



# ANNEX

## Infos livraison

### Delivery info

#### Access

##### Unloading dock

Loading and unloading zone, **waiting time 20 minutes maximum.**

Drivers of vehicles parked at the loading dock must leave their mobile phone number visible on the windscreen.

⇒ To get to the Corum unloading dock from the city centre, follow signs to "Tunnel du Corum".

⇒ At the tunnel entrance, take the right-hand slip road to Corum car park and report to the iron curtain labelled "**Corum - Quai de déchargement exposant**".

From the **Unloading dock on level -1**, two lifts are available to reach all floors of the Corum.

**Maximum load capacity: 4 T**

**Volume:** 13 m<sup>3</sup>  
**Height:** 2.45 m  
**Width:** 1.70 m  
**Depth:** 3.25 m

Vehicles carrying heavy and bulky equipment must have a tailgate lift to be able to unload onto the dock.

**Height of dock: 1.20 m**  
**Maximum clearance height: 4.00 m**

**The Corum does not have any fork lift trucks.**

#### Delivery / Pick-up

Parcels must be delivered during stand set-up, received by the exhibitor or the organiser and picked up during dismantling. Any equipment which has not been collected at the end of the dismantling period will be sent to the rubbish tip.

**Corum – Palais des Congrès** cannot be held responsible for exhibitor parcel deliveries and returns and does not provide any form of shipping service.

#### Storage

For safety reasons, it is prohibited to store empty packaging in **Corum – Palais des Congrès**. You may use an external provider to store packaging during the event.

#### Parcel label

Please stick this label to all parcels that you send to **Corum – Palais des Congrès**.

<b>EVENT :</b> .....	
<b>Corum - Palais des Congrès</b> <b>Quai de déchargement Corum</b> Le tunnel du Corum Rue de Sully F - 34000 MONTPELLIER	
<b>Stand N°</b>	<input type="text"/>
<b>Stand Name</b>	<input type="text"/>
Stand contact :	
Stand contact tel :	
Parcel number : ..../.....	
Sender	
Company :	
Address :	
Contact :	
Telephone :	

**PLEASE USE THIS LABEL IN ADDITION TO YOUR SHIPPER'S DISPATCH**

**NOTE.**

Parcels received without this label will not be accepted by Montpellier Events.





## GENERAL TERMS & CONDITIONS OF HIRE AND SALE

### ARTICLE 1 – ORDER

#### 1.1. ACCEPTANCE OF GENERAL TERMS & CONDITIONS

Any CLIENT who places an ORDER with MONTPELLIER EVENTS is reputed to have automatically accepted these general terms and conditions of hire and sale in their entirety and without reserve.

#### 1.2. PLACING AN ORDER

The CLIENT must place any order with MONTPELLIER EVENTS at least 20 working days before the first day of stand assembly / installation / delivery / service provision by completing and signing an ORDER FORM. The same applies to any subsequent modification to the ORDER and for any additional orders.

The Client shall not be entitled to any reduction on the amount due on the ORDER resulting from a request to change equipment once delivery has been made in compliance with the latter.

Unless otherwise arranged with our exhibitor department, the ORDER must be accompanied by payment of the full amount including VAT, payable by cheque or bank transfer.

#### 1.3. CANCELLATION OF ORDER

Without prejudice to article 1.1 of these general terms and conditions of sale, any order cancellations must be notified by registered post at least 10 days before the date of delivery of the service and/or the equipment; as measured by the date of first attempted delivery.

### ARTICLE 2 – PRICES

#### 2.1. PRICES IN THE EXHIBITOR GUIDE

Notwithstanding other arrangements, the applicable prices excluding VAT of hire or sale are those indicated in the EXHIBITOR GUIDE.

#### 2.2. ABSENCE OF PRICES IN THE EXHIBITOR GUIDE

Prices for all other products and services in the EXHIBITOR GUIDE shall be fixed by MONTPELLIER EVENTS on a case-by-case basis and on quotation.

#### 2.3. SURCHARGES

Any ORDER placed after the deadline stated in article 1.2 shall be subject to a surcharge of 20% of the applicable ex-VAT price.

### ARTICLE 3 - OBLIGATIONS OF THE CLIENT

Any claim relating to the condition of the equipment hired will only be examined if it is notified in writing at time of delivery. The CLIENT is responsible for the hired equipment from its delivery to its return. They accept to become the legal guardian (in the sense of article 1384 of the French Civil Code) of the equipment hired. Consequently, the CLIENT is responsible for the damage caused by or to the equipment entrusted to them.

The CLIENT additionally undertakes to: use the equipment in accordance with its usual purpose and to refrain from doing anything or allowing anything to be done which might lead to its degradation or disappearance; provide it with the necessary regular maintenance; keep it in good working operation; where relevant, abide by the special recommendations, specific instructions for use and appropriate warnings issued by MONTPELLIER EVENTS. The CLIENT shall refrain from making any modifications to it, even the slightest, and/or to undertake any repairs to it. The equipment hired remains the property of MONTPELLIER EVENTS. It may not be transferred, moved or sequestered. MONTPELLIER EVENTS reserves the right to recover the equipment hired as soon as the event closes. The CLIENT must make the necessary arrangements accordingly and in particular remove any articles or documentation that may belong to them. MONTPELLIER EVENTS may under no circumstances be held liable for any possible disappearance or damage caused while the equipment is being recovered.

Any disorder, damage or missing items observed and recorded at the time of the return of equipment shall be invoiced to the CLIENT at the replacement value of the item and/or at the cost and expense of renovation or repair incurred by MONTPELLIER EVENTS; these payments will be payable by cheque on receipt of the invoice issued by MONTPELLIER EVENTS. If the damage caused to the equipment during its hire period requires it to be replaced, the CLIENT shall pay, in addition to the replacement value, the price of the provision of the new item of equipment for the duration remaining until the end of the event.

The CLIENT undertakes to guarantee the security of equipment hired at their own expense. To do so, they will take all the necessary measures and deploy all the resources and human means that they deem necessary. Exhibitors are advised to never leave their stand unattended during stand assembly and dismantling. Valuables should be kept under lock and key. MONTPELLIER EVENTS cannot be held liable for any theft, loss and damage which may occur, and advises all exhibitors to protect their equipment and insure it for its full value.

### ARTICLE 4 - INSURANCE – SECURITY DEPOSIT

#### 4.1. INSURANCE – THIRD PARTY RESPONSIBILITY

The CLIENT declares that they hold professional third-party liability insurance. MONTPELLIER EVENTS declares that it holds third party liability insurance as:

- a venue/space rental company;
- a supplier of services relating to this space rental;
- an operator of property as fixed, mobile, permanent or temporary installations for use in the exhibition.

#### 4.2. ADMINISTRATION FEES

Administration fees are compulsory and shall be paid at time of order. Failure to pay these administration fees will result in the order being disregarded.

### 4.3. DEPOSIT

Whatever the type of event and for certain services (phone, audio-visual equipment, computer equipment), a deposit cheque will be requested at the time of the ORDER for the hire of the equipment. The amount of this deposit is specified in the EXHIBITOR GUIDE and varies according to the type of service (VAT applies to the deposit). If a deposit cheque is not supplied, the ORDER will be disregarded and will be considered to have been cancelled. The deposit payment will be returned to the CLIENT, following payment of all sums due and on the return of the equipment in good condition and on the date indicated. Failing this, the deposit will be retained.

### 4.4. RECOURSE

Both MONTPELLIER EVENTS and CLIENT waive their right to seek the other party's liability in the event of damage caused by fire, explosion and/or water which may be caused to the movable and immovable property provided and/or used during the event. Their respective insurers also agree to waive this right.

### ARTICLE 5 – METHODS OF PAYMENT

Notwithstanding specific arrangements agreed with our sales administration department, the payment of the full amount of the ORDER including VAT must be enclosed with it, this is payable by cheque or bank transfer. The CLIENT will not be entitled to any discount for early payment.

Any late payment of the amounts owed by the CLIENT to MONTPELLIER EVENTS for any reason will lead to a surcharge of 2% per overdue month without the need to issue a summons. Every part-month shall be due in full.

### ARTICLE 6 – STANDARDS COMPLIANCE

MONTPELLIER EVENTS will supply at first request all proof of compliance and certification of equipment installed in compliance with the standards in force in its field of activity. In the event of any modification, subsequently to the order, of applicable legislation or exceptional measures taken by the competent authorities (law enforcement, fire department or other), the parties shall revise upwards the financial conditions relating to these terms and conditions so as to take into account the financial consequences of the said modifications and exceptional measures incurred by MONTPELLIER EVENTS.

### ARTICLE 7 - JURISDICTION

It is expressly agreed that the MONTPELLIER commercial court (*Tribunal de Commerce*) shall entertain jurisdiction for any disputes relating to the interpretation or the execution of this contract, and in its French version. Any clauses to the contrary specified in the CLIENT's commercial documents shall be deemed to be unwritten.

### ARTICLE 8 – PRECEDENCE OF GENERAL TERMS & CONDITIONS OF HIRE AND SALE

It is expressly agreed that the GENERAL TERMS & CONDITIONS apply exclusively in all the commercial relations between MONTPELLIER EVENTS and the CLIENT who is signatory to this contract. The take precedence over any previous document, any previous written or verbal agreement and over the CLIENT's general conditions of purchase or hire, in all of their terms.

### ARTICLE 9 – ADDRESS FOR SERVICE

For the purposes of these Terms & Conditions, the CLIENT and MONTPELLIER EVENTS declare that they are domiciled in their respective registered offices.

### ARTICLE 10 - TERMINATION

MONTPELLIER EVENTS may terminate its contractual relationship with the CLIENT once a summons sent by registered post with proof of receipt has not been acted upon after more than 8 days and/or immediately interrupt its SERVICE in the event that the CLIENT does not comply with one of its obligations, without prejudice to any other rights and recourse which may result therefrom.

### ARTICLE 11 – CANCELLATION OF ORDER BY CLIENT

Any partial or total cancellation of an order by the client shall be payable in its entirety if it occurs less than 8 working days before the first day of the installation, assembly or delivery. This applies even if its cause is not of the client's making or is due to force majeure. In all events, the payments already made, including VAT, will remain the property of the company MONTPELLIER EVENTS. The cancellation must be sent to the Company MONTPELLIER EVENTS by registered post with proof of receipt and within the pre-defined time limits.

### ARTICLE 12 – CANCELLATION BY MONTPELLIER EVENTS

MONTPELLIER EVENTS cannot be held liable for the occurrence of a force majeure event or a fortuitous incident (*cas fortuit*) as defined in article 1148 of the French Civil Code. In the event that an administrative closure were to happen due to serious events and/or ordered by an authority holding powers relating to safety or the administrative police, the Client shall be refunded any deposit paid, less the expenses incurred by MONTPELLIER EVENTS to prepare the order.

Date: .....

Customer signature (required): .....

