

# EXHIBITOR GUIDE

## OPEN SOURCE EXPERIENCE

**PARIS**

06 & 07  
- DECEMBER 2023 -

- PALAIS  
DES CONGRÈS

### YOUR CONTACTS

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→ Nicolas BASTIDE → 06 62 08 58 14

- **1 COMMUNICATION/MARKETING**

**ISSUE:** → [contact@opensource-experience.com](mailto:contact@opensource-experience.com)

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→ Jeanne Levrat → 06 61 84 18 00

### SUMMARY

PAGE 2 - I have a 4m<sup>2</sup> Co-working Space

PAGE 3 - I have an All-Inclusive Stand

PAGE 4 - I have an Equipped Stand

PAGE 5 - I have an Association Space

PAGE 6 - FAQ : all the answers to the questions you want to or should ask.

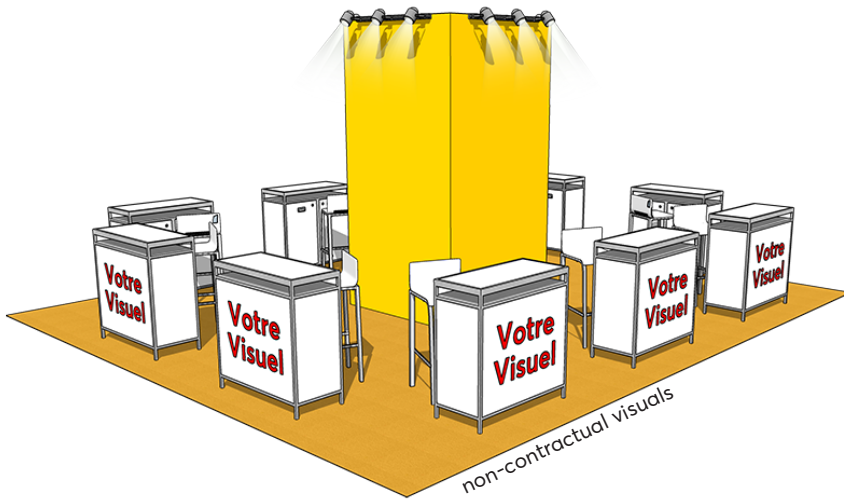
PAGE 7 - FAQ : I want to communicate on my presence at Open Source Experience.

We're here to help you, don't hesitate to ask!

This guide will help you to organise your attendance at the fair, depending on the type of stand you've chosen.

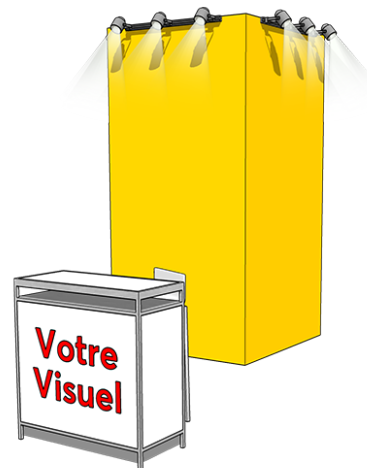
Find your stand on the list below and let us guide you.

# MY 4M<sup>2</sup> CO-WORKING SPACE



## INCLUDED WITH MY SPACE:

- 1 reception desk
- 1 high stool
- 1 multi-socket
- 1 personalized sticker on desk
- Wifi exhibitor
- 1 shared storage room
- Carpet



## 1/2/3... *getting ready!*

### 1 / PERSONALISE YOUR STAND BY TUESDAY, OCTOBER 31, 2023 :

→ SEND US YOUR VISUAL OF 94,2 cm X 81,5 cm [HERE](#)

View the specifics of the files for your visuals [HERE](#)

→ IS THERE ANYTHING ELSE YOU NEED?

- A badge reader licence to scan your contacts
- A video screen
- A wired internet connection
- A meal at the stand

Request any additional requirements [HERE](#).

→ ENTER [HERE](#) your company's descriptive text (displayed on all our communication materials)

### 2 / ORGANISE YOUR ATTENDANCE :

→ CREATE your badges and print them until the last moment [HERE](#)

→ ORGANISE your deliveries with DB Schenker according to your needs (see page 6)

→ INFORM YOURSELF [HERE](#) about safety rules and other important information for the exhibition

### 3 / COME TO YOUR STAND BY ON TUESDAY, DECEMBER 5, 2023 :

→ WE LOOK FORWARD to welcoming you at the exhibitor reception desk from 2:00 pm to 8:00 pm to answer any questions you may have.

→ FIND the access map and information on parking [HERE](#)

*I'm ready!* **WEDNESDAY, DECEMBER 6, 2023 at 7:00 am,**  
**I can access my booth, 9:00 am opening to visitors.**

# MY ALL INCLUSIVE STAND



## INCLUDED WITH MY STAND:

- 1 electrical box of 1kW
- 1 storeroom of 1m<sup>2</sup> including 3 pegs and 1 shelf inside
- 1 furniture pack including 1 desk + 1 stool + 1 table + 3 chairs + 1 document holder + 1 waste bin
- Brushed cotton on the store room / color of your choice
- Customized canvas on your 2 partitions, brushed cotton on the 3rd partition if there is no open angle
- Carpet / color of your choice
- 1 customized adhesive on desk
- 1 sign with booth number and exhibitor name
- Lighting
- 2 lunch boxes
- Unlimited badge reader app
- Free exhibitor wifi

## 1/2/3/4... getting ready!

### 1 / PREPARE YOUR VISUALS

→ You will find on your [Exhibitor Area](#) the dimensions of the files to provide us for your visuals. .

### 2 / PERSONALISE YOUR STAND BY TUESDAY, OCTOBER 31, 2023

→ SEND US YOUR HD VISUALS [HERE](#)

View the specifics of the files for your visuals [HERE](#)

→ CHOOSE [HERE](#) your carpet colour and brushed cotton

→ IS THERE ANYTHING ELSE YOU NEED?

Eg.: A wall or standing video screen, additional furniture, a wired internet connection, increased electrical power, more meals at the stand, etc.

Request any additional requirements [HERE](#).

→ ENTER your company's descriptive text (displayed on all our communication materials) [HERE](#)

### 3 / ORGANISE YOUR ATTENDANCE :

→ CREATE your badges and print them until the last moment [HERE](#)

→ ORGANISE your deliveries with DB Schenker according to your needs (see page 6)

→ INFORM YOURSELF [HERE](#) about safety rules and other important information for the exhibition

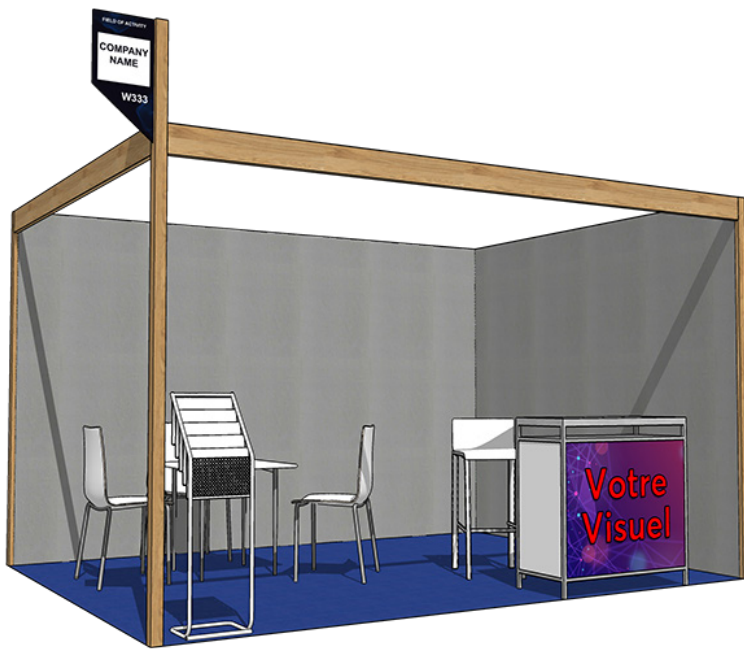
### 4 / COME TO YOUR STAND ON TUESDAY, DECEMBER 5, 2023 :

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→ FIND THE ACCESS MAP AND INFORMATION ON PARKING [HERE](#)

*I'm ready!* WEDNESDAY, DECEMBER 6, 2023 at 7:00,  
I can access my booth, 9:00 am opening to visitors..

# MY EQUIPPED STAND



non-contractual visuals

## INCLUDED WITH MY STAND:

- 1 electrical box of 1kW
- Sign with the stand number and exhibitor name
- Grey brushed cotton on the walls
- Blue carpet
- 1 furniture pack (1 reception desk + 1 stool + 1 table + 3 chairs + 1 document holder)
- 1 customized adhesive on desk
- Spotlights
- Free exhibitor WiFi

## 1/2/3... getting ready!

### 1 / PERSONALISE YOUR STAND BY TUESDAY, OCTOBER 31, 2023 :

→ SEND US YOUR VISUAL OF 94,2 cm x 81,5 cm [HERE](#)

View the specifics of the files for your visuals [HERE](#)

→ DO YOU NEED ANYTHING?

- A badge reader licence to scan your contacts
- A video screen
- A wired internet connection
- A meal on the stand
- Change the brushed cotton

Request any additional requirements [HERE](#).

→ ENTER your company's descriptive text (displayed on all our communication materials) [HERE](#)

### 2 / ORGANISE YOUR ATTENDANCE :

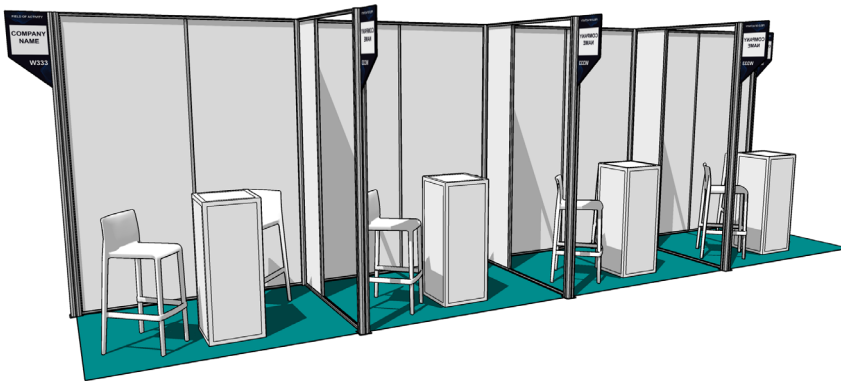
- CREATE your badges and print them until the last moment [HERE](#)
- ORGANISE your deliveries with DB Schenker according to your needs (see page 6)
- INFORM YOURSELF [HERE](#) about safety rules and other important information for the exhibition

### 3 / COME TO YOUR STAND ON TUESDAY, DECEMBER 5, 2023 :

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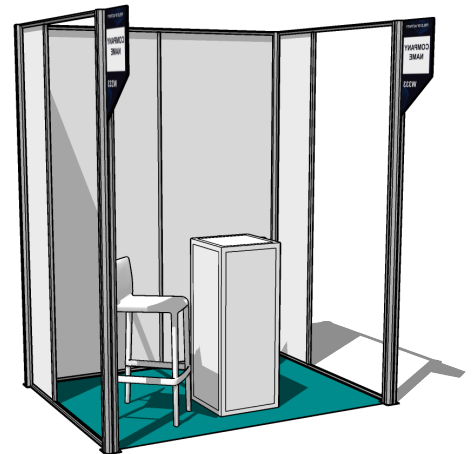
# MY ASSOCIATION SPACE



non-contractual visuals

## INCLUDED WITH MY STAND:

- Power supply
- 1 sign with the stand number and the exhibitor's name
- Free exhibitor Wi-Fi
- Carpeting, back wall and partition wall(s) with openings
- 1 small lockable counter and 2 stools



## 1/2/3 ... getting ready!

### 1 / PERSONALISE YOUR STAND BY TUESDAY, OCTOBER 31, 2023 :

- DO YOU NEED ANYTHING?
  - A badge reader licence to scan your contacts
  - A meal on the stand
- Request any additional requirements [HERE](#).
- ENTER your company's descriptive text (displayed on all our communication materials) [HERE](#)

### 2 / ORGANISE YOUR ATTENDANCE :

- CREATE your badges and print them until the last moment [HERE](#)
- ORGANISE your deliveries with DB Schenker according to your needs (see page 6)
- INFORM YOURSELF [HERE](#) about safety rules and other important information for the exhibition

### 3 / COME TO YOUR STAND ON ON TUESDAY, DECEMBER 5, 2023 :

- WE LOOK FORWARD to welcoming you at the exhibitor reception desk from 2:00 pm to 8:00 pm to answer any questions you may have.
- FIND the access map and information on parking [HERE](#)

*I'm ready!* WEDNESDAY, DECEMBER 6, 2023 at 7:00 am,  
I can access my booth, 9:00 am opening to visitors.

## Opening hours for visitors and access:

**Wednesday , December 6** from 9:00 am to 6:00 pm (from 7:00 am for exhibitors)

**Thursday, December 7,** from 9:00 am to 6:00 pm (from 8:00 am for exhibitors)

Find the access map [HERE](#)

## Cocktail Exhibitors:

The organisation invites you to share a convivial moment on Wednesday evening when the fair comes to an end.  
From 6:00 pm to 9:00 pm we'll invite you to an aperitif, so keep your evening free!

## Parking:

The Palais des Congrès de Paris has a large underground car park under the building. Reservation is not necessary.

Find [HERE](#) the access map

## Dismantling:

### - Horaires :

The disassembly of the fair will begin as soon as it closes to the public at 6:00 pm on Thursday, December 7 and is scheduled to last until midnight.

The use of rolling machines (forklifts and pallet trucks) is strictly prohibited before 6:00 pm, check the safety regulations [HERE](#).

### - Waste management:

Before leaving your stand, please remove any waste you may have. Any abuse will be charged.

## Access to assembly / deliveries / reception and collection of packages:

DB SCHENKER is designated as the exclusive service provider by Le Palais des Congrès for its logistics, management of the delivery area, unloading and transport to your stand.

You will find [HERE](#) a leaflet explaining how they work.

Two possible scenarios:

- You or your carrier need to unload small parcels on the stand (by hand or using a hand truck), you will then have to create a [logipass \(MANDATORY\)](#) in order to access the express drop-off, 30 min max. Beware of overtime (see explanatory leaflet).

We will send you the logipass link 1 month before the show.

- If the use of a pallet truck or fenwick is necessary, it is **IMPERATIVE** to contact DB SCHENKER in order to establish an estimate:

Tel : +33 (0)1.48.63.32.81

[foires.expositions@dbshenker.com](mailto:foires.expositions@dbshenker.com)

[Download](#) their price list and [order form](#).

Same principle for the return of goods.

**ATTENTION: any direct delivery to the Palais des Congrès without having contacted and verified with DB Schenker in advance will be refused**

## Accommodation:

Find the options for accommodation proposed by the organiser [HERE](#).

## How does the badge reader application works?

A few days before the exhibition, you will receive a QR code to set up the application on your smartphone.

On Tuesday, December 5, at the exhibitor reception desk, the team will be available to help you with this if necessary.

Your leads will be sent to the stand manager at the end of the exhibition by the organising team.

## Security rules:

I have read the security rules [HERE](#). Via [this form](#) I inform [DOT](#) of my presence at the fair during the assembly and I undertake to abide by the safety instructions.

## What files do I need to provide for the visuals of my stand to be printed?

If you can't find the dimensions of your visuals on your exhibitor space, the logistics team is available to help you.

Find out more about the technical constraints of the visuals to be provided [HERE](#).

## My exhibitor badges

I create my exhibitor badges [HERE](#) until the last minute. You will receive an email with your badges to download and print.

## Furniture:

For all furniture rental needs, contact [CAMERUS](#).

## Catering:

There are several restauration points at the Palais des Congrès and in the surrounding streets.

You can also order meal trays to be delivered to your stand [here](#).

If you need a caterer: contact one of the [caterers](#) approved by the Palais de Congrès

## Insurance:

If you wish to subscribe to an additional insurance, see [HERE](#) the one proposed by the organizer.



# FAQ

## I communicate on my presence

### I'm hosting a "Case Study" workshop:

Your workshop will be featured on our website and in the exhibition programme. Please send by email to [steven@opensource-experience.com](mailto:steven@opensource-experience.com) the title and description of your session in French and in English, as well as the biography and photo of your speaker(s) in French and in English as well as his/her complete contact details (exact function, mobile phone number and email address) before **October 6, 2023**. You are responsible for your presentation material and you are required to bring your own computer. The room is equipped with 2 tables, 4 stools and a screen. A hostess at the entrance will welcome the listeners (including scanning their badges). The list of listeners of your workshop will be sent to you after the event.

### I have a speaking engagement:

Please email [steven@opensource-experience.com](mailto:steven@opensource-experience.com) the biography and photo of your speaker(s) in French and in English as well as their complete contact details (exact job title, mobile phone number and e-mail address) before **October 6, 2023**.

You will receive an email to contact the moderator and the other speakers 3 weeks before the event in order to prepare the round table.

### I wish to announce and prepare my presence at the fair (banners, e-invitations, etc.):

Our team provides you a tool for your personalized communications with your logo and stand number: fixed and animated banners, e-invitation... via <https://mediakit.opensource-experience.com>

For any additional requests, please send an email with your request, accompanied by your logo, to [contact@opensource-experience.com](mailto:contact@opensource-experience.com) indicating your stand number.

NB: We advise you to send your invitations in two batches, three weeks before the fair and then one week beforehand. .

### I would like to relay a use case on the OSXP blog:

Our blog is a collaborative platform for our partners and exhibitors. Only customer feedback, market visions, mood posts are published. You can send us your complete use-case (title, body text, images, video and desired tags...) to [contact@opensource-experience.com](mailto:contact@opensource-experience.com).

### I have a press kit to be distributed at the fair:

Simply leave it at the Exhibitor Reception desk on **December 05, 2023** for the attention of the marketing team. It will be made available to the journalists.

### I have an advert in the visit guide:

A 300 dpi HD file with a 5mm bleed in portrait format (26cm x 19cm) must be sent to [contact@opensource-experience.com](mailto:contact@opensource-experience.com) before **October 06, 2023**.

## TECHNICAL REGULATIONS

👉 **PLEASE READ THE FOLLOWING DOCUMENT CAREFULLY!**

### IMPORTANT - SECURITY CERTIFICATE

**DÖT company is in charge of the security plan of our exhibition. You must return them the document, downloadable [here](#).**

**Wearing safety shoes (reinforced toe caps + antiperforationsoles) is obligatory for anyone who enters on site during the setting up **Monday 4th December until Tuesday 5th December at 8:00 pm** and the dismantling (Thursday 7th December from 6:00 pm).**

**For all people working from elevated platforms and any task presenting a risk, wearing a hard hat is compulsory.**

#### → ASSEMBLING

It is strictly prohibited to drill, screw, nail or stick anything onto the walls, cladding, pillars or floors of the halls. Mountings situated high up against the walls of the halls are allowed, on condition that the vertical structures of the halls (posts, cordoning bars etc.) are not used.

If you have a common wall with a neighbour exhibitor, the back of any adjoining walls must be clean, no logo out of respect for your neighbour. The Logistics department reserves the right to ask that the walls be modified before and during the exhibition if these conditions are not respected.

Last day of setting up, no motorized engines will be allowed in the hall (except with special request).

#### → ELECTRICAL INSTALLATION FOR YOUR STAND

The exhibitor remains responsible for the outlet supplied on site.

The outlet must remain accessible to support staff at all times.

The exhibitor and his stand constructor are the only people in charge of their booth's electrical connections. They are responsible for the necessary equipment to connect their installations.

It is officially prohibited to make use of private installations in the Exhibition Center (technical trunking in the halls) for passing electrical cables through to the stands. No connection (overhead or on the ground) is permitted in order to link up one stand to another of the same company, where it is separated by a walkway.

The current legislation imposes one outlet per booth. Only outlet supplies provided by the Exhibition Center are authorized on the booth. Connexion between two stands is strictly forbidden.

The electrical consumption is included in the outlet rent from the first day of construction until the last day of disassembling.

The organization reserves the right to bill more for excessive consumption at night.

#### → FLOOR WEIGHT RESTRICTION

The floor load supported in the halls of the park is 500 kg / m<sup>2</sup>.

All machines or elements > 500 kg / m<sup>2</sup> must obtain an exemption from the logistics department.

The use of distribution plates may be imposed.

#### → MATERIAL

The exhibition material must comply with the security norms currently in force.

#### → EMERGENCY EXITS

As a general rule, all means provided for emergencies (fire hose cabinets, extinguishers, detection systems) must be permanently accessible. The fire hose cabinets located on the hall's pillars, as well as those located on the interior of a stand, may, together with the pillar, be decorated, but they must remain visible and accessible at all times.

#### → FLYERS & PROSPECTUS

**No brochures may be handed out beyond the stands.**