New VIPARIS customer?

Sign in to your VIPARIS account

Set up an account
Step 1
Go to our online ordering website: www.viparis.com/epex
Tip: you don't need to have an account to check our rates

Select your language
Click here to begin setting up your account
Step 2
Complete the account setup form

- Fill out the required fields*

For more information about French VAT regulations, click here
Step 3
You will receive a confirmation e-mail

You will receive a confirmation e-mail. Click on the link to activate your account.

Expéditeur: infox-exposants@viparis.com
Date: 22 septembre 2015 13:04:24 UTC+2
Destinataire: solange_weyn@hotmail.fr
Objet: CONFIRMATION DE CREATION DE COMPTE / YOUR ACCOUNT CONFIRMATION

See english version at the bottom of this mail
Cher Exposant,

Vous venez de vous inscrire sur le site de commandes en ligne du Service Exposants VIPARIS et nous vous en remercions.

Afin d’activer votre compte client, vous devez valider votre adresse e-mail en cliquant sur le lien ci-dessous :

Confirmer ou http://www.gestion.pro.viparis.com/deinscription?reqCode=confirmEmail&ref=44400&email=solange_weyn@hotmail.fr

Copier et coller le deuxième lien dans un navigateur web si aucun des deux ne fonctionne !

Pour consulter votre espace personnel, vous devez utiliser votre identifiant login : solange_weyn@hotmail.fr
mot de passe : magaro

Nous vous invitons à conserver précieusement votre identifiant, en effet, il vous permettra de commander des articles en ligne.

Afin d'accéder directement à notre module de commande, cliquez sur l'adresse suivante :
http://www.viparis.com/epex

Nous vous conseillons d'ajouter ce lien à vos " Favoris " dans votre navigateur web.

Toute l'équipe du Service Exposants VIPARIS se tient à votre disposition pour toute aide ou question.

A très bientôt sur l'un de nos sites.

Le Service Exposants
Tel : +33 (0)1 40 68 16 16

<table>
<thead>
<tr>
<th>Paris Nord Villepinte</th>
<th>E-mail : <a href="mailto:exposants.npv@viparis.com">exposants.npv@viparis.com</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Paris Le Bourget</td>
<td>E-mail : <a href="mailto:infox-exposants@viparis.com">infox-exposants@viparis.com</a></td>
</tr>
<tr>
<td>Paris Porte de Versailles</td>
<td>E-mail : <a href="mailto:exposants.ppv@viparis.com">exposants.ppv@viparis.com</a></td>
</tr>
<tr>
<td>Le Palais des Congrès de Paris</td>
<td>E-mail : <a href="mailto:pole-congres@viparis.com">pole-congres@viparis.com</a></td>
</tr>
<tr>
<td>Chant Paris la Defense</td>
<td>Carrousel du Louvre</td>
</tr>
<tr>
<td>Espace Champerret</td>
<td>PARIS NORD VILLEPINTE</td>
</tr>
</tbody>
</table>

CONNEZ UN SITE
Step 4
Sign in

Welcome!
You are using the Viparis technical services sales platform - we manage the venue of the event you’re taking part in. We offer a range of technical solutions to help you optimise trade fair participation and visibility.

1. SELECT A VENUE

EXHIBITORS SERVICE
VIPARIS

Sign in here
Tip: the confirmation e-mail contains your login details
Step 5
Place your order
1 - Select the venue where your event will be held

Click on your venue
Step 5
Place your order
2 - Select your event
Tip: events are listed in chronological order

Pick the event
Step 5
Place your order

3 - Select the pavilion or hall where you will be exhibiting and click on "approve"

Select the pavilion/hall here
Click here
Step 5
Place your order
4 - Select the service category

Each main heading has sub-headings with details about each service.

Click on the main heading to begin placing your order
Step 5
Place your order
5 - Select the service sub-category

Tip: the descriptions are connected to an event, a service or a particular space.
Step 5
Place your order
6 - Select the services you need

Indicate a quantity and add the article(s) to your shopping basket.

Select the service and quantity and click on "add"

Continue placing your order by selecting other sub-categories as required
Step 5
Place your order

7 - Complete your order by clicking on "order"

After your order has been reviewed by our technical teams, you will receive a confirmation e-mail. You can then pay online by credit card.

Tip: your user account is where you can check your contact details, review your orders and invoices, download your parking places, pay online etc..

Complete the ordering process by clicking on "order".

Please make sure you have filled in all of the required fields.
Information on VAT regulations applicable to foreign companies

European Directive 2008/8/CE of 12 February 2008 changed the rules governing the application of VAT for the provision of services invoiced to foreign clients during trade shows and fairs. An annotated account of the changes introduced by this Directive was given in a fiscal order published on 28 March 2011.

These texts establish a distinction between services which are directly related to the building (lease of floor space, water, electricity, ventilation, cleaning and security) and therefore subject to French VAT, and those which are related to the organization of the exhibition, which are no longer subject to French VAT.

To make all this easier to understand, the table below provides a classification of the services included in our catalogue, the conditions of application of the new regulations, and information on how to go about applying for a VAT refund from the French tax authorities.

### How to apply for tax exemption
- For services ordered from the above list and marked as “No” under the “Subject to French VAT” heading
- You must send a document attesting to the creation of your company or business (issued by your competent local authority) together with your order, or with the e-mails sent as part of e-mailing campaigns.
- If your company or business is located in one of the member states listed below, indicate your EU VAT code.

### VAT refunds for services for which French VAT is charged
- **Clients located in the European Union**
  Refund applications from applicants located in other member states of the European Union should be addressed to their local tax services via the website provided by the local tax authority of the member state, accompanied by electronic copies of invoices or import slips.
  Thresholds for maximum amounts and closing dates for submission of applications must be respected.

- **Clients located outside the European Union**
  Refund applications from applicants located outside the European Union should be sent to the address mentioned here against with originals of invoices or import slips. Applications must be submitted on the official form (form 3559) which can be downloaded from the following address:
  Thresholds for maximum amounts and closing dates for submission of applications must be respected.

### Exhibitor catalogue

<table>
<thead>
<tr>
<th>Service</th>
<th>Subject to French VAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical installations</td>
<td></td>
</tr>
<tr>
<td>Power supply</td>
<td>Yes</td>
</tr>
<tr>
<td>Additional electrical installations</td>
<td>No</td>
</tr>
<tr>
<td>Telephone</td>
<td>No</td>
</tr>
<tr>
<td>Telephone central exchange</td>
<td>No</td>
</tr>
<tr>
<td>Compressed air supply</td>
<td>Yes</td>
</tr>
<tr>
<td>Water supply</td>
<td>Yes</td>
</tr>
<tr>
<td>Information technologies</td>
<td></td>
</tr>
<tr>
<td>Internet access &amp; ISDN lines</td>
<td>No</td>
</tr>
<tr>
<td>Computers and related equipment</td>
<td>No</td>
</tr>
<tr>
<td>Office equipment - rental of photocopiers &amp; fax machines</td>
<td>No</td>
</tr>
<tr>
<td>Design / layout</td>
<td></td>
</tr>
<tr>
<td>Slings &amp; rigging</td>
<td>No</td>
</tr>
<tr>
<td>Furniture</td>
<td>No</td>
</tr>
<tr>
<td>Carpets</td>
<td>No</td>
</tr>
<tr>
<td>Signs</td>
<td>No</td>
</tr>
<tr>
<td>Floral decoration</td>
<td>No</td>
</tr>
<tr>
<td>Lighting</td>
<td>No</td>
</tr>
<tr>
<td>Sound &amp; Audiovisual</td>
<td>No</td>
</tr>
<tr>
<td>Hostess services</td>
<td>No</td>
</tr>
<tr>
<td>Security</td>
<td>Yes</td>
</tr>
<tr>
<td>Stand cleaning</td>
<td>Yes</td>
</tr>
<tr>
<td>Vehicles access and logistics</td>
<td></td>
</tr>
<tr>
<td>Parking</td>
<td>Yes</td>
</tr>
<tr>
<td>Parking for containers and trailers</td>
<td>Yes</td>
</tr>
<tr>
<td>On-site facilities</td>
<td></td>
</tr>
<tr>
<td>Conference rooms</td>
<td>Yes</td>
</tr>
</tbody>
</table>

### EEC COUNTRIES LIST

<table>
<thead>
<tr>
<th>Germany</th>
<th>Hungary</th>
<th>Portugal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Austria</td>
<td>Ireland</td>
<td>Czech</td>
</tr>
<tr>
<td>Belgium</td>
<td>Italy</td>
<td>Republic</td>
</tr>
<tr>
<td>Cyprus</td>
<td>Latvia</td>
<td>Romania</td>
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<tr>
<td>Denmark</td>
<td>Lithuania</td>
<td>United-Kingdom</td>
</tr>
<tr>
<td>Spain</td>
<td>Luxembourg</td>
<td>Slovakia</td>
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<td>Estonia</td>
<td>Malta</td>
<td>Slovenia</td>
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<tr>
<td>Finland</td>
<td>Holland</td>
<td>Sweden</td>
</tr>
<tr>
<td>Greece</td>
<td>Poland</td>
<td></td>
</tr>
</tbody>
</table>

### Service de remboursement de la TVA

10 rue du centre, TSA 60015
93465 Noisy-le-Grand cedex

Téléphone : +33 (0)1.57.33.84.00
Adresse mail : sr-tva.dresg@dgfip.finances.gouv.fr

For more information:
Viparis Exhibitors Service
+33 (0)1.40.68.16.16
2 place de la Porte Maillot
F-75853 Paris Cedex 17
www.viparis.com
For more information:

1. Call our customer helpline at +33 1 40 68 16 16
2. You can ask to be called back free of charge
3. Contact / Use the online help

www.viparis.com/epex