

ADBU CONGRESS

September, 17th-19th 2019

HANGAR 14

BORDEAUX EVENTS

SUMMARY

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YOUR CONTACTS

For Hangar 14 venue :

Marion ARNAUD

Email : m.arnaud@bordeaux-expo.com

Tél : +33 (0)6 65 30 71 80

Technical Sales Assistant

Congrès et Expositions de Bordeaux
Bordeaux Events

Rue Jean Samazeuilh CS 20088
33070 Bordeaux Cedex

Event Organiser:

Alexandre Pailley
ADBU

Email : delegue.general@adbu.fr

Tél : +33 (0)6 49 41 88 45

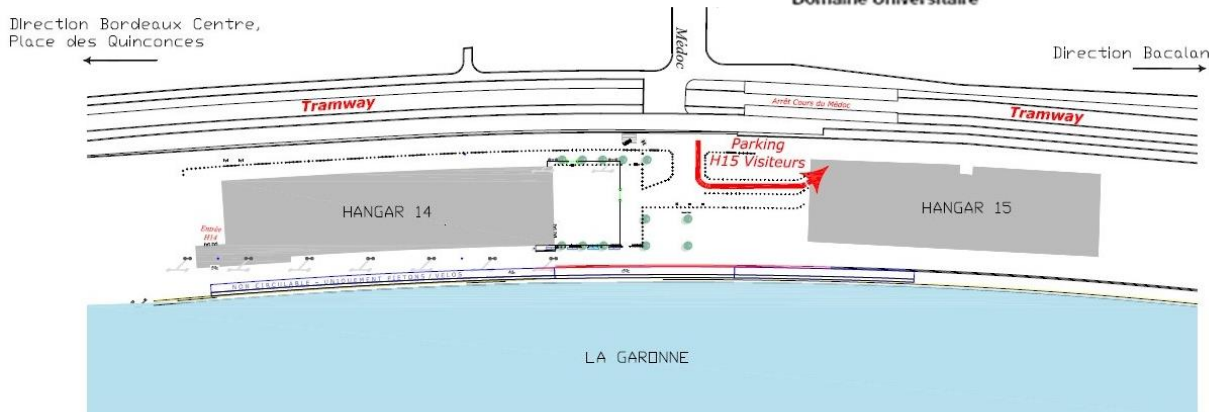
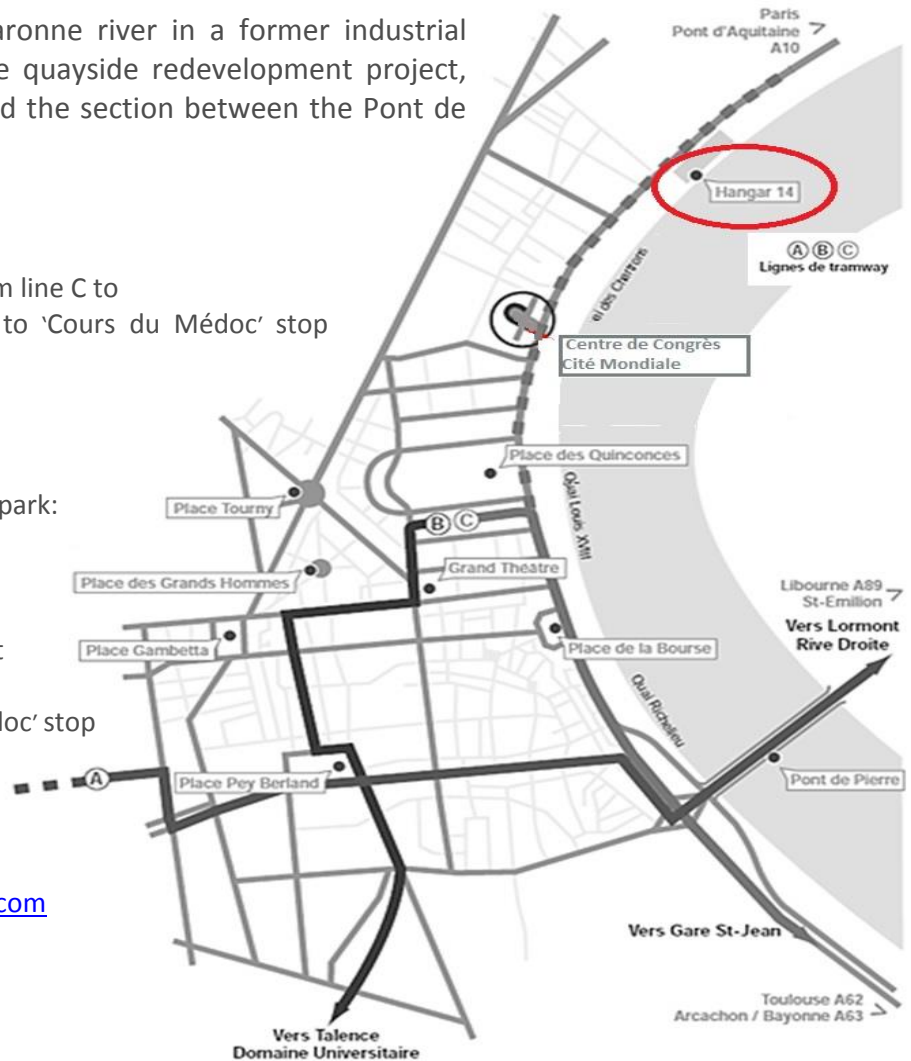
ABDU

103 Boulevard Saint-Michel
75005 Paris

Getting to Hangar 14

Located on the quaysides along the Garonne river in a former industrial facility, these premises form part of the quayside redevelopment project, the first visible phase of which concerned the section between the Pont de Pierre bridge and Cours du Médoc.

- **By train:** Saint-Jean SNCF station, then tram line C to 'Quinconces' stop, change for tram line B to 'Cours du Médoc' stop
www.voyages-sncf.com
- **By car:** Public paying car park,
Practical and easy to access: Hangar 15 car park:
114 Quai des Chartrons
- **By plane:** From Bordeaux-Mérignac airport
→ Shuttle bus Liane 1 ('Quinconces' stop),
change for tram line B to 'Cours du Médoc' stop
www.bordeaux.aeroport.fr
- **By public transport:** Tram line B,
'Cours du Médoc' stop - www.infotbm.com



The Venue

BUILDING SPECIFICATIONS

- 2-level building
- Length: 102m
- Concrete flooring with quartz finish
- Power supply via ceiling cable

Ground level

- 3,000 m², with pillars every 6m.
- Length: 102m, width: 30m
- Usable floor-to-ceiling height: 4.30m
- Service side-entrance, 72m²
- 50 m² catering unit
- 2 sanitary blocks
- 2 visitors' entrances: one upstream facing the city and one downstream facing Hangar 15 (H15)
- Office for organisers

Upper level:

- 2,400m², including 1,800m² without pillars, extending onto a covered patio of 600m² overlooking the Garonne
 - Length: 102m, width: 24m (including 18m without pillars)
 - Usable floor-to-ceiling height: 3.50m
 - Covered patio, 6m wide, with view of the Garonne
 - 3 meeting rooms
 - 72m² catering unit (6mx12m) with goods lift
 - Floor load: 500kg/m²
 - 2 sanitary blocks
-
- From the beginning of set-up to the end of dismantling, at least one operations officer is present in the building

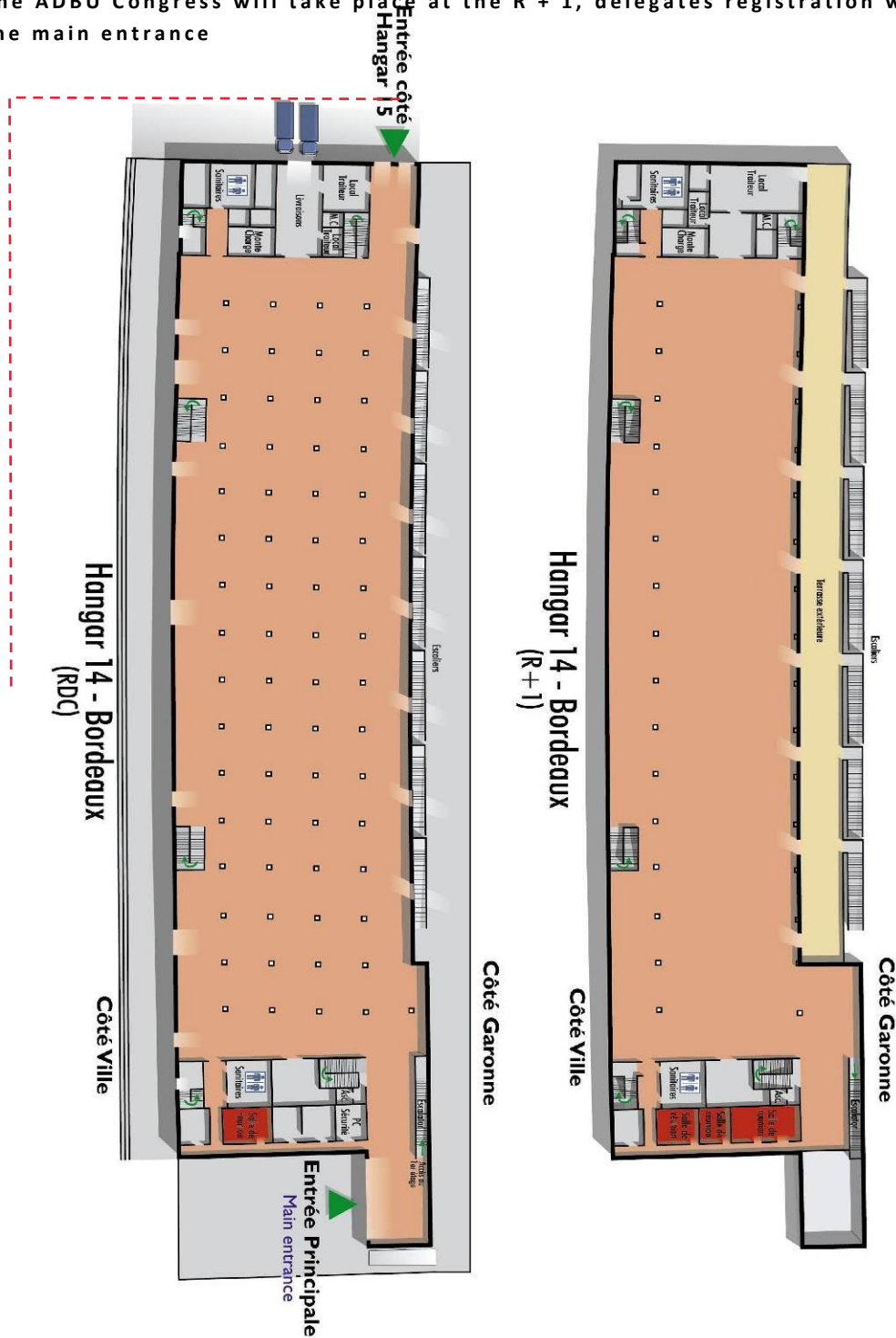


The Venue

***RDC - Ground level / R+1: Upper level/ Entrance H15 side/City-side / River-side**

All vehicles: light vehicle/utility vehicles/heavy goods vehicles

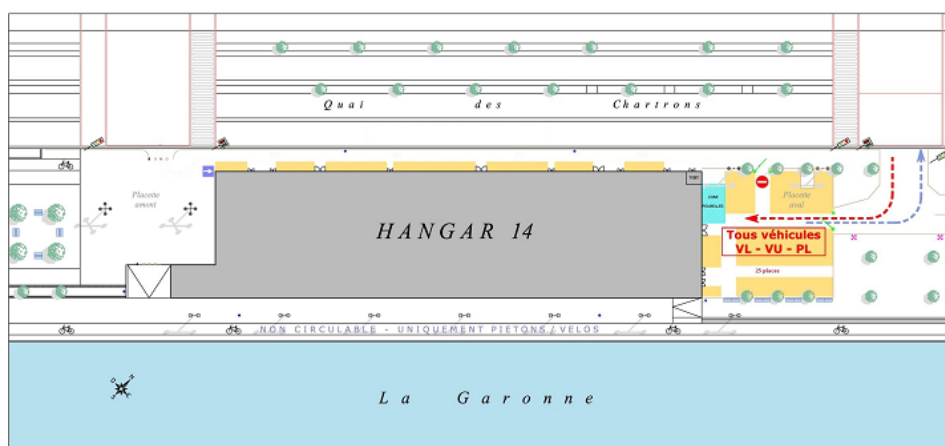
The ADBU Congress will take place at the R + 1, delegates registration will be on the ground floor, via the main entrance



Deliveries (Access & dates)



- Delivery of your packages by post or carrier must be made from
September, 9th to 13rd
Our logistic team will dispatch your parcels on your stand
- If you would like to bring your own material by car, please go to the delivery areas on
September, 16th between 4 and 6pm
- Access from H15 side from the car park/delivery bay: 1 door, 2.2m wide x 3.1m high
- Access from Quai des Chartrons side: 3 doors, 3m wide x 4.4m high on the front of the building
- Access to the upper level by stairs or goods lift: 3,400kg
Length 5.37 - width 2.16 - height 2.00



Deliveries - identification, package retrieval

Identification of packages

This label is mandatory; please use it to send your packages



CONGRES ADBU 2019

Company :

Stand# :

HANGAR 14

Quai des Chartrons

33300 Bordeaux

Name of on-site contact :

Telephone :

N° of package :

Total nb of packages :

Warning! Any package not bearing this information will be refused



Package Retrieval – END of EVENT

If a courier is picking up your packages, please:

- Make sure the packages are properly sealed
- Mark the return address on all packages and number them (ex: 1/5, 2/5... 5/5), include a name and mobile number on the first package
- Bring them to the Bordeaux Convention Centre's storage area at the back of the exhibition space
- Instruct your courier to pick-up the packages:

September, 19th 2019 to 6 :00 pm

Important

All packages left on the stand after the exhibitor leaves will be thrown away by the cleaning services

In the absence of the exhibitor upon the courier's arrival, CEB declines all responsibility in the case of package damage, loss, or theft

Opening Times

(Set-up, opening, dismantling)

Reminder: commercial vehicles and passenger cars may park in the delivery car park only during the set-up and dismantling periods

Any obstructive parking, particularly in the fire lane, will be ticketed. Congrès et Expositions de Bordeaux reserves the right to tow vehicles away. The vehicle owner will have no legal recourse against Congrès et Expositions de Bordeaux. Vehicle owners will also be responsible for towing and recovery costs.

Standard double-sided adhesive tape is not authorised for laying carpet. Given the fragility of the floor surface and in order to avoid any form of damage, CEB imposes the use of a specific double-sided adhesive. The product reference below has been tested satisfactorily. The exhibitor is responsible for procuring this product: 704 Neutre- Industrie 25x50 - Ref: DF07WA0006 by EUROCEL SICAD France

	09/16/19 set-up	09/17/19 opening	09/18/19 exhibition	09/19/19 exhibition	09/19/19 dismantling
Set-up for shell scheme stands (Exhibitors set- up)	16:00 – 18:00	08:00-09:00			
Opening exhibition		09:00-18:30	08:30- 18:00	09:00-14:30	
dismantling					14:30-18:00

The organizer will be on hand to welcome exhibitors **on Monday 16 September from 4:00 pm to 06:00 pm and Tuesday 17 September from 8am to 9am**

Access is via the delivery zone shown on the map on page 6.

Any object or box that remains in the aisles will be considered as waste and thrown away.

End of Event:

We'd like to remind exhibitors that they must remove all merchandise, materials, or decorative elements that can be easily carried to so as to discourage theft.

All stand materials and installations must be removed at the latest on **September, 19th 2019 at 6pm**

After this time, anything remaining at the stand will be considered abandoned and dismantling and removal costs will be invoiced to the exhibitor.

Company information sheet

(Required to order food & beverages)



No orders will be accepted without this completed company information sheet accompanied by a cheque (made out to CEB) or a copy of the bank transfer order (see bank account details on page 12 and on each order form), which must **IMPERATIVELY** bear the name of the exhibitor and **the name of the event**.

Company name:

Name and booth NO:

Name & job title of the person in charge on site:

Téléphone(s) :

E-mail :

Address:

ZIP code:

City:

SIRET (business registration NO):

Intracommunity VAT NO (Obligatory):

Billing address if different:

Company name:

Address:

Post code:

City:

INFO FACTURATION TVA

Clients established in France:

Invoicing including VAT is mandatory

Foreigners established in the EU:

It is possible to invoice you excluding VAT if you are a **professional established in the EU**.

Please communicate your intracommunity VAT number for us to check it via the **European data base VIES**:

http://ec.europa.eu/taxation_customs/vies/vatResponse.html?locale=en

NB: Without your intracommunity VAT number or if your VAT number isn't registered on the date base we will be obliged to invoice you including VAT

Foreigner established outside the EU:

It is possible to invoice you excluding VAT if your **effective professional activity is proven** (and can be verified) by recent and official 2017 documents translated into French or English proving your retail activity (*E.g. commercial documents, web sites, official registration documents*) Do not hesitate to contact us should you require any further information.

NB: Without these documents we will be obliged to invoice you including VAT.



The exhibitor declares having taken into account the General Rules and Regulations of the Exhibition and accepts them (Tick box)

Return to address below before September, 2nd 2019:

m.arnaud@bordeaux-expo.com
Congrès et Expositions de Bordeaux
Congrès ABDU
Rue Jean Samazeuilh - CS 20088
33070 Bordeaux Cedex

Order form

Food & beverages on your stand

Company name: _____

Name and stand number: _____

Description	NB	Day 1	Day 2	Day 3	Delivery time	PU HT	TOTAL HT						
REF U106 Mini viennoiseries (assortment of croissants, chocolate and raisin bread) (Minimum of 10)						1.11 €							
REF U111 -Mini cannelés (Minimum of 10)						1,23 €							
REF U112 - Mini macarons (Minimum of 10)						2,58 €							
REF U127 Bottle of Water "Abatilles" (1L) Sparkling or still water - Served with cups						3.93 €							
REF U128 - Fruit Juice (litre) - Served with cups						6,70 €							
REF U129 - Cola (Sodas) (1,5L)						6,70 €							
REF U124 - Coffee Thermos 1.5L (25 coffees) Served with cups						25,33 €							
Ref U125 - Tea Thermos 1.5L (hot water + tea) Served with cups						16,47 €							
REF U130 -Espresso coffee machine "Lavazza" (VAT 20%) – daily declining rate (1d : 72€ / 2d : 124.20€ / 3d : 156.30€ / 4d : 168.40 € / 5d: 160.5€)					 €							
REFU130 Coffee pod "classic coffee Lavazza" Declining rate < 300 capsules (0.55 €HT)						0.59 €							
REF JEX "Espresso" Rate per day (1 machine, 50 coffee pods, 10 L of juice, 10L of water)						154.50 €							
Fruit basket (around 15 people)						34.21€							
Payment : <input type="checkbox"/> Cheque : Bank and Cheque N°: <input type="checkbox"/> Transfer: attach copy of transfer order						TOTAL Ex VAT							
						VAT 10%							
						VAT 20%							
						TOTAL Incl VAT							
<table border="1"> <thead> <tr> <th colspan="2">BANK ACCOUNT DETAIL</th> </tr> </thead> <tbody> <tr> <td colspan="2">BANK NAME : BP AQUITAINE CENTRE ATLANTIQUE</td> </tr> <tr> <td>IBAN : FR76 1090 7000 0162 0217 8645 627</td> <td>SWIFT CODE (BIC) : CCBPFRPPBDX</td> </tr> </tbody> </table>								BANK ACCOUNT DETAIL		BANK NAME : BP AQUITAINE CENTRE ATLANTIQUE		IBAN : FR76 1090 7000 0162 0217 8645 627	SWIFT CODE (BIC) : CCBPFRPPBDX
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Signature Date Company Stamp

Return before : **September, 2nd 2019**

To : m.arnaud@bordeaux-expo.com

Our Catering: approved caterers

(Invoicing by CONGRES ET EXPOSITIONS DE BORDEAUX)

- **HUMBLLOT TRAITEUR**

Rue P.P. de Piquet, ZAC Poujeau,
33610 CANEJAN - Tél 05 57 26 24 26
www.humbloT-traiteur.fr

Email : e.letanneur@humbloT-traiteur.fr



Please inform Marion ARNAUD for all the catering orders by email :
m.arnaud@bordeaux-expo.com

Insurance, Security, Notification

Insurance

Exhibitors are required to purchase adequate insurance for the duration of the event, covering all types of personal injury as well as material and intangible damage for which they or any of their agents or employees may be liable.

Exhibitors must also insure all of their supplies and installations. We strongly encourage exhibitors to insure exhibited goods for their exact value to avoid receiving only partial coverage in case of damage.

Even though the premises are locked and protected by alarm when the building is closed, Congrès et Expositions de Bordeaux declines all responsibility in case of damage to or theft of any exhibitor's goods left in the exhibition spaces.

Security

Though Congrès et Expositions de Bordeaux provides surveillance day and night, this does not constitute admission of any kind of responsibility.

We strongly recommend that exhibitors with sensitive samples lock up their merchandise storage areas.

No one will be allowed to access the stand outside of exhibitor opening hours.

Statement

COMBUSTIBLE FUEL AND WORKING MACHINERY

We'd like to remind you that in order to exhibit working machinery or to use liquid or gaseous fuels, you must first notify the event's Security Officer by filling out the

Specific form on the next page

This notification does not exempt exhibitors from respecting all standards and regulations, nor does it absolve them of their responsibilities.

Statement

Working equipment, use of fuels ...etc.

Company name:

Name and job title of the in charge:

Address:

Telephone:

Fax:

E-mail:

SIRET (business registration) No.:

USE OF FUEL:

Type of fuel:

Quantity of fuel on the stand:

Utilisation:

WORKING MACHINERY

Type of equipment:

Description of security measures put in place:

Exhibitors who use working equipment and/or fuel (See security regulations), are required to fill out this notification form prior to the visit from the Security Committee, which will then give its approval depending on the security measures that the exhibitor has put in place.

The organiser has the right to interrupt the demonstrations at any time if the security measures that were described are not being followed.

Send form to:

APSI
Christophe GRIMAL
06 64 34 83 66
Apsi33cc@gmail.com
Congrès ABDU

Signature Date Company Stamp

Security regulations

Exhibiting at a CEB site – « Hangar 14 »

The regulation in effect at Hangar 14 in Bordeaux is governed by the amended Decree of 25 June 1980.

The present document constitutes the specifications brief of the event, as provided for in Article T5, paragraph 3 of the amended Decree of 18 November 1987.

Regulation

The obligations recalled in the present document are those provided for by the amended Ministerial Decree of 18 November 1987. The articles of this decree are referenced by the letter T, followed by the number of the order.

Obligations of exhibitors and stand lessees.

Exhibitors' and lessees' compliance with the provisions of the present document are imposed by Article T8.

The control exercised by the Administration is carried out via the Departmental Advisory Commission for Safety and Accessibility, which is in possession of this document.

- Before opening to the public, the Safety Commission may carry out an inspection; during this visit, installation works must be completed and the exhibitor or their qualified representative must be present and apt to providing all information regarding the installations and equipment.
- One month before opening to the public, a declaration must be submitted to Congrès et Expositions de Bordeaux and the safety officer by exhibitors or stand lessees using operating machines or devices, thermal or combustion engines, smoke generators, propane gas, hazardous gases, radioactive sources, X-rays and lasers.

In the above-mentioned cases, DEMONSTRATIONS ARE CARRIED OUT UNDER THE SOLE LIABILITY OF THE EXHIBITOR.

The liability of exhibitors and lessees is terminated when the stand has been fully dismantled.

- Installation of stands

In the following text:

MO refers to 'non-combustible'

M1 refers to 'non-flammable'

M2 refers to 'low-flammability'

M3 refers to 'mildly flammable'

M4 refers to 'highly flammable'

✓ Framework

The framework must be made of MO, M1 or M2 material.

Nevertheless, wooden frameworks of 24mm and over are authorised without any specific protection (whereas wooden frameworks of less than 24mm must be fire-resistant).

✓ Partition panels

Partition panels must be made of MO, M1 or M2 material. Wooden partitions which do not comply with these provisions must be fire-resistant (on both sides).

✓ Partition cladding

Partition cladding must be made of MO, M1 or M2 material.

The following partition claddings are prohibited under all circumstances:

- . Carpet, whether free-hanging, stapled or glued,
- . Boards, panels or sheets of expanded plastic which are not at least low-flammability (M2),
- Soft cellulosic particle boards.

Security regulations

Exhibiting at a CEB site – « Hangar 14 »

✓ Floor coverings

In general: M3.

Specific cases: for platforms, podiums, flooring or tiered seating of more than 20m² and raised above 0.30m, horizontal and vertical coverings must be category M2. (Steps and intermediate levels must be at least category M3).

✓ Ceilings

In general, ceilings are prohibited. However, an easing of this regulation may apply to stand covers: alveolar 'lattice'-style elements in MO, M1 or M2 materials (minimum 50% opening); alternating elements in MO, M1 or M2 materials with a 'chequerboard' forming a largely open ceiling (50%); vertical strips in thin MO, M1 or M2 materials set at least 20cm apart; horizontal strips in MO, M1 or M2 materials, provided that each strip is less than 1m wide and that strips are separated by a width equal to or more than the width of the strips; perforated panels in MO, M1 or M2 materials, providing that the openings correspond to 50% of the panel surface, or loose-weave fabrics which are only mildly water-resistant. These fabrics must be at least categories MO, M1 or M2.

✓ Covered stands

When specifically required for the purposes of the presentation, stands covered with a closed ceiling or canopy may be authorised subject to prior request submitted to the organiser of the event (two covered stands must be at least 4 metres apart and the total cover must not exceed 10% of the surface of the venue in question). When the covered surface of the stand is between 20m² and 50m², the exhibitor must be equipped with a 6kg water spray extinguisher. For covered surfaces of more than 50m², the exhibitor must install a standardised self-contained emergency lighting system and must contract (during public opening hours) the services of a fire safety officer equipped with the appropriate extinguishers. The covered surface must under no circumstances exceed 300m².

✓ Electrical fittings

Article T36 - specific fittings for stands

§1 Specific fittings for stands must be carried out by persons who are well-informed of the particular risks of the event and are qualified to design and carry out works in compliance with the present regulation.

§2 The control box referred to in Article T35 (§3) must be inaccessible to the public, while easily accessible to stand personnel and safety teams.

§3 Cables may be fitted to temporary installations on stands. These must be flexible cables withstanding a minimum voltage of a maximum equal to 500 volts. SCINDEX-type cables are prohibited.

Electrical sockets must be connected to protected circuits by safety devices against nominal power surges of no more than 16A. Any device requiring more power must be supplied by a specially adapted circuit. By way of derogation to the provisions of Article EL.11 (§7), the use of a multi-adapter or a multi-unit supplied by a fixed socket is authorised.

§4 All cabling must include a protective conductor connected to the terminal specified in Article T35 (§5).

Category 0 devices must be protected by nominal differential current systems of no more than 30mA.

Category 1 devices must be connected to the protective conductor of their power supply cable network. The use of individual protective earthing devices is prohibited.

§5 High-voltage discharge lamps must be installed in accordance with NF C 15-150 standard regulations. If they are enclosed in insulating covers, these covers must be made of category M3 materials.

The power switch specified in Article 5 of NF C 15-150 may be combined with the control device specified in Article T35 on the corresponding stand.

✓ Fire safety

The location and installation of stands must not hinder access to fire hydrants, fire extinguishers or smoke extraction systems. Stands with a ceiling, suspended ceiling or canopy, in addition to raised stands, must be equipped with hand-held extinguishers if their surface area exceeds 20m². These extinguishers are to be used by a specially designated individual.

Security regulations

Exhibiting at a CEB site – « Hangar 14 »

✓ Prohibited items

The following items are prohibited on stands:

- Samples of products containing flammable gas,
- Balloons filled with flammable or toxic gas,
- Items made of celluloid
- Fireworks or explosives
- Ethylene oxide, carbon sulfide, ether and acetone,
- Acetylene, oxygen and hydrogen (except in the case of administrative derogation).

✓ Flammable liquids

For each stand, flammable liquids are limited to the following amounts: 10 litres of category 2 flammable liquids (fuel, diesel, alcohol over 40° proof), 5 litres of category 1 inflammable liquids (benzene, toluene, hexane, butanol, xylene and turpentine oil).

Highly flammable liquids (Ethylene oxide, carbon sulfide and ether) are prohibited.

✓ Specific provisions

Upon receipt of the declaration submitted by exhibitors using operating machines and devices, thermal and combustion engines, automobile vehicles, radioactive substances, X-rays or lasers, the organiser will transmit to the exhibitor a data sheet recalling the specific safety measures to be applied on the stand.

Our Venues



1



2



3



4

- 1. **Palais des Congrès - 1850 places** pour vos conventions d'entreprise, salons professionnels, congrès...
- 2. **Hangar 14 - 5400 m²** pour vos salons professionnels ou grand public,ancements de produits, soirées de gala...
- 3. **Parc des Expositions - 84000 m² couverts** pour vos salons professionnels ou grand public, grandes conventions, congrès d'envergure, concours...
- 4. **Centre de Congrès Cité Mondiale - 300 places** pour vos réunions, séminaires, congrès, salons intimistes...

Et aussi...



5



6

- 5. **L'Auditorium- 1400 places** pour vos Événements d'Entreprise, Assemblées Générales, Conférences...
- 6. **Le Grand Théâtre - 800 places** pour vos Dîners de Gala, Cocktails, Réceptif haut de gamme...

For more information: www.bordeaux-events.com

BORDEAUX
EVENTS

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CONGRÈS
ET EXPOSITIONS
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L'événement, notre métier