> Interactive browsing, click on the titles to access the information you need.
TWO TOOLS TO HELP YOU GET READY FOR THE SHOW

• THIS IS AN INTERACTIVE EXHIBITOR GUIDE
With this document, you can:
1. Easily access all the information needed to get you up and running.
2. Reach your Exhibitor Area

• THE EXHIBITOR AREA (for bare stands)
In this store, you can order all of the technical services you need Until Sunday 10 October 2018.
Please note: from Monday 11 October 2018, technical services must be ordered directly on-site in Exhibitors desks located Halls 3, 5a, 5b and 7.
USEFUL INFORMATION

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

**CHECKLIST**

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<th>• Opening of tour « exhibition area » upon registration:</th>
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<td>• Approval of architectural plans (except for equipped stands)</td>
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<td>• Additional invitation cards purchase orders</td>
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<td>• Application for derogation for early assembly</td>
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<td>• Commitment to take charge of your waste</td>
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| Preparation of your promoting | • Registration to the SIAL Catalogue | 30/06/2018 |
| --- | and communication supports |  |
| | • Get your innovations into the competition! |  |
| | • Order promoting tools on communication supports |  |
| | and on-site animations |  |
| | • Marketing actions addressed to your visitors - | 01/09/2018 |
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USEFUL INFORMATION

ACCESS / TRAFFIC & PARKING

TWO INTERNATIONAL AIRPORTS TO GET TO SIAL

Roissy Charles de Gaulle airport
The Parc des Expositions is located 5 mins. 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

Visit the website: www.airfranceklm-globalmeetings.com

- Event: SIAL PARIS 2018
- Event ID: 32124AF
- Valid for transport from 16 to 30/10/2018
- Event location: Parc des Expositions de Paris Nord Villepinte, France

Attractive discounts on a wide range of airfares on all Air France and KLM flights worldwide**. (Until 47 % of reduction on the internal French flights (including Corsica). Use the website of this event or visit 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. Should you prefer to process 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

4/6

TRAFFIC IN THE EXHIBITION CENTER

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

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

- Obey the highway code
- Limit your speed to 20kmh (12mph)
- No stopping and no parking in traffic lanes,
- Light duty vehicles won’t be allowed into the Halls,
- Lorries will be allowed access under specific conditions and subject to traffic control.
- Deliveries are authorized from 7:30 am to 9:00 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](http://www.bison-fute.equipement.gouv.fr)

DURING BUILD-UP

- During installation and dismantling, exhibitor’s car parks are free.
- **No cars will be allowed inside the Halls.**
- **Lorrie’s traffic** will be controlled.
- Empty packing materials must be removed immediately and stored by the Exhibitors or their freight carriers.
- **Storage space on stands must not be used to keep packing materials** or any other goods that could constitute a fire hazard.
- Setting up must be completed by the time the Safety Commission makes its inspection. The person in charge of your stand must be present at this time. Date and time will be announced later.
- **No motor vehicles will be allowed into the Halls on Saturday 15th 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**, in particular safety shoes. Otherwise, access to the exhibition will be refused.
- For safety reasons, work in the Halls is forbidden outside the specified hours on **Working hours**.
USEFUL INFORMATION

ACCESS / TRAFFIC
& PARKING

5/6

PARKING

> During assembly: vehicle access to the centre
Please use from now the website: http://logipass.viparis.com to register all your vehicle access requests for the assembly and dismantling periods as well as for your daily deliveries on-site.

Please pay attention to the following information:
A pass is assigned to a vehicle, not a person or a company. You will have to register just as many requests as vehicles needed for your colleagues, service providers and transporters.
This pass is free of charge and is different from exhibitor car park badges (which are mandatory and charged during the exhibition).
You will need to create a personal account on the website. A user notice is also available on the bottom of the homepage.

Once your vehicle access request is completed, please print it and drop it clearly on your windscreen to make controls at the entrances easier.
Thank you to forward these information to other companies operating during the exhibition.
If you have any questions, please contact us at +33 (0)1 40 68 11 30
or by email: infos-exposants@viparis.com

This registration procedure will be done on site, on the Parking P10 AREA

It is free to park on Exhibition Centre grounds as long as the regulations regarding parking times and areas are respected. Exhibitors car parks will no longer be free as of midnight on October 20th.

Lorry access is subject to special conditions depending on traffic levels around the Halls.
No motor vehicles may enter the Halls on Saturday 15 October 2018 (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.

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

ACCESS / TRAFFIC
& PARKING

> During opening times
Deliveries are authorised 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 authorised within the Exhibition Centre grounds. Parking is not permitted on traffic movement corridors or safety perimeters once the exhibition has been opened to the public.

Please note: as of Sunday 21 October at 9 am, all vehicles parked beside the Halls must have been moved to the authorised cars parks, failing which the vehicle may be removed and impounded.

RESERVING A PARKING SPACE

Parking subscriptions can be taken out for a fee. They can be reserved via your Exhibitor Area.

While set-up and dismantling 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 am to 11 pm every day throughout the event.
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.

Contact VERSANT EVENEMENT:
Tel.: + 33 (0) 1 48 63 32 51
E-mail: contact@versantevenement.com
Website: 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,
- Video walls must be set back a minimum of 2m from the edges of the aisle.

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

ARCHITECTURE & DECORATION

FIND OUT MORE VIA YOUR EXHIBITOR AREA “PRACTICAL 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 27 July 2018 at the latest.

DECOPLUS
Tel.: +33 (0)9 67 78 93 85
Email: sialarchi@free.fr

EACH FLOOR PLAN MUST INCLUDE

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

VERY IMPORTANT

Any proposals that do not comply with the set rules shall be rejected and, in particular, any stand assembled without 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 "Practical information/Regulations" 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 25/10/2018) to the evening on which the show closes to the public (5:00 pm on 20/10/2018).

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

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 9:30 am on 21/10/2018) to the evening on which the show closes to the public (5:00 pm on 25/10/2018).

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

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%.

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. Cases of theft that are not covered by the SIAL Paris but are insured by the exhibitor’s own policy must be documented in a complaint form sent within the required time-frame to the Villepinte Police Station or the exhibitor’s home town (if in Metropolitan France):

VILLEPINTE POLICE STATION
1/3, rue Jean Fourgeaud – 93420 VILLEPINTE - FRANCE
Tél. : +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 an SIAL Paris access badge, which must be customized on you Exhibitor Area and be worn during the assembly, opening and dismantling periods.
- Identity checks will take place around the Halls.
- Security equipments 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 personalise their badges in the Exhibitor Area.
- The number of badges provided is calculated automatically according to the surface area of the stand, to the value of one badge for 4 sq.m.
- Badges are sent by email in the form of an electronic badge. For additional badge requests, an order is available in your Exhibitor Area.
- Anyone working on the stand (provider, hostess, etc) during public openings must be provided with a service badge in order to be able to access the show during the opening hours of the exhibitors.

ASSEMBLY/DISMANTLING PROVIDER’S 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 21 to 25 October 2018.

INVITATION VISITORS

Each exhibitor has 60 visitor invitations. In your exhibitor’s area you will be able to define if you wish to receive invitation cards by post, or if you wish to obtain electronic invitations for sending by email.

- Note that as of June 1, 2018, it will no longer be possible to select paper invitations, only e-invitations will be available. Your guests will then be able to edit their visitor’s badge from the code indicated on the invitation
- The visitor badge provides access to the Exhibition Center during public opening hours from 21 to 25 October 2018. • It is reusable every day. • It is not valid during the assembly and disassembly period.
## USEFUL INFORMATION

### USEFUL CONTACTS

**FOR FURTHER INFORMATION, CONTACT HOTLINE: +33 (0)1.40.68.23.00**  
Monday to Friday, 9.00 am – 6.00 pm

<table>
<thead>
<tr>
<th>Service/Provider</th>
<th>Contact Information</th>
</tr>
</thead>
</table>
| **Hanging & hoverhead power supply**  
Trusses & lights | **VERSANT EVENEMENTS**  
Tél.: +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**  
13, rue de Fourqueux  
78100 Saint-Germain en Laye- France  
Tel.: +33 (0)9 67 78 93 85  
E-mail: sialarchi@free.fr |
| **Complementary insurance** | **SIACI**  
18, rue de Courcelles - 75008 Paris -France  
Tel: + 33(0)1 44 20 29 81 - Fax: + 33(0)1 44 20 29 80  
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/ |
| **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/ |
| **Events & receptions**  
Tableware | **CARLE ORGANISATION**  
1 bis, Bd de Magenta - 75010 Paris - France  
Tel: 01 83 79 96 35  
Contact: Jennifer CASTEL  
E-mail: jcastel@carle-organisation.fr |
| **Stand security** | **GPS- GARDIENNAGE PROTECTION SERVICE**  
25, rue de Rottembourg – 75012 Paris – France  
Tel: +33 (0)1 53 02 01 00  
Contact: Cristiana FERNANDES  
E-mail: cfernandes@gps-securite.fr  
Website: www.gps-securite.fr |
| **Accommodations** | **B-NETWORK**  
Tel: + 33(0)1 48 01 47 41  
E-mail: sial@b-network.com  
Website: www.sial.b-network.com |
| **Hostesses** | **MAHOLA**  
3, rue Cambronne - 75740 Paris cedex 15 - France  
Tel: +33 (0)1 53 58 61 00 - Fax: +33 (0)1 53 58 61 01  
Contact: Emmanuelle LEBRETON  
E-mail: elebreton@mahola-hotesses.fr  
Website: www.mahola-hotesses.fr |
| **Hostesses** | **CARLITA**  
Tel: +33 (0)1 53 02 01 91  
E-mail: commercial@carlita-event.com  
Website: www.carlita-event.com |
| **HPS coordinator** | **SOCIÉTÉ D.O.T.**  
81, rue de Paris - 92100 Boulogne - France  
Tel: +33(0)1 46 05 17 85 - Fax: +33(0)1 46 05 76 48  
E-mail: sps@d-o-t.fr |

GO TO YOUR EXHIBITORS AREA TO SEE THE COMPLETE LIST OF SERVICE PROVIDERS.
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<th><strong>USEFUL CONTACTS</strong></th>
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<tr>
<td><strong>USEFUL CONTACTS (CONT.)</strong></td>
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</tbody>
</table>
| **Hospital** | **HOPITAL INTERCOMMUNAL ROBERT BALLANGER** | Bd Robert Ballanger - 93602 AULNAY-SOUS-BOIS  
Tel.: 15 or +33(0)1 48 96 44 44 |
| **Fireproofing** | **GROUPEMENT NON FEU** | 37-39 rue de Neuilly - BP 121 - 92582 Clilchy - France  
Tel.: +33(0)1 47 56 30 80 - Fax: +33(0)1 47 37 06 20  
Website: [www.securofeu.com](http://www.securofeu.com)  
E-mail: [securofeu@textile.fr](mailto:securofeu@textile.fr) |
| **Parc des Expositions** | **LIVRAISON DE MARCHANDISES** | SIAL - VIPARIS - Parc des Expositions  
Your company name, Hall / Stand number  
93420 Villepinte - France |
| **Police** | **COMMISARIAT DE POLICE** | 1/3, rue de Fourgeaud – 93420 Villepinte - France  
Tel.: +33(0)1 49 63 46 10 |
| **VAT refunded** | **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](mailto:mail@tevea.fr)  
Website: [www.tevea-international.com](http://www.tevea-international.com) |
| **Catering on stand** | **AREAS a subsidiary of ELIOR Group** | Tel.: +33(0)1 48 63 32 00  
E-mail: elior.villepinte@elior.com  
Website: [www.elior-parcexpos.com](http://www.elior-parcexpos.com) |
| **Catering on stand** | **HORETO** | Tel.: +33(0)1 48 63 33 45  
E-mail: vssvillepinte@horeto.com - Website: [www.horeto.com](http://www.horeto.com) |
| **Catering on stand** | **VIPARIS** | Myriam MOTTIN - Tel.: +33(0)1 40 68 14 46  
E-mail: myriam.mottin@viparis.com |
| **Rental Industrial Refrigerated Furniture** | **LOWE** | Knockmore Industrial Estate - BT 28 EJ Lisburn BT28 2EJ  
Tel.: +44(0) 2892 604 619 - Fax: +44(0) 28 9266 0849  
Contact: Mme Kelly PARKER  
Email: kelly.parker@lowerental.com  
Site Internet: [www.lowerental.com](http://www.lowerental.com) |
| **Hospital** | **HOPITAL INTERCOMMUNAL ROBERT BALLANGER** | Bd Robert Ballanger - 93602 AULNAY-SOUS-BOIS  
Tel.: 15 or +33(0)1 48 96 44 44 |
| **Fire Prevention** | **CABINET SÉCURITÉ & INCENDIE AFS CONSEILS** | Alain FRANCIONI  
76, rue Baudin – 93130 Noisy-le-Sec - France  
Tel.: +33(0)1 41 55 07 21 - Port: +33(0)6 70 61 95 11  
E-mail: [afrancioni@afsconseils.fr](mailto:afrancioni@afsconseils.fr) |
| **Veterinary services** | **DIRECTION DEPARTEMENTALE DES SERVICES VETERINAIRES DE SEINE ST DENIS** | Poste d’Inspection Frontalier  
Rue du Pélican – Zone de Frét 1 –BP 10111  
95701 Roissy Charles de Gaulle Cedex – France  
E-mail: [pif-aeroport.ddsv93@agriculture.gouv.fr](mailto:pif-aeroport.ddsv93@agriculture.gouv.fr) |
| **Personalized stand** | **DECORAMA** | 11, rue Maurice Günsbourg - 94200 Ivry /Seine - France  
Guillaume ROUSSEL - Tel: +33(0)1 45 15 24 00  
E-mail: guillaume.roussel@gl-events.com |
| **Personalized stand** | **PROREP STUDIO** | Contact : Maria TIMOTHEE - Tél : +33(0)1 45 91 40 44  
E-mail: [mtimothee@creatifs-studio.fr](mailto:mtimothee@creatifs-studio.fr) |
| **Caterer** | **POIRIER** | Tel: +33 (0) 39 13 42 42  
E-mail: [info@poirier.fr](mailto:info@poirier.fr)  
Website: [www. poirier.fr](http://www. poirier.fr) |

**GO TO YOUR EXHIBITORS AREA TO SEE THE COMPLETE LIST OF SERVICE PROVIDERS.**
## USEFUL INFORMATION

### USEFUL CONTACTS

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<th>AGILITY FAIRS &amp; EVENTS</th>
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| Parc des Expositions de Paris Nord Villepinte  
Bâtiment M2 – BP 66135  
93420 Villepinte - France  
Tel: +33 (0)1 48 63 33 81  
Fax: +33 (0)1 48 63 33 82  
Contact: Abdi EL HOUARI  
E-mail: fairs-france@agilitylogistics.com  
Website: www.agilitylogistics.com |

<table>
<thead>
<tr>
<th>Freight Forwarder &amp; Handler</th>
<th>CLAMAGERAN FOIREXPO</th>
</tr>
</thead>
</table>
| 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  
Email: d.filiberti@clamageran.fr  
Website: www.clamageran.com |

<table>
<thead>
<tr>
<th>Freight Forwarder &amp; Handler</th>
<th>DB SCHENKER FOIRES ET EXPOSITIONS FRANCE</th>
</tr>
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</table>
| Parc des Expositions de Paris Nord Villepinte  
Bâtiment M 1 – Derrière le hall 3  
BP 14216  
95703 Roissy CDG cedex - France  
Tel: +33 (0)1 48 63 32 81  
Fax: +33 (0)1 48 63 32 82  
Contact: Pauline VILLEMAINE  
E-mail: pauline.villemaine@dbschenker.com  
Website: www.schenker.fr |

<table>
<thead>
<tr>
<th>Freight Forwarder &amp; Handler</th>
<th>EXPO SERVICE INTERNATIONAL (ESI)</th>
</tr>
</thead>
</table>
| Parc des Expositions de Paris Nord II  
Bâtiment des Transitiars  
93420 Villepinte  
Contact: Gérard GUENARD  
Tel.: +33 (0)1 48 63 32 70 / +33 (0)6 07 74 78 62  
Fax: +33 (0)1 48 69 32 74  
Email: gerard.guenard@group-esi.com  
Site Internet: www.group-esi.com |

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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

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**GO TO YOUR EXHIBITORS AREA TO SEE THE COMPLETE LIST OF SERVICE PROVIDERS.**
USEFUL INFORMATION

EXHIBITORS TIMETABLES
ASSEMBLY / OPENING / DISMANTLING

WORKING HOURS, SET UP, DISMANTLING, POWER SUPPLY

<table>
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<tr>
<th>Period</th>
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<th>Public opening</th>
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<tr>
<td>SET UP</td>
<td>Tuesday 16 October</td>
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<td></td>
<td>Wednesday 17 October</td>
<td>7.30am – 7.30pm (1)</td>
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<td>Friday 19 October</td>
<td>7.30am – 10.00pm</td>
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<td>Saturday 20 October</td>
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<td>OPENING</td>
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<td>Monday 22 October</td>
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<td></td>
<td>Tuesday 23 October</td>
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<tr>
<td>DISMANTLING</td>
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<td>Saturday 27 October</td>
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<td></td>
<td>Sunday 28 October</td>
<td>7.30am – 2.00pm</td>
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</tr>
</tbody>
</table>

(1) Hall 8: Set up starting: Wednesday 17 October – 8.00am - (2) Hall 8: End of dismantling: Saturday 27 October – 2.00pm

If you wish to install your stand before the dates above-mentioned, please send your request to the DECO PLUS Company: Email: sialarchi@free.fr Tel.: +33 (0)9 67 78 93 85 before 05/10/2018. Important:

We inform you that these derogations are chargeable according to the price below. Surface area between 24 and 299 sq.m: 350€/day - Surface area between 300 and 699 sq.m: 600€/day. Surface area > 700 sq.m: 800 €/day.

EXHIBITORS TIMETABLE DURING THE EXHIBITION

• The Halls are accessible to Exhibitors with a badge from 8.30am, and 7.30am on Friday 19 October 2018 from 8.00 am.

• Storages and furniture must be emptied of contents on October 25th between 5 pm and midnight.

FITTED STAND TIMETABLES

• Fitted stand delivery will be made on Friday 19 October 2018 from 8am.

• Storages and furniture must be emptied of contents on October 25th between 5pm and midnight.
USEFUL INFORMATION

EXHIBITION OPENING HOURS

<table>
<thead>
<tr>
<th>Date</th>
<th>Opening Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday 21&lt;sup&gt;st&lt;/sup&gt; October 2018</td>
<td>9.30am – 6.00pm</td>
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<tr>
<td>Monday 22&lt;sup&gt;nd&lt;/sup&gt; October 2018</td>
<td>9.30am – 6.00pm</td>
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<td>Tuesday 23&lt;sup&gt;rd&lt;/sup&gt; October 2018</td>
<td>9.30am – 6.00pm</td>
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<tr>
<td>Wednesday 24&lt;sup&gt;th&lt;/sup&gt; October 2018</td>
<td>9.30am – 6.00pm</td>
</tr>
<tr>
<td>Thursday 25&lt;sup&gt;th&lt;/sup&gt; October 2018</td>
<td>9.30am – 5.00pm</td>
</tr>
</tbody>
</table>

THE EXHIBITORS RECEPTION DESK 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


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 in particular safety footwear.

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

IMPORTANT

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

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

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

For further details, contact:
Exhibition Centre Concessionaire

HORETO TRAITEUR
Sales department
Tel.: +33(0)1 48 63 33 45
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
CLEANING
VACATING THE STAND

FIND OUT MORE VIA YOUR EXHIBITOR AREA (ONLY FOR BARE STANDS)

To order cleaning skips, check "My Store" section.

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 waste paper bins, wiping furniture and furnishing objects within reach, collecting and removing production waste.

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

CLEANING

VACATING THE STAND

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 materials, merchandise and waste of any kind (adhesives, carpeting, etc.) must be removed.
- The exhibitor undertakes to remove and process their waste in compliance with the regulations in force.
- Once the dismantling deadline has passed, 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 (ONLY BARE STANDS)

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. € 4.90 excl VAT / s.qm. for stands of less than 300 s.qm., for larger stands, per s.qm. is € 3.70 excl VAT.

Daily floor mopping (excluding glass cabinets and partitions)
- € 1.70 excl VAT / s.qm.

Order your supplementary services in ‘My Store’ section.

Get rid of garbage at the end of SIAL
Order a skip in your Exhibitor Area, section "My shop".
USEFUL INFORMATION

MEETING/CONFERENCE ROOMS

CONFERENCE ROOMS

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.pascal@viparis.com
USEFUL INFORMATION

HALL MONITORING & STAND SECURITY

FIND OUT MORE VIA YOUR EXHIBITOR AREA

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

HALL MONITORING

General surveillance of the show is the responsibility of the organiser and is carried out in the very best conditions, yet this is an obligation of means and not of results. The show's security company is aware of an increase in thefts and will ensure increased surveillance in the common areas. Car parks are not monitored, objects of value inside vehicles must not be left out to ensure they do not attract interest.

STAND SURVEILLANCE

Exhibitors who choose to use special surveillance for their stands are asked to inform the organiser of this fact by providing a list of the people who will be intervening on the stand as well as the name and contact details of the chosen surveillance company. Exhibitors are responsible for their own stands and must take all necessary precautions to ensure their equipment is protected and removed in the evening upon closing if no surveillance has been put in place. Imported goods must be cleared by the Customs Service before being placed on the Exhibitor's stand.

Please note: Stand stockrooms are not secure premises.

THEFT PREVENTION

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

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

This person serves as your only guarantee against theft.
FITTINGS

- Bare surface
- Prep steps for your fitted stand
- Essential Stand
- Upgraded Essential Stand
- Upgraded Sectoral Stand
- 2018 Design Stand
- 2018 Premium Stand
- Prestige Stand
- Optimum Stand
- Personalized Stand
YOU HAVE RESERVED A BARE SURFACE

- Minimum surface area > 24 s.qm.

Equipment included in your surface area hire includes:
- Demarcation of your surface area on the floor, without partition wall.
- A sign on the floor with your stand number.

Daily clean-up 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. Mandatory removal of spent fluids.

STAND LAYOUT PREP STEPS, BARE SURFACE

> 1st step: stand allocation
- The SIAL Paris will send you a floor plan for you to consider before accepting your site offer.
- Once approved, this floor plan will allow you to plan for your stand layout with the decorator/designer of your choice.

> 2nd step: order any technical services (electric connections, phone lines, parking facilities, etc.)
Find all available services in your Exhibitor Area, under “My Store”.

> 3rd step: checking your plan
Your stand’s decoration and design plan must be submitted for approval by the show’s Architecture & Decoration department before 27 July 2018 to:

DECOPLUS
13, rue de Fourqueux – 78100 SAINT-GERMAIN-EN-LAYE - Tel.: +33 (0)9 67 78 93 85
Email: sialarchi@free.fr
For information on the details to be supplied, check the Architecture & Decoration Regulations (in the regulations chapter of this guide, or on your Exhibitor Area, section “Practical info / Rules”).

> 4th step: commitment to take charge of your waste before October 05, 2018.
Find all available services in your Exhibitor Area, under “My Store”.

> 5th step: your stand at the fair
Please check the assembly schedule. Click here.
MANDATORY: HEALTH & SAFETY NOTICE

(HSP: Health and Safety Plan).

• The Health and Safety Notice should be completed by Exhibitors, and can be found in your Exhibitor Area under “My Forms”.

• Warning: You will not be able to access the other forms until the Safety Notice is completed.

• 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 optimize 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.

Contact VERSANT EVENEMENT:
Tel.: + 33 (0) 1 48 63 32 51
E-mail: contact@versantevenement.com
Website: www.versantevenement.com
FITTINGS
BARE SURFACE

ADDITIONAL SERVICES TO BE ORDERED BEFORE THE STAND IS FITTED:

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

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

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”.

OTHERS ADDITIONAL SERVICES

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

IMPORTANT

All stands, equipment, merchandise and waste (stickers, carpet, etc.) absolutely must be removed before the end of dismantling.
If you do not make use of the services provided by the organizer, then you are responsible for removing and disposing of all products, in line with current legislation.

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

Recommendation
If you outsource decorator services, be sure that your quote includes “fitting”, “dismantling”, and waste removal, and add them if they are not featured on the quote. Justificatory will be required from all exhibitors to ensure that waste is taken care of during the dismantling steps.
Fittings

Prep Steps for Your Fitted Stand

Stand Layout Prep Steps for Your Fitted Stand

> Step 1: ordering your stand
SIAL Paris will send you a plan for your stand by post or by email for your approval.

> 2nd step: equipment approval included in your stand
A CRÉATIFS 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.

> 3rd step: ordering add-on technical facilities and services
The CRÉATIFS 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.

> 4th step: Health and Safety
The Health and Safety Notice must be completed on your Exhibitor Area under “My Forms”.

> 5th step: delivery of your stand on Friday 19th October 2018
*For all stands with fresh products, remember to order a permanent 24h electricity supply, not included as standard.
FITTINGS

ESSENTIAL STAND

YOU HAVE BOOKED AN ESSENTIAL STAND

- Minimum surface area: 16 sq.m.
- Stand occupancy start date: Friday October 19th – 9.00 am

Fittings includes:
- Carpet modular melamine partitions, 2,40 mH,
- 1 sq.m storage area (2 sq.m for stands over 24 sq.m),
- 1 stand sign flag with text (for each open side),
- Lighting with spotlights (1 for every 3 sq.m),
- 1 triple socket (in the storage area),
- 3 kW fused power supply (daytime only),
- Furniture: 1 table and 3 chairs (white) + 1 reception desk and a high stool over 24 sq.m,
- Daily cleaning (including a final preparation cleaning the day before the opening).
Fittings

Upgraded Essential Stand

Available in the following sectors only: Cured and salted meats / Preserved products / Diet products and food supplements, Gluten free products / Fresh seafood products / Fresh prepared products - ready to eat / Fresh poultry and game / Regions of France / National Halls and Regions of the World

You have booked an Upgrading Essential Stand

• Minimum surface area: 16 sq.m.
• Stand occupancy start date: Friday October 19th – 9.00 am

Fittings includes:
• Wooden partitions covered with beige brush cotton 2,50mH,
• 1 sq.m storage area (2 sq.m over 24 sq.m),
• 1 stand sign flag with text (for each open side),
• Lighting with LED spotlights (1 for every 3 sq.m),
• 1 triple socket (in the storage area),
• 3 kW power supply (daytime only),
• Daily cleaning (including a final preparation cleaning the day before the opening).
FITTINGS

UPGRADED SECTORAL STAND

YOU HAVE BOOKED AN UPGRADING SECTORAL STAND

• Minimum surface area: 16 sq.m.
• Stand occupancy start date: Friday October 19th – 9.00 am

Fittings includes:
• Furniture: 1 table and 3 chairs (white),
• Carpet and Wooden partitions covered with cotton gloss, 2.50 m height,
• 1 sq.m storage area (2 sq.m for stands over 24 sq.m),
• 1 stand sign flag with text (for each open side),
• Lighting with LED spotlights (1 for every 3 sq.m),
• 1 triple socket (in the storage area),
• 3 kW fused power supply (daytime only),
• Daily cleaning (including a final preparation cleaning the day before the opening).
FITTINGS

2018 DESIGN STAND
AN EXCLUSIVE STAND BY MARCELLO JOULLA

Available in the following sectors only: Beverages / Grocery products and multi-products / Fresh fruit and vegetables, dried fruit, horticulture / Dairy products, eggs / Confectionery products, biscuits and pastry / Frozen products, ice cream and frozen desserts / Equipment, technologies and services / Fresh meat and tripe

YOU HAVE BOOKED A 2018 DESIGN STAND

- Surface area: from 16 sq.m. to 36 sq.m. maximum
- Stand occupancy start date: Friday October 19th – 9.00 am

Fittings includes:
- Carpet: tiles 2 colors available (grey or Bordeaux red),
- White partitions (10 cm thick / 2.70m high), partitions heads in anodized aluminum.
  1m recess from the aisles,
- 1 sq.m storage area for stands from 16 to 24 sq.m / 2 sq.m for stands from 25 to 36 sq.m.
  1 shelf and 1 block coat-peg per storage cabinet,
- Digital Sign (tablet) with name and stand number displayed on the partition head,
- Backlit signage,
- Lighting: wall lights in grey metal + LED (4 for 16 sq.m),
- Power supply: 3 kw fused power supply (daytime only) located in the storage room,
  1 triple socket included, 1 socket on each stand side,
- Furniture: 1 table and 3 chairs, 1 reception desk and 1 high stool,
- Daily cleaning (including a final preparation cleaning the day before the opening).
YOU HAVE BOOKED A 2018 PREMIUM STAND

- Minimum surface area: 16 sq.m., maximum surface area: 40 sq.m.
- Stand occupancy start date: Friday October 14th – 9.00 am

**Fittings includes:**

- Carpet and Wooden partitions covered with brush cotton available at choice white, grey or beige, 2,50 m height,
- Carpet, 12 colors at choice: Light-grey, navy-blue, mauve, green, taupe, royal-blue, pink, orange, beige, sky-blue, red, citronella,
- 1 sq.m storage area (2 sq.m between 17 and 24 sq.m) 3 sq.m over 34 sq.m. With 2 shelves, 1 coat rack and 1 triple socket,
- 1 semi-glazed office for stand over 31 sq.m. (6 to 9 sq.m. depending on your needs),
- 1 stand sign with text (for each open side),
- 1 printed signage hanged at 5mH,
- 1 reception counter,
- 3 kW fused power supply (daytime only),
- Lighting with LED spotlights (1 per 3 sq.m),
- Design Package: €800 exl.VAT stand < 25 sq.m; €1000 exl VAT above 25 sq.m, available products in [www.sialparis.com](http://www.sialparis.com)
- Daily cleaning (clean-up on the eve of opening).
FITTINGS
PRESTIGE STAND

YOU HAVE BOOKED A PRESTIGE STAND

• Surface area from 36 sq.m.
• Stand occupancy start date: Friday October 19th – 9.00 am

Fittings includes:
• Wood melamine partitions (height: 2.50 m) and carpet, colour of your choice within an existing range,
• Storage cupboard (including 3 shelves and 1 coat rack),
• Counter-bar with 1 open shelf,
• Multipurpose exposition modules (2.50m x 2.50m, with a depth of 40cm) adapted to meet your requirements: glass shelves, display windows,
• digital printing and installation of lettering in polystyrene,
• 1 module until 59 sq.m,
• 2 modules until 89 sq.m,
• 3 modules until 119 sq.m...
• Booth signage: digitally printed suspended and lighted double-sided visual, 1 stand sign with text,
  1 digital printing by module and 4 sq.m of printing decor on storage,
• Lighting: 6 kW fused power supply (daytime only), 6 stem-mounted 400 W projectors for stand sign,
  3 low-voltage spotlights per module, stand lighting by spotlights,
• Design Package: €1,200 excl.VAT, available products in www.sialparis.com
• Daily cleaning (clean-up on the eve of opening).
Fittings includes:

- Carpeting (choice of colour, patterned surround),
- Modular partitions and aluminium mesh frame (partitions: 5 choices of colours /aluminium frame: 2 colours) + 1 digitally printed decorative fascia on forex plastic for each exhibitor,
- 1 semi-glazed reception counter and a 3 m shelf on a stand per exhibitor,
- Common storage cupboard including 3 shelves and a coat hook, 1 sink with 2 basins and connection to the water supply, 1 coffee machine with 300 servings,
- Tower sign (h 4.80 m) with logo (picture 3 m x 2 m) on 2 sides (4 sides from 200 sq.m) + 1 sign with wording per stand,
- 1 collective power connection with power supply of 1kW per 12 sq.m (daytime only) with cut-out switch and triple plugs,
- Overall and individual lighting by 100W spotlights (1 per 3 sq.m or rail of 3 for 9 sq.m)
- Lighting tower sign by 300 W spotlight (1 per logo),
- Design Package : €2 000 excl.VAT by edge of surface of 100 sq.m,
- Daily cleaning (Including a final preparation cleaning the day before opening).
FITTINGS

PERSONALIZED STAND

YOU HAVE BOOKED A PERSONALIZED STAND

DECORAMA
Choose a stand that suits your image and budget: get advice from a decorator to make a personalised stand using environmentally friendly materials that meet DECORAMA’S sustainable development principles.

Your contact:
Guillaume ROUSSEL
Tel.: + 33(0)1 45 15 24 00
Email: guillaume.roussel@gl-events.com

PROREP-STUDIO
The personalized stand is an exclusive architectural design.
This type of stand is now designed to be recycled at the end of the exhibition.

Your contact :
Maria TIMOTHEE
Tel.: +33 (0)1 45 91 40 44
Email : mtimothee@creatifs-studio.fr
REGULATIONS
- Disabled access at the show
- Architecture & decoration rules
- Fire & panic risks prevention regulations

READ OTHER REGULATIONS IN YOUR EXHIBITOR AREA
- Standard terms and conditions of exhibition floor space letting and stand equipment
- General rules and regulations governing exhibitions
- Tenant risk/property damage insurance policy
- General terms and conditions of sale for communication tools

FORMALITIES
- Customs
- Exhibitor safety instructions
- Using foreign service providers
- Refound of French VAT (TVA)
DISABLED ACCESS AT THE SHOW

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

Generally the Halls, exhibition Halls, and installations in exhibition 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 hand rails.

• Two continuous hand rails, 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 cm < 2 H + T < 64 cm (H = step height, T = step tread).
• Hand rails 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

Introduction
The «Architecture Regulations» of the Sial 2018 lists the norms for presentation and fitting of stands, set out in such a way as to guarantee a smooth show as well as optimal comfort.

These norms include standard applicable safety rules for trade fairs, salons and exhibitions, laid out at the end of the document. All stand fittings and decors must follow the «Architecture Regulations».

In all cases, before construction, each project must be submitted to the Sial Architecture Department, who may authorise installation on the site. Any project that does not respect the Rules will be refused, and any stand built without the approval of the Architecture Office can be taken down at the expense of the exhibitor.

No agreement made between Exhibitors will be authorised; only the organiser or DECO PLUS will be permitted to grant authorisation for deviations on written request.

The projects must be submitted before the 4 July 2018 at the latest.
Your Stand Installation File will include the following commitments taken by the exhibitor and the decorator:

- The commitment form for clearance of debris from your stand on assembly and disassembly: Once assembly and disassembly has finished and the stand space has been cleared of all debris and residue, the exhibitor and the decorator must complete the Clearance Declaration for the stand space and submit it to the Exhibitor’s Office Hall 5A.

- Should the organiser notice that the exhibitor or decorator has left debris on his or her stand, they will be held liable for not respecting their commitments made in the bare or fitted Stand Installation File. The bare or fitted stand Installation File will be sent to you by post by SIAL’s Architecture department as soon as you have chosen the location for your stand. This must be returned completed and signed. This file includes:

  For the Bare stand:
  • 1. The Installation File for your stand, completed and signed
  • 2. The Stand Project: «Overhead view» plans showing scales, dimensions and positions of perimeters (shared partitions + alleys)
  • 3. «Cutaway» plans showing scales, dimensions and heights of volumes depicted.

  For the Fitted stand:
  The Installation File for your stand
  Any project that does not comply with French law and/or the regulations of the SIAL will be rejected and any stand assembled without the approval of the Architecture Office will be dismantled, at the expense of the exhibitor.

The SIAL architecture office
DECO PLUS
13 rue de Fourqueux - 78100 St Germain en Laye - FRANCE
Tél. : +33(0)9 67 78 93 85
E-mail : sialarchi@free.fr

AMOUNT TO BE PAID BY THE EXHIBITOR OR THE DECORATOR

<table>
<thead>
<tr>
<th>Your Questions - Our answers</th>
<th>Commitment to take charge of your waste</th>
</tr>
</thead>
<tbody>
<tr>
<td>Who signs the commitment?</td>
<td>The exhibitor or the decorator</td>
</tr>
<tr>
<td>What will be the amount to pay?</td>
<td>The information is coming soon.</td>
</tr>
<tr>
<td>What happens if I don’t return the commitment form for clearance of debris from my stand?</td>
<td>My file will not be considered by the organiser to be complete and the plans will not be validated. Access to the Parc des Expositions will not be authorised and exhibitor badges will not be issued.</td>
</tr>
<tr>
<td>Make a status report of your stand, skip rental (1)</td>
<td>After dismantling the stand, the exhibitor or the decorator MUST contact the Head quarter office in Hall 5A to obtain the inventory report for the exit obtain a SPACE CLEARANCE CERTIFICATE (1).</td>
</tr>
<tr>
<td>Infringements recorded on site</td>
<td>The record will be presented to the exhibitor on site or by letter. The penalty for the infringement will be sent in the form of an invoice.</td>
</tr>
</tbody>
</table>

(1) The exhibitor or the decorator must make the necessary arrangements to remove debris during dismantling periods. Should debris be left behind, and recorded officially by the SIAL, the penalty indicated will be invoiced. In the case of an infringement that surpasses the amount of the penalty, the invoice will be made out for the real value.
TECHNICAL SPECIFICATIONS

HALL SPECIFICATIONS
1/ Location of SIAL 2018
2/ Access to the Halls
3/ Floors, walls and pillars in the Halls
4/ Fluid distribution conduits
5/ Damage
6/ Aisles
7/ Suspended items
8/ Smoke extraction controls and fixed fire points
9/ Fire points (hoses)

SUPPLIES INCLUDED IN THE SITE RENTAL CHARGES
10/ Accessibility for Persons of Reduced Mobility (PRM)
11/ Side panelling
12/ Two-sided stand sign

STAND DESIGN REGULATIONS
HEIGHT OF STANDS, CLEARANCE LIMITS AND OPENINGS ONTO AISLES
13/ Height limits
14/ Openings onto aisles
15/ Clearance limits
16/ Re-used stands

SIGNAGE
17/ Structure
18/ Anchored balloons
19/ Sound systems and illuminated signs
20/ TV screens (and video walls)

PLATFORMS AND CEILINGS
21/ Platforms
22/ Ceilings

DOUBLE-DECKER STANDS
23/ Accessibility for Persons of Reduced Mobility (PRM)
24/ Certificate of conformity to safety standards
25/ Surface area
26/ Weight limits
27/ Stairs
28/ Fire prevention
29/ Transparency for raised floors
30/ Ceilings

KITCHENS / FOOD SAMPLING
31/ Food sampling
32/ Cooking on the stands
HALL SPECIFICATIONS

1. Location of SIAL Paris 2018
SIAL will take place in Halls 1-2-3-4-5a-5b-5c--6-7 and 8 at the Paris-Nord Villepinte Exhibition Centre from 16 to 20 October 2018.

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 remain in sight and accessible at all times.

4. 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.

5. 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.

6. 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.

7. Suspended items
Items suspended from the framework of the Halls are installed by the Exhibition Centre’s Technical Department. Requests must be made directly to the SIAL Paris. All suspended items must comply with the SIAL 2018 Stand Design Regulations.

8. 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 remain accessible at all times. Signs pointing out these facilities must be visible at all times.

9. 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.

Please note: “Poteau métallique”: Metal pole
“Bardage bois”: Wood siding
“Poteau rond”: Circular pole
10. Accessibility for people of reduced mobility
In compliance with the regulations and with the Exhibitor’s Guide for stands with a floor raised by over 2 cm, an access ramp is required for people of reduced mobility. These ramps must not encroach on the alleys. The access ramp should be at least 90cm wide and have a slope between 2% and 5%.

11. Side panelling
The panelling around the sides of the Halls is 3 metres high. Exhibitors may use any part of the panelling to hang signs or decorations. Anything stapled to the panelling must be removed by the exhibitor at the end of the exhibition and the staples removed from the panelling. Failing this, the exhibitor will be charged for restoring it to its original condition.

12. Two-sided stand sign
SIAL will provide one sign per direct exhibitor’s site. This sign on the ground features the number of your stand (except for collective stands).

ARCHITECTURE RULES

HEIGHT OF STANDS, CLEARANCE LIMITS AND OPENINGS ONTO AISLES
Stands must be constructed taking into account the following height and clearance limits:

13. Construction heights
- Maximum authorised height of shared partitions 2.50 m from the floor of the building.
- Maximum height of the construction: 5m from the floor of the building.
- No connection with neighbouring stands can be accepted.

14. Openings onto aisles
Stand sides opening onto an aisle must include an opening of at least 2.5 metres every 6 linear metres. The opening must equate to at least half the length of the side. The 2.5m opening must be kept clear: green plants, glass panes, etc. will not be authorised.

15. Clearance limits
Stand structures must take into account the following clearance limits:

Clearance limits from aisles and neighbouring stands
Items up to 1.8 m high: no clearance limit.
Items between 1.8 and 2.5 m high: clearance limit 0.5 m, including the partition screen between the neighbouring stand. Partitions must be no higher than 2.50 m and must start at least 0.5 m from the edge of the aisle.
Items between 2.5 m and 5 m high: clearance limit 1 metre, from aisles and neighbouring stands.

WARNING: Mezzanine floors must be at least 2.00 m away from aisles and neighbouring stands.

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. Fascias 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 in particular.

Stands including a hall pillar
1. Stands that include a hall pillar, with or without a fire hose, can cover it to a height of 3 m. A sign that conforms to the imposed requirements can be installed. The fire hose must remain accessible from the front and sides within a 1 m radius.
2. Pillars positioned half on a stand and half on a walkway may be covered up to a height of 3 m with the stand’s sign.

Stands that back on to the hall stairs
1. The side facing the stairs should be considered as an open side. This side of the stand must not surpass the height of the stairs, without exceeding 1 m.

16. Re-used stands
These are subject to SIAL’s Stand Design Regulations in the same way as newly built stands. They must conform to the prescribed clearance and height limits.

SIGNAGE

17. Structure
By sign structure, the organizers mean an open-work superstructure which can include the illuminated name or logo of the exhibitor.
Their height will be limited to 5.00 m, and signage must be set up between 2.50 and 5.00 m, respecting the requested withdrawal distances.
Mobile structures must be at least 1 m away from neighbouring stands and aisles.
Only the Parc des Expositions of Paris Nord Villepinte’s services are authorised to work on the hall’s building frame.
Suspend from points using a 3x3 m grid. Permitted weight: 80 kg per point to use the whole frame. Check with Paris Nord Villepinte for weights above 80 kg. The sling point can be controlled up to 5.50 m, and no exceptions will be granted to this rule.

18. Anchored balloons
Balloons inflated with a gas 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.

19. 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. Sound animations can be tolerated if they do not exceed the sound output of 80dBA.

20. 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.

PLATFORMS AND CEILINGS

21. 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.

22. Ceilings
As a general rule, solid ceilings are not permitted at SIAL. However, the following stand roofing options are permitted: Cellular structures of the “Claustra” type made of M0 or M1 materials. Alternating structures made of M0 or M1 materials laid out in “checkerboard” form to provide a largely open-work ceiling (50%). Vertical strips made of thin M0 or M1 materials placed at least 0.2 metres apart.

DOUBLE-DECKER STANDS
Exhibitors wishing to build a double-decker stand must apply for permission to build by 27 July 2018 at the latest. The application must be accompanied by a cheque for €150 not inc. VAT per square metre of additional floor space. This sum will be deducted from the final building fees once SIAL’s Design Department has carried out the final calculation of the area and granted permission to build.

23. 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%.

24. Certificate of conformity to safety standards
As soon as they have received building permission, Exhibitors should draw up their plans, taking into account 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 take into account the requirements concerning height and clearance limits contained in Articles 14, 15, 16 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. Fascias 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 in particular.

25. Surface area
300 m² maximum for the upper level itself. Only one upper level per stand is permitted.

26. Weight limits
• 250 Kg/m² for upper levels under 50 m².
• 350 Kg/m² for upper levels over 50 m².

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

27. 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 m²: 1 x 0.90-metres staircase
• 20-50 m²: 2 staircases, one 0.9 metres wide and the other 0.6 metre wide
• 51-100 m²: either 2 x 0.9-metre staircases or 2 staircases, one 1.4 metres wide and the other 0.6 metre wide
REGULATIONS

ARCHITECTURE & DECORATION RULES

- 101-200 m²: 2 staircases, one 1.4 metres wide and the other 0.9 metre wide
- 201-300 m²: 2 x 1.4-metre staircases. Only staircases whose closest outer uprights are at least 5 metres apart can be taken into account 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 aforementioned 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 metre from the stand’s common partitioning in order to avoid overlooking the neighbouring stand. When two staircases are necessary, they shall be diametrically opposed.

28. 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 m², appropriate additional fire extinguishing facilities shall be constantly ensured by at least one safety officer while the public is present.

29. Transparent upper levels
Upper levels may be used to display a sign while remaining open-work. Not more than half the sides of the upper level may be filled in. The parts of sides left open shall be fitted with guard-rails in compliance with safety regulations. (French standard pertaining to guard-rails: NFP 01-012).

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

KITCHENS - FOOD SAMPLING

31. 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.

32. Cooking on the stands
Exhibitors wishing to prepare cooked food on their stands must inform SIAL by 11 July 2018. 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:
• 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.

Cooking and temperature resetting appliances whose nominal total power is less than 20kW per stand are permitted inside the exhibition Halls. Nevertheless, the following provisions must be accepted:
• a filter must be set up above the cooking appliances;
• you must make sure that cooking and/or reheating appliances do not present any risk to the public;
• suitable safety means must be installed (fire extinguishers, etc).

Cooking and temperature resetting appliances whose nominal total power is greater than 20kW per stand are permitted. Nevertheless, the following provisions must be respected:
• walls and partitions must be fire-resistant for at least one hour
• doors opening onto the stand must be rated ½ hour or E 30 fire resistant (door obligatory)
• separate cooking islands at a distance of 4 metres minimum
• use fireproof screens around cooking appliances
• if open on the stand:
  - have a vertical, fixed screen that is rated ½ hour or E 15-S stable in fire and made from M1 or A2-S1 fire resistant material, with a minimum height of 0.5 m under the kitchen’s end ceiling.
  - have a hood in M0 or A2-S1 material, d0; the extractor fan must be able to continue working for one hour with 400°C smoke.
• the main electric wardrobe must have an emergency stop
• cooking or reheating appliances must have CE certification
• you must have safety means installed (suitable extinguishers, etc.).
• The present cooking or reheating devices, rejecting water vapour, are permitted without a filtering device; the other appliances rejecting other substances (grease, etc.) must have a household hood filtering above these appliances, all gas-burning equipment must have outside ventilation.

Kitchen in containers (PKL type) are permitted if they take over air extraction.

Kitchen modules in containers (type PKL) can be installed using the same extraction fittings.

Stands with cooking appliances with a combined wattage of less than 20 kW.
• Each kitchen must have an extractor hood covering all the cooking appliances
• Each kitchen must have a central cut-off for all the cooking appliances (if necessary, one for the gas supply and one for the electricity supply). The cut-off devices must be clearly marked and easily accessible
• Cooking appliances must either be installed at least 0.5 metre from the walls of the kitchen or the walls must be insulated with fireproof material
• Flexible gas pipes connecting appliances to the gas supply must be replaced at the appropriate time
• A mandatory certificate relating to the total power of appliances installed must be presented to the Safety Committee.

Characteristics of cooker hoods
• The health regulations relating to the extraction of water vapour and oily steam calls for the provision of mechanical extractor devices. All steam and smoke must be drawn into a large hood by a sufficiently powerful fan, then filtered and deodorized by three successive filters: the first a fine wire mesh, the second an electrostatic finishing filter and the third a deodorizing activated carbon filter.
• The section of the filters must be approximately 0.5 metre per square metre of cooking space
• The rate of extraction must be approximately 4,000 m³/hour per square metre of cooking space
The hood must be closed on three sides, with a clearance of 0.8 metre above the cooking area.
REGULATIONS
FIRE & PANIC RISK PREVENTION REGULATIONS

1. OVERVIEW

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

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

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

All large projects (> 40 m²) 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
76, rue Baudin – 93130 NOISY LE SEC
Tél. : + 33 (0)6 70 61 95 11 - Fax : + 33 (0)1 41 55 07 21
E-mail : afrancioni@afsconseils.fr

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,

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

2.2 - Surfacing Materials

2.2.1 - Wall Surfacing

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

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

(1) Or made so by fireproofing

2.2.2 - Curtains - Wall Hangings - Sheer Curtains

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

2.2.3 - Paints and Varnishes

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

2.2.4 - Floor, Podium, Stage, and Tier Surfacing

Floor surfacing must be composed of M4 class materials and solidly attached. Surfacing, whether horizontal or not, of podiums, stages, and tiers higher than 0.3 m and total surface area greater than 20 m² must be constructed of M3 class materials. If their total surface area is less than or equal to 20 m² 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 m², 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.
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 m². Should the covered surface area be greater than 50 m², the appropriate fire suppression systems manned continuously by at least one safety agent must be provided during times when the public is present.

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

In addition, they must have an effective hanging system preventing them from falling and be supported by a system of crosswires with a maximum mesh size of 1 m². 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 (Tel.: +33 (0)1 47 56 30 81)
(2) This is the case of Halls 5 and 6 at the Parc d’Expositions de Paris Nord Villepinte

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

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.

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.
REGULATIONS

FIRE & PANIC RISK
PREVENTION REGULATIONS

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

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

3.2.3 - Electric Devices
Class 0 (3) electric devices must be protected by nominal differential current systems of at least 30 MA.
Class I (3) electric devices must be connected to the protective conductor in their supply line.
For Class II (3) electric devices, those bearing the symbol are recommended.

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

3.2.5 - Halogen bulbs (EN 60598 standard)
Lighting fixtures containing halogen bulbs must be:
• placed at a height of at least 2.25 m,
• kept away from flammable materials (at least 0.5 m from wood and other decorative materials),
• solidly attached,
• fitted with safety screens (glass or fine mesh) providing protection against the effects of exploding bulbs.

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 m²: one 0.9 m exit
• from 20 to 50 m²: 2 exits, one 0.9 m, the other 0.6 m
• from 51 to 100 m²: either two 0.9 m exits or 2 exits, one 1.4 m, the other 0.6 m
• from 101 to 200 m²: either two exits, one 1.4 m, the other 0.9 m, or three 0.9 m exits
Exits must be evenly distributed (1 every 6 m) and on 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 m². Platforms and tiers with seats must have a resistance of 400 kilos per m².
Stairs accessing tiers must have a height of at least 0.1 m and at most 0.2 m with a going of at least 0.2 m. In this case flights of stairs are limited to 10 and nose alignment must not exceed 45°.
As each case is specific, a detailed drawing must be submitted to the Safety Supervisor who shall define the measures to be applied.

5 – RAISED LEVELS

5.1 - General Remarks
In accordance with standard NF P 06-001, raised level facilities must be sufficiently solid to resist weights of:
• for levels of less than 50 m² surface area: 250 kilos per m²,
• for levels of 50 m² and over: 350 kilos per m².
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 m². 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 m², the appropriate supplemental fire suppression means must be manned by at least one safety agent at all times when the public is present.

5.2 – Entrances and Exits
Raised levels must be served by evenly distributed stairs, whose number and width shall be based on the surface area of said levels, i.e.:
• up to 19 m²: one 0.9 m stairway,
• from 20 to 50 m²: 2 stairways: one 0.9 m, the other 0.6 m,
• from 51 to 100 m²: either two 0.9 m stairways, or two stairways one 1.4 m and the other 0.6 m,
• from 101 to 200 m²: 2 stairways, one 1.4 m, the other 0.9 m,
• from 201 to 300 m²: two 1.4 m stairways.
REGULATIONS

FIRE & PANIC RISK
PREVENTION REGULATIONS

Only stairways separated by at least 5 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: \(0.6 \, m \leq 2 \, H + G \leq 0.64 \, m\). 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 “securit” glass is prohibited.

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 m² 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 metres in length,
• be inspectable for their entire length and move freely without clamping,
• not be reachable by burner flames or by combustion products.
REGULATIONS

FIRE & PANIC RISK PREVENTION REGULATIONS

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 authorized.

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

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

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

7.1 - Equipment Presented in Operation at a Permanent Station
Equipment presented in operation at a permanent station must include appropriate permanent screens or casings, preventing the public from accessing dangerous parts, or be placed such that the dangerous parts are kept away from the public, and at the least, at a distance of one 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 m² 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.
REGULATIONS

FIRE & PANIC RISK

PREVENTION REGULATIONS

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 or presenting 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
76, rue Baudin – 93130 NOISY LE SEC
Tel. : + 33 (0)6 70 61 95 11 - Fax : + 33 (0)1 41 55 07 21
E-mail : afrancioni@afsconseils.fr

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

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

8.5 – Smoke Production
Approval for the use of smoke machines to create fog or lighting effects must be requested from the administrative authority (Prefecture, Safety Board) at least one month before the start of the event. Contact the Safety Supervisor for information regarding the required administrative procedures regarding this request. Such request, on plain paper (to be attached to the declaration for the machine or device in operation included in the appendix), must specify the type and 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 miliroentgen per hour) at a distance of 0.10 m x-ray generator core.
Approval for the use of x-ray machines must be requested from the administrative authority (Prefecture, Safety Board) at least one month before the start of the event.

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

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

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

**AUTORITÉ DE SURETÉ NUCLEAIRE (ASN)**

6, place du Colonel Bourgoin
75572 Paris Cedex 12
Tel: +33 (0) 1 43 19 70 75 - Fax: + 33 (0) 1 43 19 71 40

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**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.

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**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.
### SUMMARY OF FRENCH AND EUROPEAN EQUIVALENCES

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

N.B.: Reports only from approved French laboratories under current regulations as of November 1998 or, by equivalence, officially recognized by any report corresponding to European Standards applicable within Union Member States.
IMPORTANT: CUSTOMS INFORMATION
+33 (0)8 11 20 44 44* (€0.06/min)
www.douane.gouv.fr/
Economic Regimes Office
Customs and excise duties
Open: Monday to Friday
Time: 9am – 5pm

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

During the SIAL Paris, the Parc des Expositions de Paris Porte de Versailles exhibition grounds are granted temporary admission by customs.
This temporary admission starts the day the material enters the exhibition Halls and ends 30 days after the exhibition closes.
Foreign merchandise must be inspected by customs before it reaches Exhibitors’ stands.

GENERAL COMMON LAWS

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

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

Documents to provide with the transit document:
• An invoice (5 copies)
• A CMR for road transportation, an air waybill for air transportation or bill of lading for sea transportation
• A packing list
• Description of the apparatus (if machines)

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

Under no circumstances do the above documents confer temporary admission. Upon arrival at the exhibition’s customs office, goods must be immediately declared for temporary admission via an on-site customs clearance agent (go to your online EXHIBITORS AREA for a list of official agents).

After the declaration has been recorded, goods may potentially be checked by customs officers. They cannot be sent on to the exhibitor’s stand until all these formalities have been completed.

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

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

Outgoing goods:

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

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

1/ Re-export
2/ Transit under the continuous control of customs officials to another customs warehouse on French national territory
3/ Use on French metropolitan territory

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

**Important:** All procedures overseen by customs clearance officers are at the exhibitor’s own expense.
**ATA Carnet systems for exhibitions**

(Excludes food products)
The ATA Carnet can be used for goods to be exhibited or used at an exhibition.

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

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

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

| modified and complemented by the decree nr 2003-68 of 24.01.2003 |

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

This General Coordination Plan cannot replace the provisions of the Code of Work. It does not in any way reduce the responsibilities and duties of the companies working on the site.

For SIAL Paris 2018, 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 2018.

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.
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

- Law of 31/12/93 nr 93-1418 and the decree of 26/12/94 nr 94-1159.
- 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: 110th September 2018.
- 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 / SIA 2018
81 rue de Paris - 92100 BOULOGNE
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.
### ASSEMBLY & DISMANTLING DATES FOR BARE STANDS EXHIBITORS

<table>
<thead>
<tr>
<th>HALLS</th>
<th>ASSEMBLY</th>
<th>DISMANTLING</th>
</tr>
</thead>
<tbody>
<tr>
<td>1, 2, 3, 4, 5A, 5B, 5C, 6 &amp; 7</td>
<td>16\textsuperscript{th} to 18\textsuperscript{th} October 2018 from 7.30am to 7.30pm 19\textsuperscript{th} to 20\textsuperscript{th} October 2018 from 7.30am to 10pm</td>
<td>25\textsuperscript{th} October 2018 from 5pm to midnight 26\textsuperscript{th} to 27\textsuperscript{th} October 2018 from 7.30am to 7.30pm 28\textsuperscript{th} October 2018 from 7.30am to 2pm</td>
</tr>
<tr>
<td>8</td>
<td>12\textsuperscript{th} to 13\textsuperscript{th} October 2018 from 7.30am to 7.30pm 14\textsuperscript{th} to 15\textsuperscript{th} October 2018 from 7.30am to 10pm</td>
<td>20th October 2018 from 5pm to midnight 21\textsuperscript{th} October 2018 from 7.30am to 7.30pm 22\textsuperscript{th} October 2018 from 7.30am to 2.00pm</td>
</tr>
</tbody>
</table>

### FITTED STANDS EXHIBITORS

<table>
<thead>
<tr>
<th>HALLS</th>
<th>ASSEMBLY</th>
<th>DISMANTLING</th>
</tr>
</thead>
<tbody>
<tr>
<td>1, 2, 3, 4, 5A, 5B, 5C, 6 &amp; 7</td>
<td>18\textsuperscript{th} October 2018 from 7.30am to 7.30pm 19\textsuperscript{th} &amp; 20\textsuperscript{th} October 2018 from 7.30am to 10.00pm</td>
<td>25\textsuperscript{th} October 2018 from 5pm to midnight 26\textsuperscript{th} October 2018 from 7.30am to 7.30pm</td>
</tr>
<tr>
<td>8</td>
<td>19th &amp; 20th October 2018 from 7.30am to 10pm</td>
<td>25\textsuperscript{th} October 2018 from 5pm to midnight 26\textsuperscript{th} October 2018 from 7.30am to 2.00pm</td>
</tr>
</tbody>
</table>

**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 25/10/ 2018, motorised vehicles may only work after 7.00pm in the Halls.
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 2018.
It must be communicated to all Exhibitors who must transmit it to their stand designer / suppliers when they have named them. It enables them to inform suppliers and 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 sun-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.
## II. ADMINISTRATIVE INFORMATION

### II.1. THE PARTICIPANTS

#### II.1.1 General organization

The COMEXPOSIUM Company acts as the general exhibition manager of SIAL Paris 2018

<table>
<thead>
<tr>
<th>ORGANIZER / EMPLOYER</th>
<th>GENERAL SHOW DIRECTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMEXPOSIUM</td>
<td>Mr Nicolas TRENTESAUX</td>
</tr>
<tr>
<td>70, avenue du Général de Gaulle</td>
<td>Email: <a href="mailto:exhibit@sialparis.com">exhibit@sialparis.com</a></td>
</tr>
<tr>
<td>Immeuble le Wilson</td>
<td></td>
</tr>
<tr>
<td>92058 PARIS LA DEFENSE Cedex - France</td>
<td></td>
</tr>
<tr>
<td>Tel: +33 (0)1 76 77 11 11</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TECHNICAL &amp; SECURITY DIRECTOR</th>
<th>TECHNICAL &amp; SECURITY MANAGER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr Jérôme HUNAULT</td>
<td>Mr Gilles CRESPON</td>
</tr>
<tr>
<td>Tel: +33 (0)1 76 77 13 65</td>
<td>Tel: +33 (0)1 76 77 12 28</td>
</tr>
<tr>
<td>Email: <a href="mailto:jerome.hunault@comexposium.com">jerome.hunault@comexposium.com</a></td>
<td>Email: <a href="mailto:gilles.crespon@comexposium.com">gilles.crespon@comexposium.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INSURANCE AGENCY – Civil resp / Dam.to property</th>
<th>TOWN HALL</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIACI SAINT HONORÉ</td>
<td>MAIRIE DE VILLEPINTE</td>
</tr>
<tr>
<td>18, rue de Courcelles</td>
<td>Place de l’Hôtel de Ville</td>
</tr>
<tr>
<td>75384 PARIS Cedex 08</td>
<td>93240 VILLEPINTE</td>
</tr>
<tr>
<td>Monsieur Philippe HUET</td>
<td>Tel: +33 (0)1 41 52 53 00</td>
</tr>
<tr>
<td>Tel: +33 (0)1 44 20 29 81</td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:philippe.huet@s2hgroup.com">philippe.huet@s2hgroup.com</a></td>
<td></td>
</tr>
</tbody>
</table>

#### II.1.2 HSP Coordination SPS / Fire Safety

<table>
<thead>
<tr>
<th>HSP COORDINATOR</th>
<th>FIRE SAFETY REPRESENTATIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>D.Ô.T:</td>
<td>AFS Conseils &amp; Sécurité</td>
</tr>
<tr>
<td>81 rue de PARIS - 92100 BOULOGNE - France</td>
<td>76, rue Baudin</td>
</tr>
<tr>
<td>Tel : + 33 (0)1 46 05 17 85 - Fax: +33 (0)1 46 05 76 48</td>
<td>93130 Noisy-le-Sec</td>
</tr>
<tr>
<td>Email: <a href="mailto:sps@d-o-t.fr">sps@d-o-t.fr</a></td>
<td>Tel : +33 (0)6 70 61 95 11- Fax : +33 (0)1 41 55 07 21</td>
</tr>
<tr>
<td></td>
<td>Email : <a href="mailto:afrancioni@afsconseils.fr">afrancioni@afsconseils.fr</a></td>
</tr>
</tbody>
</table>

The fire safety representative will be present on site from 08 to 25 October 2018. The date of the safety committee tour of inspection hasn’t been defined.

#### FIRE PROOFING

<table>
<thead>
<tr>
<th>Groupement NON FEU</th>
<th>Groupement Technique Français de l'Ignifugation</th>
</tr>
</thead>
<tbody>
<tr>
<td>37-39, rue de Neuilly - BP 249 - 92113 CLICHY - France</td>
<td>10 rue du Débarcadère - 75017 PARIS - France</td>
</tr>
<tr>
<td>Tel : + 33 (0)1 47 56 31 48</td>
<td>Tel: + 33 (0)1 40 55 13 13</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXPERT IN THE SOUNDNESS OF MAJOR STRUCTURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOCOTEC</td>
</tr>
<tr>
<td>Centre d’Affaires Paris Nord - France</td>
</tr>
<tr>
<td>Le Continental – BP 306</td>
</tr>
<tr>
<td>93153 LE BLANC MESNIL Cedex</td>
</tr>
<tr>
<td>Tel: +33 (0)1 48 65 42 37</td>
</tr>
</tbody>
</table>
FORMALITIES
EXHIBITORS SAFETY
INSTRUCTIONS

II.2. DEFINITION OF WORK AREAS

<table>
<thead>
<tr>
<th>VENUE</th>
<th>HALLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>VIPARIS PARIS NORD VILLEPINTE - BP 68004 95970 ROISSY CHARLES DE GAULLE Cedex</td>
<td>1, 2, 3, 4, 5A, 5B, 5C, 6, 7 &amp; 8</td>
</tr>
<tr>
<td>Accueil : Tel : +33 (0)1 40 68 22 22</td>
<td></td>
</tr>
<tr>
<td>Service Exposants : Tel : +33 (0)1 40 68 16 16</td>
<td></td>
</tr>
</tbody>
</table>

II.3. THE OFFICIAL BODIES

<table>
<thead>
<tr>
<th>INSPECTION OF WORK</th>
<th>CRAMIF</th>
</tr>
</thead>
<tbody>
<tr>
<td>1, avenue Youri Gagarine 93000 BOBIGNY Tel: +33 (0)1 41 60 53 00</td>
<td>Service des risques Professionnels. Mr François GUINE</td>
</tr>
<tr>
<td>17/19, avenue de Flandres 75019 PARIS – France - Tel: +33(0)1 40 05 38 16</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>O.P.P.B.T.P.</th>
<th>Glossary</th>
</tr>
</thead>
<tbody>
<tr>
<td>1, rue Heyrault 92660 BOULOGNE Cedex - France Tel: +33 (0)1 40 31 64 00</td>
<td>CRAMIF : Caisse Régionale d'Assurance Maladie d'Ile de France OPPBTP : Organisme Professionnel de Prévention du Bâtiment et des Travaux Publics</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>EMERGENCY POST</th>
<th>GENERAL SURVEILLANCE POST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Galerie d’accueil Hall 1 Local Médical Hall 6 Tel : +33 (0)1 48 63 31 15 MIP – Guillaume DAPOIGNY - Tel: 06 75 44 85 63</td>
<td>Tel : +33 (0)1 48 63 30 49</td>
</tr>
<tr>
<td>FIRE SAFETY</td>
<td></td>
</tr>
<tr>
<td>Tel : + 33 (0)1 48 63 30 49</td>
<td></td>
</tr>
</tbody>
</table>

OFF SITE

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

III. GENERAL EVENT ORGANIZATION

III.1. GENERAL PRESENTATION OF THE SHOW
Cf. Exhibitor’s guide

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

<table>
<thead>
<tr>
<th>DATES &amp; TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>From 21th to 25th October 2018 – 9.30am to 6.00pm 25th October 2018 - 9.30am to 5.00pm</td>
</tr>
</tbody>
</table>
FORMALITIES
EXHIBITORS SAFETY INSTRUCTIONS

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 be possible at all times during assembly and dismantling. The security aisles define on the exhibition general plan must be respected and kept free of any materials or crates. There must be no storage or parking on the traffic movement areas defined on the plan of 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.

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.
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 taken into account. 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.
V. CLEANING

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

Exhibiting companies are responsible for cleaning their site and removing their rubble and waste of all kinds.

They must plan the reservation and removal of skips and organise how they are filled. It is the responsibility of each worker either to cover the skips, or to weigh down the rubble to prevent it from flying around.

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

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

VI. INSTALLATIONS AVAILABLE DURING 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

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

The stairs must be assembled as a priority and made safe by guardrails 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 protection must be reinstalled. Each company must describe the collective protection planned in his Individual Health and Safety Protection Plan.
The company in charge of the building and dismantling of the double decker marquee must put in place for the delivery access, a system that provide at anytime a collective protection for the people working on the mezzanine.

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

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

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

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

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 have to 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 toe-caps + 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 authorization 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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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).

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The companies may work at heights with scaffolding 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 taking into account a chronological order of assembly, to avoid tasks at different levels in the same site and to carry out these tasks using suitable means.

• These means can be common to several workers or companies.

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

The external working areas must be marked out or cordonned 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.

IX.4.2 ELECTRICAL SUPPLY

<table>
<thead>
<tr>
<th>HALLS</th>
<th>DATES ET HORAIRES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Halls 1, 2, 3, 4, 5a, 5b, 5c, 6, 7</td>
<td>From 19th October 7.30am to 25th October 7.30pm</td>
</tr>
<tr>
<td>Hall 8</td>
<td>From 19th October 2.00pm to 25th October 7.30pm</td>
</tr>
</tbody>
</table>

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

All the worksite cables and extension leads must be in good condition and compliant with current standards.

Worksite electricity cabinets are available from the Park.

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

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 IHPPP 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).

X. FIRE SAFETY

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

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

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

The Official Safety Committee (or the ERP safety officer) will carry out a safety inspection visit to the installations. During this visit, the qualified representative of the stand is requested to be present on his stand. The Exhibitor...
FORMALITIES
EXHIBITORS SAFETY INSTRUCTIONS

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
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 Hall 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: HALL 1 & 6: +33 (0)1 48 63 31 15
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 IHSPP 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 be available at all times 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.

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PLEASE FIND IN THE EXHIBITOR’S AREA PLATFORM

- To print the VAT refund form, see next page
- or look in your Exhibitor’s Area under “MyForms”

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

TEVEA INTERNATIONAL
Claudia PRAMS
129-31, rue Saint Augustin – 75002 Paris – France
Tel: + 33(0)1 42 24 96 96 - Fax: + 33(0) 1 42 24 89 23
E-mail: mail@tevea.fr - Website: www.tevea-international.com
Siret: 331 270 280 00067

TEVEA International is specialized in handling VAT 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 RÉTROMOBILE show, 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’s 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

REFOUNDED OF FRENCH VAT (TVA)
FOR THE FOREIGNERS

According to European Tax Legislation, organisers of international exhibitions may invoice certain services with TVA. Foreign companies (EU or non-EU) are, under certain conditions, entitled to a refund of the TVA paid.

IMPORTANT

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

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

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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:

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: ………………………………………………………………………………………………………………………………….

COMEXPOSIUM
MANDATORY

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

1 - PRELIMINARY DECLARATION OF SECONDMENT

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

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

According to law, no employee can therefore work in France:
- For more than 48 hours a week: please note that a week starts at midnight (00.00am) on Monday and ends at midnight on Sunday (24.00pm)
- For more than 10 hours a day
- For more than 6 hours without a break (of at least 20 minutes)
- For more than 6 days in a single week.

All employees working on French territory must receive a monthly gross salary demanded by the Ministry of Labour.
2 - PROVISIONAL WORK PERMIT

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

**Countries of origin which do not currently require this provisional work permit are:**
Germany, Austria, Belgium, Bulgaria, Cyprus, Denmark, Spain, Finland, France, Greece, Ireland, Italy, Luxembourg, Malta, the Netherlands, Portugal, the United Kingdom, Sweden, Estonia, Hungary, Lithuania, Poland, Slovakia, Slovenia, Romania, the Czech Republic, Iceland, Liechtenstein, Norway, Switzerland, Andorra, Monaco and San Marino.

These provisional work permits must be declared on the “SIPSI website” from the Ministry of Labour.

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

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

**COMEXPOSIUM – Logistics and Security Department**  
Fabrice Digle  
70, avenue du Général de Gaulle F – 92508 Paris la Défense Cedex - France

**SOCIAL SECURITY**

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

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

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

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

**URSAFF – 16, rue Contades - 67307 Schiltigheim – France**  
Tel: +33(0)8 20 39 56 70 - Fax: +33(0)3 88 18 52 74  
Email: cnfe.strasbourg@urssaf
PLEASE FIND IN YOUR EXHIBITOR AREA

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Company name: ............................................................................................................................................................
Address: .............................................................................................................................................................................
Postcode: ...................... City: ................................. Country: ......................................................................................
Tel: ................................. Fax: ................................. Email: ............................................................................................

Contact name: .................................................................................................................. Date and signature: .....