

06-08/04/2022

INTERGRAF

CURRENCY + IDENTITY

EXHIBITOR MANUAL

LYON | FRANCE



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This manual contains all information concerning the organisation of the exhibition, including available services and a reminder of all-important dates and deadlines. Please read it carefully and make sure that all your colleagues involved in the organisation of the exhibition (person in charge of booth design, of forwarding your material to the venue, person who will take care of the organization on site) have a copy of the manual. We thank you very much in advance.

1. YOUR CONTACTS AT INTERGRAF

For any information concerning the exhibition or the conference, please contact our team:

Cristina Munteanu – Exhibition Coordinator

cmunteanu@intergraf.eu

- Reservation of booths
- Orders for additional equipment, break-out rooms & advertisement
- Exhibition logistics & onsite management
- Exhibition invoicing

Simona Barbulescu – Event Coordinator

sbarbulescu@intergraf.eu

- Conference logistics
- Conference programme
- Speakers management
- Social programme

Corinne Durand – Web & Digital Communications Officer

cdurand@intergraf.eu

- Web & digital platform

Sophie Plattard – Event Assistant

splattard@intergraf.eu

- Exhibitor & conference registrations

Doris Schulz-Pätzold – Customer Relations & Certification Manager

dschulz-paetzold@intergraf.eu

- Certification procedure & invoicing

Sanaâ Riffi Tamsamani-d'Hennezel – Accounting

sdhennezel@intergraf.eu

- Payments
- VAT

INTERGRAF

Avenue Louise 130A, bte 2

BE-1050 Brussels, Belgium

Tel: +32 2 230 86 46 - Fax: +32 2 231 14 64

intergrafconference@intergraf.eu



Questions about booth and advertisement sales? Exhibitor support needed?
Contact Cristina Munteanu | cmunteanu@intergraf.eu | Tel: +32 2 230 86 46
INTERGRAF | Avenue Louise 130A, bte 2 | B-1050 Brussels | www.intergrafconference.com

2. EXHIBITION TERMS AND CONDITIONS

By reserving an exhibition space, Exhibitors agree to abide by all clauses contained herewith and in the [Exhibition Terms and Conditions](#), and to ensure that these regulations are respected by their stand designers and builders.

Please also refer to the Terms and Conditions applicable at the [Centre de Congrès de Lyon](#), the exhibition venue (see document in annexes).

3. COVID-19 HEALTH & SAFETY MEASURES

We are very much looking forward to welcoming you live again in Lyon, but it goes without saying that nothing's more important than keeping you, members of our team and the local community healthy. Comprehensive health and safety protocols are therefore being put into place at the Centre de Congrès de Lyon to ensure the safety of all, in compliance with, and in addition to, measures already deployed by French and local authorities.

Everyone has a role to play in keeping us all safe. To create the right environment, we therefore ask that you strictly observe the measures outlined below and remain considerate of those who may be more vulnerable.

Additional details are posted regularly on the event's website and protocols adapted to respond to any changes: <https://intergrafconference.com/covid19-updates>

3.1 ENTERING THE VENUE

In line with government recommendations, you must be prepared to show a COVID certificate proving your vaccination status, negative test result or recovery to enter the Centre de Congrès de Lyon.

You will be asked to show this certificate, on paper or in digital format, at the entrance of the building. The QR code will be scanned to check the validity. A form of identification will be required.

EU participants with an EU Digital Covid Certificate

- proof of your completion of the full vaccination regimen
- a negative RT-PCR or antigen test result less than 24 or 48 hours old
- a positive RT-PCR test result at least 11 days and no more than 6 months old, certifying your recovery from COVID-19

Non-EU participants without an EU Digital Covid Certificate

- a negative PCR or antigen test result less than 24 or 48 hours old

Please check our dedicated webpage regularly for additional details and updates: <https://intergrafconference.com/covid19-updates>



4. FIRE REGULATIONS

All equipment, fittings or materials brought to the venue must be fireproof or made of fire-resistant materials. Exhibitors are not authorised to bring any material that might cause damage to the venue.

No items can be stored behind stands, between panels and walls or under platforms. Storing empty boxes behind your booth is expressly forbidden. Smoking is not permitted in the venue building.

Emergency exits in the exhibition area must be kept clear at all times throughout set-up, exhibition opening hours and dismantling.

Fire extinguishers and electrical service boxes must remain accessible at all times.

5. VENUE CARE

No attachment, fitting or fixture is to be made to the floor, existing carpet, ceiling, walls or decoration of the building. No nail or screw should be driven into, nor are any holes to be made, in any part of the building. Exhibitors will be charged for the cost of repairing, restoring or renewing any damage (as for instance mark of paint or adhesive tape) to the venue.

6. INSURANCE

As mentioned in our Exhibition Terms and Conditions, Exhibitors shall carry out their necessary insurance:

“Art. 16. Insurance

The Exhibitor shall carry out its own insurance. The Organiser assumes no responsibility for the safety of the properties of the Exhibitors and its employees from thefts, damages by fire, accident or any other cause whatsoever. The Exhibitor shall adequately insure all exhibits or any other property brought to the premise of the Exhibition in the joint names of himself and the Organiser on a full “all risks” basis for a sum insured equivalent to the full value of all their exhibits and any other property brought to the Exhibition. The Exhibitor shall provide the Organisers with satisfactory evidence that adequate insurance is in force.”

This insurance is not the same as the employers’ liability insurance. You may already have a Public Liability insurance; however, it is important to verify that this insurance covers events organized outside your business premises.



7. CONFERENCE & EXHIBITION VENUE

7.1. ADDRESS

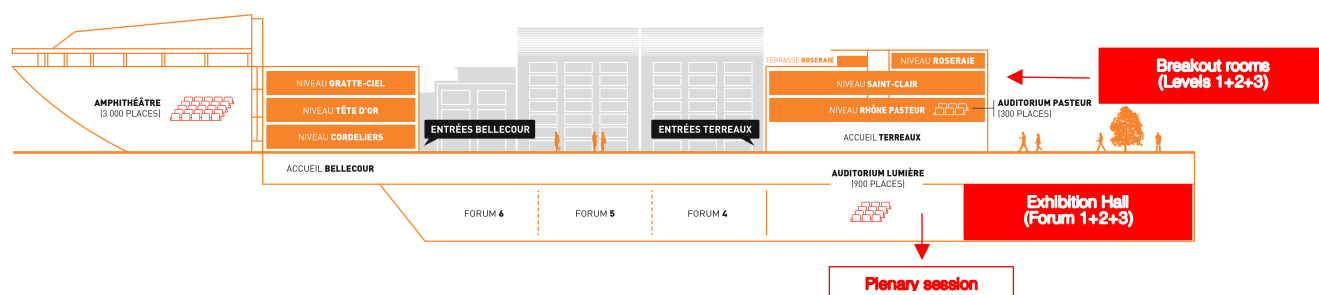
The conference and the exhibition will take place at the Centre de Congrès de Lyon.

Centre de Congrès de Lyon

50 Quai Charles de Gaulle, 69006 Lyon, France

<https://www.ccc-lyon.com/en>

Exhibition hall: Forum 1+2+3 on the Level -2



For delivery instructions, please refer to chapter 19 for further information. See also exhibition hall's technical plan in the annexes.

7.2. GETTING TO LYON & TO THE VENUE

[Click here](#) for detailed information on how to get to Lyon.

How to reach the Centre de Congrès de Lyon?

Located in the heart of the Cité Internationale, in the center of the city of Lyon close to the Tête d'Or Park, the Lyon Convention Centre is ideally located and easily accessible by all means of transport. Lyon city centre is less than 30 minutes away from the Saint Exupéry International airport via the Rhone Express shuttle service. The Lyon Convention Centre is just 10 minutes away from the Lyon Part Dieu TGV train station and just 15 minutes away from the Perrache TGV train station.

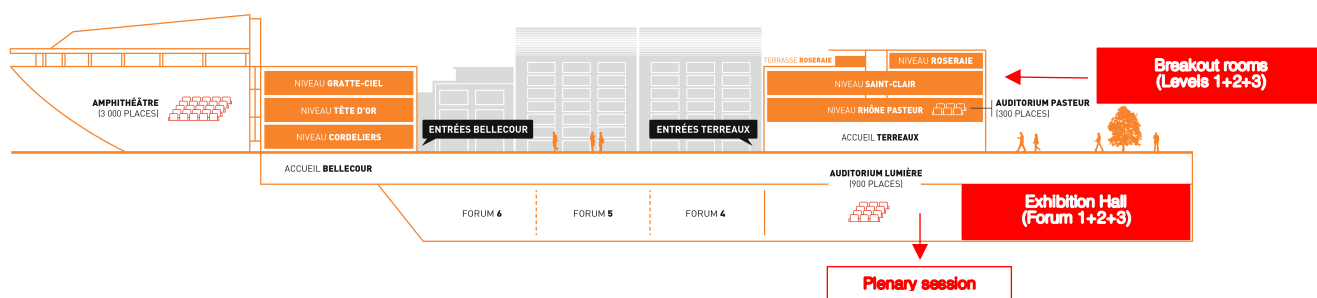
[Click here](#) for detailed information on how to reach the venue by air, by train, by public transport, by car or by bike.





7.3. VENUE MAP & EXHIBITION TECHNICAL FLOORPLAN

Venue floor plan overview



Technical floorplan

Please refer to the technical floorplans in annexes.



Questions about booth and advertisement sales? Exhibitor support needed?
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 INTERGRAF | Avenue Louise 130A, bte 2 | B-1050 Brussels | www.intergrafconference.com

7.4. DESCRIPTION OF THE EXHIBITION AREA

Exhibition: Halls Forum 1+2+3

The exhibition is located in Forums 1+2+3 on Level -2.

Entrance for exhibiting goods: up to 3,85 meter wide, 3,5 meter high (see the technical plan in annexes for more details).

The entire floor of the exhibition area is covered with stone tiles (sand colour), including in the aisles. All shell scheme booths (full-package) are supplied with standard grey carpet. Power supplies, network and telephone cables as well as plumbing and compressed air will be run into stands via the hall ceiling or the wall (depending on the booth location).

The hall ceiling height is 6,2 m high. **However, please note for all non-standard (free-built) booths, the height of all installations (partitions, frieze, decoration, signs etc.) is restricted to 3.00m (including platform)** to give a homogeneous appearance to the show and ensure that visitors have good, all-round visibility. The height of the shell scheme used for standard booths is 2.50 m.

The floor's load capacity is: single-point load per 15x15 cm = 4,000 Kg.

Exhibition floor plan

You can download the exhibition floor plan here:

<https://www.intergrafconference.com/index.php/exhibition/floor-plan>

For an updated list of exhibiting companies, please refer to the event's website:

<https://www.intergrafconference.com/index.php/exhibition/exhibitor-list>



INTERGRAF

CURRENCY + IDENTITY

EXHIBITION FLOORPLAN
LYON CONVENTION CENTRE
LEVEL 0



CONTACT

Cristina Munteanu *Exhibition Coordinator*
cmunteanu@intergraf.eu – +32 2 230 86 46
www.intergrafconference.com



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8. CONFERENCE AND EXHIBITION TIMETABLE

Conference programme:

<https://www.intergrafconference.com/index.php/conference/programme>

Monday 04/04/2022	Tuesday 05/04/2022	Wednesday 06/04/2022	Thursday 07/04/2022	Friday 07/04/2022
08.00 – 18.00 hrs Exhibition set-up (custom-built booths)	08.00 – 18.00 hrs Exhibition set-up (all booths) Intergraf Currency High & Intergraf Identity High (closed sessions) 19.00 – 20.30 Welcome Cocktail	09.00 – 15.15 hrs Conference sessions 10.15 – 18.00 hrs Exhibition open 17.00 – 18.00 Exhibition aperitif (exhibition hall)	09.40 – 17.30 hrs Conference sessions 09.00 – 18.00 hrs Exhibition open 19.00 – 22.30 Gala Dinner (outside venue)	09.30 – 12.50 hrs Conference sessions 09.00 – 14.00 hrs Exhibition open 14.00 – 22.00 Dismantling

9. SETTING-UP AND DISMANTLING OF THE EXHIBITION

Exhibition set-up

Monday 04/04/2022, 08.00 – 18.00 hrs (custom-built booths ONLY)

Tuesday 05/04/2022, 08.00 – 18.00 hrs (custom-built booths AND standard shell scheme booths)

All booths must be finished and empties removed no later than Tuesday 05/04/2022 at 18.00 hrs in order to start the cleaning of the booths and the aisles of the exhibition.

All booths must be complete and ready for the event opening by 10.15 hrs on Wednesday 06/04/2022.

Exhibition official opening hours

Wednesday 06/04/2022, 10.15 – 18.00 hrs (Exhibition aperitif from 17.00 - 18.00, in the exhibition hall)

Thursday 07/04/2022, 09.00 – 18.00 hrs (Gala Dinner starting at 19.00, outside venue)

Friday 08/04/2022, 09.00 – 14.00 hrs

Please note: Exhibitor staff and booth attendants have access to the exhibition hall every day (Wed/Thu/Fri) starting at 08.00.

Dismantling

Friday 08/04/2022, 14.00 hrs - 20.00 hrs

For safety reasons exhibitors are not authorised to start dismantling before the official end of the conference. Please make sure that all your material and exhibits are removed from the exhibition area by 20.00 hrs on Friday 08/04/2022.



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10. STANDARD BOOTHS (SHELL SCHEME)

10.1. DESCRIPTION OF THE BOOTH STRUCTURE

All standard booths include back and side walls built with white shell scheme, see example below:

- Aluminum structure 2.50 m height
- White panels
- Panel dimensions: total height 2.50 m (visible 2.40 m), width 96.8 cm (visible 9.56 cm)
- Square signage with company name

Please note: unless otherwise requested, corner stands will only have walls on 2 sides. 3-side open stands will only have a back wall and the metallic structure frame.

Please refer to chapter 10.2 below for a complete list of furniture and equipment included in your standard booth package.

Example and dimensions of a modular booth (corner stand)



10.2. FURNITURE, LIGHTING, ELECTRICITY AND CARPET

Each standard booth includes the following standard furniture:

- 1 high round table white top
- 3 white high stools
- 1 white counter
- 1 rail of spotlights
- Standard electricity connection (2 electrical plug per booth). The electricity connection is delivered as 10 Amp, 230V, 1 fuse (1,5 kW).
- Grey carpet inside the booth

Electricity will be provided in the exhibition from the ceiling or the wall (depending on the booth location). Each exhibitor will host the "power box" inside their booth in order to deliver electricity accordingly.

Please note: In case you require raw exhibition space, without the standard booth shell scheme and furniture, the rental cost for the exhibition space remains the same. Booths with raw space will need to order a separate power supply and fuse board using Form 5 – Electricity.

10.3. BOOTH LAYOUT

Please send us by 25 February 2022 a drawing of your booth mentioning the position of the panels, the electricity supply and the furniture as you wish to find it placed at the booth, using Form 4 – Standard booth layout.

11. NON-STANDARD (CUSTOM-BUILT) BOOTHS

11.1. BOOTH DESIGN AND LAYOUT

We remind you that if you build a non-standard booth, the stand design requires prior approval from the organisers, including technical approval from the venue. Exhibitors are not entitled to use a bigger space than the contractual rented space, nor should the booth structure impede other exhibitors.

For all non-standard booths, **the height of all installations (partitions, frieze, decoration, signs etc.) is restricted to 3.00m height** to give a homogeneous appearance to the show and ensure that visitors have good, all-round visibility.

If you are employing a contractor to build your stand, please make sure they receive a copy of our [Exhibition Terms and Conditions](#), of this Exhibitor Manual and of the Terms & Conditions applicable at the Centre de Congrès de Lyon and return Form 3 – Stand builder information by 25 February 2022.



Exhibitors must submit their proposed booth design (scale 1:100) with layout and elevation plan indicating all dimensions and including identification of walling, raised platform, machinery, store rooms and special structures, by 25 February 2022. Make sure that your booth can be built within the given timeframe and is in conformity with the Terms & Conditions applicable at the Centre de Congrès de Lyon.

The floor's load capacity is: single-point load per 15x15 cm = 4,000 Kg. Please note the floor is covered with stone tiles.

Please note: the actual stand width can be reduced due to the structure of the standard booths around your booth. Please ask your stand builder to contact us in advance regarding the exact measurements of the available space. It is mandatory to provide clean finishing to all visible sides of your custom-built stand.

It is not mandatory to provide Intergraf with fire resistance certificates in advance of the exhibition. However, you must hand them over to the Centre de Congrès de Lyon during the setting-up of the exhibition upon request. For further information on safety and fire-fighting, please refer to the Exhibitor Terms & Conditions applicable at the Centre de Congrès de Lyon.

11.2. BOOTH SET UP & DISMANTLING

Accredited stand builders will have access for set-up of the custom-built booths on:

Exhibition set-up

Monday 04/04/2022, 08.00 – 18.00 hrs (custom-built booths ONLY)

Tuesday 05/04/2022, 08.00 – 18.00 hrs (custom-built booths AND standard shell scheme booths)

All booths must be finished and empties removed no later than Tuesday 05/04/2022 at 18.00 hrs in order to start the cleaning of the booths and the aisles of the exhibition.

All booths must be complete and ready for the event opening by 10.15 hrs on Wednesday 06/04/2022.

Dismantling for all booths

Friday 08/04/2022, 14.00 hrs - 20.00 hrs

For safety reasons exhibitors are not authorised to start dismantling before the official end of the conference. Please make sure that all your material and exhibits are removed from the exhibition area by 20.00 hrs on Friday 08/04/2022.

11.3. ACCESS FOR BOOTH BUILDERS DURING THE EXHIBITION

If you need your stand builder to access the exhibition area during the event days, on Wednesday, Thursday or Friday, please request a technical access badge via Form 3 (max 2 badges per exhibiting company).

This badge will give access to the exhibition area only on Wednesday from 08.00 to 10.00 hrs, Thursday from 08.00 to 09.00 hrs and on Friday from 08.00 to 09.00 hrs.



12. BOOTH CLEANING

All general areas and aisled will be vacuum cleaned daily by the organisers. If you would like to order cleaning for your booth, please refer to Form 6 – Additional furniture & other services.

13. ADDITIONAL FURNITURE

Please find enclosed Form no. 6 listing furniture and other services that you may order for your booth. In case some furniture you would need is missing on the list, please contact us. Please return the form duly filled-in by 25 February 2022.

14. ELECTRICITY SUPPLY, AUDIOVISUAL AND INTERNET

The standard in France is 230V. Appliances from North America require a transformer and British, Swiss and Italian ones an adaptor. Please note that neither the venue, nor Intergraf will be able to supply you with those transformers or adaptors.

The standard electricity supply is of 1,5 Kw. For tri-phase electricity, please inform us well in advance to make sure it is available at your booth.

If you have any special requirement concerning the electricity supply, please fill-in Form 5 – Electricity, AV & IT.

Form 5 also lists audiovisual equipment and internet connection you can order for your booth. Please return the form duly filled-in by 25 February 2022 at the very latest.

15. DIGITAL PRINTING ON PANELS / WALLS

For digital print on booth walls or custom lettering and logo on fascia or on the counter, please use Form 7 and send the artwork according to the technical requirements stated in the form and in annexes by 25 February 2022.

16. FLOWERS AND PLANTS

Form 8 lists a selection of plants arrangements you can order for your booth or break-out rooms. Should you not find the requested plant/flower arrangement, please contact us with your requirements.



17. CATERING IN THE EXHIBITION AND IN THE BREAK-OUT ROOMS

Coffee break and lunch areas are located throughout the exhibition area – please see the exhibition floor plan for their exact location.

Please note: Exhibitors are NOT authorized to bring their own food and beverage for the exhibition and the break-out rooms as the venue has an official caterer. There are, however, exceptions for tastings at the stand and food handed out from the exhibition booths.

If you wish to **order food and beverage for your booth**, please order catering directly to:

Centre de Congrès de Lyon

Email: expo@ccc-lyon.com

Phone: +33 4 72 82 27 30

If you wish to **order food and beverage for your break-out room**, please contact directly:

Contact: Laurent Dutruel

Email: laurent.dutruel@ccc-lyon.com

Direct phone: +33 4 72 82 27 61

18. BREAK-OUT ROOMS

To book a break-out room, please return Form 1 by 25 February 2022. Rooms are booked on a first-come first-served basis so please check first with us for meeting room availability.

19. FORWARDING OF MATERIAL, CUSTOM CLEARANCE & STORAGE

19.1. OFFICIAL SHIPPING CONTRACTOR

The company **Fairexx** is the official on-site freight forwarder appointed by Intergraf for the transport of exhibits, the storage of material in advance of the exhibition as well as the storage of empties during the exhibition.

Contact details

Stefan Grunwaldt

Email: stefan.grunwaldt@fairexx.com

Phone: +49 (0)30 4403 47 13

Shipping information and onsite handling tariffs are enclosed in Annexes. Please contact Fairexx directly to organise the delivery of your material to your booth.

Deliveries will be accepted on 05/04/2022, from 8:00 to 18.00 hours, unless otherwise agreed between the exhibitor and Fairexx. If an exhibitor is not at his booth when the parcel arrives, delivery firms will be required to place the parcel on the booth, at the recipient's risks.



Intergraf and the Centre de Congrès de Lyon decline all liability in case of theft, damage or deterioration of pre-delivered goods.

Parcels must be clearly labelled with the booth number, the company name, the name of the contact person authorised to collect the parcel and a phone number to be contacted in case of problem. Please see the shipping instructions in the Annexes, as well as a parcel label template to use for any items you would want to deliver directly to the venue.

If you are using a courier service and need custom clearance, please contact Fairexx in advance for assistance with on-site custom clearance.

If you use your own transport company please refer to the instructions for the non-standard booths. Please note that there is no storage facility at the Centre de Congrès de Lyon for the empties. To arrange for your empties storage, please contact Fairexx directly.

Intergraf and the Centre de Congrès de Lyon decline all liability in case of theft, damage or deterioration of pre-delivered goods.

19.2. CUSTOM CLEARANCE

Fairexx is available to provide international exhibitors with any information they may require to carry out the following compulsory procedures within the defined timeframes:

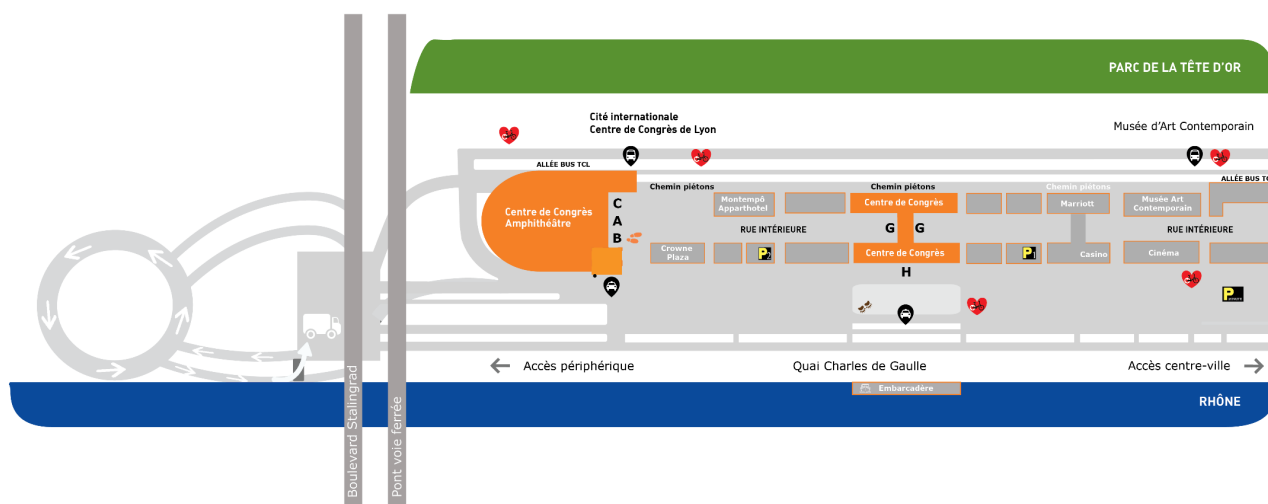
- Customs clearance operations for goods coming from non-EU countries
- Customs clearance operations on exit

Exhibitors may either appoint their own forwarding agent to complete the formalities for them or complete the formalities themselves. They take sole responsibility for any errors or delays arising from the provision of incorrect information.



20. LOADING / UNLOADING & TRANSPORT OF MATERIAL TO THE BOOTH

20.1 DELIVERY FOR THE EXHIBITION HALL (FORUM 1+2+3)



Delivery area access – Entrance E1

1 quai Charles de Gaulle | 69006 LYON

GPS coordinates: 45,47.132'N - 4,51.637'E

All vehicles authorized for delivery will be able to park for a time-limit of 20 minutes for loading and unloading

Access by parking P2 (fees)

Quai Charles de Gaulle | 69006 LYON

GPS coordinates : 45.78601'N - 4.85681'E

Pedestrian access

Entrances A B C G H

Set-up & Build-up

Do not send any deliveries to the venue in advance of the show. If you wish to send in advance please contact Fairexx.

Event deliveries will not be accepted via the main (front) entrance of the building.

During build-up for an event, all vehicles must unload as quickly as possible, and then be immediately removed from the loading area and taken off site. On-site parking is not permitted for any HGV, long wheel base, Transit or Sprinter vehicle.

Unloading times will be prioritised based on stand location and whether unloading services have been booked through Fairexx. Due to space restrictions in unloading areas, we advise unloading by forklift as it is generally quicker than manual unloading.

For the rental of a forklift or forklift truck, please contact Fairexx.



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Note that the Centre de Congrès de Lyon will NOT transport your material from the loading bay to your booth. Neither will they remove your empties after the setting-up. If empties must be stored and used at dismantling, Fairexx must be booked for this service, otherwise the venue will remove and trash the empties. If you need any assistance, please contact Fairexx. Please contact them directly for any further information.

20.2 EXHIBITOR DELIVERIES SENT DIRECTLY TO THE PALAIS DES CONGRES DE LYON

All deliveries made to the Palais des Congrès de Lyon must be made no earlier than the **1st day of the installation of exhibitors**, at the risk of being refused.

General conditions for delivery:

From Monday to Friday inclusive from 8.00 to 12.00 and from 14.00 to 17.00.

Transporters must deliver directly to the stands. They must be independent and use their own handling means.

All packages must bear the following information:

- Title of event
- Name of stand (on its sign)
- Name of exhibitor contact and mobile phone number
- Stand number

It is compulsory for reception of merchandise to be carried out by the exhibitors themselves.

Access to the delivery area:

- All vehicles authorised for delivery will be able to park for a time-limit of 30 minutes for loading and unloading.
- Vehicles with a height of less than 1m 90 can park in the car parks P0, P1 and P2
- Vehicles with a height of less than 2m 70 can park in the car park P2.

21. PARKING

There are three car parks onsite:

P0 – 1 000 parking spaces, maximum vehicle height: 1.90 m

P1 – 1 150 parking spaces, maximum vehicle height: 1.90 m

[Save 30% on parking by booking your parking space on OPnGO](#)

P2 – 1 200 places, parking spaces, maximum vehicle height: 2.70 m

Truck parking: Parking for trucks, vans and lorries cannot be left at the venue. Once unloaded they need to be moved off site. Please refer to the parking information in annexes.



22. EXHIBITORS PROMOTION

Each exhibitor will have their company profile published on the event website and on the event mobile application and virtual platform Swapcard. Please note there will be no printed exhibition catalogue.

The information published will be based on the company profile submitted by each exhibitor via the online form: <https://www.intergrafconference.com/index.php/exhibitor-zone-company-profile>

In case the company profile form has not been submitted by 25 February 2022, the organisers reserve the right to publish only the company name and booth number.

Exhibitors also have the possibility to order additional visibility items via Form 2 – Advertisement.

23. PR/PRESS INFORMATION AND PHOTOGRAPHS

Please note that journalists, editors and photographers are not eligible to participate in our conference and exhibition. As a consequence there is no press room at the venue and no press list can be communicated.

In case you wish to make official pictures of your stand, please ensure those are done by your stand builders during their access time. We also kindly ask you not to take any photos of another booth without permission. An Intergraf official photographer will take pictures of each stand during the event. Please also refer to art. 10 of the [Exhibition Terms & Conditions](#) for detailed information on photography, audio and video recording at the event.

24. DISTRIBUTION OF PROMOTIONAL MATERIAL

We remind you that all business, including the distribution of literature and promotional material must be conducted from your booth. Exhibitors' staff will not be authorized to hand out any marketing or promotional documentation / materials in any part of the venue.

25. REGISTRATION OF YOUR STAFF TO THE EVENT

Two complimentary access passes per booth are included in the exhibitor package and booth rental fee. Any additional exhibitor staff is payable. There should be one staff member in charge of staffing the booth during the whole exhibition and responsible for the material exhibited.

Additional registrations:

<https://www.intergrafconference.com/index.php/conference/registration>

For any questions regarding registrations please contact Sophie Plattard at:

intergrafconference@intergraf.eu



26. HOTEL ACCOMMODATION

The Centre de Congrès de Lyon is within easy reach of a wide range of 3- to 5-star hotels.

Intergraf has not mandated any housing bureau for Intergraf Currency+Identity 2022. We are therefore unable to offer negotiated rates or assist with accommodation needs. Please make all accommodation arrangements directly with your hotel of choice. And book early to ensure it is available at the best rates.

Please check the link below for a selection of hotels, all within 10km of the Centre de Congrès de Lyon, as well as a number of tourist attractions, restaurants and bars.

Hotel info & interactive map:

<https://www.intergrafconference.com/index.php/lyon/hotel-booking>

A word of caution

Scammers and room poachers claiming to represent Intergraf may call or email you trying to persuade you to book your hotel with them, often requesting full payment for your stay.

Intergraf is committed to protecting your personal information in accordance with applicable legislation. We do not rent or sell personal data to third parties for commercial purposes, and cannot be responsible for any booking made through any unauthorised third party not affiliated with Intergraf Currency+Identity and/or not endorsed by Intergraf. Only book from a service provider you know and trust.

Contacted by scammers or room poachers? Try and obtain as much information as you can: the name of the company and person calling, as well as a phone number. And let us know as soon as possible at intergrafconference@intergraf.eu.

27. CHECKING-IN FOR THE CONFERENCE AND EXHIBITION – ACCESS BADGES

Exhibitors are requested to pick up their badges on at the registration desk at the main entrance of the event's venue. You are kindly requested to wear your badge at all times in the exhibition and conference area during set-up, exhibition opening hours and dismantling as well as during all social events.



28. DEADLINES OVERVIEW

Deadline	Action	Order form	Checked ☑
15 Jan 2022	Deadline to register your free booth attendants	Online only	
10 Feb 2022	Inform Intergraf if you are bringing your own designed booth (non-standard booth). Please confirm by email to: cmunteanu@intergraf.eu	By email	
25 Feb 2022	Deadline to book a breakout room (first come, first served). After this date, meeting rooms can be booked upon availability	Form 1	
25 Feb 2022	Order online advertisement on the event's mobile app and virtual platform Swapcard	Form 2	
25 Feb 2022	Submit proposed stand design for non-standard booths. Submit booth drawing (scale 1:100 with layout and elevation) for approval.		
25 Feb 2022	Submit stand builder information (non-standard booths)	Form 3	
25 Feb 2022	Submit booth layout for standard booths	Form 4	
25 Feb 2022	Order for additional electricity supply, audio-visual equipment and internet	Form 5	
25 Feb 2022	Order for additional furniture	Form 6	
25 Feb 2022	Order for digital printing on panels/walls	Form 7	
25 Feb 2022	Order for flowers and plants	Form 8	
05 Mar 2022	Submit artwork for digital printing on panels / walls		
05 Mar 2022	Order catering for booth and breakout rooms	Directly via the venue	
15 Mar 2022	Deadline to submit artwork for digital advertising on the event's mobile app and virtual platform Swapcard (if ordered)		
17 Mar 2022	Registration cancellations made after this date and no-shows will incur a charge of 100% of the total invoiced fees		



29. ANNEXES

1. Order forms

- Form 1 – Breakout rooms
- Form 2 – Advertisement
- Form 3 – Stand builder information
- Form 4 – Booth layout
- Form 5 – Electricity supply, AV & IT
- Form 6 – Furniture & other services
- Form 7 – Digital printing on panels/walls
- Form 8 – Flowers and plants

2. Catalogue of furniture and stand equipment

3. Shipping instructions - Fairexx

4. Customs clearance and onsite handling information - Fairexx

5. Technical floorplans - Palais des Congrès de Lyon

6. Truck parking instructions - Palais des Congrès de Lyon

7. Template parcel label - Palais des Congrès de Lyon (only for parcels sent directly to the venue)

8. General Terms & Conditions - Palais des Congrès de Lyon

9. Exhibitors Obligations - Palais des Congrès de Lyon

