

A photograph of the Eiffel Tower in Paris, France, viewed from across a river. The sun is setting on the left, creating a bright glow and lens flare. A bridge with several arches spans the river in the foreground. The sky is a clear, deep blue.

**INSTRUCTIONS FOR USE**  
how to create an access  
request on

<http://logipass.viparis.com>



VIPARIS

## New access policy

To improve security and ensure free-flowing traffic during operations, all vehicles must be registered online via the Logipass platform to be granted access to delivery areas and to exhibitor car parks (only for Paris le Bourget, Paris Nord Villepinte)

### **DURING SET UP AND DISMANTLING PERIODS**

and for deliveries during the event's opening times (specific timetables)

**If you don't know the license plate number of your vehicle :** you can fill in a request and later add on the number (up to your arrival time).

**If you don't know your precise arrival time:** you can choose an estimated time on your preferred day (without exceeding authorized duration). It will then adjust to your exact arrival time.

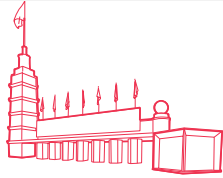
Online support is available by clicking on 

A hotline is at your disposal

- by phone: **+33 (1) 40 68 11 30**
- by email : [infos-exposants@viparis.com](mailto:infos-exposants@viparis.com)

## Details by venue

Parking time within the logistics areas are strictly limited to delivery operations. If appropriate, you can park on the exhibitors or visitors car parks which remain open during set up and dismantling periods.



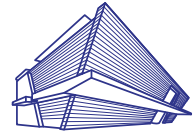
**PARIS**  
EXPO  
PORTE DE VERSAILLES



**PARIS NORD**  
VILLEPINTE



**Paris**  
Le Bourget



**palais des congrès**  
de paris

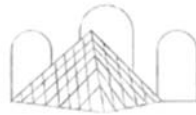
Car	Parking F & R (except dismantling)	Exhibitors car parks 12h max		30 min max
Utility vehicle	2h max	2h max	2h max	2h max
Truck	4h max	4h max	4h max	4h max



**ESPACE**  
CHAMPERRET



**ESPACE**  
GRANDE ARCHE



**LES SALLES**  
DU CARROUSEL

Car	30 min max
Utility vehicle	1h max
Truck	4h max

# Creating a user account

- 1 Choose your language
- 2 Click on « Create an account »  
Password should include 6 characters minimum of which 1 capital letter, 1 figure and 1 special character  
Fill in the required fields
- 3 Go to the « Participant » tab and click on « My firm »
- 4 Fill in the fields (light yellow fields are mandatory). Email and phone will be automatically filled in.
- 5 Click on « Save »

The screenshot illustrates the account creation process on the Logipass website. It is divided into five numbered steps:

- Step 1:** The user is on the 'Welcome logipass' page. A red circle highlights the 'Language' dropdown menu in the top right corner.
- Step 2:** The user is on the 'Connection' page. A red circle highlights the 'Create your account' link below the 'Connection' button.
- Step 3:** The user is on the 'Participant' tab. A red circle highlights the 'My firm' link in the navigation menu.
- Step 4:** The user is on the 'My firm' form. A red circle highlights the 'My firm' link in the navigation menu. The form contains several fields: Name (Exposant), First name (JJ), Firm (EXPO), Intracom VAT (FR9210000000), Business sector (Exposant), Street name (Exposant), Street name 2 (Travailleur), and Zipcode (13300). A red circle highlights the 'Save' button at the bottom right.
- Step 5:** The user is on the 'My firm' form. A red circle highlights the 'Save' button at the bottom right.

# Creating an access request 1/2

- 1 In the « Participant » tab, select « My access request »
- 2 Click on « Create a request »
- 3 Fill in the fields in the « Requester » tab then click on « Go to next step »
- 4 Fill in the fields in the « Driver » tab (light yellow fields are mandatory) then click on « Go to next step »
- 5 Fill in the fields in the « Vehicle » tab (light yellow fields are mandatory) then click on « Go to next step »
- 6 Click on « Save »

1

2

3

4

5

6

If the exhibitors list is not available, input « \*\* »

Go to next step

Save

## Creating an access request 2/2

7 Your request is now 100% completed. You can review your information before clicking on « Time slot selection»

8 Select your timeslot and adjust it with the arrows (on tablets, press for 1 second to let the arrows appear).

Red = full timeslot

White = available timeslot

Grey = exemption needed

In the event of a mistake, choose « Delete the selected timeslot »


9 Click on « Submit »

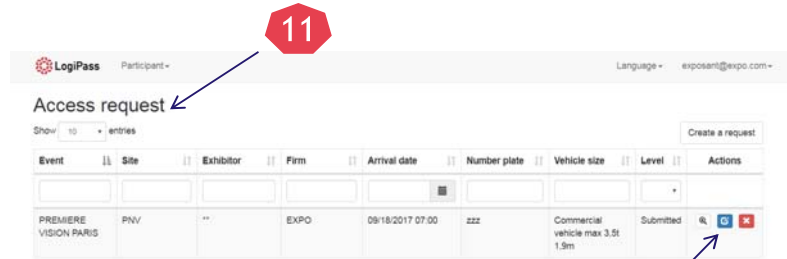
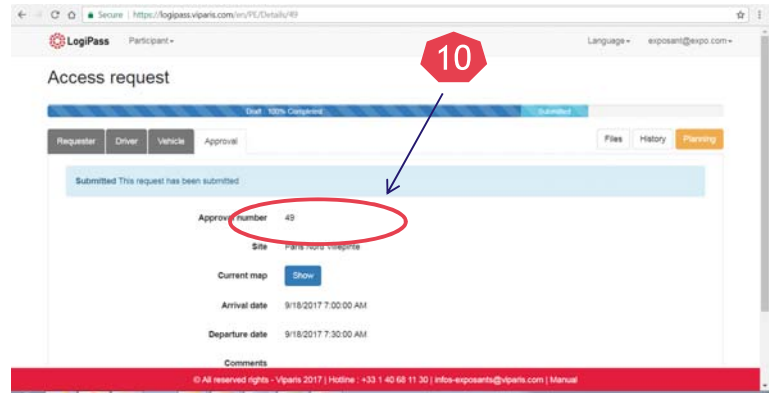
The screenshot shows the 'Access request' form in the Logipass system. At the top, there are tabs for 'Requester', 'Driver', and 'Vehicle', and buttons for 'Files' and 'Historique'. A red octagon labeled '7' points to the 'Time slot selection' button. Below this is a calendar view for the period '4 - 10 sept. 2017'. The calendar grid shows days from 'jun. 29' to 'dim. 10/9'. A red octagon labeled '8' points to a specific time slot on the calendar. At the bottom of the interface, a red octagon labeled '9' points to a green 'Submit' button. A footer at the bottom of the page reads '© Tous droits réservés - Viparis 2017'.

# Reviewing your access request

**10** Your request is now submitted and your approval number ready to be checked.  
An email will be sent to you within short notice with your request approval.

**11** You will find all your previous access requests in the « Participant / My access request » tab

**12** You can change your license plate number up to your arrival time via the  button



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