



00

GENERAL INFORMATIONS

TIMETABLE SCHEDULE FOR EXHIBITORS

Exhibitors may carry out operations according to the following days and times.

	SETTING UP					During the SHOW			DISMANTLING	
	All stands except turnkey packages (1)					All type of Stands			All type of Stands	
	Friday 10/17	Saturday 10/18	Sunday 10/19	Monday 10/20	Tuesday 10/21	Wednesday 10/22	Thursday 10/23	Friday 10/24	Friday 10/24	Saturday 10/25
7am										
8am										
9am										
10am										
11am										
Noon										
1pm										
2pm										
3pm										
4pm										
5pm										
6pm										
7pm										
8pm										
9pm										
10pm										
11pm										
Midnight										

turnkey packages = stands equipped with eco, eco+, custom, prestige or vision packs

Services



Exhibitor home

The technical reception is open from Friday, October 17 at 8:00 a.m. until dismantling on Saturday, October 25 at 12:00 p.m. inclusive. From Monday October 20, the ARTIBAT team and official show service providers will be available to answer any questions you may have about your stand: stand Pack, electricity, furniture, etc., as well as for any additional last-minute orders.



Medical service

A medical service will be available from Friday, October 17 at 8:00 a.m. in the "Medical Service" bungalow until dismantling on Saturday, October 25 at 12:00 noon. The service is open during official opening hours.

Insurance



Prevention

Your stand must be constantly supervised by your own staff during public opening hours and during the set-up and dismantling periods.

Do not leave any visible objects in vehicles parked in the parking lots (no security is provided).

- Small items should be placed in closed display cases.
- All computer equipment (laptops, digital cameras, plasma screens, etc.) must be secured or tied down with safety devices appropriate to the type of equipment during public opening hours.
- During the closing hours of the event, computer equipment as described above must be removed from the stands or locked in special cabinets.



Warranty period

The insurance period begins two clear days before the show opens and ends on the second day after the show closes, except for theft cover, which ends when the show closes at 6pm on Friday, October 24, 2025.



What to do in the event of damage or theft?

- Notify the organizers immediately at the Exhibitor Office
 - It is imperative that you lodge a complaint with the Bruz Gendarmerie within 48 hours, and that you include the original of this complaint with all the necessary supporting documents in your claim file: purchase invoices for the stolen items in particular.
- In the event of breakage or other damage, don't hesitate to take photos, and keep damaged items for expert examination.



01

SET-UP
from 10/17 to 10/21/2025

Assembly times

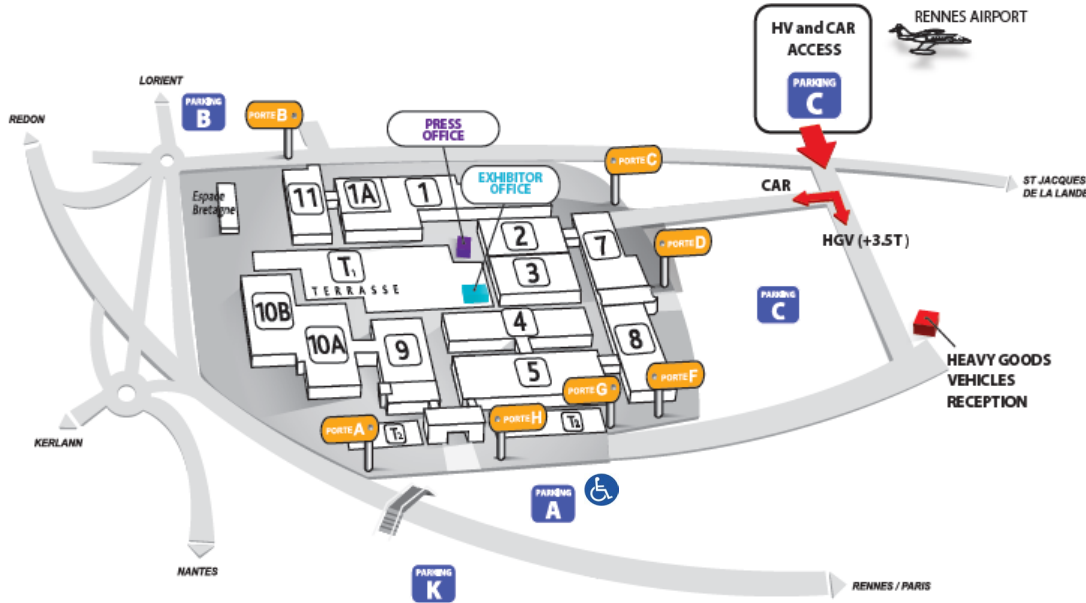
- **Have you made your Set Up badge?**
- Visit www.artibat.com to obtain your access badge*.

Dates	Opening hours Set-up	
Friday, October 17	8am - 6pm	All stands except for stand packs ordered from the organizer (Eco, Eco+, Custom, Prestige, Vision Packs).
Saturday, October 18	8am - 6pm	
Sunday, October 19	8am - 6pm	
Monday, October 20	7am - 8pm	All stands
Tuesday, October 21st	7am - 10pm	

* platform available from May 2025

On-site traffic rules

EXHIBITION PARK MAP DURING THE SETTING UP



Speed limited to 30km/h
Enforcement of the Highway Code, especially for right-of-way.

It is forbidden to obstruct access to hall doors, emergency vehicle traffic between halls, water supplies and hydrants.

Assembly schedule

Provision of stands

STAND BARE SURFACE

Large Equipment Division (Hall 1 and Terraces)

- friday 17/10 to sunday 19/10: 8am - 6pm
- monday 20/10: 7am - 8pm
- tuesday 21/10: 7am - 10pm *

PLEASE NOTE: access to Hall 1 to drop off HEAVY equipment will only be possible until Tuesday October 21 at 12pm maximum.

BASIC STAND

Structural Work, Finishing Work, Equipment, Technical Batch Sectors

- friday 17/10 to sunday 19/10: 8am - 6pm
- monday 20/10: 7am - 8pm
- tuesday 21/10: 7am - 10pm *

Stand with "TURNKEY PACKAGE" service

All Pole, stands with Eco, Eco+, Custom, Prestige, Vision Packs

- monday 20/10: 7am - 8pm
- tuesday 21/10: 7am - 10pm *

* **HGV access forbidden throughout the park from 12:00 p.m.**

Access to the Parc des Expos

Access and circulation badges



FOR PEDESTRIANS :

- Prior registration on www.artibat.com is essential to obtain an **Set-Up/Dismantling*** badge.
- This badge gives access to the site for assembly/disassembly and will be requested by security on arrival.



FOR VL: access via parking lot "C" MANDATORY

- A "VL" badge, to be completed on arrival at the parking lot, gives access to the site. windscreen.
- It gives you access to the area around your stand for loading your vehicle → **limited to 1 hour.** Once your vehicle has been unloaded, you must park it in parking lot C.
- The parking lots are open and free of charge throughout the assembly period.
- **No vehicles may be parked on traffic lanes or priority lanes (fire department), otherwise they will be removed at the exhibitor's risk and expense.**
- **Under no circumstances may your vehicle remain parked in the vicinity of the halls.**



FOR HGVs (+ 3.5 T): access via parking lot "C" MANDATORY

All heavy goods vehicles (+ 3.5T) working on your stand must go to parking lot C, where the organizer will set up a regulation system to facilitate the collection of your equipment. (by handlers), and direct them to the loading area nearest your stand.

* platform available from May 2025

Handling and storage



Handling (no equipment will be supplied by the organizer)

For safety reasons, only official service providers will be allowed to use motorized handling equipment throughout the Rennes exhibition center.

In fact, only these 2 service providers are approved and present on the regulation system set up to receive and transport it to your stand.

The eves of the show (October 20 and 21) are VERY busy days for deliveries!

That's why we urge you to have your equipment and/or merchandise delivered on Thursday October 16 (8am to 5pm) and Friday October 17 (8am to 6pm) to one of our two official service providers (*order form available in your exhibitor area**), who will store it on site and deliver it to your stand when you need it.

BENEFITS :

- Significant time-savings for your transporter (no waiting) and your teams when it comes to installing your equipment on the stand, since it will be stored inside the park.
- Reduce potential costs for carriers, due to waiting time, and for your teams.



Storage (empty packaging and gas cylinders)

Empty packaging must be removed without delay by exhibitors, their carriers or handlers. They can be stored for the duration of the show by our approved handlers, Gas cylinders (for inflatable balloons, for example) may not be stored inside the halls.

Practical information



Delivery

NO delivery VEHICLES or private vehicles are allowed in the halls.

On Tuesday October 21st from 12pm, access to the site will be closed to heavy goods vehicles.

It is forbidden to clutter the storerooms with packaging and miscellaneous goods that could provide fire-fighting fuel in the event of a fire.

For Hall 1, no exhibits will be allowed to enter the hall after 12pm on Tuesday October 21.

Delivery address

Rennes Exhibition Centre / Airport - ARTIBAT Show

Name of exhibiting company + Name of manager + hall + Stand no.

La Haie Gautrais - 35170 BRUZ

Clearance of traffic aisles

The exhibitor must leave the aisles completely clear.

All equipment, merchandise and other items must be kept within the confines of the stand, so that people can be evacuated in the event of a problem.

Cleaning and waste management



Cleaning

The day before the show opens, exhibitors are responsible for removing the film covering their stand carpeting and depositing it in the aisles for removal by cleaning crews.

The organizer will only vacuum the stands on the nights before the show opens to the public.

For all other types of cleaning and waste removal services, please contact ARTIBAT-approved service providers directly (*order form available in your exhibitor area**).



Waste management and disposal

In accordance with current regulations, waste processing is selectively sorted.

During assembly, a sorting unit in the park and collection points in the halls will be at your disposal for waste disposal.

For large-volume removal, please contact the service provider listed by the organizer directly.

We're counting on your vigilance so that together we can help protect the environment.

Security



Safety Commission

When the Safety Commission arrives on Tuesday afternoon, October 21, the fittings must have been completed and comply with the project validated by the organizer.

The presence of the stand manager is compulsory.

The exhibitor must be able to present the certificates and reports for structures (marquees, etc.) requiring validation by a control office, and for the fire classification of construction materials and stand fittings.



Cooking and heating in the halls

As the safety commission prohibits the use of any gas heating system in the halls (in accordance with article T27 and CH56 of the ERP legislation and regulations), we inform you that only electric heaters (auxiliary heaters, electric parasols, etc.) are authorized.

According to the specifications of the Rennes Exhibition Centre, all cooking facilities are forbidden inside halls and temporary structures open to the public.

Only self-service microwave ovens with a power rating of 3.5 KW or less, or hot-water tanks or infra-red lamps, are authorized.

Security



Individual and collective protection

COLLECTIVE PROTECTION

The company will ensure that collective protection is maintained, and will be held responsible in the event of intervention in unprepared and unprotected areas. It must respond immediately to any direct request from the stand coordinator to restore or supplement these protections.

Collective protection devices must be designed and installed in such a way as to avoid their interruption at points of access to workstations, particularly when using a ladder or staircase. However, where such interruption is necessary, measures must be taken to ensure equivalent safety.

If a company fails to provide collective protection, the absence of which is likely to cause a risk to other trades and its own personnel, the exhibiting company will have this collective protection installed by a company of its choice, at the expense of the defaulting company.

Any resulting work stoppage will also be charged to the defaulting company.

PERSONAL PROTECTION

When collective protective devices cannot be used, workers must be protected by means of an appropriate fall arrest system that does not allow a free fall of more than one meter. Where such equipment is used, workers must never be left alone.

Companies involved in assembly and dismantling operations must provide their personnel with Personal Protective Equipment (PPE).

Compliance with these provisions, and the maintenance and upkeep of this equipment, is the responsibility of each company.

Please refer to the complete SPS manual.
for more details on this chapter
Available in your exhibitor area or on site at Exhibitor Office.

Monitoring



Monitoring your stand

General surveillance of halls and terraces is carried out day and night by our security service, but this is an obligation of means and not of results.

Please note that there is a high risk of theft during the set-up and dismantling periods, so please do not leave any sensitive objects on the stands, and consider having them guarded if you have sensitive equipment. You can contact the ARTIBAT-approved service provider.

The exhibitor is responsible for his stand and must take the necessary steps to protect his equipment and remove it on closing night.



**All technical information is
available from your Exhibitor Area**

**The entire technical team is
available by e-mail: technique@artibat.com**

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www.artibat.com
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