



VIPARIS

EPEX

Online ordering system

USER'S GUIDE



New VIPARIS customer?
Set up an account

Sign in to your
VIPARIS 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

The screenshot shows the Viparis Exhibitors Service website. At the top left is the logo 'EXHIBITORS SERVICE VIPARIS'. Below it is a 'Welcome!' message: '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.' On the right side of the header is a login section titled 'ENTER YOUR ID' with fields for 'Email' and 'Password', a link 'I have forgotten my password', and buttons for 'Approve' and 'Set up your account'. A small flag icon for language selection is also present. Below the header is a section titled '1 SELECT A VENUE' with a grid of venue cards. Each card features a photo of the venue, a small Viparis logo, and the venue name in all caps. The venues shown are: PARIS expo PORTE DE VERSAILLES, CARROUSEL DU LOUVRE, PARIS NORD VILLEPINTE, PALAIS DES CONGRÈS DE VERSAILLES, PALAIS DES CONGRÈS D'ISSY, PARIS LE BOURGET, ESPACE CHAMPERRET, ESPACE GRANDE ARCHE, and LE PALAIS DES CONGRÈS DE PARIS.

← Select your language

← Click here to begin setting up your account



Step 2

Complete the account setup form

SET UP YOUR ACCOUNT!
Fields marked with (*) are required to set up your account.

YOUR CONTACT DETAILS

COMPANY NAME *

TITLE *

SURNAME *

FIRST NAME *

POSITION

NUMBER AND STREET *

BUILDING, RESIDENCE, ENTRANCE

PLACE

POSTCODE *

TOWN/CITY *

*Fill out the required fields**

ARE YOU EXEMPTED FROM THE FRENCH VAT? ☒ NO ☐ YES
** For foreign companies with the status of taxable persons, of the Directive 2008/8/CE (as regards the place of supply of services) - please check the box

YOUR ID

EMAIL *

An account activation message will be sent to you at this address. Please avoid entering a generic email address such as contact@company.com or info@company.com.

PASSWORD *

CONFIRM PASSWORD *

Passwords are case-sensitive. Please keep your password safe.

☐ I agree to receive information and offers from VIPARIS by email concerning the stand equipment for which I am responsible, as well as all information relating to VIPARIS services

APPROVE

For more information about French VAT regulations, [click here](#)



Step 3

You will receive a confirmation e-mail

Expéditeur: infos-exposants@viparis.com

Date: 22 septembre 2015 13:04:24 UTC+2

Destinataire: solange_weyn1@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.parisexpo.fr/epex/do/inscription?reqCode=confirmEmail&ref=4440u9&email=solange_weyn1@hotmail.fr

(Copier et coller le deuxième lien dans un navigateur web si aucun des deux ne fonctionnent)

Pour consulter votre espace personnel, vous devez utiliser votre identifiant

login : solange_weyn1@hotmail.fr

mot de passe : zingaro

Nous vous invitons à conserver précieusement votre identifiant, en effet, il vous permettra de commander d

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 entière disposition pour toute aide ou question

A très bientôt sur l'un de nos sites.

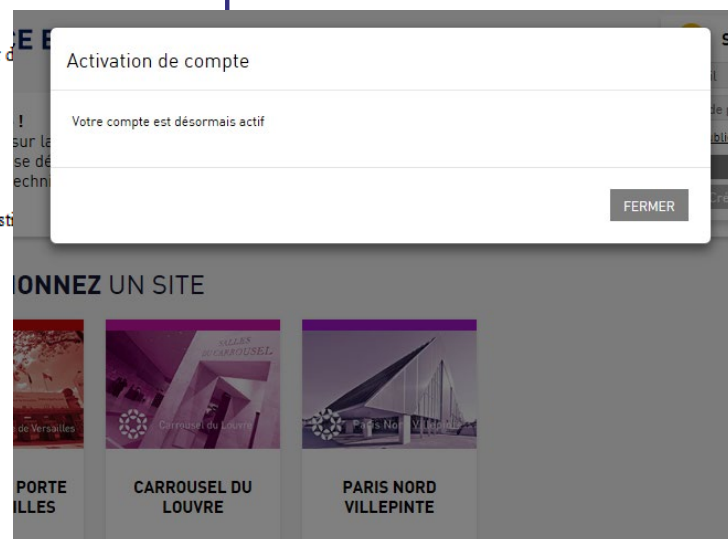
Le Service Exposants

Tel. +33 (0)1 40 68 16 16

Paris Nord Villepinte	E-mail : exposants.pnv@viparis.com
Paris Le Bourget	
Paris Porte de Versailles	E-mail : infos-exposants@viparis.com
Le Palais des Congrès de Paris	E-mail : pole-congres@viparis.com
Cnuit Paris la Défense	
Carrousel du Louvre	
Espace Champerret	




Click on this link





Step 4

Sign in

**EXHIBITORS SERVICE**
VIPARIS

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.

ENTER YOUR ID


[I have forgotten my password](#)


Approve


Set up your account


1


SELECT A VENUE



PARIS expo PORTE DE VERSAILLES



CARROUSEL DU LOUVRE



PARIS NORD VILLEPINTÉ



PALAIS DES CONGRÈS DE VERSAILLES


PALAIS DES CONGRÈS D'ISSY


PARIS LE BOURGET


ESPACE CHAMPERRET


ESPACE GRANDE ARCHE


LE PALAIS DES CONGRÈS DE PARIS

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

EXHIBITORS SERVICE
VIPARIS

VALERIE DUVERNEUIL

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

PARIS expo PORTE DE VERSAILLES

CARROUSEL DU LOUVRE

PARIS NORD VILLEPINTE

PALAIS DES CONGRÈS DE VERSAILLES

PALAIS DES CONGRÈS D'ISSY

PARIS LE BOURGET

ESPACE CHAMPERRET

ESPACE GRANDE ARCHE

LE PALAIS DES CONGRÈS DE PARIS

Click on your venue

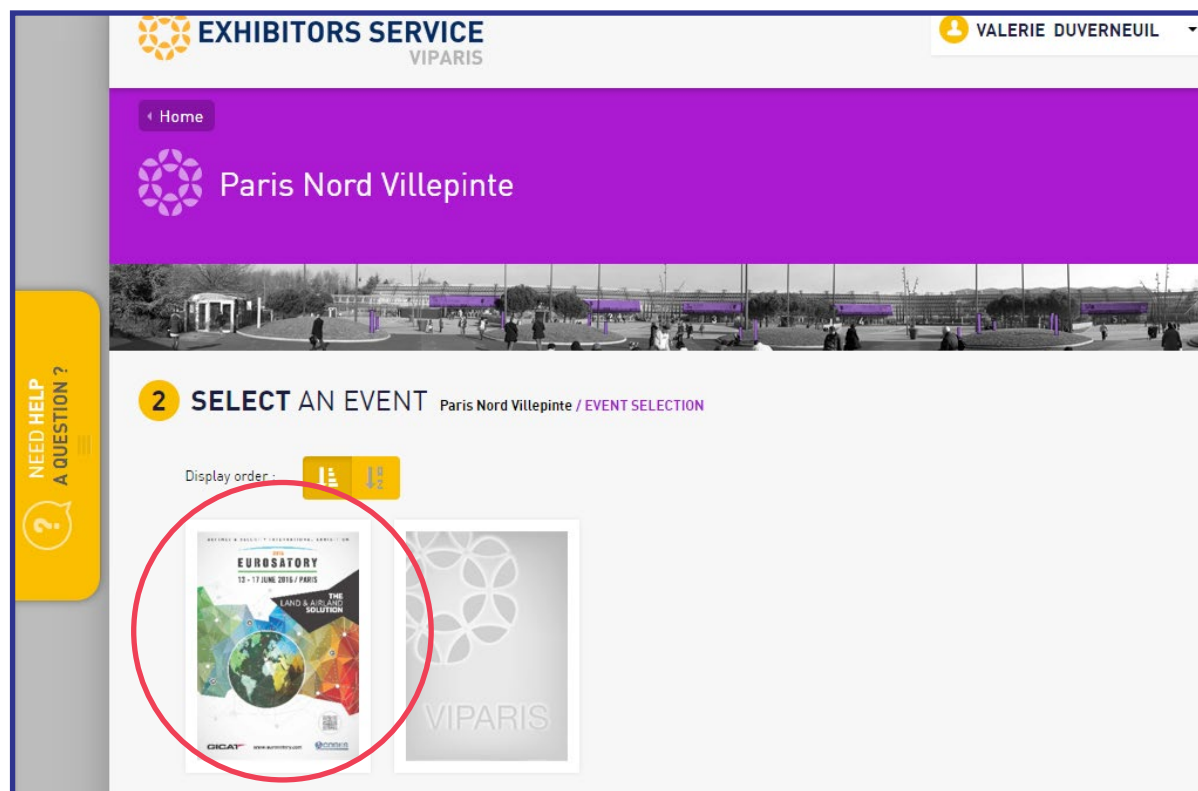


Step 5

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"

 EXHIBITORS SERVICE
VIPARIS

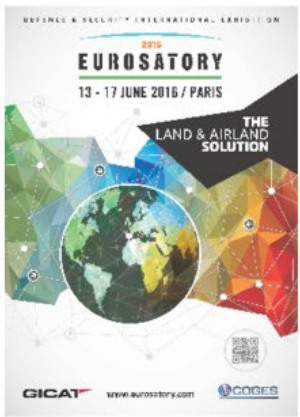
VALERIE DUVERNEUIL 

Home

 Paris Nord Villepinte



2 SELECT YOUR SPACE Paris Nord Villepinte / EUROSATORY 2016 / SPACE SELECTION




EUROSATORY 2016

From 06/13/2016 to 06/17/2016

Hall 6

APPROVE

 REMINDER
EPEX catalogue closing date : 05/30/2016
Date of order price increase : 05/31/2016

← 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.

Paris Nord Villepinte Hall 6

EUROSATORY 2016

My personal space
Valerie DUVERNEUIL
Log of

Services

- Your trade name and lighting
- Your hangings
- Your multimedia equipment
- Electricity and other distribution networks
- Your stand
- Stand cleaning service
- Parking

Useful information

EUROSATORY 2016
Paris Nord Villepinte
From 06/13/2016
to 06/17/2016
Tél. 01 40 68 22 33
See all useful informations

Welcome to the catalogue EUROSATORY 2016
Our services for equipping your stand

VISIBILITY
Your trade name and lighting
Increase the visibility of your brand and products using original media and lighting.

GAIN IN HEIGHT
Your hangings
Hang your prints, signages, lighting trusses... by using our rigging points.

HIGH-TECH SHOWCASE
Your multimedia equipment
Benefit from a wide range of Internet connections, IT and audiovisual equipment to promote your brand.

CONNECTION
Electricity and other distribution networks
Connect your different equipments to our electrical or other installations.

A WARM WELCOME
Your stand
Optimise your presence at the show using our wide range of stand fitting (furniture, floral decoration, hostess, ...).

A CLEAN STAND
Stand cleaning service
Chose the stand cleaning service that suits you best.

PARKING

← 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.

← Select your sub-category



Step 5

Place your order

6 - Select the services you need

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

Paris Nord Villepinte
Hall 6

EUROSATORY 2016

My personal space
Valerie DUVERNEUIL
Log off

Services

- Your trade name and lighting
- Your hangings
- Your multimedia equipment
- Electricity and other distribution networks
- Your stand
- Stand cleaning service
- Parking

Useful information

EUROSATORY 2016
Paris Nord Villepinte
From 06/13/2016
to 06/17/2016
Tél. 01 40 68 22 33
See all useful informations

LIMITED PERIOD SUPPLY "Bare" Booths
(All prices are Excl. VAT)

1 kW limited period supply - 4A - 240V	Qty: 1	€384.20
3 kW limited period supply - 12A - 240/400V	Qty: 0	€539.80
4 kW limited period supply - 6A - 240/400V	Qty: 0	€727.30
6 kW limited period supply - 9A - 240/400V	Qty: 0	€914.70
8 kW limited period supply - 20A - 240/400V	Qty: 0	€1,048.90

Your selection

Order surcharge applied from 05/31/2016
The website will be closed on 05/30/2016

1kW limited period supply - 4A - 240V
Ref: 09001 Quantity: 1 €384.20

Total excl. VAT : €384.20

Order

Save your selection

Empty Print Send

Do you need help ?

01 40 68 22 33

Free call back
Click here
Monday - Friday
9 am to 6 pm

← 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 on line 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..

The screenshot shows the website for EUROSATORY 2016 at Paris Nord Villepinte Hall 6. The user is logged in as Valerie DUVERNEUIL. The main navigation bar includes a search bar and a 'My personal space' link. The left sidebar lists services like 'Your trade name and lighting', 'Your hangings', 'Your multimedia equipment', 'Electricity and other distribution networks', 'Your stand', 'Stand cleaning service', and 'Parking'. The main content area is titled 'Electricity and other distribution networks' and features a 'CONNECTIONS' section with images of cables and a 'Your selection' box. The 'Your selection' box shows the order total as €0.00 and has a red circle around the 'Order' button. Below the 'Order' button are links for 'Empty', 'Print', and 'Send'. A 'Useful information' section on the left provides details about the event, including dates (06/13/2016 to 06/17/2016) and contact information (Tel. 01 40 68 22 33).

← Complete the ordering process by clicking on "order".

Please make sure you have filled in all of the required fields.



The screenshot shows the 'Your order' confirmation page. The navigation bar at the top includes links for 'Billing', 'Stand', 'Order', 'Payment', and 'Confirmation'. The main content area is titled 'Select existing billing address' and shows the user's billing details: VDU, Mlle Valerie DUVERNEUIL, 9 bd des freres Vigoureux - 92240 Malakoff - FRA. There is a 'Modify' button next to the address. Below this, there is a section for 'Or create one' and a declaration: 'I hereby declare on my honour that I am authorised to place an order on behalf of the entity for which the billing details have been entered above.' At the bottom, there is an 'Approve' button.

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.

EEC COUNTRIES LIST		
Germany	Hungary	Portugal
Austria	Ireland	Czech
Belgium	Italy	Republic
Cyprus	Latvia	Romania
Denmark	Lithuania	United-Kingdom
Spain	Luxemburg	Slovakia
Estonia	Malta	Slovenia
Finland	Holland	Sweden
Greece	Poland	

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:

http://www.impots.gouv.fr/portal/deploiement/pl1/fichedescriptiveformulaire_842/fichedescriptiveformulaire_842.pdf

Thresholds for maximum amounts and closing dates for submission of applications must be respected.

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

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:

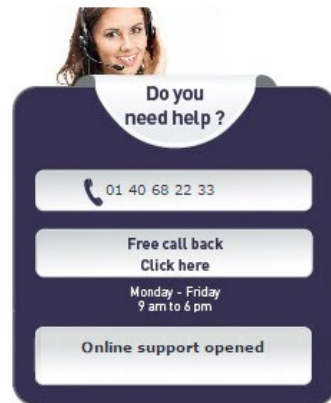
Viparis Exhibitors Service

+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