

CONGRESS OF THE EUROPEAN PAEDIATRIC NEUROLOGY SOCIETY - EPNS -
from March 31st, to 4th 2031

REFERENCE TIMES ARE THOSE LISTED IN YOUR RENTAL AGREEMENT
all services must be performed in these slots

REGISTRATION: level 0
CATERING - EXHIBITION: Hall Passy
PLENARY: Grand Amphitheatre
4 CONFERENCE ROOMS: 141+142 - 143 - 151+152 - 153
6 MEETING ROOMS: 101+102+103 - 123M - 124M - 111+112+113 - 134M - 135M
1 200-2000 pax

Optional services:
Additional sound, light and video can be proposed. Please give us your specifications so we can send you a quote.
Please note that AV is not an exclusive service, you can have your own supplier but in that case you will have no access to our equipment, and electricity will be charged
Audiovisual equipment is charged for the opening days of the event only

Estimated cost of services 27/08/26- V1 - PJR/CSC - ref 31EPNS1 - GB

ESTIMATE OF SERVICES FOR YOUR EVENT - 2026 RATES

		Duration	Qty	Unit Price	Total excl. VAT
FOR ALL THE RENTED SPACES					
Included services					
Technical Infrastructure	General lighting / heating / air conditioning (except during setup and breakdown) Technical staff for lighting / heating / air conditioning / lifts / freight lift	Event	1	0,00	Included
Logistics & security	Traffic management in delivery area (subject to Logipass use) Management of the freight lift during setup and breakdown Fire safety control centre	Event	1	0,00	included
Free WIFI	Free WIFI: 2.4 GHz WIFI connection 4 Mbps maximum	Event	1	0,00	included
PA System	Announcements are possible in all the areas	Event	1	0,00	included
Ordinary cleaning	Standard daily cleaning of the hired spaces is included in your hire agreement, except for the exhibition. Upkeep of washrooms (1 cleaning/hour)	Event	1	0,00	Included
Security / safety agents - Mandatory and non-exclusive service					
Viparis recommends using its partner Profox, whose in-depth knowledge of the venue and event expertise enable the effective adaptation of fire safety and security measures to the specific needs of your event. Profox Sécurité - Jean-Jacques FAYE - E-Mail : jjf@profox-securite.com - Mobile : +33 (0)6 47 70 42 53					
Security agents	Price quoted for information purposes by our partner : - min. 6-hour shift on weekdays (between 6am and 9pm): from €168 VAT excl. - min. 6-hour shift on weekdays (between 9pm and 6am): from €184,80VAT excl - min. 6-hour shift on sunday (between 6am and 9pm): from €184,80 VAT excl. - min. 6-hour shift on sunday (between 9pm and 6am): from €201,60 VAT excl.				
Safety agents	The Security Specifications require the presence of additional SSIAP agents in the halls during public opening hours. This service is the responsibility of the organizer. The number of agents depends on the occupied area and the type of activity. Their duties may complement their security guarding tasks. Main responsibilities: • Ensuring a permanent presence in the halls. • Ensuring that safety aisles are kept free at all times. • Deploying the available firefighting equipment (extinguishers, fire hose reels). • Alerting the Fire Safety Control Centre • Helping organise the public's evacuation. • Ensuring the smoking ban is observed Minimum staffing requirement: 1 agent qualified SSIAP 1 1 agent qualified SSIAP 2 Price quoted for information purposes by our partner : - min. 6-hour shift on weekdays (between 6am and 9pm): from €174 VAT excl. - min. 6-hour shift on weekdays (between 9pm and 6am): from €191,40 VAT excl - min. 6-hour shift on sunday (between 6am and 9pm): from €191,40 VAT excl. - min. 6-hour shift on sunday (between 9pm and 6am): from €208,80 VAT excl.				
LOBBY - REGISTRATION AREA					
Level 0 - NEUILLY SIDE					
6 equipped VIPARIS desks	6 ml of desks + 6 stools 4Mbps internet connection or VLAN 1 network connexion per counter (cabling not provided) 1 analog telephone line 1 Led screen (12,96m x 0,96m) with fixe signage above the desks Electrical power (3Kw for lights & 3Kw for IT equipment) Daily cleaning before event opening	Event	1	6 131,38	6 131,38 €
12 equipped VIPARIS desks	12 ml of desks + 11 stools 4Mbps internet connection or VLAN 1 network connexion per counter (cabling not provided) 2 analog telephone lines 1 Led screen (12,96m x 0,96m) with fixe signage above the desks Electrical power (4Kw for lights & 6Kw for IT equipment) Daily cleaning before event opening	Event	1	9 197,70	à confirmer
				SUBTOTAL	6 131,38 €

CLOAKROOM - LEVEL 0 - optional and exclusive service						
	Built cloakroom of 40 sqm (possible to have 2 cloakrooms)	Cloakroom with desks of 3 ml and signage banner Capacity of each cloakroom : 300 hangers with lugages 500 hangers without lugages Price for 2 cloakrooms	Event	2	1 474,44	2 948,89 €
	Cloakroom furniture for 300 pax	3 coat racks, 300 hangers, 8 tables et 1 trash bin	Event	2	448,00	896,00 €
	Reception/cloakroom services	The service includes staff, uniforms, meals, transport and cloakroom tickets. Price for information : Chief hostess: min. 4-hour shift on weekdays (between 7am and 10pm): from €158,52 VAT excl. Chief hostess: min. 4-hour shift on weekdays (between 10pm and 7am): from €198,15 VAT excl. Hostess: min. 4-hour shift on weekdays (between 7am and 10pm): from €129,16 VAT excl. Hostess: min. 4-hour shift on weekdays (between 10pm and 7am): from €161,43 VAT excl. Return taxi after midnight: €28.53 excluding VAT	min 4h shift			to be defined
			SUBTOTAL 3 844,89 €			
HALL PASSY (2 300 sq.m) for exhibition and catering...		setup 31/03/31: 8h - 20h event 01-03/04/31: 8h - 18h event and dismantling 04/04/31: 8h - 24h				
	Included services					
	Layout	This hall is provided empty	5 days	1	0,00	Included
	PA system	1 microphone for live messages on the Hall	5 days	1	0,00	Included
GRAND AMPHITHEATRE Half capacity		setup 31/03/31: 14h - 18h event 01-03/04/31: 8h - 18h event and dismantling 04/04/31: 8h - 20h				
	Included services					
	In front of the amphitheater	Foyer: 592 sq. m reception area including 12 Viparis desks	5 days	1	0,00	Included
	Seating	1 821 numbered seats (1 775 armchairs + 38 folding seats + 8 wheelchair spaces)	5 days	1	0,00	Included
	Stage layout	Viparis Speaker tables up to 10 pax, and 1 lectern included	5 days	1	0,00	Included
	1 motorized roll-up big screen + black curtain	Equipment included - installation not included - Screen size: 19m x 9m	5 days	1	0,00	Included
	Sound	Sound system, mixing table, 10 wired microphones (handheld or gooseneck)	5 days	10	0,00	Included
	Light	1 lighting console 22 long profile spots in front-of-house catwalk 6 short profile spots (bridge 1) 12 medium profile spots and 14 convex spots (bridge 2)	5 days	1	0,00	Included
	Technical staff	Technical staff from 6am to midnight: 1 lighting technician 1 sound technician 1 stage manager 1 machinist 1 backstage manager	5 days	1	0,00	Included
	Technical staff	Technical staff from midnight to 6am: 1 stage manager 1 backstage manager	5 days	1	0,00	Included
	Intercom system	Intercom system with 12 fixed posts	5 days	5	0,00	Included
	Telephony	VoIP line (Internet Protocol)	5 days	1	0,00	Included
	Close by spaces	the Foyer (592m²), 2 offices and 4 dressing rooms, which will be allocated based on availability	5 days	1	0,00	Included
Exclusive and mandatory services						
	Theater stage set up / dismantling	Setup of stage equipment (screen, curtains, furniture etc.) by Viparis staff	Event	1	2 867,88	2 867,88 €
Optional services - please note that our equipment is not charged during set up (if no rehearsal only tests are included)						
Additional sound, light and video can be proposed. Please give us your specifications so we can send you a quote. Please note that AV is not an exclusive service, you can have your own supplier but in that case you will have no access to our equipment, and electricity will be charged						
	Staff	Sound assistant 1 technician (set up + event)	5 days	1	3 820,30	3 820,30 €
		Light assistants Set up : 4 technicians x 4h Opening: 1 technician Dismantling: 2 technicians x 4h	5 days	1	5 149,10	5 149,10 €
	Limitimer		4 days	1	347,65	204,50
	Front screen on the lectern	55" Full HD for Viparis lectern only. 1080x1920 pixels (portrait orientation) .png or .jpeg for pictures spécifications load by usb key on the screen. The synchronisation with the speaker name or symposium is possible with the preview provider.	4 days	1	503,67	to be confirmed
	Wireless or Lapel microphones	Wireless	4 days	1	231,96	231,96 €
	Projection	EQUIPMENT 1 video projector 50k lumens + optique 1 switcher Analog Way Pulse4K (SDI-DVI-HDMI) + LCD screen 28" + laptop 15,6" Source 1 laptop 15,6"	4 days	1	11 873,44	11 873,44 €
		Stage monitors 2 43" LED screen + distributor				
		TECHNICAL STAFF Setup, event, dismantling 1 technician for the videoprojector Video operator technician	5 day	1	5 450,00	5 450,00 €
			SUBTOTAL 29 597,18 €			
FOYER - Optional services						
	Cloakroom	The package includes 2 000 hangers on coat racks. The staff is not included.	Event	1	2 074,00	to be confirmed
			SUBTOTAL to be confirmed			

CATERING							
	Catering area	This service includes: Tables and chairs for 50 persons, sink, 2 heating cabinets, 2 micro-waves, 1 fridge and 1 electric power of 20kw. Cooking is not allowed.	4 days	1	1 764,71	to be confirmed	
			SUBTOTAL to be confirmed				
4 CONFERENCE ROOMS 141+142, 143, 151+152, 153		setup 31/03/31: 14h - 18h event 01-03/04/31: 8h - 18h event and dismantling 04/04/31: 8h - 20h					
	Included services per room						
	Room entrance layout	Viparis furniture - 1 reception desk and 1 table	5 days	1	0,00	Included	
	Speaker layout	Viparis furniture - 1 lectern and 1 speaker table + chairs / 6 pax max	5 days	1	0,00	Included	
	Room layout	Viparis furniture (theater style, Classroom...) included - 1 set up per day 1 stage in the room > 100 pax	5 days	1	0,00	Included	
	Carpet	Grey color	5 days	1	0,00	Included	
	Wired microphones	Included up to 5 - no technician "plug and play" system	5 days	5	0,00	Included	
	Handheld wireless microphones	Included up to 2 - no technician "plug and play" system	5 days	2	0,00	Included	
	Power supply	1 electrical box 3kW, down of the stage, 24/7	5 days	1	0,00	Included	
	Additional services						
	Video projector 7000 lumens HD laser	Includes power, source connection to PC via VGA/HDMI switcher at the lectern and a screen 7m x 3,50m	4 days	1	1 038,99	1 038,99 €	
	Stage monitor	32" LCD Screen	4 days	1	295,27	295,27 €	
	Laptop	Laptop 15"	4 days	1	345,32	345,32 €	
	Sound & Video projection technician	1 technician per room (set up + operating + dismantling time included)	5 days	1	2 585,28	2 585,28 €	
			SUBTOTAL per room 4 264,86 €				
			SUBTOTAL for 4 rooms 17 059,44 €				
6 MEETING ROOMS 101+102+103, 123M, 124M, 111+112+113, 134M, 135M		Event 31/03/31 to 04/04/31: 8h - 20h (setup and dismantling included)					
	Included services per room						
	Fitting with Viparis furniture (theater style, classroom...) No sound system / no technician included	Viparis furniture (theater style, Classroom...) included - 1 set up per day 1 flipchart per room	5 days	1	0,00	Included	
	Additional services						
	Video projector 5 000 lumens HD	Electrical connection and screen included - plug & play system	4 days	1	596,33	596,33 €	
	Mobile sound system	Plug & play system	4 days	1	538,23	to be confirmed	
			SUBTOTAL per room 596,33 €				
	Sound & Video projection technician	1 technician during the setup (6 hours min shift) 1 technician for 3 rooms (1 per side) during the event	5 days	1	5 507,44	5 507,44 €	
			SUBTOTAL for 6 rooms 9 085,42 €				
	ORGANISER'S OFFICE 104		Event 31/03/31 to 04/04/31: 8h - 20h (setup and dismantling included)				
		Included services					
Office layout - fixed furniture		Viparis furniture: 1 desk, 2 armchairs, 1 coffee table, 4 tables with chairs, 1 coat hanger, 1 mirror, 1 trash bin, 1 flipchart and markers, 1 cabinet with integrated fridge, 1 connected screen, 1 coffee machine with capsules	5 days	1	0,00	Included	

CLEANING - exclusive service						
	Sanitary facilities (once per hour) and standard daily cleaning (every morning) services are included in our rooms					
Set up	Cleaning during build up - mandatory service	Waste removal during build-up - flat rate per sqm	Flat rate	2300	0,22	506,00 €
	Removal of carpet protection film	If any = 0,08 € excl. VAT per sqm	Flat rate	1	0,08	To be defined
Event	On-call cleaning services: sanitary facilities and common areas	We would suggest you to order additional on call cleaning services for sanitary facilities, common areas, exhibition and catering. 5 pax from 08:00 to 18:00 from 01/04 to 04/04 (4 days)	4 days	5	1 034,40	5 172,00 €
	Daily cleaning of common areas - mandatory service	Every morning before opening to the public. Common areas are cleaned before opening to the public on each day of the event. Common areas includes : constructed Organizer offices, VIP lounges, reception, cloakrooms, cyber-café areas and any area that is not part of a stand. Estimated on 1 800 sq.m of common areas and 500 sq.m of stands	4 days	1800	0,88	1 584,00 €
	Daily cleaning of stands	The costs of stands cleaning can be charged directly to the exhibitors. If you want to be charged for it, the rate is 4,96 € excl. Vat per sqm for the event estimate based on 500 sq.m of stands	4 days	500	4,96	2 480,00 €
	Cleaning after catering	Extra cleaning after catering Price for your information : 0,45 € excl. vat per sqm each time it is needed	sqm	1	0,45	à confirmer
Dismantling	Cleaning during dismantling - mandatory service	Removal of rubbish during dismantling and floor cleaning. This service does not include the removal and processing of waste and carpet, which are billed on the basis of actual costs at the end of the event	sqm	2300	0,53	1 219,00 €
	Cleaning, removal and processing of waste	Removal and processing of waste charged on the basis of actual costs at the end of the event. Price for your information : 24,83 € excl. vat per cbm - estimated costs on 50 cbm to be confirmed	cbm	40	24,83	993,20 €
	Carpet removal	Removal and destruction of the floor carpet at your supplier's expenses if not, the services is charged 1,28 € per sqm	sqm	tbc	1,28	To be confirmed
			SUBTOTAL 11 954,20 €			

SHELL SCHEME STANDS AND POSTER PANEL - optional and non-exclusive service					
To assist you with the organization of your exhibitions or the setup of your specific areas (general management, press area, cyber café, VIP lounge, etc.), Viparis offers services provided by its approved on-site supplier: COMPANY D&P - Xavier Verpy - E-Mail: xavier@dparchi.com - Mobile: +33 (0)6 33 19 37 83 - Tel.: +33 (0)1 34 84 21 64. Below you will find an initial budget estimate prepared by our supplier.					
Standard range					
Self standing poster panel	Portrait format - 240 x 100 - from 1 to 50 unit	Event	1	33,80	To be confirmed
	Portrait format - 240 x 100 - from 51 to 100 unit	Event	1	32,40	To be confirmed
	Portrait format - 240 x 100 - from 101 to 500 unit	Event	1	31,80	To be confirmed
	Portrait format - 240 x 100 - more than 500 unit	Event	1	31,10	To be confirmed
	Landscape format - 100 x 240	Event	1	52,70	To be confirmed
Shell Scheme	Example for a stand of 9 sqm with : carpet, partition wall, aluminum structure, 1 double sign with congress logo, name and number of the stand, 3 spotlights Price per sqm: €22,15 excl. VAT	Event	1	199,35	To be confirmed
Carpet for the common area	Price per sqm, removal included	Event	1 sqm	6,45	To be confirmed
Furniture	1 table + 2 chairs	Event	1	92,00	To be confirmed
Green range 					
Self standing poster panel (raw MDF partition)	Portrait format - 240 x 100 - from 1 to 50 unit	Event	1	35,60	To be confirmed
	Portrait format - 240 x 100 - from 51 to 100 unit	Event	1	34,10	To be confirmed
	Portrait format - 240 x 100 - from 101 to 500 unit	Event	1	33,50	To be confirmed
	Portrait format - 240 x 100 - more than 500 unit	Event	1	32,75	To be confirmed
Shell Scheme - carpet tiles	For a 9 m² booth, the service includes: Modular wooden partitions with white aluminium framing, Reusable carpet (grey – installation and removal included), One double-sided flag sign featuring the congress logo, as well as the exhibitor's name and booth number, 3 LED spotlights. Unit price per m²: €29,30 excl. VAT	Event	1	263,70	To be confirmed
		SUBTOTAL To be confirmed			

SIGNAGE - optional and exclusive service					
Additional services (advertising screens,banners...) are realized by our exclusive supplier: SOCIETE LIOTE - Alix Giraud - E-Mail : a.giraux@liote.fr - Mobile : +33 (0)6 20 12 56 60 or Boris Morel - E-Mail : b.morel@liote.fr - Mobile : +33 (0)6 77 19 47 26					
External and internal signages					
Banner 13.26 m x 10.60 m	Wide format on the front of the Palais des Congrès	1-5 days	1	20 647,62	To be confirmed
Banner 13.26 m x 4.80 m	Half wide format on the front of the Palais des Congrès	1-5 days	1	9 349,86	To be confirmed
Totem signs - doubled sides - 90 x 180 cm	Totem signs double sides on levels -1 and 0 are ideal for directing your visitors to your event. Also available on your event spaces. 2 sizes at your disposal: 60 x 180 cm = one side 131,26 €ht / double sided 196,90 €ht 90 x 180 cm = one side 252,04 €ht / double sided 317,69 €ht We would suggest to have 3 of them, on level 0, to indicate the escalators.	Event	3	196,90	590,70 €
Screen package - option 1 One directional line on the Viparis screens in public areas	One directional line to welcome and lead your participants from level -1 to all the levels of your event. 1 logo + name of the event + arrow		1	256,94	256,94 €
Screen package - option 2 One directional line and a "full screen" visual on the Viparis screens in public areas	One directional line and a "full screen" visual on all screens of the common areas from level -1 to all the levels of your event		1	684,59	To be confirmed
On-screen signage at room entrances	1 personalised visual at the entrance to the room (by default, the name of the room will be shown) Choice of broadcast: full-screen image or session programme This service is only available for conference rooms and amphitheatres. The meeting rooms have an A3 signage support into which you can insert your own signage (laser printing).		4	139,17	556,68 €
Screen package Grand Amphitheatre	This package includes 20 screens : 12 Screens in the Foyer (level 0,5) of the Grand Amphitheatre 8 Screens of the entrance door of the Grand Amphitheatre (level 0)		1	570,28	to be confirmed
		SUBTOTAL 1 404,32 €			
Use of the hanging points in the halls - Exclusive services					
1 to 20 points	use of the hanging points in the exhibition area	Event		43,76	To be confirmed
21 to 40 points	use of the hanging points in the exhibition area	Event		40,86	To be confirmed
41 to 60 points	use of the hanging points in the exhibition area	Event		37,92	To be confirmed
More than 60 points	use of the hanging points in the exhibition area	Event		34,98	To be confirmed

MULTIMEDIA - optional and exclusive service					
FREE Wi-Fi	2,4 GHz - 4 Mbps per user - available in hired spaces and public areas		1	0,00	Included
Wi-Fi Hot Spot - HD - Level 1	2,4 GHz and 5 GHz - 8 Mbps max per user - no time limit - Customizable network name and home page - Redirection to a website of your choice. Price for 1 level	Event	1	4 265,00	To be confirmed
Wi-Fi Hot Spot - HD - 1/2 Grand Amphitheatre	2,4 GHz and 5 GHz - 8 Mbps max per user - no time limit - Customizable network name and home page - Redirection to a website of your choice. Price for 1 level	Event	1	5 375,12	To be confirmed
2 Mbps cable internet connection	Per cable	Event	1	423,87	To be confirmed
6 Mbps cable internet connection	Per cable	Event	1	762,17	To be confirmed
		SUBTOTAL To be confirmed			

ELECTRICITY - optional and exclusive service						
	1 kw electrical box	Opening hour electrical connection	1-5 days	1	327,95	To be confirmed
	3 kw electrical box		1-5 days	1	465,70	To be confirmed
	4 kw electrical box		1-5 days	1	719,94	To be confirmed
	6 kw electrical box		1-5 days	1	892,30	To be confirmed
	8 kw electrical box		1-5 days	1	1 008,96	To be confirmed
	10 kw electrical box		1-5 days	1	1 119,31	To be confirmed
	20 kw electrical box		1-5 days	1	1 452,03	To be confirmed
LOGISTIC						
	Remote logistics					
	Remote logistics is part of an environmental approach aligned with new regulations and the current political context. Our solution aims to enhance the event legacy (clean vehicles, transport optimization, staff training...) and improve the efficiency of setup and dismantling by reducing vehicle volumes, facilitating control, and streamlining flow scheduling. The solution has been operated by DSV (ex DB Schenker) since 2022. It centralizes deliveries through a logistics platform before consolidating and transporting all shipments to the venue and planning arrivals in advance. The benefits for organizers and exhibitors are numerous: • improved efficiency during event setup and dismantling • reduced vehicle traffic volume • ability to deliver in advance • options for storage and empty packaging management DSV Tel.: +33 (0)1 48 63 32 81 Email: fe.pcp@dsv.com					
			Warehouse mandatory step for all shipment			
Logistic and workers et manutention Price per way (delivery = 1 way / pickup = 1 way)	0 to 0,99 cubic meter	package	123 €			
	1 to 1,99 cubic meter	package	168 €			
	2 to 2,99 cubic meter	cubic meter	80 €			
	5 to 9,99 cubic meter	cubic meter	65 €			
	10 to 14,99 cubic meter	cubic meter	55 €			
	15 to1,99 cubic meter	cubic meter	50 €			
	20 to 29,99 cubic meter	cubic meter	40 €			
Additional charges apply for deliveries between 8:00 PM and 6:00 AM, as well as on Saturdays, Sundays, and public holidays		Direct access on site				
	30 to 34,99 cubic meter - price per trip	6 ldm	445 €			
	35 to 49,99 cubic meter - price per trip	trailer 13 ldm	820 €			
Empty boxes storage Included : booth's pick up empty boxes, storage and booth's delivery empty boxes	1 to 19,99 cubic meter	cubic meter	73 €			
	20 to 49,99 cubic meter	cubic meter	64 €			
Logipass						
	We've made improvements to the logistics of all our sites to help to keep people and equipment safe. Access to deliveries areas is subject to vehicle registration and access control. Using our website logipass.viparis.com, you have to register all vehicles that are involved in the setup and dismantling of your event. Your Project Manager is available to help you set up this registration process. It is necessary to inform your exhibitors or any person concerned (deliverers, decorators, caterers, ...) about the system (in your technical guide, by emailing, ...). A hotline is set up and accessible by phone +33(0)1 40 68 11 30 or email infos-exposants@viparis.com to provide help to the users.					
Logistics packages						
	Viparis's three new logistics packages can help you schedule your deliveries, allowing you to focus on other aspects of your event. An in-depth familiarity with Viparis's venues and their particularities, combined with tools such as the Logipass registration system, can help you optimize your setup and dismantling periods. To organise deliveries, keep the loading dock running smoothly and save time during setup and dismantling, Viparis offers three logistics packages: • A LOGISTICS DIRECTOR Manages arrivals, timing and sequencing upstream of the setup and dismantling phases. (We also recommend that the director be on-site during these phases.) • AN ADMINISTRATIVE LOGISTICS ASSISTANT Imports lists of exhibitors into the Logipass system and approves Logipass requests prior to setup and dismantling in coordination with the delivery schedule established by the organiser • AN ON-SITE LOGISTICS ASSISTANT Provides on-the-ground support to the organizer and/or Viparis during the setup and dismantling phases Please contact your project manager for a quote					

ADDITIONAL SERVICES

EXHIBITOR SERVICE

Viparis offers the Exhibitor Department services free of charge. It organizes the sales of technical services to exhibitors as electricity, water, rigging, parking and internet and will ensure its successful implementation according to both your and our respective technical specifics. As well, it deploys a sales team, a site for online ordering and a hotline to meet the expectations of exhibitors

DELIVERIES

We've made improvements to the logistics of all our sites to help to keep people and equipment safe.
Access to deliveries areas is subject to vehicle registration and access control
Using our website logipass.viparis.com, you have to register all vehicles that are involved in the setup and dismantling of your event.
Your Project Manager is available to help you set up this registration process.
It is necessary to inform your exhibitors or any person concerned (deliverers, decorators, caterers, ...) about the system (in your technical guide, by emailing, ...).
A hotline is set up and accessible by phone +33(0)1 40 68 11 30 or email infos-exposants@viparis.com to provide help to the users.

VIPARIS PARTNERS

To support you in organizing your event and to provide comfort for your participants, Viparis and its partners have developed new offers:

PLUG'HEUR - Self-service power bank solution
Arthur Lothaire - arthur@plugheur.fr
Louis Lothaire - louis@plugheur.fr

KEY4EVENTS - Preview, badge printing, and visitor registration solutions
Rudy Ricciardi - rudy.ricciardi@key4events.com
Marie Lecomte - marie.lecomte@key4events.com

UGBA - Content creation and same-day reporting solution for bespoke productions
Yann Azran - yann@ugba.fr

D&P ARCHITECTURE DE COMMUNICATION - Design of eco-friendly booths (recycled and recyclable carpets, wooden and plant-based elements, and recovery of generated waste)
Xavier Verpy - xavier@dparchi.com

PARKING

A Car park (900 spaces) open 24/7, is located beneath the Palais des Congrès. Run by INDIGO they can be contacted on the +33 (0) 1 40 68 00 11.

CATERER

"Catering" services are for offering your exhibitors or visitors coffee breaks, drinks receptions, lunches or buffets in various areas within Le Palais des Congrès de Paris. Viparis offers a comprehensive list of caterers authorized to operate in the venue.

SIGNAGE - Exclusive service

Viparis has entrusted SOCIETE LIOTE to manage all signage services of the Palais des Congrès.
SOCIETE LIOTE - Roberta CHEVALLIER - E-Mail: r.chevallier@liote.fr - Mobile: +33 (0)6 03 95 61 83 - Tel.: +33 (0)1 46 03 27 57.

SPEAKERS PREVIEW SERVICE

In order to help you set up a Preview Service for your speakers please contact Viparis service provider:
KEY4EVENTS – Marie LECOMTE – E-mail : marie.lecomte@key4events.com – Mobile : +33 6 28 27 62 97
Rudy RICCIARDI - E-mail : rudy.ricciardi@key4events.com - Mobile : +33 6 69 03 19 90

SECURITY & SAFETY INFORMATION

For the safety and security of all participants in the event, and to meet legal obligations, the organisers must in certain cases ensure the services of a security officer, security and safety agents and a safety coordinator (please refer to the site's safety specifications).

SECURITY OFFICER (mandatory for event with an exhibition)

The organiser must appoint a security officer for any T-type event (event with exhibition). Viparis can offer you a non-exhaustive list of recommended firms.
After analysing the characteristics of your event, your security officer will be able to advise you and ensure that all measures are taken to ensure the safety of people from the moment they enter the venue until the end of dismantling.

SECURITY / SAFETY AGENTS

In accordance with our general conditions of sale, you are obliged to have your spaces and the goods in them guarded 24 hours a day. This service may be entrusted to Viparis or managed by you by the service provider of your choice. Viparis cannot be held responsible for the occurrence of any criminal act on the premises made available to you.

SAFETY COORDINATOR

According to the French Labour Code, article L4532-2 1, health and safety coordination must be organised for any building site (including exhibitions) where several workers or companies are involved. The coordinator intervenes in order to prevent the risks of co-activity resulting from their simultaneous or successive interventions during the design and execution phases of the event. Viparis can provide you with a non-exhaustive list of recommended firms.

THE VIPARIS TEAMS ARE AT YOUR DISPOSAL FOR ANY FURTHER INFORMATION