

# FRANCE BIOPRODUCTION CONGRESS

9<sup>th</sup> edition



Polepharma



Gather and Unite  
all stakeholders to serve the sectors

**19 - 20**

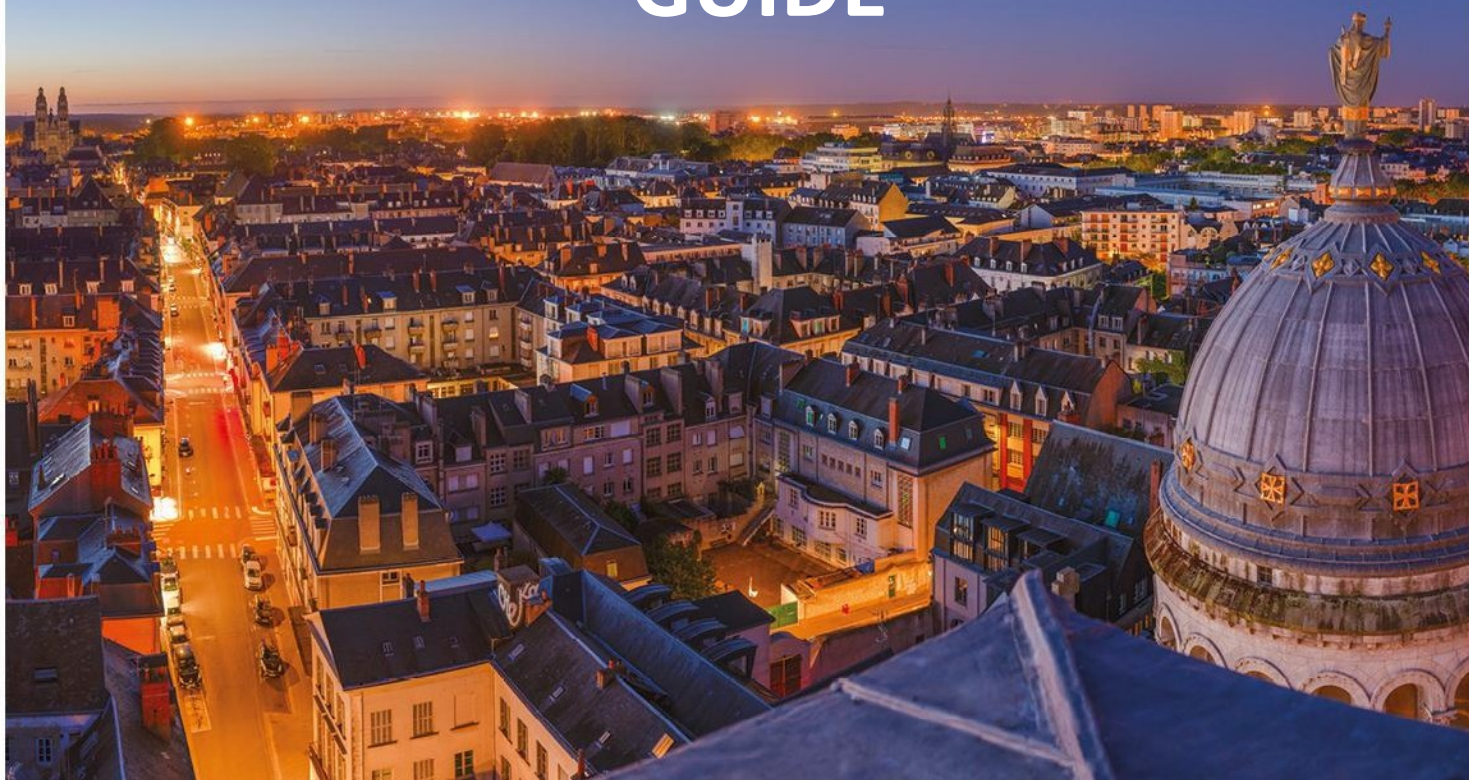
**MARCH 2025**

CONGRESS CENTER

TOURS - FRANCE

[www.france-bioproduction.com](http://www.france-bioproduction.com)

## EXHIBITORS TECHNICAL GUIDE



TOURS  
ÉVÉNEMENTS



PALAIS  
DES CONGRÈS  
DE TOURS



# SUMMARY

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## MANDATORY FORMS

**TO RETURN BEFORE 01/15/2025**

**contact : [samantha.ruiz@polepharma.com](mailto:samantha.ruiz@polepharma.com)**

**Decorators form : page 15**

**Annex 4 - Exhibitors sheet : page 19**

**Certificate approval Exhibitors guide : page 20**

**Civil Liability Insurance Operation specific to your activity**



### **VIGIPIRATE PLAN**

*We remind you that the **Vigipirate "reinforced vigilance" plan** is maintained. Thus, due to the current security alert level in France, measures allowing everyone to feel safe will be adopted for your event, taking into account the reality of our environment.*

*Of the **random vehicle searches** entrants into the delivery area of the Palais des congrès will be put in place, during the assembly / dismantling of exhibitors and during the opening of the show.*

*Safety is everyone's business, we are counting on your collaboration and vigilance.*

# GENERAL INFORMATION

## 1. SUSTAINABLE DEVELOPMENT POLICY

Tours Événements is part of a social responsibility approach according to the principles of the international standard ISO 20 121 (Responsible Management System applied to event activity). Our commitments were recognized through obtaining certification in December 2019, its annual monitoring and the renewal of this certification in December 2022.



This certification recognizes the consideration of economic, social, territorial and environmental issues in carrying out our daily missions. We have defined 3 priority issues in order to control the impacts of our activity:

### REDUCE

Reduce the environmental impact of our activities, by acting on the management of our waste, the preservation of resources and the control of our greenhouse gas emissions.

### SUSTAIN

Support, through our leadership and our experience, responsible economic development of our territory, in particular through our responsible purchasing and our involvement in a local collective commitment.

### IMPROV

It means ensuring the well-being of women and men in our ecosystem, by fighting against discrimination and inequalities, and by developing measures to promote integration, inclusion and quality of life at work.

Find our entire sustainable development policy on: <https://bit.ly/3lsxXoe>

As an exhibitor, you will contribute to achieving our objectives, in particular by respecting the mandatory sorting procedure presented below.

**Tours Événements has also been a mission company since February 2021.**

By hosting and organizing events of local, national and international scope, the purpose of Tours Événements is to contribute to the attractiveness and responsible economic development of its territory.

More information on: <https://bit.ly/41m1AAf>

# MANDATORY SORTING PROCEDURE

Anxious to work in a dimension of **selective sorting**, Event tours are at your disposal during **ASSEMBLY AND DISASSEMBLY**, as part of your event:

## AT THE DELIVERY AREA:

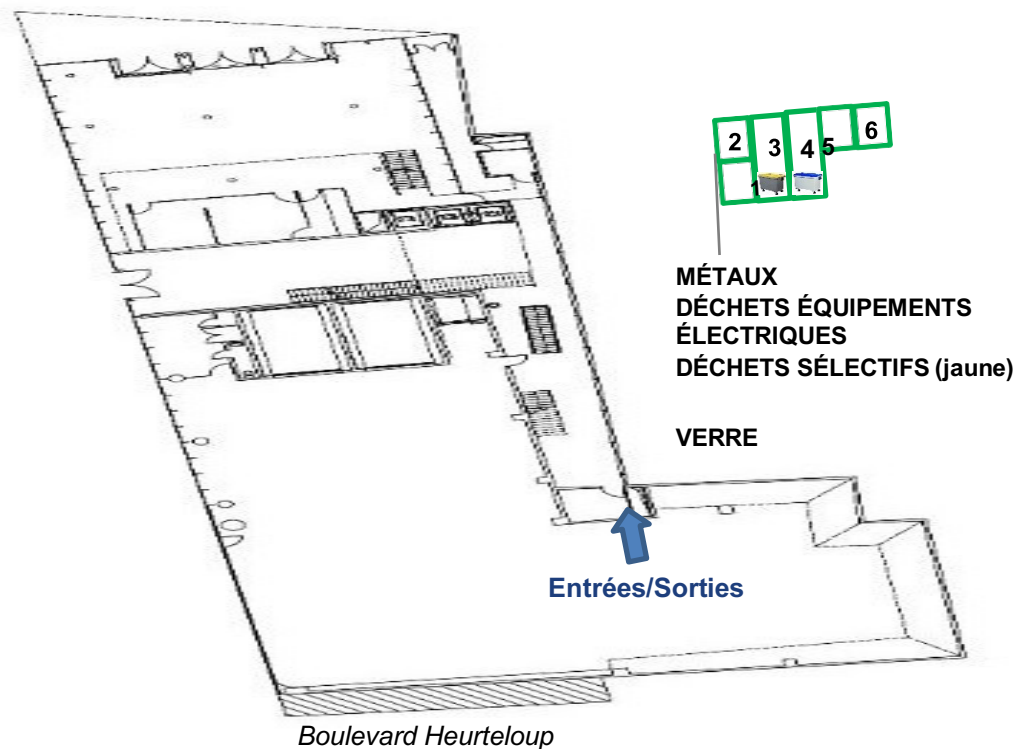


Containers identified with a **YELLOW LID** for selective waste (cardboard, plastic, paper, plastic bottles and cans)



Containers identified with a **BLUE LID** for household waste (including food waste)

## DELIVERY AREA



**WE COUNT ON YOUR STRONG INVOLVEMENT TO GUARANTEE THE SUCCESS OF THIS SORTING PROCEDURE.**



## BE EXHIBITOR-RESPONSIBLE

**Definition :** Exhibitor who strives to respect nature and the environment, by being autonomous and responsible for sorting his waste.

### ASSEMBLY - DISASSEMBLY

#### **SORT YOUR WASTE UPSTREAM AT YOUR STAND:**

- Wood
- Cartons
- Ordinary industrial waste (carpet, non-recyclable products)
- Glasses
- Metals - electronic waste
- Household waste (other non-recyclable waste or food waste)

***PLACE YOUR ALREADY SORTED WASTE IN THE SORTING AREAS PROVIDED FOR THIS PURPOSE (SEE PLAN ABOVE)***

### EXPLOITATION (public opening)

#### **SORT YOUR WASTE UPSTREAM AT YOUR STAND:**

- Glasses
- Selective waste (cardboards, plastic bottles, cans, paper, etc.)
- Household waste (other non-recyclable waste or food waste)

**PLACE YOUR ALREADY SORTED WASTE IN THE SORTING AREAS PROVIDED FOR THIS PURPOSE**

**TOURS ÉVÉNEMENTS RESERVES THE RIGHT TO SANCTION ANY EXHIBITOR LEAVING WASTE ON THEIR STAND.**

# ENERGY SOBRIETY

In terms of energy sobriety, the French events sector is committed to **lighting** and the **electrical appliances** during periods when events are closed to the public.

The exterior lighting of our sites will be turned off no later than 2 hours after closing to the public and will be turned back on no earlier than 1 hour before opening to the public.

**In this context, exhibitors must:**

- **Ensure that the lights on their stand are turned off, from closing to the public until reopening.**
- 
- **Ensure that all electrical devices connected to their stand (excluding the cold chain) are turned off during the same period.**

Exhibitors must inform Tours Événements of any constraints requiring certain electrical devices to be kept in operation.

The Tours Événements teams will check that these instructions have been taken into account. They will report non-compliance with these to the offending exhibitor by any means.

In the event that, despite an initial observation, a failure to comply with the instructions given is again noted, a **penalty of €150** will be applied and Tours Événements staff will be authorized to turn off all electrical equipment on the stand, without recourse from the exhibitor.

# GENERAL RULES OF THE EXHIBITION

## 2. EXHIBITION LOCATION / ACCESS

The exhibition will be held in the Espace Daniel Bourdu on level - 2 of the Palais des Congrès:

**PALAIS DES CONGRÈS DE TOURS**  
**Tours Événements**  
26 Boulevard Heurteloup  
CS 24225  
37042 TOURS CEDEX 1  
Standard téléphonique : 02 47 70 70 70  
[www.tours-evenements.com](http://www.tours-evenements.com)

The delivery area is located at 32 boulevard Heurteloup

## 3. EVENT INFORMATION

Type of activity: CONGRESS

Number of people expected: 700

## 4. HOURS OF OPERATION

|                               | DATES                 | SCHEDULES                                  |  |
|-------------------------------|-----------------------|--|--|
| <b>ASSEMBLY EXHIBITORS</b>    | Tuesday, March 18th   | from 2:00PM to 6:00PM                      |  |
| <b>OPENING</b>                | Wednesday, March 19th | <b>EXHIBITORS</b><br>from 7:00AM to 7:00PM | <b>VISITORS</b><br>from 8:30AM to 7:00PM |
|                               | Thursday, March 20th  | from 7:00AM to 5:30PM                      | from 8:00AM to 4:00PM                    |
| <b>DISMANTLING EXHIBITORS</b> | Thursday, March 20th  | from 2:00PM to 5:30PM                      |  |

## 5 . INSTALLATION OF STANDS

No exhibitor may be admitted to the event grounds outside of opening hours.

No minors are accepted within the Palais des Congrès during exhibitor set-up and dismantling hours, with the exception of people aged 16 or over on an apprenticeship contract. People over 16 must be able to prove the reason for their presence on the site.

The stands must be fully installed when the exhibition opens to the public and no removal or delivery of materials will be authorized until the exhibition closes.

All packages must be unpacked on arrival and empty packaging removed very quickly from the event grounds before opening to visitors. Tours events reserves the right to take any measure to ensure this requirement at the expense and risk of the exhibitor.

Exhibitors must identify any person they authorize to intervene on their stand during installation and communicate at least one week in advance to Tours events the names, first names and Company of the persons concerned. Wearing badges is compulsory.

(Due to the numerous movements, security cannot be ensured during installation. It is therefore strongly recommended that exhibitors protect themselves against possible risks, particularly theft).

## 6. CLOSURE OF THE EXHIBITION

Exhibitors must not empty their stand or remove any of their products before the end of the exhibition, including in the event of its extension, and once the entire public has been evacuated.

## 7. STANDS DISASSEMBLY

The moving of the stands will take place on 03/20/2025 after the end of the exhibition, until 5:30 p.m.

No material may be removed without the authorization of the Organizer.

The evacuation of stands, goods, articles and special decorations must be ensured by the exhibitor, within the stipulated time limits.

After this period, Tours Evénements may have the objects remaining within the building transported to a storage facility of its choice, at the expense and risk of the exhibitor and without being held responsible for total or partial damage, without prejudice to any compensation claimed by Tours Evénements for abusive occupation.

Exhibitors must identify any person they authorize to work on their stand during its move.

As with installation, it is particularly recommended that exhibitors protect themselves against possible risks when moving stands.

## 8. DELIVERIES AND MATERIALS PICK-UPS

The configuration of the Palais des Congrès imposes specific arrangements for the arrival of exhibition materials and infrastructure. Tours Evénements necessarily provides the technical service of coordinating the delivery area and only its technical services authorize the handling on site and the reception of packages and materials.

**The configuration of the delivery area requires that trucks be equipped with a tail lift system.**

Please note in particular that each exhibitor or their representative will ensure the transport, reception and shipping of their packages, as well as the recognition of their contents (see Delivery Area Regulations).

If the exhibitors or their representatives are not present to receive their packages within the event grounds and if they are not clearly identified (name of the event and recipient), Tours Evénements can have them reshipped or unpacked. ex officio at the expense, risk and peril of those concerned.

**No deliveries will be accepted outside the days planned for the set-up and installation of the event**



(see “Delivery area regulations”).

## 9. STAND

### a. Provision of locations

Ground resistance

- i. Level -2 (Espace Daniel Bourdu) : 500 kg/m<sup>2</sup>
- ii. Other levels : 250 kg/m<sup>2</sup>

### b. Description of the stand (refer to the descriptive sheet on page 12)

Please note that materials and equipment (power supplies, etc.) rented to exhibitors who have ordered them must be returned to the Tours Evénements Administration at the end of the exhibition. Any lost or damaged material or equipment will be charged.

**Only the “patafix” and “picture rails” types are authorized for hanging documents on stand panels.**

### c. Decoration and layout

It is indicated that Tours Evénements reserves the right to remove or modify installations which harm the general appearance of the exhibition or disturb neighboring exhibitors or visitors, or which do not conform to the plan and the model previously submitted.

We remind you that it is prohibited to carry out any work affecting smoke, water and compressed air pipes, electrical and telephone circuits, water or drain pipes, freight elevators, elevators and trenches for pipes. It is prohibited to carry out any drilling of holes for hanging or sealing, removal of doors, fixing of antennas, etc. The "pull and release" provided for smoke extraction from the halls must always remain accessible to the services security.

### d. Additional equipment to order

Tours Evénements can offer additional optional services presented in the attached exhibitor catalog, including the list and description of these.

Certain services may be subject to exclusivity. This is binding on the exhibitor.

The request for additional services must be returned to Tours Evénements according to the instructions mentioned thereon.

Tours Evénements may be forced, for reasons of delay, stock or technical reasons, to refuse orders or modifications to previous orders.

Please note that all equipment ordered must be insured by the exhibitor, in accordance with the requirements of these general exhibition regulations, for the entire duration of the event (including the assembly and dismantling periods).

Payment for additional services is due at the time of ordering and only requests accompanied by the corresponding payment can be processed. The currently applicable tax is VAT. Exhibitors are required to pay the amount at the rate in effect at the time of each payment.

In the event of cancellation or withdrawal, only cancellations notified to Tours events in writing (mail, e-mail) at least 15 working days before the date of the event will allow the reimbursement of the sums paid.

### e. General Rules

#### a. Presentation of the stand

Bulk packaging and objects not used for displaying the stand must be hidden from view of visitors

b. Advertisement

The use of demonstration or advertising sound devices or any other means of attracting visitors is left to the discretion of Tours events.

No prospectus relating to items not represented may be distributed without written authorization from the Organizer.

Exhibitors must deal directly with SACEM if they use music within the event, even for simple demonstrations of sound equipment.

*c. Industrial protection*

The exhibitor is responsible for ensuring the industrial protection of the materials or products he exhibits, in accordance with the legal provisions in force (such as the filing of a French patent application). These measures must be taken before the presentation of these materials or products, Tours events accepts no responsibility in this area.

*d. Customs*

If the Exhibition grounds are placed under the customs warehouse regime for the entire duration of the event, it is up to each exhibitor to complete customs formalities for materials and products coming from abroad. The Palais des Congrès cannot be held responsible for any difficulties that may arise during these formalities.

**f. Photographs**

Exhibitors can call on photographers to take pictures of their stand exclusively. The photographer recommended by Tours Événements can be used.

Tours Événements reserves the right to authorize the reproduction and sale of overviews. Exhibitors already give full authorization for this, on any support and whatever the media.

**g. Receptions - Catering**

No meals can be prepared on the stand.

Tours events reserves the exclusivity for the sale of drinks.

Please note that free beverage service does not require a specific license. The event caterer may be called upon, or in any case, a caterer or restaurateur approved by Tours events (list on page 14).

No cocktails or receptions can be organized in the exhibition outside opening periods.

## 10. SAFETY RULES

### 1. Exhibitors

Exhibitors undertake, by signing the admission application, to comply with the regulatory requirements applicable to events organized in France and must in particular respect the security measures imposed by the Public Authorities, as well as the provisions aimed at respecting the installations and safety instructions to be observed within the Palais des Congrès.

The “safety instructions” to be observed by exhibitors are attached to these regulations and include a certificate of compliance which must be returned no later than 02/19/2025.

The decisions of the Security Officer are immediately enforceable and no appeal will be possible even if the exhibitor is not authorized to open his stand. No compensation may be requested in this respect.

Please note that the organizer is obliged to prohibit the operation of a stand and to refuse the distribution of electricity and other fluids in the event that the stand does not comply with these regulations.

### 2. Electrical installations

They are subject to approval by the Technical and Security Services of Tours Événements.

### 3. Motor vehicle exhibitions

The tanks of vehicles running on gasoline must be emptied or fitted with key caps.

## 11. INSURANCE

**Exhibitors must be able to provide proof of Operational Civil Liability insurance specific to their activity,** to any requisition from Tours Événements. The insurers of Tours Événements or the organizers reserve the right of recourse in the event of damage for which the responsibility lies with the exhibitor's own activity during the event.

The materials inside the exhibition are guaranteed by Tours Événements up to €3,049 per exhibitor, an amount to which the proportional rule however applies, in accordance with the Insurance Code, if the actual value of the goods exhibited exceeds this amount.

It is therefore appropriate for each exhibitor to declare the total value of their goods exhibited at the time of membership (at least 30 days before the start of the event) and to have the supplement guaranteed with the insurer of their choice or the one of the demonstration.

The contract(s) taken out for this purpose must include a commitment to waive unconditional recourse from the exhibitor's insurers with regard to the Organizer (and the auxiliaries of all kinds on whom he uses), Tours Événements, the City of Tours, the French State and all exhibitors.

In the event of theft, a complaint must be filed within 24 hours with the Central Police Station in Tours (see useful addresses).

## 12. COMPUTER AND FREEDOM

For the purposes of managing participation requests, Tours Événements collects and processes personal data within the meaning of Law No. 78-17 of January 6, 1978 (known as the "Informatics and Liberties Law" or "LIL") and the European regulation. 2016/679 of April 27, 2016 (known as "GDPR").

Tours Événements undertakes to comply with said regulations and takes all necessary measures to guarantee data security. This data concerns the company and its representatives, and is: surname, firstname, professional telephone numbers, professional postal and electronic addresses of contacts and interlocutors. The purpose of collecting and processing said data is to manage the relationship between Tours Événements and the exhibitor (invoicing, accounting and monitoring of the contractual relationship) as well as operations allowing communication about the services. Tours Événements undertakes not to transmit said data to third parties, with the exception of subcontractors whose intervention is necessary for the execution of the contractual relationship as well as, at their request, to the authorities. The data is hosted in the European Union and is kept for 5 years for those collected during the participation request and for 10 years for the accounting documents relating to the exhibitor's participation.

The persons concerned have a right of access, opposition to communication and rectification. This right can be exercised by post to Tours Événements (Data Protection Officer - 26 bd Heurteloup - CS 24225 - 37042 TOURS CEDEX 1) or by email to the following address: [infoperso@tours-evenements.com](mailto:infoperso@tours-evenements.com)

A complaint can also be made to the CNIL (<https://www.cnil.fr/fr/plaintes>).

## 13. USEFUL ADDRESSES

### **SNCF information :**

Tél. : 36.35

### **Taxis :**

TOURS TAXI-RADIO GROUP  
Tél. : 02 47 20 30 40

### **Police :**

70 rue Marceau  
37000 TOURS  
Tél. : 02 47 33 80 69

### **Customs :**

5 rue Germaine Richier  
37100 TOURS  
Tél. : 02 47 85 38 60

### **SACEM :**

15 rue Paul-Louis Courier  
37000 TOURS  
Tél. : 02 47 60 30 30

## 14. FOR ALL INFORMATION RELATED TO THE ORGANIZATION OF THE CONGRESS

### **Polepharma Events Department :**

Dana LEGRAIN  
Events department manager

dana.legrain@polepharma.com  
06 72 39 50 92

Lucie DE ABREU  
Events department coordinator

lucie.deabreu@polepharma.com  
07 89 73 70 12

Samantha RUIZ  
Events & network project coordinator

samantha.ruiz@polepharma.com  
02 37 20 77 85

# DESCRIPTION OF THE PROVIDED STAND

## **Floor :**

- Level -2 : floor covering : "Lave de Volvic"

## **Ground resistance:**

- o Level -2 : 500 Kg par m<sup>2</sup>

## **Maximum height allowed :**

The ceiling height is : - Niveau -2 : de 3,15 à 4,40 m

## **Exhibitor areas - 3D basic visual of the stand :**

Equipment provided on site:

White melamine partitions ht 2.50 m

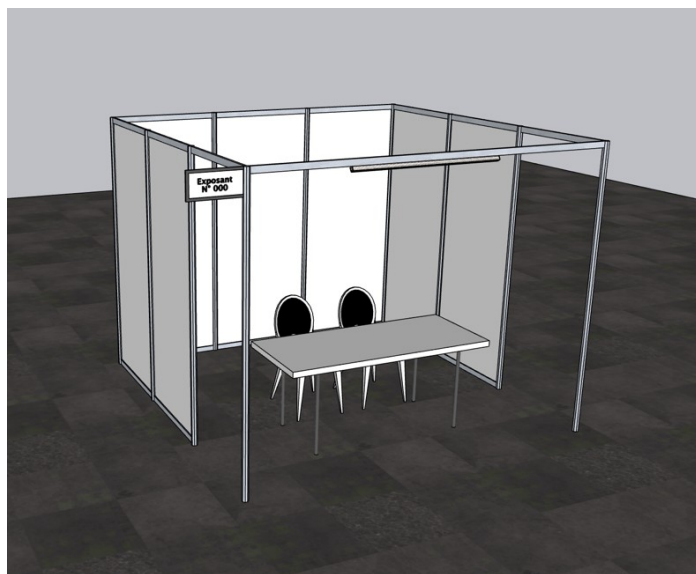
Flag sign 20x40 cm

1 table 1.80 m

2 chairs

1 LED bar

1 16A mono electrical connection



*Image non contractuelle*

# ARCHITECTURAL REGULATIONS

## TO REMEMBER

If you wish to set up **your own stand**, please note that this action remains entirely your responsibility.

This does not cancel or replace the sponsorship/partnership offer that you have confirmed with the Congress Manager @Denis Marchand

The decoration of the stands must take into account the easements and prohibitions listed below and in no case prejudice neighboring stands and/or the general decoration of the show. Any decoration not approved by the organization may be dismantled without notice.

The same rule applies to bare stands for which the project accompanied by the "Stand Builders/Decorators form" has not reached us for validation within the allotted time frame.

NB: the common areas of the show as well as the elements of the stands provided by the organizer (stands "IVORY" "BRONZE" "SILVER" "GOLD" "PLATINIUM" etc...) are not subject to these regulations.

### Bare stands only :

Your stand design projects must be validated by the organizer as part of compliance with the show's architectural rules and compliance with the rules for preventing fire and panic risks.

The design must take into account the time/production ratio. Projects will be transmitted in digital format (PDF or JPG).

The corresponding plans will be rated and will include at least:

- a plan view
- an elevation view.

### MANDATORY :

Projects must reach us **no later than January 15, 2025** to the attention of:

Dana Legrain  
Events department manager  
[dana.legrain@polepharma.com](mailto:dana.legrain@polepharma.com)

### ATTENTION :

All stands with a technical floor must be accessible to people with disabilities. The plans must show this access under penalty of refusal of approval of the project.

## **RESPECT FOR INFRASTRUCTURES**

It is strictly prohibited to:

- drill, screw, nail, staple, seal in walls, cladding, pillars and floors of pavilions.
- paint or mark the walls, cladding, pillars and floors of the pavilions.
- hide or enclose the RIAs (leave an access corridor with a minimum width of 1 meter), the alarm boxes, the smoke extraction controls, the electrical and telephone boxes of the pavilions as well as their signage.

Any damage resulting from non-compliance with the clauses mentioned above would be entirely the responsibility of the exhibitor.

The exhibitor is himself responsible for his service providers, decorators, installers, contractors and any person intervening on his behalf.

Maximum height of partitions or joint constructions and driveway edges (technical floor included) is authorized at a maximum of 2.50m.

All adjoining constructions and/or on the edge of a 2.50 m driveway must respect a setback of 1.00 m.

All adjoining buildings must be neutral in color and not include any signage or graphics on the surfaces facing the adjoining stands.

## **ADJOINING STANDS**

In the event of adjoining another stand, each stand must provide a separation wall.  
(Reminder: "IVORY" "BRONZE" "SILVER" "GOLD" "PLATINIUM" stand partitions are provided by the organizer).

All adjoining buildings must respect a setback of 1.00 m. They must be neutral in color and contain neither signage nor graphics on the surfaces facing adjoining stands.

## **STAND FACADE**

All construction along the driveway must respect a setback of 1.00 m.  
Each stand facade overlooking an aisle must respect a maximum closure of 50%.

Glass parts, curtains, screens, etc. will not be considered as openings. Half-height partitions will be accepted within the limit of 1.10 m and in compliance with safety and evacuation standards. Any closure beyond this must respect a setback of 1.00 m from the driveway over the entire facade.

## **FURNITURE & DECORATIONS ARRANGEMENT**

Constructed elements with a door (reserve, storage, etc.) must open towards the inside of the stand. Decorative elements (furniture, flowers, etc.) must be placed inside the stand.

## **HIGH SIGNAGE (SUSPENDED SIGNS)**

No slinging is possible.

# STAND MISTS / DECORATORS FORM

This document must be returned by email with the **stand project (dimensional elevation plan, 3D views)**  
**at the latest January 15, 2025**

to the attention of:

Dana Legrain  
Events department manager  
[dana.legrain@polepharma.com](mailto:dana.legrain@polepharma.com)

No plan validation will be given in the absence of this form.

Decorator / Stand Designer / Agency Company: .....

Address: .....

Postal Code: .....

City: .....

On-site contact (assembly/disassembly) (name, first name): .....

On-site contact mobile phone number: .....

Email.....

Exhibitor/Stand number: .....

« The design company/decorator/agency acknowledges having read the terms of these Decoration Regulations and undertakes to respect them without reservation ».

Done at ..... on ...../...../.....



# DELIVERY AREA REGULATIONS

The configuration of the Palais des Congrès imposes specific arrangements for the arrival of exhibition materials and infrastructure. The instructions given in these regulations must be followed. We remind you that the installation of the exhibitors of the France Bioproduction Congress will be held on 03/18/2025 from . 2:00 p.m. to 6:00 p.m.

## 15. Delivery location

No vehicle will be allowed to enter the delivery area without authorization.

The dimensions of access and freight elevators are:

- Ceiling height of the delivery area: 4.50 m
- 2 freight elevators of 9 tonnes: H=2.85 m, W=2.90 m, Depth=5.75 m
- 1 freight elevator of one ton: H=2 m, l=1 m, Depth=2 m

## 16. Access terms

### a. Delivery area

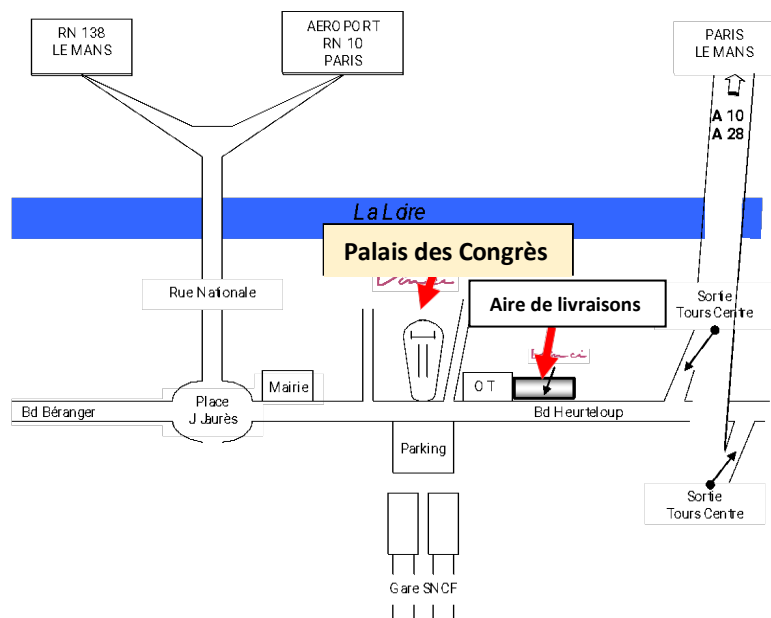
The delivery area is located **32 boulevard Heurteloup** in Tours (in the direction A10 > Tours Centre) just before the Palais des Congrès.

### b. Goods elevator (by level)

From the delivery area, all materials pass through the 2 9-ton freight elevators and the 1-ton freight elevator, and descend to Level -2 (level directly accessible via a delivery tunnel).

As part of your exhibition which takes place on Level -2, the freight elevator which provides access is:

**3 TONNES (L 3,90m - D 2,45m – H 2,25m)**



## 17. Delivery date

### 3.1. Deliveries by a carrier other than the exhibitor:

**Deliveries are only authorized the day before exhibitors set up : 03/17/2025**

Hours: 8:30 a.m. to 12 p.m. & 1:30 p.m. to 5 p.m.

Please ensure that the carrier is informed of these delivery regulations.

### 3.2. Deliveries by the exhibitor:

Deliveries are only authorized on 03/18/2025.

**No deliveries will be accepted outside of the days planned for the set-up and installation of the event.**

## 18. Identification des colis

Each package must be numbered and clearly read:

|   |
|---|
| <p><b>PALAIS DES CONGRÈS DE TOURS</b></p> <p><b>CONGRÈS FRANCE BIOPRODUCTION</b></p> <p><b>EXPOSANT   <u>A COMPLÉTER</u>  </b></p> <p><b>STAND N° ***</b></p> |
|---|

The exhibitor must report to the Palais des Congrès Palais any heavy equipment or equipment with large packaging or which requires special handling.

## 19. Delivery process

Packages will be unloaded immediately after vehicle arrival. After this operation, the vehicle must immediately leave the delivery area.

Vehicles will be able, at their own expense, to park in the underground car park, under the Place de la Gare. Vehicles up to 1.90m in height are allowed in the entire car park. Vehicles with a height of between 1.90 and 2.60m can also access the car park but only in the part reserved for them (25 spaces).

## 20. Package processing

Trolleys are made available to exhibitors under the control of Tours Événements staff. We remind you that any delivery made in the absence of the recipient exhibitor is made under his entire responsibility.

## 21. Parcel collection

At the time of dismantling, the packages must be prepared on the stand and then transported by the exhibitor on the delivery area. If the exhibitor does not deliver the packages to the delivery area, a flat rate of €100 excluding tax/m3 will be invoiced by Tours Événements to the exhibitor or by default to the event organizer.

Vehicles will be allowed to arrive at the delivery area when the packages are ready to be loaded. Vehicles may only remain on the platform for loading time.

**If, for a major reason, the packages have to be collected only after the exhibition has been dismantled, the storage time for the packages cannot exceed 2 days. This storage will be billed to the exhibitor at €100 excluding VAT/m3 and per day. After this period, they will be destroyed.**

The destination of the packages must be clearly identified:

|  |   |
|--|---|
| <p><b>SENDER:</b></p> <p><b>COMPANY NAME</b></p> <p><small>cont</small></p> <p><u>Phone number</u></p> | <p><b>RECIPIENT</b></p> <p><b>COMPANY NAME</b></p> <p><b>FULL ADDRESS</b></p> |
|--|---|

They will be stored in the delivery area.

**Under no circumstances will the Palais des Congrès de Tours be held responsible for the material left by the exhibitor, nor for its reshipment.**

# PRACTICAL INFORMATION

The 9th edition of the France Bioproduction Congress will take place on March 19 & 20, 2025.

Congress location:

Le Vinci - Palais des congrès de Tours : [26 Boulevard Heurteloup, 37000 Tours](#)

Gala dinner:

Brasserie de l'Univers : [8 Place Jean Jaurès, 37000 Tours](#)

Hotels :

Vous pouvez réserver un hébergement aux alentours du Palais des congrès de Tours - Le

Vinci [en cliquant ici](#).

For more information : <https://www.france-bioproduction.com/pratique/>

**ADDITIONAL ORDERS ANNEX 4, next page**

# ANNEX 4 - EXHIBITOR FORM

**To be returned before January 15, 2025 imperatively to the attention of:**

Samantha RUIZ  
 Events & network project manager  
[samantha.ruiz@polepharma.com](mailto:samantha.ruiz@polepharma.com)

|                               |  |
|-------------------------------|--|
| COMPANY NAME:                 |  |
| ADRESS :                      |  |
| BILLING ADDRESS IF DIFFERENTE |  |
| URL WEBSITE :                 |  |
| STAND MANAGER NAME :          |  |
| EMAIL :                       |  |
| PHONE NUMBER :                |  |
| INTRACOMMUNITY VAT :          |  |

## Stand layout \_ Additional orders

### ORDERS WITH POLEPHARMA :

| DESIGNATION   | UNIT PRICE | QUANTITY | TOTAL excl. Tax |
|---|------------|----------|-----------------|
| Standing table diam 80 black cover  | 118,00 €   |          | €               |
| Black high stools   | 48,00 €    |          | €               |
| 43-inch screens, stand not included (USB media player port + remote control + HDMI connector / 4m cable included) | 210,00 €   |          | €               |
| 55-inch screens, stand not included (USB media player port + remote control + HDMI connector / 4m cable included) | 370,00 €   |          | €               |
| TV stand  | 79,60 €    |          | €               |
| <b>TOTAL excluding tax</b>  |            |          | €               |

*All prices are excluding VAT and include delivery/collection and insurance*

**For any other additional order requests, [click here](#).**

You will find in this catalog **furniture, electronics, signage** as well as **the order form** which you can send to Tours events: [exposant@tours-evenements.com](mailto:exposant@tours-evenements.com)

# CERTIFICATE OF TAKEN INTO ACCOUNT



|                 |                                     |            |
|-----------------|-------------------------------------|------------|
| Exhibitor :     |                                     | Stand N° : |
| Manifestation : | <b>CONGRÈS FRANCE BIOPRODUCTION</b> |            |
| Dates :         | <b>19 &amp; 20 MARS 2025</b>        |            |

I, the undersigned, \_\_\_\_\_  
M representing the Company \_\_\_\_\_  
and acting as \_\_\_\_\_  
acknowledges having received from \_\_\_\_\_

- a copy of the specifications implementing the provisions of the decree of November 18, 1987 (published in the Official Journal of the French Republic on January 14, 1988), and laying down provisions and security measures to be observed by exhibitors and stand tenants.

I undertake to respect these specifications of the event and to have them respected by my company or any subcontractor that I have replaced.

Date:

Company stamp:

Signature:

**TO BE RETURN BEFORE THE 01/15/2025 AT**  
**[samantha.ruiz@polepharma.com](mailto:samantha.ruiz@polepharma.com)**