

EXHIBITORS GUIDE



From April 24 to 27, 2024

USER
GUIDE

USEFUL
INFORMATION

FITTINGS

REGULATIONS
& FORMALITIES



USER
GUIDE

TWO TOOLS TO HELP YOU GET READY FOR THE SHOW

- **THIS IS AN INTERACTIVE EXHIBITOR GUIDE**

With this document, you can easily access all the information needed to get you up and running.

- **THE ONLINE STORE**

In this store, you can order all the technical services you need **until Friday 12 April 2024.**

Please note: from Tuesday 16 April 2024, technical services must be ordered directly on-site at the Exhibitor Office located in Hall 5A (for halls 5a and 6) and outside Hall 5B (for hall 5B and exteriors 5 and 6).



From April 24 to 27, 2024



USEFUL INFORMATION

- Assembly /Opening/dismantling times
- Access/traffic & parking
- Hanging & overhead power supply, trusses and lights
- Events/Stand Activities
- Architecture & Decoration
- Complementary insurance
- Access badges
- Useful contacts
- INTERMAT contacts
- Exhibitor timetables Assembly/Opening/Dismantling
- Health and safety
- Cleaning/Vacating the stand
- Catering for exhibitors
- Meeting/Conference rooms
- Exhibitor night events
- Personalized stand
- Hall monitoring/Stand security



From April 24 to 27, 2024



PRACTICAL INFORMATION

EXHIBITOR TIMETABLE SET-UP/OPENING/DISMANTLING

INDOOR STANDS

	Dates	Exhibitor hours	Power On
ASSEMBLY	Thursday 18 april	8h00 – 20h00	No power on (2)
	Friday 19 april		
	Saturday 20 april		
	Sunday 21 april		
	Monday 22 april (1)		
	Tuesday 23 april		8h00 – 20h00
PUBLIC OPENING	Wednesday 24 april	8h00 – 18h30	8h00 – 18h30
	Thursday 25 april		
	Friday 26 april		
	Saturday 27 april		
DISMANTLING	Saturday 27 april (3)	18h30 – minuit	18h30 – 19h00
	Sunday 28 april	8h00 – 20h00	No power on (2)
	Monday 29 april	8h00 – 13h00	
	Tuesday 30 april		

(1) Delivery of Basic & Design stands on Monday April 22 from 8:00 am

(2) Order a site box if necessary

(3) All equipped stands will be dismantled on Saturday April 27 by the organizer's service providers. Exhibitors are asked to collect their goods and personal effects on Saturday April 27 (closing night) between 6:00 and 8:00 pm.

PRACTICAL INFORMATION

EXHIBITOR TIMETABLE SET-UP/OPENING/DISMANTLING

OUTDOOR STANDS

	Dates	Exhibitor hours	Power On
ASSEMBLY	Tuesday 16 april	8h00 – 20h00	No power on (2)
	Wednesday 17 april		
	Thursday 18 april		
	Friday 19 april		
	Saturday 20 april		
	Sunday 21 april		
	Monday 22 april (1)		
	Tuesday 23 april		
PUBLIC OPENING	Wednesday 24 april	8h00 – 18h30	from 22 april (8h00) to 28 april (14h00)
	Thursday 25 april		
	Friday 26 april		
	Saturday 27 april		
DISMANTLING	Saturday 27 april (3)	18h30 – minuit	No power on (2)
	Sunday 28 april	8h00 – 20h00	
	Monday 29 april	8h00 – 20h00	
	Tuesday 30 april	8h00 – 13h00	

(1) Delivery of outdoor reception areas on Friday, April 19 from 8:00 a.m.

(2) Order a site box if necessary



From April 24 to 27, 2024



PRACTICAL INFORMATION

PUBLIC OPENING HOURS EXHIBITOR RECEPTION

SHOW OPENING HOURS

Dates	Opening hours to the public
Wednesday 24 april	9h00 – 18h00
Thursday 25 april	9h00 – 18h00
Friday 26 april	9h00 – 18h00
Saturday 27 april	9h00 – 18h00

ON-SITE RECEPTION FOR EXHIBITORS

Exhibitors in halls 5A and 6: meet at the exhibitor reception desk on the first floor of hall 5A.

Exhibitors in hall 5B and outdoor zones 5, 6 and demo zones: go to the outdoor antenna near hall 5B.

USEFUL INFORMATION

ACCESS / TRAFFIC & PARKING

1/6

DELIVERY ADDRESS

INTERMAT 2024

Parc des Expositions Paris Nord Villepinte

ZAC Paris Nord 2

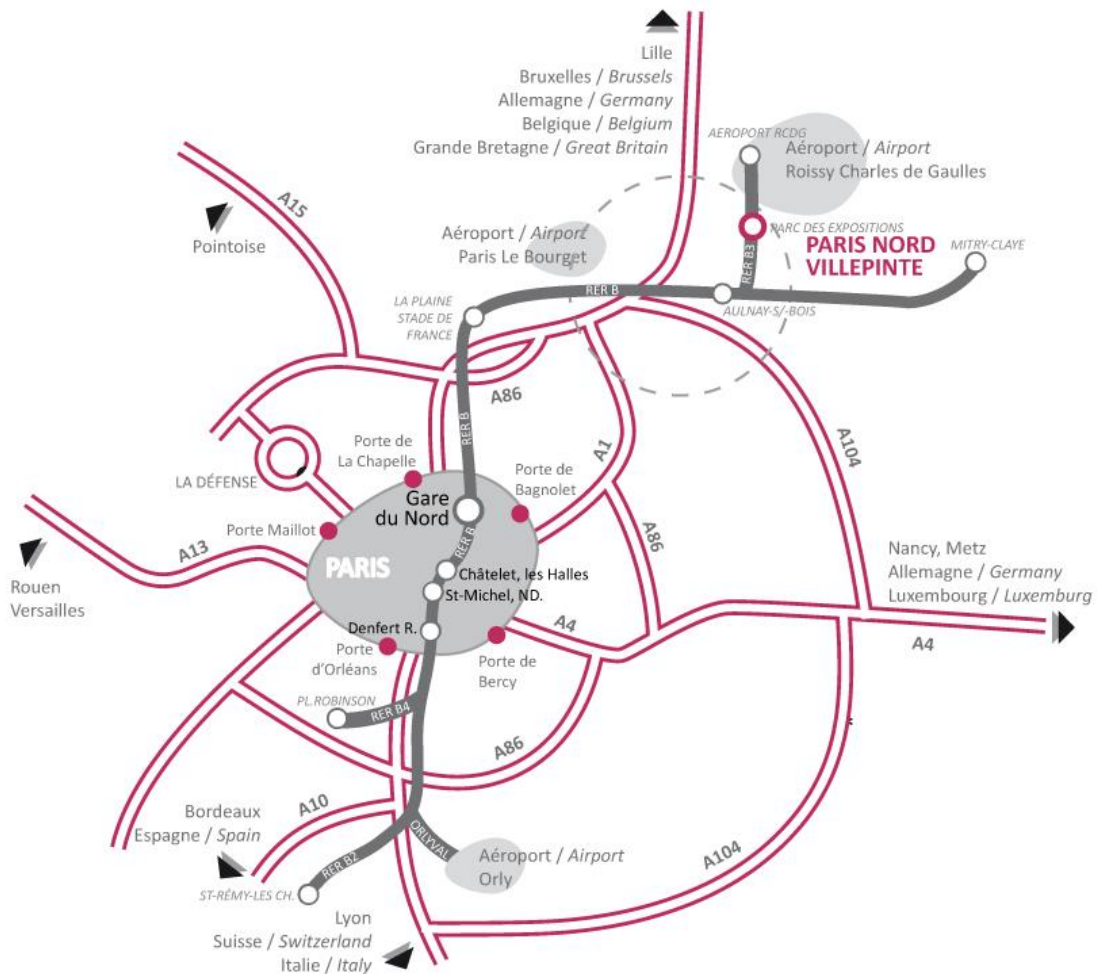
93420 Villepinte - France

Specifying:

Exhibitor name and stand number

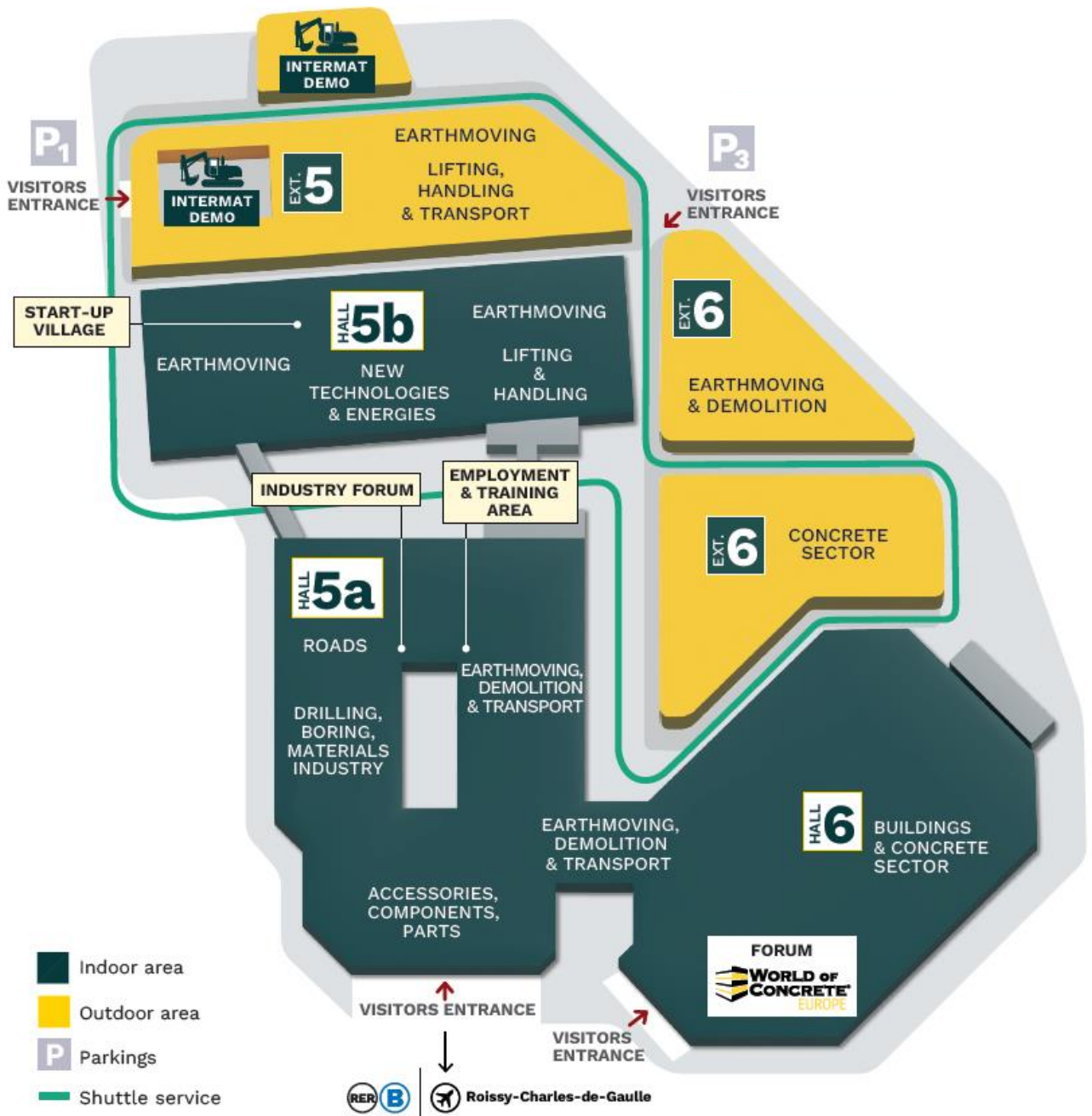
Exhibitor contact with mobile phone number on site

ACCESS TO THE PARIS-NORD VILLEPINTE EXHIBITION CENTRE



ACCESS / TRAFFIC & PARKING

CARS AND PEDESTRIAN ACCESS



ACCESS / TRAFFIC & PARKING

3/6

ACCESS TO THE EXHIBITION CENTRE BY PLANE



Event: INTERMAT PARIS

Event ID: 39905AF

Travel valid period: from 07/04/2024 to 09/05/2024

Event location: PARIS

Attractive discounts, up to -15%, on a wide range of public fares on all AIR FRANCE, KLM and their code-shared flights worldwide.

Use the website of this event or visit

<https://globalmeetings.airfranceklm.com/Search/promoDefault.aspx?vendor=AFR&promocode=39905AF¤tculture=fr-FR> to:

- Access the preferential fares granted for this event*,
- Make your booking
- Issue your electronic ticket
- Select your seat

Proof of attendance-fare eligibility

At any point of their journey, passengers have to be able to justify the usage of the discounted AIR FRANCE-KLM Global Meetings & Events fares by showing the proof of attendance-fare eligibility document. Your participants will receive this document automatically when they book their tickets on our online booking platform <https://globalmeetings.airfranceklm.com/Search/promoDefault.aspx?vendor=AFR&promocode=39905AF¤tculture=fr-FR>.

Frequent flyer / loyalty programs of Air France and KLM partner airlines are credited with "miles" when Air France or KLM flights are used.

ACCESS / TRAFFIC & PARKING

4/6

TRAFFIC IN THE EXHIBITION CENTER

There are strict rules for driving through the Exhibition Centre grounds. You must respect them and notify all your installation workers, transporters and suppliers.

Do not forget to tell them your stand and hall numbers.

- Compliance with the highway code
- Limit your speed to 20 km/h (12 mph)
- No stopping and no parking in traffic lanes
- Do not drive any vehicle inside the exhibition halls
- Deliveries are authorized from 7.30 am to 8.30 am.

Any vehicle which contravenes these rules will be removed without notice, at the expense and risk of its owner or the party responsible.

CAUTION: We thank you to plan your deliveries because of circulation restrictions in France during weekends. For more information: www.bison-fute.equipement.gouv.fr

DURING BUILD-UP

- During installation and dismantling, exhibitor's car parks are free.
- **No cars will be allowed inside the Halls.**
- **Lorrie's traffic** will be controlled.
- Empty packing materials must be **removed immediately and stored by the Exhibitors or their freight carriers.**
- **Storage space on stands must not be used to keep packing materials** or any other goods that could constitute a fire hazard.
- Setting up must be completed by the time the **Safety Commission** makes its inspection. The person in charge of your stand must be present at this time. Date and time will be announced later.
- **No motor vehicles will be allowed into the halls on Tuesday 23rd April** (unless special permission is granted by the organiser).
- To enter the exhibition Halls during assembly and dismantling, **all personnel must wear personal safety equipment**, in particular safety shoes. Otherwise, access to the exhibition will be refused.
- For safety reasons, work in the Halls is forbidden outside the specified hours on **Working hours.**

ACCESS / TRAFFIC & PARKING

5/6

PARKING

> During assembly

It is free to park on Exhibition Centre grounds as long as the regulations regarding parking times and areas are respected. Exhibitors' car parks will no longer be free as of midnight on Tuesday 23rd April.

Lorry access will be subject to special conditions depending on the traffic around the Halls. A regulation system will be set up before the show to allow all vehicles to register to access the delivery areas.

Important: Parking on outdoor areas will be strictly controlled from Tuesday 16rd April.

No motor vehicles may enter the Halls on Tuesday 23rd April 2024 (unless special permission is granted by the organiser).

- Avoid ordering deliveries for the day before the exhibition.
- As soon as you have emptied your vehicles, move them on.

> On dismantling evening

Only trolleys, platform trolleys and hand pallet truck may be used when the show is closed. Motor vehicles may enter the Halls two hours after public closing time, as long as the space is in such a condition as to permit this.

ACCESS / TRAFFIC & PARKING

6/6

> During opening times

Deliveries are authorised from 7.00 am to 8.30 am once vehicles have been approved for entry into the Exhibition Centre grounds and given a temporary delivery permit.

No parking or vehicle storage of any kind is authorised within the Exhibition Centre grounds. Parking is not permitted on traffic movement corridors or safety perimeters once the exhibition has been opened to the public.

Please note: as of Tuesday 23rd April, at midnight, all vehicles parked beside the Halls must have been moved to the authorised cars parks, failing which the vehicle may be removed and impounded.

RESERVING A PARKING SPACE

Subscription packages for parking are available, to be reserved in your exhibitor's area.

During the assembly and the opening, you can buy car park spaces at the Exhibitor Office located in Exhibitor Offices located in hall 5A and outside Hall 5B.

The Exhibitors' car parks are open from 7:00 am to 11:00 pm every day throughout the event.

HANGING & OVERHAD POWER SUPPLY, TRUSSES AND LIGNHTS

1/5



New Important information

The following provisions must be complied with:

1. the rigging points located at each point on the 3m x 3m grid must be used;
2. obligation to use suspended hooks in the case of suspension points with respect to the knots in order to avoid any oblique stress;
3. the following must be used:
 - slings;
 - cable clamps;
 - or sheathed cabling*.
4. vertical loads from each established rigging point must be limited to a maximum of 80 kg;
5. obligation to submit, for validation, a file to VIPARIS's Slinging Department, any device with headframe or any other provision allowing to reach the result obligation limiting the loads to a vertical load of 80 kg per rigging point;
6. if several hoists are to be used simultaneously, a validated hoisting plan must be presented;
7. a fail-safe system must be in place for each suspended assembly (in case one suspension elements fails, the other elements will bear the load). The breaking of one fastening or suspension element must not cause the suspended elements to fall.

With reference to, and as a supplement to the best practices guide to dismantable equipment and assemblies issued by the Paris Prefecture of Police on 6 November 2019, special repetitive rigging points that support dismantable assemblies such as light trusses, gantries, ceilings and canopies with a total load of over 1,000 kg or requiring more than 13 slings, will be checked by an inspection office (BC).

Assembles with a total load of less than 1,000 kg, or those requiring fewer than 13 slings and where the uppermost point of the suspended material is higher than 6.2m, shall be checked by an inspection office (BC).

Assembles with a total load of less than 1,000 kg, or those requiring fewer than 13 slings and where the uppermost point of the suspended material is between 6.2m and 3.5m, shall be checked by a competent technician (TC).

HANGING & OVERHAD POWER SUPPLY, TRUSSES AND LIGNHTS

Assembles with a total load of less than 1,000 kg, or those requiring fewer than 13 slings and where the uppermost point of the suspended material is lower than 3.5 m, shall necessitate a certificate of good assembly drawn up by the installer (this certificate is equivalent to an inspection document).

Special non-repetitive rigging points must be checked by a BC, regardless of the total load and suspension height.

"Special non-repetitive rigging points" means non-industrial, "in-house" rigging systems for maintaining the frames of stands that provide support for decorative elements, ceilings, walls, lighting, sound systems, screens, video displays, advertising and signage.

These provisions are summarised in the following table:

Installations	Total load and height (h)	Inspection body		
		BC*	TC**	INST ***
Repetitive rigging points	< 1000 kg and h < 3.50 m			X
	< 1000 kg and h < 6.20 m		X	
	< 1000 kg and h > 6.20 m	X		
	>1000 kg	X		
Non-repetitive rigging points	Regardless of the total load or height	X		

* *Inspection office (BC): person or body that is accredited by the Ministry for the Interior.*

** *Competent technician (TC): a competent technician is a person with professional experience or certified training in the area of assembly and inspection of dismantable assemblies.*

*** *Installer (INST): a person who sets up a stand for the exhibitor or the exhibitor him- or herself.*

However, the competent technician must carry out the inspection under the following conditions:

1/ The points listed below must be checked by the competent technician in charge of installing the slings:

- The installation must be in accordance with the plan provided;
- The rigging thimbles must be checked for any irregularities;
- Visual inspection of the cable (pinching, twisting, etc.);
- Verification that quick links are properly closed;
- Quick links must be positioned in the right direction;
- Compliance with authorised sling points;
- Compliance with the maximum sling usage angles.

HANGING & OVERHAD POWER SUPPLY, TRUSSES AND LIGNHTS

3/5

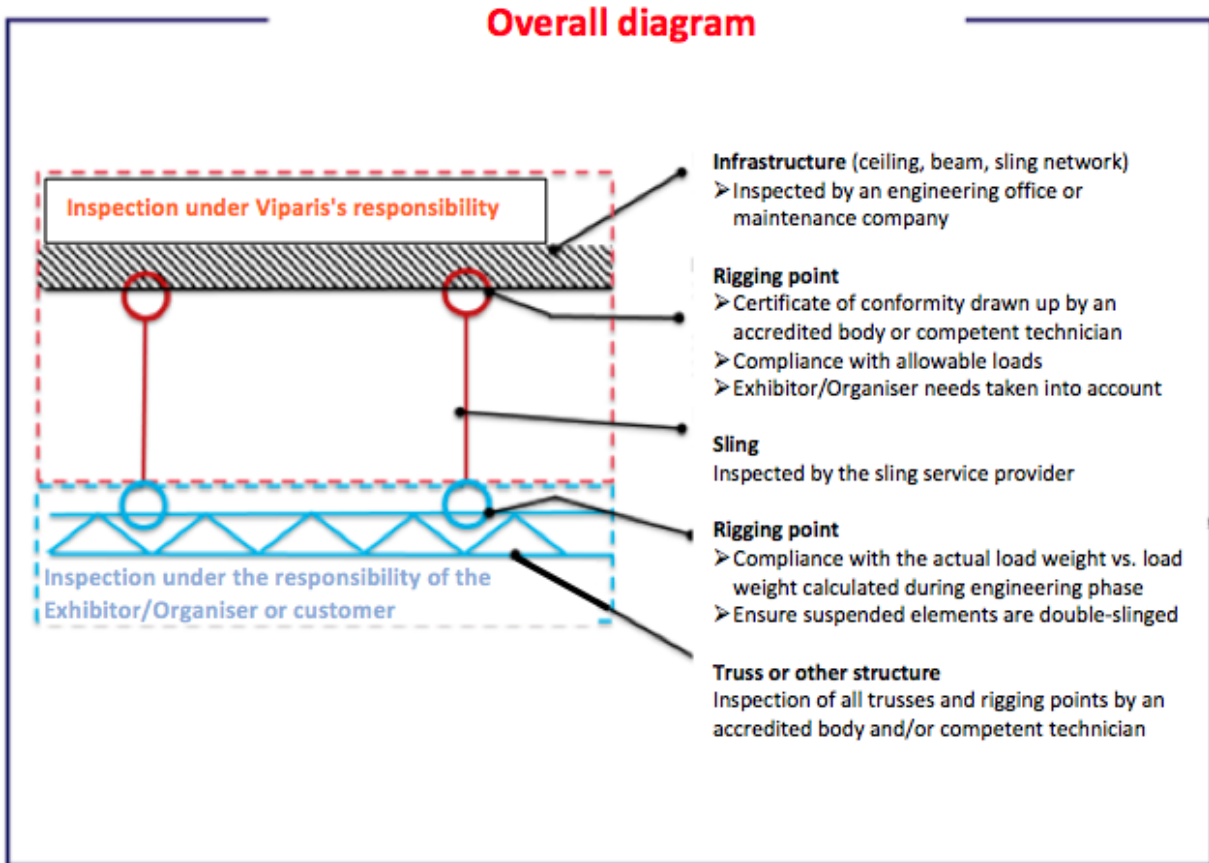
At the end of these checks, the certificates drawn up by the body or bodies accredited by the Ministry for the Interior or the competent technicians (red section on diagram page 4) will be issued to RUS VIPARIS prior to the opening to the public of the event in question.

2/ The points listed below must be checked by the competent technician from the installer of the suspended structures:

- Conformity of the installation with specifications in the manufacturer's technical notice and, in particular, compliance with the load charts and any calculation notes, light bridges installed in the proper direction, inspection of installation of rigging clips, etc.;
- Use of hoisting equipment that have been duly checked (periodic inspection according to the standards in force) and that are of equal power and synchronised;
- Compliance with the technical specifications established by the event organiser;
- Compliance with the specifications indicated on the plan provided and compliance with the site's technical specifications;
- Use and implementation of hoisting accessories (cables, slings, shackles, quick links...) in compliance with the standards in force;
- Compliance of the rigging points on the suspended structures with the standards in force in coherence with the loads to be supported;
- Installation of safety slings in a taut position, particularly for electric hoists;
- Double securing of technical elements installed on the lighting truss or the suspended structure, e.g. spotlights, screens, speakers, signage elements, etc.

At the end of these checks, dated and signed certificates (blue portion on diagram page 4), comprising the aforementioned points and drawn up by the body or bodies accredited by the Ministry for the Interior or the competent technicians, shall be provided to the mandated Safety Officer (see Article T 6 of the Fire Safety Regulations) who, in accordance with the provisions of the Fire Safety Regulations, shall be responsible for ensuring compliance with the requirements of the specifications referred to in Articles T 4 and T 5. This handover shall be carried out prior to the opening to the public of the event in question.

HANGING & OVERHAD POWER SUPPLY, TRUSSES AND LIGNHTS



To help you with the process, we registered the following inspection offices, although you can choose commission the inspection office of your choice:

SOCOTEC

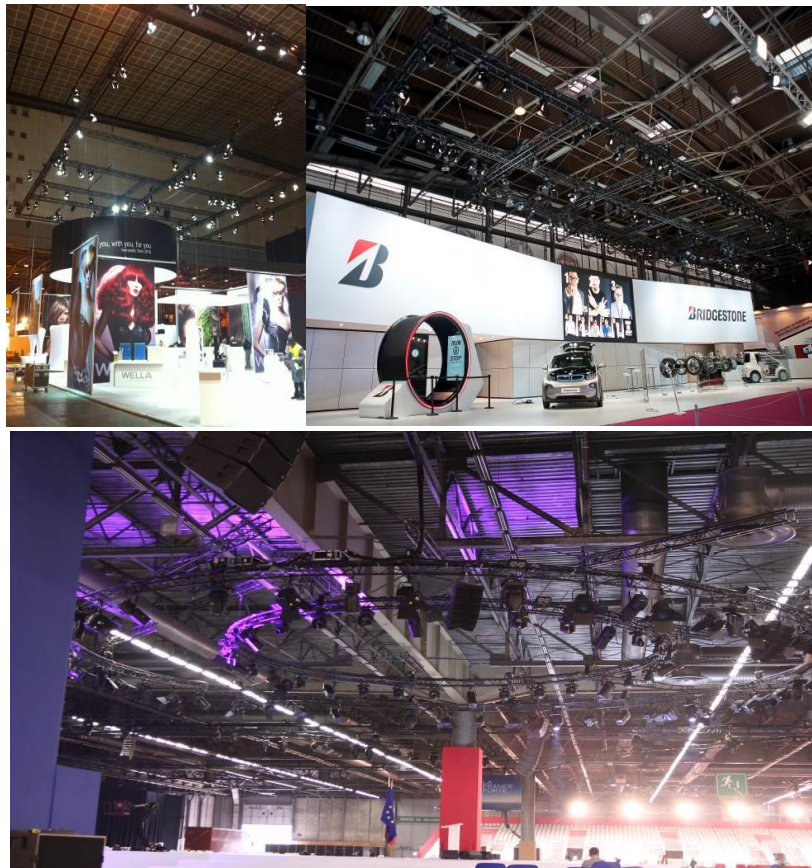
Patrick PEREIRA
 Agence Construction 94
 90-112 avenue de la Liberté
 8/12 sur Parc
 94700 Maisons-Alfort - France
 Tél. : +33 (0)6 08 12 08 21
 E-mail : patrick.pereira@socotec.com

HANGING & OVERHAD POWER SUPPLY, TRUSSES AND LIGHTS

5/5

Hangings and overhead power supplies Trusses and lights

COMEXPOSIUM is available to support you along with its partner **VERSANT EVENEMENT**, which offers a total service package for setting up your presentation space. Its varied stock of display structures will meet all your requirements. From the biggest of spaces to the most elaborate, VERSANT can help you at every stage of your project, from advice to engineering plans, your choice of structures, lighting and more.



Contact VERSANT EVENEMENT:

Tel.: + 33 (0)1 48 63 32 51

E-mail: contact@versantevenement.com

Website: www.versantevenement.com

EVENTS / STANDS ACTIVITIES

INTERMAT has set up guidelines to guarantee that the event runs smoothly and visitors enjoy their visit to the maximum.

Exhibitors are given free reign as to how their stands are run, so long as the following provisions are adhered to and the exhibitor timetables are respected.

PROHIBITED SERVICES

- The distribution or placing of leaflets in the exhibition aisles, at the entrance, on the esplanade or close to the station,
- Promotion in the aisles (with robots, hostesses, sandwich boards, etc.),
- Offering tastings on the edges of the aisles or in the aisles themselves. These are permitted within the stands,
- Musical promotion,
- Video walls must be set back a minimum of 2 meters from the edges of the aisle.

For any broadcast or musical entertainment on your stand, you must pay the copyright before the opening of the show, to:

SACEM IDF NORD-OUEST

Pascal LEFEVRE

Immeuble Apollo - 10 rue Daguerre

92500 Rueil-Malmaison – France

Tél. : +33 (0)1 76 76 75 20

Email: dl.idf.nordouest@sacem.fr

Website: [demande_autorisation_sacem_en_ligne](#)

Events arranged without the authorisation of Organiser are prohibited at the exhibition.

ARCHITECTURE & DECORATION

The architecture and decoration rules for INTERMAT incorporate standards and norms for stand layout display, established to ensure the exhibition is rolled out smoothly and is easy to navigate. These norms and standards also include the Security & Fire rules applicable to shows, fairs and exhibitions.

INTERMAT is governed by specific regulations in accordance with its own special characteristics. All proposals for bare stands, reused stands or fitted stands fitted out by INTERMAT to which new decorative items are to be added, must be submitted **for approval before the 26th February 2024 at the latest.**

DECO PLUS

Tel: +33 (0)9 67 78 93 85

E-mail: elisabeth.decoplus@gmail.com

EACH FLOOR PLAN MUST INCLUDE

- A bird's eye view of the stand, including information pertaining to scales, sides and positioning of set-back space (adjacent areas and aisles),
- A cross-section floor plan including information pertaining to scales, sides and heights of the planned volumes.

VERY IMPORTANT

Any proposals that do not comply with the set rules shall be rejected and, in particular, any stand assembled without INTERMAT's agreement may be dismantled at the exhibitor's expense.

COMPLEMENTARY INSURANCE

FIND OUT MORE VIA YOUR EXHIBITOR AREA

To find out what rules and regulations govern your insurance during the show, check the "**Regulations**" section in your Exhibitor Area and order complementary insurance.

COMPLEMENTARY INSURANCE AGAINST DAMAGE TO PROPERTY

Exhibitors may take out complementary insurance provided by INTERMAT to cover their property if the latter's value exceeds the amount covered by the insurance policy taken out as part of the registration application.

This cover takes effect from the day before the show opens to the public (at 7:00 pm on 23/04/2024) to the evening on which the show closes to the public (6:00 pm on 27/04/2024).

The premium will be equal to 0.27% of the value of the insured goods.

THEFT INSURANCE

Theft insurance enables you to insure the full value of your stand (excluding food products, beverages, etc.) against the risk of theft, with an excess of € 300 per incident. For the extra declared value, the insurance premium including tax and costs will be calculated at a rate of 0.63%.

PLASMA SCREEN & LCD INSURANCE

Exhibitors have the option of taking out specific insurance from INTERMAT for plasma screens and LCD fixed or securely wired to the stand's frame.

This cover takes effect from the day on which the show opens to the public (at 9.00 am on 23/04/2024) to the evening on which the show closes to the public (6:00 pm on 27/04/2024).

The premium will be equal to 4% of the value of the equipment, with a minimum of 250 €uros per insured screen.

LOSSES

No losses may be accepted as valid without having been declared to the show's exhibitor reception within 24 hours.

All damage claims must state the date, the circumstances and the approximate amount of damages and must be accompanied by the original police report in the event of theft.

VILLEPINTE POLICE STATION

1/3, rue Jean Fourgeaud – 93420 VILLEPINTE - FRANCE

Tel: +33 (0)1 49 63 46 10

ACCESS BADGES

VERY IMPORTANT: COMPULSORY PASS-WEARING

- In order to be granted access to the exhibition Halls, **all individuals must have been issued an INTERMAT access badge**, which must be customized on you Exhibitor Area and be worn during the assembly, opening and dismantling periods.
- **Security equipment** and the wearing of safety footwear is **compulsory** during set-up and dismantling periods. Failure to comply shall result in access to the Halls being denied.
- **Identity checks** can take place around the Halls.

EXHIBITOR BADGE

The exhibitor badge grants access to the Exhibition Centre during the assembly, opening and dismantling periods in accordance with the timetables that feature on the exhibitor timetable. (See Exhibitor Timetable document).

- Exhibitors can declare and personalize their badges in the Exhibitor Area.
- The number of badges provided is calculated automatically according to the surface area of the stand.

From 12 to 100 sq.m	From 101 to 400 sq.m	From 401 to 1000 sq.m	> 1 000 sq.m
12 badges	25 badges	40 badges	50 badges

- **Co-exhibitors and collective direct:** 5 badges.

Badges will be sent by email as an electronic badge. Requests for additional badges, an order is available in your Exhibitor Area.

SUPPLIERS ASSEMBLY/DISMANTLING BADGES

Assembly and dismantling badges will be given at the doors of the halls by the Security Service set up by the organiser.

It allows access to everyone wearing safety shoes, only during assembly and dismantling period.

- **Badges are not valid during the exhibition opening period from 24th to 27th March 2024.**
- **Wearing the badge is mandatory.**

USEFUL CONTACTS

FOR FURTHER INFORMATION, CONTACT HOTLINE: **+33 (0)1 40 68 23 00**

Monday to Friday, 9.00 am – 6.00 pm

Accommodations	B-NETWORK	Tel: +33 (0)1 58 16 20 12 Email: sarah.david@b-network.com Website: http://intermat.b-network.com/
Architecture & decoration (layout control)	DECOPLUS	Elisabeth TOUGARD Tel: +33 (0)9 67 78 93 85 Email: elisabeth.decoplus@gmail.com
Catering on stand	HORETO	Tel: +33 (0)1 48 63 33 45 Email: vssvillepinte@horeto.com Website: www.horeto.com
Catering on stand (External suppliers declaration)	VIPARIS	Myriam MOTTIN Tel: +33 (0)1 40 68 14 46 Email: myriam.mottin@viparis.com
Copyrights	SACEM	Pascal LEFEVRE Immeuble Apollo - 10 rue Daguerre 92500 Rueil-Malmaison - France Tel: +33 (0)1 76 76 75 20 Email: dl.idf.nordouest@sacem.fr Website: demande_autorisation_sacem_en_ligne
Exhibition Centre	DELIVERY ADDRESS	INTERMAT 2024 Parc des Expositions Paris Nord Villepinte ZAC Paris Nord 2 93420 Villepinte - France Company name Stand number Contact name on site (with mobile phone number)
French customs	INFO DOUANES SERVICE	From France: 08 11 20 44 44 (0.06 €/mn) From abroad: + 33(0)1 72 40 78 50 Website: www.douane.gouv.fr/
Hospital	HOPITAL INTERCOMMUNAL ROBERT BALLANGER	Bd Robert Ballanger 93602 Aulnay-Sous-Bois - France Tel.: 15 ou +33(0)1 48 96 44 44
Fire Prevention	AFS CONSEILS	Alain FRANCONI 56, rue Roger Salengro 93110 Rosny-sous-Bois – France Tel: +33 (0)6 70 61 95 11 Email: afs@afsconseils.fr

USEFUL CONTACTS

FOR FURTHER INFORMATION, CONTACT HOTLINE: +33 (0)1 40 68 23 00

Monday to Friday, 9.00 am – 6.00 pm

HPS coordinator	D.O.T.	81, rue de Paris 92100 Boulogne - France Tel: + 33(0)1 46 05 17 85 Fax: + 33(0)1 46 05 76 48 Email: sps@d-o-t.fr
Inspection office (BC)	SOCOTEC	Patrick PEREIRA Agence Construction 94 90-112 avenue de la Liberté 8/12 sur Parc 94700 Maisons-Alfort - France Tel: +33 (0)6 08 12 08 21 Email: patrick.pereira@socotec.com
Equipped stands (Design)	CRÉATIFS	E-mail : intermat@creatifs.fr
Outdoor stands (Pagode, Bungalow)	LIBERTÉ EVENTS	Nicolas BAZART Directeur commercial & technique Email: intermat2024@lib-e.fr
Personalized stands	GALIS	Noémie PAQUET 4 rue Louis de Broglie 77400 Saint Thibault des Vignes Tel: +33 (0)6 43 18 50 89 Email: noemie.paquet@galis.fr
Police station	COMMISSARIAT DE POLICE	1/3, rue de Fourgeaud 93420 Villepinte - France Tel.: + 33(0)1 49 63 46 10
VAT refund	TEVEA INTERNATIONAL	29-31 rue Saint Augustin 75002 Paris 6 - France Tel: +33(0)1 42 24 96 96 Email: mail@tevea.fr Website: www.tevea-international.com

INTERMAT CONTACTS

Organised by COMEXPOSIUM

Laurent NOEL

General Manager of the NETWORK Division

Christophe LECARPENTIER

Construction Business Unit Director

COMMERCIAL SERVICE	
Céline GSTADLER Sales Director	
COMMERCIAL TEAM	
James HUSAIN Responsable Grands Comptes E-mail : james.husain@comexposium.com	Lucas ROBIN Responsable Commercial E-mail : lucas.robin@comexposium.com
Charline AFFOLTER Responsable Commercial E-mail : charline.affolter@comexposium.com	Benoît SIMON Responsable Commercial E-mail : benoit.simon@comexposium.com
Aliénor GHAFARI Responsable Commercial E-mail : alienor.ghafari@comexposium.com	Elisa SAREMI Responsable Commercial E-mail : elisa.saremi@comexposium.com
SALES ADMINISTRATION (invoicing, payment, ...)	
Email: intermat.adv@comexposium.com	
Aurélie MISAT Financial & Administrative manager	Carole TRAHARD Customer Relationship Executive
CUSTOMER SERVICE	
E-mail: intermat@comexposium-services.com Hotline from 15 January 2024: +33 (0)1 40 68 23 00	
Frédérique BRUNET-BIARD Customer Relationship Officers	Ingrid NGATCHANI Customer Relationship Executive
TECHNICAL & LOGISTIC TEAM	
Jérôme HUNAUULT Operations Director	
Floriane BARA Operations Manager Email: floriane.bara@comexposium.com	Fabrice DIGLE Operations Manager Email: fabrice.digle@comexposium.com

HEALTH AND SAFETY

FIND OUT MORE VIA YOUR EXHIBITOR AREA

- To read the Health & Safety regulations, check the 'Regulations and Formalities' section
- Fill in your Health & Safety certificate directly online in the 'My Forms' section

HEALTH AND SAFETY GUIDELINES

PPSPS: Plan Particulier de Sécurité et de Prévention de la Santé **[Individual Health & Safety Protection Plan]**

To enjoy access to the exhibition Halls, all individuals must be fitted with a INTERMAT access pass (Exhibitor pass, Assembly/Dismantling pass) and must wear safety equipment, including in particular safety footwear.

Failure to do so shall result in access to the Exhibition Halls being refused.

IMPORTANT

The Health & Safety guidelines must be shared with all of your sub-contractors available in your Exhibitor Area.

CLEANING

VACATING THE STAND

1/2

HALLS & STANDS CLEANING

- Halls, stands and aisles will be cleaned every morning before opening or every evening after the show has been closed to visitors and Exhibitors.
- The daily cleaning and the final preparation cleaning of partitions and glass cabinets the day before opening are not included in your stand participation (excepted if you ordered a fitted stand).
- Cleaning is prohibited during the show opening hours, as is placing waste and rubbish in the aisles in the mornings after 9.00 am.

Please note:

If you **have booked an indoor bare stand**, daily cleaning of your stand is included in your participation (only during the opening period).

If you booked a naked outdoor stand, the daily cleaning of your stand is not included and is to be ordered on the exhibitors' area.

You have booked an equipped stand, the daily cleaning of your stand is included (with the restoration of your partitions the day before the opening, the removal of the plastic films on the carpet and the vacuum of the grounds).
Services included in the cleaning

INCLUDED IN THE DAILY CLEANING* OF YOUR STAND

Daily cleaning with vacuuming includes: vacuuming the floor including on upper levels, emptying of ashtrays and waste paper bins, wiping furniture and furnishing objects within reach, collecting and removing production waste.

Excluded from this service are: The cleaning of partitions and signs, cleaning exhibited machines and materials, cleaning glass and display cabinets, the provision of skips, the removal of carpets and glue at the end of the exhibition (unless your carpet was ordered from INTERMAT).

** During the opening period only*

CLEANING

VACATING THE STAND

2/2

DURING ASSEMBLY AND DISMANTLING

- Show cleaning service providers are on hand at the Exhibitor Office located hall 5a to provide you with an estimate for supplying a skip for your materials and waste/rubbish.
- All stands, materials, merchandise and waste of any kind (adhesives, carpeting, etc.) must be removed.
- The exhibitor undertakes to remove and process their waste in compliance with the regulations in force.
- Once the dismantling deadline has passed, INTERMAT may take any measures it deems useful to remove the materials and waste that remain on the stand site at the exhibitor's expense, risk and peril, as well as measures useful to destroying structures and décor of any kind which the exhibitor may have failed to dismantle.

Tip: If you call upon the services of a decorator/designer for your stand, make sure that the quote you agree upon includes waste removal.

OPTIONAL SERVICES

For bare stands, the final preparation cleaning the day before opening is to order in your exhibitor space.

This service includes the removal of empty packaging and waste, the cleaning of partitions, glass cabinets and provision of bin liners.

During build-up and dismantling periods, we offer **the last carriage arrangement (1.00 m³) and dumpsters (30.00 m³) to dispose of your waste.** Order your supplementary services in 'My Store' section.

WASTE REMOVAL

The exhibitor is in charge of the waste removal from assembly and dismantling on his stand.

If he does not, and in case of damages noticed by INTERMAT, a penalty will be charged, and calculated according to the area of the stand:

- | | |
|----------------------------------|-------------------|
| • area < 20 sq.m: | 1 500 € excl VAT |
| • area between 20 and 50 sq.m: | 3 500 € excl VAT |
| • area between 50 and 100 sq.m: | 5 000 € excl VAT |
| • area between 100 and 300 sq.m: | 7 000 € excl VAT |
| • area > 300 sq.m: | 10 000 € excl VAT |

IMPORTANT

To avoid any dispute about the restoration of the surface of your stand, a clearance certificate of location may be made at the exhibitor's request at the Exhibitor's Reception, no later than Tuesday 29 April at 1:00 pm.

CATERING FOR EXHIBITORS

SET AND PROVISIONAL CATERING

INTERMAT makes restaurants available to you and your clients in the exhibition Halls.

Bars are also available.

A list of the restaurants and bars open during the assembly and dismantling periods will be available on the show's website.

RECEPTIONS AND COCKTAILS

The concessionaire is at your service to organise receptions: meals, buffets, cocktails.

All caterers are authorised to provide their services in the exhibition centre upon notifying VIPARIS and finalising a temporary intervention contract.

For further details, contact:

Exhibition Centre Concessionaire

HORETO TRAITEUR

Sales department

Tel: + 33(0)1 48 63 33 45

E-mail: vssvillepinte@horeto.com

Website: www.horeto.com

External caterer declaration

VIPARIS

Concession department

Myriam Mottin

Tel: +33(0)1 40 68 14 46

E-mail: myriam.mottin@viparis.com

Approved service provider

MAISON POIRIER

Contact : Tara COLSY

Tél. : +33 (0)1 39 13 42 42

E-mail : tara@poirier.fr

Site web : www.poirier.fr

MEETING/CONFERENCE ROOMS

CONFERENCE AND MEETING ROOMS RENTAL

Conference/meeting rooms are available to hire during the duration of the show.
If you'd like to see our room hire offers, please contact:

Anaïs CRAVEIRO

VIPARIS

Email: anaïs.craveiro@viparis.com

François MASSARDIER

VIPARIS

Email: francois.massardier@viparis.com

Thank to specify:

- Day and time of desired rental
- Number of people expected
- Setting the desired room (meeting, "U", ...)
- Type of event you want to organize (press conference, product presentation, cocktails ...)
- Special needs (audiovisual, catering service, ...)

EXHIBITOR NIGHT EVENTS

CONDITIONS OF ORGANIZATION

Exhibitor parties must be held outside public opening hours, between 6:00 pm and 10:00 pm. Exhibitors must ensure that their stand area is large enough to accommodate their guests safely, and that their guests do not intrude on neighboring stands. The exhibitor's guests are not authorized to disperse in the Show outside public opening hours.

The exhibitor undertakes not to continue the evening beyond the set times (10:00 p.m. at the latest).

In all cases and at all times, the exhibitor must follow the safety instructions laid down by the Organizer.

Information: the fees charged by the Organizer cover the implementation of all the measures necessary for the smooth running of the event (lighting, opening of sanitary facilities, access control for guests, extension of the medical service, VIPARIS technical services and security).

Not included in these costs: the ordering of permanent electrical connections in order to have electricity available outside official switch-on times (see page 23/24).

GUEST ACCESS TO EVENING EVENTS

Guests must have an INTERMAT 2024 badge to enter the stand before 6:00 pm.

Please note that evening invitation cards do not constitute admission to the show.

The exhibitor must provide the Organizer with a specimen of the invitation card.

This invitation card must include the following statement:

"This invitation does not grant access to INTERMAT 2024 during public opening hours (9:00 am - 6:00 pm)".

HALL MONITORING & STAND SECURITY

FIND OUT MORE VIA YOUR EXHIBITOR AREA

To order a security service, check the "Practical info" section, **list of suppliers**.

HALL MONITORING

General surveillance of the show is the responsibility of the organiser and is carried out in the very best conditions, yet this is an obligation of means and not of results.

The show's security company is aware of an increase in thefts and will ensure increased surveillance in the common areas.

Car parks are not monitored, objects of value inside vehicles must not be left out to ensure they do not attract interest.

STAND SURVEILLANCE

Exhibitors who choose to use special surveillance for their stands are asked to inform the organiser of this fact by providing a list of the people who will be intervening on the stand as well as the name and contact details of the chosen surveillance company.

Exhibitors are responsible for their own stands and must take all necessary precautions to ensure their equipment is protected and removed in the evening upon closing if no surveillance has been put in place.

Imported goods must be cleared by the Customs Service before being placed on the Exhibitor's stand.

Please note: Stand stockrooms are not secure premises.

THEFT PREVENTION

Due to an increase in theft noted during the assembly, opening and dismantling periods, some basic rules must be applied by the exhibitor:

- Do not leave your personal belongings out (wallets, handbags, bags, etc.),
- Do not leave mobile phones unattended,
- In the evening, tidy away any valuable items (computers, laptops, tablets) in a lockable unit or take them home with you,
- During the assembly and dismantling periods, one person must continuously be present at the stand.

This person serves as your only guarantee against theft.



From April 24 to 27, 2024



FITTINGS

- Bare surface
- Prep steps for your fitted stand
- Outdoor Reception Spaces
- Basic Stand
- Design Stand
- Personalized Stand

BARE SURFACE

1/2

YOU HAVE BOOKED A BARE SURFACE

- *Minimum surface area: Indoor stand > 12.00 sq.m*
- *Minimum surface area Outdoor stand > 50.00 sq.m*

Equipment included in your surface area hire includes:

- Demarcation of your surface area on the floor

MANDATORY: HEALTH & SAFETY NOTICE

(HSP: Health and Safety Plan).

- The Health and Safety Notice should be completed by Exhibitors, and can be found in your Exhibitor Area under “**My Forms**”.
- The Notice must be distributed to all suppliers and sub-contractors.
- You must be wearing an INTERMAT access badge (Assembly and Disassembly) as well as proper safety equipment (safety boots, helmet, etc.) in order to enter the hall. Failure to meet these conditions will result in you being refused entry to the hall.
- The HSP must be validated before receiving authorization to enter the hall.

ADDITIONAL SERVICES

INTERMAT provides a full range of services to improve the organization of your stand and to optimize your presence at the fair. Details can be found in your Exhibitor Area, under “**My Store**”.

BARE SURFACE

2/2

ADDITIONAL SERVICES TO BE ORDERED BEFORE SETTING-UP:

- Additional fittings (carpet, technical floor, storage room, partitions, lighting, etc.)
- Furniture,
- Floral decoration,
- Video/Audio material,
- Coffee machine, fridge.

Be sure to order in advance as stock is limited once fitting has begun.

OTHERS ADDITIONAL SERVICES

Stand security, hostesses, caterer... in your Exhibitor Area, section “**practical info, list of suppliers**”.

CLEANING/WASTE REMOVAL

During fitting and dismantling:

INTERMAT is available and more than happy to provide you with an estimate for disposing of your equipment and wastes. We are at your disposal at the Exhibitors Desks.

To order clean-up skips, see your Exhibitor Area, “**My Store**”.

IMPORTANT

All stands, equipment, merchandise and waste (stickers, carpet, etc.) absolutely must be removed before the end of dismantling.

If you do not make use of the services provided by the organizer, then you are responsible for removing and disposing of all products, in line with current legislation.

Once the dismantling deadlines have passed, the Organizer may, at the cost and liability of the Exhibitor, take any measures deemed useful to dispose of the remaining equipment and waste on the pitch, as well as the destruction of structures and decoration of any kind that have not been dismantled.

Recommendation

If you outsource decorator services, be sure that your quote includes “fitting”, “dismantling”, and waste removal, and add them if they are not featured on the quote.

PREP STEPS FOR YOUR FITTED STAND

1/2

STAND LAYOUT PREP STEPS FOR YOUR FITTED STAND

- > **Step 1: ordering your stand**
INTERMAT send you a plan for your stand for your location approval.
- > **2nd step: equipment approval included in your stand**
A INTERMAT Fitted Stand advisor (*except for Basic stand*) will contact you by email for your approval about your choice of colour scheme, the positioning of your storage and sign, your choice of furniture, and the various services included with your stand.
- > **3rd step: Health and Safety**
The Health and Safety Notice must be completed on your Exhibitor Area under “**My Forms**”
- > **4th step: ordering add-on technical facilities and services**
You can order all additional services necessary for the organization of your participation in your exhibitor space.

Additional services to be ordered before stand setting-up:

- Additional furnishings, refrigeration, flowers,
- Audio-visual equipment, office equipment, etc.
- For security stand providers, hostesses, caterers, etc.

Be sure to order in advance as stock is limited once fitting has begun.

If you book additional services, they must be ordered as soon as possible and certainly before the fair, in order to guarantee the best possible variety of ranges, colour schemes, sizes, and delivery dates.
On site, ordered services will be provided while stocks last.

- > **5th step: delivery of your stand on Friday 19th April 9:00 am for outdoor stands
delivery of your stand on Monday 22nd April 9:00 am for indoor stands**

PREP STEPS FOR YOUR FITTED STAND

2/2

CLEANING

Stand cleaning:

- Removal of plastic films protecting the carpet
- Emptying of waste bins and ashtrays
- Aspiration of floors
- Wiping of countertops and furnishings

Excluded from this service

- Equipment and machines cleaning
- The provision of skips
- Mandatory fluid recovery

WASTE REMOVAL

During Assembly and Dismantling:

Show cleaning service providers are on hand at the Exhibitor office located Hall 5a to provide you with an estimate for supplying a skip for your material and waste/rubbish.

To order cleaning skips, you can go on your Exhibitor Area on [“My store”](#).

IMPORTANT

Every goods, equipment or waste of any kind (adhesive, carpet...) must be removed by the end of dismantling.

The exhibitor undertakes to remove and process their waste in compliance with the regulation in force.

Once the assembly deadline has passed, the Organiser may take any measures it deems useful to remove the materials and waste that remain on the stand site at the exhibitor's expense, risk and peril, as well as measures useful to destroying structures and décor of any kind which the exhibitor may have failed to dismantle.

Advice

If you call upon the services of a decorator/designer for your stand, make sure that the quote you agree upon includes waste removal.

OUTDOOR RECEPTION SPACE THE PAGODA STAND

YOU HAVE BOOKED A PAGOSA STAND

- *Deadline for reservation: 12th March 2024*
- *Area: 18.00 sq.m – 32.00 sq.m*
- *Stand occupancy start date: From Friday 19th April – 9:00 am*



Pictures for illustration only

THE PAGODA	18,00 sq.m Module	32,00 sq.m Module
Metal Structure *(1)	2 gardens (3,00 m x 3,00 m twin) 5 walls with hard cladding 1 white curtain wall with lacing	2 gardens (4,00 m x 4,00 m twin) 5 walls with hard cladding 1 white curtain wall with lacing
Ballast floor	YES	
Signage banner	3 sides with printed signs 4 boards (2 910 x 400)	3 sides with printed signs 4 boards (3 910 x 400)

***(1)** Panels of 30 mm thickness

ATTENTION: Please order the electrical box and daily cleaning from your store.

OUTDOOR RECEPTION SPACE THE BUNGALOW STAND

YOU HAVE BOOKED A BUNGALOW STAND

- *Deadline for reservation: 12th March 2024*
- *Area: 18.00 sq.m – 36.00 sq.m – 54.00 sq.m*
- *Stand occupancy start date: From Friday 19th April – 9:00 am*



Pictures for illustration only

THE BUNGALOW	Simple Module 18 sq.m	Double Module 36 sq.m	Triple Module 54 sq.m
Metal Structure *(1)	3 bays / 1 double glass door / 1 access ramp	6 bays / 1 double glass door / 1 access ramp	8 bays / 2 double glass doors / 2 access ramps
Ballast floor	YES		
Carpet *(2)	YES		
High signboards 2 420 x 600	8 boards	10 boards	12 boards
Decoration package of 620,00 € excl. VAT *(3)	YES		
Electric connection	3 Kw	4Kw	6Kw
Lightning	YES		
Heating	YES		

**(1) Panels of 30 mm thickness*

**(2) choice of 3 colors*

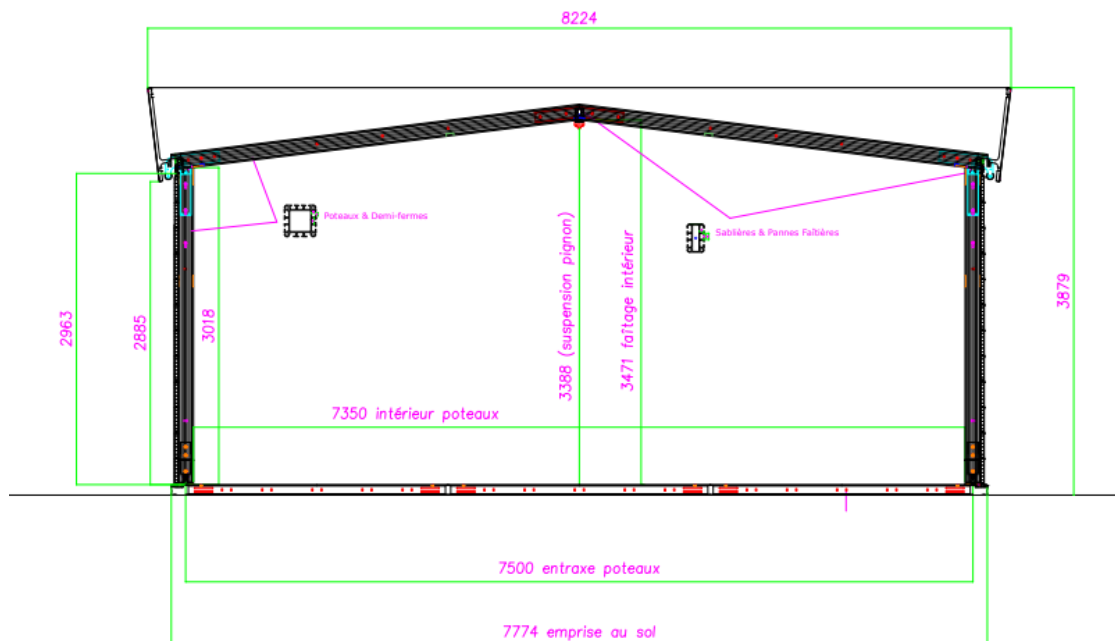
**(3) Amount that can be used on your furniture orders, plants & accessories in your exhibitor space*

ATTENTION: You must order daily cleaning and restoration before opening.

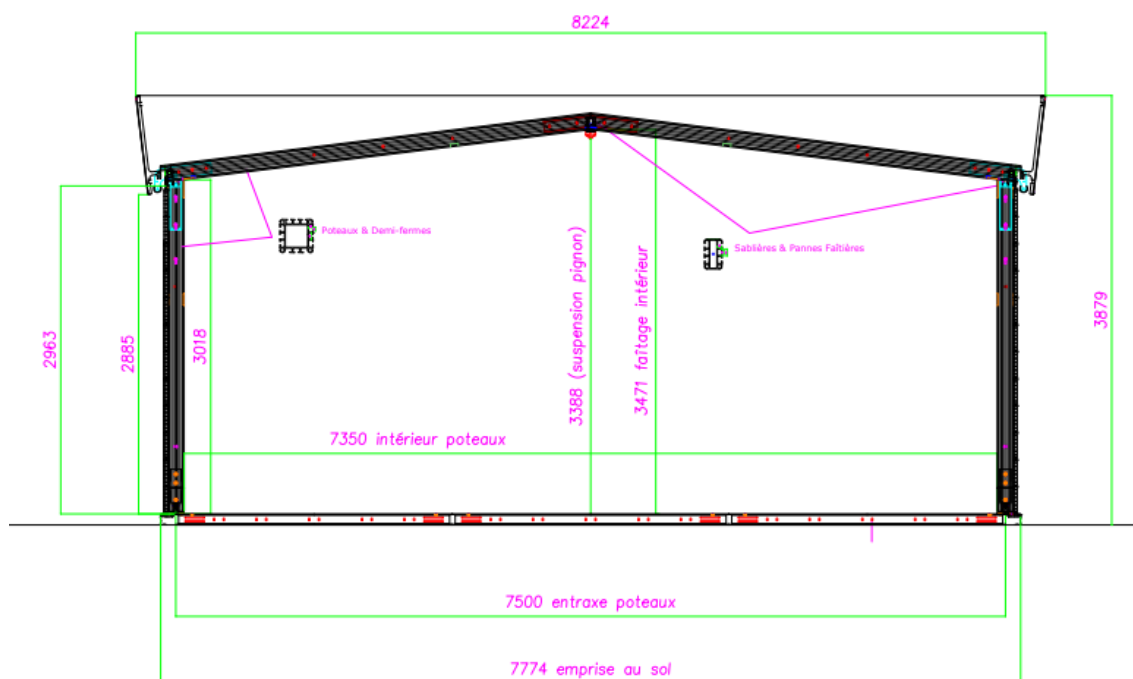
FITTINGS

OUTDOOR RECEPTION SPACE THE BUNGALOW STAND

SIMPLE MODULE (18 sqm)



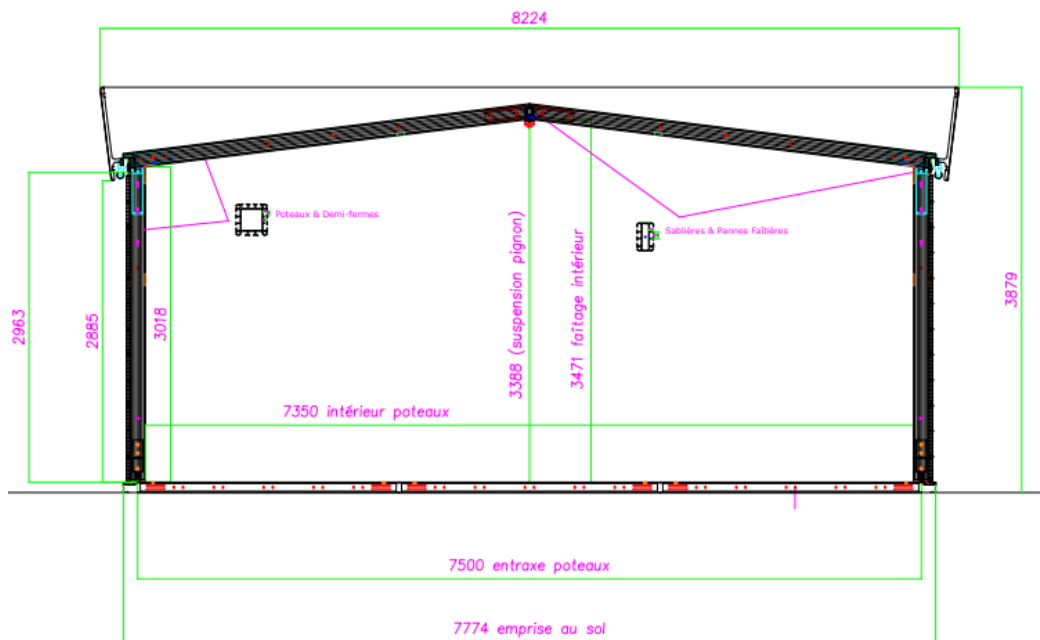
SIMPLE MODULE (36 sqm)



FITTINGS

OUTDOOR RECEPTION SPACE THE BUNGALOW STAND

SIMPLE MODULE (54 sqm)



BASIC STAND

YOU HAVE BOOKED A BASIC STAND

- *Deadline for reservation: 22nd March 2024.*
- *Area: at least 12.00 sq.m*
- *Stand occupancy start date: Monday 22nd April – 9:00 am*



Pictures for illustration only

INTERMAT takes care of your basic layout and invites you to order optional services such as furniture in your Exhibitor Area.

Important: this option does not include a junction box

The BASIC includes:	12 sq.m and over
Aluminium framework *(1)	YES
Melamine partition walls *(1)	YES
Carpet *(2)	Choice of 2 colours
Spotlights *(3)	YES
Sign with name and stand number *(4)	YES

***(1)** Titane colour

***(2)** Bordeaux Red or Grey – By default, carpet colour will be grey

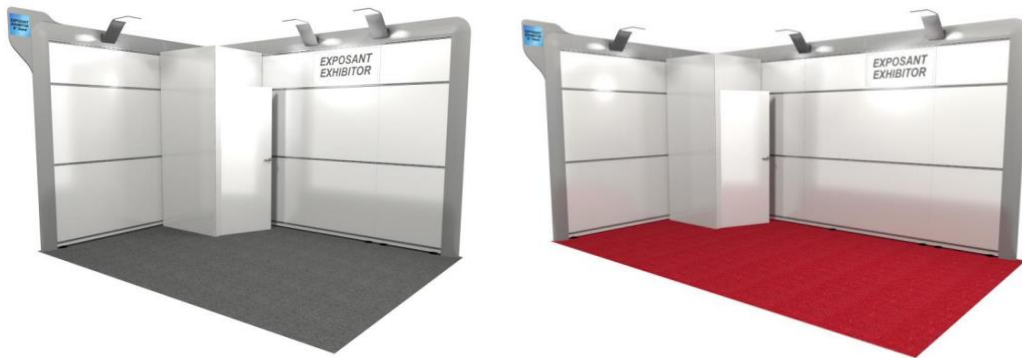
***(3)** 1 spot for 3.00 sq.m 100W (electricity box to order)

***(4)** Stand sign on both sides with name and stand number

DESIGN STAND

YOU HAVE BOOKED A DESIGN STAND

- *Deadline for reservation: 22nd March 2024*
- *Area: from 12.00 sq.m to 36.00 sq.m*
- *Stand occupancy start date: Monday 22nd April – 9:00 am*



Pictures for illustration only

The DESIGN includes:	From 12,00 sq.m to 36,00 sq.m
Carpet (tiles) *(1)	2 colours available: Grey or Bordeaux Red
Structure	White partitions (10 cm thick / 2.70 m high) Partitions heads in anodized aluminium
Storage room	1,00 sq.m storage room for stands until 24,00 sq.m 2,00 sq.m for stands from 25,00 to 36,00 sq.m
Digital sign	Digital sign (tablet) with name and stand number displayed on the partition head
Signage	Blacklit signage
Lighting	Wall lights in grey metal + LED (2 for 9 sq.m)
Power supply	3 Kw intermittent (daytime only) located in the stand storage room
Deco package	€ 580 excl. VAT / Furniture to be chosen in your exhibitor area
Refrigerator *(2)	140 L

**(1) By default, carpet colour will be grey*

**(2) Supplied without beverage*



From April 24 to 27, 2024



REGULATIONS & FORMALITIES

REGULATIONS

- Disabled access at the show
- Architecture & decoration rules
- Fire & panic risks prevention regulations

READ OTHER REGULATIONS IN YOUR EXHIBITOR AREA

- *Standard terms and conditions of exhibition floor space letting and stand equipment*
- *General rules and regulations governing exhibitions*
- *Tenant risk/property damage insurance policy*
- *General terms and conditions of sale for communication tools*

FORMALITIES

- Customs
- Exhibitor safety instructions
- Using foreign service providers
- Refound of French VAT (TVA)

DISABLED ACCESS AT THE SHOW

PREAMBULE

The order of 1st August 2006 lays out the conditions for application of articles R 111-19 to R 111-9-3 and R 111-19-6 of the Building and Habitation Code concerning the access of handicapped people in establishments for public use and installations open to the public during their construction or creation.

Generally, the Halls, exhibition Halls, and installations in exhibition center meet the requirements of this order: accessibility, toilets, car parking, etc.

Furthermore, regarding installations open to the public during their creation, it is necessary to allow handicapped people access to stands, conference or meeting rooms, grandstands, or catering areas.

In the shows organized by COMEXPOSIUM, the Security Manager is responsible for ordering any measures required and carrying out inspections at shows.

The general and specific measures applicable to installations created at trade shows and exhibitions are given hereafter:

ACCESS TO SINGLE-LEVEL STANDS

Each stand, area open to the public, fitted with a floor higher than 2 cm must be accessible to People of Reduced Mobility (PRM).

One or several ramps, of a minimum width of 90 cm, will facilitate this access. Slopes will respect the following percentages:

- 4% slope without limit to the length of the passageway
- 5% slope on a length of less than 10 m
- 8% slope on a length of less than 2 m
- 10% slope on a length of less than 0.5 m

Clearance of a radius of 1.5 m will be left free for maneuvering at each end of the ramp.

PATHWAYS

- Width of 1.4 m minimum.

ACCESS TO STANDS ON UPPER FLOORS

1) When the numbers of general public hosted on the upper floor does not exceed 50 people, the services on the upper floor must be equivalent to the ground floor.

- If this is not the case, and/or if the numbers of the public hosted on the upper floor exceeds 50 people, the upper floor will be accessible via a lift in compliance with the standard NF EN 81-70. This installation must be verified by an organization approved by the Ministry of the Interior before its use.

2) Respect the provisions of article 7.1 of the aforementioned order, regarding staircases.

Width of 1.20 m between handrails.

- Two continuous handrails, extended at the top and the bottom of the staircase, horizontally, returning on a partition or extended by the length of the tread of a step.
- A maximum step height of 16 cm and a minimum tread of 28 cm – step edges in contrasting colours
- 0.5 m width tactile foot strip at the top of the stairs.
- Respect the staircase design good practice: $60 \text{ cm} < 2 H + T < 64 \text{ cm}$ (H = step height, T = step tread).
- Handrails and safety rails must respect the standards NF P 01-12 and NF P 01-013.

FITTING OF ROOMS OR AREAS RECEIVING SEATED MEMBERS OF THE PUBLIC (CONFERENCES, STANDS, GRANDSTAND, ETC.)

Areas reserved for wheelchair users will be provided.

These areas must be located outside of alleyways and corridors and close to exits. The number will be calculated enabling two places for the first 50 seats and one place per additional 50 seats.

WELCOME AND INFORMATION DESKS

Welcome and information desks must be accessible to people using a wheelchair.

- Height 80 cm, a gap of 30 cm depth on a height of 70 cm, enabling space for knees.

ARCHITECTURE & DECORATION RULES

IMPORTANT

To avoid disputes, it is mandatory to submit for approval the scale stand layout plan with dimensions (three-dimensional drawings) **before Tuesday 26 February 2021** to the following address:

DECOPLUS

Tel: +33 (0)9 67 78 93 85

Email: elisabeth.decoplus@gmail.com

1- HALL FLOORS, PILLARS AND WALLS

It is strictly forbidden to drill, screw, nail or embed the walls, cladding panels, pillars and floor of the halls; attaching machines to be exhibited to these elements is also forbidden.

A lump sum of 300,00 €/excl. VAT per hole will be charged to the exhibitor for non-compliance with these regulations. Exhibitors must not paint or mark on the walls, pillars and floors of the halls.

- Allowed floor loading: 35 tonnes or 13 tonnes / axle tree.
- Overload: 5 tonnes / sq.m.
- Resistance to puncture: 6,5 tonnes maxi per 10 sq.cm.

Your stand area must be restored to its original condition. **Any rubbish (carpet, adhesive, etc.) must be removed.** Any damage reported during disassembly of the stand will be invoiced to the exhibitor responsible.

The exhibitor is personally responsible for his/her suppliers: decorators, installers, contractors, etc.

2- SETTING-UP OF STANDS AND PRESENTATION OF EXHIBITS

Exhibits on display must not disturb nor damage neighbouring stands.

No exhibit may exceed the surface area of the stand (except cranes and jibs, see paragraph n° 13).

3- ACOUSTIC ANIMATION - IMPORTANT

All exhibitors wishing to use acoustic animation on their stand must do so in accordance with the following regulation:

The maximum sound level must not exceed 85 dB(A) (in a 2,50 m area surrounding each stand), 15mn max/hours.

In addition, for any kind of musical diffusion, you must discharge of royalties, before the exhibition's opening, from:

SACEM IDF NORD-OUEST

Pascal LEFEVRE

Immeuble Apollo - 10 rue Daguerre - 92500 Rueil-Malmaison – France

Tél. : +33 (0)1 76 76 75 20

-mail : dl.idf.nordouest@sacem.frWebsite: www.sacem.fr/

Such standards have been set in order to avoid any inconvenience to visitors at neighbouring stands. A strict and permanent control will be assured throughout the exhibitions to insure that the stipulated sound level is respected. The exhibition's Organizer reserves all rights to stop any violation of this regulation.

4- ELECTRICAL FITTINGS ON STANDS

For obvious reasons of safety, it is strictly forbidden to use the Exhibition Centre's private installations (hall raceways, water gutters, etc.) as a passageway for the stands' electrical cables.

5- MAXIMUM HEIGHT ALLOWED WITHIN HALLS

(in relation to the building floor)

Stand construction: 6.00 m maximum.

All construction or decoration items above 3.00 m must be positioned 1.00 m away from the neighbouring stands.

The sides of desks, decorations or panels facing neighbouring stands must be smooth, plain and painted white or covered in white wall covering.

Presentation of the material: 8.00 m for all halls (5a, 5b & 6) without any signboard.

6- MAXIMUM HEIGHT ALLOWED OUTSIDE

Stand construction: no restriction

Material exhibits: Maximum height: 55.00 m (see paragraph n° 13)

7- PERIPHERAL CONSTRUCTION

We remind you that erecting long walls or screens, using the dividers or temporary walls of neighbouring offices or spaces, which might interfere with the overall view of the halls, mask neighbouring stands or hinder normal visitor traffic on the stand is strictly prohibited.

Each facade stand overlooking an aisle must respect a 50.00 % closing and with a maximum of 15.00 linear meters.

The glass, curtains, adhesive... will not be accepted as an opening.

The half-height partitions or barriers limiting access to public exhibition of materials are accepted in operation within a height of 1.10 m and in compliance with safety standards and evacuation.

Any closure beyond this point will have to respect a withdrawal of 2.00 m.

8- RAISED LEVEL

Raised levels are only authorized for stands with a floor surface area of 200 sq.m. or more.

The raised level surface must not exceed 50% of the stand surface area and is limited to 300 sq.m.

The structure of stands with a raised level (including signs on stands or towers) must not be higher than 6,00 m.

Raised levels must imperatively be set back 2.00 meter from the stand limits (stand separation from neighbouring stands). Floor-supported and/or overhead structures are not allowed to join two stands separated by an aisle, except for inside aisles forming an islet.

Important: this service will be invoiced at € 81,00 excl. VAT/sq.m for outdoor stands and € 119,00 excl. VAT/sq.m for indoor stands.

It is mandatory to send (before the 20th February) two copies of the drawings with erections specifications and the official approval of stability & solidity delivered by a qualified verification office to the following address:

AFS Conseils et Sécurité
M. Alain FRANCONI
56, rue Roger Salengro
93110 Rosny-sous-Bois – France
Tel: + 33 (0)6 70 61 95 11
Email: afs@afsconseils.fr

9- STAND SIGN

Overhead signs must not exceed 6,00 m height (in relation to the building's floor). Signs covering a whole wall or signs used as partitions are strictly forbidden.

Suspended sign: The highest point of the sign or its support (when the sign is hanging from a lighting fixture) must not be higher than 6,00 m. The sign must be confined within the stand (or islet) limits and be set back 1.00 m from any separations between adjoining stands.

Flashing signs are prohibited.

10- LIGHTING

The use of revolving or flashing lights is forbidden.

Lighting trusses must be contained within the stand (or islet) limits and must not be higher than 8 meters.

11- COVERING OF PILLARS


A maximum height of 5.00 m from the floor is allowed.

It can be supported by the pillar, but must be separated or, at the very least, insulated with soft material (felt, hardboard, sponge, etc.) placed over the points of contact.

12- HANGING OF FRAMEWORKS

Items suspended from the framework of the Halls are installed by the Exhibition Centre's Technical Department.

For others suspension (suspended after the slings) please take note of the new safety specification in force in the Exhibition Centre of Paris Nord Villepinte in the HANGING & OVERHEAD POWER SUPPLY, TRUSSES AND LIGHTS section in the USEFUL INFORMATIONS category of this guide.



Installations	Total load and height (h)	Inspection body		
		BC	TC**	INST ***
Repetitive rigging points	< 1000 kg and h < 3.50 m			X
	< 1000 kg and h < 6.20 m		X	
	< 1000 kg and h > 6.20 m	X		
	> 1000 kg	X		
Non-repetitive rigging points	Regardless of the total load or height	X		

* Inspection office (BC): person or body that is accredited either by the Ministry for the Interior.

** Competent technician (TC): a competent technician is a person with professional experience or certified training in the area of assembly and inspection of dismantable assemblies.

*** Installer (INST): a person who sets up a stand for the exhibitor or the exhibitor him- or herself.

All suspended items must comply with the decoration regulations of the show. The orders of slings will be allowed to a maximum height of 6,50 m

In order to help you in these steps, we have referenced the following control offices, it being specified that you can mandate the control office of your choice:

SOCOTEC

Mr Patrick PEREIRA

Tel: +33 (0)6 08 12 08 21

Email: patrick.pereira@socotec.com

13- REGULATIONS FOR CRANES & HIGH EXHIBITS

The maximum height from the ground is 55.00 metres.

Due to their jib and counter-jib, cranes are the only exhibits allowed to project beyond the stand boundaries. In this respect, at least 50,00% of the jib-counter jib length must be contained within the stand boundaries.

Day marking-out and night lighting are required for all machines with a height greater than 50.00 m:

- day marking out: Alternately red (or orange) and white paint stripes on the upper part of the vertical structure and on the jib / counter jib assembly (stripes of 7.00 m wide). The stripes at the top and the end stripes should be the darkest colour.
- night lighting: 3 fixed red lights (low intensity, type A) set-up at the top of the machine and at the ends of the jib / counter jib assembly. These lights must consist of equipment approved by technical service of civil aviation (list & reference on demand).
- The exhibitor's attention is drawn to the necessity of ensuring permanent marking-out and lighting. It is therefore the exhibitor's responsibility to provide appropriate back-up devices.
- telescopic cranes: an orange flashing light is required for the day marking-out & night lighting. These cranes must be held in the lowest position outside the opening hours.

Each exhibitor exhibiting a tower crane must submit a file containing:

- - A drawing showing the crane positioning on the stand
- - An elevation of the crane showing the configuration used during the exhibition
- - A data sheet with the machine's characteristics (height of lift, total height, jib length, counter jib length...)
- - A detailed operation plan so that, in case of altitude winds, the boom can be made to rotate freely, or the crane can be dismantled.

To be sent to: fabrice.digle@comexposium.com

Subject to Safety Commission's approval, signs hanging from crane hooks are authorized provided they are contained within the stand limits.

14- LEAFLET

Without our agreement, it is strictly prohibited to distribute leaflets, flyers or any other such material outside the stands or in the areas around the halls (reception gallery, car parks and square).

15- OPERATED MACHINERY

All equipment presented in operation must be declared to the Organizer

These provisions are valid for all stands, including those in the open air.

All demonstrations will be carried out under the sole responsibility of the exhibitor and these must have been recognized as compliant by the Safety Commission.

When materials are presented in evolution, a protected area must be reserved so that the public cannot approach them within a minimum of one meter.

These provisions are valid for all stands, including those in the open air.

Rules decoration, architecture and animation	
Construction Height / Recess	
<p style="text-align: center;">Maximum height 6.00 m. All construction or decoration items above 3.00m must be positioned 1 m away from the neighbouring stands.</p>	
Partitioning and Construction on Aisle Boundaries	
<p style="text-align: center;">Maximum height 6.00 m. Each facade stand overlooking an aisles must respect a 50.00 % closing and with a maximum of 15.00 linear meters. The glass, curtains, adhesive... will not be accepted as an opening. The half-height partitions or barriers limiting access to public exhibition of materials are accepted in operation within a height of 1.10 m and in compliance with safety standards and evacuation.</p>	
Overhead Sign / Lighting Bridge	
<p style="text-align: center;">Maximum height 6.00 m. The climax of the sign or its support, as well as the truss light, do not have to exceed the 6,00 m height compared to the floor of the building. The sign must be integrated within the limits of the stand and respect a recess of 1,00 m from neighbouring stands.</p>	
	<p>The stages under halls are authorized only for the stands having a surface upper or equal to 200 sqm on the ground. They should not exceed 50% of the surface of the stand and are limited to 300 sqm. The structure of the stands with stage under halls (including descriptive on stands or lathe) should not exceed 6,00 m in height. Any stage must imperatively have 2.00 meter of withdrawal compared to the joint stands.</p>
	<p>The power radiated by the elements of animation (wiring for sound, video...) will not have to exceed 85dB(A) – value measured in a zone of 2,50 m around the stand and this without any exception, even of short duration.</p>
	<p>Lights with glares and gyrophares are forbidden. White lettering on green bottom is reserved for the exits. It is formally prohibited to lay out some installation that it is in front of the RIA (net curtain, plants...) and this 24 h/24.</p>

FIRE & PANIC RISK PREVENTION REGULATIONS

1. OVERVIEW

Safety rules regarding risks of fire and panic in establishments open to the public have been established by the Order dated June 25th, 1980 (general provisions). The Order dated November 18th, 1987 sets forth the specific provisions applicable to exhibition Halls. The text below is excerpted from said regulations in order to facilitate understanding.

The Safety Board is quite severe regarding stand construction (stability, construction and decoration materials, electrical installations, etc.). The decisions made during Safety Board inspections, the day before or the morning the event opens must be immediately implemented. Stand installation must be completed for Safety Board inspections.

The exhibitor (or his representative) must be present at the stand and be prepared to provide flammability reports for all materials used. Non-compliance with this rule may lead to the removal of such materials or a prohibition on opening the stand to the public.

All large projects (> 40,00 sq.m) must be submitted to the trade show's Safety Supervisor for approval. Drawings and technical information must be submitted to the organizer at least one month before the trade show opens.

During the assembly period, the Safety Supervisor shall monitor application of the safety rules indicated hereinafter. Moreover, all information regarding fire safety may be obtained by calling:

AFS Conseils et Sécurité
M. Alain FRANCONI
56, rue Roger Salengro - 93110 Rosny-sous-Bois - France
Tel: + 33 (0)6 70 61 95 11
Email: afs@afsconseils.fr

FIRE SAFETY RATINGS FOR MATERIALS (Decree of 30 June 1983): In France, there are 5 categories of fire ratings (given here with their rough equivalents): M0 (A2), M1 (A2-B), M2 (C), M3 (D) and M4 (E except Ed2). M0 is an incombustible material.

2. STANDS FITTING-OUT

2.1 – Stand framework and partitions – Large furniture

All materials classed M0, M1, M2, and M3(1) shall be permitted for stand framework and partition construction and for building large furnishing (crates, counters, display stands, separation screens, etc.)

Conventional classification for wooden materials (Order dated June 30th, 1983)

The following shall be deemed to have the characteristics of M3 class materials:

- solid non-resinous wood whose thickness is greater than or equal to 14 mm, solid resinous wood whose thickness is greater than or equal to 18 mm,
- wood-derivative panels (plywood, lath, fibreboard, particleboard) whose thickness is greater than or equal to 18 mm.

N.B.: It is absolutely prohibited to place any facilities above the alleyways (structure or fascia band, bridge, etc.)

2.2 - Surfacing Materials

2.2.1 - Wall Surfacing

Wall surfacing (natural textiles or plastics) must be composed of M0, M1, or M2 (1) class materials. They may be stretched or attached with clips. Various very thin (1 mm max.) surfacing (fabric, paper, plastic films) may be used bonded directly on M0, M1, M2, or M3 material support surfaces. However, embossed or relief paper must be bonded directly to M0 materials only. Exhibited materials may be presented in the stands without required fire-reaction testing.

Nevertheless, if said materials are used for decorating partitions or fake ceilings, and if they represent more than 20% of the total surface of said elements, the provisions contained in the preceding paragraphs shall apply to them. However, said provisions shall not apply to trade shows and stands specifically for interior decoration in which textiles and wall surfacing are presented.

(1) Or made so by fireproofing

2.2.2 - Curtains - Wall Hangings - Sheer Curtains

Curtains, wall hangings, and sheer curtains may be free-hanging if they are class M0, M1, or M2. They are, however, prohibited on stand entrance and exit doors, but authorized on cabin doors.

2.2.3 - Paints and Varnishes

Paints and varnishes are strictly prohibited if they are deemed flammable (e.g. nitrocellulose or glycerophthalic)

2.2.4 - Floor, Podium, Stage, and Tier Surfacing

Floor surfacing must be composed of M4 class materials and solidly attached. Surfacing, whether horizontal or not, of podiums, stages, and tiers higher than 0.3 m and total surface area greater than 20,00 sq.m must be constructed of M3 class materials. If their total surface area is less than or equal to 20,00 sq.m said surfacing may be constructed in M4 class materials.

N.B.: for M3 or M4 class carpets on wood, factor in the attachment method. Fire reaction testing data must include the statement: "Valid for stretched laying on M3 class supports."

2.3 - Decorative Elements

2.3.1 - Free-Hanging Elements

Decorative elements or free-hanging decor panels (advertising panels with a surface area greater than 0.5,00 sq.m, garlands, light decorative items, etc.) must be composed of M0 or M1 class materials.

The use of signs and advertising containing white letters on a green background is strictly prohibited, as said colours are exclusively reserved for indicating exits and emergency exits.

FIRE & PANIC RISK

PREVENTION REGULATIONS

2.3.2 - Floral Decorations

Floral decorations and synthetic materials must be limited. If not, said decorations must be produced using M2 class materials. The present provisions shall not apply to trade shows and stands specific to floral activities

N.B.: For natural plants, give preference to the use of peat humus which must be kept damp at all times.

2.3.3 - Furniture

There are no requirements for common furniture (chairs, tables, desks, etc.). However, crates, counters, shelving, etc. must be composed of M3 (1) materials.

2.4 - Canopies - Ceilings - Suspended Ceilings

Stands with ceilings, suspended ceilings, or full canopies must have a covered surface area less than 300,00 sq.m. Should the covered surface area be greater than 50,00 sq.m, the appropriate fire suppression systems manned continuously by at least one safety agent must be provided during times when the public is present.

2.4.1- Canopies

Canopies shall be authorized under the following conditions:

- in establishments protected by an automatic water based fire suppression system (2), the canopies must be composed of M0, M1, or M2 (1) materials,
- in establishments not protected by an automatic water based fire suppression system, they must be composed of M0 or M1 class materials.

In addition, they must have an effective hanging system preventing them from falling and be supported by a system of crosswires with a maximum mesh size of 1,00 sq.m. In all cases, ceiling and suspended ceiling suspension and attachment must use M0 class materials. When insulation is placed in the ceiling or suspended ceiling plenum, it must be composed of M1 class materials.

2.4.2 - Ceilings and Suspended Ceilings

Ceilings and suspended ceilings must be composed of M0 or M1 class materials.

Nevertheless, 25% of the total surface area of ceilings and suspended ceilings may be composed of M2 class materials. Lighting fixtures and accessories shall be included in said percentage. Moreover, should the ceiling and suspended ceiling component elements be perforated or netted, they may be composed of M2 class materials where the solid surface is less than 50% of the total surface area of such ceilings and suspended ceilings.

2.5 – Handicapped Person Access

Installing a floor pan on the ground whose thickness is greater than 7 mm requires it to be fitted around its entire perimeter with a slope whose depth shall be equal to twice its height (i.e.: for a 2 cm thick floor pan, the slope shall have a 4 cm depth). This point shall constitute dispense for the creation of an ambulant disabled persons' entrance for floor pans up to 4 cm thick. Beyond this thickness, in addition, all floors where the public may go must include an integrated ambulant disabled persons ramp, which may not impinge upon the travel circuits. It must be 0.90 m wide with a slope between 2,00% and 5,00%.

2.6 – Fireproofing

Proof of fire reaction classification for the materials used in the exhibition Halls must be provided upon request to the Safety Supervisor in the form of labels, reports, and certificates.

Surfacing and materials fulfilling the safety requirements are available for purchase from specialized merchants who must provide certificates corresponding to material classification.

To obtain a list of such merchants, contact:

GROUPEMENT NON FEU

37-39, rue de Neuilly

BP 249, 92113 Clichy (Tel.: +33 (0)1 47 56 30 81)

(2) This is the case of Halls 5 and 6 at the Parc d'Expositions de Paris Nord Villepinte

N.B.: Fireproofing may only be applied to wooden panels or natural fabrics or those with a significant proportion of natural fibres. It is not possible for synthetic fabrics or plastics.

Fireproofing can give M2 quality to materials which, in the normal state, are moderately or easily flammable. It can be done by spraying a special liquid, applying a special paint or varnish with a brush, or by soaking in a special bath. Fireproofing work can be carried out either by decorators, who must be able to provide all information concerning the treatment of the material, or by an approved applicator, who delivers to the exhibitor a certificate of an approved model on which are Scopes: the nature, surface and color of the coating treated, the product used, the date of the operation, the stamp and the operator's signature. The contact details of approved applicators can be obtained from:

GROUPEMENT TECHNIQUE FRANCAIS DE L'IGNIFUGATION

10, rue du Débarcadère

75017 Paris - France

Tel: +33 (0)1 40 55 13 13

(2) This is the case in halls 5 and 6 of the Paris Nord Villepinte Exhibition Center. NOTE: Fireproofing can only be carried out on wooden panels or on natural fabrics or with a high proportion of natural fibers. It is impossible on synthetic and plastic fabrics.

VERY IMPORTANT:

Original foreign reports may not be used. Only reports from approved French laboratories shall be accepted (Euroclass classification table at the end of the present rules)

2.7 – Exterior Stands and Marquees, Tents, and Structures

Any building or constructions located outside the Halls must have a case file indicating site location, dimensioned drawings of the construction with surface area, number of levels, etc.

FIRE & PANIC RISK PREVENTION REGULATIONS

This file must be submitted for approval to the Security Supervisor at least two months before the event.

In some cases, smoke evacuation, verification of assembly-solidity-stability, and a verification of electrical facilities by an approved body may be requested.

Marquee, tent, structure definition: A closed, itinerant establishment with a flexible cover, for various uses

This type of establishment must have an attestation of conformity delivered by a Marquee, Tent, and Structure Verification Office. Contact the Security Supervisor ((M. Alain Francioni, Cabinet AFS conseils & sécurité)) for information regarding the steps to take.

3 – ELECTRICITY

3.1 - Electrical Facilities

The electrical facilities for each stand must be integrally protected against surcharges and ground faults. All metal grounds must be interconnected and connected to the stand's electrical switch board ground. Electrical connections must be made inside connection housings. Electricity cut-off systems must be continuously accessible to stand staff

3.2 - Electrical Equipment

3.2.1 - Electric Wiring

Electric wiring must be insulated for a minimum of 500 V, which prohibits the use of H-03-VHH (scindex) wiring. Use only wiring for which each conductor has its own protective sheath, with all conductors housed in a single protective sheath.

3.2.2 – Conductors

The use of conductors with a cross-section less than 1.5 mm² is prohibited.

3.2.3 - Electric Devices

Class 0 (3) electric devices must be protected by nominal differential current systems of at least 30 MA.

Class I (3) electric devices must be connected to the protective conductor in their supply line.

For Class II (3) electric devices, those bearing the symbol are recommended.

3.2.4 - Multi-sockets

Only fixed-based multi-sockets or adapters are allowed (moulded multi-sockets)

3.2.5 - Halogen bulbs (EN 60598 standard)

Lighting fixtures containing halogen bulbs must be:

- placed at a height of at least 2.25 m,
- kept away from flammable materials (at least 0.5 m from wood and other decorative materials),
- solidly attached,
- fitted with safety screens (glass or fine mesh) providing protection against the effects of exploding blubs.

3.2.6 - High-Voltage Lighted Signs

High-voltage lighted signs within reach of the public or stand staff must be protected, in particular the electrodes, by a screen of M3 class material or better. The cut-off switch must be indicated and transformers placed in a spot that does not

pose a danger to people. Their presence may be indicated with a sign "Danger, High Voltage."

(3) as defined in standard NF C 20-030

4 - CLOSED STANDS - ROOMS SETUP IN THE HALLS

4.1 - Closed Stands

Some Exhibitors may prefer to be isolated in closed stands. Such stands must comply with decoration rules on page 23 Article 5 and must have direct exits to travel ways. Their number and size shall be based on stand surface area, i.e.:

- Less than 20,00 sq.m: one 0.9 m exit
- from 20 to 50,00 sq.m: 2 exits, one 0.9 m, the other 0.6 m
- from 51 to 100,00 sq.m: either two 0.9 m exits or 2 exits, one 1.4 m, the other 0.6 m
- from 101 to 200,00 sq.m: either two exits, one 1.4 m, the other 0.9 m, or three 0.9 m exits

Exits must be evenly distributed (1 every 6 m) and on opposite sides if possible. Each of them must be indicated with an "Exit" sign in clearly visible white letters on a green background. If the stand is closed with doors, they must open outwards, with no locking system, and without swinging into traffic.

4.2 - Rooms Setup in the Halls

Independently of surfaces reserved for exhibition, meeting rooms, restaurants, movie theatres, or presentation rooms with stages or tiers, etc. may be setup.

Platforms and tiers for standing must have a resistance of 600 kilos per,00 sq.m. Platforms and tiers with seats must have a resistance of 400 kilos per sq.m.

Stairs accessing tiers must have a height of at least 0.1 m and at most 0.2 m with a going of at least 0.2 m. In this case flights of stairs are limited to 10 and nose alignment must not exceed 45°.

As each case is specific, a detailed drawing must be submitted to the Safety Supervisor who shall define the measures to be applied.

5 – RAISED LEVELS

5.1 - General Remarks

In accordance with standard NF P 06-001, raised level facilities must be sufficiently solid to resist weights of:

- for levels of less than 50,00 sq.m surface area: 250 kilos per sq.m,
 - for levels of 50,00 sq.m and over: 350 kilos per sq.m.
- Under no circumstances may raised levels be covered.

N.B.: The method for calculating weights or floor resistance certification must be submitted to the trade show Safety Supervisor during the assembly period.

In addition, a certificate from an approved organization must certify stand stability.

In addition, an approved organization must verify the stability of all raised levels.

FIRE & PANIC RISK PREVENTION REGULATIONS

5 – RAISED LEVELS

5.1 - General Remarks

In accordance with standard NF P 06-001, raised level facilities must be sufficiently solid to resist weights of:

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 - for levels of 50,00 sq.m and over: 350 kilos per sq.m.
- Under no circumstances may raised levels be covered.

N.B.: The method for calculating weights or floor resistance certification must be submitted to the trade show Safety Supervisor during the assembly period.

In addition, a certificate from an approved organization must certify stand stability.

In addition, an approved organization must verify the stability of all raised levels.

Piercing resistance must not be greater than that permitted in the relevant site. Each stand may only have one raised level. Its surface area must be less than 300,00 sq.m. Each stand must be fitted with fire suppression systems, i.e.: a water spray extinguisher, placed at the bottom of each stairway and a CO2 extinguisher located near the electrical switchboard. Should the raised level be greater than 50,00 sq.m, the appropriate supplemental fire suppression means must be manned by at least one safety agent at all times when the public is present.

5.2 – Entrances and Exits

Raised levels must be served by evenly distributed stairs, whose number and width shall be based on the surface area of said levels, i.e.:

- up to 19,00 sq.m: one 0,90 m stairway,
- from 20,00 to 50,00 sq.m: 2 stairways: one 0,90 m, the other 0,60 m,
- from 51,00 to 100,00 sq.m: either two 0,90 stairways, or two stairways one 1,40 m and the other 0,60 m,
- from 101,00 to 200,00 sq.m: 2 stairways, one 1,40 m, the other 0,90 m,
- from 201,00 to 300,00 sq.m: two 1,40 m stairways.

Only stairways separated by at least 5 meters shall be taken into account. Exits must be indicated with an "Exit" sign in clearly visible white letters on a green background.

5.3 – Straight Stairs

Straight stairs for public circulation must be constructed such that the steps comply with professional standards and flights have no more than 25 steps. In so far as possible, flights must be in opposite directions. Step height must be between at least 13 cm and 17 cm at most; width must be at least 28 cm and 36 cm at most. Step height and width must be related as follows: $0.6\text{ m} < 2H + G < 0.64\text{ m}$. Said heights and widths must be regular in the same flight, although this is not required for the first step. Landings must be of the same width as the stairs; for flights in the same direction, landing length must be greater than one meter. Stairways whose width is at least one passage unit wide must have a handrail (passage unit = 0.9 m) Those whose width is two passage units or greater must have a handrail on each side.

5.4 – Spiral Stairs

Normal or supplementary spiral stairs must have a continuous curve, without landings other than at floors. Step going and height in the stride line, 0.6 m from the core or central gap, must comply with professional standards as indicated in the preceding Article.

Moreover, step exterior going must be less than 0.42 m.

For stairs with a single passage unit, the handrail must be located on the outer edge.

5.5 - Stairs with Straight and Spiral Sections

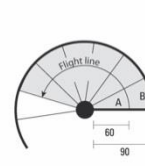
In so far as a stairway complies, in its various straight and spiral sections, with the professional standards defined in paragraphs 5.3 and 5.4 hereinabove, said stairway shall be deemed in compliance with regulations and may be used in establishments open to the public.

5.6 - Guardrails and Stairway Ramps

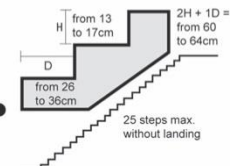
In accordance with standards NF P 01-012 and NF P 01-013, guardrails must resist thrust of 100 kilos per linear meter.

Glass panels used as protection must be reinforced or ply glass. So called "securit" glass is prohibited.

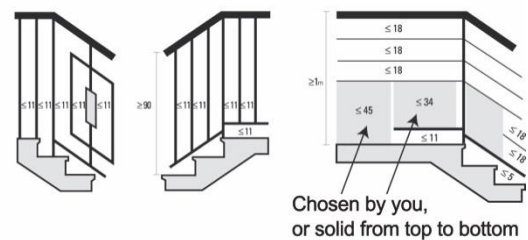
Curving stairs - CO56



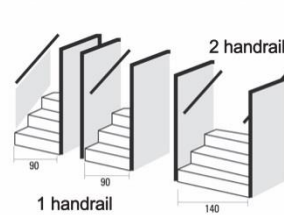
Steps - CO55



Guardrails: minimum heights and maximum opening NF P 01-012



Stairs: widths and handrails



Guardrail: Height/ thickness ratio (cm)

Heigh	Thickness
> 20	100
25	97.5
30	95
35	92.5
43	90
45	85
50	80
55	75
60 +	70

FIRE & PANIC RISK PREVENTION REGULATIONS

6 - LIQUEFIED GASES

6.1 - General Remarks

Bottles of gas, butane or propane, shall be allowed up to one 13 kilo bottle at most for every 10,00 sq.m of stand with a maximum of six per stand. The following measures must be taken:

There must be at least 5 meters of space between two bottles, unless they are separated by a rigid, non-combustible, 1 cm thick screen.

No bottle, empty or full, must remain within the exhibition hall if it is not connected to a working line.

Bottles must be connected to the device by a standard-compliant flexible hose.

Such hoses must:

- be replaced at their expiration date,
- be appropriate in connector diameter and fitted with clamping collars,
- not exceed 2 meters in length,
- be inspectable for their entire length and move freely without clamping,
- not be reachable by burner flames or by combustion products.

6.2 - Device Supply

If, exceptionally, a bottle is to supply several devices, tubing must be made of metal (copper or steel). Using solder for connections is prohibited.

Bottles must always be placed upright and the cut-off valve must remain accessible in all circumstances. All closed-in areas where they are stored must include, on the top and bottom, air vents placed so as not to be blocked by a wall, furniture, or a neighboring device.

6.3 - Installing Cooking Equipment

In addition to the abovementioned rules, the following measures must be taken:

- The floor (or table) supporting the cooking equipment must be composed of non-combustible material or surfaced with M0 materials.
- Cooking equipment must be kept at an appropriate distance from any combustible material and be installed so as to prevent any fire danger.
- If such devices are located near a partition, M0 surfacing must be provided up to a height of one meter beside the device.
- Hood vents must be installed above devices producing emanations or condensation.
- Electricity meters must be at least one meter from water faucets.

Each facility must:

- have safety instructions (steps to take in case of fire, numbers for emergency services...)
- be fitted with one or more extinguishers.

7 - OPERATING EQUIPMENT - INTERNAL COMBUSTION ENGINES

Every machine presented in operation during the trade show must be declared beforehand, at least one month before the event opens. Only installations that have been declared may be authorized.

All equipment must be correctly stabilized to avoid risks of overturning. All protective measures must be fully completed when the Safety Board passes for inspection. A person in a position of authority must be present at the stand at this time.

No machine may be started or presented operational without qualified personnel present at the stand. All presentations and demonstrations shall be conducted under the Exhibitor's sole responsibility.

The electrical power supply shall be suspended, at the relevant exhibitor's expense, to any stand where machines in operation present a danger to the public and for which no measures have been taken to eliminate them.

7.1 - Equipment Presented in Operation at a Permanent Station

Equipment presented in operation at a permanent station must include appropriate permanent screens or casings, preventing the public from accessing dangerous parts, or be placed such that the dangerous parts are kept away from the public, and at the least, at a distance of one meter from traffic circuits.

7.2 - Equipment Presented in Movement

Where equipment is presented in movement, a protected area must be set aside so that the public may not approach closer than one meter - said distance may be increased given the characteristics of the equipment presented. These provisions shall be valid for all stands, including those in the open air.

7.3 - Equipment with Hydraulic Cylinders

If equipment with hydraulic cylinders is exposed in stationary extended position, hydraulic safeties must be supplemented by a mechanical system preventing any unexpected retraction.

7.4 - Internal Combustion Engines

Approval for the use of internal combustion engines must be requested beforehand at least 30 days before the event opens. Such request, on plain paper (to be attached to the declaration for the machine or device in operation included in the appendix), must specify the type and daily quantity of fuel used and be accompanied by the device's descriptive leaflet, and a drawing of the device's installation on the stand.

No device of this type may be started if the authorization request was not submitted on time.

WARNING: in any case, combustion gases must be evacuated outside the Halls.

FIRE & PANIC RISK PREVENTION REGULATIONS

8 - FLAMMABLE LIQUIDS

8.1 - General Remarks

The use of flammable liquids shall be limited to the following quantities per stand:

- 10 liters of category 2 flammable liquids for every 10,00 sq.m of stand, with a maximum of 80 liters,
- 5 liters of category 1 flammable liquids. The use of particularly flammable liquids (carbon disulphide, ethylene oxide, etc.) is prohibited. The following measures must be taken:
- place a receptacle under the tanks or containers capable of holding all the liquid,
- refill the device outside the presence of the public, place the appropriate extinguishers nearby.

8.2 - Exhibiting Automobiles inside the Halls

Exhibiting automobiles or other vehicles shall be permitted within the Halls if they have a direct relationship to the exhibition. Installing "stand" semi-trailers or similar is prohibited. The gas tanks for motors presented stopped must be empty or fitted with locked caps. Accumulator battery terminals must be protected so as to be inaccessible.

8.3 - Presenting Flammable Products

All containers for flammable liquids presented on the stands (paint or varnish cans, bottles, aerosol cans, etc.) must be empty except for a few samples in limited quantity for demonstrations.

8.4 – Prohibited Materials, Products, Gases

Air, nitrogen, and carbon dioxide gas bottles shall be permitted without restriction.

8.4.1 – The following shall be prohibited in the exhibition Halls (pursuant to Article T45 of the safety regulations)

distributing samples or products containing flammable gas;

- balloons inflated with flammable or toxic gas;
- celluloid items;
- the presence of pyrotechnics or explosives;
- the presence of ethylene oxide, carbon disulphide, ethyl ether, or acetone.

8.4.2 – The use of acetylene, oxygen, hydrogen, or a gas presenting the same risks is prohibited, unless a specific waiver is granted by the appropriate administrative authority (Prefecture, Safety Board).

Contact the Safety Supervisor

AFS Conseils et Sécurité

M. Alain FRANCONI

76, rue Baudin – 93130 NOISY LE SEC

Tél. : + 33 (0)6 70 61 95 11 - Fax : + 33 (0)1 41 55 07 21

E-mail: afrancioni@afsconseils.fr

at least one month before the start of the event for the required regulatory administrative procedure.

WARNING: storage of empty of full bottles shall not be tolerated within the Halls.

8.5 – Smoke Production

Approval for the use of smoke machines to create fog or lighting effects must be requested from the administrative authority (Prefecture, Safety Board) at least one month before the start of the event.

Contact the Safety Supervisor for information regarding the required administrative procedures regarding this request. Such request, on plain paper (to be attached to the declaration for the machine or device in operation included in the appendix), must specify the type and daily quantity of gas used, and be accompanied by the device's descriptive leaflet and a drawing of the device's installation on the stand. No device of this type may be started if the authorization request was not submitted on time.

9 - RADIOACTIVE SUBSTANCES - X-RAYS

9.1 - Radioactive Substances

Authorization to present radioactive substances on exhibit stands may only be granted for demonstrating devices and where substance radioactivity is less than:

- 37 kilobecquerels (1 microcurie) for those composed of Group I (4) radioelements,
 - 370 kilobecquerels (10 microcuries) for those composed of Group II (4) radioelements,
 - 3,700 kilobecquerels (100 microcuries) for those composed of Group III (4) radioelements.
- Waivers may be granted for the use of substances with higher activity subject to the following measures:
- radioactive substances must be effectively protected,
 - their presence must be indicated using the ionization radiation schematics defined in standard NF M 60-101, as well as their type and radioactivity,
 - their removal by the public must be made materially impossible either by attachment to a device requiring the use of a tool to remove or by distance,
 - they must be under constant surveillance by one or more Exhibitors designated by name. When such surveillance ends, even in the absence of the public, the radioactive substances must be stored in a fireproof container, bearing very clearly the conventional symbol for ionizing radiation,
 - the equivalent dose rate, at all points in the stand, must remain under 7.5 micro-sieverts per hour (0.75 millirad equivalent in man per hour).

Approval (or a waiver) for the use of radioactive substances must be requested from the administrative authority (Prefecture, Security Board) at least one month before the beginning of the event.

Contact the Safety Supervisor for information regarding the required administrative procedures regarding this request. Such request, on plain paper (to be attached to the declaration for the machine or device in operation included in the appendix), must specify the type and radioactivity of the substances and the group to which they belong, the name and title of the persons responsible for their.

FIRE & PANIC RISK

PREVENTION REGULATIONS

surveillance and be accompanied by the device's descriptive leaflet, a drawing of the device's installation on the stand and a document drawn up and signed by the installer certifying compliance with the present provisions. No device of this type may be started if the authorization request was not submitted on time.

WARNING: stands where radioactive substances are presented must be built and decorated with M1 class materials.

9.2 - X-rays

Authorization to present devices emitting X-rays on the stands may only be granted if they and their accessories comply with the rules set forth in standard NF C 74-100.

In particular, the following measures must be taken:

- removing superfluous objects from around the x-ray generator and the sample to be examined,
- materializing and signposting the area not accessible to the public,
- the leakage exposure rate must not exceed 0.258 micro coulomb per kilo and per hour (1 milliroentgen per hour) at a distance of 0.10 m x-ray generator core.

Approval for the use of x-ray machines must be requested from the administrative authority (Prefecture, Safety Board) at least one month before the start of the event.

Contact the Safety Supervisor for information regarding the required administrative procedures regarding this request. Such request, on plain paper (to be attached to the declaration for the machine or device in operation included in the appendix), must be accompanied by the device's descriptive leaflet, a drawing of the device's installation on the stand, and a document drawn up and signed by the installer certifying compliance with the present provisions.

No device of this type may be started if the authorization request was not submitted on time.

(4) Radioactive element classification, based on relative radio-toxicity, shall be that defined in Decree no. 66-450 dated June 20th, 1966 regarding the general principles of protection against ionizing radiation.

AUTORITÉ DE SURETÉ NUCLÉAIRE (ASN)

6, place du Colonel Bourgoïn
75572 Paris Cedex 12

Tel: +33 (0) 1 43 19 70 75 - Fax: + 33 (0) 1 43 19 71 40

10 – LASERS

The use of lasers in the exhibition Halls shall be permitted subject to compliance with the following provisions:

in no case shall the public be subjected to the direct or reflected laser beam, the device and its ancillary equipment must be solidly attached to stable elements,

- the device's surroundings and the area covered by the beam must not contain elements reflecting the relevant wavelengths,
- the housing containing the laser and its optical deviation system must be class I or II (in accordance with standard NF C 20-030),

Exhibitors must ensure, during testing outside the presence of the public, the absence of reaction from materials used for fitting-out and decorating the stand, and the fire protection equipment to the heat energy produced by the light beams.

A declaration for the all laser installations must be sent to the administrative authority (Prefecture, Safety Board) at least one month before the start of the event.

Contact the Safety Supervisor for information regarding the required administrative procedures regarding this request. Such declaration, on plain paper (to be attached to the declaration for the machine or device in operation included in the appendix), must be accompanied by the device's descriptive leaflet, and a drawing of the device's installation on the stand and a document drawn up and signed by the installer certifying compliance with the present provisions. No device of this type may be started if the declaration request was not submitted on time.

11 - EMERGENCY RESOURCES

Emergency resources must remain constantly visible.

Access to various emergency resources (fire hydrant and hydrant stems, first aid hose systems, telephones, extinguishers, smoke release hatches, etc.) must remain continuously unblocked.

12 - OPERATING INSTRUCTIONS

It is prohibited to create, on the exhibition surfaces, in the stand, and in clearance areas, piles of crates, wood, straw, cardboard, etc.

Periodic (daily) cleaning must remove dust and waste of all types from the premises. All waste and debris from cleaning and sweeping must be removed each day, before the opening to the public and be removed from the establishment.

On stands fitted with a first aid hose system, clearance of one meter next to the device must be left free of any equipment up to the public traffic alleyway.

The presence of panels or cloth masking the device is absolutely prohibited.

REGULATIONS

FIRE & PANIC RISK PREVENTION REGULATIONS

SUMMARY OF FRENCH AND EUROPEAN EQUIVALENCES		
<p>M0 or A European Standards = Non combustible M1 or B European Standards = Non flammable M2 or C European Standards = Flammable with difficulty M3 or D European Standards = Moderately flammable M4 or E European Standards = Easily flammable</p>		
MATERIALS	AUTHORIZED	DOCUMENT TO BE SUBMITTED
Wood (or wood composite) > 18 mm not laminate	Wood (not laminate) agglomerated plywood lath	None - (M3 assimilated materials)
Wood < 18 mm & > 5 mm Wood > 18 mm, laminate	M3 original or D European Standards	Report M3(or Labels on materials)
Plywood - Agglomerate < 5 mm wood based composite	M1 or fireproofed on both sides with paint, varnish, salts by an approved applicator B European standards	Reports M1 or fireproofing certificate with name of the product, descriptive leaflet, application date
Carpets on the ground	Natural: M4 or E European Standards Synthetics: - M3 or D European standards	Reports
Fabrics and surfacing wall textiles	M1 ou ignifugé ou B normes Européennes	Reports or fireproofing certificate with name of the product, descriptive leaflet, application date
Plastic materials (plaques, letters)	M1 or B European Standards	Reports M1
Paint	Permitted on M0, M1 supports or wood (nitrocellulose paint prohibited)	Reports regarding supports
Free-hanging decoration (paper, cardboard)	1 or fireproofed or B European standards	Reports or fireproofing certificate with name of the product, descriptive leaflet, application date
Floral decorations made of synthetic materials	M1 originally (fireproofing prohibited) or B European standards	Reports M1
Bonded or clipped decoration (paper)	No substantiation required if bonded over the entire surface or clipped every 5 cm. Split Installation	
Furniture	Large furniture: M3 or D Light structures: M3 or D Padding: M4 or E Envelope: M1 or B	Reports or fireproofing certificate (so substantiation required if rented furniture)
Glazing	Reinforced, tempered, ply	Reports, certificates or substantiation such as an invoice
Other Materials	Request approval	Written response by the Safety Supervisor

N.B.: Reports only from approved French laboratories under current regulations as of November 1998 or, by equivalence, officially recognized by any report corresponding to European Standards applicable within Union Member States.

EXHIBITORS SAFETY INSTRUCTIONS

IMPORTANT PLEASE NOTE

Legislation regarding the Prevention of accidents at work imposes health and safety protection coordination for any work site placing at least two companies or self-employed workers in the presence of one another.

The Exhibitor Instructions communicated to you defines all the measures set in place to prevent risks arising from the interference of the activities of the various people working on this event. This document was drawn up at the request of the show Organizer by the Coordinator Mister Yves DEGUSSEAU in accordance with the provisions defined by the texts in force and in particular the following Law of:

31.12.1993 nr 93-1418 and the Decree of 26.12.1994 nr 94-1159 Modified and complemented by the Decree nr 2003-68 of 24.01.2003

You are therefore asked to study it and apply the regulatory measures defined in this document.

This General Coordination Plan cannot replace the provisions of the Code of Work.

It does not in any way reduce the responsibilities and duties of the companies working on the site

For INTERMAT 2024, this coordination mission is carried out by the S.E. INTERMAT Company via a delegated Coordinator assisted by a team of experts who make up the safety group of INTERMAT 2024.

This document is a **General Health and Safety Protection Plan intended for the Exhibitor, his suppliers and subcontractors, Founded on general prevention principles, namely:**

1. **To avoid risks,**
2. **To evaluate risks** which cannot be avoided,
3. **To combat risks** at source,
4. **To take account** of technical developments,
5. **To replace what is dangerous by what is not** or by what is less dangerous,
6. **To take collective protection measures** giving them priority over individual protection measures.

The Exhibitor has a duty and legal obligation to:

1°) COMPLETE THE SAFETY INSTRUCTIONS CERTIFICATE (Page 1). And send it by post, fax or email to:

DÖT / INTERMAT 2024
93 rue du Château 92100 BOULOGNE
Fax : +33 (0)1 46 05 76 48
E-mail : sps@d-o-t.fr

2°) PASS ON THE INFORMATION ABOUT THESE INSTRUCTIONS TO ALL SERVICE PROVIDERS APPOINTED BY HIMSELF WHO WORK DURING THE ASSEMBLY AND DISMANTLING PERIODS ON HIS STAND.

IF YOUR STAND IS :

- built by at least two independent companies (including subcontractors),
- includes a mezzanine,
- has partitions over 3 meters high,

If YES to at least one of these requirements

You are required to appoint a SAFETY and HEALTH PROTECTION coordinator for the assembly and dismantling periods, and to provide the coordinator's contact details and PGCSPS (Plan Général de Coordination en matière de Sécurité et Protection Santé) to DÖT before April 1, 2024.

Under no circumstances may this coordination mission be carried out by you or your stand designer/engineering firm. It must be carried out by a Health and Safety Coordinator holding an official certificate of competence.

EXHIBITORS SAFETY INSTRUCTIONS

OBLIGATORY

During the assembly and dismantling periods, access to the exhibition halls will be authorized only to people wearing an Assembly/Dismantling badge.

Obligation of protection reminder Cf. Chapter VIII.3. of this document.

You are reminded that wearing safety shoes (reinforced toe caps + anti-perforation soles) is obligatory for anyone who enters the show site during these periods. For all people working from elevated platforms and any task presenting a risk, wearing a hard hat is compulsory.
Art. R 4412-70 of the Code of Work

EVENT ASSEMBLY AND DISMANTLING DATES

HALLS 5A-5B-6. OUTDOOR AREAS P2-PE5- PE6

	ASSEMBLY	DISMANTLING
OUTDOOR STANDS P2-PE5-PE6	From 16 th to 23 th April : 8.00 am to 7.00 pm.	<ul style="list-style-type: none"> • 27th April : 6.30 pm to midnight • 28 to 29th April : 8.00 am to 8.00 pm. • 30th April : 8.00 am to 1.00 pm.
INDOOR STANDS HALLS 5A-5B-6	From 18 th to 23 th April : 8.00 am to 7.00 pm.	<ul style="list-style-type: none"> • 27th April : 6.30 pm to midnight • 28 to 29th April : 8.00 am to 8.00 pm. • 30th April : 8.00 am to 1.00 pm.

On the final day of assembly, no motorized vehicle will be allowed into the halls (except if special permission is given by the organizer).

During the dismantling period, on 27th April 2024, motorized vehicles may only work after 8:00 pm in the halls.

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I. GENERAL INFORMATION ABOUT THE OPERATION**I. 1. DEFINITION**

The Exhibitors' Safety Instruction is a document written and devised by the Coordinator defining all appropriate measures to prevent hazards arising from the interference of the activities of different companies during assembly and dismantling of INTERMAT 2018.

It must be communicated to all Exhibitors who must transmit it to their stand designer / suppliers when they have named them. It enables them to inform suppliers and subcontractors about the special measures to apply to ensure safety at work.

I. 2. COMPOSITION

The Safety Instructions including a certificate.

The safety regulations of the venue, the Fire Safety Instructions and the Exhibitor's Guide are available from the Organizer.

I.3. DEFINITION OF THE COMPANY

Any firm that provides services to the Exhibitor and is charged with creating the infrastructures of the stand is considered as a company. The Exhibitor is responsible for his own suppliers and subcontractors.

The companies, their contractors and subcontractors remain responsible for their own employees and for the means provided to work in the best conditions.

The company director remains responsible for the safety of his employees and is required to implement the means necessary to avoid and control risks.

The courts severely sanction any damage to the health or safety of employees and the civil and / or penal liability of the company director can be invoked.

The companies declare that they have taken note of the texts quoted in this document, as well as the general conditions of the show organization deposited with the Organizer.

In addition, it is supposed that companies have:

- Taken note of plans and documents useful in carrying out the work, and of event technical files, and that they have taken due note of the sites, places and installation areas of major structures and of all general or local elements relating to the execution of the work.
- Perfectly understood all the conditions for carrying out the work and have been made fully aware of their importance and their particular features.
- Made a detailed visit of the site and taken note of all the physical conditions and all constraints pertaining to the places of work, accesses and surroundings, to the ready execution of the work, and to the on-going organization and operation of the worksite.

EXHIBITORS SAFETY INSTRUCTIONS

II. ADMINISTRATIVE INFORMATION

II.1. THE PARTICIPANTS

II. 1.1. GENERAL ORGANIZATION

The S.E. INTERMAT Company acts as the general exhibition Organizer of INTERMAT 2021.

ORGANIZER / EMPLOYER		GENERAL SHOW DIRECTOR	
S.E. INTERMAT 70 avenue du Général de Gaulle 92058 PARIS LA DEFENSE Cedex Tel.: +33 (0)1 76 77 11 11 - Fax: +33 (0)1 53 30 95 09 Email: intermat@comexposium-services.com		Mr Christophe LECARPENTIER	
OPERATION DIRECTOR	OUTDOOR OPERATION MANAGER	INDOOR OPERATION MANAGER	
Mr Jérôme HUNAUT Tel: +33 (0)1 76 77 13 65 Email: jerome.hunault@comexposium.com	Mr Fabrice DIGLE Tel: +33 (0)1 76 77 12 71 Email: fabrice.digle@comexposium.com	Mrs Floriane BARA Tél. : +33 (0)1 76 77 15 15 E-mail : floriane.bara@comexposium.com	
CONTACTS RECEIVING EXHIBITOR'S DEMANDS			
Customer Relations Officer Mrs Frédérique BRUNET-BIARD Email: frederique.brunet@comexposium.com		Customer Relations Officer Mrs Ingrid NGATCHANI Email: ingrid.ngatchani@comexposium.com	

INSURANCE AGENCY – Civil resp. / Dam. To property	TOWN HALL
SIACI Season 39 rue Mstislav Rostropovitch 75815 PARIS CEDEX 17 Tel: + 33 (0)1 44 20 96 29 Email: philippe.huet@s2hgroup.com	MAIRIE DE VILLEPINTE Place de l'Hôtel de Ville 93240 VILLEPINTE Tel: +33 (0)1 41 52 53 00

II.1.2. HSP COORDINATION / FIRE SAFETY

HSP COORDINATOR	FIRE SAFETY REPRESENTATIVE
D.Ö.T 93, rue du Château - 92100 BOULOGNE-BILLANCOURT Tél. : + 33 (0)1 46 05 17 85 - Fax : +33 (0)1 46 05 76 48 Email: sps@d-o-t.fr	AFS CONSEILS ET SECURITE 56, rue Roger Salengro – 93110 ROSNY-SOUS-BOIS Tél. : +33 (0)6 70 61 95 11 - Fax : +33 (0)1 41 55 07 21 Email: afrancioni@afsconseils.fr

The fire safety representative will be present on site from the 16TH to the 27TH April 2024.

The date of the safety committee tour of inspection hasn't been defined.

FIRE PROOFING	EXPERT IN SOUNDNESS OF MAJOR STRUCTURE
Groupement NON FEU 37-39, rue de Neuilly - BP 249 - 92113 CLICHY Tél. : + 33 (0)1 47 56 31 48 Groupement Technique Français de l'ignifugation 10 rue du Débarcadère - 75017 PARIS Tel.: + 33 (0)1 40 55 13 13	SOCOTEC CONSTRUCTION SAS AGENCE CONSTRUCTION VAL DE MARNE 108-112 Avenue de la liberté - 8/12 sur Parc 94700 MAISONS-ALFORT Tel.: +33 (0)1 45 18 21 90 E-mail: patrick.pereira@socotec.com

EXHIBITORS SAFETY INSTRUCTIONS

II.2. DEFINITION OF WORK AREAS

VENUE	HALLS
VIPARIS PARIS NORD VILLEPINTE BP 68004 95970 ROISSY CHARLES DE GAULLE Cedex Desk: Tel.: +33 (0)1 40 68 22 22 Exhibitor's desk: Tel.: +33 (0)1 40 68 16 16	Halls 5A-5B-6. Outside Pe5, Pe6

II.3. THE OFFICIAL BODIES

INSPECTION OF WORK	CRAMIF
DIRECCTE ILE DE FRANCE UNITE DEPARTEMENTALE DE SEINE SAINT DENIS 1 avenue Youri Gagarine - 93000 BOBIGNY Tel: +33 (0)1 41 60 53 00	SERVICE DES RISQUES PROFESSIONNELS. ANTENNE 93 17/19 avenue de Flandre - 75954 PARIS Cedex 19 Tel: +33 (0)1 44 65 54 50
O.P.P.B.T.P.	Glossaire
1 rue Heyrault 92660 BOULOGNE Cedex Tel : +33 (0)1 40 31 64 00	CRAMIF : Caisse Régionale d'Assurance Maladie d'Ile de France OPPBTP : Organisme Professionnel de Prévention du Bâtiment et des Travaux Publics

II.4. EMERGENCY SERVICES ON SITE

EMERGENCY POST	GENERAL SURVEILLANCE POST
Hall 5B Display on site	Tel.: + 33 (0)1 48 63 30 49
	FIRE SAFETY
	Tel: + 33 (0)1 48 63 30 49

EMERGENCY SERVICES OFF SITE

FIRE SERVICE	POLICE STATION
1 Chemin des Vaches 93290 TREMBLAY EN FRANCE Tel. : 18 or 112 (mobile) or+ 33 (0)1 48 60 69 48	1/3 rue Jean Fourgeaud 93420 VILLEPINTE Tel.: 17 ou + 33 (0)1 49 63 46 10
EMERGENCY HANDS	NEAREST HOSPITAL
125 rue de Stalingrad 93000 BOBIGNY Tel.: 15 or + 33 (0)1 48 96 44 44	Hôpital Intercommunal Robert Ballanger Bd Robert Ballanger 93602 AULNAY SOUS BOIS Tel: + 33 (0)1 49 36 71 23 / 22

EXHIBITORS SAFETY INSTRUCTIONS

III. GENERAL EVENT ORGANIZATION

III.1. GENERAL PRESENTATION OF THE SHOW

Cf. Exhibitor's guide

III.2. SCHEDULES OF USE OF HALLS,

Public opening

HALLS	DATES AND SCHEDULES
Halls 5A-5B-6. Outside Pe5-Pe6	From the 24 th to 27 th April 2024 from 9:00 am to 6:00 pm.

III.3. VARIOUS SERVICE PROVISIONS

Cf. your exhibitor's Area

III.4. SITE CONSTRAINTS

4.1. TRAFFIC MOVEMENTS INSIDE THE PARK

The temporary occupation of this site implies compliance with the standards and conditions (times of access, parking, speed etc...) defined by the regulations in force in this enclosure and its surroundings.

These regulatory texts, as well as the site specifications, can be consulted by contacting the Organizer.

Management of parking (and its duration), traffic movements (separate circulation between pedestrian and machines with marks on the road) and access to delivery vehicles displaying authorization will be set up around the hall and in the Park.

Any vehicle, even parked, must be able to be identified. Private vehicles must not approach the surroundings of the hall.

III.4.2. TRAFFIC MOVEMENTS INSIDE THE HALL

No delivery or private vehicles will be allowed in the hall, during the assembly and dismantling periods, without access authorization from the Organizer.

Means of transporting people (motorized or not) such as scooter, bicycle, roller blades, electric vehicles, etc... are prohibited in the hall.

Plans showing traffic movement areas, position and contact details of emergency services, the location of open toilet facilities, access schedules for machines and the storage areas will be posted at the entries.

The free movement (of men and lifting equipment) around the stands must be possible at all times during assembly and dismantling.

The security aisles define on the exhibition general plan must be respected and kept free of any materials or crates.

There must be no storage or parking on the traffic movement areas defined on the plan of each hall.

RESPECT: INSIDE

- The paths marked out for fire services and traffic movement areas
- The storage areas
- The environment by using non-polluting machines
- Access routes for fire services
- Parking areas
- Unloading areas
- Access gates

RESPECT: OUTSIDE

EXHIBITORS SAFETY INSTRUCTIONS

IV. HANDLING CONDITIONS

IV.1. GENERAL REMARKS

The movement of machines presents risks and must be reduced to a minimum by strict management and distribution of the equipment.

Companies listed by the Exhibitor are asked to set up means of identifying the machines and the men (stickers, identification jackets, etc...).

Lifting and handling equipment must satisfy the requirements of current regulations.

They must be kept in good working order and have satisfied regular inspections in conformity with Article R 4535-7 of the Code of Work.

Machines must hold the following documents: (Article L 4711-1 of the Code of Work)

- Valid insurance certificate.
- Valid certificate of conformity (checking report of lifting devices).

Pallet trucks must not be overloaded. It is important to take account of the centre of gravity of the load and the state of the ground to ensure that the load does not overturn.

It is strictly forbidden to climb on machine not provided to transport passenger.

Necessary organizational measures should be taken to limit recourse to manual handling to the minimum (Article R 4541-3 of the Code of Work).

However, when it cannot be avoided, the employer must take appropriate measures or put at the disposal of the workers, suitable measures, to limit physical effort and to reduce risks during handling (mechanical assistance, grasping means).

The weight of the loads must be reduced and the working post must be adjusted to do the handlings in the best conditions (working space, reduction of the distance that the loads need moving...).

The staff must be trained in the risks of handlings. The load must not split when it is moved.

For the handling of glass panels, it is recommended to use suction cups. In the same way, for handling plywood sheets, the use of handling clips or panel carriers is recommended.

The containers of bulk loads intended to be hung on working equipment used for lifting must be capable of resisting the efforts undergone during the loading, transport, handling and storage of the load and be equipped to prevent the untimely collapse of all or part of the load during the same operations.

The use of straps to fix the loose loads on the forks of the lifting trucks is obligatory.

IV.2. USE OF MOTORIZED MACHINES

The drivers must be at least 18 years of age and hold driving permits issued by the employer as well as the CACES (safe driving aptitude certificate) and the Special Medical Fitness Certificate.

These documents must be available for inspection on the site. The users of these machines must comply with the manufacturer's instructions. No carrying a passenger, no lifting a person if the machine is not intended for the purpose, USE OF NON-POLLUTING MACHINES adapted to the tasks, places, loads and configuration of the ground.

The speed limit must be respected for any movement outside the hall.

It must be reduced and appropriate inside the hall.

IV.3. LIFTING REGULATIONS

Lifting machines must be used only for transportation and lifting of equipment and material.

Lifting and transportation of people must be done only with specially designed equipment.

For any use of a crane, a special request must be made to the Organizer.

This request must specify where the crane will be operating and the technical constraints of use and assembly. These constraints must appear in the company Individual Health and Safety Protection Plan (I.H.S.P.P.).

The work area of the crane must be secured.

The certificate of conformity of the lifting equipment and accessories must be available for inspection.

It is essential that the company, which provides the equipment, exclusively carries out the maintenance and operation of all lifting gear. This equipment is the sole responsibility of this company.

EXHIBITORS SAFETY

INSTRUCTIONS

Whatever the means of lifting used, the users must take care **not to work over any other workers and to take all necessary safety provisions.**

Movements with loads in high position are banned, except with the presence of a guide who must warn the people of this operation.

On the car parks or the outside exhibition area, the motion space of the crane in relation to the surrounding high-tension cables must be taken into account. The jib must not approach these cables at less than 5 meters (Article 4534-108 of the Code of Work).

The maximum load indications of each strap must be respected.

Building and lifting operations must be carried out in conformity with Articles R 4534-95 to 102 of the Code of Work.

REMINDER: IT IS FORBIDDEN

1. To drive a truck without a driving licence.
2. To allow your truck to be driven by an unauthorised person.
3. To lift a load greater than the machine's capacity.
4. To increase the value of the truck's counterweight.
5. To lift a poorly balanced load.
6. To lift a load with only one arm of the fork.
7. To move around with a high load.
8. To brake sharply.
9. To take corners at high speed.
10. Not to observe traffic signs.
11. To use traffic lanes other than those established.
12. To carry people on trucks not specially designed for the purpose.
13. To leave the engine running in the absence of the driver.
14. To lift people with trucks not specially designed for the purpose.
15. To abandon a truck in the movement aisles or on a slope.
16. To leave the ignition key in the vehicle when the driver is absent.
17. To park or go under a fork in the high position, even unloaded.
18. To smoke near a charging battery or while thermal trucks are being filled.
19. To place metal parts on accumulator batteries.

IV. STORAGE

It is imperative for materials to be stored on the aisles (or parts of aisles) reserved for this purpose, in the enclosure of the worksite or the storage areas when they are provided.

For this purpose, traffic movement plans will be posted at the entrances of the hall. The schedules and restrictions of use will be specified on these plans.

All workers are asked to respect these plans scrupulously.

At the end of assembly, racks, pallets, etc... must not be stored inside the show and in the areas behind the claddings (unless authorised to do so by the Organizer).

Machines must not be stored, during the assembly–dismantling period, in the traffic movement aisles, but in a storage area determined with the Organizer's technical managers.

The companies working for the building of the stand (and their subcontractors) must schedule the arrival of their equipment and materials, their distribution, as well as the departure of empty packaging so that they do not interfere at any time with the movement of machines and men in the aisles.

During the public opening, no machine will be allowed in the enclosure of the hall.

EXHIBITORS SAFETY INSTRUCTIONS

V. CLEANING

The worksite must be kept clean at all times to prevent hazards that could be caused by rubbish blocking the aisles around the stand.

Exhibiting companies are responsible for cleaning their site and removing their rubble and waste of all kinds. They must plan the reservation and removal of skips and organise how they are filled. It is the responsibility of each worker either to cover the skips, or to weigh down the rubble to prevent it from flying around.

You are reminded that no worker must climb into a skip or truck.

During the dismantling period, removal of the different decoration parts must not block the circulation of men and machines in the aisles around the stand.

VI. INSTALLATIONS AVAILABLE DURING THE ASSEMBLY AND DISMANTLING PERIODS

VI.1. TOILETS

To ease the general organization of assembly and dismantling, and improve working conditions, the Organizer will ask the venue to open additional communal toilet facilities in the exhibition hall from the first day of assembly to the end of dismantling. A maintenance service will see to the cleaning of these facilities.

The toilet facilities that are open will be indicated on the plans posted up at the hall entrances.

VI.2. CLOAKROOMS / CANTEEN

The company is required to place cloakroom facilities (if necessary) at their staff's disposal, in application of current legal texts, available for consultation from the Organizer.

There will be no canteen for meals.

VI.3. TELEPHONE ON SITE

Each company places at its staff's disposal a telephone accessible when the site is open for work.

VI.4. ACCOMMODATION

The Company is responsible for providing off-site accommodation for its staff.

VII. ACCESS CONTROL

Access to the venue is only possible for persons and vehicles carrying authorisation or a badge given by the Organizer.

Badges will be distributed to each worker in the event.

Notices prohibiting access to the public stating the essential safety regulations to be observed on the site will be posted up at the hall entrances.

These accesses will be guarded. Visits to the worksite by persons other than the authorised workers (children, friends, family, pets...) are strictly forbidden.

VIII. GENERAL SAFETY OBLIGATIONS OF EACH WORKER

VIII.1. WORKFORCE

VIII.1.1. MEDICAL FITNESS

All personnel called upon to work on the site must be recognised as being medically FIT and have undergone the obligatory medical examinations and vaccinations associated with the exercise of their profession, as well as those required by Medicine of Work. These certificates must be available on the site.

EXHIBITORS SAFETY INSTRUCTIONS

VIII.1.2. SAFETY TRAINING

In conformity with current regulations, and at its own responsibility, the company must ensure that every worker arriving on the site has attended safety-training sessions (presentation of special risks, conditions of traffic movements outside and inside the site, safety conditions applicable when carrying out work, special safety instructions, explanation of the operating method, follow-up of preventive measures that have been defined for each task in the Individual Health and Safety Protection Plan).

VIII.2. REGISTERS

VIII.2.1. LEGAL REGISTERS

The enterprise must hold obligatory legal documents at the site, as they may be asked for by administrative inspection services. All employers based outside France with the intention of providing services in France must submit a prior declaration of posting of its workers to the work inspectorate branch of the place where the service is to be provided, before the posting gets underway. Access to the online declaration portal: www.sipsi.travail.gouv.fr

VIII.2.2. JOINT SITE VISITS

When they arrive on the assembly and dismantling site, companies who have never worked on the site before must make a joint inspection visit with the Safety Coordinator of their stand. A site visit file will be established by the Coordinator and signed by each company manager.

The safety and protection measures are defined with the site managers and the stand Safety Coordinator in reference with the G.H.S.P.C.P established by the Coordinator, taking account of the event G.H.S.P.C.P. according to the state of the site at the time of the visit and the way the visit is carried out.

VIII.3. PROTECTIONS

The workers are reminded that they must give **priority to COLLECTIVE protections** over INDIVIDUAL protections, anytime that it is technically possible.

VIII.3.1. COLLECTIVE PROTECTIONS

Definition: Standardised means of protection set up by a company (barriers, nets, floor, cladding, guard rails...) designed to ensure the collective safety of staff working at a height or on an upper floor during assembly and dismantling.

This collective protection must be rigid composed of a high and low hand rail and a baseboard, safely attached and must be installed from the outside with appropriate means, before any work is purchased on a storey or at height during assembly or dismantling. It must be removed only after the installation of the definitive protection or partition.

The stairs must be assembled as a priority and made safe by guardrails

Material deliveries access must be secured.

For the dismantling all these protection must be reinstalled.

Each company must describe the collective protection planned in his Individual Health and Safety Protection Plan.



EXHIBITORS SAFETY

INSTRUCTIONS

The company in charge of the building and dismantling of the double decker marquee must put in place for the delivery access, a system that provide at anytime a collective protection for the people working on the mezzanine.

The company must see to the maintenance of collective protections and will be held responsible if work is carried out in areas not prepared and not protected. It must intervene immediately at any direct request from the stand Coordinator to restore or supplement these protections.

Article R 4323-65: The collective protection devices must be designed and installed in order to avoid a gap at workstation access points namely when a ladder or staircase is used. However when such a gap is unavoidable measures must be taken to ensure equivalent safety.

If a company fails to establish collective protection, the absence of which constitutes a risk for other trades and its own staff, the exhibiting company will have these collective protective measures set up by a company of its choice, at the expense of the defaulting company.

Any ensuing work stoppage will also be charged to the defaulting company.

VIII.3.2. INDIVIDUAL PROTECTIONS

When collective protection system cannot be implemented, the workers protection must be ensured by appropriate “stop falling” system that cannot permit a free fall as more as one meter. When this kind of equipment is used, the worker must never leave alone.

Companies that have to intervene during the assembly and dismantling periods must, among other things, provide their staff with the following individual protection equipment (IPE):

1. Work clothes,
2. Gloves adapted to the work,
3. Safety hard hats compliant with standards,
4. Safety shoes (reinforced toes + anti-perforation soles),
5. Safety harness that conforms to standards when the collective protection provisions cannot be implemented (Art R 4223-61 of the Code of Work),
6. Welding mask and safety goggles during welding, unloading or grinding work.

Respect for these provisions, and the upkeep and good condition of this equipment is the responsibility of each

Wearing safety shoes (safety toe-caps + anti-perforation soles) is compulsory for any person entering the venue during the assembly and dismantling periods.

For all people working from elevated platforms and any task presenting a risk, wearing a hard hat is compulsory.

IX. GENERAL RULES OF CONSTRUCTION

IX.1. DECORATIONS

The decorations must, as much as possible, arrive on the site ready to be assembled so as to reduce building operations to the minimum and the risks, which result from this. They must be designed for safe, clean dismantling.

It is strictly forbidden to « blow out » panels and partitions during dismantling.

EXHIBITORS SAFETY INSTRUCTIONS

IX.2. WORKING AT HEIGHTS

Decree nr 2004-924 of 01.09.2004 concerning the use of work equipment made available for temporary work at a height and integrating new provisions in the labour code (Articles R 4323-58 to 90).

It is obligatory for companies installing marquees, tents or structures, during the assembly, maintenance and dismantling periods, to set up collective protection measures appropriate for any work on roofs by their staff. The methods considered for carrying out this work must appear in the company I.H.S.P.P.

In any case the people working for these building and dismantling periods must have a certificate for works at height and a valid authorization of their employer.

The equipment must be completed and approved before any intervention on it by another company.

However these facilities may be used when it is impossible to use equipment providing a collective protection to the workers or when the risk has been evaluated as low and the work is for a short and non-repetitive length of time (Article R 4323-63 of the Code of Work).



Companies may work at height with scaffoldings or mobile platforms.

Approved personnel must assemble scaffolding, respecting the directives or instructions of the manufacturer; the platforms must be correctly positioned, the guardrails and the stability props must be in place.

Article R 4323-77: Scaffolding must be equipped on the exterior sides with collective protection devices as outlined in paragraph 2 of the Article R 4323-59.

The scaffolding must be level when it is used. The wheels of mobile scaffolding must be locked in position when it is in use. No worker must remain on mobile scaffolding while it is being moved.

EXHIBITORS SAFETY

INSTRUCTIONS

For the assembly of scaffolding, steps, etc..., it is essential for companies to equip their personnel with hard hats and safety harness, in addition to safety shoes and gloves. They must make sure that the use of these I.P.E. by their personnel is effective.

These equipment's must include progressively secured floors and access to the higher levels by guard rails.

Legal restrictions concerning work at heights must be respected.

IX.3. MEASURES TAKEN CONCERNING CO-ACTIVITY

Companies must provide a detailed assembly and dismantling schedule in their I.H.S.P.P.

Any work which might create a situation placing workers over each other must be resolved by carrying out the work at different times, or with special protection arrangements.

Within the framework of the timetable of assembly and dismantling of the stand, companies acting on the same site must take all appropriate individual protection measures to prevent hazards caused by superimposed work, particularly during the installation and dismantling of gantries, signposting, light adjustments of the altimetric readings, and assembly/dismantling of large equipment.

The Exhibitor or his project manager must set up a work schedule taking into account a chronological order of assembly, to avoid tasks at different levels in the same site and to carry out these tasks using suitable means.

These means can be common to several workers or companies. In the case of mutualisation of the material resources (scaffolding, forklift, lift, etc.), a loan and supply agreement must be drawn up between the parties before use.

This chronological order will be in the same way adapted to dismantling.

The external working areas must be marked out or cordoned off with barriers so that they are inaccessible to people not involved with the assembly. The fences or barriers must in all cases be stabilised so as not to overturn if there are gusts of wind or if knocked into by a vehicle.

IX.4. SITE CONNECTIONS / LIGHTING

IX.4.1. REGULATIONS

Electrical installations on the worksite must be carried out according to regulations in force.

The personnel working on the electrical installations must have received training and must hold an approval certificate under publication UTE C 18510.

Moreover, companies, which use the installations, are required to point out immediately any defect or deterioration they observe to the managers of the venue.

The technical traps of the hall must be correctly closed or protected in case of temporary opening to avoid any risk of falling of people.

A certified body must inspect the worksite electrical installation before being brought into service. This inspection report must be available for consultation and kept on site throughout the assembly and dismantling periods.

To avoid risks of electrocution, deterioration of electricity cables, and the multiplication of connections on a same line, **unauthorised connections on the existing power points in the halls will not be tolerated.**

All the worksite cables and extension leads must be in good condition and compliant with current standards. **Worksite electricity cabinets are available from the venue.**

IX.4.2. LIGHTING

The general lighting in the work areas must be compliant with lighting regulations determined by Decree nr 83.721 of 2 August 1983 and repeated in the Code of Work in Articles R 4223-1 to 12.

Light intensity in working areas must be at least 120 Lux, and 60 Lux in traffic movement aisles.

The assembly and dismantling of decors may obscure the light in the hall (roofing, canopy, stretched ceiling, mezzanine floor...), so provisional lighting must be provided.

EXHIBITORS SAFETY INSTRUCTIONS

IX.5. PREVENTION OF RISKS OF PROFESSIONAL DISEASES

IX.5.1. HAZARDOUS MATERIALS

It is imperative for any company that needs to use hazardous products to send the safety data sheets to the Safety Coordinator and to the Fire Safety Representative and **put in place the protection measures specified on the sheet.**

Companies are informed that any glue, resins, paint and products used must be free from solvent, ether, glycol, and be odourless and antiallergic.

IX.5.2. NOISE DISTURBANCE

The use of noisy machines or equipment must adhere strictly to current regulations.

All necessary methods and provisions must be used (hood, screen, silencer etc...) so as not to exceed the regulatory limits as regards acoustic levels.

IX.6. RULES FOR USE OF ELECTRICAL TOOLS, FIXED OR PORTABLE

To avoid dust, fumes emission or noxious emanations when fixed or portable electrical tools are used (saws, sanders, blowtorches, welding torches, etc...), efficient protection means must be provided (central vacuum, masks, glasses...).

Only water disc cutters will be allowed for cutting tiles, stones...

To be accepted into the hall, electrical cutting or sanding tools, fixed or portable, must be equipped with a vacuum or dust collection system.

Art. R 4412-70 of the Code of Work



These appliances must be compliant with the standards (CE), be in good operating condition and equipped with their protective shields. **They must in no circumstances be placed in the movement aisles**, and the electricity supply must be disconnected when they are not in use.

IX.7. WORK INVOLVING HEAT

For any work involving heat (grinding or welding operation), a "FIRE PERMIT" must be applied for from the venue person in charge.

IX.7.1. INFLAMMABLE MATERIALS AND PRODUCTS

Gas bottles under pressure must be protected from knocks, falls and heat, and no unauthorised person must be able to have access to them.

It is forbidden to keep or store gas bottles, full or empty, in the hall.

IX.7.2. EXTINGUISHING MEANS

Communal means:

The layout of the stands must not impede access to the emergency systems or fire-fighting equipment such as equipped fire taps, emergency phones, smoke ventilators, extinguishers. All this equipment must be clearly visible and accessible on a permanent basis.

Specific means for each worker:

Each company must plan in his IHSP the means of prevention suited to his activity and his work zone. If necessary, the worker complete by specific means the common means of extinguishing.

- Spray water extinguisher with additive (general case).
- CO2 extinguisher (Inside or near the electrical rooms).

EXHIBITORS SAFETY INSTRUCTIONS

X. FIRE SAFETY

The fire safety regulations are deposited with the Organizer and available in the Exhibitor's Guide.

The Official Safety Committee is very strict as regards structural construction (construction and decoration materials, solidity and stability of structures, upper floors, emergency provisions, electrical fittings, etc.).

The decisions taken by the committee during its tour of inspection are enforceable immediately.

The Official Safety Committee (or the ERP safety officer) will carry out a safety inspection visit to the installations.

During this visit, the qualified representative of the stand is requested to be present on his stand.

The Exhibitor undertakes to respect the instructions of the personal safety expert and the fire safety expert.

At the time of this Committee's tour of inspection, the stand installation must be complete.

The Exhibitor (or his representative) must be present on the stand and be in a position to supply fire reaction reports drawn up by an approved French laboratory in respect of all materials used, together with the reports of inspections of electrical installations, soundness of structures, etc...

Failure to respect these regulations may involve the removal of materials, or it may be forbidden for the stand to be opened to visitors.

XI. ORGANIZATION OF EMERGENCIES

XI.1. COMPANY EMERGENCY MEASURES

The company must have a first aid kit available on the site. The contact details of the show's emergency first aid post are indicated on the halls plans.

The first-aid worker present within each company on the site will provide first aid in the event of an accident.

(1 first-aid worker for 10 employees).

They must wear an identification pictogram on an armband or on their helmets and their names must be entered in the I.H.S.P.P.

In case of accident precise:

- The hall
- The stand name
- The lane and the stand number
- Number of people involved and injuries kinds

XI.2. COLLECTIVE ORGANIZATION OF THE SHOW

REMINDER OF THE EMERGENCY PHONE NUMBERS

EMERGENCY POST: DISPLAY ON SITE

GENERAL SURVEILLANCE POST: +33 (0)1 48 63 30 49

FIRE SAFETY: +33 (0)1 48 63 30 49

THE EMERGENCY PHONE NUMBERS ARE DISPLAYED AT THE TECHNICAL OFFICE.

XII. THE INDIVIDUAL HEALTH AND SAFETY PROTECTION PLAN

It is obligatory for all the Exhibitor's service providers to draw this document:

- Within 30 days before any work for principal contracts.
- Within 8 days for short time or finishing work.

The working company must send his IHSP to the Health and Safety Coordinator and to the stand employer AT LEAST 8 DAYS BEFORE THE START OF WORK on the stand.

It gives a detailed analysis of the construction and execution processes as well as the chosen operational methods when they have a particular effect on the health and safety of the people working on the site.

EXHIBITORS SAFETY INSTRUCTIONS

XII.1. THE EXHIBITOR

The exhibiting company must give a copy of the Safety Instructions drawn up by the show Safety Coordinator to their service providers or to the Safety Coordinator appointed for his stand. This document deals with the selected general organization measures which are of a nature to have an influence on the health and safety of the workers.

XII.2. COMMUNICATION OF THE DOCUMENT

The stand Safety Coordinator is required to communicate to every company working on the site (at their request) the names and addresses of the other contracting companies, together with their I.H.S.P.P.

XII.3. AVAILABILITY OF THE I.H.S.P.P.

A copy of the I.H.S.P.P. must be available at all times on site for consultation by the companies concerned.

IMPORTANT: CUSTOMS INFORMATION

Tel. from France: +33 (0)8 11 20 44 44 (€ 0.06/min)

Tel. from abroad: +33 (0)1 72 40 78 50

Website: www.douane.gouv.fr/

Economic Regimes Office

Customs and excise duties

Open: Monday to Friday

Time: 9:00 am – 5:00 pm

**BRINGING MATERIAL THROUGH FRENCH CUSTOMS FROM OVERSEAS
(NOT INCLUDING EU)**

During INTERMAT, the Parc des Expositions de Paris Nord Villepinte exhibition grounds are granted temporary admission by customs.

This temporary admission starts the day the material enters the exhibition Halls and ends 30 days after the exhibition closes.

Foreign merchandise must be inspected by customs before it reaches Exhibitors' stands.

GENERAL COMMON LAWS**Arrival of goods:**

Goods must be presented to the Customs Office by an accredited customs clearance officer with one of the following documents:

1) Transit document:

A declaration made in a customs office at a road border, port or airport upon the goods' arrival in French national territory or in their country of origin should customs agreements exist between this country and France.

Documents to provide with the transit document:

- An invoice (5 copies)
- A CMR for road transportation, an air waybill for air transportation or bill of lading for sea transportation
- A packing list
- Description of the apparatus (if machines)

Important: Any apparatus which is to operate on stands must have documentation to certify its conformity.

Temporary admission:

Under no circumstances do the above documents confer temporary admission.

Upon arrival at the exhibition's customs office, goods must be immediately declared for temporary admission via an on-site customs clearance agent (go to your online EXHIBITORS AREA for a list of official agents).

After the declaration has been recorded, goods may potentially be checked by customs officers.

They cannot be sent on to the exhibitor's stand until all these formalities have been completed.

For the duration of the event, goods must be presented at the stand whenever customs authorities request it.

Important: Temporary admission is only conferred for the exhibition which is the subject of this document. No apparatus may leave the stand under any circumstances until the formalities for outgoing goods have been completed.

Outgoing goods:

As indicated above, no foreign goods from non-EU countries may leave the premises until one of the necessary declarations has been submitted to the customs office via the same customs clearance officer who oversaw the procedure for entry on site.

Apparatus can only leave the premises once one of the three following procedures has been completed:

1/ Re-export

2/ Transit under the continuous control of customs officials to another customs warehouse on French national territory

3/ Use on French metropolitan territory

In this case the apparatus must be declared for use by the same customs clearance officer who received from the importer the relevant duties and taxes on behalf of the tax authorities.

Important: All procedures overseen by customs clearance officers are at the exhibitor's own expense.

ATA Carnet systems for exhibitions

(Excludes food products)

The ATA Carnet can be used for goods to be exhibited or used at an exhibition.

This international document can be used in place of the formalities referred to in paragraph 1 (transit document).

Entry formalities can be done at the border to European Union territory (or port or airport).

At the end of the event, re-export can also be done at the EU territory border. The deadline for re-export may also be established at the EU territory border. The re-export deadline is established in accordance with the dates defined by the country which issued the Carnet, provided that the expiry date of the Carnet is not exceeded.

MANDATORY

Exhibitors and stand installers may use non-French service providers. They will be informed by the organiser of French regulations regarding the use of a foreign workforce on French territory during the show's assembly and dismantling periods, and reminds them that it is very important to make the necessary declarations.

1 - PRELIMINARY DECLARATION OF SECONDMENT

Whatever their nationality, non-French service providers must complete a preliminary declaration of secondment (*déclaration préalable de détachement*) on the “[SIPSI website](#)” (système d'information sur les prestations de service internationales) from the Ministry of Labour.

It is important to underline that French law, and in particular provisions regarding working hours and the minimum wage, applies to foreign workers as of the first day of their employment on French territory, however long they are working in France for.

According to law, no employee can therefore work in France:

- For more than 48 hours a week: please note that a week starts at midnight (00.00am) on Monday and ends at midnight on Sunday (24.00pm)
- For more than 10 hours a day
- For more than 6 hours without a break (of at least 20 minutes)
- For more than 6 days in a single week.

All employees working on French territory must receive a monthly gross salary demanded by the Ministry of Labour.

2 - PROVISIONAL WORK PERMIT

Certain foreign service providers must also ask the Direction Départementale du Travail, de l'Emploi et de la Formation Professionnelle, Service et Main d'œuvre Etrangère for provisional work permits for employees sent temporarily on secondment to France;

Countries of origin which do not currently require this provisional work permit are:

Germany, Austria, Belgium, Bulgaria, Cyprus, Denmark, Spain, Finland, France, Greece, Ireland, Italy, Luxembourg, Malta, the Netherlands, Portugal, the United Kingdom, Sweden, Estonia, Hungary, Lithuania, Poland, Slovakia, Slovenia, Romania, the Czech Republic, Iceland, Liechtenstein, Norway, Switzerland, Andorra, Monaco and San Marino.

These provisional work permits must be declared on the "[SIPSI website](#)" from the Ministry of Labour.

3 – MANDATORY FORM WHEN USING A SERVICE PROVIDER IN FRANCE RESIDING OR ESTABLISHED ABROAD

You must complete this interactive form from your computer and send it to:

COMEXPOSIUM – Direction des Opérations et des Achats

Fabrice Digle

70, avenue du Général de Gaulle F – 92508 Paris la Défense Cedex - France

SOCIAL SECURITY

Foreign service providers must also be able to prove that they have up-to-date social security protection for each of their employees on secondment in France:

If service providers from the European Union are not staying in France for more than two months, seconded workers will continue to contribute to and be protected by social security in their home country.

Service providers from outside the European Union must provide evidence that they have organised social security protection:

- In their country of origin, if it has signed a bilateral social security agreement with France; these countries are listed on the website www.cleiss.fr.
- If their country of origin does not have such an agreement with France, they must ask for a social security guarantee from a French organisation; all contributions are paid to this organisation: to do so contact URSSAF in Bas-Rhin:

URSAFF – 16, rue Contades - 67307 Schiltigheim – France

Tel: + 33(0)8 20 39 56 70 - Fax: + 33(0)3 88 18 52 74

Email: cnfe.strasbourg@urssaf

FORMALITIES

MANDATORY FORM when using a service provider in France residing or established abroad

RETURN BEFORE APRIL THE 1ST, 2024 TO:

COMEXPOSIUM – Direction des Opération et des Achats

Fabrice Digne

70, avenue du Général de Gaulle F

92508 Paris la Défense Cedex – France

Email: fabrice.digne@comexposium.com

EXHIBITOR

Company name:

Hall: Aisle: Stand No:

Stand name:

Address:

Postcode: Town/City:

Country:

Tel: Fax: E-mail:

Cellphone:

IMPORTANT: SWORN AFFIDAVIT

I the undersigned:

Acting as:

For the company:

Located:

Solemnly declare that I:

- understand the mandatory formalities required for a service performed in France by a company established or domiciled abroad,
- shall comply and ensure compliance by my service provider with all the aforementioned formalities.

Mandatory Corporate Seal

Drawn up and signed in: on:

Authorized person's last name, first name, and signature, preceded by the wording "lu et approuvé" [read and approved]

REFOUND OF FRENCH VAT (TVA) FOR THE FOREIGNERS

PLEASE FIND IN YOUR EXHIBITOR AREA

To print the VAT refund form, see next page

To receive further information about the refund claim and the refund procedure, Exhibitors can contact directly our French Tax Representative,

TEVEA INTERNATIONAL

Claudia PRAMS

29-31, rue Saint Augustin – 75002 Paris – France

Tel: + 33(0)1 42 24 96 96 - Fax: + 33(0) 1 42 24 89 23

E-mail: mail@tevea.fr - Website: www.tevea-international.com

Siret: 331 270 280 00067

TEVEA International is specialized in handling TVA refund claims and will take care of the entire procedure until payment of your refunded amount. The procedure will be simple and easy for your company.

TEVEA International, in cooperation with the SIMA, offers a simplified, secure and fast procedure for your company.

To benefit from this simplification, please fill in, sign and return the form available in your Exhibitor Area to TEVEA International.

IMPORTANT:

Only original invoices are accepted by tax authorities for VAT refunds, so keep them in a safe place. If you lose them, you will not be able to reclaim the VAT amount in question.

Copies, duplicates and certified copies will be refused by the French Tax Authorities. It is also prohibited for the organizer to make a second original of the invoice.

FOREIGN SERVICE PROVIDERS WORKING FOR EXHIBITORS

Stand construction contractors, lessors of equipment rental agencies, decorators, etc. cannot take advantage of this procedure. Services undertaken in France are subject to the French VAT.

These foreign service providers must invoice their clients with the French VAT and pay the VAT collected through the French tax representative intermediary to the Tax Authority, deduction made for the VAT on purchases.

REFOUND OF FRENCH VAT (TVA) FOR THE FOREIGNERS

According to European Tax Legislation, organisers of international exhibitions may invoice certain services with TVA.

Foreign companies (EU or non-EU) are, under certain conditions, entitled to a refund of the TVA paid.

IMPORTANT

Please note: Companies not belonging to the European Union must appoint a French tax representative in order to apply for a tax refund.

For more information on the refund claims and procedures, Exhibitors can contact our French Tax Representative, TEVEA INTERNATIONAL (see reply coupon below).

TEVEA International specialises in the handling of TVA refund claims, and will take care of the entire procedure on behalf of your company.

FAX REPLY FORM – PLEASE RETURN TO:

TEVEA INTERNATIONAL

29-31 rue Saint Augustin– 75002 Paris - FRANCE

Tel: +33 (0)1 42 24 96 96 – Fax: +33 (0)1 42 24 89 23 –

Email: mail@tevea.com - www.tevea-international.com

We are attending the following French trade show:

INTERMAT 2024 - From April 24th to April 27th 2024 – Paris Nord-Villepinte - Paris.

Please send us all information and documents concerning your TVA refund claim in the following languages:

FRENCH ENGLISH GERMAN ITALIAN SPANISH

Company name:

Address:

Postcode: City: Country:

Tel: Fax: Email:

Contact name:

Date and signature:



From April 24 to 27, 2024 - Paris-Nord Villepinte



COMEXPOSIUM

70, avenue du Général de Gaulle – 72058 Paris la Défense Cedex - France
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