



CITÉ | CENTRE DE CONGRÈS | LYON

EXHIBITOR'S MANUAL

**The Polymer Processing Society
26th to 29th of July, 2016**

EXHIBITOR'S SUPPORT SERVICE:

LYON CONVENTION CENTRE

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CONGRESS ORGANISATION:

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1 – USEFUL INFORMATIONS

1-1 Lyon Convention Centre access

Access by air

The Lyon Convention Centre is 25 minutes from the Lyon-Saint Exupéry airport and is 10 minutes from Lyon-Bron business airport.

- <http://www.lyonaeroports.com/>

Access by TGV (high speed train)

The Lyon Convention Centre is 10 minutes from Lyon Part-Dieu TGV station and 15 minutes from Perrache station.

- <http://www.voyages-sncf.com>

Access by road

Right at the city centre's north-east entrance, next to the motorway road, Porte de Saint Clair exit, Cité Internationale.

GPS: 45°47, 0829', 4°51, 1488'

- <http://www.mappy.com>

Access by bus

You can take following buses to stop at "Cité internationale – Centre de Congrès":

- C1 from **Lyon Part Dieu TGV station**
- C4 from **stop Foch (subway line A) and stop Saxe-Gambetta (subway line B)**
- C5 from **Place Bellecour**
- Rhône-Express from **Lyon Saint-Exupéry airport to Lyon Part-Dieu TGV station**

- <http://www.tcl.fr>

Access by bike

Vélo'v has bikes at your disposal, 24 hours a day, 7 days a week. Discover a network of bike ranks in all of Lyon's strategic locations.

- <http://www.velov.grandlyon.com>

1-2 Exhibition time schedule

Set-up:

Exhibitors	07/25	2 PM - 6 PM
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Exhibition hours:

Day 1	07/26	8.30 AM – 8.00 PM
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Day 2	07/27	8.00 AM – 6.30 PM
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Day 3	07/28	8.00 AM – 8.00 PM
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Day 4	07/29	8.00 AM – 2.00 PM
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Dismantling:

Exhibitors	07/29	11.00 AM – 3.00 PM
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1-3 Access plan: Lyon Convention Centre



A B C G H :
Entrées piétonnes du Centre de Congrès
Pedestrian entrances of the Lyon Convention Centre

PARKINGS ET LIVRAISONS | CAR PARKS & DELIVERIES



Livraison | Deliveries - Véhicules | Vehicles | > 2,70m
1 quai Charles de Gaulle - 69006 Lyon | E1



1 200 places | Parking public | < 1,90m
1,200 car spaces | Public car park | < 1,90m
Parking exposants | dont 120 places de < 2,70m au niveau -1
Exhibitors car park including 120 car spaces < 2,70m on level -1
Contact : LPA | tél. +33 (0)4 78 93 66 15 | www.lpa.fr



1 150 places | Parking public | < 1,90m
1,150 car spaces | Public car park | < 1,90m
Contact : VINCI PARK | tél. +33 (0)4 78 89 77 78 | www.vincipark.com



1 000 places | Parking public | < 1,90m
1,000 car spaces | Public car park | < 1,90m
Contact : LPA | tél. +33 (0)4 78 93 66 15 | www.lpa.fr



Taxis



Bus C1 | C4 | C5



Bus C2 | C26 | 70

2 – EXHIBITION BUILDING

2-1 Vehicle access

	Vehicle height < 2,70 m	Vehicle height > 2,70 m
FORUMS 123	Delivery area "e1"	Delivery area "e1"

Delivery area access: 1 QUAI CHARLES DE GAULLE Entrance « e1 » | 69006 LYON

All vehicles authorised for delivery will be able to park for a time-limit of 20 minutes for loading and unloading.

2-2 Deliveries – Return shipment

Deliveries of goods are carried at the **delivery area « entrance e1 »** of the Lyon Convention Centre during set-up hours:

07/25

2.00 PM – 6.00 PM

Delivery and reception are carried under the responsibility of the exhibitor. **Exhibitors must be present during the delivery on its booth or will be represented.**

The Lyon Convention Centre team does not receive parcels on behalf of exhibitors (except ordered service of "**Parcels managing before event**" (ref **GCAV**)).

All materials and goods (parcels, brochures ...) should always be dismantled and removed during the time of dismantling (except ordered service of "**Parcels managing after event**"(ref **GCAP**)):

07/29

10.45 AM – 01.00 PM

We thank you in advance to inform your stand builders.

2-3 Parcel label

This label must be used on all your parcels in addition of carrier receipt.

<p style="font-size: 8px; margin: 0;"> A UTILISER IMPÉRATIVEMENT SUR TOUS VOS COLIS EN PLUS DU BORDEREAU DE VOTRE TRANSPORTEUR. Sans cet étiquetage, la marchandise ne sera pas acceptée par le Centre de Congrès de Lyon. MUST BE USED ON ALL YOUR PARCELS IN ADDITION OF CARRIER RECEIPT. Without this label, the parcels will not be accepted by the Lyon Convention Center. </p>	Expéditeur/Sender	
	Sté/Company	
	Interlocuteur/Representative	
	Adresse/Address	
	Code postal/Postal Code	
	Pays/Country	
	Destinataire/Addressee	
	Sté/Company	Cité Centre de Congrès de Lyon
	Régisseur/Event Coordinator Chef de Projet/Project Manager	Marie-Pierre RUET
	Adresse/Address	1 quai Charles de Gaulle
		Entrée E1
	Code postal/Postal Code	69006 Lyon
	Pays/Country	France
	Coordonnées GPS GPS Coordinates	Latitude : 45°47.132' N Longitude : 4°51.637' E
	Événement/Event	
	POLYMER PROCESSING SOCIETY - PPS 32	
	<input type="checkbox"/> Colis Organisateur/Meeting Planner Parcel	
	Nom Interlocuteur Representative Name	
Téléphone/Phone Number		
Nombre de colis Number of Parcels		
<input type="checkbox"/> Colis Exposant/Exhibitor Parcel		
Nom du Stand/Booth Name		
N° Stand/Booth Number		
Téléphone/Phone Number		
Nombre de colis Number of Parcels		

2-4 Handling of empties

For safety reasons, storage of empty boxes is prohibited in the forums and delivery area of the Lyon Convention Centre, you can use our services (see "**Services on stand**" in the **exhibitor guide**) or you can use the services of an external provider.

3 – MODULAR BOOTH

3-1 Modular booth description



Suggested picture not contractual

Modular booth included:

- Carpet: **Blue**
- Melamine panels wood colour: Ht: 2,5m L: 1m
- 1 LED bar (40W)
- PVC sign (400mm x 400mm) with your company name
- Furniture: 3 chairs + 1 table (1.20m x 0.70 m)
- Wireless Internet on the exhibition

To let us know **the text of your sign** and locate your ordered services, please return the form **"STAND PLAN & TECHNICAL INFORMATIONS"** by email

expo@ccc-lyon.com in copy to PPS Organization: pps-32@sciencesconf.org.

3-2 Additional services

For additional services, please refer to **the Exhibitor's Guide and the "Order form"** or via our website: www.ccc-lyon.com

- **Electricity**
- **Food & Beverage**
- **Services on stand (cleaning, parcels managing, storage)**
- **Audiovisual & internet**
- **Furniture**

ORDER DEADLINE: July the 7th, 2016

ALL ORDERS BEYOND THAT DATE WILL BE INCREASED BY 20%.

3-3 Obligations of exhibitors

The panels should not be perforated. In case of damage, the partition will be charged to the exhibitor. (42€ ex. VAT per panel)

The only way allowed to hang is: tape, double-sided tape, hook + chains.

The sign: the name of your company is to be transferred to the **"Stand plan and technical information."**

Decoration elements: the exhibitors undertake to install any object out of their stand.

Please find enclosed in the **Exhibitor's Guide, the obligations of exhibitors** on the conditions and restrictions to be observed.

Safety manager is expected during the exhibitor's set-up.