

# EXHIBITOR TECHNICAL MANUAL



**BIMWORLD**

**JUMEAUX  
NUMERIQUES**



**SOLUTIONS  
BAS-CARBONE**

**AMÉNAGEMENT  
DURABLE**



**FORUM CYBERSÉCURITÉ  
INTELLIGENCE ARTIFICIELLE**

# SUMMARY

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**APPENDICES** can be downloaded from: <https://bim-w.com/annexes>

- ARCHITECTURAL RULES
- ORDER FORM FOR ELECTRICITY / INTERNET / PARKING / SLING
- ORDER FORM FOR FURNITURE
- ORDER FORM FOR BADGE READERS
- ORDER FORM FOR CARTERING
- SECURITY ATTESTATION FOR PROVIDERS

# Your contacts

## Event Management

### **Beyond Event SAS**

5-7 Rue de l'Amiral Courbet  
94160 Saint-Mandé  
FRANCE

Chairman:

M. Richard Ferrer  
[rf@bim-w.com](mailto:rf@bim-w.com)

Managing Director, Partnership and  
conferences program:

Mme Margaux Barthelemy  
[mb@bim-w.com](mailto:mb@bim-w.com)  
+33 1 84 20 20 18

Exhibitors relations, Communication,  
Registrations:

Mme Camille Dauzon  
[cd@bim-w.com](mailto:cd@bim-w.com)  
+33 1 83 64 09 17

## Providers

### **Viparis** - Exhibitors Service

Electricity (compulsory), Internet, Parking  
[contact@e-viparisstore.com](mailto:contact@e-viparisstore.com)  
+33 1 40 68 16 16

**International Moduling** - Furniture and  
additional arrangements

Patricia EGROT  
[exposants@international-moduling.com](mailto:exposants@international-moduling.com)  
+33 1 60 61 86 11

### **M2 VIDEO** – Screen

Barhta ZAID  
[barhta@m2video.fr](mailto:barhta@m2video.fr)  
+33 6 51 49 84 82

### **Eveos** – Badges readers

Marouan Sami  
[lecteurs@eveos.com](mailto:lecteurs@eveos.com)  
+33 1 85 08 57 66

### **Poirier** - Catering

Paul Monceaux  
[info@poirier.fr](mailto:info@poirier.fr)  
+33 1 39 13 42 42

### **Deci'belles** - Hostess staff

Ana Calpe del Arco  
[accueil@deci-belles.com](mailto:accueil@deci-belles.com)  
+33 1 40 60 11 28

### **Guard'event** - Security staff

Cédric Guerin  
[info@guardevents.com](mailto:info@guardevents.com)  
+33 1 56 08 01 39

**Hervé PIERRE Consulting** - Security of the  
exhibition

Alexandre LE GOFF  
[alexandre@hervepierre.com](mailto:alexandre@hervepierre.com)  
+ 33 6 77 15 24 44.



# Planning & Access

## Dates & Schedule

|                                      |               |
|--------------------------------------|---------------|
| <b>Set up for bare booth</b>         |               |
| Tuesday 2 April 2024                 | 08h00 ➡ 21h00 |
| <b>Set up for pre-equipped booth</b> |               |
| Tuesday 2 April 2024                 | 14h00 ➡ 21h00 |
| <b>Timetable for exhibitors</b>      |               |
| Wednesday 3 April 2024               | 08h00 ➡ 19h30 |
| Thursday 4 April 2024                | 08h00 ➡ 22h00 |
| <b>Timetable for visitors</b>        |               |
| Wednesday 3 April 2024               | 09h00 ➡ 18h30 |
| Thursday 4 April 2024                | 09h00 ➡ 17h30 |
| <b>Dismantling</b>                   |               |
| Thursday 4 April 2024                | 18h00 ➡ 22h00 |

## Deliveries & Access

Delivery date:

**Tuesday 2 April 2024 from 10.00am to 7.00pm**

**Delivery location:**

VIPARIS - PORTE DE VERSAILLES

BIM World - Pavillon 5.2 & 5.3

1 place de la porte de Versailles - 75015 PARIS

**Delivery Access:**

Entry gate B and exit gate D. Unloading area for your equipment / parking limited to 1 hour.

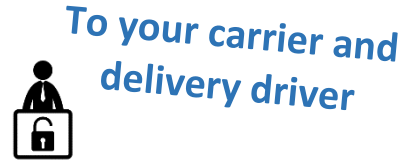
Date of return of equipment:

**Thursday 4 April, from 6pm to 8pm**

Any material or equipment left on site will be evacuated; you will be charged for the related costs. Please inform your delivery company for the pick-up of your packages: No packages can be put in storage at VIPARIS. Each exhibitor is responsible for his own equipment during the set-up and dismantling.

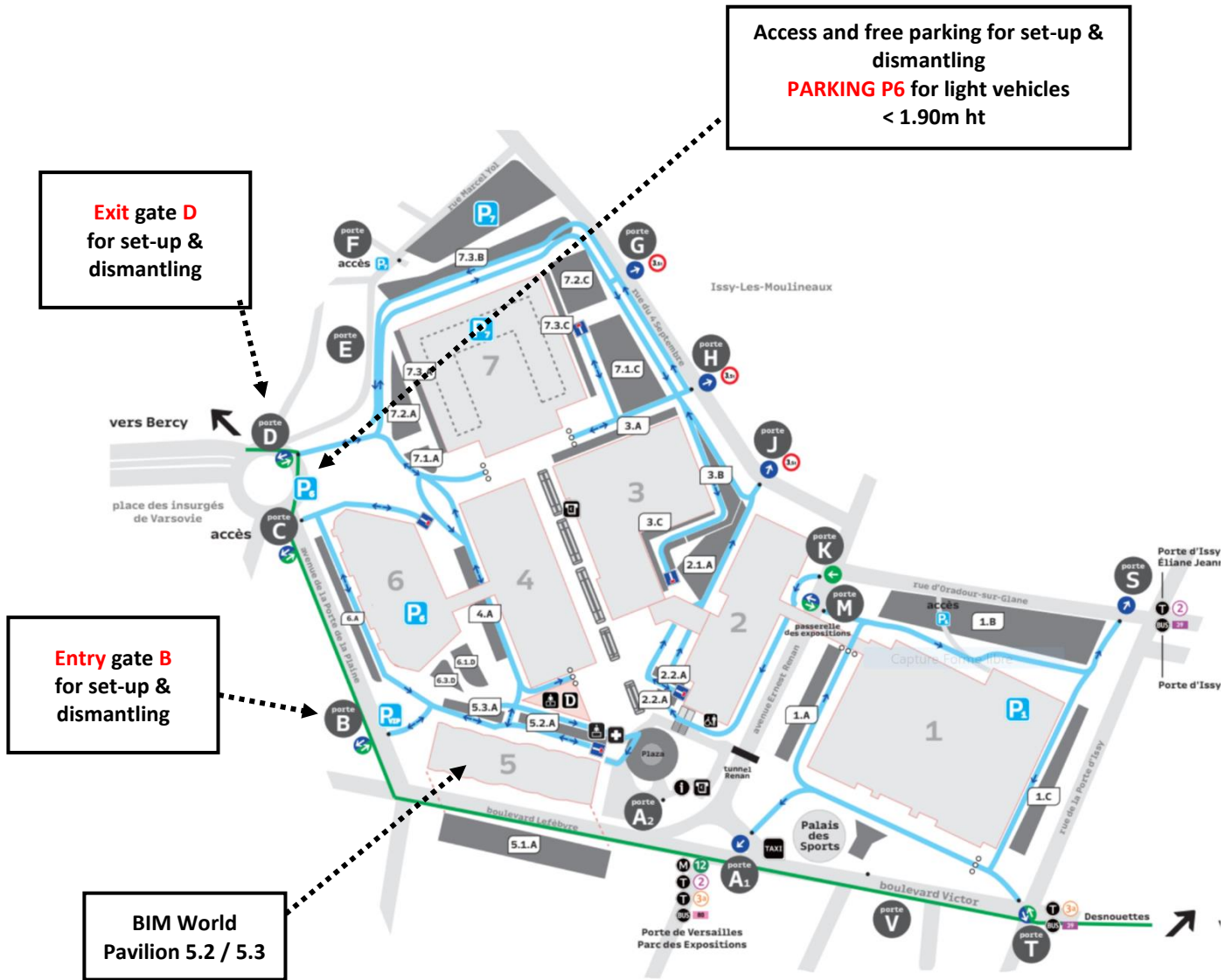
# Deliveries access

For memory, delivery date:  
**Tuesday 2 April 2024 from 10.00am to 7.00pm**



The following information will have to be mentioned on each delivery:  
 Exhibiting company:  
 Booth number:  
 BIM WORLD 2024 - PORTE DE VERSAILLES - PAVILLON 5.2 & 5.3  
 Contact onsite:  
 Mobile phone number:

**Compulsory: your deliverers must have their hatchback trucks and be equipped with trolleys or pallet truck.**



## Mandatory access instructions



In order to strengthen access controls on the Porte de Versailles site and to facilitate access and traffic flow in the delivery station, VIPARIS has developed an online vehicle registration system: LOGIPASS.

**This applies to all requests for vehicle access during set-up, dismantling and daily deliveries.** Parking on the delivery areas is limited to the strict need for delivery.

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<https://logipass.viparis.com/en>

A hotline is available on +33 1 40 68 68 11 30 / [infos-exposants@viparis.com](mailto:infos-exposants@viparis.com) to help users.

**Exhibitors will have to create their own Logipass account on their first login.**

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Parking times in logistics areas are limited to the need for delivery.

Cars: 30mn max

Utilities: 1h max

Heavy trucks: 4h max

As safety is everyone's business, we're counting on your help to ensure that everyone can enjoy their visit in the best possible conditions.

## Accommodation

Find a hotel near Paris Expo via our online platform: <https://www.bimworld-hotelbooking-raising-stones-events.com>

# Your to do list

## Electricity

**No electricity is furnished on the booths.** You have to order from the Exhibitor Service of VIPARIS **prior 29 March 2024** (above this date, 20% surcharge).

To reserve your electrical terminal block, order online by logging on to the [VIPARIS website](#) using your account.

You can also order your car park and internet.

## Referencing your company

You have to upload your logo, your description and your field of activity in order to appear correctly on our website **before 31 January 2024**.

Log on to your [EXHIBITOR AREA](#) (see email with your access codes, click on your company name to access your area).

## Booth sign

Please send us the trading name of your booth, only if different from your company name, 25 letters maximum, spaces included (logos are not accepted) to: [cd@bim-w.com](mailto:cd@bim-w.com) **prior 1 March 2024**.

## Exhibitors' badges

You have to register your colleagues on your [EXHIBITOR PLATFORM](#) (cf email from Camille Dauzon with your login and password).

A nominative badge will be created and send by email for each of them. Only exhibiting companies will have an exhibitor badge.

## Co-exhibitors

Depending on the size of your stand, you may be able to add one or more co-exhibitors.

Please send an email to [cd@bim-w.com](mailto:cd@bim-w.com) **before 31 January 2024**.

## Providers on your booth

If you use service providers on your booth, you must complete the safety notice to download here: <https://bim-w.com/annexes> and return it to: [jbaron@spsexpo.fr](mailto:jbaron@spsexpo.fr) / +33 6 77 10 49 91 **prior 02 March 2024**.

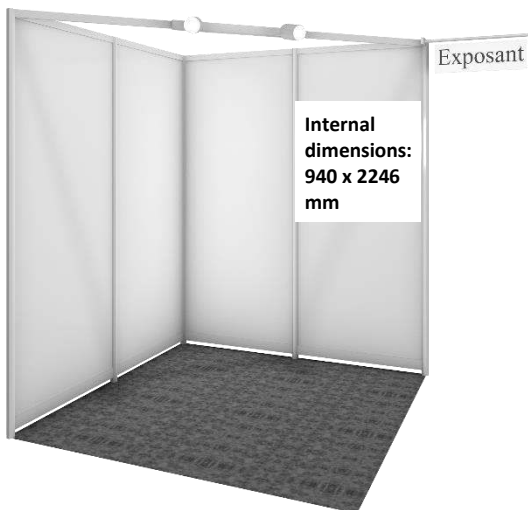
# Pre-equipped booth

## For booths smaller than 36 sqm

You have a basic equipment detailed as follow:

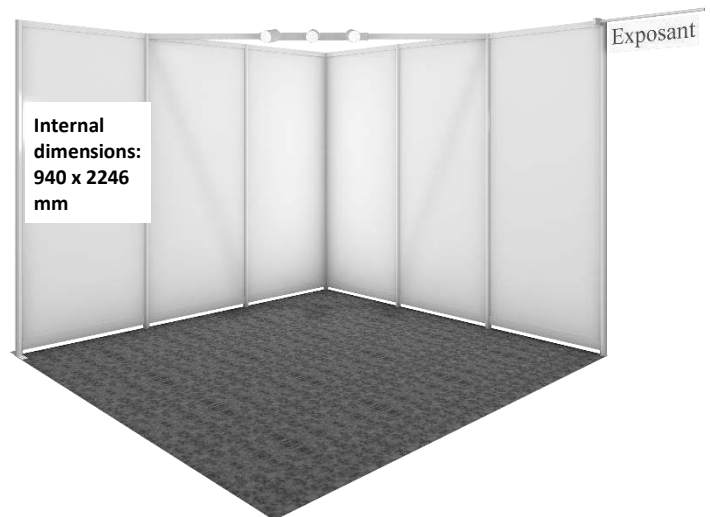
- ⇒ Carpet – light mottled grey- reference REWIND 0952
- ⇒ Booth structure in white aluminium 2.40m height with common dividing wall in white melamine
- ⇒ 1 logo flag of 0.60m large by 0.20m height, double side printing
- ⇒ 1 spotlight track
- ⇒ Getting into order of your booth the day before the opening and daily cleaning by a cleaning agency.

### 4 sqm booth example in corner



Stands dimensions:  
4 sqm: 2 x 2 m

### 9 sqm booth example in corner



9 sqm: 3 x 3 m  
18 sqm: 3 x 6 m

Sling, high sign:

Any structural element mounted above 2.50 m must be submitted to the organiser for approval. Project to be sent to [cd@bim-w.com](mailto:cd@bim-w.com).

For any booth structure to be removed, please inform us **before 1 March 2024** to [cd@bim-w.com](mailto:cd@bim-w.com). Any request during the set-up will be invoiced.

If you wish to use your booth on a bare surface [without structures, carpet, just floor tracing], you must make a request to [cd@bim-w.com](mailto:cd@bim-w.com) **before 1 March 2024**, to benefit from this possibility.

**MANDATORY:** Order your electrical box [here](#)

Viparis - exhibitor service, [contact@e-viparistore.com](mailto:contact@e-viparistore.com) / +33 1 40 68 16 16



# Bare booth

For all exhibitors with a bare surface, the manual with architectural rules to be given to your service providers can be downloaded here: <https://bim-w.com/annexes>

Your arrangement and decoration projects must be accepted by the organizer and his security manager. **No booth can be build-up without this agreement.**



The project will mention the outline dimensions and overall appearance (pdf or jpg) and the PV of reaction to the fire of materials used during the set-up (partition, carpet, scratched cotton, painting printed, vinyl, etc.); up to date. These documents have to be sent by email to: [cd@bim-w.com](mailto:cd@bim-w.com) **prior 1 March 2024.**

**MANDATORY:** Order your electrical box [here](#)

Viparis - exhibitor service, [contact@e-viparisstore.com](mailto:contact@e-viparisstore.com) / +33 1 40 68 16 16

# Additional services

## Parking / WIFI / slings by VIPARIS

You can order online on [VIPARIS website](#)

Your contact: [contact@e-viparisstore.com](mailto:contact@e-viparisstore.com) / +33 1 40 68 16 16

Order to be made **before 29 March 2024**

## Furniture by International Moduling

You will find the order form here: <https://bim-w.com/annexes>

Your contact: Patricia EGROT

[exposants@international-moduling.com](mailto:exposants@international-moduling.com) / +33 1 60 61 86 11

Order to be made **before 01 March 2024**

## Screen foot by M2 VIDEO

You will find the order form here: <https://bim-w.com/annexes>

Your contact: Barhta ZAID

[barhta@m2video.fr](mailto:barhta@m2video.fr) / +33 6 51 49 84 82

Order to be made **before 29 March 2024**

## Badges reader by Eveos

Mobile solution to acquire your contact details on your booth. You just have to scan the visitor's badge to get instantly his contact details.

Access the online order form at: <https://copropriete-habitat.com/annexes/> (you will need to log in with your exhibitor login details)

Once you have entered your order, you will receive confirmation by e-mail, followed by the corresponding invoice.

Your contact: Marouan Sami

[lecteurs@eveos.com](mailto:lecteurs@eveos.com) / +33 1 85 08 57 66

Order to be made **before 25 March 2024**

## Catering by Poirier

You will find the order form here: <https://bim-w.com/annexes>

Your contact: Paul Monceaux

[info@poirier.fr](mailto:info@poirier.fr) / +33 1 39 13 42 42

Order to be made **before 26 March 2024**

## Hostess staff by Deci'belles

Your contact: Ana Calpe del Arco, to contact directly for a quote

[accueil@deci-belles.com](mailto:accueil@deci-belles.com) / +33 1 40 60 11 28

Order to be made **before 26 March 2024**

## Security staff by Guard' event

Your contact: Cédric Guerin, to contact directly for a quote

[info@gardevents.com](mailto:info@gardevents.com) / +33 1 56 08 01 39

Order to be made **before 26 March 2024**

# Choose your electrical power

To help you choose the right electricity supply meter for your needs, here is a table showing average electricity consumption for different appliances (values given for information only).

| DEVICE                           | AVERAGE CONSUMPTION (KW) |
|----------------------------------|--------------------------|
| 2 HALOGEN LIGHTS (400 WATTS)     | 0,8                      |
| VACUUM                           | 1                        |
| KETTLE                           | 1                        |
| COFFEE MACHINE                   | 1,5/2,2                  |
| WATER EATER (15 L)               | 3                        |
| AIR CONDITIONNER                 | 4                        |
| FREEZER                          | 0,5                      |
| PLASMA SCREEN                    | 0,5/0,6                  |
| MICRO WAVE                       | 0,8/1                    |
| OVEN                             | 4                        |
| LASER PRINTER                    | 1                        |
| DISHWASHER                       | 1,2                      |
| PC + SCREEN                      | 0,6/0,8                  |
| LAPTOP                           | 0,4/0,5                  |
| TRUSS WITH 3 QUARTZ LAMP (500 W) | 1,5                      |
| RAIL OF 3 SPOTLIGHTS (100 WATTS) | 0,3                      |
| MOBILE PHONE RECHARGE            | 1,04/0,05                |
| FRIDGE                           | 0,2/0,5                  |
| TELEVISION                       | 0,5                      |

# Your communication

## Voucher codes

A free code has been sent to you so you can invite your partners and clients to visit the exhibition and the conferences. In the case of you do not have enough invitations, please revert to [cd@bim-w.com](mailto:cd@bim-w.com)

## Visibility on the website

In order to add value of your presence on the exhibition website, please fill-in your company profile on your [EXHIBITOR PLATFORM](#) **before 31 January 2024**:

- ✓ Your logo in Jpeg – Maximum size **300px x 300px** – maximum height **200 ko**
- ✓ A short description of your company with **1.000 letters maximum in French & English**

## Communication kit

In order to communicate on your presence at BIM World, you will find the [MEDIA KIT](#) with banners, email signatures...

## Social media

Follow the event news by subscribing to our social medias:

**LinkedIn** : [BIM World](#) & [Solutions Bas-Carbone](#)

⇒ Share your news with hashtag **#BIMWorld**

*We stay at your disposal for any further information*

*BIM World | Digital Twins & Low-Carbon Solutions | Sustainable development team*