

GETTING  
STARTED

# THE BASICS

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# TELEPHONY

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## THE BASICS

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## 1 CONNECT TO

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If you need a landline, Viparis has a range of telephone lines to choose from. Depending on the venue, we can offer you Internet Protocol (IP) lines as well as analogue lines for teleconferences and credit card transactions. A VIPARIS à la carte service.

- ◆ Telephone service is available based on the power supply schedule established by the organiser.
- ◆ Please provide us with a floor plan indicating where you would like your telephone line installed.
- ◆ For more information, please contact Viparis's Exhibitor Services.

## 2 DRAWING UP A FLOOR PLAN IN 6 EASY STEPS

To ensure that your telephone lines are installed in the right location, you need to provide us with a complete floor plan.

**There are six key points for a good floor plan:**

1. **Your stand's location:** indicating the location of aisles and adjacent stands will help our technical teams to easily find your stand.
2. **Surface area:** it is important to provide us with your stand's dimensions. For example, please indicate whether it is a 9 m<sup>2</sup> stand (3 m x 3 m).
3. **Shape:** Is your stand square, rectangular or N-shaped?
4. **Location:** We need to know where you want your telephone equipment installed. Please provide us with an accurate floor plan that indicates the location (marked with a «T»).
5. We need to know the **coordinates** of your stand (aisles, stand number and company name).
6. Indicating the date the floor plan was **created and the date of the most recent update** is a real help for the technical team.



### USEFUL TIP

In addition to your landline, VIPARIS has a wide range of telephone equipment to choose from (switchboard, fax machines, etc.) and additional options depending on the venue.



### VIPARIS TAKES CARE OF

- ☒ Activation of the line.
- ☒ Unlimited calls within France.
- ☒ Delivery to your stand on the day before the event opens.
- ☒ Technical support throughout your event.



## VIPARIS

**For more information about our services, please call +33 1 40 68 16 16  
between 9 am and 6 pm, Monday to Friday.**

**We also have an online chat room.**