

EXHIBITORS GUIDE



23 FEVRIER > 3 MARS 2019

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

USER GUIDE

USEFUL
INFORMATION

FITTINGS

REGULATIONS
& FORMALITIES



23 FEVRIER > 3 MARS 2019

USER GUIDE

TWO TOOLS TO HELP YOU GET READY FOR THE SHOW

- THIS **INTERACTIVE** EXHIBITOR GUIDE

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

- THE ONLINE STORE, [click here](#)

In this store, you can order all of the technical services you need Until Monday February 18, 2019.

Please note: from Tuesday February 19, 2019, technical services must be ordered directly on-site in the Europe Pavilion located at the entrance to Pavilion 4.



23 FEVRIER > 3 MARS 2019

USEFUL INFORMATION

- Access/traffic & parking
- Hangings & overhead power supply, bridges and lights
- Events/activities at stands
- Architecture & Decoration
- Complementary insurance
- Access pass
- Useful contacts
- Exhibitor timetables
Assembly/Opening/Dismantling
- Health and safety
- Cleaning/Vacating the stand
- Catering for exhibitors
- Meeting/Conference rooms
- Pavilion monitoring/Stand security

USEFUL INFORMATION

ACCESS/TRAFFIC
& PARKING

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ACCESS TO THE EXHIBITION CENTRE PORTE DE VERSAILLES - PARIS

Paris expo
Porte de VersaillesComment y accéder
How to get there

Se déplacer en transports en commun
Getting around on public transport
www.ratp.fr

Liens utiles / Useful links
www.adp.fr
(Aéroports de Paris / Paris Airports)
www.voyages-sncf.com
(pour un voyage en train for train travel)
et www.parisinfo.com
(Office du Tourisme et des Congrès de Paris / Paris Tourism Office)

USEFUL INFORMATION

ACCESS/ TRAFFIC
& PARKING

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ACCESS TO THE PAVILIONS

Montage				
Période	Type de véhicule	Stationnement	Porte d'accès	Observations
Le 18/02/2019 à partir de 8h00 au 22/02/2019	Tous types	Auprès du Pavillon 1	Entrée Porte M	Sortie Portes T,S
Les 21 et 22/02/2019	Bétaillères - BOVINS Bétaillère - OVINS ET PORCINS Autres véhicules	Auprès du Pavillon 1	Entrée Porte M	Sortie Portes S
			Entrée Porte M	Sortie Portes L
			Entrée Porte T	Sortie Portes L
Le 18/02/2019 à partir de 8h00 au 22/02/2019	Tous types	Auprès du Pavillon 2/2	Entrée Porte D	Sortie Porte D
	Tous types	Auprès du Pavillon 4	Entrée Porte D	Sortie Porte D
Le 19/02/2019 à partir de 8h00 au 22/02/2019	Tous types	Auprès du Pavillon 2/3 et 3	Entrée Porte D	Sortie Porte D,H*
	Tous types	Auprès du Pavillon 5/2-5/3	Entrée Porte B	Sortie Porte D
Le 20/02/2019 à partir de 8h00 au 22/02/2019	Tous types	Auprès du Pavillon 2/1	Entrée Porte K	Sortie Porte D,J*
	Tous types	Auprès du Pavillon 5/1	Entrée Porte B	Sortie Porte D
	Tous types	Auprès du Pavillon 7/1	Entrée Porte D	Sortie Porte D,H*
OPENING TO THE PUBLIC				
Du 23/02/2019	<ul style="list-style-type: none"> . Deliveries authorised from 7am to 8.30am a gate D, M and K. . Delivery time limited to 1 HOUR with Pass timestamp when passing doors D, M and K . No parking or storage of any kind is authorised inside the Exhibition center Paris Expo Porte de Versailles. . Stopping and parking forbidden on the traffic movement corridors. 			
Au 03/03/2019	<ul style="list-style-type: none"> . No parking on the safety perimeters, as soon as open to the public. . EXHIBITOR & VISITOR CAR PARKS OPEN from 8am to 11 pm. . Come before the opening time of the doors of Paris Expo – Porte de Versailles, it's wasting time and jamming up the neighbourhood. 			

USEFUL INFORMATION

ACCESS/ TRAFFIC
& PARKING

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ACCESS TO THE PAVILIONS

Démontage				
Le 03/03/2019				
A partir de 19h00	Tous types de véhicules < 3.5 T	Auprès du Pavillon 7/1	Entrée Porte D	Sortie Porte D, H*
A partir de 21h00	Tous types			
jusqu'au 06/03/2019 à 17h00				
Le 03/03/2019				
A partir de 19h00	Tous types de véhicules < 3.5 T	Auprès du Pavillon 2/1 Auprès du pavillon 2/2 Auprès des Pavillons 5	Entrée Porte K (Pour le 2/1) Entrée Porte D (Pour 2/2 et 5)	Sortie Porte D,J* Entrée Porte D Entrée Porte D
A partir de 21h00	Tous types			
jusqu'au 05/03/2019 à 12h00				
Le 03/03/2019				
A partir de 19h00	Tous types de véhicules < 19 T	Auprès du Pavillon 3	Entrée Porte D	Sortie Porte D
A partir de 21h00	Tous types			
jusqu'au 06/03/2019 à 12h00				
Le 03/03/2019				
A partir de 19h00 à minuit	Bétaillères - BOVINS Bétaillères - OVINS ET PORCINS autres véhicules	Auprès du Pavillon 1	Entrée Porte M Entrée Porte M	Sortie Porte S Sortie Porte L Sortie Porte T
A partir de 21h00	Tous types			
jusqu'au 06/03/2019 à 17h00				

IMPORTANT: Any vehicle in breach of these instructions will be removed without notice and at the expense and risk of its owner. Free parking ends on the 02/22/2019 at midnight.

VIPARIS reserves the right to direct all light vehicles (under 1m90) towards a free car park to ease traffic flow around the pavilion during the setting up and taking down of the event.

The Heliport car park will also be available to park the light commercial vehicles and trucks during assembly and dismantling periods.

USEFUL INFORMATION

ACCESS/ TRAFFIC & PARKING

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TRAFFIC IN THE EXHIBITION CENTER

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

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

- Obey the highway code
- Limit your speed to 20kmh (12mph)
- Do not stop or park any vehicles on thoroughfares
- Do not drive any vehicle inside the exhibition pavilions

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

Parking is free during assembly and dismantling.

Attendants are on site to help you move around and park: please follow their advice carefully.

USEFUL INFORMATION

ACCESS/ TRAFFIC & PARKING

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PARKING

> During assembly

It is free to park on Exhibition Centre grounds as long as the regulations regarding parking times and areas are respected. Car parks C and R will no longer be free as of midnight on 23 February.

Campervans and mobile homes are not allowed within the Exhibition Centre grounds.

Lorry access is subject to special conditions depending on traffic levels around the pavilion(s) in question.

No motor vehicles may enter the pavilions on Friday February 22, 2019 (except where special permission has been granted by the organiser).

- During assembly periods, try not to park between 10am and 1pm.
- 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 and platform trolleys may be used when the show is closed. Motor vehicles may enter the pavilions two hours after public closing time, as long as the space is in such a condition as to permit this.

If you arrive before the exhibition ground gates have been opened, you are wasting your time and causing congestion in the local area.

USEFUL INFORMATION

ACCESS/ TRAFFIC
& PARKING

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STATIONNEMENT

> During opening times

Deliveries are authorised from 7am to 8.30am 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 **Saturday 23 February, at 8 am**, all vehicles parked beside the pavilions must have been moved to the specified car park, failing which the vehicle may be removed and impounded.

RÉSERVING A PARKING SPACE

Parking subscriptions can be taken out for a fee (car park R and car park F). They can be reserved via your online Exhibitor's Area.

While the show is open, you can buy car parking spaces at the Exhibitor Reception Area.

The exhibitors' car parks are open from 08 am to 11 pm every day throughout the event.

NUMBER OF PARKING SPACES ACCORDING TO THE SURFACE OF YOUR STAND :

*Modernisation work at Paris Expo Porte de Versailles means that we have to reduce the capacities of our car parks. For this reason, orders for **LV** parking spots will be subject to the following rules:*

- 1 à 25 m ²	:	1 place
- 26 à 60 m ²	:	2 places
- 61 à 85 m ²	:	3 places
- 86 à 150 m ²	:	4 places
- Beyond 151 m ²	:	6 places

USEFUL INFORMATION

ACCESS/ TRAFFIC & PARKING

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REGISTERING A VEHICLE ON LOGIPASS

NEW VIPARIS FEATURE:

All vehicles used during the event's assembly and dismantling periods, or during delivery times when the show is open to the public, must be registered on **Logipass** to access the exhibition centre.

Only empty light vehicles going to the F car park (not the logistics areas) during assembly and dismantling need not register on Logipass.

Each company or participant can create their own account. This account enables users to register for specific time slots. The length of time for a delivery is limited to **2 hours for utility vehicles and 4 hours for HGVs**, so that everyone can make their deliveries conveniently.

A hotline is available for exhibitors/participants who have any questions:
+ 33(0)1 40 68 11 30 / Infos-exposants@viparis.com

Procedure to follow: <http://logipass.viparis.com>



Creating your user account in just one step

Password requirements
customized in case of
mismatch

Mandatory fields
indicated by red
asterisks (*)

Datas to be completed
only once and recorded
in « My account »

EN agnes.simon@viparis.comZZZZ

My account
Logout

Name *
First name
Email address *

Password must have at least 6 characters, 1 upper case, 1 numeric value and 1 special character

Password *
Confirm the password *

Firm *
Business sector *
Phone *
Street name *
Street name 2
Zipcode *
City *
Country *
Select an item

☐ By checking this box, I admit having knowledge and accept the [Policies and conditions](#)

Direct access to the request grid

One recap tab per account

legipass ACCESS REQUEST

EN agnes.simon@viparis.comZZZZ

ACCESS REQUEST

Search filters to navigate easily

Data download Create a request

Search for requests

Show 10 entries

Access number	Venue	EVENT	Exhibitor	Incoming firm/Carriers	Licence / number plate	Vehicle size	Arrival date	Level	Phasis	Actions
312366	PNV	LA GRANDE FETE DE LA RECETTE	COUCOU	ESSAI	TESTAGNES	Cars&Bikes	07/19/2018 08:30	Approved	Event opening	i G x
312349	PNV	LA GRANDE FETE DE LA RECETTE	COUCOU	ESSAI	TESTAGNES	Cars&Bikes	07/17/2018 08:00	Approved	Event opening	i G x

Creating a request in only two steps

1 – Useful datas in a few clicks

New Draft Submitted Approved

Back to list Files Instructions

Application form Time slot selection Approval

Instructions for each event

A clear-cut progress bar

Requester

Venue * Select an item

Event name * Select an item

Exhibitor name * Select an item

Hall * Select an item

Driver

Driver name and first name

Driver mobile phone * 0612476093

Incoming firm/Carriers * ESSAI

Repetitious fields removed

To fill in the « Exhibitor name »:

- If the field shows « Do not fill », move downwards
- If not, enter at least the first 2 characters and click on the exhibitor name of your choice
- If you cannot find the correct name, select « Exhibitor not found »

Creating a request in only two steps

2 – Timeslot selection

LA GRANDE FETE DE LA RECETTE

Jul 10 – 19, 2018

07/10/2018 from 09:00 to 11:00

Manual input now possible

Slot automatically adjusted to the authorized duration for your vehicle

File upload (e.g. in case of exemption) more accessible and possibility to add comments

Legend made plain

Use the button "files" to upload useful documents (for catering, joining an invoice is mandatory)

Files

Comments

By checking this box, I admit having knowledge and accept the Policies and conditions

☐ In white : opening hours for your business sector ☐ In grey : hours submitted to specific approval - No automated approval

Back to my request Cancel Update

USEFUL INFORMATION

ACCESS/CIRCULATION & PARKING

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PLAN OF THE SHOW



Plan arrêté au 17/05/2018, susceptible de modifications.

Pavillon 1	Élevage & ses filières Bovins, ovins, porcins, caprins	
Pavillon 2.1	Équins, asins Artisanat et patrimoine rural de France	
Pavillon 2.2	Cultures & filières végétales	
Pavillon 3	Les 13 Régions de France & leurs produits	
Pavillon 4	Services & métiers de l'agriculture AGRI 4.0 AGRI RECRUTE : Votre espace emploi formation Environnement et énergies Basse-cour et Ferme pédagogique	
Pavillon 5.1	Régions & produits de France d'Outre-Mer	
Pavillon 5.2	Agricultures & délices du monde Élevages du monde	
Pavillon 7.1	Canins et félins	
Pavillon 7.2	Concours Général Agricole des Produits et Vins	

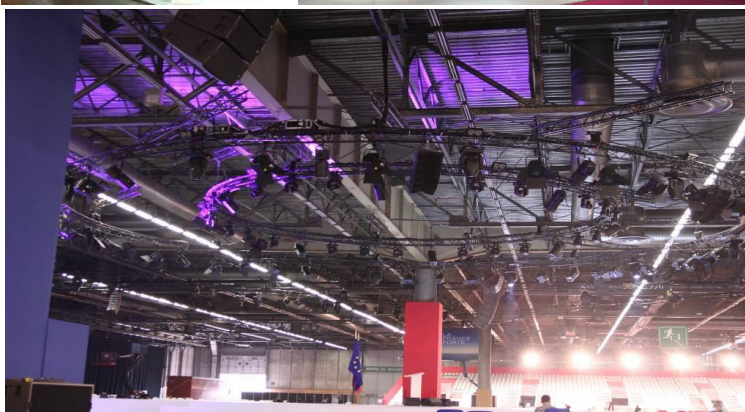
USEFUL INFORMATION

HANGING & OVERHEAD POWER SUPPLY, BRIGES & LIGHTS

Hangings and overhead power supplies Bridges and lights

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

Service to be ordered in your Exhibitors' Space section
"My Store".



USEFUL INFORMATION

EVENTS / ACTIVITIES AT STANDS

The Paris International Agricultural Show 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.

MUSICAL EVENTS

Exhibitors who wish to have music at their stand must inform the organiser as such beforehand. Music can only be played if it is presented to the organiser in advance as part of a detailed plan (which includes the music and equipment required, the event/activity type, etc.).

To use recorded music on your stand (CDs, DVDs, etc.), you can obtain authorisation from the French copyright body SACEM by making a declaration online:

<http://www.sacem.fr/cms/home/utilisateurs/diffuser/stands/sonorisation-stand>

Send the required payment in full before the show.

Speakers may have a wattage no greater than **30W**. They must turn inwards towards the stand and lean downwards. Their volume must be no higher than **70 decibels**.

If these provisions are not adhered to, the exhibitor's stand or the activity in question will be shut down without notice by the organiser. The exhibitor must not hold events/activities for more than **two hours** per day and only at times agreed in advance with the organiser.

IMPORTANT : PROHIBITED SERVICES

- Prospectuses may not be placed or distributed in gangways, at the entrance to the exhibition, in the central gangway or anywhere else in the Exhibition Centre (except with the prior agreement of the organiser).
- Activities in gangways (robots, hostesses, human billboards, etc.).

USEFUL INFORMATION

ARCHITECTURE & DECORATION

> FIND OUT MORE VIA THE EXHIBITOR'S AREA

- The show's Architecture & Decoration rules
- The show's Régions de France Architecture & Decoration rules
- Special regulations

The architecture and decoration rules for the International Agricultural Show 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 International Agricultural Show is governed by specific regulations in accordance with its own special characteristics. All proposals for bare space stands, reused stands or equipped stands fitted out by the International Agricultural Show to which new decorative items are to be added, must be submitted **for approval by January 25, 2019 at the latest.**

NEW

For **Pavilions 3, 4, 5/1, 5/2, & 7/1**, your stand floor plan must be submitted for approval by the Show's Architecture department by January 25, 2019 at the latest:

DECOPLUS

13, rue de Fourqueux – 78100 SAINT-GERMAIN-EN-LAYE - Tél. : +33 (0) 9 67 78 93 85

Contact : Elisabeth TOUGARD - E-mail : w.decoplus@free.fr

Other pavilions: floor plans to be submitted to the Logistics and Security manager:

Pavillons 1 - 2/1 & 2/2
<p>Laurent DIALLO Tel: +33 (0)1 76 77 12 68 Email: laurent.diallo@comexposium.com</p>

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 Pavilion be rejected and, in particular, any stand assembled without the International Agricultural Show's agreement may be dismantled at the exhibitor's expense.

USEFUL INFORMATION

COMPLEMENTARY INSURANCE

> FIND OUT MORE VIA THE EXHIBITOR'S AREA

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

COMPLEMENTARY INSURANCE AGAINST DAMAGE TO PROPERTY

Exhibitors may take out complementary insurance provided by the International Agricultural Show 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 on which the show opens to the public (at 9am on 02/22/2019) to the evening on which the show closes to the public (7pm on 03/03/2019).

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 International Agricultural Show for plasma screens 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 9am on 02/23/2019) to the evening on which the show closes to the public (7pm on 03/03/2019).

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

LOSSES

No losses may be accepted as valid without having been declared to the show's exhibitor reception within 2 working days (in the event of theft) or 5 working days for other damage.

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.

COMMISSARIAT DE POLICE DU XV^e

250, rue de Vaugirard – 75015 PARIS - FRANCE

Tél. : +33 (0)1 53 68 81 00

PGS VIPARIS (located on Hall 5)

To file a complaint solely if a third party has not been identified and no violence is involved.

You can also register a pre-complaint online on the site <https://www.pre-plainte-en-ligne.gouv.fr>. You should then make an appointment at the police or gendarmerie station of your choice to sign the complaint.

USEFUL INFORMATION

ACCESS PASS

VERY IMPORTANT : COMPULSORY PASS-WEARING

- In order to be granted access to the exhibition Pavilions, **all individuals must have been issued an International Agricultural Show access pass**, which must be worn during the assembly, opening and dismantling periods.
- **Identity checks** will take place around the pavilions.
- **Security equipment** and the wearing of safety footwear is **compulsory**, failure to comply Pavilion result in access to the pavilions being denied.

EXHIBITOR PASS

- The exhibitor pass 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)
- During **the opening stage**, the number of daily transits permitted is restricted to **access being granted 3 times per day** with an interval of **30 minutes** minimum between two transits.
- The number of passes made available is calculated automatically based on the stand's surface area according to the scale provided below

Surface area	Number of passes
6 to 12m ²	3
13 to 24m ²	4
25 to 50m ²	9
51 to 75m ²	12
76 to 100m ²	15

Surface area	Number of passes
101 to 150m ²	18
151 to 250m ²	21
251 to 300m ²	28
> 301m ²	35

Your exhibitor e-badge has to be printed before the exhibition on your exhibitor area. It will give you access to the set-up, the opening and the dismantling. Printing is possible on site, gates A and D.

ASSEMBLY / DISMANTLING PASS

Register your service providers in your Exhibitor's Area online so that they can generate their assembly and dismantling pass.

For security reasons, photos are compulsory on the pass this year.

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

Passes are not valid during the opening period which runs from Saturday 23, to Sunday March 3, 2019

E-BADGE EXHIBITOR PARTICIPANT

The E-badge « exhibitor participant » is dedicated to each person non-exhibitor who is taking action punctually on a stand (demonstration, speaker...). This badge is valid for a unique day during the show, with 3 passages during this day, between 07.00 am and 08.00pm.

USEFUL INFORMATION

USEFUL CONTACTS

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FOR FURTHER INFORMATION, CONTACT HOTLINE: **+33 (0)1.40.68.23.00**

Monday to Friday, 9.00 am – 6.00 pm

Hangings and overhead power supply - Bridges and light kits	VERSANT EVENEMENTS	Tél. : +33(0)1 46 38 58 71 E-mail : contact@versantevenement.com Site web : www.versantevenement.com
On-site access for people with disabilities	POINT INFO VIPARIS	+33 (0)1 57 25 15 15
Architecture & Decoration (Layout control) Pavilions 3 / 4 / 7.1	DECOPLUS	13, rue de Fourqueux 78100 St Germain en Laye- France Tél. : +33 (0) 9 67 78 93 85 Contact : Elisabeth TOUGARD E-mail : w.decoplus@free.fr
Complementary Insurances	SIACI	18, rue de Courcelles - 75008 Paris -France Tél : + 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	Depuis la France : 08 11 20 44 44 (0.06 €/mn) Depuis l'étranger : + 33 1 72 40 78 50 Site web : www.douane.gouv.fr/
Copyrights	SACEM	Délégation Régionale de St Gratien 16 avenue Gabriel Péri - BP 103 95210 ST Gratien – France Tél : + 33(0)1 76 76 74 80 Site web : www.sacem.fr/
Health and Safety	SOCIÉTÉ D.O.T.	81, rue de Paris - 92100 Boulogne - France Tél : + 33(0)1 46 05 17 85 Fax : + 33(0)1 46 05 76 48 E-mail : sps@d-o-t.fr
Hospital	HÔPITAL GEORGES POMPIDOU	20 rue Leblanc - 75015 – Paris – France Tél. : + 33(0)1 56 09 20 00
Fireproofing	GROUPEMENT NON FEU	37-39 rue de Neuilly - BP 121 92582 Clichy - France Tél : + 33(0)1 47 56 30 80 Fax : + 33(0)1 47 37 06 20 Site web : www.securofeu.com/ E-mail : securofeu@textile.fr

GO TO YOUR EXHIBITOR'S AREA TO SEE THE COMPLETE LIST OF SERVICE PROVIDERS

USEFUL CONTACTS

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CONTACTS UTILES (SUITE ET FIN)

Parc des Expositions	LIVRAISON DE MARCHANDISES	Salon International de l'Agriculture VIPARIS- Porte de Versailles Nom de votre société Pavillon / numéro de votre stand Porte de Versailles - 75 015 Paris- France
Parc des Expositions	VIPARIS PORTE DE VERSAILLES	Tél : + 33(0)1 40 68 16 16
Police	COMMISSARIAT DE POLICE DU XV^e ARRONDISSEMENT	250, rue de Vaugirard 75015 Paris - France Tél : + 33(0)1 53 68 81 81
VAT Refund	TEVEA INTERNATIONAL	29-31 rue Saint Augustin 75002 - Paris 6 - France Tél : +33(0)1 42 24 96 96 Fax. : + 33(0)1 42 24 89 23 E-mail : mail@tevea.fr Site web : www.tevea-international.com
Stand Catering	AREAS Filiale Elior Group	AREAS – filiale Elior Group Service commercial Tél. : + 33(0)1 57 25 10 00 E-mail : areas.portedeversailles@areas.com Site web : www.elior-parcexpos.com
Catering on stand (External suppliers declaration)	VIPARIS	Myriam MOTTIN Tél. : +33 (0)1 40 68 14 46 E-mail : myriam.mottin@viparis.com
Fire Safety	CABINET SÉCURITÉ & INCENDIE RAILLARD	10, rue Frédéric Passy 92200 Neuilly sur Seine - France Tél : + 33(0)1 47 22 72 18 Portable : + 33(0)6 07 91 37 72 E-mail : cabinet.raillard@icloud.com
First Aid Service	PAVILLON 1	+ 33(0)1 72 72 16 48

USEFUL INFORMATION

EXHIBITORS TIMETABLES

ASSEMBLY/OPENING/DISMANTLING

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EXHIBITORS SCHEDULE OF HOURS SIA 2018

Pavilions	Arrival date for bare stands	Arrival date for fitted stands	Assembly schedule	* Dismantling bare stands schedule	Power supply
1	Monday 18/02/2019	Thursday 21/02/2019	18/02 - 20/02 : 8.00am-8.00pm 21/02 : 8.00am-10.00pm 22/02 : 8.00am-midnight	03/03 : 7.00pm-midnight 04/03 : 8.00am-8.00pm 05/03 : 8.00am-8.00pm	Times pending
2-1	Wednesday 20/02/2019	Thursday 21/02/2019	20/02 : 8.00am-8.00pm 21/02 : 8.00am-10.00pm 22/02 : 8.00am-midnight	03/03 : 7.00pm-midnight 04/03 : 8.00am-8.00pm 05/03 : 8.00am-12.00am	
2-2	Monday 18/02/2019	Thursday 21/02/2019	18/02 - 20/02 : 8.00am-8.00pm 21/02 : 8.00am-10.00pm 22/02 : 8.00am-midnight	03/03 : 7.00pm-midnight 04/03 : 8.00am-8.00pm 05/03 : 8.00am-12.00am	
3	Tuesday 19/02/2019	Thursday 21/02/2019	19/02 -20/02 : 8.00am-8.00pm 21/02 : 8.00am-10.00pm 22/02 : 8.00am-midnight	03/03 : 7.00pm-midnight 04/03 : 8.00am-8.00pm 05/03 : 8.00am-8.00pm	
4	Monday 18/02/2019	Thursday 21/02/2019	18/02- 20/02 : 8.00am-8.00pm 21/02 : 8.00am-10.00pm 22/02 : 8.00am-midnight	03/03 : 7.00pm-midnight 04/03 : 8.00am-8.00pm 05/03 : 8.00am-8.00pm 06/03 : 8.00am-12.00am	
5/1	Wednesday 20/02/2019	Thursday 21/02/2019	20/02 : 8.00am-8.00pm 21/02 : 8.00am-10.00pm 22/02 : 8.00am-midnight	03/03 : 7.00pm-midnight 04/03 : 8.00am-8.00pm 05/03 : 8.00am-12.00am	
5/2	Wednesday 20/02/2019	Thursday 21/02/2019	20/02 : 8.00am-8.00pm 21/02 : 8.00am-10.00pm 22/02 : 8.00am-midnight	03/03 : 7.00pm-midnight 04/03 : 8.00am-8.00pm 05/03 : 8.00am-12.00am	
7-1	Wednesday 20/02/2019	Thursday 21/02/2019	20/02 : 8.00am-8.00pm 21/02 : 8.00am-10.00pm 22/02 : 8.00am-midnight	03/03 : 7.00pm-midnight 04/03 : 8.00am-12.00am	

Power will be connected on Saturday 23/02 from 7 a.m. to 7.30 p.m. From Sunday 24/02 to Sunday 03/03, it will be connected from 8.30 a.m. to 7.30 p.m.. Equipped stands will be dismantled from 8am on Monday March 4, 2019.

Storage spaces and furnishings have to be emptied between 7pm and 12pm on Sunday March 3, 2019

IMPORTANT

If you wish to request an electrical supply box before Thursday 21th February 2019, please place your order in your online shop on your online shop.

Please note: If you require a permanent electrical power supply (24 hours a day) and you already have an intermittent electrical power supply, please request a supply transfer (from intermittent to permanent) followed by an increase in wattage (from 3 kW to 4 kW for example)

USEFUL INFORMATION

EXHIBITORS TIMETABLES

2/2

EXHIBITOR TIMETABLES DURING ASSEMBLY TIMES

Time: Monday 19 February to 23 February (depending on the pavilions)

- For bare space stands ([see Exhibitor Timetables – Click here](#))
- Equipped stands will be delivered on Thursday 21 February 2019 from 8am.

EXHIBITOR TIMETABLES DURING PUBLIC OPENING TIMES

Time: Saturday 24th February to Sunday 3th March 2019

- Pavilions are open to exhibitors **with passes from 7am.**
- Deliveries during the show opening period must be made between 7am and 8.30am at the latest, or vehicles involved may be removed.
- Power for temporary electrical installations will be switched on from 8.30am to 7.30pm

TIMETABLES FOR PUBLIC OPENING TIMES

Saturday 23 February to Sunday 3 March 2019 from 9am to 7pm

EXHIBITOR TIMETABLES DURING THE DISMANTLING PERIOD

Time: Sunday 3 March at 7pm to 8 March at 8pm (depending on the pavilion)

- For bare space stands (see Exhibitor Timetables)
- Storage and furniture on equipped stands must be emptied on 3 March 2019 between 7pm and midnight

USEFUL INFORMATION

HEALTH AND SAFETY

FIND OUT MORE VIA THE EXHIBITOR'S AREA

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

HEALTH AND SAFETY GUIDELINES**PPPS : [Health & Safety Specific Floor Plan].**

To enjoy access to the exhibition Pavilions, all individuals must be equipped with an access pass for the International Agricultural Show (Exhibitor pass, Assembly/Dismantling pass) and must wear safety equipment, including in particular safety footwear.

Failure to do so Pavilion result in access to the Exhibition Pavilions being refused.

IMPORTANT

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

USEFUL INFORMATION

CLEANING VACATING THE STAND

FIND OUT MORE VIA THE EXHIBITOR'S AREA

To order cleaning skips, check the "My Store" section in your Online Store.

PAVILION CLEANING

- Pavilions and aisles must be cleaned every morning before opening or every evening after the show has been closed to visitors and exhibitors.
- Exhibitors may choose to order a cleaning service or may take responsibility for the cleaning of their stand themselves, or use a cleaning company of their choice (exhibitors are reminded that these companies must be issued with a service provider access pass in order to gain entry to the pavilions).
- Cleaning is prohibited during the show opening hours, as is placing waste and rubbish in the aisles in the mornings after 9am.

DURING ASSEMBLY AND DISMANTLING

- Show cleaning service providers are on hand at the Exhibitor reception area located in Pavilion 4 in the Europe Pavilion to provide you with an estimate for supplying a skip for your materials and waste/rubbish.
- All stands, materials, merchandise and waste of any kind (adhesives, carpeting, etc.) must be removed for the assembly and dismantling periods.
- The exhibitor undertakes to remove and process their waste in compliance with the regulations in force.
- Once the assembly deadline has passed, the International Agricultural Show 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.

DURING THE OPENING PERIOD (PRÉ-ÉQUIPPED)

For the aforementioned equipped stands, daily cleaning of the stand is included:

It includes:

- Clearing the area the day before,
- Removing plastic protective film over the carpeting,
- Daily cleaning every morning before opening: emptying bins, Hoovering floors, wiping down counters and furnishing items at eye level.

Please note: cleaning is not included for bare surfaces and Basic stands.

USEFUL INFORMATION

CATERING FOR EXHIBITORS

SET AND PROVISIONAL CATERING

The International Agricultural Show makes restaurants available to you and your clients in the exhibition Pavilions. Bars are also available.

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

RECEPTIONS ET COKTAILS RECEPTIONS

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

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

For further details, contact :

Exhibition Centre Concessionaire

AREAS – filiale Elicor Group

Service commercial

Tél. : + 33(0)1 57 25 10 00

E-mail : areas.portedeverailles@areas.com

Site web : www.elior-parcexpos.com

External caterer declaration

VIPARIS

Service Concession

Myriam MOTTIN

Tél. : +33(0)1 40 68 14 46

E-mail : myriam.mottin@viparis.com

USEFUL INFORMATION

MEETING / 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 **Pauline GIRIN** : pauline.girin@viparis.com

In order to ensure your request is processed as quickly as possible, please supply us with the following information:

- Your contact details,
- The subject of your request (team meeting/general meeting/cocktail reception/events, internal, other, etc.)
- The size of the room (in number of people)
- If you need a rental for a specific time or day.

USEFUL INFORMATION

PAVILION MONITORING & STAND SECURITY

FIND OUT MORE VIA THE EXHIBITOR'S AREA

- To order a security service, check the "**My Store**" section in your Online Store. .

PAVILION MONITORING

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

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

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

STAND SURVEILLANCE

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

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

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

Please note: Stand stockrooms are not secure premises.

THEFT PREVENTION

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

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

This person serves as your only guarantee against theft.

FITTINGS

- Bare surface
- Basic Stand
- Pre-Equipped Stand
- Restaurant & Bar Stands
- Personalized Stand

FITTINGS

BARE SURFACE & BASIC STANDS

1/2

IF YOU HAVE RESERVED A BARE SURFACE

- Valid only for selection bodies, joint trade organisations and general/regional councils supporting the selection bodies.
- Minimum surface area: 18m²

Services included:

Equipment included in your surface area hire includes:

- Demarcation of your surface area on the floor, without dividing structures

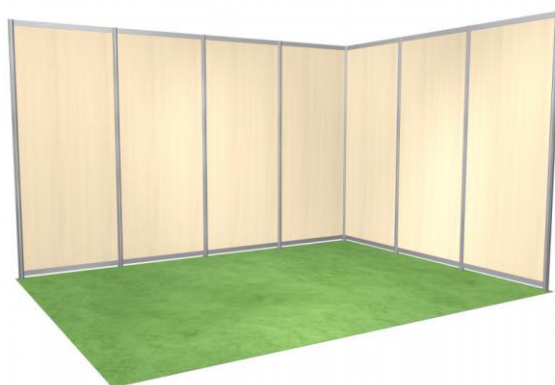
IF YOU RESERVED A BASIC STAND

- Minimum surface area: 18m²

Fittings includes:

- Floor surface and demarcation
- Laminate dividing partition included. No dividing partitions for island stands
- Green Carpeting (covered by protective film).

It does not include: Cleaning, electricity, stockroom, furnishings/furniture, which can be ordered via your **Online Store**.



**PLEASE NOTE: FOR ALL COOKING POSITIONS ON THIS TYPE OF STAND,
KITCHEN REGULATIONS ALSO APPLY (SEE RESTAURANT/BAR)**

FITTINGS

BARE SURFACE
& BASIC STANDS

2/2

STAND LAYOUT PREP STEPS, BARE & BASIC SURFACE

1st step: stand allocation

- The International Agricultural Show 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: checking your plan

For pavilions 3, 4, 5/1, 5/2 & 7/1 your stand's decoration and design plan must be submitted for approval by the show's Architecture & Decoration department **before 25 January 2019** to:

DECOPLUS

13, rue de Fourqueux – 78100 SAINT-GERMAIN-EN-LAYE - Tél. : +33 (0)9 67 78 93 85

E-mail : w.decoplus@free.fr

For other pavilions, plans must be sent to the International Agricultural Show to the Logistical Manager responsible for your pavilion.

For information on the details to be supplied, check the **Architecture & Decoration Regulations** ([regulations chapter, click here](#))

Pavilions 1 – 2/1 & 2/2
Laurent DIALLO Tel: +33 (0) 1 76 77 12 68 Email : laurent.diallo@comexposium.com

➤ **3rd step: ordering technical services (electric cabling/wiring, phone services, parking, etc.)**

All services can be ordered directly on your Online Store.

➤ **4th step: your set-up at the show**

Please check the assembly schedule in your Exhibitor's Area in the "**Timetables**" document» - Click here to view the document. During assembly, suppliers will be on hand at the Exhibitor Reception Area.

HANGINGS AND OVERHEAD POWER SUPPLY. BRIDGES AND LIGHT KITS

Comexposium is here to support you along with its partner **VERSANT EVENEMENT** who provides an overall space layout service. Its wide range of scenic structures are designed to meet all your needs. For the biggest spaces to the most complex designs, VERSANT is on hand to help you through each and every step along the way: consultancy, technical studies, choice of structures, light design, etc.

Contact VERSANT EVENEMENT :

Tél. : + 33 (0) 1 46 38 58 71 - E-mail : contact@versantevenement.com

Site web : www.versantevenement.com

All services can be ordered directly on your « **Online Store** ».

FITTINGS

EQUIPPED STANDS

IF YOU HAVE RESERVED AN EQUIPPED STAND

STAND LAYOUT PREP STEPS FOR YOUR EQUIPPED STAND

1st step : equipment approval included in your stand

You will be contacted by one of the International Agricultural Show's exhibitor consultants to define the positioning of your stockroom and sign.

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

SERVICES TO BE ORDERED PRIOR TO ASSEMBLY VIA YOUR EXHIBITOR PLATFORM

A – Add-on facilities and services

Lighting (spots), stockroom, furniture/furnishing, coffee machine, floral decorations.

B – Technical services

Additional electrical cables, parking spots, internet connections, phone lines, etc.

C – Other complementary services: Surveillance, hostesses, caterers, unpackers, etc.

Consult the "list of service providers" in your Exhibitor's Area

Tips

- *Material stock is restricted during the assembly period, plan to place your order in advance.*
- *If you book complementary services, they must be ordered as soon as possible prior to the show in order to ensure the very highest level of service in terms of range, colour, volume and delivery dates.*
- *Ordered services will be supplied subject to stock availability on-site during show assembly*

3rd step: stand approval

If you add additional decorative components to your Equipped stand (signs above the stand, balloons, etc.) you must ensure your plan is approved by the International Agricultural Show.

Pavillons 3, 5-1 & 5-2	Pavillons 1, 2-1 & 2-2	Pavillons 4 & 7/1
Stephane PECASTAING Tél: +33 (0)1 76 77 15 03 Email: stephane.pecastaing@comexposium.com	Laurent DIALLO Tél: +33 (0) 1 76 77 12 68 Email: laurent.diallo@comexposium.com	Pascal SALLANDRE Tél: +33 (0) 1 76 77 15 54 Email: pascal.sallandre.contractor@comexposium.com

FITTINGS

PRE-EQUIPPED STAND

IF YOU HAVE RESERVED A PRE-EQUIPPED STAND: Non-binding picture

- *Minimum surface area: 12 m²*
- *Stand occupancy start date: Thursday 21th February – 8.00am*



Fittings includes:

- Floor surface and demarcation
- Grey aluminium frame
- Solid fir-wood partitions (2.50 m in height)
- Lockable storeroom with two shelves and a coat rack
- **From 12 -18 sq.m:** 1 sq.m. of storage space
- **> 18 sq.m.:** 2 sq.m. of storage space
- Brown-chocolate carpet with a protective covering
- 1 x 3 kW electricity distribution box (non-permanent), consumption included
- 1 x 100 watt spotlight per 3 sq.m.
- 1 x three-prong outlet
- 1 banner sign with the name of your company and the number of your stand
- Returning your stand to its original, pre-exhibition condition
- Daily cleaning

Does not include:

- Furniture, which can be ordered via your Online Store.

FITTINGS

RESTAURANT & BAR STAND (T2 prod in Contact ?)

YOUR ADVISER: BY EMAIL: BENJAMIN.NAHON@T2PROD.FR

Compliance of your installations. To facilitate respect of kitchen regulations and approval by the Safety Commission, specifications will be sent to you for you to identify your equipment (hotplates, hood, sinks, grease separator, etc.).

Our technical adviser will make contact with your company to approve all your installations.

There will be an appointment on site to certify compliance and provide the safety officer with information enabling the Commission's approval.

If this document is not validated, you may not be allowed to open your stand while the required modifications are carried out.

In compliance with the hygiene and safety regulations that apply in the catering sector, a separating tank for the evacuation of used grease and oil, a hood to absorb smoke and odours and a draining system are all mandatory.

IF YOU HAVE RESERVED A RESTAURANT STAND

- *Minimum surface area: 100 m² for Restaurant Stands*

Fittings includes:

- Floor area and demarcation
- 1 water connection pipe with evacuation*

Does not include:

*Cleaning, electricity, separation or bottom partitions for island stands, the grease trap and its daily maintenance, to order from your **Online Store***

IF YOU HAVE RESERVED A BAR STAND

- *Minimum surface area: 30 m² for Bar Stands*

Fittings includes:

- Floor area and demarcation
- 1 water connection pipe with evacuation *

Does not include:

*Cleaning, electricity, separation or bottom partitions for island stands, the grease trap and its daily maintenance, to order from your **Online Store**.*

*** Please note:** You are requested to supply us with a plan showing the position of hatches in the raised floor.

Important : food trucks are not allowed in the Pavilions

FITTINGS

PERSONNALIZED STAND

YOU RESERVED A PERSONNALIZED STAND

The personalized stand is a dedicated architectural design.

This type of stand is now designed to be recycled at the end of the project.

You contact:

CREATIFS - PROREP

Valérie DUBILLON

vdubillon@creatifs.fr

Office : + 33 (0)1 45 91 40 22

Mobile : + 33 (0)6 38 38 74 75

Fatima ABIBOULLA

fabiboulla@creatifs.fr

Office : +33 (0)1 45 91 40 01

Mobile : + 33 (0)6 58 19 04 95

26 Rue Gay Lussac –

(F) 95500 GONESSE

REGULATIONS & FORMALITIES

REGULATIONS

- Disabled access at the show
- Architecture & Decoration Rules
- Regulations Pertaining to the Sale and Distribution of Food Products
- Rules against the Risk of Fire and Panic

READ OTHER REGULATIONS IN YOUR EXHIBITOR'S AREA

- General terms and conditions of surface space hire and stand layout
- General regulations of sales events
- Regulations for Rental Risk Insurance, Damages to property
- Special Regulations
- General Terms and Conditions for the Sale of Communication Tools

FORMALITIES

- Customs
- The sale & distribution of beverages
- Exhibitor security guidelines
- Foreign labour and service
- Reclaiming VAT for French exhibitors

REGULATIONS

DISABLED ACCESS AT THE SHOW

PREAMBULE

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

Generally the pavilions, exhibition Pavilions, 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: $60\text{ cm} < 2H + T < 64\text{ cm}$ (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

1/2

SIA requirements on decoration include a list of stand presentation and layout requirements which have been drawn up to ensure that the exhibition runs smoothly and that people are able to visit it in optimum comfort.

The organizer reserves the right to prohibit installations which do not meet the present regulations, as well as any installations likely to harm the exhibition's safety conditions or general aesthetic appearance.

The layout plans for your stand must be sent for validation no later than one month before assembly begins (25th of January 2019).

For Pavilions 3, 4, 5/1, 5/2 & 7/1 plans should be sent to:

DECO PLUS

13, rue de Fourqueux – 78 100 Saint Germain en Laye

Tél. : +33 (0) 9 67 78 93 85 – Fax : 00 33 (0) 9 57 44 80 92

Email : w.decoplus@free.fr

For Pavillons:**Pavilions 1- 2.1 & 2.2 :**

Laurent DIALLO : laurent.diallo@comexposium.com

These plans should include:

- Floor plans with indication of scale, dimensions and setbacks between levels,
- Sections indicating scale, dimensions and heights.

By signing the registration form, exhibitors undertake to adhere to all the Decoration Regulations set out below and to ensure that the regulations are adhered to by all persons acting on their behalf (installers, decorators, etc.).

No agreements may be entered into between exhibitors.

The organizer alone is authorized to make exceptions to these regulations, subject to written request.

1 - FLOORS, WALLS & Pillars

- The floors, walls and pillars of the Pavilions are made of concrete or covered with wood cladding. They may not be pierced, grouted, carved into or cut from.
They may not be painted.
- Pillars should be clad to the heights indicated in the regulations (see below).
- Exhibition spaces provided to exhibitors must be returned in their original state. Damage observed during stand tear-down will be charged to the exhibitor responsible. Exhibitors Pavilion also be held liable for their subcontractors (decorators, installers, etc.).

2 - HEIGHT OF STANDS, CLEARANCE REQUIREMENTS**2.1 Heights**

Maximum height and decoration guidelines:

- **For every Pavilions:** 2.50 m from dividing partition and/or edge of aisle.
- **For every Pavilions except Pavilion 2/3:** 6 m from the inside of the stand. A distance of 1 metre must separate a stand from its neighbouring stands and the aisles (except Pavilion 3 Orian HLC 2,90m or 5m and under peripheral HLC 4,90, except Pavilion 4 under peripheral HLC 4,90m).

- **Pavilion 2/3:** 6 m in stand interiors, with obligatory clearance of 1 m relative to neighbouring stands and aisles

Please note: Construction clearance height under Orion and Périphérique between 2.90m and 4.90m.

We ask that exhibitors respect the maximum height restrictions of stands. The decoration of stands must not exceed these height limits. **Any violation of this obligation may result in the immediate tear-down of the stand at the exhibitor's expense.**

2.2 Reused stands

Reused stands are subject to the same decoration regulations as newly-constructed stands. They must comply with height and clearance requirements.

2.3. Multi-level stands

Mezzanines are permitted (except in Pavilion 2.3) upon prior agreement with the show. Upper floors are permitted only for stands with a surface area of more than 150m², and can cover a maximum of 1/3 of the floor space (without ever exceeding 300m²). There must be a distance of at least 2m between the upper floor and the gangways and neighbouring stands. Only one upper floor is permitted.

Under all circumstances, the plans for constructions of this type must be approved by the organizer and security manager or logistics and security officer, depending on the Pavilion. During assembly, accredited technical inspection services must be nominated by the exhibitor to rest the fittings' stability.

3 - OPENINGS ONTO AISLES

- We remind you that the construction of walls or screens constituted by partitions or screen of offices or adjoining rooms, impairing the overall view of the Pavilions, masking the neighboring stands or hindering the free movement of visitors on the Stand is prohibited.
- Any fitting on the front of a stand on an aisle must respect a maximum closure of 50% with a maximum of 8 linear meters. The glazed parts, curtains, veil, frosted adhesive, half-height partition ... will not be considered as openings. Conversely, apertures are understood as physical units of passage.
- Any closure beyond 8m must respect a shrinkage of 2m in relation to the aisles of circulation.
- The height of construction along the aisles will be limited to 2.50 m.
- Moreover, no element of decoration nor product must encroach on the aisles, whether on the ground or in height.

4 - SIGNS AND BRIDGES**4.1. Maximum authorized suspension height:**

- **All Pavilions:** Top edge at a height of 2.50 m measured from stand party wall and/or edge of aisle.

All Pavilions except 2/3: Top edge at a height of 6 m with obligatory minimum clearance of 1 m relative to neighbouring stands and aisles (maximum bridge height 6.50 m)

REGULATIONS

ARCHITECTURE
& DECORATION RULES

2/2

- **Pavilion 2/3:** Top edge at a height of 4 m with obligatory minimum clearance of 1 m relative to neighbouring stands and aisles (maximum bridge height 4,50 m).
- **Pavilion 7.1:** top of the sign at 5m must be set back a mandatory minimum of 1m in relation to the neighbouring stands and aisles (height of bridge: 5m 50 maximum).

4.2. Pivoting signs and balloons:

Pivoting signs are authorized on condition that their surface does not exceed 6 m². Balloons are authorized on condition that their diameter does not exceed 1.30 m. Pivoting signs and balloons must observe a clearance of 1 m relative to neighbouring stands and aisles.

4.3. Illuminated signs:

- Illuminated signs and banners are authorized, except revolving lights and similar. Flashing or intermittent lights are not allowed in any circumstances.

Gobos are allowed on condition that they are confined to stand limits. Beams may not scan the ceiling, aisles or walls of the Pavilion .

5 - CEILINGS

Due to the presence of the automatic sprinkler system, drop ceilings, awnings and other horizontal decorative items are prohibited.

6 - STANDING AND SEATED CATERING FACILITIES

1. Exhibitors must respect the surface area allotted to them. In no circumstances may they encroach upon aisles, obstruct the circulation of visitors or cause inconvenience to neighbouring exhibitors.

2. Products may only be presented within stand perimeters. Table presentations of film-wrapped and unrefrigerated culinary products are prohibited.

3. Place waste bins in aisles or on stands in view of visitors is strictly forbidden.

4. For safety and aesthetic reasons, office and kitchen spaces must not be visible to visitors. Visitors should not have access to these areas.

- 5. 5. For hygiene reasons, floors must be surfaced with a material whose physical characteristics, and impermeability in particular, reduce the risk of food contamination by being easy to clean and disinfect.
- 6. The decoration of these stands should reflect the cultural heritage of the region or country represented.

Waste collection and its storage before removal from stands must be organized in a systematic, rational and efficient manner.

7 - EVENTS – DEMONSTRATIONS

1 Musical groups and sound broadcasts are subject to strict regulations.

Exhibitors wishing to stage musical performances on their stands must notify the organizer in advance. All musical performances are subject to the authorization of the organizer, based on a detailed description of the planned event (equipment and sound source, type of event etc.).

2. In no circumstances may the power output of speakers exceed 30 watts. Speakers must be turned towards the stand interior and inclined downwards. The sound volume may not exceed 70 decibels.

3. The maximum daily duration of events is limited to 2 hours, and to the timetables established in conjunction with the organizer.

4. Failure to comply with these regulations will entitle the organizer, without prior notice, to close the stand or the event being held by the offending exhibitor.

5. Exhibitors wishing to play music during events must directly inform SACEM, with the organizer declining all liability in this respect.

SACEM

Tél : + 33(0)1 76 76 74 80

Site web : www.sacem.fr/

REGULATIONS

RULES FOR TASTING & SALE
OF BEVERAGES

1/2

CONSUMPTION

Paid consumption is authorized during the exhibition. Food must be sold at promotional prices. Prices and unit quantities must be posted. Any stand at which liquids are consumed must be equipped with running water. This will be ensured by regional promotion committees for wine-growers' stands. Any exhibitor who offers hot products for consumption must comply with the following points (provisions in force as of the end of November 1999).

a) Extraction of airborne grease

Each cooking point must be equipped with an extractor hood to remove smoke and odours, in compliance with the specifications below.

All steam and smoke generated by cooking activities must be evacuated through a surrounding extractor hood with a sufficiently powerful fan, then filtered and deodorized through three successive filters:

- First: wire gauze
- Second: electrostatic material
- Third: deodorizing active carbon

The filtration section sPavilion be about 0.5 sq.m per sq.m of cooking area. The extraction rate sPavilion be about 4,000 cu.m per hour per sq.m of cooking area. The hood sPavilion be closed on three sides, with a 0.80-m drop above the cooking surface.

b) Cooking

Cooking may be performed only with electricity, or, if necessary, butane (one cylinder per 20 sq.m).

c) Grease extraction

In compliance with Departmental Health Regulation instructions, grease-laden water must be poured into grease separators (settling basins) before being discharged into the wastewater network.

PLEASE NOTE: a siphon does not constitute a filtration and degreasing system.

d) Failure to comply with the abovementioned rules in these regulations

Failure to comply with the abovementioned rules in these regulations will result in the immediate cessation of consumption, without prejudice to subsequent penalties.

Please read carefully the workplace accident and fire prevention regulations carefully (paragraph 7.2)

KITCHEN OR TEMPORARY COOKING-DEVICE
INSTALLATION

Please refer to the safety measures and fill out the cooking and heating-device installation declaration sheet.

SALE OF SAMPLES

The retail sale of samples of exhibited products is authorized.

INDIRECT CONTRIBUTIONS

Free or paid consumption and the sale of take-away samples of wine, alcohol and spirits must comply with the instructions set forth by the Indirect Taxation department.

PLEASE CONSULT CUSTOM FORMALITIES

QUALITY OF PRODUCTS EXHIBITED,
CONSUMED OR SOLD

Products exhibited, consumed, given away free of charge or sold must meet characteristic standards for quality and regional or local origin. Exhibitors may be required to prove said quality and origin by producing a quality certificate or recognized label, or, if appropriate, via recognition by a commission of experts designated by the exhibition general management. The exhibition general management reserves the express right to perform any tests that may be deemed necessary and to eliminate products that do not meet the required quality or origin criteria.

AGRIFOODS STAND

In the agrifoods sales area, exhibitors must undertake to comply with legislation in terms of the safety of food provided directly to the consumer, and in particular the Order of 9 May 1995 (Journal Officiel of 16 May 1995), the text of which is available in the exhibitor's guide (Article 5: "Health safety" extract from Art. 23 of the Order). The exhibitor must:

- Regularly clean equipment used to cut products.
- Store products in a refrigerator. Products prepared for consumption but not sold may not be offered for sale the following day.

REGULATIONS

RULES FOR TASTING & SALE OF BEVERAGES

2/2

- Systematically wrap products or, at minimum, provide a towel.
- Have one sink per stand for solid and liquid products (except for pre-packaged products).
- Any stand at which liquid products are consumed must be equipped with running water.
- Install the protective devices required by the Veterinary Services department: protective glass in front, above and to the sides of the space.
- Exhibitors must comply with regulations on the safety of food provided directly to the consumer and, in particular, the Order of 9 May 1995 (Journal Officiel of 16 May 1995).

Extract from the Order:**“Art. 23. For all itinerant or occasional distribution or food service activities:**

1. Facilities must be designed, constructed, cleaned and maintained in such a way as to avoid contamination of foodstuffs, including, as far as possible, contamination caused by the presence of insects and other animals.

2. In particular:

- a) In the absence of permanent facilities, provisions must be made to allow those handling foods to wash their hands.
- b) Surfaces in contact with food, including sales counters, stalls and tables, must be well maintained, easy to clean and, when necessary to prevent the contamination of food, disinfected. They must be kept in a permanent state of cleanliness.
- c) Adequate resources must be provided for:
 - The cleaning and, when necessary to prevent the contamination of food, disinfecting of work tools and equipment.
 - The protection of foodstuffs from possible contamination.
 - To ensure compliance with the temperature conditions set forth in Article 10 below:
- d) Potable water, cold or hot, must be present in sufficient quantity to perform the operations mentioned in a, b and c above.”

Recap – Article 10:

“Until presented to consumers, raw materials, ingredients, intermediary products and finished products must be conserved at temperatures that limit spoilage and, more particularly, the development of pathogenic microorganisms or formation of toxins at levels likely to pose a health risk. For some of these products, with the exclusion of foodstuffs for which the conservation temperature is defined by specific regulations, this temperature is set below.”

Appendix to the Order on the conservation temperature of certain foodstuffs:

“The conservation temperatures of certain foodstuffs mentioned below must be maintained until their acquisition by the consumer:

On melting ice (0 to +2° C): fish, shellfish and molluscs (excluding live items).

- **+4° C maximum: any highly perishable food for which the absence of temperature control for a short period could present a microbial risk to the consumer, including:** Cooked or precooked, ready-to-use animal or vegetable foodstuffs that are unstable at room temperature; unstable cold preparations of animal origin, in particular cold meats, stuffed pasta, sandwiches, mixed salads and sauce bases; unstable meat-based processed products; offal; poultry; rabbit; cuts of meat; unstable smoked or pickled seafood; unstable cream- or egg-based preparations (cream pastries, pastry cream, sweets); raw milk, chilled raw-milk products, unstable whipped cream; pre-packaged sliced or grated cheese; pre-chopped raw vegetables and their preparations; raw fruit or vegetable juice with pH over 4.5; thawed products; and unstable vending-machine products.
- **+8° C maximum: any perishable food for which the absence of temperature control could generate a less immediate microbial risk for the consumer, including:** Dairy products other than pasteurized milk, milk-based desserts, butters and fats; non-stable desserts based on milk substitutes; and stable products based on sliced meat.
- **-18° C: ices, ice creams, sorbets and any flash-frozen food as defined in the provisions of the Decree of 9 September 1964.**
- **-15° C: any frozen food.**
- **Above +63° C: cooked dishes delivered hot to the consumer.**

REGULATIONS

FIRE & PANIC RISK
PREVENTION REGULATIONS

1/5

1. GENERAL REMARKS

The safety regulations to prevent risk of fire and panic in establishments open to the public are determined by the Decree of 25 June 1980 (general provisions). The Decree of 18 November 1987 defines the special provisions applicable in exhibition pavilions. The text below highlights extracts of these regulations in order to make them easier to understand.

Any large project must be submitted for the approval of the Security Officer assigned to the trade show. All plans and technical information must be sent for this purpose to the organiser at least one month before the show opens.

During the assembly period, the Safety Officer oversees the application of the safety measures mentioned above. All further information concerning fire safety can be obtained from:

Cabinet RAILLARD

M. Gérard RAILLARD

10, rue Frédéric Passy – 92200 NEUILLY SUR SEINE

Cellular: + 33 (0)6 07 91 37 72

Tel.: + 33 (0)1 47 22 72 18 – fax: + 33 (0)9 70 61 25 82

E-mail: cabinet.raillard@icloud.com

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. DISABLED ACCESS

Exhibitors must carefully apply articles L.111-7, L.111-7-3 and R.111-19 to R.111-19-8 of the Construction and Habitation Code (Code de la Construction et de l'Habitation) and the Decree of 1 August 2006 regarding disabled access to establishments which are open to the public and with facilities which are open to the public:

Pathways will be horizontal and will not have steps or steeper inclines than decreed by law:

- minimum width = 0.90m,
- 33% bevel threshold strip, if floor has a rise of < 4cm,
- 4% inclinations, whatever the length of pathway,
- 5% inclinations over lengths of < 10m,
- 10% inclinations over lengths of < 0.50m.

Reception desks must be usable by people in wheelchairs (maximum height of 0.80m, with a gap of 30cm to make room for knees at a height of 0.70m).

Stands with two levels must have disabled access if they have staff on the upper level of > 50 people or if activities on the upper floor are not available on the lower floor. Stairs must comply with accessibility regulations (see attached document).

3. STAND FITTINGS

3.1 . materials classification requirements

3.1.1 - General remarks

The materials used must meet fire resistance characteristics (French or European classification).

3.1.2 - Requirements

- stand frame and partitions with at least a minimum **M3 classification,***
- wall coverings (natural or plastic textiles with at least **M2 classification,***
- curtains, hangings and free-hanging net curtains with at least **M2 classification,***
- firmly fixed floor covering with at least **M4 classification,***
- coverings for podiums, platforms or terraces (if h > 0.30 metres and if S > 20 m²) with a minimum of M3 classification,*
- decorative items with at least M1 classification,*
- full velums with at least M2 classification,*
- ceilings and suspended ceilings, with at least M1 classification.*.
- **M1 classification, EU class B*
- *M2, EU class C*
- *M3, EU class D*
- *M4, EU class D*
- **3.1.3 – Equivalences**
- Solid non-resinous wood: if thickness >14 mm, classified M3* or D,
- solid resinous wood: if thickness >18 mm, classified M3* or D,
- panels derived from wood (plywood, slats, fibres, particles): if thickness >18 mm, classified M3* or D.

IMPORTANT: Each stand must keep its records of its materials' fire ratings or the equivalent fireproofing certificates.

3.2 . construction and outfitting rules

3.2.1 – Are forbidden:

- curtains, hangings and net curtains in front of exits,
- paints and varnishes classified flammable (nitrocellulose or glycerophthalic paints for example),
- use of signs or billboards in white letters on a green background.
- - stands with several levels.
- - ceilings for upper levels (ceiling, suspended ceiling, velum fabric). Only mesh velum or "smoke out" velum is authorised

REGULATIONS

FIRE & PANIC RISK
PREVENTION REGULATIONS

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3.2.2 – open stands (ceiling, velum, upper floors)

- each stand must be at a 4m distance
 - If $S > 50 \text{ m}^2$:
 - * appropriate extinguishers,
 - -presence of one SSIAP1 qualified fire safety officer,
 - -be fitted with standalone emergency lighting units. This emergency lighting must be placed in sleep mode when the normal lighting installation is intentionally turned off.
- for canopies, secure attachment and crossed wire-mesh support (1m2 maximum).

3.2.3 – Stands with upper floors

(send a file for opinion and approval to the cabinet RAILLARD)

- if $S < 50 \text{ m}^2$, resistance of 250 kg/ m^2
- if $S > 50 \text{ m}^2$, resistance of 350 kg/ m^2 ,
- handrails compliant with standards NF P 01-012 and NF P01- 013 (see diagrams in appendix)
- following assembly, **solidity and stability** of the mezzanine to be checked by a certified inspection body,
- if **capacity > 19 people**, 2 evacuation staircases,
- extinguishers suited to the risks will be available on each mezzanine
- no **electrical box** (energy and distribution) with total power > 100kVA under the mezzanine,
- use of mesh canopy or "smoke out" canopy for any **cover above the mezzanine**.

3.2.4 – closed stands or rooms:

Please contact the Cabinet RAILLARD for approval and agreement of your plans

- number and width of exits:
- $S < 20 \text{ m}^2$: 1 x 0.90m,
- $20 \text{ m}^2 \leq S < 50 \text{ m}^2$: 1 x 0.90m and 1 x 0.60m,
- $50 \text{ m}^2 \leq S < 100 \text{ m}^2$: 2 x 0.90m or 1 x 1.40m and 1 x 0.60m,
- $100 \text{ m}^2 \leq S < 200 \text{ m}^2$: 1 x 1.40m and 1 x 0.90m or 3 x 0.90m,
- $200 \text{ m}^2 \leq S < 300 \text{ m}^2$: 2 x 1.40m,
- $S > 300 \text{ m}^2$, please contact the Cabinet RAILLARD,
- exits must be appropriately spread out through the stand,
- exits must be marked.

3.3 - Fire-proofing

Fire-proofing may give M2 quality to materials that are normally moderately or highly flammable. A list of approved fireproofing firms may be obtained from:

GROUPEMENT TECHNIQUE FRANCAIS DE L'IGNIFUGATION

10, rue du Débarcadère, 75017 PARIS - France

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

3.4 – Material fire reaction reports.

Exhibitors must keep fire reaction reports at their stands for coverings and materials used, or failing that, be in possession of the equivalent fireproofing certificates.

Exhibitors should obtain these coverings and materials from specialist suppliers or retailers, thus avoiding the need for fire- proofing on site, which involves some drawbacks (the salts used attack metals and the fireproofing is valid for only 3 months). Contact:

GROUPEMENT NON FEU

37-39, rue de Neuilly - BP 121 - 92113 Clichy Cedex – France

4. ELECTRICITY**4.1 - General remarks**

- installations must comprise only fixed cable runs,
- cables or conductors must be category C 2,
- ducts and sections used for the cable runs and cable masks must be of the type that does not propagate flame, in compliance with current standards,
- all ducts must comprise an earth conductor connected to the cabinet earth terminal.
- if, in exceptional cases, class 0 materials on display have an electrical supply, they must be protected by residual current devices with a differential of 30mA maximum,
- class I appliances must be connected to the earth conductor of the duct supplying them.
- use of individual earthing protection is prohibited.

4.2 – Electricity cabinets:

- inaccessible to the public,
- easily accessible for staff and the emergency services,
- a safe distance from all inflammable and combustible materials or products.

IMPORTANT: if $P > 100 \text{ KVA}$

Electrical cabinet in a closed room reserved for this use only, room signposted,

CO2 or powder type extinguisher installed, M3 partitions, not located under a mezzanine accessible to the public.

Send back the "declaration of appliances and equipment in operation" form, attached in the appendix.

4.3 – Halogen lamps (standard EN 3 60,598)

Any stand lights consisting of halogen lamps must:

- be placed at a minimum height of 2.25 metres,
- - must be kept away from all combustible materials (at least 0.50m from wood and other decorative materials),
- - must be fixed solidly,
- - be equipped with a safety screen (glass or fine mesh grill) to protect against any risk should the light bulb burst.

4.4 – High voltage illuminated signs

- - protected by a screen made of M3 or D category material.
 - off switch indicated,
 - transformers located out of normal reach,
- Danger, high voltage" signs, if necessary.

REGULATIONS

FIRE & PANIC RISK
PREVENTION REGULATIONS

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5. HELIUM BALLOONS

- Do not store helium cylinders (empty or full) in the Pavilion,
- Do not blow up balloons near members of the public,
- Balloons must not go beyond the limits of the stand,
- If you are using light-up balloons, they must have an M2 or European C standards covering.

6. TEMPORARY COOKING APPLIANCE
INSTALLATIONS FOR CATERING

- One cooking point per stand only,
- Total power of cooking and/or heating equipment < 20 kW (stove, hotplate, oven, gas burner etc.),
- If cooking produce greasy vapours filtering hood with 3 filters to trap grease and odour,
- If liquefied gas is used : only Butane is authorised in 13 kg cylinders (Propane is prohibited). A cylinder may supply one device only.
- if P > 20 kW, contact Cabinet RAILLARD,
- a "Declaration of installation of cooking or heating appliances for catering" form describing the nature and power of cooking devices to be installed, will be sent to the organizer one month before the show open.

7. USING LIQUEFIED HYDROCARBONS

- Only receptacles containing no more than 13kg of liquefied gas are allowed into the Pavilions.
- **BUTANE**
- Bottles in use must be placed out of reach of the general public and protected from impact,
- Bottles must be separated from each other by a rigid, non-combustible screen, or kept at least 5m apart from each other,
- 1 bottle for at least 10m², with a maximum of 6 bottles per stand,
- No empty or full bottles can be stored on the stand while unconnected,
- Ductile or flexible connection tubes must be renewed once their expiry date for use has been reached,
- Bottles must be kept upright, with the stop valve accessible at all times.

8. MACHINES AND APPLIANCES USED FOR
DEMONSTRATION PURPOSES (INCLUDING
COOKING AND HEATING APPLIANCES AND
BURNERS)

8.1 – General remarks

- Must be declared to the organiser 30 days before the show opens (see appendix for model),
- Must not present any risk to the public

if working machines or appliances are presented in at-rest status:

*dangerous parts must be more than 1m from the public or protected by a rigid screen.

*dangerous parts = moving parts, hot surfaces, sharp edges/points/blades

- if machines or appliances are presented in a moving status:

*protected area placing the public at least 1m from the machines.

- if a machine presents exposed hydraulic cylinders in static raised position:

*hydraulic safety systems with a mechanism which prevents the cylinders from working unwarranted.

- correctly stabilised positions.

8.2 – Heaters

Heaters presented in operation must respect the following measures:

- open fires are not allowed. Only heaters with front panels can be presented in operation.

- fumes from burned gases must be extracted away from the inside of the building via extractor ducting which complies with French standards.

- a 2m security perimeter around the appliance (the stand partitions must also respect this perimeter),

- the declaration must be handed in to the organiser and safety officer (see appendix: declaration of machines and appliances in operation [*déclaration de machine et d'appareil en fonctionnement*]).

8.3 – Bioethanol heaters

All containers of flammable liquids on stands (cans of paint, polish, bottles, aerosol canisters, etc.) must be empty except for a few samples containing limited quantities used for demonstrations.

8.4 – Prohibited materials, products and gases

Ethanol heaters presented in operation will respect the following measures:

- appliances must be compliant with standards,

- there must be a 2m security perimeter around the apparatus (the stand partitions must also respect this perimeter),

- surface temperatures must be < 40°C,

- there must be no more than 5 litres of combustible liquid on the stand and it must be held in storage,

- drums containing ethanol will be kept closed and labelled with the relevant standardised pictograms,

- tanks will only be filled away from the public,

• - direct contact between the public and the flame will be impossible.

REGULATIONS

FIRE & PANIC RISK
PREVENTION REGULATIONS

4/5

9. SPECIAL EFFECTS

(Please contact the Cabinet RAILLARD)

- If technical installations are fitted on the stand to create special effects (smoke machines, dry ice machines using carbon dioxide and laser machines), they must be compliant with technical instructions for using such equipment (decree of 11 December 2009, *Journal officiel de la République française* of 16 February 2010).
- Due to the presence of automatic fire detection systems in some Pavilions or pavilions, the use of these types of technical installations is sometimes restricted.
- At least 30 days before the show opens, these installations must be declared (or in the case of lasers, usage must be requested) via the relevant authority (please contact the Cabinet RAILLARD).
- IMPORTANT: Machines which use enclosed lasers (e.g.: for cutting, reading, or measuring) as part of demonstrations for exhibition purposes only can be used without the prior agreement of the administrative authority. However, they must be declared to the organiser 30 days before the show opens.

10. PROHIBITED MATERIALS,
PRODUCTS AND GASES**Prohibited:**

- distributing samples or products containing flammable gas
- balloons inflated with inflammable or toxic gas
- items made of celluloid
- the presence of fireworks or explosives
- the presence of ethylene oxide, carbon disulphide, sulphuric ether or acetone
- pyrotechnical effects, firecrackers, sparks and flames

11. FLAMMABLE LIQUIDS

Each stand may only use flammable liquids in the following quantities:

- 10 litres of Class 2 flammable liquids for every 10m² within the stand, to a maximum of 80 litres
- 5 litres of Class 1 flammable liquids.

12. SAFETY EQUIPMENT

- Must remain visible at all times
- Must be accessible at all times
- Fire hoses must not be covered by housing, other encumbrances or decoration

They must be accessible: there must be a pathway of at least 1m in width leading to the hose from the nearest gangway

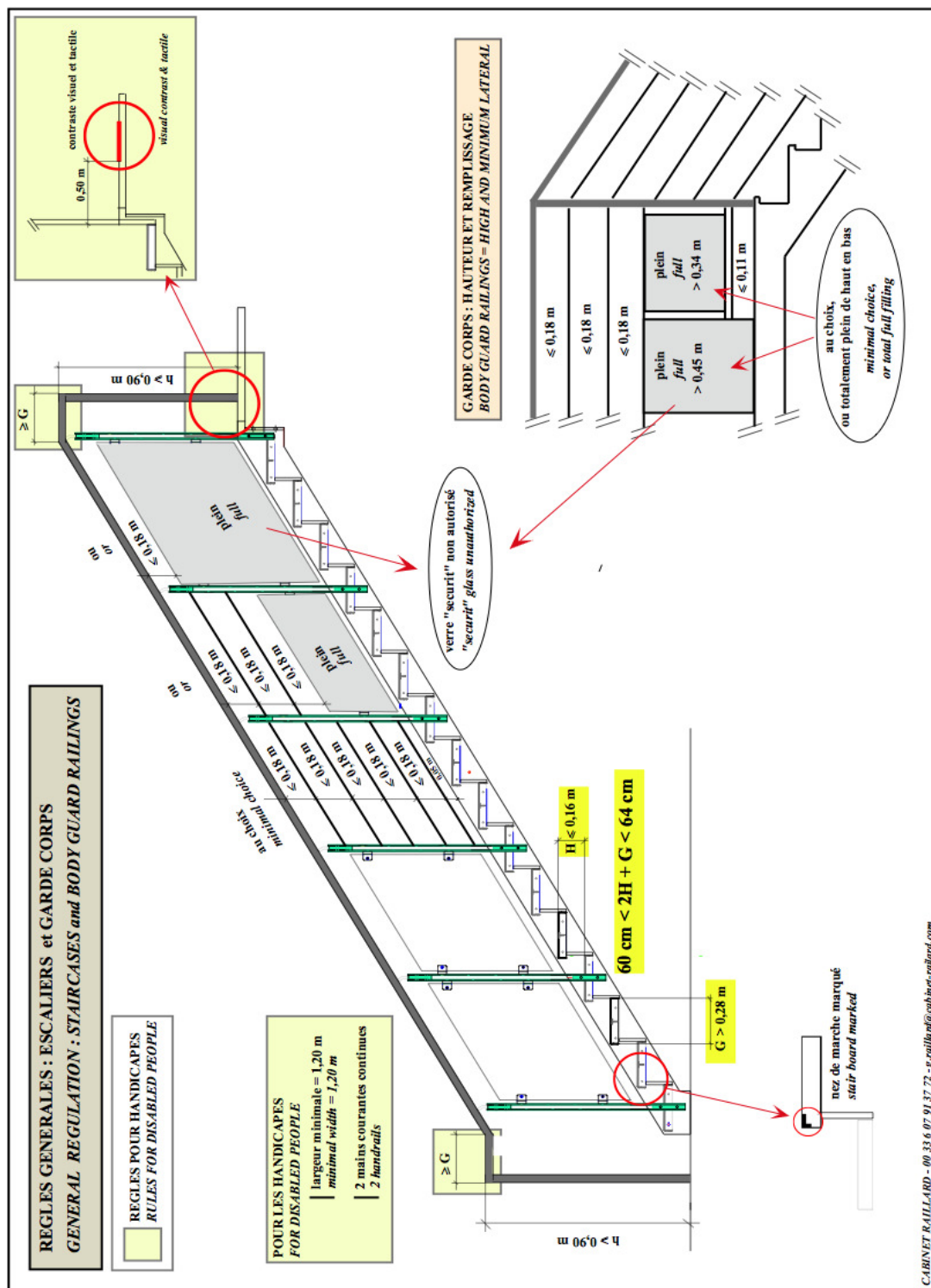
13. INSTRUCTIONS FOR OPERATION

- Crates, cardboard boxes and wood may not be left on stands and in passages.
- Daily cleaning necessary.

REGULATIONS

FIRE & PANIC RISK PREVENTION REGULATIONS

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FORMALITIES

CUSTOMS

1/3

IMPORTANT : CUSTOMS INFORMATION[+33 \(0\)8 11 20 44 44 *](tel:+330811204444) (0,06€mn)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 International Agricultural Show, 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 Pavilions 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 Bureau de Paris Principal - rue Léon Jouhaux – 75015 Paris 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.

FORMALITIES

CUSTOMS

2/3

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 Exhibitor Space 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.

2/ 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.

FORMALITIES

FORMALITIES FOR BEVERAGES SAMPLES AND SALES

1/3

IMPORTANT : YOU MUST RETURN FORMS

- Opening a licensed drinking establishment: approval from the show's governing body
- Opening a "temporary" licensed drinking establishment: Proof of Professional Activity (*déclaration de profession*)

FORMALITIES TO BE COMPLETED BY THE EXHIBITOR

For the purpose of a trade fair, exhibition or trade show, exhibitors may be authorised to open licensed drinking establishments and restaurants for on-site consumption or take-away sales. Depending on the distribution methods and the nature of beverages sold or distributed, the opening of a so-called temporary licensed drinking establishment is subject to:

1) Authorisation from the event organiser

Please complete the form "Opening a licensed drinking establishment: Authorisation from the exhibition's management office". (**Approval Certificate of the event organizer**). ([Click here for the form](#))

2) A signed administrative declaration from the licensed drinking establishment providing on-site consumption (groups 1-5)

- **For licensed drinking establishments in Pavilions 4, 5, 6 & 8**, a declaration to the Préfecture de Police de Paris: 12, quai de Gesvres – F-75004 Paris – France - Tel: +33(0)1 49 96 33 81
Fax: +33 (0)1 49 96 37 81

- **For licensed drinking establishments in Pavilions 3**, a declaration to the Mairie de Vanves: 23, rue Mary Besseyre - BP 33 – F-92173 Vanves Cedex – France
Tel: +33(0)1 41 33 92 00+33(0)1 41 33 92 00

- **For licensed drinking establishments in Pavilion 2**, a declaration to the: Mairie d'Issy les Moulineaux
Service de l'Etat Civil – M. Stéphane Cesbron
47, rue du Gal Leclerc – F-92130 Issy les Moulineaux - France
Tel: + 33 (0)1 41 23 85 24 – Fax: +33(0)1 41 23 85 23

3) Proof of Professional Activity (*déclaration de profession*), as referred to in Article 502 of the French General Tax Code (*Code Général des Impôts*), obtained from the Bureau de Douanes Contributions Indirectes, 2, rue Paul Dubois - 75003 Paris - FRANCE

Please complete the form "Opening a temporary licensed drinking establishment: proof of professional activity" (*Ouverture de débit de boissons temporaire: Déclaration de profession*) ([Click here for the form](#))

FORMALITIES

FORMALITIES FOR BEVERAGE SAMPLES AND SALES

2/3

DETAILS OF THE FORMALITIES

A – Establishment providing on-site consumption

All establishments selling beverages in groups 1 to 5 are required to complete certain administrative formalities (see section 2 regarding exhibitors' obligations).

- For the distribution of free beverages of any kind - excluding direct sales via the trade show – and orders placed or free tasting of beverages in groups 1 and 2:

> No formalities with the Customs Office.

- For sales of beverages in groups 3 to 5 - excluding direct sales via the trade show – and orders placed or sales of beverages in groups 3 to 5:

> Formalities to complete:

Complete the **Proof of Professional Activity form (*déclaration de profession*)** (see information: exhibitors' obligations 3) and return it prior to the opening of the International Agricultural Show, to:

RECETTE DES DOUANES

2, rue Paul Dubois - 75003 Paris – France

This licence is issued free of charge, but is mandatory.

IMPORTANT : At the opening of the Paris International Agricultural Show, exhibitors will be required to show proof that they have obtained their licence .

B – Take-away sales

- Licensed drinking establishments offering take-away sales of beverages in groups 1 and 2:

> No formalities with the Customs Office.

- Licensed drinking establishments offering take-away sales of beverages in groups 3 to 5:

> Formalities to be completed:

Please complete the **Proof of Professional Activity form (*déclaration de profession*) (form** (see section 3 regarding exhibitors' obligations) and return it prior to the opening of the Paris International Agricultural Show, to:

RECETTE DES DOUANES

2, rue Paul Dubois - 75003 Paris – France

This licence is issued free of charge, but is mandatory

FORMALITIES

FORMALITIES FOR BEVERAGE SAMPLES AND SALES

3/3

C - Restaurants

- Restaurants serving beverages in groups 1 and 2 as an accompaniment to a meal:

> **No formalities with the Customs Office.**

- Restaurants serving beverages in groups 3 to 5 as an accompaniment to a meal:

> **Formalities to be completed:**

Please complete the **Proof of Professional Activity form (*déclaration de profession*) (form)** (see section 3 regarding exhibitors' obligations) and return it prior to the opening of the Paris International Agricultural Show, to:

RECETTE DES DOUANES

2, rue Paul Dubois - 75003 Paris - France

This licence is issued free of charge, but it is mandatory.

- **IMPORTANT!** At the opening of the Paris International Agricultural Show, exhibitors will be required to show proof that they have obtained their licence.

D – Classification of beverages**Group 1**

Non-alcoholic beverages: water, fruit or vegetable juices that are not fermented or which, after the start of fermentation, contain less than 1.2% alcohol, lemonade, infusions, milk, coffee, tea, chocolate drinks, etc.

Group 2

Non-distilled fermented beverages: wine, beer, cider, perry and mead, as well as natural sweet wines that are taxed as wines, crème de cassis and fermented fruit or vegetable juices containing 1.2 to 3% alcohol.

Group 3

Natural sweet wines excluding those in group 2, liqueurs, wine-based aperitifs and strawberry, raspberry, blackcurrant and cherry liqueurs with an alcohol content of up to 18%.

Group 4

Rum, tafia and alcohol resulting from the distillation of wine, cider, perry or fruit and containing no additional essence, as well as some liqueurs.

Group 5

All other alcoholic beverages.

FORMALITIES

APPROVAL CERTIFICATE of the event organizer

Opening a temporary drinking establishment

FORM TO COMPLETE AND TO SEND BEFORE 11TH JANUARY 2019

To the competent Mairie (town Pavilion) or the Préfecture de Police de Paris to obtain administrative authorisation. Address provided at the bottom of the page.

I the undersigned, Mme LEROY, Director of the International Agricultural Show, certify this exhibitor:

Company name:

☐ WINEGROWER ☐ WINEMAKER ☐ MERCHANT ☐ RESTAURATEUR

Pavilion:Aisle:.....Stand No:

Stand name: Address:.....

Address:.....

Postcode:..... City: Country:.....

Tel.:.....Fax:..... E-mail:.....

Case manager:.....

... To open during the International Agricultural Show 23/02/19 to 03/03/19 a drink outlet of the following kind ☐

☐ Alcoholic beverages of less than 18% alcohol

☐ Alcoholic beverages of more than 18% alcohol

☐ A restaurant serving alcoholic drinks of more than 18% alcohol

At the International Agricultural Show 23/02/19 to 03/03/19, Pavilions 2, 3, 4, 5 & 7 - VIPARIS
Porte de Versailles – 75015 Paris.

We request that the abovementioned exhibitor be granted a temporary drinking establishment licence for drinks from groups 1 to 5, so that it may offer:

☐ Free samples + take-away sales

☐ Samples for which a fee is charged

☐ Samples for which a fee is charged + take-away sales

☐ Sales of all types of drinks with meals

All declarations made concerning the declaration of opening and the category of establishment are the responsibility of exhibitors.

Addresses for returning the form:

• For stands in Pavilions 3 and 7

MAIRIE DE VANVES - 23 rue Mary Besseyre - BP 33 – F-92173 Vanves Cedex

Tel: +33 (0)1 41 33 93 33 - Fax: +33 (0)1 41 33 92 35

• For stands in Pavilion 2

MAIRIE D'ISSY LES MOULINEAUX Service de l'Etat Civil- 47 rue du Général Leclerc – F-92130 – Issy les Moulineaux

Tel: +33 (0)1 41 23 85 24 – Fax: +33 (0)1 41 23 85 23

• For stands in Pavilions 4, 5

PREFECTURE DE POLICE DE PARIS – 12, quai de Gesvres – F-75004 Paris

Tel: +33 (0)1 49 96 33 81 – Fax: +33 (0)1 49 96 37 81

For the exhibitor (stamp + stand manager's signature)

For the International Agricultural Show:

Signature of the Show Director, Mme LEROY

FORMALITIES

OPENING A TEMPORARY DRINKING ESTABLISHMENT, PROFESSION DECLARATION

FORM TO COMPLETE AND TO SEND BEFORE 11TH JANUARY 2019

YOUR CONTACT DETAILS

Compagny name : Legal form:

Stand No: Profession:

Address:

Postcode: City: Country:

Tel.: Fax: E-mail:

Responsable du dossier :

Declares an intention to run one or more temporary drinking establishments.

Number of temporary drinking establishment:

Pavilion : Aisle : Path: Stand No:

☐ WINE ☐ ALCOOLS ☐ OTHERS

(please, precise) :

Addresses for returning the form:

• For stands in Pavilions 4, 5 & 7/1

Préfecture de Police de Paris – Débit de boisson temporaire
12-14, Quai de Gesvres – 75004 PARIS - France
Tel: +33 (0)1 49 96 33 81 Fax: +33 (0)1 49 96 37 81

• For stands in Pavilion 3

MAIRIE DE VANVES - 23 rue Mary Besseyre - BP 33 – F-92173 Vanves Cedex
Tel: +33 (0)1 41 33 93 33 - Fax: +33 (0)1 41 33 92 35

• For stands in Pavilion 2

MAIRIE D'ISSY LES MOULINEAUX Service de l'Etat Civil
47, rue du Général Leclerc – F-92130 – Issy les Moulineaux
Tel: +33 (0)1 41 23 85 24 – Fax: +33 (0)1 41 23 85 23

For the exhibitor (stamp + stand manager's signature)

FORMALITIES

EXHIBITORS SAFETY

INSTRUCTIONS: **IMPORTANT**

1/14

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 **Christophe MONNIER** in accordance with the provisions defined by the texts in force and in particular the following law:

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

You are therefore asked to study it and apply the regulatory measures defined in this document. This General Coordination Plan cannot replace the provisions of the Code of Work. It does not in any way reduce the responsibilities and duties of the companies working on the site.

For **International Agricultural Show 2019**, 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 **International Agricultural Show 2019**.

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

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

FORMALITIES

EXHIBITORS SAFETY

INSTRUCTIONS: **IMPORTANT**

2/14

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: 1st february 2019.

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 2019

93, rue du Château - 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 Pavilions 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 Pavilions, electrical tools, fixed or portable, must be equipped with a vacuum or dust collection system. Art. R 4412-70 of code of work.

FORMALITIES

EXHIBITORS SAFETY

INSTRUCTIONS: **IMPORTANT**

3/14

ASSEMBLY & DISMANTLING DATES FOR BARE STANDS EXHIBITORS

Pavilions	Date of arrival BARE SURFACE	Schedule of assembly	Schedule of dismantling BARE SURFACE
1	Monday 18/02/2019	18/02 to 20/02 : 8am to 8pm 21/02 : 8am to 10pm 22/02 : 8am to midnight	03/03 : 19h-24h 04/03 : 8h-20h 05/03 : 8h-20h
2-1	Wednesday 20/02/2019	20/02 : 8am to 8pm 21/02 : 8h-22h 22/02 : 8h-24h	03/03 : 19h-24h 04/03 : 8h-20h 05/03 : 8h-12h
2-2	Monday 18/02/2019	18/02 to 20/02 : 8h-20h 21/02 : 8h-22h 22/02 : 8am to midnight	03/03 : 19h-24h 04/03 : 8h-20h 05/03 : 8h-12h
3	Tuesday 19/02/2019	19/02 to 20/02 : 8h-20h 21/02 : 8h-22h 22/02 : 8am to midnight	03/03 : 19h-24h 04/03 : 8h-20h 05/03 : 8h-20h
4	Monday 18/02/2019	18/02 to 20/02 : 8h-20h 21/02 : 8h-22h 22/02 : 8am to midnight	03/03 : 19h-24h 04/03 : 8h-20h 05/03 : 8h-20h 06/03 : 8h-12h
5/1	Wednesday 20/02/2019	20/02 : 8h-20h 21/02 : 8h-22h 22/02 : 8am to midnight	03/03 : 19h-24h 04/03 : 8h-20h 05/03 : 8h-12h
5/2	Wednesday 20/02/2019	20/02 : 8h-20h 21/02 : 8h-22h 22/02 : 8am to midnight	03/03 : 19h-24h 04/03 : 8h-20h 05/03 : 8h-12h
7-1	Wednesday 20/02/2019	20/02 : 8h-20h 21/02 : 8h-22h 22/02 : 8am to midnight	03/03 : 19h-24h 04/03 : 8h-12h

EXPOSANTS STANDS BASIC & PRE-EQUIPE

PAVILIONS	ASSEMBLY	DISMANTLING
EVERY	Le 21/02 de 8h à 22h Le 22/02 de 8h à 24h	Le 03/03 de 19h à 24h

On the last day of assembly, no motorised devices will be allowed in the pavilions (unless exceptional permission has been granted by the Organiser).

During the dismantling period on Sunday, 3 March 2019, motorised devices can only be used from 8 p.m. onwards in the pavilions.

FORMALITIES

EXHIBITORS'
SAFETY NOTICE

4/14

I. GENERAL INFORMATION ON OPERATION
 II. ADMINISTRATIVE INFORMATION
 III. GENERAL ORGANISATION OF THE SHOW
 IV. HANDLING CONDITIONS
 V. CLEANING
 VI. FACILITIES AVAILABLE DURING ASSEMBLY
 AND DISMANTLING

VII. ACCESS CONTROL
 VIII. PROTECTION
 IX. GENERAL CONSTRUCTION RULES
 X. FIRE SAFETY
 XI. ORGANISATION OF EMERGENCY ASSISTANCE
 XII. SITE SPECIFIC HEALTH AND SAFETY PLAN

I. GENERAL INFORMATION ON OPERATION

I.1. DEFINITION

The Safety Notice on safety and health protection is a document written and drafted by the coordinator, defining all the proper measures for preventing risks arising from interference between the activities of different companies during the assembly and dismantling periods of the 2018 Salon International de l'Agriculture.

It must be communicated to all exhibitors, which must transmit it in turn to their stand operator/suppliers (if they have any). It provides information to suppliers and subcontractors of any special measures applicable regarding safety at work.

I.2. COMPOSITION

The safety notice to be validated at the site of the show includes:

- This document, including a certificate.

The exhibition centre safety regulations, fire safety notice and technical guide for the show are available from the organiser.

I.3. DEFINITION OF A COMPANY

The following are considered to be companies: any exhibitor's service company in charge of providing stand infrastructures. Exhibitors are responsible for their own service provision companies and subcontractors.

Company managers are responsible for the safety of their employees and for implementing the means required to avoid and control risks.

The courts severely penalise any harm to the health or safety of employees. The legal and/or criminal responsibility of company managers may be incurred.

Companies must state that they have noted the texts cited in this document, and the general terms and conditions for organising the show deposited with the Organiser.

In addition, companies are required to:

a). Have taken note of the plans and documents necessary to carry out their actions and the technical dossiers of the event, of the sites, and be aware of venues and areas where structures are installed, and of all general or local information regarding the execution of the work.

b). Have precisely assessed all the conditions for mounting the structures, and to be thoroughly aware of their size and specific features.

c). Have carried out a detailed visit of the premises and taken note of all the physical conditions and constraints pertaining to the places of work, the entrances, surrounding areas and readiness for the execution of the work, and the organisation and functioning of the project in progress.

FORMALITIES

EXHIBITORS'
SAFETY NOTICE

5/14

II. ADMINISTRATIVE INFORMATION

II.1. PARTICIPANTS:

II. 1. 1 General Organisation

The company COMEXPOSIUM acts as overall manager for the Salon International de l'Agriculture 2019

ORGANISER/CLIENT	CONTACTS RECEIVING REQUESTS FROM EXHIBITORS
COMEXPOSIUM 70, avenue du Général de Gaulle Immeuble le Wilson 92058 PARIS LA DEFENSE Cedex - France Tel: +33 (0)1 76 77 11 11	Stéphane PECASTAING Tel: +33 (0) 1 76 77 15 03 Email: stephane.pecastaing@comexposium.com
EXHIBITION MANAGER	
Valérie LEROY Email: valerie.leroy@comexposium.com	
TECHNICAL AND SAFETY DIRECTOR	Pascal SALLANDRE Tel: +33 (0)1 76 77 15 54 Email: pascal.sallandre.contractor@comexposium.com
Jean-Marc PIERRE Tel: +33 (0)1 76 77 13 67 Email: jean-marc.pierre@comexposium.com	
LEGAL/DOMESTIC LIABILITY INSURANCE FOR PROPERTY	CITY HALL
SIACI SAINT HONORE 18 rue de Courcelles - 75384 PARIS Cedex 08 - France Tel: + + 33(0)1 44 20 29 81	15th Arrondissement CITY HALL 31, rue Peclet - 75015 PARIS - France Tel: +33 (0)1 55 76 75 15

II. 1. 2 H & S/Fire Safety Coordination

H & S COORDINATOR	SAFETY OFFICER
D.Ö.T: 93 rue du Château - 92100 BOULOGNE - France Tel: + 33 (0)1 46 05 17 85 - Fax: +33 (0)1 46 05 76 48 Email: sps@d-o-t.fr	Cabinet RAILLARD 10 rue Frédéric PASSY 92200 NEUILLY sur SEINE - France Tel: +33 (0)1 47 22 72 39 - Fax: +33 (0)1 47 22 72 18 Email: cabinet.raillard@icloud.com
The dates when the security officer is present have not been decided. The date of the Safety Commission inspection has not been decided.	
FIREPROOFING	STRUCTURE STABILITY EXPERT
Groupelement NON FEU 37-39, rue de Neuilly - BP 249 - 92113 CLICHY - France Tel: + 33 (0)1 47 56 31 48	SOCOTEC Centre d'Affaires Paris Nord - France Le Continental – BP 306 93153 LE BLANC MESNIL Cedex Tel: +33 (0)1 48 65 42 37
Groupelement Technique Français de l'ignifugation 10 rue du Débarcadère - 75017 PARIS - France Tel: + 33 (0)1 40 55 13 13	

FORMALITIES

EXHIBITORS'
SAFETY NOTICE

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II.2 DEFINITION OF INTERVENTION ZONES

EXHIBITION CENTRE	PAVILIONS
PARIS EXPO – Porte de Versailles 1 place de la Porte de Versailles - 75015 PARIS Reception: Tel : +33 (0)1 40 68 22 22 Exhibitors department Tel: +33 (0)1 40 68 16 16	1, 2/1, 2/2, 3, 4, 5/1, 5/2, & 7/1 Pont des expositions, extérieur.

II.2. INSTITUTIONAL PLAYERS

WORK INSPECTION	CRAMIF
Ms Dominique DABNEY 46/52, rue Albert Section 15 A 75640 PARIS Cedex 13 - France Tel: +33 (0)1 40 45 36 50	Professional Risk Department Mr François GUINE 17/19 avenue de Flandres 75019 PARIS – France - Tel: +33(0)1 40 05 38 16
O.P.B.T.P.	Glossary
1, rue Heyrault 92660 BOULOGNE Cedex - France Tel: +33 (0)1 40 31 64 00	CRAMIF: Ile de France regional health insurance service OPBTP: French occupational safety administration for the building and public works sector

II.3. EMERGENCY SERVICES AT THE EXHIBITION SITE: Times indicated on the Pavilion plans

EMERGENCY STATION	CENTRAL SURVEILLANCE STATION
Pavilion 1 Displayed at the site	Tel: + 33 (0)1 72 72 18 18
	FIRE SAFETY
	Tel: + 33 (0)1 72 72 15 32

OFF-SITE EMERGENCY SERVICES

FIRE BRIGADE	EMERGENCY POLICE/POLICE STATION
6 place Violet 75015 PARIS - France Tel: 18 or 112 (mobile) or + 33 (0)1 45 78 74 52	250 rue de Vaugirard 75015 PARIS - France Tel: 17 or + 33 (0)1 53 68 81 00
SAMU (AMBULANCE SERVICE)	NEAREST HOSPITAL
149 rue de Sèvres 75015 PARIS - France Tel: 15 or + 33 (0)1 45 67 50 50	Hôpital Georges Pompidou 20 rue Leblanc 75015 PARIS - France Tel: + 33 (0)1 56 09 20 00

III. GENERAL ORGANISATION OF THE SHOW

III.1. GENERAL DESCRIPTION OF THE SHOW

See Exhibitors' Guide

III.2. SCHEDULE FOR THE USE OF PAVILIONS; OPENING TO THE PUBLIC

DATES AND TIMES
From 23 February to Sunday 3 March 2019, 9 a.m. to 7 p.m.

FORMALITIES

EXHIBITORS'
SAFETY NOTICE

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III.3. MISCELLANEOUS SERVICES

See Exhibitors' Guide

III.4. ACCESS TO THE SITE

III.4. 1 Circulation within the exhibition centre

Temporary occupation of this site requires compliance with the standards and conditions (access times, parking, speed limits, etc.) defined by the current regulations for this enclosure and its surrounding area. These regulations can be obtained from the organiser, as can the site specifications.

Parking facilities (and the time allowed), traffic and delivery vehicle access will be managed around the Pavilions and in the exhibition centre by the organisation.

All vehicles, even if parked, must be identifiable. Private vehicles are not allowed to park in the areas around the Pavilions.

III.4.2 Circulation within the Pavilions.

No private or delivery vehicles will be allowed in the Pavilions during the assembly and dismantling periods without specific authorisation from the organiser.

Individual means of transport (whether or not motorised) such as scooters, bicycles, pedal scooters, rollerskates, electric vehicles, etc. are prohibited in the Pavilions.

Plans indicating the circulation alleys, the position and contact details of emergency posts, the location of toilets that are open, access times for heavy machinery and storage areas will be displayed at the entrances.

People and lifting devices must be able to circulate around the stands at all times during the assembly and dismantling periods.

Nothing may be stored or parked on the main circulation routes indicated on the Pavilion plan.

THE FOLLOWING MUST BE RESPECTED WITHIN THE ENCLOSURE:

- Fire Brigade routes and red lines
- Storage zones
- The environment, by using non-polluting machinery

THE FOLLOWING MUST BE RESPECTED OUTSIDE THE ENCLOSURE:

- Fire Brigade routes and access
- Parking areas
- Unloading areas
- Access gates

IV. HANDLING CONDITIONS

IV.1. GENERAL POINTS

The circulation of machines involves risk, and this must be limited as far as possible by the strict management and distribution of the equipment.

Companies referenced by exhibitors are asked to provide means for identifying machinery and staff (stickers, bibs, etc.).

Lifting and handling equipment must comply with current regulations. They must be in good working order and pass periodical inspections in compliance with Article R4535-7 of the French Labour Code. The following must be available on site: Article L4711-1 of the French Labour Code.

- A valid insurance certificate.
- A valid compliance certificate (examination report for lifting devices).

Pallet trucks must not be overloaded. The load's centre of gravity and the state of the ground must be assessed to avoid the truck tipping over.

It is forbidden to mount machinery not designed to transport people.

Priority should be given to mechanical handling, and the necessary organisational measures should be taken to limit the use of manual handling as far as possible. (Article R 4541-3 of the French Labour Code).

However, if this cannot be avoided, the employer must take the appropriate organisational measures, or provide workers with suitable means, in order to limit physical effort and reduce the risks incurred during such operations (using mechanical aids and handles).

FORMALITIES

EXHIBITORS'
SAFETY NOTICE

8/14

IV.1. GENERAL POINTS (cont.)

The weight of loads should be reduced, and workstations should be laid out so that handling takes place in the best possible conditions (work spaces, shortened distances for moving loads, etc.)

Staff must be trained on the risks of manual handling.

During handling, loads must not become separated. When handling glass sheets, it is recommended to use suction pads. Likewise, when handling sheets of plywood, it is recommended to use gripping pliers or panel carriers.

The containers of bulk loads intended to be hung on lifting equipment must be resistant to any treatment during the loading, transport, handling or storing of the load, and prevent any unexpected collapse of all or part of it during these operations.

It is obligatory to use straps to hold bulk loads together on the forks of forklift trucks.

IV.2. USE OF MOTORISED EQUIPMENT

Drivers must be aged at least 18, hold a driving permit issued by the employer, a CACES (safe driving certificate) and a special medical fitness certificate.

These documents must be available for inspection on site. The users of these machines must comply with the manufacturer's instructions. No passengers should be transported and no persons lifted if the equipment is not designed to do so. **ONLY NON-POLLUTING MACHINES MUST BE USED**, suitable for the tasks, venues and loads involved, and for the layout of the working area.

The speed limit must be respected in all journeys outside the Pavilions.

This must be reduced and adapted to the area inside the Pavilions.

IV.3. LIFTING RULES

If a crane is used, specific authorisation must be obtained from the organiser.

The request must indicate the place where the crane is to be installed and the technical constraints for its use and set-up. These constraints must appear in the company's SSHSP (site-specific health and safety plan).

The compliance certificate for the lifting equipment and its accessories must be available for inspection.

The maintenance and proper working condition of each lifting device are the exclusive remit of the company providing the equipment. This equipment is under its entire responsibility.

Whatever the type of lifting equipment used, users must not work in the same area at the same time, and must take all the safety measures required (it is forbidden to park or circulate when a load is being carried).

The area where the crane is used must be indicated with safety signs.

The circulation of handling machines with raised loads is forbidden, unless a lifting operations manager is present, who will alert the public that one is about to come through.

The indications of the maximum load for each strap must be respected. Assembly and lifting operations must be performed in compliance with articles R.4534-95 to 102 of the French Labour Code.

PROHIBITIONS

It is forbidden to:

- Drive a ride-on machine without a driving permit,
- Let a non-authorised person drive your machine,
- Lift a load heavier than the equipment's capacity,
- Increase the value of machines' counterweights,
- Lift a load that is not correctly balanced,
- Lift a load on a single arm of the fork,
- Circulate with a high load,
- Brake suddenly,
- Turn corners at a high speed,
- Ignore signage panels,
- Use other circulation routes other than those indicated,
- Transport people on trucks that are not designed for this purpose,
- Leave the engine running without a driver present,
- Lift people with equipment not specifically designed for this purpose,
- Leave a machine in the circulation alleys or on a slope,
- Leave the ignition key in the machine without a driver present,
- Park or pass underneath a fork in the raised position, even if it is not loaded,
- Smoke near a charging battery or when an IC truck is being filled up with fuel,
- Place metallic items on the batteries.

FORMALITIES

EXHIBITORS'
SAFETY NOTICE

9/14

IV.4. STORAGE

Material must only be stored in the aisles (or sections of aisles) set aside for this purpose, within the worksite or in the storage areas, when provided.

To this end, circulation plans will be displayed at the Pavilion entrances. These will indicate times and restrictions of use.

All participants are requested to comply with these plans scrupulously.

At the end of the assembly period, no racks, pallet, etc. may be stored within the exhibition area or the zones behind the cladding (unless permitted by the organiser).

During the assembly and dismantling periods, machines may not be stored in the circulation alleys, only in a storage area decided with the organiser's technical managers.

Exhibiting companies (and their subcontractors) must schedule the arrival of their equipment and materials, their distribution and the removal of empty containers, so that they do not at any time interfere with the circulation of machines and people in the alleys.

While the exhibition is open to the public, no machines will be allowed into the pavilion enclosure.

V. CLEANING

Exhibiting companies are responsible for cleaning up their stand area and for removing rubble and waste of all kinds, to avoid obstructing the aisles around the stand with waste.

If skips are hired, it is each participant's responsibility to cover them with tarpaulins, or to weigh down waste to prevent it flying away.

NB: No workers must climb into a skip or truck.

VI. FACILITIES AVAILABLE DURING ASSEMBLY
AND DISMANTLING

VI.1. SHARED FACILITIES

To facilitate the general organisation of assembly and dismantling, and to improve working conditions, the Safety Coordinator will ask the organiser to get the exhibition centre to open additional shared toilet facilities in the exhibition pavilions **from the first day of the assembly period to the end of dismantling.**

A maintenance service will clean the premises.

Toilets that are open will be indicated on the plans displayed at the Pavilion entrances.

VI.2. CLOAKROOMS

Companies are required to provide cloakroom areas to their staff (if necessary), according to current legal regulations, which can be obtained from the organiser.

No canteen is provided for catering.

VI.3. ON-SITE TELEPHONE

All companies must provide their staff with a telephone extension while the worksite is open.

VI.4. ACCOMMODATION

Companies are responsible for the accommodation of their staff outside the site.

VII. ACCESS CONTROL

VII.1. PROTECTION OF WORKERS

VII.1.1. Medical fitness

All staff who work at the work site must be recognised as medically fit and have undergone the medical examinations and vaccinations required to exercise their profession, together with those required by occupational healthcare. These fitness certificates must be available at the site.

VII.1.2. Safety training

In line with current regulations, and under their own responsibility, companies must ensure that all workers reporting to the site have received safety training. (Description of specific risks, circulation conditions within and outside the site, safety rules applicable during the execution of the work, specific safety instructions, description of the operating method, compliance with the preventive measures defined for each task in the site-specific health and safety plan.)

VII.2. RECORD-KEEPING

VII.2.1. Regulatory record-keeping

Companies must keep on-site any mandatory documents and records that could be required by the administrative inspection service.

FORMALITIES

EXHIBITORS'
SAFETY NOTICE

10/14

VII.2.2. Joint inspection visits

When they arrive at the assembly/dismantling venue, companies that have never worked on the site must carry out a joint inspection visit with the Safety Coordinator of their stand. A report will be drawn up by the Coordinator and signed by each company manager.

Health and safety measures are defined with the worksite managers and the stand Safety Coordinator, referring to the SSHSP (site-specific health and safety plan) drawn up by the latter factoring in the SSHSP of the event according to the state of the worksite at the time of the visit, and the procedures for the visit (number of visitors, visiting times, premises visited, etc.).

VII. 3. ACCESS

Only people and vehicles with authorisation or badges provided by the organiser can enter the exhibition site.

To this end, badges are provided to each participant in the event.

Signs prohibiting access to the public, indicating the key safety rules to be obeyed on site, will be displayed at the Pavilion entrances. Attendants will be present at these entrances. Visits to the worksite by people other than authorised participants (children, friends, family, pets, etc.) are strictly prohibited.

VIII. PROTECTION

Please note that participants should give priority to COLLECTIVE protection rather than INDIVIDUAL protection, whenever technically possible.

VIII. 1. COLLECTIVE PROTECTION

Definition: Standardised means of protection introduced by a company (barriers, nets, floors, cladding, railings and so on), designed to ensure the collective safety of all staff working at heights or on an upper level during assembly and dismantling.

This collective protection must be rigid, consisting of a safely fixed top rail, middle rail and baseboard, and must be installed from the outside using suitable means, before any work is carried out on an upper floor or at a height during assembly. It can only be removed once permanent protection or partitioning is installed.

Stairways must be set up as a priority and made safe with railings, or equipped with a permanent handrail once they are installed.

Stair cavities must be protected (blocked off or with a railing). Spaces used for receiving materials must be made safe. NB: the structures of mezzanines or decorative components at a height must be designed to accommodate such protection.

All such protection must be reinstalled during dismantling.

Collective protection must be described by each company in their respective site-specific health and safety plans.

Companies must maintain collective protection and will be held responsible in the event of any intervention in areas that are not prepared or protected. They must take immediate action if directly requested by the stand Coordinator to repair or extend protection.

Art. R4323-65. - Collective protection equipment must be designed and installed so as not to be interrupted at access points to work stations, including when ladders or stairways are used. However, if this interruption is necessary, measures must be taken to ensure an equal degree of safety.

If any company fails to provide collective protection and its absence causes a risk for other trades and its own staff, the exhibiting company must have such collective protection installed by a firm of its choice, at the expense of the defaulting company.

The defaulting company will also be responsible for any resulting interruption of work.

VIII. 2 INDIVIDUAL PROTECTION.

If collective protection cannot be installed, workers must be protected by an appropriate fall arrest system preventing any free falls of over 1 metre. If such equipment is used, workers must never be on their own.

The company must indicate in a notice the anchor points and mooring systems provided for the implementation of such equipment, and instructions for use.

FORMALITIES

EXHIBITORS'
SAFETY NOTICE

11/14

Companies required to work during the assembly/dismantling periods must provide their staff with at least the following IPE (Individual Protection Equipment):

- Work clothing,
- Suitable work gloves,
- Standard safety helmets,
- Safety boots (with puncture-proof toecaps and soles),
- Standard safety harness when collective protection equipment cannot be installed. (Article R 4223-61 of the French Labour Code).
- Welding mask and protective glasses when doing welding, trimming and grinding work.

All companies are responsible for compliance with these provisions and the maintenance and upkeep of this equipment.

It is mandatory for any person entering the exhibition site during the assembly and dismantling periods to wear safety boots (with puncture-proof toecaps and soles).

It is mandatory for any cradle operator and anyone performing a risky task to wear a safety helmet.

IX. GENERAL CONSTRUCTION RULES

IX.1. DECORATION

As far as possible, decorative elements should be preconstructed before arriving, to minimise production operations on site and the risks entailed. They should be designed for easy, risk-free dismantling.

It is strictly forbidden to "implode" panels and partitions during dismantling.

IX.2. WORKING AT HEIGHTS

Order no. 2004-924 of 01.09.2004 on the use of work equipment provided for temporary work at heights, incorporating new provisions into the French Labour Code (articles R.4323-58 to R 4323-90)

Companies setting up marquees, buildings or structures must without fail install appropriate safety protection whenever their staff intervene on roofs during assembly, maintenance or dismantling periods.

Implementation methodologies for the execution of this work must be indicated in the company's SSHSP.

In all cases, staff working during the assembly and dismantling phases must hold valid accreditation for working at heights and an authorisation from their employer.

It is forbidden to use ladders, stepladders and climbing aids as workstations. (Article R 4323-63 of the French Labour Code).

However, this type of equipment can be used if it is technically impossible to install collective protective equipment for workers, or if it has been established that the risk is low and that short-term, non-repetitive work is involved (article R. 4323-63 of the French Labour Code).

Companies can work at heights using scaffolding or mobile platforms.

Scaffolding must be assembled by certified staff, in compliance with the manufacturer's instructions or notices, with the platforms at the right height, and railings and stability jacks in place.

Art. R4323-77. - Scaffolds must be equipped with collective protection on the outside, as stipulated in paragraph 2 of article R4323-59.

Before use, scaffolding must always be level.

The wheels of mobile scaffolds must be blocked during use.

No workers must remain on a scaffold while it is being moved.

Companies must without fail equip their staff with safety harnesses and helmets, as well as safety shoes and gloves, when they are assembling scaffolding, terraces and so on. They must ensure that their staff actually use this IPE. Legal restrictions concerning work at heights must be respected.

IX.3. MEASURES TAKEN AS REGARDS CO-ACTIVITY

Companies must provide a detailed assembly and dismantling schedule in their SSHPS.

Any work creating a situation where several tasks are concurrent must be dealt with by scheduling tasks for different times, or providing appropriate protection.

In terms of the assembly and dismantling schedule, companies working in the same place must take all appropriate specific protection measures to prevent the risks of concurrent tasks. Particularly during the installation and removal of bridges, signage, adjustments of height measurement lights, and the assembly/dismantling of large equipment.

Exhibitors or their project managers must draw up a chronological schedule of assembly work, to avoid tasks being carried out concurrently, and to perform them with the appropriate means.

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These means could be shared by several participants or intervening companies. This chronological order also applies to the dismantling procedure.

IX. 4. WORKSITE POWER SUPPLY/LIGHTING**IX.4.1. Regulations**

Electric installations for stands must be carried out according to current French regulations.

Staff working on electrical installations must have received training and possess certification required by the publication UTE C 18-510.

In addition, it is mandatory for companies using the installation to immediately alert the exhibition centre managers about any defects or damage observed.

The worksite's electrical system must be inspected by an accredited body before it is activated. A report of this inspection must be available on site, throughout the assembly and dismantling periods.

To avoid the risks of electrocution, damage to the electric cables and a large number of connections on the same line: **"Illegal" connections using existing sockets in the pavilions are prohibited.**

All the worksite's electrical cables and extension leads must be in good condition and meet current standards.

Worksite electrical boxes are available from the centre.

Technical hatches in pavilions must be properly closed or protected in case they are opened temporarily, to avoid the risk of anybody falling.

IX.4.2. Lighting

The general lighting for the work zone must comply with lighting and illumination regulations stipulated in order no. 83.721 of 2 August 1983, also indicated in the Labour Code in articles R 4223-1 to 12

Illumination levels must be at least 120 lux for work zones, and 60 lux for circulation areas.

During the assembly and dismantling of elements obscuring light in the Pavilions (roofs, canopies, stretch ceilings, mezzanines), provisional lighting must be provided.

IX.5. PREVENTION OF OCCUPATIONAL ILLNESS RISKS**IX.5.1. Dangerous substances**

Companies that have to use dangerous products must without fail transmit their safety data sheets to the Safety Coordinator, and to the fire safety control department, and implement the protective measures indicated in the sheet.

Companies are required to use glues, resins, paints and products that contain no solvents, ether or glycol, and are odourless and antiallergic.

IX.5.2 Disturbance due to noise

The use of noisy engines or equipment must strictly comply with current regulations.

All the necessary means and provisions must be implemented (cowling, screens, silencers, etc.) so as not to exceed regulatory acoustical level limits.

IX.6 RULES FOR THE USE OF FIXED OR HAND TOOLS

To avoid the emission of dust, smoke or noxious fumes during the use of fixed or hand tools (saws, sanders, torches, welding units, etc.), efficient protective means must be implemented. (Suction units, masks, glasses, etc.).

Only water disc cutters may be used for cutting tiles, stones, etc.

To be admitted on site, electrical, fixed or hand cutting and sanding tools must be provided with a dust recovery or vacuum system. (Article R 4412-70 of the French Labour Code).

They must comply with EC standards, be in good condition, and be provided with safety covers. **They may not under any circumstances be left in the circulation alleys.** They must be switched off when they are not in use.

IX.6.1 Fire permits

User companies must provide a risk-appropriate fire extinguisher in areas where work involving heat is carried out (welding units, etc.). A **fire permit** must be requested from the organiser for all cutting, grinding or welding operations.

Pressurised gas cylinders must be protected from impacts, falls and heat, and no unauthorised people must be able to access them.

It is forbidden to keep or store full or empty cylinders in the Pavilions.

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X. FIRE SAFETY

Fire safety regulations are deposited with the organiser and available in the exhibitors' guide.

The Official Safety Commission is very strict as regards the assembly of structures (construction and decoration materials, the robustness and stability of structures, upper level floors, protection assistance, electrical installations, etc.).

Any decisions it makes during an inspection must be carried out immediately.

Stands must be fully assembled when the Commission makes its inspection. It is obligatory for the exhibitor (or a representative) to be present at the stand and able to provide "reaction to fire" reports on all the materials used drawn up by an accredited French laboratory, as well as inspection reports for electrical installations, structure solidity, etc.

Non-compliance with these regulations may entail the dismantling of materials or a prohibition to open the stand to visitors.

XI. ORGANISATION OF EMERGENCY ASSISTANCE**XI.1. COMPANIES' EMERGENCY ASSISTANCE**

Companies must have a first-aid kit on site. The contact details of emergency responders for the exhibition are indicated on the Pavilion plans.

The first aid workers present with each company on the site provide first aid in the event of an accident. (One first-aid worker for every 10 employees)

They must wear an identification pictogram. Their names will be indicated in the SSHSP.

If an accident occurs, the following information should be provided:

- The Pavilion
- The name of the stand
- The stand's aisle and number
- The number of people involved and the type of injury

EMERGENCY NUMBERS ARE DISPLAYED AT RECEPTION

XI.2. COLLECTIVE ORGANISATION OF THE EXHIBITION**EMERGENCY NUMBERS**

EMERGENCY STATION: Contact details displayed on site

CENTRAL SURVEILLANCE STATION: +33 (0)1 72 72 18 18

EMERGENCY NUMBERS are displayed at the Technical Office

XII. THE SITE-SPECIFIC HEALTH AND SAFETY PLAN

This document must be drafted by all the exhibitor's service providers.

It must be completed no later than 30 days before any work starts on prime contracts.

It must be completed no later than 8 days before any work starts on short-term tasks and/or finishing work.

This document must be provided by all the exhibitor's service providers to the principal and to the Safety Coordinator of the stand, if relevant, before any assembly work starts.

This provides a detailed analysis of construction and execution procedures, and the operating methods chosen, if these particularly affect the health and safety of workers present at the work site.

XII.1. • EXHIBITORS

Exhibiting companies must provide a copy of the Safety Notice drawn up by the exhibition Safety Coordinator to their service providers or the Safety Coordinator of their stand. This document indicates the general organisation measures decided on, which may affect the health and safety of workers.

XII.2. COMMUNICATION OF THE DOCUMENT

The stand Safety Coordinator must communicate to any firm working on the site (if they so request) the names and addresses of other firms contracted, and their SSHSPs.

XII.3. AVAILABILITY OF THE SSHSP

A copy of the SSHSP must be permanently available on site for viewing by the firms concerned.

SERVICE PROVISIONS INVOLVING FOREIGN LABOUR

MANDATORY

Exhibitors and their stand fitters can use non-French labour. The organiser wishes to remind them of French regulations in terms of employing foreign labour on French soil during the exhibition's assembly and dismantling phases, and to emphasise the importance of the appropriate declarations.

1 - PRELIMINARY ASSIGNMENT DECLARATION

Whatever their nationality, non-French service providers must complete a preliminary assignment declaration via the Ministry of Labour's "SIPSI" (international service provision information system) Teleservice site.

It is important to stress that French law, notably provisions regarding the working period and minimum pay, applies to foreign service providers from the first day their employees start work on French soil, however long the assignment period is.

In particular, employees may only work in France subject to the following current legal provisions:

- No more than 48 hours per week, given that a week begins on Monday at 12 midnight, and ends on Sunday at 12 midnight.
- No more than 10 hours per day
- No more than six continuous hours (with an obligatory break of 20 minutes)
- No more than six days per week in any given week.

In addition, the legal amount to be paid to every employee working on French soil is indicated on the site of the Ministry of Labour.

SERVICE PROVISIONS INVOLVING FOREIGN LABOUR

2. TEMPORARY WORK PERMITS

Certain foreign service providers must also apply to the DDTEFP (Departmental Directorate of Labour, Employment and Vocational Training, Service and foreign labour) for temporary work permits for workers they temporarily assign to France.

Countries not concerned by this application for temporary work permits are currently as follows:

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

These applications for temporary work permits must be declared on the Ministry of Labour's "SIPSI" (international service provision information system) Teleservice site.

3. MANDATORY CERTIFICATION IN THE EVENT OF USE IN FRANCE OF A SERVICE PROVIDER DOMICILED ABROAD.

This interactive form should be completed directly online and returned to:

COMEXPOSIUM – Direction Logistics & Sécurité
Laurent DIALLO: laurent.diallo@comexposium.com
70, avenue du Général de Gaulle F - 92508 Paris la Défense Cedex

4. SOCIAL PROTECTION

Foreign service providers must also produce proof of up-to-date social protection for each employee assigned in France.

If the activity does not exceed two months, the employees of service providers domiciled in a European Union member country continue to contribute to and benefit from the social security regime of their home country.

Service providers domiciled outside the European Union must produce a certificate proving that their social situation is in order:

- Either issued in their State of origin, if this is a signatory to a bilateral Social Security agreement with France; the countries concerned are listed on an official website called www.cleiss.fr.
- Or if not, issued by the French social contribution collection body; in addition, all contributions should be paid to this body. In this case, the URSSAF du Bas-Ehin should be contacted:

URSSAF – 16 rue Contades - 67307 Schiltigheim – France
Tel: + 33(0)8 20 39 56 70 - Fax: + 33(0)3 88 18 52 74 - <mailto:cnfe.strasbourg@urssaf.fr>



FORMALITIES

MANDATORY CERTIFICATE in the event that a service provider domiciled abroad is used in France

FORM TO BE RETURNED BY 11 JANUARY 2019 TO:

COMEXPOSIUM – Direction Logistics & Sécurité
Laurent DIALLO : laurent.diallo@comexposium.com
70, avenue du Général de Gaulle F – 92 058 Paris la Défense Cedex

YOUR CONTACT DETAILS

Company name:
Pavilion: Aisle: Stand number:
Region : Stand sign:
Address
Postcode : Town: Country:
Tel.: Fax: Email:
Mobile:

IMPORTANT: AFFIDAVIT

I, the undersigned.....
Acting in my capacity as:
With the company:
Located at:
Declare on my honour:

- that I have read the mandatory formalities to be carried out in respect of a service provided in France by a company established or domiciled abroad,
- that I and my service provider will comply with all the above-mentioned formalities.

Obligatory company stamp

Executed in..... On.....

Full name and signature of the authorised person, preceded by the words "Read and approved."*



RECOVERY OF VAT FOR FOREIGN EXHIBITORS

TO BE FOUND IN THE EXHIBITOR SPACE PLATFORM

- To print out the VAT refund form, see next page
- Or go to the **"Forms"** section in your Exhibitor Space

For all information and procedures concerning VAT, exhibitors can contact our tax representative directly.

TEVEA INTERNATIONAL

Claudia PRAMS

129-31, rue Saint Augustin – 75 002 Paris – France

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

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

SIRET (French business registration) no.: 331 270 280 00067

TEVEA International specialises in VAT refund applications and will take entire care of your request right through to the payment of the amount refunded.

TEVEA International, in cooperation with the Salon International de l'Agriculture, proposes a simplified, secure and rapid procedure for your company. To benefit from this simplified process, please complete, sign and return the form available in your exhibitor space to TEVEA International.

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IMPORTANT NOTE:

- Only original invoices are accepted by the tax administration for VAT refunds, so they should be kept safely. If they are lost, the amount of recoverable VAT will not be refunded.
- No copies, duplicates or certified copies will be accepted by the French tax administration. In addition, it is forbidden for the organiser to draw up a second original invoice.

FOREIGN SERVICE PROVIDERS WORKING FOR EXHIBITORS:

Stand builders, equipment hirers, decorators, etc., are not eligible for this procedure. The services they provide in France are subject to French VAT.

These foreign service providers must invoice their clients with French VAT and pay the appropriate VAT to the tax administration via a French tax representative, after deducting any VAT on purchases.



RECOVERY OF VAT FOR FOREIGN EXHIBITORS

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Pursuant to European legislation, the organiser of an international exhibition may invoice certain services with French VAT.

Foreign companies (within or outside the EU) can be reimbursed for this VAT under certain conditions.

IMPORTANT NOTE:

Companies not belonging to the European Union are required to appoint a tax representative in France in order to file their application.

For all information and procedures concerning VAT refund requests, exhibitors can directly contact our tax representative, TEVEA INTERNATIONAL (see reply coupon below).

TEVEA International specialises in VAT refund applications and will take entire care of your request right through to the payment of the amount refunded. TEVEA International proposes a simple, easy procedure for your company.

REPLY COUPON TO BE RETURNED TO:

TEVEA INTERNATIONAL

29-31 rue Saint Augustin – 75 002 Paris - FRANCE

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

E-mail: mail@tevea.com

Website: www.tevea-international.com

We are taking part in the following exhibition:

SIA 2019 from 23/02 to 03/03 – Parc des Expositions, Paris Porte de Versailles

We would like to receive documents and information on VAT refunds:

☐ FRENCH

☐ ENGLISH

☐ GERMAN

☐ ITALIAN

☐ SPANISH

Company:

Address:

PC: Town: Country:

Tel.: Fax: Email:

Contact person:

Date and signature:





COMEXPOSIUM

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Insurance intermediary representative company no. 10058581 ORIAS (www.orias.fr)
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