

9th NORTH AFRICA PETROLEUM EXHIBITION & CONFERENCE

NAPEC is the Largest Exhibition & Conference in Hydrocarbons
and Energy Sector in Africa & Mediterranean Region

EXHIBITORS LOGISTICS GUIDE

10-13 **March** 2019

Oran **International Convention Center**, Algeria



Read **carefully** and to **transmit** to your stand **provider**

This guide is for all exhibitors. It aims to document you and make it easier for you, by providing you with all the information you need to prepare the organization of your participation in the show. We ask you to return, as soon as possible, information about your participation.

Table of Contents

1	<u>OPENING AND CLOSING DATE & TIME OF NAPEC 2018 ORAN CONVENTION CENTER MOHAMED BENAHMED. (CCO)</u>	6
2	<u>EXHIBITORS WELCOME</u>	6
3	<u>«E-CATALOG» REGISTRATION (AS A LINK)</u>	6
4	<u>ADVERTISING ON THE «E-CATALOG»</u>	7
5	<u>BOOTH SIGNAGE</u>	7
6	<u>EXHIBITORS BAGDES</u>	7
7	<u>ACCESS CONDITIONS</u>	7
8	<u>INVITATION LETTER FOR VISA FILE</u>	7
9	<u>ELECTRONIC VISITOR INVITATION</u>	8
10	<u>ACCESS TO CONFERENCES</u>	8
11	<u>PARCELS DELIVERY TO THE SHOW</u>	8
12	<u>LOGISTICS SCHEDULES</u>	8
13	<u>OFFICIAL FREIGHT FORWARDER</u>	8
14	<u>PARKING DURING THE INSTALLATION PERIOD</u>	8
15	<u>EXHIBITORS PARKING DURING THE SHOW</u>	9
16	<u>EXHIBITORS EQUIPMENT REGISTRATION</u>	9
17	<u>STANDS INSTALLATION AND DISMANTLING</u>	9

Table of Contents

18	THE INSTALLATION OF GOODS OR EQUIPMENTS DURING THE OPENINGS TIME	10
19	CONSTRUCTION BOOTH	10
20	THE MATERIALS & EQUIPMENTS AT THE STAND	10
21	EXTRA ORDERS DURING THE SHOW	10
22	PRINTING : (BROCHURE, BANNER, BUSINESS CARDS ...) CAN BE DELIVERED AT YOUR BOOTH	10
23	SPECIFIC BOOTH DESIGN APPROVAL	10
24	DISMANTLING PERIOD	10
25	EQUIPMENT ON YOUR STAND	11
26	DESK DIMENSION	11
27	RIGGING	11
28	INTERNET	12
29	NOISE	12
30	STORAGE	12
31	SECURITY	12
32	AFTER THE EXHIBITION	12

NAPEC ORGANISER
EURL NAPEC



- ☎ +213 (0) 550 46 88 98
+213 (0) 550 49 60 61
- ✉ contact@napec-dz.com
- 🌐 www.napec-dz.com

EXHIBITION VENUE
ORAN CONVENTION CENTER
MOHAMED BENAHMED. (CCO)



- 🏠 Chemin de Wilaya route 75,
31000 Oran, Algérie
- 🌐 www.gcco.dz



1- OPENING AND CLOSING DATE & TIME OF NAPEC 2018 Oran Convention Center MOHAMED BENAHMED. (CCO)

Date	Opening	Closing
10 March	09h00	18h30
11 March	09h00	18h30
12 March	09h00	18h30
13 March	09h00	17h00

2- EXHIBITORS WELCOME:

The exhibitors welcome will be at the main entrance of the CCO from **26 February to 10 March from 8:00 to 19:00**. At your arrival at the Registration desk, you will be given:

- AFTER VERIFICATION OF YOUR REGISTRATION DOCUMENT AND BALANCE PAYMENT OF YOUR INVOICES
Notification of entry
- The Floor plan
- Your exhibitors badges
- Parking Card The parking is in front of Meridien Hotel (one card per Stand) Your delegate badge if you are registered for conferences

3- «E-CATALOG» REGISTRATION (AS A LINK):

Companies that have confirmed their participation, as exhibitors, are required to send us:

- High resolution PNG logos (To list them on the **NAPEC 2019 «E-Catalog» - North Africa Petroleum Exhibition & Conference**)
- The contact details of the company, The activity sector as well as a brief description of the company.
- Last deadline to send information for the E-CATALOG is **10 February 2019**.

4- ADVERTISING ON THE «E-CATALOG»:

Companies having opted for an advertising space on the «E-Catalog» of NAPEC 2018, are the pleased to send us their design before **10 February 2019**.

- Format: JPEG or TIF (High Resolution) and PDF with reference of the graphic details.
- Dimensions of the advertising model: A5 (148 x 210 mm)
- Orientation: Portrait layout.
- Deadline for receipt: March **10 February 2019**.

No Ads will be accepted beyond the required date.



5- BOOTH SIGNAGE:

- Please fill in the signage (mentioned on the E-CATALOG form). (the name of your company that will appear on top of your stand).
- Complete the form named Form E-CATALOG online, before **10 February 2019**.

6- EXHIBITORS BAGDES:



- Badges list:
- Please send us the names and contact details of your employees who will be attending the show by filling in the form dedicated to this purpose, so that we can prepare their badges.

Exhibitor Badges will be presented at the reception of the main entrance lounge of the CCO.

Exhibitor badges are nominative and reserved exclusively for exhibiting company employees present on the stand during the show. They can access to the CCO for the duration of the event from 08h to 19h00.

Deadline to send the badges list is **10 February 2019**.

Only exhibitors will have access to the Show. Wearing the badge is mandatory all the time.

7- ACCESS CONDITIONS:

You can access the show only with your Exhibitor Badge and Entry Notification provided by the organizer.

8- INVITATION LETTER FOR VISA FILE:

Please fill in the form «Letter of invitation» for the visa application. (if needed)

9- ELECTRONIC VISITOR INVITATION:

An electronic invitation will be sent to you by e-mail, so you can distribute it to your professional guests. Distribute your invitations only to oil & gas companies and professionals in the hydrocarbon sector.

10- ACCESS TO CONFERENCES:

To attend NAPEC Conferences as delegate that will give you access to all conferences (Documentation, 3 Coffee breaks, 3 Lunches,1 Gala Dinner) contact us on contact@napec-dz.com

11- PARCELS DELIVERY TO THE SHOW:

- Receipt of the parcels of NAPEC exhibitors will be done on site, at the CCO Mohamed Benahmed Convention Center, Oran, Algeria, **from 28 february to 9 March, 2019.**
- The organizer is not responsible of the reception of the goods and the parcels of the exhibitors: in the absence of the recipient during the delivery, the organizer can not be held responsible.



12- LOGISTICS SCHEDULES:

Please communicate the time of deposit of your parcels to your transporters: **from 25 february to 8 March from 8:00 to 20:00.**

13- OFFICIAL FREIGHT FORWARDER:

ALGORITHM LOGISTICS (TRANSITAIRE)

11, avenue Pasteur - 16000 ALGER - ALGERIE
Tél office : +213 21 63 64 02/16

Eric PATALANO	Mohamed KHELIFIAHMED	Liès Benhocine / Sup.Manager
 eric.patalano@algorithmlogistics.com	m.khelifahmed@algorithmlogistics.com	lies.benhocine@algorithmlogistics.com
 Algérie : + 213 796 35 94 67 France : + 33 7 88 06 28 29	Algérie : + 213 794 98 22 99	Algérie : + 213 560 27 53 59

14- PARKING DURING THE INSTALLATION PERIOD:

Only Transporters and delivery vehicles will be allowed to park around the hall during unloading.

The vehicles of the exhibitors will be able to park in the parking opposite to the meridian of Oran, shuttles are available for Parking the the show.

15- EXHIBITORS PARKING DURING THE SHOW:

All vehicles must park at the parking in front of the hotel meridian on presentation of the Parking Card provided by the organiser (only one card per stand).

16- EXHIBITORS EQUIPMENT REGISTRATION:

Please fill in the list of your equipment or materials online: name of the equipment, quantity and brand, for registration at the entrance to the Show. This list will be useful for getting your equipment out of the show.

No material will be allowed to access to the show without prior registration.

17- STANDS INSTALLATION AND DISMANTLING:

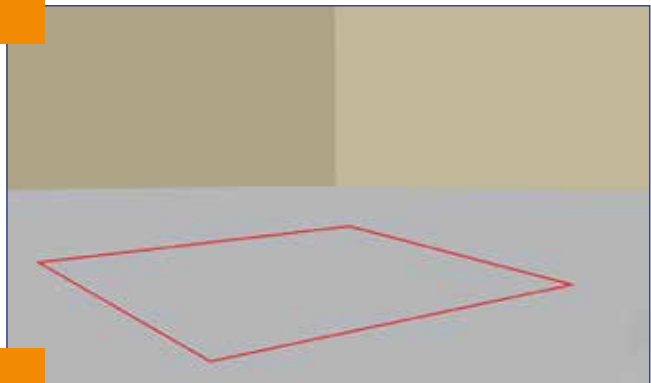


Equipped stands (standard booths)

**From: 8-9 March 2019
Until 18h00.**

Outdoors stands:

**From: 4-8 March 2019:
From: 08:00 to 18:00.**



Specific stands:

**From: 26 February to 5 March 2019:
From: 08:00 to 21:00.**

18- THE INSTALLATION OF GOODS OR EQUIPMENTS DURING THE OPENINGS TIME:

It is strictly forbidden to install your stand the morning of the opening of the show.

- The deadline for the installation for **STANDARD STANDS (Equipped booths)** is for **March 9 at 16:00**
- The deadline for the installation for **EXTERNAL (OUTDOORS STANDS)** is **March 8 at 16:00**
- The deadline for the installation of the **SPECIFICS BOOTHS** IS **March 5 at 16:00**

19- CONSTRUCTION BOOTH

See Booth Constructors manual

20- THE MATERIALS & EQUIPMENTS AT THE STAND:

The materials presented must not cause any inconvenience or prejudice to neighboring stands. No material should exceed the surface of the stand.

21- EXTRA ORDERS DURING THE SHOW:

Make your request for specific equipment (plasma screen, chairs, tables ...) 15 days before the opening of the show.

No order will be accepted at the show venue.

22- PRINTING : (Brochure, Banner, Business Cards...) can be delivered at your booth:



Eurl OASIS is désigné as the official printer of **NAPEC 2019**

- 🏠 21 Avenue des 3 frères Bouadou, Bir Mourad Rais, 16013 Alger
- ✉ oasis.color30@gmail.com, oasis.coloor@gmail.com
- ☎ 0550 45 01 68 **(French Speaker)**
- ☎ 0549 41 79 46 **(English Speaker)**

23- SPECIFIC BOOTH DESIGN APPROVAL:

Please send us your 3 D plan as soon as possible for approval. Last deadline for receiving the layout (3D models) is **10 February 2019**

24- DISMANTLING PERIOD:

The dismantling will start at the closing time of the show, **March 13 at 17:00 until March 14, 2017 at 18:30.**

(The maximum time for dismantling is 24 hours).

No goods will leave the Show until, **March 13 at 5:00 pm (no exceptions will be made on this subject).**

The exit of the goods equipments will be done on presentation of the list of registration of the material and the Exit notification.

25- EQUIPMENT ON YOUR STAND:

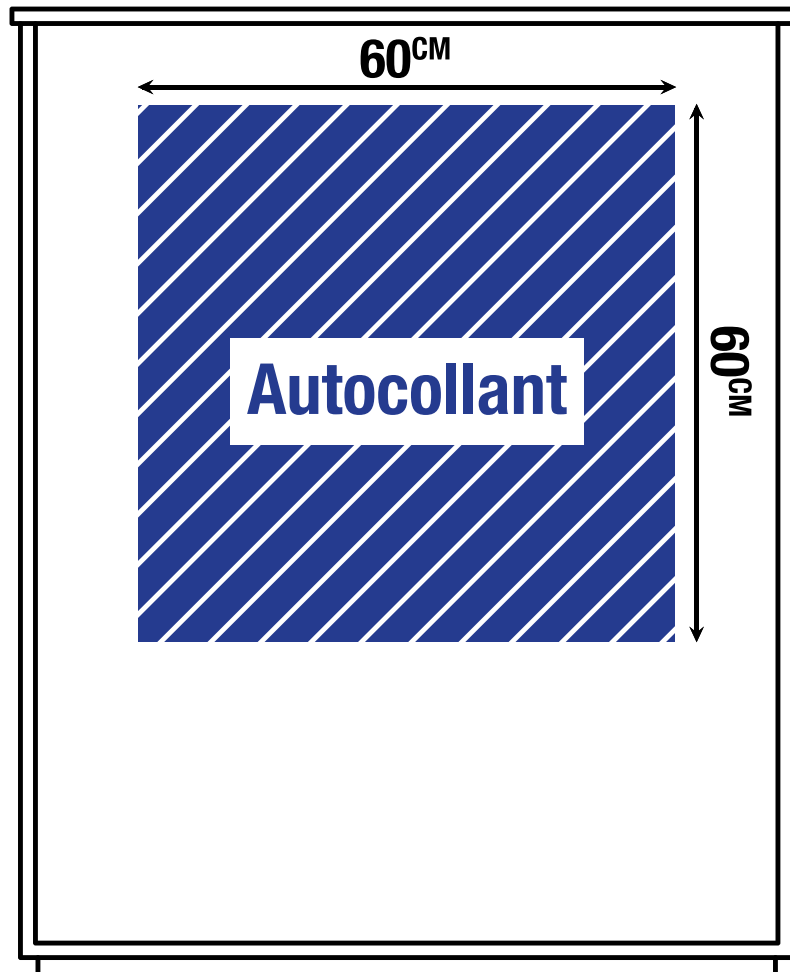
Each booth has **03 chairs, 01 table, 01 Desk and 01 brochure holders.**

Any furniture find on your booth without rental is an offense imposing a fees of **30,000 dinars.**

CORRIDORS CARPET COLOR : Gray

BOOTHS CARPET COLOR : Blue night

26- DESK DIMENSION:



27- RIGGING:

Price of rigging by point: **20 000 DZD HT**

Forklifts, lifting equipment will be at your disposal at the show, The costs of this service will be paid from the exhibitor.

Please make your order minimum 24 hours before the operation.

28- INTERNET:

NAPEC is totally covered by internet connection.

29- NOISE:

It is strictly forbidden to cause noise from audio-visual or other equipment. In case of non-compliance, **Eurl NAPEC** is entitled to take all necessary measures.

30- STORAGE:

There will be no storage area for at the exhibition hall.

If you have material (or packaging) to store, please contact the organizer before **March 5, 2019**, or beyond this date you are responsible for your storage.

31- SECURITY:

The security service is operational from **5 March until 14 March 2019 at 18:00**.

Beyond this date the security of the material not removed will not be provided by the organizer. Stand monitoring during opening hours (including installation and dismantling) is the responsibility of the exhibitor.

The organizer ensures the guarding of the goods and equipment from the closing time to the opening time. **(from 18:30 to 08:00 the next day)**.




32- AFTER THE EXHIBITION:

Restart your contacts in the week following the Exhibition. By all direct ways that you feel good: E-mail, telephone...

Do not spend time before the recall and review all the terms of your discussion during the Exhibition.

For more ... It is up to you! Just note that Eurl NAPEC team will be always at your side to advise you, assist you and help you in before.

FOR ALL OTHER INFORMATION, CONTACT US AT:

-  pic@napec-dz.com
-  +213 550 496 061 / +213 550 468 898
-  www.napec-dz.com

