



AEROSPACE ADDITIVE MANUFACTURING SUMMIT

EXHIBITORS' HANDBOOK

September 20 – 21, 2023

MEETT – PARC DES EXPOSITIONS ET CENTRE DE CONVENTION DE TOULOUSE METROPOLE
CONCORDE AVENUE
31840 AUSSONNE

CONTACTS	2
EVENT SCHEDULE & AGENDA.....	2
PREPARE YOUR ARRIVAL	2
BOOTH DETAILS.....	3
BOOTH SET-UP.....	3
ADDITIONAL FURNITURE.....	3
MULTIMEDIA PACKAGE RENTAL	4
BOOTH CATERING	4
TECHNICAL SERVICES.....	4
CUSTOMIZED GRAPHICS	5
WIFI INTERNET	5
NETWORKING LUNCHES	5
COFFEE CORNER	6
THEMED WORKSHOPS	6
SHIPPING.....	6
MOVE-OUT	7
ACCESS TO THE VENUE	7
HOTELS.....	9

CONTACTS

Event Organizers

advanced business events

10 rue de la Rochefoucauld

CS 50300

92513 Boulogne-Billancourt Cedex – France

Tel : 01 41 86 41 60

Website: <https://france.additive-aerospace-summit.com>

E-mail : additive-aerospace-summit@advbe.com

EVENT SCHEDULE & AGENDA

Tuesday, September 19th (MEETT – HALL 4)

2:00pm – 6:00pm: Access to exhibition hall (booth set-up)

Wednesday, September 20th (MEETT – HALL 4)

8:00am – 9:00am: Opening of the front desk

9:00am – 12:15pm: Plenary session of conferences

12:15pm – 1:45pm: Networking lunch

1:45pm – 3:35pm: Plenary session of conferences

3:45pm – 5:25pm: Workshops

6:00pm – 9:30pm: Cocktail reception

Thursday, September 21st (MEETT – HALL 4)

8:00am – 08.30am: Opening of the front desk

8:45am – 12:45pm: BtoB meetings & workshops

12:45pm – 2:00pm: Networking lunch

2:00pm – 6:00pm: BtoB meetings

6:00pm – 8:00pm: Closing

	Tuesday September 19th	Wednesday September 20th	Thursday September 21st
Access to Exhibition Hall for booth set-up	2 :00pm – 6 :00pm	8:00am – 9:00am	
Cocktail reception		6:00pm – 9:30pm	
Move-out			6:00pm – 8:00pm

PREPARE YOUR ARRIVAL

Upon arrival at the MEETT, all participants must present their **PRE-PRINTED BADGES** at the entrance.

They will be available to download from your online profile beginning from **September 14th, 2023**:

<https://meetings.additive-aerospace-summit.com/2023//signup.php>

Steps

1. Your profile
 - Company description
 - Delegates
 - Profile management
2. Your selection

Summary

Company name ADVANCED BUSINESS EVENTS / BCI AEROSPACE 10 rue de la Rochefoucauld CS 50300 BOULOGNE-BILLANCOURT CEDEX - FR Edit	Delegates STEPHANIE FOYART - BADGE Edit	Administrator STEPHANIE FOYART Edit
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You will also have to **print your B2B meeting schedule**, as only it will not be provided at the front desk.

BOOTH DETAILS

Depending on the package you have chosen, the following equipment is included (excluding the extra options). Each panel measures 1m (3.3ft) wide and 2.5m (8.2ft) high.

**non-contractual photos*

4sqm Booth Package 4sqm (2x2)	8sqm Booth Package 8sqm (4x2)
	
<ul style="list-style-type: none"> ✓ Spotlights ✓ 1 Table ✓ 3 Chairs ✓ Fascia Board ✓ Carpet ✓ 1 Electrical Outlet 	<ul style="list-style-type: none"> ✓ Spotlights ✓ 2 Tables ✓ 6 Chairs ✓ Fascia Board ✓ Carpet ✓ 1 Electrical Outlet

Do not hesitate to bring your own graphics to customize your space. You must bring all necessary materials to hang or paste your graphics (chains, adhesives, etc). **It is strictly forbidden to drill into the panels.** **Don't forget to bring an extension cord and power strip, as your booth comes with only 1 outlet.**

BOOTH SET-UP

Booth set up will be from **2:00pm to 6:00pm on Tuesday, September 19th**. For exhibitors unable to make it on Tuesday, it is recommended to arrive at the MEETT at **8:00am on Wednesday, September 20th** to complete the set up and personalization of their booths.

AAMS offers hard walled booths. **We strongly recommend you bring graphics to customize your space, or order custom-printed walls and fascia boards for a more professional appearance.** Noisy machines or sound systems **are not allowed**. Also, please ensure that all equipment and graphics you bring fit your corresponding booth dimensions. **Please note that your booth comes with only 1 electrical outlet.**

ADDITIONAL FURNITURE

• **Default 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.

• **How to place an order?**

Simply complete the appropriate booking form provided in the link [HERE](#).

ALL ORDERS MUST BE SUBMITTED BY SEPTEMBER 1ST

⇒ **Contact:**



LIGN' EXPO – Camille VELTEN

2 Allée du Golf - 31200 Toulouse

Tel: + 33 (0)5 62 75 99 34 - Cellphone : + 33 (0) 6 10 20 03 60

Email: lignexpo@lignexpo.com

MULTIMEDIA PACKAGE RENTAL

- **Available equipment:**

A 50" plasma screen + TV stand + USB port + HDMI cable (compatible with all video formats – PowerPoint Presentations must be saved in a video format)

Price : 700 EUR HT

- **How to place an order?**

You must order on the platform during your registration. **If you have already sent your order form and wish to add a video rental, please send an email to your abe/BCI Aerospace sales representative and copy Taylore LASSALLE (tlassalle@advbe.com).**

ALL ORDERS MUST BE SUBMITTED BY SEPTEMBER 1ST

BOOTH CATERING

- **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 catering delivery planning [HERE](#) (specifying the desired date and times of delivery).

ALL ORDERS MUST BE SUBMITTED BEFORE SEPTEMBER 1st. (After this deadline, a 20% surcharge will be applied)

⇒ **Contact :**



GL EVENTS / Toulouse Événements – Exhibitor Service Department

Tel. : +33 (0)5 32 53 55 55

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 the links below.**

ALL ORDERS MUST BE SUBMITTED BEFORE SEPTEMBER 1st. (After this deadline, a 20% surcharge will be applied)

Services	Contacts
<ul style="list-style-type: none">* power supply (for specific power requirements)* Wifi internet (if a larger bandwidth is needed than the one provided)* cleaning* host(s) & handler* water supply* rigging requests	<p>GL EVENTS / Toulouse Événements Exhibitor Service Department Tel : +33 (0)5 32 53 55 55 exhibitors-order-tlse@gl-events.com</p>

CUSTOMIZED GRAPHICS

- **Customized booth panels:**

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

You just need to provide us your ready-to-print artwork in the correct format:

- Panel dimensions: 2.5m x 1m
- **Actual/visible dimensions: 2440mm x 940mm (printed on PVC)**
- **Price: 300 EUR HT per panel**

Your electronic artwork must be provided in: .ai, .pdf, .psd, .eps at 200 dpi of actual image size.



- **Roll-up graphics:**

Creation of a one-sided roll up banner

- Dimensions: 80 x 200 cm
- Weight: 3kg
- **Price: 300 EUR HT per roll-up**

Artwork in an appropriate and printable format is required (80x200)
The document must be a high-resolution ready-to-print file (minimum of 300 dpo).

You may keep both the banner and the roll up stand after the event.



- **Other customized graphics & prints:**

Please find the complete list of customized graphics and prints provided in the link [HERE](#).

- **How to place an order?**

You must order on the platform during your registration. **If you have already sent your order form and you want add a graphic order, please send an email to your abe/BCI Aerospace contact and copy Taylore LASSALLE (tlassalle@advbe.com).**

ALL ORDERS MUST BE SUBMITTED BY SEPTEMBER 1ST

YOUR GRAPHICS MUST BE SENT TO tlassalle@advbe.com BY SEPTEMBER 1ST

WIFI INTERNET

Wi-fi inside the exhibition hall will be provided for all participants throughout the duration of the event.

The network name and WIFI password information will be provided on your badge.

NETWORKING LUNCHES

A seated networking lunch will be catered on **September 20th and 21st**, for those who have **pre-paid for the lunch option** during the original registration process.

NB: If you have already sent your order 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). Please specify the number of delegates in your email.

ORDER DEADLINE: SEPTEMBER 1ST

ⓘ ACCESS TO THE LUNCH AREA WILL BE DENIED TO THOSE WHO HAVE NOT PRE-PAID

COFFEE CORNER

A complimentary coffee corner is available **every morning** of September 20th and 21st.

THEMED WORKSHOPS

If you are leading a themed workshop, the conference room will be fully equipped with a video projector, screen, a computer (for your presentation), and a wireless microphone will be made available to you.

For all your queries and concerns please contact Marianne Bohssein at mbohssein@advbe.com or + 33 1 41 86 41 98.

SHIPPING

Be sure to have all your materials delivered on **September 19th, 2023**. **Any earlier deliveries will not be accepted**. Ship them to the address below (don't forget to mention the name of the event "AEROSPACE ADDITIVE MANUFACTURING SUMMIT 2023") and **add your company name to the label**:

MEETT – AEROSPACE ADDITIVE MANUFACTURING SUMMIT 2023

"YOUR COMPANY NAME"

CONCORDE AVENUE

31840 AUSSONNE

Tel: +33 (0)5 62 25 45 45

Fax: +33 (0)5 62 25 45 00

IMPORTANT: each exhibitor is responsible for the transport of his material the reception and the forwarding of his packages. The MEETT Exhibition Center and ABE/BCI Aerospace declines all responsibility in the event of theft, loss, or damage to stored goods.

Materials delivery date: no earlier than Tuesday, September 19th, 2023

Materials pick-up date (mandatory): Thursday, September 21st, 2023 (end of the day)

All deliveries and unloading must be made through the exhibitor parking area, via the hall 4. 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 September 21st at 8:00 pm. After this deadline, the MEETT Exhibition Center 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

Tel: +33 (0)6 20 83 77 98

Fax: +33 (0) 1 45 30 28 81

french-riviera@clamageran.fr

Please complete the booking form [HERE](#) and return it **before SEPTEMBER 8TH**

MOVE-OUT

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, September 21st, 2023.

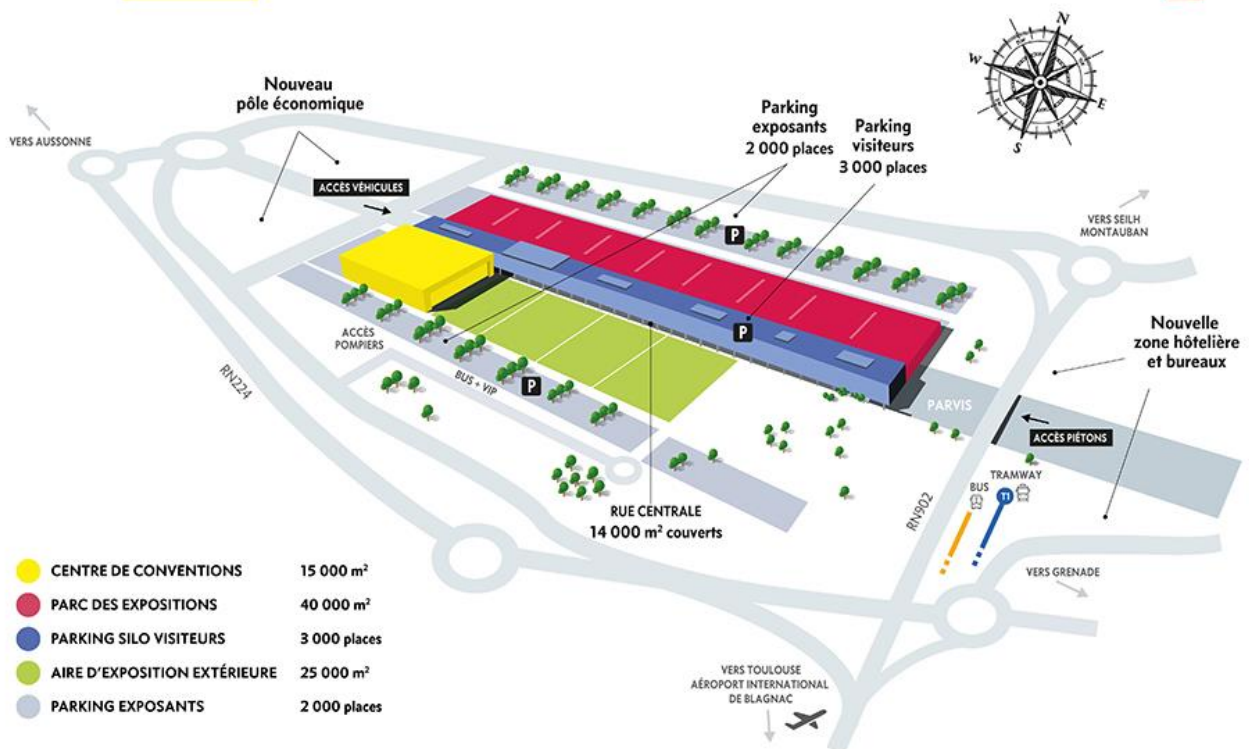
We encourage you to always attend to your belongings. The organizers will not be, in any case, responsible for any theft or damage incurred.

The booth spaces must be returned free of any object.

Beginning Friday, September 22nd, any material remaining in the booth space will be stored by Clamageran at the exhibitor's expense.

ACCESS TO THE VENUE

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CONCORDE AVENUE
31840 AUSSONNE



BY PLANE:

Toulouse-Blagnac Airport - Tél : +33 (0)5 61 42 44 00 Site : 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 20 to 25 minutes.

- Take bus line 30 towards MEET BEAUZELLE

- Get off at the MEETT BEAUZELLE stop
- Walk to the exhibition center entrance

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: **Aerospace Additive Manufacturing Summit**

ID Code: **40150AF**

Travel Valid Period: **September 13, 2023 to September 28, 2023**

Event Location: **Toulouse**

Please visit the event website or access directly through

<https://globalmeetings.airfranceklm.com/Search/promoDefault.aspx?vendor=AFR&promocode=40150AF>

Use the event link above or visit 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. 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

BY TRAM AND BUS:

Tram:

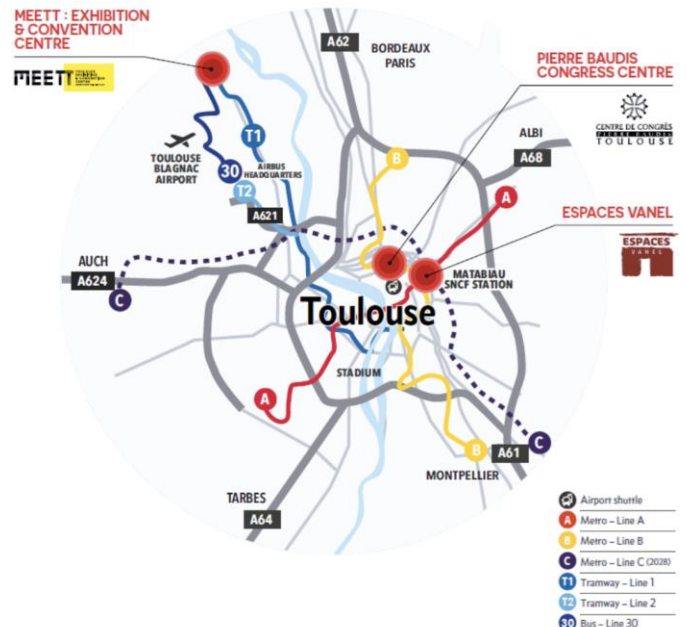
- *Take the Tram T1,
- *Get off at station MEETT at the foot of the Exhibition Center

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	
Taxi Toulouse Service : +33 (0)6 03 46 03 54 Website : https://taxi-de-toulouse-seb.com/	 AVIS	64, bld Pierre Séward +33 (0)5 61 63 18 18	 AVIS Budget	Hall C +33 (0) 820 61 16 78
Taxi Toulouse : +33 (0)6 52 48 26 22	 Europcar	64, bld Pierre Séward +33 (0) 9 77 40 32 60	 Europcar	Hall C +33 (0) 825 825 514
Taxi Toulouse 31 : +33 (0)6 79 48 92 90	 Hertz	64, bld Pierre Séward +33 (0) 5 62 73 39 47	 Hertz	Hall C +33 (0) 825 801 031
Capitole Taxi Toulouse : +33 (0)5 34 25 02 50			 SIXT location de voitures	Hall B +33 (0) 5 61 49 73 95

PARKING: Each EXHIBITING company will receive by email, 1 parking ticket for access to the exhibitor's parking lot, located behind hall 4. This ticket will be valid from September 19th to the 21st, 2023.

HOTELS



Our team offers hotels at negotiated rates near the event location so that you can make the most of your stay.

1. **Via our partner - Revolugo:** please click [HERE](#) to book online !

For any further information on accommodation offers or for group reservations, please contact **Mathilde Manson** – mathilde@revolugo.com // +33 (0)1-80-06-62-88