

# EXHIBITOR'S GUIDE

**BAD<sup>+</sup>**

**BORDEAUX - FRANCE**

**7 TO 10 JULY**



CONGRÈS  
ET EXPOSITIONS  
DE BORDEAUX

**2022**

**BORDEAUX +  
ART + DESIGN**

[www.bad-bordeaux.com](http://www.bad-bordeaux.com)



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# 01 YOUR CONTACTS

## YOUR CONTACTS

CONTACT	PHONE	MAIL
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<b>Press Agency International</b> Money Art : Sophie Money	+44 (0) 771 800 2453	<a href="mailto:smoney@moneyplusart.com">smoney@moneyplusart.com</a>

# 02 THE HANGAR 14

## THE VENUE CHARACTERISTICS



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

### ➤ Ground Level

- 3000 m<sup>2</sup>, with pillars every 6m
- Length : 102m, width : 30m
- Usable floor-to-ceiling height: 4.30m
- Service side-entrance, 72m<sup>2</sup>
- 50 m<sup>2</sup> catering unit
- 2 sanitary blocks
- 2 visitors' entrances: one upstream facing the city and one downstream facing Hangar 15 (H15)
- Office for organizers

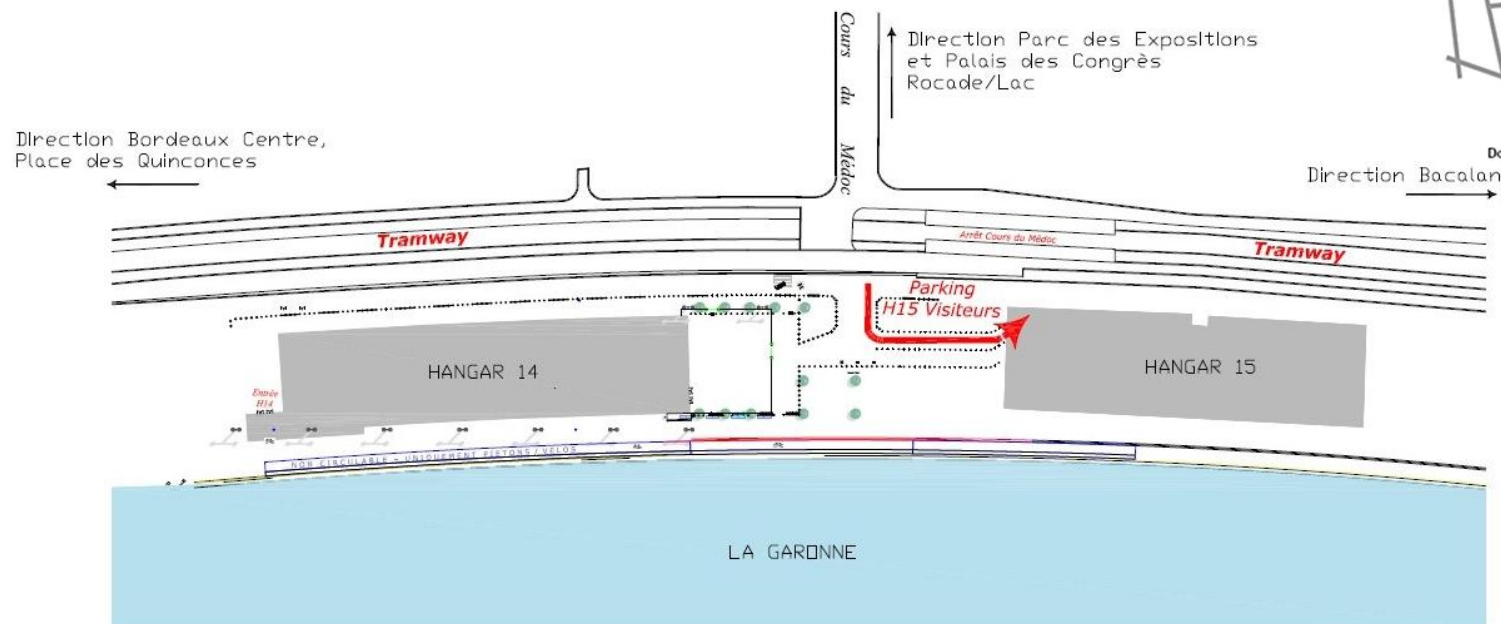
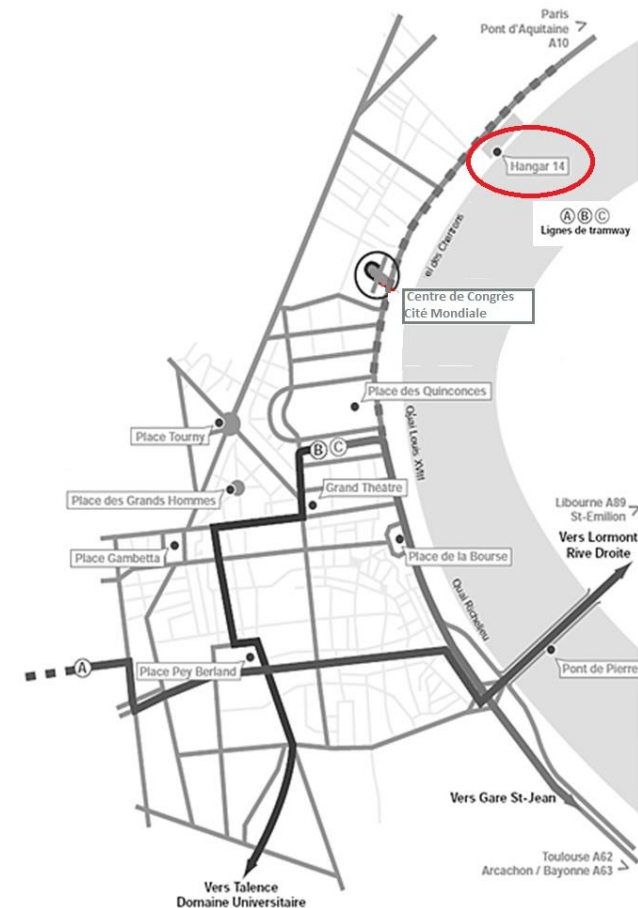
### ➤ Upper Level

- 2400m<sup>2</sup>, including 1800m<sup>2</sup> without pillars, extending into a covered patio of 600m<sup>2</sup> 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
- 72m<sup>2</sup> catering unit (6mx12m) with goods lift
- Floor load: 500kg/m<sup>2</sup>
- 2 sanitary blocks

# 02 THE HANGAR 14

## LOCATION & ACCESS

- **By plane** : From Bordeaux Mérignac Airport to downtown :  
→ Bus 1 (Stop: Gambetta) then Tramway B (stop : Cours du Medoc)  
[www.bordeaux.aeroport.fr](http://www.bordeaux.aeroport.fr)
- **By Train** : Bordeaux Saint Jean station to downtown : Tramway C (stop: Quinconces) then Tramway B (stop: Cour du Medoc) [www.oui.sncf](http://www.oui.sncf)
- **By car** : A public paid-parking area, practical & easily accessible :  
Hangar 15 : 114, quai des Chartrons, Bordeaux
- **By public transport** : Tramway B, stop: Cours du Medoc  
[www.infotbm.com](http://www.infotbm.com)



# 02 THE HANGAR 14

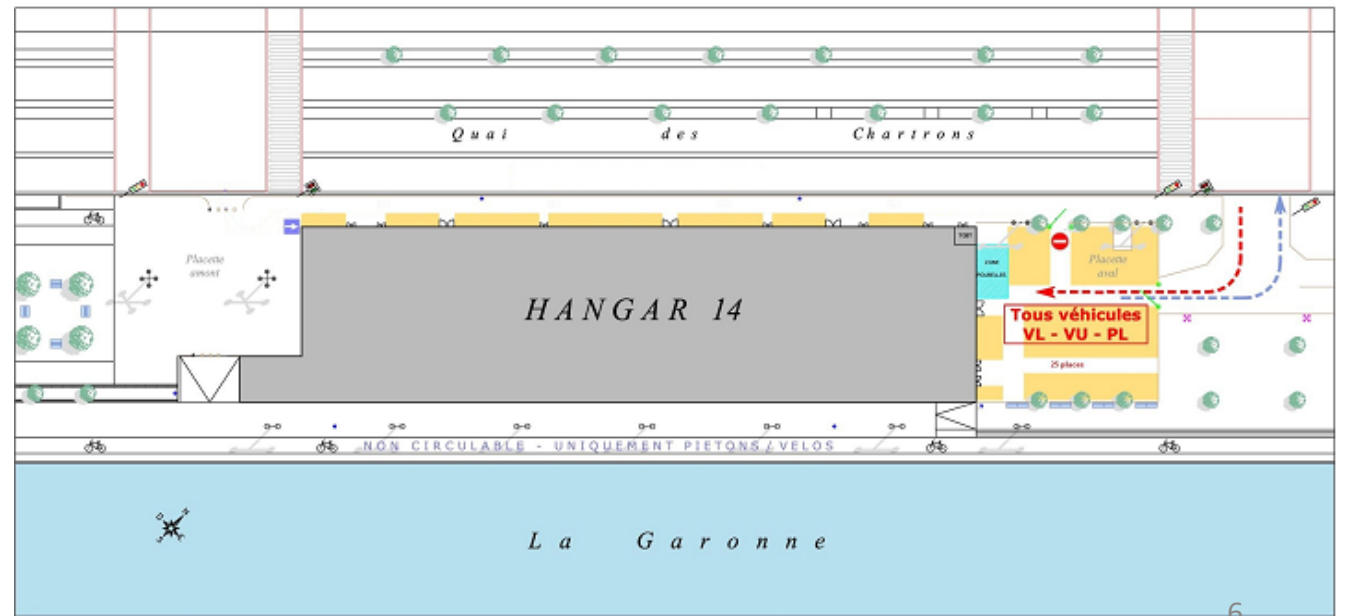
## DELIVERIES ACCESS & DATES

Assembly deliveries can be made  
on 5 July from 9am to 7pm.

Access from H15 side from the  
car park/delivery bay: 1 door,  
2.2m wide x 3.1m high

Access to the upper level by  
stairs or goods lift: 3,400kg

- Length 5.37
- width 2.16
- height 2.00



# 03

## FAIR CALENDAR

Setting up – opening – dismantling

# GENERAL

TUESDAY 5 JULY	WEDNESDAY 6 JULY	THURSDAY 7 JULY	FRIDAY 8 JULY	SATURDAY 9 JULY	SUNDAY 10 JULY	MONDAY 11 JULY
GALLERIES SET UP 9am-7pm	GALLERIES SET UP 9am-1pm	Bordeaux City Hall Galleries' breakfast in the presence of the Mayor 9-10.30am				GALLERIES DISMANTLING 8am-12pm
		BAD GIRLS/BAD BOYS 9.30-11.45am	BAD GIRLS/BAD BOYS 9.30-11.45am	BAD GIRLS/BAD BOYS 9.30-11.45am	BAD GIRLS/BAD BOYS 9.30-11.45am	
		OPENING OF THE FAIR TO VIP 11am-12pm				
		VIP & MEDIA 12pm-5pm	Opening of the Fair & Nocturne 12pm > 9pm	Opening of the Fair 12pm > 7pm	Opening of the Fair 12pm > 7pm	
	PRIVATE COCKTAIL GALLERIES 6-9pm	VERNISSAGE 5-8pm by invitation				
	AFTER TERRACE	AFTER TERRACE	AFTER TERRACE	AFTER TERRACE	GALLERIES DISMANTLING 7pm-12am	

# DELIVERY TIMES SET UP/DISMANTLING

## DELIVERIES DURING SET UP/DISMANTLING

The access to H14 (115 Quai des Chartrons, 33000 Bordeaux) being limited, we are obliged to organize the arrival of the deliveries of each gallery (works, crates...).

### DELIVERY

We remind you that you are invited to unload your vehicle immediately and to leave the delivery area (risk of impounding your vehicle)..

- Tuesday 5 July from 09am to 11am if your stand is between 45 and 54m<sup>2</sup> or if you are doing a group transport
- Tuesday 5 July from 11am to 1pm if your stand is between 27 and 36m<sup>2</sup>.
- Tuesday 5 July from 2pm to 5pm if your stand is between 27 and 36m<sup>2</sup>.
- Tuesday 5 July from 5pm to 7pm if your stand is between 18m<sup>2</sup> and 24m<sup>2</sup>.

### RESUMPTION

- Pick-up on Sunday 10 July from 7pm to 12am (limited spaces, thank you for coming back to us)
- Pick-up on Monday 11 July from 8am to 9am if your stand is between 45 and 54m<sup>2</sup> or if you are doing a group transport
- Pick-up on Monday 11 July from 9am to 11am if your stand is between 27 and 36m<sup>2</sup>.
- Pick-up on Monday 11 July from 11am to 12pm if your stand is between 18m<sup>2</sup> and 24m<sup>2</sup>.



# GENERAL SPECIFICATIONS

## Surface area:

18m<sup>2</sup>

27 m<sup>2</sup>

36 m<sup>2</sup>

45m<sup>2</sup>

54m<sup>2</sup>

## Exhibition areas are provided equipped with the following facilities:

- Wooden partitions dressed in white fabric, 3m high + plinth
- Waxed concrete floor with quartz effect
- Electrical connection, 2 kW
- A pre-defined number of white spotlights (4 spotlights per unit of 9m<sup>2</sup>)
- Refurbishment of stand prior to opening and maintenance during the fair
- Individual signage 40\*60cm in pvc on both sides

# ADDITIONAL ORDERS

To place an order you must submit a Specific Order Form (pages 12 to 14), at the latest on the order form 16 June 2022, accompanied by the electrical connections plan, the wording for the sign on shell scheme stands, and a cheque (made out to Congrès et Expositions de Bordeaux) or copy of the bank transfer order using the bank account details below (both of which must include the name of the exhibitor as well as the name of the event).

BPSO CAE GIRONDE – Code Banque : 10907 – Code Guichet : 00001 – N° de Compte : 05721953384 – Clé RIB : 93

IBAN : FR76 1090 7000 0105 7219 5338 493 – BIC : CCBPFRPPBDX

➤ **Electrical installation and stand sign (form A)**

On request and up to 3kw, connection via a 3-plug multi-socket.

Over 3kw, connection via a supply terminal with protection against power surges and a general circuit breaker (30mA differential).

Power supply is live when the exhibitor takes possession of the stand. Connection can be made indifferently to any of the available sockets, within the maximum power limits available for each socket, i.e. 16A for each standard socket.

The power connection rate includes rental, equipment installation and removal, power supply for the duration of the exhibition, equipment maintenance and the ongoing presence of an electrician.

Electrical connection is supplied by CEB via ceiling cables according to the following terms:

- 3Kw single-phase connection: 3-plug multi-socket
- 6Kw single-phase: connection to 2 16A multi-sockets
- 12Kw single-phase: connection to 4 16A multi-sockets
- 18Kw three-phase connection: P17 tetra 32A socket

# ADDITIONAL ORDERS

## Internet (Form A)

Upon request, Congrès et Expositions de Bordeaux can provide exhibitors with a wired internet connection to the CEB network, or a wireless connection to the wifi (one wifi connection per machine).

### ➤ **Wired Internet connection**, the service includes :

- Installation of connection to the CEB network via Ethernet RJ45 (specify location of connexion on stand plan)
- A permanent and unlimited connection for the duration of the event
- Minimum bandwidth is not guaranteed (it is possible to order a guaranteed bandwidth → please ask us)

#### **Minimum computer system requirements:**

- ✓ Ethernet network interface (RJ45 adapter for tablette)
- ✓ Up to date Operating System (ex no win XP)
- ✓ Automatic DHCP client configuration (automatic IP)
- ✓ This service does not include workstation networking set-up.

### ➤ **PRIVATE WIFI CONNECTION**, WiFi services include :

- Access Code Wifi CEB PRO
  - Individual code for the duration of the event with a 5Mb/s limit per access. No timeout. Integrated standby 9am-5pm on working days.
- Access Code Wifi CEB PRO +
  - Individual code for the duration of the event with a 10Mb/s limit per access. No timeout. Integrated standby 9am-5pm on working days.

#### **System requirements:**

- ✓ An up-to-date Internet browser.
- ✓ Machine equipped with Wifi connectivity « an » or « ac » ( 5 GHz frequency)  
**2.4 GHz frequency is no longer compatible with our infrastructures**
- ✓ Any operating system with wifi compatibility with WPA2 encryption
  - ✓ Automatic DHCP client configuration (automatic IP)

### ➤ **Connecting to the Internet**

- Any wifi codes ordered will be distributed by the organiser or collected at the exhibitor's reception
- Connect to the wifi network specified in the guide distributed
- Type in the network password
- Open internet browser
- Type in login & individual password specified in the guide distributed

FORM A  
TECHNICAL  
FACILITIES

Code	Désignation	NB	PU HT
<b>INCREASE IN POWER - Shell scheme stand</b>			
250.1	3kW connection (Increase in power from 2 to3 kw)		56,49 €
251.1	4 kW connection (Increase in power from 2 à 4 kw)		123,10 €
252.1	5 kW connection (Increase in power from 2 à 5 kw)		174,99 €
253.1	6 kW connection (Increase in power from 2 à 6 kw)		237,39 €
<b>ADSL connection</b>			
INF3155	Wired Internet line Reserved speed of 5 Mbps (does not include workstation networking, switch box or additional network cables)		250,00 €
INF3156	Wired Internet line Reserved speed of 10 Mbps (does not include workstation networking, switch box or additional network cables)		450,00 €
<b>Wifi - Décompte à partir de la première connexion</b>			
INF3120	Individual code for the dureation of the event with a 5Mb/s limit per access. No timeout. Integrated		29,00 €
INF3121	Code Wifi CEB PRO+ : Code individuel pour la durée de la manifestation avec limitation de 10Mb/s par accès. Pas de Timeout. Astreinte intégrée 9H/17H		69,00 €
			<b>Total HT</b>
			<b>TVA 20%</b>
			<b>Total TTC</b>

Any service ordered on site will be increased by 25%.

# FORM A TECHNICAL FACILITIES

Désignation	NB	PU HT	Total HT
<b>Additional benefits</b>			
Carpet white (m <sup>2</sup> )		8,00 €	
Carpet black (m <sup>2</sup> )		8,00 €	
Carpet grey (m <sup>2</sup> )		8,00 €	
Additional wooden partition 1000*Ht3000 + fabric (ml)		161,50 €	
Change of fabric colour on wall (ml) black		66,50 €	
Change of fabric colour on wall (ml) grey		66,50 €	
Additional spotlight		133,09 €	
Moving the spotlight		50,75 €	
Socket 1 Kw		30,45 €	
multi-socket		55,45 €	
Velum cotton 140gr (m <sup>2</sup> ) white		75,50 €	
Velum cotton 140gr (m <sup>2</sup> ) black		75,50 €	
Velum cotton 140gr (m <sup>2</sup> ) grey		75,50 €	
Single door 500*1000mm for storage		311,00 €	
Pleated curtain 1000*Ht3000 for storage (ml)		66,50 €	
Post cladding (550*550*Ht3000) white fabric / wood panels		323,10 €	
		<b>Total HT</b>	
		<b>TVA 20%</b>	
		<b>Total TTC</b>	

Any service ordered on site will be increased by 25%.

## INSURANCE

The exhibitor is required to take out:

- **An all risks' exhibition insurance policy** that covers the exhibitor's equipment and/or merchandise worth up to €15,300 against risks of vandalism, loss, fire, explosion, water damage and accidental damage. The cover applies on the site of the event, within the confines of where it is taking place. The exhibitor must verify that they are covered for goods of a value exceeding €15,300.
- **An insurance policy covering the financial consequences of their civil liability** as exhibitor, and more specifically, their liabilities incurred towards any third party including the owner and managing companies of the premises in which the fair is being held, for the duration of said fair (including setting-up and dismantling). This insurance must be underwritten with a reputedly solvent insurance company and must cover the exhibitor for sufficient amounts.
- The exhibitor must provide the Organizer with a certificate from his insurance company **by June 16, 2022** at the latest according to the certificate form (given in the participation file) completed and signed with the mention paid by his insurance company, valid at the time of the installation and during the entire duration of the exhibition.

This insurance cover must include a clause of waiver to all recourse on the part of the insurers against CEB and its respective insurers.

The exhibitor also waives all recourse under the same terms as those specified above.

## SECURITY

Though Congres 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.

# FORM SUPPLEMENTARY INSURANCE OPTIONAL

## FORMULAIRE N° 05 BULLETIN DE SOUSCRIPTION D'ASSURANCE N°RS 1700756 - 2022



Raison sociale .....  
 Adresse .....  
 Code postal ..... Ville ..... Pays .....  
 N° de stand .....

L'organisateur a souscrit pour votre compte, et par l'intermédiaire du Cabinet FILHET ALLARD, une garantie de 1<sup>er</sup> risque dont les montants sont portés à la Notice d'information CONGRÈS ET EXPOSITIONS DE BORDEAUX pour la manifestation désignée. L'Exposant peut, en cas d'insuffisance de capitaux ou de besoins de garanties spécifiques (options) demander par ce formulaire de s'assurer en complément. Pour cela, il lui suffit de remplir le présent formulaire et l'adresser au Cabinet FILHET ALLARD & CIE

Cabinet FILHET ALLARD & CIE  
 Rue Cervantès Mérignac - 33 735 Bordeaux Cedex 9



RCS = BX393 666 581 (9480011)  
 Garantie financière et assurance de responsabilité civile professionnelle conformes aux articles L. 530.1 et L.530.2 du  
 Code des assurances N° ORIAS 07 000 514- SITE WEB ORIAS : [WWW.ORIAS.FR](http://WWW.ORIAS.FR) Tél 05 56 34 65 00 - Fax 05 56 13 11 13

### ASSURANCE COMPLEMENTAIRE A REGLER A FILHET ALLARD & CIE

	Rappel montant déjà assuré (€)	Franchise	Montant complémentaire (€) à assurer	Tarif en sur complément	Cotisation TTC (€)
Capitaux complémentaires au 1 <sup>er</sup> risque (*1)	<input type="checkbox"/> Jumping International : 7 650 € <input type="checkbox"/> Cocoon : 7 650 € <input type="checkbox"/> Electric Road : 7 650 € <input type="checkbox"/> Salon du Jardin : 7 650 € <input type="checkbox"/> Foire Internationale : 15 300 € <input type="checkbox"/> Salon des VDL : 15 300 € <input type="checkbox"/> Vinittech-Sifel : 15 300 € <input type="checkbox"/> BAD+ : 15 300 €	1 000 €	..... x	1,207/** TTC	= .....
Bijoux et objets d'art	Inclus dans le 1 <sup>er</sup> risque ci-dessus	1 000 €	..... x	4,007/** TTC	= .....
Transport des marchandises (union européenne exclusivement)	Néant – En option	Sur liste et sur étude spécifique auprès de l'Assureur	..... x	Sur étude spécifique auprès de l'Assureur	
Garanties annulation au bénéfice des exposants (*2)	Néant – En option	Néant	Capital maximum de 10 000€ par participant, couvrant les frais d'inscription à la manifestation et, dans la limite de 2 500 euros, les autres frais engagés pour sa participation et ce sur justificatifs	40 € TTC	= .....

(\*1) Une liste doit être adressée à FILHET ALLARD au plus tard, la veille de l'ouverture de la manifestation. TOTAL = ..... EUR

(\*2) Délai de souscription : au moins 30 jours avant la date d'ouverture officielle de la manifestation.

CE FORMULAIRE D'ASSURANCE VAUT QUITTANCE, A LA SEULE CONDITION QUE LE REGLEMENT AIT ETE EFFECTUE AVANT L'OUVERTURE OFFICIELLE DE LA MANIFESTATION. EN AUCUN CAS, L'EXPOSANT NE POURRA FAIRE VALOIR CETTE ASSURANCE COMPLEMENTAIRE S'IL NE PRODUIT PAS LE PRESENT FORMULAIRE SIGNE ET DATE, ACCOMPAGNE DU JUSTIFICATIF DU REGLEMENT.

Cachet de l'entreprise et signature du Proposant  
 Avec mention manuscrite «lu et approuvé»

## RULES SECURITY

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).



## RULES SECURITY

### ✓ 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.

### ✓ Floor coverings

In general: M3.

Specific cases: for platforms, podiums, flooring or tiered seating of more than 20m<sup>2</sup> 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 20m<sup>2</sup> and 50m<sup>2</sup>, the exhibitor must be equipped with a 6kg water spray extinguisher. For covered surfaces of more than 50m<sup>2</sup>, 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 300m<sup>2</sup>.

## RULES SECURITY

### ✓ **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 20m<sup>2</sup>. These extinguishers are to be used by a specially designated individual.

### ✓ **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).

## RULES SECURITY

### ✓ **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.

## ACCOMODATION



TURON TRAVEL

Please call on our travel partner to prepare your trip or book the hotel of your choice, near the Hangar 14, at preferential rates.

Turon Travel, Inc.  
31-10 37 Avenue, Suite 200, Long Island City, NY 11101  
Tél. : +1 212 925 54 53  
Courriel : [reservations@turontravel.com](mailto:reservations@turontravel.com)  
[www.turontravel.com](http://www.turontravel.com)




















## TRANSPORT OF WORKS



For shipping your artworks and handling customs procedures, we recommend the services of the following Company :

CONVELIO – Official carrier  
Contact : Eléonore  
Mail : [eleonore@convelio.com](mailto:eleonore@convelio.com)  
T. + 33 (0)1 86 65 30 10  
[order@convelio.com](mailto:order@convelio.com) - [www.convelio.com](http://www.convelio.com)

## SUPPLIERS

FURNITURE RENT			
AMEXPO SUD OUEST	Valerie DRUON FAYEAUX		<a href="mailto:bordeaux@amexpo.fr">bordeaux@amexpo.fr</a>
	11 rue Suffren-ZA Alfred Daney		05 57 37 14 69
	33000 BORDEAUX		<a href="http://www.bordeaux@amexpo.fr">www.bordeaux@amexpo.fr</a>
LIGNEXPO	Sandrine Chauvin		<a href="mailto:sandrine.chauvin@lignexpo.com">sandrine.chauvin@lignexpo.com</a>
	2 allée du Golf		05 62 75 99 30
	31200 TOULOUSE		<a href="http://www.ligne-e.com">www.ligne-e.com</a>
LIGN'E			
DIGITAL PRINTING			
NUMIMPRIM	Thibault de SAINT MARC		<a href="mailto:thibault@numimprim.fr">thibault@numimprim.fr</a>
	7, ZA Pasquina - RN89 Sortie 5		06 07 14 26 30 / 05 56 40 93 60
	33750 BEYCHAC & CAILLAU		<a href="http://www.numimprim.fr">www.numimprim.fr</a>
EQUIPMENT RENTAL FOR THE TRANSPORT OF ARTWORKS			
CLAMAGERAN EXPOSITIONS	Louise VIGLIANDI		<a href="mailto:l.vigliandi@clamageran.fr">l.vigliandi@clamageran.fr</a>
	PARC DES EXPOSITIONS DE VERSAILLES		06 15 54 68 44
	75015 PARIS		<a href="http://www.clamageran-expositions.fr">www.clamageran-expositions.fr</a>
ACV EVENTS	Nicolas COHENDY		<a href="mailto:n.expo@hotmail.cpm">n.expo@hotmail.cpm</a>
	5 Allée des Ibis		<a href="tel:0769438647">07 69 43 86 47</a>
	78470 SAINT REMY LES CHEVREUSE		
ALBERT FRERES	Bernard GADEA		<a href="mailto:b.gadea@albert-freres.fr">b.gadea@albert-freres.fr</a>
	4, avenue de la saudrune		05 62 87 62 18
	31120 PORTET SUR GARONNE	fax	05 62 87 62 11
HOSTESS AGENCY			
CADENCES	Christelle ROQUE		<a href="mailto:contact@agence-cadences.com">contact@agence-cadences.com</a>
	6 rue Charles Lamoureux		06 76 76 39 12
	33000 BORDEAUX		<a href="http://www.agence-cadences.com">www.agence-cadences.com</a>

Nom du salon : .....

Société // Company : ..... N° stand // Booth # : .....

Adresse // Address : .....


Ville : ..... CP // PC : ..... Pays // Country : .....

Tél : ..... Email : .....

Responsable // Exhibition contact person : ..... // Portable : .....

N° de TVA // VAT# : .....

REF. Ref.	designation Description	QTE Qty	pu ht Unit price excl. VAT	TOTAL HT TOTAL excl. VAT

RELEVÉ D'IDENTITÉ BANCAIRE 

Titulaire  
AMEXPO SUD OUEST

Domiciliation  
SG BORDEAUX ESPACE PRO (00372)  
28 CRS DE L'INTENDANCE  
33300 BORDEAUX

Référence bancaire

Code banque	Code guichet	N° compte	Clé RIB
30003	00372	00027001548	51

IBAN : FR76 3000 3003 7200 0270 0154 851

BIC-SWIFT : SOGEFRPP

Signature et Cachet de l'entreprise  
// Signature and Company stamp

TOTAL HT	
Assurance // Insurance	
TOTAL HT // excl. VAT	
TVA // VAT	
TOTAL TTC // incl. VAT	

Mode de règlement // Means of payment

Chèque // cheque  Virement // Wire Transfer

Tout frais bancaire est à la charge de l'exposant  
// Any bank fee has to be born by the exhibitor

Montant de la location HT // Rental price excl. VAT //	Tarif assurance à reporter Tariff to defere
0 à 100 € .....	9 €
101 à 200 € .....	16 €
201 à 400 € .....	28 €
401 à 800 € .....	45 €
801 à 1500 € .....	70 €
Au-delà : 4% du montant HT	

## BADGE AND INVITATION

Registration fees include :

- 4 exhibitor badges **for 18m<sup>2</sup> stands** - 40 invitations day – 20 invitations vernissage - 3 invitations VIP
- 4 exhibitor badges **for 24m<sup>2</sup> stands** - 50 invitations day - 30 invitations vernissage - 3 invitations VIP
- 4 exhibitor badges **for 27m<sup>2</sup> stands** - 50 invitations day - 30 invitations vernissage - 3 invitations VIP
- 5 exhibitor badges **for 36 m<sup>2</sup> stands** - 70 invitations day - 50 invitations vernissage - 3 invitations VIP
- 6 exhibitor badges **for 45 m<sup>2</sup> stands** - 85 invitations day - 60 invitations vernissage - 3 invitations VIP
- 6 exhibitor badges **for 54 m<sup>2</sup> stands** - 100 invitations day - 70 invitations vernissage - 3 invitations VIP

## BADGE

- **Before the event, the gallery owner will receive an email inviting him to create his account on the platform of BAD+,** to register his collaborators and service providers during the event, but also during the set-up and dismantling periods with specific badges.
- He will receive an order confirmation by email
- The exhibitor will have the possibility to add or modify the name of a declared individual until June 20th 2022.
- After this date, requests for badges will no longer be possible.
- Badges will be available at Hangar 14. No badge will be given to you if your invoices are not fully paid.

The " Exhibitor " badge is personal and strictly confidential. It authorizes/gives/permits :

- Access during the entire duration of the exhibition, including the set-up and dismantling periods
- Permanent access to the exhibition, 30 minutes before the opening and 30 minutes after the closing
- Access to the VIP Lounge for 2 people

## INVITATION

**Inauguration Invitation - valid for 2 people only on the evening of July 7th from 7pm to 8pm**

**Day Invitation - valid for 1 person only on one day from July 8 to 10 from 12pm to 7pm and until 9pm on Friday**

- The gallery owner will have access to his quota of invitations on his platform and will be able to manage the sending of these in an automatic and dematerialized way.
- They will be scanned at the entrance of the exhibition

**VIP invitation - valid for 2 people for the duration of the exhibition**

The gallery owner will have access to his quota of invitations on his platform and will be able to manage the sending of these automatically.

Each guest will receive 2 links to complete:

- One link asking them to confirm their presence and choice of VIP support (dematerialized or physical\*)
- A second link asking them to complete an online form to register for the Inter'views program.

Depending on their feedback, guests will receive a VIP e-card by email or a confirmation email indicating that a VIP access card will be sent to them by mail\* or given to them on site at Hangar 14.

These VIP cards (dematerialized and physical) will be scanned at the entrance of the exhibition.

*\*if answer before June 10, sending of the physical VIP cards by mail, after this date it will be given to them on the spot at the entrance of the show, at the VIP counter.*



# 10 CUSTOMS REGULATIONS AND FORMALITIES

## VAT REFUND

VAT refund to a foreign taxable person established in the EU: Refund applications from taxable persons established in another EU Member State must be sent to the tax authorities via the electronic portal provided by their Member State, accompanied by an electronic copy of the invoices or import documents. Refund of VAT to a foreign taxable person established outside the EU: Refund applications from taxable persons outside the EU should be addressed to (with original invoices or import documents) Translated with [www.DeepL.com/Translator](http://www.DeepL.com/Translator) (free version)

Service de remboursement de la TVA (VAT REFUND SERVICE)

10, rue du Centre - TSA 60015 - 93465 Noisy-le-Grand Cedex

Tél. +33 (0)1 57 33 84 00

[Sr-tva.dresq@dgfip.finances.gouv.fr](mailto:Sr-tva.dresq@dgfip.finances.gouv.fr)

They must be subscribed on the French form (form 3559) which can be downloaded from the following address : [http://www.impots.gouv.fr/portal/deploiement/p1/fichedescriptiveformulaire\\_842/fichedescriptiveformulaire\\_842.pdf](http://www.impots.gouv.fr/portal/deploiement/p1/fichedescriptiveformulaire_842/fichedescriptiveformulaire_842.pdf)

## CUSTOMS

### GOODS FROM OUTSIDE THE EUROPEAN UNION

Third-party goods that exhibitors intend to sell must have been properly cleared through customs before being received at the event. Their importation therefore implies the payment of duties and taxes and the respect of restrictions or prohibitions provided for by the regulations (e.g.: standards). Foreign goods intended to be presented or used during this event may be placed under the temporary admission regime with total exemption from duties and taxes. The said goods may not be lent, rented, used in return for payment, or transported outside the event without authorization. The temporary admission procedure will end when these goods are re-exported, destroyed or distributed free of charge on the premises of the event. If these products do not receive one of these destinations, they must be released for consumption with payment of the duties and taxes in force. Before the departure of their products to France, exhibitors are strongly advised to obtain from the competent authorities of their respective countries all documents that may be required for the entry of their goods into France. In all cases, 1 original copy + 2 copies will be required:- a typed list of products in French, on the Delegation's letterhead. This list must list, line by line, the commercial descriptions of the various items as well as their quantities, value, origin and customs tariff number.- the certificate of origin and/or EUR 1, and any other document specific to the products concerned. Translated with [www.DeepL.com/Translator](http://www.DeepL.com/Translator) (free version).

# 10 CUSTOMS REGULATIONS AND FORMALITIES

## **IMPORTANT**

The Customs Service of the Bordeaux-Bassens office, Bruges branch (tel. 05 56 43 80 29) and BALGUERIE SAS (Mr. Mohamoud CISSE), Rue B. Balguerie - ZI de Fret - 33521 Bruges Cedex (tel. 05 57 57 34 13 - fax 05 56 43 83 67), approved customs agent appointed by Congrès et Expositions de Bordeaux, are permanently at the disposal of foreign exhibitors to provide them with all the information they need to complete the following

- on the one hand, customs clearance operations for goods entering Hangar 14 from third countries,
- and, on the other hand, the customs clearance operations at the exit and this for all the destinations envisaged (release for consumption, placement under an economic regime other than the A.T., re-dispatch) of the goods exhibited during the event.

Exhibitors may entrust the formalities to designated customs-approved forwarding agents or carry them out themselves. They are responsible for any errors or delays caused by incorrect information. No goods from third countries may leave the Hangar 14 premises without completing the regulatory customs formalities.

In application of the EC regulation n°1383/2003 of July 22, 2003, the export, the circulation and the possession in any point of the territory of a counterfeit mark constitute an absolute customs prohibition assimilated to an offence of contraband.

NB - Certain products, such as brochures, catalogs, etc., depending on their nature, value and quantity, may be admitted free of duties and taxes, on a case-by-case basis by the Bordeaux Regional Customs Department.

## **COMMUNITY GOODS**

Community goods intended to be exhibited during this event and then reshipped in their entirety within the European Union are not subject to any customs formalities. Exhibitors' attention is drawn to the special regulations concerning certain goods that are subject to certain circulation restrictions (e.g. weapons, ammunition, etc.).

# 11

## CALENDAR OF DOCUMENTS

To be returned

TO BE RETURNED BEFORE	FORMS	TO BE RETURNED TO
16 june 2022	<b>TECHNICAL AND COMPLEMENTARY SUPPLIES</b> (Formulaires A & B Page 12 à 14)	Mathilde EYRIGNOUX Mélanie LEROUX
16 june 2022	<b>INSURANCE</b> (Requested Page 15)	Mathilde EYRIGNOUX Mélanie LEROUX
16 june 2022	<b>SUPPLEMENTARY INSURANCE OPTIONAL</b> (Formulaire Page 16)	<b>Cabinet FILHET ALLARD &amp; CIE</b> Rue Cervantès Mérignac - 33 735 Bordeaux Cedex 9



# BAD +

BORDEAUX +  
ART + DESIGN