
EUROPEAN LIQUID GAS CONGRESS 2024

EXHIBITOR

MANUAL



**EUROPEAN
LIQUID GAS
CONGRESS**

LYON
2024

CHANGELOG

Latest updated version – May 7, 2024

P.12

- Stand builders delivery info has been updated

P.29

- Technical floorplan updated

Latest updated version – March 1, 2024

P. 7:

- The promotional toolkit links have been updated. It is now possible to find the latest material.

P. 8:

- The exhibition contact point has been updated
- All the freight forwarder contact information has been updated

P. 9:

- Milestones have been updated

P.10:

- Timings of the exhibition and of the RECEPTION have been updated
- Exhibitor registration info – the last sentence of the first paragraph has been added: mandatory conditions to receive registration info

P.11:

- Registration links have been added – using these links will be possible to access all registration procedures (collect complimentary passes and purchase extra passes)
- Additional Exhibition passes pricing (with and without catering) have been added
- Additional information on availability of the DINNER tickets has been added

P. 15-16

- New information concerning the parking accesses, public transports, additional information on capacity of delivery bays and good lifts have been added
- Public transportation - the exact lines and the final stop to reach the Convention Centre have been added

P. 22

- Information concerning the electricity purchase has been changed

PP. 25:

- Shipping and forwarding – the whole paragraph has been revised including new procedures to book pre and post event parcel management service

P. 27:

- Accommodation link has been updated – using this link it will be possible to book your stay in one of the hotels displayed on our website. Further information about the IC Hotel has been added

P.29:

- Information about the electrical box has been added

P. 31

- All the information regarding freight forwarder, including labels have been deleted, the new form has been added

FOREWORD

Dear Exhibitor,

First of all, thank you for exhibiting at the **European Liquid Gas Congress 2024!** We are committed to working with you to ensure you get a rewarding experience for you, your organisation, and your visitors.

This manual provides essential information as well as useful hints for exhibiting. We encourage you to use this manual not only for the preparation of your exhibition display but also as a source of reference and information.

If you wish to order standard items for your display such as furniture, AV, lighting, branding, cleaning, etc. they can easily be ordered via the [online web shop](#). Additional items can also be ordered to enhance your equipped booth. More details can be found on [pages 23 to 26](#).

We want your participation in this event to be both successful and enjoyable and we are looking forward to welcoming you to the exhibition of the European Liquid Gas Congress 2024!

The European Liquid Gas Congress 2024 Team

Website: www.europeanliquidgascongress.com

Email: exhibition@europeanliquidgascongress.com

Phone: +32 2 320 25 39

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INTRODUCTION

Minimising Environmental Impact at the European Liquid Gas Congress 2024

The Organisers are conscious of the impact on the environment that our event may have. We believe that together with our exhibitors, partners, and participants we can make a difference. Therefore, please note that to reduce the number of materials printed, we promote an almost paperless event and exhibition. In due time, we will invite everyone to download the European Liquid Gas Congress 2024 App for the most updated information on the programme. We encourage you to focus on digital and paperless solutions for your visitors. Together we can minimise our impact on the environment.

In case of specific questions related to sustainability, please do reach out to the Organisers at info@europeanliquidgascongress.com.

Exhibitor

Please note that the term 'Exhibitor' describes any company or organisation that has made a successful application for space allocation in the exhibition to be organised in the framework of the European Liquid Gas Congress 2024, or any agent or representative acting on behalf of the exhibitor.

Promotional activities

Use our downloadable [promo toolkit](#) to communicate about your participation!

To ensure a successful conference for all parties involved we would like to achieve as high attendance as possible. For this reason, we have prepared a [promo toolkit](#) with ready-to-use communications materials and text for you to promote and disseminate about the event. Please use the information available to best promote the conference on your Social Media accounts, website, newsletters, and any other communications tools you might be currently using.

Should you have any questions, need special materials, sizing, etc. please contact: marketing@europeanliquidgascongress.com.

KEY CONTACTS

We strongly advise to keep exhibition@europeanliquidgascongress.com in cc in all email communication with the venue, stand services, and freight forwarder.

Conference Organisers	
Exhibition Logistics Team Your main point of contact for logistical exhibition questions and general exhibition/congress related queries.	Ms. Sofia Profico Phone: +32 2 320 25 39 Email: exhibition@europeanliquidgascongress.com
Exhibition and Sponsorship Sales	Mr. Genco Turkmen Phone: +32 497 85 18 38 Email: sales@europeanliquidgascongress.com
Venue & Suppliers	
Event Venue More information on the venue here	Centre de Congrès de Lyon 50 Quai Charles de Gaulle 69006 Lyon France Contact: expo@ccc-lyon.com
Stand and exhibition builder For any queries regarding your equipped stand.	GL Events Email: ELGC2024@gl-events.com
Shipping & Freight Forwarder More information on p. 24	Freight Forwarder: GONDRAND FRANCE Contact details: Tel: +33 (0)4 72 22 30 22 didier.fanton@gondrand.fr
Catering	Via the exhibitor web shop
Hostess Services	Via the exhibitor web shop
Accommodation	A variety of hotels in Lyon city have been selected and have offered negotiated rates for our delegates. <u>More information available on the ELGC website</u> . We encourage you to book your rooms as soon as possible following the instructions on the event website.
Event Registration	If you have any specific questions, please reach our ELGC Registration team. Email: registrations@europeanliquidgascongress.com

MILESTONES

Key deadlines and dates to be taken into account by exhibitors.

Checkbox	Deadline/Date	Action	Contact/Link
	November 2023	Start submitting your stand projects for approval – complex booth (e.g., larger than 50sqm)	All stand projects must be sent to: exhibition@europeanliquidgascongress.com
	23.10.2023	Web shop open	Web Shop
	05.02.2024	Exhibitor registration Use link and instructions received via email. Please register booth staff incl. hostesses.	Use the links sent to you by email
	05.02.2024	Register at the Early Bird Rate	Use the links sent to you by email
	05.02.2024	Register at the Standard Rate	Use the links sent to you by email
	From now	<ul style="list-style-type: none"> ▪ 50% of the agreed amount due if the cancellation is made between 1 February 2024 and 29 March 2024. ▪ 100% of the agreed amount due if the cancellation is made 30 March 2024 or after. 	All reservations cancellation should be sent by email at: sales@europeanliquidgascongress.com
	18 April 2024	Payment deposit (100% stand space) due	info@europeanliquidgascongress.com
	14 May 2024	Exclusive Exhibitor Webinar – we recommend your participation	Practical information will be shared followed by a Q&A session. Invitation will be shared closer to the date.
	31 May 2024	Deadline to order Rigging Points	Any suspension/rigging from the pavilion structure requires authorisation from the Exhibition Logistics Team and Centre de Congrès de Lyon .
	As of 6 May 2024	Surcharge on orders through the web shop	Web Shop
	31 May 2024	Deadline to submit your stand projects for approval raw space	All stand projects must be sent to: exhibition@europeanliquidgascongress.com
	31 May 2024	Deadline to order Stand catering	Web shop

	7 June 2024	Order deadline for exhibition related services through the website	Web shop
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ELGC 2024 CONGRESS DATES AND TIMES

Day	Date	Timing	Event
Sunday	16.06.2024	08:00 – 20:00	Build-up for raw space only* <i>(access only for stand builders)</i>
Monday	17.06.2024	08:00 – 18:00	Build-up for raw space* and shell schemes <i>(access only for stand builders)</i>
		18:00 ~ onwards	Walkway carpet and exhibition cleaning
Tuesday 18.06.2024		08:00 – 16:00	Final checks stands – Access open for exhibitors
		From 17:30 – 19:00	Opening Cocktail in theARENA
Wednesday	19.06.2024	08:30 – 18:00	theARENA open to public
Thursday	20.06.2024	08:30 – 17:00	theARENA open to public
		16:45 – midnight	Dismantling*

*Without an additional order (), no delivery or collect of parcel will be accepted outside of the exhibitor set-up and dismantling time.

EXHIBITOR REGISTRATION

More registration information and fees are available on the website.

Confirmed exhibitors and sponsors will receive, a personalised email with the registration link to be used, discounts code if needed, and instructions. However, this information will be sent only upon payment of the 50% of the total amount.

Exhibitors are entitled to a certain number of complimentary badges according to their corresponding packages. All badges will be assigned using the ELGC registration system.

Kindly note that badges are **unique and personalised** for each participant and cannot be exchanged onsite. The Organisers will not accept several participants sharing the same badge. Please register all your participants accordingly.

A transfer of registration to another participant from the same company may be accommodated at the discretion of the Organisers. All registration cancellation & transfers requests should be sent by email to the Registration Secretariat at registrations@europeanliquidgascongress.com.

Exhibitor Pass included in stand booking

6m ² stand	9m ² stand	Ecosystem Hub
2 passes	3 passes	1 pass

An **Exhibitor Pass** grants access to:

- Exclusive access to the exhibition hall one hour before it opens to the general public.
- Complimentary catering on Wednesday and Thursday, including coffee breaks, lunch, and snacks.
- Attendance to the opening session of the event on theSTAGE.

Please note that this pass does not grant access to High Level Sessions on theSTAGE, theFORUM, nor any workshops, except the opening session.

These badges do require advance registration and badge pick up onsite at the conference venue.

For security reasons, exhibitors are always required to wear their badges. **These badges are meant to be used for your company's staff.**

Additional stand personal Pass

	Per pass without Catering	Add catering
Stand personal pass	30€	75€ / day

Extra stand personal passes can be bought via [this link](#).

Delegate Pass and other registration opportunities

Information on other registration opportunities such as full delegate passes, visitor passes or how to purchase workshop tickets can be found on the congress website: [Register here](#)

Opening Cocktail

The official opening of the exhibition will be at **17:30 on Tuesday 18 June 2024**. The opening cocktail, theRECEPTION, will be served to all registered participants in the European Liquid Gas Congress exhibition.

Gala Dinner - theDINNER

The gala dinner will take place on **Wednesday 19 June 2024**.

If you wish to purchase tickets to theDINNER to give you the opportunity to expand your network and have more time with the attendees, you can do so online, via the registration link at the same time as your registration.

	Standard Rate
Gala Dinner Ticket	195€

** Rate is excluding applicable 20% FRENCH VAT*

Only available to purchase for included Exhibitor Pass holders, not for additional stand personal pass.

Registration info desks

All participants must be registered for the European Liquid Gas Congress 2024.

Badges will be printed onsite and will not be sent via email prior to the event. Based on the bar code you will receive via email one week prior to the congress days, you will be able to print your badge at the **self-printing stations** located in the registration area. Self-printing stations will be open from **Tuesday 18 June to Thursday 20 June 2023.**

The registration area will be open as stated in the opening hours.

Group badges pick up will be possible. Please note that only complete group pick-ups are allowed. If this is not possible, we kindly ask you and the attendees of your group to come individually.

General Opening of the Registration info desks:

Tuesday, 18 June 2024	08:00 – 18:00
Wednesday, 19 June 2024	07:30 – 18:00
Thursday, 20 June 2024	07:30 – 18:00

Exhibitor Help Desk

The exhibitor help desk will be open & available during build-up days and the congress dates within exhibition. Timing will be published at a later stage. A representative of the Exhibition Team will be there to support you during set-up days.

STAND BUILDER ACCESS

Set-up/Dismantling

For access during set-up and dismantling days, you will be asked to submit details about your stand builder. In due course, a form will be sent to you for this purpose. Please find a direct to the [form here](#)

Congress Days

During the event days and/or in the event of an equipment failure (i.e., breakdown of coffee machine, lighting, etc.), your constructor should receive an exhibitor badge from your allotment. If one representative of the construction team is meant to be at the booth all day, one exhibitor badge should be used as well. All contractors who require exhibitor badges during congress days would need to proceed to the exhibition help desk located at the entrance together with exhibitor's booth personnel.

BUILD-UP AND DISMANTLING

Exhibition Schedule*

Date	Time	Description
16.06.2024	08:00 – 20:00	Build-up for raw space only - <i>(access only for stand builders)</i>
17.06.2024	08:00 – 20:00	Build-up for raw space and shell schemes <i>(access only for stand builders)</i> As from 18:00: walkway carpet and exhibition cleaning
18.06.2024	08:00 – 16:00	stand personnel final checks <i>(access open for exhibitors)</i>
	17:30 – 19:00	From 16:00: exhibition open to public Opening Cocktail in the exhibition
19.06.2024	08:30 – 17:00	theARENA open to public <i>(Exhibitors have access one hour prior to/after official opening hours)</i>
20.06.2024	09:30 – 16:45	theARENA open to public <i>(Exhibitors have access one hour prior to/after official opening hours)</i>
	16:45 – midnight	Dismantling of the exhibition

* The times indicated above should be sufficient for build-up and dismantling.

Build-up and dismantling

Breakdown and removal of exhibits may not commence before the official closing time. Any special arrangements for build-up or break down and removal of exhibits must be made in consultation with the [Exhibition Logistics Team](#) and involves the payment of an overtime fee, according to the price list.

Stands must remain fully intact and always staffed. Dismantling of stands and removal of products or display material is limited only to published dismantling hours. The dismantling or abandonment of the stand will cause remedial actions by the exhibition management company. Relating costs will be borne by the exhibiting company.

The exhibitor is responsible for the safety of its products, displays and stand. During the set-up and breakdown period, no material should be left unattended at any time. It is the responsibility of each exhibitor to leave the stand space clean and tidy during the exhibition and after the break-down. All stands, displays, stand fittings and materials must be removed from the premises by the time and date stated by the Exhibition Logistics Team. The Exhibition Logistics Team can demand that exhibitors restore their exhibition area to the original condition at the exhibitor's own expense. If exhibitors leave rubbish behind, charges will apply. Stored materials, empty containers and packing material must be disposed of.

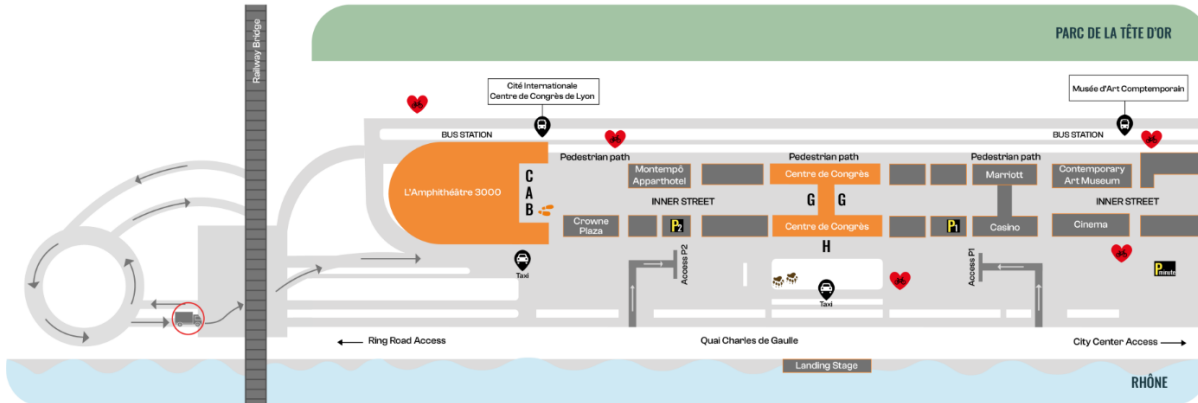
All stands and equipment must be removed and all personnel should leave the premises by **Midnight on Thursday, 20 June 2024.**

EXHIBITION ACCESS- Delivery Access Area

	Height of vehicles < to 2,70m	Height of vehicles > to 2,70m
FORUMS 5-6	Parking P2 floor 1 or Delivery Area via entrance E1	For stand builders only Delivery Area via entrance E1 (Access 8 and 7)

DELIVERY AREA ACCESS - ENTRANCE E1 FOR RAW SPACE

1 quai Charles de Gaulle | 69 006 LYON



Access 7 and 8 to the exhibition hall of ELGC2024 (Forum 5+6)

All stand builders vehicles authorized for delivery will be able to park for a time-limit of 20 minutes for loading and unloading on within below timeframe. Please fill in [this form](#) to allow access to your stand builder.

Set-up	Dismantle
Sunday 16/06 from 08:00-20:00 (raw space only)	Thursday 20/06 from 16:45-23:00
Monday 17/06 from 08:00-18:00 (raw space only)	

Capacity of delivery bays

Delivery Bay for forums 5-6

40x 20 m 3 vans or trucks - 2 semi- trailers (38 tonnes) - 2 trucks (19 tonnes)

If forklift service or package handling is required, this needs to be pre-reserved with the **freight forwarder**. [See page 24](#)

ACCESS BY PARKING P2 (FEES)

1 Quai Charles de Gaulle | 69 006 LYON

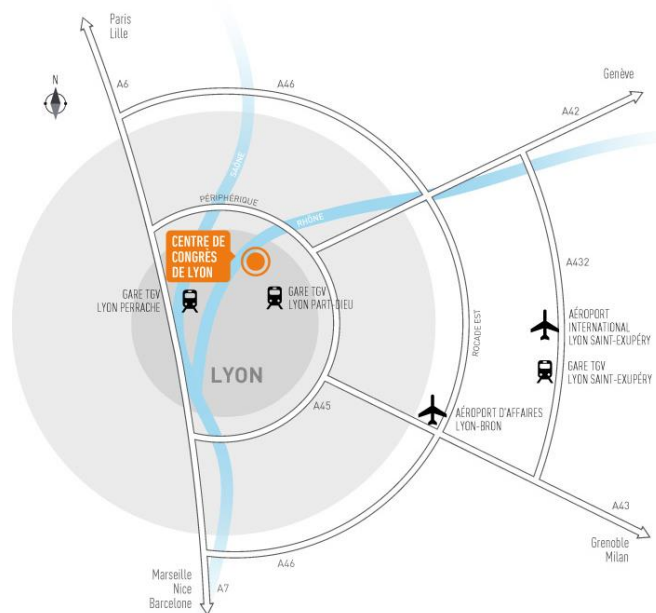
Exhibition in Forums 5,6, direct access by with 2 goods lifts **ONLY** during below timing.

Set-up	Dismantle
Tuesday 18/06 from 08:00-16:45	Thursday 20/06 from 16:45-23:00

Otherwise during event days the main public entrance B is to be used for all exhibitors and stand personal pass holders. Please refer to technical floorplan on page 30 for accesses to Forum 5 and Forum 6.

PARKING & ARRIVAL ACCESS

By road



Right at the city centre's north-east entrance, next to the motorway road, Porte de Saint Clair exit, Cité Internationale.

GPS: 45°47, 0829', 4°51, 1488' - <http://www.mappy.com>

Parking P1:

Covered car park with 1150 spaces, located 50 meters from the Congress Centre of Lyon. Price and reservation (online max 90 days beforehand):

<https://www.onepark.fr/parkings/6160-parking-public-indigo-cite-internationale-p1-a-couvert>

Parking P2:

Covered car park with 1200 spaces, located 50 meters from the Congress Centre of Lyon. Price and reservation (online max 90 days beforehand):

<https://parking.lpa.fr/parkings/cite-internationale-p2/>

By public transportation

The Congress Centre of Lyon is served by:

- Line C1 from **La Part Dieu Train station – your stop**
- Line C4 from **Metro Foch (ligne A) and metro Saxe-Gambetta (ligne B)**
- Line C5 from **Cordeliers**

Your final stop -regardless of the line- is **Cité' Internationale**, about 1 min walking distance from the Convention Centre.

Rhône-Express from **Lyon Saint-Exupéry Airport to La Part Dieu Train station**

More information on www.tcl.fr

STAND CONSTRUCTION GUIDELINES

The exhibitors must conform to the contracted space and all display rules as outlined in the European Liquid Gas Congress 2024 exhibitor manual. Any aspect that is not covered in this exhibitor manual is subject to approval by the [Exhibition Logistics Team](#) and the **Centre de Congrès de Lyon**.

The safety and stability of the booth construction and all used material is the sole responsibility of the exhibitor. Neither ELGC 2024 nor Exhibition Logistics Team nor Centre de Congrès de Lyon take any responsibility for any damages or accidents caused by exhibition stands. It is the responsibility of the exhibitor to have proper liability insurance.

Exhibitors must inform their stand builders of these arrangements. Please submit the sketch of your stand with its dimensions and send it to the Exhibition Logistics team by **31.05.2024**.

General requirements and rules by ELGC 2024

- All exhibits must be confined to the **spatial limits of their booth**, as indicated in the final floorplan.
- Equipment to be shown or demonstrated must be placed in the exhibit space contracted to ensure that the visitor viewing the equipment will be in the booth and **not impeding aisle traffic**.
- Stands, including all equipment and exhibits and advertising matter are to be constructed with such **stability** as to pose no danger to **public safety and order, and especially life and health**.
- **Promotion** or display of promotional material and any other related activity is **not allowed outside the assigned space unless exhibitor ordered additional marketing and promotional services**.
- Electrical and other mechanical apparatuses must be muffled, so that the noise does not disturb others or other areas of the venue.
- During set up with paint, varnishes or dissolvent the area must be covered by plastic.
- All **activities** in the booth area potentially attracting a **large audience and causing queues** (e.g., presentation, quiz, giveaways' distribution) may **not** be placed immediately **at the borders of the booth** facing the aisles, as this might impede aisle traffic. These activities must be clearly **identifiable on the booth layout** sent in for approval to the **Exhibition Logistics Team**.
- The Exhibition Logistics Team reserves the right to stop such activities on the booth immediately, if they are **blocking passageways** around the booth area.
- Stands must be **staffed** at all times during the exhibition opening hours. The exhibition areas are to be used only during the specified opening hours.
- Public announcements are not allowed by any exhibitors and are restricted for organiser and safety use.

Construction regulations

- The Organisers reserve the right to cancel stand construction and request changes in accordance with approved drawings and described stand concept.
- All stands must be carpeted or laid with some form of flooring as clear demarcation of contracted space. The use of paint or other adhesives on the floor of the exhibition hall is strictly forbidden.
- We strongly recommend you integrate the booth number into the design of your booth as it always helps to find your booth.
- Exhibitors will not be allowed to project images onto the walkways, ceilings, walls, or space which are not part of their stand.
- Special care must be taken to avoid lights and/or spotlights as well as all sorts of sounds that are disturbing to visitors or neighbouring stands
- No signs may project beyond the delimiting walls of the stand, and each exhibitor must avoid hindering the view or entrance way of neighbouring stands.
- Audio-visual and other sound and attention-getting devices will be permitted only in those locations that the visitor viewing will be in the booth and not impeding aisle traffic and in such intensity as, in the opinion of the Organisers they do not interfere with the activities of the neighbouring exhibitors.
- Exhibits or other devices which emit sound, light or smell must be operated and controlled so as not to irritate other exhibitors. **The maximum noise level is 60 dB** measured at 1m from the speakers/stand. Any failure to comply with this rule will result in the power supply to the sound system and the related stand being cut off.
- Exhibitors are solely responsible to ensure that all necessary certifications are obtained by themselves or their appointed contractor for exhibiting in the European Liquid Gas Congress 2024.

Technical Rules – size, booth layout, etc:

- During set up and decoration of booths, the exhibitors must comply with following rules:
 - Stands must respect a **general height of 2,5m and cannot exceed 4m.**
 - The usable area and decoration elements that measure over 2,5m in height and max 4m, must stand back from the perimeter of the stands at least 1,5m.
 - The installations from the venue (Centre de Congrès de Lyon) must be scrupulously respected, namely fire hydrants, extinguishers, loudspeakers, general indicators, television circuits, and fire detectors.
- Disassembly of the stands and removal of material cannot begin before the time officially set for closing the exhibition, except for special authorisation granted by the Organisers.
- Disassembly of the stands and removal of exhibited material must be concluded within the times set by Centre de Congrès de Lyon and already accept by the Organisers. Failure to comply with this deadline authorises venue to remove the material and implies that all costs resulting from the measures taken to remove these materials will be charged.

- The premises must be handed over to Centre de Congrès de Lyon in the same condition as they were made available to the exhibitors, and all costs required to make them so, are from their responsibility. Repair of occasional damage caused by carelessness or requirements of stand assembly, as well as cost derived from such assembly, are the sole responsibility of exhibitors/organisers.
- Exhibitors are responsible for all the damage or harm caused by their structures, equipment, articles to be exhibited, or activities in their stand, as well as action of the subcontracted firms, when these firms harm visitors and other exhibitors.
- It is forbidden to stockpile several devices, vehicles, or trailers within a stand if this exceeds a height of 2.5 m. Exhibition Management may grant special dispensations following a written request and provided the piled-up objects do not obstruct the reading of signs. Special dispensations will not be granted if the overall presentation or aesthetic aspects of the event or safety measures are likely to be put at risk.
- It is forbidden to attach stand partitions or exhibited material to the walls and pillars of the Hall by means of nails, screws, etc.
- All desired suspension points need to be ordered through the [online web shop](#) and will be installed by Centre de Congrès de Lyon. These requests for suspension points need to be sent to official [stand and exhibition builder](#) and approved by Centre de Congrès de Lyon. It is important to send over a plan of your stand and the location of your stand in order to get approval / possibility for a suspension point. Once approval is done you can then order the suspension points through the [web shop](#).
- Those responsible for placing partitions between two stands will also have to arrange for these partitions to be coated on the outside with a white or neutral substance.
- Partitions higher than 2.50m must also be coated on the outside with a white or neutral substance. This rule will also be applicable for curtains or banners which will be used for separate two stands. Curtains and banners may be personalized on condition that they will be placed inside the stand at least 1.50m from the edge.
- The exhibitor who has been attributed a corner stand, a heading stand, or an island stand commits to not cover the open sides of his stand along the walkway for more than 2/3 of the length.
- Exhibitors with stands located on two sides of a walkway may request permission to lay carpets on this walkway. However, exhibitors are not allowed to change the path of the walkways or to obstruct them with obstacles. Exhibitors are responsible for the maintenance of carpets they have laid out and for the security of visitors at these locations.

CONSTRUCTION REGULATION- SUMMARY

Schell Scheme Booth		<p><u>Partition Walls</u></p> <p>It is forbidden to drill in the walls. However, you can use instead: tape, double-sided tape, hook + chains.</p> <p>In case of any damage or residue from tapes, posters, etc., partitions will be at the expense of the exhibitor (42 € VAT excl. per partition wall).</p>
Schell Scheme Booth		<p><u>Name Plate</u></p> <p>The name of your company is to be indicated on the "Stand plan and technical information."</p>
Schell Scheme Booth	Raw Surface	<p><u>Layout</u></p> <p>The stand builders undertake to not install any object outside of their stand. Nothing obstructing the aisle will be tolerated.</p>
Schell Scheme Booth	Raw Surface	<p><u>Service Orders</u></p> <p>The precise location of the services ordered will have to be drawn on the "stand plan and technical information" electric supply wire internet connection storage (see template p. 32 – available on the web shop)</p>
Raw Surface		<p><u>Stand Building Height</u></p> <p>The stand building height is limited to <i>a general height of 2,5m and cannot exceed 4m.</i></p> <p>On the forum's outskirts, the stand building height is limited to 2,5m to keep the access to the electrical closets possible,</p>
Schell Scheme Booth	Raw Surface	<p><u>Hanging</u></p> <p>Hanging is allowed at a maximum height of 4m. For any order, fill out the "Hanging form" (<i>available on the web shop</i>) with your dimensional drawing.</p>
Schell Scheme Booth	Raw Surface	<p><u>Weight</u></p> <p>400 kg / m².</p> <p>If you have a heavier installation, please contact expo@ccc-lyon.com</p>
Schell Scheme Booth	Raw Surface	<p><u>Exhibitors obligation</u></p> <p>To be consulted here or in the appendix: https://www.ccc-lyon.com/espace-exposants</p>

SUBMISSION OF CONSTRUCTION PLANS & APPROVAL

All that purchased a raw space will have to submit their plan for approval by the Exhibition Logistics Team.

Responsibility for proper execution lies with the stand builder at all times.

Please note that Centre de Congrès de Lyon and external parties will need to examine complex booths. Deadline for plans and full description of booths is **31/05/2024**. If the required documents are handed in too late, an approval in time may not be possible.

Documents submitted later than the periods stipulated above cannot always be reviewed in time. Therefore, approval might not be certain before the start of construction. This may result in dismantling, alterations or blocking the stand. The costs of the structure approval proceedings will be invoiced to the exhibitor.

Procedure of submission

Please send the requested documents (as defined above) with the plan of your booth with the desired location of the electrical box (model p. 29) to: [Exhibition Logistics Team](#)

Once the design has been approved by Exhibition Logistics Team (approx. 5-7 working days), the documents will be forwarded to Centre de Congrès de Lyon for second approval. When the examination is done, the applicant will receive an electronic notification of approval or conditions for the construction of the stand.

Any stand structures that do not conform to the technical regulations or the law, must be altered or removed. If execution is not completed on time, Centre de Congrès de Lyon is entitled to make changes itself at the expense of the exhibitor. Centre de Congrès de Lyon is also entitled to close the stand to forbid access for visitors.

Any arising costs of approval proceedings by Centre de Congrès de Lyon will be charged to the exhibitor.

EXHIBITOR WEB SHOP

Services for exhibitors in connection with the exhibition should be ordered through the [online web shop](#).

Upon confirmation of your stand or space booking, you will receive an email inviting you to set up your web shop account. The email will come from ELGC2024@gl-events.com.

All suppliers act on their own behalf in all arrangements with exhibitors and are not agents or employees of European Liquid Gas Congress 2024. All services or materials supplied by these companies will be subject to a contract between the suppliers and exhibitors and will be invoiced directly by the suppliers to the exhibitors. Please note that the suppliers may apply their own regulations and instructions to the contracts they use. Therefore, the Organisers do not accept any liability or responsibility for any act performed or committed by such suppliers.

Services should be ordered by 6 May 2024, after this date, prices will increase and not all items may be available. The web shop will **no longer take orders after 7 June 2024**.

Respecting the deadline also ensures that orders will be processed properly and on time.

You will find the following services in the web shop (please find below further details):

- Electricity
- Water
- Stand design (furniture, lighting, greening & flowers)
- AV equipment
- Stand cleaning & Waste disposal
- Internet
- Host and Hostesses booking
- Stand Security
- Catering

Suppliers Appointed by Exhibitors

Except for some compulsory services/suppliers (**electricity, water, catering, IT, rigging service and signage**) the use of other suppliers/agencies for logistical and technical purposes is permitted.

Please note that the exhibitor remains responsible for the activities organised by the appointed supplier/agency. It is **the exhibitor's responsibility to ensure that all the relevant guidelines, rules, and regulations, as well as health and safety regulations**, relevant forms and deadlines are passed on to the appointed suppliers/agencies and that the **suppliers/agencies** act according to these rules and guidelines.

Equipped Stand Constructions

Please find below detailed information on services included into the equipped stand if you booked an equipped stand.

The shell scheme booth includes:

Booked via Organisers for you:

- Shell scheme structure of 2.5m high with white walls fascia with exhibitor name
- Carpet tiles
- LED spots
- Power access
- Lockable counter
- 2 highchairs
- Waste basket and coat rack.



Any additional furniture, branding of the shell scheme, additional electricity, carpeting, lightning, etc. will have to be booked by the exhibitors themselves via the [web shop](#).

If you have a raw space and want to transform it into an equipped package reach out to [Exhibition Logistics Team](#).

Raw surface space

The raw surface included:

- Line markers
- WIFI cover in the exhibition space

Please have the plan of your stand approved by the Exhibition Logistics Team. Additionally, please also send the plan of your booth with the desired location of the electrical box.

Electricity

For Raw space, power supply has to be ordered via the online [web shop](#). Equipped booths needing additional electricity supply will also have to place an order via the online [web shop](#).

A floor plan sketch indicating the desired location of connections must be included in the orders. The exhibitor is responsible for every connection from the distribution panel.

Each stand is served from the establishment's network of switchboards, connection boxes or electrical cabinets (fixed and semi-permanent installations).

The electric connection box must remain accessible to the safety services at all times but remain out of immediate reach of the public in the section reserved for the exhibitor's use, i.e., for the electrification of the stand.

For safety reasons, only Centre de Congrès de Lyon is able to supply utilities, install and carry out work on the electrical network, and supply the necessary equipment.

Please read the rules relating to the safety of electrical equipment on the stands at fair and events at Centre de Congrès de Lyon.

Rigging and Hanging Points orders

Suspension points are possible but not on all locations. We recommend self-standing constructions. Please check availability of suspension points with Centre de Congrès de Lyon before starting your design if you consider suspension points. Once your plan is validated you can order the suspension points through the online [web shop](#).

Any costs for necessary static tests will be charged to the client. Structures to be suspended may only be located within the boundaries of the booth. Orders can be placed via the online [web shop](#).

Audio-visual equipment

Any audio-visual equipment can be ordered through the online [web shop](#). Please note that the equipment will be delivered one day before the show starts.

Water installation

Please note that the water supply and wastewater disposal are subject to certain laws of physics. This is why a given connection may be difficult to install or only with additional effort. Please provide your information regarding the request for supply with water/wastewater disposal early on or when registering. Orders can be placed via the Technical Services the online [web shop](#).

Exhibitors are not allowed to connect anything directly to the supplies.

Please read the rules relating to using water on the stands at fair and events at Centre de Congrès de Lyon.

Waste removal & cleaning

The used spaces must be returned to Centre de Congrès de Lyon completely clear of all items and the exhibition areas restored to their original state. Therefore, unless pre-ordered during the set-up period, external companies will not be allowed to leave any material in the venue. Waste should be removed at every interval possible, and after each day at the latest.

Materials that have been left behind will be removed from the exhibition on the last day of dismantling and brought back to the warehouse at the exhibitor's expense.

The exhibition halls and walkways will be cleaned after the set-up. Exhibitors are responsible for cleaning their own stand. Waste collection on booth needs to be ordered via the online [web shop](#). If not, the general cleaning service will not collect it. Cleaning services will only be allowed when the exhibition is closed to visitors.

All common areas e.g., the foyers and aisles will be cleaned on a daily basis during the event days. If you want your booth area to be cleaned too, you can order this service additionally via the online [web shop](#). Constructors who already know that they will have waste can order waste removal as well via the online web shop.

Furniture

The furniture catalogue can be found and ordered in the online [web shop](#).

Catering – Food & Beverages

If exhibitors would like to serve drinks and/or food at their booths, this will have to be booked and ordered by the exhibitors to the official caterer and they will have to follow the applicable regulation. Please note that alcohol is not prohibited but intoxicated persons are not allowed.

As a reminder, catering can be ordered via the [web shop](#)

Hostess Services

Hostesses can be booked through the [web shop](#).

- Minimum of 4 consecutive hours per hostess

You can also contact for a quote: ELGC2024@gl-events.com

THE EVENT APP AND WEBINAR

All visitors of the European Liquid Gas Congress 2024 will be able to download the free event app, where they will be able to set up their own personal agenda, check the floorplan and meet exhibitors, establish quality connections, check out the many side-events and more...

As an exhibitor and /or sponsor you will be able to set up your own area by placing your organisation description, images, videos, as well as set up meetings schedule at your booth and more. To help you prepare and explain possible features, we plan to organize a 1-hour webinar on **14 May 2024 from 11:00-12:00 CEST** (Brussels time).

The app will allow following features:

- Prepare in advance and bookmark the sessions you want to attend and organise your conference schedule to your liking. Keep your personalised The European Liquid Gas Congress 2024 agenda handy, all in one place.
- Book your favourite side-events.
- It will allow you to view the list of attendees, speakers, sponsors & supporters.
- Enhance your exhibitors and sponsors profile and showcase your newest trends, technologies, and projects as well as the latest developments in the industry! How to schedule meetings and promote your booth.
- Allow you to network with attendees!
- Purchase a lead retrieval function at 200€ in order to be able to scan badges and obtain data.

Kindly note that each exhibitor and sponsor will be responsible to set up their own digital profile. As the event app will go live about two weeks before the event, we advise all exhibitors to have their

digital profile ready by that time. Please reach out to exhibition@europeanliquidgascongress.com if you are interested in purchasing this option.

SHIPPING AND FORWARDING

Parcel delivery

Delivery and reception are carried under the responsibility of the exhibitor (please see below the paragraph dedicated to freight forwarder services)

Exhibitors must be present during the delivery on its booth or will be represented.

Storage empty boxes

For safety reasons, storage of empty boxes is prohibited in the forums and delivery area of the Centre de Congrès de Lyon.

Return shipment and Freight forwarder

All materials and goods (parcels, brochures ...) should always be dismantled and removed during the time of dismantling (cf. time schedule [p. 12](#)).

Freight forwarder

GONDRAND is the official appointed Freight Forwarder which can offer you pre-event and post-event parcel management service.

Please find below their contact details and information.

GONDRAND

Lyon Eurexpo
Entrée "Poids lourds"
69680 CHASSIEU

Contact details:

Tel: 04 72 22 30 22

Fax: 04 72 22 30 59

Email: didier.fanton@gondrand.fr

GONDRAND will ensure a high level of logistics services for the following services:

- Forwarding (by road/sea/air)
- Packing list (Forklift with driver/Labour man/Crane)
- Intermediate storage (before/after expo) - Handling input / output in addition to intermediate storage according to tariff handling
- Empty storage (Pick up from stand, storage deliver to stand)

If you require any services, kindly fill out the [following form](#) and send it back to didier.fanton@gondrand.fr

The deadline to place an order with GONDRAND is **6 June**.

SECURITY AND EMERGENCY PROCEDURES

We highly recommend you wear safety shoes until the set-up is finished. A safety vest helps as well to be visible all the time. Thank you for your cooperation.

Safety & Access Control

We will ensure a smooth entrance into the venue. Adjusted information will be published in October and closer to the event days.

All walkways should be maintained and there should be a clear route provided to all Fire and Emergency Exits.

- Fixed structures, exhibition counters, display cases, cages and the like must be set up in such a manner that they cannot be knocked over, and that there are unobstructed evacuation routes at least 3 m wide to the exits.
- Glass panes must be protected against breakage.

The emergency exits and escape routes must be kept clear at all times. The emergency exits and escape routes in the halls must never be blocked by items left standing or jutting into the aisle. A passage at least 2.5 m wide must be kept free, regardless of the width of the aisle and the goods left in the walkway. The logistic team in accordance with Centre de Congrès de Lyon can order the immediate clearance of all aisles or certain aisles for logistical reasons.

Emergency Procedures

Safety evacuation plans are set onsite and depend on the location you are at the moment of evacuation.

Centre de Congrès de Lyon can issue orders for buildings, halls, or rooms to be closed or immediately evacuated for safety reasons. The reopening of the buildings only takes place after clearance from the responsible authorities.

Security

Orders can be placed via the [online web shop](#).

The site is only kept under general surveillance by the Organisers during assembly and disassembly and while events are in progress. There is no security patrol watching over halls, rooms, stands or vehicles. Centre de Congrès de Lyon or the Organisers do not take charge of equipment and items brought onto the site or delivered by exhibitors and third parties acting on their instructions.

The Organisers expressly disclaims responsibility for any loss or damage to property of any exhibitor or demonstrator from any cause. To help ensure good security at the show, please follow these points:

- Make one member of your team responsible for your company's safety and security at the exhibition.
- Do not leave cash, handbags, mobile phones, valuables etc. in unlocked drawers, cupboards or on exhibits on your stand,

- Do not leave wallets in unattended clothing,
- Check all lockable desks and cupboards are locked before leaving your stand.

Please note that build-up and breakdown days are high-risk periods. You are recommended to work in pairs so that the stand is always manned. Make sure you arrive prior to the official opening time and do not leave your stand at night before the hall is clear of visitors.

Health and Safety

Please be informed that the European Liquid Gas Congress 2024 will follow the national health regulations applied in France and we will comply with all health and safety regulations in place at the time the event is scheduled.

To ensure we are all better prepared, this manual will be developed and updated on a regular basis. For any detailed questions, please contact exhibition@europeanliquidgascongress.com. To find up-to-date information about the French COVID regulations, please [click here](#).

ACCOMMODATION

A variety of hotels have been selected and have offered negotiated rates for our delegates and exhibitors.

We encourage you to book your rooms as soon as possible following the instructions on the event website.

Accommodation booking links are available [here](#). Please note that members of LGE will have priority booking at the Intercontinental Hotel Dieu. This hotel can only be reserved and booked via the registration portal (links available above). By the end of March, the Intercontinental Hotel Dieu will become available for all in registration. For all the other hotels, the booking is available for everyone, and the link is the one indicated in this paragraph.

HOSPITALITY SUITES

In case your company needs a meeting room, please send an email to [Exhibition Logistics Team](#) including the following information:

- *Dates required*
- *Duration of the event: timing per day*
- *Ideal room set-up (theatre style, classroom)*
- *Company name*
- *Name of your event*
- *Any Title/ topics / content/ description of your event*
- *Any other specifications*
- *AV/F&B needed, if any*

The event should be approved by European Liquid Gas Congress 2024 and a proposal including room rental and basic equipment will be sent to you based on the given information.

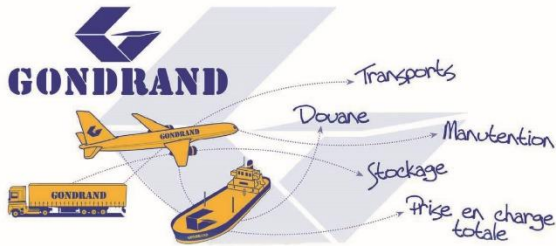
TECHNICAL FLOORPLAN EXHIBITION AREA

Update 07/05/2024



FREIGHT FORWARDER FORM

You can download the form below, to be filled and sent to the freight forwarder [here](#).



EXPOSANT / Exhibitor

Raison Sociale / Company Name :
 Adresse / Address :
 Code Postal / Postal Code :
 Ville / City :
 Pays / Country :
 Tel : Fax : E-mail :
 Nom du Responsable / Person in charge :
 N°Siret & TVA Intracommunautaire / European VAT N° :

SALON / Show



EUROPEAN
LIQUID GAS
CONGRESS

Hall :
 Stand :
 Allée / Aisle :

DEMANDE DE DEVIS / Quote upon request

Cases a cocher / Check Boxes

TRANSPORT / Forwarding :

Route / Road :

Air / Air :

Mer / Sea :

Colisage / Packing list :

- CHARIOT ELEVATEUR AVEC CHAUFFEUR 1,5T/3T / Forklift with driver 1,5T/3T
- CHARIOT ELEVATEUR AVEC CHAUFFEUR 4T/5T / Forklift with driver 4T/5T
- CHARIOT ELEVATEUR AVEC CHAUFFEUR 7T / Forklift with driver 7T
- CHARIOT ELEVATEUR AVEC CHAUFFEUR +7T / Forklift with driver +7T
- GRUE / Crane



- STOCKAGE INTERMEDIAIRE (avant/après expo) / Intermediate storage (before/after expo)
 Enlèvement / remise à dispo selon tarif manutention
 Handling input / output in addition to intermediate storage according to tariff handling

- EMBALLAGES VIDES / EMPTY STORAGE
 (Reprise sur stand, stockage et remise à disposition - Pick up from stand, storage deliver to stand)

- En cochant cette case je reconnais avoir pris connaissance [des conditions générales de manutention](#) et confirme le bon pour accord pour cette commande
 By checking this box I acknowledge having read [the general conditions of handling](#) and confirms the agreement for this order