



# Assembly - Disassembly

## INSTALLERS

- All installers will need to be identified to access to the Exhibition.
  - > INSTALLER PASSES will be sent to installers who request them by email to (billetterie@parc-expo.com) until 30 August 2026. They will receive an internet link with a unique code to edit their access badge. These passes will be mandatory to access the exhibition site and must be used in the mentioned conditions.
- The exhibitor must inform his installer about this arrangement.

## Indoor and outdoor EXHIBITORS

- **Assembly:** from Thursday 9/09 to Sunday 13/09
  - > All equipment for the outdoor booths must be in position by 8 pm on Sunday 13/09.
- **Disassembly:** from Thursday 17/09 at 7 pm (exhibitor's small vehicle can access from 9:30 pm) to Monday 21/09 included. On Friday 19/09, light vehicles may enter the exhibition centre at 7.30 am. Trailers will not be allowed to enter the fairgrounds before 11 am.
  - > "ASSEMBLY - DISASSEMBLY" stickers for the days and dates listed above will be sent by post.

## Indoor EXHIBITORS

- **Assembly on Monday 14 September:**
  - > On Monday 14/09, each exhibitor may only have one light vehicle or van, inside the Parc-Expo.  
Access forbidden to trailers.  
Vehicles will be allowed to park on the fairgrounds for a maximum of 2 hours.
    - > For this reason, a "MONDAY PASS" will be sent to each exhibitor together with the "ASSEMBLY - DISASSEMBLY".
    - > Upon entry, the driver must give the "MONDAY PASS" to the guard at the gate, who will give him a passout ticket with the hour of entrance.  
On leaving via gate B, the guard will get back the passout ticket and give a new "MONDAY PASS" to the driver, who can the reuse it for a different vehicle belonging to the exhibitor.
- For carrying packages, hand carts will be available to exhibitors at doors D and H:
  - > Monday 14/09: from 8 am to 6 pm
  - > Tuesday 15/09 and Wednesday 16/09: from 7.30 am to 12 pm
  - > Thursday 17/09: from 7.30 am to 12 pm and 7 pm to 10 pm

## BOOTHS WITH UPPER FLOORS OR MEZZANINES

If you would like to erect an upper floor on your booth, you should fill in a prior building authorisation request before June 20, 2026. To do so, please ask:

- > Mrs V. LANCELOT - 02 23 48 28 92 - v.lancelot@space.fr

## ELECTRICAL AND TELEPHONE SOCKET PLACINGS FOR YOUR BOOTH

If your booth layout request specific positioning of the electrical and telephone sockets, please specify this on the booth plan we are sending you, and indicate their desired location on it before July 7, 2026. We will do our utmost to satisfy your request, taking account of the various technical constraints. Further requests will not be taken into account.

## DURING SPACE: Tuesday 15 - Wednesday 16 - Thursday 17 September

Access on foot, with an "EXHIBITOR" pass, from 07.30 am onwards: gates A - B - D - H.





# Assembly - Disassembly

## ASSEMBLY

All vehicles will have to get out of the fairgrounds on Sunday 13/09. On Monday 14/09, no trailer will be allowed to enter the fairgrounds. Equipment and materials will have to be unloaded near door G. Two fork, Mri et Gondrand, lift rental companies will be at your disposal at your expenses, Gate G. Pedestrian access is authorised during the setting up with the passe "Assembly - Disassembly" or exhibitor pass.

12 Days	Before Wednesday 9/09	Wednesday 9/09, Thursday 10/09, Friday 11/09 and Saturday 12/09		Sunday 13/09		Monday 14/09	
Means of acces	ALL VEHICLES	ALL VEHICLES		ALL VEHICLES		SMALL VEHICLES AND VANS	TRUCKS AND TRAILERS
Times	8:00 - 18:00	8:00 - 19:00		8:00 - 19:00		07:30 - 20:00	
Parc Expo entrance gates	B	A - C - G		B		A - G	
Exit gate	B	B		B		B	
Essential documents needed to enter the Parc-Expo	For availability of the hall, contact Mrs V. Lancelot: v.lancelot@space.fr	INSTALLERS INSTALLERS PASS + ACCESS BADGE*	EXHIBITORS ASSEMBLY DISASSEMBLY STICKER** + EXHIBITOR PASS	INSTALLERS INSTALLERS PASS + ACCESS BADGE*	EXHIBITORS ASSEMBLY DISASSEMBLY STICKER** + EXHIBITOR PASS	INSTALLERS INSTALLERS PASS + ACCESS BADGE*	EXHIBITORS (indoor booth only) MONDAY PASS*** + EXHIBITOR PASS

\* To request from the Parc-Expo: billetterie@parc-expo.com / \*\* Send by post to exhibitors / \*\*\* 1 copy sent to each exhibitor (indoor booth)

### • OUTDOORS:

- > All equipment for the outdoors booths must be in position by 8 pm on Sunday 13/09.
- > If there is a genuine and significant reason why this is not possible **and if the exemption is granted**, then installation may take place on Monday 14/09. Please contact Valérie Lancelot at v.lancelot@space.fr.
- > There is an unloading bay park C near door G.
- > See suppliers for bungalow or structure hire, in your exhibitor area
- > The restoration of the degradation of the asphalted ground (holes...) will be charged to the exhibitor.

## DISASSEMBLY

12 Days	Thursday 17/09		Friday 18/09 Saturday 19/09		Sunday 20/09		Monday 21/09	
Means of acces	SMALL VEHICLES ONLY		ALL VEHICLES		ALL VEHICLES		ALL VEHICLES	
	Installers	Exhibitors						
Times	Entry from 21:30 to 23:45		18/09 : 7:30-19:00 for LGV* 11:00 -19:00 for HGV** 19/09 : 8:00 - 19:00		8:00 - 19:00		8:00 - 19:00	
Parc-Expo entrance gates	A - G		19/09 : A - G 20/09 : A - C - G		B		A - C - G	
Exit gates	B		B		B		B	
Essential documents needed to enter the Parc-Expo	ACCESS FORBIDDEN		INSTALLERS INSTALLERS PASS + ACCESS BADGE	EXHIBITORS ASSEMBLY DISASSEMBLY STICKER + EXHIBITOR PASS	INSTALLERS INSTALLERS PASS + ACCESS BADGE*	EXHIBITORS ASSEMBLY DISASSEMBLY STICKER + EXHIBITOR PASS	INSTALLERS INSTALLERS PASS + ACCESS BADGE*	EXHIBITORS ASSEMBLY DISASSEMBLY STICKER + EXHIBITOR PASS

\* Light Goods Vehicle / \*\* Heavy Goods Vehicle