PRACTICAL GUIDE
PAGODA 2025

PRINTEMPS ASIATIQUE PARIS

1. Exhibition display cases

Please find enclosed the Factory Piu catalogue.
All orders are centralised by Christelle-Marie in order to limit transport costs. **Deadline for orders: 15 May.**
The display cases will have been placed on your stand by Factory Piu the day before the set-up. You are responsible for cleaning them on the day of the installation.

2. The lighting system

Please contact Jimmy Farinaccio from Toniwatts, our approved installer for the lighting of your stand. We do not recommend using your own spotlights. The Pagoda, Asia Week Paris and Toniwatts cannot be held responsible for any overheating or problems with your installation.

3. Set up of the stands - installation and hanging in the Pagoda

Wednesday 4 June from 10 am to 7 pm
Thursday 5 June from 10 am to 12 pm

Only the “exhibitor” badges and “set-up/dismantling” bracelets for builders, transporters and installers give access to the Pagoda.
These security badges can only be collected from our team, who will distribute them at the entrance to the Pagoda.
All items exhibited at the Pagoda must be on the stand by noon on Thursday 5 June.

IMPORTANT NOTE: the Pagoda is a protected building, so please respect the site. No holes can be made in the walls, picture rails are available.

4. Safety at the Pagoda

A security guard will be present at the entrance of the Pagoda every day from 10 am to 7 pm.

A night guard will be present every night from 7 pm to 10 am.

5. VIP Early Access & Opening at the Pagoda: 5 June 2025 from 3 pm to 9.30 pm

At 12 pm : set-up for the opening .

Exhibitors will have access to their areas from 2 pm with the “exhibitor” badge, in order to prepare their stands for VIP guests with Early Access or an invitation.

The **Early Access** (valid for only 1 person) gives your guest the possibility to visit the Pagoda in preview from **3 pm to 5 pm.**
The guests with a **“Pagoda opening”** invitation (valid for only 1 person) will have access to the Pagoda **from 5 pm**.
The press will also be welcomed at the same time.

Warning: a presence on the stand is **mandatory** for the whole duration of the evening, until the doors close.

For your Cocktail: **Catering 4810**
3 pm - 9 pm: tray service with soft drinks, fruit juices and water, Roederer champagne, red wine from the Labruyère estate, salted biscuits and puff salted pastries.

6. Public opening (by invitation only)

Thursday 5 June from 3 pm to 9.30 pm
Friday 6 June from 11 am to 7 pm
Saturday 7 June, from 11 am to 6 pm
Sunday 8 June, from 11 am to 7 pm
Monday 9 June from 11 am to 7 pm
Tuesday 10 June from 11 am to 7 pm
Wednesday 11 June from 11 am to 7 pm
Thursday 12 June from 11 am to 6 pm

IMPORTANT NOTE: for the duration of the exhibition at the Pagoda, exhibitors will have access to their stands from 10 am, one hour before the doors open to the public. All exhibitors are asked to be present on their stands during opening hours, throughout the exhibition.

7. Visits from our partners

Several visits are planned during the exhibition.

Please find the list below:

- Visit from the Amis de Cernuschi, 8 June at 10.30 am *(to be confirmed)*
- Visit from the circle of patrons of the Fondation pour la Sauvegarde de l'Art Français, 9 June at 10.30 am
- Signing of Élise Rieuf's book, 10 June at 10.30 am
- Visits from the Société des Amis du Musée Guimet, 10 June at 1 pm and 11 June at 10.30 am *(to be confirmed)*
- Saké Society Paris, sake masterclass, 11 June from 7 pm to 10 pm

8. Catering during the exhibition

A fixed-price catering service is available this year (€150/person) in the Pagoda kitchen throughout the exhibition.

A range of dishes, salads, quiches, sandwiches, cheese platters and fruit, all fresh daily, will be available to order.

A tea/coffee/water service will also be available.

We encourage you to take your break/lunch in this convivial space.

9. Dismantling of the stands - installation and hanging in the Pagoda

The Pagoda closes its doors to the public on Thursday 12 June at 6 pm.
On Thursday 12 June from 6.30 pm to 8 pm, you can start packing up your items.

Friday 13 June from 9 am to 6 pm: dismantling
Only the “exhibitor” badges and “set-up/dismantling” bracelets for builders, transporters and installers give access to the Pagoda.

All the exhibited items have to leave the Pagoda by **Friday 13 June at the latest, end of safety.**

10. WI-FI network for the exhibitors:

Name of the network: Pagode 1 or 2 or 3 or 4, depending on the floors
Password: PAGODEwifi !

10. Dogs are not allowed inside the Pagoda.

Thank you for your understanding.

11. No smoking

Smoking is strictly prohibited throughout the Pagoda building and garden.

12. Useful telephone numbers :

Christelle-Marie: +32 470 965 431
Sophie: +33 7 82 21 88 76
Jimmy Farinaccio: +33 6 74 82 30 09

We wish you all the best for this 8th edition of Asia Week Paris!