

# 7th International Conference on New Developments In Photodetection

Tours, France, June 30<sup>th</sup> to July 4<sup>th</sup>

<http://www.ndip.fr>



## Industrial Exhibition Handbook

### International Advisory Committee

G. Collazuol (Italy)	Y. Musienko (Russia)
J.-L. Faure (France)	E. Nappi (Italy)
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	B. Wu (China)

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S. Daghljan (CEA-Saclay)	J.-C. Vanel
A. Dominjon (IPN-Lyon)	(Ecole Polytechnique-Palaiseau)
D. Girod (IPN-Lyon)	



Réalisation : M. Croizé





# Industrial Exhibition Handbook



Order form should be completed and returned before the 17<sup>th</sup> of March 2014 to the following address:

CEA – Saclay  
Mr Stéphane Normand  
DRT/LIST/DM2I/LCAE  
PC72 Bat 516  
F-91191 Gif sur Yvette, Cedex

Tel : +33 1 69 08 68 63  
Email : [stephane.normand@cea.fr](mailto:stephane.normand@cea.fr)



Dear Industrial Partner,

The 7<sup>th</sup> International Conference devoted to ***New Developments in Photodetection*** (NDIP) will be held from **June 30<sup>th</sup> to July 4<sup>th</sup> 2014 in Tours, France.**

The conference explores the latest developments in **Photodetection techniques and systems for High Energy Physics, Astrophysics, Medical and Industrial applications.** The program includes detector issues (e.g. PMTs, solid state detectors, hybrid photodetectors, new sensing media, etc.) and system aspects (e.g. pixel arrays, front-end electronics, signal/image processing, etc.).

The Conference provides a forum for the establishment and maintenance of contacts with some 200 physicists, engineers and decision makers from more than **20 countries.**

The Conference will take place in the **International Vinci Congress Center.** It integrates facilities for the industrial program in an exhibition area. Coffee breaks will be held within the exhibition area to maximize the interaction with participants. **Exhibitors will have the opportunity to give commercial presentation during dedicated periods in parallel with posters sessions.**

On behalf of the Organizing Committee, we invite you to participate actively to the success of this Conference. This handbook gives you details about registration, submission of scientific and commercial papers, and ways to support the Conference: **stand rental, sponsorship and advertisement.**

Please, do not hesitate to contact us for more details:

Véronique Puill  
IN2P3/LAL  
puill@lal.in2p3.fr  
33-1 64.46.84.23

Stéphane Normand  
CEA Saclay  
stephane.normand@cea.fr  
33-1 69.08.68.63

Previous editions exhibitor partners list:





# **GENERAL INFORMATION**



## The Tours Convention Centre

The Tours Convention Center is placed in the center of Tours, in front of the TGV station and at less than 1 km from the highway.



*Vinci*

Centre International de Congrès de Tours

VINCI  
Tours événements  
26 Boulevard Heurteloup  
CS 24225  
37042 TOURS CEDEX 1

Téléphone : 02 47 70 70 70  
Télécopie : 02 47 66 42 43

## Access to Tours:

### By air:



**Tours - Val de Loire Airport** is just 10 minutes from the city centre, providing regular flights to London-Stansted, an airport hub serving dozens of destinations throughout the world. **Tours also has a direct 1 hour-35 minute TGV link to Roissy - Charles de Gaulle.**

### By TGV (high speed train)

**Tours has 2 High Speed Railway Stations (TGV) :** Tours Centre, in the heart of the city, and Saint-Pierre-des-Corps, 5 minutes from the city centre and the Convention Center.



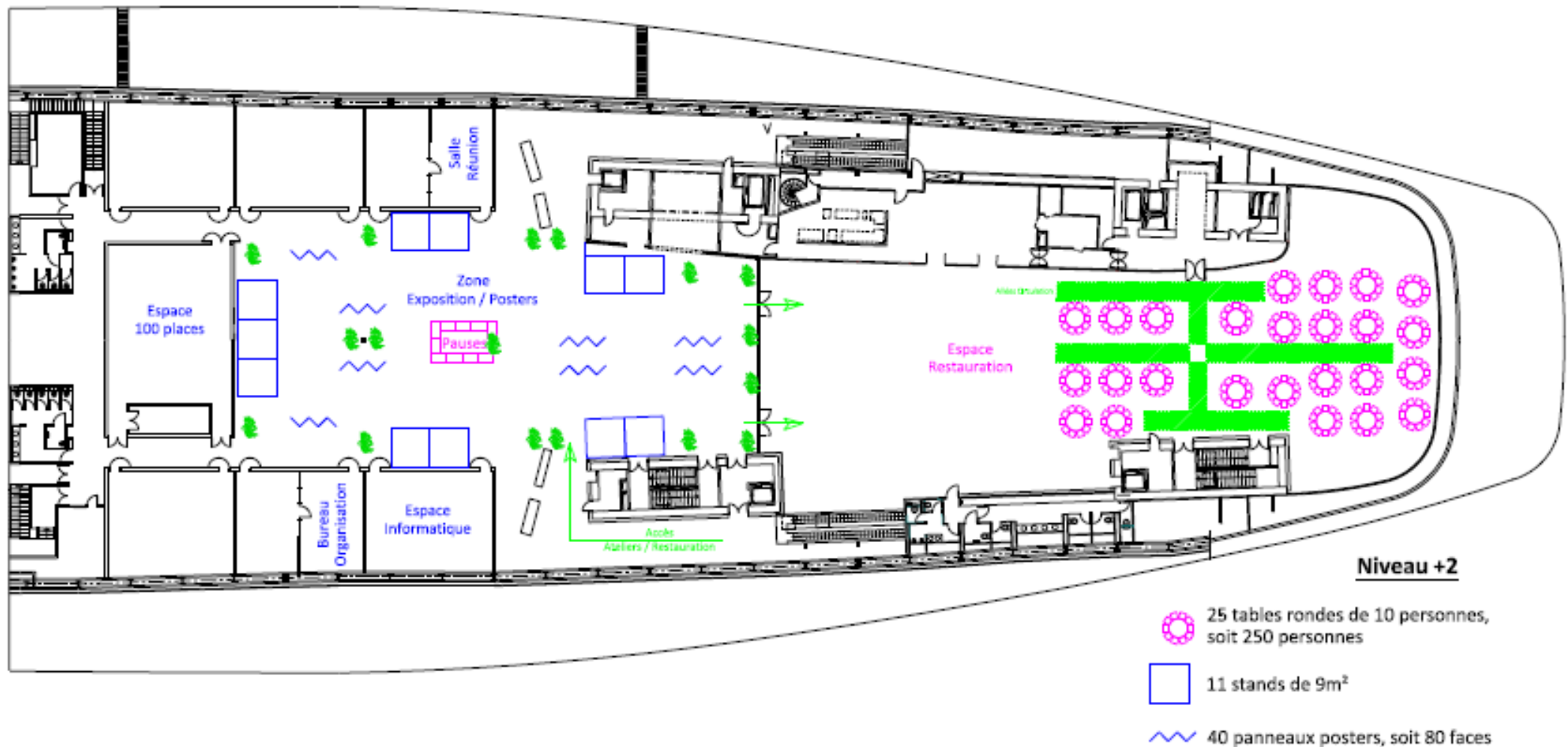
- Paris Montparnasse - Tours : 1h00
- Roissy CDG - Tours : 1h45
- Lyon - Tours : 3h00
- Bordeaux - Tours : 2h40
- Lille - Tours : 2h30
- Strasbourg - Tours : 4h15
- Marseille - Tours : 4h45
- Bruxelles - Tours : 3h25





## LOCATION PLAN OF THE CONFERENCE

The Conference Exhibition will take place in the second floor of the Convention Center (Espace Salons Agnes Sorel)





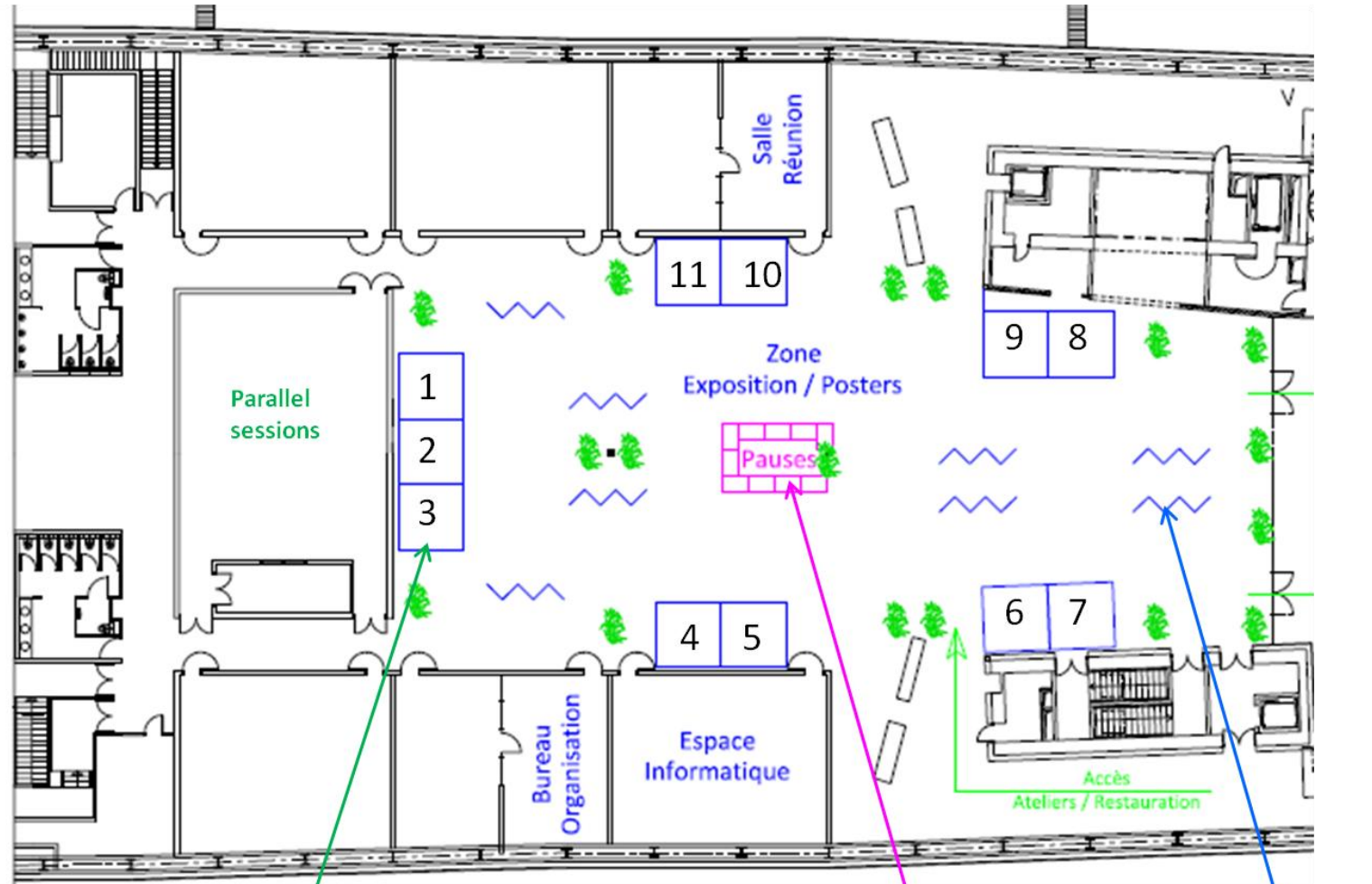
The Espaces Salon Agnes Sorel is a pleasant place for your booth; it is air-conditioned, bright and just at the centre of the conference place. Coffee breaks will be held **at the center of the exhibition area** to maximize interactions between you and participants.



The auditorium will be reserved for **scientific talks only** (please, feel free to send an abstract to the conference committee)



## Zoom of the Exhibition area



Exhibitors stands

Coffee break

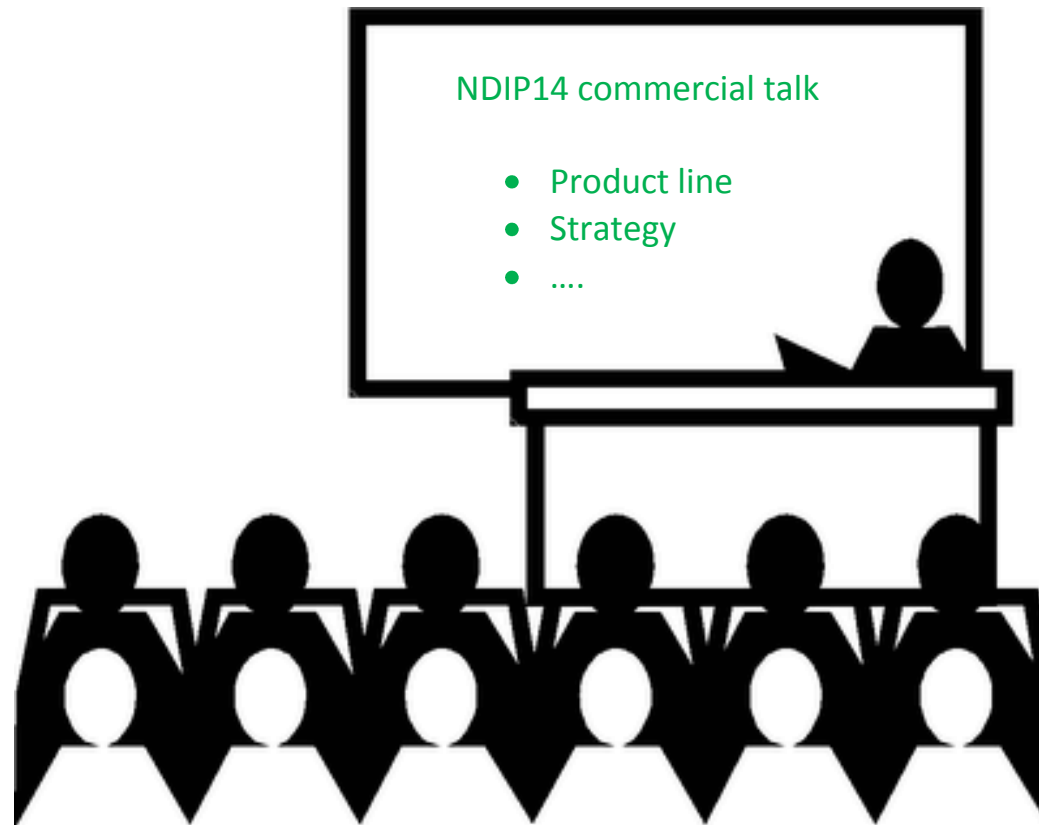
Posters





## Commercial presentations

Special periods (during poster sessions) will be dedicated to **commercial presentations** (15 mn, reserved to companies renting a booth) in of one the comfortable rooms close to the exhibition place.





# **EXHIBITION AND OTHER FORMS OF PARTICIPATION**



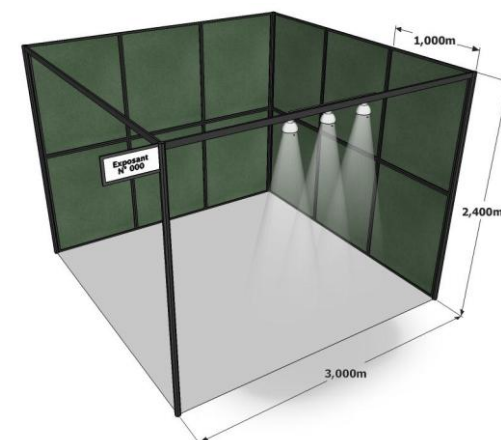
## STAND FITTING

Your indoor stand is a multiple of 9 m<sup>2</sup>. The minimum size is 9 m<sup>2</sup> for a single booth, but your company may need some more surface, therefore double booth are also available.

	Pricing for a single booth of 9m <sup>2</sup> (€)	Pricing for a double booth of 18 m <sup>2</sup> (€)
<b>Excl. VAT</b>	3000	5000
<b>VAT 19.6 %</b>	588	980
<b>Incl. VAT</b>	3588	5980

Technical characteristics of a 9 m<sup>2</sup> unit stand:

- 6 separating partitions (height : 2.40 m, width = 1 m) covered with greenish grey cloth
- Name sign: 400 x 250 mm double-faced flag on the aisle
- 1,5 kW electrical connection
- Rail with 3 spotlights
- Fitted carpeting
- Furniture :
  - 1 table (1.2 m x 0.8 m)
  - 3 chairs
  - 1 counter (1,2 m x 0,6 m x 1,02 m)
  - 1 stool
- Wi-fi connection



**Note: Several companies may associate to exhibit their material together for communication or commercial image reasons. When at least two companies are exhibiting jointly, the surface of the indoor stand must be at least 18 m<sup>2</sup> (double booth). If you want to arrange such a booth with several companies, please contact us.**



For any requirements on additional furniture, please contact M. Géraud LANIECE ([glaniece@tours-evenements.com](mailto:glaniece@tours-evenements.com)) mentioning that it is for the NDIP14 Conference. You can find below some examples of what can be ordered for your booth.

## ADDITIONAL STAND FURNITURE AND PLANTS

	<b>Table</b>	<b>Chair</b>	<b>High stool</b>	<b>Lighted show case</b>  L: 42 cm P: 42 cm H:1,8 m	<b>Lighted show case</b> L: 75 cm P: 42 cm H:1,8 m	<b>Illuminated glass counter</b> L: 79 cm P: 39 cm H:1,06 m
<b>Excl. VAT</b>	34	10	43	244	320	190
<b>Incl. VAT</b>	<b>40.7</b>	<b>12</b>	<b>51.4</b>	<b>292.6</b>	<b>383</b>	<b>227.2</b>

	<b>Laurel busch</b> (H 50-60 cm )	<b>Ficus Benjamina</b> (H 140- 160 cm)	<b>Kentia</b> (H140- 160 cm)	<b>Bambou</b> (H 200-220 cm)
<b>tarif</b>	<b>25,00 € HT</b>	<b>33,00 € HT</b>	<b>33,00 € HT</b>	<b>33,00 € HT</b>



## OTHER FORM OF SPONSORING

If your company wishes to advertise its products and capabilities **without renting a booth or attending the Conference**, we give you the opportunity to distribute to every conference participant some catalogues, CD-ROMs, documentation or accessories (advertising kit = 700 € H.T). The material will be inserted in each conference bag. This bag is given to the attendees at their arrival at the conference registration desk.

However, if you wish to attend to the conference without renting a booth, please register on the Web site NDIP14 ([www.ndip.in2p3.fr](http://www.ndip.in2p3.fr)).

The company must provide 250 copies of the advertising kit no later than one month before the conference starts at the following address:



CEA – Saclay  
Mr Stéphane Normand

DRT/LIST/DCSI/LCAE  
PC72 Bat 516

F-91191 Gif sur Yvette, Cedex

Tel : +33 1 69 08 68 63

Fax : +33 1 69 08 60 30

Email : [stephane.normand@cea.fr](mailto:stephane.normand@cea.fr)

**Renting a booth gives your company the possibility to distribute an advertising kit freely in the conference bag. Please send the material to the previous address at least one month before the conference starts (before the 30<sup>th</sup> of May).**

Other kinds of sponsoring are possible, for example you can sponsor coffee break or the conference dinner. For more details please feel free to contact us.



## **Catering, lunch, conference dinner, social events**

During the conference, participants have lunch and coffee breaks together at the conference site. Moreover, the conference organises some social events (e.g. welcome aperitif, visits, conference dinner ...). Exhibitors have the possibility to join the conference attendees to these events.

Therefore the industrial attendees' partners are invited to join the welcome aperitif and to all coffee breaks (coffee breaks are in the exhibition hall).

For the Conference dinner and all lunches, we offer the possibility:

- to reserve and pay at unity (25 € per lunch and 90 € for the Conference Dinner)
- or to buy a global service called "social event kit" (235 €)

In any case, the number of meals must be anticipated and reserved at least one month before the conference starts (30<sup>th</sup> of May).

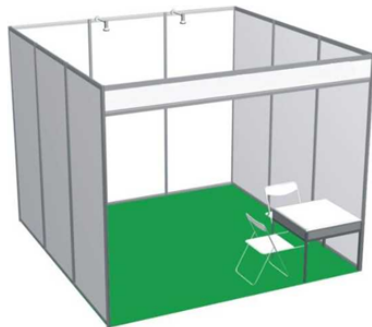
Please fill the table following the order form.





## SUMMARY

stand as ordered (3 persons maximum)



Conference talks attending



Conference bag

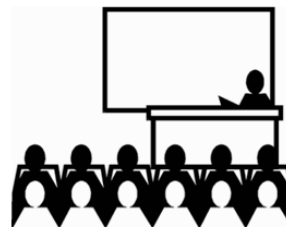


advertising in the conference bag



renting a booth gives you these benefits

15 mn talk for commercial presentation during dedicated sessions



Coffee breaks, welcome aperitif



NDIP Webpage

YOUR LOGO & LINK  
TO YOUR WEBSITE

your company logo and a link to your Web site on the NDIP14 Web page (as soon as you confirm your participation)



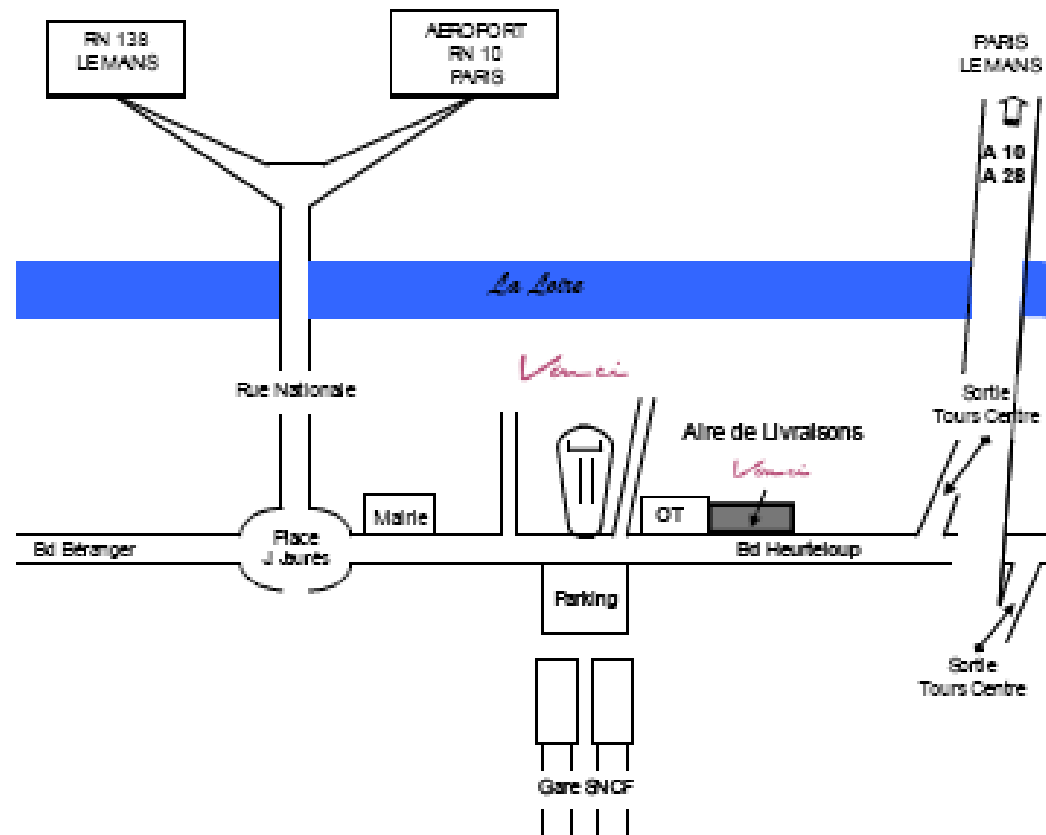
# USEFUL INFORMATION





## MATERIAL DELIVERY

The delivery bay is located at 26 Boulevard Heurteloup



VINCI's configuration requires that specific procedures for arrival of exhibition materials and infrastructures must be followed.

Instructions given in these regulations must be strictly complied with. We remind you that installation of exhibitors for the NDIP14 Conference is set to take place on from 30<sup>th</sup> of June to 4<sup>th</sup> of July

### **1 - Place of Delivery**

No vehicle will be admitted to the delivery bay without authorisation.

Access and load-hoist dimensions are:

Delivery-bay ceiling height: 4.50 m

Two 9-tonne load-hoists: H=2.85 m, W=2.90 m, Depth=5.75 m

One 1-tonne load-hoist: H=2 m, W=1 m, Depth=2 m

### **2 - Means of access**

*a – delivery bay*

The delivery bay is located at 26 Boulevard Heurteloup, Tours (direction A10 > Tours Centre), just before the VINCI International Congress Centre.

*b – load-hoists (by level)*

All materials leaving the delivery bay are carried down to Level -2 (which is directly accessible via a delivery tunnel) by the two 9-tonne and one 1-tonne load-hoists.

In the case of your exhibition being held on Level +2, the load-hoist enabling access is a 1-tonne model.

### **3 - Delivery date**

#### ***a) Deliveries by a transporter other than the Exhibitor:***

Deliveries are only authorised on the 27<sup>th</sup> of June (Friday before the conference week)

Times: 9:00 a.m./12:00 p.m. & 2 p.m./5:30 p.m.

Please ensure that your transporter is aware of these days and times.

#### ***b) Deliveries by the Exhibitor***

Deliveries are only authorised on the Monday 30<sup>th</sup> of June (first day of the conference) from 9 a.m and 11 a.m.

For all scheduled deliveries made, the attached sheet must obligatorily be returned to the VINCI International Congress Centre at least two weeks before the delivery date.

#### **4 - Identification of Packages**

Each package must be numbered and clearly labelled with (...)

<p><b>VINCI</b> International Congress Centre</p> <p>Exhibition "....."</p> <p>Exhibitor   _____  </p>
--

Exhibitors must inform the VINCI International Congress Centre of any heavy materials, materials with cumbersome packaging, or materials requiring special handling.

#### **5 - Delivery procedures**

Packages will be unloaded immediately upon arrival of the vehicle, following which the vehicle must immediately leave the delivery bay.

At their own expense, vehicles may park in the underground car park beneath Place de la Gare. Vehicles up to 1.90 m high are admitted throughout the car park. Vehicles between 1.90 m and 2.60 m in height can also access the car park, but only in the section specifically assigned to them (25 spaces).

#### **6 - Processing of packages**

Trolleys are available to exhibitors, their use being monitored by VINCI personnel.

If delivery takes place before the event, packages received will be stored in the delivery bay. We remind you that any delivery made in the absence of the exhibitor concerned is under his entire responsibility.

#### **7 - Removal of materials**

When the exhibition is being dismantled, packages must be prepared on stands and then transported to the delivery bay.

Vehicles will be permitted to enter the delivery bay when packages are ready for loading. Vehicles may only remain on the quay for as long as it takes to load them.

If, for any unavoidable reason, packages can only be removed after the exhibition has been dismantled, they can be stored for a maximum of 5 days.



Destinations of all packages must be clearly marked: ADDRESSEE + FULL ADDRESS

They will be stored in the delivery bay.

**In no case can the International Congress Centre be held responsible for materials left by exhibitors, or for their return.**

**8 - Forwarding agents/Customs**

We recommend that you use the ATA Carnet for sending exhibition materials.

# SAFETY MEASURED TO BE STRICTLY OBSERVED BY EXHIBITOR

## 1. GENERAL CONDITIONS

1.1 This document constitutes the event specifications as provided for in Article T5 §3 of the order of 18 November 1987.

Obligations are those provided for in the orders of 25 June 1980 (general dispositions, Articles T4 §1] and T5 §2] modified by the orders of 24 September 2009, 18 November 1987 and 23 January 1985 (special dispositions type T).

1.2 Opening of the exhibition is subject to compliance with fire safety regulations in force in France at the date of the opening of the event.

1.3 One or more Safety Officers (Articles T5 and T6) are at your disposal to advise you. During set-up, they must ensure observance of the safety measures outlined below.

## 2. OBLIGATIONS INCUMBENT UPON EXHIBITORS AND STAND LESSEES

### 2.1 Checks by the Administration

Exhibitors and stand lessees must comply with the event specifications. Stands must be fully fitted out by the time the Safety Officer makes his reception visit, and all necessary steps must be taken to ensure that he can examine fixtures and fittings in detail. Exhibitors or their authorised representatives must be present on their stands during the reception visit and must be able to supply full information on installations made and materials used.

Decisions taken by the Safety Committee during the visit are immediately enforceable. Upon the Safety Officer's recommendation, the Organiser may prohibit use of stands not in compliance with regulations.

### 2.2 Declarations

Machines to be exhibited in operation on stands, along with heat and combustion engines, lasers, and all other dangerous products, are subject to a declaration (Annex 2) being addressed to the Organiser at least two months before the event opens to the public (documents pertaining to special authorisations or to the declarations cited in Annex 2 must be addressed to the Safety Officer).

## 3. STAND FIXTURES AND FITTINGS (see Annex 2)

### 3.1 Reaction to fire

Depending on their reaction to fire, materials used for constructing and fitting out stands are divided into 5 categories:

- M0 (incombustible),
- M1 (non-flammable),
- M2 (barely flammable),
- M3 (moderately flammable)
- M4 (easily flammable).

### 3.2 Classification

Proof of reaction-to-fire classification (supplied by the accredited body) must obligatorily be supplied to the **Safety Officer** at the time of installation. The "FIRE SAFETY instructions" sheet (Annex 1) recapitulates the various classifications required.

### 3.3 Electrical Installations

Electrical power is supplied via a delivery box (supplied with a differential), which must always remain accessible to stand personnel. Such installations are carried out in compliance with the NFC-15.100 standard and are operated under the exhibitors' own responsibility. Electrical wiring used must be for a minimum voltage of 500 volts, and only wiring with each conductor having its own protective sheathing, all conductors together being lodged in a common protective sheath. Electrical appliances:

- Class 0 appliances must be protected by systems with nominal differential current equal to 30mA at most.
- Class 1 appliances must be connected to the power-supply duct's protective conductor.

Use of individual earths is prohibited.

### 3.4 Use of gaz

Only bottles containing 13 Kg or more of gas are authorised (except 3.8). Bottles must always be supplied with a standard regulator. Connected bottles must be placed beyond the reach of the public and be protected against shock. They must:

either be separated from each other by an incombustible rigid screen, with one bottle every 10 m<sup>2</sup>  
or be placed at least 5 metres apart.

The number of connected bottles per stand is limited to 6. Unconnected bottles must not be kept in the building.

### 3.5 Prohibited products

The following products are prohibited on stands :

- samples or products containing inflammable gas;
- balloons filled with inflammable or toxic gas, or with gas lighter than air;
- celluloid items;
- pyrotechnical and explosive devices;
- ethyl oxide, carbon disulphide, sulphuric ether and acetone;
- acetylene, oxygen and hydrogen (except with special dispensation from the Administration).
- *Use of inflammable liquids per stand is limited in quantity.*

*1<sup>st</sup> category (FP<55°, acetone, ether, etc.): 5 litres maximum.*

*2<sup>nd</sup> category (55°<FP<100°, oils, etc.): 10l/m<sup>2</sup> with a maximum of 80 litres.*

### 3.6 Machines with heat or combustion engines

The list of stands displaying machines and apparatus in operation must be supplied to the Organiser and the Safety Committee. Tanks of engines presented in non-operational state must be emptied or supplied with lockable caps. Storage battery leads must be protected in such a way as to render them inaccessible.

### 3.7 Machines and apparatus in operation

Moving parts, hot surfaces, spikes and blades must either be protected by a rigid screen or set at least 1 metre back from aisles.

Hydraulic safety systems of machines displayed in stationary high position must be complemented by a mechanical system preventing involuntary operation.

All materials presented must be properly stabilised in order to prevent any risk of overturning.

### 3.8 Dangerous materials and products

It is prohibited to store or use (except for sale or exhibition purposes) combustible or toxic gases, inflammable liquids (or similar), aerosols, explosives and easily inflammable materials.

Any activity that includes use of pyrotechnical devices or flames must be subject to prior special examination by the Safety Committee.

## **4. INSTRUCTIONS REGARDING USE OF STANDS**

### 4.1 Emergency back-up equipment :

Access to emergency back-up equipment (fire hydrants, fire-hose cabinets, fire extinguishers, smoke-ejection control, telephones, etc.) must be kept clear at all times. Stand locations and fixtures must not compromise accessibility.

### 4.2 Upkeep of stands and aisles :

It is prohibited to pile up crates, boxes, wood, etc. on stands or in the aisles. Regular cleaning (on a daily basis) must clear areas of waste materials of all kinds.

### 4.3 Exits and thoroughfares :

Exits and thoroughfares must be kept clear at all times. In particular, they must not be obstructed, even temporarily, by exhibition of materials.

### 4.4 Parking :

The emergency services lane and regulated parking are checked every day before the event opens to the public, in order to ensure accessibility by emergency services (fire engines or ambulances).

- *Any vehicle blocking access by emergency services will be towed away at the owner's own expense and risk.*





## **CARETAKING**

There are no caretaking during night. But the convention center is closed and the security is handled by firemen during closure.

## **SACEM declaration**

Any diffusion (music, video, ...) on the booth have to be declared at :

**SACEM**

15 rue Paul-Louis Courier  
37000 Tours  
Phone : (33) 2.47 66 32 90

## ORDER FORM

*To be completed and returned before 15<sup>th</sup> March 2014 to Stephane Normand only by  
email (stephane.normand@cea.fr )*

Company:

Contact person name :

SIRET N°, VAT N°:

Address :

ZIP code:

City:

Country:

Fax:

email:

Tel :

Text for sign (**30 characters maximum**) is by default the name of the company. Please provide your logo in good quality (image resolution)

**NDIP14 order form 1/4**

<b>Designation</b>	<b>Unit Price VAT excl.</b>	<b>Quantity</b>	<b>Total price VAT EXCL.</b>
<b>Booth Rental</b>			
- Single booth of 9 m <sup>2</sup>	3000 €		
- Double booth of 18 m <sup>2</sup>	5000 €		
<b>Other Form of Sponsoring the Conference</b>			
- Advertisement kit in the “conference bag” (without booth rental)	700 €		
<b>Catering, lunches, visit and conference dinner</b>			
- Conference meals (per day and per pers.)	25 €		
- Conference dinner (per pers.)	90 €		
- Visit (per pers.)	40 €		
- “Social event kit” for the week (All meals, dinner, visit – per pers.)	235 €		
<b>Summary</b>			
<b>TOTAL VAT EXCL.</b>			
<b>VAT 19,6 %</b>			
<b>TOTAL VAT INCL.</b>			



Stand localization will be distributed by activity branch when the total space area of each sector will be known. The organiser will draw up the floor plan following the chronological order of admission arrival.

Please send as soon as possible your logo (high quality 600dpi) which will be put on the Conference Web page.

Please provide the 4 fulfilled pages of this order form.

Method of payment:

- First instalment (for the registration): 30% of the total amount of the order form.
- **Balance of the invoice : 30 days before exhibition opening**

Place:

Date:

Name:

Function:

Signature:

Stamp: