

Exhibitor Manual

EMLC
18-20 June, 2018
Grenoble, France

GENERAL INFORMATION

MINATEC location

The Minatec Campus is conveniently located near downtown Grenoble, within walking distance from the train and bus stations. Minatec is also just off the main highways, for easy access from major cities in France and across Europe.

Access to Maison MINATEC by car (only for unloading)

If you need to unload materials from your car: follow the blue dotted path (“Delivery Entrance”) indicated on the map below. Go to the green electric gate (it will be on your left), and call the following number to ask the security staff to open it: 06.30.36.22.16. Please, mention the name of the event when calling.

Parking is not allowed around Maison MINATEC: when you finished unloading, please park your car in the nearest public parking (indicated on the map below).

If you do not need to unload any material, please use the walking entrance (yellow path on the map below).

DIRECTIONS TO **Maison** MINATEC

MAISON MINATEC :
3 Parvis Louis Néel, 38054 Grenoble

GPS COORDINATES :
Latitude : 45.195807222 Longitude : 5.7096947222

P1 PARKING : DoyenWeil parking garage **P2** Europole Gare parking garage

BY CAR : When arriving from Lyon or Valence take Exit 16 off of the N481; go over the pont d'Oxford bridge; follow signs to MINATEC via rue des Martyrs.

When arriving from Chambéry, Gap, or Sisteron take Exit 2 off of the A480; follow signs to MINATEC via rue Félix Esclançon.

●●● Delivery entrance : Follow signs to «Maison MINATEC deliveries»

WALKING : From the train station, take the pedestrian tunnel to the Europole exit; walk along avenue du Doyen Louis Weil and cross the pedestrian square Parvis Louis Néel to the MINATEC entrance.

PUBLIC TRANSPORTATION : Take Tramway line B toward Grenoble Presqu'île; get off at the Cité international stop; MINATEC is across the street.

BY TRAIN : Get off at the Grenoble train station. You can reach MINATEC by Tramway (5 minutes); you can walk (10 minutes); or you can take a taxi (5 minutes).

BY PLANE : MINATEC is a 30-minute drive from Grenoble-Isère airport; a 50-minute drive from Lyon Saint- Exupéry airport; and a 90-minute drive from the Geneva, Switzerland airport.

Access formalities

MINATEC Campus is part of CEA National Research Center: it is located in a protected area and we are required to collect security information about people who come to the premises for business reasons (i.e. exhibitors).

Access is facilitated as you can use the gate next to the building and don't need a "CEA access pass", but such access will only be allowed if the asked information have been transmitted.

You must fill out the form below and send it back to emma.beilleau@cea.fr and marie-helene.sueur@cea.fr:

- at least 2 weeks before the opening of the congress for residents of the European Union
- 3 weeks before for non-EU residents.

VISITOR SECURITY FORM

PERSON TO VISIT	
NAME SURNAME	Emma BEILLEAU
BUILDING / OFFICE	Maison MINATEC / 50 B
EVENT	EMLC
DATE	18-20 June 2018
VISITOR	
TITLE	
LAST NAME	
MAIDEN NAME	
FIRST NAME	
DATE OF BIRTH	
PLACE OF BIRTH (as written on the ID)	
NATIONALITY	
EMPLOYER	
POSITION	

Parcels delivery and return

Delivery

It is possible to deliver packages (total weight: under 100 kg) to the Maison MINATEC (going through the expedition/reception service of CEA).

The delivery address is as follow:

Attn Emma BEILLEAU– EMLC 2018

Exhibitor name / booth #

CEA/Grenoble – Magasin reception

17 avenue des Martyrs

38 054 Grenoble Cedex France

Please send an e-mail to emma.beilleau@cea.fr to inform us of the delivery of your packages.

The packages will arrive in a building dedicated to this service.

They will then be delivered to the exhibition hall on the date of the set up by CEA handling service.

All packages should be on site at the above address **no later than June 11th**.

Packages arriving after June 11th might not be delivered on the day of the set up.

Return

All packages should be carefully packed by the exhibitor.

On the last day of the congress, you will be given an internal CEA transfer document to fill out in order for the CEA handling service to bring back the packages to the expedition building.

You must organize the transportation back to your company with your own carrier. The pick up address is the same as the delivery one (see above). **Your carrier label must be placed on each package!**

Pick up by your carrier can be organised **starting June 21st at 2:00 pm**.

Information about EMLC exhibition

Opening hours to delegates

To be confirmed by EMLC organizers

Booth set up

Monday, June 18th: 2 to 5 pm (confirmed by EMLC organizers)

Dismantling

Thursday, June 20th: till 4 pm (confirmed by EMLC organizers)

You must clear the place of all unused material and documents.

Booth equipment

1 table (1.27 m X 0.5 m) and 2 chairs.
The booths are cleaned daily.

Internet

Wi-Fi will be available on exhibition hall with username & password.

Contacts:

Maison MINATEC

Emma BEILLEAU

emma.beilleau@cea.fr

Direct line: +334.38.78.03.09

Cell: +336.33.85.12.01