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Practical information

Build-up

We remind you that the risk of theft is high during the set-up and dismantling period. Please be careful with your personal belongings.



Entry and traffic

In the Halls

Vehicles are not authorised in the halls. Only handling equipment is allowed. Access to the parking areas is free during the build-up and dismantling period on presentation of the dedicated Pass ordered from EUREXPO ([Index - Web Ticket \(gl-events.com\)](https://gl-events.com))

However, during the opening period, it is necessary to have a paying exhibitor parking card: "the Vehicle Pass". It can be purchased on site during set-up or on the Eurexpo [Webshop](#). It will only be possible to collect the badge during set-up.

For any question about the Vehicle Pass and the Assembly and Dismantling Pass, please contact the dedicated hotline: services@eurexpo.com / tel : +33(0) 4 72 22 30 30

How to get to the site : [ACCESS : Getting to Eurexpo Lyon](#)

Build-up



Access control on site

During setup, the venue is a worksite closed to the public. A badge with your name is required to access the Parc des Expositions. Your setup badges need to be ordered in your online Exhibitor Portal

Important

We now need to be able to identify all staff on site during trade show setup and takedown. Anyone working on setup and/or takedown will therefore need to pre-register using the Setup/Takedown Badges form available in your online Exhibitor Space.

Only people who have registered using this form will be permitted to access the site during trade show setup and takedown.

Registration deadline: October 3rd 2023 (day before setup).



Site opening hours

See the trade show schedule. Stand decorators/designers must follow the schedule established by the organiser to access the site during setup.

Build-up



Deliveries

No deliveries can be made to Eurexpo before the start of the show set-up period: October 6th at 7:30 am. For any storage of material before this date, please contact one of our exclusive forwarding agents (see Transport & Handling forms).

IMPORTANT : For any delivery, a person must be present on the stand to receive it. No reception of goods will be made by the General Commissariat.

Delivery times during assembly: see schedule for access during assembly (p.7)

Delivery times during the exhibition: from 7:00 am to 8:30 am.

Delivery address :

EUREXPO LYON Exhibition

Center Exhibition : POLLUTEC 2023

Name of the exhibiting company + Name of the recipient + Mobile phone

Number Hall n° - Aisle n° - Stand n°

Avenue Louis Blériot - 69680 Chassieu - France



Handling

Handling companies are available inside the hall for a fee. See the Handling Order Form in your online Exhibitor Space.

Build-up



Empty packaging - material disposal

Exhibitors or their decorators must quickly remove empty packaging and store it outside the halls (see Handling Order Form in your online Exhibitor Space). Empty packaging may not be stored in the halls.

Waste removal (MANDATORY)

In order to facilitate the removal of waste during set-up, you can order a waste removal per m³ from the AXIAL cleaning company (order form on your exhibitor portal).

Waste, rubble NOT DISPOSED of during the set-up will be broken up and/or dumped at the exhibitor's expense, with a minimum charge of €1,000 excluding VAT. The exhibitor is responsible for all his service providers.

We recommend that you pass on this information to your decorators and the various service providers who work on your stand.



Customs authority

The customs formalities can be carried out by your carrier.



Fire safety inspection

Your stand must be ready before the Fire Safety Inspection, with the person in charge of the stand present. Date and time to be announced.

If your stand does not comply with the regulations, you will be asked to take the necessary measures to make your stand compliant before opening to the public.

During the trade show



Distribution of advertising

Distributing advertising documents and goodies outside your stand is strictly prohibited.



Sound attractions and flyers

Attractions (sounds, videos, mascots, etc.) must be declared with the organiser for approval. The maximum sound level must not exceed 85 decibels.

Exhibitors are solely responsible for adhering to intellectual property rights related to music. Therefore, exhibitors must obtain a licence for the music they plan to use at their stand from SACEM and ensure payment is made before the show.

<https://clients.sacem.fr/autorisations/manifestation-avec-de-la-musique-en-fond-sonore>

The exhibitor must hold the organiser harmless against any recourse and/or any third-party claims due to non-fulfilment of its obligations.

All attractions and sales activities are strictly prohibited outside the stand. Handing flyers out in aisles is not allowed.

During the trade show



Exhibitor badges

Exhibitors must have a badge in their name and a piece of ID (depending on the show) for entry during the trade show, and during setup and takedown.



Deliveries during opening

Exhibitors' delivery access: from 7:00 am to 8:30 am.

The driver must have an order form with the name of the exhibition, as well as the name and number of the stand for which he is making the delivery.



Caterers

As a result, exhibitors may use either the caterers installed on the site or caterers approved by the Exhibition Center administration (list available on the Exhibitor Area). Catering deliveries are authorized subject to a delivery note.

All non-approved caterers must obtain a one-time approval by sending their request to:

EUREXPO LYON - Mrs Pauline BONNASSIEUX

Tel : +33 (0)4 72 22 31 31 - Email : pauline.bonnassieux@eurexpo.com

Without this approval, access to the park will be refused.

During the trade show



Stand security

The organiser is responsible for general security during the trade show. This is an obligation of means and not of results. We recommend that you have security for your stand, especially at night, and remind you that there is a high risk of theft during setup and takedown. Please keep a close eye on your personal effects (see Private Stand Security in your online Exhibitor Space).



Accidents and theft

Any accidents must be declared in writing to the organiser and, under penalty of losing the right to insurance, must be declared to their insurance company using the standard forms available to the exhibitor. This claim must be made within twenty-four hours in the event of theft or within five days in other cases, indicating the circumstances of the accident and the approximate amount of the losses. Any theft must be reported by the exhibitor to the police authorities in the jurisdiction of the trade show. The original of the complaint must be attached to the claim form.

POLICE STATION

78 Route de Lyon, 69680 Chassieu - France
Tél: +33 (0)4 78 90 56 26

Dismantling

We recommend that you pass on this information to your transport companies, carriers and decorators.

We remind you that the risk of theft is high during the set-up and dismantling period. Please be careful with your personal belongings.



Breakdown times

The dismantling of the stands will start on October 13 from 5:00 pm. It will continue until October 14 at 9 pm for halls 1, 4.2 and 6.1; and until October 15 at 5:30 pm for the remaining halls (see schedule).

We ask you to remove any advertising, multimedia, valuable products, or any other object you wish to recover from your stands as soon as dismantling begins.

During this period, the stands are not supervised by the organizer, if you wish to have your space guarded, please call upon a specialized company (see order form "guarding").



Access and parking lots

Vehicles are not authorised in the halls. Only handling equipment is allowed. Access to the parking areas is free during the build-up and dismantling period on presentation of the dedicated Pass ordered from EUREXPO ([Index - Web Ticket \(gl-events.com\)](#))

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Fully-equipped stands and additional options

The storage spaces of these stands and rental furniture must be emptied of all their contents on the evening when the trade show closes, by 5.30 pm at the latest, so that the installation crews can take down the stand.



Cleaning

You must return your stand to its original condition. All rubbish (carpet, demolition rubble, adhesives, etc.) must be removed. We will dispose of goods and materials that are not removed in time and will invoice the exhibitor for this at a later date.

In order to facilitate the removal of waste during set-up, you can order a waste removal per m³ from the AXIAL cleaning company (order form on your exhibitor portal).

AXIAL : Phone : +33 (0)6 23 58 47 41

E-mail: salon@axialproprete.fr

And orders for skips, DIB and wood: EUREXPO : services@eurexpo.com

Waste, rubble NOT DISPOSED of during the set-up will be broken up and/or dumped at the exhibitor's expense, with a minimum charge of €1,000 excluding VAT. The exhibitor is responsible for all his service providers.

The same fixed price will be applied if it is noticed that the dismantlers of a stand have definitively abandoned the site, before the official end of the dismantling, leaving structures or other waste on site.

We recommend that you pass on this information to your decorators and the various service providers who work on your stand.

Exhibitors are also responsible for all their service providers (see Takedown Certificate).