
Paris Airshow A&D Code of Conduct

The following recommendations aim at displaying the best image to our customers and preserving our integrity.

[Many of these recommendations are also applicable to other exhibitions]

Booth Attendance

Despite the additional mezzanine space, the A&D booth, including meeting rooms, bar and exhibition area, will often be crowded. You are therefore kindly required to yield priority to:

- visitors, especially customers and prospects;
- A&D staff formally in charge of manning the booth;
- A&D Top Management.

We suggest you

- to take the opportunity to visit clients' and competitors' booths, when not on any appointment contributing in the same time to feed our market surveys and our competitors' data base;
- to plan, as much as possible, your internal meetings outside the booth area: Chalet after 3:30 PM, TMM, hotels, etc.

And, if you have to be on the booth, do not flock with A&D colleagues, but take best care of our visitors.

Booth Offices and Chalet Bookings

In order to ensure a lean organisation of the event, please comply with scheduled appointment times. This is important for meeting rooms, but even more for lunch arrangements. Remember that you are expected to arrive at 12 noon (1st service) or 1:30 PM (2nd service), not too much after, and not before. In any case, the restaurant must be emptied between 1:15 and 1:30 PM, so as to rearrange the tables.

Documentation

Until the very last day of the show, the documentation available on the booth is exclusively for the customers' benefit. If you need extra documentation for your entity, use the 'normal' ordering way. As a courtesy, blank order forms will be available on the booth.

The small plastified "Le Bourget handbook" is solely for the use of A&D staff present on the booth. It should therefore not be removed.

Dress Code

If you have to be on the booth, a formal dress is compulsory: 'adjusted' tie for men, jacket for women. And do not forget to wear your Aubert & Duval pin badge¹.

Safety

Due to the crowd, be very careful when you move around, with items on display, cords and plugs, stairs, etc².

Security

You are expected to obey by basic security rules against industrial espionage all along the show, as this kind of event is classified high-risk³ :

- beware of information to be released to « unknown » visitors, whatever their status (including foreign state official representatives). Make sure the information can be considered as "official external information" by Aubert & Duval (no figure/detailed information on our production, R&D issues, process, capacity, our economic or sales conditions, etc.);
- make sure your PC is safely stored when you are not using it;
- do not accept, whatever the reason, to connect any USB Flash Drive (clé USB), to your PC (it can in an instant extract every single information - even passwords - from your PC hard drive);
- at the same time, if you have to transfer a file, use a specific « blank » USB Flash drive;
- internet: use in priority the cable network available on the booth (7 sockets). If you have absolutely to go wireless (Wi-Fi), then switch immediately to the Eramet VPN (through Eramet Connect), and do not use Internet in direct mode;
- limit the use of your Bluetooth device to the strict minimum, and switch it off when not using it;
- do not let "unknown" people take close focused photos of the products displayed on the Booth.

¹Why don't you just pack it already, so that you can't forget?

²In case you perceive an hazardous situation, please report immediately to the Booth Manager

³In case of any suspect behaviour, contact the Booth Manager or make a report to the DCRI (Direction Centrale du Renseignement Intérieur: French Head Office to the Intelligence Services), at the local offices at the Paris Air Show (phone: 01 77 92 32 34).