

July 2021

Dear Prospective Exhibitor,

The Air Transport Association of Canada (ATAC) is pleased to invite you to participate as an exhibitor at the Canadian Aviation Conference and Tradeshow being held this year at the Fairmont Queen Elizabeth Hotel in Montreal, QC from Tuesday, November 16 to Thursday, November 18, 2021.

The ATAC event is the largest gathering of the Canadian commercial aviation industry including airlines (scheduled, charter and cargo operations), flight training, aircraft manufacturers, maintenance providers, parts providers, other suppliers to the aviation industry, government aviation officials and guests.

Our Canadian Aviation Conference & Tradeshow is a unique opportunity to showcase aviation products and services directly to commercial aviation operators and procurement personnel at a very competitive price.

We expect that public health restrictions will limit the size of our tradeshow to approximately 35 booth spaces. Should restrictions be further relaxed we may be able to increase the number of booths. Due to the limited number of booths, we are restricting the number of available double booths for sale. We encourage you to book now!

For reasons of public health restrictions or insufficient registration numbers resulting in ATAC cancelling the conference, a full booth refund will be issued to all exhibitors.

We ask that all delegates be fully vaccinated by the time of the event. All delegates will be advised of the public health measures in place.

I have attached our tradeshow details for your consideration. Please feel free to contact Debbie Simpson at tradeshow@atac.ca should you require additional information.

We would be very pleased to have you join us in Montreal. I look forward to your reply.

Best regards,

John McKenna

President and Chief Executive Officer

EXHIBITOR INFORMATION

1. DISPLAY SPACE

The standard booth size for the 2021 Tradeshow is **8' x 10'** (**8 ft. deep x 10 ft. wide**). The cost of your booth includes an 8' high curtained back wall and 3' high side curtains. It also includes two (2) exhibitor booth personnel passes to staff your booth, wireless internet and overnight security. The hall floor is carpeted. All booth passes include access to business sessions, except for a few closed sessions, and access to all social functions.

The booth cost does not include booth furnishings, electrical, <u>wired</u> internet, material handling fees, audio visual or any other requirements you may need for your booth. These items can be purchased. The appropriate forms for these services will be included in the GES Exhibitor Kit. The hall floor is carpeted.

ATAC MEMBER COMPANIES (Membership must be current and in good standing)

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Standard booth 8 x10 ft.	\$1299.00	
Additional 80 sq. ft.	\$ 999.00	

NON ATAC MEMBER COMPANIES

Standard booth 8 x10 ft.	\$1799.00
Additional 80 sq. ft.	\$1399.00

Due to the limited number of booths, we are restricting the number of available double booths for sale.

NOTE: All prices are in Canadian dollars and DO NOT include tax.

2. DATES AND HOURS OF TRADESHOW ACTIVITIES (Tentative hours)

Tuesday, Nov 16	0800 - 1500 1700 - 1900	Exhibitor Set-up Opening Reception
Wednesday, Nov 17	0730 - 0900 1000 - 1030 1200 - 1330 1700 - 1900	Breakfast Coffee Break Lunch Chair's Reception
Thursday, Nov 18	0730 - 0900 0900 - 1300	Breakfast <u>Tradeshow Teardown</u>

Business sessions are <u>not scheduled</u> during the above Tradeshow hours. The Tradeshow Hall is open for delegates outside of the above tradeshow hours for those not attending ATAC business meetings, however, exhibitors are not obligated to man their booths outside of these hours. Exhibitors can attend business sessions providing they are not closed sessions.

3. EXHIBITOR PASSES / BADGES

Everyone displaying at the show must wear exhibitor badges. Two (2) free passes for personnel to staff your booth are allotted for each 8 x10 ft. booth space. These two (2) free Exhibitor passes will allow entrance to the tradeshow <u>and</u> participation in all business sessions (except for a few closed sessions) and all social functions.

<u>Additional</u> booth passes (maximum of 2) are available at a cost of \$399 each. Additional booth passes have the same privileges and exceptions as the free passes as outlined above. If more than 2 additional booth passes are required, the full delegate registration fee will apply.

We ask that all exhibitors be fully vaccinated by the time of the event. Exhibitors will be advised of the public health measures in place.

4. REFUND IF EVENT IS CANCELLED

For reasons of public health restrictions or insufficient registration numbers resulting in ATAC cancelling the conference, a full booth refund will be issued to all exhibitors.

5. BOOTH MOVE-IN AND MOVE-OUT HOURS

MOVE IN

On arrival, all exhibitors should report to the ATAC Registration Desk located in the Queen Elizabeth Hotel to receive their welcome package and booth personnel passes. The Tradeshow area will be open for exhibitors **to set up from 0800 to 1500 on Tuesday, November 16.** All displays are to be **completely set up by 1500 on Tuesday, November 16** in order to facilitate preparation for the Reception in the Tradeshow commencing at 1700.

MOVE OUT

No packing of equipment, literature etc. or dismantling of exhibits will be permitted until the official closing time of 0900 on Thursday, November 18. Dismantling prior to 0900 is <u>not</u> allowed as it causes disruption to the Show, other exhibitors and delegates. Return of crates will begin promptly at 0900. To avoid any damage to your equipment, please remain in your exhibit area until crates are delivered. All exhibitor material must be packed and removed by 1300 on Thursday, November 18. The Materials Handling Provider (GES)) will remove from the building any exhibitor materials remaining in the Tradeshow Hall at the end of the scheduled move-out and handling charges will apply.

6. OUTSIDE SERVICE CONTRACTORS

Exclusive Materials Handling and Service Provider / Official Freight Service Provider: GES Canada

Order Forms for Booth Furnishings, Drayage & Material Handling, Electrical, Wired Internet and AV (Encore AV), and
Customs and Freight Forwarding will all be included in the Exhibitor Kit available from GES.

GES Contact: serviceinfo@ges.com or Tel: 514-367-4848.

Host Hotel: Fairmont The Queen Elizabeth Hotel, 900 Rene-Levesque West, Montreal, QC H3B 4A5. For any catering please contact: Maria Papadomanolakis Tel: 514-954-2876 Fax: 514-954-2258 or email maria.papadomanolakis@fairmont.com.

7. ACCOMMODATION – Fairmont The Queen Elizabeth Hotel

A limited number of rooms are reserved at the block rate; therefore, we recommend that reservations be made immediately. The block of rooms and/or hotel could sell out prior to the cut-off date of October 15, 2021.

By booking at the Queen Elizabeth Hotel, you will be supporting the Association in keeping its meeting rental costs down.

Fairmont Room - \$229.00 Single/Double Fairmont View Room - \$249.00 Single/Double

Global Reservations - 1-800-441-1414 or call direct at 514-861-3511 (Refer to the ATAC Conference and **Group Block Code ATAC2021**)

Online Booking https://book.passkey.com/go/ATAC2021

Any company calling or emailing you purporting to assist with your hotel booking, is <u>NOT</u> affiliated with ATAC or the Fairmont Queen Elizabeth Hotel in any way. Please do not deal with any third-party companies. Your hotel reservations should be made directly with the Fairmont Queen Elizabeth Hotel only using the contact information above. In some cases, where people have dealt with outside companies, they have had no recourse if something went wrong.

Questions?

Debbie Simpson, Tradeshow Manager

Air Transport Association of Canada 222 Queen Street, Suite 1110, Ottawa, Ontario K1P 5V9 Tel: (613) 233-7727 Ext 312 / Cell: (613) 884-7728 / tradeshow@atac.ca

www.atac.ca



Air Transport Association of Canada 222 Queen Street, Suite 1110, Ottawa, Ontario K1P 5V9 Tel: 613-233-7727 Ext. 312 / Cell 613-884-7728 Email: tradeshow@atac.ca

ATAC TRADESHOW

Tuesday, November 16 - Thursday, November 18, 2021 Fairmont The Queen Elizabeth Hotel, Montreal, QC

EXHIBITORS APPLICATION / CONTRACT

Company Name: (Full Company Name as it	
Full Mailing Address:	
Contact Person:	
	Position:
Telephone: ()	Cell: ()
Email:	_
Administrative Contact (If different than ab	oove):
Name	Position:
Telephone: ()	Cell: ()
Email:	_
Requirements The standard booth size for ATAC Tradesho curtain and 3' high side curtains. The tra	w 2021 is 8 ft. deep x 10 ft. wide and includes 8' high back deshow hall is carpeted .
Booth Space charges	

ATAC Member Company: \$ 1299.00 (Membership must be current)

Each additional 80 sq. ft. costing \$ 999.00

Non-ATAC Member Company: \$ 1799.00 Each additional 80 sq. ft. costing \$ 1399.00

Prices do not include applicable taxes of 5% GST and 9.975% QST.

Payment Terms

Exhibitor space is on a first-come first-served basis and spots are assigned only once payment is made. An invoice will be issued once application is received. Should an Exhibitor have to cancel obligation, 50% is non-refundable and the balance will only be refunded should the Organizer be able to re-sell the reserved space. (See terms and conditions for more detail)

For reasons of public health restrictions or insufficient registration numbers resulting in ATAC cancelling the conference, a full booth refund will be issued to all exhibitors.

available in September.				
Booth Size: (sq. ft.)	Preferred location	: 1st choice	2 nd choice	
Due to the limited number of booths	s, we are restricting	g the number o	f double booths	for sale.
You are allotted two (2) free booth passes to staff your booth, per 8 x10 booth space. These two (2) free booths passes allow entrance to the tradeshow and participation in business sessions, except for a few closed sessions, and access to all social functions.				
Additional booth passes (maximum of have the same privileges and exception passes are required, the full conference	ns as the free passe	s outlined above		
You will be required to register your booth personnel online once ATAC provides you the Conference link.				
We ask that all exhibitors be fully vaccinated by the time of the event. Exhibitors will be advised of the public health measures in place.				
Product Information : Please provide within your booth. Only those items lis				
SPACE COST:	\$		ATAC Membership n full for Member di	•
5% GST (Space cost x 5%)	\$	(GST # F	R106690449)	
9.975% QST (<u>Space cost x 9.975%</u>)	\$	(QST # 1	1019187591)	
Total:	\$			
	METHOD OF PAY	<u>/MENT</u>		
For your protection and that of the information via email. Upon reproviding a se		ication an invo	ice will be issue	
<u>Canadian Anti-Spam Legislation</u> – by communication from our suppliers <u>for</u> Provider and ConsultExpo Broker (Cust	the sole purpose o	f services for th		
This contract is executed at	, this	day c	of	2021
Executed by (print name)	Signa	ture		

<u>Booth cost does not include</u> electrical services, furnishings, <u>wired</u> internet, material handling fees, audio visual or any other requirement you may need for your booth. These items are available to purchase. The tradeshow hall is carpeted. Please refer to order forms from our Official Services Contractor (GES). The GES online exhibitor kit will contain all details and applicable order forms. A link to the kit will be made

PLEASE <u>RETURN</u> CONTRACT TO ATAC OFFICE

via email at tradeshow@atac.ca

(Please see the attached Regulations and Conditions of this contract)

REGULATIONS AND CONDITIONS - ATAC Tradeshow 2021 - Montreal, QC

Please take a few moments and review these regulations and conditions. They are designed to help exhibitors prepare for the show and avoid any potential pitfalls. Thank you.

In these rules, regulations, and conditions, the term "Exhibitor" means all employees and/or sub-contractors of employees and the "Exhibition" means the Air Transport Association of Canada Tradeshow. The term "Organizers" as used in these regulations and conditions relates solely to ATAC.

Dates and Hours of Tradeshow Activities: (Tentative Hours)

Tuesday, Nov 16	0800 - 1500 1700 - 1900	Exhibitor Set-up Opening Reception
Wednesday, Nov 17	0730 - 0900 1000 - 1030 1200 - 1330 1700 - 1900	Breakfast Coffee Break Lunch Chair's Reception
Thursday, Nov 18	0730 - 0900 0900 - 1300	Breakfast <u>Tradeshow Teardown</u>

Business sessions are not scheduled during the above Tradeshow hours. The Tradeshow Hall is open for delegates outside of the above tradeshow hours for those not attending ATAC business meetings, however, Exhibitors are not obligated to man their booths outside of these hours. Exhibitors are welcome to attend business sessions except for a few closed committee sessions. Tradeshow doors will close at the end of program day on Tuesday and Wednesday upon arrival of overnight security.

<u>Application for Space</u>: Applications for space must be made on the Organizer provided form and shall contain particulars for the exhibit. The Organizers reserve the right to accept or refuse any application in their sole and unfettered discretion.

<u>Payment for space:</u> Exhibit space is on a first-come first-served basis and spots are only assigned once payment is made. An invoice will be issued once application is received. If the booth payments are not made when due, the space may be re-allotted if the Organizers, in their sole discretion, so decide. Should an Exhibitor have to cancel obligation, 50% is non-refundable and the balance will only be refunded should the Organizer be able to re-sell the reserved space. The Exhibitor must pay any loss incurred by the Organizers by reason of such non-payment of the rental space. In determining the said loss, the Exhibitors agree to be bound and condition exceeding the total rental of the Exhibitor space, had they completed their agreement in accordance with the application for the space.

Allotment of Space: The Organizers in their absolute discretion shall deal with all applications for space. The Organizers shall, however, be entitled for any reason, which, in their opinion, is in the general interest of the Exhibition, to vary the general layout or the situation and area of any particular space in substitution for that originally allotted and shall be bound by the Organizers decisions with respect to the allotment of space. Booth separation of competitors is not quaranteed.

<u>Occupation of space:</u> If the Exhibitor fails to occupy its allocated booth space by 1500 on November 16, 2021, then all payment in respect of the booth space shall be forfeited to the Organizers. The Organizers have the absolute right to re-let or otherwise deal with the booth space.

<u>Media Release:</u> By registering and/or attending this event, you hereby consent to and authorize ATAC to use your name and any photographs, images and/or audio video within which you may be included on ATAC's website (<u>www.atac.ca</u>) as well as in ATAC's print and marketing publications without compensation and further explicit authorization. The use of such media by ATAC will be solely for educational, promotional and informational purposes.

Building and Dismantling of Exhibition: All work must be completed, and all exhibits must be in place by no later than 1500 on November 16, 2021. Dismantling of the Exhibition will begin after breakfast (0900 on Nov. 18). Dismantling of your booth is NOT allowed prior to 0900 on Nov 18 as this causes disruption to the Show, other exhibitors, and delegates. The removal of all exhibits stands, and debris must be completed by no later than 1300 on November 18, 2021, unless a later date has been agreed upon in writing by the Organizers, GES and the hotel. Failure to meet this 1300 deadline may result in additional charges. The Organizers will agree with the Exhibitors on the dates and times when the exhibits and other properties can be received at the Exhibition Hall. Goods may not be delivered or removed from the exhibition during the hours it is open to visitors except with the written permission of the Organizers. Empty cases, packing and other debris etc. may not be stored in the stands or in the offices. An area will be provided for this purpose either on or off site. If Exhibitors do not order material handling and require storage of their empty cases, there will be an additional cost for this storage.

REGULATIONS AND CONDITIONS - ATAC Tradeshow 2021 - Montreal, QC

To minimize the risks of accidents, and unless otherwise agreed with the Fairmont Queen Elizabeth Hotel caterer will not sell alcohol during the set-up and tear down activities.

<u>No Smoking Policy:</u> Fairmont Queen Elizabeth Hotel provides a totally **smoke-free environment** to its clientele according to provisions of the Law on the tobacco, smoking is strictly forbidden inside the Hotel and also in the loading docks.

<u>Obstruction of Gangways and Open Spaces:</u> No Exhibitors shall at any time obstruct or allow to be obstructed by his/her goods, or in any other manner, gangways or open spaces and no signs or projections may be hung or projected over the gangways or open spaces without the express written permission of the Organizers.

Stand Fitting: A dimensioned drawing and full details of the Organizers floor plan will be provided to each Exhibitor as applicable. Exhibitors are responsible for the erection of benches, counters or other contrivances for displaying their goods. Exhibitors must comply with all applicable laws, regulations and conditions of any competent authority as they relate to this Exhibition and the Exhibitors and are bound, thereby, and are required to indemnify the Organizers, against any claim, action or loss occasioned by any breach thereof, without limiting the generality of the foregoing. Exhibitors will not be permitted to display their goods in such a manner as, in the opinion of the Organizers, obstructs the light or impedes the view along open spaces or gangways or may occasion to, or otherwise affect the display of other Exhibitors. No person shall make fast to the roof structure, electrical fixtures, or any gut wires or tackle of any description or cut or drill or fix to the floor, walls, or other parts of the Exhibition Hall. The use of thumbtacks, scotch or masking tape, nails, screws, bolts or any other tool or material that could mark the previously mentioned surfaces is prohibited. Exhibitors agree to indemnify the Organizers of any damage incurred as a result of the Exhibitors failing to observe any of these rules and regulations or any other rules and regulations that may be issued from time to time by the Organizers.

<u>Lighting or Power on Stands:</u> the organizers will provide general gangways lighting. Exhibitors must provide, at their own expense, all necessary connections in accordance with regulations to be issued separately by the Organizers and to pay for their electrical current consumed on such apparatus. Exhibitors are deemed to have notice of such regulation and are to be bound thereby. The contractors officially appointed by the Organizers will only install such apparatus and connections. All electrical work carried out by, or on behalf of Exhibitors is at all times subject to inspections and approval by the authorized representative of the Organizers. No source of power or lighting may be utilized other than that provided by the Organizers. The Organizers reserve the right to withhold electrical supply from any Exhibitor who has not complied with all such regulations above mentioned.

<u>Fire Precautions:</u> All materials used for the building, decorating, draping or covering of booths and/or stands must be non-flammable, or rendered so by being immersed in a fire proofing solution. These precautions must be carried out in accordance with existing regulations and must meet with the approval of the applicable fire authorities. These are subject to inspection by the City of Montreal Fire Department. Exhibitors must comply with the fire prevention rules. The Fairmont Queen Elizabeth cannot permit the use of any display or exhibit containing fluids unless authorized by your CSM. Because of the sensitive fire alarm system in the hotel the use of any type of smoke machine or fireworks IS PROHIBITED. The photosensitive alarms will automatically be triggered.

Exhibits with Motor Vehicles: Should motor vehicles be brought into the Hotel, the gasoline tank must be taped, locked and emptied of its contents. The battery must also be disconnected. A drop sheet must be placed and left under each mechanical or vehicular exhibit to avoid any possible damage to the floor and/or its covering. All electrical equipment or illuminated displays must be C.S.A. and U.L. approved.

Insurance Liability: The Organizers will not be responsible for the safety or property of any exhibit caused by fire, storm, tempest, lightening, national emergency, war, labour dispute, strikes, lockouts, civil disturbance, explosions, inevitable accidents, force majeure, or any other cause not within the sole control of the Organizers, or for any loss or damage occasioned, if by reasoning of the happening of such events, the opening of the Exhibition is prevented or postponed or abandoned, or the building becomes wholly or partially unavailable, for the holding of the Exhibition.

The Exhibitor shall, from time of take-over of the rented space, maintain Public Liability and Property damage Insurance, to a limit of \$2,000,000.00 inclusive, until the rented space is released back to the Organizers. Exhibitors are advised that any contractor they may employ must be able to show proof of insurance in the amount of \$2,000,000.00 Public Liability and Property Damage Insurance. <u>Insurance Policies held by the Exhibitor and any contractor they employ must name the Air Transport Association of Canada as additional Insured on their policies.</u>

The Exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to exhibitor's displays, equipment and other property brought onto the premises of the Queen Elizabeth Hotel and shall indemnify and hold harmless the Hotel agents, servants and employees from any and all such losses, damages and claim.

REGULATIONS AND CONDITIONS - ATAC Tradeshow 2021 - Montreal, QC

Postponement or Abandonment: The Exhibitor waives any claim against the Organizers for damages of any kind against the Organizers in respect of any loss of damage consequential upon the prevention, or postponement, or abandonment of the Exhibition, by reason of the happenings of any event referred to in the clause on Insurance Liability, or otherwise of the Exhibition Building becoming wholly or partially unavailable for the holding of the Exhibition for reasons beyond the Organizers control and the Organizers shall be entitled to retain all the sums paid by Exhibitors, or such thereof, as the Organizers shall consider necessary. If, in the opinion of the Organizers, by re-arrangement or postponement of the period of the Exhibition, or by substitution of another Building, or any other reasonable manner or contracts, for space, shall be binding upon the parties, except as the size and position, as to which any modification, substitution, or re-arrangement they consider necessary shall be determined by the Organizers.

Advertising Matter: All handbills, printed matter or advertisements of any kind intended for distribution or display within the Exhibition may only be distributed from the Exhibitor's stand and Exhibitors shall not distribute printed matter, or literature, of any nature in the vicinity of the entrances or exits. Exhibitors must not station any attendants, or place anything in, or over the gangways, or upon any space other than that allotted to them. Attendants must NOT promenade in the Exhibition Building for advertising purposes, nor use audible means of attracting the attention of visitors, to the annoyance or inconvenience of other Exhibitors.

<u>Passes and Tickets of Admission:</u> Passes – which are not transferable – to admit Exhibitors, will be supplied to Exhibitors and no Exhibitors will be admitted without such pass being produced on entering to an official appointed by the Organizer.

<u>Food, Beverage and Alcohol:</u> The sole right for the distribution and sale of any article of food, drink (whether alcoholic or not) are held by the catering concessionaires, and no Exhibitor may sell, give away or distribute any such article without the written consent of the exclusive supplier or Organizers.

<u>Cleaning:</u> The Organizers will arrange cleaning of all public areas. Exhibitors requiring special cleaning services should make arrangements, at their own expense, with the Queen Elizabeth Hotel.

Exhibition Services: The Organizers accept no responsibility for breakdown or failure of any of the services provided for, or in connection with the Exhibition.

<u>Admission to the Exhibition:</u> The Organizers reserve the right to refuse any person admission to the Exhibition, as they deem necessary in their sole unfettered discretion.

<u>Effect as default in Payment:</u> In the event that an Exhibitor shall fail to pay all amounts due hereunder when due, the Organizers may, without affecting remedies of the Organizers, bar the Exhibitor for taking possession of the space granted by this agreement, may retain any sums previously paid by the Exhibition without any rebate of allowance whatsoever to the Exhibitor.

<u>Use of Space:</u> Any other corporate entity or individual may not occupy space leased by the Exhibitor named overleaf in whole or in part except by express written permission of the Organizers. Application must be submitted in writing at least 30 days prior to the Show Date.

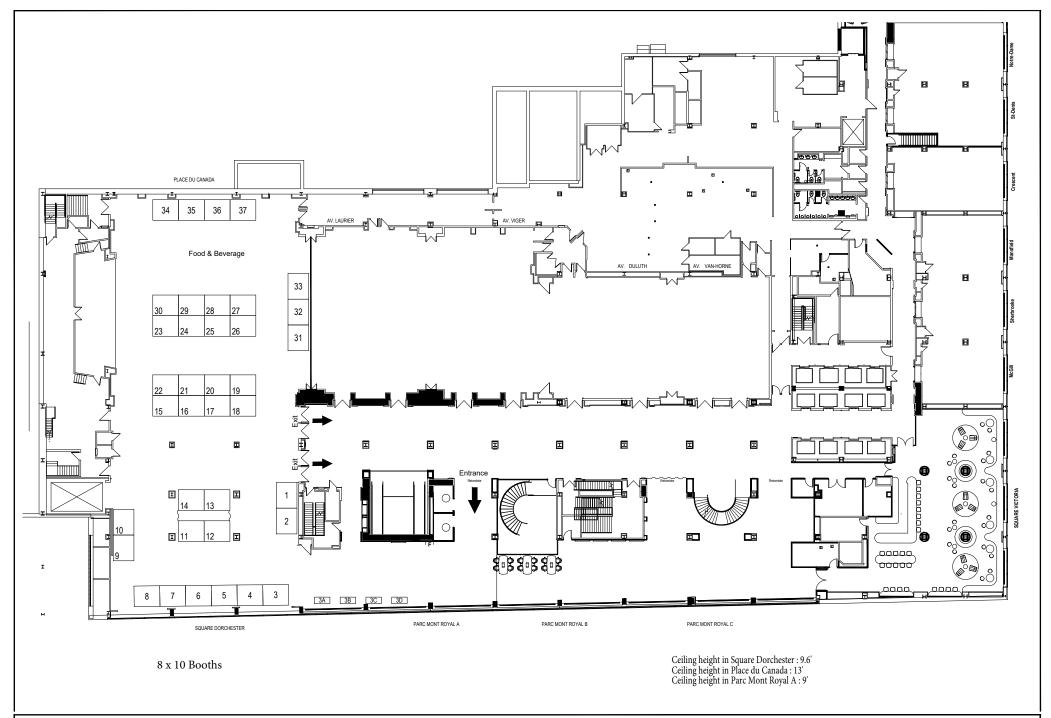
<u>Floor Covering</u>: Floor covering is to be of a standard acceptable to the Organizers, whether rented from the Official Show Contractor, or provided by the Exhibitor. The entire tradeshow hall at the Queen Elizabeth Hotel is carpeted. Floor load capacity throughout the convention floor at the Fairmont Queen Elizabeth is 150 pounds per square foot. For equipment in excess of this capacity, special arrangements need to be made with the Hotel.

Hotel Loading Dock Height Restrictions: Maximum Truck Height: 11' (empty).

<u>Deposits:</u> Any sums forfeited to the Organizers in accordance with any provision hereof shall be deemed a genuine pre-estimate of liquidated damages suffered by the Organizers and not a penalty.

<u>Changes:</u> If any changes of clauses or part or parts of clauses in the Contract and Regulations and Conditions are illegal, unlawful or unenforceable, it or they shall be considered separate and severable from the agreements and the remaining provisions of the agreement shall remain in full force and effect and shall be binding upon the parties hereto as though the clause or clauses or part or parts of clauses have never been included.

<u>Amendment of Rules, Regulations and Conditions</u>: The Organizer reserves the right to alter, add to, waive or otherwise modify any of the Rules, Regulations, and Conditions of this document, and will notify the Exhibitors of such changes in writing within 48 hours of the changes being made.



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Tous les moyens ont été pris afin d'assurer l'exactitude de toutes les informations que contient ce plan. Cependant, aucune garantie, à la fois explicite et implicite, et d'onnée concernent le plan d'architecture. Si l'emplacement des colonnes, services, entreposage, ou autres éléments architecturaux, est à considérer dans une construction ou une utilisation lors d'une exposition, l'unique responsabilité de l'inspection physique de l'emplacement de ces éléments revient au promotour.

Évènement : ATAC 2021

Date: Nov 16-18, 2021

Lieu: Fairmont Queen Elizabeth
Salle: Sq Dor, Parc A, Place Du Canada

Directeur de compte : Nathalie Brault

No. de téléphone : 514.861.8656 xxx

Code du salon : xxxx Dessiné par: Pirbhai, Nasera Dossier : ATAC-2021-07-13.dwg

Début du projet : xxx

Revision : ---Échelle : xxxxxx

