




TIME TABLE - CIGRE 2022 updated on May 2022	
Deadlines 2022	SERVICES
First come, First served	SPONSORSHIP OFFERS : Speaking opportunity in the Exhibition, Interview on CIGRE TV, Display your ad in Conference rooms, Display your ad in the Congress Center, Your advertising page printed in the Guide book (= Catalogue), Exclusive advertising banner on the official CIGRE app, Sponsoring packages for the cocktail on Sunday, for the cocktail on Monday, for the cocktail diner on Thursday. Videos, pdf high definition, advertising pages have to be sent to info@pro4events.com before 30 June .
First come, First served	WORKING room / MEETING room (limited to 1 hour/week) Included in your pack services
May 30	REGISTER ON LINE YOUR EXHIBITORS' PROFILE to be printed in the Guide book (= catalogue) + displayed on the Mobile App -> Inform your co-exhibitors that they can also register > http://www.cigre-exhibition.com/exhibitors/exhibitors-guide/guidebook-registration/ - included in your pack service
June 15 Basic (= raw space)	STAND DRAWINGS > If you have ordered a Basic package (= raw space), submit the drawings to stand-approval@pro4events.com
June 15 formule + stand	STAND DRAWINGS > If additional decoration to the shell stand (Formula plus) , submit the drawings to stand-approval@pro4events.com
June 15 upgrade for a premium stand	UPGRADE for a premium stand > You can still change for a premium stand even if you have already registered for a basic or formula + shell stand > contact info@pro4events.com
June 15 premium stands	Graphics for PREMIUM stands to send to grafik@huber-messebau.ch & edwin.huber@huber-messebau.ch
June 15 premium stands	Choose your options for your premium stand : carpet, adjustable shelves for your storage room, holes in the panel for your screens > www.cigre-exhibition.com/wp-content/uploads/sites/1/1/PREMIUM-STAND-personalize-your-stand-or-your-image-1.pdf
 June 30 for all stands	ORDER POWER SUPPLY from the Palais des Congrès in Vaparis store (not included in your package) OR order with our Pack "READY TO EXHIBIT" (power supply + furniture all in one) (final order July 30)
June 30 Formule +	STORAGE ROOM for Formula PLUS stand (Shell stand)
June 30	TRANSPORT - CUSTOMS - HANDLING (final order August 5)
June 30	SECURITY GUARD (final order August 5)
June 30	CATERING (final order August 5)
June 30	HOSTESS (final order August 15)
June 30	FURNITURE (final order August 15)
June 30	WIRED INTERNET - TELEPHONY - IT EQUIPMENT - More CLEANING - Sanitary products - FLORAL decoration > order from the Congress Center on VIPARIS Store
June 30	BADGE READER > 1 badge reader is included in your pack services - You can order a printer & more badge readers or licences from our supplier LENI (Final order July 27) to be collected at Leni's desk near the Exhibition services on Saturday 27 August 2022.
June 30	PRESS CENTER (leave press releases, material for journalists) Included in your pack services
June 30	JOB CENTER (post your job offers on the mobile app) Included in your pack services
June 30	VAT refund
Basic Stand = raw space TECHNICAL INFORMATION for your team & to be sent to your stand builder	Technical regulations / Building & Dismantling times
	General Layout
Basic stand	Exhibition floor plan - our team has sent you the floor plan by mail with dimensions (if any request, contact info@pro4events.com) > submit the drawings of your stand (if you have your own stand builder or if you add decorations to your formula + stand) to stand-approval@pro4events.com before May 30
Basic stand & Formule +	Hanging points / covering the pillars
	Power supply to order for your stand (mandatory)
	Delivery Access & Goods lifts
	LOADING & UNLOADING > organise your deliveries, handling with our Transport company ESI > https://www.cigre-exhibition.com/wp-content/uploads/sites/1/1/Transport-Customs-Handling-CIGRE-2022.pdf / Exhibitors must register all vehicles on line before delivery - more information about the logipass process to come soon
	Overnight parking for trucks
	Safety rules > Complete the Agreement and send it back to info@pro4events.com
July 30	EXHIBITORS' BADGES (free registration) - You will receive by mail a LOGIN and password to register on line > ORDER as many badges as needed for the staff working on your stand VISA Letter of Invitation : when you register on line to get your badges, you can ask for a letter, directly on the registration form. Our services will send it to your mail address as soon as possible.
July 30	HANGING POINTS > order from the Congress Center (Viparis)
July 30	COVER PILLARS (Post cladding offer) > service.exposants@creatif.fr
Free registration for visitors	E-BANNER to invite your clients & visitors > FREE access to the Technical Exhibition > obligation to register on line on https://badgecigre.site/calypso-event.net/en/visitor/details.htm
August 24	REGISTRATION for CONFERENCES > register before the opening of the Session on https://session.cigre.org/registration - early bird rate before 15 May
GENERAL INFORMATION	
	Opening hours of the Technical Exhibition
	Events, services on levels 1, 2 and 3
	WIFI > Each stand is connected on WIFI 2Mbps speed connection (included in the exhibitor's package). Should you need more internet or wired internet, please order on VIPARIS Store
	CLEANING > General cleaning after the building up of stands & daily cleaning of the stands are included in the exhibitors package. If more cleaning service is needed after a cocktail reception or after dismantling of the stand, please order on VIPARIS store
	Sending small parcel to the Venue
	Insurance
	VAT refund
	General Programme on events and conferences
	Opening ceremony open to Exhibitors on Sunday 28 August from 4 pm

FORMS are on the exhibitor's guide > <http://www.cjcre-exhibition.com/exhibitors/exhibitors-guide/>

Non contractual document – Information on this document is subject to change without notice

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