

DSC 2018 Europe VR

Exhibition & Sponsorship Registration Form

Please fill out this form and send it to exhibition@dsc2018.org

Direct Exhibitor

Company Name: _____

Reference company name (Name under which your company will appear in the alphabetical lists, in the catalogue, on the website or any other document): _____

Company's Business: _____

Address: _____

Postcode: _____ Town: _____ Country: _____

Tel: _____

VAT Number (mandatory): _____

Authorized legal representative (duly authorized signatory):

Mr Mrs Miss

First Name: _____

Last Name / Family Name: _____

Position: _____

Direct Line: _____

Email: _____

Indirect Exhibitors:

Number of indirect exhibitors: _____

Please note that:

- Each indirect exhibitor will add **an additional fee of 50%** of the booth prize
- One "Indirect exhibitor form" (in Annex) has to be filled for each indirect exhibitor

Initials:

Booth prizes (excluding VAT)

Size	Before May 31 st 2018	After May 31 st 2018
6 m ²	€ 2,450.00 € 2,250.00 *	€ 2,950.00 € 2,650.00 *
9 m ²	€ 3,675.00 € 3,375.00 *	€ 4,410.00 € 4,010.00 *

** Discount for Driving Simulation Association Members
and for startups (<5 years old, <20 employees)*

Exhibition registration

Wanted booth number(s): _____

Size (m²): _____

Booth Price (€ excluding VAT): _____

Exhibition floor map is available on the "DSC 2018 - Exhibition information" document and downloadable at <http://dsc2018.org/exhibit/guidelines-for-exhibitors/>

Sponsorship registration

<input type="checkbox"/>	Platinum Sponsor	9 000 €
<input type="checkbox"/>	Premium Sponsor	6 000 €
<input type="checkbox"/>	Gold Sponsor	5 000 €
<input type="checkbox"/>	Silver Sponsor	3 000 €

Industrial Pitch

<input type="checkbox"/>	Industrial Pitch	1 000 €
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Individual sponsorship packages

<input type="checkbox"/>	Descriptive paragraph in the Conference Program (Guidebook)	200 €
<input type="checkbox"/>	Full page advertisement in the Conference Program (Guidebook)	400 €
<input type="checkbox"/>	Company promotional material in attendee pack	900 €
	TOTAL Individual sponsorship packages	

Initials:

Booth Additional Options

Prices in Euros excluding VAT

<input type="checkbox"/>	Carpet (protective film, installation) <i>Color(see color chart below): _____</i>	40 € (6 m²) 60 € (9 m²)
<input type="checkbox"/>	1m² storehouse (with lockable door)	85 €
<input type="checkbox"/>	2m² storehouse (with lockable door)	170 €
<input type="checkbox"/>	1 à 6 kW EXTRA* service box (supply and installation)	55 €
<input type="checkbox"/>	Internet : DSL Line** (installation and use for the duration of the exhibition)	145 €
<input type="checkbox"/>	Cleaning: Individual cleaning of the stand (for the duration of the exhibition)	60 €
	TOTAL of booth additional options	

*Please note that all stands are furnished with a service box (Power: 1kW)

**Please note that WiFi connection will be available during the exhibition



Carpet color chart

Initials:

Participants

Depending on your registration, you benefit from:

- 1 free attendee pass per booth
- 5 free attendee passes with the **Platinum Sponsorship**
- 4 free attendee passes with the **Premium** or the **Gold Sponsorship**
- 2 free attendee passes with the **Silver Sponsorship**

Any additional attendee pass will be charged with a 40% discount of full price: 330€ (instead of 550€).

Please fill in the “participant information form” (in Annex) for each participant you want to register (duplicate the annex if necessary).

Total number of participants: _____

Additional remarks / demands

If you chose an Industrial Pitch, please indicate here its title as well as the name of the speaker.

Confirmation and Payment

To confirm your registration, please print these pages and return them filled and signed:

- by email to exhibition@dsc2018.org
- or by postal mail: **Driving Simulation Association, 5 rue Victor Schoelcher, 92160 ANTONY, FRANCE**

An invoice will be issued at the reception of your command and payment will be due in full at reception of this invoice in order to confirm your registration.

Payment will have to be done by bank transfer.

PLEASE SIGN AND INITIAL THIS DOCUMENT AND RETURN IT TO US ALONG WITH THE WRITTEN PHRASE, “SIGNED AND AGREED”

Signed in (location):

On (date):

« Signed and agreed » Name of signatory, signature and company stamp

SAFETY REGULATIONS

Exhibition safety specifications

1. INSTALLATIONS AND DECOR

The exhibitor must respect all measures set forth by the general provisions and the Nov. 18, 1987 decree concerning exhibit halls.

Monitoring the execution of the measures in the aforementioned text is the responsibility of the exhibitor as well as the organizer.

They must be in contact with the safety manager for proper application of these texts. In the case of a serious infraction, corrective measures that could be taken include removing the material exhibited from the premises, or the ending of the show, with the exhibitor being unable to claim any indemnity nor be freed from their obligation to pay the rent.

The exhibitor is especially obligated to ensure easy access at all times to the exit doors, emergency exits, and smoke evacuation devices (fire extinguishers and fire hose cabinets).

Fireproofing of installations must be performed by a qualified company, who also provide a seal of approval from an authorized organization. Each stand manager must provide the safety commission with the fire reaction certificate for materials used for installations or decor.

Certificates issued by foreign countries can be considered in the framework of ISO standards. Additionally, foreign exhibitors using materials imported from their own country which have not been tested in France must submit, at least 2 months before the event, samples of these materials to authorized laboratories who will produce certificates conforming to the standards set forth by current French regulations.

Materials used for installation and stand decor are regulated. The following is the French classification:

- M 0 = non-combustible
- M 1 = non-flammable
- M 2 = low flammability
- M 3 = moderate flammability
- M 4 = high flammability

The following materials are authorized:

- Materials with a fire reactivity classification after being tested in an authorized French laboratory (LCPP, CSTB, LNE, SNPE, LCRB or INERIS) and accompanied by an official report (Procès-Verbal) issued by the laboratory (official report to be requested from your supplier)
- Materials with conventional classification: M 0 = metal, glass... M 3 = wood and wood by-products (solid wood, plywood, slatted wood, particles and fibres) with a thickness greater than or equal to 18 mm

ATTENTION! The official reports (Procès-Verbaux) specifying in which conditions of use the classification is valid:

- On the floor, on walls, on the ceiling...
- Free-standing, hung, attached...
- on support: uninsulated M 0, wood with a thickness greater than 19 mm...
- Framework, wainscoting and carpeting of stands must be made of material with a minimum classification of M3.
- Wall-hangings and stretched fabric must have a minimum classification of M2.
- Signs, bulletins, posters and banners affixed to the walls, whose total surface area is less than 20% of the wall surface of the stand, can be used without a fire-reactivity requirement.

Initials:

- Loose signs, bulletins, posters and banners whose surface area is greater than 0.5 m², garlands, vellums and plastic materials should have a minimum classification of M 1 (or be completely attached to supports with a minimum classification of M1).

Fabric covering horizontal tables, trestles and display cases must have a minimum classification of M 1.

Fire-reactivity and fire-proofing certificates must be supplied by the exhibitor during stand assembly at the latest.

Artificial or dried plants are authorized in limited quantities.

Stands must be built on only one level (except for layouts to be submitted to the organizer). The exhibitor is obligated to respect the floor dimensions of their stand and not encroach upon the aisles, required open space and emergency exits.

Signs bearing both green and white writing together are prohibited.

Lasers: Any exhibitor using a laser at their stand is required to inform the technical department at the Palais des Congrès (M. Patrice Gatti) 2 months before the event.

The Palais des Congrès reserves the absolute right to remove any dangerous or unsanitary material, or material emitting disagreeable, harmful or irritating odours, as well as any installations likely to harm the general environment.

The Organizer and exhibitor will take the exhibition surfaces in the condition they were found to be in from the time they start being used and will return them at the time agreed upon, in the same condition.

The Palais des Congrès does not have premises available for storing empty packaging during the exhibition period.

Those which must be imported gradually by the exhibitors and the organizers, who are responsible concerning proper security.

2. EMERGENCY SIGNS, EQUIPMENT AND EXITS

- a. Emergency equipment (extinguishers) must remain visible and accessible.
- b. Structures and additional decor must not conceal writing that indicates exits or evacuation routes (exit, emergency exit).

3. COMBUSTIBLE MATERIALS

Storage of wood, paper, cardboard and miscellaneous packaging is prohibited in the exhibition space. The use of combustible gas is prohibited and the use of flammable liquids is regulated (please contact us).

4. PROTECTION OF THE PUBLIC

All presentations and demonstrations are performed under the full responsibility of the exhibitor. Dangerous elements and notably: moving systems, hot, pointy or sharp surfaces must be:

- Either protected by a screen or a rigid, firmly fixed, well-adapted housing,
- Or set back at least 1 meter away from foot traffic.



The public must be kept out of areas where presentations are underway.

5. ELECTRICAL INSTALLATION

The exhibitor is responsible for electrical installation, except for the electrical control panel delivered to their stand. It is prohibited to modify the technical characteristics of the aforementioned panel (location, circuit breaker, fuses, etc.).

Initials:

The exhibitor is obligated to respect the safety rules detailed in the official texts, notably:

- a. The electrical control panel must be accessible at all times.
- b. It is prohibited to use:
 - isolated cables for voltage lower than 500 volts, which notably prohibits the HOVHII cable (scindex),
 - splicers (cables must be correctly attached),
 - connections not protected by “plexo” type branch circuit boxes,
 - power strips; the only authorized power strips are those with a cord,
 - discharge lamps not compliant with standard NFC 15150.
- c. It is recommended to use double isolation Class II (two) material, symbol: 
Devices from Class I (one), symbol  must be grounded.
- d. Halogen projectors must be:
 - positioned at a maximum height of 2.25 m
 - firmly attached in horizontal position,
 - far away from all flammable materials,
 - equipped with glass safety screens or an equivalent material (metal grills are not authorized),
 - fed by conductive cables of 1.5 mm² allowing the terminal of the device to be linked to the ground conductor on the stand delivery box.
- e. String lighting:
 - must be composed of non-flame propagator cables (category C2)
 - their sockets must be fused to the conductors that feed them,
 - the power indicated for light bulbs must be respected (15 W max).
- f. Coils: supply cables must be completely unwound.
- g. Outside of the event opening hours, power at stands must be shut off.

For any additional information, you can contact the organizer, who can carry out an inspection of the installations before the opening and during the event

Any installations that are found to be non-compliant with current regulations and standards must be brought into compliance by the exhibitor before the event opening.

This information includes the primary rules to respect but is not an exhaustive presentation of the rules. If you have a question or need additional information, please consult the Palais des Congrès guidance department by emailing your request to: resolution.mdb@hotmail.fr

REGULATIONS FOR STAND ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

(Excerpts from the decree of August 1, 2006)

RECEPTION OF THE PUBLIC

Counters, reception desks and service windows: the height of at least one of the counters, desks or service windows must be accessible to people with reduced mobility, meaning a maximum height of 0.80 m.

Furthermore, to allow passage of the feet and knees of someone in a wheelchair, the reception counter must have an empty space in the lower portion measuring less than 0.30 deep, 0.60 m long and 0.70 m high.

STAND RAISED BY A FLOOR

When it cannot be avoided, a slight difference in level can be resolved by a curved projection or can be supplied

Initials:

with a bevelled edge whose height is less than or equal to 2 cm. This height can reach 4 cm if the projection includes at any point a slope not exceeding 33%.

Any stand equipped with a floor higher than 4 cm on which the public is invited must be outfitted with an access ramp. This ramp must be fully integrated into the stand (so it does not encroach upon the traffic aisle), and should be 0.90 m long with a slope:

- of 8% if it is < 2 m long
- or 12% if it is less than 0.50 m long.

VISUALLY IMPAIRED

The quality of lighting, artificial or natural, of traffic must be such that all walkways are lit without creating visual difficulty. The areas of the walkways that could cause a loss of balance for people with disabilities must be lit with reinforced lighting or with contrasting markings (yellow and black strip, plant...)

Information must be visible, legible and understandable by people with disabilities. Information supports must contrast with their immediate environment.

Information placed on these supports must have a high contrast with the background, and the written characters must have a minimum height of 15 mm for signs and information related to orientation, and 4.5 mm otherwise.

Green and white writing together is prohibited, as it is reserved for fire safety signage.

INSPECTION

The subcommission for accessibility for persons with disabilities will inspect the compliance of the stands before the event is open to the public.

INSURANCE

The organizer, the natural and legal persons who represent him are obligated to ensure:

- “All risk, including theft,” all goods which are brought to Centre des Congrès, for a show, an exhibition, a convention, etc.... from the time they arrive to the time they leave. This insurance must also cover the goods while they are transported, handled, mounted and dismantled by the personnel at Palais des Congrès or with the help of equipment and resources belonging to Palais des Congrès. Regardless of the cause or nature of possible damage of these goods, the Organizer, the natural and legal persons who represent him must include mention of this waiver of recourse.
- “In public liability” for damage to third parties during the duration of their time on the premises of the Palais des Congrès.

PLEASE SIGN AND INITIAL THIS DOCUMENT AND RETURN IT TO US ALONG WITH THE WRITTEN PHRASE, “SIGNED AND AGREED”

Signed in:

On:

« Signed and agreed » Name of signatory, signature and company stamp

Annex - Indirect exhibitor form

The direct exhibitor: _____

Represented by his authorized legal representative:

Mr Mrs Miss

First Name: _____

Last Name / Family Name: _____

Certifies that he is hosting the following indirect exhibitor on his stand:

Indirect Exhibitor Company Name: _____

Reference company name *(Name under which your company will appear in the alphabetical lists, in the catalogue, on the website or any other document):* _____

Company's Business: _____

Address: _____

Postcode: _____ Town: _____ Country: _____

Tel: _____

Authorized indirect exhibitor legal representative (duly authorized signatory):

Mr Mrs Miss

First Name: _____

Last Name / Family Name: _____

Position: _____

Direct Line: _____

Email: _____

The direct exhibitor is solely responsible for the indirect exhibition on his stand – approved by DSC organization – with respect to local law and compliance with the rules concerning the specifications of the event, the general rules, the exhibitor's guide, and the health and safety rules as well as local labor law and liability insurance. The direct exhibitor declares that he has obtained the agreement from the indirect exhibitor(s) on his stand for participation in the exhibition. The direct exhibitor shall receive and pay the invoice corresponding to the registration of the indirect exhibitors present on his stand. The direct exhibitor, signatory of this contract undertakes to provide his indirect exhibitors with all commercial, technical, financial and operational information that is relevant to them.

The Direct Exhibitor (date, signature and stamp)	The Indirect Exhibitor (date, signature and stamp)
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Annex – Participant information form

All fields are mandatory

Mr Mrs Miss

First Name: _____

Last Name / Family Name: _____

Position: _____

Company: _____

Direct Exhibitor

Indirect Exhibitor

Direct Line: _____

Email: _____

Main contact (check this box if you are the main contact for the exhibition booth)

Will participate to the cocktail dinner at Plage Les Pirates, Thursday night, Sept. 6th 2018 (free for participants)

Annex – Participant information form

All fields are mandatory

Mr Mrs Miss

First Name: _____

Last Name / Family Name: _____

Position: _____

Company: _____

Direct Exhibitor

Indirect Exhibitor

Direct Line: _____

Email: _____

Main contact (check this box if you are the main contact for the exhibition booth)

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