

EXHIBITORS GUIDE



19 - 23 October 2024 - PARIS NORD VILLEPINTE

>Interactive
browsing, click
on the titles
to access the
information
you need.

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.
- Reach your Exhibitor Area.
- Complete the forms from this document, directly on your computer.

- **THE EXHIBITOR AREA (for bare stands)**

In this store, you can order all of the technical services you need until Friday 11 October 2024.

Please note, from Saturday 12 October 2024, technical services must be ordered directly on-site in Exhibitors desks located Halls 3, 5a, 5b and 7.

- **NEW: For fitted stands**

From 17 October 2024, in order to answer all your questions, our service providers will be present at dedicated Exhibitor Reception areas located in Halls 5A & 5B as follows:

- Exhibitor Reception 5B: for all equipped stands in Halls 5B and 5C
- Exhibitor Reception 5A: for all equipped stands except those in Halls 5B and 5C

USEFUL INFORMATION

- Checklist
- Access/Traffic & parking
- Hangings & overhead power supply, trusses and light
- Events/Stand Activities
- Architecture & Decoration
- Complementary insurance
- Access badges
- Useful contacts
- Exhibitor timetables Assembly/Opening/Dismantling
- Exhibition opening hours/Exhibitors' desks
- Health and safety
- Cleaning/Vacating the stand
- Catering for the Exhibitors
- Meeting/Conference rooms
- Hall monitoring/Stand security

CHECKLIST

		Deadline
Registration and placement	Registration of all your exhibiting' partners	
	<ul style="list-style-type: none"> • Payment on receipt of invoice • Think about VAT refund for foreign exhibitors that are not subject to European taxes 	
Stand preparation	Opening of your Exhibitor Area, after registration	
	<ul style="list-style-type: none"> • Approbation of the stand's decoration and design plan (except for fitted stand) MANDATORY	31/07/2024
	From 1 June 2024: <ul style="list-style-type: none"> • Order of extra invitation card • Order the exhibitor and service suppliers access badges • VISA application • Order of cleaning services (cleaning of partitions...) • Declaration for double-decker stand 	19/09/2024
	<ul style="list-style-type: none"> • Orders: Water, electricity, phone, internet, car park, meeting/conference room booking • Hostess, Insurance, forwarding agent booking 	19/09/2024
Promotion preparation	<ul style="list-style-type: none"> • Registration to the SIAL catalogue and communication medium • Register your innovations to the contest SIAL Innovation! • Order marketing tools 	09/09/2024 22/08/2024
	Marketing action towards your visitors – sending of invitations	22/10/2024 at 11:59
	Fill in your electronic press box	13/09/2024
	Transmission of service badges to your service suppliers	27/09/2024
Assembly	Reception of the samples at the Exhibition Centre in Villepinte	
	Building of your stand from 14 October 2024	18/10/2024
	SIAL 2024 • 19/23 OCTOBER	
	Dismantling • 23/26 OCTOBER	

USEFUL INFORMATION

ACCESS / TRAFFIC & PARKING

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DELIVERY ADDRESS

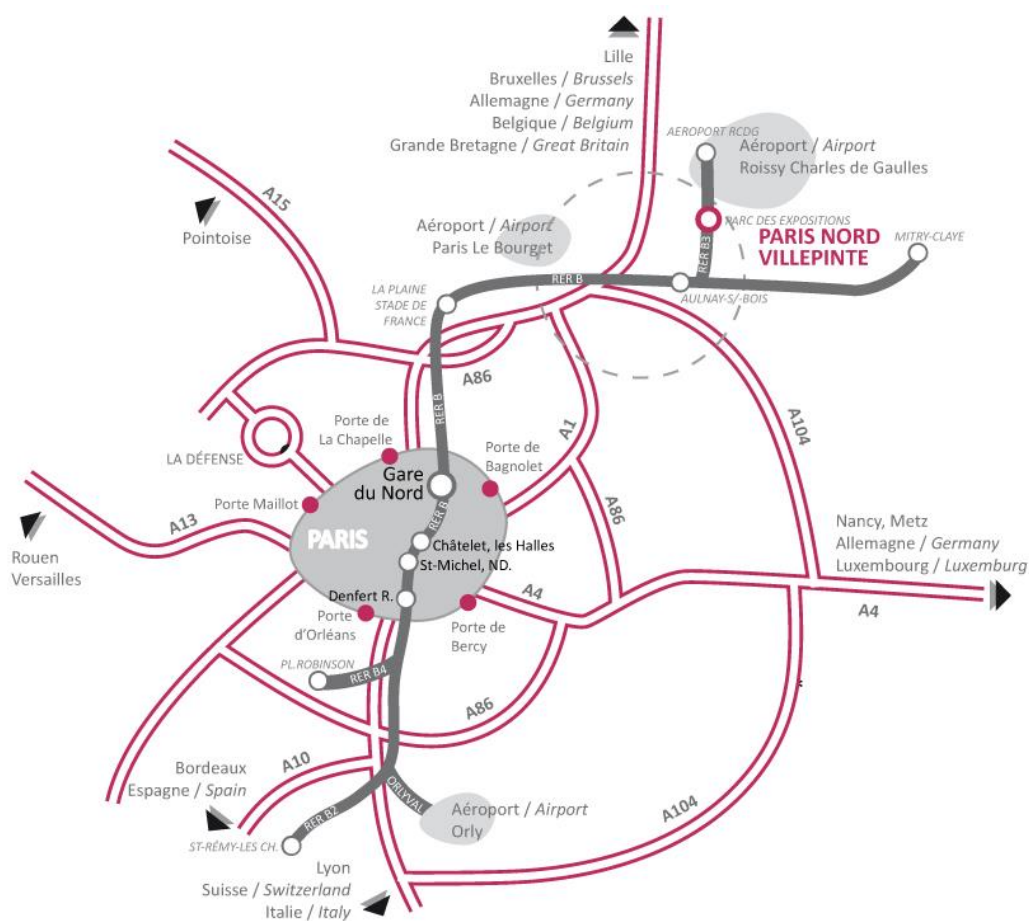
SIAL 2024

Parc des Expositions Paris Nord Villepinte
ZAC Paris Nord 2
93420 Villepinte - France

MANDATORY INFORMATION:

Company's name and stand number
Contact name and phone number on site

ACCESS TO THE PARIS-NORD VILLEPINTE EXHIBITION CENTRE

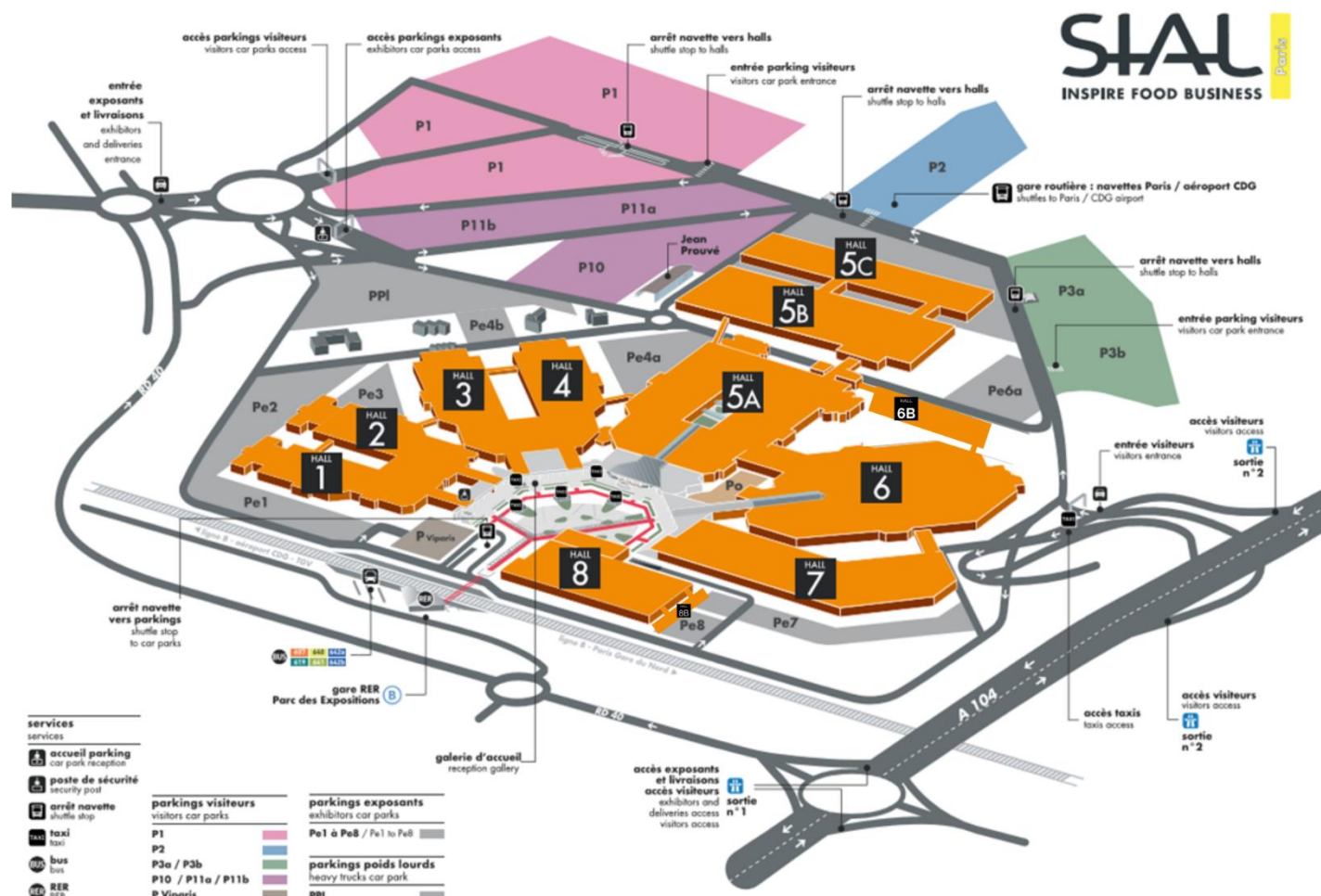


USEFUL INFORMATION

ACCESS / TRAFFIC & PARKING

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CARS AND PEDESTRIAN ACCESS



USEFUL INFORMATION

ACCESS / TRAFFIC
& PARKING

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TWO INTERNATIONAL AIRPORTS TO GET TO THE SIAL

Roissy Charles de Gaulle airport

The Exhibition Centre is located 5 minutes away from Roissy-Charles de Gaulle airport.
Take the RER B – direction: Robinson-Saint Rémy-Les-Chevreuse and get off at the stop:
“Parc des Expositions”.

Orly airport

Take the Orly-Val (automated metro) to Antony, then take the RER B (direction: Roissy-Charles de Gaulle). Get off at “Parc des Expositions”.

YOUR TICKETS AT THE BEST PRICE WITH AIR FRANCE AND KLM GLOBAL MEETINGS



- Event: **SIAL PARIS 2024**
- Event ID: **40413AF**
- Valid for transport: **from 12/10/2024 to 30/10/2024**
- Event location: **Parc des Expositions de Paris Nord Villepinte, France**

Discounts on a wide range of airfares on all Air France and KLM flights, up to -15% on international flights and preferential sale conditions on French flights (including Corsica).

Please connect on www.airfranceklm-globalmeetings.com to:

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

If you buy your ticket via AIR FRANCE & KLM Global Meetings website, your electronic ticket will carry a special mention which justifies the application of the preferential fares. If you prefer to make your reservations and ticket-purchase directly with an Air France and KLM sales outlet, you must keep this current document which serves to justify the application of the preferential airfares.

Keep the document to justify the special fares with you as you may be asked for it at any point of your journey.

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

** Subject to conditions / ** Not available in certain countries*

USEFUL INFORMATION

ACCESS / TRAFFIC
& PARKING

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REGISTERING YOUR VEHICLE ON LOGIPASS

WARNING

All vehicles taking part in the exhibition during set up and/or dismantling, or during the delivery hours of opening days, must be registered on **Logipass** in order to access the Exhibition Centre.

Each company or protagonist can create its own account. This account allows registering on specific timetables.

The length of a delivery **must not exceed 2 hours for utility vehicle and 4 hours for trucks.**

A hotline is available to help exhibitors and protagonists who would have questions:

Tel: + 33 (0)1 40 68 11 30

E-mail: infos-exposants@viparis.com

VIPARIS - Authentification X

Secure | <https://logipass.viparis.com>

VIPARIS **logipass** ? Langue - Créer un compte

Bienvenue
logipass

Pour tous les intervenants et exposants (montage - DEMONTAGE - livraison)

Adresse email

Mot de passe

Le champ Mot de passe est requis

Connexion

Mot de passe oublié ?
Créer un compte

Créer un compte pour enregistrer vos demandes d'accès de véhicules aux zones logistiques (pour la durée de déchargement) et aux parkings exposants (hors horaires de parking payant)

© Tous droits réservés - Viparis 2018 | Hotline : +33 1 40 68 11 30 | infos-exposants@viparis.com | Mode d'emploi | Conditions Générales d'Utilisation | Politique concernant les cookies

USEFUL INFORMATION

ACCESS / TRAFFIC & PARKING

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TRAFFIC IN THE EXHIBITION CENTER

There are strict rules regarding 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.

- Follow the traffic laws.
- Limit your speed to 20 km/h (12 mph),
- No stopping, no parking and no storing in traffic lanes,
- Deliveries are authorized from 8:00 am to 9:30 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.**
- **Lorries' 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 motorized vehicles will be allowed into the Halls on Friday 18 October** (unless special permission is granted by the organizer).
- To enter the exhibition Halls during installation and dismantling, **all personnel must wear personal safety equipment** like 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.**

USEFUL INFORMATION

ACCESS / TRAFFIC & PARKING

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PARKING

> During assembly

It is free to park on Exhibition Centre grounds as long as the regulations regarding parking times and areas are respected. Exhibitor car parks will no longer be free as of midnight on October 18th.

Lorry access is subject to special conditions depending on traffic levels around the Halls.

No motor vehicles may enter the Halls on Friday October 18th 2024 (except where special permission has been granted by the organiser).

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

> During opening times

Deliveries are authorized from 7.30 am to 9.00 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 authorized 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 **Saturday October 19th 2024, at 9.00 am**, all vehicles parked beside the pavilions must have been moved to the specified car park, failing which the vehicle may be removed and impounded.

> On dismantling evening

Only trolleys, platform trolleys and hand pallet truck may be used when the show is closed, **depending on construction site evolution. Motor vehicles may enter the Halls two hours after public closing time.**

USEFUL INFORMATION

ACCESS / TRAFFIC & PARKING

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RESERVING A PARKING SPACE

Parking subscriptions are offer to you and can be reserved via your Exhibitor Area.
While set-up and opening periods, you can buy car parking spaces at the Exhibitors Desks, Halls 3, 5a, 5b and 7.

The Exhibitors' car parks are open from 7.00 am to 11.00 pm every day throughout the event.

USEFUL INFORMATIONS

HANGING & OVERHEAD POWER SUPPLY, TRUSSES AND LIGHTS

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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 Sliding 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 dismantlable equipment and assemblies issued by the Paris Prefecture of Police on 6 November 2019, special repetitive rigging points that support dismantlable 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).

Assemblies 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).

Assemblies 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).

USEFUL INFORMATIONS

HANGING & OVERHEAD POWER SUPPLY, TRUSSES AND LIGHTS

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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 summarized in the following table:

Installations	Total load and height (h)	Inspection body		
		BC*	TC**	INST ***
Répétitive 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-répétitive 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 dismountable 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:

- 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 authorized sling points;
- Compliance with the maximum sling usage angles.

HANGING & OVERHEAD POWER SUPPLY, TRUSSES AND LIGHTS

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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.

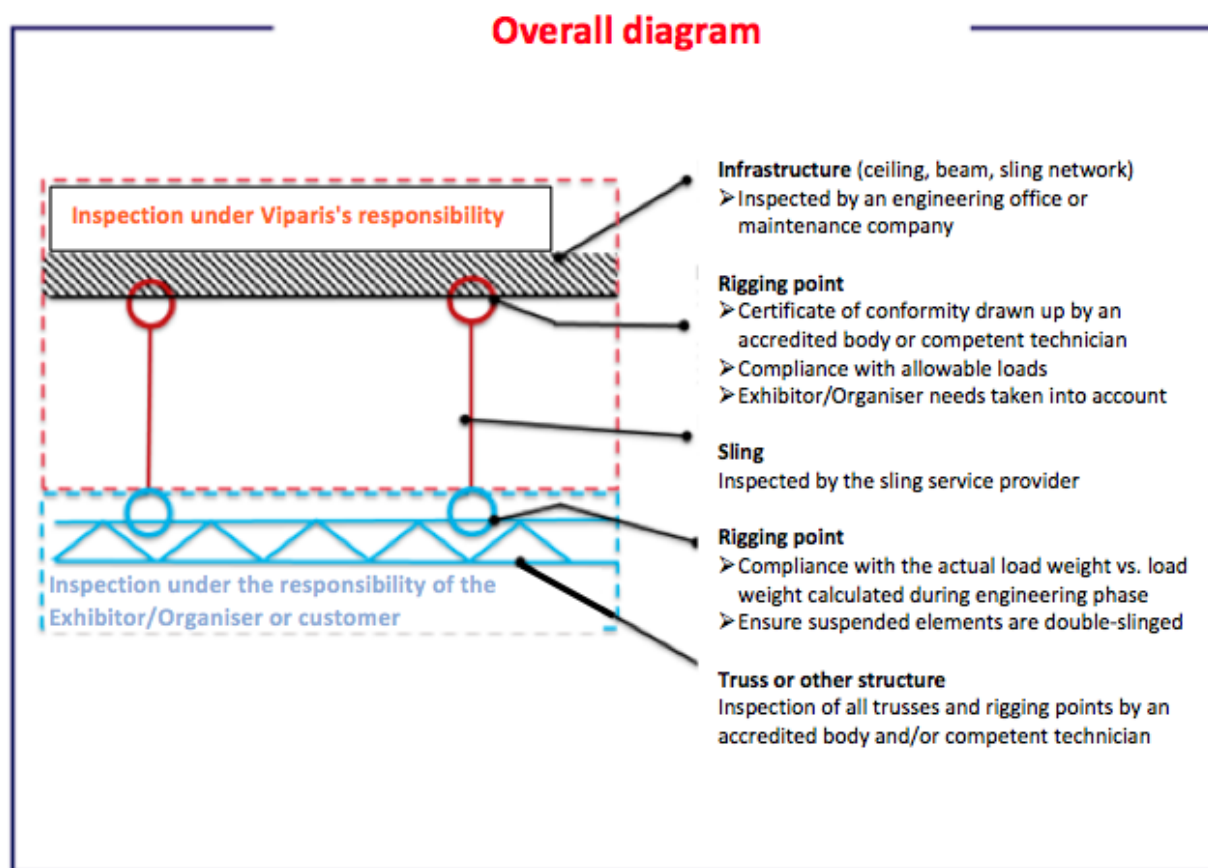
- The points listed below must be checked by the competent technician from the installer of the suspended structures:

- 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 synchronized;
- Compliance with the technical specifications established by the event organizer;
- 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 & OVERHEAD POWER SUPPLY, TRUSSES AND LIGHTS

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

SOCOTEC

Mr Patrick PEIRERA

Tél. : + 33 (0)1 45 18 21 90

Tél. : +33 (0)6 08 12 08 21

E-mail : patrick.pereira@socotec.com

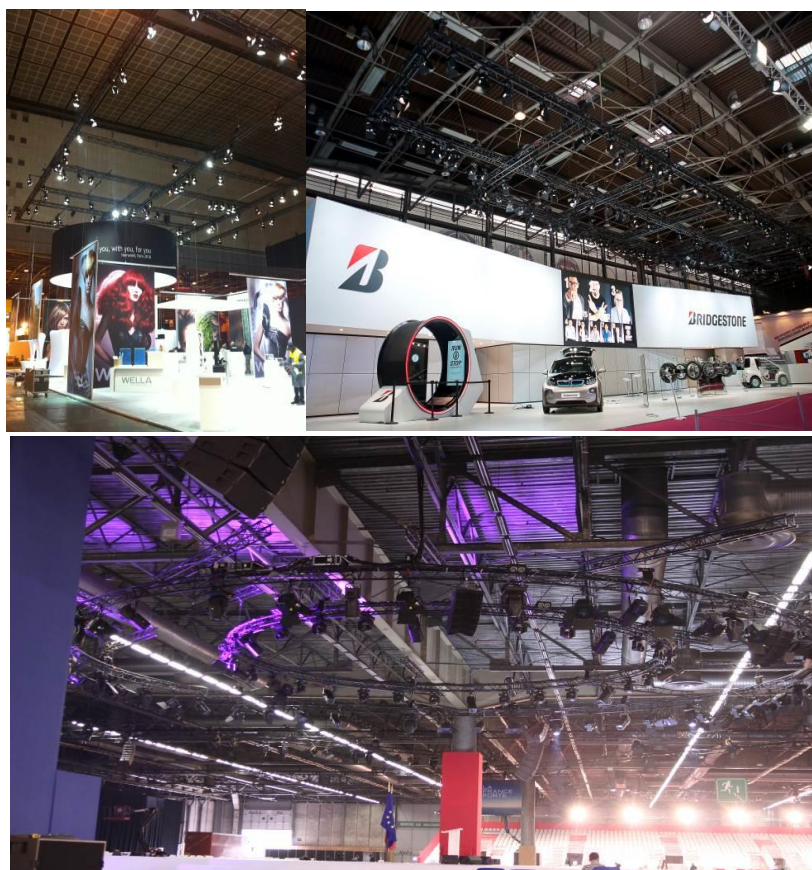
USEFUL INFORMATIONS

HANGING & OVERHEAD POWER SUPPLY, TRUSSES AND LIGHTS

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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.comWebsite: www.versantevenement.com

USEFUL INFORMATION

EVENTS / STANDS ACTIVITIES

The SIAL Paris 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 (except in case of a prior agreement with the organisation).

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

USEFUL INFORMATION

ARCHITECTURE & DECORATION

FIND OUT MORE VIA YOUR EXHIBITOR AREA "USEFUL INFO"

- The show's Architecture & Decoration rules
- Special regulations

The architecture and decoration rules for the SIAL Paris 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.

The SIAL Paris 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 the SIAL Paris to which new decorative items are to be added, must be submitted **for approval by July 31th 2024 at the latest.**

DECOPLUS

Elisabeth TOUGARD

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

E-mail: sialarchi@free.fr

EACH FLOOR PLAN MUST INCLUDE

- A plan 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,
- **MANDATORY:** 3D views.

VERY IMPORTANT

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

USEFUL INFORMATION

COMPLEMENTARY INSURANCE

FIND OUT MORE VIA YOUR EXHIBITOR AREA

To find out what rules and regulations govern your insurance during the show, check the **"Useful information/Rules and conditions"** section in your Exhibitor Area and order complementary insurance in **"My Store"** section.

COMPLEMENTARY INSURANCE AGAINST DAMAGE TO PROPERTY

Exhibitors may take out complementary insurance provided by the SIAL Paris 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 18/10/2024) to the evening on which the show closes to the public (5:00 pm on 23/10/2024).

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 the SIAL Paris 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 10:00 am on 19/10/2024) to the evening on which the show closes to the public (5:00 pm on 23/10/2024).

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

LOSSES

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

USEFUL INFORMATION

ACCESS BADGES

VERY IMPORTANT: COMPULSORY PASS-WEARING

- In order to be granted access to the exhibition Halls, **all individuals must have been issued a SIAL Paris access badge**, which must be filled out on your Exhibitor Area and be worn during the assembly, opening, and dismantling periods
- **Identity checks** will take place around the Halls.
- **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.

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 – [Click here](#)).

- Exhibitors can declare and personalize their badges in the Exhibitor Area.
- The number of badges included is calculated automatically according to the surface area of the stand, to the value of one badge for 4.00 sq.m.
- Badges will be available for download on your online Exhibitor Area from the 24th of September if all payments have been done. To order additional badges, go to your Exhibitor Area in “my store” section.
- Every person working on the stand (service providers, hostesses...) must be wearing a service badge at all times in order to access the Exhibition Park.

ASSEMBLY/DISMANTLING BADGES

Register your service providers in your Exhibitor Area so that they can generate their assembly and dismantling badge.

The assembly/dismantling badge grants access to the Exhibition Centre during the assembly and dismantling periods in accordance with the timetables that feature on the badge.

Badges are not valid during the exhibition opening period which runs from 19 to 23 October 2024.

VISITORS INVITATION

Each exhibitor has a visitor invitation quota:

- 40 invitations for exhibitors that have chosen the Business Pack
- You will receive them in electronic format

The visitor badge allows to access the Exhibition Centre during public opening time from 19 to 23 October 2024. It is valid every day of the show.

The visitor badge is not valid during the assembling and dismantling period.

USEFUL INFORMATION

USEFUL CONTACTS

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

Monday to Friday, 9.00 am – 6.00 pm

Hanging & overhead power supply Trusses & lights	VERSANT EVENEMENTS	Tel.: +33 (0)1 48 63 32 51 E-mail: contact@versantevenement.com Site web: www.versantevenement.com
On-site access for people with disabilities	POINT INFO VIPARIS	+33 (0)6 14 16 93 84
Architecture & decoration (layout control)	DECOPLUS	8, rue Témar 78100 Saint-Germain en Laye - France Tel.: +33 (0)9 67 78 93 85 Contact: Elisabeth TOUGARD E-mail: sialarchi@free.fr
Complementary insurance	SIACI	39 rue Mstislav Rostropovitch 75815 Paris Cedex 17 - France Tel.: + 33 (0)1 44 20 29 81 E-mail: philippe.huet@s2hgroup.com
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/
Inspection office (BC)	SOCOTEC	Patrick PEREIRA 90-112, avenue de la Liberté 94700 Maisons-Alfort - France Tél. : + 33 (0)1 45 18 21 90 Tél. : +33 (0)6 08 12 08 21 E-mail : patrick.pereira@socotec.com
Copyrights	SACEM	Délégation Régionale de St Gratien 16, avenue Gabriel Péri - BP 103 95210 St Gratien - France Tel.: + 33 (0)1 76 76 74 80 Website: www.sacem.fr/
Accommodations	B-NETWORK	Tel.: + 33 (0)1 58 16 20 10 E-mail: clients.paris@bnetwork.com Website: www.sial.b-network.com

USEFUL INFORMATION

USEFUL CONTACTS

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USEFUL CONTACTS (CONT.)

Hospital	HOPITAL INTERCOMMUNAL ROBERT BALLANGER	Boulevard Robert Ballanger 93602 Aulnay-Sous-Bois – France Tel.: 15 or +33 (0)1 48 96 44 44
Hostesses	MAHOLA	2, rue du Capitaine Scott 75015 Paris - France Tél. : +33 (0) 1 70 38 28 20 Contact: Emmanuelle LEBRETON E-mail: commercial@mahola-hotesses.fr Website: www.mahola-hotesses.fr
Decorators / Stand fitters	GALIS	4 rue Louis de Broglie 77400 Saint Thibault des Vignes Contact : Noémie PAQUET Téléphone : +33 (0) 6 43 18 50 89 Email : noemie.paquet@galis.fr
HPS coordinator	D.O.T.	93, rue du Château 92100 Boulogne - France Tel.: + 33(0)1 46 05 17 85 E-mail: sps@d-o-t.fr
Rental Industrial Refrigerated Furniture	LOWE RENTAL LTD	Contact: Annabelle Snowden Tel.: +44 (0) 28 92 79 43 21 Email: Annabelle.Snowden@lowerental.com Website: www.lowe-europe.com For Online order : exhibitions.lowerental.com/customer/account/login
Delivery of goods	VIPARIS	SIAL 2024 Parc des Expositions Paris Nord Villepinte ZAC Paris Nord 2 93420 Villepinte - France Company name / stand number Name and contact phone on site
Police	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 Fax: + 33 (0)1 42 24 89 23 E-mail: mail@tevea.fr Website: www.tevea-international.com
Catering on stand	Maison POIRIER	Contact : Tara COLSY Tél. : +33 (0)1 39 13 42 42 E-mail : tara@poirier.fr Site web : www.poirier.fr
Catering on stand (External suppliers declaration)	VIPARIS	Myriam MOTTIN - Tel.: +33 (0)1 40 68 14 46 E-mail: myriam.mottin@viparis.com
Fire Prevention	AFS CONSEILS & SECURITE	Alain FRACIONI 56 rue Roger Salengro 93110 Rosny-sous-Bois - France Tel.: + 33(0)6 70 61 95 11 E-mail: afs@afsconseils.fr

Veterinary services	DIRECTION DEPARTEMENTALE DES SERVICES VETERINAIRES DE SEINE ST DENIS	Poste d'Inspection Frontalier Rue du Pélican – Zone de Frêt 1 –BP 10111 95701 Roissy Charles de Gaulle Cedex – France E-mail: pif-aeroport.dds93@agriculture.gouv.fr
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USEFUL INFORMATION

USEFUL CONTACTS

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USEFUL CONTACTS (CONT. AND END)

Caterer	POIRIER	Contact : Tara COLSY Tel.: +33 (0)1 39 13 42 42 E-mail: tara@poirier.fr Website : www.poirier.fr
Freight Forwarder & Handler	CLASQUIN FAIRS & EVENTS	Parc des Expositions de Paris Nord Villepinte, Bâtiment M2 93420 VILLEPINTE Tel.: +33 (0)1 48 63 33 81 Fax: +33 (0)1 48 63 33 82 E-mail: fairs-events@clasquin.com Website: www.clasquin.com
Freight Forwarder & Handler	WEL GROUP	2, Rue Copernic 77290 Compans Tél : 0782852829 Contact : Jonathan Rejaud E-mail : jonathan.rejaud@wel.fr Site Internet : www.welgroup.fr
Freight Forwarder & Handler	CLAMAGERAN FOIREXPO	Parc des Expositions de Paris-Nord Villepinte BP 64137 95976 Roissy CDG cedex - France Tel.: +33 (0)1 48 63 32 47 Fax: +33 (0)1 48 63 32 38 Contact: Dominique FILIBERTI E-mail: d.filiberti@clamageran.fr Website: www.clamageran-exposition.fr
Freight Forwarder & Handler	SCHENKER FRANCE SAS FAIRS & EVENTS	Tel.: +33 (0)1 48 63 32 81 E-mail: foires.expositions@dbschenker.com E-mail: sally.al-salman@dbschenker.com E-mail: vanessa.jacques@dbschenker.com Website: www.dbschenker.fr
Freight Forwarder & Handler	EXPO SERVICE INTERNATIONAL (ESI)	ZAC de la Butte aux Bergers 12 avenue du Noyer à la Malice 95380 Louvres - France Contact: Gérard GUENARD Tel.: +33 (0)1 48 63 32 70 / +33 (0)6 07 74 78 62 E-mail: gerard.guenard@group-esi.com Website: www.group-esi.com

USEFUL INFORMATION

EXHIBITORS TIMETABLES

ASSEMBLY / OPENING / DISMANTLING

WORKING HOURS, SET UP, DISMANTLING, POWER SUPPLY

Period	Dates	Exhibitor's schedule	Power supply		Public opening
SET UP	Monday 14 October	7.30 am – 7.30 pm			
	Tuesday 15 October	7.30 am – 7.30 pm			
	Wednesday 16 October	7.30 am – 7.30 pm	2.00 pm – 7.30 pm		
	Thursday 17 October	7.30 am – 10.00 pm	7.30 am – 10.00 pm		
	Friday 18 October	7.30 am – 10.00 pm	7.30 am – 10.00 pm	Do not forget to order a 24-hour power supply or site connection if necessary;	
OPENING	Saturday 19 October	8.00 am – 8.00 pm	8.00 am – 8.00 pm		10.00 am – 6.30 pm
	Sunday 20 October	9.00 am – 8.00 pm	9.00 am – 8.00 pm		10.00 am – 6.30 pm
	Monday 21 October	9.00 am – 8.00 pm	9.00 am – 8.00 pm		10.00 am – 6.30 pm
	Tuesday 22 October	9.00 am – 8.00 pm	9.00 am – 8.00 pm		10.00 am – 6.30 pm
	Wednesday 23 October	9.00 am – 5.00 pm	9.00 am – 5.00 pm		10.00 am – 5.00 pm
DISMANTLING		5.00 pm – midnight	5.00 pm – 7.30 pm		
	Thursday 24 October	7.30 am – 7.30 pm			
	Friday 25 October	7.30 am – 7.30 pm ⁽¹⁾			
	Saturday 26 October	7.30 am – 2.00 pm			

(1) Hall 8: End of dismantling Friday 25 October – 2.00 pm

If you wish to install your stand before the dates above-mentioned, please send your request to DECOPLUS **before 23/09/2024**. (Email: sialarchi@free.fr)

Important:

We inform you that these derogations are chargeable according to the price below:

Surface area between 24.00 and 299.00 sq.m: 400.00 €/day.

Surface area between 300.00 and 699.00 sq.m: 650.00 €/day.

Surface area > 700.00 sq.m: 850.00 €/day.

Warning: prices apply to the stand/exhibitor (no surface area accumulation).

DELIVERY TIMETABLE DURING THE EXHIBITION

- Deliveries during the opening period must be made between 8.00 am and 9.30 am and will be made to a centralized area in the park.

FITTED STAND TIMETABLES



- Fitted stand delivery will be made on Thursday 17 October from 9.00 am.
- Storage and furniture should be emptied on Wednesday 23 October between 5.00 pm and 9.00 pm.

USEFUL INFORMATION

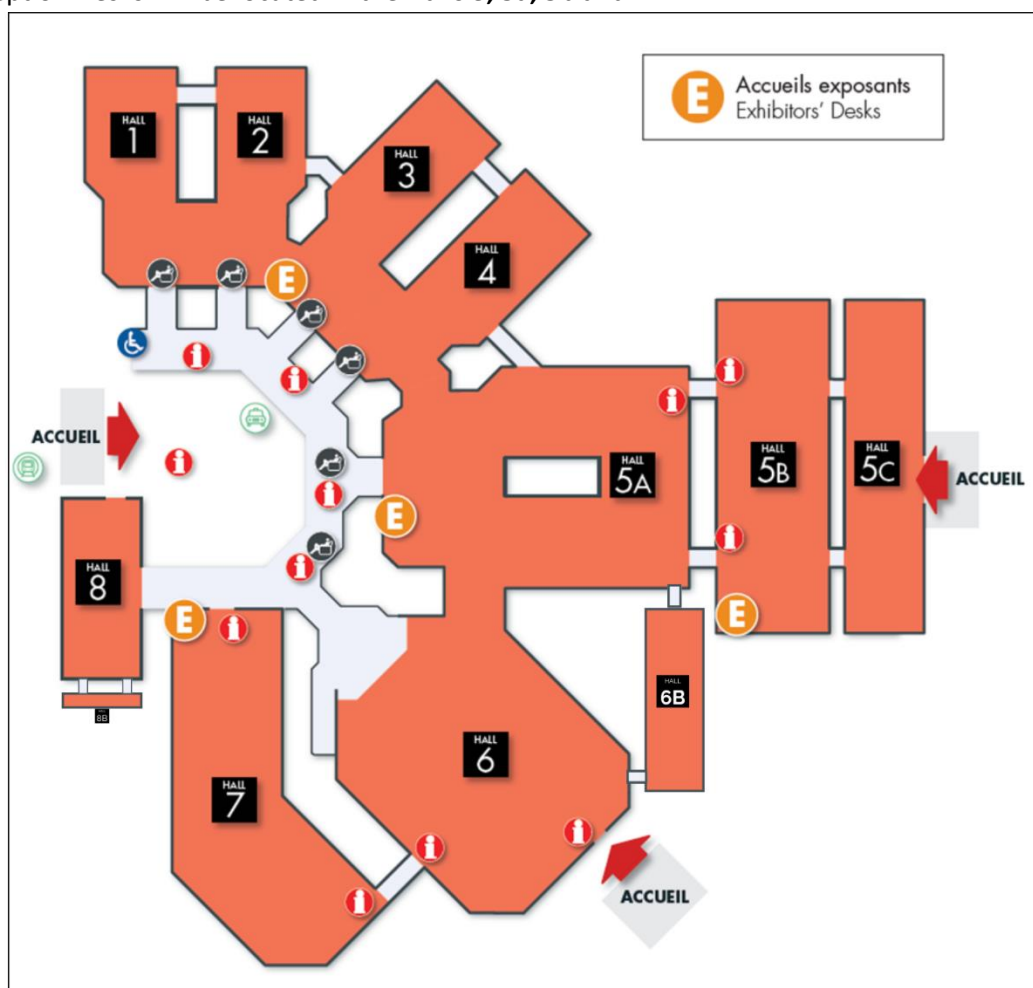
EXHIBITION OPENING HOURS
EXHIBITORS RECEPTION DESKS

EXHIBITION OPENING HOURS

Saturday 19 October 2024	10:00 am – 6:30 pm
Sunday 20 October 2024	10:00 am – 6:30 pm
Monday 21 October 2024	10:00 am – 6:30 pm
Tuesday 22 October 2024	10:00 am – 6:30 pm
Wednesday 23 October 2024	10:00 am – 5:00 pm

THE EXHIBITORS RECEPTION DESKS ON SITE

- Exhibitors Reception Desks will be located in the **Halls 3, 5a, 5b and 7.**



USEFUL INFORMATION

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

IHSPP: Individual Health & Safety Protection Plan.

To enjoy access to the exhibition Halls, all individuals must be fitted with an access pass for the SIAL Paris (Exhibitor pass, Assembly/Dismantling pass) and must wear safety equipment, including 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 your sub-contractors.
They are available in your Exhibitor Area.

USEFUL INFORMATION

CLEANING

VACATING THE STAND

1/3

IMPORTANT AND MANDATORY

MANDATORY: you must order waste processing, please visit the “store” section of your Exhibitor Area.

REMINDER: you must fill in the “stand layout” file and address it to the DECOPLUS company, before **31 july 2024**.

Without this document, you will be charged according to the surface area of your stand: 30,00 € Excl. VAT / sq.m.

A contradictory inventory of fixtures will be demanded during dismantling at the departure of the decorator. If this inventory of fixtures is not performed, an automatic receipt will be addressed according to the surface area of the stand: 30,00 € Excl. VAT / sq.m.

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.
- Daily cleaning is included in your stand hire (excluding glass cabinets, partitions and washing).
- Thorough cleaning of your stand and glass cabinets is essential to display your products to their best advantage to customers. The SIAL Paris guarantees the quality of this service.
- 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 a bare stand, you have automatically booked a daily cleaning service for your stand (excluding glass cabinets, partitions and washing).

If you have booked a fitted stand, daily cleaning of your stand is included (with final preparation cleaning of partitions and glass cabinets the day before opening).

SERVICES INCLUDED IN THE DAILY CLEANING OF YOUR STAND

Daily cleaning with vacuuming includes vacuuming the floor including on upper levels, emptying of ashtrays and wastepaper 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 the SIAL Paris).

USEFUL INFORMATION

CLEANING VACATING THE STAND

2/3

DURING ASSEMBLY AND DISMANTLING

- Show cleaning service providers are on hand at the Exhibitor desks areas located Halls 3, 5a, 5b and 7 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.
- You must fill the **“declaration/commitment”** form before 27 september 2024 and provide proof of waste processing and discharge. Without this document you will be charged according to the surface area of your stand: 30,00 € Excl. VAT / sq.m.
- Once the dismantling deadline has passed, the SIAL Paris 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

Final preparation cleaning the day before opening.

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

Order your supplementary services in the **“Store”** section of your exhibitor area.

USEFUL INFORMATION

CLEANING VACATING THE STAND

3/3

YOUR COMMITMENT REGARDING WASTE PROCESSING AND DISCHARGE

Your questions	Our answers
I have paid to have my assembly / dismantling rubbish removed. How is the waste pick-up organized?	Cleaning teams will pass through the stands at regular intervals and will remove any rubbish during the official assembly / dismantling times.
I have not paid to have my rubbish removed – I have signed a sworn statement whereby I undertake to pick up and remove my rubbish during the assembly / dismantling period.	This sworn statement must be sent BEFORE 27 september 2024 .
If I do not pay to have my rubbish taken away or if I do not return my sworn rubbish management statement before 27 september 2024, what happens?	You will automatically receive an invoice, based on your stand's surface area of 30,00 € excl. VAT/sq.m.
If I fail to pick up and remove my rubbish during the assembly / dismantling period although I have signed a sworn statement, what happens?	You will automatically receive an invoice, based on your stand's surface area: 30,00 € excl. VAT/sq.m
What type of rubbish are we talking about?	All rubbish generated by your stand when it is assembled / dismantled (carpet, partitions, etc.) and while the exhibition is running (product packaging boxes, samples, brochures, etc.).
Do I need to conduct an inventory upon exit?	Yes, this is mandatory and should be carried out once the decorator has left and in the presence of the organizer. If a contradictory inventory is not conducted, an automatic invoice will be sent based on the stand's surface area of 30,00 € excl. VAT/sq.m.

USEFUL INFORMATION

CATERING FOR EXHIBITORS

SET AND PROVISIONAL CATERING

The SIAL Paris 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 COCKTAIL RECEPTIONS

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:

HORETO TRAITEUR

Sales department

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

Email: 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

Caterer

POIRIER

Tara COLSY

Tel.: +33 (0)1 39 13 42 42

E-mail: tara@poirier.fr

Website : www.poirier.fr

USEFUL INFORMATION

MEETING/CONFERENCE ROOMS

FIND OUT MORE VIA YOUR EXHIBITOR AREA

Conference/meeting rooms are available to hire during the duration of the show.

If you'd like to see our room hire offers, please email:

Karine BOURIOT

VIPARIS

E-mail : Karine.bouriot@viparis.com

Tél. : + 33(0)1 48 63 31 12

Please define:

- Date and time of hire wanted
- Number of people that are expected
- Room set-up (meeting, "U", ...)
- Type of event you want to organize (press conference, product presentation, cocktail...)
- Specific needs (audiovisual, catering...)

USEFUL INFORMATION

HALL MONITORING & STAND SECURITY

FIND OUT MORE VIA YOUR EXHIBITOR AREA

To order a security service, check the list of suppliers in the "**Logistics**" section, in your Exhibitor Area.

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:

- Avoid leaving your invitation card on visible furniture, keep them into a lockable unit,
- 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.

EXHIBITORS GUIDE

FITTINGS

- Bare surface
- Prep steps for your fitted stand
- Essential + Stand
- 2024 Design Stand
- 2024 Premium Stand
- 2024 Platinum Stand
- 2024 Pavillion

FITTINGS

BARE SURFACE

1/3

YOU HAVE RESERVED A BARE SURFACE

Minimum surface area >24.00 sq.m**Equipment included in your surface area hire:**

- Demarcation of your surface area on the floor, **without partition wall**.
- A sign on the floor with your stand number.
- Daily cleaning of your stand including: Bins emptied, floor vacuumed, counters and furniture wiped down.

Not included: Removal of protective plastic cover from carpet, set-up the night before opening, cleaning exhibited machines/items, bins. Removal of spent fluids is mandatory.

REMINDER: you must fill in the “stand layout” file and address it to the DECOPLUS company, **before 31 juillet 2024**.

A contradictory inventory of fixtures will be demanded during dismantling at the departure of the decorator. If this inventory of fixtures is not performed, an automatic receipt will be addressed according to the surface area of the stand: 30,00 € Excl. VAT / sq.m.

STAND LAYOUT PREP STEPS, BARE SURFACE

> 1st step: checking your plan

Your stand's decoration and design plan must be submitted for approval by the show's Architecture & Decoration department **before 31 July 2024** to:

DECOPLUS

8, rue Témara

78100 Saint-Germain-en-Laye – France

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

E-mail: sialarchi@free.fr

For information on the details to be supplied, check the **Architecture & Decoration Regulations** [in the regulations chapter of this guide](#).

> 2nd step: order any technical services (electric connections, phone lines, parking facilities, etc.)

Find all available services in your Exhibitor Area, under “Store”.

> 3rd step: your stand at the fair

Please check the assembly schedule. [Click here](#).

FITTINGS

BARE SURFACE

2/3

MANDATORY: HEALTH & SAFETY NOTICE*(IHSP: Individual Health and Safety Protection Plan).*

The Individual Health and Safety Protection 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 a SIAL Paris access badge (Exhibitor/Service Provider Badge) 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

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

HANGINGS AND OVERHEAD POWER SUPPLIES, TRUSSES AND LIGHTS

SIAL Paris 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.

VERSANT EVENEMENT:

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

E-mail: contact@versantevenement.com

Website: www.versantevenement.com

FITTINGS

BARE SURFACE

3/3

ADDITIONAL SERVICES TO BE ORDERED BEFORE THE STAND IS FITTED:

Additional fittings (carpet, technical floor, storage room, partitions, lighting, etc.)

- Furniture, refrigerated furniture, Coffee machine
- Floral decoration
- Video/Audio material, office equipment

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

OTHERS ADDITIONAL SERVICES

Stand security, hostesses, caterer, handler... in your Exhibitor Area, section “**Logistics**”

CLEANING/WASTE REMOVAL

During fitting and dismantling:

SIAL Paris 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.) must here absolutely 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.

A written proof will be required to insure off waste processing during assembly and dismantling periods.

FITTINGS

PREP STEPS FOR YOUR FITTED STAND

STAND LAYOUT PREP STEPS FOR YOUR FITTED STAND

> 1st step: equipment approval included in your stand

A SIAL Paris Fitted Stand advisor 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.

> 2nd step: ordering add-on technical facilities and services

The SIAL fitted stand advisor will confirm all additional services required to organize your stand, with a catalogue of options.

Additional services to be ordered before stand is fitted: Additional furnishings, refrigeration, flowers, Audio-visual equipment, office equipment, 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.

- For security stand providers, hostesses, caterers, etc. consult the list of suppliers: [Click here](#).

> 3rd step: Health and Safety

The Health and Safety Notice must be completed on your Exhibitor Area under “Forms”.

> 4th step: delivery of your stand on Thursday 17 October 2024 at 9.00 am

For all stands with fresh products, remember to order a permanent 24h electricity supply, not included as standard.

FITTINGS

ESSENTIAL + STAND

Stand occupancy start date: Thursday 17 October – 9.00 am



		16 sq.m to 24 sq.m	more than 24 sq.m
M1 needle-punched carpet in navy blue, covered with protective film during assembly and removed before opening		✓	✓
Wooden partitions 2.50m high covered in 140g/m ² brushed cotton - dark grey colour. Set back 0.50m / aisles		✓	✓
Lighting track of 3 grey or white LED spotlights (1 spotlight/3sq.m)		✓	✓
Storage unit dressed in dark grey brushed cotton with white painted wooden door, lockable, delivered empty of all fittings. (the inside of the storage unit is not covered).		1m ²	2m ²
Drop paper" flag sign", format W495 *H450 with exhibitor's name and stand number at the head of the partition (1 sign per aisle)		✓	✓
Electricity: 3 kw fused power supply (daytime only) placed in the storage unit of your stand with 1 triple socket.		✓	✓
Furniture :	table	1	1
	chair	3	3
	reception desk	0	1
	bar stool	0	1
Stand refurbishment the day before opening: removal of protective film, vacuuming of carpets and cleaning of furniture.+ Daily cleaning		✓	✓

FITTINGS

2024 DESIGN STAND

AN EXCLUSIVE STAND DESIGNED BY MARCELLO JOULIA

Stand occupancy start date: Thursday 17 October – 9.00 am



Pictures for illustration purposes only

	16 sq.m to 24 sq.m	more than 24 sq.m to 36 sq.m
Recycled and recyclable carpet tiles, 2 colours to choose from (grey or Bordeaux red)	✓	✓
White panel partitions, thickness 10cm, height 2.70m, anodised aluminium partition heads - 1m set back / aisles	✓	✓
Lighting grey metal wall light + LED (1 spot/3sq.m)	✓	✓
Storage area with lockable door. 1 block coat-peg unit and 1 shelf per storage area	1m ²	2m ²
Digital sign (15') with exhibitor's name and stand number located at the top of the partition	1	1
Digital signage (32') on the back wall	1	1
Electricity 3 kw fused power supply (daytime only) placed in the storage unit of your stand with 1 triple socket. 1 socket on each stand side	✓	✓
Furniture 1 table, 3 chairs, 1 reception desk, 1 bar stool	✓	✓
Stand refurbishment the day before opening: removal of protective film, vacuuming of carpets and cleaning of furniture.	✓	✓

FITTINGS

2024 PREMIUM STAND

Stand occupancy start date: Thursday 17 October – 9.00 am



Non contractual visuals



	16 sq.m to 24 sq.m	24 sq.m to 31 sq.m	more than 31 sq.m
Needle-punched carpet and 50cm carpet footprint, covered with a protective film during assembly and removed before opening. Colours to match the chosen harmony.	✓	✓	✓
Wooden partitions 2.50m high, covered in 140g/m ² brushed cotton - Coloured to match the chosen harmony - Set back 0.50m / aisles	✓	✓	✓
Lighting: track of 2 or 3 LED spotlights (1 spotlight/3sq.m)	✓	✓	✓
Storage area covered in brushed cotton (identical to partitions) and lockable wooden door, supplied with 2 shelves + coat hook (inside of the storage area not covered in brushed cotton).	2m ²	3m ²	3m ²
Semi-glazed office between 6 and 9 sq.m with 1 electric triple socket			✓
Sign: 3mm forex panels (Coloured to match the chosen harmony) W 500mm x H 2200 mm - stand number + logo or exhibitor name 400x400mm - 1 per aisle	✓	✓	✓
Suspended sign: R/V identical W 1400mm x H 1100 mm - Suspended by halyards at 5m	✓	✓	✓
Electricity 3 kw fused power supply (daytime only) placed in the storage unit of your stand with 1 triple socket.	✓	✓	✓
Furniture: 1 white lockable counter	✓	✓	✓
Fittings/decoration credit (choose from the catalogue)	800 € HT	1000 € HT	1000 € HT
Stand refurbishment the day before opening: removal of protective film, vacuuming of carpets and cleaning of furniture + Daily cleaning	✓	✓	✓

FITTINGS

PLATINIUM STAND

Stand occupancy start date: Thursday 17 October – 9.00 am



		16m ² à 24m ²	plus de 24m ²
M1 needle-punched carpet in a choice of 3 colours (grey, navy blue, beige), covered with a protective film during assembly and removed before opening.		✓	✓
2.50m high 'eCOVER' type partition with aluminium frame. Front cladding in backlit printed fabric. White back panel cladding - Set back 0.50m / aisles		✓	✓
Lighting: backlighting of lightboxes		✓	✓
Corner storage area with lockable door fitted with 1 coat hook and 1 shelf		1m ²	1m ²
Sign with exhibitor's name and stand number at the head of the partition (1 sign per aisle)		✓	✓
Electricity 3 kw fused power supply (daytime only) placed in the storage unit of your stand with 1 triple socket.		✓	✓
Furniture :	Table	1	1
	Chair	3	3
Stand refurbishment the day before opening: removal of protective film, vacuuming of carpets and cleaning of furniture + Daily cleaning		✓	✓

FITTINGS

PAVILLION STAND



Non contractual visuals

SHARED AREA	
Needle-punched carpet and 50cm carpet footprint, covered with a protective film during assembly and removed before opening.	
Wooden partitions 2.50m high, covered in 140g/m² brushed cotton - Set back 0.50m / aisles	
Solid wood party walls painted black	
Shared storage area with two entrances, enhanced by a lower Single-sided x 4-sided illuminated signage	
PAR STAND EXPOSANT	
Furniture: 1 white lockable counter+ stool 1 table and 3 chairs	
Black wooden shelves hung on the wall	
Visuals: 1 visual sign (file to be supplied) against the wall and 1 flag sign R° / V°	
Lighting: track of 2 or 3 LED spotlights	

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
- Refund of French VAT (TVA)

REGULATIONS

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 centres 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 organised 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 manoeuvring 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 organisation 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: $60\text{ cm} < 2\text{ H} + \text{T} < 64\text{ cm}$ (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.

REGULATIONS

ARCHITECTURE & DECORATION RULES

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The SIAL 2024 "Architecture Regulations" include a list of presentation and layout standards for stands which has been drawn up to ensure that the exhibition runs smoothly and that people are able to visit in optimum comfort.

These standards include the customary safety rules applicable to trade shows, fairs and exhibitions. All stand layouts and decorations must comply with the "Architecture Regulations".

In all cases, before construction, each proposed stand must be submitted to the SIAL's Architecture Department which is responsible for deciding whether an exhibitor may be granted authorisation to set up a stand at the site. Any proposals for stands which are not in compliance with the regulations will be refused. Furthermore, any stand erected without the permission of the Architecture Department may be dismantled and the costs borne by the exhibitor.

SIAL's Architecture Department
DECOPLUS
8, rue Témara
78100 Saint-Germain-en-Laye - France
Tel.: +33 (0)9 67 78 93 85
E-mail: sialarchi@free.fr

1 IF YOU HAVE A BARE STAND

Stand layout proposals must be emailed to the SIAL's Architecture Department by 31 July 2024.

You must include:

1. A "top view" plan with details of scales, dimensions and locations of setbacks (partition wall + aisles)
2. A "section" drawing with details of scales, dimensions and heights of proposed volumes
3. 3D views

In return, you will receive the layout form that you must fill in, sign and then return to have your application definitively approved **before September 27th 2024.**

2 IF YOU HAVE A FITTED STAND

If you make any changes or add any features to the stand provided by the organiser, you must send the plans back to us to have them approved, together with the layout form referenced in the "**1/if you have a bare stand**" paragraph.

IMPORTANT AND MANDATORY

Failure to comply with the architecture rules and / or non-management of the waste resulting from stand assembly and dismantling will incur the following penalties:

Your questions	Our answers
If I erect my stand in a way that is not in compliance with the architecture rules, what happens?	<p>Mandatory: you must have your stand layout approved by the SIAL's Architecture Department before 31 July.</p> <p>NOTE: Any layouts that differ from the one approved by the architecture department beforehand that are not in compliance with the rules at the time of assembly will incur penalties.</p> <p>In the event of non-compliance, a penalty invoice will be issued for €100.00 excl. VAT/sq.m.</p>
I have paid to have my assembly / dismantling rubbish removed. How is the waste pick-up organised?	Cleaning teams will pass through the stands at regular intervals and will remove any rubbish during the official assembly / dismantling times.
I have not paid to have my rubbish removed – I have signed a sworn statement whereby I undertake to pick up and remove my rubbish during the assembly / dismantling period.	This sworn statement should be sent BEFORE September 27th 2024.
If I do not pay to have my rubbish taken away or if I do not return my sworn rubbish management statement before September 27 th 2024, what happens?	You will automatically receive an invoice, based on your stand's surface area of €30.00 excl. VAT/sq.m.
If I fail to pick up and remove my rubbish during the assembly / dismantling period although I have signed a sworn statement, what happens?	You will automatically receive an invoice, based on your stand's surface area: €30.00 excl. VAT/sq.m.
What type of rubbish are we talking about?	All rubbish generated by your stand when it is assembled / dismantled (carpet, partitions, etc.) and while the exhibition is running (product packaging boxes, samples, brochures, etc.).
Do I need to conduct an inventory upon exit?	Yes, this is mandatory and should be carried out once the decorator has left and in the presence of the organiser. If a contradictory inventory is not conducted, an automatic invoice will be sent based on the stand's surface area of €30.00 excl. VAT/sq.m.
Who signs the standard layout proposal?	The exhibitor or the decorator.

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- 6/ Fluid distribution conduits
- 7/ Damage
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- 29/ Cooking on the stands

REGULATIONS

ARCHITECTURE & DECORATION RULES

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TECHNICAL SPECIFICATION

HALL SPECIFICATIONS

1. Location of SIAL Paris 2024

SIAL will take place in Halls 1-2-3-4-5A-5B-6-6B-7 and 8 at the Paris-Nord Villepinte Exhibition Centre from 19 to 23 October 2024. Hall 5C is provisional please refer to their specific regulation.

2. Access to the Halls

The Halls are all on ground level. Access to the Halls is provided at ground level by numerous side doors. Vehicles are not allowed to enter the Halls. Car parks next to each of the Halls are available to fitters during exhibition set-up and dismantling.

3. Floors, walls and pillars in the Halls

Floors, walls and pillars are either made of concrete or enamelled metal or clad with wood panelling. It is forbidden to drill, cut or otherwise deface these surfaces, nor may they be painted.

Some pillars have technical order and safety casings that must always remain in sight and accessible.

Cladding of the pillars are up to **3,00 m high**.

Pillars of Halls 7 and 8 are not cladded.

They can be used in their entirety to hang signs or decorative elements. Elements that are fixed with staple should be removed at the end of the show by the exhibitor and staples removed from the cladding. If not, the refurbishment will be at the charge of the exhibitor.

4. Smoke extraction controls and fixed fire points

Smoke extraction controls or fire extinguishers are mounted on the side panelling or on pillars and are indicated on the plans. Fire hoses are shown on the schemas. They must be cut away to accommodate these facilities, as shown on the drawings below. The intercoms must always remain accessible. Signs pointing out these facilities must always be visible.

5. Fire points (hoses)

Fire hoses are located on the pillars either in the middle or at the edge of the stand. They must be left completely clear as shown in the Fire Safety Regulation.

6. Fluid distribution conduits

The distribution of fluids in the Halls is provided by a series of conduits. The conduits are enclosed by cast iron plates which cannot be moved. Only the Exhibition Centre operating company is entitled to use these conduits and hatches.

7. Damage


Exhibitors shall be held responsible for any damage which they or their appointed contractors may cause to the building during transport, installation or removal of their equipment.

8. Aisles

Exhibitors must not obstruct aisles with pipes, cables or decorations either at ground level or above ground. However, pipes and cables which meet the requirements of SIAL or the Safety Department may be installed over stand areas if necessary.

9. Suspended items

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 INFORMATION 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 dismantlable assemblies.

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

10. Vehicles under halls

Motor vehicles and trailers used for stands welcoming the public are prohibited in the halls.

ARCHITECTURAL REGULATIONS

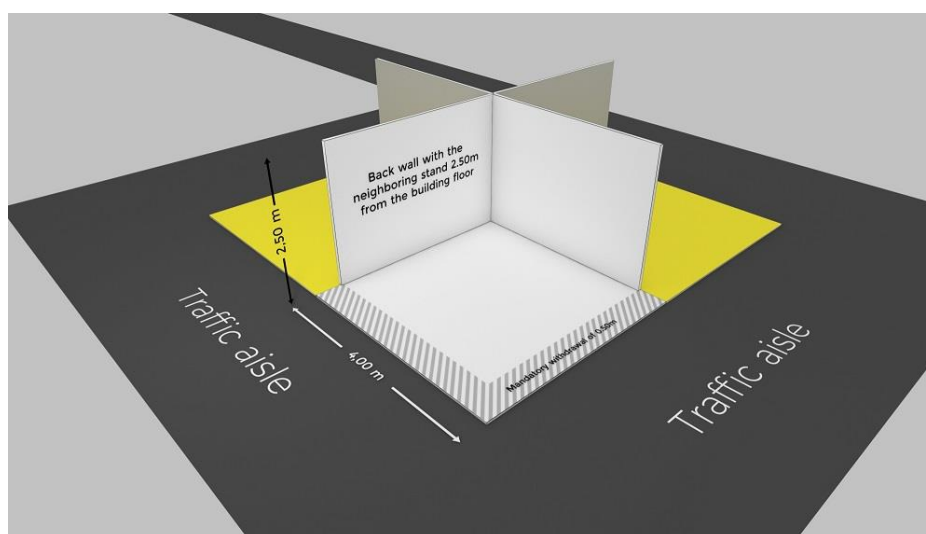
STAND HEIGHTS, SETBACKS AND OPENINGS ONTO AISLES

The way in which the stands are built must take the following heights and setbacks into account

No agreement between neighbouring stands that violate these regulations will be authorised.

11. Construction heights

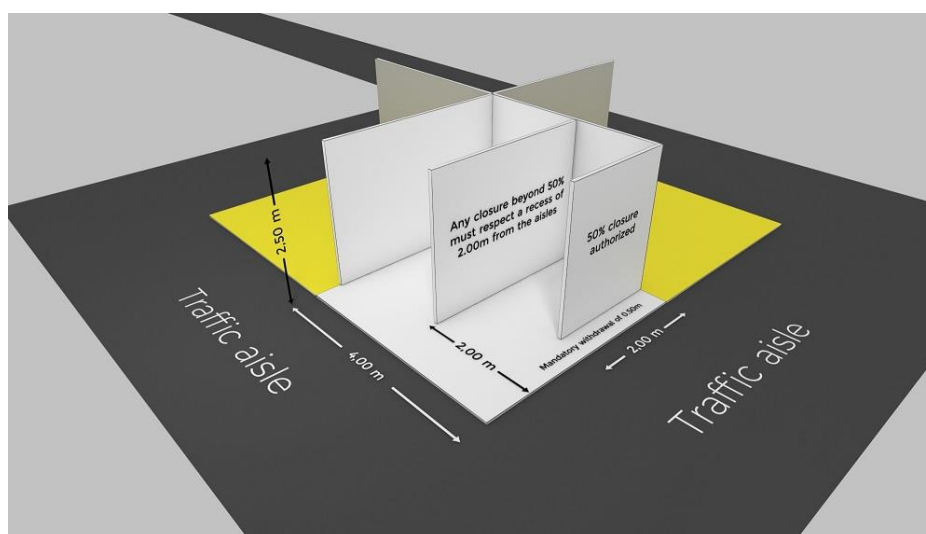
- Partition walls should be set back 0.50 m relative to the aisles and should not exceed a maximum authorised height of 2.50 m from the building floor.
- Maximum construction height of 5.00 m from the building floor.



12. Openings onto aisles

Each façade that looks out onto an aisle must open by at least 50%, up to a maximum of 6 m continuously.

Each opening that looks out onto an aisle must have a passageway of at least 2.50 m around it (green plants, windows, mid-height partitions or anything else are not authorised). Any closures above 50% must leave a setback of 2.00 m from the aisles



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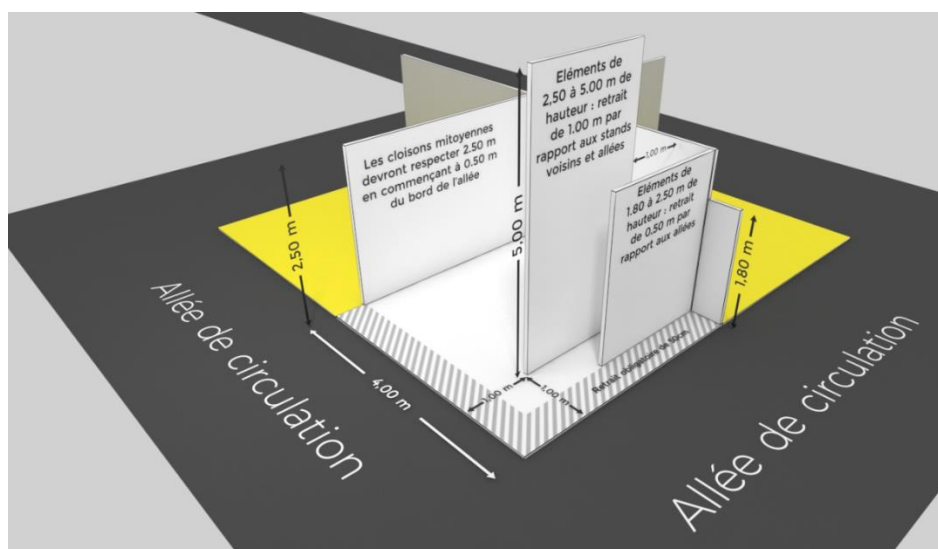
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13. Recesses

The way in which the stands are built must take the following requirements into account:

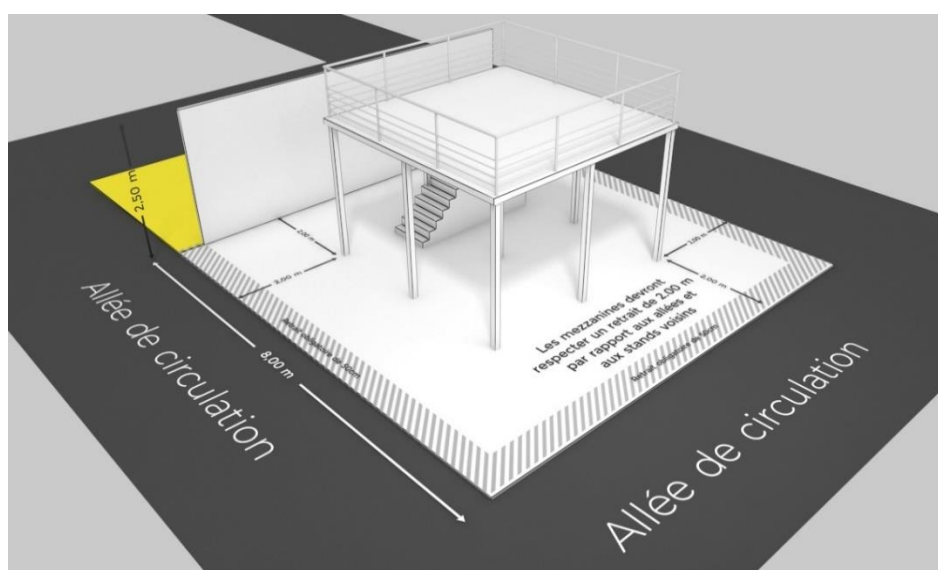
Setbacks relative to the aisles and neighbouring stands:

- Components from 0 to 1.80 m by setbacks
- Components from 1.80 to 2.50 m high: setback of 0.50 m. Partition walls should be no higher than 2.50 m, starting 0.50 m from the edge of the aisle.
- Components from 2.50 to 5.00 m high: setback of 1.00 m relative to neighbouring stands and aisles.



NOTE Mezzanines should be set back by 2.00 m relative to neighbouring stands and aisles.

For solid horizontal components such as intermediate floors and full ceilings, the setback should be 2.00 m relative to the partition walls to leave a minimum distance of 4.00 m between multi-level stands or full ceilings. Banners should not be more than 2.50 m above the floor. If banners need to accommodate signs or acronyms that are higher than 2.50 m, they should adhere to the requested setback, particularly in terms of partition walls.



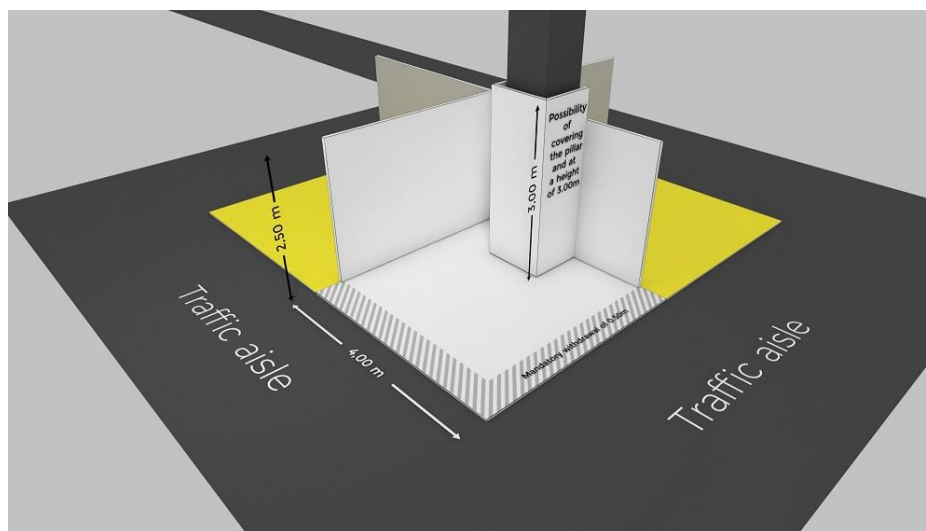
REGULATIONS

ARCHITECTURE & DECORATION RULES

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Stand with a hall column

- Hall columns (with or without fire hose reels) located within stands can be decorated up to **3.00 m along their heights**. Signage can be affixed to them, ensuring that the required setbacks are respected. The fire hose reel must remain accessible on the façade and on the sides, across a 1.00 m perimeter.
- Columns which straddle a given stand and an aisle can be decorated up to 3.00 m along their heights with signage. However, spotlights may not be fitted to columns on stands which open out on to security aisles.

**14. Reused stands**

These are subject to the SIAL's "Architecture Rules", in the same way as newly built stands are. They must comply with height and setback requirements.

REGULATIONS

ARCHITECTURE & DECORATION RULES

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SIGNAGE

15. Structure

- By "signal", the organisers mean any kind of openwork superstructure to which a label or the exhibitor's illuminated acronym can be affixed.

Their height must not exceed 5.00 m, in compliance with the requested setbacks.

- Only VIPARIS' services are authorised to carry out any work on the hall's framework.
 - Hanging from points based on a 3.00 m x 3.00 m framework.
 - Authorised weight: 80 kg per point when all points are used.
 - Contact VIPARIS for weights in excess of 80 kg.
- Attachment points may be authorised at 5.50 m, and **no dispensation will be granted.**
- Self-supporting structures must be set back by at least 1.00 m from neighbouring stands and aisles.

IMPORTANT

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 dismantlable assemblies.

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

SOCOTEC

Mr Patrick PEIRERA

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Tél. : +33 (0)6 08 12 08 21

E-mail : patrick.pereira@socotec.com

16. Anchored balloons

Balloons inflated with a gas non inflammable lighter than air, used as signs, must not exceed the prescribed height and clearance limits. Anchoring ties must be maintained at a constant length. Failure to comply with this requirement will give SIAL the right to remove them.

17. Sound systems and illuminated signs

Any advertising using lighting or sound must be submitted to the approval of SIAL, who may withdraw such permission once granted if the item in question causes a nuisance to neighbouring Exhibitors, causes an obstruction or mars the appearance of the exhibition. Flashing signs and the like are not permitted. Illuminated signs are permitted but they must under no circumstances be of an intermittent or flashing nature.

18. TV screens (and video walls)

TV screens making up a video wall up to 5 metres high are regarded as flashing signs and are forbidden unless they are set back from the aisle by 2 metres. The sound level is restricted to 80 dbA.

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PLATFORMS AND CEILINGS

19. Platforms

Stands including platforms or of split-level design (assuming the interior space is not used and the prescribed height limits are observed) must conform to specific guidelines supplied on request.

20. Ceilings and coverings

Generally, full ceilings are prohibited at the SIAL. However, stands may be covered by:

- lattice-style elements made of M0 or M1 materials or at least B.
- alternating elements made of M0 or M1 or at least B materials arranged in the form of a "checkerboard" to create a slightly open ceiling (50%).
- vertical strips made of thin M0 or M1 or at least B materials spaced at least 0.20 m apart.
- horizontal strips made of M0 or M1 or at least B materials, provided they are not more than 1 m wide and are separated by free space at least equal to the width of the strips.
- acoustic wallboard made of M0 or M1 or at least B materials, provided that the openings are equal to 50% of the surface of the boards.
- wide-mesh fabrics that allow only limited resistance to water flow. These fabrics must be at least M0 or M1 or at least B.

21. Accessibility for people with reduced mobility

In compliance with the regulations and with the Exhibitor's Guide for stands with a floor raised by over 2cm, an access ramp is required for people of reduced mobility. These ramps must not encroach on the alleys. The ramps should be at least 0.90 m wide and the slope must be between 2 and 5 %.

DOUBLE-DECKER STANDS

Exhibitors wishing to build a double-decker stand must book the surface of his floor on his exhibitor area by 31st July 2024 at the latest.

22. Certificate of conformity to safety standards

As soon as they have received building permission, Exhibitors should draw up their plans, considering the surface area allocated, and send them to the SIAL Design Department which will confirm its final approval and forward copies to the Safety Department. Detailed plans of both stands and upper levels should therefore be submitted for approval in duplicate. The plans should consider the requirements concerning height and clearance limits contained in Articles 10, 11, 12 and following.

IMPORTANT

For solid horizontal structures such as the floors of upper levels and solid ceilings, there must be a 2-metre clearance from the partitioning in order to leave a distance of at least 4 metres between two adjoining double-decker stands or solid ceilings. Fascia must not extend higher than 2.5 metres above the floor. If a sign or logo exceeding the 2.5 metre limit is to be fixed to the fascia, it must be the prescribed distance from the edges of the stand and dividing partitions.

23. Surface area

300.00 sq.m maximum for the upper level itself. Only one upper level per stand is permitted.

24. Weight limits

- 250 Kg/sq.m for upper levels under 50.00 sq.m.
- 350 Kg/sq.m for upper levels over 50.00 sq.m.

IMPORTANT

Exhibitors shall produce their calculations for their double-decker stand and have them checked during build-up by a registered inspector. The security consultancy DECO PLUS, sialarchi@free.fr can provide on request a list of registered inspectors in the Paris area. It is imperative that these documents are presented to the Safety Committee when they inspect the stand to approve the upper level for opening to the public

REGULATIONS

ARCHITECTURE & DECORATION RULES

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25. Stairs

Number of staircases per upper level and minimum width:

Careful consideration must be given to the exact position of staircases leading to upper levels, their number and width being dependent on the surface area of such levels:

- Up to 19.00 sq.m: 1 x 0.90 meter staircase
- 20.00-50.00 sq.m: 2 staircases, one 0.9 meters wide and the other 0.6 meter wide
- 51.00-100.00 sq.m: either 2 x 0.90 meter staircases or 2 staircases, one 1.40 meters wide and the other 0.6 meter wide
- 101.00-200.00 sq.m: 2 staircases, one 1.40 meters wide and the other 0.90 meter wide
- 201.00-300.00 sq.m: 2 x 1.40 meter staircases.

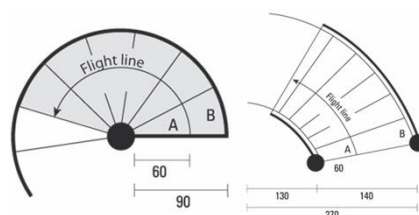
Only staircases whose closest outer uprights are at least 5 meters apart can be considered in the number of exits and stair widths. Exits must be clearly pointed out by a sign bearing the word "Sortie" (exit) in white letters on a green background.

Straight staircases

Straight staircases for public use must be constructed such that the steps comply with the customary regulations, each flight of stairs having no more than 25 steps. As far as possible, the direction of the flights should alternate. The height of the steps must be 13 cm minimum and 17 cm maximum. Steps must be at least 28 cm but not more than 36 cm wide. The relationship between the height and width of steps is governed by the equation $0.60 < 2H + G < 0.64$ m. The steps in one flight must be of uniform height and width, although an exception may be made for the first step. Landings should be the same width as the staircase: in the case of flights not continuing in a different direction, landings should be longer than one metre. Single-width staircases must be fitted with one handrail. Double-width staircases or wider must have one handrail on each side.

Spiral staircases

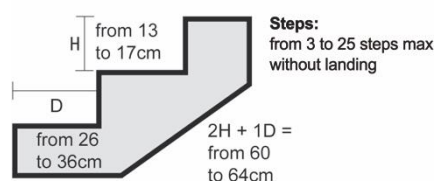
Standard or additional spiral staircases shall be continuous, with no other landings apart from those serving upper levels. The tread and the height of the steps on the line of flight, 0.6 metre from the newel or central void, shall conform to the regulations mentioned in the previous article. In addition, the outer stair tread must not exceed 0.42 metre. The handrail for single-width staircases must be located on the outside.

**Stairs**

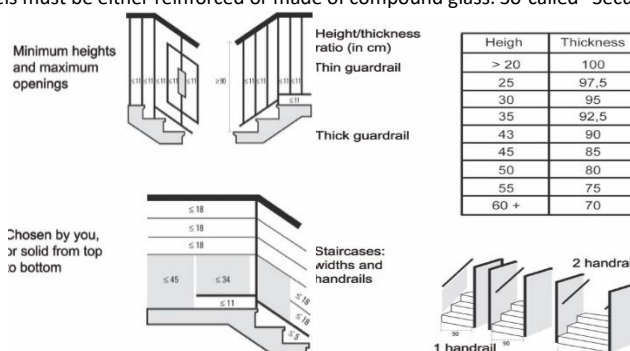
- Single-width: $A > 28$ cm / $B < 42$ cm.
- Double-width: $A > 28$ cm / $B < 42$ cm.

Stairs combining straight and spiral elements.

On condition that both the spiral and straight elements conform to the regulations, staircases of this type can be considered as complying with the regulations defined above and, consequently, nothing prevents their being used in establishments open to the public.

**Stair railings and banisters**

In accordance with French standards NF P 01-012 and NF P 01-013, stair railings must withstand a pressure of 100 kg per linear metre. Protective glass panels must be either reinforced or made of compound glass. So-called "Securit" glass is not permitted.

**Location**

Stairs must be located at least 1.00 meter from the stand's common partitioning in order to avoid overlooking the neighbouring stand. When two staircases are necessary, they shall be diametrically opposed.

REGULATIONS

ARCHITECTURE & DECORATION RULES

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26. Fire prevention

Each stand shall be fitted with fire extinguishing facilities, including: one sprayed water extinguisher placed at the bottom of each staircase and a CO2-type extinguisher placed near the electricity switchboard.

If the surface area of the upper level is greater than 50.00 sq.m, appropriate additional fire extinguishing facilities shall be constantly ensured by at least one safety officer while the public is present.

27. Ceilings

Upper levels must not be covered with a solid ceiling or canopy.

KITCHENS - FOOD SAMPLING**28. Food sampling**

Tasting alongside the aisles is expressly forbidden.

If the exhibitor intends to provide samples for tasting, this must be done inside the stand.

29. Cooking on the stands

Exhibitors wishing to prepare cooked food on their stands must inform SIAL by 31 July 2024. They must also:

- Take all necessary steps to avoid environmental pollution.
- Conform to the safety standards (particularly with respect to the use of liquid gas (Article 45) and hygiene regulations in force.
- Provide areas where meals can be served out of sight of visitors circulating in the aisles.

You can find the declaration form at www.sialparis.fr, in your EXHIBITORS AREA, under "my forms".

In all kitchens: Cooking appliances used in temporary kitchens installed in exhibition halls must comply with the relevant standards.

- The floor (or table) bearing the cooking appliances must be formed of incombustible material or clad with M0 materials.
- Cooking appliances must be kept at a suitable distance from all combustible materials and installed in such a way to prevent any risk of fire.
- If these devices are located near to a partition wall, M0 cladding must be provided for up to a height of one metre parallel to the device.
- Electricity metres must be at least one metre away from water points.
- Each arrangement must be fitted with one or several fire extinguishers.

All cooking points will be subject to a declaration of power by the exhibitors, which will be made available to the safety commission. In addition, grease-laden water must be discharged into grease separators before being discharged into the waste water network.

TEMPORARY COOKING APPLIANCES

a) Cooking appliances and facilities for reheating food with a total power rating of **less than 20 kW** per stand are authorised inside the exhibition halls. Nevertheless, the following provisions must be adhered to:

- there must be filter hood above the cooking appliances;
- precautions must be taken to ensure that cooking and / or food reheating appliances do not present any risk to the public;
- appropriate emergency equipment (fire extinguishers) should be installed.

b) Given that exhibitions are temporary events, and in an easing of the articles set forth in the general terms and conditions, cooking and food reheating appliances with a total power rating of **more than 20 kW** are authorised, provided that the following conditions are adhered to:

- flame-proof screens must be installed around the cooking appliances;
- cooking islands must be at least 4 m apart;
- -Fume and grease extraction ducts connected to the outside of the halls;
- they must have hoods, with pipes made of M0 or A2-S1, d0 materials;
- extraction fans must operate for at least one hour with fumes of 400°C;
- cooking and heating appliances must have a CE label;
- Install extinguishing systems appropriate to the risks presented;
Cooking or heating appliances shown at certain professional shows which discharge steam may be used without filter systems. Appliances which release substances other than steam (greases, etc.) must have household filtering hoods above them, and all combustion equipment must evacuate fumes outside the building.

Temporary kitchens installed outside the main exhibition halls in temporary constructions which have cooking appliances with a total power rating of more than 20 kW must meet the following conditions:

- they must be in constructions at least 3 m away from the exhibition halls and away from the fire brigade access lanes (for halls with sprinkler systems, the temporary kitchens may be adjoining);
- liquid category 1 fuel (with a flashpoint of under 55°C) or gas fuel must not be used;
- they must feature a system for extracting stale air, steam and grease connected to a pipe leading to outside the building;

- a mechanical extraction fan must be used, which should operate for an hour with fumes at 400°C;
- the fan should be connected to the hood via a steel pipe. An emergency device for shutting down the facilities (but not the extractor) should be installed close to the hall's entrance.

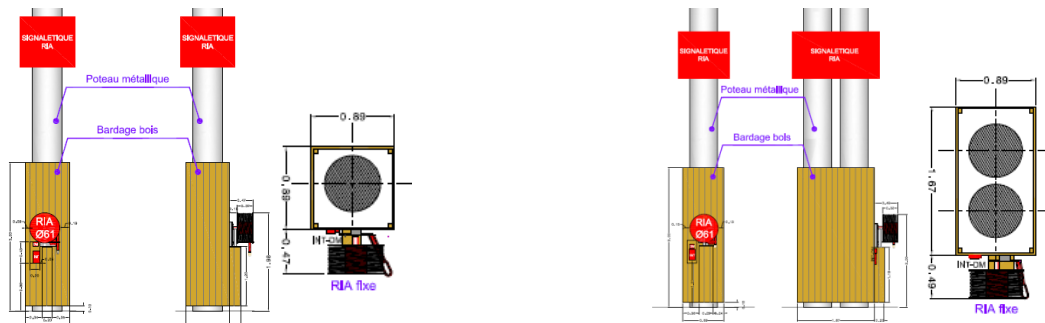
LIQUEFIED GASES

13 kg liquefied butane gas cylinders are permitted inside the halls, with one cylinder per 10 m² and a maximum of 6 per stand; Gas cylinders in use must always be placed out of reach of the public and protected against impact. They will be :

- Placed upright and with the stopcock permanently accessible.
- Either separated from each other by a rigid, non-combustible screen.
- At least 5 metres apart.
- Flexible gas pipes used to connect appliances must be renewed at the end of their useful life.
- Unconnected full or empty gas cylinders must be stored outside the halls.

ANNEXE 1: PILLARS AND HOSES (RIA)

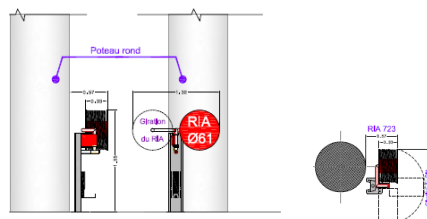
1.1. Pillars and hoses of Halls 1 to 6



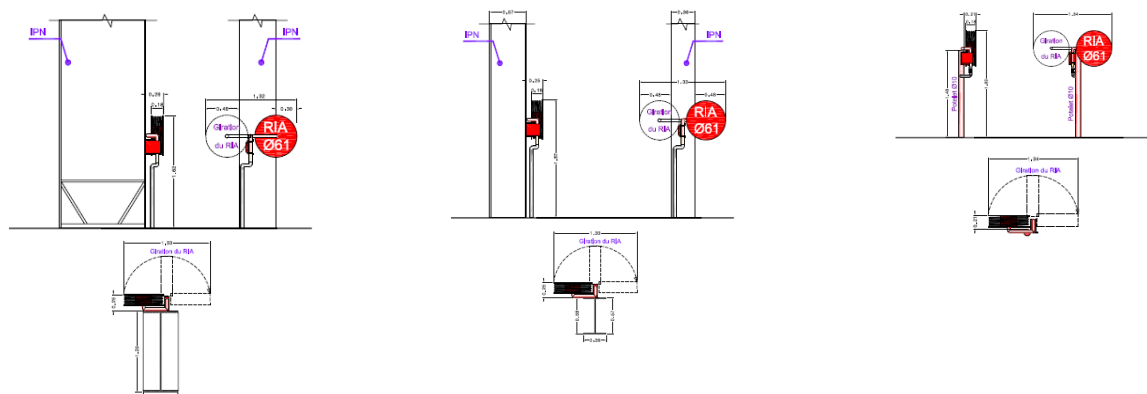
1.2. Pillars and hoses of Hall 5B



1.3. Pillars and hoses of Hall 7



1.4. Pillars and hoses of Hall 8



REGULATIONS

FIRE & PANIC RISK
PREVENTION REGULATIONS

1/8

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 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 FRANCIONI

56 rue Roger Salengro – 93110 - Rosny-sous-Bois – France

Tel.: + 33 (0)6 70 61 95 11

E-mail: 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 authorised 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 sq.m must be constructed of M3 class materials. If their total surface area is less than or equal to 20 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 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.

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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 sq.m. Should the covered surface area be greater than 50 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 authorised 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 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 0.9 m wide with a slope between 2% and 5%.

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 – France (Tel.: +33 (0)1 47 56 30 81)

Fireproofing may confer an M2 fire rating on materials that are moderately or highly inflammable in their normal state. This may be done by spraying them with a special liquid, by brushing on a special paint or varnish, or by soaking in a special bath. Fireproofing may be performed either by decorators, who must be able to provide all information concerning the treatment of the material, or by a certified application specialist, who must give the exhibitor a certificate of an approved model, which includes all the following information: the nature, area and colour of the covering, the product used, the date of operation, and the seal and signature of the operator. A list of certified application specialists 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 for Halls 5 and 6 of the Paris Nord Villepinte Exhibition Centre
NOTE: Fireproofing may only be carried out on wood panels and natural fabrics or fabrics containing a high proportion of natural fibres. It may not be carried out 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.

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.

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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 1.50 sq.m 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 0.50 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 0.90 m exit
- from 20.00 to 50.00 sq.m: 2 exits, one 0.90 m, the other 0.60 m
- from 51.00 to 100.00 sq.m: either two 0.90 m exits or 2 exits, one 1.40 m, the other 0.60 m
- from 101.00 to 200.00 sq.m: either two exits, one 1.40 m, the other 0.90 m, or three 0.90 m exits

Exits must be evenly distributed (1 every 6 m) and on opposites 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 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 0.10 m and at most 0.20 m with a going of at least 0.20 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.

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.

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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 5.00 metres 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 metre. 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

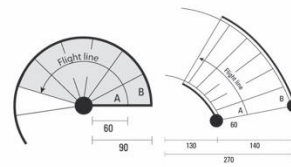
In so far as a stairway complies, in its various straight and spiral sections, with the professional standards defined in paragraphs 5.3 and 5.4 hereinabove, said stairway shall be deemed in compliance with regulations and may be used in establishments open to the public.

5.6 - Guardrails and Stairway Ramps

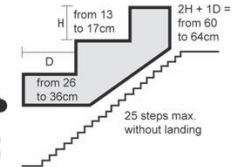
In accordance with standards NF P 01-012 and NF P 01-013, guardrails must resist thrust of 100 kilos per linear metre.

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

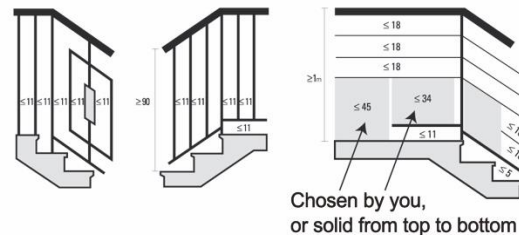
Curving stairs - CO56



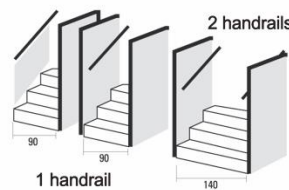
Steps - CO55



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

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 metres 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 2.00 meters in length,
- be inspectable for their entire length and move freely without clamping,
- not be reachable by burner flames or by combustion products.

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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 neighbouring 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 metre beside the device.
- Hood vents must be installed above devices producing emanations or condensation.
- Electricity metres must be at least one metre 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 authorised.

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 metre 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.

8 - FLAMMABLE LIQUIDS

8.1 - General Remarks

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

- 10 litres of category 2 flammable liquids for every 10 sq.m of stand, with a maximum of 80 litres,
- 5 litres 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.

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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 FRANCIONI

56 rue Roger Salengro – 93110 - Rosny-sous-Bois – France

Tel.: + 33 (0)6 70 61 95 11

E-mail: afs@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 ionisation 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 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.

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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) - Nuclear Safety Authority

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 metre 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.

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SUMMARY OF FRENCH AND EUROPEAN EQUIVALENCES		
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		
AUTHORISED		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 - Agglomeration < 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 or fireproofed or B European Standards	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.

FORMALITIES

CUSTOMS

1/3

IMPORTANT: CUSTOMS INFORMATION

From France: +33 (0)8 11 20 44 44* (€0.06/min + call fee)

From foreign country and outside metropolitan France: +33 (0)1 72 40 78 50

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 the SIAL Paris, the Paris Nord Villepinte Exhibition center are granted temporary admission by customs.

This temporary admission starts the day the material enters the exhibition Halls and ends on the last day of dismantling 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:

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.

FORMALITIES

CUSTOMS

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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.

FORMALITIES CUSTOMS

3/3

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.

IMPORTANT

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 Mr **Bernard FRANCINE** in accordance with the provisions defined by the texts in force and in particular the following law:

**Law of 31.12.1993 no 93-1418 and the decree of 26.12.1994 no 94-1159
modified and complemented by the decree no 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 **SIAL Paris 2024**, this coordination mission is carried out by the COMEXPOSIUM Company via a delegated coordinator assisted by a team of experts who make up the safety group of **SIAL Paris 2024**.

This document is a General Health and Safety Protection Plan Intended for the exhibitor, his suppliers and sub-contractors Founded on general prevention principles, namely:

- To **avoid risks**
- To **evaluate risks** which cannot be avoided
- To **combat risks** at source
- To **take account** of technical developments
- To **replace what is dangerous by what is not** or by what is less dangerous.
- To **plan prevention measures** by coherent integration of techniques, work organization and working conditions
- To **take collective protection measures** giving them priority over individual protection measures

FORMALITIES

EXHIBITORS SAFETY INSTRUCTIONS

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The exhibitor has a duty and legal obligation to:

- 1°) Validate the Safety Instructions Notice on the website of the show.
- 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

- Installed by several independent companies (sub-contractors included),
- includes a mezzanine floor,
- Includes partitions height > 3 meters,
- If YES to at least one of these.

You must appoint an HEALTH AND SAFETY COORDINATOR

For the assembly and dismantling periods and communicate his contact details together with his GHSPCP (General Health and Safety Protection Coordination Plan) to the D.Ö.T Company before 4 September 2024.

Your decorator/stand builder or yourself are not allowed to carry out this mission. Only a Health and Safety Coordinator having an official certificate of competence is allowed to carry out this mission.

D.Ö.T / SIAL 2024

Fax: +33 (0)1 46 05 76 48 - E-mail: sps@d-o-t.fr

OBLIGATORY

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

Obligation of protection reminder Cf: Chapter VIII-2 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.

To be accepted into the Halls, electrical tools, fixed or portable, must be fitted with a vacuum or dust collection system. Art. R 4412-70 of code of work.

EXHIBITORS SAFETY INSTRUCTIONS

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ASSEMBLY & DISMANTLING DATES FOR BARE STANDS EXHIBITORS

HALLS	ASSEMBLY	DISMANTLING
1, 2, 3, 4, 5A, 5B, 5C, 6, 6B, 7 & 8	14 to 16 October 2024 from 7.30 am to 7.30 pm 17 to 18 October 2024 from 7.30 am to 10.00 pm	23 October 2024 from 5.00 pm to midnight 24 to 25 October 2024 from 7.30 am to 7.30 pm 26 October 2024 from 7.30 am to 2.00 pm

FITTED STANDS EXHIBITORS

HALLS	ASSEMBLY	DISMANTLING
1, 2, 3, 4, 5A, 5B, 5C, 6, 6B, 7 & 8	17 October 2024 from 9.00 am to 7.30 pm 18 October 2024 from 7.30 am to 10.00 pm	23 October 2024 from 5.00 pm to midnight 24 to 25 October 2024 from 7.30 am to 7.30 pm 26 October 2024 from 7.30 am to 2.00 pm

IMPORTANT

On the last assembly day, no motorised vehicle will be allowed into the Halls (unless special dispensation has been granted by the Organizer).

In the dismantling period, on Wednesday 23 October 2024, motorised vehicles may only work after 7.00 pm in the Halls.

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VI. INSTALLATIONS AVAILABLE DURING ASSEMBLY AND DISMANTLING	XII. THE INDIVIDUAL HEALTH AND SAFETY PROTECTION PLAN

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 SIAL Paris 2024.

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 sub-contractors about the special measures to apply to ensure safety at work.

I. 2. COMPOSITION

The Safety Instructions that must be validated on the website show.

The safety regulations of the Venue and the Fire Safety instructions 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 sub-contractors.

The companies, their contractors and sub-contractors 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:

- a) 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.
- b) Perfectly understood all the conditions for carrying out the work and have been made fully aware of their importance and their particular features.
- c) 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.

FORMALITIES

EXHIBITORS SAFETY INSTRUCTIONS

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II. ADMINISTRATIVE INFORMATION

II.1. THE PARTICIPANTS

II. 1. 1 General organization

The COMEXPOSIUM Company acts as the general exhibition manager of SIAL Paris 2024

ORGANIZER / EMPLOYER	GENERAL SHOW DIRECTOR
COMEXPOSIUM 70, avenue du Général de Gaulle Immeuble le Wilson 92058 PARIS LA DEFENSE Cedex - France Tel.: +33 (0)1 76 77 11 11	Mme Audrey ASHWORTH E-mail : audrey.ashworth@comexposium.com
TECHNICAL & SECURITY DIRECTOR	TECHNICAL & SECURITY MANAGER
Mr Jérôme HUNAUT Tel.: +33 (0)1 76 77 13 65 E-mail: jerome.hunaut@comexposium.com	Mr Fabrice DIGLE Tel.: +33 (0)1 76 77 12 71 E-mail: fabrice.digle@comexposium.com
CONTACT FOR EXHIBITORS' REQUESTS	
The Account executives team Exhibitor service E-mail: exhibit@sialparis.com	
INSURANCE AGENCY	TOWN HALL
Civil responsibility / Damage to property SIACI SAINT HONORÉ Season 39 rue Mstislav Rostropovitch 75815 PARIS Cedex 17 Monsieur Philippe HUET Tel.: +33 (0)1 44 20 29 81 E-mail: 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 SPS / Fire Safety

HSP COORDINATOR	FIRE SAFETY REPRESENTATIVE
D.Ö.T. 93, rue du Château 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	AFS Conseils et Sécurité 56 rue Roger Salengro 93110 - Rosny-sous-Bois – France Tel.: + 33 (0)6 70 61 95 11 E-mail: afs@afsconseils.fr
The fire safety representative will be present on site since beginning of assembly. The date of the safety committee tour of inspection hasn't been defined.	
FIRE PROOFING	
Groupeement NON-FEU 37-39, rue de Neuilly - BP 249 92113 CLICHY - France Tel.: + 33 (0)1 47 56 31 48	Groupeement Technique Français de l'ignifugation 10 rue du Débarcadère 75017 PARIS - France Tel.: + 33 (0)1 40 55 13 13
EXPERT IN THE SOUNDNESS OF MAJOR STRUCTURE	
SOCOTEC 90-112, Avenue de la Liberté – 8/12 sur Parc 94700 MAISONS-ALFORT Tel.: +33 (0)1 45 18 21 90	

FORMALITIES

EXHIBITORS SAFETY INSTRUCTIONS

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II.2. DEFINITION OF WORK AREAS

VENUE	HALLS
VIPARIS PARIS NORD VILLEPINTE - BP 68004 95970 ROISSY CHARLES DE GAULLE Cedex Reception: Tel.: +33 (0)1 40 68 22 22 Exhibitor service: Tel.: +33 (0)1 40 68 16 16	1, 2, 3, 4, 5A, 5B, 5C, 6, 6B 7 & 8, 8B

II.3. OFFICIAL BODIES

INSPECTION OF WORK	CRAMIF
Inspection du Travail – Unité de Contrôle n°5 2, rue de la Haye - Roissy Pôle - le Dôme - Bât. 2 BP 13102 95701 ROISSY CDG CEDEX Tel.: + 33 (0)1 48 62 78 92 E-mail: idf-ut93.uc5@direccte.gouv.fr	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.B.T.P.	Glossary
1, rue Heyrault 92660 BOULOGNE Cedex - France Tel: +33 (0)1 40 31 64 00	CRAMIF : Caisse Régionale d'Assurance Maladie d'Ile de France (Health care insurance fund of Ile de France region) OPPBTP : Organisme Professionnel de Prévention du Bâtiment et des Travaux Publics (Professional Safety Body for construction and public works)

II.3. EMERGENCY SERVICES ON THE SHOW SITE: Timetable displayed on the hall plans

EMERGENCY POST	GENERAL SURVEILLANCE POST
MIP Sylvain GAUFFRE Tel : +33 (0)6 83 81 31 78 Email : sylvain.gauffre@aceso.fr Halls 1 & 6 : from 10 (8:00 am) to 14/10/22 (0:00 pm) Halls 1 & 6 : from 19 (5:00 pm) to 20/10/22 (7:30 pm)	Tel.: + 33 (0)1 48 63 30 49
	FIRE SAFETY
	Tel.: + 33 (0)1 48 63 30 49

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 or + 33 (0)1 49 63 46 10
SAMU	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

III. GENERAL EVENT ORGANIZATION

III.1. GENERAL PRESENTATION OF THE SHOW

Cf. Exhibitor's guide

III.2. SCHEDULES OF USE OF HALLS, public opening

DATES & TIME
From 19 th to 22 th October 2024 – 10:00 am to 6:30 pm 23 th October 2024 – 10:00 am to 5:00 pm

FORMALITIES

EXHIBITORS SAFETY INSTRUCTIONS

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III.3. VARIOUS SERVICE PROVISIONS

Cf. Exhibitor's guide

III.4. SITE CONSTRAINTS

III.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 and access to delivery vehicles displaying authorisation will be set up around the Halls and in the park.

Any vehicle even parked, must be able to be identified. Private vehicles must be parked in the car parks. They must not approach the surroundings of the Halls.

III.4.2 Traffic movements inside the Halls.

No delivery or private vehicles will be allowed in the Halls, during the assembly and dismantling periods, without access authorisation from the organizer.

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

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 always be possible during assembly and dismantling. The security aisles defined 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 the Halls.

RESPECT INSIDE

- The paths marked out for fire services and traffic movements areas
- The storage areas
- The environment by using non-polluting machines

RESPECT OUTSIDE

- Access routes for fire services
- Parking areas
- Unloading areas
- Access gate

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 the Article R 4535-7 of 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).

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 disposal to the workers,

suited measures, to limit physical effort and to reduce incur risks during the 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 fitted 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.

FORMALITIES

EXHIBITORS SAFETY INSTRUCTIONS

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IV.2. USE OF MACHINES WITH AN ENGINE

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.

The speed limit must be respected for any movement outside the Halls. It must be reduced and appropriate inside the Halls.

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 Halls.
- It must be reduced and appropriate inside the Halls.

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 I.H.S.P.P.

The work area of the crane must be secured.

The certificate of conformity of this equipment 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.

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 areas, the motion space of the crane in relation to the surrounding high-tension cables must be considered. The jib must not approach these cables at less than 5 meters. (Article R 4534-108 of the Code of Work).

The maximum load indications of each strap must be respected.

The lifting works must be done in accordance with the Articles R 4534-95 à 102 of the French Code of Work.

REMINDER, IT IS FORBIDDEN:

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

IV.4. 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 accesses to the Halls. 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.

For the period when open to the public, no machine will be allowed in the enclosure of the Halls.

FORMALITIES

EXHIBITORS SAFETY INSTRUCTIONS

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V. CLEANING

The worksite must always be kept clean 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 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 Halls 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 Halls 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 show site 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. MANDATORY GENERAL SAFETY OBLIGATIONS FOR EACH WORKERS

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.

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 Safety and Health 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.

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 handrail 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 as soon as they are set up.

The stairs cavities must be protected (closed or with a guardrail). Material deliveries access must be secured.

For the dismantling all these protections must be reinstalled. Each company must describe the collective protection planned in his Individual Health and Safety Protection Plan.

FORMALITIES

EXHIBITORS SAFETY INSTRUCTIONS

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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 any time 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.

No double storey building is planned on this exhibition. Refer to the chapter IX. of this document:

"General rules of construction" IX.2. "Working at height".

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

- Work clothes,
- Gloves adapted to the work,
- Safety hard hats compliant with standards,
- Safety shoes (reinforced toes + anti-perforation soles),
- Safety harness that conforms to standards when the collective protection provisions cannot be implemented. (Art R 4223-61 of the Code of Work),
- 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 company.

Wearing safety shoes (safety toecaps + anti-perforation soles) is compulsory for any person entering the show site 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.

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 R 4323-90).

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 the building and dismantling must have a certificate to work at height and a valid authorisation from his employer. Ladders, stepladders and footstep platforms must not be used as work positions. (Article R 4323-63 of the Code of Work)

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EXHIBITORS SAFETY INSTRUCTIONS

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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).



The companies may work at heights with scaffoldings or mobile platforms.

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

Article R 4323-77: Scaffolding must be fitted 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 the scaffolding is in use.
No worker must remain on mobile scaffolding while it is being moved.**

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. by their personnel is effective.

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 work, 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 considering 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.
- 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 Exhibition site.

An approved 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 lead must be in good condition and compliant with current standards.

Worksite electricity cabinets are available from the Park.

FORMALITIES

EXHIBITORS SAFETY INSTRUCTIONS

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IX.4.2 ELECTRICAL SUPPLY

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.

Halls	Date	Hours
	Wednesday 16 October	2.00 am - 7.30 pm
All	Thursday 17 October	7.30 am – 10.00 pm
	Friday 18 October	7.30 am – 10.00 pm
	Saturday 19 October	8.00 am – 8.00 pm
	Sunday 20 October	9.00 am – 8.00 pm
	Monday 21 October	9.00 am – 8.00 pm
	Tuesday 22 October	9.00 am – 8.00 pm
	Wednesday 23 October	9.00 am – 7.30 pm

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

IX.4.3 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 halls (roofing, canopy, stretched ceiling, mezzanine floor...), so provisional lighting must be provided.

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 Control Agency 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 Halls, electrical tools, fixed or portable, must be fitted 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 fitted 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 fitted 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).

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

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X. FIRE SAFETY

The Official Safety Committee is extremely 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 workers).**

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: on site

FIRE SAFETY & GENERAL SURVEILLANCE POST:

+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 assembly for main contracts.
- Within 8 days for work of short time and/or finishing work.

The working company must send this 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.

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 always be available on site for consultation by the companies concerned.

All the companies working for the exhibitor must give this form to stand employer and to the safety coordinator if the case arises before any work on building site.

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.

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 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 (*prior notice of secondment*) using [Téléservice « SIPSI »](#) (information system on international services) 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 (00.00 am) on Monday and ends at midnight on Sunday (12.00 pm)
- 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.

FORMALITIES

USING FOREIGN SERVICE PROVIDERS

2/2

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.

Requests for provisional work permits must be made on the website of [Téléservice « SIPSI »](#) 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 – Operations Department

Fabrice DIGLE

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

E-mail: fabrice.digle@comexposium.com

4- 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.fr

FORMALITIES

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

RETURN BEFORE 13 SEPTEMBER 2024 TO:

COMEXPOSIUM – Operations Department

Fabrice DIGLE

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

E-mail: fabrice.digle@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:

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

FORMALITIES

REFUND OF FRENCH VAT (TVA)

1/2

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 specialised 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 SIAL Paris, 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.

FORMALITIES

REFUND OF FRENCH VAT (TVA)

2/2

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:

SIAL Paris 2024 from 19 to 23 October 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:



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SAS au capital de 60 000 000 € - 316 780 519 RCS Nanterre
Société mandataire d'intermédiaire d'assurance n°10058581 ORIAS (www.orias.fr)
La société Comexposium est soumise au Contrôle Prudentiel (ACP)

