

Exhibitor Manual



ACI World Congress

70th Anniversary

Paris, Thu 19 to Fri 20 June 2025



ACI 2025 World Congress



Welcome to the ACI 2025 World Congress - 63rd Edition

**Creating the Future: Developing Global Financial Markets
in a Sustainable Way**



**Stéphane Malrait,
ACI FMA Chairman**

The ACI FMA World Congress is always a special event for me

where I meet likeminded financial market experts from banks around the world as we come together to network, learn, and exchange ideas.

This year's 70th anniversary of ACI FMA is a celebration of our longevity in the birthplace of the association. I don't know of any other event that combines such a global reach with consistently engaging and relevant content.



**Ilena Pietraru,
ACI France AFTB
President**

The ACI World Congress

is the event that best connects participants in financial market across the world.

It is thrilling to meet so many enthusiastic people from all countries moved by the same goals and aspirations. The 2025 ACI World Congress not only marks the 70th anniversary of ACI FMA but also will be key in understanding the challenges that financial markets, as well as the world as a whole, face in these exceptionally uncertain times.



Venues and Key Contact

Congress Venue

La Maison de La Chimie
28bis, rue Saint Dominique
75007 Paris

Exhibitors Access

La Maison de La Chimie
97, rue de l'Université
75007 Paris

Key contact

ACI FMA Secretariat
Email: events@acifma.com
Telephone: +33 1 4297 5115



Congress Hours

Thursday 19th June 2025

- 08.00-09.00 AM – Registration and Welcome Coffee
- 05.45 PM – Close of Day 1

Friday 20th June 2025

- 08.30-09.30 AM – Morning Coffee
- 01.00-01.20 PM – Conclusion & Announcement of ACI 2026 World Congress

Stand set up and dismantling times

Stand Set Up Times

Access to the venue for exhibitors will be available from 7.00 AM on Thursday, 19th June 2025 for stand installation.

Entrance: La Maison De La Chimie, 97 rue de l'Université, 75007 Paris.

Stand Dismantling Times

Dismantling may begin at 11.40 AM on Friday, 20th June 2025, following the coffee break.



Delivery guidelines

Please carefully read the following delivery guidelines for the ACI 2025 World Congress taking place on 19th and 20th June 2025 at La Maison de la Chimie:

● Delivery Instructions

If you plan to send any parcels in advance (e.g. pop up stand, brochures, marketing materials, promotional gifts, etc.), Please note that all parcels will be stored in a separate location and must, therefore, **arrive between 10th and 13th June 2025 to the address mentioned below** (under “Labelling”).

Deliveries outside this window may not be accepted.

● Labelling

Delivery Address: **MCE Express**, Impasse Fortin - 75008 Paris FRANCE

Contact: Romain / Laurent

Tel: +33 1 56 69 26 26

- Each package must be clearly labelled with:
 - The exhibitor's name.
 - The mention: "**pour le colloque ACI WORLD CONGRESS on 19-20 June 2025**".
- The room where the packages are to be placed: **Room N°8**

Should you have any question related to the shipment or labelling thank you for contacting events@acifma.com

Romain/Lauren (mentioned above) are only the contacts for the deliverer

● Unloading

- Your parcels will be stored and put at your disposal in the exhibition room on 19th June 2025 at 7.00AM

● Freight Pick-Up

- All packages must be picked up by your carrier on the same day before 8.00 PM.
- Exceptionally, if same-day pickup is not possible, a collection can be arranged on Monday 23rd June 2025, between 10:00 AM and 12:00 PM.



Furniture and Equipment

We invite exhibitors to indicate their specific requirements in advance so that a tailored solution can be proposed.

● Booth Size & Furniture

Where applicable and subject to the Event Sponsorship Contract, each exhibitor will be provided with a booth of 6 m² (3 x 2 meters).

Upon request, we can place at your disposal the following furniture:

- One table (1.80 m x 0.60 m x 0.76 m height)
- two chairs

If you would like to request this furniture, please contact us at events@acifma.com

● Screen Rental

Should you require any technical equipment, thank you for contacting events@acifma.com

- For your reference, rental cost of one 55' screen is EUR 250 (excl. 20% VAT) per day.

● Internet

Free Wi-Fi is available throughout the venue..

- Public Wi-Fi name (SSID): Wifi_MC
- Symmetrical bandwidth: 10 Mbps (shared among all users in the venue)

Private Internet Options:

The venue also offers dedicated internet services for exhibitors, upon request.

- Wired private internet connection (RJ45):
 - o Commonly requested speed: 20 Mbps guaranteed.
 - o Rate: €250 excl. VAT for the entire duration of the exhibition.
- Dedicated private Wi-Fi connection:
 - o Commonly requested speed: 20 Mbps guaranteed.
 - o Rate: €250 excl. VAT for the entire duration of the exhibition.
 - o Exhibitors must submit a custom username and password (minimum 8 characters) at least one week before the event.

For higher bandwidth requirements, pricing is available upon request. Please contact events@acifma.com

● Electricity Supply

As electrical needs will depend on:

- The type of equipment used on the stand
- The configuration and construction of the booth

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Insurance Requirements (Deadline 13th June 2025)

All exhibitors at the ACI 2025 World Congress are required to provide proof of liability insurance.

Your Certificate of Insurance (COI) must confirm that your organization holds a minimum of €5,000,000 in liability coverage.

This insurance must cover bodily injury or property damage caused to third parties by your organization or its representatives while exhibiting at the Congress.

If your organization holds a Commercial General Liability (CGL) insurance policy, your provider should be able to issue a Certificate of Insurance upon request.

If you do not currently have a CGL policy, you may obtain a "Trade Show Exhibitor Liability" policy from a specialized insurance provider.

For guidance, please consult your insurance broker.



Thank you and see you soon!

On behalf of the entire ACI 2025 World Congress team, we would like to thank you for being a part of this year's event.

Your participation contributes to the success, innovation, and impact of our global community. We look forward to welcoming you on-site and witnessing the connections, insights, and opportunities that your presence will help create.

If you have any questions before the event, don't hesitate to reach out to our team — we're here to help.

Until then, we wish you a smooth preparation and a truly rewarding Congress experience in 2025!

The ACI 2025 World Congress Organizing Team