



# PRACTICAL INFORMATION FOR VISITORS

We are always happy to welcome you at our European Headquarters based in Belgium!

## ORGANISATION

### TO ARRANGE A DEMO WITH FACTORY VISIT:

Please contact your account manager & the technical team

#### Americas region:

Mr Jim Tressler  
Email: [j\\_tressler@cpbourg.com](mailto:j_tressler@cpbourg.com)

#### APJ region:

Mrs Kristy Dong  
Email: [k\\_dong@cpbourg.com](mailto:k_dong@cpbourg.com)

#### EMEA region (except France):

Mr Sacha-Vittorio Paolucci  
Email: [sv\\_paolucci@cpbourg.com](mailto:sv_paolucci@cpbourg.com)

#### France :

Mr Christophe Blard  
Email: [c\\_blard@cpbourg.com](mailto:c_blard@cpbourg.com)

**Please always add the technical team in cc in your request:** [export.techinfo@cpbourg.com](mailto:export.techinfo@cpbourg.com)

+ If you want to send some printed material, please to the address listed below & include the name of your person of contact in the address.

### TO ARRANGE A TECHNICAL TRAINING:

Please contact the technical team: [export.techinfo@cpbourg.com](mailto:export.techinfo@cpbourg.com)

## HOW TO GET THERE

### OUR ADDRESS:

**C.P. Bourg S.A./N.V.**

European Headquarters  
22, rue des Technologies  
B-1340 Ottignies / Court Saint-Etienne

### RECOMMENDED HOTELS & TRANSPORTATION:

#### Hotels

<p>(1) <b>Novotel Wavre Brussels East Hotel****</b> Address: Rue de la Wastinne 45, 1300 Wavre <b>Distance from C.P. Bourg: 6,7 km</b> <b>Preferential room rate:</b> 115€/single room/night (incl. VAT) (room type: "N'Superior Room") shuttle bus to C.P. Bourg (if requested during the reservation), buffet breakfast, high-speed wifi connection &amp; parking included (+ 1.10€ city tax/night). <b>To book your room:</b> send an email to: <a href="mailto:HB2N6@accor.com">HB2N6@accor.com</a> or call: +3210 41 13 63 and mention the code: "C.P.Bourg" <b>Website:</b> <a href="http://novotelwavre.be/">novotelwavre.be/</a></p>	<p>(2) <b>Le Manoir de Morimont (B&amp;B)</b> Address: Rue du Morimont 45 1341 Céroux Mousty <b>Distance from C.P. Bourg: 3,8km</b> <b>Room rate:</b> 100-150€ single room/night (incl. VAT) buffet breakfast &amp; city tax/night. To book your room: send an email to: <a href="mailto:info@morimont.com">info@morimont.com</a> or call: +32497 69 02 49 <b>Website:</b> <a href="http://morimont.com/">morimont.com/</a></p>	<p>(3) <b>Ibis Wavre ***</b> <b>Address:</b> Rue Du Manil 91 1300 Wavre <b>Distance from C.P. Bourg: 7,9km</b> <b>Preferential room rate:</b> -10% discount on the best available public rate <b>To book your room:</b> send an email to: <a href="mailto:h9958@accor.com">h9958@accor.com</a> or call: +3210 24 33 34 and mention the code: "SC370153439" <b>Website:</b> <a href="http://accorhotels.com/">accorhotels.com/</a></p>
<p>(4) <b>Martin's Louvain-La-Neuve ****</b> <b>Address:</b> Grand Place 1348 Louvain-La-Neuve <b>Distance from C.P. Bourg: 5,7km</b> <b>Preferential room rate:</b> 135€/single room/night (incl. VAT) (room type: "cosy") buffet breakfast, wireless high-speed connection, free access to the fitness area and the city spa included (+ 1.22€ city tax/night). <b>To book your room:</b> send an email to: <a href="mailto:resa.lln@martinshotels.com">resa.lln@martinshotels.com</a> or call: + 32 10 77 48 17 and mention the code: "C.P. Bourg" <b>Website:</b> <a href="http://martinshotels.com/">martinshotels.com/</a></p>	<p>(5) <b>Best Western Hotel Wavre ***</b> <b>Address:</b> Avenue Lavoisier 12 1300 Wavre <b>Distance from C.P. Bourg: 12km</b> <b>Preferential room rate:</b> 105€/single room/night (incl.VAT) (room type: "standard room") buffet breakfast, wifi &amp; parking included (+ 1€ city tax/night) <b>To book your room:</b> send an email to: <a href="mailto:info@bestwesternwavre.com">info@bestwesternwavre.com</a> and mention the code: "C.P.Bourg" <b>Website:</b> <a href="http://bestwesternwavre.com/">bestwesternwavre.com/</a></p>	<p>(6) <b>Ibis Style Louvain-La-Neuve***</b> <b>Address:</b> Blvd de Lauzelle 61 1348 Louvain-La-Neuve <b>Distance from C.P. Bourg: 5,4 km</b> <b>Preferential room rate: /</b> <b>To book your room:</b> send an email to: <a href="mailto:H2200@accor.com">H2200@accor.com</a> or call: +3210 45 09 11 <b>Website:</b> <a href="http://accorhotels.com/">accorhotels.com/</a></p>

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## TAXI

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### VIP transport

**Tel (7d/7):** +32 (0)496 800 300

**Email:** [info@viptransports.be](mailto:info@viptransports.be)

**Website:** [viptransports.be](http://viptransports.be)

### LLN executive transport

**Tel (7d/7):** +32 (0)10 41 58 58

**Email:** [contact@llnexecutivetransport.be](mailto:contact@llnexecutivetransport.be)

**Website:** [llnexecutivetransport.be](http://llnexecutivetransport.be)

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## MINI-BUS (up to 7 people)

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### VIP Transports via the Novotel Wavre Brussels East Hotel

Upon request & if you stay at this hotel, they can organize your transportation. These are the preferential rate:

Zaventem >>> Novotel Wavre: 65€

Zaventem >>> C.P. Bourg: 70€

Charleroi Airport >>> Novotel Wavre: 85€

Charleroi Airport >>> C.P. Bourg: 80€

## ENJOY YOUR STAY

Recommended restaurants	Shopping malls	ATM
<p><b>Le coup d'oeur</b> <b>Address:</b> Espace du Coeur de Ville 5 1340 Ottignies <b>Phone:</b> +32 (0)10 413 134 <b>Open:</b> 7d/7 from 10:00AM to 10:30PM</p>	<p><b>Le Douaire</b> <b>Address:</b> Avenue du Douaire 2 1340 Ottignies <b>Open:</b> Monday to Saturday from 9:30 AM to 7:00PM (some shops have a different schedule) <b>Parking:</b> free of charge (just need to display the blue sign)</p> <p><b>L'Esplanade</b> <b>Address:</b> Place de l'Accueil 10 1348 Louvain-La-Neuve <b>Open:</b> Monday to Thursday and Saturday from 10.00 AM to 8 PM Friday from 10.00 AM to 9 PM <b>Parking:</b> 2,20EUR/h</p>	<ul style="list-style-type: none"><li>▪ Outside the Douaire shopping mall</li><li>▪ At the lower level of the shopping centre the "Esplanade"</li></ul>
Dry cleaning	Cinema	Chocolate shops
<p><b>5 à sec</b> Inside the Douaire shopping mall</p>	<p><b>Cinescope</b> <b>Address:</b> Place de l'Accueil 10 1348 Louvain-La-Neuve <b>Films usually start at:</b> 2:30PM, 5:00PM, 8:00PM and 10:30PM <b>Parking:</b> 2,20EUR/h</p>	<p><b>Leonidas</b> <b>Address:</b> Inside the Douaire shopping mall <b>Open:</b> Monday to Saturday from 10:00 AM to 6:30PM <b>Parking:</b> 2,20EUR/h</p>