



13 — 16 May 2019

[vinexpobordeaux.com](http://vinexpobordeaux.com)

# VINEXPO BORDEAUX

ACCESS

REQUIREMENTS

**VINEXPO**

THE WORLD OF WINE & SPIRITS



VINEXPO BORDEAUX 2019 will take place at the Bordeaux-Lac Exhibition Centre.

The documents, “**ACCESS REQUIREMENTS**” (document I), “FRENCH REGULATIONS” (document II), and “STAND LAYOUT AND INSTALLATION” (document III) are designed to remind Exhibitors, designers and contractors, who work inside these buildings, of the main principles governing their activities and specifically:

**1 – The requirements regarding access, installation and dismantling (document I)**

2 – The conditions of work, health and safety regulations (document II)

3 – The safety and fire-fighting measures (document II)

4 – The VINEXPO BORDEAUX rules (document III)

5 – The exhibition centre technical specifications (document III)

6 – The VINEXPO BORDEAUX stand design regulations (document III)

**By signing the stand application form, Exhibitors agree to abide by all clauses contained in the Technical Manual and in the General Exhibition Regulations, and to ensure that these regulations are respected by stand designers and fitters.**

**Reception on site:**

**Vehicle access gate(s):**

- from Wednesday 8<sup>th</sup> to Sunday 12<sup>th</sup> May 2019, from 07:00 to 21:00,
- from Monday 13<sup>th</sup> to Thursday 16<sup>th</sup> May 2019, from 07:30 to 19:30,
- from Friday 17<sup>th</sup> to Saturday 18<sup>th</sup> May 2019, from 07:00 to 21:00.

**CEB (Congrès et Expositions de Bordeaux) Reception:**

- from Wednesday 8<sup>th</sup> to Sunday 12<sup>th</sup> May 2019, from 08:00 to 20:00,
- from Monday 13<sup>th</sup> to Thursday 16<sup>th</sup> May 2019, from 08:00 to 18:00,
- from Friday 17<sup>th</sup> to Saturday 18<sup>th</sup> May 2019, from 08:00 to 20:00.

**Exhibitors Reception:**

- from Wednesday 8<sup>th</sup> to Saturday 18<sup>th</sup> May 2019, from 07:00 to 20:00.



## 1. EXCLUSIVE SERVICES

Water / Electricity / Phone / Internet / Wifi / Cable / Waste:

**CONGRÈS ET EXPOSITIONS DE BORDEAUX\***

Fork-lift: **LOGISTIC EVENTS France\***

Cherry picker: **LOXAM\***

(\*) see lexicon.

## 2. CAR PARKS / ENTRY PERMITS

### >>> PLEASE NOTE

The Bordeaux-Lac Exhibition Centre has external and interior car parks, for which VINEXPO accepts no responsibility for damage to or theft from vehicles parked on it.

### >>> REMINDER

The movement of vehicles and where they are parked within these car parks are regulated and monitored by VINEXPO. Any vehicles failing to comply with these regulations will be removed without notice, at the expense and risk of their owners.

### >>> REMINDER

**Vehicle and pedestrian entries which permit access to the internal car parks will only be issued once all the documents listed in the “Stand Layout” form have been received and fully checked by VINEXPO. If items are found to be missing, access to the site will be denied.**

### >>> RAPPEL

To facilitate installation/dismantling operations, Exhibitors, designers and stand installers, who employ the handling services offered by the approved logistics operator, **W&S LOGISTICS\***, can book (by arrangement) a space in the P<sub>c</sub> orange car park.

(\*) see lexicon.

## 3. INSTALLATION

### STAND CONSTRUCTION

#### Periods:

- Wednesday 8<sup>th</sup> May 2019, from 07:00 to 23:00 (on demand, extra fee applies: see the form “Extra day of set up”)
- Thursday 9<sup>th</sup> to Friday 10<sup>th</sup> May 2019, from 07:00 to 23:00
- Saturday 11<sup>th</sup> May 2019, from 07:00 to 18:00  
Pedestrian access before 22:00 (18:00 on Saturday).  
Vehicle access before 21:00 (18:00 on Saturday).

Exhibitors, designers and stand installers are required to make all the provisions necessary to ensure that the erection and fitting-out of their stands is finished by **Saturday 11<sup>th</sup> May 2019**, for the visit of the Departmental Consultative Commission for Safety and Accessibility (CCDSA). The Exhibitors must be present on their stands during the CCDSA inspection, and they must be able to present certificates confirming the fire safety rating of the materials used in building and fitting out their stands.

**By 18:00 on Saturday 11<sup>th</sup> May 2019**, all aisles in the exhibition halls must be clear of all the packaging, pallets and crates used to deliver materials to the stands, in order to allow sample delivery on the stands by approved logistics operators.

### >>> REMINDER

On [www.vinexpo.com](http://www.vinexpo.com), Exhibitors have direct access to this page, using the login and password that is provided for them, to:

- obtain passes for their own staff,
- declare outside providers (designers, stand installers, etc.), enabling them to print passes for their staff.



### **EQUIPPING THE STANDS**

---

**Period:** Sunday 12<sup>th</sup> May 2019, from 07:00 to 23:00

Pedestrian access before 22:00.

Vehicle access before 21:00.

This day is reserved for Exhibitors to allow them to:

- Carry out light installation operations to finish off stands,
- Deliver furniture and floral decorations.

All finishing work (including cleaning) must be completed by 23:00 Sunday 12<sup>th</sup> May 2019.

## **4. EXHIBITION**

**Period:** Monday 13<sup>th</sup> to Thursday 16<sup>th</sup> May 2019

- Exhibitors: from 07:30 to 19:30 (19:00 on Thursday)
- Visitors: from 09:00 to 18:30 (16:30 on Thursday)

### **>>> REMINDER**

Vehicle gates are not Visitor entrances. Any Exhibitor accompanied by a Visitor who is not wearing a badge must complete registration formalities first at pedestrian Entrances.

### **>>> REMINDER**

Exhibitors' contractors who require temporary access to the Exhibition Centre during the exhibition, have to demand a pass at vehicle gates. Drivers will be asked to produce an order form or delivery form specifying the name of the exhibitor concerned and the corresponding stand number for a limited period.

### **>>> REMINDER**

VINEXPO takes responsibility for general security at the exhibition, but does not guarantee the results of its efforts. Exhibitors are advised to provide for specific surveillance of their stand and in so doing are kindly requested to inform VINEXPO with the Service Pedestrian Pass request form by supplying

the names of the personnel in attendance and the name of the chosen security service provider.

### **>>> PLEASE NOTE**

For the last adjustments, designers and stand installers can operate on stands on Monday 13<sup>th</sup> May 2019 from 07:30 to 12:00 (access before 10:00). An Opening Pedestrian pass should be asked by the exhibitor previously, at the Exhibitors Reception.

### **EXHIBITION CLOSURE**

---

**Period:** Thursday 16<sup>th</sup> May 2019

Pedestrian access:

- from 07:30 to 17:30, for Exhibitor badges,
- from 16:15 to 16:30, for Removal pedestrian passes.

Vehicle access:

- from 07:30 to 15:30, then from 17:30 to 19:00, for orange stickers (see appendices),
- from 17:30 to 19:00, for Removal vehicle passes.

### **>>> PLEASE NOTE**

No vehicle can enter on the Parc des Expositions from 15:30 to 17:30.

The removal of any stand components is allowed only starting from Friday 17<sup>th</sup> May 2019, at 07:00.

However, on Thursday 16<sup>th</sup> May 2019, from 16:30 to 19:00:

**Exhibitors are permitted to:**

- Remove wine and spirits samples,
- Remove all valuable equipment (hi-fi, computers, etc.), furniture, and floral decoration (excluding parts of stands),
- Place in the aisles alongside their stands empty bottles, boxes and litter to be collected by the cleaning company commissioned by VINEXPO.

**Hire firms for furniture, plants & flowers, and specialised equipment, are authorised** to remove all goods and equipment after submitting a special concession request and obtaining Removal

Pedestrian and Removal Vehicle Permits from the Exhibitors Reception, not later than 12:00 on Thursday 16<sup>th</sup> May 2019.

**W&S LOGISTICS is authorised to:**

- Remove all valuable equipment (hi-fi, computers, etc.),
- Remove furniture and floral decorations.

**>>> REMINDER**

General insurance cover ends when the exhibition closes on **Thursday 16<sup>th</sup> May 2019 at 16:30**. Exhibitors are responsible for their stands. VINEXPO recommends Exhibitors to arrange specific surveillance on their stand for the night between Thursday 16<sup>th</sup> and Friday 17<sup>th</sup> May 2019. If not, Exhibitors are advised not to leave any valuable items on their stands at exhibition closing. Stand storerooms are not secured.

## **5. DISMANTLING**

**Period:** Friday 17<sup>th</sup> to Saturday 18<sup>th</sup> May 2019 from 07:00 to 23:00.

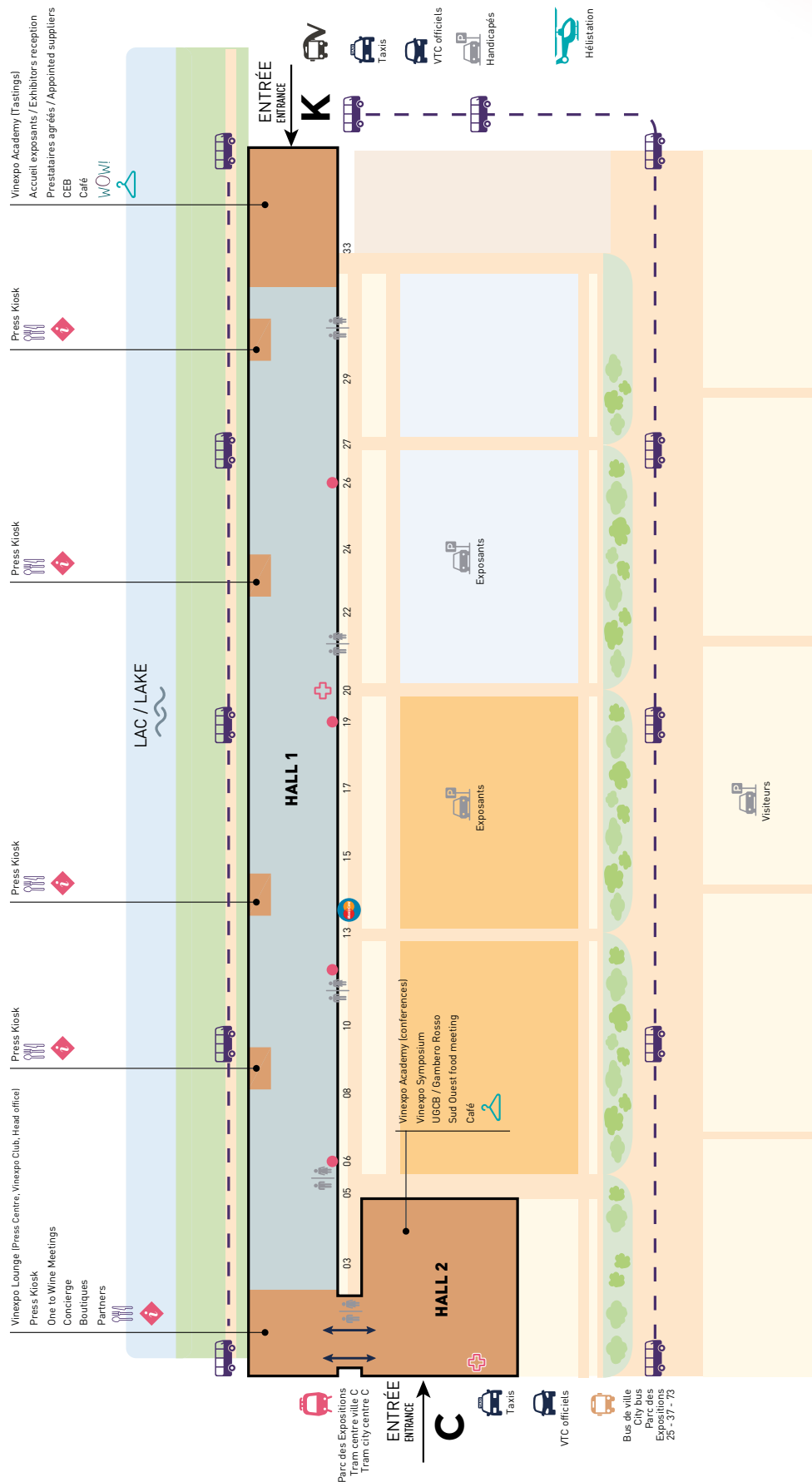
Pedestrian and vehicle access before 23:00.

Exhibitors, designers and stand installers must remove all stand components including any waste generated by the dismantling work.

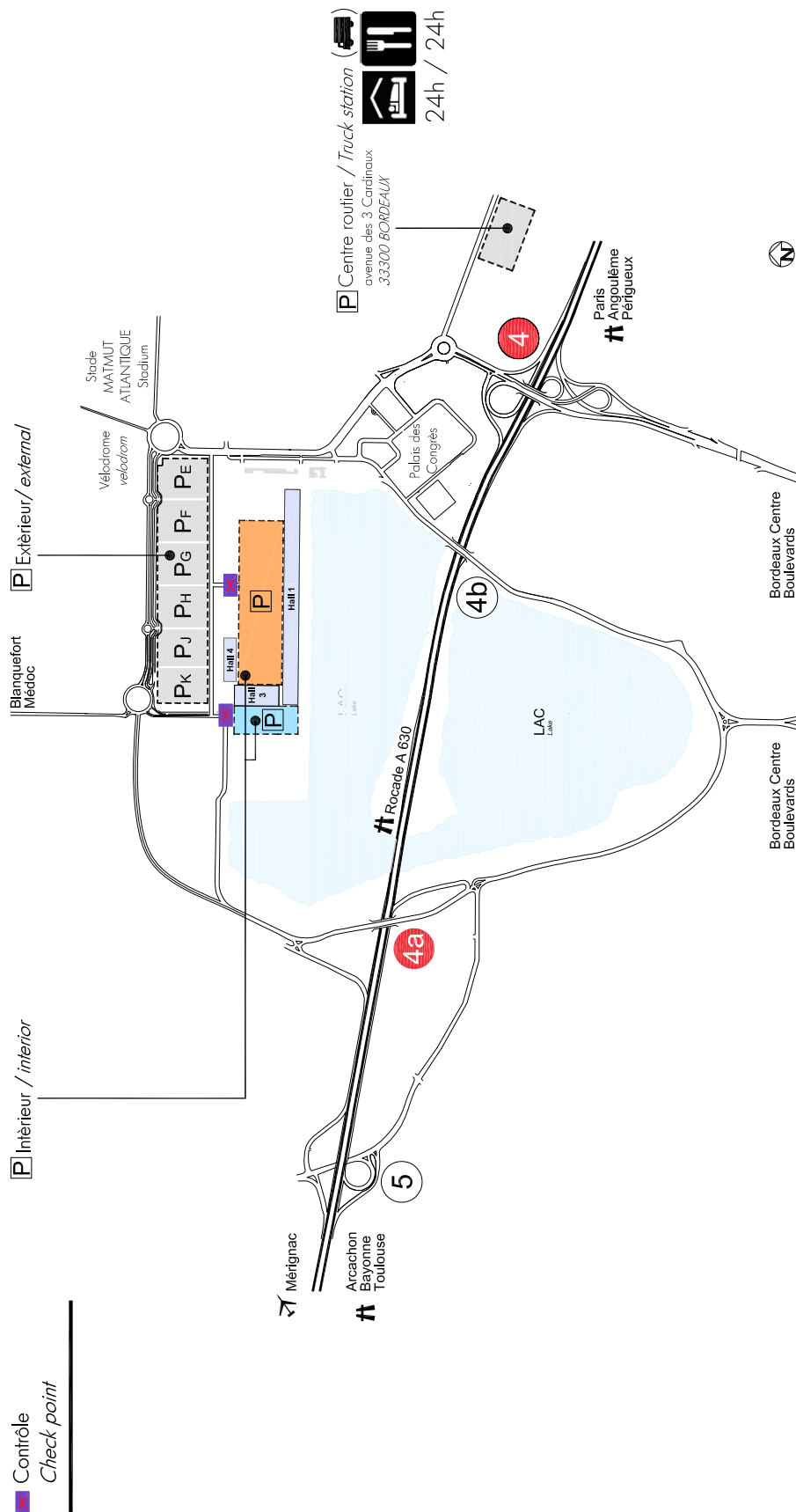
**>>> REMINDER**

Once each stand has been fully dismantled and the site cleared of all stand components, waste materials and litter (including floral decoration, booklets, bottles...), the person in charge of dismantling the stand and a VINEXPO representative will sign a certificate attesting to the fact that the stand site has been properly cleared.

**1. GENERAL LAYOUT**



**2. VEHICLES' ACCESS LAYOUT**



**Départ / Departure**

*suivre le fléchage / follow the signposting:*

- Paris ou/ou ● Médoc ou/or
- Bordeaux centre ou/or ● Mérignac

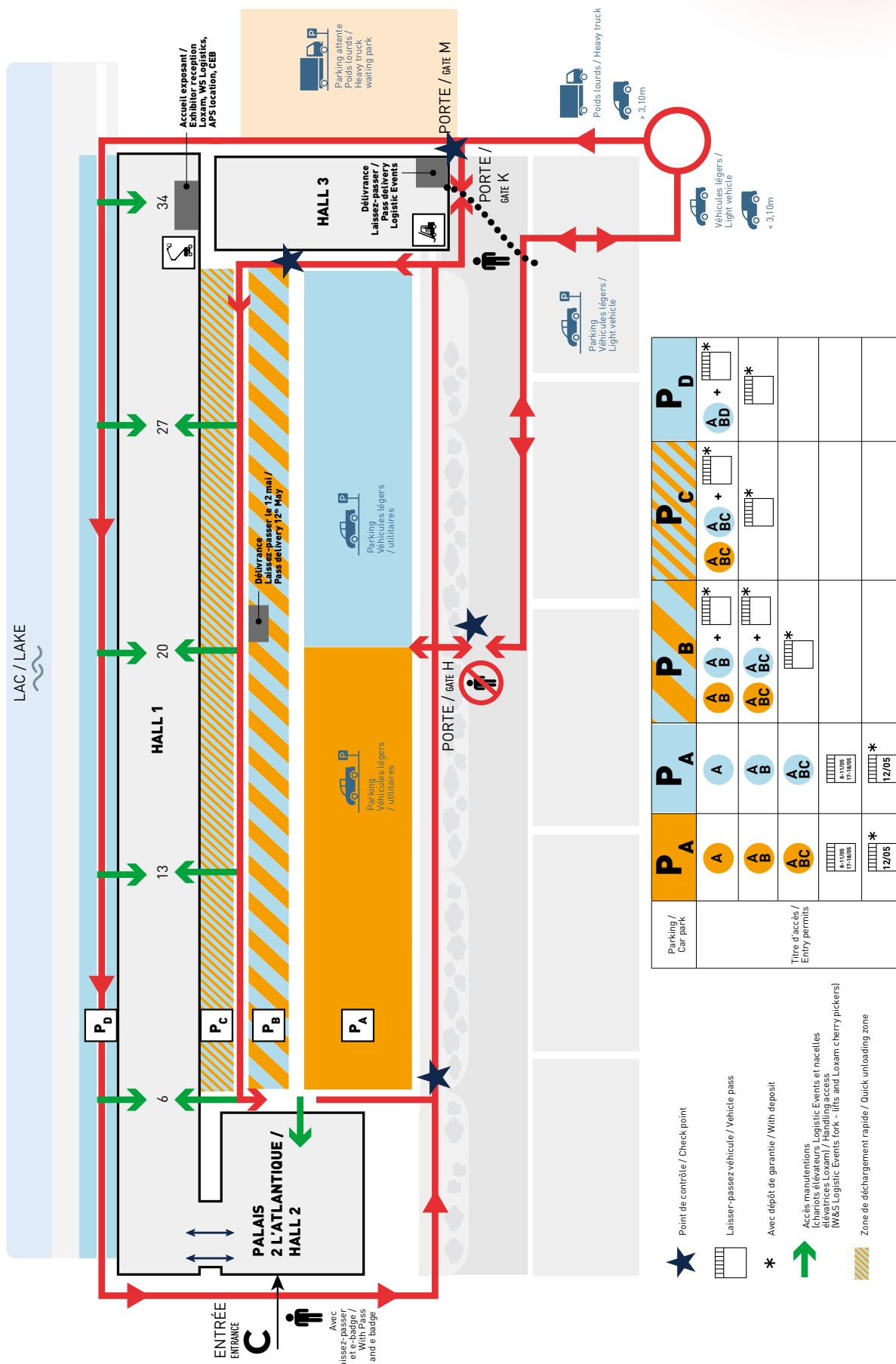
**Arrivée / Arrival**

*Prendre sorties 4 ou 4a, puis suivre le fléchage de la couleur de votre macaron (orange ou bleu)*

*Take exits 4 or 4a, then follow the signposting accordingly to the colour of your sticker (orange or blue)*

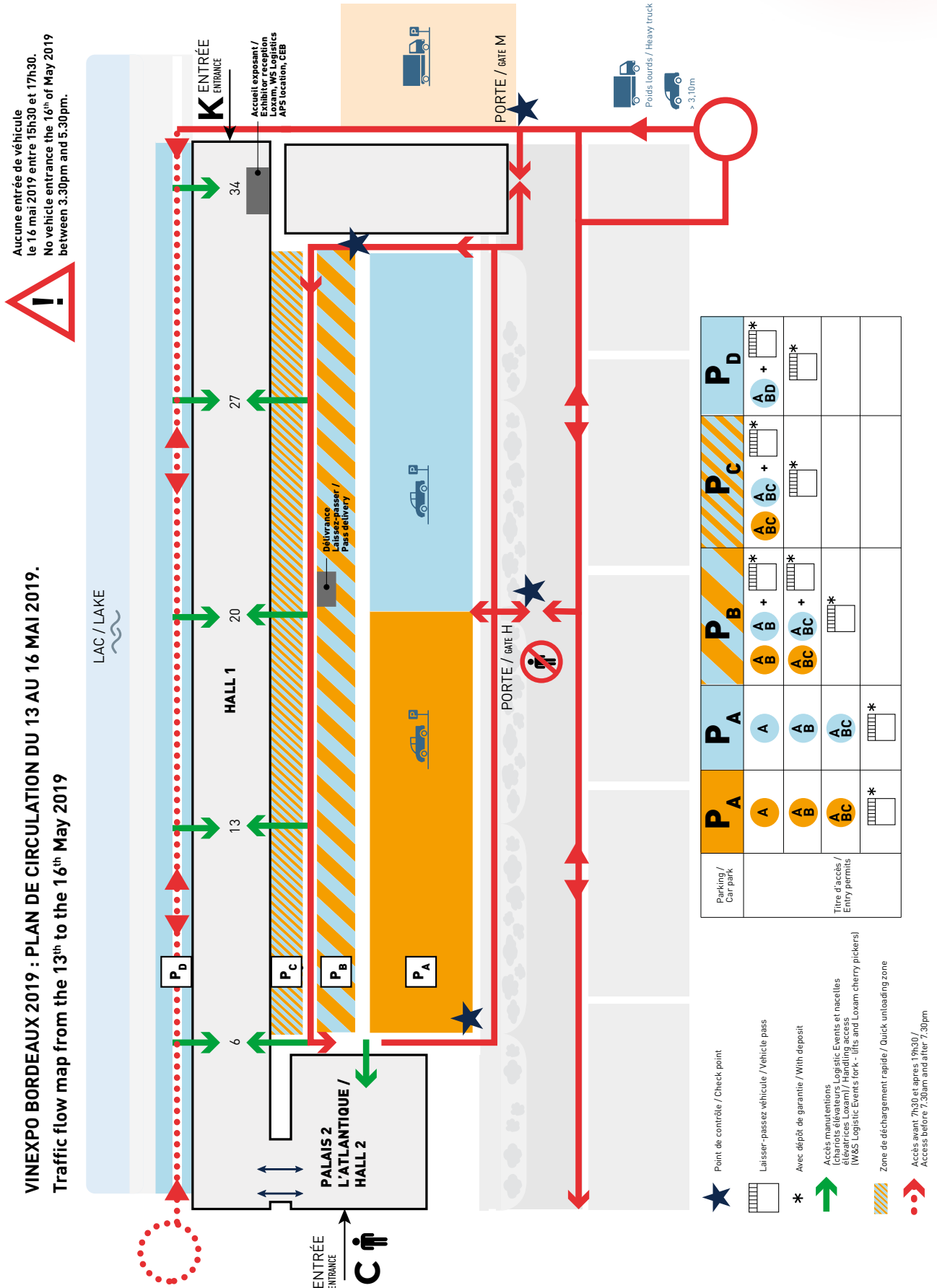
3. TRAFFIC FLOW MAP FROM THE 8<sup>TH</sup> TO THE 12<sup>TH</sup> MAY 2019 AND FROM THE 17<sup>TH</sup> TO THE 18<sup>TH</sup> MAY 2019

VINEXPO BORDEAUX 2019 : PLAN DE CIRCULATION DU 8 AU 12 ET DU 17 AU 18 MAI 2019.  
Traffic flow map from the 8<sup>th</sup> to the 12<sup>th</sup> and from the 17<sup>th</sup> to the 18<sup>th</sup> May 2019





**4. TRAFFIC FLOW MAP FROM THE 13<sup>TH</sup> TO THE 16<sup>TH</sup> MAY 2019**



**5. ENTRY PERMITS**

VEHICLE PASSES								
ENTRY PERMIT	ACCESS	CAR PARK	EXTRA DAY OF SET UP on 05/08	INSTALLATION from 05/09 to 05/11	EXHIBITOR'S DAY on 05/12	EXHIBITION from 05/13 to 05/16	DISMANTLING from 05/17 to 05/18	OBTAINING
VEHICLE PASS	Gates H and M	A	YES	YES	YES+DEPOSIT	YES+DEPOSIT	YES	on demand in the Hall 3
		B, C and D	YES+DEPOSIT	YES+DEPOSIT	YES+DEPOSIT	NO	YES+DEPOSIT	
REMOVAL PASS	Gates H and M	A, B, C and D	NO	NO	NO	YES+DEPOSIT (on 16th from 5.30pm to 7pm)	NO	on demand at Exhibitor's Reception (on 05/16 at 12am at the latest)

STICKERS								
ENTRY PERMITS	ACCESS	CAR PARK	EXTRA DAY OF SET UP on 05/08	INSTALLATION from 05/09 to 05/11	EXHIBITOR'S DAY on 05/12	EXHIBITION from 05/13 to 05/16	DISMANTLING from 05/17 to 05/18	OBTAINING
<b>A</b>	Gate H	A	YES	YES	YES	YES	YES	delivered according to the pre-established attribution rule
		B, C and D	NO	NO	NO	NO	NO	
<b>A + B</b>	A	YES	YES	YES	YES	YES	YES	
	B	YES+PASS+DEPOSIT	YES+PASS+DEPOSIT	YES+PASS+DEPOSIT	YES+PASS+DEPOSIT	YES+PASS+DEPOSIT	YES+PASS+DEPOSIT	
	C and D	NO	NO	NO	NO	NO	NO	
<b>A + B + C</b>	A	YES	YES	YES	YES	YES	YES	
	B	YES+PASS+DEPOSIT	YES+PASS+DEPOSIT	YES+PASS+DEPOSIT	YES+PASS+DEPOSIT	YES+PASS+DEPOSIT	YES+PASS+DEPOSIT	
	C	YES+PASS+DEPOSIT	YES+PASS+DEPOSIT	YES+PASS+DEPOSIT	NO	YES+PASS+DEPOSIT	YES+PASS+DEPOSIT	
	D	NO	NO	NO	NO	NO	NO	
<b>A + D</b>	A	YES	YES	YES	YES	YES	YES	
	B	NO	NO	NO	NO	NO	NO	
	C	NO	NO	NO	NO	NO	NO	
	D	YES+PASS+DEPOSIT	YES+PASS+DEPOSIT	YES+PASS+DEPOSIT	NO	YES+PASS+DEPOSIT	YES+PASS+DEPOSIT	

PEDESTRIAN PASSES							
ENTRY PERMIT	ACCESS	EXTRA DAY OF SET UP on 05/08	INSTALLATION from 05/09 to 05/11	EXHIBITOR'S DAY on 05/12	EXHIBITION from 05/13 to 05/16	DISMANTLING from 05/17 to 05/18	OBTAINING
INSTALLATION/DISMANTLING PEDESTRIAN PASS	Entrances C and K	YES	YES	YES	NO	YES	on demand on <a href="http://www.vinexpo.com">www.vinexpo.com</a> (exhibitor's e-Guide)
SERVICE PEDESTRIAN PASS	Entrances C and K	NON	YES	YES	YES (before 8.30am and after 6.30pm)	YES	on demand in the Hall 3
OPENING PEDESTRIAN PASS	Entrances C and K	NO	NO	NO	YES (on 13th from 7.30am to 12.00am, with access before 10am)	NO	on demand in the Hall 3
REMOVAL PEDESTRIAN PASS	Entrances C and K	NO	NO	NO	YES (the 16th from 4.15pm to 4.30pm)	NO	on demand at the Exhibitors Reception (on 05/16 at 12am at the latest)

BADGES							
ENTRY PERMITS	ACCESS	EXTRA DAY OF SET UP on 05/08	INSTALLATION from 05/09 to 05/11	EXHIBITOR'S DAY on 05/12	EXHIBITION from 05/13 to 05/16	DISMANTLING from 05/17 to 05/18	OBTAINING
EXHIBITOR BADGE	Entrances C and K	YES	YES	YES	YES	YES	on demand on <a href="http://www.vinexpo.com">www.vinexpo.com</a> (exhibitor's e-Guide)
VISITOR BADGE	Entrances C and K	NO	NO	NO	YES	NO	on demand on <a href="http://www.vinexpo.com">www.vinexpo.com</a>
PRESS BADGE	Entrances C and K	NO	NO	YES	YES	NO	on demand on <a href="http://www.vinexpo.com">www.vinexpo.com</a>

**6. CLEARWAYS**

**VINEXPO BORDEAUX 2019 : AXES ROUGES / CLEARWAYS**

