

EXHIBITOR HANDBOOK

SEPT. 30 - OCT. 2, 2025

SUMMARY

CONTACT	2
EVENT SCHEDULE & AGENDA.....	2
PREPARE YOUR ARRIVAL.....	3
BOOTH DETAILS.....	3
BOOTH SETUP.....	5
ADDITIONAL FURNITURE.....	5
TECHNICAL SERVICES.....	5
CUSTOMIZED GRAPHICS.....	6
WIFI INTERNET	7
NETWORKING LUNCHES.....	7
COFFEE CORNER	8
THEMED WORKSHOPS	8
SHIPPING	8
MOVE OUT	8
HOTELS & AIRPORT TRANSFERS	9
ACCESS TO THE VENUE.....	10
ANNEX	12

CONTACT

EVENT ORGANIZER

advanced business events 10 rue de la Rochefoucauld CS 50300 92513
Boulogne-Billancourt Cedex – France Tel : +33 1 41 86 41 60
Website: casablanca.bciaerospace.com/en/ E-mail : am-casablanca@advbe.com

EVENT SCHEDULE & AGENDA

TUESDAY, SEPTEMBER 30TH (MIDPARC)

1:30pm – 2:30pm: **Opening Ceremony**
2:30pm – 6:00pm: **Plenary Conference**

WEDNESDAY, OCTOBER 1ST (MIDPARC)

8:00 am – 8:30 am: **Opening of the front desk**
8:30 am – 12:30 pm: **BtoB meetings & workshops**
12:30 pm – 2:00 pm: **Networking lunch**
2:00 pm – 6:30 pm: **BtoB meetings & workshops**

THURSDAY, OCTOBER 2ND (MIDPARC)

8:00 am – 8:30 am: **Opening of the front desk**
8:30 am – 12:30 pm: **BtoB meetings**
12:30 pm – 2:00 pm: **Networking lunch**
2:00 pm – 5:30 pm: **BtoB meetings**
5:30 pm – 8:00 pm: **Closing**

	Monday September 29th	Tuesday September 30th	Wednesday October 1st	Thursday October 2nd
Access to Exhibition Hall for booth set-up	4:00pm – 7:00pm	8:00am – 9:00pm	7:30am – 8:30am	
Move-out				5:30pm – 8:00pm

PREPARE YOUR ARRIVAL

Upon arrival at the MIDPARC, all participants must present their **PRE-PRINTED BADGES** at the entrance. They will be available to download from your online profile beginning from **September 25th, 2025**: <https://meetings.casablanca.bciaerospace.com/2025/signup.php>

The screenshot shows a user's online profile page. The top navigation bar includes 'Home', 'My profile', 'My selection', 'My schedule', 'Language' (with a flag icon), 'Currency EURO', and 'ADVANCED BUSINESS EVENTS / BCI AEROSPACE'. The main heading is 'Welcome to your online profile' with the subtext 'Manage your information and get access to all important details'. On the left, under 'Steps', '1. Your profile' is expanded, showing 'Company description', 'Delegates', and 'Profile management'. The 'Summary' section on the right contains three columns: 'Company name' (ADVANCED BUSINESS EVENTS / BCI AEROSPACE, 10, rue de la Rocfoucauld CS 50300, BOULOGNE-BILLANCOURT CEDEX - FR), 'Delegates' (Stéphanie FOYART - **BADGE**), and 'Administrator' (Stéphanie FOYART). The 'Delegates' entry is circled in green.

You will also have to **print your B2B meeting schedule**, as only it will not be provided at the front desk.

BOOTH DETAILS

Depending on the package you have chosen, the following equipment is included (excluding the extra options). **Each panel measures 2m wide and 3m high.**

***non-contractual photos**

BASIC PACKAGE
A 4sqm (2x2) modular booth



- Carpet
- Lighting
- 1 company sign
- 1 table
- 3 chairs

***Graphics printed on a weighted banner (not included - available as an option)**

PERSONALIZED BASIC PACKAGE

A 4sqm (2x2) modular booth with personalized graphics



- Carpet
- Lighting
- 1 company sign + personalized graphics
- 1 table
- 3 chairs

2 FILES TO BE PROVIDED in the dimensions:

- **Wall A: 1600mm x 3000mm**
- **Wall B: 2000mm x 3000mm**

before SEPTEMBER 12, 2025 to tlassalle@advbe.com

***Graphics printed on a weighted banner**

DELUXE PACKAGE

A 8sqm (4x2) modular booth



- Carpet
- Lighting
- 1 company sign
- 2 tables
- 6 chairs

***Graphics printed on a weighted banner (not included - available as an option)**

PERSONALIZED DELUXE PACKAGE.

A 8sqm (4x2) modular booth with personalized graphics



- Carpet
- Lighting
- 1 company sign + personalized graphics
- 2 tables
- 6 chairs

2 FILES TO BE PROVIDED in the dimensions:

- **Back wall: 3600mm x 3000mm**
- **Side wall: 2000mm x 3000mm**

before SEPTEMBER 12, 2025 to tlassalle@advbe.com.

***Graphics printed on a weighted banner**

PERSONALIZED PREMIUM PACKAGE

A 24sqm (6x4) modular booth with personalized graphics



- Carpet
- Lighting
- 1 company sign + personalized graphics
- 1 coffee table
- 3 armchairs
- 1 front counter
- 1 storage closet + personalized graphics

3 FILES TO BE PROVIDED in the dimensions:

- **Back wall: 4600mm x 3000mm**
- **Side wall: 3000mm x 3000mm**
- **Storage closet: 1000mm x 1000mm**

before SEPTEMBER 12, 2025 to tlassalle@advbe.com

***Graphics printed on a weighted banner**

START-UP PACKAGE

Counter with side panel graphic included



- Counter with side panel
- 2 high stools

Your logo in HD vector format before SEPTEMBER 12, 2025 to tlassalle@advbe.com

CUSTOMIZED BOOTH
(Collective pavilion or bare surface booth)



ORDERS MUST BE SUBMITTED BY JULY 18, 2025 to benyahia@leptisgroup.com

BOOTH SETUP

Booth set up will be **from 4:00pm to 7:00pm on Monday, September 29th**. For exhibitors unable to make it on Monday, it is recommended to arrive at the MIDPARC at **8:00am on Tuesday, September 30th** to complete the set up and personalization of their booths.

Aerospace Meetings Casablanca offers hard walled booths. **We strongly recommend you bring graphics to customize your space, or order custom-printed walls and fascia boards for a more professional appearance.** You must bring all necessary materials to hang or paste your graphics (chains, adhesives, etc). **It is strictly forbidden to drill into the panels.** Noisy machines or sound systems are not allowed. Also, please ensure that all equipment and graphics you bring fit your corresponding booth dimensions. **Please note that your booth comes with ONLY 1 electrical outlet.**

ADDITIONAL FURNITURE

All additional furniture must be ordered through our team. Please note that stock is limited. Please find the complete list of furniture options in the annex section of this document.

How to place an order?

You must order on the platform during your registration. **If you have already sent your order form and wish to add a video rental, please send an email to your abe/BCI Aerospace sales representative and copy Taylore LASSALLE: tlassalle@advbe.com**

ALL ORDERS MUST BE SUMITTED BY SEPTEMBER 5th.

TECHNICAL SERVICES

For all technical orders, not included in your package, please contact our service provider **LEPTIS GROUP** at: benyahia@leptisgroup.com

ALL ORDERS MUST BE SUBMITTED BEFORE SEPTEMBER 9th.

CUSTOMIZED GRAPHICS

CUSTOMIZED BOOTH PANELS:

Customize the melamine panels of your booth with a visual of your choice. Simply provide us with your print-ready file, in accordance with the specifications below.

▸ **BASIC PACKAGE - A 4sqm (2x2) modular booth – printed on a weighted banner:**

File dimensions to provide: 2000mm (W) x 3000mm (H) (*To be confirmed with your BCI contact depending on the location of your booth)

Price: 250 EUR excl. VAT

▸ **DELUXE PACKAGE - A 8sqm (4x2) modular booth – printed on a weighted banner:**

Side wall graphic:

File dimensions to provide: 2000mm (W) x 3000mm (H)

Price: 250 EUR excl. VAT

▸ **BACK WALL GRAPHIC:**

File dimensions to provide: 3600mm (W) x 3000mm (H)

Price: 500 EUR excl. VAT

KAKEMONOS/ROLL UPS:

- **Dimensions: 80 (W) x 200 (H) cm**
- **Weight: 3kg**
- **Price: 300 EUR excl. VAT per roll-up**

Important: Files must be provided in high resolution (vector format or equivalent) to ensure optimal print quality.

How to place an order?

You must order on the platform during your registration. **If you have already sent your order form and you want add a graphic order, please send an email to your abe/BCI Aerospace contact and copy Taylore LASSALLE (tlassalle@advbe.com).**

ALL ORDERS MUST BE SUBMITTED AND FILES MUST BE SENT BY SEPTEMBER 12th TO tlassalle@advbe.com.

WIFI INTERNET

Wi-fi will be provided for all participants throughout the duration of the event.

The network name and WIFI password information will be provided on your badge.

NETWORKING LUNCHES

A seated networking lunch will be served on **October 1st and 2nd** for those who ordered lunches during their online registration on the platform.

If you'd like to check whether you've ordered the lunches, simply download your badge from your member area (accessible starting September 25). Your lunch registration is indicated by an icon (see example below):



Stéphanie FOYART

**ADVANCED BUSINESS EVENTS /
BCI AEROSPACE**

E1C670P986



SUPPLIER

IMPORTANT: If you have already submitted your purchase order and wish to add lunch packages, please send an email to your ABE/BCI Aerospace contact and copy Taylore LASSALLE (tlassalle@advbe.com). Make sure to specify the number of participants in your email. The cost is €80 (excluding VAT) per person (flat rate for both days).

ORDER DEADLINE: SEPTEMBER 12th 2025

COFFEE CORNER

A coffee area will be available to you free of charge on **September 30, as well as on October 1 and 2.**

THEMED WORKSHOPS

If you are leading a themed workshop, the conference room will be fully equipped with a video projector, screen, a computer (for your presentation), and a wireless microphone will be made available to you.

For all your queries and concerns please contact Giulia Cabras at gcabras@advbe.com or +39 06 88644949.

SHIPPING

Be sure to have all your materials delivered from **7:00am on September 29th, 2025.** Any earlier deliveries will not be accepted. Ship them to the address below (don't forget to mention the name of the event "**AEROSPACE MEETINGS CASABLANCA 2025**") and **add your company name to the label:**

**M. AREF HASSANI (AEROSPACE MEETINGS CASABLANCA + COMPANY NAME)
MIDPARC, ZONE FRANCHE INDUSTRIELLE DE NOUACEUR
BATIMENT D'ACCUEIL**

Materials delivery date: no earlier than Monday, September 29th, 2025

Materials pick-up date (mandatory): Thursday, October 2nd, 2025 (before 6:00pm end of convention)

MOVE OUT

Exhibitors must have all their materials and equipment cleared from the booths by **6:30pm on Thursday October 2nd. Your materials and equipment must be picked up by your outbound carrier by 8:00pm on October 2nd from MIDPARC.**

IMPORTANT: each exhibitor is responsible for the transport of his material the reception and the forwarding of his packages. The MIDPARC and ABE/BCI Aerospace declines all responsibility in the event of theft, loss, or damage to stored goods.

HOTELS & AIRPORT TRANSFERS

Our team offers hotels at negotiated rates near the event location so that you can make the most of your stay.

1. ONOMO HOTEL CASABLANCA CITY CENTER 4****

Starting from 1,150 MAD / night

Reserve your room by contacting the hotel reservations department directly:

Phone: +212 520-001010

Email: reservation.maroc@onomohotel.com | reservation1.massira@onomohotel.com

CC: meriam.filali@onomohotel.com

Transfer: On-demand service available at 500 MAD per sedan (one-way), VAT included.

2. ONOMO CASABLANCA SIDI MAAROUF 3***

Starting from 700 MAD / night

Reserve your room by contacting the hotel reservations department directly:

Phone: +212 520-001200

Email: herbergement.sidimaarouf@onomohotel.com | onomo.sidimaarouf@onomohotel.com

CC: joughaina.marzak@onomohotel.com

Transfer: On-demand service available at 400 MAD per sedan (one-way), VAT included.

3. ONOMO HOTEL CASABLANCA AIRPORT 3***

Starting from 780 MAD / night

Reserve your room by contacting the hotel reservations department directly:

Phone: +212 520-001010

Email: onomo.airport@onomohotel.com | herbergement.airport@onomohotel.com

CC: joughaina.marzak@onomohotel.com

Transfer: Free shuttle service every hour.

 (SEE FULL PRICING DETAILS IN THE ANNEX SECTION)

ACCESS TO THE VENUE

MIDPARC: ZONE FRANCHE DE NOUACEUR 27000 NOUACEUR, CASABLANCA

HOW TO GET TO MIDPARC?

- ▶ **BY TAXIS:** Available at the hotel
- ▶ **BY SHUTTLE:** A shuttle will be implemented from the Onomo Hotel Casablanca City Center at 7:30am in the morning with a return to get back to the hotel at 6:30pm.
- ▶ **BY CAR:** Outdoor car park is available to exhibitors (free of charge)
- ▶ **BY PLANE:** Casablanca Mohammed V International Airport
(Tél : +212 5 22 53 90 40 Website : <https://cmnairport.com>)



AIR FRANCE AGREEMENT - The best fare for your airline ticket:



10% discount on the fare component on a wide range of public airfares on Air France, KLM and code-shared flights.

Event: Aerospace Meetings Casablanca

ID Code: 51051AF

Authorized Travel Period: September 23, 2025 to October 9, 2025

Event Location: Casablanca

The tickets can be booked via: the dedicated Air France or KLM websites and by applying the unique event ID code during the check-out process, as specified in the event related PDF.

Use the event link above or visit globalmeetings.airfranceklm.com to **access the preferential fares granted for this event***, **make your booking, issue your electronic ticket***, and **select your seat****

Proof of attendance-fare eligibility

If you buy your ticket via AIR FRANCE & KLM Global Meetings website, your electronic ticket will carry a special mention which justifies the application of the preferential fares.

At any point of your journey, passengers must be able to justify the usage of the discounted AIR FRANCE-KLM Global Meetings & Events fares by showing the proof of attendance-fare eligibility document. You will receive this document automatically when you book your tickets on the online booking platform globalmeetings.airfranceklm.com. Frequent flyer / loyalty programs of Air France and KLM partner airlines are credited with "**miles**" when Air France or KLM flights are used. *Not available in certain countries **Subject to conditions

ANNEX

FURNITURE ADDITIONAL REQUEST

Please email us this document **before September 5th: tlassalle@advbe.com**

Company	Country
Address	Contact
Zipcode	Email
City	Phone

ITEM	EXAMPLE	PRICE	QUANTITY	TOTAL EXCL. TAX
Chaise/Chair		20,00 €		
Table haute/High top table		60,00 €		
Table en bois/Wooden Table		45,00 €		
Table en verre/Glass table		45,00 €		
Tabouret/Highchair		80,00 €		
Présentoir/Document holder		90,00 €		
Panneaux/Panel	surface: 2000mm x 3000mm	250,00 €		
Kakemono/Roll-up banner	Length: 200cm x width: 80cm	300,00 €		
Comptoir/Desk	Length: 120cm, height: 110cm	350,00 €		
Vitrine/ Showcase Model A	Length: 50cm, height: 180cm	150,00 €		
Vitrine/Showcase Model B	Length: 100cm, height: 110cm	130,00 €		
Machine à café /Coffee machine	100 doses, cups, sugar included	260,00 €		
Écran/TV 42"	Sur pied / with base stand	180,00 €		
Écran/TV 55"	Sur pied / with base stand	280,00 €		
Date - Signature - Company Stamp		TOTAL excl. Taxes		
		abe will invoice you and taxes will be applied according to European law		
		Please note that stock is limited. Orders need to be submitted before September 5th Any orders received after this date may result in an increase of price.		

HOTELS PRICE LIST

1

ONOMO HOTEL CASABLANCA CITY CENTER 4****

Corporate rate
with buffet
breakfast

Period	From 01/01/2025 to 31/12/2025
Superior single room	1,150.00 MAD
Supplement for 2 nd person	130.00 MAD
Supplement for junior suite	1,000.00 MAD
Supplement for the ONOMO suite	1,400.00 MAD
Buffet breakfast	Included
Tax / per person / per day	19.80 MAD
Half-board supplement	250.00 MAD

2

ONOMO HOTEL CASABLANCA SIDI MAAROUF 3***

Corporate rate
with buffet
breakfast

Period	From 01/01/2025 to 31/12/2025
Superior single room	700.00 MAD
Supplement for single junior suite	200.00 MAD
Supplement for 2 nd person	75.00 MAD
Supplement for extra bed in the family room	240.00 MAD
Buffet breakfast	Included
Tax / per person / per day	13.20 MAD
Half-board supplement	250.00 MAD

3

ONOMO HOTEL CASABLANCA AIRPORT 3***

Corporate rate
with buffet
breakfast

Period	From 01/01/2025 to 31/12/2025
Superior single room	780.00 MAD
Supplement for 2 nd person	90.00 MAD
Buffet breakfast	Included
Meal Supplement (includes one soft drink)	260.00 MAD
Tax / per person / per day	12.10 MAD