



Participants Guide

October 17-19, 2017

O.F.E.C: l'Office des Foires et Expositions de Casablanca
Face à la Mosquée Hassan II
20000 Casablanca - Maroc

[CONTACTS](#)

[EVENTS SCHEDULE & AGENDA](#)

[RECEPTION DESK](#)

[BOOTH SET-UP](#)

[BOOTH FEATURES](#)

[BOOTH ADDITIONAL FURNITURES](#)

[TECHNICAL SERVICES](#)

[LUNCH – GALA DINNER](#)

[CONFERENCES & WORKSHOPS](#)

[MOVE OUT](#)

[ACCESS TO THE VENUE](#)

[FLIGHTS](#)

[HOTELS](#)

CONTACTS

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advanced business events

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EVENT SCHEDULE & AGENDA

Tuesday, October 17th (OFEC – Office des Foires et des Expositions de Casablanca)

Conferences

Wednesday 18 and Thursday 19th, October (OFEC, Casablanca)

09.00am – 12.30pm: B2B Meetings & Workshops
 12.30pm – 01.45pm: Lunch
 02.00pm – 06.00pm: B2B Meetings & Workshops
 06.30pm: Closing

	Tuesday, October 17	Wednesday, October 18	Thursday, October 19
Access to Exhibition Hall	10.00am – 08.00pm	8.00am – 8.30am	8.00am – 8.30am
Dinner Reception		07.30pm – 22.00pm	
Move-Out			6.30pm – 09.00pm



RECEPTION DESK

Upon your arrival at O.F.E.C, all participants must go to the reception desk and collect their participant folders. The participant folder contains the following items:

- Your schedule of meetings
- Your name badges
- Your floor plan & more



BOOTH SET-UP

Set-up time will be running from **10.00pm to 08.00pm on Tuesday, October 17, 2017**. For exhibitors unable to make it on Tuesday, it is recommended to arrive at O.F.E.C at **08.00am on Wednesday, October 18th, 2017** to complete the set-up and personalization of their booths.

Aerospace Meetings Casablanca offers hard walled booths. **We strongly recommend you to bring graphics to customize your space.** Noisy machines or sound systems are not allowed. Also ensure that all equipment and graphics you'll bring can actually fit in your booth.

BOOTH FEATURES

Each wall panel measures 1m (3.3ft) wide and 2.5m (8.2ft) high. Exhibitors are welcome to bring pop-up stands, rollups and other graphics as long as they fit within the dimensions of the selected booth and do not stick out.

Basic Formule 4 sqm booth : 2m x 2m (7ft x 7ft)	Plus Formule 8 sqm booth : 4m x 2m (14ft x 7ft)
	
Spot lights 1 Table 3 Chairs Carpet Fascia Board	Spot Lights 2 Tables 6 Chairs Carpet Fascia Board

** Noncontractuals pictures*

In order to customize your space, we strongly recommend you to bring graphics. You must bring necessary materials to hang or paste your graphics (chains, adhesives, and so forth). **It is strictly forbidden to drill into the panels.** Your booth is equipped with an electric outlet. **You must bring multiple outlets if you're planning to use several devices.**

ADDITIONAL FURNITURES

- **Default furniture:**

Our official supplier "StarExpo" offers an entire range of furniture and equipment. You may trade your default furniture or order additional equipment **at your own cost.**

- **How to place an order?**

You contact our supplier by email or phone tel.

- **Contact :**

STAREXPO - Mr. Driss HADOUD

Tel +212 546 747 040

Cell : +212 642 500 809

Email : starexhibition@gmail.com

TECHNICAL SERVICES

For all technical orders, not included in your package, you must contact : **Office des Foires et Expositions de Casablanca (OFEC)**

What services?

- * *Special electric needs*
- * *Phone supply*
- * *Catering (Other than lunches and coffee breaks)*

Contact:

Direction OFEC
Tel.: +212 522 200 654

LUNCH – COFFEE CORNER - GALA DINNER

Lunch:

A seated business lunch will be catered on **October 18 and 19**, for all participants.

Coffee Corner:

Complementary hot and cold beverages will be offered to all the participants : 08.00am to 10.00am and 02.00pm to 04.00pm on **October 18 and 19**.

Gala Dinner:

A gala dinner, open to all participants, will be held on **October 18 from 19.30** at the **Mechouar Palace**. Each participant will receive by email an invitation. A shuttle bus will be provided between Novotel Hotel and the reception place.



CONFERENCES & WORKSHOPS

Conferences :

A conference program is offered in parallel to B2B Meetings, you can register in advance via the online platform in the following tab : "**my selection**" then "**presentations and workshops**"

Workshops:

If you animate yourself a presentation during the convention business, please note that the conference room is equipped with an overhead projector, a laptop, a TV and a microwave.

It is imperative that you provide your presentation to PDF or PPT before the event. It is also recommended to charge your presentation on a USB stick.

Conference Contact: mbohssein@advbe.com

MOVE-OUT

Exhibitors must have all their materials and equipment cleared from the booths by **6.30pm on Thursday October 19**. **Your materials and equipment must be picked up by your outbound carrier by 08pm on October 19, 2017 from the Office des Foires et des Expositions de Casablanca (O.F.E.C)**

NOTE : ABE shall not be responsible for any damage caused to your equipment theft.



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how to get to the O.F.E.C ?

Taxis : Available at the hotel

Shuttle : A shuttle will be implemented from Novotel Casablanca City Center at 8.00 in the morning with a return to Novotel at 18.30.

Car : Outdoor parking available to exhibitors.

FLIGHTS

Aiport :

The Casablanca International airport is approximately one hour to the **Office des Foires et Expositions de Casablanca**.
Many taxis are available at the airport.

HOTELS



A special rate is provided by Novotel City Center Hotel for our participants to the Aerospace Meetings Casablanca :

Superior category (City view)

1170 MAD for one single room / per night

1290 MAD for one double room / per night

19.80 MAD for the tourist tax per person and per night

If you wish reserve your room in a different hotel, you will find on the map below hotels located near by OFEC.

More details: [listing of hotels close to l'OFEC](#)

