

# SITEM 28<sup>th</sup> edition

April 3<sup>rd</sup> and 4<sup>th</sup> 2024  
Carrousel du Louvre, Paris

5% Discount

For every  
registration before  
30/09/2023 for 9m2  
stands and above

## Trade Name :

Company name : \*

\_\_\_\_\_

Address : \*

\_\_\_\_\_

Zip code : \*

\_\_\_\_\_

City : \*

\_\_\_\_\_

Country : \*

\_\_\_\_\_

Tel : \*

\_\_\_\_\_

E-mail : \*

\_\_\_\_\_

N° SIRET : \*

\_\_\_\_\_ \*

N° VAT : \*

\_\_\_\_\_ \*

## Contact for the person in charge of the exhibitor space :

Name : \*

\_\_\_\_\_

Surname : \*

\_\_\_\_\_

Position : \*

\_\_\_\_\_

## Invoice address :

Company name : \*

\_\_\_\_\_

Address : \*

\_\_\_\_\_

Zip Code : \*

\_\_\_\_\_

City : \*

\_\_\_\_\_

Country : \*

\_\_\_\_\_

Tel : \*

\_\_\_\_\_

E-mail : \*

\_\_\_\_\_

## Contact for the signing person :

Name : \*

\_\_\_\_\_

Surname : \*

\_\_\_\_\_

Position : \*

\_\_\_\_\_

Tel : \*

\_\_\_\_\_

E-mail : \*

\_\_\_\_\_

## Your activity :\*

Indicate two choices maximum

Equipment/layout/setup

Interactivity/digital

Augmented reality/virtual reality

Management systems/digital asset management

Audience reception/accessibility/animation, visit assistance

Public institutions/associations

Scenography/museography

Conservation/restoration

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## Your stand :

Name of the stand (max 20 letters, this will appear on your stand)

### Number of stand (if available):

#### STAND 9 m<sup>2</sup>

☐ Partition, sign, 3 spots, wifi, insurance, cleaning, 400 e-invitations, application and scan of badges. 4 465 € HT

☐ Extra-charges for corner (optional) 525 € HT

☐ Co-exhibitor fee 525 € HT

#### STAND 12 m<sup>2</sup>

☐ Partition, sign, 3 spots, wifi, insurance, cleaning, 600 e-invitations, application and scan of badges. 5 995 € HT\*

☐ Extra-charges for corner (optional) 525 € HT

☐ Co-exhibitor fee 525 € HT

#### STAND 18 m<sup>2</sup> (corner included)

☐ Partition, sign, 3 spots, wifi, insurance, cleaning, 600 e-invitations, application and scan of badges. 8 610 € HT\*

☐ Co exhibitor fee 525 € HT

For any other surface, please contact us at [contact@sitem.fr](mailto:contact@sitem.fr) or [cecile.lucas@sitem.fr](mailto:cecile.lucas@sitem.fr)

\*ATTENTION: electricity is not included

You must order electricity on [www.viparisstore.com](http://www.viparisstore.com). Prices are indicative and may vary according to Viparis' price policy : 1 kw : 230 € 3 kw : 320 €

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## STAND 6 m<sup>2</sup>

Package for SMEs under 10 years of experience

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*Partition, sign, 1 kw electricity, wifi, insurance, cleaning, 400 e-  
invitations, application and scan of badges, furniture.*

2 500 € HT

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Co exhibitors fee

525 € HT

## STARTUP BOX :

Package for startups under 2 years of experience

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*Partition, sign, 1kw electricity, wifi, insurance, 400 e-  
invitations, visitor badge application and scan, furniture.*

1 195 € HT

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Co-exhibitors fee

525 € HT

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## Pack communication :

*Le Quotidien de l'art, SITEM's media partner, proposes to communicate in the special edition of SITEM 2024. Diffusion to 4000 issues during three days of the trade show and to 12,000 online subscribers. Distribution to 20 000 contacts of the SITEM's community.*

### Le Quotidien de L'Art :

■ Quarter page	900 € HT
■ Half-page	1 500 € HT
■ Full page	2 200 € HT
■ 2 <sup>d</sup> cover	2 900 € HT
■ 3 <sup>rd</sup> cover	2 450 € HT
■ Back cover	3 500 € HT
■ Web-banner on the alert e-mail	2 750 € HT

### Communicate before the fair :

■ Web banner in the SITEM newsletter	500 € HT
■ Web banner - page « workshop » or « conferences »	700 € HT

### Workshop :

■ 45 minutes workshop	750 € HT
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*Workshop room and audiovisual material provided.  
Filming of the workshop and replay provided.*

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## Payment :

*This file must be returned to us completed and signed, accompanied by the payment of the first deposit.  
No registration will be taken into account or validated without receipt of the first deposit.*

Please send this document before February 23<sup>rd</sup> 2024

Museumexperts - Groupe Beaux Arts & Cie  
To Cécile Lucas  
9, boulevard de la Madeleine 75001 PARIS  
tel: +33 (0)1 87 89 91 01  
cecile.lucas@item.fr

### Terms of payment

**Registration : account of 50%**  
**February 23<sup>rd</sup> 2024 : total amount due**

By check to Museumexpert SAS  
• By bank transfer with order proof  
CIC Iberbanco Opéra  
Code banque/Bank code: 30066 — Guichet/Counter: 11000  
Compte/Account: 00030638901 — Clé/Key: 74  
IBAN: FR76 3006 6110 0000 0306 3890 174  
Code BIC/BIC code: CMCIFRPP

### Documents to confirm the inscription :

*Payment proof of the deposit  
This file completed  
advice of transfer/bank card/check*

### Exhibitor commitment :

*By signing the application form, the exhibitor undertakes to respect all the clauses of the general regulations and to ensure that they are respected by all participants.*

*I acknowledge that I have read the rules and regulations and agree to them without reservation. I declare that the company is not in default on the date of this application and certify the accuracy of the information given.*

Name, first name :

Position of the signatory :

Dated at :

Date :

**SUBTOTAL :**

**DISCOUNT :**

**TOTAL BEFORE TAXES :**

**VAT 20% :**

**TOTAL TAXES INCLUDED:**

Signature, with mention  
« Read and approved » , stamp of the firm



# SITEM 28<sup>th</sup> edition

## April 3<sup>rd</sup> and 4<sup>th</sup> 2024

### Carrousel du Louvre, Paris

## SITEM 2024 – INTERNAL RULES

### DEFINITIONS

1.1 "Exhibitor" means the person or organization who presents in a stand or part of a stand (hereinafter referred to as "Location") its product samples or offers its services there.  
1.2 The company Museumexperts - Groupe Beaux Arts & Cie, whose registered office is located at 9 Boulevard de la Madeleine 75001 PARIS SIRET: 438 483 661 0015 is the Organiser.

### CONDITIONS OF ADMISSION

The following are eligible to exhibit at SITEM: Manufacturers of material or equipment for museums and shows, service providers, exhibition Organisers, catering services. Admitted to exhibit at SITEM: museums and all cultural and tourist institutions independently or in a French or international territorial setting. Public and private bodies linked to them in any way are also admitted.

### ADMISSION

1. An application for admission must be filed for each Exhibitor. It must be signed by a person deemed to have standing to engage the Exhibitor. It must be established on the official file of the show.  
2. The application(s) for admission must be accompanied by a first payment under the conditions laid down by the Organiser. The costs of opening a file are due for the named Exhibitor even if he occupies the same booth as another Exhibitor. They shall in any event remain acquired by the Organiser regardless of the outcome given to the application for admission.  
3. The amount of the participation is fixed by the Organiser. This amount may be revised if the price of materials, labour, transportation and services, as well as the cost of tax and social obligations varied significantly between the date of establishment by the Organiser of the conditions of admission and the date of opening of the event.  
4. The Organiser receives applications and decides on admissions without being required to give reasons for its decisions. The rejection of an application for admission by the Organiser does not give rise to any compensation for damages, only the sums paid in respect of the amount of the participation will be refunded. Admissions of candidates in a state of cessation of payment may be cancelled.  
5. Admission is announced by an official notification from the Organiser. It then becomes, for the applicant, a definitive and irrevocable. The official notification of admission having been made, the Exhibitor is liable to the Organiser for the full amount of the rental fee payable upon receipt of the invoice. This clause does not absolve the Organiser's right to demand payment before opening. The Exhibitor must send his settlement in this case within 8 days of sending a registered letter. In any event, the invoice not paid 48 hours before the opening of the event, authorizes the Organiser not to make the placement available to the Exhibitor who remains liable for the entire invoice even if the stand is rented to another Exhibitor. In case of waiver of the Exhibitor to the event, served by registered letter with acknowledgement of receipt more than three months before the date of opening of the show, 50% of the value of the site is due to the Organiser if the area retained could be resubmitted at the scheduled rate to another candidate. If this is not the case, the Exhibitor is liable for the full amount of the site. In case of waiver of the Exhibitor to the event, served by registered letter with acknowledgement

ment of receipt more than three months before the date of opening of the show, 50% of the value of the site is due to the Organiser if the area retained could be re-rented.

### OBLIGATIONS AND RIGHTS OF THE EXHIBITOR

6. he Exhibitor may present on his site only the materials, products or services listed in his application for admission and accepted by the Organiser as meeting the nomenclature of the event. It may not advertise in any form for non-Exhibitor companies, except as expressly waived by the Organiser.  
7. The total amount of the participation is due after the official notification of the admission and the sending of the invoice.  
8. Failure to settle the amount of the participation on the due dates results in the cancellation of the right to dispose of the allocated site: 50% TTC [all taxes included] at registration and 50% TTC at February 23, 2024.  
9. The Exhibitor is deemed to have read these rules and accepts them without reservations, as well as those established in a complementary way by the Organiser and the public law prescriptions applicable to events organized in France. The Exhibitor also accepts all new provisions that may be imposed by the circumstances and that the Organiser reserves the right to serve, even verbally, on the Exhibitor and this in the event's premises.  
10. Any failure to comply with this Regulation, any additional regulations drawn up by the Organiser and the public law requirements applicable to the event, and in particular the safety requirements, may lead, even without notice, to the requirements provided for in Article 5.  
11. It is forbidden to assign or sublease all or part of the assigned location.  
**OBLIGATIONS AND RIGHTS OF THE ORGANISER**  
12. The Organiser sets the content, dates, location of the event. In case of force majeure, dates and location may be changed.  
13. The Organiser freely sets the opening hours of the show to the public. It reserves the right to organize evenings by invitation during which the Exhibitor's presence on his stand, who will have been notified in advance, will be imperative.  
14. The Organiser establishes the plan of the event and distributes the locations taking into account as widely as possible the desires expressed by the Exhibitor, the nature of his items, the layout of the stand he proposes to install. It reserves the right to modify whenever he deems it useful the importance and layout of the surfaces requested by the Exhibitor without having to pay some compensation to the Exhibitor.  
15. The Organiser is exempt from all liability for damages generally of any kind (including disturbance of enjoyment and any commercial damage) that could be suffered by the Exhibitor for any reason whatsoever and in particular for delay in opening, premature termination of the show, closure or destruction of stands, fire and disaster of any kind, etc.  
16. The Organiser indicates as precisely as possible on the plans communicated to the Exhibitor. However, it urges the Exhibitor to ensure their compliance before its development. The Organiser cannot be held responsible for slight differences that would be observed between the indicated odds and the actual dimensions of the site.

17. In case of force majeure, including fire, war, natural disaster, terrorism, public calamity, etc. making it impossible to dispose of the necessary premises and more generally the execution of any obligation at the expense of the Organiser, the Organiser could cancel, at any time, the request for registered location by notifying in writing the Exhibitor who would not be entitled to any compensation, nor compensation whatever the reason of such a decision. The sums remaining available, after payment of all expenses incurred will be distributed among the Exhibitors in proportion to the sums paid by them, without them being able, by express agreement, to exercise a remedy, in any capacity and for any reason whatsoever, against the Organiser.  
18. The Organiser retains service providers for guarding, cleaning of stands, etc. who have proven themselves capable in this type of event. It ensures the general safety of the exhibition. It also ensures the equipment and layout of the stand up to a maximum of 3,049 euros, excluding works of art which must be subject to additional insurance taken out by the Exhibitor.

### DECORATION, LAYOUT

19. The general layout of the fair is the responsibility of the Organiser.  
20. The special decoration of the stands should, as far as possible, be in line with the general decoration. The Exhibitor must have completed its installation and the installation of the products exhibited the day before the opening of the event.  
21. The Organiser reserves the right to change the decoration of a stand that would be contrary to the general spirit of the show.  
22. Any light or sound advertising as well as any attraction, show or animation, must be subject to the approval of the Organiser who may also reverse the authorization granted in case of discomfort brought to neighbouring Exhibitors, traffic or the holding of the exhibition.  
23. The Exhibitor or his delegate will provide in the rules of the art and with the security necessary for the transport, the delivery, the dispatch of his parcels, as well as the recognition of their contents.  
24. All parcels must be unpacked upon arrival by the Exhibitor himself or his representative, if they are not present to receive their parcels, the Organiser may have them stored, unpacked or automatically re-shipped at the expense, risk and peril of the Exhibitor. The Organiser declines all responsibility for the loss or damage of the delivered equipment.  
25. The Exhibitor must not obstruct or encroach on the aisles and in no way disturb his neighbours.

### STATE OF THE STANDS

26. The state of the stands must be perfect. Bulk packaging, objects not used for the presentation of the stand, the staff dressing room must be protected from the eyes of visitors.  
27. The stand must be permanently occupied by a competent staff, during the opening hours to the public and during the evenings by invitations organized during the show.  
28. The Exhibitor will not clear his stand and will not remove any of his articles before the end of the event, even in case of extension of the event.  
29. It is forbidden to leave exposed objects covered during the opening hours of the demonstration.

30. The persons employed by the Exhibitor should not address visitors in a way that forms a settlement in the aisles, which would be a nuisance or a danger to the neighbouring Exhibitors. Any demonstration and distribution of prospectuses are prohibited outside the booth occupied by the Exhibitor.

31. The Organiser reserves the exclusive right to display in the enclosure hosting the event. The Exhibitor can therefore only use, and inside his stand, the posters and signs of his own organisation, to the exclusion of any other and within the limits of the general decoration requirements.  
32. Circulars, brochures, catalogues, printed matter, bonuses or objects of any kind may only be distributed by the Exhibitor on his stand. No prospectus relating to unexposed products may be distributed without the written authorisation of the Organiser.

### SAFETY REGULATIONS

33. The Exhibitor is required to know and comply with the security measures imposed by the public authorities or possibly by the Organiser.  
34. Labour law. The Exhibitor undertakes to comply with the laws in force of labour law and is prohibited from using undeclared workers.  
35. The Exhibitor will have to be present on his stand during the visit of the Safety Commission.

### DISASSEMBLY

36. The Exhibitor or its duly accredited representative is required to be present on his stand from the beginning of the disassembly and until the complete evacuation of the stand. The dismantling of the stand, goods, articles and special decorations must be done by the Exhibitors within the deadlines and times set by the Organiser. The Organiser may have the objects on the stand transported in a furniture guard of its choice at the expense, risk and peril of the Exhibitor and without being held responsible for total or partial damage.

### DAMAGE AND WASTE

37. The Exhibitor will have to leave the location, the décor and the material made available to him in the state in which they had found them. All damage caused by its installation or its goods, either to the equipment, the building or the occupied ground, will be assessed by the architects and placed under the expense of the Exhibitor.

### PAYMENT CONDITIONS

38. Any infringement of the provisions of these Regulations and of the new provisions enacted by the Organiser may lead to the exclusion of the infringing Exhibitor, at the sole will of the Organiser, even without notice. In case of dispute, the search for an amicable solution will be preferred. In the absence of an agreement between the parties within a reasonable time, each of them may bring the dispute before the Commercial Court of Paris.