INSTRUCTIONS FOR USE

How to create an access request on

http://logipass.viparis.com

VIPARIS

NEW CONTROL ACCESS MEASURE

To enable safer and fluider operations, it is mandatory to register on Logipass all vehicles requiring access to delivery areas and exhibitor parkings (Paris le Bourget, Paris Nord Villepinte).

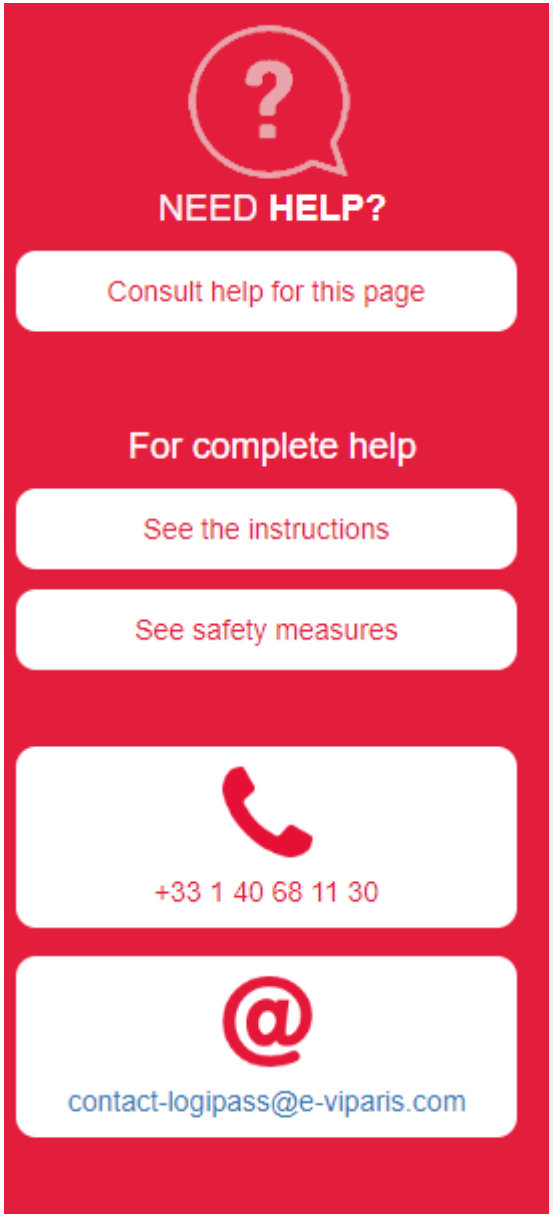
BOTH FOR ASSEMBLY and DISASSEMBLY TIME

as well as for deliveries during public opening (specific time schedules)

If you don’t know yet the vehicule’s licence plate : you can still register your request and update this information online at the arrival on site.

If you do not know what will be your ETA : please select an approximate schedule for the day without exceeding allowed duration, the time schedule will be update at your actual arrival on site.

User assistance



An online help pane is available to assist users :

Click on

The instruction for use will guide you for the whole access request creation process :

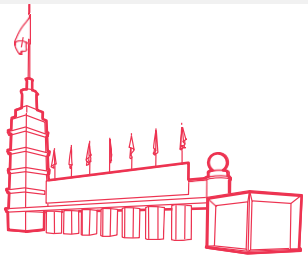
The online support is customized for each step.

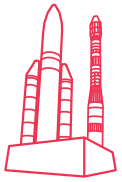
The hotline is at your disposal and can be reached by :

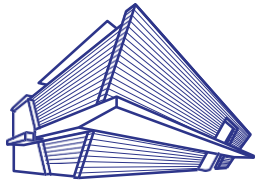
- Phone : +33 (1) 40 68 11 30
- E-mail contact-logipass@e-viparis.com

Details per site

Parking duration in delivery areas are restricted to a specific shedule and should not exceed required time to perform the delivery. However, it is possible to stay in visitors or exhibitors parkings which are opened during assembly and disassembly times.







	PARIS EXPO PORTE DE VERSAILLES	PARIS NORD VILLEPINTE	Paris Le Bourget	palaisdescongrès deparis
Cars	Through Parking F and R (out of disassembly time and hall 5)	Exhibitors parking With registration : 12h max		30 min max
Commercial 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

Cars	30 min max
Commercial vehicle	1h max
Truck	4h max

Create a user account

1. Choose the language

2. Click on **Create your LOGIPASS account.**

Password shall contain at least 6 characters including 1 capital letter, 1 number et 1 special character.

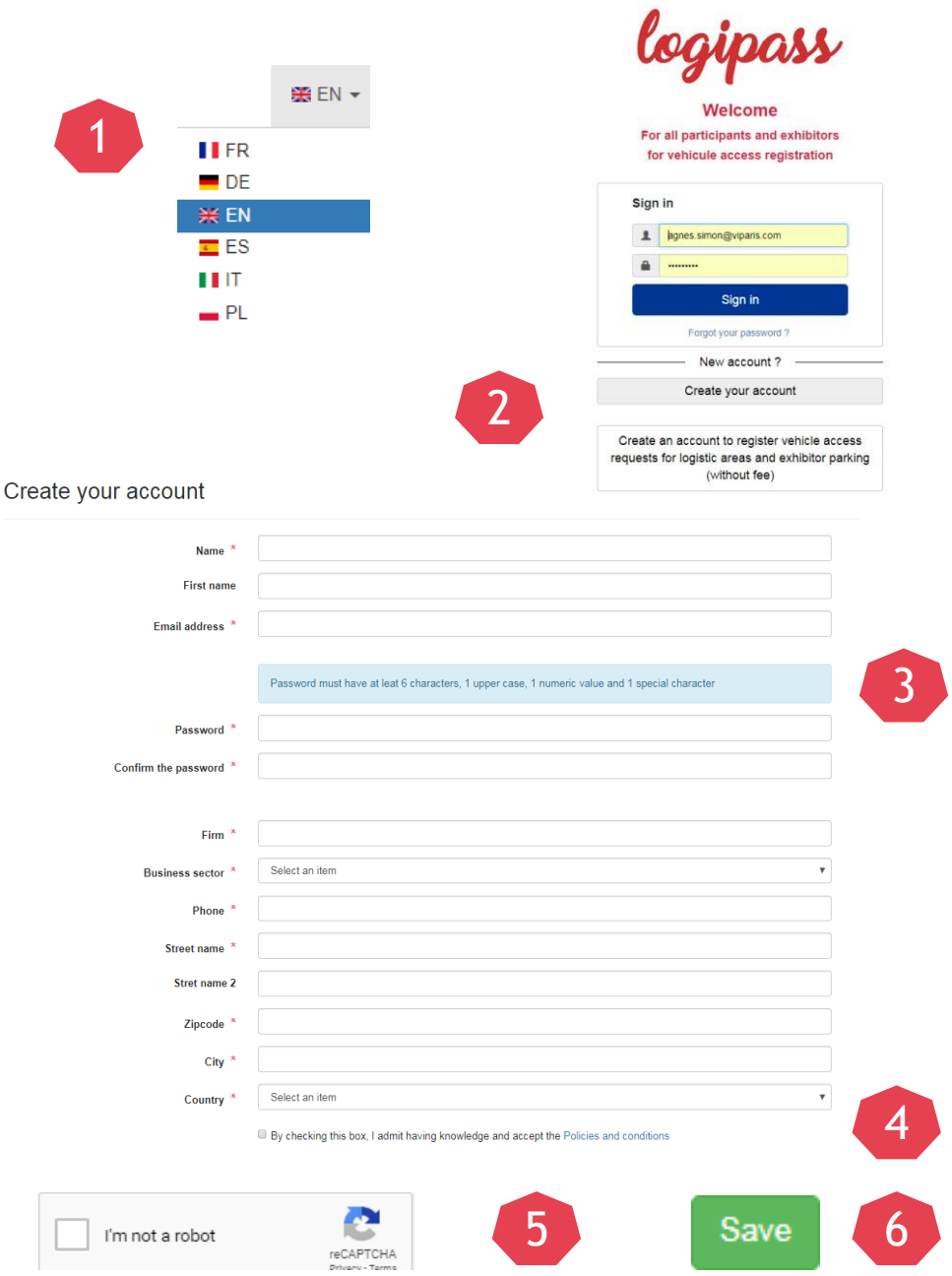
3. Fill in all mandatory fields.
Mandatory fields are spotted with a red star.

4. Approve Policies and Conditions by clicking on the check box

5. Validate the captcha

6. Save

Your account is now created



Create an access request 1/2

1. All your registred requests will appear under the menu « Access requests »

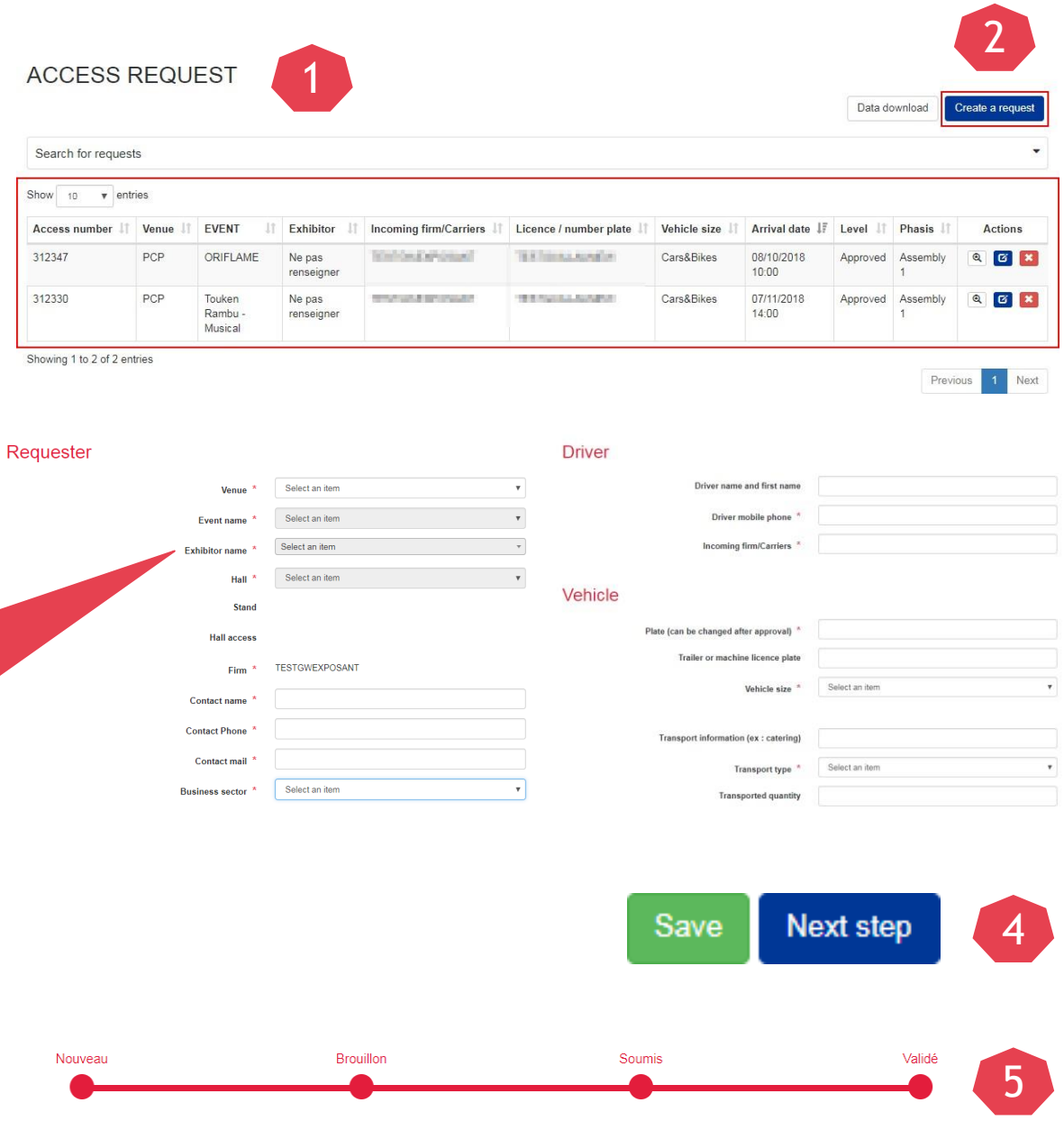
2. Click on **Create a request**

3. Fill in all mandatory fields.
Mandatory fields are spotted with a red star.

Regarding exhibitor field :
If the field shows « Do not fill », move next
Else, enter at least the 2 first characters and click on the right exhibitor name.
If you could not find the correct name, then select « Exhibitor not found »

4. Click on SAVE or NEXT STEP

5. The request progression can be checked at the top of the screen



Create an access request 2/2

7 Select the time schedule for your arrival date

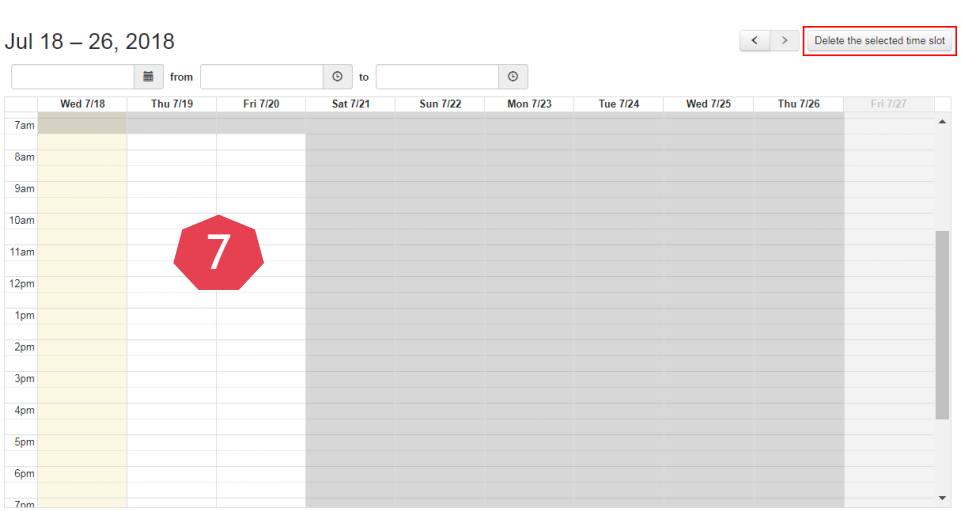
The access duration to the delivery area will be automatically adjusted to your type of vehicle.

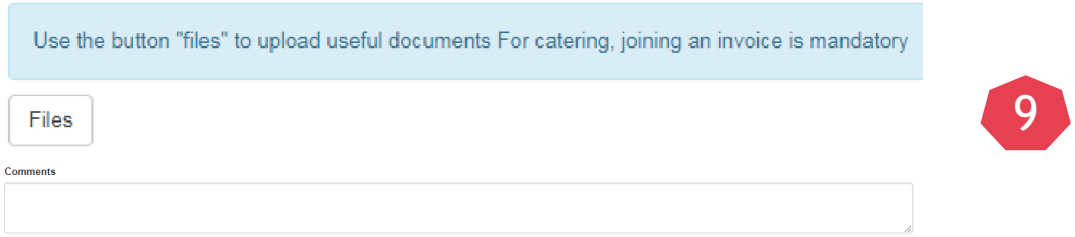
8 In case of mistake, use the option Delete the selected time slot

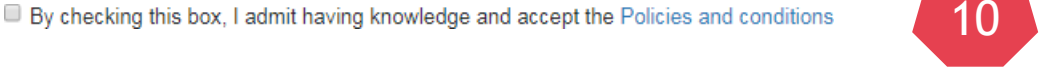
9 If required, a tab « Files » enables to upload files.
A field Comment is also available.

10 Check the box to acknowledge the Policies and conditions

11 Click on Submit.







Check your access request

10 Your request has been submitted.
You can check you authorization number.
An e-mail will be sent to you as soon as your request will be confirmed by our service.

11 Download and print your pass (PDF format)

You can find and check all your access requests on LOGIPASS main screen.
Licence plate can be updated until arrival on site with the button

12 If you need to apply for several access requests for a same event, the button DUPLICATE will help you to save time.

13 Do not forget to also apply for DISASSEMBLY time. Again the button DUPLICATE will help you to save time.

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