

# PARTICIPANTS GUIDE

MARCH 15 - 17, 2022



MIDPARC  
ZONE FRANCHE DE NOUACEUR 27000  
NOUACEUR, CASABLANCA

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# CONTACTS

## SALES TEAM



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## GENERAL ORGANIZATION

### ADVANCED BUSINESS EVENTS

35-37, RUE DES ABONDANCES 92513  
BOULOGNE CEDEX – FRANCE  
TEL : +33 01 41 86 41 60  
FAX : +33 01 46 03 86 26  
WEBSITE :  
CASABLANCA.BCIAEROSPACE.COM/EN/  
E-MAIL: AM-CASABLANCA@ADVBE.COM

## EVENT SCHEDULE & AGENDA

### TUESDAY, MARCH 15 (MIDPARC)

02.00 pm – 07.00 pm : Opening ceremony & conferences  
06.30 pm – 08.30 pm : Cocktail gala

### WEDNESDAY 16 AND THURSDAY 17, MARCH (MIDPARC)

08.30 am – 12.30 pm: B2B Meetings & Workshops  
12.30 pm – 02.00 pm: Lunch  
02.00 pm – 06.35 pm: B2B Meetings & Workshops

	Monday, March 14	Tuesday, March 15	Wednesday, March 16	Thursday, March 17
Access to Exhibition Hall	04.00pm-07.00pm	08.00am-09.00pm	07.30am – 08.30am	07.30am – 8.30am
Gala Cocktail		06.30pm – 08.30pm		
Move-out				6.30pm – 09.00pm

## RECEPTION DESK

Upon your arrival at **MIDPARC**, 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

## INTERNET - MOBILE APPLICATION

In order to facilitate your participation, to support you to download our mobile application and to refer the information about the event, you can have a Wi-Fi connection inside the exhibition hall during 03 days of the event.



## BOOTH SET-UP

Set-up time will be running from **04.00pm to 07.00pm on Monday, March 14**. For exhibitors unable to make it on Monday, it is recommended to arrive at MIDPARC at **08.00am on Tuesday, March 15** 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 3m (9,8ft) 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.

<b>Basic Formule</b> 4 sqm booth : 2m x 2m (7ft x 7ft)	<b>Plus Formule</b> 8 sqm booth : 4m x 2m (14ft x 7ft)	<b>Customized Booth</b>
		<p><b>Please contact our service provider LEPTIS GROUP</b></p>
Spot lights 1 Table 3 Chairs Carpet Fascia Board	Spot Lights 2 Tables 6 Chairs Carpet Fascia Board	We support you in the development of your spaces larger than 24 sqm  Contact : <a href="mailto:benyahia@leptisgroup.com">benyahia@leptisgroup.com</a>

*\*\* 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**.

## BOOTH ADDITIONAL FURNITURES

All additional furniture & printed materials must be ordered through our team.

**All order need to be submitted by March 1, 2022.** Please note that stock is limited.

Your booth is made of hard walls that can be personalized with your own graphics. You would just need to supply your ready-to-print artwork.

- Panel dimensions: 2500mm x 1000mm
- Actual/visible dimensions: 2389mm x 945mm

Your electronic artwork must be a high resolution file suitable for printing (HD / source file).

**1 panel = €150 excl. taxes**

It is also possible to order a kakemono on your stand. The dimensions of the kakemono are: 80cm x 200cm.

**The cost of printing a kakemono is 300€ excl. taxes**

But also a **reception desk: Price for 1 desk = 350€ ex.cl. taxes**

**43-inch screen TV with base stand / DVD player / USB key = 180€ excl. taxes**

**55-inch screen TV with base stand / DVD player / USB key = 280€ excl. taxes**

How to place an order?

Inform Stéphanie Foyart that you wish to place an order at your earliest convenience.

**All artwork must be received by March 1, 2022.** Artwork received after this date will not be taken into account.

For further questions, please contact **Ms Stephanie Foyart** by email [SFoyart@advbe.com](mailto:SFoyart@advbe.com)

or telephone : **+33(0)1 41 86 41 60 / +33(0) 6 11 18 24 82**

## SHIPPING

Please make sure to have your materials delivered from 07.00 AM on March 14. Any earlier deliveries will not be handled. Send them to the address below and add the name of the event as well as your company name on the label:

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

**Materials Delivery date: from 14 March**

**Materials Pick-up deadline: 17 March before 06.00PM (end of convention)**

## LUNCH - COFFEE CORNER - GALA COCKTAIL

### Lunch:

A business lunch will be catered **on March 15, 16 and 17, for all participants.**

### Coffee Corner:

Complimentary hot and cold beverages will be offered to all **on March 15, 16 and 17.**

### Gala Cocktail:

A cocktail reception, open to all participants, will be organized on March 15 within the Aerospace Meetings itself from 6:30 p.m.  
An invitation will be sent to you by email.



## CONFERENCE & WORKSHOPS

**Conferences** : On March, 15 a conference program is offered in addition to your participation in the B2B Meetings, please confirm your attendance in advance via the online platform in the following tab : "my selection" then "presentations and workshops"

**Workshops**: If you are hosting a workshop on March, 16-17, please note that the workshop room is equipped with a projector and screen, a laptop and a microphone.

It is imperative that you provide your presentation with PDF or PPT before the event. It is also recommended to bring a USB stick with your presentation. Conference Contact: [mbohssein@advbe.com](mailto:mbohssein@advbe.com)

## MOVE OUT

Exhibitors must have all their materials and equipment cleared from the booths by **06.30pm on Thursday March 17**. Your materials and equipment must be picked up by your outbound carrier by **08.00pm on March 17** from MIDPARC

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

## ACCOMODATION

Aerospace Meetings Casablanca has negotiated the best rates for your accommodation. We strongly recommend you make all your bookings through our partner as this is the best way for you to save a great amount of money.

It is recommended to book your accommodation at the **l'ONOMO Hotel Casablanca City Center** Transportation to the event will be arranged for you.

**Hotel address** : Angle de rue boulevard Massira & Rue Normandie, Casablanca

**Téléphone** : +212 5 20 00 10 00

OR YOU CAN BOOK YOUR HOTEL THANKS TO OUR PARTNER: **REVOLUGO**

## ACCESS TO THE VENUE

**MIDPARC**  
**ZONE FRANCHE DE NOUACEUR**  
**27000 NOUACEUR, CASABLANCA**

**HOW TO GET TO MIDPARC?**

**TAXIS** : Available at the hotel

**SHUTTLE** : A shuttle will be implemented from the Onomo Hotel Casablanca City Center at 07.30am in the morning with a return to get back to the hotel at 06.30pm.

**CAR** : Outdoor car park is available to exhibitors (free of charge)

