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## EXHIBITOR MANUAL

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## CONTACT & VENUE

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### Event Organizer :

advanced business events  
10 rue de la Rochefoucauld CS 50300  
92513 Boulogne-Billancourt Cedex – France  
Phone : +33 1 41 86 41 60  
Website : <https://aeromart-toulouse.com/>  
E-mail : [aeromart@advbe.com](mailto:aeromart@advbe.com)

### Venue :

**MEETT – TOULOUSE EXHIBITION AND CONVENTION CENTRE**  
Concorde Avenue  
31840 Aussonne  
FRANCE

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## EVENT SCHEDULE & AGENDA

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### **Tuesday, December 3<sup>rd</sup> (MEETT – HALLS 1, 2 & 3)**

02:00pm – 08:00pm : Booths set-up  
07:00pm – 09:00pm : Aeromart Launch Party at the [aeroscopia museum](#) (for registered participants only)

### **Wednesday, December 4<sup>th</sup> (MEETT – HALLS 1, 2 & 3)**

07:30am – 09:00am: Participant check-in  
9:00am – 12:30pm: B2B Meetings & Workshops  
12:30pm – 02:00pm: Networking lunch  
02:00pm – 06:30pm: B2B Meetings & Workshops  
06:45pm: Cocktail reception

### **Thursday, December 5<sup>th</sup> (MEETT HALLS 1, 2 & 3)**

07:30am – 09:00am: Participant check-in  
09:00am – 12:30pm: B2B Meetings & Workshops  
12:30pm – 02:00pm: Networking lunch  
02:00pm – 06:00pm: B2B Meetings & Workshops  
06:00pm: Closing / move-out

	<b>Tuesday, December 3<sup>rd</sup></b>	<b>Wednesday, December 4<sup>th</sup></b>	<b>Thursday, December 5<sup>th</sup></b>
Access to exhibition hall for booth set-up	02:00pm – 08:00pm	07:30am	
Cocktail Reception		06:45pm – 11:00pm	
Move-out			6:00pm – 8:00pm

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## PREPARE YOUR ARRIVAL

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Upon arriving at the MEETT, all participants must present their **PRE-PRINTED BADGES** at the entrance. They will be available to download and print from your online profile beginning from **November 27, 2024**: <https://meetings.aeromart-toulouse.com/2024/signup.php>.






**Make sure to print your B2B meeting schedule prior to arriving at the MEETT** as we don't deliver them on-site.

**Note** : you'll only be able to collect the official event guide at front desk. It will include : the exhibition floor plan, the list of exhibitors and the conference program.

# BOOTH DETAILS

Each wall panel measures 1m (3.3ft) wide and 2.5m (8.2ft) high. Exhibitors are welcome to bring pop-up stands, rollups and other graphics if they fit within the dimensions of your selected booth and do not stick out into the passageways. **\*Pictures are not contractually binding.**

To customize your space, we strongly recommend you bring graphics. You must provide all necessary materials to hang your graphics (chains, adhesives, etc). **It is strictly forbidden to drill into the panels.** **Your booth is equipped with 1 electrical outlet.** You must **bring a power strip** if you're planning to use several devices.

<p><b>Basic package 6sqm</b> (3m x 2m) (9.84ft x 6.56ft)</p>		<ul style="list-style-type: none"> <li>✓ Cardinal red carpet</li> <li>✓ Aluminum structure and white melamine panels (height 2.5m)</li> <li>✓ A rail of spotlights</li> <li>✓ ID sign with exhibitor's name &amp; booth number</li> <li>✓ 1 table, 3 chairs, and 1 wastepaper basket</li> <li>✓ <b>1 electrical outlet included</b></li> <li><b>*Customized graphics available as an option (printed by default on a weighted tarp unless otherwise requested)</b></li> <li><b>Back wall: 2920mm x 2400mm (ht) no overflow</b></li> <li><b>Side wall: 1930mm x 2400mm (ht) no overflow</b></li> </ul>
<p><b>Basic package 12sqm</b> (6m x 2m or 4m x 3m) (19.68ft x 6.56ft or 13.12ft x 9.84ft)</p>		<ul style="list-style-type: none"> <li>✓ Cardinal red carpet</li> <li>✓ Aluminum structure and white melamine panels (height 2.5m)</li> <li>✓ A rail of spotlights</li> <li>✓ ID sign with exhibitor's name &amp; booth number</li> <li>✓ 2 tables, 6 chairs, and 1 wastepaper basket</li> <li>✓ <b>1 electrical outlet included</b></li> <li><b>*Customized graphics available as an option (printed by default on a weighted tarp unless otherwise requested)</b></li> <li><b>Back wall: 5890mm x 2400mm (ht) no overflow</b></li> </ul>
<p><b>Deluxe package 12sqm</b> (6m x 2m) (19.68ft x 6.56ft)</p>		<ul style="list-style-type: none"> <li>✓ Cardinal red carpet</li> <li>✓ <b>1 customized banner: 3928mm x 270mm (ht) (A)</b></li> <li>✓ Aluminum structure and white melamine panels (height 2.5m) + <b>1sqm storage covered with easydot adhesive: 945mm x 2389mm (ht) + 2mm overhang at the periphery (B)</b></li> <li>✓ A rail of spotlights</li> <li>✓ 2 tables, 6 chairs, and 1 wastepaper basket</li> <li>✓ <b>1 electrical outlet included</b></li> <li><b>*Customized graphics available as an option (printed by default on a weighted tarp unless otherwise requested)</b></li> <li><b>Back wall: 4900mm x ht 2400mm (ht) no overflow</b></li> </ul>
<p><b>Premium package 24sqm</b> (6m x 4m) (19.68ft x 13.12ft)</p>		<ul style="list-style-type: none"> <li>✓ Customizable booth with storage closet</li> <li>✓ Spotlights</li> <li>✓ 1 counter, 1 coffee table, 3 armchairs, 1 table, 4 chairs, and 1 wastepaper basket</li> <li>✓ Include graphics (number 1, 2, 3, &amp; 4) <a href="#">[more details]</a></li> <li>✓ <b>1 electrical outlet included</b></li> </ul>
<p><b>Counter package</b></p>		<ul style="list-style-type: none"> <li>✓ Counter customized with your graphics. <a href="#">[more details]</a></li> </ul>

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## BOOTH SET-UP

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Set-up time is from **02:00pm to 08:00pm on Tuesday, December 3<sup>rd</sup>, 2024**. For exhibitors unable to make it on Tuesday, it is recommended to arrive at the Exhibition Centre at **07:30am on Wednesday, December 4<sup>th</sup>** to complete the set-up and personalization of their booths.

Aeromart Toulouse offers hard walled booths. **We strongly recommend you bring graphics to customize your space, or order customized panels and fascia board for a more professional finish.** Noisy machines or sound systems are not allowed. Please also ensure that all equipment and graphics you bring fit within your booth dimensions.

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## ADDITIONAL FURNITURE

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- **Standard furniture:**

**Our official supplier, « Lign'Expo »** offers an entire range of furniture and equipment. You may trade your default furniture or order additional equipment at your own cost ([see annexes](#)).

- **How to place an order?**

Simply complete the appropriate booking form provided in [the annexes](#) at the end of this document.

**ALL ORDERS MUST BE SUBMITTED BY NOVEMBER 8<sup>th</sup>, 2024**

⇒ **Contact:**



**LIGN' EXPO**

2 Allée du Golf - 31200 Toulouse

Phone: + 33 5 62 75 99 34 -

Email: [lignexpo@lignexpo.com](mailto:lignexpo@lignexpo.com)

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## MULTIMEDIA PACKAGE RENTAL

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- **Available equipment:**

A 42" plasma screen + a TV stand + a DVD player

**Rate: 700€ excl. VAT**

- **How to place an order?**

You must place the order online while registering for AEROMART. **If you have already sent your order form and want to add a video rental, please send an email to your abe/BCI Aerospace contact and copy Taylore LASSALLE ([tlassalle@advbe.com](mailto:tlassalle@advbe.com)).**

**ALL ORDERS MUST BE SUBMITTED BY NOVEMBER 8<sup>th</sup>, 2024**

⇒ **Contact:**

Taylore LASSALLE - Email: [tlassalle@advbe.com](mailto:tlassalle@advbe.com) Phone: +33 5 32 09 20 06

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## BOOTH CATERING

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- **Description and service conditions:**

Our official supplier, « **GL Events / Toulouse Événements** » offers different catering packages.

- **How to place an order?**

Complete the appropriate booking form and the attached catering delivery planning provided in the [EXHIBITOR'S PORTAL](#) (specifying the desired date and times of delivery). You'll have to create a personal account. If you don't know your booth number when you'll proceed, put a « X »)

**ALL ORDERS MUST BE SUBMITTED BY NOVEMBER 19<sup>th</sup>, 2024**

⇒ **Contact :**



**GL EVENTS / Toulouse Événements - Exhibitor Service Department**

Phone : +33 5 32 53 55 55

[exhibitors-order-tlse@gl-events.com](mailto:exhibitors-order-tlse@gl-events.com)

# TECHNICAL SERVICES

For all technical orders, not included in your package, you must complete the appropriate form provided in in the [EXHIBITOR'S PORTAL](#) (specifying the desired date and times of delivery). You'll have to create a personal account. If you don't know your booth number when you'll proceed, put a « X »)

**ALL ORDERS MUST BE SUBMITTED BY NOVEMBER 19<sup>th</sup>, 2024**

Services	Contacts
<ul style="list-style-type: none"><li>* power supply (for specific power requirements)</li><li>* Wifi internet (if a larger bandwidth is needed than the one provided)</li><li>* cleaning</li><li>* host(s) &amp; handler</li><li>* water supply</li><li>* lifting slings</li></ul>	<p><b>GL EVENTS / Toulouse Evénements</b> <b>Exhibitor Service Department</b> Phone: +33 5 32 53 55 55 <a href="mailto:exhibitors-order-tlse@gl-events.com">exhibitors-order-tlse@gl-events.com</a></p>

# CUSTOMIZED PRINTS

## • Customized booth panels:

Your booth is made of hard walls that can be customized with your own graphics.

### 1. For individual panel, printed on PVC and fixing by hooks on panels:

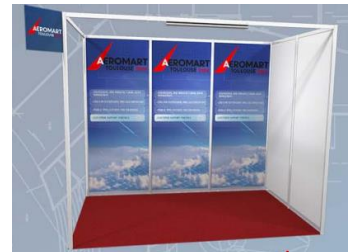
Provide us your ready-to-print artwork in the correct format:

**940mm x 2440mm (ht) no overflow**

#### Artwork guidelines:

1. Print-ready, high resolution, vector-based PDF.
2. 80 and 150 dpi at 100% scale.
3. CMYK Mode

You can keep the customized panels after show.



### 2. For a reusable weighted tarpaulin covering the whole panel (and partition) (minimum 2 panels) :

Provide us your ready-to-print artwork in the correct format:

- **2 panels : 1930mm x 2400mm (ht) no overflow**
- **3 panels : 2920mm x 2400mm (ht) no overflow**
- **6 panels : 5890mm x 2400mm (ht) no overflow**

#### Artwork guidelines:

1. Print-ready, high resolution, vector-based PDF.
2. 80 and 150 dpi at 100% scale.
3. CMYK Mode

You can keep the customized panels after show.



## • Roll-up:

Dimensions : 80 x 200 cm / Weight : 3kg

Provide us your ready-to-print artwork in the correct format:

**800mm x 2000mm (no overflow)**

#### Artwork guidelines:

1. Print-ready, high resolution, vector-based PDF.
2. 80 and 150 dpi at 100% scale.
3. CMYK Mode

You can keep the customized panels after show.



• **Other customized graphics & prints:** please find the complete list of customized graphics and prints in [the annexes](#) of this document.

## • How to place an order?

You must place the order online while registering for AEROMART. **If you have already sent your order form and you want to add a graphic order, please send an email to your [abe/BCI Aerospace sales representative](#) and copy Taylore LASSALLE ([tlassalle@advbe.com](mailto:tlassalle@advbe.com)).**

**ALL ORDERS MUST BE SUBMITTED BY OCTOBER 31<sup>st</sup>, 2024**

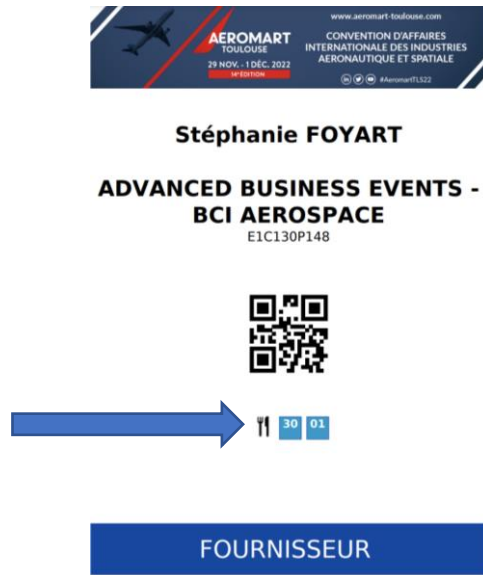
**Contact for customized prints :** Taylore Lassalle – Email: [tlassalle@advbe.com](mailto:tlassalle@advbe.com) Phone : +33 5 32 09 20 06

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## LUNCH

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A seated networking lunch will be catered on **December 4 & 5** for those who have **prepaid the lunch option** during their registration. To verify whether you will have access to the networking lunch, **you may check directly on your badge** (available on November 27 in your online profile). The lunch icon should appear under the QR Code (see example below):



**NB: If you have already sent your form and you wish to add the lunch package, please send an email to your abe/BCI aerospace sales representative and copy Taylore LASSALLE ([tlassalle@advbe.com](mailto:tlassalle@advbe.com)). Please specify the number of delegates in your email. The cost is €85.00 per person, excl. taxes for the two days.**

**ORDER DEADLINE: NOVEMBER 8<sup>th</sup>, 2024**

**ⓘ ACCESS TO THE LUNCH AREA WILL BE DENIED TO THOSE WHO HAVE NOT PREPAID**

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## BUSINESS CENTER

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For your comfort, and business needs, a business center equipped with a printer, computers, and internet connection will be at your disposal throughout the duration of the event

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## WIFI INTERNET

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Wi-fi will be provided inside the exhibition halls for all participants throughout the duration of the event. **The network name and WIFI password information will be provided on your badge.**

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## COFFEE CORNER

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Complimentary coffee & refreshments will be available every morning (December 4 & 5).

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# THEMED WORKSHOPS

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The conference room where you'll lead your workshop will be equipped with a video projector, a screen, a computer (for your presentation), and a wireless microphone.

For all your queries and concerns please contact Marianne Bohssein at [mbohssein@advbe.com](mailto:mbohssein@advbe.com) or + 33 1 41 86 41 98

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## SHIPPING

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Be sure to have all your materials delivered on **December 3<sup>rd</sup>, 2024**. **Any packages received before this date will be refused**. Ship them to the address below (don't forget to mention the name of the event "AEROMART TOULOUSE 2024") and **add your company name to the label**:

**MEETT – AEROMART TOULOUSE 2024**  
**"YOUR COMPANY NAME"**  
CONCORDE AVENUE  
31840 AUSSONNE  
FRANCE  
Phone: +33 5 62 25 45 45  
Fax: +33 5 62 25 45 00

**IMPORTANT: the exhibitor is responsible for its equipment, its transport and to arrange for return shipment.**  
**The MEETT and abe/BCI Aerospace do not accept any liability for any possible theft, loss, or damage to stored goods.**

**Materials delivery date: no earlier than Tuesday, December 3<sup>rd</sup>, 2024**  
**Materials pick-up date (mandatory): Thursday, December 5<sup>th</sup>, 2024 (end of the day)**

All deliveries and unloading must be made through the exhibitor parking area, via the hall doors 1, 2, and 3. The delivery area is flat with no platform. **All trucks must be equipped with a tailgate and a pallet jack to unload.**

**If your delivery person is not properly equipped to unload your packages, the official shipping carrier, Clamageran, will unload them at your expense.**

### Returns:

The exhibitor must correctly label and have their packages picked up **no later than December 5<sup>th</sup> at 8:00 pm**. After this deadline, the MEETT will proceed with the systematic cleaning of the storage areas and cannot be held responsible for any lost goods.

If you need any additional shipping and logistic services, please contact our official shipping supplier, Clamageran (below).

### ⇒ Contact



**CLAMAGERAN EXPOSITIONS**

#### **Paola BURLANDO**

Head of French Riviera  
Phone: +33 6 20 83 77 98  
Fax: +33 1 45 30 28 81  
[french-riviera@clamageran.fr](mailto:french-riviera@clamageran.fr)

Please complete the booking form [the annexes](#) and ship them **before November 8<sup>th</sup>, 2024**.

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## MOVE-OUT

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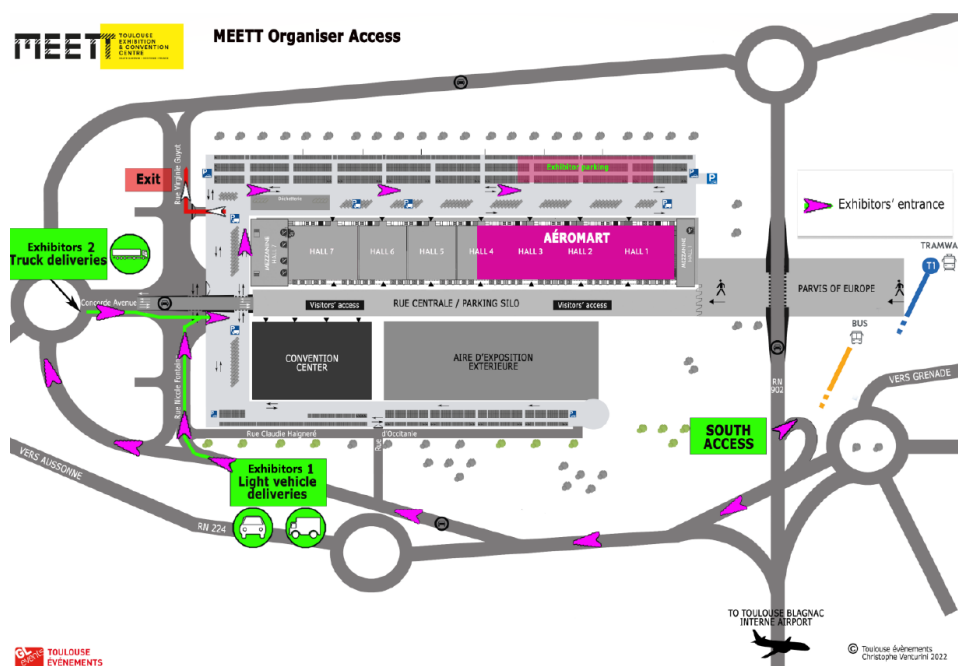
Exhibitors are required not to leave or dismantle their stand **before the end** of the event.

**The accesses will be blocked until 5:00 pm on Thursday, December 5<sup>th</sup>, 2024**. We encourage you to always attend to your belongings. The organizers will not be, in any case, responsible for any theft or damage incurred. The booth spaces must be returned free of any object.

**Beginning Friday, December 6<sup>th</sup>, any material remaining in the booth space will be stored by Clamageran at the exhibitor's expense.**

# ACCESS TO THE VENUE

MEETT – TOULOUSE EXHIBITION AND CONVENTION CENTRE  
CONCORDE AVENUE  
31840 AUSSONNE  
FRANCE



## BY PLANE:

Toulouse-Blagnac Airport - Tél : +33 5 61 42 44 00 Site : [www.toulouse.aeroport.fr](http://www.toulouse.aeroport.fr)

The airport is located northwest of the city center of Toulouse. The route from the airport to MEETT takes an average of 10 minutes (by car)

**AIR FRANCE AGREEMENT - The best fare for your airline ticket:**



**Attractive discounts, up to -15%, on a wide range of public fares on all AIR FRANCE, KLM and their code-shared flights worldwide.**

Event: **Aeromart Toulouse**

ID Code: **40761AF**

Travel Valid Period: **26/11/2024 to 12/12/2024**

Event location: **TOULOUSE**

Please visit the event website or access directly through

<https://globalmeetings.airfranceklm.com/Search/promoDefault.aspx?vendor=AFR&promocode=40761AF>

Use the event link above or visit [globalmeetings.airfranceklm.com](https://globalmeetings.airfranceklm.com) to

• **access the preferential fares granted for this event\*, make your booking, issue your electronic ticket\*, and select your seat\*\***

### Proof of attendance-fare eligibility

If you buy your ticket via AIR FRANCE & KLM Global Meetings website, your electronic ticket will carry a special mention which justifies the application of the preferential fares.

At any point of your journey, passengers must be able to justify the usage of the discounted AIR FRANCE-KLM Global Meetings & Events fares by showing the proof of attendance-fare eligibility document. You will receive this document automatically when you book your tickets on the online booking platform [globalmeetings.airfranceklm.com](https://globalmeetings.airfranceklm.com). Frequent flyer / loyalty programs of Air France and KLM partner airlines are credited with "miles" when Air France or KLM flights are used.

\*Not available in certain countries

\*\*Subject to conditions



## BY TRAIN:

### From the Matabiau SNCF train station:

- \* Take the metro line A in the direction of Toulouse Basso Cambo
- \* Get off at the ARÈNES stop
- \* Then take the tramway T1 in the direction of MEETT BEAUZELLE
- \* Get off at the MEETT stop
- \* Walk to the exhibition center entrance.

Timetables are available on [www.en.voyages-sncf.com](http://www.en.voyages-sncf.com)

## BY TRAM AND BUS:

### Tram:

- \*Take the Tram T1,
- \*Get off at station MEETT at the foot of the Exhibition Center

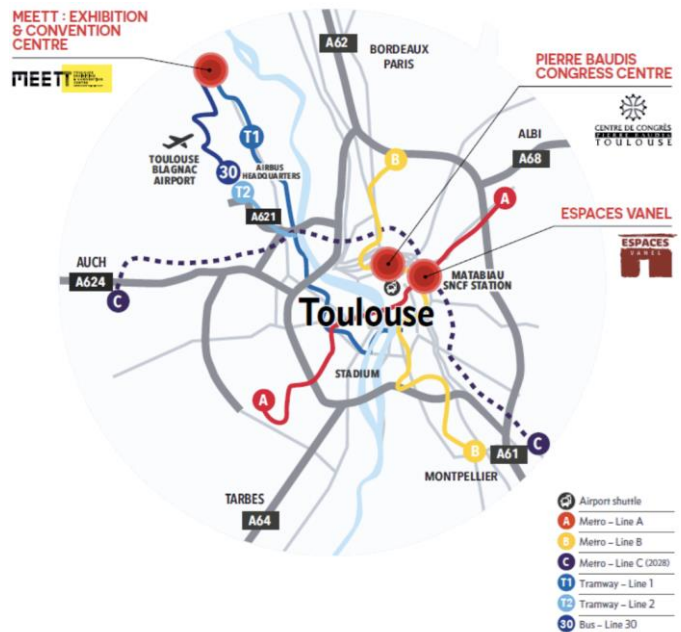
### Bus:

- \*Take bus line 30,
- \*Get off at the MEETT stop at the foot of the Exhibition Center

More information on the Tisséo network: <https://www.tisseo.fr/>

Calculate your journey: [Click here](#)

## BY CAR:



Taxis	Car Rental	
	Central Station	Airport
<b>CHABE Grand Sud +33 5 61 71 10 00</b> Email : <a href="mailto:toulouse@chabe.fr">toulouse@chabe.fr</a> Website : <a href="http://www.chabe.fr">www.chabe.fr</a>	<b>AVIS</b> 64, bld Pierre Sépard <b>+33 5 61 63 18 18</b>	<b>AVIS</b> <b>Budget</b> Hall C <b>+33 820 61 16 78</b>
<b>Taxi Radio Toulousain +33 5 61 42 38 38</b>	<b>Europcar</b> 64, bld Pierre Sépard <b>+33 9 77 40 32 60</b>	<b>Europcar</b> Hall C <b>+33 825 825 514</b>
<b>Capitole Taxi +33 5 34 250 250</b>	<b>Hertz</b> 64, bld Pierre Sépard <b>+33 5 62 73 39 47</b>	<b>Hertz</b> Hall C <b>+33 825 801 031</b>
<b>Allo Association Taxi Toulouse +33 5 62 16 26 16</b>		<b>SIXT</b> location de voitures Hall B <b>+33 5 61 49 73 95</b>

**PARKING:** Each company will receive by email, 1 parking ticket for access to the exhibitor's parking lot, located behind halls 1-2-3. This ticket will be valid from December 3<sup>rd</sup> – 5<sup>th</sup>, 2024 (2 tickets if the company has more than 4 delegates).



## HOTELS



Revolugo is our official travel agency partner. They offer a wide choice of accommodation at specially negotiated rates! With our partner, you'll be guaranteed that your hotel reservation, data and personal information will be protected and secure.

If you would like to take advantage of the best offers, we invite you to book as soon as possible [HERE](#) !

### Practical information:

For further assistance with your accommodation search only, please contact our dedicated project manager:  
Email: [reservations@revolugo.com](mailto:reservations@revolugo.com) / Phone: +33 1 80 06 62 88 (toll-free - 9am to 7pm).