

**35<sup>e</sup>** SALON  
INTERNATIONAL  
DU TOURISME  
& DES VOYAGES

du **09.11**  
au **11.11** 2019

**PARC EXPO COLMAR**

SITV-COLMAR.COM   

**TO** 東京  
**KYO**  
日本 **JA**  
**PON**



## EXHIBITOR GUIDE

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## REGISTRATION

If you plan to exhibit at SITV 2019, please send us your registration pack as soon as possible :

### COLMAR EXPO – SITV 2019

Parc des Expositions et de Congrès  
Avenue de la Foire aux Vins  
F - 68000 COLMAR

**Registrations close: 15 September 2019**

**Organiser :** Colmar Expo SA

**Website :** [www.sitvcolmar.com](http://www.sitvcolmar.com)

## OFFICE HOURS

**Thursday 7 November :** 8am-12pm & 1pm-7pm

**Friday 8 November :** 8am-7pm

**During the fair :** 9am-7pm

When you arrive at the exhibition centre, please call into the administration office to collect your exhibitors' passes and car park passes.

## FAIR TERMS AND CONDITIONS AND SECURITY REGULATIONS

By signing the SITV 2019 application form, exhibitors agree to comply with the fair terms and conditions and security regulations. You can download these documents from the fair website, [www.sitvcolmar.com](http://www.sitvcolmar.com) or request a copy from our office.

## EQUIPMENT HIRE

Furniture, plants and video equipment may be hired, by the exhibitor only, directly from service providers.

Your order will be delivered straight to your stand in advance of the official opening of the fair.

### > Furniture hire

#### SQUARE

Furniture hire [www.square-mobilier.fr](http://www.square-mobilier.fr)

Madame Annick BOUTIN

Tél + 33 (0)4 74 16 16 20

Fax + 33 (0)4 74 16 02 00

Mail : [info@square-mobilier.com](mailto:info@square-mobilier.com)

Square is offering SITV exhibitors a basic furniture pack (high counter and high stool) per 9 sqm module at the special price of €130 excl. tax.

For more details, see [www.square-mobilier.fr/sitv2019](http://www.square-mobilier.fr/sitv2019)

### > Plant and floral decoration hire

#### LA SERRE

Monsieur Samuel MESSER

Tél +33 (0)3 88 33 06 85

[info@locationdeplantesvertes.fr](mailto:info@locationdeplantesvertes.fr)

### > Audiovisual equipment hire

#### WEBER VIDEO

Monsieur Christian WEBER

Tél +33 (0)3 89 47 66 21

Portable : +33 (0)6 07 53 28 98

Mail : [contact@webervideo.fr](mailto:contact@webervideo.fr)

Weber Video is offering exhibitors a basic equipment pack (43'' to 58'' TV + stand + DVD player OR cabled connection to client's computer) at the special price of €270 excl. tax.

# PREPARING FOR THE FAIR

## ACCOMMODATION

We have negotiated preferential rates for SITV exhibitors at a list of partner hotels. Free shuttles will run to and from the hotels, morning and evening. Please contact the hotel directly to book your rooms.

Alternatively, the Colmar tourist office accommodation bookings team can make your hotel booking for you. Please call them on +33 (0)3 89 20 68 92 (or 93) or visit [www.ot-colmar.fr](http://www.ot-colmar.fr)

### > PARTNER HOTELS

<p><b>HÔTEL MAISON DES TÊTES - 4*</b> 19, rue des Têtes 68000 COLMAR 03 89 24 43 43 <i>contact@maisondestetes.com</i> <i>www.la-maison-des-tetes.com</i> <b>Single room</b> : 195,00 € <b>Double room</b> : 195,00 € Including breakfast</p>	<p><b>HÔTEL MERCURE COLMAR UNTERLINDEN - 4*</b> 15, rue Golbéry 68000 COLMAR 03 89 41 71 71 <i>h0978@accor.com</i> <i>www.mercure.com/0978</i> <b>Single room</b> : 93,00 € <b>Double room</b> : 103,00 € Including breakfast</p>	<p><b>GRAND HÔTEL BRISTOL BEST WESTERN - 4*</b> 7, place de la Gare 68000 COLMAR 03 89 23 59 59 <i>commercial@grand-hotel-bristol.com</i> <i>www.grand-hotel-bristol.com</i> <b>Single room</b> : 90,00 € <b>Double room</b> : 90,00 € Including breakfast</p>
<p><b>NOVOTEL SUITES CENTRE COLMAR - 4*</b> 27, Rue Bartholdi 68000 COLMAR 03 89 21 59 59 <i>ha9p3@accor.com</i> <i>www.accorhotels.com</i> <b>Single room</b> : 91,00 € <b>Double room</b> : 101,00 € Including breakfast</p>	<p><b>JAMES BOUTIQUE HOTEL - 4*</b> 15, rue St Eloi 68000 COLMAR 03 89 21 93 70 <i>contact@james-hotel.com</i> <i>www.james-hotel.com</i> <b>Single room</b> : 134,00 € <b>Double room</b> : 167,00 € Including breakfast</p>	<p><b>HÔTEL LE RAPP (LOGIS DE FRANCE) - 4*</b> 1, rue Weinemer 68000 COLMAR 03 89 41 62 10 <i>rapp-hotel@calixo.net</i> <i>www.rapp-hotel.com</i> <b>Single room</b> : 89,00 € <b>Double room</b> : 140,00 € Including breakfast</p>
<p><b>HÔTEL RESTAURANT LES MARAICHERS - 3*</b> 83, route de Bâle 68000 COLMAR 03 89 24 47 99 <i>info@les-maraichers.com</i> <i>www.les-maraichers.com</i> <b>Single room</b> : 55,00 € (premium : 65 €) <b>Double room</b> : 65,00 € (premium : 75 €) Including breakfast</p>	<p><b>HÔTEL IBIS COLMAR HORBOURG-WIHR - 3*</b> 13, route de Neuf-Brisach 68180 HORBOURG WIHR 03 89 23 46 46 <i>h1034@accor.com</i> <i>www.ibishotel.com</i> <b>Single room</b> : 60,00 € <b>Double room</b> : 65,00 € Including breakfast</p>	<p><b>IBIS STYLE COLMAR NORD - 3*</b> 49, route de Strasbourg 68000 COLMAR 03 89 41 49 14 <i>h0416@accor.com</i> <i>www.novotel.com</i> <b>Single room</b> : 76,00 € <b>Double room</b> : 86,00 € Including breakfast Extra fees: 0,95 €/person/day</p>
<p><b>HÔTEL IBIS COLMAR CENTRE - 3*</b> 10, rue Saint Eloi 68000 COLMAR 03 89 41 30 14 <i>H1377@accor.com</i> <i>www.ibishotel.com</i> <b>Single room</b> : 72,00 € <b>Double room</b> : 81,00 € Including breakfast</p>	<p><b>HÔTEL ROI SOLEIL PRESTIGE - 3*</b> 26, rue des Métiers 68000 COLMAR 03 89 30 50 50 <i>colmar.prestige@hotel-roi-soleil.com</i> <i>www.hotel-roi-soleil.com</i> <b>20% OFF</b> Including breakfast</p>	<p><b>COMFORT HOTEL - 3*</b> 2C, rue Timken 68000 COLMAR 03 89 30 06 00 <i>direction@comfort-colmar.com</i> <i>www.comfort-colmar.com</i> <b>Single room</b> : 65,00 € <b>Double room</b> : 75,00 € Including breakfast Extra fees: 1,10 €/person/day</p>
<p><b>COLMAR HÔTEL - 3*</b> 14, route de rouffach 68000 Colmar 03 67 30 00 77 <i>contact@colmarhotel.fr</i> <i>www.colmarhotel.fr</i> <b>Single room</b> : 80,10 € <b>Double room</b> : 89,00 € Including breakfast</p>	<p><b>B&amp;B COLMAR PARC DES EXPOSITIONS - 3*</b> 52 route de Strasbourg 68000 Colmar 08 90 64 97 17 <i>bb_4594@hotelbb.com</i> <i>www.hotel-bb.com</i> <b>Single room</b> : 55,00 € <b>Double room</b> : 59,00 € Including breakfast</p>	<p><b>KYRIAD COLMAR CENTRE UNTERLINDEN - 3*</b> 2, rue de la Fecht 68000 Colmar 03 89 23 43 53 <i>colmar.centre@kyriad.fr</i> <i>www.kyriad-colmar-centre-unterlinden.fr</i> <b>Single room</b> : 69,00 € <b>Double room</b> : 79,00 € Including breakfast</p>
<p><b>HÔTEL ROI SOLEIL - 2*</b> 1b, rue des Frères Lumières 68000 Colmar 03 89 21 05 05 <i>colmar@hotel-roi-soleil.com</i> <i>www.hotel-roi-soleil.com</i> <b>20% OFF</b> Including breakfast</p>	<p><b>HÔTEL LE COLBERT - 2*</b> 2, rue des Trois Epis 68000 Colmar 03 89 41 31 05 <i>reservation@hotel-colbert.net</i> <i>www.hotel-colbert.net</i> <b>Single room</b> : 53,00 € <b>Double room</b> : 60,00 € Including breakfast</p>	

All this information is available on our website [www.sitvcolmar.fr](http://www.sitvcolmar.fr)

## TEMPORARY BAR LICENCE APPLICATION

If you plan to sell away drinks on your stand (spirits, wine, beer, coffee or fruit juice), you will need a temporary bar licence. Please complete the temporary bar licence request form (demande de licence temporaire de débit de boissons) available in the exhibitor's zone of the [www.sitvcolmar.com](http://www.sitvcolmar.com) website and return it to Colmar Expo SA. We will submit the licence application to the prefecture on your behalf. You will receive your temporary licence by post. You will need to keep this document on your stand, ready to produce at any time. There is no charge for the licence; it is a simple administrative procedure.

## EXHIBITORS' PARTY TICKETS

We are delighted to invite you to our traditional exhibitors' party. Put the date in your diary now: 7.30pm on 9 November 2019 in Hall 5/Cabaret venue at Colmar exhibition centre. Join us for a great evening including dinner and entertainment.

**Please email [marianne@colmar-expo.fr](mailto:marianne@colmar-expo.fr) with your company name and the number of people attending**

**Please note :** Reservations are open until 15 October 2019 and are subject to availability.

We will be organising a free shuttle bus back to our partner hotels at the end of the evening (11.30pm).

## PROCEDURES AND REGULATIONS

Visa procedures for exhibitors from abroad

**Closing date :** 15 September 2019

**1)** Please include with your registration pack a statement from your local Chamber of Commerce and Industry certifying that your company exists and that your application to exhibit at the 2019 Colmar International Tourism and Travel Fair is appropriate and genuine.

This statement should be authenticated by the relevant office of the Foreign Affairs Ministry and then certified as a true copy and translated into French by the consulate or embassy where you will be applying for your visa. We are unable to register your participation in the fair without this certificate.

**2)** As soon as we receive this document, we will send you an invoice for the hire of your stand. You should settle it in full as soon as possible.

**3)** Once we have registered your payment, we will send you confirmation of your participation in the show and contact our Foreign Affairs Ministry to arrange for your visas to be issued as quickly as possible (6 to 8 weeks). To issue your visas, the French authorities require final confirmation that your company has been allocated a stand, and possibly that you have paid for the stand and reserved your hotel rooms and air tickets. In general, a maximum of 2 visas will be issued for a 9 sqm stand.

**4)** For each person requesting a visa, please send: a photocopy of the passport, name, date of birth, passport number and issue and expiry dates.

**5)** Due to visa issue timescales, we will be unable to accept requests after 15 September 2019.

**6)** If you do not precisely follow the procedure outlined above and the authorities refuse to issue your visa, we will be unable to refund any money paid to take part in SITV. Further information is available at [www.diplomatie.gouv.fr](http://www.diplomatie.gouv.fr) («Venir en France» section).

## VAT REFUNDS

Clients from outside France will not be charged VAT.

NB: EU-based clients will require an EU VAT number for VAT exemption to apply. Please remember to enter your EU VAT number in the appropriate section of the application form.

## DELIVERY OF DOCUMENTATION

When sending documentation, please ensure the following information appears legibly on the parcel :

- sender's address
- sender's company name
- hall and stand no.
- exact address

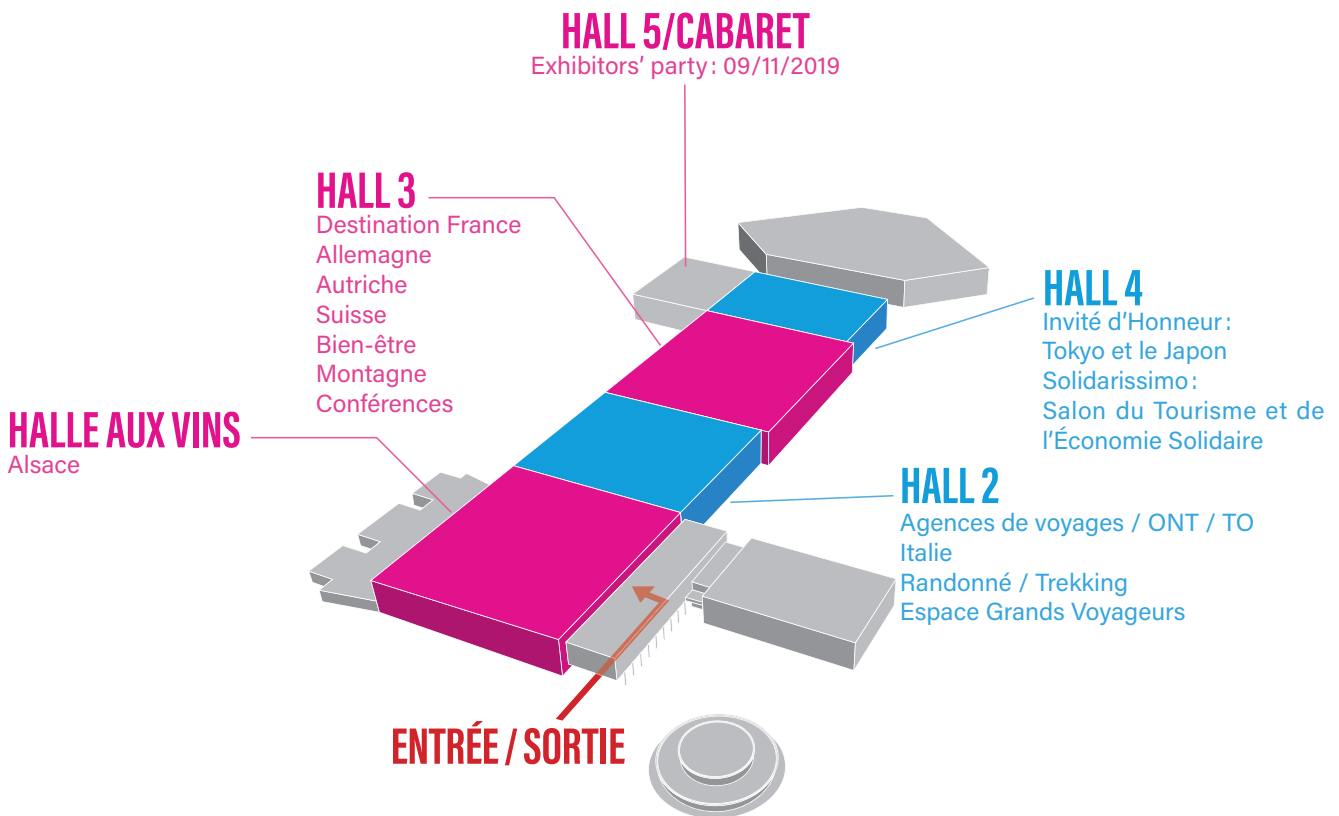
Parcels should be sent to :

**COLMAR EXPO SA – SITV**  
Parc des Expositions  
Avenue de la Foire aux Vins  
F – 68 000 COLMAR

### Goods delivery dates and times :

Monday 4 to Friday 8 November : 8.30am-12pm & 2pm-5.30pm

## PLAN



## GETTING HERE BY CAR

Two major roads run through Alsace, from north to south: the A35 and the RN83.

**Arriving from Mulhouse :** A35 motorway, exit at Colmar Zone économique/Parc des Expositions.

**Arriving from Strasbourg :** A35 motorway, exit at Colmar ZI Nord.



## GETTING HERE BY TRAIN

Direct TGV service from Paris to Colmar in 2h 47mins (3 return services per day).

Information and bookings:

[www.oui.sncf](http://www.oui.sncf) or [www.tgvseuropeen.com](http://www.tgvseuropeen.com)

### 20 % reduction on standard prices!

Contact our office on +33 (0)3 90 50 51 06 for an SNCF reduction voucher. The «Trace» urban bus network runs a service between Colmar station and the exhibition centre.

## GETTING HERE BY AIR

The nearest airports are :

- Strasbourg-Entzheim (SXB)
- EuroAirport Mulhouse-Basel-Freiburg (MLH/BSL)



Air France offers special «Congress» tickets to make your trip to Colmar easier.

- **Event** : Salon International du Tourisme et des Voyages (SITV)
- **Reference to quote (ID)** : **36040AF**
- **Valid for travel** : 2 to 18 November 2019
- **Event venue** : Colmar, France

Reductions on a wide range of general public fares on all Air France and KLM flights worldwide. Discounts of up to 47% on domestic Air France routes (including Corsica).\*\*

Connect via the event web link or [www.airfranceklm-globalmeetings.com](http://www.airfranceklm-globalmeetings.com) to:

- access pre-negotiated preferential fares
- book your flights
- have your e-ticket issued \*
- select your seats on board \*\*

If you book your tickets via the Air France & KLM Global Meetings website, entitlement confirmation will be included with your e-ticket.

If you prefer to book via an Air France KLM outlet or an accredited travel agent, you should keep this document to prove your entitlement to the preferential fares. Please ensure you have one or the other of these documents with you when you travel, as you may be asked to produce it at any point during your trip.

If you are a member of an Air France and KLM partner airline's loyalty programme, you will be credited with miles when you fly with Air France or KLM.

\* not available in certain countries

\*\* subject to conditions

# GETTING TO THE FAIR

## LOCAL TRAVEL

### > TAXI

- Absolu Taxi Services : +33 (0)6 79 50 99 96
- Alsace Transport Tourisme : +33 (0)3 24 32 43 65
- Central Taxi Colmar : +33 (0)3 67 10 60 60
- Radio Taxis Colmar : +33 (0)3 89 80 71 71
- Taxis Gare : +33 (0)3 89 41 40 19

### > SHUTTLE BUS

Please make use of the free shuttle bus running during the three days that SITV is open. It will transport exhibitors between their hotels in central Colmar and the exhibition centre, morning and evening.

**NB :** this service will only run to our 2017 partner hotels in Colmar (as listed on page 4 of this guide and on [sitvcolmar.com](http://sitvcolmar.com)). Times and the exact location of stops are available from your hotel.

## AT THE EXHIBITION CENTRE

## USEFUL INFORMATION

### > PASSES

All exhibitors will be issued with six free passes per 9 sqm module. Each co-exhibitor will receive two passes regardless of the amount of space reserved.

### > CAR PARK PASSES

Main exhibitors will be issued with one free car park pass per 9 sqm module. Each additional car park pass is free.

### > WI-FI ACCESS

Stands can be connected to Wi-Fi freely. If you order this service, your access code will be supplied with your passes when you collect them from the administration department. As Wi-Fi is a shared service, we are unable to offer any guarantees as to speed.

## SET-UP AND TAKE-DOWN

### → Set-up dates and times :

Monday 4, Tuesday 5, Wednesday 6 and Thursday 7 November : 8am-12pm & 2pm-6pm  
Friday 8 November : 7am-10pm

### → Take-down dates and times :

Sunday 11 November: 7pm-10pm  
Monday 12 November: 7am-7pm

**No set-up or take-down will be authorised outside these times.**

**NB :** please ensure you do not leave any valuables on your stand during the set-up and take-down periods.

All furniture rented for SITV (as part of turnkey stand packages and exhibitors' individual orders) will be collected by the furniture rental company after the fair closes on the final day (Monday 11 November 2019). Please ensure that you remove all documentation and any other items you wish to keep from the furniture.

If any of your equipment (furniture, audiovisual, multimedia or brochures) is to be collected by an external company (stand designer or transporter), please inform the administration department by FAX or LETTER only, detailing :

- your company name
- your stand number
- nature and quantity of equipment to be collected
- service provider name
- collection date