

SERVICES

TO SUPPORT AND ADVISE YOU





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Illustration photos: Hervé Fabre, Jérôme Kélagopian, Michel Perreard

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A responsible site Thinking about the impact of your event 6 Contributing locally

TO SUPPORT AND ADVISE YOU

SERVICES

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A PERSONALISED WELCOME, PERFECT LOGISTICS

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WELCOMING

THE WORLD SUSTAINABLY

A PURPOSE-DRIVEN COMPANY

In 2022, we changed our articles of association to become a purpose-driven company. This approach involves giving our company an ethical and responsible dimension. It means the company is committed to creating value for all its stakeholders while taking account of social and environmental issues.

PARTICIPATIVE AND TRANSPARENT GOVERNANCE

The Mission Committee includes external figures recognised for their expertise, as well as our internal stakeholders.

It makes it possible to monitor the actions undertaken by the company.

A RAISON D'ÊTRE Welcoming the world sustainably!

3 PILLARS



CONNECT

at the heart of our global village, people from all over the world, because creating links is at the heart of our mission



TAKING CARE

Of those around us and our surroundings



REVEAL

talents from all over the world, because we breathe the "air of the times" and the currents that flow through it

A CSR APPROACH



ISO 9001 (Quality) certified

ISO 18788 (Safety and security)

ISO 20121 (Responsible Events)





A RESPONSIBI

SITE

IN THE HEART OF A UNIQUE NATURAL SETTING, THE COAST. THE ISLANDS AND THE HILLS

Interior and exterior spaces redesigned in an eco-responsible way, demonstrating a social and ethical commitment to limiting the impact on our environment©.

OUR COMMITMENT TO RESPONSIBILITY IS BROKEN DOWN INTO 3 ISSUES IN LINE WITH OUR MISSIONS. **PRINCIPLES AND VALUES:**



REDUCING OUR ENVIRONMENTAL IMPACT

By managing our waste sustainably, reducing our energy consumption and working with responsible partners.



ENSURING A GOOD WELCOME AND WORKING CONDITIONS

By ensuring people's health and safety, supporting everyone's professionalism and raising awareness among our partners.



ENSURING THE SUSTAINABILITY OF THE COMPANY

By modernising our infrastructure, launching and maintaining new trade shows and supporting local associations and other players.

100% GREEN ELECTRICITY

The electricity we use comes exclusively from renewable sources. Indeed, every kilowatthour we consume is accompanied by a guarantee of origin, certifying that this energy has been produced from renewable sources.





THINKING ABOUT

CONTRIBUTE

LOCALLY

OF YOUR

ENERGY SOBRIETY

Prior to your event, a meeting will be organised with our teams in order to best meet the requirements of your event.

WATER FOUNTAIN

We have deployed a fleet of 18 water fountains throughout our facilities. Remember to list them on your plans.

WASTE

All events generate waste. The issue of waste must be addressed prior to the event. Identify the types of waste that will be generated during the event, and during set-up and dismantling. Make your participants aware of the management system that will be put in place.

CARPET

We fit the aisles of your event with a carpet made entirely of polypropylene. Unlike other types of carpet, this one is fully recoverable. It will be transformed and reused in the manufacture of other polypropylene goods. Encourage your exhibitors to use the same type of carpet.

TRAVEL

Identify the origin and means of transport of your customers and your teams. Our teams are available to discuss these issues with you.

BY SUPPORTING, AS WE DO, THE FONDATION CANNES

THE FONDATION CANNES SUPPORTS THE PRIME PROJECT, AMONG OTHERS: FACED WITH A CLIMATE EMERGENCY, THE SUSTAINABILITY OF THE MEDITERRANEAN COASTLINE IS UNDER THREAT, AS IS THE LOCAL ENVIRONMENT OF CANNES.

The PRIME (Posidonia Restoration Initiative for a resilient Mediterranean Ecosystem) project aims to combat these problems by protecting and restoring Posidonia meadows. An endemic Mediterranean species, posidonia offers a host of benefits and represents a carbon sink far superior to that of the Amazon rainforest. Ultimately, the initiative will enable carbon emissions to be offset locally (via a low-carbon label), making it one of the first 'blue carbon' projects in the Mediterranean.

This project, run operationally by NaturDive (local association) and Blue Leaf Conservation (local start up), is accompanied by the Fondation Cannes. This local sponsorship tool, created in 2015 at the behest of Cannes Town Council and private sponsors, is designed to mobilise private funds, from individuals as well as companies, to support general interest projects led by local associations in the enhancement of local natural heritage and the fight against global warming.

HOW CAN YOU CONTRIBUTE?

- · In your own name
- Through exhibitor accreditation Through visitor passes

WHY CONTRIBUTE?

- Reducing environmental impact
- Preserving the exceptional setting for events in Cannes
- · A legacy for future generations
- Promoting local stakeholders
- · Mobilisation and awareness-raising
- Image enhanced by a commitment that reflects your values







The Palais des Festivals et des Congrès can help you with all your event organisation needs thanks to its excellent teams:

SALES TEAM

The sales department can answer all your requests for organising an event at the Palais des Festivals et des Congrès.

The Cannes Convention Bureau is also managed by this sales department. It is your key contact with all the destination's service providers, including hotels, DMCs, reception venues, etc.

ORGANISER'S

Our stage managers will work with you and advise you on the planning and running of your event.

They are well versed in the products and services of the Palais des Festivals et des Congrès.

Stage managers also facilitate relations with external partners.

EXHIBITOR

The exhibitors' agency markets and processes services requested directly by exhibitors.

It provides advice, draws up estimates for services, issues orders and invoices for services.

Finally, it ensures that the service is carried out perfectly.

PRODUCTION

Aware of the demands and challenges of your events, the Palais des Festivals et des Congrès production department is flexible and responsive.

Its priority is also to comply with safety regulations and meet the deadlines required to make your event a success.

Our teams have a perfect knowledge of the spaces and services of the Palais des Festivals et des Congrès and of event organisation.





THE SERVICES

To make your event a success, the Palais des Festivals et des Congrès de Cannes offers a wide range of services provided by the Palais' teams and professional event organisers.

SERVICES INCLUDED IN YOUR RENTAL AGREEMENT

These are the services automatically provided within the framework of your rental agreement.

20

MANDATORY SERVICES PROVIDED BY THE PALAIS DES FESTIVALS ET DES CONGRÈS

These services are necessary for your event to run smoothly. They are compulsory and provided by the Palais des Festivals et des Congrès.

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EXCLUSIVE OPTIONAL SERVICES

For an event tailored to your needs, the Palais des Festivals et des Congrès offers a wide range of services.

ADDITIONAL NON-EXCLUSIVE SERVICES

The Palais des Festivals et des Congrès offers a wide range of services provided by our various departments and/or partner service providers.

1.

MANAGER

SERVICES INCLUDED IN YOUR RENTAL AGREEMENT

ORGANISERS' STAGE

LOGISTICS

Its knowledge of the Palais
des Festivals and the events
it hosts, mean it can provide
you with all the advice and
des Festivals
Fencing to se
SAFETY & SE

EXHIBITOR'S STAGE MANAGER

expertise you need.

A team of experts dedicated to exhibitor management, telephone assistance and permanent on-site reception. Opening of a technical bank depending on the requirements of the event

PRODUCTION MANAGER

Its knowledge of the Palais des Festivals and the events it hosts, mean it can provide you with all the advice and expertise you need.

SECURITY & SAFETY

Secure site 24/7
Fire control centre

VENTILATION, HEATING AND COOLING

Heating and cooling (times and intensity)

LIGHTING

General lighting (times and intensity)
Lighting and safety
(timetables)

TECHNICAL STAFF

Technical support for buildings: lighting / escalators / lifts / goods lifts Electrical technical hotline Technical permanence of thermal comfort Plumber on call

LOGISTICS

Access to unloading areas

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COMPULSORY SERVICES

Controlling access to the Palais des Festivals

Fencing to secure premises

SAFETY & SECURITY

SSIAP Safety officer

CLEANING

Daily cleaning of public areas General cleaning at the end of the show Health services Cleaning service

Cleaning service
On-site cleaning of stands and operating areas (at exhibitors' request)

EQUIPMENT & TECHNICAL STAFF:

Logistical support
Sound and light services
(auditoriums etc.)
Operation of fixed equipment

MUST BE CARRIED OUT BY OUR SERVICE PROVIDERS

SAFETY OFFICER

Obligation for events with exhibitions and construction

INTERNET, WI-FI

Wired internet connection Personalised WiFi

F&B

by staff

Catering, coffee breaks, cocktails, etc...

3.

EXCLUSIVE OPTIONAL SERVICES

PRODUCED BY THE PALAIS DES

FESTIVALS ET DES CONGRÈS :

UTILITIES

Electrical connection Water connection

SLINGS AND CONNECTION POINTS

TEMPORARY STRUCTURES

Construction and installation of marquees, tents and temporary structures, including luggage storage.

MANUFACTURE, INSTALLATION AND REMOVAL OF SIGNAGE

Signage on existing infrastructures and supports Connection point

CCTV

PRODUCTION MANAGER

BAR MANAGEMENT

<u>况</u>。

ADDITIONAL NON-EXCLUSIVE SERVICES

LOGISTICS

Fixed price for unloading and dismantling
Empty package storage
Destruction of pallets
Delivery and collection of goods to and from the stand
Hire of unloading equipment
Ordering a handling agent

LIGHTING

CARPET

GENERAL INSTALLATION

FLORAL DECORATION

FURNITURE

PROJECTION AND SOUND EQUIPMENT

INTERPRETING

MEDICAL CENTRE

RECEPTIONISTS (HOSTS, HOSTESSES)





1. SERVICES INCLUDED



IN THE RENTAL

ORGANISERS, STAGE MANAGERS, EXHIBITORS AND PRODUCTION

A stage manager is dedicated to your event, as is a production manager and possibly an exhibitor stage manager.

They'll be with you every step of the way, preparing and staging your event. They are available to answer all your questions, advise you and guide you through every stage of your project.

SECURITY & SAFETY

The Palais des Festivals et des Congrès de Cannes takes every measure to ensure the safety of your event.

In addition to its intervention and doubt removal duties, the Safety Department of the Palais des Festivals et des Congrès is responsible for the general organisation of safety in the establishment.

A 24-hour fire safety service is provided by the Central Safety Station (PCS) located at the Artists' Entrance on level 0.

A 24-hour surveillance service is provided by the emergency response centre.

During the day, the surveillance service is made up of a station manager and three permanent staff (rounds).

The night shift is staffed by a shift manager and two permanent staff (rounds).

The Palais des Festivals et des Congrès is under 24-hour CCTV.

LIGHTING

In the interests of preserving our environment and reducing energy consumption, you will need to liaise with the organising manager to plan the lighting schedules for the different areas of the building.

VENTILATION, HEATING AND COOLING

This service includes the operation of the ventilation, heating and cooling systems while the building is open to the public.

- A heat comfort meeting is organised prior to your event to establish together the criteria for start-up and regulation with a view to visitor comfort and optimising energy consumption within the framework of our CSR commitments.
- Thee Operations Department manages the maintenance of all facilities and ensures that a technical team is on hand to run your event until closing. The technicians at the Palais des Festivals et des Congrès check all the parameters of the heating and cooling systems.
- The time slots are defined at the thermal comfort meeting.
- You can ask the technical staff, via the stage manager in charge of your event, to stop or restart the ventilation, heating or cooling systems. Just tell us who is authorised to request temperature changes.

LOGISTICS

The Palais des Festivals et des Congrès has two unloading areas:

- An unloading area on level -2 with 9 bays.
- An unloading area on the forecourt near the Artists' entrance

You can find the unloading zones on the map on page 16.





TECHNICAL STAFF

ELECTRICITY

To guarantee the safety of those present at the Palais des Festivals et des Congrès, and in accordance with the decree of 18 November 1987 relating to establishments open to the public, an electrical technical service is provided as soon as the electrical boxes are switched on.

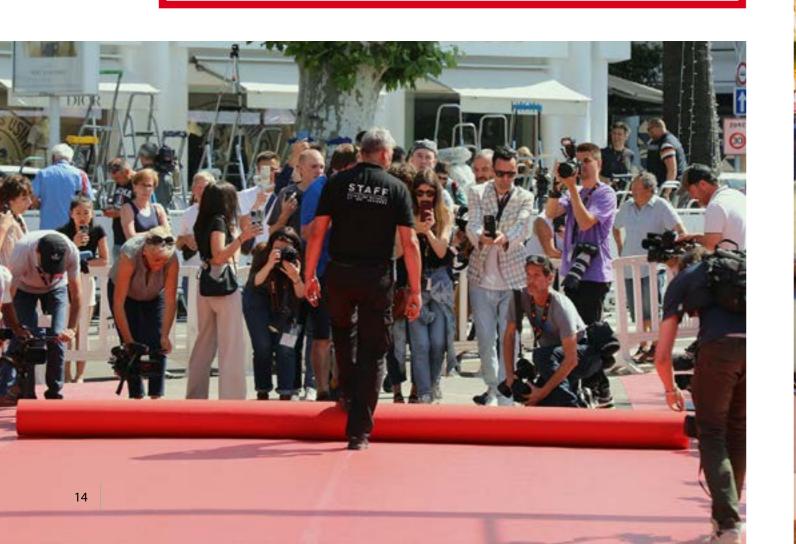
Its task is the following:

- Immediately respond to any technical incidents that could disrupt the smooth running of the event or cause inconvenience to participants.
- Operate the various electricity networks
- Carry out basic repairs on stand connections (excluding obvious faults or damage to equipment)
- Provide the organiser with general technical assistance.

PLUMBING

A team of plumbers is on hand at the Palais des Festivals et des Congrès de Cannes to deal with any technical incidents affecting the building's facilities as quickly as possible.

• During assembly and while open to the public: two plumbers are available for the entire Palais des Festivals et des Congrès.





OMPULSORY 45



SERVICES

LOGISTICS

to guarantee the safety of goods and people in the traffic areas around the Palais des Festivals et des Congrès and given its location in the centre of Cannes, it is compulsory for reasons of safety and efficiency:

- to fence off with a barrier the area occupied by the event and thus secure participants and access to the site by the general public.
- To identify and demarcate unloading areas.

For safer and smoother operations, it is compulsory to register all vehicles wishing to access the unloading areas and, as applicable, retention car parks, during assembly and dismantling, and for any deliveries during the period when the site is open to the public. Once you have registered, you will be issued with a badge authorising your vehicle to enter the site.

Your stage manager will be happy to help you complete this registration and security process.

EQUIPMENT & TECHNICAL STAFF

Depending on the nature of your event and the spaces rented, it may be necessary to provide:

- A logistics service
- · A sound, lighting and machinery service to operate the equipment of the Palais des Festivals et des Congrès

Please consult your stage manager for more information.

SECURITY & SAFETY

The Palais des Festivals et des Congrès de Cannes is monitored exclusively by its teams. The Palais des Festivals et des Congrès reserves the right to adapt security arrangements to suit the characteristics of your event.

This service covers:

- protection of people and property
- the reception of visitors
- surveillance and access control
- Guarding stands (additional service)

Don't hesitate to contact your stage manager for more information.

- The response team (security): Only our response team is permitted to carry out operations thanks to its perfect knowledge of the site.
- Service in the areas: in addition to the emergency response team put in place by the Palais des Festivals, the organiser will provide a fire safety service staffed by one SSIAP 2 and one SSIAP 1 per alarm zone

The security of spaces and property can be guaranteed 24 hours a day.

The responsible person must provide the keys to any enclosed areas on the stand so that our staff and our cleaning service can access them.

Fire extinguishers are available in all areas of the Palais des Festivals et des Congrès.

BATHROOMS

Toilets are available during assembly and dismantling times.

Compulsory sanitation services include:

- Provision of toilets, maintenance staff, consumables (subject to quote).
- Keeping clean

Extended opening hours

Outside the periods indicated in the specifications, you can extend the opening hours of the toilets. Please inform the manager, who will adjust the service according to your request.









SERVICES EXCLUSIVE

ELECTRICITY & UTILITIES

Only the technical teams of the Palais des Festivals et des Congrès de Cannes are authorised to intervene and operate the electricity network.

Rented spaces are not necessarily equipped with an electrical socket. You can order electrical boxes:

This service includes:

- Installation of a box with a 30mA differential circuit-breaker according to the capacity agreed
- Installation and removal of this box by qualified personnel of the Palais des Festivals et des Congrès
- Electricity consumption is included in the rental of electrical boxes.

Our electrical boxes have the following power ratings

3.5 kw / 230V

7 kw / 400V

10 kw / 400V

20 kw / 400V

WATER CONNECTIONS

If necessary, we can also make water supply and drainage connections. We have extensive expertise in this field and can guarantee a safe and efficient installation.

- > Some sites may not be connected to the electricity network
- > A raised access floor must be provided to conceal the pipes.
- > The raised access floor must be fitted with an inspection hatch for access in the event of technical problems.

Please consult us at the start of your project so that we can discuss feasibility.

SLINGS & HANGING POINTS

Certain exhibition areas allow us to set up hanging points beforehand. Based on your request, our teams will check the feasibility of your project. To do this, please provide us with the following MANDATORY information:

- · a map showing the location of the stand
- a plan of your stand, showing the location of the hanging points and their distances from the edges of the stand

We will then confirm the feasibility of your project and send you a quote.

TEMPORARY STRUCTURES

The installation and construction of marquees and temporary structures is an exclusive service provided by the Palais des Festivals et des Congrès.

Depending on the location, we can quote for crane hire.

For security reasons, no luggage is allowed inside the Palais des Festivals et des Congrès. That's why it's essential to set up a luggage room outside the building. A quote will be drawn up for this service, considering the surface area and the length of time it will be out of service.

MANUFACTURE, INSTALLATION AND REMOVAL **OF SIGNAGE**

The Palais des Festivals et des Congrès offers a large number of display spaces, both inside and outside the building.

Please contact your manager to find out about the spaces and prices available.





CCTV

The Palais des Festivals et des Congrès de Cannes secures your spaces with its CCTV system.

We provide our security expertise to ensure optimum protection for your products and equipment throughout the event.

PRODUCTION MANAGER

If you are using the auditorium Louis Lumière (2,300 pax) and/or the Théâtre Debussy (1,068 pax), only the technicians of the Palais des Festivals et des Congrès are authorised to work on the stage equipment.

As a reminder, technical equipment is already included in room hire (e.g. curtains and velvet, traditional lighting, sound diffusion, wired intercom). But they must be operated by the technical staff of the Palais des Festivals et des Congrès.

These compulsory services are billed on a 4-hour basis.

NEED TO KNOW

Under French law, a technician can work up to 12 hours a day, that is 3 shifts of 4 hours each. It is customary to break the day down as follows: 9am-1pm 2pm-7pm 8pm-11pm, so that there is a compulsory minimum break of 10 hours.

However, if your event requires a longer working day, a double shift system can be planned to cover it.

The Production Management will be delighted to help you with your project. However, you are welcome to bring your own teams and technical providers (with the exception of riggers). In this case, only a technical "baby sitting" service will be set up and invoiced.



EXCLUSIVELY BY PARTNERS

SAFETY OFFICER

Their role is to ensure that your event complies with safety regulations. They will help you prepare for the event (layout plan) and will be on site to check that the temporary facilities for your event comply with the specifications.

The safety officer must be appointed by you.

(This is compulsory for all events involving exhibitions and constructions).



INTERNET AND SPECIALISED

Viapass is the exclusive company for the installation and management of Internet connections.

It will provide you with facilities and equipment tailored to your needs.

For all enquiries, please contact:



CATERING - F&B

Christophe BLACHON

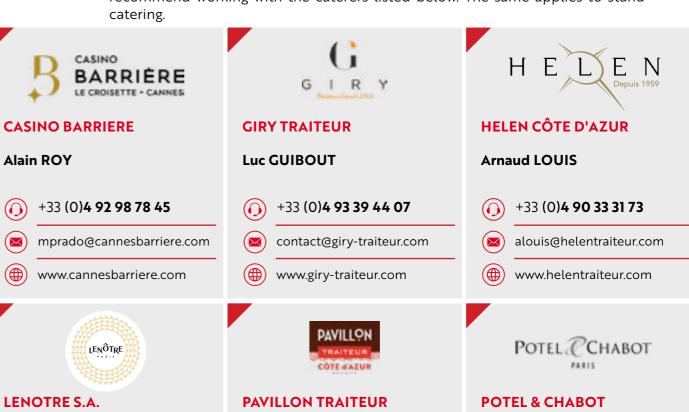
www.lenotre.fr

+33 (0)6 09 39 15 03

christophe.blachon@lenotre.fr

CATERERS

To organise your coffee breaks, lunches, dinners and cocktail parties, we recommend working with the caterers listed below. The same applies to stand



Fabrice LAVERGNE

+33 (0)4 92 28 35 28

commercial@pavillontraiteur.

com

manon.viale@poteletchabot.fr

+33 (0)4 92 28 35 24

www.poteletchabot.fr

Manon VIALE

List updated in April 2024





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4. ADDITIONAL SERVICES

NON-EXCLUSIVE



LOGISTICS

WE OFFER SEVERAL SERVICES

PACKAGE

TRUCK UNLOADING DURING ASSEMBLY

1 HOUR FENWICK + DRIVER

for unloading the truck

2 AGENTS FOR 2 HOURS

to transport pallets to the stand

PACKAGE

TRUCK LOADING DURING DISMANTLING

1 HOUR FENWICK + DRIVER

for truck reloading

2 AGENTS FOR 2 HOURS

to transport pallets from stand to truck

ATTENTION

1 hour of fenwick = one semi-trailer 1 logistics package = 1 semi-trailer

PACKAGE

LIFTING DEVICE PACKAGE 5 OR 10 HOURS

PLATFORM HIRE + 1 DRIVER

and mate

DESTRUCTION OF PALLETS

LIGHTING

Do you need additional lighting for your stands?

We can provide spotlight rails.

CARPET

The Palais des Festivals et des Congrès offers a wide range of high-quality colours for carpets.

Customers can personalise their event by choosing a colour to match their theme or brand. The quality of the carpet also guarantees walking comfort and durability, for a successful and memorable event. Whether for a professional event or for the general public, the variety of colours offered by our teams means you can customise your event to create a unique and memorable experience.

GENERAL INSTALLATION

We also boast the know-how and a complete range of stands for your exhibition.

Please convey your needs to your stage manager so that we can draw up a suitable offer.

FLORAL DECORATION

Our exhibition management will be able to offer you a wide range of products.

FURNITURE

We offer a wide range of furniture to meet your requirements.

Our furniture catalogue includes chairs, tables, sofas, armchairs, stools and much more.

We can supply top-quality products for all types of event, whether for a trade fair, an awards ceremony, a business meeting or a conference.

Please contact your stage manager to see what we have to offer.





A/V EQUIPMENT

The Palais des Festivals et des Congrès has a wide range of technical audiovisual equipment to meet your requirements.

We offer a range of equipment for hire, including projection equipment and screens, HF microphones, additional loudspeakers, slave projectors, risers, carpeting, dance floors and music stands.

To find out about equipment availability and additional services, please contact us

INCLUDED at the Auditorium Louis Lumière and the Théâtre Debussy

> Broadcast system, microphones

- and wired intercom
- > Stage leg
- > Traditional lighting set
- > Black wooden desks

Optional

- > Wireless microphones and HF intercom systems
- > Automatic projectors
- > Video projectors, screens, portable cycloramas
- > Carpeting on the floor
- > Plexiglas desks
- > Assembly/dismantling staff
- > Minimum babysitting staff

INTERPRETING

For your translations, some rooms in the Palais des Festivals et des Congrès are equipped with infrared transmitters and receivers.

Please contact your production manager to see what we have to offer.

A MEDICAL CENTRE

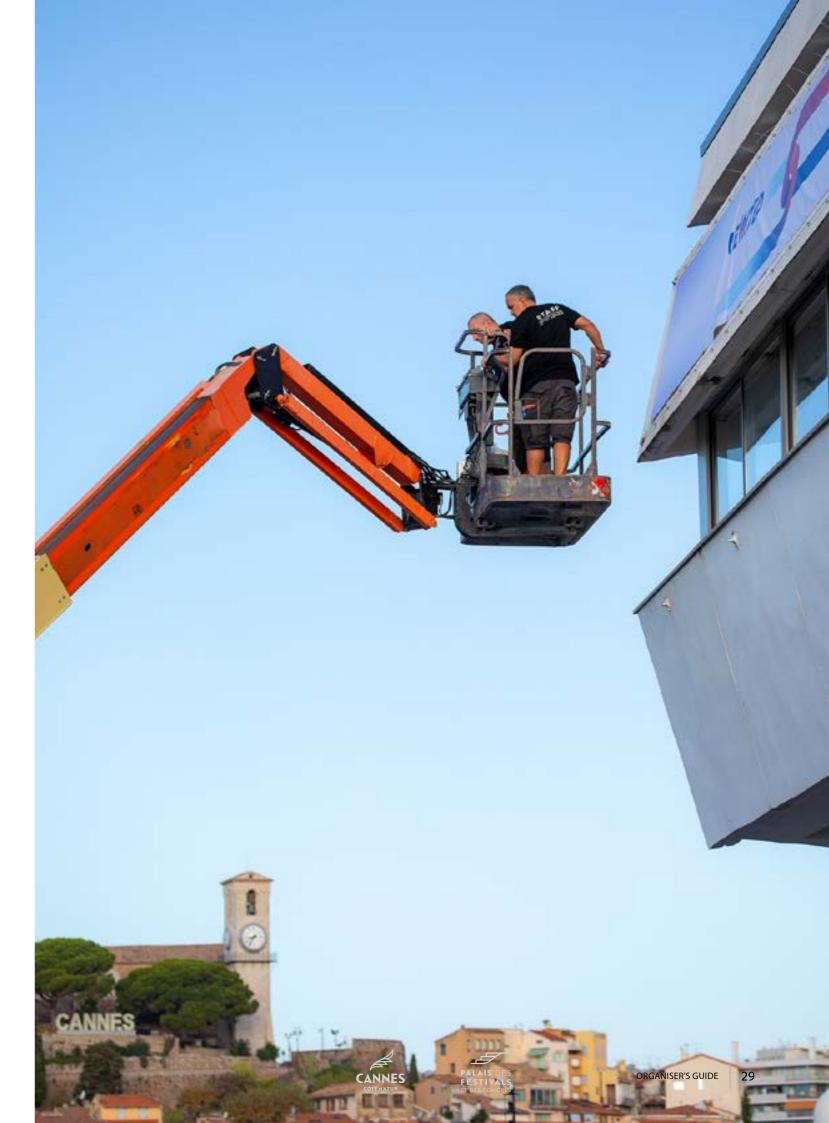
In addition to the Central Safety Station provided by the Palais des Festivals et des Congrès, it may be necessary to set up an additional first-aid post dedicated to your event.

This service is at your expense and is compulsory for groups of 2000 pax or more.

RECEPTION AGENT (HOSTS, HOSTESSES)

We offer this service to ensure that your visitors and exhibitors are greeted in the best possible conditions.

Please contact your stage manager to find out more about what we have to offer.





A BESPOKE RECEPTION WITH OPTIMUM LOGISTICS

GIVEN ITS LOCATION IN CANNES CITY CENTRE, THE PALAIS DES FESTIVALS ET DES CONGRÈS REQUIRES A STUDY OF LOGISTICS FLOWS. THE TEAMS AT THE PALAIS DES FESTIVALS ET DES CONGRÈS ARE ON HAND TO ADVISE YOU.

Once the agreement is signed, a stage manager will take charge of your file and will be your key contact throughout the preparation and running of your event. They will coordinate operations with the various logistical and technical stakeholders on site and advise you on the various possible solutions to meet your needs.

A few tips

Get to know the technical plans and rented spaces and draw up the specifications for your event Identify the services needed to ensure your

Reception and safety

(Caretaking, security officers, wardrobe and hostesses, etc.)

Cleaning

(providers, permanent staff, etc.)

Connections & utilities (electricity, water, internet, etc.)

Interior and exterior signage (tarp., billboards, etc.)

Catering (caterers)

Services for exhibitors

The Palais des Festivals et des Congrès dispose has an Exhibitor Management which offers products and services fully suited to your needs



ACCESS TO PARTICIPANTS,

EXHIBITORS & PROVIDERS

150 EVENTS AT THE PALAIS DES FESTIVALS ET DES CONGRÈS





VEHICULAR

By vehicle, access to the Palais des Festivals is via the Bistingo, Parvis or Macé barriers. The Bus Station provides access from level -2 of the Palais des Festivals et des Congrès to an unloading platform leading directly into the building.

A public car park managed by the City of Cannes, located on level 1 of the Palais des Festivals et des Congrès, offers 900 spaces for motor vehicles.



PEDESTRIAN

Access is via the following entrances:

Artists' entrance

Main entrance

Exhibition Hall

Entrance to Auditorium Louis Lumière

Entrance to Théâtre Debussy

Riviera entrance.

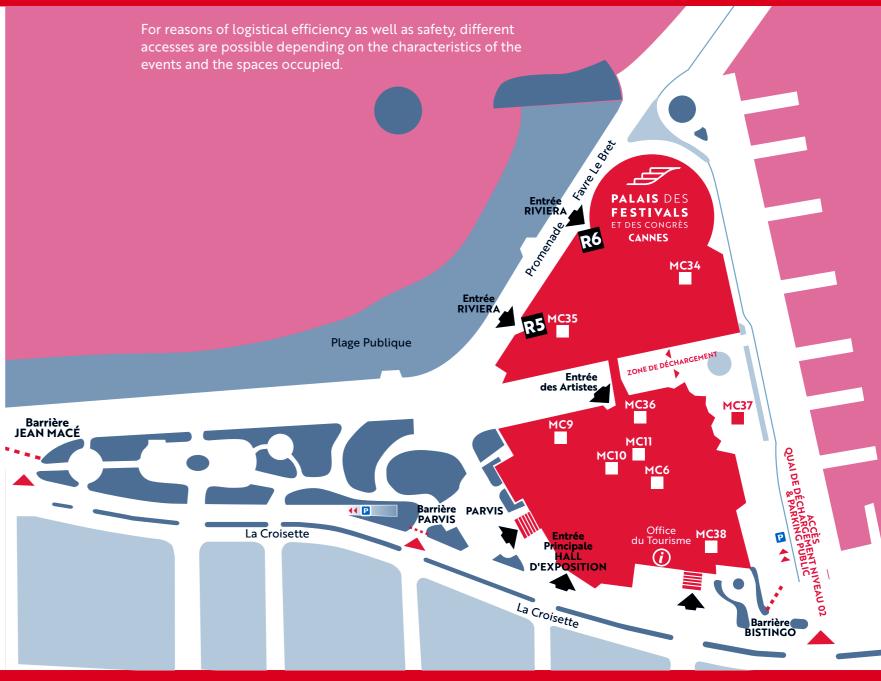
Other entrances are also possible, depending on the type of event and the spaces occupied.

We offer signage and the installation of safety barriers.



ACCESS FOR FITTERS/

Access to the building is via delivery bays located in the bus station. Numerous goods lifts (MC 6, MC 9, MC 10, MC 11, MC 35, MC 34, MC 36, MC 37, MC 38) provide direct access to the main exhibition, conference and catering areas.







NOTES

BENOÎT STABLE

Senior Project Manager

- +33 (0)4 92 99 31 97
- stable@palaisdesfestivals.com

KARINE CIMA

Event Manager

- +33 (0)4 92 99 31 96
- rondeau@palaisdesfestivals.com

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Event Manager

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- (Marian le la leon@palaisdesfestivals.com

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Event Manager

- +33 (0)4 92 99 31 99

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- janin@palaisdesfestivals.com

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Event Manager

- (1) +33 (0)4 **92 99 31 94**
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EXHIBITOR

PRODUCTION MANAGEMENT

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www.palaisdesfestivals.com

MAY 2024

