

01. Billing Details

Please return the required pages of this order form signed, completed and stamped to:

fchatellier@toulousecongres.com

Later on: **Wednesday, October 14th, 2026**

CORPORATE INFORMATION

BOOTH NUMBER :

COMPANY NAME:

ADDRESS :

.....

POSTAL CODE : CITY :

COUNTRY : TELEPHONE :

WEB SITE:

Intracommunity VAT:

(for French companies) SIRET : CODE APE:

EXHIBITOR CONTACT

FASCIA NAME (only if to be printed by the Venue) :

NAME :

FUNCTION :

TELEPHONE OR MOBILE Number :

EMAIL ADDRESS :

BILLING DETAILS IF DIFFERENT

COMPANY NAME:

for French companies SIRET (14 chiffres) :

Intracommunity VAT:

ADDRESS :

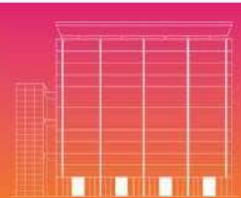
.....

POSTALCODE : CITY:

COUNTRY :

YOUR STAND PACKAGE

☐ Pre-equipped stand ☐ Bare stand



GENERAL SETTINGS

Service	Price excl. VAT	Quantity (sqm)	Total € excl. VAT
Storage Area on equipped booth – lockable			
☐ 1 sq m	€ 221.26		€
☐ 2 sq m	€ 265.51		€
Supply of pre-filmed needle-punched carpet Installation and removal from site.			
Please select :			
☐ 0014 Nigth Blue 	€ 7.50	m²	€
☐ 0910 Noir 			
☐ 0915 Mousy Grey 			

As the exhibition space is already carpeted, laying carpet on the stand could make it unstable on the floor.

Total

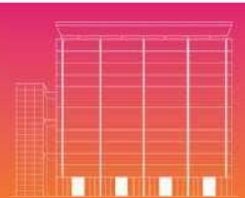
€

INTERNET SERVICES

Internet connexion	Price excl. VAT	Total € excl. VAT
☐ Internet connection Wifi 20Mbps (10 devices)	€ 749.85	€
☐ Internet connection Wifi 10Mbps (5 devices)	€ 374.92	€
☐ Internet connection Wifi 8Mbps (4 devices)	€ 299.94	€
☐ Internet connection Wifi 4Mbps (2 devices)	€ 149.97	€
☐ Internet connection Wifi 2Mbps (1 device)	€ 74.98	€
Total		€

PARKING SERVICES

Package	Price excl. VAT	Quantity	Total € excl. VAT
☐ Compans parking package - 5 days	€ 107.91		€
☐ Compans parking package - 4 days	€ 86.34		€
☐ Compans parking package - 3 days	€ 64.75		€
☐ Compans parking package - 2 days	€ 43.16		€
☐ Compans parking package - 1 day	€ 21.59		€
Total			€



SIGNAGE SERVICES (See Technical Signage Information page 4)

Service	Price excl.VAT	Quantity	Total € excl.VAT
☐ Wall cladding (Texwall Sticker) – Photo 1 945 x 2 389 mm (for one meter wide board x number of meter / visible structure) Printed on texwall	€ 229.50		€
☐ Tarpaulin with hangers for stand 960 x 2 400 mm	€ 221.00		€
☐ Tarpaulin with hangers for stand 1 920 x 2 400 mm (for a 2 meter wide wall)	€ 389.00		€
☐ Tarpaulin with hangers for stand (Photo 2) 2 920 x 2 400 mm (for a 3 meter wide wall)	€ 528.50		€
☐ Counter with printed cladding (Photo 3) 960 (L) x 410 (l) x 920 (h) cm / technical instruction will be provided if selected	€ 415.50		€
☐ Complete roll-up (canvas + structure) 85 (L) x 200 (h) cm Take it away with you	€ 141.50		€
☐ Built-in stretch fabric backdrop Width : 3000 mm x Height 2400 mm Graphics size : 2910 mm x 2350 mm Includes a carrying bag – double sided stretchtex printed fabric sewed along the structure Technical instruction will be provided if selected	3 m: € 835 2 m: € 665 2.40 m: € 758		€ € €
Total			€

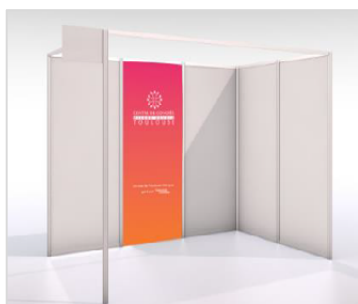


Photo 1

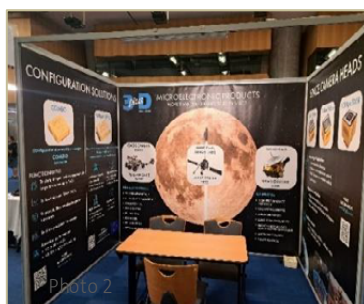


Photo 2



Photo 3



Photo 4

Technical Signage Information

Deadlines :

- 12 Business Days Prior event : File submission for processing and delivery of Proofs for Approval.
- 10 Business Days Prior: Proof (BAT) approval/modifications and communication of the installation plan (installation plan to be provided to us (see next page).
- 7 Business Days Prior : Submission for Printing
- **1 Day Prior:** Assembly / Installation according to the communicated plan.

TECHNICAL SPECIFICATIONS

CMYK printing

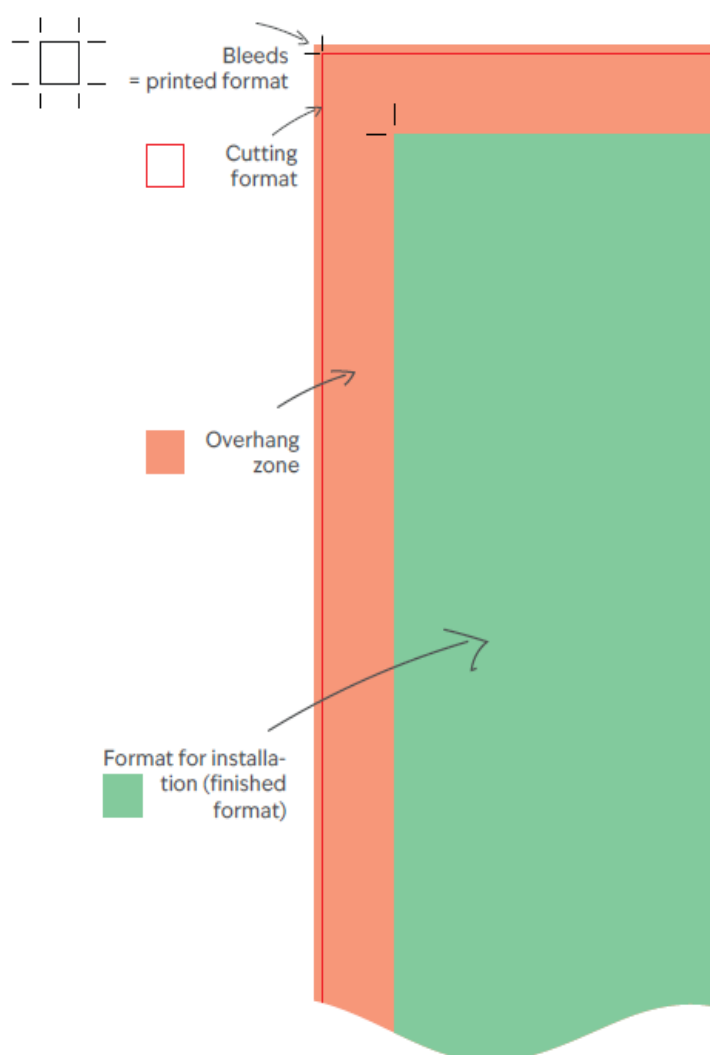
Provide us with one file per document format

Indicate in the file name :

- media
- format (in millimeters if possible) *width X height*
- number of copies
- the scale used if the file is not at 100%.
(the desired print size of a quarter, half or tenth).
example: *viny_500x6000_6ex_EchDemi*

- The file must be in CMYK color space and in HD.
- Fonts must be vectorized and images incorporated.
- For all files cut to shape or printed with a supporting color, please provide us with the vector outline incorporated into your visual, in an easily identifiable color (however, do not use white to identify the supporting white).
- The file must have 5mm rotating bleeds beyond the cutting area.
- For stretched or glued canvas, the file must include 50mm overhangs in addition to the 5mm bleed (see model opposite).
- No text or logos within 50mm of the finished format for finishes such as eyelets, seams, etc.

Example for Stretched/glued canvas





EXHIBITOR NAME:

BOOTH NUMBER:.....

NAME OF ON-SITE EXHIBITOR CONTACT:

TELEPHONE :

Instructions:

1. Draw your stand on the grid below for $1\text{m}^2 = 1$ square.
2. Indicate the position of the aisles and the number of neighbouring stands to define the orientation of your stand.
3. Indicate any structural elements likely to have an impact on neighboring stands.
4. Indicate the maximum height of the installation in the case of a bare stand.

Stand number above :

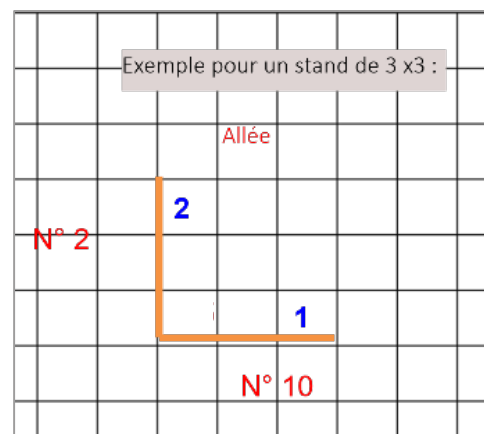
Stand number on left:

Stand number on right:

Stand number below :

1 m

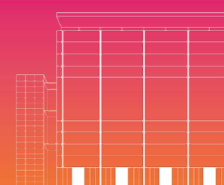
1 m



LEGENDE

Partitions

1 wall cladding



Furniture

Additional furniture to chose on our provider website : <https://www.solution-mobilier.fr/>

Please report the items references below:

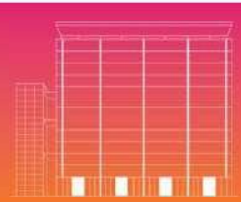
References	Price excl.VAT	Quantity	Total € excl.VAT
			€
			€
			€
			€
			€
			€
			€
			€
			€
			€
			€
			€
			€
			€
			€
			€
			€
TOTAL			€

Subject to stock availability upon receipt of the order

You can place your order using the form above.

We will let you know whether the items you have chosen are in stock. We would advise you to place your order as soon as possible to ensure the selected furniture is available.

Our furniture partner's website: [Location Mobilier](#)



CATERING SERVICES

10% VAT rate applicable to catering services, excluding alcoholic beverages.

The delivery days and times for the selected services must be specified on page 8.

Service	Description	Quantity	Price excl. VAT	Total € excl. VAT
☐ Afternoon break pack For 25 people	2 thermos jugs of coffee 1 thermos of hot water with tea bag 2L fruit juice, 1 bottle mineral water, 1 bottle sparkling water, 1L Coca-Cola 50 sweet items - Glasses, cups, mixers, sugar Delivery between 2pm and 5pm, dropped off at stand		€ 88.75	€
☐ Morning break pack For 25 people	2 thermos jugs of coffee 1 thermos of hot water with tea bag 2L fruit juice, 1 bottle mineral water, 1 bottle sparkling water 50 mini pastries - Glasses, cups, mixers, sugar Delivery between 8am and 11am, dropped off at stand		€ 81.75	€
☐ Tray of sweet verrines 42 pieces	Assortment of 42 sweet verrines Example (non-contractual): pineapple compote and caramel delight		€ 87.00	€
☐ P'tits sucrés tray 48 pieces	Assortment of 48 sweet items Example (non contractual) : sablé breton aux éclats de sel de Guérande, chantilly aux fruits de saison.		€ 87.00	€
☐ Cheese platter Serves 15 to 20	Farmhouse cheeses in the best ripened of the moment Sliced baguette included		€ 77.50	€
☐ Home-made foie gras platter 42 pieces	Example (non-contractual): foie gras with espelette pepper on gingerbread		€ 99.75	€
☐ Charcuterie platter 15 to 20 people	Artisanal charcuterie Sliced baguette included		€ 63.70	€
☐ Meat and vegetable platter 15 to 20 people	Example (non-contractual): chicken fillet aiguillettes Sliced baguette included		€ 79.60	€
☐ Bakery tray 51 pieces	Assortment of 51 savoury pieces Example (non-contractual): panini with axoa-style veal flakes		€ 95.50	€
☐ Vegetarian platter 48 pieces	48-piece vegetarian assortment Example of piece (non contractual) : Vegetable brochette a la plancha		€ 89.20	€
☐ Cocktail tray 49 pieces	Assortment of 49 savoury pieces Example of piece (non contractual) : pannacotta de piquillos rotis à l'ail et mijoté de poulpe		€ 84.90	€
☐ Hot water thermos + tea	Thermos flasks hot water, 1 pack of tea (10 bags)		€ 15.95	€
☐ Coca Cola bottle	Coca Cola bottle 1,25L		€ 3.65	€
☐ Coca Cola Zero bottle	Coca Cola Zero bottle 1,25L		€ 3.65	€
☐ Water bottle Vittel	1L Returnable still water bottle		€ 3.15	€
☐ Perrier sparkling water bottle	1L returnable sparkling water bottle		€ 3.15	€
☐ Bottle of orange juice	1L returnable orange juice bottle		€ 3.15	€
☐ Bottle of apple juice	1L returnable apple juice bottle		€ 3.15	€
Total				€



Delivery schedule Catering

STAND NAME:

STAND NUMBER:

exhibitor information / on-site contact :

Name: :

Telephone :

E-mail :

Please indicate in the blank boxes the days on which you would like to receive your various services. Please note that delivery times may vary according to requests and event opening hours.

Beverages, coffee machines, water fountains

Before opening to the public, depending on progress of installation

Viennese pastries and fruit platters

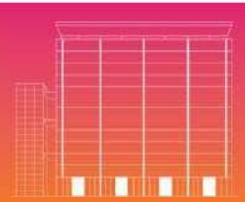
Between 8:00 am and 12:00 pm

Day 1	Day 2	Day 3

Trays and packed lunches Between 11:30 a.m. and 2:00 p.m.

Day 1	Day 2	Day 3

The times indicated are for guidance only and may be adjusted according to the opening hours of the event and the availability of our catering team.



GLOBAL SUMMARY

Services	Total € excl. VAT
General settings	€
Internet connection	€
Parking*	€
Signage	€
Furniture**	€
Catering	€
TOTAL To be paid when ordering	€



- Services are not subject to French VAT if the customer account to be invoiced is outside France. For any customer account to be invoiced in France, the VAT rate is 20% on all services, except for non-alcoholic catering, where the VAT rate is 10%.
- A summary estimate with the correct VAT rates for your invoicing account will be sent to you before invoicing and payment.
- ! VAT information is mandatory, to be indicated on the general order form page 1.
- All orders placed after D-10 before the event will be subject to a surcharge of 20%.
- All orders placed on site will be subject to a surcharge of 30%.
- **Once your order has been processed, a summary estimate will be sent to you prior to invoicing to check that your order is correct.**
- In order to guarantee your service, payment must be made on receipt of the invoice, before the event.



TO BE RETURNED BY: Wednesday October 14th, 2026

** The purchase of tickets does not guarantee the availability of a parking space in the car park.

** Subject to availability



02. Payment method and commitment

Payment by bank transfer to Toulouse Congrès - bank details below :

TITULAIRE DU COMPTE : SAS TOULOUSE CONGRES

ADRESSE : 11 ESPLANADE COMPANS CAFFARELLI
31000 TOULOUSE

DOMICILIATION : BPS MONTP. ENTREPRISE- 00353

CODE BANQUE	CODE GUICHET	NUMERO DE COMPTE	CLE RIB
16607	00353	18221640294	66

IBAN : FR76 1660 7003 5318 2216 4029 466
Adresse SWIFT (BIC) : CCBPFRPPPPG

The undersigned undertakes to pay for additional services as provided for and described in the General Terms and Conditions of Sale included in this document. The exhibitor declares that he is aware of and accepts all the regulations, as well as any new provisions or modifications that may be adopted by the authorities in the general interest of Toulouse Evénements. To be valid, your request for an additional service must be returned completed, signed and accompanied by 100% payment.

☐ I hereby declare that I have read and accepted the General Terms and Conditions.

MUST BE COMPLETED AND SIGNED

NAME OF SIGNATORY:

FUNCTION OF SIGNATORY:

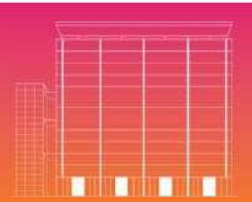
DATE :

PLACE:

I hereby acknowledge that I accept the General Terms and Conditions of Sale of Toulouse Congrès and that I have read the fire regulations and the declarations of machines (or equipment in operation).

Signature (preceded by the words "Read and approved") :

Company stamp:



03. General terms and conditions for exhibitors – 1/2

1) The order

The present general terms and conditions of sale apply to all orders placed by an exhibitor with the Toulouse Congrès exhibitor service, to the exclusion of any documents issued by the exhibitor which may replace them.

All orders, additions or modifications to orders placed by exhibitors with Toulouse Congrès must be made at least 30 days before the first day of set-up, by signing an order form.

2) The rates

Exhibitors are subject to the rates set out in the current Exhibitor's Guide. For any service for which the price is not fixed, a price proposal will be sent to the exhibitor on request. Orders placed after the deadline specified in article 1 will be subject to the following surcharges:

20% for orders placed more than 3 working days in advance.
30% if the order is placed three working days (excluding Saturday and Sunday) or less before the 1st day of set-up. In this case, the order can only be taken into account with the agreement of the exhibitor service.

3) Exhibitor's obligations

The exhibitor will take the equipment requested in the condition in which it will be found at the time of taking possession and will return it at the agreed time in the same condition. In the absence of any notification when the rented equipment is delivered, it is considered to have been handed over to the exhibitor in a good state of cleanliness, repair and operation. From the moment the equipment is made available to the exhibitor until it is returned, the exhibitor is the custodian of the rented equipment, which may not be rented, transferred, moved or seized. As such, he/she is responsible for it and must ensure its safekeeping at his/her own expense. He undertakes to use it in accordance with its usual purpose and to take all necessary care to preserve it.

The rented equipment must be returned at the end of the event, free of any material belonging to the exhibitor. Should the exhibitor fail to do so, Toulouse Congrès reserves the right to reclaim the rented equipment. Any remaining equipment belonging to the exhibitor will be considered as abandoned, and may be disposed of with the waste. Any damage or modification, however minor, noted by Toulouse Congrès at the time of return or recovery will be invoiced to the exhibitor at the replacement value of the goods and/or the costs and expenses of restoration incurred by Toulouse Congrès and payable on receipt of the invoice issued by Toulouse Congrès.

4) Insurance / Bond

4.1 Liability insurance

The exhibitor will be required to provide Toulouse Congrès with a valid insurance policy covering all liability arising from the activity carried out.

If this document is not provided by the first day of set-up, the exhibitor will be deemed to have asserted his right of withdrawal under article 7 of the present contract.

4.2 Deposit

For certain equipment rentals, notably telephone, computer or audiovisual equipment, a deposit, specified in the exhibitor's guide, will be required at the time of order.

The deposit will be returned to the exhibitor after full payment of all sums due and after the equipment has been returned in good condition and on the date indicated. Otherwise, it will be cashed.

Failure to pay the deposit on the first day of set-up will result in the exhibitor's cancellation of the order and the application of article 7 hereof.

5) Terms of payment

The exhibitor shall pay the sums due at the time the order is placed.

Any delay in payment will result in the application of the surcharges stipulated in article 2, depending on the date of payment.



03. General terms and conditions for exhibitors – 2/2

In the absence of payment on the first day of set-up, the exhibitor will be deemed to have asserted his right of forfeiture under article 7 hereof.

6) Type of service

In the event of force majeure and/or due to imperatives concerning stock availability, order deadlines and, in general, the conditions under which it carries out its activity, Toulouse Congrès reserves the right to supply, instead of the equipment ordered, any equivalent equipment capable of ensuring identical use, the exhibitor acknowledging that the substantial condition of its order lies in the use that can be made of the equipment and not in its very consistency.

7) Order cancellation

Should the exhibitor wish to cancel his order for any reason whatsoever, payment of the following sums will apply by way of forfeit:

- if the order is cancelled more than 30 days before the first day of set-up, the exhibitor will be liable to pay a penalty of 10% of the order;
- if the order is cancelled between 30 days and 15 days before the first day of set-up, the exhibitor will be liable to pay compensation of 50% of the amount of the order.

if the order is cancelled less than 15 days before the first day of set-up, the exhibitor will be liable for 100% of the order amount.

Advance payments already made will be refunded by Toulouse Congrès, less any sums due for cancellation.

8) Personal information and data

The exhibitor consents to the use by Toulouse Congrès or its partners of the personal data he has provided for the purpose of processing his orders.

The exhibitor has the right to access, rectify, delete and port his personal data, as well as the right to object to the processing for legitimate reasons. These rights may be exercised by writing to Toulouse Congrès at the following address Center De Congrès Pierre Baudis, 11, esplanade Compans Caffarelli, 31 000 Toulouse. Toulouse Congrès may use the data collected to send exhibitors information concerning services that may be of interest to them, unless they expressly object.

9) Data storage

Toulouse Congrès may, for all purposes of proof, keep and archive the exhibitor's data in a confidential manner, for the duration of the statute of limitations applicable to civil actions under article 2262 of the French Civil Code.

10) Intellectual property

All elements transmitted to the exhibitor, or to which he may have had access on the Toulouse Congrès websites or any other support, are subject to intellectual property law.

They are the property of Toulouse Congrès, and any total or partial reproduction or distribution of one of these elements without the prior authorization of Toulouse Congrès is strictly forbidden.

11) Applicable law / Jurisdiction

Any dispute concerning the interpretation or execution of these general terms and conditions or of the service contract itself shall be brought before the competent court in Toulouse. French law is applicable. Only the French text of the documents between the parties is authentic.

12) Election of domicile

For the execution of the present contract, the exhibitor and Toulouse Congrès elect domicile at their respective registered offices.