

How to use this guide?

THIS EXHIBITOR GUIDE IS INTERACTIVE

With this document, you can:

• Easily access all the information needed

to get you up and running.

• Reach your Exhibitor Area





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Exhibitors Desk

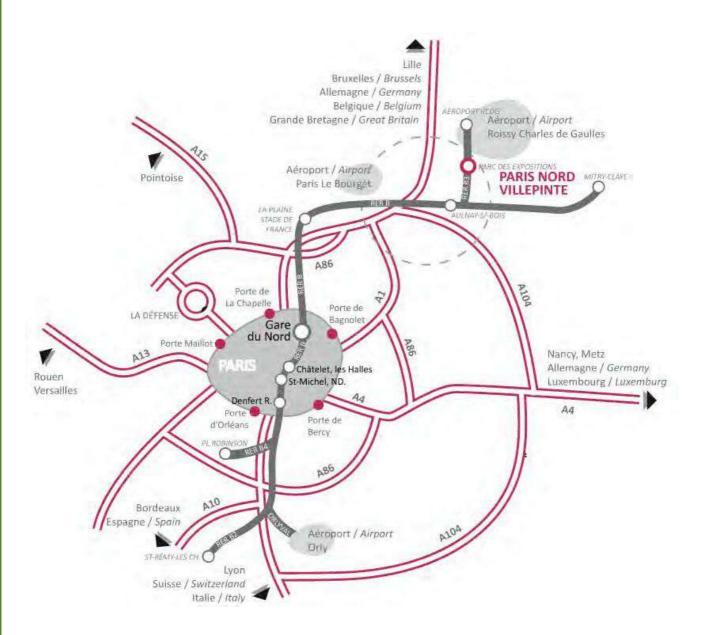
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Useful Information



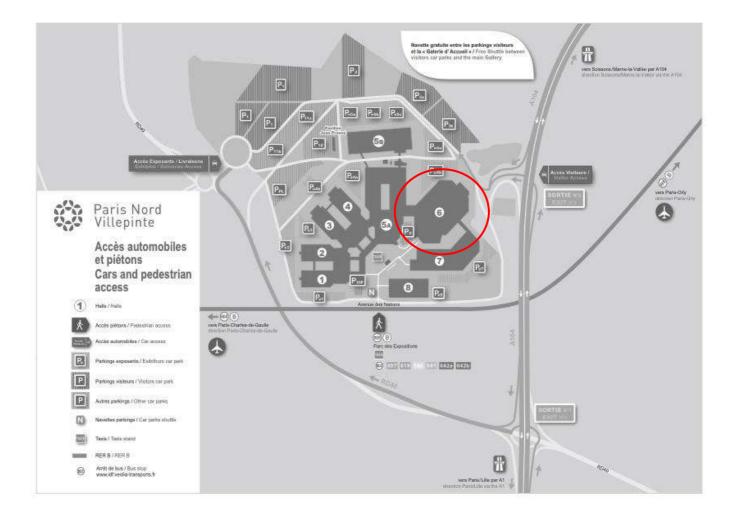
MAP & ACCESS

ACCESS TO PARIS NORD VILLEPINTE EXHIBITION COMPLEX



Spas Organisation

CARS AND PEDESTRIAN ACCESS



TWO INTERNATIONAL AIRPORTS TO GET TO NATEXPO

Roissy Charles de Gaulle airport

The Parc des Expositions is located 5 mins. away from Roissy Charles de Gaulle airport. Take the RER B – direction: Robinson-Saint Rémy-Les-Chevreuse Get off at "Parc des Expositions".

➡ Orly airport

Take the Orly-Val (automated metro) to Antony, then take the RER B (direction: Roissy-Charles de Gaulle). Get off at "Parc des Expositions".

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TRAFFIC IN THE EXHIBITION CENTER

There are strict rules for driving through the Exhibition Centre grounds. You must respect them and notify all your installation workers, transporters and suppliers. **Do not forget to tell them your stand and hall numbers.**

- Obey the highway code
- Limit your speed to 20kmh (12mph)
- No stopping and no parking in safety zones
- No parking or storage of any kinds is allowed inside the Parc des Expositions
- Deliveries are authorized between 7.30 am and 8.30 am

Any vehicle which contravenes these rules will be removed without notice, at the expense and risk of its owner or the party responsible.

CAUTION: We thank you to plan your deliveries because of circulation restrictions in France during weekends. For more information: <u>www.bison-fute.equipement.gouv.fr</u>

DURING BUILD-UP

- No cars will be allowed inside the hall.
- Lorrie's traffic will be controlled.
- Empty packing materials must be removed immediately and stored by the Exhibitors or their freight carriers.
- Storage space on stands must not be used to keep packing materials or any other goods that could constitute a fire hazard.
- No motor vehicles will be allowed into the hall on Saturday 23th October 2021 (unless special permission is granted by the organizer).
- To enter the exhibition hall during installation and dismantling, **all personnel must wear personal safety equipment, in particular safety shoes**. Otherwise, access to the exhibition will be refused.
- For safety reasons, work in the hall is forbidden outside the specified hours on Working hours.

PARKING

• During assembly

It is free to park on Exhibition Centre grounds as long as the regulations regarding parking times and areas are respected. Exhibitors car parks will no longer be free as of midnight on October 23th.

It is mandatory to register on logipass.viparis.com

As soon as you have emptied your vehicles, move them on.

• On dismantling evening

Only trolleys, platform trolleys and hand pallet truck may be used when the show is closed. Motor vehicles may enter the hall two hours after public closing time, as long as the space is in such a condition as to permit this.

DELIVERIES

• During stand assembly

You must be present on site to accept your goods, sign the delivery slip and verify the condition of the goods delivered. The same applies for any departing goods you send back. Please make sure that your transporter has the necessary pallet trucks or handling equipment to take your goods to your stand.

The delivery address to give to your transporters is as follows:

Parc des Expositions de Paris Nord Villepinte SALON NATEXPO / HALL 6 Nom de l'exposant / Numéro de stand ZAC de Paris Nord CD 40 93420 VILLEPINTE (FRANCE)

Avoid ordering deliveries for the day before the exhibition.

• On exhibition days

Deliveries are authorised from 7:30 am to 8:30 am subject to inspection at the exhibition centre entrance and the issuance of a temporary delivery pass.

It is not allowed to park vehicles or store any materials of any sort in the exhibition centre grounds. Parking is prohibited on the traffic ways and on the security perimeters as soon as the exhibition opens to the public.

Please note: by Sunday 24 October at 8:30 am, all vehicles parked next to the hall must have been removed and parked in the approved car parks, failing which they will be towed away and impounded.

RESERVING A PARKING SPACE

Parking subscriptions can be taken out for a fee. They can be reserved via your **Exhibitor Area**.

While set-up and dismantling periods, you can buy car parking spaces at the Exhibitors Desks, Hall 6.

The Exhibitors' car parks are open from 7.00 am to 11.00 pm every day throughout the event.

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STAND ACTIVITIES

NATEXPO has set up guidelines to guarantee that the event runs smoothly and visitors enjoy their visit to the maximum. Exhibitors are given free reign as to how their stands are run, so long as the following provisions are adhered to and the exhibitor timetables are respected.

PROHIBITED SERVICES

- The distribution or placing of leaflets in the exhibition aisles, at the entrance, on the esplanade or close to the station
- Promotion in the aisles (with robots, hostesses, sandwich boards, etc.)
- Offering tastings on the edges of the aisles or in the aisles themselves. These are permitted within the stands
- Musical promotion
- Video walls must be set back a minimum of 2m from the edges of the aisle.

Events arranged without the authorisation of Organizer are prohibited at the exhibition.

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ARCHITECTURE & DECORATION

The architecture and decoration rules for NATEXPO incorporate standards and norms for stand layout display, established to ensure the exhibition is rolled out smoothly and is easy to navigate. These norms and standards also include the Security & Fire rules applicable to shows, fairs and exhibitions.

NATEXPO is governed by specific regulations in accordance with its own special characteristics. All proposals for bare stands, reused stands or fitted stands fitted out by NATEXPO to which new decorative items are to be added, must be submitted for approval by 14 July 2021 at the latest.

EACH FLOOR PLAN MUST INCLUDE

A bird's eye view of the stand, including information pertaining to scales, sides and positioning of set-back space (adjacent areas and aisles).

A cross-section floor plan including information pertaining to scales, sides and heights of the planned volumes.

VERY IMPORTANT

Any proposals that do not comply with the set rules shall be rejected and, in particular, any stand assembled without NATEXPOs agreement may be dismantled at the exhibitor's expense.

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LIABILITY INSURANCE

SUBSCRIPTION

Exhibitors may take out liability insurance from the organiser. Please contact your sales manager in July 2021 if you wish to obtain this insurance.

No claim can be covered if it has not been declared to the Organizer's office of NATEXPO within 24 hours, and at least before Tuesday 26 October 6pm.

Thefts not covered by NATEXPO but insured independently by the exhibitor must be reported to the police within the period required by the police station in the city of Villepinte.

VILLEPINTE POLICE STATION

1/3, rue Jean Fourgeaud 93420 VILLEPINTE - FRANCE Tel. : +33 (0)1 49 63 46 10

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ACCESS BADGES

VERY IMPORTANT: COMPULSORY PASS-WEARING

In order to be granted access to the exhibition hall, **all individuals must have been issued a NATEXPO access badge**, which must be customized on you **Exhibitor Area** and be worn **during the opening periods**.

EXHIBITOR BADGE

The exhibitor badge grants access to the Exhibition Centre during the assembly, opening and dismantling periods in accordance with the timetables that feature on the exhibitor timetable.

The exhibitor badge allows exhibitors access to the exhibition centre during the opening period and according to the times indicated on the exhibitor access timetable.

- Your badges request must be done online, **via your Exhibitor Area**, in the "Badges" section
- Your badges will be sent to you via email **10 days prior to the show** if you have paid 100% of your participation at Natexpo.
- Please download and print them off.
- <u>Important</u>: <u>Only</u> the exhibitors who have fully paid their participation will receive their badges to access the show.
- The number of badges allotted is calculated according to the stand size as described below:

Villages (Organic Incubator / Big Splash / Cosmetics Innovation / Wines / Lab)	2 badges	45 sq. m to 54 sq. m stands	8 badges
Co-exhibitor collective space	3 badges	55 sq. m to 64 sq. m stands	9 badges
9 sq. m to 14 sq. m stands	4 badges	65 sq. m to 74sq. m stands	10 badges
15 sq. m to 24 sq. m stands	5 badges	75 sq. m to 84 sq. m stands	11 badges
25 sq. m to 34 sq. m stands	6 badges	85 sq. m to 94 sq. m stands	12 badges
35 sq. m to 44 sq. m stands	7 badges	Above 95 sq. m	13 badges

Requests for additional badges: an order is available in your Exhibitor Area.

USEFUL CONTACTS

NATEXPO CONTACTS – SPAS ORGANISATION

President	Patricia BERTHOMIER-MASSIP	3 +33 (0)1 45 56 09 09
Events Manager	Valérie LEMANT	 D +33 (0)1 77 37 63 45 ✓ vlemant@spas-expo.com
International Project Manager	Agnès ETAME YESCOT	 D +33 (0)1 77 37 06 57 ☑ aetameyescot@spas-expo.com
France Project Manager	Florence ROUBLOT	 ● +33 (0)6 11 23 45 89 > froublot@spas-expo.com
Development Project Manager	Solène BRYON	 D +33 (0)6 78 45 38 94 ≥ sbryon@spas-expo.com
Sales Director	Pascale BOYER	 ● +33 (0)1 77 37 63 29 ▷ pboyer@spas-expo.com
Technical Director	Loïc LE MEN	 D +33 (0)1 77 37 63 26 ☑ Ilemen@spas-expo.com
Marketing Director	Eric FAURE	 D +33 (0)1 77 37 63 32 ☑ efaure@spas-expo.com
Communication Director	Carine CANTAGREL	 D +33 (0)1 77 37 63 37 ⊠ ccantagrel@spas-expo.com
BtoB Communication Manager	Marion ELIE	 D +33 (0)1 77 38 89 60 ☑ melie@spas-expo.com
Communication Officer	Mathilde Lapersonne	

NATEXBIO FEDERATION CONTACTS

President NATEXBIO Federation		14 Terrasse Bellini 92807 PUTEAUX cedex
Project Manager NATEXBIO Federation		 ① +33(0)1 47 75 03 09 ⊠ contact@natexbio.com

USEFUL ADDRESSES – SUPPLIERS & PARTNERS

Paris Villepinte Exhibition Center Exhibitor Service (Electricity – parking – water – slings – phones – internet)	VIPARIS - Exhibitor Service	 +33 (0)1 40 68 16 16 infos-exposants@viparis.com www.viparis.com/epex
Stand equipment (Partition – carpet – storage cupboard)	BRELET Anaïs GRIMAUD	① +33 (0)2 40 34 78 99 A a.grimaud@brelet.fr
Electricity – lighting – lighting truss	C CLAIR Sergio AZEVEDO DE OLIVEIRA	
Furniture	CAMERUS Service exposant	 D +33 (0)1 57 14 25 25 M exposant@camerus.fr
Hostesses	FLUX PEOPLE Ingrid HALARD	① +33 (0)1 47 55 45 19 Ingrid@flux-people.com
Security	GUARD'EVENTS Cédric GUÉRIN	① +33 (0)1 56 08 01 39 Minfo@guardevents.com
Cleaning	MILLENIUM - EXPONET Julie JURADO	① +33 (0)1 60 19 72 72 Stand@millenium-sas.com
Signage equipment	ART EVENT Mohamed BOUSTAOUI	① +33 (0)6 25 66 60 41 Model: Mathematical Mathematicae Mathematicae Mathematicae Math
Plant decor	Erick JUBERT	① +33 (0)7 86 01 73 67 Image: state of the stat
Office equipment – Audiovisual	MAGNUM David HERBLOT	① +33 (0)7 62 31 42 30 Main david.herblot@magnum.fr
Freight forwarding – Handling – Storage	CLAMAGERAN Laurent PATARD	 D +33 (0)1 48 63 33 34 I.patard@clamageran.fr www.clamageran.fr
Fridge and display case rental – Cold & Frozen Storage	PETIT FORESTIER	 +33 (0)1 41 52 52 67 coolevent@petitforestier.com
Badges readers	EVENT MAKER	 D +33 (0)1 85 09 75 73 M ecrire@eventmaker.io
Restaurant on stand	HORETO RESTEXPO Frédéric Boyer	 D +33 (0)1 48 63 32 99 D +33 (0)6 85 54 69 30 ⊠ commercial@horeto.com D +33 (0)6 13 60 95 34 ⊠ fboyer@ocreas.com
Personalized stand	CLAMENS Anne Cazauran	① +33 (0)6 28 94 17 26 Main a.cazauran@clamens-design.com

Go to your Exhibitor Area to see the complete list of service providers

OTHER USEFUL CONTACTS

Insurance	CABINET ABACA	 D +33 (0)1 47 63 66 66 ⊠ a.izard@abaca-assurances.fr
Health and Hygiene Protection	D.Ö.T	81 rue de Paris 92100 BOULOGNE BILLANCOURT ① +33 (0)1 46 05 17 85 ⊠ sps@d-o-t.fr
Fire Safety representative	CABINET GUÉRET Jean-Paul GUÉRET	58 rue François Mauriac 47240 BON ENCONTRE ① +33 (0)6 58 39 00 01 ⊠ gueret@cab-gueret.fr
Fire proofing	SECUROFEU	37-39 rue de Neuilly BP 121 - 92582 CLICHY ⊠ securofeu@textile.fr
Police Station	POLICE NATIONALE	1-3 rue Jean Fourgeau 93420 VILLEPINTE ① +33 (0)1 47 22 72 18
Emergency Point	PARC DES EXPOSITIONS	① +33 (0)1 48 63 30 49
French customs	DOUANE FRANCAISE	87 avenue du Bois de la Pie BP 50108 - 95950 ROISSY CHARLES DE GAULLE CEDEX ① +33 (0)1 48 63 26 15
On-site access for people with disabilities	PARC DES EXPOSITIONS	+33 (0)6 14 16 93 84
Goods delivery	PARC DES EXPOSITIONS	NATEXPO – VIPARIS Parc des Expositions Nom de votre société, Hall 6 / numéro de votre stand 93420 Villepinte - France
Hospital	HOPITAL INTERCOMMUNAL ROBERT BALLANGER	Bd Robert Ballanger 93602 AULNAY-SOUS-BOIS ① 15 ou +33(0)1 48 96 44 44

EXHIBITORS TIMETABLES: ASSEMBLY/OPENING/DISMANTLING

WORKING HOURS, SET UP, DISMANTLING, POWER SUPPLY

Period	Dates	Exhibitors schedule	Public opening
	Thursday 21 October	8.00 am – 8.00 pm	
SET UP	Friday 22 October	8.00 am – 8.00 pm	
	Saturday 23 October	8.00 am – 8.00 pm	
	Sunday 24 October	8.30 am – 7.30 pm	9.30 am – 6.30 pm
OPENING	Monday 25 October	8.30 am – 7.30 pm	9.30 am – 6.30 pm
	Tuesday 26 October	8.30 am – 6.00 pm	9.30 am – 5.00 pm
DISMANTLING	Tuesday 26 October	5.00 am – 0.00 am	

Power supply:

According to the chosen stand option, your stand may not have individual electric power (classic stand or bare area).

Any order should be made online on VIPARIS..

Bring with you any multi-sockets and extensions you may need for your multiple connections and the backlit windows.

Intermittent (By day only)	☑ Saturday 23 October, 8.30 am - 8.00 pm ☑ Sunday 24 & Monday 25 October : 8.30 am – 7.30 pm ☑ Tuesday 26 October, 8.30 am – 6.00 pm
Permanent	From Saturday 23 October, 8.30 am
(Day/Night)	To Tuesday 26 October, 6.00 pm

Electrical boxes – intermittent or permanent – are powered-up on Saturday morning. For perishable foodstuffs that need to be chilled on the night of Friday to Saturday, a construction power distributor may be ordered to the VIPARIS exhibitor service.

Electrical boxes are powered-up following the exhibitors' timetables: From Saturday 8:30 to Tuesday 6:00PM

To get power supply outside this hours, don't forget to order 24 hours power supply.

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EXHIBITORS TIMETABLE DURING THE EXHIBITION

- The hall is accessible to Exhibitors with a badge from 8.30 am
- Deliveries during the exhibition opening period are to be made between 8.00 am and 9.00 am, failing which the vehicle may be removed.

FITTED STAND TIMETABLES

- Fitted stand delivery will be made on Friday 22 October from 2.00 pm.
- Villages stands will be delivered on Saturday 23 October from 8.00 am.

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EXHIBITION OPENING HOURS EXHIBITORS DESK

EXHIBITION OPENING HOURS

Sunday 24 October 2021	9.30 am – 6.00 pm
Monday 25 October 2021	9.30 am – 6.00 pm
Tuesday 26 October 2021	9.30 am – 5.00 pm

EXHIBITORS RECEPTION DESK ON SITE

The Exhibitors Reception Desk will be located in the Hall 6.

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HEALTH & SAFETY

HEALTH AND SAFETY GUIDELINES

IHSPP: Individual Health & Safety Protection Plan.

To enjoy access to the exhibition hall, all individuals must wear safety equipment, including in particular safety footwear and wear a mask. Plastic face shields aren't allowed. Failure to do so shall result in access to the exhibition hall being refused.

PUBLIC HEALTH PRECAUTIONS

The sanitary protocol will be adapted about 15 days before the opening of NATEXPO, in order to comply with any regulations in force in the country, region or city..

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CLEANING & VACATING THE STAND

HALL & STANDS CLEANING

- Hall, stands and aisles will be cleaned every morning before opening or every evening after the show has been closed to visitors and Exhibitors.
- Daily cleaning is included in your stand hire (excluding glass cabinets, partitions and washing). If necessary, you can order this from our cleaning partner, Millenium.
- Thorough cleaning of your stand and glass cabinets is essential to display your products to their best advantage to customers. NATEXPO guarantees the quality of this service.
- Cleaning is prohibited during the show opening hours, as is placing waste and rubbish in the aisles in the mornings after 9.00 am.

DURING ASSEMBLY AND DISMANTLING

- Show cleaning service providers are on hand at the Exhibitor desk area located Hall 6 to provide you with an estimate for supplying a skip for your materials and waste/rubbish. To order waste skips, please consult the "Logistics" section in your **Exhibitor Area**.
- All stands, materials, merchandise and waste of any kind (adhesives, carpeting, etc.) must be removed.
- The exhibitor undertakes to remove and process their waste in compliance with the regulations in force.
- Once the dismantling deadline has passed, NATEXPO may take any measures it deems useful to remove the materials and waste that remain on the stand site at the exhibitor's expense, risk and peril, as well as measures useful to destroying structures and décor of any kind which the exhibitor may have failed to dismantle.

Tip: If you call upon the services of a decorator/designer for your stand, make sure that the quote you agree upon includes waste removal

CATERING FOR EXHIBITORS

SET AND PROVISIONAL CATERING

NATEXPO makes restaurants available to you and your clients in the exhibition hall. A list of the restaurants and bars open during the assembly and dismantling periods will be available on the show's website.

RECEPTIONS AND COCKTAIL RECEPTIONS

The concessionaire is at your service to organise receptions: meals, buffets, cocktails. All caterers are authorised to provide their services in the exhibition centre upon notifying VIPARIS and finalising a temporary intervention contract.

For further details, you may contact the Exhibition Centre Concessionaire:

Catering on stand	HORETO Frédéric Boyer	 (0)1 48 63 32 99 +33 (0)6 85 54 69 30 <u>commercial@horeto.com</u>
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MEETING & CONFERENCE ROOMS / WIFI

FIND OUT MORE VIA YOUR EXHIBITOR AREA

Conference/meeting rooms are available to hire during the duration of the show. If you'd like to see our room hire offers, please contact our sales team.

WIFI

VIPARIS offers a free internet access on all areas (VIPARIS_WIFI), limited to 4 hours per day in the hall and illimited on public spaces.

- Network name: *WIFI_GRATUIT
- Broadband limited to 2 Mbps in the hall and 8 Mbps on public spaces, disconnecting after 15 minutes without using
- Limited to 4 hours per day in the hall and illimited on public spaces
- Connexion online via <u>www.viparis.com</u>
- 2,4 GHz frequency
- No WPA key

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HALL MONITORING & STAND SECURITY

To order a security service, check the "Facilities" section, in your Exhibitor Area.

HALL MONITORING

General surveillance of the show is the responsibility of the organiser and is carried out in the very best conditions, yet this is an obligation of means and not of results.

The show's security company is aware of an increase in thefts and will ensure increased surveillance in the common areas.

Car parks are not monitored, objects of value inside vehicles must not be left out to ensure they do not attract interest.

STAND SURVEILLANCE

Exhibitors who choose to use special surveillance for their stands are asked to inform the organiser of this fact by providing a list of the people who will be intervening on the stand as well as the name and contact details of the chosen surveillance company.

Exhibitors are responsible for their own stands and must take all necessary precautions to ensure their equipment is protected and removed in the evening upon closing if no surveillance has been put in place.

Imported goods must be cleared by the Customs Service before being placed on the Exhibitor's stand.

Please note: Stand stockrooms are not secure premises.

THEFT PREVENTION

Due to an increase in theft noted during the assembly, opening and dismantling periods, some basic rules must be applied by the exhibitor:

- Do not leave your personal belongings out (wallets, handbags, bags, etc.),
- Do not leave mobile phones unattended,
- In the evening, tidy away any valuable items (computers, laptops, tablets) in a lockable unit or take them home with you,
- During the assembly and dismantling periods, one person must continuously be present at the stand.

This person serves as your only guarantee against theft.

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SELECTION CRITERIA

The Selection Committee ensures that the required criteria are satisfied for all the products presented.

Valid certificates of compliance for certified products must be enclosed with your application.

The Selection Committee reserves the right to refuse certain products/applicants without explanation.

FOR COMPANIES FROM THE EUROPEAN UNION

Organic food and wine / Ingredients and raw materials

Organic certification is compulsory. All agricultural ingredients must be certified compliant with European organic production regulations currently in force or comply with the standards of the following brands: Nature & Progrès, Biofranc, Simples, Demeter. Salt must come from salt marshes, and its origin and harvesting methods must be accredited by a label of authority (Nature & Progrès, Label Rouge).

Fish and other seafood must come from environmentally-friendly wild fishing activities or from farming compliant with European organic aquaculture standards.

Cosmetics and hygiene products

Organic certification is compulsory for at least one range of products. For non-certified products: please supply the ingredients list to check that they comply with the specifications of organic cosmetics.

Dietary supplements

For plants, ampoules, tablets and capsules, organic certification is strongly recommended. The Committee will study the list of INCI ingredients. They can therefore contain natural products, vitamins, minerals and dietary elements, micronutrients.

Goji and ginseng are either certified organic or accepted following residue testing.

Products and services (home and textile)

With regard to eco-friendly products, priority will be given to those complying with guidelines such as Ecocert or Nature & Progrès.

Fertilisers, soil amendments and other natural products for gardening must be approved for use in organic agriculture, in accordance with European regulations, or carry Nature & Progrès labelling.

With regard to textiles, priority will be given to cottons and other fibres of organic origin. Synthetic fibres are prohibited. Bedding shall be made from natural materials (wool, organic cotton, 100% natural latex, etc.).

Materials produced from recycling are accepted if guarantees are supplied relating to the supply chain.

With regard to candles, ingredients from the petrochemical industry (paraffin, et.) are prohibited.

FOR COMPANIES FROM NON-EUROPEAN UNION COUNTRIES

To be acknowledged as organic, products imported into the European Union must comply with regulation (EC) no. 1235/2008:

- either coming from countries whose regulations have been recognised by the European Commission as equivalent to those of the EU: Argentina, Australia, Canada, Costa Rica, India, Israel, Japan, New Zealand, South Korea, Switzerland, Tunisia, USA.
- or having been controlled and certified by an organism recognised and supervised by the European Commission

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AN ECO-RESPONSIBLE TRADE FAIR

Natexpo stands up for environmental friendliness and the reduction of ecological footprint, both fundamental values for us. We are commited to assure an eco-friendly and zero-waste environment, from planning through project implementation.

Waste management

- During stand assembly and dismantling, cardboard and wood waste is collected separately from exhibitors
- During the show, visitors are offered the chance to sort their waste
- Waste is then sorted, packed and shipped to the appropriate waste recovery processes

Cleaning equipment used during the show comprises eco-friendly cleaning products.

90% of the show signage is made of cardboard.

Promotional documents printed entirely on recycled paper or on paper from sustainably managed forests.

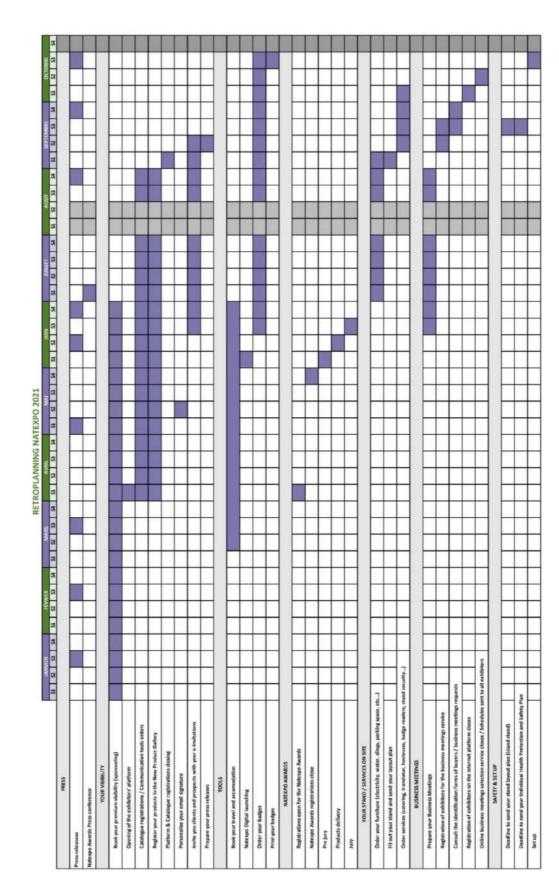
Natexpo offers eco-friendly stand fittings, with low-energy lighting, carpeting subsequently recycled and PEFC-certified reusable partition walls. From now on, no carpet is installed in the aisles.

We encourage carpooling via our website.

Zero waste with a commitment to French Red Cross: during the last edition, 8 tons of goods were collected. The French Red Cross teams were allowed to tour the stands on the last afternoon of the show to ask exhibitors for their unconsumed products during stand dismantling. We thank the exhibitors for their generosity and the volunteers of the Red Cross for their availability.

The badge holders come from the circular economy and are made from recycled and recyclable material in a factory in the local Seine-Saint-Denis department.

Spas Organisation de salons



EXHIBITOR'S SCHEDULE