twitter.com/InformaCIR> and share your opinions on hot topics

BRAND NEW NETWORKING APP



CIR and AGBIO App

Coming Soon!

- Schedule one-to-one meetings
- View the delegate list
- Browse the latest agenda
- Message other attendees directly
- View the event floorplan and exhibition stand layout

All registered attendees will receive an email invitation with a link to join 3 weeks before the event.

Username: Your email address

Password: You will be prompted to create your own password on the app