



# EXHIBITOR GUIDE

## SIM EXHIBITION

## 2025

# **USEFUL INFORMATIONS**

SIM exhibition will take place at the CO' Met - PARC DES EXPOSITIONS LE LOIRET.

## **OPENING HOURS**

- Wednesday, October 15th from 8:30 AM to 6:00 PM
- Thursday, October 16th from 8:30 AM to 6:00 PM
- Friday, October 17th from 8:30 AM to 1:00 PM

## **ADDRESS**

The exact address for exhibitors :

**1, Rue du Président Schuman, 45100 ORLEANS Parking P2 and P3**

## **ACCESSIBILITY :**

- By car: RD2020 / Parking P2 and P3
- By tram: Line A, CO'Met station
- By bike: 4 km from the city center

## **PARKING ACCESS:**

### **Set-up and Dismantling Period**

Parking P2 and P3

1, Rue du Président Schuman – 45100 ORLEANS

"Parking P2" is signposted from the end of the street.

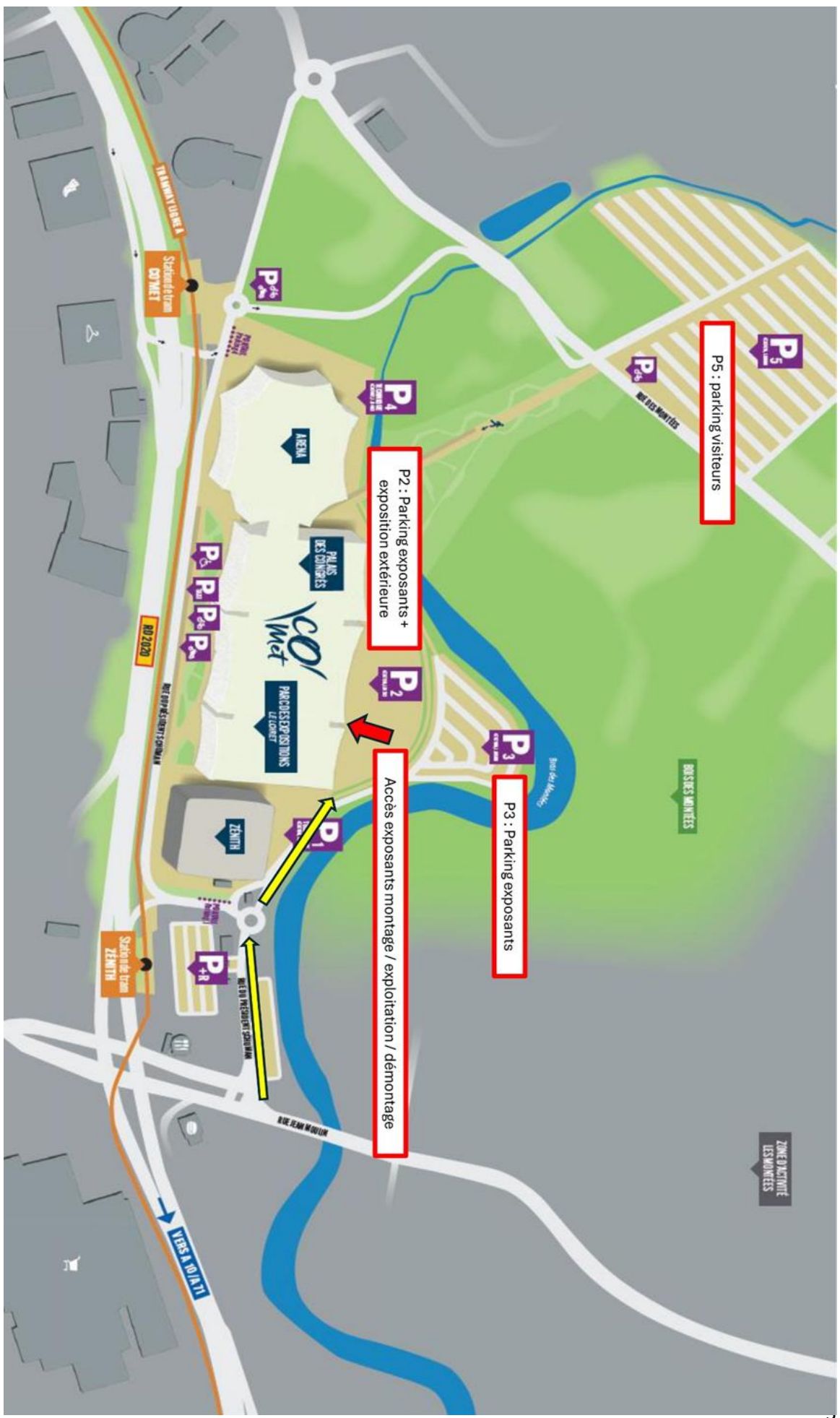
### **Event Period**

Parking lots P2 and P3

1, Rue du Président Schuman – 45100 ORLEANS

"Parking P2" is signposted from the end of the street.

Please note that parking access is free of charge.





### **CATERING ON SITE:**

Two Lunch Options Available:

- Classic lunch at the restaurant
- Lunch box delivered to your booth

The exhibition restaurant is open from 12:00 PM to 2:00 PM.

Lunch boxes will be delivered directly to your booth starting at 11:30 AM.

All lunches must be pre-ordered through the Exhibitor Area Store.

A limited number of meals will be available for purchase on site, but at a 20% higher price and with mandatory payment on site (credit card, check, or cash).

Additionally, a bar will be open throughout the event for all participants.



### **DATES AND TIMES – SET-UP AND DISMANTLING:**

**Exhibitor Installation:** Tuesday, October 14 from 9:00 AM to 7:00 PM

**Exhibition Opening:** Wednesday, October 15 from 8:30 AM to 6:00 PM

Thursday, October 16 from 8:30 AM to 6:00 PM

Friday, October 17 from 8:30 AM to 1:00 PM

**Exhibitor Departure:** Friday, October 17 starting at 1:00 PM

**Stand Builders Setup:** Monday, October 13 from 9:00 AM to 7:00 PM

**Stand Dismantling:** Friday, October 17

- 1:00 PM: Exhibition closes
- Dismantling begins for exhibitors
- Delivery of crates to stands using pallet jacks
- 12:00 AM (midnight): Dismantling ends

## Outdoor Exhibition

Machine Arrival: Monday, October 13 from 2:00 PM to 6:00 PM

Tuesday, October 14 from 9:00 AM to 7:00 PM

Machine Departure:

Friday, October 17 from 1:00 PM until 12:00 AM (midnight)



### **DECORATION RULES:**

The equipment displayed must not cause any inconvenience or harm to neighboring stands. No equipment may extend beyond the boundaries of the stand. Displayed products are not subject to height limitations (except those imposed by the building ceiling), provided that any signage or branding attached complies with the decoration regulations.

If you wish to present a machine in operation, you must declare it in advance for authorization at the following address: [c.tolini@rpi.fr](mailto:c.tolini@rpi.fr).

Any damage caused by the exhibitor shall be their sole responsibility. Accordingly, the exhibitor must take out damage insurance.

#### **1. Sound Animations**

The sound level emitted by audiovisual or sound system equipment must not exceed 80 dB (A) — measured within a 3-meter radius of the stand.

No exceptions will be tolerated, even for short periods.

#### **2. Construction Height / Setback from Adjoining Stands**

- No decoration element, furniture, signage, or lighting may extend beyond the limits of the stand.
- Multi-level stands are not permitted.
- **The maximum height of partitions is 2.50 m from the hall floor.**
- **The maximum authorized height is 4 m, with a 1-meter setback from aisles (for structures or signage).**
- Elements placed along aisles must not exceed 2.5 m in height and must not obstruct more than 40% of the length of each stand façade (including partitions, signage, decorative structures, vehicles, or large equipment).
- Any solid decorative element is considered a closed wall, including glazed or frosted glass partitions and windows. In contrast, openings must be physical walk-through spaces.
- Low walls are permitted, provided they do not exceed 1 meter in height.

**The organizer reserves the right to remove or modify installations that negatively impact the general appearance of the event or cause inconvenience to neighboring exhibitors or visitors .**

### **3. Flyer Distribution**

The distribution of leaflets, brochures, etc., is strictly prohibited outside the stands, including in hall entrances, reception galleries, and parking areas.

### **4. Operating Equipment**

All equipment operating during the exhibition must be declared to the safety office.

If not declared, the equipment will be shut down.

All demonstrations are carried out under the exhibitor's sole responsibility.

Only machines or equipment whose setup is approved by the safety commission will be allowed to operate.

### **5. Accessibility for Persons with Reduced Mobility**

- For stands with floors higher than 2.5 cm, an accessible path must be provided.
- For floors between 2 cm and 4 cm, a beveled edge is required.
- For floors higher than 4 cm, a ramp must be installed.
- This access must be at least 0.90 m wide with a slope of less than 5%.

### **6. Fire Hose Reels (RIA)**

Fire hose reels must always remain accessible to security personnel.

A 1-meter clearance to the right of the device must be kept free of any materials up to the public aisle.

It is strictly forbidden to cover or conceal the device with panels or fabric.

### **7. Advertising Balloons**

A specific request must be submitted to the organizer.

Helium bottles must never be stored on the stand, either during setup or throughout the exhibition.



### **YOUR STAND :**

On the day the exhibition opens:

We will remove the protective plastic sheeting and vacuum the carpets.

Wednesday and Thursday:

Stand cleaning is your responsibility.

If you do not wish to clean your stand yourself, the cleaning service must be purchased via the online shop.

Each evening:

Place your daily waste in the aisle, along the edge of your stand, and separate any glass bottles to assist the cleaning teams with sorting.

If you wish to dispose of waste during the day, glass and general waste bins will be available outside the exhibition halls.



## **STAND DIMENSIONS AND PARTITIONS**

The stand is made up of grey melamine partitions.

Dimensions: See the “TECHNICAL SHEET - IG EQUIPMENT” attached at the end of the guide.

Stapling, bolting, screwing, or using large nails or hooks that could damage the panels is prohibited.

Any damage to the partitions will be charged to the exhibitor.

Recommended: Use Patafix or repositionable adhesive for posters only.

All other types of coverings must be installed by our team and ordered through the online shop.

Total surface of the partitions: 2400 mm x 999.5 mm

## **CARPETING**

Stands will be equipped with grey carpet.

Other colors are available at an additional cost in the online shop.

## **ELECTRICITY**

One basic single-phase connection of 1.5 kW is included.

If you require more power, please refer to the technical platform.

Note: The LED lighting bar is connected to your electrical outlet.

If you require a specific location for your power supply, please indicate it on a floor plan.

If no specific request is made, the connection will be placed in your storage area.

If you do not have a storage area, the connection will be positioned by default by the organizer.

**Additional power levels are available on the exhibitor's technical platform.**

**For any specific request, please contact Catherine TOLINI by email at: [c.tolini@rpi.fr](mailto:c.tolini@rpi.fr)**

Cafetière	0,8 à 4 Kw (moyenne 1,5 kW)
Bouilloire	0,3 à 1,7 kW
Réfrigérateur	0,2 Kw
Ordinateur	0,1 Kw
Aspirateur	1,5 Kw en moyenne
Barre de led	0,3 kW



## **CLEANING :**

We ensure the cleaning and maintenance of the aisles and common areas every day outside the exhibition opening hours.



## **WIFI :**

A personalized Wi-Fi access can be ordered directly from the online shop.



## **HANDLING:**

### **For any on-site handling of crates or machinery:**

Please contact our official freight and handling partner **ESI**:

**Emmanuel PITCHELU** – +33 1 39 92 87 88 – [emmanuel.pitchelu@group-esi.com](mailto:emmanuel.pitchelu@group-esi.com)

### **Services provided:**

- Collection of your goods or machines from the address of your choice
- Transport to the Exhibition Center
- Unloading onto your stand, storage of empty packaging
- Reloading and re-shipment

**Deliveries are allowed starting Monday, October 13 at 2:00 PM (not before)**

### **Delivery address:**

**CO'Met Orléans – Parc des Expositions Le Loiret**

CONGRES EXPOSITION SIM 2025

1 rue du Président Robert Schuman

45100 Orléans – FRANCE

---

### **Information to include on your shipment:**

- Name of the event: **CONGRES EXPOSITION SIM 2025**
- Exhibitor's name and address
- Stand number
- Name and mobile number of the contact person on the stand (if needed)

---

### **Equipment to bring:**

Please make sure to bring any tools or supplies you may need for your stand, such as: trolley for small equipment, tape, double-sided adhesive, extension cords and power strips, scissors, cutter, etc.

---

### **If you are transporting your goods yourself:**

**You must be present on the stand when your goods arrive in order to receive them. The same applies for the collection of goods at the end of the exhibition.**



The organizers will not receive or sign for goods.

If you are absent, your delivery will be left unattended on your stand, without any check.

This also applies to goods being picked up at the end of the exhibition.



### **SECURITY:**

The exhibition organizer is responsible for the general surveillance of the event under the best possible conditions; however, this is a best-effort obligation, not a guarantee of results.

**Security services will be in place starting Tuesday, October 14 at 9:00 PM.**

This arrangement does not cover the surveillance of individual stand setups, which remains the sole responsibility of each exhibitor.

We draw your attention to the increased risk of theft during setup and dismantling periods.

We strongly advise not to leave any valuable items on the stands outside official opening hours.

---

#### **DURING THE EXHIBITION:**

We strongly recommend securing your computer and video equipment with security cables (available in all electronics stores).

---

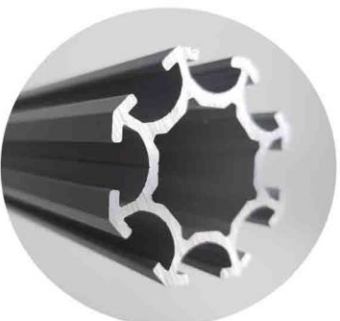
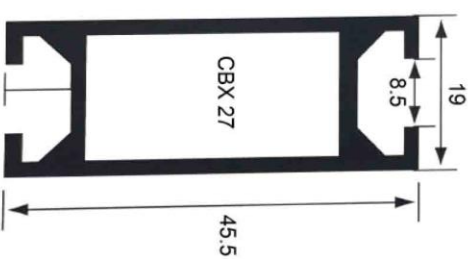
#### **DURING DISMANTLING:**

We strongly advise that you remove all your belongings and empty your storage area immediately after the exhibition closes.

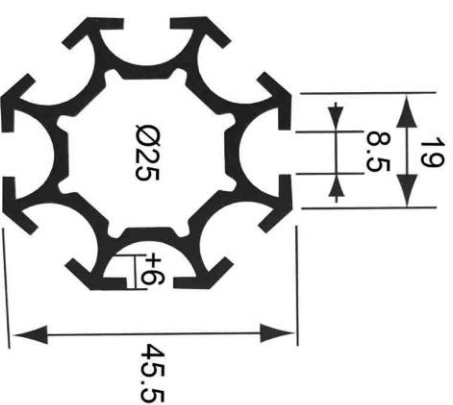
## TRAVERSES ET POTEAUX



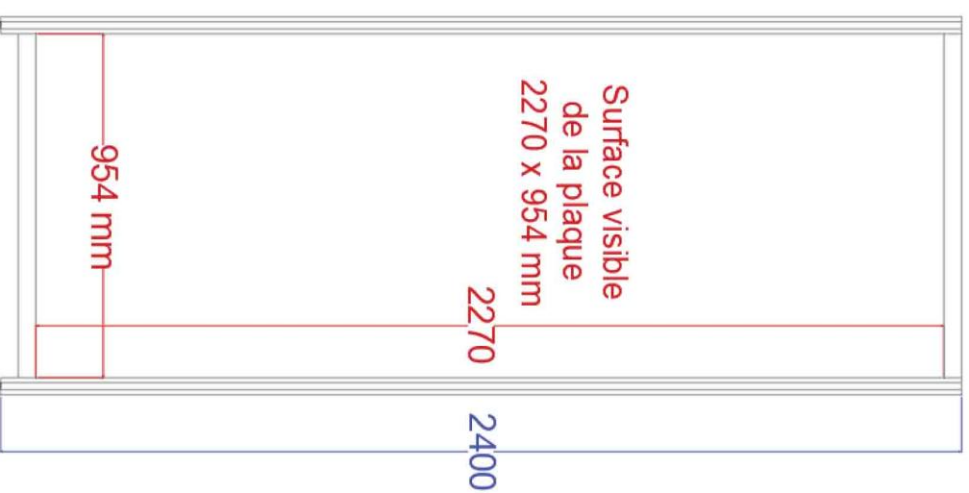
Traverses alu 45,5 x 19 mm



Traverses alu 45,5 mm



## CLOISONS MELAMINÉES



Dimensions surface réelle  
2282x965mm



Coloris mélaminé BETON