



EXHIBITOR GUIDE

IPEM

Sept. 20/21/22 2022
PALAIS DES FESTIVALS
CANNES - FRANCE - 7th EDITION

Your contact :

Moona Amzur

T : +33 1 49 52 14 17



CONTACTS

EXHIBITORS

EXHIBITOR SUCCESS MANAGER

Moona AMZUR

+33 1 49 52 14 17

moona.amzur@ipem-market.com

ONSITE HOTLINE

+33 7 68 96 60 38

MANAGEMENT

Gilles BARISSAT

PRESIDENT

gilles.barissat@europ-expo.com

Antoine COLSON

CEO and MANAGING PARTNER

antoine.colson@ipem-market.com

MARKETING, COMMUNICATION

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**COMMUNICATION & PARTNERSHIP
MANAGER**

+33 1 49 52 14 41

kenza.hajjaj@ipem-market.com

INVESTOR RELATIONS

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INVESTOR RELATIONS MANAGER

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morgane.seradieu@ipem-market.com

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INVESTOR RELATIONS ASSOCIATE

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marialena.tsoli@ipem-market.com

OPERATIONS

Benoît Pointreau

EVENT & HOSPITALITY MANAGER

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benoit.pointreau@ipem-market.com

Aymeric DU GRANDLAUNAY

LOGISTICS MANAGER

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aymeric.dugrandlaunay@ipem-market.com

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CATERING MANAGER

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SALES TEAM

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CO-HEAD OF SALES DEVELOPMENT

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florence.darve@ipem-market.com

Claire VILLAUDY

CO-HEAD OF SALES DEVELOPMENT

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Leslie PERES

BUSINESS DEV. & OPERATIONS MANAGER

(French speakers)

+33 1 49 52 14 32

leslie.peres@ipem-market.com

Catalina BASAGUREN

INTERNATIONAL BUSINESS DEV. MANAGER

(English speakers)

+33 1 49 52 14 37

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INTERNATIONAL CLIENT RELATIONSHIP MANAGER

(English speakers)

+33 1 49 52 14

Andrew.phillips@ipem-market.com

Mathilde GIBERT

CLIENT RELATIONSHIP MANAGER & IMPACT LEAD

+33 (0) 1 49 52 14 02

Mathilde.gibert@ipem-market.com



IMPORTANT DEADLINES

FEBRUARY 22

- ☐ Reception of technical information:
 - IPEM 2022 Exhibitor Guide
 - Delivery Guidelines (page 7-8)
 - ☐ Login to MyIPEM Platform, and before June 21:
 - Complete the company information
 - Upload your logo and company presentation
 - Register your participants and add their portrait picture
 - Book your flight, transfer & accommodation (page 9-10)
-

MAY 22

- ☐ May 31 Send your HD logo in .eps and .jpeg to Moona moona.amzur@ipem-market.com (page 17-22)
-

JUNE 22

- ☐ **June 21**- Official MyIPEM opening. Complete your profile to 100% and start connecting and scheduling meetings with other participants (page 23)
-

JULY 22

- ☐ Spread the word about your participation to IPEM 2022 on your social networks, website, newsletters, email signature with our Communication Kit.
Contact: Kenza.hajjaj@ipem-market.com
 - ☐ Get your final booth number
 - ☐ **July 29**- Send your video for your TV screen in MP4 format to Moona moona.amzur@ipem-market.com (page 17-22)
 - ☐ Validate the final printing proof (for booth personalization and sponsoring)
Order additionnal services (page 16)
-

SEPTEMBER 22

- ☐ Validate the final printing proof (for booth personalization and sponsoring)
- ☐ Send your parcels (page 7-8)
- ☐ Complete the electricity form (page 31)
- ☐ Order additionnal services (page 16)
- ☐ **September 20** - Access the venue and pick-up your pass from 8:30 (page 5)
- ☐ **September 22** – Shuttle bus to the Airport after the closing party (page 5)



PRACTICAL INFORMATION



SCHEDULE

EVENT OPENING HOURS :

Tuesday September 20: 1:00 pm to 9:30 pm

IPEM Opening Party: 6:30 pm to 9:30 pm

Pass pick up for all attendees– starting at 1 pm

Exhibitors & speakers can access from 9:30 am

Wednesday September 21 : 9:00 am to 8:30 pm

Late closing “European Night” from 6:30 to 8:30 pm

Pass pick up for all attendees– starting 9:00 am

Exhibitors & speakers can access from 8:30 am

Thursday September 22 : 9:00 am to 8:00 pm

IPEM Closing Party beginning at 5 pm

Shuttles will be arranged to the Airport after the closing party

Pass pick up for all attendees– from 9:00 am

Exhibitors & speakers can access from 8:30 am

DISMANTLING :

Thursday, September 22 : 8:00 pm

Booth must be empty and property sent back at the latest by September 22 at 8:00 pm

- ✓ Exhibitors should remove their own structures, equipment and/or products before our dismantling.
- ✓ If the timing is not respected, The Palais des Festivals reserves the right to remove the Exhibitor's property from the premises by any means and at the exhibitor's expense and risk.
- ✓ Any installation that could damage the general aspect of the Palais des Festivals will be removed by the Palais des Festivals, as well as any substance considered to be dangerous or any material with a disagreeable odor .

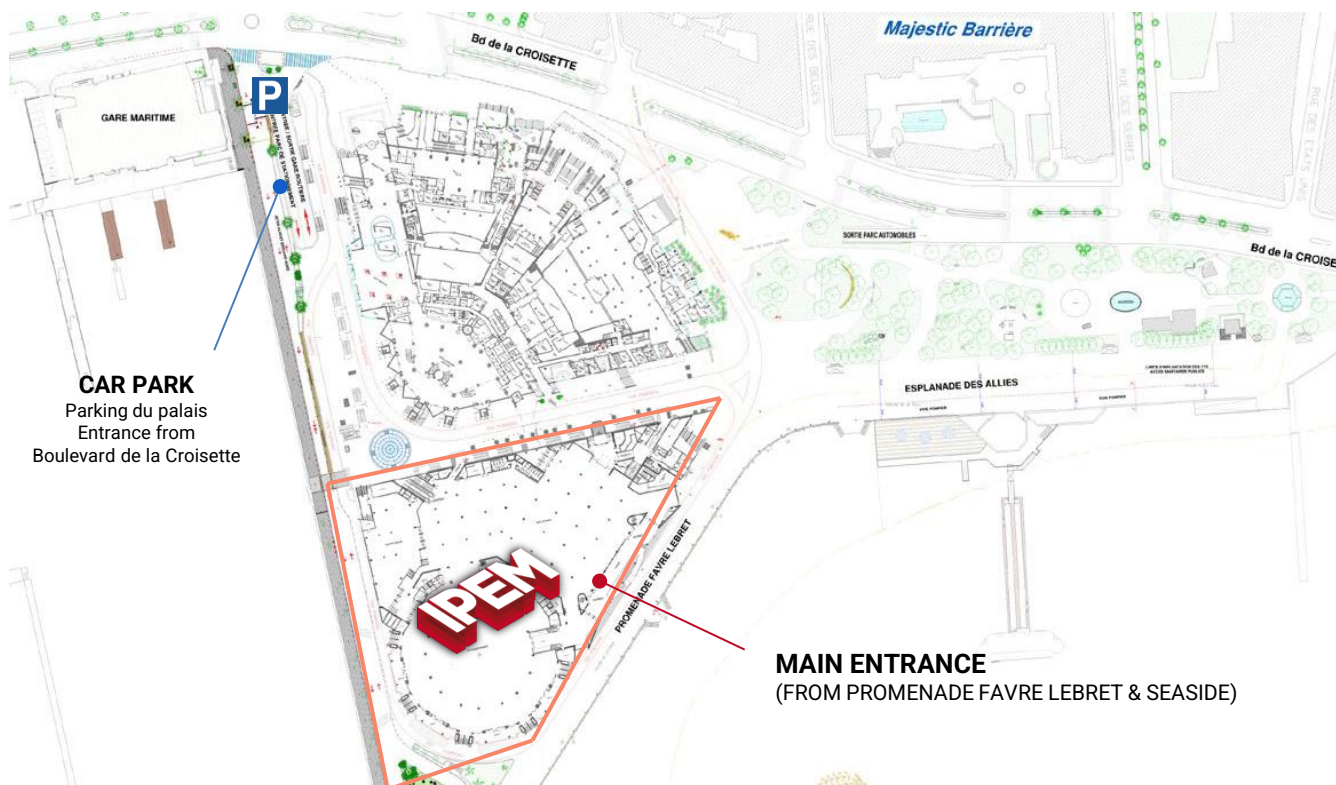
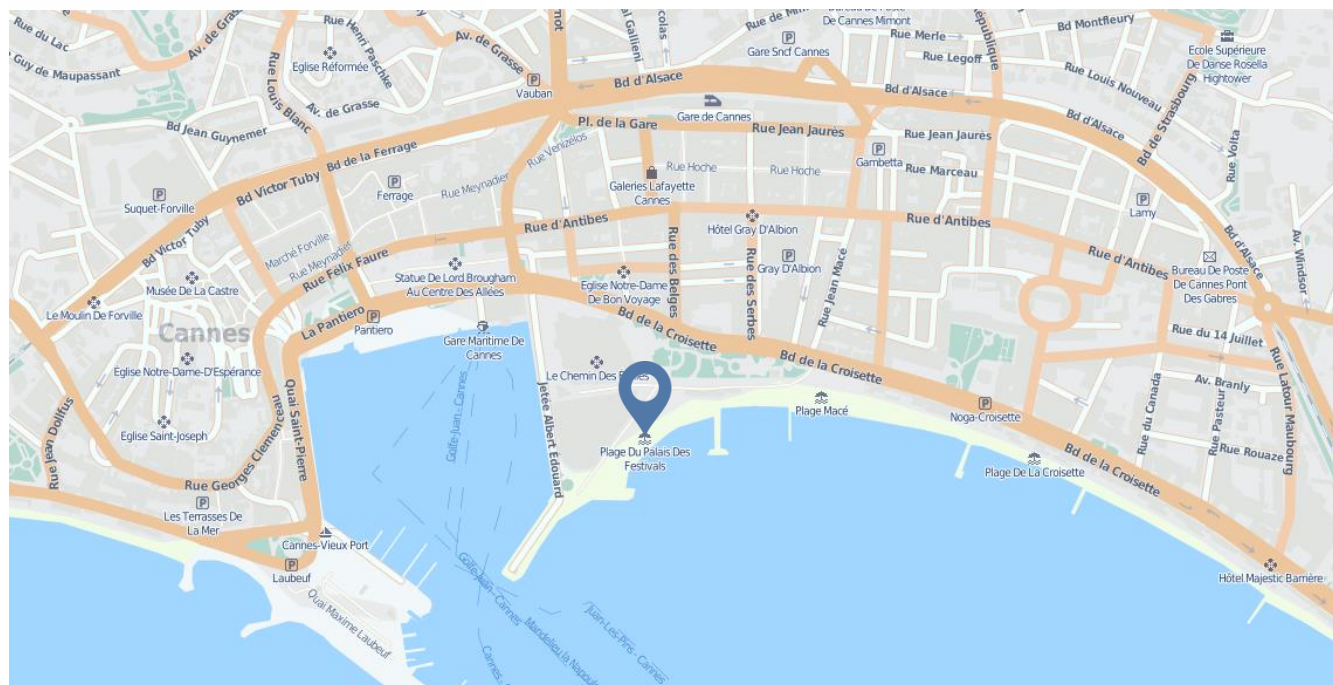


THE VENUE - ACCESS

PALAIS DES FESTIVALS ET DES CONGRÈS
Cannes



Palais des Festivals et des Congrès
Esplanade Georges Pompidou
La Croisette
06403 CANNES CEDEX
Phone: +33 4 92 99 84 00



MAIN ENTRANCE
(FROM PROMENADE FAVRE LEBRET & SEASIDE)



PARCEL DELIVERY & PICK-UP 1/2

DELIVERY & PICK-UP DATE & HOUR

SHIPPING RECEPTION HOURS:

Monday September 19 from 1 pm (no delivery accepted before 1pm)

Tuesday September 20 from 8 am to 11 am (no delivery accepted after 11 am)

SHIPPING SENDING HOURS:

From Thursday September 22 from 4 pm to 8 pm (no delivery possible after 8pm)

PREFERRED PROVIDERS

If you plan to ship valuables, to avoid any parcel loss we advise you to use one of the two service providers below allowed to access the Palais des Festivals. Please, ask for a quote with your package information (dimension and weight) to **MARTINI TRANS** ou **MATHEZ EXHIBITION DEPT**

They can store your parcels, deliver them directly on your booth and handle the delivery back to your office. All packages must be sent directly to the delivery company.

MARTINI TECHNOTRANS

- Sophie LEBARON
s.lebaron@martinitechnotrans.fr
- Fathia AMAOUCHE
f.amaouche@martinitechnotrans.fr
Tel: +33 4 92 59 27 27

Packages must be shipped to:

By road

For MARTINI TECHNOTRANS

1235 chemin des Combes

06600 Antibes

Tel: +33 4 92 59 27 27

Réf: IPEM 2022 – Exhibitor name / **booth number**

By air

For MARTINI TECHNOTRANS

Cargo Terminal Nice Aéroport

06200 Nice

Tel: +33 4 92 59 27 27

Réf: IPEM 2022 – Exhibitor name / **booth number**



PARCEL DELIVERY & PICK-UP 2/2

MATHEZ ONSITE

Stéphane Roche

sroche@onsitefr.com

+33 (0)4 93 29 80 16

Packages must be shipped to:

MATHEZ ONSITE

LE BROCC CENTER 1ERE AVENUE

06510 CARROS

Ref : IPEM 2022 – Exhibitor name / **booth number**

OTHER PROVIDER

If you choose to work with your own service provider please note that :

- Parcels deliveries will be accepted only on September 19 at 1 pm
- Notify by email Moona AMZUR when your parcel is sent so she can track it onsite
- There will be no storage area before September 19 and The Palais des Festivals will not accept any parcel before this date.
- Your parcels must be sent back at the latest on September 22 before 8 pm. The Palais des Festivals & IPEM refuses any responsibility for them.
- The delivery drivers can't access your meeting booth, they should contact the Floor Manager onsite: +33 7 68 96 60 38
- IPEM doesn't accept responsibility for damaged goods

Please mention the following address to ship your parcels :

Exhibitor name

Your booth number

IPEM 2022

Barrière BISTINGO

Palais des Festivals et des Congrès

Esplanade Georges Pompidou

La Croisette

06403 CANNES CEDEX

Contact :

+33 7 68 96 60 38



BY TRAIN



The city of Cannes has excellent connections via TGV, Corail train and express train which link it to all French regions and major European cities. Information: www.oui.sncf

Cannes is easily accessible from

From	To	Hours/trip
Paris	Cannes	5h30
Lyon	Cannes	4h00
Milan	Cannes	5h30
Brussels	Cannes	7h30
London	Cannes	8h



NEW THIS YEAR: CROISETTE EXPRESS

For the first time, IPEM is chartering a dedicated train for its delegates to travel straight from Paris to Cannes.

Departure on September 20th

Paris Bercy - 8:00am >> Cannes - 13:34pm

For LPs, complimentary tickets available, please contact Morgane Seradieu

First class price: 110€ TTC

Second class price: 80€ TTC

Book your seats now: <https://www.billetweb.fr/ipem-2022> (limited seats)

BY PLANE



Located 27 km from Nice Côte d'Azur Airport, Cannes can be reached in less than 1h.



Book your flight with a special price for IPEM participants here : **Event ID : 38327AF**

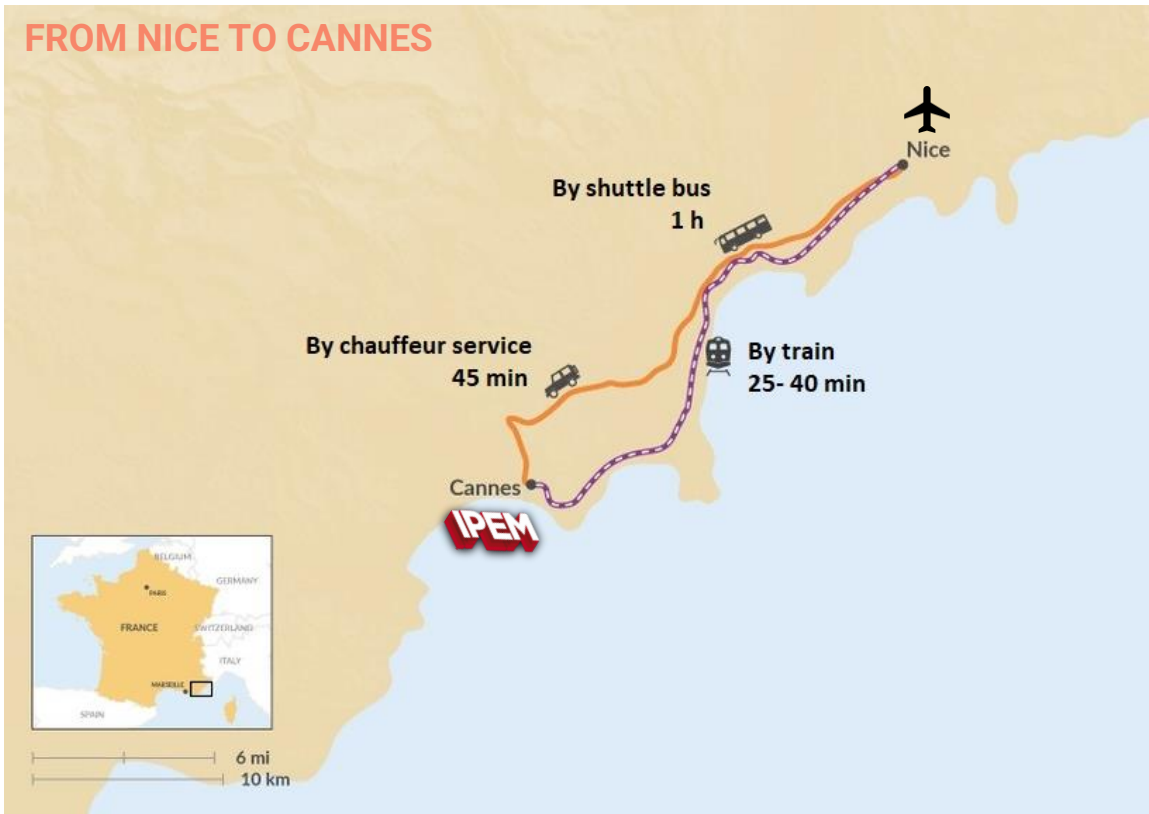
<http://globalmeetings.airfranceklm.com/Search/promoDefault.aspx?vendor=AFR&promocode=38327AF>

Valid for a travel between : **13/09/2022** to **29/09/2022**

Air France website:

https://www.airfrance.fr/FR/en/common/page_flottante/engagement-air-france-protect.htm

For any inquiries in regard to the cancellation, amendment or refund of your flight ticket, please contact Air France: globalmeetings@airfrance.fr



CHAUFFEUR SERVICE



Organize your transfers with ELITE TRAVEL, IPEM's official private car agency! Your dedicated contact:
Eric HANSBERGER: +33 6 66 50 06 06 / info@elite-travel-utc.com
You can also book online: <https://www.ipem-market.com/transfer-nice-airport-cannes/>

Berline Premium / Total price for up to 2 pax		Minivan Premium / Total price for up to 6 pax	
8am-8pm	8pm-8am	8am-8pm	8pm-8am
100 €	120 €	120 €	135 €



SHUTTLE

Shuttle travel between the Nice airport and Cannes takes around 1h.
Departure from the airport starts at 8 am and one leaves every ½ hour until 7 pm.
Bus 210 –22€ one way / 33€ round trip. T: + 33(0)800 06 01 06
Tickets & information available online: [Nice Airport Xpress](#)

Free shuttles will be arranged by IPEM at the end of the closing party (5pm on September 22)

ACCOMMODATION 1/3

To book your stay easily we invite you to use our online platform powered by bnetwork.
You will find the best possible rates and all availabilities!

Visit : <https://ipem.bnetwork.com/> and book your room!

Your contact :
Tatiana Cuffel, Project Manager
Email: hotel.ipem@bnetwork.com or Phone: +33 (0) 497 060 324

IPEM | Sept. 20/21/22 2022
Palais des Festivals, Cannes

bnetwork booking terms and conditions information myipem group bookings

Hotels, Residences... Tuesday 20/09 - Thursday 22/09 Number of rooms € Rate range Star rating More filters Reset filters

12 hotels available

- Hotel Colette (4 stars, 2 nights from 260.00 € (130.00 € / night), Palais des Festivals at 340m, 3.9)
- Okko Hotel Cannes Centre (4 stars, 2 nights from 250.00 € (125.00 € / night), Palais des Festivals at 420m, 4.2)
- Best Western Premier Collection Le Mondial Cannes (4 stars, 2 nights from 380.00 € (190.00 € / night), Palais des Festivals at 480m, 4.5)
- Hotel Montaigne & Spa (4 stars, 2 nights from 324.00 € (162.00 € / night), Palais des Festivals at 490m, 4.1)

- ✓ All cancellations can be made without charge until August 8, 2022
- ✓ Preferential rates: rooms in Cannes from € 89 per night
- ✓ No minimum stay required
- ✓ Secured bookings and payments
- ✓ Group booking (more than 10 pax) and assistance (one single invoice, etc.)
- ✓ You will be requested to create a new account on bnetwork platform (or login to your account, if previously created for a past IPEM edition) to validate your booking.



Beware of fraudulent providers (ex: Global Travel Services ...). We recommend not making any commitment with an unknown provider. IPEM 2022 official online Hotel Booking is bnetwork.

IPEM BEACH CLUB Sponsored by Natixis



For its 7th edition, IPEM is looking to new horizons! Get ready for the grand opening of the IPEM Beach Club sponsored by NATIXIS, located at the Palais Stéphanie Beach @Marriott, a brand-new venue fully privatized for our delegates, to network and create long-lasting partnerships while enjoying the Mediterranean Sea and Sun, in walking distance of the Palais des Festivals.

Want to enjoy breakfast, lunch or dinner, or maybe just a drink with your colleagues and new IPEM friends? The IPEM Beach Club will be open the three days of the event and will welcome you in a nice and relaxed ambiance (cash bar available on-site).

Address & Opening hours

Palais Stéphanie Beach

50, boulevard de la Croisette
06400 Cannes

Tuesday, Sept. 20: 7.30pm – 2.00am
Wednesday, Sept. 21: 8.30am – 2.00am
Thursday, Sept. 22: 8.30am – 3.00pm



Food & Drinks

Finger food options and drinks are available all-day long at our cash bar.

For breakfast (from 8.30 am to 9.30am), lunch (from 12pm to 2pm) and diner (from 8pm to 10pm), to book your table, [click here](#) (a reservation is required for lunch and dinner)

Events

Tuesday, Sept. 20: 7.30pm – 2.00am >> IPEM Seaside Chill Out
Wednesday, Sept. 21: 6.00pm – 8.00pm >> Happy Hour Cocktails
10.00pm – 2.00am >> IPEM Over Suscribed Beach Party

 **Reservations opened**



COMMUNICATION AT IPEM

BOOK YOUR SPONSORSHIP

Get more exposure for your brand with our sponsorship packages.

MORE visibility, to target a particular audience or simply stand-out from the crowd? Create your personalized package by selecting products from our catalog to best match your needs. Start promoting your participation before IPEM through digital ads, host your own event on-site, or even create your own digital content through our brand-new webinar option. These options are exclusively reserved for companies with a meeting booth, so take advantage of this exclusive opportunity.

Contact Leslie Peres or Catalina Basaguren

Leslie PERES

(French speakers)

Email. leslie.peres@ipem-market.com

Tel. +33 1 49 52 14 32

Catalina BASAGUREN

(English speakers)

Email. Catalina.basaguren@ipem-market.com

Tel. +33 1 49 52 14 37

IPEM PR AGENCY

For any inquiries in regard to press release, contact our official PR agency

IPEM PR AGENCY :

MAITLAND/AMO

David Sturken - Partner

dsturken@maitland.co.uk

D:+44 (0) 207 395 0450

Maitland/AMO / 3 Pancras Square / London / N1C 4AG

www.maitland.co.uk/

ORGANIZE YOUR EVENT IN CANNES

We can help you organize your event at the venue of your choice.

Download the event book:

https://www.ipem-market.com/wp-content/uploads/IPEM2022_Events-Book.pdf

Contact Benoît Pointreau:

benoit.pointreau@ipem-market.com

COMMUNICATION KIT

Spread the word about your participation to IPEM 2022.

Every creative and communication tool to allow you to start communicating about your participation at IPEM 2022 on your social networks, website, newsletters, email signature

Click to download it:

https://www.ipem-market.com/wp-content/uploads/IPEM2022_COMMUNICATION_KIT.zip

Contact: pierre.leboulch@ipem-market.com

Tel. +33 1 49 52 14 36



SERVICES ON BOOTH

WIFI CONNECTION

The entire hall is connected to Wifi. A individual wifi code will be printed out on each delegate's pass.

The Wifi code can connect up to 3 devices during the 3 days and the internet speed is limited to 2Mb/s

For a higher internet speed or a wired connexion, contact our provider VIAPASS:

info@viapass.com Tel : +33 (0)4 97 06 30 06 / hotline : +33 (0)4 97 06 37 65 or book online:

<https://marketplace.viapass.com/Marketplace/0ef0305d-e3c3-4297-8309-5be35c51d2e6/Catalogs>

ELECTRICITY

Your booth is supplied with electricity. In order to benefit from free electrical supply box on the booth, please complete the electricity form (page 31) and send it back to **Moona Amzur**.

Moona.amzur@ipem-market.com

[Electricity Form to : Moona.amzur@ipem-market.com before September 1](mailto:Moona.amzur@ipem-market.com)

CLEANING

Your booth will be cleaned every day.

Please note that the cleaning will be increased this year.



THIS YEAR: ORDER YOUR CATERING ON BOOTH

This, year, your lunch box is included in your booth package.

You are entitled to one lunch box per badge included and per day (on September 21st and 22nd)

You will be asked to order your meals before August 31.



PREFERRED PROVIDERS

PALAIS DES FESTIVALS SUPPLIERS

For any additional services or furniture, please contact directly suppliers allowed by the Palais des Festivals

Hostess

Class'hotesse

+33 1 47 35 06 52

geraldine@class-hotesse.fr

www.class-hotesse.fr

Catering on booth

Pavillon

+33 4 92 28 31 68

+33 6 84 65 62 52

virginie@pavillongourmet.fr

www.livraisonstand.fr

Giry Traiteur

+33 4 93 39 44 07

contact@giry-traiteur.com

www.giry-traiteur.com

Audiovisual services

109

+33 6 31 43 78

jdagnies@109.fr

www.109.fr

Floral decoration

Expo-Flora

+33 4 93 49 48 24

+33 6 09 88 54 99

expoflora@expoflora.fr

www.expoflora.fr

Refreshment services

Coffee machine / Water fountain

Essence Services

+33 4 93 95 97 34

essence.services@orange.fr

www.essence-services.com

Furniture

Aliance Mobilier

+33 5 61 39 16 56

contact@aliance-mobilier.com

www.aliance-mobilier.com

IT equipment

LENI

+33 4 72 33 01 28

dboitout@leni.fr



KEY DATES TO PREPARE YOUR MEETING BOOTH

Before May 31

Logo: Send your logo in .eps (photoshop format) and .Jpeg format to Moona AMZUR
moona.amzur@ipem-market.com

Dimensions min : 1000x300mm

Resolution : 300 Dpi

Before July 29

Video: (If you have one) send your video for the TV screen to Moona AMZUR
moona.amzur@ipem-market.com

Definition : 1920x1080

Codec : H264 – mp4 / 30 images / secondes
speed 8 Mbits

Video Format MP4 / Not powerpoint & PDF !

Compulsory audio track (even at 0)

Codec : AC3 or MP3 .

IPEM is not responsible of exhibitor's TV screens. You must bring your own

USB key for the screen to broadcast your videos or images. If needed,
technical service will be offered on site during the opening day (September 20)

PERSONALIZE YOUR BOOTH

You can also customize your booth in order to create a stronger brand image.
Don't hesitate to contact us for a quote!

Leslie PERES

*Key Account Manager
(French speakers)*

Email. leslie.peres@ipem-market.com

Tel. +33 1 49 52 14 32

Catalina BASAGUREN

*Client Relations Manager
(Rest of the world)*

Email. Catalina.basaguren@ipem-market.com

Tel. +33 1 49 52 14 37



CLUB PACKAGE

The Club is a branded and personalized 9 sqm area. It includes :

1. Your logo on the wall
2. The name of your company on your welcome desk
3. TV screen with logo or corporate movie

Logo

Dimensions max : 1000x300mm

Resolution : 300 Dpi

Format : .jpg & .eps

Send your logo to Moona before May 31

Video

Definition : 1920x1080

Codec : H264 – mp4 / 30 images /secondes
speed 8 Mbits

Video Format MP4 / Not powerpoint & PDF !

Compulsory audio track (even at 0)

Codec : AC3 or MP3 .

Send your video to Moona before July 29

Bring your USB key



THE PANELS

Height of the panels: 2,5 m

Structure made of wooden panels covered with fireproof fabric

EQUIPMENT



1 RECEPTION DESK

L x D x H : 100 x 500 x 100cm
With straight shelf inside



1 BAR STOOL

ref : Drink fumé
H : 69/94cm



3 x ARMCHAIRS

64 x 50 x 70cm
Colour : Black



1 COFFEE TABLE

H : 49 cm
Diameter : 60 cm
Colour : Black



**1 WASTE
PAPER BASKET**



DOUBLE CLUB (open) PACKAGE

The Double Club is a branded and personalized 18 sqm area. It includes

1. Your logo on the wall
2. The name of your company on your welcome desk
3. TV screen with logo or corporate movie

Logo

Dimensions max : 1000x300mm

Resolution : 300 Dpi

Format : .jpg & .eps

Send your logo to Moona before May 31

Video

Definition : 1920x1080

Codec : H264 – mp4 / 30 images / secondes
speed 8 Mbps

Video Format MP4 / Not powerpoint & PDF !

Compulsory audio track (even at 0)

Codec : AC3 or MP3 .

Send your video to Moona before July 29

Bring your USB key



THE PANELS

Height of the panels: 2,5 m

Structure made of wooden panels covered with fireproof fabric

EQUIPMENT



1 RECEPTION DESK

L x D x H : 100 x 500 x 100cm
With straight shelf inside



1 BAR STOOL

ref : white Ibiza
H: 59,5/85cm

+ 1 electrical sockets



6 x ARMCHAIRS

64 x 50 x 70cm
Colour : White



2 COFFEE TABLES

H: 49cm Ø: 60cm
Colour: White Moka



**1 WASTE
PAPER BASKET**



DOUBLE CLUB (semi-closed) PACKAGE

The Double Club is a branded and personalized 18 sqm area. It includes :

1. Your logo on three walls
2. The name of your company on your welcome desk
3. TV screen with logo or corporate movie

Logo

Dimensions max : 1000x300mm

Resolution : 300 Dpi

Format : .jpg & .eps

Send your logo to Moona before May 31

Video

Definition :1920x1080

Codec : H264 – mp4 / 30 images /secondes
speed 8 Mbits

Video Format MP4 / Not powerpoint & PDF !

Compulsory audio track (even at 0)

Codec : AC3 or MP3 .

Send your video to Moona before July 29

Bring your USB key



THE PANELS

Height of the panels: 2,5 m

Structure made of wooden panels covered with fireproof fabric

EQUIPMENT



1 RECEPTION DESK

L x D x H : 100 x 500 x 100cm
With straight shelf inside



1 BAR STOOL

ref : Drink fumé
H : 69/94cm



1 MEETING ROUND TABLE

Ref: tertio 123K
H:75cm Ø:80cm
Colour: Black



3 x CHAIRS

L x D x H : 42 x 50 x 83cm
Colour : DRINK

+ 2 spotlights
+ 1 electrical sockets



3 x ARMCHAIRS

64 x 50 x 70cm
Colour : Black



1 COFFEE TABLE

H:49cm Ø:60cm
Colour: Black Moka



**1 WASTE
PAPER BASKET**



HOSPITALITY SUITE PACKAGE

The Hospitality Suite is a branded and personalized 25 sqm space with a reception area to welcome your guests and a confidential meeting room to host meetings in complete privacy. It includes :

1. Backlight Signage with your logo
 - Horizontal or vertical
 - Resolution : 300 Dpi
 - Format : .ai, .eps, .jpg
2. Your logo on the **sandblasted** plexi glass
 - Dimensions max : 1000x300mm
 - Resolution : 300 Dpi
 - Format : .ai, .eps, .jpg
3. The name of your company on the welcome desk
4. TV screen with logo or corporate movie



Logo

Dimensions max : 1000x300mm
Resolution : 300 Dpi
Format : .jpg & .eps
Send your logo to Moona before May 31

Video

Definition : 1920x1080
Codec : H264 – mp4 / 30 images /secondes
speed 8 Mbits
Video Format MP4 / Not powerpoint & PDF !
Compulsory audio track (even at 0)
Codec : AC3 or MP3
Send your video to Moona before July 29

HEIGHT OF THE PANELS

Height of the panels : 2,5 m
Structure made of wooden panels covered with fireproof fabric

EQUIPMENT

An open space with :



1 RECEPTION DESK
L x D x H : 100 x 500 x 100cm
With straight shelf inside



1 BAR STOOL
Ref: 590 W - Ibiza
H: 59,5/85cm
Colour: White

A meeting room with :



1 MEETING ROUND TABLE
Ref: tertio 131WXXL
H : 75cm - Diameter : 120cm
Colour: White



6 x CHAIRS
Ref: techno 493W
L x D x H : 42 x 50 x 83cm
Colour : Shiny White

+ 3 spotlights
+ 2 electrical sockets

A storage space with:



4 x ARMCHAIRS
64 x 50 x 70cm
Colour : White



1 COFFEE TABLE
H: 49cm Ø: 60cm
Colour: White



1 WASTE PAPER BASKET



FRIDGE 140L
Ref: 881
L x D x H : 64 x 50 x 70cm



3 HOOKS COAT PEG

+2 straight shelves on the wall



VENTURE VILLAGE PACKAGE

Branded personalized space within the Venture Village space dedicated to VCs. It includes :

EQUIPMENT

The layout includes :

- 1 high table
- 4 barstool
- 1 logo
- 1 electrical socket



YOUR GRAPHIC

1. Your logo on the wall



To ensure product delivery, please send files to moona.amzur@ipem-market.com
Before May 31

- Your logo in .eps (format photoshop)
- Your logo in .Jpeg format



MyIPEM PLATFORM

MAXIMIZE YOUR PARTICIPATION & START BUILDING NEW BUSINESS RELATIONSHIPS

MyIPEM is a unique platform that enables you to:

- ✓ Get in touch with other participants
- ✓ Discover new business opportunities (LP/GP affinity score)
- ✓ Plan your visit easily with practical information
- ✓ Schedule your day

Start connecting on June 21 !
<https://c2022.europ-events.com/>

And have it all onsite with you



Home

Contact/Help Log out

Updated !

Your profile has been checked and validated by IPEM – congratulations !
Stay tuned for the opening of MyIPEM on Wednesday, 16 June, 2021.

100%

Last saved on Thursday, May 6, 2021, 11:09 PM

Home My company profile (100%) My LP profile (100%) My Funds profile (92%) My personal profile (100%)



Civility required ✓

Ms.

Name required ✓

GIBERT

First Name required ✓

Mathilde

Position required ✓

Client & Investor Relationship Manager

Date of birth

13/03/1994





HOW TO PROCEED WITH MyIPEM AS PRINCIPAL OPERATION / STAND COORDINATOR?



February 11: MyIPEM features are only open for LPs. Other participants can still update their profile online. The “principal operation” contact can add participants and complete information.

Use the email confirmation with **your login and password** to connect to MyIPEM

Complete your company profile and add the logo (> *My Profile > Company Profile*)

- If you are a GP please complete also your funds information
- If you are a LP please complete also the additional information : Fund preferences, First-Time Funds, Typical investment ticket, LP AUM, Geographic focus etc...
- Complete your own profile (*My Profile > Personal profile*)

Register your team: Add the participants from your company, from previous editions or new participants (> *Exhibitor Admin*)

Complete all information requested : Civility, Last name, First Name, Position, Phone number, linkedIn link + upload participants pictures.

And choose the contact who will be listed in the printed IPEM Directory

June 21: MyIPEM official platform launches.



(Company and personal information must be completed before this date)

September : print out your voucher to withdraw your pass at the registration desk.

MyIPEM PLATFORM

HOW TO PROCEED WITH MY IPEM AS PRINCIPAL OPERATION / BOOTH COORDINATOR?



Home **My Profile** ▼ My Program ▼ My visit ▼ Search My Workspace Contact / Help Exhibitor Admin Log out

- My company profile
- My personal profile

1. COMPLETE YOUR COMPANY PROFILE

- ✓ COMPANY LOGO
- ✓ COMPANY PRESENTATION
- ✓ GEOGRAPHIC FOCUS
- ✓ FUNDS INFORMATION IF YOU ARE A GP

- ✓ UPLOAD YOUR PICTURE
- ✓ SHARE YOUR LINKEDIN PROFILE
- ✓ PRESENT YOURSELF IN A FEW WORDS

2. COMPLETE YOUR PERSONAL PROFILE

Home My Profile ▼ My Program ▼ My visit ▼ Search My Workspace Contact / Help **Exhibitor Admin** Log out

1. CHECK YOUR INFORMATION AND PARTICIPANTS

LONGCHAMP 2021 participants : 17/24

Download participants list

Participants	Status	Voucher
 RAJAJI Kenza Marketing Manager <small>(Click to define as 'Directory contact')</small>	✓	
 COLSON Antoine CEO <small>(Click to define as 'Directory contact')</small>	✓	
 VEYSSEIRE Valentine Responsable Communication & Marketing <small>(Click to define as 'Directory contact')</small>	✓	
 DARVE Florence Partner - Co-Head of Sales & Development <small>(Click to define as 'Directory contact')</small>	✓	
 GIBERT Mathilde Client & Investor Relationship Manager <small>(Click to define as 'Directory contact')</small>	✓	

- ✓ CHECK AND COMPLETE YOUR COLLEAGUES' PROFILES
- ✓ UPLOAD MISSING PICTURES
- ✓ DOWNLOAD THE VOUCHERS

2. ADD ALL YOUR PARTICIPANTS

Add participants

Number of participants: 14

Participant 1

New contact

Company: IPEM Paris France

Civilty: First Name: Last Name:

Phone: Mobile / Cell:

E-mail: Position:

Participant 2

New contact

- ADD ALL PARTICIPANTS SO THEY CAN RECEIVE THEIR LOGIN DETAILS TO CONNECT TO MYIPEM



SECURITY GUIDELINES

PASSES AND ACCESS CONTROL

- Badges are non transferable and name changes will not be permitted after September 12.
- Due to security measures and legislation, security officers will be conducting verification of your ID and photo. Your photo will be printed on your pass,
- It is important to upload your picture on your Mylpem account before the event. The picture would otherwise be taken onsite with a camera.

SECURITY

Exhibition surveillance is carried out by the Palais des Festivals. Surveillance by external companies is not authorized. Individual surveillance of the booth can be requested by the exhibitors, at their own expense.

Theft from booth

In case of theft the following procedure has to be followed:

Lodge a written complaint within 24 hours with the local authority and ask for an acknowledgement of the complaint to:

- the Security office Police situated within the Palais des Festivals during the exhibition
- or to the Commissariat de Police of the City of Cannes

Attention: The security service of the Palais des festivals is not a local judiciary authority. Complaints made to the security officers will not be taken into account for insurance purposes.

The exhibitors undertake to waive any faculty or recourses against the Palais des Festivals.

VIGIPIRATE PLAN

Due to the Vigipirate plan, suitcases are not accepted inside the Palais des Festivals. You will be requested to leave your suitcase outside the hall. A tent will be set up outside, next to the show entrance, to store your suitcases. This service is complementary.

SAFETY REGULATIONS

Please refer to the attached « Safety Regulations » (page 37) if you want to add your own material to your booth.

Additional decoration must meet the Safety Regulations of the Palais des Festivals. The decoration elements cannot be higher than the partition walls (2.5 m). The details about the material must be included in the safety File. All materials that do not conform to the safety Regulations of the Palais des Festivals will not be authorized in the exhibition hall. The exhibitor shall refer to the « authorized materials table » that can be found in the safety Regulations of the Palais des festivals to have the type of fire-rating required for the material, such as :

- wall coverings
- plastic materials
- floating decoration
- pop-up / umbrella stand
- other materials

BOOKING VIA AN EXTERNAL SUPPLIER

Only suppliers allowed by " Palais des festivals" will be authorized to access the venue. If you decide to book through an external provider, they will be blocked at the entrance by the security.



SAFETY REGULATION

All Exhibitors are obliged to carefully read the Safety Regulations (see attached document of the Palais des Festivals).

Safety File

Some materials are exceedingly dangerous as they allow fire to spread very easily and therefore their use within the Palais des Festivals is strictly regulated, especially plastic and synthetic materials. The Palais des Festivals reminds the exhibitors that only materials approved and recognized by French or European laboratory shall be allowed.

All exhibitors must put together a **Safety File** and return it to the Safety Department.

The Safety File has to include the following documents:

The Safety/Electricity Questionnaire duly filled in and signed by the Exhibitor or his representative.

The documents that need to be provided according to the overview on page 23 of the Safety Regulations (Fire Safety Department – Section 1.01 – Technical Information).

All the official material test reports issued by approved French laboratories or their European equivalent and (or) the fireproofing certificates drawn up by duly approved companies.

In case Exhibitors do not have these above-mentioned test reports and certificates, they are required to provide any other relevant document that might help the Fire Safety Marshal to make a decision that shall be transmitted to relevant administrative authority for appraisal. These are:

- Non-approved test results

Translation of foreign language test reports

Physical and chemical information regarding the nature of the materials

Any technical specification

In any case and without fail, a sample of the materials used.

Safety Department:

Palais des Festivals et des Congrès de Cannes
La Croisette BP 272
F-06403 Cannes cedex

To the attention of:

Guy Girard (Safety Officer)

Phone number: +33492998453

Fax number: +33492993153

girard@palaisdesfestivals.com

Exhibitors who do not provide the Safety File might not be allowed to use the internal installations of the corresponding stands (cutting off of electric power supply, telephone, air conditioning, etc.).

For any questions please contact the Fire Safety Department.

Safety Committee

The Fire Safety Manager is present in the exhibition area during the set-up in order to ensure that all stands conform to the safety regulations.

On the first day of the exhibition there is a visit of the Safety Committee and the Exhibitor is required to be present on the stand and to make available all relevant information concerning the conformity of materials used in the construction and decoration of the stand.

1.1 - SAFETY FILE

Exhibitors shall submit the safety files of their stand(s) to the organizers at least one month in advance.

This file must include:

- the safety questionnaire completed by the exhibitor or its representative (see attached template).
- a plan or drawing of the stand showing the metric dimensions (length, width, height) and on which all the materials to be used are identified. This identification shall be repeated in column B of the questionnaire. This plan shall include front, side, bird's eye, and cross section views that are duly indicated. A legend must specify the planned installations. The language used must be either French or English. The scale must be at least 1:20.
- all official test reports for the materials issued by approved French laboratories or their European equivalent and (or) the fireproofing certificates drawn up by duly approved companies.

All of these documents shall be identified from A to Z and repeated in column C of the questionnaire.

Exhibitors who do not submit said safety file, can be denied access to the exhibition halls.

1.2 - CONSTRUCTION AND INSTALLATION OF STANDS

Except for specific partitions called «Palais», all ornamental installations will be located exclusively inside of the volume of the stands.

In order to guarantee the maximum efficiency of the fire safety devices (sensing heads, smoke extractors and sprinklers) fixed onto the suspended ceiling, when the ceiling height is over or equal to 2.75m no structure shall be located in the upper area of each stand defined by a horizontal plane located 0.25m below the suspended ceiling, except for the covering of the main building's structural supports.



SAFETY REGULATION

This can extend to the underside of the fixed suspended ceiling or the ceiling of the rooms in question as long as no particular hazard (installation of electrical or other box) is located near the aforementioned structural supports.

Banners that are located on the edge of the aisles of open stands shall also be fixed at 0.25 m from the suspended ceiling.

When the suspended ceiling is under 2.75m, the construction height specific to each stand location will be specified on the layout plans provided by the organizer.

Stands that are higher than 4.50m will be subject to an official solidity/stability inspection by a certified organization when first installed.

In the event where reassembly would be necessary, then a certificate certifying the stability of the stand shall be delivered by the exhibitor along with the initial report of the certified organization.

The solidity/stability of stands less than 4.50m high shall be guaranteed in accordance with the French standard NFP 06.001 and shall remain under the exhibitor's liability. Said latter must be able to provide proof thereof, in particular, to the administration, and at any time that it might request it.

1.1 - SAFETY FILE

1.1 - SUSPENDED CEILINGS OF THE STANDS:

1.1.1 Open stands

a) In the basement:

Stands are prohibited from having false ceilings. Only a banner or other arrangement in the upper part (above 1.80 m) of a maximum width of 0.5 m (or several smaller ones within the overall authorized width of 0.5 m) may be tolerated, after consideration by the safety manager and subject to:

- M0 or M1 fire classification
- A minimum clearance of 1 m above the banner(s)
- The total solid area representing a maximum of 20% of the total area of the stand.

Only approved openwork (net) M1 textile type canopies, for which the mesh comprises a minimum of 4 to 5 mm, are authorized for the stand as a whole. In the case of total cover, no solid part or banner may be created.

- The authorized construction heights not being exceeded.
- Being securely fixed by M0 suspensions.

b) On the Ground and upper floors:

Stands are prohibited from having false ceilings. However, where the height under the hall ceiling is greater than 2.75 m, solid partitions or other arrangements of a maximum width of 2.00 m are acceptable in the upper part (above 1.8 m), after consideration by the safety manager and subject to M0 or M1 fire classification.

- A minimum clearance of 1 m between the horizontal panels.
- The authorized construction heights not being exceeded.
- The perpendicular ends of the horizontal panels must remain open. A maximum drop of 0.1 m is authorized.
- The total enclosed area representing a maximum of 1/3 of the total area of the stand.

Only approved mesh (net) M1 textile type canopies, for which the mesh comprises a minimum of 4 to 5 mm, are authorized for the stand as a whole. In this case, the solid parts may not exceed 13% of the area of the stand.

- Being securely fixed by M0 suspensions.

When the height under the hall ceiling is less than 2.75 m, the provisions provided for the basement shall be applied (ref. para. a).

1.1..2 Case for fully enclosed stands or units

Only in exceptional circumstances can the installation of an enclosed stand be authorized. This installation must be the subject of a specific request.

They must have an area less than 300m², and be spaced at least 4 meters apart. The solid ceiling and false ceiling areas (including those on above-ground levels) must total a maximum of 10% of the area of the level concerned. To be securely fixed by M0 suspensions.

In compliance with clause AM 10, false ceilings or canopies must not hamper the efficiency of the establishment's safety equipment. Furthermore, the following specific provisions are to be taken into consideration:

a) In the basement

They can only be created in place of those of the Palais. All the establishment's safety devices must be retained, including smoke extraction. The general alarm must remain audible. In the event this is triggered, activity must automatically stop within the said unit. This installation must comply in all points with the requirements of the fire safety system standards.

b) on the Ground and upper floors An extension must be made to the Palais' fire safety systems (SSI), including fire detection and the general alarm. In the event this is triggered, activity must automatically stop within the said unit. This installation must comply in all points with the requirements of the fire safety system standards.

For units with an area greater than 20m², a smoke evacuation system must be installed. To this end, a hatch of a size 1/100th of the unit's area and with a minimum area of 1m², and which can be opened from the outside, must be installed in the upper part of the said unit.

NB: The total of the enclosed volumes must not exceed 10% of the halls' area and the cumulated total of adjoining units of under 20m² shall be considered as being a unit of over 20m².

1.1..3 Proof

The exhibitor must provide all supporting documents, including calculations related to the provisions of the present paragraph.



SAFETY REGULATION

1.2 - MATERIALS USED FOR DECORATING THE STANDS

The materials used must be consistent with the authorized materials (see attached security questionnaire). Official fire-rating test reports and certificates issued by approved registered laboratories for all materials used in the exhibition halls shall be submitted to the Safety Manager.

Tests must be established with regard to French standards NF P 92 501-507 and NF EN - 13.501.1

As such, a list of approved laboratories with accredited certification recognized by the French State is attached to this specification. Only materials with a report of reaction to fire issued from these laboratories shall be accepted. In the event that the reports from other countries are provided, a certified translation into French may be requested in order to have a detailed understanding of said reports.

Coverings and materials that comply with safety requirements are sold by specialized retailers that provide certificates corresponding to the materials' classification. For a list of suppliers, please contact: **Groupe Non Feu, 37/39 rue de Neuilly, BP 249, 92113 Clichy, France (Tel: 01 47 56 30 81).**

Fireproofing may give M1 quality to materials, which would normally be fairly or easily inflammable. Such fireproofing may be obtained by spraying a special liquid, by applying a special paint or varnish with a brush or by immersion in a special bath. The fireproofing procedure shall be carried out by an approved contractor who shall give the exhibitor a certificate in an approved form that shall mention:

- the nature, size and colour of the treated covering, the name of the product used, the date of the fireproofing along with the stamp and signature of the contractor.

Note: Fireproofing may only be carried out on wood panels, on natural fabrics or on fabrics containing a high proportion of natural fibres. It is not possible to fireproof synthetic fabrics or plastics. All materials that lack proper proof demanded in the safety file and on the recommendations of the Safety Manager will be refused.

1.2.1 - Use of plastics and derivatives

Plastic product such as in polycarbonate, acrylic, vinyl, polyurethane, polyvinyl chloride, methacrylate, or similar substances are subject to this section. These materials must be classified (with respect to their reaction to fire) according to the manner in which they are used, namely:

§ 1) M1 (B s3 d1 according to EN 13 501-1) for any material used in ceiling or suspended ceiling regardless of the thickness and dimensions.

§ 2) M1 (B s3 d1) for floating or non-floating supports whose thickness is equal to, or less than 2 mm and are used in a vertical position. However flexible «Lackfolie» type materials fire-rated M2 (C s1 d1) may be accepted after consultation with the Safety Manager.

«3M» type adhesive films that are applied directly to M1, M2 and M3 supports are not affected by this paragraph.

§ 3) M2 (C s3 d1 according to EN 13 501-1) for all uses in building element or decoration including all furniture, lighting, acting as a constructive decoration, or sign, etc., and having a thickness of between 2 mm and 12 mm.

There is no statutory requirements regulating the use of non-illuminated small movable furniture on all levels, with the exception of level 01 where fire-rating M2 (C s3 d1) is required. Light boxes shall have openings to allow enough ventilation to limit the interior temperature to 65°C maximum.

§ 4) M4 (D s3) for materials that are 12mm thick or more and providing that they are not associated with any electrical installation; otherwise, they required a fire rating of M2 (B s3 d1) (ref § 3). There are also no requirements concerning the use of plastic materials as sales products or related products such as display units, model roofs or showcases, provided that they are not a part of the stand's structure and that their surface does not exceed 4m² for a stand with a surface area of 50 m².

§ 5) Expansive polystyrene or similar kinds of materials shall be fire-rated M1 (B s3 d1) regardless of their thickness and for the entire establishment.

§ 6) Synthetic foams shall be fire-rated M1 (B s3 d1) when used as wall or ceiling coverings even when they are covered by a fire-rated M1 (B s3 d1) material, and M4 (D s3 according to EN 13 501-1) when used elsewhere providing that they are covered by a M1 (B s3 d1) material.

1.3 - DISPLAYED MATERIAL

Materials on display may be shown on the stands without any requirements as to their reaction to fire. However, these provisions do not apply to trade fairs and stands specifically related to interior decoration, where fabrics and wall coverings are displayed.

However, these provisions do not apply to trade fairs and stands aimed specifically at interior decoration, whereby fabrics and wall coverings are displayed.

1.4 - FURNITURE

Furniture supplied by rental companies shall comply with the statutory provisions of this specification.

However, exhibitors may use their own furniture providing that the materials be authorized (see safety questionnaire), subject to fire-rating certificates and official test reports of those materials being provided by the exhibitors.

- The structure should be made of a maximum of M3 or D s1 fire-rated materials and should only contain synthetic materials in line with Article 4.4.1 hereof.

- Their upholstery filling shall be made of a maximum fire-rated M4 or D s3 and be covered by a wellsealed M1 or B s3 d1 material.



SAFETY REGULATION

Small movable furniture such as chairs, seats, or pedestal tables are not affected by these abovementioned provisions. However, the materials they are made of must not be able to spread fire quickly.

1.4 - ELECTRICAL INSTALLATIONS FOR STANDS

The electrical installation on each stand must have a consumer unit equipped with an RCD with a range of 30 mA max. The consumer unit must be permanently accessible to the stand personnel, but remain inaccessible to the public. It must be kept away from all inflammable and combustible materials and products. Its position must be indicated.

On exiting the consumer units, the so-called "temporary" electrical installations are created under the exhibitor's sole responsibility. It is strictly prohibited to open or modify the electrical points made available to exhibitors.

These installations must be created under the responsibility of persons qualified to design and carry out the works in compliance with current regulations and advised of the specific risks presented by these types of event. In this regard, the exhibitor or its representative must append to the certificate of conformity to be provided to the safety manager (see model in appendix 2) all the certificates or official documents attesting to the fitter's professional qualification and his/her capacity to create the said installations. These must be in the name of the person responsible for implementing the said installations. In the absence of this justification, the exhibitor may, at its cost, have a compliance check carried out by a qualified person, whose inspection report is to be provided to the safety manager.

These installations are created in compliance with the laws, decrees, orders and other official texts relating to electrical installations and in particular with the standards EN 60 598 or NF C 15-100, as well as the decree of 14 November 1969 on the protection of workers.

The following should be noted in particular:

- 1) The use of light-socket adapters is prohibited;
- 2) Cables or conductors must be of category C 2. The use of a

conductor with a cross-section less than 1.5 mm² is prohibited: the use of twin conductor or "CINDEX" type (H-03-VHH) cables is strictly prohibited. Cables must be fixed correctly.

3) All the equipment used, with the exception of class II and low voltage equipment, are linked to the electrical box ground conductor provided by the Palais, and protected by an RCD (of a nominal 30 mA maximum).

4) The electrical connections are created in junction boxes.

5) The high-voltage illuminated signs located in range of the public or the personnel working on the stand, and in particular the electrodes, must be protected by a screen in a material with a maximum of M2 classification.

An emergency stop switch must be placed on the stand in an area that is easily accessed and identified. Transformers are to be located in an area that cannot cause any danger to people. If applicable indicate their presence with a "Danger, high voltage" sign.

6) Halogen lights must comply with standard EN 60598.

Lights on the stands, including halogen lights, must:

- be placed at a minimum height of 2.25 m
- be kept away from all inflammable materials (at least 0.5 m from wood and other decorative materials)
- be securely fixed
- be equipped with a safety screen (glass or fine-mesh grill)
- guarantee protection against the effects should the lamp explode.

7) Lampshades, with the exception of those of category M0 (glass, ceramic, metal, aluminum, etc.), must satisfy certification in accordance with standard EN 60 598 2-1, with regard to the fireproof test, for which the value of 650° must be obtained for any unit accessible to the public. The proof of the said lamp's certification must be provided.

8) Electrical equipment, including lights, may not protrude into the walkways. A protrusion of 0.1 m is only tolerated for lights placed at a height above 2.2 m from the ground. With the exception of small lights (Lita-type spotlights, 300W halogen lights, neon lights, etc.), lighting may not be placed in the upper safety volumes.



ELECTRICITY FORM



To return to moona.amzur@ipem-market.com by September 1

Event : **IPEM 2022**

Exibiting Company or Company name :

Stand N # :

First name : Last name :

Address :
.....

Phone number :

Email :

Attests that the electrical equipment used on the said stand are certified under current standards and comply in all points with the manufacturer’s specifics, and have not undergone any transformation on my part.

Date : / /

Signature :

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