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I- GENERAL INFORMATION

- 1) Dates and Hours
- 2) Access, transport and accomodation
- 3) Badges and badge readers
- 4) Services



I- GENERAL INFORMATION

1) Dates and Hours

Exhibition opening hours

- Monday 22nd November 9:30 am – 6:00 pm
- Tuesday 23rd November 9:30 am – 6:00 pm
- Wednesday 24th November 9:30 am – 6:00 pm
- Thursday 25th November 9:30 am – 6:00 pm

Exhibitors working opening hours

- Monday 22nd November 8:00 am – 6:30 pm
- Tuesday 23rd November 8:30 am – 6:30 pm
- Wednesday 24th November 8:30 am – 6:30 pm
- Thursday 25th November 8:30 am – 6:00 pm

Advice

To get power supply outside these hours, don't forget to order 24-hour power supply



I- GENERAL INFORMATION

2) Access, transport and accomodation

- Getting to the Paris Nord Villepinte Exhibition Centre



Paris Nord Villepinte Exhibition Centre.
Halls 4, 5a and 6.

Postal address:

Parc des Expositions Paris-Nord Villepinte
B.P 68004
95970 ROISSY CDG CEDEX - FRANCE

Shipping address (do not forget to indicate your company name and stand number):

Parc des Expositions Paris-Nord Villepinte
Z.A.C Paris Nord II - CD 40
93420 VILLEPINTE - FRANCE



BY CAR

From Paris take A1 or A3 motorways, then the access road A104 (to Soissons). Follow the signs "Parc des Expositions" Villepinte.

BY TRAIN*

There is a TGV (high-speed train) station near the Paris Nord Villepinte exhibition centre. The map shows the different TGV lines to Paris and how long it takes to get there.

***Get discounts on your train fares in France on page 8.**

FROM PARIS AIRPORTS**

From **Roissy-Charles de Gaulle airport**: Take the shuttle bus going to the exhibition or take RER B (to Robinson-Saint Rémy lès Chevreuse). Get off at the first station: "Parc des Expositions" Paris Nord Villepinte.

From **Orly airport**: Take Orly-Val and get off at Antony. Then take RER B (to Roissy-Charles de Gaulle) and get off at the station "Parc des Expositions".

****Get discounts on your plane fares on page 8**

BY RER (SUBURBAN TRAINS)

From Paris take the RER line B3 and get off at the station "Parc des Expositions" Paris Nord Villepinte.

Advice :

Download the different access plans to the exhibition (Train, road, plane) on our website www.emballageweb.com, on the "Exhibitor area / Practical information"



- Travel discounts

Take advantage of promotional rates!



Cost-effective flight tickets

Event ID to keep for the booking: **08246AF**
Valid for travel from 17/11/2010 to 30/11/2010

To access the preferential fares granted for your visit of EMBALLAGE 2010: www.airfranceklm-globalmeetings.com



25% discount on your return train ticket

Event ID to keep for the booking: **EV08**
As from the 20th of August 2010, this special 25% discount will be applied to all trips made during the following period: 20th to 27th of November 2010.

To book your ticket:
please call **+33 (0)8 92 35 35 35** or browse www.voyages-sncf.com

- Accommodation booking



Benefit from special hotel booking rates during the exhibition.
Please contact: www.wipresa.com



I- GENERAL INFORMATION

3) Badges and badge readers

- Badge

To enter the Exhibition Halls, all personnel must have an EMBALLAGE access badge (Exhibitor Badges - Service Provider Badges) and must wear personal safety equipment during the setting-up and dismantling, in particular safety shoes, otherwise access to the Exhibition halls will be denied.

Pedestrian Access Badge

- **The Exhibitor's badge** allows access to the Exhibition Center during setup, opening, and dismantling according to the hours listed on the exhibitors' time schedule.
Exhibitors may create and personalize badges.
The number of badges available is automatically calculated based on stand surface area and based on a ratio of one badge for every 3 sq.m.
- **The Setup/Dismantling badge** allows access to Exhibition Halls during the setup/take-down periods. The badge is only valid for the period from Monday November 22nd at 9:30 a.m. to Thursday November 25th 2010 at 6 p.m (8 badges sent automatically. Additional request to be made to the organiser).
Badges must be worn at all times.

Badges will be sent after:

- full payment of the balance due for your stand rental,
- receipt of the signed Security, Hygiene and Health Protection Form at:

D.Ö.T.

81, rue de Paris
92100 Boulogne - France

- and your stand layout application by EMBALLAGE stand design service:

DECOPLUS

1, rue Paul Delaroche
75016 PARIS – France



- Badge readers

Exhibitors and visitors are issued name badges when reserving. The badge reader allows exhibitors to create a full, precise, and exact file of visitors welcomed on their stands.



I- GENERAL INFORMATION

4) Services

- Security Services

Choosing the right security service provider for your stand is important to guarantee service quality appropriate to your needs. EMBALLAGE provides a custom offer.

IMPORTANT: If there is an inspection by Employment Services, the chosen firm must be capable of presenting employment contracts and social security contribution certificates. Remember to ask your supplier for these documents, as you are liable.

- Hostesses/Staff

Welcoming current and potential customers to your stand, guiding you around the Paris-Nord Villepinte exhibition centre, providing constant contact with on-site organisational staff to meet your every need...

EMBALLAGE provides you with a full range of services: hostesses, interpreters, handlers, etc.

ADVICE:

In order to facilitate your setup and take-down operation, reserve your handler now.

- Meeting Rooms

You may reserve meeting rooms during the trade show.

If you want to receive a room rental proposal, please contact the Parc des Expositions de Paris Nord Villepinte:

Tel: +33 (0)1 48 63 30 65

or

Tel: +33 (0)1 48 63 31 12



- Exhibitor Restaurant Service

The EMBALLAGE 2010 trade show has developed with the Parc des Expositions de Paris Nord Villepinte restaurants a renewed and enriched restaurant offer to fulfil the expectations of visitors and exhibitors:

- **New brands** have come to the Parc Hippopotamus, Oliviers & Co, Lecointre Paris, Fauchon, Manhattan Hotdog...
- **Take-away offers** are growing and offer a wider variety of products: sushis, vegetarian options, organic food, Mediterranean menus, club sandwiches, etc.
- In order to guarantee optimal service during EMBALLAGE 2010, the terrace areas have more seating and the menus and product information will be available in several languages.

For deliveries to stands, consult the, 2 suppliers:

- **HORETO** : + 33 (0)1 48 63 33 45
E-mail : info@horeto.com
- **ROSSEL** : + 33 (0)1 48 63 32 00
Website : www.rosell.fr

Exhibitors can call on either the Center's caterers or on other caterers certified by the Centre. The agreements are given by the Centre for the duration of the trade fair or for special events. Catering activity is subject to the payment to the Centre of a proportional fee amounting to 8% of total turnover excluding taxes.

List for certified caterers or agreement requests on demand, call :

Tel.: + 33 (0)1 48 63 30 68
Fax. + 33 (0)1 48 63 31 49



II- COMMUNICATION

- 1) Invite your clients
- 2) Inform the press
- 3) The e-communication kit
- 4) Your promotional Tools
- 5) Exhibition's events



II- COMMUNICATION

1) Invite your clients

- The Invitation card

Enhance your participation to the exhibition by inviting your clients:

The invitation card is still the first tool for personally inviting your clients and your future clients. The invitation card offers your guests free permanent admission (fee without an invitation card during the exhibition: 50 euros incl. VAT).

To be ordered before October 22nd, 2010

- The E-invitation



Invite your customers and future customers with a few clicks

The e-invitation proposed by EMBALLAGE is a simple, efficient and cheap way to invite your customers: You email a code to your customers and prospects. This code will allow them to quickly pre-register for EMBALLAGE free of charge thanks to you in a few clicks at www.emballageweb.com !
We propose batches of 100 codes.



- VIP badges



Roll out the red carpet for your key accounts: Give them VIP admission

Emballage gives you the possibility to give VIP badges to your best customers. In addition to gaining continuous free admission to the exhibition with their VIP pass, they will be able to use all the services offered by the VIP Club (i.e. cloakroom, business space, Internet access, Wi-Fi access, open bar, rest area...). All ordered VIP badges will be sent to you by post so that you can do your personalized mailshot.



II- COMMUNICATION

2) Inform the press

- Your exhibitor press box

The EMBALLAGE Press Centre, which serves as a continuous intermediary between exhibitors and the press, **welcomes national and international journalists throughout the event.**

A press box is made available to each exhibitor on request, where you can drop off your latest press kits and press releases for journalists. Plan on approximately fifty press kits, on French and on English.

The kits can be dropped off at the Press Centre (Mezzanine Hall 4) beginning 21 November at 2 p.m. until the morning of 22 November 2010.



II- COMMUNICATION

3) The e-communication kit

- Announce your presence on the exhibition

To optimize your investment for EMBALLAGE 2010, we give you the opportunity to reinforce and prolong your presence via a continuous communications mix aimed at your target audience (customers, prospects...).

EMBALLAGE 2010 provides you with tools to reach your captive target audience on a continuous basis. For a successful show: **Announce your presence at EMBALLAGE starting from today!** A range of communication tools is at your disposal to help you make the most of your participation and insure you the best possible ROI.

Download logos and banners free of charge to insert them in your advertisements, press releases, promotional documents, web site and newsletters sent to your customers and prospects.

After confirmation of your stand location you will be able to integrate your stand number and thus enable visitors to quickly find their way to meet you on the show

428x60 flash banner to put on your website or e-newsletters: uploadable from the exhibitor area of our website, www.emballageweb.com (also available in GIF for your mail signature)





- Be present on our e-newsletters



To optimize your communications with your target audience and gain long-standing visibility, sponsor the E-NEWSLETTERS

Become **sponsor** of the e-newsletters sent to preregistered visitors. You want to sponsor the e-newsletters, do not hesitate to go to the **online store**

- Be present on the web



Communicate on the web before the exhibition!

The EMBALLAGE site **enhances your visibility to Internet visitors and future exhibition visitors**, and is a guarantee of optimized participation: more than 1,600,000 pages viewed in 2008.

Gain efficiency at the exhibition, gain exposure on www.emballageweb.com! A great number of **communication tools are available on our Internet site** to help you stand out.

Be present in the exhibitors list!

EMBALLAGE 2010 proposes several options:

- Logo in the website alphabetical list of exhibitors
- Corporate name printed in bold red in the website alphabetical list of exhibitors
- Hypertext link in the website alphabetical list of exhibitors



Available areas:

Banner on home page, Advertising block on home page, Banner on specific page, Advertising block on specific page, Banner on exhibitors list, Banner «badge request ».

Be present on our interactive floor plan!

- Home page button
- Logo on stand
- Banner on hall of your choice
- Button on hall of your choice
- Sponsoring of the personalized visit guide sent by e-mail



II- COMMUNICATION

4) Your Promotional tools

During the exhibition increase your exposure and gain a higher profile.

We propose several tools to help you further stand out on site, in line with your strategy:

- Outside billboards
- Direction signs
- Distribution at exhibition entrances
- Show itinerary
- Floor plan
- Floor tiles
- Aisle letters - 3 advertisers, 1 per hall
- The official catalogue

To discover our offer in detail, we invite you to register online (only for the official catalogue) or/and to download the PDF file of the promotional tools available on the online store of the exhibition: www.emballageweb.com.



II- COMMUNICATION

5) Exhibition's events

- PACK VISION: conferences

Four days for meeting, networking and exchanging between packaging and pack professionals from all over the world.



A unique opportunity to communicate with worldwide packaging decision-makers!

Knowledge feedbacks, practical experiences, marketing and strategic challenges, latest trends, market tendencies...



- Area "Pack Innovation"



To pinpoint innovation!

This is the primary motive of visitors at EMBALLAGE...

We are counting on your active participation:

Declare your new products/machines/services AND promote your expertise to exhibition visitors, journalists, Internet visitors and VIPs...

What is it about?

- All the EMBALLAGE exhibitors are invited to declare their new products /machines/services that will be exhibited at the show.
- A group of experts will examine these new products **to make a preselection which will be posted on emballageweb.com** (260,000 visitors in 2008).
- The preselection will be submitted to a vote of **international journalists**.
- The selected products/machines/services **will be displayed in the Pack Innovation area during the four exhibition days**.
- New: In 2010, EMBALLAGE reinforces the event's visibility **with the involvement of the key package users gathered in the Emballage 2010 Pack Experts Committee***. **These industry professionals will choose their Favourite Awards** among all the selected products, machines and services.

* The Emballage 2010 Pack Experts Committee is composed of packaging top managers from: Bayer, Carrefour, Charal, Danone, Eco-Emballages, Nestlé, Nicolas Feuillate, L'Oréal and Renault.



Declaring your new products/machines/services is therefore a **key ingredient in your communication mix** that will enhance your visibility and participation in EMBALLAGE:

- in the major international trade magazines and/or the special issues devoted to the exhibition (more than 400 journalists are expected to visit the exhibition);
- on our Internet site emballageweb.com (260,000 visitors in 2008);
- in the **Pack Innovation Area (hall 6)**.

Deadline for declaring your new products: September 10th, 2010

Requirements for your participation:

- You must be either a **Direct Exhibitor** or a **Co-exhibitor**.
- Your product/machine/service will be displayed on your stand.
- Your product/machine/service was launched after November 1st, 2009.



III- LOGISTICS

- 1) Practical information
- 2) The fitting out of your stand
- 3) Supplies provided by the exhibition
- 4) Refund of French TVA (VAT)



III- LOGISTICS

1) Practical information

- Before the show.

Your stand layout application

All stand projects must be submitted by **September 17th 2010** at the latest to the EMBALLAGE Stand design service:

DECOPLUS

1 rue Paul Delaroche

75116 Paris – France

Tel : +33 (0)1 47 63 94 94

fax : +33 (0)1 43 80 59 63

Email : w.decoplus@free.fr

Accompanied by the following items:

- **your stand layout application,**
- **the signed Safety, Hygiene and Health Protection document**

N.B.: Exhibition access badges will be dispatched when the fitting application is complete. Should this not be the case, access to the Exhibition Halls will be denied.

- Installation

Availability of stand spaces

- Exhibitors and their installers will have access to halls 4-5a-6 every day from Wednesday 17th to Sunday 21st November 2010. For fitted stands, stand delivery will take place on Friday 19th November, 2010 from 2:00 pm.
- Removal of goods and empty packaging should be completed by Sunday 21st November 2010 at 12:00 pm.



- Otherwise, pallets and other identified non removed items will be stored outside the buildings. Their removal and delivery to the exhibitor's stand will be charged to the exhibitor.

IMPORTANT:

No motor vehicles will be allowed into the halls on Sunday 21st November 2010, i.e. on the last day of the set-up period (unless special dispensation is granted by the organizer).

- Final setting-up operations including cleaning should be completed by Sunday 21st November 2010 at 12:00 pm.

For safety reasons, work in the halls is forbidden outside the specified hours.

Delivery of goods and equipment

Goods intended for the stand installation must imperatively be delivered to the exhibition centre 48 hours before the exhibition opening. The day before shall be considered as final deadline.

Shipments should be delivered at the exhibitor's risk directly to his stand. It is the exhibitor's responsibility to be present or represented on the goods' arrival. Parcels should be properly labelled on each side with the following address:

Parc des Expositions de Paris Nord Villepinte - Salon EMBALLAGE 2010

Hall N° - Stand n° (letter + number)
Zac de Paris Nord II - C.D.40
93240 VILLEPINTE - France

The Exhibition General Management cannot in any way take delivery of goods nor be held liable therefore.

Stand storerooms are not secured premises

As car parks are not guarded, it is preferable not to leave any valuable items inside vehicles, and to place objects likely to be stolen out of sight.



IMPORTANT:

There are important risks of theft during the set-up and dismantling periods: Keep all equipment and items likely to be stolen out of sight (e.g. plasma screens, computers, personal items).

To be on the safe side, it is strongly recommended that you watch closely over your stand and ensure that someone is always present until dismantling is completed.

Your presence is your only safeguard against theft.

Waste materials from stand construction

Exhibitors should not leave any rubbish or waste materials resulting from the installation of their stands (e.g. empty packaging, wood offcuts, empty boxes, cans of paint).

It is strictly forbidden to store waste materials on the stands and in the aisles.

Exhibitors or their suppliers must take all appropriate measures to ensure that waste materials and empty packaging are removed by the vehicles which delivered the equipment and goods.

- Dismantling

Moving out

- **Stand removal can begin from Thursday 25th November, 2010 at 6:30 pm.**
- Stand and goods removal should be completed at the dates and times specified in the exhibitors entry / exit schedule.
- **All fitted stands will be dismantled on Friday 26th November 2010 by the companies hired by EMBALLAGE.** Exhibitors are therefore kindly requested to remove their goods and personal effects on the evening when the exhibition closes, i.e. on Thursday 25th November between 6:30 pm and 11:00 pm.



IMPORTANT:

Motor vehicles will only be allowed to operate in the halls from 7:30 pm on Thursday 25th November 2010.

Restoration of stand space into the original condition - Waste materials from stand dismantling

- Exhibitors must strictly comply with the dismantling periods.
- The stand space must be entirely cleared of all decoration items, equipment and waste materials (e.g. empty packaging, wood offcuts, empty boxes, cans of paint) **at the latest on Sunday 28th November 2010 at 7:00 pm.**

IMPORTANT

All machinery/equipment and decoration items must be removed from the halls at the specified dates and times. If not, all installations and decoration structures shall be removed and dumped by EMBALLAGE, by the companies appointed by the Exhibition Management, at the exhibitor's risk and expense. Packaging will always be considered to be empty, and no claims shall be accepted for theft or loss of any objects, tools, accessories, etc. that may be contained in such packaging.

OUR ADVICE

If you hire the services of an outside decorator, make sure that his quotation clearly includes the "installation" and "removal" of stand decoration items, as well as the removal of all rubbish and waste materials. If these "removal" services are not clearly mentioned in the quote, ask your decorator to include them.



- Traffic and Parking

Traffic

Rules for driving in the Parc des Expositions de Paris Nord Villepinte:

- Observance of the highway code;
- Speed limit: 20 km/h;
- No stopping and no parking in traffic lanes;
- **No passenger cars** will be allowed into the halls;
- **Lorries** will be allowed **access** under specific conditions and subject to traffic control.

We would appreciate it if you could comply with the above provisions and inform your installers, road hauliers and suppliers.
Don't forget to give them your stand number and hall number.

Parking

During the set-up and dismantling periods, parking will be free of charge in the exhibitors' car parks.

OUR ADVICE:

During the set-up period, avoid the 10:00 am - 1:00 pm time slot;

Avoid deliveries on the day before the exhibition opening;

Vehicles should drive away as soon as they have been unloaded.

Traffic facilitators will be present to help you drive and park in the Parc des Expositions de Paris Nord Villepinte. Please follow their instructions carefully.

Camping and caravanning are prohibited!



Access, traffic and parking instructions during the exhibition

- Deliveries are authorized from 7:00 am to 9:00 am.
- Parking and storage of any sort are not authorized within the Parc des Expositions de Paris Nord Villepinte.
- Parking is prohibited in the safety zones when the exhibition is open to the public.

All contravening vehicles will be towed away without prior notice at their owners' risk and expense.



III- LOGISTICS

2) The fitting out of your stand

If you have booked a bare stand

INCLUDED IN THE HIRE OF YOUR STAND AREA:

- Marking-out your stand area on the ground, without a common partition,
- Daily stand cleaning,
- Hall security guard.

Preparatory Steps for Stand Setup

1st Step: Stand location

Upon approval of your stand location, EMBALLAGE will send you (by mail or e-mail) the general layout for your stand as well as access codes for the Exhibitors' Area. This will allow you to prepare your stand layout with your chosen decorator.

IMPORTANT

If your stand surface area is $\leq 25 \text{ m}^2$, you must choose either the ESSENTIEL or ESPACE LUXE stand equipment package.

2nd Step: Ordering Technical Services (electrical connection, telephone, parking...)

Extra services must be ordered as soon as possible, before the trade show opens, in order to guarantee the best service in terms of product range, colours, volume, and delivery times during the trade show.

Extra services ordered during assembly will be supplied depending on available stock and according to the following schedule:



- Order placed on: **Wednesday November 17th**
- Delivery scheduled for: **Thursday November 18th**

- Order placed on: **Thursday November 18th**
- Delivery scheduled for: **Friday November 19th**

- Order placed on: **Friday November 19th**
- Delivery scheduled for: **Saturday November 20th**

- Order placed on: **Saturday November 20th**
- Delivery scheduled for: **Sunday November 21st**

- Order placed on: **Sunday November 21st before 3 p.m.**
- Delivery scheduled for: **Monday November 22nd before 9 a.m.**

3rd Step: Checking Your Layout Plan

Your stand layout plan must be submitted for approval by EMBALLAGE's Architecture Service **before September 17th, 2010** at the following address:

DECO PLUS

1, rue Paul Delaroche

75116 PARIS - FRANCE

Tel. : +33 (0)1 47 63 94 84 - Fax : +33 (0)1 43 80 59 63

E-mail: w.decoplus@free.fr

To see the information that should be provided, consult the Decoration Regulations.

4th Step: Stand Numbering

You will be informed of your stand number on your invoice.



5th Step: Assembling Your Stand at the Exhibition

During assembly, suppliers will be present at the **General Commissioner's Office located on the ground floor in Hall 5a.**

Security and Health Protection

MANDATORY

- To enter the Exhibition Halls, all personnel must have an EMBALLAGE access badge (Exhibitor Badge - Service Provider Badge) and must wear personal safety equipment, in particular safety shoes. Should this not be the case, access to the Exhibition Halls will be refused.
- The Safety, Hygiene, and Health Protection Form must be signed and returned to Cabinet D.Ö.T. by Friday October 15th, 2010 at the latest and distributed to all your suppliers and subcontractors.
- Access to Exhibition Halls will not be allowed without approval of this document.

Extra Services

EMBALLAGE offers a full range of services to better organize your stand and optimise your presence at the trade show.

Supplementary services to be ordered before assembly:

Carpeting for your stand: 5 carpet shades to decorate your stand (Red – Blue – Black – Grey – Green).

Floorboard, storage closet, partitions, lighting.



Cleaning / Waste Removal

This service is included in the rental price for stands. It consists of daily stand cleaning every morning before opening. This service does not include construction clean-up the day before opening (except for those exhibitors who ordered carpeting from the Organizer)

For more information about cleaning services, visit our online store on:
www.emballagaweb.com



If you have booked an ESSENTIEL fitted stand

Services included

Colours: your choice of three colour combinations

- Set 1: grey partition / grey structure / blue carpet
- Set 2: grey partition / grey structure / red carpet
- Set 3: birch partition / grey structure / grey carpet

Partitions made of melamine with aluminium frame. Panel useful dimensions (not including metallic structure):

- Length: 0.940 m
- Height: 2.250 m
- Thickness: 7 mm
- Partition overall dimensions: 2.40 m

Sign: 1 hanging sign 40 x 40 cm (includes only your business name and stand number)

Spotlights: One 100 W spotlight per 3 sq.m

Intermittent electrical connection: 3 kW with a 3 socket unit. By default, your electrical box will be placed directly in the storage closet.

1 sq.m lockable storage room: 1 x 1 m (this storage room is not deemed a secure area). By default, it will be placed in the corner of your stand

Furniture voucher: €200 before tax.
For use with the trade show furniture supplier.

Daily cleaning for your stand (including the day before opening).



Preparatory Steps for Stand Setup

1st Step: Stand location

Upon approval of your stand location, EMBALLAGE will send you (by mail or e-mail) the general layout for your stand as well as access codes for your Exhibitors' Area. This will allow you to supplement your stand layout with additional services.

2nd Step: Validating your choices and your sign

3rd Step: Security and Health Protection

You must validate the Safety Notice

4th Step

Ordering Supplemental Technical Services (internet connection, telephone, parking...)

Services to be booked before the exhibition: All bookable or supplementary services may be found in the catalogue of the exhibition.

- extra fittings,
- furniture,
- plant rental,
- video and office equipment,
- coffee machine.

Services booked during assembly:

Stocks of materials become limited during the assembly period, so remember to place your order in advance.

If you reserve supplementary services during trade show setup, they must be ordered as soon as possible, before the trade show opens in order to guarantee the best service regarding product range, colours, volume, and delivery times.

On site, booked services will be provided according to the following schedule:



- Order placed on: **Friday November 19th after 2 p.m.**
- Delivery scheduled for: **Saturday November 20th**

- Order placed on: **Saturday November 20th**
- Delivery scheduled for: **Sunday November 21st**

- Order placed on: **Sunday November 21st before 3 p.m.**
- Delivery scheduled for: **Monday November 22nd before 9 a.m.**

5th Step

Stand Delivery beginning on **Friday November 19th, 2010 at 2 p.m.**



If you have booked an ESPACE LUXE fitted stand

RESERVATION DEADLINE: FRIDAY OCTOBER 29TH, 2010

Services included

Colours: your choice of three colour combinations

- Set 1: white brushed cotton partition / black carpet
- Set 2 : black brushed cotton partition / fuchsia carpet
- Set 3: black brushed cotton partition / red carpet

Wooden partitions joiners covered with brushed cotton

Partition overall dimensions:

- Length: 1.00 m
- Height: 2.50 m
- Thickness: 5 cm

Sign: 1 hanging sign 40 x 40 cm (includes only your business name and stand number)

Spotlights: One 100 W spotlight per 3 sq.m

Intermittent electrical connection: 3 kW with a 3 socket unit. By default, electrical box will be placed directly in your storage room.

1 sq.m lockable storage room (this storage room is not deemed a secure site). By default, it will be placed in the corner of your stand

Furniture voucher: €200 before tax.

For use with the trade show furniture supplier.

Daily cleaning for your stand (including the day before opening).



Preparatory Steps for Stand Setup

1st Step: Stand location

Upon approval of your stand location, EMBALLAGE will send you (by mail or e-mail) the general layout for your stand as well as access codes for the Exhibitors' Area.

This will allow you to supplement your stand layout with additional services.

2nd Step: Confirming your choices and your sign

3rd Step: Security and Health Protection

You must validate the Safety Notice

4th Step

Ordering extra Technical Services (internet connection, telephone, parking...)

Services to be booked before the exhibition:

- extra fittings,
- furniture,
- plant rental,
- video and office equipment,
- coffee machine.

Services booked during assembly:

Stocks of materials become limited during the assembly period, so remember to place your order in advance.

If you reserve supplementary services during trade show setup they must be ordered as soon as possible, before the trade show opens in order to guarantee the best service regarding product range, colours, volume, and delivery times.



On site, booked services will be provided according to the following schedule:

- Order placed on: **Friday November 19th after 2 p.m.**
- Delivery scheduled for: **Saturday November 20th**

- Order placed on: **Saturday November 20th**
- Delivery scheduled for: **Sunday November 21st**

- Order placed on: **Sunday November 21st before 3 p.m.**
- Delivery scheduled for: **Monday November 22nd before 9 a.m.**

5th Step:

stand delivery beginning on **Friday November 19th, 2010 at 2 p.m.**



If you have booked an OPTIMUM fitted stand, from 18 to < 50 sq.m

RESERVATION DEADLINE: FRIDAY OCTOBER 29TH, 2010

An EMBALLAGE 2010 equipped stand advisor will contact you regarding your choice of colour harmonies.

Included Service

Carpet: choice of 7 colours

Partition: choice of 3 colours

Structure: choice of 2 colours

Sign: 1 lighted sign tower: 1 side with logo for stands from 18 to 31 sq.m and lighted on two sides for stands > 31 sq.m and < 50 sq.m + 1 sign with only your business name and stand number.

Spotlights: One 100 W spotlight per sq.m.

Intermittent electrical connection: 3 kW with a 3 socket unit. By default, your electrical box will be placed directly in the storage room.

2 sq.m lockable storage room: 2 x 1 m with 2 shelves and 1 coat hanger hook (this storage room is not deemed a secure area). By default, it will be placed in the angle of your stand.

Furniture voucher:

- 18 to 31 sq.m stands = €500 before tax
- > 31 sq.m stands = €650 before tax

For use with the trade show furniture supplier.

Daily cleaning for your stand (including the day before opening).

Parking: 2 parking spots (allotted during setup) or €100 before tax supplementary furniture credit.

Misc. equipment: 1 coffee machine with 150 doses.



WOOD OPTION: same endowment, but stand construction in wood, with wood partitions covered with brushed cotton (choice of 6 colours)

Preparatory Steps for Stand Setup

1st Step: Stand location

Upon approval of your stand location, EMBALLAGE will send you (by mail or e-mail) the general layout for your stand as well as access codes for the Exhibitors' Area. This will allow you to supplement your stand layout with additional services.

2nd Step: Sign Approval

You will be contacted directly by our service provider.

3rd Step: Security and Health Protection

You must confirm the Safety Notice

4th Step:

Ordering extra Technical Services (internet connection, telephone, parking...)

Services to be booked before the exhibition:

- extra fittings,
- furniture,
- refrigerated display equipment,
- plant rental,
- video and office equipment,
- coffee machine.



Services booked during assembly:

Stocks of materials become limited during the assembly period, so remember to place your order in advance.

If you reserve additional services during trade show setup, they must be ordered as soon as possible, before the trade show opens in order to guarantee the best product range, colours, volume, and delivery times.

Onsite, services will be provided as long as supplies last according to the following schedule:

- Order placed on: **Friday November 19th after 2 p.m.**
- Delivery scheduled for: **Saturday November 20th**

- Order placed on: **Saturday November 20th**
- Delivery scheduled for: **Sunday November 21st**

- Order placed on: **Sunday November 21st before 3 p.m.**
- Delivery scheduled for: **Monday November 22nd before 9 a.m.**

5th Step:

Stand Delivery beginning on Friday November 19th, 2010 at 2 p.m.



**If you have booked a GRAND OPTIMUM 50 fitted stand
from 50 to < 80 sq.m**

RESERVATION DEADLINE: FRIDAY OCTOBER 29TH, 2010

An EMBALLAGE 2010 equipped stand advisor will contact you regarding your choice of colour harmonies.

Included Services

Carpet: choice of 7 colours

Partition: choice of 3 colours

Structure: choice of 2 colours

Sign: 1lighted sign tower - 4 lighted sides.

Spotlights: One 100 W spotlight per 3 sq.m.

Intermittent electrical connection: 6 kW with a 3 socket unit. By default, your electrical box will be placed directly in the storage room.

4 sq.m lockable storage room: 2 x 2 m with 2 shelves and 1 coat hanger hook (**this storage room is not deemed a secure site**). By default, it will be placed in the corner of your stand.

Office space: Two 9 sq.m offices (3 x 3 m).

Furniture voucher: €1,000 before tax.

For use with the trade show furniture supplier.

Daily cleaning for your stand (including the day before opening)

Parking: 4 parking spots (allotted during setup) or €200 before tax supplementary furniture credit.

Misc. equipment:

- 1 coffee machine with 300 doses.



WOOD OPTION: same endowment, but stand construction in wood, with wood partitions covered with brushed cotton (choice of 6 colours)

Preparatory Steps for Stand Setup

1st Step: Stand location

Upon approval of your stand location, EMBALLAGE will send you (by mail or e-mail) the general layout for your stand as well as access codes for the Exhibitors' Area. This will allow you to supplement your stand layout with additional services.

2nd Step: Sign Approval

You will be contacted directly by our service provider.

3rd Step: Security and Health Protection

You must validate the Safety Notice

4th Step:

Ordering extral Technical Services (internet connection, telephone, parking...)

Services to be booked before the exhibition:

- extra fittings,
- furniture,
- refrigerated display equipment,
- plant rental,
- video and office equipment,
- coffee machine.



Services booked during assembly:

Stocks of materials become limited during the assembly period, so remember to place your order in advance.

If you reserve additional services during trade show setup, they must be ordered as soon as possible, before the trade show opens in order to guarantee the best product range, colours, volume, and delivery times.

Onsite, services will be provided as long as supplies last according to the following schedule:

- Order placed on: **Friday November 19th after 2 p.m.**
- Delivery scheduled for: **Saturday November 20th**

- Order placed on: **Saturday November 20th**
- Delivery scheduled for: **Sunday November 21st**

- Order placed on: **Sunday November 21st before 3 p.m.**
- Delivery scheduled for: **Monday November 22nd before 9 a.m.**

5th Step:

Stand Delivery beginning on **Friday November 19th, 2010 at 2 p.m.**



***If you have booked a GRAND OPTIMUM 80 fitted stand
≥ 80 sq.m >***

RESERVATION DEADLINE: FRIDAY OCTOBER 29TH, 2010

An EMBALLAGE 2010 equipped stand advisor will contact you regarding your choice of colour harmonies.

Included Services

Carpet: choice of 7 colours

Partition: choice of 3 colours

Structure: choice of 2 colours

Sign: 1 tall sign with 2 logos.

Spotlights: Fifteen 100 W spotlights.

Intermittent electrical hook-up: 10 kW with a 3-socket unit. By default, your electrics box will be placed directly in the storage closet.

4 sq.m lockable storage room: 2 x 2 m with 2 shelves and 1 coat hanger hook (***this storage room is not deemed a secure site***). By default, it will be placed in the angle of your stand.

Office space: Two 9 sq.m offices (3 x 3 m).

Furniture voucher: €1,200 before tax.

For use with the trade show furniture supplier.

Daily cleaning for your stand (including the day before opening)

Parking: 5 parking spots (allocated during setup) or €250 exd. VAT supplementary furniture voucher.

Misc. equipment:

- 1 coffee machine with 300 doses.
- 1 220-litre refrigerator (empty)



WOOD OPTION: same endowment, but stand construction in wood, with wood partitions covered with brushed cotton (choice of 6 colours)

Preparatory Steps for Stand Setup

1st Step: Stand location

Upon approval of your stand assignment, EMBALLAGE will send you (by mail or e-mail) the general layout for your stand as well as access codes for the Exhibitors' Area. This will allow you to supplement your stand layout with additional services.

2nd Step: Sign Approval

You will be contacted directly by our service provider.

3rd Step: Security and Health Protection

You must validate the Safety Notice

4th Step:

Ordering extra Technical Services (internet connection, telephone, parking...)

Services to be booked before the exhibition:

- extra fittings,
- furniture,
- refrigerated display equipment,
- plant rental,
- video and office equipment,
- coffee machine.



Services booked during assembly:

Stocks of materials become limited during the assembly period, so remember to place your order in advance.

If you reserve additional services during trade show setup, they must be ordered as soon as possible, before the trade show opens in order to guarantee the best product range, colours, volume, and delivery times.

Onsite, services will be provided as long as supplies last according to the following schedule:

- Order placed on: **Friday November 19th after 2 p.m.**
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- Order placed on: **Sunday November 21st before 3 p.m.**
- Delivery scheduled for: **Monday November 22nd before 9 a.m.**

5th Step:

Stand Delivery beginning on **Friday November 19th, 2010 at 2 p.m.**



III- LOGISTICS

3) Supplies provided by the exhibition

- General cleaning

Halls and aisles will be cleaned every morning before the halls are opened to exhibitors.

- Stand cleaning

- This service is included in the stand rental price. It includes daily cleaning of the stand every morning before the exhibition opens.
- Description of cleaning services: Removing plastic protective films – Emptying waste paper baskets and dustbins – Floor vacuum cleaning – Dusting desks and furniture.
- The service does not include: Cleaning of exhibited machines and/or equipment – Provision of small waste containers – Fluid waste collection and disposal.
- During dismantling period: you can order waste dumpsters to remove your decoration items and waste materials.

IMPORTANT

All the stands, equipment, goods and waste materials of any kind (e.g. adhesives, carpeting) must be removed by the end of the dismantling period.

If he does not use the services proposed by the organizer, the exhibitor undertakes to have his waste materials removed and treated in **compliance with the applicable regulations.**

After the dismantling deadline has expired, the organizer shall be entitled to take all measures that he will deem necessary, **at the exhibitor's risk and expense**, to remove the equipment, items and waste materials remaining on the stand space, and to destroy all types of structures and decoration items which will not have been dismantled.



- Stand security

The Exhibition Management of EMBALLAGE ensures the general security of the exhibition in the best conditions, but cannot provide for the individual guarding of stands.

Exhibitors who intend to have their stands specifically guarded (this is strongly advised) should inform the Organizer and give the names of the persons who will be present on the stand, and the name of the security company.

The exhibitor is responsible for his stand and must take all necessary measures to protect his equipment and remove it in the evening when the exhibition closes, if he does not provide for special guarding.



III- LOGISTICS

4) Refund of the French TVA (VAT)

- VAT Refund

- In accordance with EU legislation, the organisers of international exhibitions are required to invoice all services including French VAT. Foreign companies from EU member states and companies from non-EU countries may, in certain circumstances, request VAT refunds.
- For information and procedures regarding a VAT refund, exhibitors may contact our fiscal representative directly:

TEVEA International
64 Rue Ranelagh
75016 PARIS – France
Tel: +33 (0)1 42 24 96 96
Fax: +33 (0)1 42 24 89 23
Email: mail@tevea.com

TEVEA International is specialized in VAT refund requests and will take charge of your request until the refund is paid.

Simplified procedure:

TEVEA International, in cooperation with the EMBALLAGE trade show, offers a simplified, reassuring, and quick procedure for your company. To take advantage of this simplification, fill-out, sign and return to TEVA International the VAT refund form.

IMPORTANT

Only original invoices are accepted by tax authorities for VAT refund, keep them carefully. If they are lost, no VAT will be refunded.

No copy, duplicate, or certified copy is accepted by the French tax authorities. In addition, the organizer is prohibited from creating a second original of the invoice.



VAT can be refunded for the following:

- Stand rental, deposit and balance
- Rental of furniture
- Stand fitting
- Decoration, flowers, plants
- Electricity, water, telephone
- Stand surveillance and cleaning
- Invitation cards
- Advertising space and advertising
- Meeting room hire
- Press conferences
- Video equipment hire
- Merchandise transport costs
- Customs clearance costs
- Parking

Restaurant bills (in certain circumstances). VAT cannot be refunded for the following:

- Hotel costs
- Personnel transportation costs (by air, taxi, car hire).

Foreign Service Providers Working for Exhibitors

- Stand builders, equipment hire firms, decorators, etc are not eligible for this procedure. The services they provide in France are subject to French VAT.
- Foreign service providers must invoice their customers including French VAT and pay the VAT received via a French tax representative to the French tax authorities, with deductions for VAT charged on purchases.

Associations, Groups, Public Organisations

Under certain conditions, organisations not subject to VAT in their home countries may also be refunded of VAT.



IV-TERMS AND REGULATIONS

- 1) Regulations
- 2) Customs
- 3) Insurance



IV-TERMS AND REGULATIONS

1) Regulations

Following documents can be downloaded from the exhibitors area of www.emballageweb.com:

- General terms and conditions of sale
- Decoration regulations
- Safety Fire regulation
- Regulations in terms of safety and health
- Insurance regulation



IV-TERMS AND REGULATIONS

2) Customs

CUSTOMS SERVICE

French Customs - Bus terminal and Regional Customs Clearance Centre

87, avenue du Bois de la Pie

BP 50108

95950 ROISSY-CHARLES DE GAULLE CEDEX - FRANCE

Tel. : +33 (0)1 48 63 26 15

Fax: +33 (0)1 48 63 25 73

- **"Economic Regimes" office**
- **Indirect Contributions office**
- **Open: Every day except Saturday and Sunday**
- **Opening hours: 9:00 a.m. to 5:00 p.m.**

For these days, exceptional appointments may be made ahead of time with this service.

- Customs clearance for goods coming from non-EU member states
 - During the EMBALLAGE trade show, the Parc des Expositions de Paris-Nord Villepinte site falls under the temporary admission regime under surveillance by customs.
 - Temporary admission begins on the day the materials arrive within the exhibition hall and ends thirty days after the exhibition closes. Imported goods must be cleared by the Customs Service before being placed on the Exhibitor's stand.

- Law standard regime merchandise arrival

Merchandise must be presented to the Customs Office, under cover of one of the following documents:

A) TIR Carnet (international carriage of goods by road). For vehicles arriving directly from abroad, where such merchandise was verified and sealed by the originating country's customs service.



N.B.: Transporters travelling under cover of a TIR Carnet taking on various merchandise including only a portion destined to an event, must take all steps to ensure that the Paris Expositions office is the last unloading station. Consequently, when arriving at the office, TIR vehicles must contain only merchandise to be exhibited at the event. No waivers shall be granted.

B) Declaration for Transit

Made in a land, sea, or airport border office when the merchandise entered.

C) Waybill

D) Transit Document

Items to be provided with documents A/B/C/D

- Truck waybill (only with TIR Carnet), quantity: 3
- Detailed contents of each package (gross and net weight) established by the shipper, quantity:5
- Pro forma invoice in French indicating unit values, quantity:6
- Descriptive leaflets for machines, quantity:2

Temporary Admission Status (Third-party country merchandise)

- Under no circumstances shall the documents listed above replace a temporary admission declaration.
- Upon arrival at the Exhibition Customs Office, merchandise must be immediately declared for temporary admission through a customs shipping agent
- After registration, verification and sealing of the goods, the documents concerned authorise their transport.
- Only after accomplishing these formalities may they be directed towards the exhibitor's stand.
- During the event, the merchandise must be presented on the stand for any Customs inquiries.



- **Outgoing Goods**

At the end of the event, no foreign merchandise may leave the Exhibition without first submitting one of the various declarations listed below through a shipping agent to the Customs Office, which after recording, verification, and sealing the merchandise, covers their transportation:

A) For re-exportation,

The following documents must be presented for the exit visa: EX 3 and T1 declarations.

B) For transit

To a customs warehouse where the merchandise is to be placed under customs surveillance: T1 declaration.

C) For temporary admission of goods for purposes of testing and experimentation, as the case may be: EU4 or IM4 declarations, as the case may be.

- Foreign merchandise benefiting from a temporary admission grace period to remain on continental French territory for consumption in Embassies must be declared to Customs to pay applicable taxes and fees.
- Only the aforementioned documents enable the Customs Service to clear temporary admission status. In cases of non-clearance (partial or total) of temporary admission, legal steps may be taken against the exhibitors or shipping agents guilty of removing merchandise under customs.



- The ATA carnet system for exhibition (Except for foodstuff)
 - ATA Carnet, even reported at Community borders must be presented to Parc des Expositions Customs It can be used for goods to be exhibited or used at an Exhibition.
 - This international document has the advantage of being used instead of national documents.
Indeed, transit transportation from the border office to the relevant office may be performed under cover of an ATA Carnet transit certificate. Upon arrival at their destination, the Customs Service clears the transit certificate and accepts the goods under an entry certificate.
 - At the end of the event, re-export of the goods abroad is covered by a second transit certificate. So it is necessary to undertake the usual warehouse entry and re-exportation declarations, but to be validly used on French Customs territory, the ATA Carnet must include:
 - 2 transit certificates for import (1 stays with the border port, 1 serves as an accompanying document),
 - 1 IMPORT certificate,
 - 1 RE-EXPORT certificate,
 - 2 transit certificates for re-export (1 stays with the Exhibition office, 1 serves as an accompanying document).

Note that the re-exportation deadline is set, in principle, one month after the event closes, without exceeding the Carnet's expiration. This deadline will be specified by the Customs Service on the entry certificate and its counterfoil.

Moreover, leaving the goods behind is not strictly excluded since goods sold for the domestic market may, after being declared on form COM5, IM4, or EU4 and after being presented to customs, be released to the market under the same conditions as if they were covered by national documents.



IV-TERMS AND REGULATIONS

3) Insurance

- Supplementary insurance

Exhibitors have the option of taking out a supplementary insurance policy with EMBALLAGE covering the actual value of items exhibited on the stand.

If the existing items exceed the value guaranteed by the EMBALLAGE trade show, i.e. €15,000 before tax for surface areas less than 30 sq.m, and i.e. €30,000 for surfaces superior or equal to 30 sq.m, the exhibitor may take out an additional guarantee for the difference between the value of existing items as assessed and that guaranteed by the EMBALLAGE trade show.

For the extra declared value, the insurance premium including tax and costs will be calculated at a rate of 0.27%.

For information regarding your insurance during the trade show and / or to order supplementary insurance please consult the insurance regulations.

Specific plasma Screen Insurance

The Plasma Screen insurance is a specific damage guarantee for plasma screens solidly attached

or wired to the stand structure This guarantee is valid from the morning the trade show opens to the public (at 9:30 a.m.) until the evening it closes to the public (at 6 p.m.). The premium is 3.7% tax included of the equipment's value with a minimum of €263 excl. VAT per covered screen.

Claims

Merchandise coverage as well as stand equipment coverage expires on Thursday November 25th, 2010 at 6 p.m.

No claims will be accepted unless reported to the EMBALLAGE Exhibition Management Office within 24 hours and by Thursday November 25th, 2010 at 6 p.m. at the latest. Theft not covered by EMBALLAGE but insured by the exhibitor must be reported within the regulatory timeframe to the city of Villepinte's police station or the police station in the exhibitor's city of origin (if in continental France):

Commissariat de Villepinte
1/3 Rue Jean FOURGEAUD
93420 VILLEPINTE - France
Tel. : 17 or +33(0)1 49 63 46 10



V- SUPPLIERS/PARTNERS



Below is a list of potential suppliers who can help you meet your requirements. They all have signed our "Quality Charter for Exhibitors' Suppliers"

Accommodation

WIP RÉSA SAS

29, rue du Colisée

75008 Paris

Tél : 33(0)1 70 36 04 44

Fax : 33(0)1 70 36 04 21

Contact : Béatrice CHASSAGNE - Tél: 33(0) 70 36 04 36

Mail : b.chassagne@wipresa.com

Contact: Sophie LABERTHONNIERE – Tél: 33(0) 70 36 04 27

Mail : s.laberthonniere@wipresa.com

Carriers and Movers



Agility Fairs & Events

Parc des Expositions de Paris Nord Villepinte BP 66135<

95976 Roissy CDG cedex

Tél : 33(0)1 48 63 33 81

Fax: 33(0)1 48 63 33 82

Contact : Abdi EL HOUARI

Mail : ael-houari@agilitylogistics.com



Brousse Expo

11 avenue Charles de Gaulle

95700 Roissy en France

Tél : 33(0)1 39 33 31 01

Fax: 33(0)1 39 33 48 75

Contact : Michèle BROUSSE

Mail : expo.brousse@wanadoo.fr



Clamageran Foirexpo

BP 64137-Parc des Expositions de Paris-Nord Villepinte
95976 Roissy CDG cedex
Tél : 33(0)1 48 63 33 34
Fax: 33(0)1 48 63 32 38
Contact : Dominique FILIBERTI
Mail : d.filiberti@clamageran.fr

-> Order Form available on the exhibitor area of www.emballageweb.com



Expo Services International (E.S.I)

ZA Valnor
32, rue Jacques Robert - BP 830 - Le Thillay
95508 Gonesse cedex
Tél : 33(0)1 39 92 87 88
Fax: 33(0)1 39 88 98 27
Contact : Jean Marc MELIN
Mail : jean-marc.melin@group-esi.com

GONDRAND FOIRES EXPOSITIONS

Bâtiment M2 - Parc expositions
93420 Villepinte
Tél : 01 48 63 32 77
Fax : 01 48 63 32 87
Contact : Stéphane ALLAITON
Email : stephane.allaiton@gondrandlyon.com



SCALES S.A.S

Parc des Expositions de Villepinte – Bat. des Transitaires
93420 Villepinte
Tél : 33(0)1 48 63 32 28
Fax: 33(0)1 48 63 32 27
Contact : Laurent BUSCHIASSO
Mail : buschiasso@scales.fr

SCHENKER S.A

Parc des Expositions de Villepinte - ZI Paris Nord II -BP 61080
93420 Villepinte
Tél : 33(0)1 48 63 32 81
Fax: 33(0)1 48 63 32 82
Contact : Christine BROUZES
Mail : christine.brouzes@schenker.fr

-> Order Form available on the exhibitor area of www.emballageweb.com

Hostesses

FREE LANCE

10 passage de la bonne graine
75011 Paris
Tél : 33(0)1 48 07 01 01
Fax: 33(0)1 48 07 01 19
Contact : Marie-Alix VAN HAEREN
Mail : contact@agencefreelance.fr



MAHOLA HÔTESSES

3 rue Cambronne
75740 Paris Cedex 15
Tél : 33(0)1 53 58 61 00
Fax: 33(0)1 53 58 61 01
Contact : Gaëlle PEDEPOY
Mail : commercial@mahola-hotesses.fr



PromotionVD PROMOTION

92 rue Anatole France
92300 Levallois Perret
Tél : 33(0)1 40 89 24 44
Fax: 33(0)1 40 89 00 36
Contact : Nathalie de SAINTDO
Mail : nathalie.de.saintdo@vdpromotion.com

Stand security

GARDIENNAGE PROTECTION SERVICE

3 rue Labouret
94220 Charenton le Pont
Tél : 33(0)1 43 96 12 09
Fax: 33(0)1 43 53 36 18
Contact : Madame BERNARD
Mail : cbernard@gps-securite.fr

-> Order Form available on the exhibitor area of www.emballageweb.com