

DIAGRAM OF OUR EXHIBIT MANAGEMENT STRATEGY

CLIENT'S SPECIFICATIONS DETERMINED

→ Specification of:

- Potential number of exhibitors
- Desired useable surface area
- Establishment of a projected exhibit map

EXHIBIT MANAGED BY THE CLIENT

Information on technical and logistics requirements for the exhibit hall(s) and access to them given to the organiser

Exhibit map drawn up by our booth manager based on information provided by the organiser: number and size of booths, names to be displayed on flag signs, etc.

Storage area made available prior to the event

EXHIBIT MANAGED BY THE PGL

Exhibitors' guide established outlining practical information on the exhibit and the various services made available to exhibitors

Exhibitors' guide distributed by the Palais du Grand Large to exhibitors who have **confirmed their participation.**

Booth reservation forms and other exhibit-related forms processed.

Exhibit map finalised by our booth manager.

Option without booth invoicing

The Palais du Grand Large confirms booth reservations with exhibitors. (The organiser invoices exhibitors directly for booths and processes payments.)

Option with booth invoicing by the PGL

The Palais du Grand Large confirms and invoices booth reservations with exhibitors. (The total amount of the invoices received is deducted from the final invoice sent by the Palais.)

Reception and logistical support for exhibitors during setup