



**Tissue World**  
28-31 March 2011  
Acropolis • Palais des Expositions • Nice, France

## EXHIBITOR SERVICE MANUAL

**29-31 March 2011 (Exhibition Days)**  
**Acropolis Exhibition Hall, Nice – France**

We greatly appreciate your participation at **Tissue World 2011**. This manual has been designed to simplify your preparations for the exhibition and subsequent administration. It contains comprehensive information to help you plan a successful exhibition.

### PLEASE READ THIS EXHIBITOR MANUAL

Significant changes have been made to this exhibitor service manual and order forms so it is important you read the following information, which can be found on our website directly:

- ❖ You will find in this **Section I**, the **Tissue World - Show Management Service** manual (*which is the document you are reading*) with Show Management Regulations and Order Forms
- ❖ In **Section II** you will find the **NICE ACROPOLIS (General Contractor) Service Manual** will contain full practical information namely:
  - Hall Specifications, Terms and Conditions, Safety Regulations;
  - Their full Services Catalogue;
  - Required Order Forms and Invoicing Information;
  - Price list and Order Forms for the Services (*all except furniture*)
- ❖ In **Section III** you will be redirected to the **Official Furniture Supplier: SQUARE IMMOBILIER**
- ❖ In **Section IV** you will be redirected to the **Official Freight Forwarder: ON SITE/MATHEZ**
- ❖ In **Section V** you will be redirected to **Official Housing Agency: VOYAGES C. MATHEZ** for hotel accommodation arrangements and temporary staff on your stand.
- ❖ In **Section VI**: You will find the link to **EASY TAX** for VAT refund procedures.

Please make time now to take a look at the **EXHIBITORS' DEADLINES AND CHECKLIST** and ensure that you meet all the deadlines. It will save you inconvenience later and could save your company the expense of late order surcharges (advance pricing apply to orders placed by the deadline).

The Service Manual is not designed to replace our personal service. We will be happy to answer any questions. Please call or email if you need help.

The Tissue World Team  
UBM Asia Trade Fairs Pte Ltd.

## CONTENTS

---

1. Tissue World - Show Management Team
2. Timetable
3. Regulated Activities & Exclusive Services
4. List of Official Suppliers
5. Stand Construction Specifications
  - 5.1. Shell Scheme Exhibitors
    - Stand contents
    - Shell Scheme Regulations
  - 5.2. Floor Space Exhibitors & Regulations
    - Exhibitor Appointed Contractors Authorization
    - Floor Space Regulations
    - Stand Drawings
  - 5.3. Maximum Stand Height (for all exhibitors)
6. Signs and Hanging Signs Regulations
7. Fire and Safety Requirements
8. Access control for Exhibitors: Staff Badges and Conference Badges
9. Show Directory Entry and Industry Category Listing
10. Visitor Invitation Flyers
11. Delivery and Arrivals Procedures
12. Freight & Customs
13. Exhibitor Insurance
14. Catering Terms and Conditions
15. Cleaning
16. Music / Noise
17. Taxes (VAT Refund) and Duties

## 1. TISSUE WORLD 2011 SHOW MANAGEMENT TEAM

---

### Contacts:

#### **Gwen Ng, Project Director**

Gwen.ng@ubm.com

Tel: +65 6592 0890

Fax: +65 6438 6090

#### **Adrian Van Beuningen, Sales Director**

Austria, Belgium, Denmark, France, Germany, Netherlands, Sweden, Switzerland, Russia, Eastern Europe, Central & South America and USA (namely OR, WA, WI, MI & MA)

[Adrian.beuningen@ubm.com](mailto:Adrian.beuningen@ubm.com)

Tel: +32 2 644 3356

Fax: +32 2 646 8326

#### **Paolo Rampetta , Sales Director**

Finland, Ireland, Norway, Portugal, Spain, Italy, UK, Egypt, Middle East, Brazil and USA (except OR, WA, WI, MI & MA)

[Paolo.rampetta@ubm.com](mailto:Paolo.rampetta@ubm.com)

Tel: +32 2 646 1606

Fax: +32 2 653 8034

#### **Agnes Gehot, Operations Manager**

[Agnes.gehot@ubm.com](mailto:Agnes.gehot@ubm.com)

Tel: +32 2 653 1535

Fax: +32 2 653 8034

## 2. TIMETABLE

---

<b>Build-up/move-in</b>	<b>Day</b>	<b>Date</b>	<b>Time</b>
<b>Floor Space Exhibitors</b>	Friday	25 March 2011	8am – 8pm
	Saturday	26 March 2011	8am - 8pm
	Sunday	27 March 2011	8am - 8pm
	Monday	28 March 2011	8am - 4pm
<b>ALL Exhibitors</b>	Sunday	27 March 2011	8am - 8pm
	Monday	28 March 2011	8am – 4pm

**All displays and exhibits must be completed by: Monday, 28 March 2011 at 4pm**

#### **Tissue World 2011 Exhibition - Opening hours**

Tuesday	29 March 2011	10am – 6:30pm
Wednesday	30 March 2011	10am - 5pm
Thursday	31 March 2011	10am - 4pm

### **Tissue World 2011 Conference - Opening hours**

Monday	28 March 2011	8:30am - 5:30pm*
<i>(Palais des Congrès – Salle Athéna)</i>		
Tuesday	29 March 2011	8:30am – 5:30pm*
<i>(Palais des Expositions – 2<sup>nd</sup> level)</i>		
Wednesday	30 March 2011	8:30am – 5:30pm*
<i>(Palais des Expositions – 2<sup>nd</sup> level)</i>		
Thursday	31 March 2011	8:30am – 13/noon*
<i>(Palais des Expositions – 2<sup>nd</sup> level)</i>		

*\*Schedule to be confirmed*

### **Tissue World 2011 Conference Cocktail Reception**

Tuesday	29 March 2011	6:30pm-7:30pm
---------	---------------	---------------

### **Tissue World 2011 Exhibition – Breakdown/move-out**

<b>All exhibitors</b>	Thursday	31 March 2011	4 pm - 11 pm
	Friday	1 April 2011	8 am - 8 pm

Exhibitors should remove their own structures, equipment and/or products before Friday, 1 April 2011 at 8 pm. If this is not done, the Nice Acropolis reserves the right to evacuate the premises by any means and at the exhibitors' expense and risk, with a possible claim for additional floor space occupancy costs.

### **3. REGULATED ACTIVITIES & EXCLUSIVE SERVICES**

The following activities are the exclusive services from the Nice Acropolis (full service manual can be downloaded in SECTION II) and cannot be carried out by any exhibitors or exhibitor appointed contractors: Security, Electrical, Audio-Visual, Cleaning, Telecommunication and Internet.

The Nice Acropolis is the exclusive catering supplier for Tissue World 2011. For food and beverage served on your stand, please see **13. Catering Terms and Conditions** (further in this Service Manual).

The following activities are forbidden in the Exhibition Hall and at the Acropolis Congress Center, except with prior written agreement from the Nice Acropolis:

- Any photography, sound recording, filming, total or partial reproduction (should the Nice Acropolis authorize these activities, it reserves all rights pertaining thereto).
- The projection of any film or other visual document, without the necessary authorization.

### **4. LIST OF OFFICIAL SUPPLIERS**

- **Furniture rental**

#### **SQUARE IMMOBILIER**

Contact : Anne Sophie MICHAUD

Tel: +33 6 84959380

Fax: +33 4 92270795

Email : [a.michaud@square-mobilier.com](mailto:a.michaud@square-mobilier.com)

Direct link to Tissue World furniture rental: <http://www.square-mobilier.com/tissueworld>

- **General Contractor (Utilities, Cleaning, Security, Standbuilding, Rigging, Catering, additional stand services and orders)**

**Société d'Exploitation de l'ACROPOLIS de NICE**

**Operations Department**

Contact : Lucie JAMMES

Tel : +33 4 93 92 82 00

Fax : +33 4 93 92 82 55

Email : [exposition@nice-acropolis.com](mailto:exposition@nice-acropolis.com)

- **Freight Forwarder and Custom Broker**

**ON SITE / MATHEZ EXHIBITION DEPT.**

AIRPORT OFFICE

ZONE DE FRET

BATIMENT N° 2

06200 NICE

FRANCE

TEL: 00 33 (0)4 93 29 80 16

FAX: 00 33 (0)4 93 29 91 30

**Contact : Bernard CHATILLON**

Email: [bchatillon@onsitefr.com](mailto:bchatillon@onsitefr.com)

- **Catering**

**Société d'Exploitation de l'ACROPOLIS de NICE**

Contact : Mathieu Jourdan-Gassin

Tel: +33 4 93 92 83 15

Mob: +33 6 73 17 10 19

Fax : +33 4 93 92 83 48

Email: [Mathieu.JOURDANGASSIN@nice-acropolis.com](mailto:Mathieu.JOURDANGASSIN@nice-acropolis.com)

- **Car parking**

**PARC AUTO ACROPOLIS – VINCI PARK**

Complexe Jean Bouin

Place du XV<sup>ème</sup> Corps – 06000 Nice - FRANCE

☎ 33 4 93 85 58 85 – Fax 33 4 93 13 47 77

- **French tax (VAT) refund**

**EASYTAX**

Contact: Barbara DEBEER

Tel : +33 4 93 72 50 40

Fax : +33 4 93 72 53 41

Email: [easytax@easytax.fr](mailto:easytax@easytax.fr)

[www.easytax.fr](http://www.easytax.fr)

- **Insurance**

Please contact show management at [agnes.gehot@ubm.com](mailto:agnes.gehot@ubm.com) for more information

## 5. STAND CONSTRUCTION SPECIFICATIONS

---

### 5.1. Shell Scheme Package Exhibitors

#### ❖ Stand Contents:

Exhibitors who have contracted for a Shell Scheme Package have the following items included in their package:

#### **STRUCTURE / PARTITIONING**

- Grey lacquered aluminum sections, height of the stand : 2.50m
- Partitions with melamine coating on 3 sides maximum, color : WHITE

#### **FLOOR COVERING**

- Short pile blue, dark grey or red carpet covered with transparent protective film (polyane). Removal of the film before the opening of the show. Choose your carpet color with the NICE ACROPOLIS Exhibitor Guide – see Section II (Required Order Forms)

#### **STAND SIGN BOARD (two options):**

- One sign on the front panel of each stand with no more than 20 letters (Helvetica Medium, 100mm). BLUE lettering on a white background

#### **CLEANING**

- Daily cleaning of the stand (vacuum and emptying of wastebasket)

#### **LIGHTING**

- One 75 W spotlight per 3 square meter booth, or three spotlights per 9 square meter booth

#### **ELECTRICITY SUPPLY**

- Single phase earthed 1 kW 220-240 V electricity supply per 9 square meter booth, with one 10/16 A socket, protected by a 30mA differential circuit-breaker.

#### **NOTES:**

*This package is rented as an indivisible package. In case of non-use or partial use of the items included in this package (example: partitions), no claim for compensation or discount will be accepted.*

*Fixing on the melamine partitions: the use of double-sided tape is accepted providing all glue marks are removed during dismantling; the use of hooks and chains is recommended.*

#### ❖ Shell Scheme Regulations

. Corner stands will have automatically 2-sides open unless requested otherwise by the exhibiting company (please use the Stand Plan in SECTION II for this).

. Peninsula or island booths will have automatically only one back wall, unless requested otherwise by the exhibiting company.

. Any portion of exhibit back wall bordering another stand must be finished and not signage may be displayed on portions of the back wall or sidewall facing adjacent stands.

. The Company Name Sign is included in the Shell Scheme Package. To ensure you have the correct company name on your fascia board, you should complete the Required Order Forms in Section II (NICE ACROPOLIS – EXHIBITOR GUIDE). Failing to do so, we will print the company name as it appears on your contract.

. Stand Diagram/Plan: To indicate where outlets or other (water, telecomm, internet) connections should be positioned as well as additional storage room, please return the stand plan which can also be found in the same Required Order Forms (Section II – NICE ACROPOLIS – EXHIBITOR GUIDE)

. Additional stand fitting orders such as storage space, doors, plants, audio-visual, computers, can be rented through the NICE ACROPOLIS Service Catalogue.

. Furniture can be rented through our official supplier Square Immobilier, please refer to SECTION III for this.

*The organizer reserves the right to adapt rules and/or regulations from time to time governing such matters pertaining to the Event. Exhibitors shall observe and abide by such additional rules and/or regulations that may not be specifically covered by the terms and conditions of the Organizer/Exhibitor contract.*

## **5.2. Floor Space Exhibitors & Regulations**

### **❖ Exhibitor Appointed Contractors Authorization**

The Nice Acropolis has been selected as the Official Service Contractor and must be used for all exclusive services: Electrical, Cleaning, Security, Telephone and Internet Connections

When a Tissue World exhibitor (Floor Space Exhibitor) plans to use a company other than the Nice Acropolis for installation or dismantle of his/her exhibit, the exhibitor contact (only) must complete all required information through the **ONLINE SHOW MANAGEMENT FORM 1** and submit this information online no later than 28 January 2011.

An **Exhibitor-Appointed Contractor (EAC)** is: Any individual who is not a full-time permanent employee of the exhibiting firm, who is providing a service to an exhibitor on-site and does not represent one or more of the official contractors.

- The Exhibitor Appointed Contractors are not allowed to perform the following exclusive services, including but not limited to: Electrical, Telecommunications, Cleaning, Catering, Plumbing, Rigging and Security.
- The Exhibitor-Appointed Contractor (EAC) will share with the Show Organizer all reasonable costs related to his operation, including overtime pay for security, restoration of exhibit space to its initial condition (when applicable), etc.
- The Exhibitor-Appointed Contractor (EAC) must abide by all rules and regulations of the show, including the move-in and move-out time-tables.
- Exhibitor Appointed Contractors or the Exhibiting Company itself are required to send Architectural Stand Drawings (drawn to scale) showing details of all interior stand fittings

and position/dimensions of machinery exhibits of their booth (full details see exhibitor manual and order form 2).

The Exhibitor-Appointed Contractor (EAC) must abide by all rules and regulations of the show and must be able to show evidence of insurance if requested on showsite.

❖ **Floor Space Exhibitor Regulations:**

All Floor Space Exhibitors must complete and return the following documents:

1. **Order Form 1: Exhibitor Appointed Contractors Authorization Form**
2. **Order Form 2: Stand Drawings**
3. **Order Form 5: Freight Forwarder and Move-in/Move-out schedule**

**Other miscellaneous rules:**

*The purpose of the following display rules and height restrictions are to provide equal visibility to all exhibitors and to comply with the safety rules of the Nice Acropolis:*

- The **name and stand number** of the exhibitor should be prominently displayed on all stand designs.
- **Cleaning** of Floor Space Stands will be paid for by the Exhibitor. Cleaning services can be ordered with NICE ACROPOLIS – See EXHIBITOR GUIDE in SECTION II.
- **Stand Appearance:** All stands, regardless of size, must be in keeping with the environment of Tissue World Exhibition. The floor of the stand must be carpeted or covered with tiles, etc. Outside surfaces of all back and sidewalls must be finished and devoid of copy, logos, or other graphics so as not to detract from neighbouring booths. Any display deemed unprofessional in appearance, at the sole discretion of Show Management, will not be permitted.
- **Maximum stand height:** For the stands located in the center of the Exhibition Hall, the maximum height allowed for the stand structures + signage is 6 meters. For structures higher than 6 meters, please submit your project to Show Management for approval (deadline: 28 January 2011). Please check with Show management for your maximum height if your stand is not located in the central part of the hall.
- **Access Ramps:** A stand equipped with a technical floor higher than 2 cm, on which visitors are permitted, will have to include an access ramp. This ramp will have a 0.80 m width and a slope of 2% to 8% and will be integrated in the stand design. It must not go beyond the allocated floor space (full instructions see NICE ACROPOLIS EXHIBITOR GUIDE – SECTION II)

***Be sure to pass this information along to any stand builder assisting you in the installation of your booth.***

❖ **Stand Drawings – Required for all exhibitors with floor space only or surface as from 27sqm**

All exhibitors who reserved floor space (raw space) only must submit a stand drawing to the Organizers for approval. Dimensional drawings, showing the proposed design of the stand must be submitted for approval before any work is put in hand and in any case **NO LATER THAN 28**

**JANUARY 2011.** Please submit your drawing through the online Order Form 2 or send it directly to [agnes.gehot@ubm.com](mailto:agnes.gehot@ubm.com)

Make sure to include the following information on your stand drawing:

- Exhibiting Company Name;
- Stand Number;
- Contact information of person or company designing booth;
- Height of Back wall;
- Confirmation that back wall will be finished;
- Height and approximate location of towers and other structures;
- Interior stand fittings;
- Position/dimensions of machinery.

### **5.3. Maximum stand height**

For the stands located in the center of the Hall, the maximum height allowed for the stand structures + signage is 6 meters.

**However, Please contact UBM Asia's Operations Department at [agnes.gehot@ubm.com](mailto:agnes.gehot@ubm.com) for your exact ceiling height as this can vary in certain locations (for all the side positions)**

### **6. SIGNS & HANGING SIGNS REGULATIONS**

Hanging signs above the surface of the contracted exhibit area is subject to the prior agreement of Show Management and will be charged for labor, rigging and advertising fee.

Hanging signs and graphics must be suspended over the stand area and must not overlap the perimeter of the stand.

For all hanging signs, please contact show management for a prior approval and quote.

Billposting is forbidden outside the places reserved to this effect. No sign or advertising is permitted outside the boundaries of individual stands. Show Management reserves the right to remove signage that does not comply with this regulation. Exhibitors are also prohibited from handing out giveaways, including company literature outside the perimeter of their stand. All solicitation is restricted to the exhibitor's stand.

### **7. FIRE & SAFETY REQUIREMENTS**

Nice Acropolis maintains 24-hour security. The exhibitors at their own expense can request individual security of the stands (see SECTION II). Nice Acropolis cannot be held liable for any loss, damage or theft which would occur to goods left on the stands.

Nice Acropolis may refuse or expel any person whose behavior or clothing is considered incompatible with the Centers' image or who refuses to comply with the local safety rules.

**Full Fire and Safety Regulations can be found in Section II – Nice Acropolis Exhibitor Guide.**

**ALL Exhibitors with customized stands and/or with machines** are also requested to return the **safety questionnaire**. Please retrieve this questionnaire in SECTION II – Nice Acropolis Exhibitor Guide – Order Forms.

## 8. ACCESS CONTROL FOR EXHIBITORS: STAFF BADGES AND CONFERENCE BADGES ---

An identification badge, provided by UBM Asia, is required to enter the Exhibition Hall (to order your **exhibitors badges**, please see Show Management online Order Form 8.) Each exhibitor will be able to order four **(4) staff badges per 9 sqm** surface occupied. Your staff badges order can be done online with your exhibitor's online password.

Exhibitors have a **special exhibitor discounted conference rate**. The exhibitor discount cannot be combined with any other discount (group discount) and is only valid for the 4-days of the conference (full conference package). To ensure you can benefit from the early bird rate of 600€ (valid up to 25 February), please use our online order Form 7 and log in with your exhibitor password to obtain the rate.

## 9. SHOW DIRECTORY ENTRY AND INDUSTRY CATEGORY LISTING ---

Tissue World 2011 Show Directory will contain the Tissue World 2011 Conference Program, Show Directory Listing and Industry Category Listing as well as the Exhibition Floorplan.

This Directory will be distributed to all Tissue World attendees and will serve and will be retained as a valuable source after the event. Therefore, it is important you take some time to carefully put together your company description and pay attention to have your correct company contact details.

All contracted exhibitors have a **free Show Directory Entry and Category Listing**. Please submit your information via the online Show Management **ORDER FORM 3 (Section I)**

Each exhibiting company can also have **their logo** printed next to their company profile (in the show directory). For this, please refer to our online **ORDER FORM 4 (Section I)**

## 10. VISITOR INVITATION FLYERS ---

Visitor Invitation Flyers will be available to all exhibitors on our events website ([www.tissueworld.com](http://www.tissueworld.com)) as from end of January 2011.

The flyers will be "downloadable" and exhibiting companies will be able to integrate their own company logo and personal message to personalize their email promotions.

The flyers will contain the updated list of exhibitors, general information on the venue, timings and the updated program of conference speakers as well as full instructions on registration procedures.

Flyers will be available in different languages: English, French, Italian, German, Spanish, Portuguese, Russian, Arabic (classic) and Chinese.

Each exhibiting company will also receive 100 English printed flyers. Additional printed English flyers can be ordered, please contact Show Management for this.

## 11. DELIVERY AND ARRIVALS PROCEDURE ---

### ❖ Delivery

The packages delivered by exhibitors must comply with the following conditions:

- Delivery no earlier than 48 hours before the first build-up day
- Each package must be clearly labeled with:

**Société d'Exploitation de l'Acropolis de NICE**  
**Palais des Expositions**  
**Parvis de l'Europe**  
**F- 06300 NICE**  
**FRANCE**

Mandatory information: All packages without the fully completed section below shall be refused.

**Event Name: TISSUE WORLD 2011**  
**Stand Company Name:**  
**Stand number:**  
**Stand manager:**  
**Manager's mobile :**

Nice Acropolis cannot be held liable in case of loss or damage of the packages delivered, or for those not removed by exhibitors.

Unloading of trucks and carrying of packages to (and from) the stand is the responsibility of the exhibitor. The local freight forwarders (see contact details below) can help you with this.

❖ **Arrivals**

Please complete the online form 5 FREIGHT FORWARDER and MOVE-IN/MOVE-OUT NOTIFICATIONS. With the information you will supply, arrivals will be coordinated.

In the event that Show Management is not informed of the arrival of your materials, significant delays are possible as "ON SITE / MATHEZ" (Official Freight Forwarder) will have priority access to the Exhibit Hall, facilities and personnel.

**12. FREIGHT AND CUSTOMS**

The Tissue World 2011 official Shipping and Forwarding agent "ON SITE / MATHEZ" can assist exhibitors for transport, delivery, storage, removals and Custom formalities. We strongly recommend that you use our official forwarder to assist timely and trouble-free delivery of your materials.

Exhibitors who shipping goods to the show and/or who have set-up and dismantling work planned are requested to complete the online ORDER FORM 5 (FREIGHT FORWARDER and MOVE-IN/MOVE-OUT NOTIFICATION) so that the arrival of their materials and vehicles can be coordinated at the venue. In the event that Show Management is not informed of the arrival of materials, significant delays are possible as "ON SITE / MATHEZ" will have priority access to the Exhibit Hall, facilities and personnel.

The company ON SITE / MATHEZ is the only freight handling company with unrestricted access to the exhibition halls.

Exhibitors should send their material to ON SITE /MATHEZ who will store it for them prior to the show. Empties will be delivered at the closing of the show.

**For more information on prices and shipping procedures, please contact them directly:**

Mr. Bernard Châtillon

On Site Exhibition Specialist

Mathez International Freight Forwarder

Tel: +33 (0)4 93 29 80 16

Fax: +33 (0)4 93 29 91 30

Email: [bchatillon@onsite.fr](mailto:bchatillon@onsite.fr)

All **customs** procedures take place at the Customs Office located at:

Bureau de Douane de Nice Aéroport

Aéroport Nice Côte D'Azur

BP 459

F-06008 Nice Cedex 1

France

Phone: +33 4 93 21 37 78, Fax: +33 4 93 21 40 50

### **13. EXHIBITOR INSURANCE**

---

Each exhibitor is responsible for public liability insurance against injury to the person and property of others and insuring their exhibits and merchandise against damage or loss to and from the event and during the event. Exhibitors should contact their insurance broker to include, or add a rider to their existing insurance policy to cover third party liability as well as liability towards Nice Acropolis, their exhibit and exhibit materials, for all goods belonging to them or have been entrusted to them. The insurance must provide a waiver of claim against the Organizers (UBM Asia), the Nice Acropolis, The City of Nice and their insurers, the contractors and their agents and/or employees.

Each exhibitor must show evidence of this insurance by returning a copy of their insurance by 25 February 2011. Please make sure to bring a written proof of this insurance with you in Nice as it will be required by the Nice Acropolis before the opening of the show.

### **14. CATERING TERMS AND CONDITIONS**

---

NICE ACROPOLIS is the exclusive catering company on Tissue World 2011. However, in order for your company to be able to provide food products and catering services on your booth during the event, please send us the following documents before **1 FEBRUARY 2011**:

- Proof of **insurance** for your company for the year 2011.
- State **veterinary inspection** service or health official documentation that enables your company to operate as a catering company.
- Company valid **alcohol pouring license**.
- Company European **VAT number, bank identification** and **IBAN** number.
- Company **identification** (legal information on official address, name of the owner's, registration number, state ID number).

Please note that NICE ACROPOLIS will require these documents and that random visit into the kitchen and deliveries will be made by the Food and Beverage Department.

**Please send your documents by 1 FEBRUARY 2011 to:**

Mathieu JOURDAN-GASSIN

Responsable service F&B | F&B Director

Société d'Exploitation de l'ACROPOLIS de NICE

1, Esplanade Kennedy - BP 4083 - 06302 Nice Cedex 4 - France

Tel: +33 (0)4 93 92 83 15 | Mob: +33 (0)6 73 17 10 19 | Fax: +33 (0)4 93 92 83 48

Mathieu.JOURDANGASSIN@nice-acropolis.com | <http://www.nice-acropolis.com>

### **15. CLEANING**

---

- Show Management provides aisle cleaning.
- Daily stand cleaning is included in the Shell Scheme Package. This includes vacuuming and emptying of the wastebaskets on your stand before the opening of the show on each day.
- Floor Space exhibitors should make the necessary arrangements with the NICE ACROPOLIS (see SECTION II) and order cleaning services before the deadline date of 28 February 2011.

Please be advised that exhibitors should refrain from emptying their stand wastebaskets into the aisle trash bins. The aisle trash bins are for visitor's use only.

## **16. MUSIC / NOISE**

---

Noise and music that is objectionable or not in keeping with the event may not be used. This will be at the discretion of the Organizers. Please contact Show Management at [agnes.gehot@ubm.com](mailto:agnes.gehot@ubm.com) if you intend to have music or any other entertainment on your stand.

Live music, special sound and visual effects will not be permitted outside of your exhibit space. Music and/or operational equipment being performed or displayed may not create noise levels objectionable to neighboring exhibitors.

## **17. TAXES (VAT REFUND) AND DUTIES**

---

French VAT may be reclaimed for most expenses related to Tissue World 2011, for example: stand and furniture rental, meals, registration fees etc. For further details, please contact the VAT specialist company, EASYTAX

### **Easytax**

BP 3098

Espace Azur

179 bd René Cassin

06299 NICE Cedex 03

FRANCE

Contact: Barbara Debeer

☎ 33 4 93 72 50 40 – Fax: 33 4 93 72 53 41

[www.easytax.fr](http://www.easytax.fr)

[easytax@easytax.fr](mailto:easytax@easytax.fr)