

EXHIBITOR'S GUIDE



PLEASE FORWARD THE INFORMATION IN THIS DOCUMENT TO ALL PERSONS CONCERNED

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I) Contacts

• Exhibitor contacts :

		Téléphone / Email
Sales manager	Julien JOUBERT	+ 33 6 78 09 73 17 commercial@euroforest.fr
Additional commands: (file attached) Additional exhibitor badges Additional electronic invitations for visitors Internet connection Booking unloading and reloading of trucks	Céline VAYSSIE	+ 33 (0)5 62 71 79 41 admin@euroforest.fr
Technical help Exhibitor badges and visitor e- invitations	Natacha CARRÉ	+ 33 3 80 40 34 32 + 33 6 14 58 65 77 <u>natacha.carre@euroforest.fr</u>
Technical Manager	Société Brand New Coat Jeanne PENSART	+ 33 (0)7 85 50 99 42 euroforest@brandnewcoat.com
Security officer	Dominique DATTRINO	<u>+ 33 6 73 55 52 59</u> <u>dda0673555259@gmail.com</u>

• Exhibitor's suppliers :

		Téléphone / Email
Layout of your stand, specific furniture Signage	Société Brand New Coat Jeanne PENSART	Tél. : + 33 (0)7 85 50 99 42 <u>euroforest@brandnewcoat.com</u>
Video	Download here the Br	and New Coat services catalog
Advertising in the official catalog	Le Bois International Patrick BEUGRAS	+ 33 (0)4 78 87 29 43 patrick.beugras@leboisinternational. com
Beverage orders (beers, sodas,	FAYARD FRERES	+ 33 (0)3 85 24 72 15 fayardlouis@aol.com
juices, water, etc.)	LEVIER PREMIER	+ 33 (0)6 25 53 72 24 levier.premier@gmail.com
Wine orders	VIGNERONS DES TERRES SECRÈTES (vin)	+ 33 (0)3 85 37 64 89 <u>boutique@terres-secretes.fr</u>
Caterers In addition to these two caterers, many	LE RELAIS DE CHAMPLECY (located in zone B)	+ 33 (0) 3 85 24 11 34 dommonnet@outlook.fr
snacks will be distributed along the route.	L'ESCALE (located zone F)	+ 33 (0)3 85 88 51 52 accueil@escaledigoin.com
Tavi (Stations, airports)	AD TAXI Mâcon	+ 33 (0)6 18 73 28 70 adtaximacon@gmail.com
Taxi (Stations, airports)	Taxi LANNIC Le Creusot (gare TGV)	+33 (0) 6 08 93 66 60

II) Unloading of heavy equipment from Thursday June 15 to Tuesday June 20 from 8 a.m. to 6 p.m.

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The unloading and transfer of heavy equipment, pallets, etc. to the stands will be carried out by the Organization's teams using handling equipment. To avoid significant waiting times on Monday June 19 and Tuesday June 20, we ask exhibitors to give priority to deliveries from Thursday June 15 (week 24).

Signs are provided to guide trucks from this date.

Please contact your deliverers or indicate on the equipment delivered:

- Your company name

- Your stand number

- The contact details of a person who can be contacted in the event of a problem (name and mobile phone).

- Your layout plan for the equipment on your stand in the absence of an installer appointed by your company (the equipment placed by the organization according to your plan is permanently installed)

A surveillance service is in place from Thursday, June 15 at 7 p.m. until June 26 at 12 p.m. (outside show opening hours).

In order to best organize the unloading of materials requiring handling equipment, reservations are mandatory (form attached in the additional order file).

The unloading of all equipment is free on Thursday 15, Friday 16 and Saturday 17 June 2023. Monday 19 and Tuesday 20 June, handling will be invoiced at the fixed amount of €350 excluding VAT.

No material handling will take place on Wednesday 20 June (eve of the show reserved for the reception of all exhibitors who do not require logistical assistance).

II) Insurances

If you have not yet sent it, please send us a Civil Liability certificate before May 12 to the address admin@euroforest.fr.

Special case of exhibitors performing demonstrations:

Please send us, if your Civil Liability does not mention it, a certificate indicating that your equipment is guaranteed under RC during operation.

Please also send us the surname, first name, mobile phone number, and e-mail address of the security manager of your stand, before May 12. In the absence of details, the stand manager mentioned in your registration will be the safety referent.



III) Security

- Fire risk

It is strictly forbidden to make fire. Barbecues can be tolerated by having adequate fire extinguishers in the immediate vicinity and provided that they are under permanent supervision. A prefectural decree prohibiting all barbecues due to drought is possible. The safety commission will control all the installations and will have the authority to prohibit practices that do not comply with safety rules of all kinds, or even expel an exhibitor.

- Prevention of malicious acts See Annex 4.

IV) Installation of stands from Monday June 19 to Wednesday June 21 from 8 a.m. to 6 p.m.

You have a reception and exhibitor information point at the General Office (stand G02-04).

The delivery address for the equipment is:

Euroforest, NAME of your company, N° of your stand, Chaumont, 71220 Saint-Bonnet-de-Joux.

To access your stand with your vehicle, you must have your Vehicle Parking Pass exhibitors (to be printed in the annex of the exhibitor guide) and your exhibitor badge.

To note :

Exhibition areas	Remarks
А, В	Under no circumstances should the visit aisles be used by cars or vans. Circulation aisles parallel to the stands are provided for access.
C, D, E, F G, H, I, J	The visit paths are located in the forest, there is only one path unique with a direction of circulation to be respected.

A traffic plan with the routes to follow according to your stand number will be given to you on site when you arrive.

You bring your own tent: Safety and installation

Exhibitors with one or more tents whose total and continuous surface is greater than 50 m², not ordered from Euroforest, must send their extract from the security register to the security officer <u>dda0673555259@gmail.com</u> no later than May 15, 2023. and no later than Thursday June 15, 2023 the installation certificate.

The safety commission will visit the site no later than Wednesday, June 21 and will be entitled to demand these documents. This commission can dismantle the non-compliant installation of an exhibitor or if no document is presented.



V) Reception of exhibitors on Thursday June 22, Friday June 23 and Saturday June 24

As a reminder, Euroforest 2023 will be open to the public on Thursday June 22, 2023 from 9 a.m. to 6 p.m., Friday June 23 from 9 a.m. to 6 p.m. and Saturday June 24 from 9 a.m. to 5 p.m

Access by vehicle to the stands to ensure deliveries before 8:00 a.m.

Any vehicle with the Exhibitor Vehicle Pass to be printed in the annex will be able to access the stands between 7:00 a.m. and 8:00 a.m. in order to ensure deliveries. He must imperatively leave the show site no later than 8:15 a.m. to park in the exhibitor car park.

In accordance with the security plan, any vehicle remaining parked on the Euroforest site after 8.15 a.m. without specific authorization will be moved. Exemption requests for parking a vehicle on a stand should be sent to admin@euroforest.fr. They will be reviewed by show management.

After 8:00 a.m., a free delivery service will be offered between the exhibitor car park and the stands.

Parkings

People with an exhibitor vehicle pass will be able to access the exhibitor car park from 7:30 a.m. to 8:45 a.m. After 8:45 a.m., all vehicles must park in the visitor parking lot.

In accordance with the municipal decree in force, no vehicle may park outside the car parks exhibitors and visitors under penalty of immediate pound.

Stand access control

Once parked in the car parks (exhibitors or visitors), exhibitors will be able to access their stand by presenting their exhibitor badge. Exhibitor badges can be downloaded from a dedicated web space with identifiers that will be communicated in March (e-invitations will also be available in this space).

Exhibitors cocktail

On Thursday June 22 at 6:30 p.m., Euroforest invites you to a cocktail party in the park of the Château de Chaumont, on the very site of the show. Presentation of your exhibitor badge required. On this occasion, Bois International will award the prizes for its annual competition.

VI) Dismantling of stands

Exhibitors will be able to dismantle their stand on Saturday June 24 from 5:30 p.m. All your small equipment (IT, video, coffee maker, drinks, etc.) must be removed on Saturday evening. Furniture and equipment rented from the organization must remain on site. Any missing material will be charged at the new price. Please be vigilant.

The dismantling will continue on Sunday June 25 and Monday June 26 from 8 a.m. to 6 p.m. Babysitting is provided until Monday, June 26, 7 p.m. After this time, the Organizing Committee will consider that any documents, banners, posters (...) left on the stand may be discarded.

The vehicles will park on the stand and under no circumstances in the aisles.



VII) Reloading of large equipment (machines, pallets, etc.)

• Saturday June 24 from 7:00 p.m.

Reloading can begin on Saturday June 24 from 7:00 p.m. As for unloading, a team from the Organization will be available to exhibitors with handling equipment. Handling will only be done by prior reservation and will be invoiced at the fixed amount of \leq 350 excluding tax (reservation form in the file for additional orders appended to the exhibitor's guide).

Note to Truck Drivers:

Trucks will be allowed to arrive on site on Saturday June 24 only from 7:00 p.m. when all visitors have evacuated the show. A temporary storage area for trucks is planned in the immediate vicinity of the event in the car park at the entrance to Saint-Bonnet-de-Joux coming from Charolles.

• Sunday June 25 and Monday June 26 from 8 a.m. to 7 p.m.

Reloading will continue on Sunday June 25 and Monday June 26 from 8 a.m. to 7 p.m. Handling will only be done by prior reservation and will be free of charge (reservation form in the additional orders file appended to the exhibitor's guide).

• After Monday, June 26

Equipment remaining on site after Monday, June 26, 7:00 p.m. must be recharged independently by the exhibitor. It will be under his responsibility, the site is no longer guarded.



Annex 1 : Sitemap

Annex 2 : Prevention of malicious acts Euroforest 2023

- Gendarmerie
- Adopt the right behaviors to avoid being the victim of theft during the event...

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• Before the show, make a very precise inventory and identify by photo the equipment that will be exhibited. Ideally, draw up a sheet for each piece of equipment, mentioning its serial number and its exact references.

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- Ensure that sensitive electrical or thermal equipment is never left unattended. They should be secured at the end of the day, at night and when not in use. Store them in a locked space. Chain equipment when stored.
- Hitch rolling machines to make their movements more difficult. Park the most sensitive vehicles at the back of your stand by blocking the doors.
- Securely lock your vehicles in case of absence. Never leave the keys in the ignition and do not hide them in the passenger compartment of the vehicle.
- To fight against fuel theft, equip your machines and vehicles with a strainer cap or fin that prevents the passage of a pipe. If tanks are installed on the site or if you store jerrycans, install a detection lighting device nearby, or place them in your locked vehicles.
- Adopt coded marking products. These indelible, odorless and colorless chemical marking kits allow you to uniquely identify your tools or equipment. Very dissuasive, the main effect is obtained by exterior warnings (signs, stickers, etc.) as well as signs on marked objects.
- If your marked objects are stolen and then found by the police, the chemical code, after analysis, will be revealed and your tools returned.



To protect against malicious acts Several fundamental factors must be combined:

- dissuade action;
- delay the offender;
- reduce its effects;
- alert and facilitate the intervention of law enforcement.



EXHIBITOR VEHICLE PASS

Document to display on the windshield of your vehicle before your arrival on site

JUNE 22, 23 and 24, 2023 EXHIBITOR PARKING ACCESS BEFORE 8:45 a.m.

ACCESS TO STANDS POSSIBLE FOR DELIVERY FROM 7 a.m. to 8 a.m.* and from 6 p.m. to 7 p.m.

* The vehicle must leave the show site no later than 8:15 a.m. to park in the exhibitor car park.

REMINDERS

In the meadow, it is strictly forbidden to circulate in the visitors' alley. After 8:45 a.m., all vehicles must park in the visitors parking. In accordance with the municipal decree in force, any vehicle parked outside the car parks will be removed by the pound.

Information that must be completed for the exhibitor vehicle pass to be valid:

NAME :
PHONE :
COMPANY :
STAND NUMBER :



ADDITIONAL ORDERS

- Page 2Your exhibitor badges ans additional e-invitations
- Page 5Unloading and reloading tour equipment
- Page 8Specific security
- Page 9.....Other benefits
- Page 10Overall cost of additional benefits and payment

ADDITIONAL ORDERS Return deadline folder MAY 12, 2023 Show date JUNE, 22, 23, 24, 2023

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To be complete and returned signed to admin@euroforest.fr before May12, 2023

A / Exhibitor name:

B / Billing informations (if different from the Euroforest 2023 registration file)
Social raison:
Adress :
Code postal :
Country: Phone : Phone :
Siret number:
Responsable comptabilité Last Name : First Name :
E-mail :

CONTACT ADDITIONAL ORDERS:

Céline VAYSSIE +33 (0) 5 62 71 79 41 - admin@euroforest.fr

1 - YOUR ADDITIONAL BADGES AND E-INVITATIONS

The exhibitor badge gives access, on the days of the show, to the exhibitor car park, to the Euroforest site, to priority access to the catering areas (meals at the expense of the exhibitors). The number of badges depends on the area reserved.

Your exhibition space	Plus de 150 m ²	De 50 à 150 m²	Moins de 50 m ²
Your number of exhibitor badges offered	10	6	4
Your free e-invitations	100	50	20

YOUR EXHIBITOR BADGES AND ADDITIONAL E-INVITATIONS

The price of the additional exhibitor badge is $18 \in HT$.

Number of additional exhibitor badges: ______ x 18 \in HT = _____ \in HT

□ 50 (300 € HT)	□ 100 (500 € HT)	□ 200 (800 € HT)	
□ 300 (980 € HT)	□ 400 (1 200 € HT)	□ 500 (1 400 € HT)	
\Box other quantity > 700, explain :	e-invitations x 2.5 € F	IT / e-invitation =	€ HT

For any questions regarding exhibitor badges and e-invitations, contact Natacha Carré (natacha.carre@euroforest.fr).

2

Please calculate the total amount of this part and report it on page 6

.....€ HT

OUR LOCAL PARTNERS

EUROFOREST 2023

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FOR YOUR DRINKS



Les Vignerons des Terres Secrètes (vins)

Mme Sophie DOCHE – Tél : 06.62.78.18.07 - Fixe : +33 (0)3 85 37 88 06 Mail : <u>contact@terres-secretes.fr</u>

Ets Fayard (bières, jus de fruits, eau...) 169 Rte de Chalon, 71220 Saint-Bonnet-de-Joux – Tél : +33 (0)3 85 24 72 15

Levier Premier (bières, jus de fruits, eau...)

3 Place du Général De Gaulle, 55700 Mouzay - Tél : +33 (0)6 25 53 72 24 - levier.premier@gmail.com

FOR YOUR EVENINGS

Reception rooms for private exhibitor parties

If you wish to organize an evening, you can contact the establishments below on behalf of Monsieur Lachèze.

- Domaine des 3 lacs à Cherizet www.domainedestroislacs.fr Sophie - Tel +33 (0)6 86 18 84 58 – Mail domainedestroislacs@lagrot.fr
- Les écuries de Chaumont à Saint Bonnet de Joux www.chaumont-laguiche.fr
 M. Henri de Barbentane Tél : +33 (0)6 14 86 75 05 Mail : chaumont.laguiche@gmail.com
- Les vignerons des terres secrètes à Prissé www.terres-secretes.com
 Mme Sophie DOCHE Tél : +33 (0)6.62.78.18.07 Fixe : +33 (0)3 85 37 88 06 Mail : contact@terres-secretes.fr

FOR SAFETY REASONS, NO EVENINGS WILL BE ACCEPTED ON THE EUROFOREST STANDS OR SITE

FOR DINNER

SARL LA TOUILLONNERIE will organize two dinners with dancing: one on Thursday 22 and the other on Friday 23 June at the village hall of Saint Bonnet de Joux.

Reservations required with Pierre Touillon: +33 (0)6 48 62 95 66 - <u>touillonpierre@gmail.com</u>. Price of the meal: 22 euros on Thursday and 25 euros on Friday.



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2 - UNLOADING AND RELOADING OF YOUR EQUIPMENT

All trucks will be unloaded in dedicated areas in the immediate vicinity of the show.

This part is only intended for exhibitors presenting large equipment requiring assistance with handling equipment. Euroforest offers exhibitors a logistics service. The maximum lifting capacity is limited to 5 tons.

Exhibitors presenting rolling stock are not concerned. However, they must have delivered it to their stand no later than **Tuesday**, **June 20, 2023 at 6 p.m**. Vans equipped with a tailgate allowing them to be autonomous and vans are also not affected.

Please book below the desired unloading and reloading days.

☐ You call on the Euroforest handling service on Thursday 15, Friday 16 or Saturday 17 June 2023	Gratuit
You wish to use the Euroforest handling service on Monday June 19, 202	350 € HT
The wish to use the Europoiest handling service of Monday June 19, 202	(forfait)
You wish to call on the Euroforest handling service on Tuesday, June 20, 2023	350 € HT
	(forfait)
No material handling will take place on Wednesday June 21 (eve of the show).	
☐ You wish to use the Euroforest handling service on Saturday June 24, 2023 from 8 p.m.	
Reminder:	350 € HT
Autonomous exhibitors will be able to dismantle their stands from 6 p.m. to 8 p.m.	(forfait)
Exhibitors requiring assistance with handling equipment will only be able to reload their equipment from 8 p.m. on Saturday.	
Vou call on the Euroforest handling service on Sunday June 25, 2023 or Monday June 26	Gratuit
Special requests (contact us) :	€ HT

To note :

The trucks of exhibitors who have not reserved their unloading or reloading will not be taken into account. They will be taken to a waiting area.

The unloading service involves transporting the equipment to the stands and a 15-minute fixed price for positioning. It does not include the mounting and/or assembly of large equipment delivered as a kit.

Equipment not taken back after Monday, June 26 will be the responsibility of the exhibitor and must be recharged independently no later than Wednesday, June 28, 6 p.m.

Exhibitors wishing to be independent can come with handling equipment from Thursday June 15 to Monday June 26. If necessary, they can rent them from our partner DEVILLARD LEVAGE MANUTENTION no later than June 1st :

Contact :

DEVILLARD LEVAGE MANUTENTION : Samuel DEVILLARD - 06 81 21 27 52 - bienvenue@devillard-levage.com

Please calculate the total amount of this part and report it on page 6

TOTAL 2

.....€ HT

3 – SPECIFIC GUARDING NEEDS

You want to book a security guard to guard your stand €380 excl. VAT / night (1 night starts at 7:00 p.m. and ends at 7:00 a.m.).

Desired dates (tick in the table)	
Night from Thursday 15 to Friday 16 June 2023	Night from Wednesday 21 to Thursday 22 June 2023
Night from Friday 16 to Saturday 17 June 2023	Night from Thursday 22 to Friday 23 June 2023
Night from Saturday 17 to Sunday 18 June 2023	Night from Friday 23 to Saturday 24 June 2023
Night from Sunday 18 to Monday 19 June 2023	Night from Saturday 24 to Sunday 25 June 2023
Night from Monday 19 to Tuesday 20 June 2023	Night from Sunday 25 to Monday 26 June 2023
Night from Tuesday 20 to Wednesday 21 June 2023	Number of nights:
	380 € HT Xnights =€ HT

Please calculate the total amount of this part and report it on page 6

.....€ HT

4 – YOUR INTERNET CONNECTION

The Euroforest 2023 site will have Internet access.

Dedicated Wifi on your stand with a speed of 5 Mbps (5 possible connections) – office use	890 € HT
RJ45 wired link on your stand – server, screen, machine use, etc.	1 200 € HT
\square Specific bank payment terminal connection on your stand (low speed) wired or dedicated wifi *	350 € HT
Specific request, specify :	€ HT

* Warning: the telephone network may be saturated. The TPE link secures your commercial activity.

Please calculate the total amount of this part and report it on page 6

.....€ HT

5

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5 - GLOBAL COST OF ADDITIONAL SERVICES

Please report below the amounts calculated in the different parts

YOUR EXHIBITORS BADGES AND ADDITIONAL E-INVITATIONS

at

UNLOADING AND RELOADING OF YOUR EQUIPMENT

SPECIFIC SECURITY

YOUR INTERNET CONNECTION



TOTAL 1	€ HT
TOTAL 2	<u>.</u> € HT
TOTAL 3	<u>.</u> € HT
TOTAL 4	<u>.</u> € HT

TOTAL HT	€ HT
TVA (20 %)	€
TOTAL TTC	_€ TTC

11 – YOUR PAYMENT

You will receive an order confirmation after receipt of this file and a specific invoice with payment terms. The additional order will be considered effective upon receipt of payment.

We remind all exhibitors that EUROFOREST is a festive and friendly event. As such, no incivility, excess, message of a racist, sexist or other nature will be accepted. I declare that I fully subscribe to the special regulations and the specifications for exhibitors at the Euroforest exhibition. I provide a certificate of Civil Liability insurance with this file, or by default, I undertake to send it to the organizers before May12, 2023.

Do it

Stamp and signature Preceded by the words "READ AND APPROVED"

6

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EUROFOREST 2023 Exhibitor Specifications

Euroforest is an unmissable event for all foresters. The success of our show is also due to the good respect of important rules, most of which are mentioned in the specific regulations and which we would like to recall, develop, specify or even complete so that our 2023 edition reinforces the reputation of conviviality, rich presentations, and cordial exchanges.

1) Euroforest exhibitors.

The Euroforest organization accepts almost all the files presented to us as long as they are related to forestry activities. Catering service files are also accepted. In both cases, the organizers reserve the right to refuse certain files that do not correspond to the image of the show, without being required to justify their decisions. (Art 2.1 of the special regulations). We draw your particular attention to the brands presented: each exhibitor must have registered it and be authorized as an official retailer on national territory.

2) Allocation of stands

The first registered exhibitors were able to benefit from the choice of their location, in particular the benefit of finding their location from the previous edition. Many of you opted for this request. At this stage the pitches are scarce and it is almost no longer possible to request a specific pitch. Our sales representative will seek to place you in the best of your interests and the organization reserves the right to invalidate certain requests. (Art 3.2 of the Supplementary Regulations)

3) Presence at the show (cf Art 4 special regulations)

Each exhibitor is required to be present on his stand throughout the opening of the show.

Outside its exhibition space, any communication operation (dissemination of documents, messages, surveys, interviews, controversy with other exhibitors, etc.) is prohibited, unless there is a specific contract with the organizers who dismiss all provocative messages, comparative competition, etc. (Art L 122 of the consumer code) Outside of their stand, exhibitors undertake to be courteous and refrain from carrying messages that could harm other exhibitors. In addition, the materials presented must comply with the regulations in force.

4) Safety (Art 5 of the specific regulations)

Each exhibitor is responsible for the safety of his staff and visitors during the duration of the show but also during the installation and dismantling periods. Everyone must respect the safety rules (safety distances for demos, wearing PPE, etc.) and make it impossible to access prohibited areas near the machines in action.

Security is provided outside opening hours, the site being closed. Any presence on the site outside opening hours is therefore impossible for any reason whatsoever, and in the interest of the safety of all stands. Special guarding is possible for an exhibitor who requests it. Ask for a quote.

Strong alcohol is prohibited. The service of alcohol (beer or even wine) is tolerated. Each exhibitor must be careful to limit consumption. For exhibitors who market alcohol (restaurants, refreshment bars, snack bars), the Saint-Bonnet-de-Joux town hall will contact you to issue a drink authorization.

It is strictly forbidden to make fire. Barbecues can be tolerated by having the appropriate fire extinguishers in the immediate vicinity. A prefectural decree prohibiting barbecues due to drought is possible. The safety commission will control all the installations and will have the authority to prohibit practices that do not comply with the safety rules of all kinds, and may even expel an exhibitor.

Exhibitors and their parcel luggage may be checked at the entrances as part of the vigipirate plan. The site will also be equipped with video surveillance.

5) Verification of the installations (Art 8.3 of the specific regulations)

Exhibitors with one or more tents with a surface area greater than 9 m², not ordered from Euroforest, must provide the extract from the security register no later than May 15, 2023 and no later than Thursday 15 June the assembly certificate(s) for marquees over 18m² and the M2 certificate of conformity for the envelopes of any tent, regardless of their surface area.

It seemed important to us to remember these few essential rules for the smooth running of this eighth edition of EUROFOREST, for the safety of all, the reputation of the show and the greatest satisfaction of visitors and exhibitors.

Done in Dijon on February 2, 2023