

**MARSEILLE**  
PALAIS DU PHARO  
13 - 14 OCTOBER 2021

**TOP**  
TRANSPORT  
EUROPE

THE BUSINESS  
CONVENTION  
FOR EUROPEAN  
SHIPPER

**- 29TH EDITION -**

**OCTOBER 13<sup>TH</sup> & 14<sup>TH</sup>, 2021**  
**PALAIS DU PHARO OF MARSEILLE**

# **PARTNERS PRACTICAL GUIDE**



**DG** CONSULTANTS

**COMMISSARIAT GENERAL : DG CONSULTANTS – TOP TRANSPORT EUROPE**

5 rue de l' Amiral Courbet 94 160 St Mandé - France

Tél : +33(0)1 76 77 17 64 - Fax : +33(0)1 70 83 50 76 - Email : [top.transport@comexposium.com](mailto:top.transport@comexposium.com)

**COMEX** POSIUM

# Your team members contact for Top Transport Europe



## TO CONTACT THE ORGANIZATION COMMITTEE

**DG CONSULTANTS**

**DG CONSULTANTS  
TOP TRANSPORT EUROPE**

5 rue de l' Amiral Courbet  
94 160 St Mandé

**COMEXPOSIUM**

**Raphaël DESCHAMPS**  
Tél : +33(0)1 76 77 17 64  
Fax : +33(0)1 70 83 50 76

Email: [top.transport@comexposium.com](mailto:top.transport@comexposium.com)

Site web: [www.top-transport.net](http://www.top-transport.net)

### EVENT MANAGER:

**Raphaël DESCHAMPS** - Phone: +33 (0)1 76 77 17 64 - Mail: [raphael.deschamps@comexposium.com](mailto:raphael.deschamps@comexposium.com)

### LOGISTICS FOLLOW UP:

**Ingrid NGATCHANI** - Phone: +33 (0)1 76 77 20 80 - Mail: [ingrid.ngatchani@comexposium.com](mailto:ingrid.ngatchani@comexposium.com)

### SALES TEAM:

**Marc PLANTON** - Phone: +33 (0)1 76 77 17 62 - Mail: [marc.planton@comexposium.com](mailto:marc.planton@comexposium.com)

**Alexis IAREMENKO** - Phone: +33 (0)1 76 77 17 94 - Mail: [alexis.iaremenko@comexposium.com](mailto:alexis.iaremenko@comexposium.com)

## CONVENTION VENUE

### **PALAIS DU PHARO**

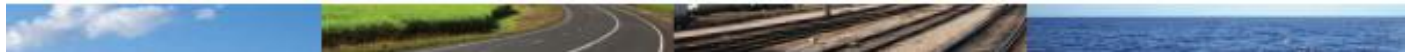
58 boulevard Charles Livon  
13007 MARSEILLE

**On site you can contact us to the following number:**

**+33(0)1 76 77 17 64**



# Your personal area on the TOP TRANSPORT EUROPE website



You have received your login and password to log on to your personal area on Top Transport Europe website:  
<https://top-transport-2020.vimeet.events/en/login>

In this area you can select conferences you want to attend and choose the contacts you wish to target for your B to B meetings. To avoid any possible mistakes, we request you to follow the instructions below.

## KEY DATES

- 1. BEFORE SEPTEMBER 10<sup>TH</sup>: CATALOGUE PRESENTATION (COMPANY PROFILE):** Fill out/amend your catalogue presentation: this information is essential as it will appear in the online catalogue accessible by the shippers for the selection of the meetings. Please ensure that your presentation form is carefully completed (**the field core activity is mandatory**), it will allow you to be correctly identified by the shippers.

Enter the names of all participants (due to numerous abuses, any unregistered person will not be able to access the TOP TRANSPORT business convention).

- 2. FROM SEPTEMBER 15<sup>TH</sup> : CHOOSE YOUR B TO B MEETINGS ON THE "CATALOGUE TAB" AND VALIDATE THE SHIPPERS REQUESTS ON "MY MEETINGS TAB"\*:** Move to the next step where you can choose the companies with which you wish to hold B to B meetings (**at least 30 choices**). You have access to the profiles of all participating companies and can select those of interest to you.

- 3. FROM OCTOBER 7<sup>TH</sup>:** availability of your provisional meeting schedule on the online platform.

Feel free to return to your member area on a regular basis to view profiles from companies wishing to meet you. These will be placed on hold for validation by buyers.

**\*(To be processed by the algorithm, any meeting request received must have been validated or refused by you. If not, the requests will not be taken into consideration.)**

## SUMMARY OF DATES AND ACTIONS STEPS

July 31 <sup>st</sup> 2021	12 PM	☞ closing date for access to company profiles
September 15 <sup>TH</sup> 2021	12 PM	☞ access to catalogue of participants ☞ access to choose the companies with which you wish to hold B to B meetings
October 7 <sup>th</sup> 2021		☞ availability of your provisional meeting schedule on the online platform
October 13 <sup>th</sup> 2021		☞ convention opens at 8AM and B to B meetings begin at 8:35AM

# Additional services



## SPONSORSHIP

### **Increase your visibility through sponsorship!**

Why not try one of these ideas?

- Become an official sponsor of the evening cocktail
- Include your logo on our website [www.top-transport.net](http://www.top-transport.net)
- Add your logo to our email campaigns

Select the package or individual tools you require and communicate with major industry players:

- 10,000 carriers and shippers contacted via our email campaigns
- Over 5,000 visitors on our website whilst the event is being promoted
- Over 650 professionals attending

For more information and to receive our full sponsorship pack, please contact Raphaël Deschamps: [raphael.deschamps@comexposium.com](mailto:raphael.deschamps@comexposium.com)

## VIP AND GOLD INVITATIONS

The organizing committee has chosen to give you **4 Gold Invitations** allowing you to communicate on your participation in the convention, and to invite prospects who would like to meet you at **Top Transport Europe**.

- **Gold Invitations are limited to 4 invitations** aimed at your top clients anywhere in Europe. In addition to the same services of Vip invitations the organization committee will take in charge (only for one representative if 2 participants belong to the same company) their return travel and transfers from the train station/ airport/ Palais Pharo and from the Palais du Pharo to the train station/airport.

### **How to use your invitations?**

- We invite you to give the following link at you guests to register online for the event. They will be able to enter their details, their company's sector and their main investment project: <https://top-transport-2020.vimeet.events/fr/register/1010>

And/or

- If you are short in time you can send us by email (or by a secure file transfer) the details of your 4 " Gold Guests". Then we will contact them on your behalf.

### **Validity conditions:**

- Your guests may not, under any circumstances, use the Gold Invitations to propose their services, products, etc. Any commercial prospecting is strictly forbidden.
- The Top Transport Europe organizing committee reserves the right to refuse any registration without having to justify its decision.
- Your clients with a Gold invitation will have to register online before the 15th of September 2021 to ensure the organization bear the costs of their return travels as their transfers railway station/ airport/ Palais du Pharo.

### **Content of the vip invitations:**

- Privileged and free access to Top Transport Europe
- Access to the technical catalogue of the participants/partners
- Organization of personalized meetings
- The appointment booklet with the names of the partners

- Free access to Expert Workshops and Conferences
- Accommodation for 1 or 2 nights in a 3 stars hotel
- Access to lunches coffee breaks and cocktail reception

Do not hesitate to contact us for any further information

## Provisional Convention programme



### Tuesday 12<sup>th</sup> October 2021 (pre-event day)

Access to the Palais du Pharo is possible from 4pm to prepare your booth (subject to setup progress).  
The loading dock will be open for a limited period of parking of 1 hour.

### Wednesday 13<sup>th</sup> October 2021

7 :00 am 08:35 am	<b>Reception</b>
08 :35 am 12:05	Meeting & Workshops
12:05 pm 3 pm	Lunch & Meeting
2:00 pm 7:05 pm	Meeting & Workshops
7:05 pm 10 pm	Dinner cocktail

### Thursday 14<sup>th</sup> October 2021

7 :00 am 08:35 am	<b>Reception</b>
08 :35 am 3:00 pm	Meeting & Workshops
12:05 pm 3:00 pm	Lunch & Meeting
3:00 pm 5:20 pm	Meeting & Workshops
5:20 pm	<b>End of the convention</b>

## Lunches



As the success of Top Transport does not make it possible for everyone to have lunch together, and with a view to providing you with the best possible appointment schedule, our lunch service is arranged over 2 sittings. Two sittings take place, each lasting one hour, while the appointment schedule continues to run.

12:05PM 12:40PM	meeting 7	Lunch - 1 <sup>st</sup> sitting
12:40PM 1:15PM	meeting 8	Lunch - 1 <sup>st</sup> sitting
1:15PM 1:50PM	meeting 9	
1:50PM 2:25PM	meeting 10	Lunch - 2 <sup>nd</sup> sitting
2:25PM 3:00PM	meeting 11	Lunch - 2 <sup>nd</sup> sitting



If there is more than one participant on your stand, you will have to lunch separately: while one of you has lunch with a client, the other continues with the appointments schedule.





*While I continue with the appointments schedule...*



*my colleague has lunch with potential clients*

# B to B meetings



## P L E A S E N O T E

**It is essential that you keep meticulously to your meetings schedule, to ensure your optimal participation and avoid any time conflicts.**

**The organizers are on hand to answer any question you may have and to arrange any additional appointments you may wish to make.**

The objective of a business convention is to offer all participants the opportunity to forge professional relationships by means of a prescheduled appointment schedule, but also via informal meetings.

The advantage of a business convention lies mainly in the fact that, unlike at a traditional trade fair, we are able to know where everyone is at every scheduled time slot.

Feel free to come and see us at reception. We will tell you:

- either the number of the stand where the contact you are looking for is located,
- or we will introduce you to him or her as we are quickly able to identify and locate the whereabouts of your contact.

## YOUR AGENDA

Your agenda will be accessible online from Thursday 7<sup>th</sup> October. It is subject to change until the day of the event and will be consultable at all times from your personal schedule where you can visualize all your meetings in real time. We strongly recommend you to validate your mobile phone number in order to receive live notification about your agenda like meetings change or cancellation.

**A paper version of your updated agenda will be available on demand at the front desk.**

## MY AGENDA HAS SPARE TIME SLOTS AVAILABLE

Your agenda will be based on reciprocal choices. Your meeting requests will have to be validated by the shippers and you will have to accept or refuse their demands.

If you do not have a meeting schedule with a company you have requested, it may be because: its agenda is full, you do not have any free slot in common or the company did not validate your request.

## PERFORMANCE OBLIGATION

We recommend you to make a minimum of 30 requests to maximise the number of meetings planned on your agenda. You can refuse a maximum of 3 shippers demands, otherwise the performance obligation on which we guarantee a minimum of 8 meetings will no longer be relevant.

## I ABSOLUTELY MUST MEET (COMPANY X) BUT IT DOES NOT APPEAR ON MY AGENDA

If (Shipping Company X) had any room on their schedule and you requested a meeting with this company, an appointment would have been allocated to you. You now have a number of options:

- You can request a meeting with this company directly through the online platform.
- You can ask the organization to provide you with their meetings schedule to check to which extent you can contact this company for a possible chat and/or to have lunch with them for a possible chat and /or to have lunch with them.

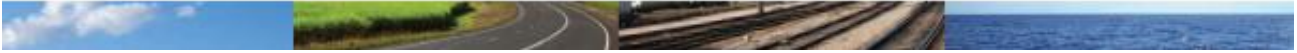
## COMPANY X HAS NOT HONOURED ITS APPOINTMENT AND DID NOT TURN UP FOR THE MEETING AT OUR STAND

There may be a number of explanations for this:

- 1) the person came on your stand while you were still in a meeting
- 2) the person has not arrived yet (transportation delay for example)
- 3) the person is still in a meeting
- 4) the person is absent and cancelled his/her participation at the last minute.

Feel free to come and seek our help at reception.

# Getting around in Marseille



**Palais du Pharo**  
58 Boulevard Charles Livon  
13007 - Marseille  
Tél. : +33 (0)4 91 14 64 95

## ARRIVING BY CAR

**-From Lyon** : A7 then A51

**-From Nice** : A8 then A52 and A50 - Boulevard Rabateau - Avenue du Prado - Corniche Kennedy then Avenue Pasteur

**-From Barcelona** : A9 then A7 and A50 or A55 Tunnel Prado  
exit Pharo/Les Catalans

## PARKINGS

Please note that because of the location of the Palais du Pharo in the middle of a public garden, there is no car parking available around the convention hall.

**1 FREE parking space is available for you:**

**PARKING Q-PARK MARSEILLE PHARO opposite the Palais du Pharo entrance**, at the following address:

***Impasse Clerville - 13007 MARSEILLE***

*Take a car park ticket as you go in with your vehicle (do not use your bank card). Go to the Top Transport Europe reception desk to pick up a complimentary payment ticket which will cover your full day's parking fee.*

**Other paying car parks are available around the Palais du Pharo:**

<http://www.parking-public.fr/parkings-marseille/>

## ARRIVING BY PLANE

### MARSEILLE PROVENCE AIRPORT

CCI Marseille-Provence

BP 7 - Aéroport

13727 Marignane

Tel. : 04 42 14 14 14

E-mail. : [contact@marseille-provence.aeroport.fr](mailto:contact@marseille-provence.aeroport.fr)

Website : [www.marseille.aeroport.fr](http://www.marseille.aeroport.fr)

Marignane Airport is located at 25 km from Marseille city center.

Shuttles between Saint Charles railway station and the airport are settled every 20min.

**Terminal MP2** offers low-cost flights with Ryanair and EasyJet.

### Toulon-Hyères Airport

83400 Hyères

Tel. : 04 94 00 83 83

Free number : 0 825 01 83 87

Airport official website : [www.marseille.aeroport.fr](http://www.marseille.aeroport.fr)

## PUBLIC TRANSPORT IN MARSEILLE

### Marseille Bus station

Rue Honorat 13003

Tél. : 08 91 02 40 25

Bus from and to several cities and departments.

**Subway** : line 1 stop « Vieux-port » then bus N°83 stop « Le Pharo ».



Use the websites [www.rtm.fr](http://www.rtm.fr) and [www.lepilote.com](http://www.lepilote.com) to find schedules and routes of all public transport in the city.

## ARRIVING BY TRAIN

**MARSEILLE SAINT-CHARLES RAILWAY STATION** (served by two subway lines)

TGV Méditerranée connects Paris to Marseille in 3 hours, and Lyon to Marseille in 1h30.

Information and reservations SNCF :

Tél. : 08 92 35 35 35

Or voice server : 36 35

Or **TGV Aix en Provence Railway Station**

## WIFI AT PALAIS DU PHARO

**Palais du Pharo wifi network « wifi-pharo »**

The Palais du Pharo is equipped with a wifi network destined to the participants and available in all rooms used during the event. You will only have to fill out the fields and accept the general conditions of use to enter the access the wifi.

## TAXIS

There is 2 different companies at y our disposal:

- Les Taxis Marseillais Tel (24h/24-7j/7) : +33 (0)4 91 92 92 92
- Taxis Radio Marseille Tel (24h/24-7j/7) : +33 (0)4 91 02 20 20

## DELIVERIES

**Delivery address :**

**PALAIS DU PHARO / TOP TRANSPORT EUROPE** (+ note the name of the company - mandatory) + for the intention of Nicolas Tristrant

58 boulevard Charles Livon - 13007 MARSEILLE

Except for deliveries (limited to 1 hour), there is no possibility to stay parked.

# Accommodations around the Palais du Pharo



## 5\*\*\*\*\*

### HOTEL C2

48 Rue Roux de Brignoles  
13006 MARSEILLE  
04 95 05 13 13  
Mail: [contact@c2-hotel.com](mailto:contact@c2-hotel.com)

### SOFITEL MARSEILLE VIEUX-PORT (100m)

36, Boulevard Charles Livon 13007 MARSEILLE  
Phone: 04 91 15 59 00 / Fax : 04 91 15 59 50  
Mail: [H0542@accor.com](mailto:H0542@accor.com)  
Website: <http://www.sofitel-marseille-vieuxport.com>

### INTERCONTINENTAL MARSEILLE - HOTEL DIEU (1500m)

1, place Daviel  
13002 MARSEILLE  
Phone: 04 91 01 39 74  
Mail: [sales.marseille@igh.com](mailto:sales.marseille@igh.com)  
Website: <http://intercontinental.com/marseille>

## 4\*\*\*\*

### MERCURE MARSEILLE CENTRE (1200m)

1, Rue Neuve Saint-Martin 13001 MARSEILLE  
Phone: 04 96 17 22 22 / Fax : 04 96 17 22 33  
Mail: [H1148@accor.com](mailto:H1148@accor.com)  
Website: [http://www.accorhotels.com/accorhotels/fichehotel/fr/mer/1148/fiche\\_hotel.shtml](http://www.accorhotels.com/accorhotels/fichehotel/fr/mer/1148/fiche_hotel.shtml)

### NEWHOTEL OF MARSEILLE (50m)

71, Boulevard Charles Livon 13007 MARSEILLE  
Phone: 04 91 31 53 15 / Fax : 04 91 31 20 00  
Mail: [info@newhotelofmarseille.com](mailto:info@newhotelofmarseille.com)  
Website: <http://www.new-hotel.com/lepharo/fr/hotel.asp>

### NOVOTEL MARSEILLE VIEUX PORT (100m)

36, Boulevard Charles Livon 13007 MARSEILLE  
Phone: 04 96 11 42 11 / Fax : 04 96 11 42 20  
Mail: [H0911@accor-hotels.com](mailto:H0911@accor-hotels.com)  
Website: <http://www.novotel.com>

### RADISSON BLU HOTEL MARSEILLE VIEUX PORT (700m)

38-40, Quai Rive Neuve 13007 MARSEILLE  
Phone: 04 88 92 19 50 / Fax : 04 88 92 19 51  
Website: <http://www.radissonblu.com/hotel-marseille>

### LA RÉSIDENCE DU VIEUX PORT (1000m)

18, Quai Du Port 13002 MARSEILLE  
Phone: 04 91 91 91 22 / Fax : 04 91 56 60 88  
Mail: [hotel.residence@wanadoo.fr](mailto:hotel.residence@wanadoo.fr)

Website: <http://www.hotelmarseille.com>

GRAND TONIC HOTEL VIEUX PORT (1000m)

43, Quai Des Belges 13001 MARSEILLE Phone: 04 91 55 67 46 / Fax : 04 91 55 67 56

Mail: [reservation-marseille@tonichotel.com](mailto:reservation-marseille@tonichotel.com)

Website: <http://www.tonichotel.com>

GRAND HOTEL BEAUVAU (1000m)

4, Rue Beauvau 13001 MARSEILLE

Phone: 04 91 54 91 00 / Fax : 04 91 54 15 76

Mail: [h1293@accor.com](mailto:h1293@accor.com)

Website: <http://www.grandhotelbeauvaumarseille.com>

### **3\*\*\***

ESCALE OCÉANIA MARSEILLE VIEUX PORT (1000m)

5 La Canebière 13001 MARSEILLE Phone: 04 91 90 61 61 / Fax : 04 91 90 95 61

Mail: [escaleoceania.marseille@oceaniahotels.com](mailto:escaleoceania.marseille@oceaniahotels.com)

Website: <http://www.oceaniahotels.com>

KYRIAD VIEUX PORT (1000m)

6, Rue Beauvau 13001 MARSEILLE

Phone: 04 91 33 02 33 / Fax : 04 91 33 21 34

Mail: [kyriad.vieux-port@wanadoo.fr](mailto:kyriad.vieux-port@wanadoo.fr)

Website: <http://hotel-vieux-port-marseille.com>

### **2\*\***

MARIETTE PACHA (150m)

5, Place Du Quatre Septembre 13007 MARSEILLE

Phone: 04 91 52 30 77 / Fax : 04 91 59 43 65

Mail: [hotelmariettepacha@wanadoo.fr](mailto:hotelmariettepacha@wanadoo.fr)

Website: <http://www.mariettepacha.fr>

ALIZÉ (1000m)

35, Quai Des Belges 13001 MARSEILLE

Phone: 04 91 33 66 97 / Fax : 04 91 54 80 06

Mail: [alize-hotel@wanadoo.fr](mailto:alize-hotel@wanadoo.fr)

Website: <http://www.alize-hotel.com>

DU SUD (1000m)

18, Rue Beauvau 13001 MARSEILLE

Phone: 04 91 54 38 50 / Fax : 04 91 54 75 62

Mail: [hoteldusud@wanadoo.fr](mailto:hoteldusud@wanadoo.fr)

Website: <http://www.hoteldusud.com>

EUROPE HOTEL (1000m)

12, Rue Beauvau 13001 MARSEILLE

Phone: 04 91 33 65 64 / Fax : 04 91 33 80 30

Mail: [info@europe-hotel.fr](mailto:info@europe-hotel.fr)

Website: <http://www.europe-hotel.fr>

HERMÈS (1200m)

2, Rue Bonneterie 13002 MARSEILLE

Phone: 04 96 11 63 63 / Fax : 04 96 11 63 64

Mail: [hotel.hermes@wanadoo.fr](mailto:hotel.hermes@wanadoo.fr)

Website: <http://www.hotelmarseille.com>

### **NON RATED**

IBIS BUDGET MARSEILLE VIEUX PORT (900m)  
46, Rue Sainte 13001 MARSEILLE  
Phone: 08 92 68 05 82 / Fax : 04 91 54 95 75  
Mail:[etap.marseille.v.p@wanadoo.fr](mailto:etap.marseille.v.p@wanadoo.fr)  
Website: <http://www.etaphotel.com>

RELAX (1000m)  
4, Rue Corneille 13001 MARSEILLE  
Phone: 04 91 33 15 87 / Fax : 04 91 55 63 57  
Mail:[hotelrelax@free.fr](mailto:hotelrelax@free.fr)  
Website: <http://www.hotelrelax.fr>

BEAUSÉJOUR (1000m)  
13, Rue Saint-Saëns 13001 MARSEILLE  
Phone: 04 91 54 90 13

BELLE-VUE (1200m) 34, Quai Du Port 13002 MARSEILLE  
Phone: 04 96 17 05 40 / Fax : 04 96 17 05 41  
Mail:[info@hotelbellevuemarseille.com](mailto:info@hotelbellevuemarseille.com)  
Website: <http://www.hotel-st-louis.com/bellevue/index-bellevue.php>

#### **TOURIST OFFICE**

Office de Tourisme et des Congrès de Marseille  
11, la Canebière - 13001 Marseille

tel: + 33 (0)826 500 500 (0,15€ / min)

fax: + 33 (0)4.91.13.89.20

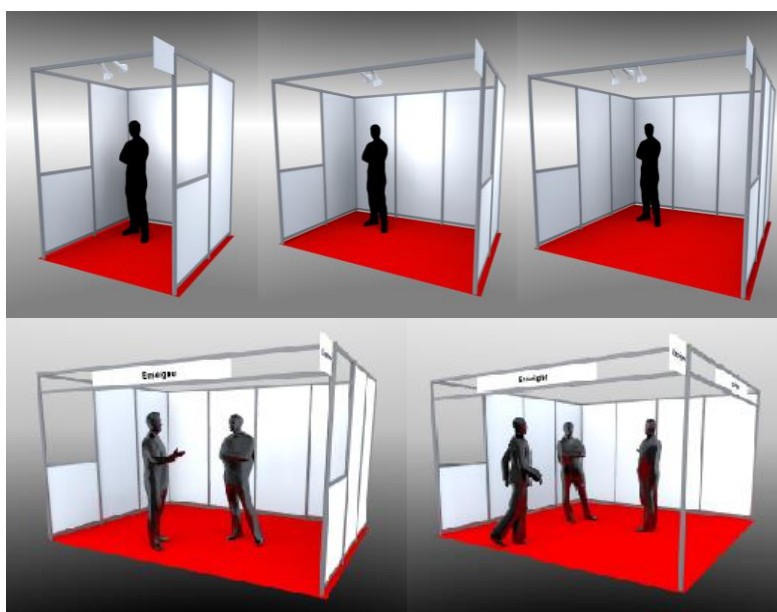
# Technical services

## SPECIFICITIES OF YOUR STAND

Your stand is equipped with a basic equipment package.

If the furniture included in the package is not to your taste, you may arrange the space as you wish (at your own expense).

- Fixed stand
- Equipped with: 1 flag sign, 1 lighting track with 2 spotlights,
  - Electrical connection
- Frame: Aluminium profiles - grey lacquered finish
  - Partition: Melamine - Height 2.4m
  - Partition colour : white



	Lining of the tarpaulin at the back of the booth (H x L)	Partition lining (H x L)	½ partition lining (H x L)
<b>Booth 4m<sup>2</sup>(2m x 2m)</b>	2401mm x 1925mm	2401mm x 952mm	1001mm x 952mm
<b>Booth 9m<sup>2</sup> (3m x 3m)</b>	2401mm x 2910mm	2401mm x 952mm	1001mm x 952mm
<b>Booth 12m<sup>2</sup>(3m x 4m)</b>	2401mm x 3895mm	2401mm x 952mm	1001mm x 952mm
<b>Booth 16m<sup>2</sup> (4m x 4m ou 2m x 8m)</b>	2401mm x à définir	2401mm x 952mm	1001mm x 952mm