

Technical Guide

September 22 - 23, 2021

MEETT, TOULOUSE EXHIBITION & CONVENTION CENTER
(HALL 5)

Concorde Avenue, 31840 AUSSONNE
Tel. : + +33 (0) 5 62 30 40 07 – Email : christophe.caurel@gl-events.com

CONTACTS

EVENT SCHEDULE & AGENDA

RECEPTION DESK

BOOTH SET-UP

BOOTH DETAILS

ADDITIONAL FURNITURE

VIDEO PACKAGE RENTAL

ADDITIONAL PRINTED MATERIALS

INTERNET

LUNCH & COCKTAILS

CONFERENCES

SHIPPING

MOVE OUT

ACCESS & TRANSPORTATION TO THE VENUE

FLIGHT (AIRFRANCE)

ACCOMMODATION


HEALTH PASS & SAFETY MEASURES

COVID-19 PCR TEST CENTERS TOULOUSE

APPENDIX


CONTACTS

Project Manager

Xavier SICARD 
T. +33 (0)1 41 86 41 10
sicard@advbe.com

Sales team

Philippe ANGEL 
T. +33 (0)1 41 86 41 24
abonnet@advbe.com


Nicolas ROQUES 
T. +33 (0)5 20 01 32 08
nroques@advbe.com

Henriette FLADER 
T. +33 (0)1 41 86 41 69
hflader@advbe.com

Logistics

Nadia SHEPOVALOVA 
T. +33 (0)1 41 86 41 13
nshepvalova@advbe.com

Marketing & Communication

Claire-Marie DIDIOT 
T. +33 (0)1 41 86 41 45
cmdidiot@advbe.com



advanced business events

35-37, rue des Abondances
92513 Boulogne-Billancourt
Tél : 01 41 86 41 10

Sites Internet : www.decielec.com - www.advbe.com
E-mail: decielec@advbe.com

EVENT SCHEDULE & AGENDA

Wednesday, September 22

08.00 – 09.00: Welcoming of participants
09.00 – 12.30: One-to-one meetings
12.30 – 02.00: Networking lunch
02.00 – 05.30: One-to-one meetings
06.00 – 10.00: Networking cocktail

Thursday, September 23

08.00 – 08.30: Welcoming of participants
08.45 – 12.45: One-to-one meetings / Congress
12.45 – 02.00: Networking lunch
02.00 – 06.00: One-to-one meetings / Congress

	Tuesday 21	Wednesday 22	Thursday 23
Access to Exhibition Hall	2.00 – 6.00 (PM)	08.00 - 09.00	
Networking cocktail		06.00 – 10.00 (PM)	
Booth move-out			06.00 – 08.00 (PM)

RECEPTION DESK

Upon arrival at MEETT, all participants will be able to print these documents in advance via their member area:

- The schedule of meetings
- The badge(s)
- The floorplan & the list of exhibitors
- The program of conferences

Please note that we can also print them on site

For participants attending the conferences only, will be able to collect their badges and the program at the reception desk too.

BOOTH SET UP

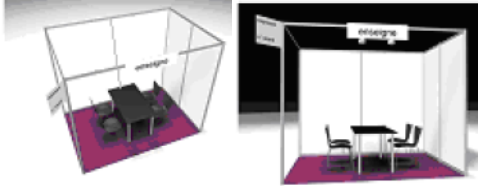
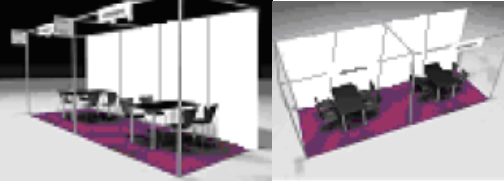
Set up time will be running from **02.00 to 06.00 PM on Tuesday, September 21**. For exhibitors unable to make it on Tuesday, you are recommended to arrive at the Exhibition Center at **07.30 AM on Wednesday, September 22** to complete the set up and personalization of your booths.

DeciElec offers hard walled booths. **We strongly recommend you to bring graphics to customize your space** (custom-printed wall, posters and fascia panels... for a more professional appearance).

Noisy machines or sound systems are not allowed. Also please ensure that all equipment and graphics you will bring can actually fit in your booths.

BOOTH DETAILS

Each wall panel measures 1m (3.3ft) wide and 2.5m (8.2ft) high. Exhibitors are welcome to bring pop-up stands, rollups and other graphics as long as they fit within the dimensions of the selected booth and do not stick out.

4sqm Booth Package 4sqm (2x2)	8sqm Booth Package 8sqm (4x2)
	
<ul style="list-style-type: none">✓ Spot lights✓ 1 Table✓ 3 Chairs✓ Fascia Board✓ Carpet✓ Power supply	<ul style="list-style-type: none">✓ Spot lights✓ 2 Tables✓ 6 Chairs✓ Fascia Board✓ Carpet✓ Power supply

In order to customize your space, we strongly recommend you to bring graphics. You must bring necessary materials to hang or paste your graphics (chains, adhesives and so forth). **It is strictly forbidden to drill into the panels.** Your booth is equipped with an electric outlet. You must bring multiple outlets if you're planning to use several devices.

ADDITIONAL FURNITURE

• How to place an order?

Our official supplier, «LIGN'E » offers an entire range of furniture, equipment & printed materials. You may trade your default furniture or order additional equipment at your own cost.

For more details, please click on this link: https://decielec.com/images/downloads/catalogue_ligne_expo_2021.pdf

ALL ORDERS MUST BE SUBMITTED BEFORE SEPTEMBER 15.

⇒ **Please contact :**



LIGN' E – Katel GALY

2, allée du Golf, 31200 Toulouse

Tel. : + 33 (0)5 62 75 99 34 – Cellphone : + 33 (0)6 10 20 03 60

Email : katel@lignexpo.com

VIDEO PACKAGE RENTAL

If you wish to rent flat TV:

- 42" (106cm) and DVD player
- 32" (82cm) on a table

Please contact our service provider (the renting of the flat TV is in extra charged):

NAPAKEO IT Support & Services

8, rue du Château d'Eau - 31700 BLAGNAC

Tél. : +33 (0)5 47 74 85 17 - E-mail : info@napakeo.com

ADDITIONAL PRINTED MATERIALS

All additional printed materials must be ordered through our team. Please visit the last page of this document ([Appendix](#)).

ALL ORDER NEED TO BE SUBMITTED BY 01 SEP 2021.

Your booth is made of hard walls that can be personalized with your own graphics. You would just need to supply your ready-to-print artwork.

Your electronic artwork must be a high resolution file suitable for printing (HD / source file).

How to place an order?

Please inform us that you wish to place an order at your earliest convenience.

All artwork must be received by **01 Sep 2021** for visuals. Artwork received after this date will not be taken into account.

Please contact **Nadia Shepvalova** via email nshepvalova@advbe.com or telephone: **+33 1 41 86 41 13**

INTERNET

You will have a Wi-Fi connection inside the exhibition hall. **Extra charge: 66.59€ excl. Taxes**

For further questions, please contact **Christophe CAUREL** via email Christophe.caurel@gl-events.com or telephone: **+33 (0)5 62 30 40 07.**

LUNCH & COCKTAILS

LUNCH - A networking lunch will be catered on September 22 & 23, included in your package.

COFFEE BREAK - Complimentary hot and cold beverages on September 22 & 23.

COCKTAIL - A networking cocktail will be held on September 22.

CONFERENCES

All registered participants will have a free access to the conferences held on September 23.

You can check out the congress program on **September 23, 2021** via this [LINK](#)

SHIPPING

Please make sure to have your materials delivered from 07.00 AM on September 21. Any earlier deliveries before 21 September will not be handled. Send them to the address below and add the name of the event as well as your company name on the label:

"Parc des Expositions et Centre de Conventions de Toulouse Métropole (MEETT)" – DECIELEC 2021

Name of your company
Hall 5 - Concorde Avenue,
31840 AUSSONNE, FRANCE

Materials Delivery date: from September 21

Materials Pick-up deadline: September 23 from 06.00PM

BOOTH MOVE OUT

All materials and equipment must have been cleared from the booths by 08.00 PM on September 23. **Your materials and equipment must be picked up by your outbound carrier before 06.00 PM on September 23** from the Exhibition Center. We won't be able to organize it for you.

NOTE: you are recommended to take care of all your belongings at all times. We shall not be responsible for any damage caused to your equipment or theft. Any materials or equipment left or unattended by **September 24 at 09.00 AM**, could be taken to a place the organizer deems appropriate at the participant cost and risk.

ACCESS & TRANSPORTATION TO THE VENUE

→ By Tramway: Tramway T1



The nearest tramway T1 station is located at the base of the MEETT. Please click here for more details about its timetable: https://moovitapp.com/index/fr/transport_en_commune-line-T1-Toulouse-1024-9976-180349-1.

→ By Bus: Tisseo Bus - line 30

Please click here for more details:



1. <https://www.tisseo.fr/sites/default/files/ligne30.html>
2. https://moovitapp.com/index/fr/transport_en_commune-line-30-Toulouse-1024-9974-291648-0

→ From Downtown:

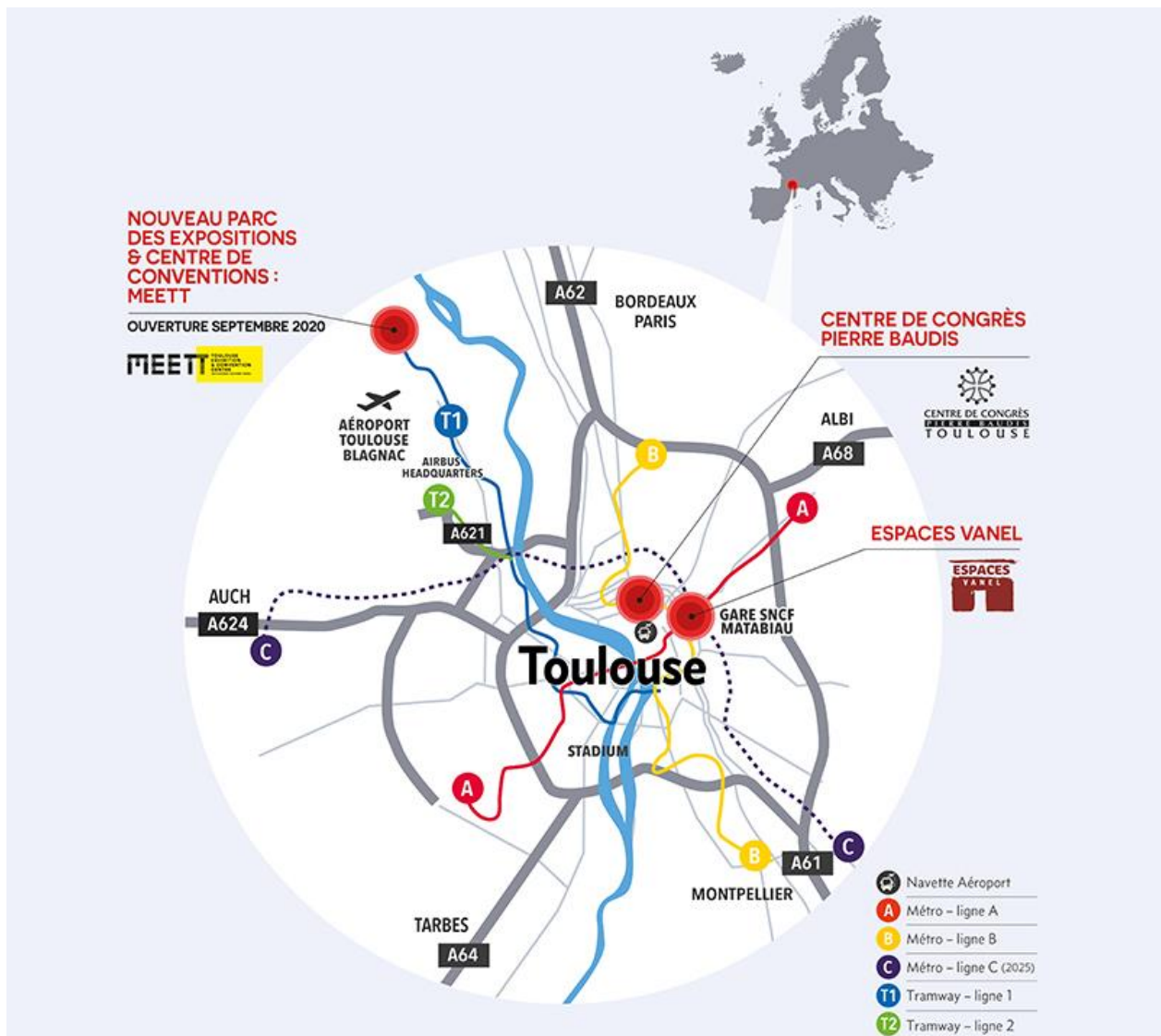
- 35 minutes by tramway T1
- 20 minutes by car (via D902 and N224)

→ From the airport:



15 minutes by public means of transport (Tramway T1 and bus line 30)

→ Parking: 5000 spaces (for the parking plan, please click [HERE](#) and [HERE](#))



FLIGHT

AIR FRANCE AGREEMENT - The best fare for your airline ticket:

Attractive discounts, up to -15%, on a wide range of public fares on all AIR FRANCE, KLM and their code-shared flights worldwide.

Event: DECIELEC 2021

ID Code: **37346AF**

Travel Valid Period: **15/09/2021 to 30/09/2021**

Event location: **Toulouse, France**



Attractive discounts on a wide range of airfares on all Air France and KLM flights worldwide**.

Please access directly through this [LINK](#) or visit

<http://globalmeetings.airfranceklm.com/Search/promoDefault.aspx?vendor=AFR&promocode=37346AF> and **enter** the event **ID code 37346AF** in order to get access to the discounted AIR FRANCE-KLM Global Meetings & Events fares.

• **access the preferential fares granted for this event***

• **make your booking,**

• **issue your electronic ticket***

• **and select your seat****

Frequent flyer / loyalty programs of Air France and KLM partner airlines are credited with "miles" when Air France or KLM flights are used.

Proof of attendance-fare eligibility

1. **Direct booking:** At any point of your journey, passengers have to be able to justify the usage of the discounted AIR FRANCE-KLM Global Meetings & Events fares by showing the proof of attendance-fare eligibility document. You will receive this document automatically when you book your tickets on the online booking platform globalmeetings.airfranceklm.com.
2. **Via an agency:** Please provide this document to the agency you chose to issue the tickets. The agency will fill it in by adding its name, phone details and stamp before sending it to the participants for whom it would have issued tickets.

Please keep the below document to justify the special fares with you as you may be asked for it at any point of your journey.

PROOF OF THE ELIGIBILITY FOR AIR FRANCE KLM GLOBAL MEETINGS & EVENTS PREFERENTIAL FARES

The holder of this travel document benefits from Global Meetings & Events discounts.

The event described below is registered on AIR FRANCE KLM Global Meetings & Events

*Name of the event: **DECIELEC 2021***

*Event ID code: **37346AF***

*Travel Dates validity: from **15/09/2021 to 30/09/2021** included*

*Destination city: **TOULOUSE***

*Country: **France***

Name of the agency (if necessary):

Phone of the agency (if necessary):

** not available in certain countries*

*** subject to conditions*

Air France, French Limited Company with a capital of 126,748,775 Euros

Head Office: 45, rue de Paris, 95747 Roissy CDG cedex, France

Registered on the Trade and Companies register in Bobigny under no. 420 495 178

Koninklijke Luchtvaart Maatschappij n.v. (also known as KLM Royal Dutch Airlines)

Head Office: Amsterdamseweg 55, 1182 GP Amstelveen, the Netherlands

Registered No 33014286

Edited by AIR FRANCE & KLM Global Meetings: JH.CD

ACCOMMODATION



DeciElec has negotiated the best rates for your accommodation. We strongly recommend you make all your bookings through our partner Revolugo as this is the best way for you to save a great amount of money. Book your hotel thanks to our partner [HERE](#)

HEALTH PASS / SAFETY MEASURES

French and European Union visitors: you will need to provide a valid COVID-Certificate to attend the event on-site. There are three ways to obtain an EU digital COVID certificate:

- **Full vaccination for COVID-19** with a vaccine authorized by the European Medicines Agency (Pfizer (Comirnaty), Moderna, AstraZeneca (Vaxzevria), Johnson & Johnson (Janssen), or AstraZeneca (Covishield) will be accepted)
- **Proof that you recovered from COVID-19** in the last 6 months (since positive test)
- **A negative result from a PCR test** or a rapid antigen test less than 72 hours before the event.

At the entrance of the convention center, you will need to show a QR Code either in digital or paper format. You may be asked to provide an ID.

Non-EU visitors

You must present either:

- A proof of full vaccination* from your country of origin, and your ID.
- A negative result from a PCR test or a rapid antigen test less than 72 hours before the event.

*Note: a complete vaccination is understood as a complete vaccination schedule and the time needed after the final injection:

- 7 days after the 2nd injection for double injection vaccines (Pfizer, Moderna, AstraZeneca). Note that the Pfizer / Moderna combination is not acceptable for travel to France.
- 4 weeks after injection for vaccines with a single injection (Janssen)
- 7 days after the injection for vaccines in people with a history of Covid (1 single injection).

Covid-19 safety measures

- Masks are mandatory inside the convention center for all visitors.
- Respect social distancing and safety measures.
- Hand sanitizer stations will be placed strategically around the event space

For more information on travel restrictions when travelling into France, please consult: https://www.diplomatie.gouv.fr/en/coming-to-france/coronavirus-advice-for-foreign-nationals-in-france/#sommaire_1

COVID-19 PCR TEST CENTERS TOULOUSE

Before your departure, check the entry conditions for the country to which you are traveling on the [France Diplomacy website](#) or with the embassy of the country concerned to find out the certificates to be provided (in particular PCR or antigen tests). The validity of the tests is 72 hours. It is therefore advisable to plan your appointment before the day of your departure.

If you are traveling to the Toulouse and must perform a Covid-19 PCR test before your flight, below is a list of Covid-19 PCR test centers in Toulouse, France:

Laboratoire des Cèdres Minimes	https://www.doctolib.fr/laboratoire/toulouse/laboratoire-des-cedres-minimes
Unilabs	https://unilabs.com/Unilabs%20Covid%20%E2%80%93Toulouse%20-%20Cedibio
AeroHealth (Toulouse Blagnac airport)	https://aeroport.aerohealth.ai/toulouse-blagnac/en The screening center is located in Hall C - Ground floor level (Arrivals). The tests are preferably carried out by appointment. You can make a single appointment to test. Beyond that, please contact by email at the following address: aeroport.toulouse@aerohealth.ai
LBM BIOFUSION TOULOUSE	https://www.sante.fr/depistage-covid-lbm-biofusion-toulouse
Le CHU de Toulouse	https://www.chu-toulouse.fr/-depistage-covid-19-

For more details, please visit:

- <https://www.toulouse.fr/web/la-mairie/-/depistage-covid-19-ouverture-de-4-drives>
- <https://www.diplomatie.gouv.fr/en/coming-to-france/coronavirus-advice-for-foreign-nationals-in-france/>

APPENDIX - ADDITIONAL PRINTED MATERIALS

SIGNAGE



Sign "plane wing"

format Ht: 2.50ml x 0.15ml x 0.35ml
105.60 € ht/u.



Roll-up

format 0.80ml x 2.00ml
231.75 € ht/u.



Canvas print

1.00ml x 2.50ml^{ht}
declinable in 1.00ml, 2.00ml, 3.00ml or 6.00ml
on the frame of equipped stands
147.00 € ht/ml



L-shaped exhibitor sign

format 0.70ml x Ht 0.60ml
56.00 € ht/u.



Color exhibitor sign

format 0.40ml x 0.40ml both sides
34.00 € ht/u.



Foldable curved stand

format 2.50ml x 2.20ml: 1496.00 € ht/u.
format 3.00ml x 2.20ml: 1620.00 € ht/u.

STORAGE & HIGH SIGNAGE



Storage of 1m²
including a lockable door
and one panel booth
119.30 € ht/u.



Signage on storage

format 1367x920
162.00 € ht/u.



Spotlight
47.10 € ht/u.



Suspended signage printing on rigid panel both sides

Format 3000x1500: 765 € ht/U
2 suspensions at 190.00 €/U: 380 € ht



Suspended signage printing on rigid panel both sides

Format 2000x1500: 510 € ht/U
2 suspensions at 190.00 €/U: 380 € ht

CUSTOM STAND DESIGN

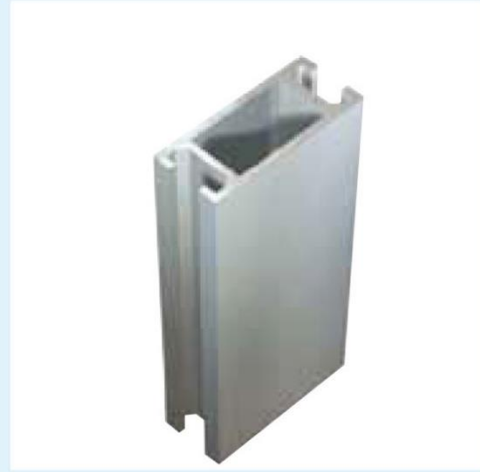
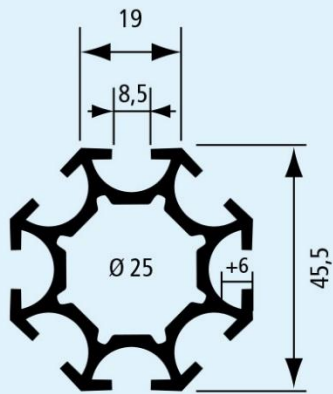


Please consult us for your
stand layout needs

THE SIZE AND THICKNESS OF THE BEAMS IN THE BOOTH



■ Réf. PX8019



■ Réf. TR 1945

