

# TECHNICAL GUIDE EXHIBITOR

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APP



# 1 – ACCESS TO THE MARKET :

## EXHIBITOR HOURS

Wednesday, March 18: 2:00 p.m. to 8:00 p.m.

Thursday, March 19: 8 a.m. to 7:30 p.m.

Friday, March 20: 9 a.m. to 7:30 p.m.

Saturday, March 21: 9 a.m. to 9 p.m.

## PUBLIC OPENING HOURS

Thursday, March 28: 10 a.m. to 7 p.m.

Friday, March 29: 9:30 a.m. to 7 p.m.

Saturday, March 30: 9:30 a.m. to 7 p.m.

### 1.2 - PEDESTRIAN ACCESS:

Friche la Belle de Mai – **41 rue Jobin 13003 Marseille** > Salle la Cartonnerie



#### Procedure:

- 1 - Enter through the main entrance of the Friche Belle de Mai, cour Jobin,
- 2 - Follow the **red line** on the floor and take the stairs to the 2nd floor, Continue to follow the red line to the reception desk on your right.
- 3 - At the counters, join the exhibitor line and register:
  - > Present your printed accreditation and ID,
  - > We will give you your access wristband. \*
- 4 - Go to the cardboard factory and meet the reception teams

\*Access to the exhibition is only possible with a wristband.

**One printed name badge** = one wristband, given to you when you arrive.

Accreditation is strictly personal. Any misuse will result in its cancellation.

### 1.3 - VEHICLE ACCESS :

Friche la Belle de Mai: **12 rue François Simon - 13003 Marseille**

#### Unloading area accessible only

From 2:00 p.m. to 7:45 p.m. on Wednesday, March 18.

From 8 a.m. to 9:20 a.m. on Thursday, March 19.

#### Procedure:

- 1 – Present your accreditation to obtain a "**drop-off**" sticker.
  - ! \ stopping strictly limited to unloading.
- 2 – Park in the drop-off zone and proceed to the reception desks. Follow the **red line** until you reach the ticket offices on your left.
- 3 - Use the exhibitor line to check in:
  - Present your printed accreditation and ID
  - We will give you your access wristband.
- 4 - Return to your vehicle to collect your equipment and proceed to the cardboard factory. The reception team will be there to help you set up.
- 5 - **Move your vehicle to the parking lot.**





#### 1.4 – SETTING UP AT YOUR LOCATION:

##### **Technical setup times:**

Wednesday, March 18: 2:00 p.m. to 8:00 p.m.

Thursday, March 19: 8 a.m. to 9:45 a.m.

Friday, March 20: 9 a.m. to 9:30 a.m.

Saturday, March 21: 9 a.m. to 9:30 a.m.

An inventory will be carried out with the person responsible for the stand. Your space must be returned to its original condition. You will be billed for any damage found during the dismantling of the booths. You are also responsible for your service providers: decorators, installers, etc.

#### 1.5 - AN UPDATE ON DEPARTURES:

Technical dismantling times:

Thursday, March 19: from 7:00 p.m. to 7:30 p.m.

Friday, March 20: from 7:00 p.m. to 7:30 p.m.

Saturday, March 21: 7:00 p.m. to 8:30 p.m.

Please **notify the teams in advance** for the inventory.

**Departures by vehicle:**

Loading area accessible from 7:00 p.m. to 8:30 p.m. on Saturday

# 2 – STAND SPECIFICATIONS



## 2.1 – STANDARD 3 OR 6M2 BOOTHS:

**Surface area :**

**6m<sup>2</sup>:** 3m wide x 2m deep, i.e. 6m<sup>2</sup> / 2.40m high

**3m<sup>2</sup>:** 2m wide x 1.5m deep, i.e. 3m<sup>2</sup> / 2.40m high

**Basic furniture kit**

**6m<sup>2</sup>:** 1 black desk 100x60cm + 3 black velvet folding chairs

**3m<sup>2</sup>:** 1 black desk 100x60cm + 2 black velvet folding chairs

**Flooring:** Anthracite industrial concrete (no carpet).

**Partitions:** Made from recycled materials, cardboard.

Black metal pillars and crossbars.

**Signage:** Flag sign bearing the name of your organization.

**Lighting:** LED neon strip light.

**Electricity:** 3800W – 220V diff 30mA box with 3-socket power strip.

**Internet:** Free WiFi access in the cardboard factory (speed not guaranteed).

## 2.2 – UMBRELLAS:

**Area** can be adjusted according to your prior requests.

Umbrella height = 2.40 m

**Basic furniture kit:**

1 black desk 100x60cm + 3 black velvet folding chairs per 6m<sup>2</sup> module

**Flooring:** Anthracite industrial concrete (no carpet).

**Partitions:** Made from recycled materials, cardboard.

Black metal pillars and crossbars.

**Signage:** Flag sign bearing the name of your organization.

**Lighting:** LED neon strip light.

**Electricity:** 3800W – 220V diff 30mA box with 3-socket power strip.

**Internet:** Free WiFi access at the cardboard factory (speed not guaranteed).



## 2.3 – PAVILION SPACES:

**Area** of approximately 3m<sup>2</sup> per location

Overall height of pavilion = 2.40 m

**Basic furniture kit:**

> 6m<sup>2</sup>: 1 black desk 100x60cm + 3 black velvet folding chairs

**Flooring:** Anthracite industrial concrete (no carpet).

**Partitions:** Black melamine. Black metal pillars and crossbars.

**Signage:** Flag sign with the name of your organization  
+ general pavilion sign.

**Lighting:** LED neon strip light.

**Electricity:** 3800W – 220V diff 30mA box with 3-socket power strip.

**Internet:** Free WiFi access in the cardboard factory (speed not guaranteed).



## **2.4 – PRACTICAL ADVICE AND OBLIGATIONS FOR EXHIBITORS:**



### **\* RESPECT YOUR SPACE :**

The partitions are fragile and subject to an inventory check.

For your **posters**, you can use **Blu-Tack** or **office tape**, but not **double-sided tape**.

For your **tarpaulins with eyelets**, bring **S-hooks**, chains, and picture rails for hanging from the stiffeners at the top.

It is strictly forbidden to stick materials or items to the floor, paint it, or drill holes in it. No hooks are permitted on electrical equipment or items such as signs, flags, and LED bars.

For safety reasons, **it is strictly forbidden to exceed the electrical power allocated to you**. All cooking and heating appliances are prohibited (kettles, coffee machines, etc.). The installation and connection of electrical appliances will be subject to inspection by the organizer.

### **\* STAND SECURITY :**

You are responsible for monitoring your stand during the show's opening hours. We recommend that you:

- Not leaving your booth unattended during the day.
- Covering products on display with a net or cloth outside of opening hours.
- Not leaving any valuable or sensitive items unattended, even outside opening hours.
- Do not store anything in trash bags, to avoid collection by a cleaning agent.

Babel Music XP declines all responsibility in the event of theft of your personal belongings during opening hours, from Wednesday to Saturday. Outside these hours, surveillance and security of the show are organized by Babel Music XP.

### **\* INSURANCE :**

Babel Music XP has taken out "Organizer Civil Liability" insurance. This insurance is not intended to cover your property. Your civil liability must cover any damage caused to others either by you, your staff, your facilities, or those entrusted, rented, or loaned to you.

You must take out "Property Damage and Related Risks" coverage with your insurer and send a certificate to Babel Music XP.

### **\* FIRE SAFETY :**

You must be **present** at the stand when **the safety officer visits** (before the market opens to the public) and be able to provide the fire reaction report for all materials used, as well as certificates confirming that the structures have been assembled correctly. Failure to comply with this rule may result in the removal of materials or the stand being closed to the public.

## **2.4 – PRACTICAL ADVICE AND OBLIGATIONS FOR EXHIBITORS:**

### **\* STAND CLEANING :**

The aisles will be cleaned by Babel Music XP every evening after the fair trade closes, including on the day of set-up.

You are responsible for the daily cleaning of your stand.

All packaging and bulky items must be removed without delay. For safety reasons, it is strictly forbidden to clutter the stands and aisles.

### **\* WASTE MANAGEMENT :**

Ecological transition, everyone is responsible > Waste sorting facilities are available throughout the venue. Please strictly follow the sorting instructions posted. No individual trash cans are available at the booths.

### **\* SOUND SYSTEMS :**

Out of respect for the comfort of all participants, **sound systems and broadcasts are prohibited.**

### **\* FLYERS & POSTERS :**

The distribution of flyers and other leaflets is strictly prohibited outside the exhibition, including in the vicinity of La Cartonnerie (restaurant area, forecourt, etc.). Areas will be made available on the market for you to display posters outside your stands. Please strictly adhere to these locations.

### **\* ACCESS & CONTROLS:**

Access to the Babel Music XP trade show is strictly **reserved for accredited individuals wearing wristbands** and checked by security guards. Each entrance will **be searched by a security guard**. The organizer reserves the right to deny access to anyone who disrupts the smooth running of the event.

### **\* NO SMOKING :**

In accordance with Decree 2006-1386 of November 15, 2006 - Circulars of November 24, 27, and 29, 2006. Since February 1, 2007, smoking has been prohibited in enclosed, covered areas intended for collective use that are open to the public or constitute workplaces.

**Outdoor smoking area available.**



# 3 – OTHER PRACTICAL INFORMATION:



## **3.1 – PARCELS:**

To ensure the proper receipt and return of your parcels, we ask that you strictly follow these instructions:

**Delivery times and procedure: March 17 and 18, from 8 a.m. to 6 p.m.**

No early deliveries will be accepted.

Babel Music XP declines all responsibility for the proper delivery and condition of arrival.

The parcel label in Appendix 1 must be affixed to each parcel sent.

This label does not replace your shipping receipt.

### **Delivery address:**

Friche La Belle de Mai, Salon Babel Music XP 2026  
12 rue François Simon - 13003 MARSEILLE

### **Returning equipment and packages:**

Pack the goods and attach the parcel label in Appendix 1.

This label does not replace your shipping label.

The return shipment must be arranged with the transport company of your choice.

**Collection times and days: Monday, March 23, from 8 a.m. to 12 p.m.**

After this date, any packages not collected by your carrier will be destroyed.

## **3.2 – PARKING:**

No parking is provided by Babel Music XP in the vicinity of the Friche Belle de Mai.

- Friche parking lot: Subject to availability, open from 7 a.m. to 11 p.m.
- Unsupervised public parking near the Friche
- Nearest public parking: Saint Charles train station

## **3.3 – CLOAKROOM:**

At the entrance to the cardboard factory: A paid cloakroom (€2), open from 10 a.m. to 7 p.m.

We cannot guarantee the security of any items forgotten or left.

## **3.4 – REFRESHMENTS AND FOOD:**

- Inside the market area: Bar / refreshments / food-trucks
- Level 2 Friche Belle de Mai: Restaurant "Les Grandes Tables."  
*Reservations : +33 (0)4 95 04 95 85 / [friche@lesgrandestables.com](mailto:friche@lesgrandestables.com)*
- Ground floor of Friche Belle de Mai: Fast food at "Salle des Machines."

## **3.5 - MISCELLANEOUS:**

There are no ATMs on the premises of the Friche Belle de Mai.

Credit cards and cash are accepted at bars, cafés, and restaurants.