



## Onsite Quick Reference Guide

### TRANSPORTATION & VENUE ACCESS

#### VENUE LOCATION

*Parc d'Expositions Paris-le Bourget*  
Aéroport Paris-le Bourget  
93350 Le Bourget - France

#### BUILD UP HOURS

Build-Up begins on Monday, May 20th (Chalets) and Monday, June 3rd (Halls).  
Monday to Saturday: 7am to 7pm  
Sunday and Public Days: 7am to 5pm  
Build-Up installation work must be completed no later 7pm on Saturday, June 15th.  
Turnkey exhibitors are encouraged to arrive on Saturday afternoon, June 15th and/or Sunday any time, June 16th.

**NOTICE:** Forklifts are not allowed in the venue on Sunday, June 16th. Please make sure all empty crates are removed from the booth no later than Saturday, June 15th.

#### SHOW HOURS

##### Trade Days:

Monday, June 17th – Thursday, June 20th  
6:30am – 7:00pm Exhibitor Access  
8:30am – 6:00pm Visitor Access

##### Public Days:

Friday, June 21st – Sunday, June 23rd  
6:30am – 7:00pm Exhibitor Access  
8:30am – 6:00pm General Public Access

#### BUILD-UP & DISMANTLE

##### What are the Build-Up & Dismantle Hours?

Build-Up begins on Monday, May 20<sup>th</sup> (Chalets) and Monday, June 3<sup>rd</sup> (Halls).  
Monday to Saturday: 7am to 7pm  
Sunday and Public Days: 7am to 5pm  
Build-Up installation work must be completed no later 7pm on Saturday, June 15<sup>th</sup>.

Dismantle begins on Monday, June 24<sup>th</sup> and must be completed between Friday, June 28<sup>th</sup> and Friday, July 12<sup>th</sup>.

Monday to Saturday: 7am to 7pm  
Sunday and Public Days: 7am to 5pm

##### What badges can I use during Build-Up and Dismantle?

Build-Up badges are no longer valid on June 16<sup>th</sup>. Only Services Badges and Exhibitor Badges will provide access to the Show on June 16<sup>th</sup>. To access the site, specific build-up and dismantling badges are required. Exhibitor Badges are valid during this period but 1-day unnamed Exhibitor Badges are not. If you hire an outside contractor or vendor, it is your responsibility to declare them on the online Exhibitor Area. This will give the contractor and/or vendor, access to the pedestrian and service badges.

##### Can we park at the site during build-up?

For security reasons, only the Organizer's vehicles and Exhibitor's trucks from the Handling Service will be admitted to the site. All other vehicles, and in particular private vehicles, are prohibited on the site.

**Is there a safety dress code during build-up?**

- Safety boots and high-visibility vest (**yellow or orange, with company name**) must be worn to access the site during the build-up/dismantling period.

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## **USA PARTNERSHIP PAVILION PROGRAM & SERVICES**

### **USA PARTNERSHIP PAVILION MEETING POINT & EXHIBITORS' LOUNGE**

The Meeting Point, located in **Hall 3 Stand D133**, will be open during show hours and is reserved exclusively for exhibitors and their guests. It is not open to the public and all exhibitors are required to wear a USA Partnership Pavilion lanyard to enter.

Here, we will offer:

**What services are offered in the USA Partnership Pavilion?**

- WiFi will be available in the USA Partnership Pavilion Meeting Point.
- Complimentary snacks
- Coffee, hot tea, and a selection of cold beverages
- Email station
- Copier & printer
- Phone charging station
- Welcome desk with interactive pavilion directory
- Conference Rooms available for booking

**What other points of interest are onsite?**

- Concierge/Business Center is located outside Hall 2B.
- Press Center is located outside Hall 2A next to B2B Meeting Center.
- Press Conference Rooms are located in Hall 2C.
- Luggage storage is available at gate L and O from 7 am to 7 pm (€3 per luggage).
- ATM is located at Central Aisle on the Hall 2B façade.
- FedEx office is located at Gate L4

[Click here to view site Map and Services onsite](#)

**Is WiFi available?**

- Free WiFi will be available through the show.
- WiFi will also be available in the USA Partnership Pavilion Meeting Point.
- You can purchase your own internet services through the online portal.

### **CONFERENCE ROOMS**

The USA Partnership Pavilion Conference Rooms are available for onsite booking only at **Stand # 3-D133**. We have four conference rooms available in hall 3. Conference rooms can be booked for a maximum of 1 hour per day, per main exhibiting company. Please reserve for confirmed meetings only.

### **WIFI**

VIPARIS offers free wifi throughout the venue. You can also purchase additional wifi through [Exhibitor Online Manual](#) or rent a personal mifi through our preferred vendor, [CellHire](#).

## SOCIAL MEDIA

Kallman Worldwide is committed to your success online, as well as on site, with social media support that extends your event outreach and impact.

Follow us and join the #USPavilion conversation!



## SAFETY & SECURITY AT THE SHOW

### GENERAL EXHIBITION SECURITY

Paris Airshow security will operate within the Exhibition Halls and conference areas throughout the tenancy. While every reasonable precaution is taken during the event to ensure the premises are adequately patrolled, the organizers expressly disclaim responsibility for any loss or damage to property of any exhibitor from any cause. In the event of loss or damage, exhibitors should report immediately to the Organizer Office with details of the loss or damage sustained timings and description of articles etc.

### WHAT TO DO IN CASE OF EMERGENCY

#### Which security measures are in place?

Security, i.e. the protection of property and people from deliberate attempts to harm them (theft, vandalism, attack, etc.), at the Show is managed by the Organizer's security service, assisted by the French National Police.

#### What do I do in an emergency?

During build-up and dismantling, a first aid post will be open from May 20<sup>th</sup> to June 28<sup>th</sup> (between Halls 2 and 3) from 7am to 7pm during the week, and from 7am to 5pm on Sundays and public holidays (except June 18 from 7am to 7pm).

During the Show, various first aid posts will be open on the site.

You can contact the first aid posts by calling: **+ 33 (0)1 41 69 22 15**.

A fire team will be in place from the start of build-up, and then throughout the Show and the dismantling.

The number to call is: **+ 33 (0)1 41 69 22 18**.

#### PCCG (CENTRAL COMMAND AND SECURITY POST)

Safety, security and specific requests relating to site security can be directed in person to Building O from May 20<sup>th</sup> to June 28<sup>th</sup>.

(by email from January) [pccg@siae.fr](mailto:pccg@siae.fr) or **+33(0)1 41 69 22 16**

#### INFORMATION TO COMMUNICATE:

Alert phone number: +33(0)1 41 69 22 18

Nature of the damage: Fire/accident

A number where you can be reached: .....

How many injured people : .....

N° of Hall/Stand or Chalet : .....

Or position on: Static display/Parking