

JEC FORUM ITALY 2025

Business Meetings & Conferences

June 11-12, 2025 | CERNOBBIO, LAKE COMO
ITALIA



SUPPLIER TECHNICAL GUIDE

www.jec-italy.events





SUMMARY

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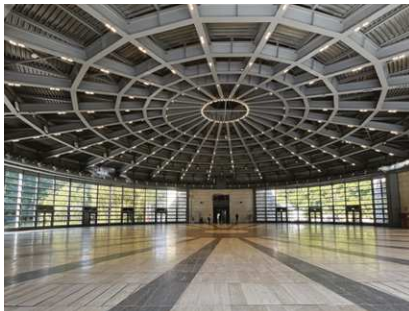


I. ACCESS TO THE VENUE



JEC FORUM ITALY 2025 will be held at the following address:

VILLA ERBA EXHIBITION AND CONGRESS CENTRE
Largo Luchino Visconti, 4
22012 Cernobbio (Como)
ITALY



ACCESS TO THE VENUE



The historical Villa Erba, the exhibition and congress Centre, the centuries-old park overlooking Lake Como is a magnificent historical estate, previously belonging to the family of the film director Luchino Visconti.



Mail: info@villaerba.it
Phone: +39 031 3491
Website: www.villaerba.it/en/

Maps directions
to Villa Erba:





I. ACCESS TO THE VENUE

▶ ACCESS TO CERNOBBIO

▶ TRAVEL BY AIRPLANE:

- 45 minutes from Milan-Malpensa International Airport (MXP), by car or taxi.
If you have time (around 90 minutes) but a tighter budget, you may also take the Malpensa Express train to Saronno and take a connection train from Saronno to Como Nord Lago.
- 60 minutes from Linate, by car or taxi.
- 20 minutes from the Swiss airport of Lugano Agno, by car or taxi.

▶ TRAVEL BY CAR:

- 1 km from the “Lago di Como” A9 Motorway exit.
- From 7AM to 2AM you will be able to park in a free Public car park located 5 minutes walk from Villa Erba (Via Regina, 2 - 22012 Cernobbio CO).



▶ TRAVEL BY TAXI (from Como):

- Taxi Como: +39 031 271000
- Radiotaxi Lario 2000: +39 031 272000
- Radiotaxi Como: +39 031 261515

▶ TRAVEL BY TRAIN:

- 10 minutes by taxi from the train station of Como S. Giovanni (connected to Milano Centrale train station).
- **TRENITALIA:** [Book your ticket](#)

▶ TRAVEL BY BUS:

- From Como S. Giovanni or Como Lago (4 and 5 km distance), lines C10 and C20 towards Argegno/ Menaggio, arrival stop “Cernobbio - Mazzini”.
- **ASF AUTOLINEE:** [Book your ticket](#)

▶ TRAVEL BY BOAT:

- From Como city centre, Cernobbio will be the second stop.
- [Timetables & Book your ticket](#)



For all information
regarding Lake Como:
[Click here](#)

For all information
regarding Cernobbio highlights
and practical information:
[Click here](#)





II. SCHEDULES



► EVENT OPENING TIMES FOR ALL PARTICIPANTS

The JEC FORUM ITALY 2025 opening times will be:

- | | |
|--|--|
| Wednesday, June 11th, 2025 | <ul style="list-style-type: none"> ► Welcome coffee at 9:30AM ► Business Meetings from 10:00AM to 6:00PM ► Evening Networking Event from 6:30PM to 9:00PM |
| Thursday, June 12th, 2025 | <ul style="list-style-type: none"> ► Welcome coffee at 9:00AM ► Business Meetings from 9:30AM to 4:30PM |
| Friday, June 13th, 2025 | <ul style="list-style-type: none"> ► Optional Composites Tour from 8:00AM to 3:30PM |

► SCHEDULES OF THE EVENT

- For detailed Program, including the Conferences and Workshops topics and speakers: [Click here](#)
- Here is the technical schedule to help you manage your booth preparation:

TUESDAY, JUNE 10 th , 2025	WEDNESDAY, JUNE 11 th , 2025	THURSDAY, JUNE 12 th , 2025
	9:00AM to 9:30AM SUPPLIERS & SPEAKERS ACCESS BOOTHS SETTING UP	9:00AM to 9:30AM SUPPLIERS & SPEAKERS ACCESS
	9:30AM to 6:00PM JEC FORUM ITALY 2025 OPENING HOURS	9:00AM to 4:30PM JEC FORUM ITALY 2025 OPENING HOURS
5:00PM to 7:00PM SUPPLIERS & SPEAKERS ACCESS BOOTHS SETTING UP	6:30PM to 9:00PM EVENING NETWORKING EVENT	5:00PM to 7:00PM DISMANTLING

► BOOTH SETTING-UP HOURS

- | | |
|--|--------------------------------|
| Tuesday, June 10th, 2025 | ► Set up from 5:00PM to 7:00PM |
| Wednesday, June 11th, 2025 | ► Set up from 9:00AM to 9:30AM |

Early setting up is not possible, suppliers will not be allowed to access the venue before this time.





II. SCHEDULES

► DELIVERY OF YOUR BOOTH SUPPLIES (posters, roll-ups, brochures,...) AND/OR YOUR OWN EQUIPMENT (promotional tools, samples,...)

- You will be able to park your car in a free Public car park located 5 minutes walk from Villa Erba (Via Regina, 2 - 22012 Cernobbio COMO), open from 7AM to 2AM. Access gate height: 3,05m & width: 5,20m.
- Please do not forget to bring your own trolley for handling your supplies and equipment.

► FOR DELIVERY BY CAR & TRUCK DIRECTLY IN THE EXHIBIT HALL (for oversize equipment for example)

- Please contact us as soon as possible before the setting up days for assistance:
Contact: Mrs Emilie Coelho - Mail: coelho@jeccomposites.com

► FOR A SMOOTH ACCESS AND WELCOME PROCESS ON SITE

The “SUPPLIER ACCESS PASS” gives you access to the venue at all steps of the event (setting up, opening and dismantling times)

Please print and bring your “SUPPLIER ACCESS PASS” in A4 format (color version) before coming to JEC FORUM ITALY 2025

- **If you printed your “SUPPLIER ACCESS PASS”:**
During booths setting up hours (please refer to the technical schedule), show your printed pass to the security staff for access to the Exhibit Hall (CENTRAL PAVILION). As soon as possible before the event opening hours, please go to the Welcome desks of the event to get a lanyard and badge holder. You are all set to access the venue during the whole event!
- **If you did not print your “SUPPLIER ACCESS PASS”:**
As soon as possible before the event opening hours (please refer to the technical schedule), you will have to go to the Welcome desks of the event. We will check your registration (it may take some time), print your “SUPPLIER ACCESS PASS” and provide a lanyard and badge holder. You will then be all set to access the venue during the whole event.

► DISMANTLING HOURS

- The time allowed for dismantling will be 2 hours only, **on Thursday, June 12th, 2025, from 5:00PM to 7:00PM.** Please do not leave anything on your booth after 7:00PM on Thursday, June 12th, 2025.

HELP US FOR A SECURE AND EASY SETTING UP AND DISMANTLING PROCESS

Please do not obstruct the aisles during the setting-up and dismantling processes, so that no one has any trouble getting by.

It is strictly forbidden to leave any materials or products on any other booths.

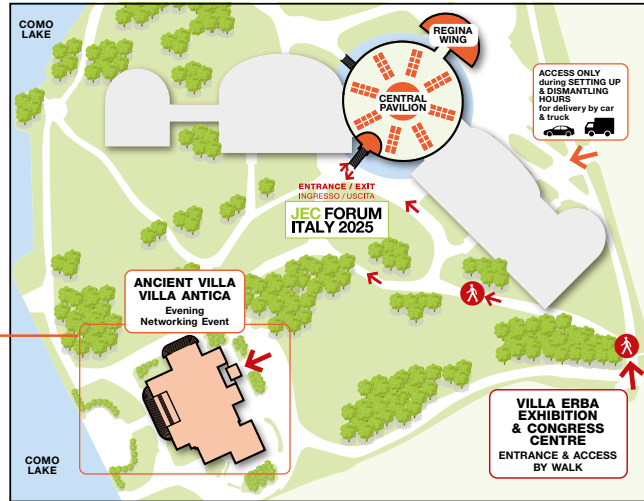
After setting up and dismantling time, please be aware that any materials left will be removed at the supplier’s expenses (please inform any colleague that will be on site).



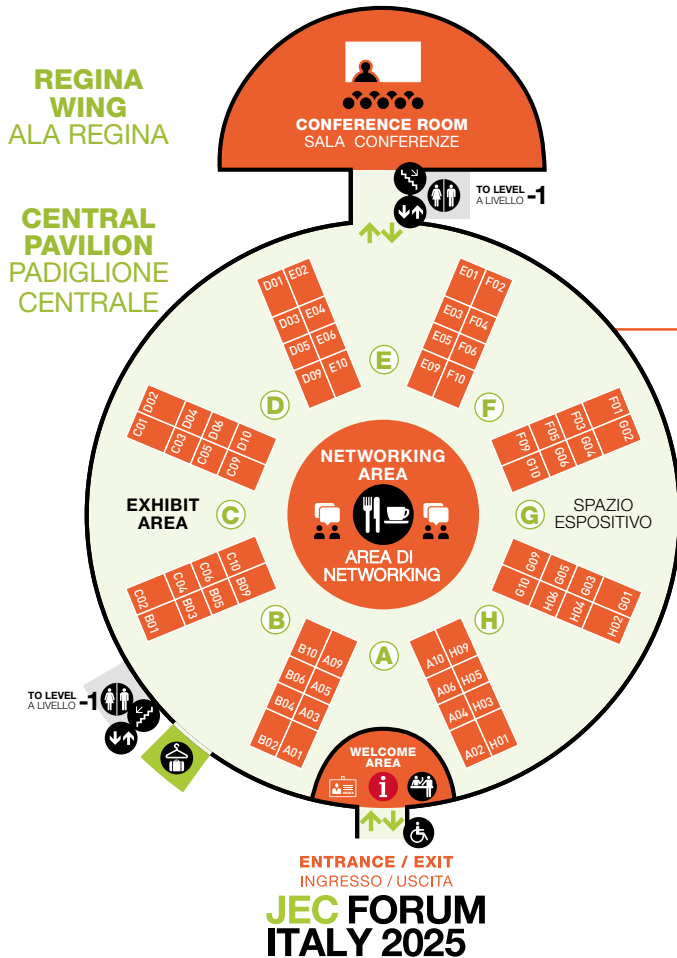


III. FLOOR PLAN & BOOTH LOCATION

Find your way to the Conference room, Exhibit Hall and Networking area.
All the JEC FORUM ITALY programs will be located on ONE level to optimize the networking.



FLOOR PLAN



To download the up-to-date floor plan:
[Click here](#)

To download the up-to-date access plan:
[Click here](#)

To download the up-to-date list of suppliers:
[Click here](#)





IV. PACKAGES & EQUIPMENT



As a reminder to help you prepare the event, please find below the packages services description and booths equipment:

- ▶ **Business Meetings schedules** with pre-arranged meetings
- ▶ **Food & Beverage** for your team and guest during the 2 days
- ▶ **Access to the whole event content** including all conference sessions and workshops
- ▶ **Invitation to the Evening Networking Event on June 11th** for an exclusive networking opportunity
- ▶ **1 Guest Pass:** Extend an invitation to a customer, prospect or partner, granting them access to the whole event, including the Evening Networking Event and F&B. This Guest pass cannot be used by a member of your company

▶ STANDARD PACKAGES SERVICES

- ▶ **2 Supplier access Passes** with access to the Business Meetings Platform
- ▶ **Your company profile and description** will be featured on the suppliers list, both on the event website, Business Meetings platform and Event's Guide
- ▶ **4 m² Booth** (equipment description here below, P.9)

▶ PREMIUM PACKAGES SERVICES

- ▶ **3 Supplier access Passes** with access to the Business Meetings Platform
- ▶ **Premium visibility and advertising** on the Business Meetings Platform
- ▶ **Your company profile, logo & description** will be featured on the suppliers list, both on the event website, Business Meetings platform and Event's Guide
- ▶ **6 m² Booth** (equipment description here below, P.9)





PACKAGES & EQUIPMENT

▶ BOOTHS EQUIPMENT INCLUDED IN YOUR PACKAGES

HENOTO is the exclusive booths equipment provider for JEC Forum ITALY 2025 (no other booth contractor will be allowed, and bare booths are not authorized for this event).

- ▶ **Grey carpet** (no color change is allowed)
- ▶ **White partitions** (no color change is allowed)
- ▶ **1 power socket**
- ▶ **LED spotlights**
- ▶ **Signage:** 1 company name and booth number per fascia
- ▶ **Furniture:** tables & chairs quantity according to your Standard or Premium Package (please refer to the booths descriptions below)



Non-contractual views



4m² booth specifications:
[Click here](#)



6m² booth specifications:
[Click here](#)

Please find here the “[Equipped Booth form](#)” to fill in and return to the booths equipment provider **HENOTO**

- ▶ to confirm the **Company name on the fascia of your booth**
- ▶ for any **additional orders** (such as logos, specific printings, furniture, electrical or audiovisual equipment...)

HENOTO contact
for any advice
and quotation:

jecforum@henoto.com
+39 049 5801200

- ▶ It is strictly forbidden to drill into the booth panels. Please do not forget to bring essential equipment to hang or paste your posters or products (hooks, chains, adhesives, others...).
- ▶ If you need assistance to display posters or any product: Please feel free to ask **HENOTO** to help you find a solution that will not damage the booth materials.
- ▶ If you want to charge several devices at the same time: Please bring a multiple socket or ask **HENOTO** for assistance (before the setting up days).





V. ACCESS PASS

Your company will be allocated a limited quota of passes, depending on your package:

PACKAGE	SUPPLIER PASS QUOTA	GUEST PASS QUOTA
STANDARD	2	1
PREMIUM	3	1



Please do not forget to register your staff members and guest passes.

4 weeks before the event, you will receive an email with instructions on how to use your Guest Pass.

If you would like to purchase additional Passes for your staff members and guests, please contact your Sales Representative directly.

IMPORTANT: Please bring a form of identification which will need to be shown upon collection.

VI. WIFI & INTERNET

All participants will have access to the standard WiFi from VILLA ERBA.



How to use the VILLA ERBA WiFi:

- 1 ▶ Turn on the WiFi function on your device
- 2 ▶ Search for wireless networks and connect to the “**JEC FORUM ITALY**” network
- 3 ▶ Enter the following password: **Jfi2025!**
- 4 ▶ Confirm the terms and conditions if it is required.

VII. FOOD & BEVERAGE

Your Pass includes all-inclusive Food & Beverage for 2 days, in the Networking area (located in the center of the Exhibit area):

- ▶ **Coffee, tea & refreshments** will be available all day long
- ▶ **Buffets** will be open during Lunch breaks





VIII. EVENING NETWORKING EVENT

All participants with a **JEC FORUM ITALY 2025 Pass** will be invited to an **exclusive and unique Evening Networking Event** in the historic Villa Erba's Ancient Villa, 19th century residence once home to renowned filmmaker Luchino Visconti, offering breathtaking views of Lake Como.

- ▶ **Date:** June 11th 2025 from 6:30PM to 9:00PM,
- ▶ **Buffet cocktail party – Business attire**



**Ancient Villa
in the Villa Erba park
(2 minutes walk from the
Conference & exhibition centre)**





IX. OPTIONAL COMPOSITES TOUR

This exclusive event is reserved to a limited number of JEC Forum ITALY participants (one participant per company to allow opportunities for multiple organizations), and operates on a first-come, first-served basis. You will receive the detailed program and reservation information by email.

Views of JEC Forum Italy 2023 Composites Tour





X. DELIVERIES, EMPTY PACKAGING, STORAGE OF MATERIALS

IMPORTANT:

- ▶ The venue will only be able to receive packages on Tuesday, June 10th, from 8:00AM to 4:00PM
- ▶ The packages will temporarily be stored without guarantee.

▶ PLEASE MENTION THE FOLLOWING ON THE DELIVERY SLIP:

- ▶ Name of the event :
JEC FORUM ITALY 2025
- ▶ Dates of the event : June 11-12, 2025
- ▶ Name of the contact person of the
attending company:.....

▶ DELIVERIES ADDRESS:

VILLA ERBA SPA
Largo L. Visconti, 4
22012 Cernobbio
ITALY

XI. HALLS SECURITY - CLEANING

▶ HALLS SECURITY & PREVENTING THEFT

Constant efforts are necessary to prevent theft.
Please support these efforts by applying the following rules:

- ▶ Avoid leaving your valuable materials on the booth.
- ▶ Do not leave your personal items lying around (wallets, handbags, satchels, etc.)
- ▶ Keep an eye on your cell phones.
- ▶ In the evening, put all items of value away (computers, laptops, tablet computers, etc) in a location under lock and key, or take them with you.
- ▶ During the setting-up and dismantling periods, you are responsible for having a permanent manager that should always be present on the booth until valuable exhibits have been loaded (e.g an unfixed TV screen, personal belongings or IT material).
- ▶ The exhibition area is closed during night. However we recommend that you still safeguard all handy and valuable exhibition goods or hire lockable cabinets and showcases from the booth equipment provider (please refer to "[Equipped Booth form](#)").



▶ CLEANING

- ▶ The Exhibition Management organize the cleaning of the site every night, and before the opening of the two days of the event.
- ▶ Any cartons, slats, boards, boxes, etc. still in the alleys at this time will be considered as waste and removed and you will be invoiced by the VILLA ERBA.
- ▶ Cleaning of the carpet of all equipped booths will be done at night between the first and second day.





XII. ACCOMMODATION

Comfortable accommodations will be available in carefully selected hotels near Villa Erba, ensuring exceptional comfort for JEC Forum Italy 2025 participants.

While no special rates are provided, we recommend the following hotels for your stay:



▶ SHERATON LAKE COMO HOTEL

📍 Via per Cernobbio 41A, 22100 Como
✉ info@sheratonlakecomo.com
☎ +39 031 5161
🌐 sheratonlakecomo.com

▶ VILLA LIBERTY – Lake Como Rooms & SPA

📍 Via Rosales, 1, 22100 Como
✉ info@villalibertycomo.it
☎ +39 031 4883015
🌐 villalibertycomo.it

▶ ALBERGO FIRENZE

📍 Piazza Volta, 16, 22100 Como
✉ info@albergofirenze.it
☎ +39 031 300333 | +39 375 512 71 20
🌐 hotelfirenzecomio.it

▶ AVENUE HOTEL

📍 Piazzolo Giuseppe Terragni, 6, 22100 Como
✉ info@avenuehotel.it
☎ +39 031 272186
🌐 avenuehotel.it

XIII. JEC FORUM ITALY CONTACTS

▶ JEC

251 Boulevard Pereire 75017 PARIS France
www.jec-italy.events

▶ Contact: Anne-Carole BARBARIN
Event Director

Email: barbarin@jeccomposites.com
Phone: +33 (0)1 89 20 40 54
Cell phone: +33 (0)6 29 47 89 75

▶ Contact: Luke GEE

Business Meetings Coordinator

Email: business-meetings@jeccomposites.com
Phone: +33 (0)1 41 44 98 83
Cell phone: +33 (0)6 67 39 01 26

▶ MARKETING DEPARTMENT

▶ Contact: Arina TRUNOVA

Marketing Manager

Email: trunova@jeccomposites.com
Phone: +33 (0)1 89 20 40 88
Cell phone: +33 (0)6 46 39 48 94

▶ SALES DEPARTMENT

▶ Contact: Yohann CAILLEAU

International Sales Manager

Email: cailleau@jeccomposites.com
Phone: +33 (0)1 89 20 40 61
Cell phone: +33 (0)7 70 12 78 18

▶ Contact: Eleonora FERRARI

International Sales Manager - Italy

Email: eferrari@salonifrancesi.it
Phone: +39 (02) 43 43 53 34

▶ SUPPLIERS' SUPPORT

▶ Contact: Alexandra SOLNYSHKINA

Email: solnyshkina@jeccomposites.com
Phone: +33 (0)1 89 20 40 72

▶ OPERATIONS DEPARTMENT

▶ Contact: Catherine BRANGER

Operations Director

Email: branger@jeccomposites.com

▶ Contact: Emilie COELHO

Operations Manager

Email: coelho@jeccomposites.com

