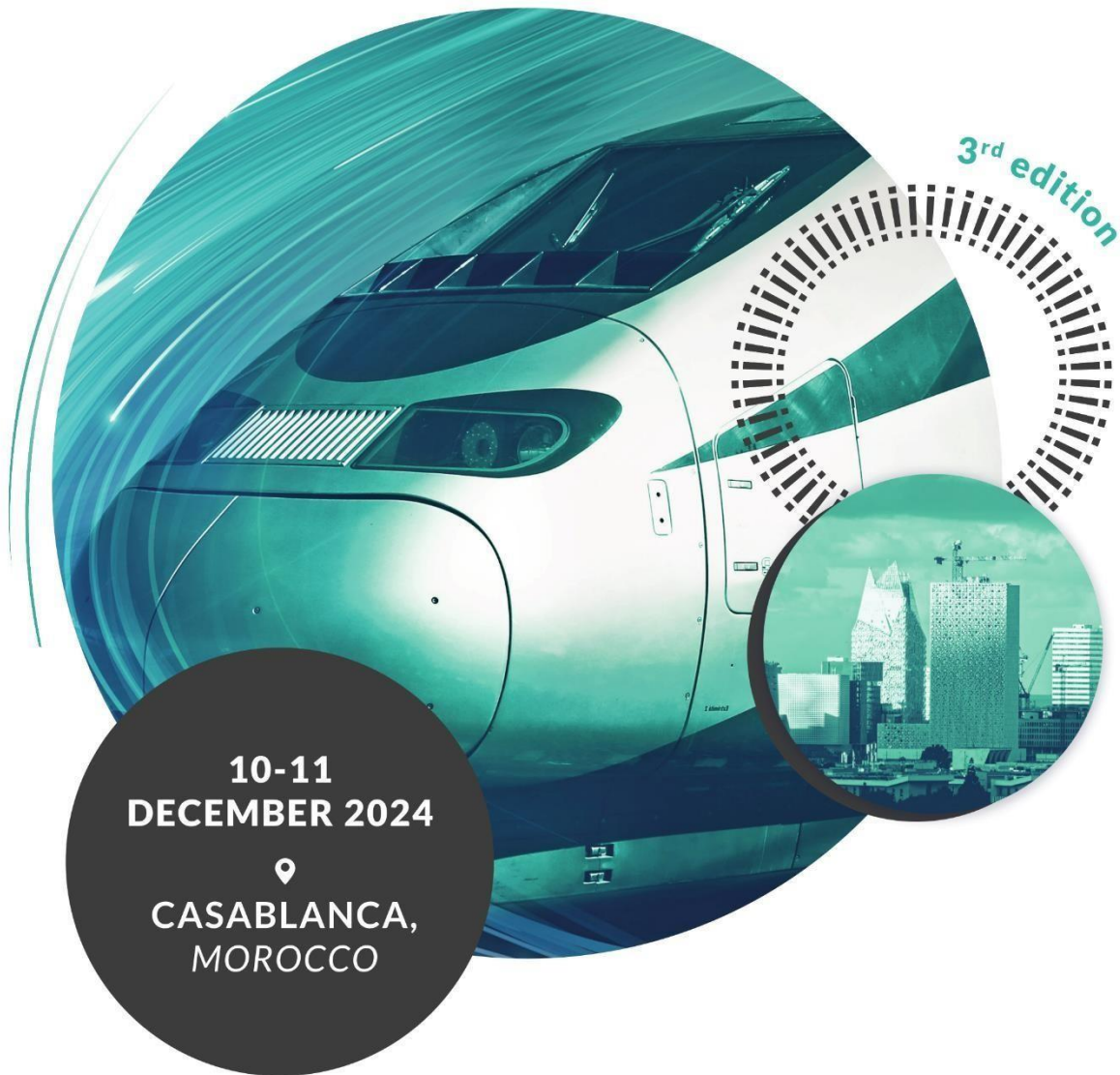




RAIL INDUSTRY SUMMIT CASABLANCA

TECHNICAL GUIDE



ORGANIZED BY:



INSTITUTIONAL PARTNERS:



CONTACT

Event Organizers

advanced business events

10 rue de la Rochefoucauld
CS 50300

92513 Boulogne-Billancourt Cedex – France

Tel : +33(0)5 32 09 20 08

Website: morocco.railmeetings.com/index.php/fr/

General E-mail : riscasablanca@advbe.com

Logistics : souhail.elballaoui@leptisgroup.com or benyahia@leptisgroup.com

EVENT SCHEDULE & AGENDA

Tuesday, December 10th

8:30am – 9:00am: Opening of the front desk

9:00am – 12:30pm: Conferences

12:30pm – 2:00pm: [Networking lunch](#)

2:00pm – 6:30pm: BtoB meetings & workshops

Wednesday, December 11th

8:00am – 08:30am: Opening of the front desk

8:30am – 12:30pm: BtoB meetings & workshops

12:30pm – 2:00pm: [Networking lunch](#)

2:00pm – 5:30pm: BtoB meetings & workshops

5:30pm – 8:00pm: Closing

	Monday December 9th	Tuesday December 10th	Wednesday December 11th
Access to Exhibition Hall for booth set-up	4:00pm – 7:00pm	7:30am – 8:30am	
Move-out			5:30pm – 8:00pm






YOUR ARRIVAL

Upon arrival at the OFEC, all participants must check in at the reception to collect their [badges](#) and [BtoB plannings](#) from the organisation team.

BOOTH DETAILS

Depending on the package you have chosen, the following equipment is included (excluding the extra options). Each panel measures 1m (3.3ft) wide and 3m (9.8ft) high.

*non-contractual photos

<p style="text-align: center;">BASIC PACKAGE A 4sqm (2x2) modular booth</p>		<ul style="list-style-type: none"> ✓ Carpet ✓ Lighting ✓ 1 company sign ✓ 1 table ✓ 3 chairs ✓ 1 electrical outlet
<p style="text-align: center;">PERSONALIZED BASIC PACKAGE A 4sqm (2x2) modular booth with 2 personalized graphics</p>		<ul style="list-style-type: none"> ✓ Carpet ✓ Lighting ✓ 1 company sign + 2 personalized graphics ✓ 1 table ✓ 3 chairs ✓ 1 electrical outlet <p>2 GRAPHICS TO BE PROVIDED in the dimensions of Back Wall (2 panels): 1550mm x 3000mm Side Wall (2 panels): 1950mm x 3000mm Keep a 50mm bleed on the left and right sides before NOVEMBER 30, 2024 to souhail.elballaoui@leptisgroup.com</p>
<p style="text-align: center;">DELUXE PACKAGE A 8sqm (4x2) modular booth</p>		<ul style="list-style-type: none"> ✓ Carpet ✓ Lighting ✓ 1 company sign ✓ 2 tables ✓ 6 chairs ✓ 1 electrical outlet
<p style="text-align: center;">PERSONALIZED DELUXE PACKAGE A 8sqm (4x2) modular booth with 2 personalized graphics</p>		<ul style="list-style-type: none"> ✓ Carpet ✓ Lighting ✓ 1 company sign + 6 personalized graphics ✓ 2 tables ✓ 6 chairs ✓ 1 electrical outlet <p>2 GRAPHICS TO BE PROVIDED in the dimensions of Back Wall (4 panels): 3550mm x 3000mm Side Wall (2 panels): 1950mm x 3000mm Keep a 50mm bleed on the left and right sides by NOVEMBER 30, 2024 to souhail.elballaoui@leptisgroup.com</p>
<p style="text-align: center;">PERSONALIZED PREMIUM PACKAGE A 24sqm (6x4) modular booth with 1 company sign + 3 personalized graphics</p>		<ul style="list-style-type: none"> ✓ Carpet ✓ Lighting ✓ 1 company sign + 9 personalized graphics ✓ 1 coffee table ✓ 3 armchairs ✓ 1 front counter ✓ 1 storage closet ✓ 1 electrical outlet <p>GRAPHICS TO BE PROVIDED in the dimensions of – Back Wall (5 panels): 4550mm x 3000mm Side Wall (3 panels): 2950mm x 3000mm Storage wall (1 panel): 950mm x 3000mm Keep a 50mm bleed on the left and right sides by NOVEMBER 30, 2024 to souhail.elballaoui@leptisgroup.com</p>
<p style="text-align: center;">CUSTOMIZED BOOTH (Collective pavilion or bare surface booth)</p>	<p style="text-align: center;">For customized spaces larger than 24sqm, please contact our service provider LEPTIS GROUP</p>	<p style="text-align: center;">ORDERS MUST BE SUBMITTED by NOVEMBER 30, 2024 to souhail.elballaoui@leptisgroup.com</p>

Do not hesitate to bring your own graphics to customize your space. You must bring all necessary materials to hang or paste your graphics (chains, adhesives, etc). **It is strictly forbidden to drill into the panels.** **Don't forget to bring an extension cord and power strip, as your booth comes with only 1 electrical outlet.**

BOOTH SET-UP

Booth set up will be from **4:00pm to 7:00pm on Monday, December 9**. For exhibitors unable to make it on Monday, it is recommended to arrive at the OFEC at **8:00am on Tuesday, December 9** to complete the set up and personalization of their booths.

Rail Industry Summit 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.** 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.

Available equipment:

-A front counter

Price: 350 EUR HT



-A **43-inch screen TV** with base stand / DVD player / USB key

Price: 180 EUR HT



- A **55-inch screen TV** with base stand / DVD player / USB key

Price: 280 EUR HT

Other additional furniture

Please find the complete list of furniture options [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 souhail.elballaoui@leptisgroup.com**

ALL ORDERS MUST BE SUBMITTED BY NOVEMBER 22th.

TECHNICAL SERVICES

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

ALL ORDERS MUST BE SUBMITTED BEFORE NOVEMBER 22th.

CUSTOMIZED GRAPHICS

□ Roll-up graphics:

Creation of a one-sided roll up banner

-Dimensions: 80 x 200 cm

-Weight: 3kg

- Price: **300 EUR HT per roll-up**

Artwork in an appropriate and printable format is required (80x200)

The document must be a high-resolution ready-to-print file (minimum of 300 dpo).

You may keep both the banner and the roll up stand after the event.

□ 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 souhail.elballaoui@leptisgroup.com**

ALL ORDERS MUST BE SUBMITTED BY NOVEMBER 22th.

WIFI INTERNET

Wi-fi inside the exhibition hall 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 catered on **December 10th & 11th** for all participants.

COFFEE CORNER

A complimentary coffee corner is available **December 10th & 11th.**

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 Hayet Zinedine HZinedine@advbe.com +33(0)1 41 86 41 79

SHIPPING

Be sure to have all your materials delivered from **7:00am on December 9th, 2024**. **Any earlier deliveries will not be accepted.** Ship them to the address below (don't forget to mention the name of the event "RAIL INDUSTRY SUMMIT 2024") and **add your company name to the label:**

**RAIL INDUSTRY SUMMIT + COMPANY NAME
FOIRE INTERNATIONALE DE CASABLANCA RUE TIZNIT (EN FACE DE LA MOSQUEE HASSAN 2)**

Materials delivery date: no earlier than Monday, December 9th, 2024

Materials pick-up date (mandatory): Wednesday, December 11th, 2024 (before 6:00pm end of convention)

MOVE-OUT

Exhibitors must have all their materials and equipment cleared from the booths by **6:30pm on Wednesday, December 11th**.
Your materials and equipment must be picked up by your outbound carrier by 8:00pm on December 11th from the Exhibition Hall.

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

HOTELS



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

Via our partner - Revolugo: please click [HERE](#) to book online!

For any further information on accommodation offers or for group reservations, please contact **Mathilde Manson**
– mathilde@revolugo.com // +33 (0)1-80-06-62-88

Stay with the Onomo Hotel Casablanca City Center (starting from 1020 Dirham / night): (subject to availability)

Reserve your room by contacting the hotel reservations department directly

- By phone at +212 520-001000
- By email: reservation1@onomohotel.com or at reservation1.massira@onomohotel.com

Don't forget to mention **Rail Industry Summit 2024** when making your reservation!

ACCESS TO THE VENUE

OFEC

Rue de Boukraa, Sidi Belyout 20000
CASABLANCA

HOW TO GET TO OFEC?

BY TAXIS:

Available at the hotel

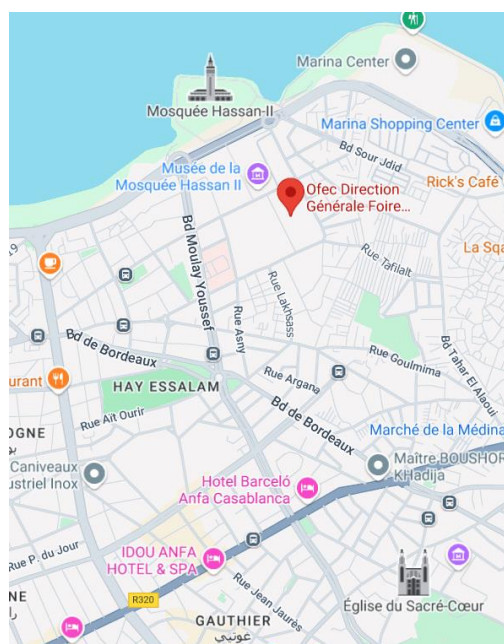
BY SHUTTLE: A shuttle will be implemented from the Onomo Hotel Casablanca City Center at 7:45am in the morning with a return to get back to the hotel at 6:30pm.

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

BY PLANE:

Casablanca Mohammed V International Airport

- Tél : +212 5225 39040 Website: <https://cmnairport.com/>



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

AIRFRANCE  **KLM** 
Global Meetings & Events

10% discount on the Air France or KLM airfare for attendees of
Rail Cyber Summit Casablanca

Discount is only available if booked in EURO (€) currency via the Air France or KLM website. If you book from a non € currency country, please change to a website of one of the € currency countries.

3 steps to claim your unique discount:

1. Follow the regular booking process, when asked if "travelling for business" select YES and use MICE as "contract name", this ensures the Air France-KLM corporate recognition associated with "Global Meetings and Events" program during your flights.
2. After completing your personal details click on "Proceed to payment details" at the bottom of the page and enter in the "Your discount code" field the discount code:

GME50236AF

3. Click on 'Send discount code' and if conditions are met* the discount will be applied.



* Please scan the QR code to read the general conditions
which are applicable to the usage of this event Internet Discount Code (IDC)

Booking date from 23/09/24 to 11/12/24

Departure date: from 03/12/24 to 11/12/24 Inbound date: from 10/12/24 to 18/12/24

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 22th to souhail.elballaoui@leptisgroup.com

Company	Contact
Address	Email
Zipcode	Phone
City	
Country	

Item	Exemple	Price	Quantity	Total excl. Tax
Panneaux/ Panel	surface: 2389mm x 945mm	150,00 €		
Kakemono/ Roll-up banner	Length: 200cm x width: 80cm	300,00 €		
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 / High chair		80,00 €		
Comptoir/ Desk	 Length: 120cm, height: 110cm	350,00 €		
Présentoir/ Document holder		90,00 €		
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"	 with base stand / DVD player / USB key	180,00 €		
écran TV 55"	 with base stand / DVD player / USB key	280,00 €		
Date - Signature - Company Stamp			TOTAL excl. Taxes	
				abe will invoice you and taxes will be applied according to European law