



**7 - 9**  
**October 2025**  
**→ France**

# **International Congress Biarritz**

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# EXHIBITION PLAN



# GENERAL RULES

## DATES AND TIMES

- **Stand setup:** Monday, October 6 from 2:00 PM to 7:00 PM
- **For any stand set up by a contractor other than the general installer**, it is mandatory to contact A3P to validate the setup and dismantling dates and times.  
Contact: [lbayle@a3pservices.com](mailto:lbayle@a3pservices.com)
- **Safety officer inspection:** Throughout the duration of the event
- **Exhibitor cocktail:** Monday, October 6 from 7:00 PM onwards (in the exhibition area – Rotonde space at Bellevue)

## ACCESS, INSTALLATION, AND DISMANTLING OF STANDS

- The company **CO-NECT** is in charge of the stand construction for the event. A technical representative from their team will be present throughout the day on Monday, October 6 and until Tuesday, October 7 at 12:00 PM. Exhibitors can consult this technician on site for any installation-related matters.
- **No exhibitor** will be allowed to access the event premises outside the previously communicated hours.
- Stands must be **fully set up** before the exhibition opens to the public.
- **No delivery or removal of equipment** will be permitted during the exhibition's opening hours to visitors.
- **Packaging management:** All packages must be unpacked upon arrival, and empty packaging must be removed from the stands before public opening.
- A **storage area** is available for exhibitors to store packaging after setup.

A3P Services reserves the right to take any necessary measures to enforce these rules, at the expense and risk of the exhibitor concerned.

## **STAND CLEANING**

Floor and trash bin cleaning is provided every morning by the venue's cleaning services.

However, **packaging, waste, and bulky items left by exhibitors are their sole responsibility**. These must be removed by the exhibitors both before the exhibition opens and after it closes.

## **STAND OCCUPANCY RULES**

- Exhibitors must respect the **allocated space and location**.
- No installation should encroach on aisles, walkways, or neighboring stands, nor obstruct their visibility or access.
- At the end of the event, a dedicated area will be made available for storing packages awaiting pickup by carriers.
- All spaces and equipment provided must be returned **in their original condition**. Any damage will be charged to the responsible exhibitor.

## **STAFF AND AUTHORIZATION**

- Exhibitors must **identify all personnel** working on their stand during the setup and dismantling phases.
- Badges are mandatory** for all personnel on site.
- Due to frequent movement during setup, **no security service is provided**. Exhibitors are strongly advised to take all necessary precautions against theft or damage to their equipment.

## **INSURANCE**

Each exhibitor is required to **take out liability insurance** at their own expense, covering all risks associated with their participation in the exhibition, including bodily injury, property damage, financial loss, direct or indirect damages caused by themselves, their staff, contractors, equipment, or products.

The **organizer and the Palais des Congrès de Biarritz** disclaim all responsibility in case of theft, loss, damage, or any incident occurring during transportation, handling, installation, the event itself, or dismantling.

**Proof of insurance** may be requested at any time by the organizer.

## **ELECTRICAL INSTALLATION**

All electrical installations are subject to **prior approval** by the technical and safety services of Biarritz Tourisme and A3P Services.

The use of **gas or flammable liquids is strictly prohibited**, except in the case of an exceptional exemption granted by the competent authorities. Any such request must be made **in writing and in advance**.

An **electrical connection is included** with your stand reservation.

For any additional needs (specific power, power strips, extension cords, etc.), please contact A3P.

## **SAFETY RULES**

By completing the safety form, exhibitors commit to complying with all **safety regulations in force for events in France**, including:

- Safety provisions of the **Palais des Congrès Bellevue**
- Instructions from the event's **head of security**, whose decisions are final and immediately enforceable
- Instructions from the organizer: **A3P**

All exhibitors must complete the **safety compliance certificate** by **September 10, 2025**, at the latest.

## **IMAGE RIGHTS**

By participating in the event, exhibitors authorize the organizer to **capture and distribute images** (photos, videos) showing their stand, equipment, products, or team—unless a **written objection** is submitted **before the exhibition opens**.

## **INDUSTRIAL PROPERTY**

Each exhibitor is responsible for protecting their products or materials displayed, in accordance with applicable laws (e.g., patent, trademark, design registrations).

These steps must be **completed prior to exhibiting**. A3P Services assumes no responsibility in the event of disputes or lack of protection.

## **ACTIVITIES AND CATERING**

- Activities on stands are allowed with **prior approval** from A3P and the Palais des Congrès – BELLEVUE.
- Breaks and meals are provided on-site by **caterers approved by the organizer**.
- **Complimentary beverage service** does not require a specific license.
- **No cocktail or reception** may be held outside public opening hours without **written approval from A3P Services**.

## **SACEM RIGHTS**

The use of sound equipment for demonstrations or promotional purposes requires authorization from A3P Services.

If music is used—even for technical demonstrations—the exhibitor is responsible for **contracting directly with SACEM** to pay any applicable fees.

A3P and the Palais des Congrès **assume no responsibility** in this regard.



## **CUSTOMS**

If the exhibition operates under the **customs warehouse regime**, each exhibitor is responsible for handling the necessary customs procedures for any imported materials or products.

A3P Services will not be held responsible for any related difficulties.

**Recommendation:** The use of an **A.T.A. Carnet** is highly recommended for the temporary transport of materials or products.

# SERVICES INCLUDED

	Kiosk	4m <sup>2</sup> Océan Stand	6m <sup>2</sup> Classic Stand	9m <sup>2</sup> Classic Stand	15m <sup>2</sup> Classic Stand
Structure	Panel in printed melamine	Melamine partitions	Melamine partitions + 1 visual on translucent fabric	Melamine partitions + 1 visual on translucent fabric	Melamine partitions + 1 visual on translucent fabric
Equipment	Logo sign	✓	✓	✓	✓
	Unlimited Wi-Fi	✓	✓	✓	✓
	Cleaning	✓	✓	✓	✓
	Table	1 shelf + cupboard	1 side table	1 table	2 tables
	Seating	1 high stool	2 high stools	2 chairs	4 chairs
	Coffee table + Nespresso coffee-maker (free)	Shelf	✓	✓	✓
	Electrical connection 3 kW	✓	✓	✓	✓
	Lighting (2 spotlights)	✓	✓	✓	✓
	Document holder	✓	✓	✓	✓
	Trash can	✓	✓	✓	✓
	A3P communication plan	✓	✓	✓	✓
Rental of Additional Furniture		<b>Audiovisual Equipment Rental</b> Cazaux Audiovisuel contact@cazaux-audiovisuel.fr Tél. +33 (0)5 59 22 77 22		<b>Stand Furniture Rental</b> Jane FOTHERINGHAM j.fotheringham@co-nect.fr / +33 (0)6 62 92 80 74 Furniture catalog <a href="http://www.co-nect.fr/en/catalogue-mobilier/">www.co-nect.fr/en/catalogue-mobilier/</a>	
					
<b>Included person</b>		1	1	1	2
Catering (breaks, lunches and cocktails), coffee capsules, list of participants, badge, access to conferences					
<b>Price</b> excl. VAT		€3.200	€5.050	€5.975	€8.760
Possible option Possibility of registering an accompanying person at a preferential rate: €930/pers.		+1 pers.	+1 pers.	+1 pers.	+2 pers.
Additional participant: See conditions on website		Unlimited	Unlimited	Unlimited	Unlimited



# GENERAL INFORMATION

Address	ETXE LOGISTIKA - HASTINGUES		ESPACE BELLEVUE - BIARRITZ							ETXE LOGISTIKA - HASTINGUES	
Dates	Du 29/09 au 02/10	03/10	04/10	06/10 Truck -20m3	06/10 Truck +20m3	07/10	08/10	09/10 Truck -20m3	10/10 Trucks -20m3 / +20m3	13/10	14/10
Parcel deliveries	8:30AM – 12:30PM 2:00 – 4:00PM	8:30AM – 12:00PM	7:00AM – 5:00PM	8:00 – 11:00AM 2:00 – 6:00PM	6:30 – 11:00AM						
Exhibitor set-up				2:00 – 7:00PM							
Exhibitors open				Exhibitors' cocktail reception at the exhibition from 7:00PM		7:00AM – 9:30PM	07:30 A3P Human 8:30AM – 6:00PM	7:30AM – 12:45PM			
Open to attendees						8:00AM – 9:30PM	7:30AM – 6:00PM	8:00AM – 12:45PM			
Gala dinner							From 8:00PM				
Dismantling exhibitors								From 11:30AM			
Parcels returns								From 12:00 to 8:00PM	From 8:00 to 11:00AM	8:30AM – 12:30PM 2:00 – 4:00PM	8:30AM – 12:30PM 2:00 – 4:00PM



# DELIVERIES AND PICK-UP

## PARCEL DELIVERY

Please comply with the following instructions regarding the shipment of your parcels, depending on the scheduled delivery date:

- **From September 29 to October 3:** Delivery address at logistics platform:  
**ETXE LOGISTIKA – 600 route de Bidache, 40300 HASTINGUES**
- **From October 4 onwards:** Delivery address at the congress center:  
**LE BELLEVUE – Place Bellevue, 64200 BIARRITZ**

Please refer to the “**General Information**” table to identify the precise delivery location corresponding to your situation.

## PACKAGE IDENTIFICATION AND DELIVERY CONDITIONS

Each package must **clearly display** the information provided on the downloadable labels below. These details must be printed and visibly attached to each shipment.

Any package that is not properly identified according to the instructions, or delivered outside the authorized dates, may be refused or not accepted by the **Palais des Congrès – LE BELLEVUE** or the **ETXE LOGISTIKA logistics platform**.

Deliveries remain the **full responsibility of the exhibiting company**.

Under no circumstances shall the **Palais des Congrès de Biarritz**, the logistics platform, or the organizer be held liable for delivery failures, refusals, or issues related to storage.

## RETURN OF PACKAGES AFTER THE CONGRESS

Packages must be **repacked on-site** after the event, with a **clearly visible return label** on each one. Return labels must be **printed before the event**. **No printing will be available on-site**.

Each return label must **include the following information**:

- **Exhibiting company name and full contact details of the relevant contact person**
- **Name of the carrier**
- **Total number of packages**

**For pickups at Bellevue:** A storage area will be available in the Rotonde to allow exhibitors to have their parcels collected by delivery services at the end of the event.

Package collection must take place **within the specified dates and times**.

Each exhibitor is responsible for ensuring their carrier complies with all delivery, pickup, and access requirements.

In case of non-compliance, **storage fees** or, if necessary, **package destruction** may be applied by the Palais des Congrès or the logistics platform, with **no liability** on the part of the organizer or its service providers.

## ACCESS CONDITIONS TO LE BELLEVUE

**Important:** The delivery locations are **not equipped with loading docks**. Therefore, it is essential to inform your carrier that the delivery vehicle **must be equipped with a tail lift** to ensure proper delivery of your equipment.

### **PALAIS DES CONGRÈS – LE BELLEVUE**

- **On-site handling:** The Palais des Congrès provides one cart and one pallet truck. To avoid delays or issues during delivery or pickup, it is **strongly recommended** that your carrier brings their **own handling equipment** if they wish to operate quickly and independently.

- **Exterior access** via two doors (W 2.15 m × H 2.17 m) and a **3.5-meter-wide staircase (17 steps)** or a **freight elevator**

- **Freight elevator** capacity: 2000 kg | Depth: 3 m | Width: 2.4 m | Height: 2.16 m

- Small items may be brought in **by exhibitors only**, using the **main entrance of the Palais**, provided the amount of material is very limited.
- **Parking on Place Bellevue is strictly prohibited.**



# BIARRITZ DELIVERIES

## DELIVERY ACCESS FOR VEHICLES UP TO 20 M<sup>3</sup>:

Access is via **Rue Mazagran**, then through the **Passage Bellevue**. Parking is allowed **on the sea side**, in front of the freight elevator for the **Atlantique Room**, only during unloading.



## DELIVERY ACCESS FOR VEHICLES OVER 20 M<sup>3</sup> AND UNDER 21 TONNES ONLY:

Access is via **Place Bellevue**, by entering **Rue Victor Hugo** in the opposite direction (against traffic).



# SHIPPING LABELS



**DELIVERIES  
BEFORE 4 OCTOBER**



**ETXE LOGISTIKA // HASTINGUES**



**DELIVERIES  
FROM 4 OCTOBER  
TO 6 OCTOBER**




**LE BELLEVUE // BIARRITZ**

EVENT & DATE			EXHIBITOR'S NAME
	<b>International Congress Biarritz</b> Conferences   Workshops   Exhibition	<b>7 - 8 - 9 Oct. 2025 → France</b>	
CONTACT ON SITE	ORGANISER	STAND NUMBER	
<b>Didier MIMIAGUE</b> <b>Guillaume MIMBIELLE</b> <b>+33 (0)5 59 01 59 48</b>			
ADDRESS			
<b>LE BELLEVUE</b> <b>Place Bellevue</b> <b>64200 – BIARRITZ // France</b>			
<b>NE PAS GERBER</b>			

EVENT & DATE			EXHIBITOR'S NAME
	<b>International Congress Biarritz</b> Conferences   Workshops   Exhibition	<b>7 - 8 - 9 Oct. 2025 → France</b>	
CONTACT ON SITE	ORGANISER	STAND NUMBER	
<b>Jean Christophe PASTOURET</b> <b>+33 (0)6 78 78 27 59</b>			
ADDRESS			
<b>ETXE LOGISTIKA</b> <b>600 route de Bidache</b> <b>40300 - HASTINGUES // France</b>			
<b>NE PAS GERBER</b>			



# PRACTICAL INFORMATION AND CONTACTS

	ORGANISER	CONTACT
	<b>A3P services</b> 30 rue Pré Gaudry 69007 LYON, France	<b>Ludivine BAYLE :</b> <a href="mailto:lbayle@a3pservices.com">lbayle@a3pservices.com</a>
	LOGISTICS PLATFORM	CONTACT
	<b>EXTE LOGISTIKA</b> 600 route de Bidache 40300 HASTINGUES, France	<b>Jean Christophe PASTOURET</b> +33 (0)6 78 78 27 59 <a href="mailto:jeanchristophe.pastouret@tfclog.com">jeanchristophe.pastouret@tfclog.com</a>
	VENUE	CONTACT
	<b>LE BELLEVUE, Place Bellevue</b> 64200 BIARRITZ, France	<b>Didier MIMIAGUE ou Guillaume MIMBIELLE</b> +33 (0)5 59 01 59 48
	RENTAL OF AUDIOVISUAL EQUIPMENT	CONTACT
	<b>CAZAUX</b>	<a href="mailto:contact@cazaux-audiovisuel.fr">contact@cazaux-audiovisuel.fr</a> +33 (0)5 59 22 77 22
	RENTAL FURNITURE	
	<b>CO-NECT</b> <a href="http://www.co-nect.fr/en/catalogue-mobilier/">www.co-nect.fr/en/catalogue-mobilier/</a>	<b>Jane FOTHERINGHAM</b> <a href="mailto:j.fotheringham@co-nect.fr">j.fotheringham@co-nect.fr</a> +33 (0)6 62 92 80 74

# ACKNOWLEDGEMENT OF EXHIBITOR GUIDELINES

You are participating as an exhibitor at the A3P International Congress.

We kindly ask you to complete and sign the **Acknowledgement of Exhibitor Guidelines** form no later than **September 10, 2025**.

This acknowledgement confirms your commitment to comply with all instructions and regulations provided in the exhibitor information pack, including but not limited to:

- Current safety regulations
- Delivery and pickup dates, times, and locations for packages
- Opening and closing times of the Palais des Congrès
- Any other provisions outlined in this technical guide

Failure to return this signed acknowledgement within the specified timeframe may result in **A3P and the Palais des Congrès de Biarritz refusing your participation** in the A3P International Congress.