

IRMMW-THz2019

P A R I S

1-6

SEPTEMBER

2019

44th INTERNATIONAL
CONFERENCE
ON INFRARED, MILLIMETER,
AND TERAHERTZ WAVES

MAISON DE LA CHIMIE, PARIS 7^e

www.irmmw-thz2019.org

EXHIBITOR & SPONSOR MANUAL

For any question specific to the exhibition and sponsorship

Armelle - Mobile: +33 (0)6 12 53 66 28 - Email: armelle.quilloux@ellipseco.fr

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1. VENUE AND PUBLIC ACCESS

1.1. Venue, Maison de la Chimie

Maison de la Chimie
28 bis rue Saint Dominique - 75007 Paris
<https://maisondelachimie.com/>



Located in the heart of Paris, 7th district (arrondissement), left bank of the river Seine, the Maison de la Chimie is connected to the entire highway system via the ring-road.

Whatever the arrival point, train station or airport, the various transport methods provide optimal access to visitors.



1.2. Getting to the Maison de la Chimie and parking

- **by public transportation**
<https://www.ratp.fr/en> (you can also use the App [Next Stop Paris](#), official application of RATP)
 - By subway
Lignes 8 et 13 (station: "Invalides")
Ligne 12 (station: "Assemblée Nationale")
 - By bus
Line 93 (station: "Invalides")
Line 69 (station: "Esplanade des Invalides")
 - By RER (city train), Line C (station: "Esplanade des Invalides")
- **by air:** two main airports serve Paris: Paris-Charles de Gaulle International Airport (Airport Code CDG) and Paris-Orly International Airport (Airport Code ORY). Keep in mind your departure airport and terminal since ground transportation has two drop off points.
<https://www.parisaeroport.fr/en/homepage>
- **by train:** 7 train stations serve Paris, <https://en.oui.sncf/en/>
- **by car**
Underground Paying Car Park, Q-Park Tour Maubourg, located near the Maison de la Chimie (45 Quai d'Orsay 75007 Paris) is available. 24h parking rate for cars from € 9.86 / day (Onepass week)
<https://www.q-park-resa.fr/en/point-of-interest/paris-maison-de-la-chimie-674.html>
Other: https://en.parisinfo.com/search?otcp_search%5Bq%5D=parking#
- **by utility vehicle or by truck** (22m³ max):
<https://www.parkingsdeparis.com/EN/utility-reservation-map.php>

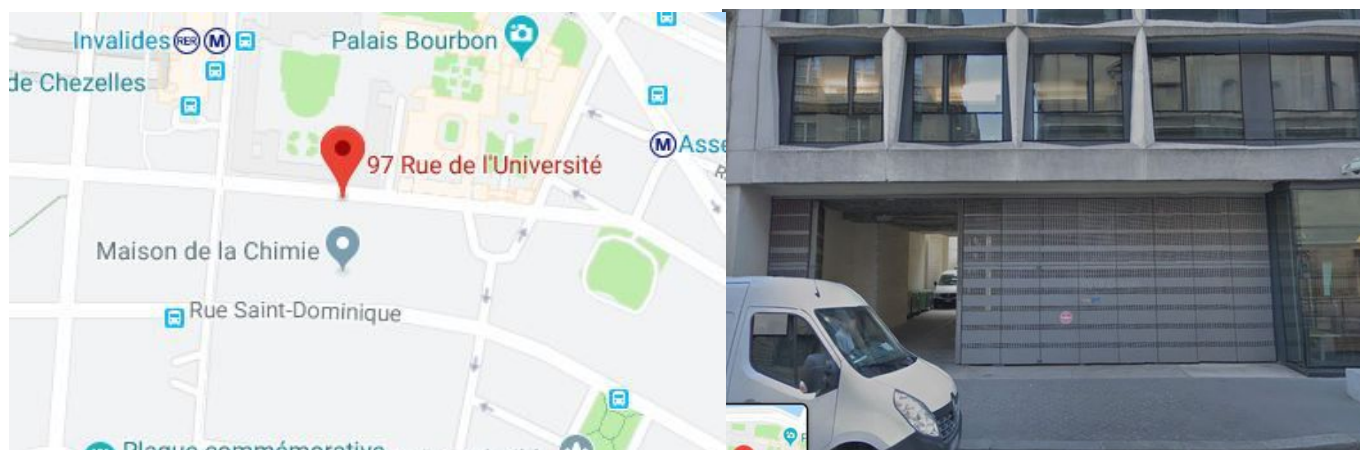
2. GOOD DELIVERY

Exhibitors may use the services of a professional carrier or bring in by themselves their material during the exhibitor move-in periods.

2.1. Delivery access

For the exhibitors or freight forwarding company, entrance to and exit from the delivery area, situated on ground of the basement in the Maison de la Chimie, is situated on the "rue de l'Université", to the rear of the Maison de la Chimie.

Maison de la Chimie
97 rue de l'Université - 75007 Paris



Access for delivery: <https://www.google.com/maps/place/97+Rue+de+l'Universit%C3%A9,+75007+Paris/@48.8609206,2.3163985,3a,85.2y,160.11h,90.69t/data=!3m6!1e1!3m4!1sknDZIGm2wl0DgsX1uToM3w!2e0!7i16384!8i8192!4m5!3m4!1s0x47e66fd420a86819:0xf4e46ad4c4e3fdb9!8m2!3d48.8608171!4d2.316>

2.2. Receiving and storing of your goods

• Sponsors' leaflets

Standard, silver, gold and platinum Sponsors have to send their leaflets to be included in the participant bags directly to Maison de la Chimie (MDLC).

Address:	Maison de la Chimie	Mention on your box(es):	Your company name
	IRMMW-THz 2019		Contact person and phone
	97 rue de l'Université		
	75007 Paris - France		

Number of copies: 850 **Reception period for flyers at MDLC : Monday 26 - Thursday 29 August**

• Important information about the delivery for goods, material and equipment for your booth

- You cannot send your material to the venue.
- Goods must be delivered during the delivery schedule of IRMMW-THz 2019 Paris (see below). They will not be accepted if delivered outside the delivery schedule.
- **Goods cannot be stored at Maison de la Chimie. Use our carrier for warehousing.**
- You can bring it by yourself (by car or with you) during the slot allowed for the mounting of the exhibition.
- You can use the services of the forwarder of your choice
- **RECOMMENDED:** use the services of our partner for door to door logistics, including

transport by air or sea, customs clearance, storage, **warehousing**, handling, insurance of your goods, Sunday delivery on site during the delivery period (recommended if you import temporarily goods and if you have bulky items)

- Traffic of trucks over 7.5 tons in Paris area is highly restricted on Sunday.
- Vehicles must check in at the delivery area.
- Parking in the delivery area is only allowed during loading and unloading.
- The unloading must be done by the transport crew or by the exhibitor staff. Material for goods unloading is not available at Maison de la Chimie and must be brought by transport crew, exhibitor staff or booked next to our official forwarder.
- You are advised to keep at hand your booth reservation confirmation printed on corporate stationery bearing the name and date of the conference.
- The delivery area does not have an unloading platform.
- If your booth is in the Room 8 you are at the same level as the delivery zone or the public entrance. If you are the rooms 7, 32, 33, 34, 69 and Gallery you will find a temporary access ramp during the set-up and dismantling that you could use to take your material upstairs (1 step). For the booths in the Foyer a lift is available.
- Few trolleys are available on site.
- After mounting, empty card board boxes will be removed by cleaning service. If you want to keep your card board boxes for dismantling, you must store them outside Maison de la Chimie (in your vehicle for ex).

Our partner: CLAMAGERAN-EXPOSITION - <https://www.clamageran.com/home>

With over 45 years of experience in international exhibition logistics in France & out of France, Clamageran Expositions will assist exhibitors attending IRMMW-THz 2019 and will ensure a high level of logistics & customs clearance services to / from the event and will provide with the following services: Door to booth transportation services Worldwide, Seaport or airport collection with dedicated assistance, Inland transportation, Customs Clearance (Temporary import, ATA carnet), Arranging Customs inspection (if required), Advance storage before or after exhibition (IN /OUT), On-site lifting (labour assistance), Dedicated on-site support, Empty boxes (collection – storage – return to the booth at the completion of the event), Worldwide forwarding after show in accordance with exhibitor's requirements at the completion of the event, Insurance.

"Request for quotation / Order" Form to complete

and return directly by email to: Lucien Lawson, l.lawson@clamageran.fr

2.3. Time slots for mounting and dismantling

Delivery of goods for IRMMW-THz2019 Paris Exhibition will be open

- For the mounting: Sunday 1 September, from 2.00 p.m. to 6.00 p.m.
(if necessary, Monday 2 September, from 7.00 a.m. to 9.00 a.m.)
- For the dismantling: Thursday 5 September, from 4.00 p.m. to 6.00 p.m.

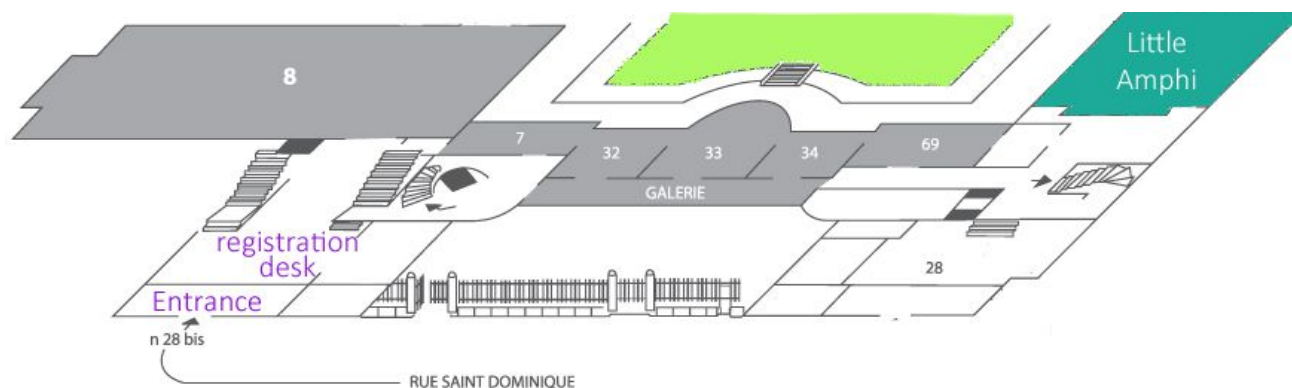
2.4. Traffic within the delivery zone

Maps of delivery access and access planning for circulation within the delivery zone will be sent to you when we will know your plan and your needs.

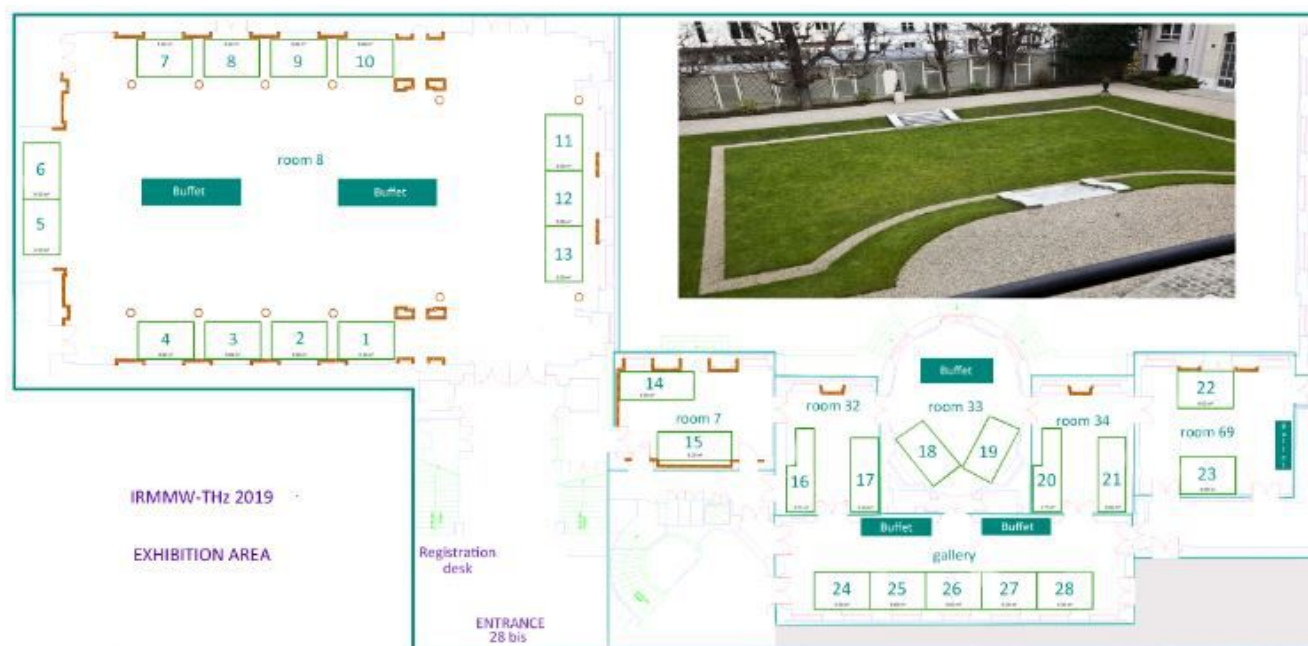
Please complete **FORM 1 - "Your needs"**: <https://forms.gle/XxdhAbX7xiDsgAyw9>

3. EXHIBITION CHARACTERISTICS

3.1. Overview



The exhibition area (in grey) is located on the ground floor of the maison de la Chimie near the registration area and meeting rooms. In order to facilitate the contact between the participants and the exhibitors, both morning and afternoon coffee breaks as well as the opening reception and poster sessions will be held in the exhibition area. Exhibition area



Map of the exhibition area

3.2. Main characteristics of the IRMMW-THz 2019 Exhibition

- 28 equipped booths of 6 m²
- Conveniently located in the heart of the conference area, near registration desk and meeting rooms.
- Welcome reception, breaks, lunches, Wine & Cheese and poster session will take place in the exhibition area.
- Cleaning service: daily cleaning on the exhibition area.
- the Maison de la Chimie is closed before and after official hours of the Conference.
- Do not leave your booth while visitors are still present in the halls (especially during the mounting and dismantling).
- Before closing, cover your sensitive items with a net or better, place the exhibited products or materials under lock. Valuable items must be locked.

3.3. Exhibition opening hours

The exhibition open on Sunday 1st September, with an Opening during the Welcome reception, from 6:00 p.m. to 7:30 p.m.

Exhibition schedules are:

- Sunday 1 September from 6:00 p.m. to 7:30 p.m.
 - Monday 2 September from 8:30 a.m. to 7.30 p.m.
 - Tuesday 3 September from 8:30 a.m. to 7.30 p.m.
 - Wednesday 4 September from 8:30 a.m. to 6.15 p.m.
 - Thursday 5 September from 8.30 a.m. to 4.30 p.m.
- The exhibition close on Thursday 5 September, at 4.30 p.m.

4. CHARACTERISTICS OF THE EXHIBITION BOOTH

4.1. Equipment provided for each booth

Number of items is multiplied by the number of booth booked

- Dimensions: 6m²
- Structure: white aluminum structure with laminated white panels - 2,40 m high
- Floor: stand floor covered with purple carpet
- Lighting: 2 spotlights per booth
- Electric installation during exhibition opening hours: 2kW, electrical panel of 3 sockets (schuko type). One socket is used for lighting
- Wifi for internet access
- Labeling: company name, logo and booth number on double sided high sign, 600 x 200 mm
To create your stand sign, we will use your brand name in 1 colour on white backdrop (*refer to Form 2 below*)
- Furniture package included: 1 rectangular table 180 x 60 cm, 3 chairs
- Double-sided tapes will be provided by the organization to hang posters or other items on booth structure or panels. They must be removed when dismantling exhibition material. Pins and needles are not allowed. Small chains can be used.
- Unused literature as well as carpet, wood structure and any waste handling should be removed from the conference venue by the end of the conference. If not, an additional cost will be charged to the exhibitor for removal.

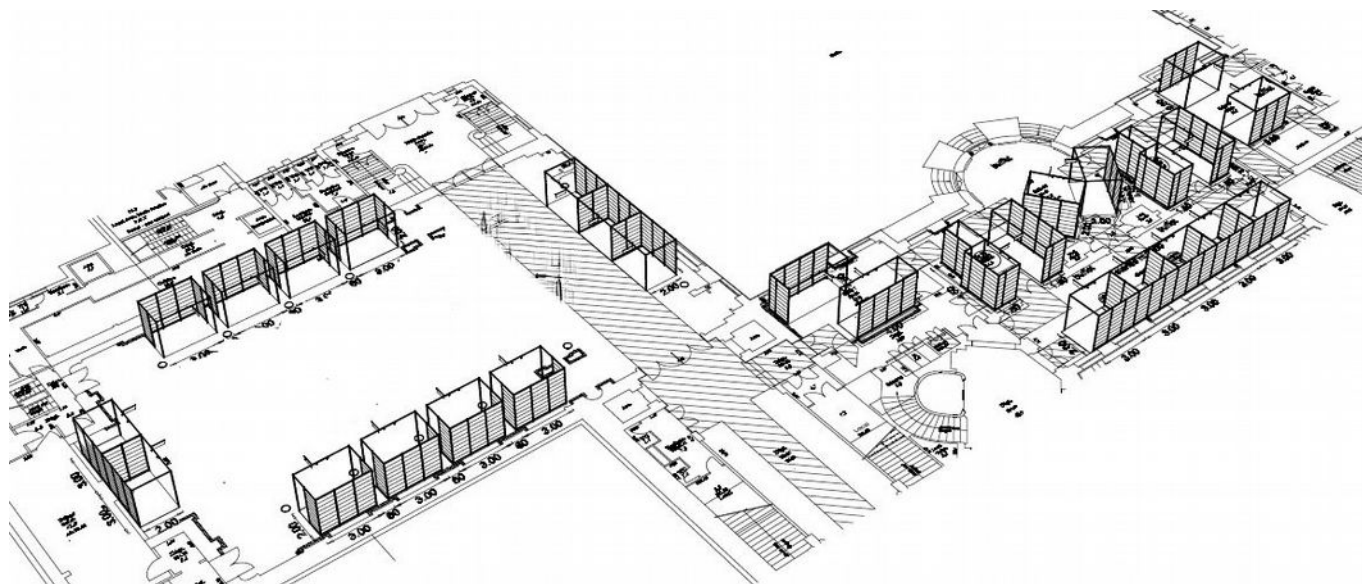


6 sqm exhibition booth - non contractual picture

4.2. Booth layout

- Several possibilities:
- Closed on 3 sides, open at the front side
 - Closed on 2 sides (back and left or right)
 - Closed on 1 side (back)
 - Possibility of having a half panel at the right and/or left side

To let us know how you want panels (on 1, 2 or 3 side(s)), please refer to *Form 2* below.



Proposal

Please complete => **FORM 2 - "Your information":** <https://forms.gle/4cSxSBCK12srFd7B9>

4.3. Additional items

- We recommend to bring
 - steel cables to tie together laptop computers and padlocks for the plasma screens
 - portable multiple socket outlets and extension cords (and transformers for French voltage and adaptors for French plugs)

- Additional items and services

Display shelf, counter, stool, lockable storage, audio-video equipment, refrigerator,... can be provided by our booth provider, International Moduling, at extra cost. These additional items and services will be contracted directly with our booth provider and not with IRMMW-THz 2019 organizers.

Our partner: INTERNATIONAL MODULING – <https://international-moduling.com/?lang=en>

To use this service, select in the [Catalogue](#)
and order directly by email to: exposants@international-moduling.com

4.4. Food and drinks delivery on your booth

Our in-house caterer can deliver food and drinks directly on your booth. This service must be contracted directly with our caterer and not with IRMMW-THz 2019 organizers, at least 72 h before delivery.

Our partner: RAYNIER MARCHETTI – www.rayniermarchetti.fr

To use this service, select in the [Catalogue](#)
and fill in the [Order form](#) to send directly by email to: congres@rayniermarchetti.fr

5. BENEFITS AS EXHIBITOR AND SPONSOR

5.1. Free conference registration

As exhibitor, 1 free full registration to the conference has been offered for one member of your company when you booked your booth (including lunches, Banquet diner, conference excursion).

As Silver Sponsor, 1 free full registration to the conference

As Gold or Platinum sponsor, 2 free full registrations to the conference

The online registration has to be made following this link before 29 July

<https://www.eiseverywhere.com/ereg/index.php?eventid=461586&categoryid=3260083>

These registrations give access to all regular activities of IRMMW-THz 2019 including scientific sessions as well as social program provided to regular participants.

5.2. Free exhibition registration

As exhibitor or sponsor you can invite people to visit you on your booth without paying conference fees (lunches, banquet and excursion are not included). These one-day visitor badges give only access to the exhibition. The number of invitation is limited to 2 people by day for each exhibitor.

As sponsor, 1 exhibition badge is available over the term of the exhibition.

Please provide visitor name and date of visit before 14 August if you want that printed visitor badges are available at the registration desk.

Please complete => FORM 3 - "Your visitors": <https://forms.gle/RtnSX3xuRh4knxV86>

5.3. Meeting rooms

Exhibitors can reserve 1 small meeting room for 10 people free of charge for a maximum duration of 1h30. Reservation can only be accepted on a space-available basis. To reserve a meeting room, please provide meeting schedule via **Form 1**.

5.4. Section Exhibition and section Sponsor included in the Conference Program

The paper program will be distributed to all conference participants. It will also be available online on the conference website. One section will be dedicated to the exhibition, other one for sponsors.

Information must be received before 29 July

For exhibitor, the following information will be included in the Program:

- Exhibition map
- Booth number
- Name, logo and website address of the company, email of contact person

Please send the exact information you want to be included and your logo High Definition to secretariat@irmmw-thz2019

- Brief description (less than 150 words) of company and products. To be inserted in the Exhibition Section via **Form 2**.

If you are sponsor,

- Name, logo and website address of the company, email of contact person

Please send the exact information you want to be included and your logo High Definition to secretariat@irmmw-thz2019

- Brief description (less than 150 words) of company and products. To be inserted in the Sponsor Section via **Form 2**

- Silver sponsor: 1/2 page in the paper program - Please send by email the picture HD for your advertisement, 1/2 format A5 (148 x 105 millimeters) to secretariat@irmmw-thz2019
- Gold and Platinum sponsor: 1 page in the paper program - Please send by email the picture HD for your advertisement, format A5 (148 x 210 millimeters) to secretariat@irmmw-thz2019

6. TECHNICAL INFORMATION, RULES AND LIABILITIES

Safety regulations

- The safety alleys must be respected. It is forbidden to use common areas (corridors, safety alleys, etc) for the exhibition or to interfere using them for shows or exhibitions. Such activities should be done in the booth area only.
- Registration badges must be worn at any time in the conference and the exhibition area.
- All requests to suspend items are subject to feasibility and have to be approved and carried out by the Security of Maison de la Chimie. Refer to **Form 1**.
- A guarantee of the category of fire resistance material must be provided at the request of the safety officer.
- If you plan to bring on your booth the following items (liquefied gases, working equipment heat, combustion engines, inflammable liquides, radioactive substances, X-rays, lasers) they have to be beforehand notified. Refer to **Form 1**.

Liabilities

- The exhibitor company shall be liable for any damage caused to the general fittings of the exhibition area, both during installation and the exhibition period as well as during the booth dismantling, loading, unloading and moving of display material, being bound to pay the Technical Management the amount corresponding to the damages according to the assessment made by its technical services.
- Although the Organizers are taking a lot of safety and security precautions during both day and night time, they disclaim all responsibility regarding thefts, losses and damages of any kind that could occur.
- Exhibitors are held liable under the Civil and Penal Code for any injuries caused to third parties, including occasions by their own employees or subcontractor, or those arising from material and conditions belonging to the stand.

Insurance : In addition to insurance covering all the moveable objects, the exhibitor must contract at its own expense, for all risks to himself or his staff as well as to a third party. The organizers are hereby discharged from all responsibility in this regard, particularly in the case of loss, theft or damage.

7. PRINTING

- If you need to print material in France you can **order printing and delivery on site**.
Choose your printer or contact our partner, Vincent Imprimeries, with the reference "IRMMW-THz 2019" in the subject of the email and ask for a delivery on site, Maison de la Chimie.
- If you only need to send some small printed material on site, please use

Address:	Maison de la Chimie	Mention on your box(es):	Your company name
	IRMMW-THz 2019		Contact person and phone
	97 rue de l'Université		N° of the booth
	75007 Paris - France		

Reception period for printed material: Monday 26 - Thursday 29 August 2019

Our partner: VINCENT IMPRIMERIES - <http://www.imp-vincent.fr/>

The website is in French only, but you can write your email in English.

Request for quotation / Order directly by email to laetitia.jallot@imp-vincent.fr

8. FEES, INVOICE AND PAYMENT

8.1. Sponsorship

We need a letter of intent to confirm your sponsoring.

https://www.eiseverywhere.com/file_uploads/4adf909a79ced49112f0d0e51c24168f_irmmw-thz2019-sponsor-intent-letter.doc

Please send it by email (pdf format with your company's header) to the secretariat secretariat@irmmw-thz2019.org

For sponsorship, the total amount regarding your sponsoring formula is net of VAT.

8.2. Exhibition

For equipped booth booking, VAT applies under certain conditions.

- French companies and non-taxable foreign companies are subject to pay VAT in France at the prevailing rate, 20% (*Pursuant to Article 259-1 of the French General Tax Code*).
- Foreign companies taxable in their country will have to pay VAT in their own country and will not be subject to French VAT. The French VAT won't be added to the price of the booth. VAT is self-assessed (automatically liquidated) by the company in the country that has provided the VAT number (*Pursuant to Article 259-1 of the French General Tax Code*).

Possibility of reimbursement of VAT borne in France by institutes established in the EU.

The reimbursement can be claimed via the European electronic portal:

<https://www.impots.gouv.fr/portail/international-professionnel/vat-refunds>

8.3. Final registration

Final registration is needed to obtain your invoice and bank information for the payment.

Please follow this link:

<https://www.eiseverywhere.com/ereg/index.php?eventid=366711>

9. SUMMARY LIST OF LINKS, SERVICES, CONTACTS AND DEADLINES

Service	Provider	Contact	Deadline
Final registration for exhibitors and sponsors	IRMMW-THz 2019	https://www.eiseverywhere.com/ereg/index.php?eventid=366711	29 July
Letter of intent for sponsors	IRMMW-THz 2019	https://www.eiseverywhere.com/file_uploads/4adf909a79ced49112f0d0e51c24168f_irmmw-thz2019-sponsor-intent-letter.doc	29 July
Free conference registration	IRMMW-THz 2019	https://www.eiseverywhere.com/ereg/index.php?eventid=461586&categoryid=3260083	29 July
Approval for special materials or installations	IRMMW-THz 2019	FORM 1 - Your needs https://forms.gle/XxdhAbX7xiDsgAyw9	29 July
Room meeting reservation	IRMMW-THz 2019	FORM 1 - Your needs https://forms.gle/XxdhAbX7xiDsgAyw9	29 July or on site if availability
Sections Exhibition and Sponsor of the Program	IRMMW-THz 2019	FORM 2 - Your information https://forms.gle/WwkjzN5FMKPkCA2aA	29 July
Equipped Booth	IRMMW-THz 2019	secretariat@irmmw-thz2019.org	29 July
Invitation to visit exhibition	IRMMW-THz 2019	FORM 3 - Visitors https://forms.gle/2ZJFVJihRBPavaMAA	14 Aug.
Transmission of information for the paper program	IRMMW-THz 2019	Logo HD, Advertisement: secretariat@irmmw-thz2019 Presentation text: Form 2	29 July
Any other question before or during the conference	IRMMW-THz 2019 Armelle	armelle.guilloux@ellipseco.fr secretariat@irmmw-thz2019.org Tel or SMS: +33 (0)6 12 53 66 28	Any time
PARTNERS			
Forwarder - Carrier RECOMMENDED	Clamageran Exposition	Quote & Order Form: https://irmmw-thz2019.org/images/exhibitors/clamageran-exposition-order-form.pdf Contact: l.lawson@clamageran.fr	23 Aug.
Additional items on booth (lockable storage, audio-visual equipment,...)	International Moduling	Catalogue: https://international-moduling.com/shop-2/?lang=en Contact: exposants@international-moduling.com	23 Aug.
Food and drinks on booth	Raynier Marchetti	Catalogue: https://irmmw-thz2019.org/images/exhibitors/raynier-marchetti-caterer.pdf Order Form: https://irmmw-thz2019.org/images/exhibitors/raynier-marchetti-order-form.xls Contact: congres@rayniermarchetti.fr	72h before delivery
Printer	Vincent Imprimerie	Contact by email: laetitia.jallot@imp-vincent.fr	23 Aug.

Reception period at MDLC for printed material or flyers: Monday 26 - Thursday 29 August 2019