

LUXEPACK MONACO

The premier show for creative packaging*

**INFORMATION SUPPLIERS AND
DECORATORS
ENGLISH**

*Le salon mondial de la créativité packaging. Ce document est édité par INFO850



**21. 22. 23. SEPTEMBRE 2016
GRIMALDI FORUM, MONACO**

New York . Monaco . Shanghai www.luxepack.com



SET UP & DISMANTLING SCHEDULE

***CAUTION:** our office will be closed from August 1st to August 15th included.*

MONTAGE / SET UP				SALON / SHOW			DEMONTAGE / DISMANTLING				
S 17/09	D 18/09	L 19/09	M 20/09	M 21/09	J 22/09	V 23/09	S 24/09	D 25/09			
RAVEL											
14 H - 20 H	8H - 20 H	8H - 20 H	8 H - 20 H				Exhibitors : 17 H - 20 H				
							Decorators :				
							18 H* - 22H	8H - 20H	8H - 19H		
DIAGHILEV											
14 H - 20 H	8H - 20 H	8H - 20 H	8H - 20 H				Exhibitors : 17 H - 20 H				
							Decorators :				
							18 H* - 22 H	8 H - 20 H	8 H - 19 H		
VERRIERE											
	8H - 20 H	8H - 20 H	8H - 20 H				Exhibitors : 17 H - 20 H				
							Decorators :				
							18 H* - 21 H	8 H - 20 H			
ATRIUM - INDIGO											
		8H - 20 H	8H - 20 H				Exhibitors : 17 H - 20 H				
							Decorators :				
							18 H* - 21 H	8 H - 20 H			
ESPLANADE											
		8H - 20 H	8H - 20 H				Exhibitors : 17 H - 20 H				
							Decorators :				
							18 H* - 22 H	8 H - 12 H			
GENOIS											
		8H - 20 H	8H - 20 H				Exhibitors : 17 H - 20 H				
							Decorators : 17 H - 00H00				

****Caution:** Access controlled and reserved to the MC1 lift to exhibitors from 5pm to 6pm. Access authorized to heavy equipment **ONLY** from 8pm.*

VOS INTERLOCUTEURS - CONTACTS

Organisateur / Organization

Stéphanie MERMET – Responsable technique / *Technical manager* – stephaniem@idice.fr

Yamine LAKHDAR – Chef de projet / *Project leader* – ylakhdar@idice.fr

Margaux MANZONI – Assistante technique / *Technical assistant* - mmanzoni@idice.fr

IMPORTANT INFORMATION

FACTORY INSPECTORATE

We remind the labour rules in Monaco and especially some administrative information **that decorators should provide to the 'Service de l'Emploi'**:

- list of people working in Monaco (name, surname, social security number)
 - precise dates of working in Monaco
- Name (and number of contract) of your insurance company, corresponding to 'accident in the workplace' for international firms, **except French or Italian ones.**

To make the necessary or have additional information, please take contact with:

SERVICE DE L'EMPLOI
DIRECTION DU TRAVAIL
2 RUE PRINCESSE ANTOINETTE / BP281
98005 MONACO CEDEX
TEL : +377 98 98 88 14

1. IMPORTANT INFORMATION

ARRIVAL AT GRIMALDI FORUM

On your arrival, you must go to the reception at the security agent desk to pick up your badges.

Access to the Grimaldi Forum is strictly controlled:

Any person who wants to enter the Grimaldi Forum during the assembly or disassembly should give his identity card to obtain a personalised badge.

IT IS COMPULSORY TO WEAR YOUR BADGE

An organization office is located at HALL ATRIUM level -2, all our team is at your disposal during the assembly or disassembly for any information you may require.

STAND SET UP

Different dates according to halls!

The access will be refused to all companies who will arrive out of the below schedule without an official authorization from the organizer

REFER TO SET UP and DISMANTLING SCHEDULE

If you need to act on the booth during the show opening days, the organizer should be informed by the exhibitors.

NOT ALLOWED

Exhibition equipment must conform to current safety standards (sheet N°8)

Access by handling vehicles or machinery is strictly prohibited inside the buildings

You may use pallet trucks under conditions (especially: wheels must have bands).

MAXI WEIGHT = 500KG/M2

The security service of the Grimaldi Forum will be authorised to take material of any person damaging the floor (marble in Atrium, Diaghilev and Verriere).

No brochures may be distributed outside the stands, except prior agreement from the organizer.

The organizer will invoice exhibitors for any damage caused to the buildings and for the costs of removing merchandise not taken away by

→ **FRIDAY 23 – Midnight for GENOIS**

→ **SATURDAY 24TH OCT. AT noon for ESPLANADE and 8.00pm for ATRIUM, VERRIERE, INDIGO**

→ **SUNDAY 25THOCT. at 7.00pm for RAVEL & DIAGHILEV**

The access is strictly controlled and limited

Do not hesitate to contact OMM and arrange delivery of your material on your booth

OMM CONTACT: Gregory.tomatis@omm-monaco.com

2. CONSTRUCTION RULES

If you work with a decorator, please send him the below information

We must receive before **8th July 2016** your stand project plan for acceptance (plan with heights indicated).

CONTACTS

Stéphanie MERMET - Yamine LAKHDAR – Margaux MANZONI – technique@idice.fr



CONSTRUCTION RULES

Authorized height : **2.5m max.**

No open side of your booth on an aisle must be closed on **more than 40 % of its length**

RULES FOR SIGNALLING

Signalling should be located **0.75m** far from the dividing walls

Booths from 9 sqm to 18sqm	Height max : 3,5 m on a length of : 1.5m
> 18 m ²	Height max : 4 m on a length of : 3 m



Caution: Some locations are subjected to specifics heights mentioned on a detailed plan sent by our services.

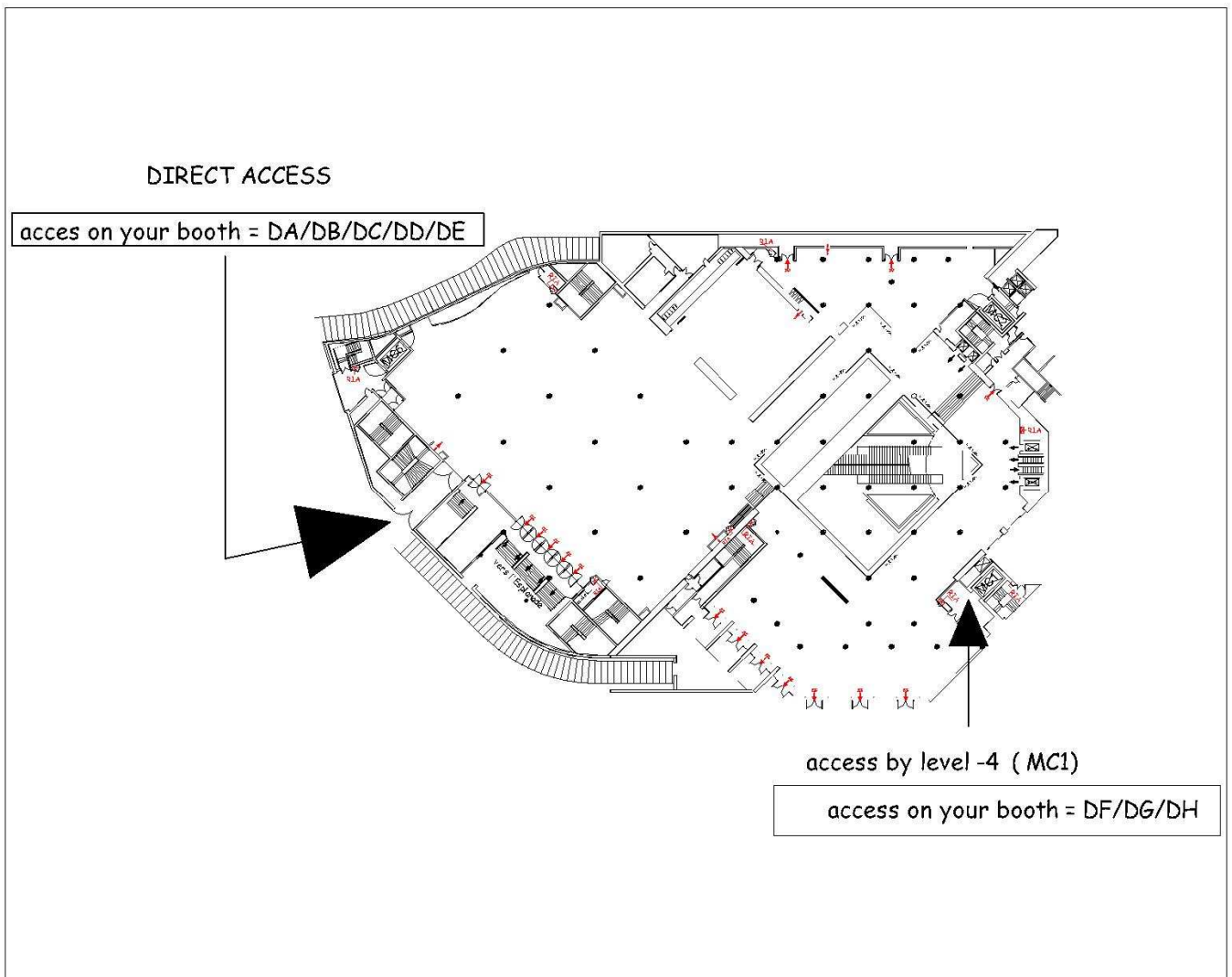
Reminder:

Hanging is forbidden

QUAI A (INDOOR QUAI) ACCESS TO HALL DIAGHILEV WHERE BOOTH NUMBERS BEGIN BY LETTER D

- ❖ NOTE ! DIRECT ACCESS FOR BOOTHS DA/DB/DC/DD/DE
- ❖ NOTE ! GOODS LIFT (MONTE CHARGE 1) FOR BOOTHS DF/DG/DH (QUAI A / LEVEL -4)

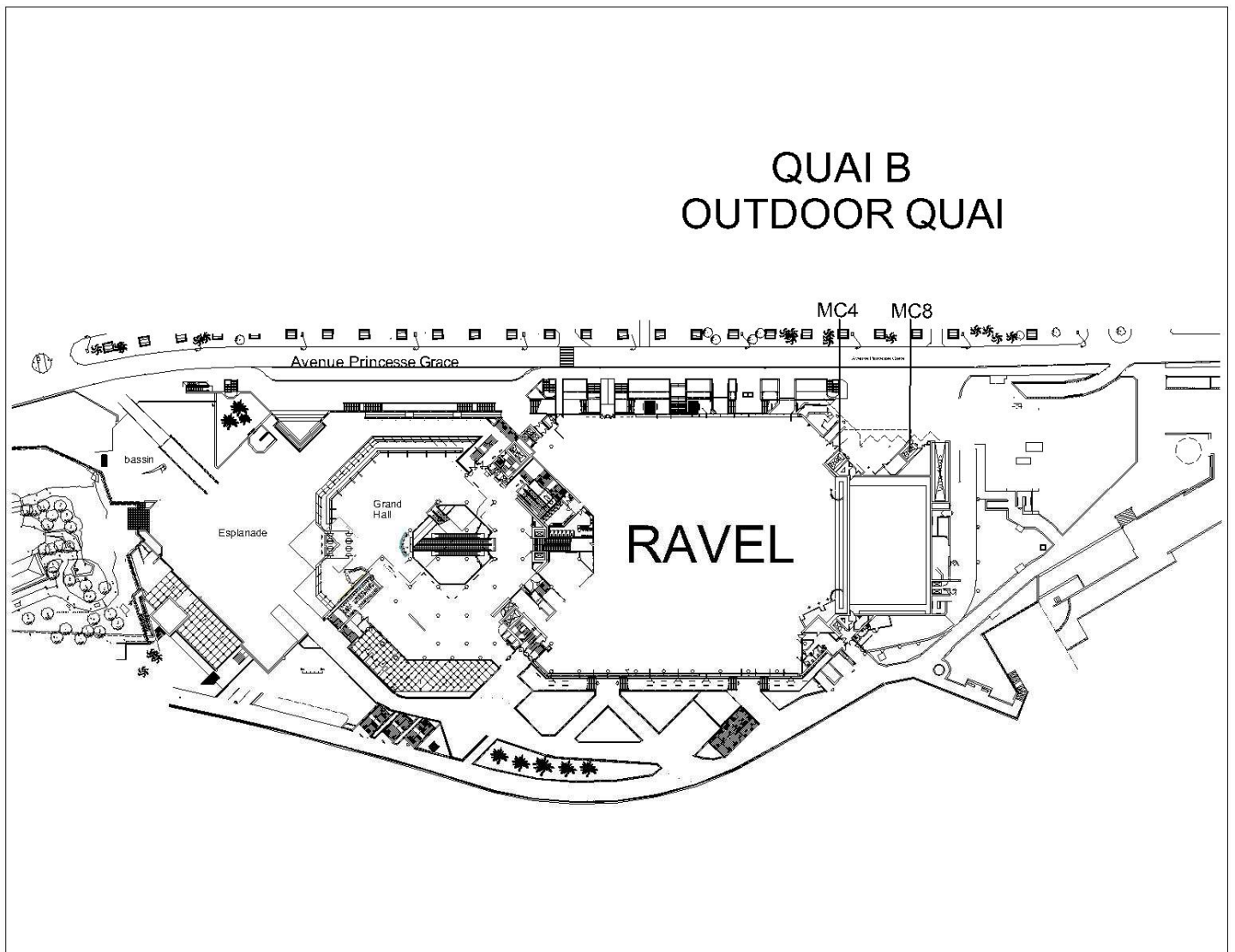
	MONTE CHARGE 1 MC1	DIRECT ACCESS
ACCESS ON YOUR BOOTH	DF/DG/DH	DA/DB/DC/DD/DE
MAXIMUM WEIGHT	4.5 TONNES	
CAGE SIZE	WIDTH= 2m DEPTH= 4.10m HEIGHT= 2.20m	
ACCESS DIMENSIONS	WIDTH= 1.60 HEIGHT= 2.10	



QUAI B (OUTDOOR QUAI) ACCESS TO HALL RAVEL

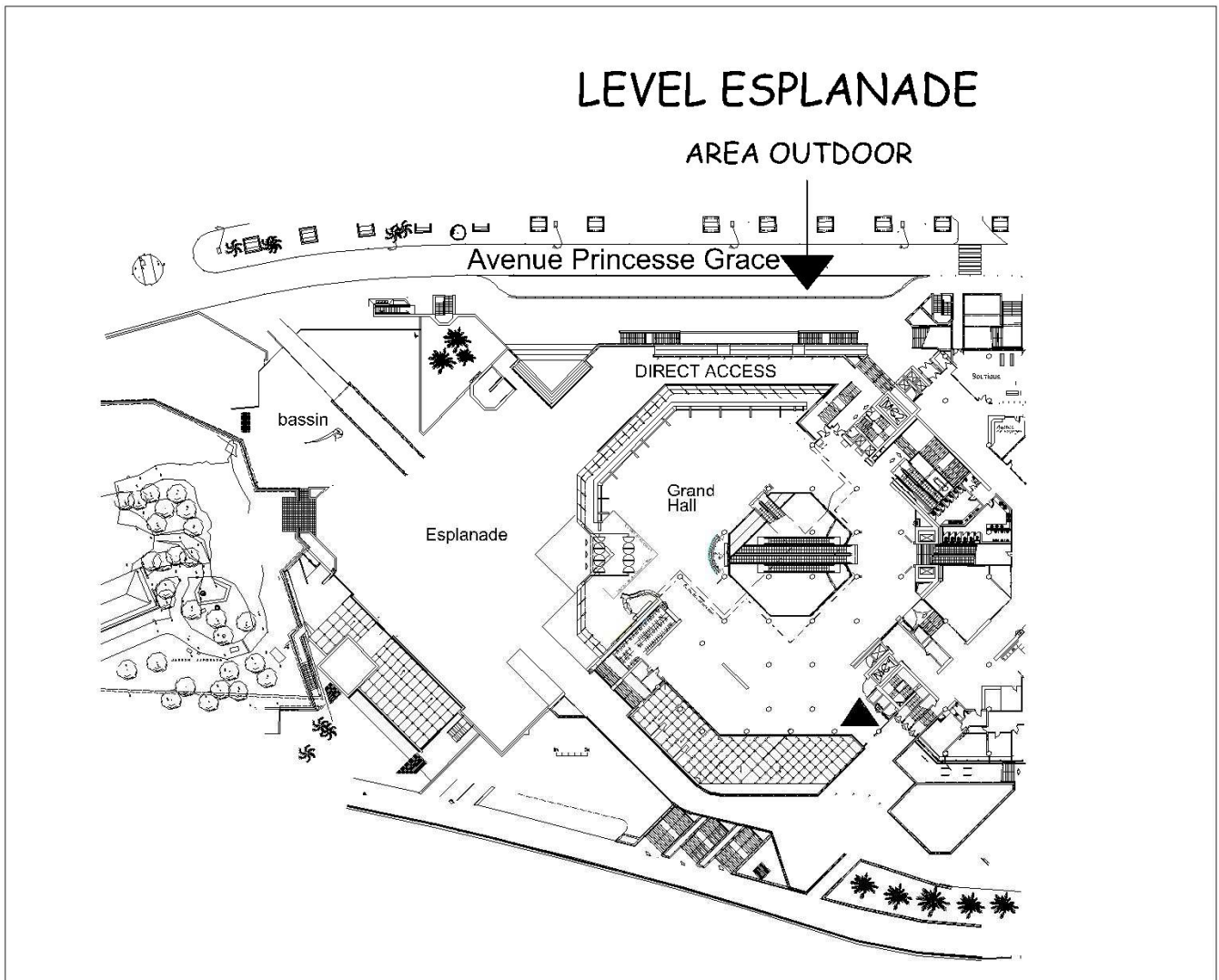
WHERE BOOTH NUMBERS BEGIN BY LETTER R

	MONTE CHARGE 4 MC4	MONTE CHARGE 8 MC8
MAXIMUM WEIGHT	4 TONNES	4 TONNES
CAGE SIZE	WIDTH= 2.00 m DEPTH= 3.9 m HEIGHT= 2.20 m	WIDTH= 2.00 m DEPTH= 3.80 m HEIGHT= 3.60 m
ACCESS DIMENSIONS	WIDTH= 2.00 m HEIGHT= 2.10 m	WIDTH= 2.00 m HEIGHT= 3.50 m



**OUTDOOR QUAI
ACCESS TO HALL ESPLANADE
WHERE BOOTH NUMBERS BEGIN BY LETTER E**

❖ NOTE ! DIRECT ACCESS FOR BOOTHS



QUAI A

(INDOOR QUAI BY LEVEL -4)

ACCESS TO LEVEL 0 & LEVEL -2

HALL VERRIERE : WHERE BOOTH NUMBERS BEGIN BY LETTER V

HALL ATRIUM : WHERE BOOTH NUMBERS BEGIN BY LETTER A

HALL GENOIS : WHERE BOOTH NUMBERS BEGIN BY LETTER G

HALL INDIGO : WHERE BOOTH NUMBERS BEGIN BY LETTER I

	MONTE CHARGE 1 MC1	MONTE CHARGE 2 MC2
MAXIMUM WEIGHT	4.20 TONNES	4.5 TONNES
CAGE SIZE	WIDTH= 2 m DEPTH= 4.10 HEIGHT= 2.20 m	WIDTH= 2 m DEPTH= 4.3 m HEIGHT= 2.20 m
ACCESS DIMENSIONS	WIDTH= 1.60 m HEIGHT= 2.10 m	WIDTH= 1.60 m HEIGHT= 2.10 m

LEVEL -4

