

EXHIBITORS GUIDE



22 FEVRIER > 1^{er} MARS 2020

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

USER GUIDE

USEFUL
INFORMATION

FITTINGS

REGULATIONS
& FORMALITIES



USER GUIDE

TWO TOOLS TO HELP YOU GET READY FOR THE SHOW

- THIS **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 17, 2020.

Please note: from Tuesday February 18, 2020, technical services must be ordered directly on-site in the Europe Pavilion located at the entrance to Pavilion 4.



22 FEVRIER > 1^{er} MARS 2020

USEFUL INFORMATION

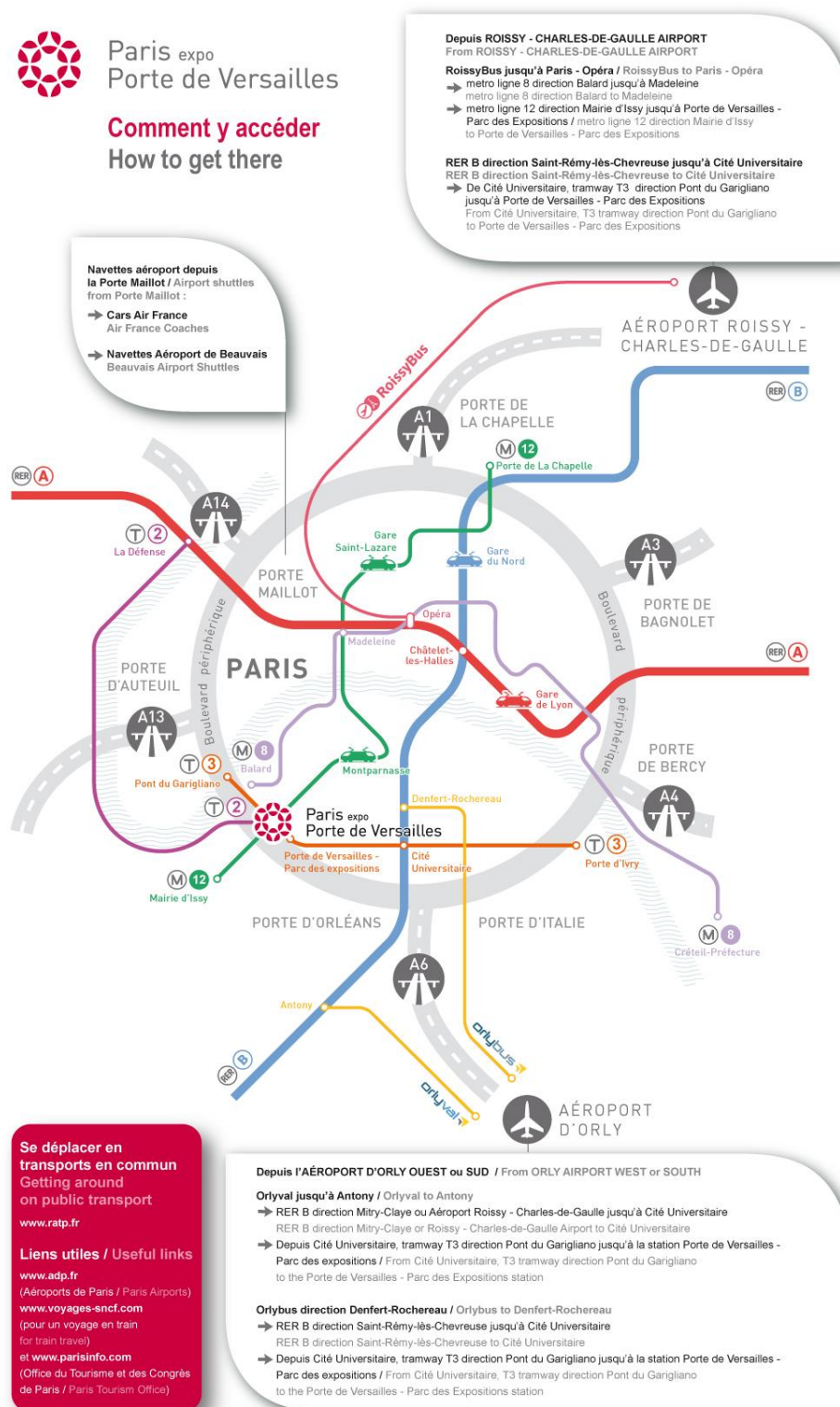
- Access/traffic & parking
- Hangings & overhead power supply, bridges and lights
- Events/activities at stands
- Architecture & Decoration
- Complementary insurance
- Access pass
- Useful contacts
- Exhibitor timetables
Assembly/Opening/Dismantling
- Health and safety
- Cleaning/Vacating the stand
-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

USEFUL INFORMATION

ACCESS/TRAFFIC
& PARKING

1/8

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

SET UP				
Période	Type de véhicule	Stationnement	Porte d'accès	Observations
Le 16/02 from 8.00am au 21/02	VUL et PL	Auprès du Pavillon 1	Entrance gate M	Exit gate T,S
Les 20 et 21/02	Bétaillères - BOVINS	Auprès du Pavillon 1	Entrance gate M	Exit gate S ou T
	Bétaillère - OVINS ET PORCINS		Entrance gate M	Exit gate L
	VUL et PL		Entrance gate T	Exit gate L
Le 17/02 from 8.00am au 21/02	VUL et PL	Auprès du Pavillon 2/2	Entrance gate D	Exit gate D
	VUL et PL	Auprès du Pavillon 4	Entrance gate D	Exit gate D
Le 18/02 from 8.00am au 21/02	VUL et PL	Auprès du Pavillon 2/3 et 3	Entrance gate D	Exit gate D,H*
Le 19/02 from 8.00am au 21/02	VUL et PL	Auprès du Pavillon 6	Entrance gate C	Exit gate B
	VUL et PL	Auprès du Pavillon 5	Entrance gate B	Exit gate D
	VUL et PL	Auprès du Pavillon 7/1	Entrance gate D	Exit gate D,H*
OPENING TO THE PUBLIC				
Du 22/02	<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. 			
Au 01/03	<ul style="list-style-type: none"> . Stopping and parking forbidden on the traffic movement corridors. . No parking on the safety perimeters, as soon as open to the public. . EXHIBITOR & VISITOR CAR PARKS OPEN from 8am to 11 pm. 			

Important : 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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ACCESS TO THE PAVILIONS

DISMANTLING				
POUR LE PAVILLON 7/1				
Le 01/03 from 7.00pm	VUL < 3.5 T	Near Pavillon 7/1	Entrance gate D	Exit gate D, H*
Le 01/03 from 9.00pm	VUL et PL			
until 02/03 at 12.00 am				
POUR LES PAVILLONS 2-3-4-5-6				
Le 01/03 from 7.00pm	VUL < 3.5 T	Near pavillons	Entrance Porte C,D et B Pavilions Following set up times	Exit gate D,J*
Le 01/03 from 9.00pm	VUL et PL			
until 03/03 at 12.00am (midday)				
POUR LE PAVILLON 1				
Le 01/03 from 7.00pm	VUL < 3.5 T	Near Pavillon 1	Entance Porte T	Exit gate L
Le 01/03 from 7.00pm	Bétaillères - BOVINS Bétaillères - OVINS ET PORCINS		Entance Porte M	Exit gate S- L
Le 01/03 from 9.00pm	PL			
until 04/03 at 12.00pm				

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 02/21/2020 at midnight.

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 P1 – P6 –P7 will no longer be free as of midnight on 21 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 21, 2020 (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 22 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 (park P1 –P6 –P7). 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.

USEFUL INFORMATION

ACCESS/ TRAFFIC & PARKING

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REGISTERING A VEHICLE ON LOGIPASS

REMINDER VIPARIS :

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

USEFUL INFORMATION

ACCESS/CIRCULATION & PARKING

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PLAN OF THE SHOW



Plan arrêté au 28/10/2019, susceptible de modifications / Plan as at 2019/10/28, subject to modifications.

	ELABORÉ ET RÉVISÉ PAR DES EXPERTS NUTRITIONNELS ET DIÉTÉTIQUES	CONVULS ET/OU MÉTÉORES D'ÉPIGÉE D'ÉPIGÉE PAR DES EXPERTS	SERVICES ET MÉTIERS DE L'AGRICULTURE AGRICULTURAL SERVICES AND PROFESSIONS	PRODUITS DES SERVICES ET MÉTIERS DE L'AGRICULTURE AGRICULTURAL SERVICES AND PROFESSIONS PRODUCTS OF THE WORLD
PAVILLON	1	Bovins, ovins, porcins, caprins Cattle, goats, pigs, sheep		
PAVILLON	2.2	Cultures et filières végétales - Jardin et potager Crops and plant sectors - Garden and kitchen garden		
PAVILLON	3	Produits et saveurs de France Products and flavours of France		
PAVILLON	4	Services et métiers de l'agriculture Agricultural services and professions AGRI 4.0 AGRI RECH/ITE: Votre espace emploi formation / Careers and training area Environnement et énergies Environment and energy La ferme pédagogique du salon Educational farm		
PAVILLON	5.1	Produits et saveurs de France d'Outre-mer Products and flavours of overseas territories		
PAVILLON	5.2	Agricultures du monde et leurs produits World Agriculture and their products Élevages du monde World Livestock		
PAVILLON	6	Équins, asins Horses, donkeys Artisanat et patrimoine rural de France - Produits de France Crafts and rural heritage of France - French products		
PAVILLON	7.1	Chiens et chats Dogs and cats		
PAVILLON	7.2	Concours Général Agricole des Produits et Vins Concours Général Agricole products and wines		

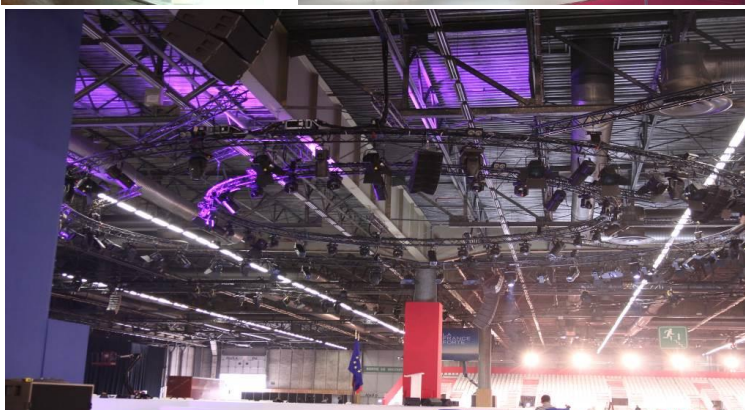
USEFUL INFORMATION

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 **80 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 20, 2020 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 20, 2020 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 - 6	Pavillons 2/2
<p>Carole LABARDE Tel: +33 (0)1 76 77 11 82 Email: carole.labarde@comexposium.com</p>	<p>Pascal SALLANDRE Tel: +33 (0)1 76 77 15 54 Email: pascal.sallandre@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
- 3D view

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 22/02/2020) to the evening on which the show closes to the public (7pm on 01/03/2020).

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 22/02/2020) to the evening on which the show closes to the public (7pm on 01/03/2020).

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 near 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.
- You have a quota of passes (9 day) included which 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 is NAME BADGE it has to be filled out and 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.

To order additional passes (9, 5, 3 or 1 day), check the session “my store” on your exhibitor’s area.

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 22, to Sunday March 1, 2020

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 /5-1 /5-2/7-1	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 INFORMATION

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^eARRONDISSEMENT	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.portedeverailles@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	AFS Alain FRANCIONI	56, rue Roger Salengro 93110 Rosny-sous-Bois tél : +33(0)6 70 61 95 11 E-mail : afrancioni@afsconseils.fr
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 2020

Pavilions	Arrival date for bare stands	Arrival date for fitted stands	Assembly schedule	* Dismantling bare stands schedule	Power supply
1	Sunday 16/02	wednesday 19/02	16/02 - 18/02 : 8.00am-8.00pm 19/02 : 8.00am-10.00pm 20/02 : 8.00am-midnight	01/03 : 7.00pm-midnight 02 - 03/03 : 8.00am-8.00pm 04/03 : 8.00am-7.00pm	Thursday 20/02 8 am – 8 pm Friday 21/02 7am -midnight Saturday 22/02 7am – 7.30pm From Sunday 23/02 until Sunday 01/03 8.30am – 7.30pm
Attention hall 1 Friday 21/02 will be reserved to animals arrival . this day, no motorised vehicle will be allowed into the halls The set up wich need using motorised vehicle (fenwick, nacelle) has to be finished the Thursday evening at midnight					
2-2	Monday 17/02	Thursday 20/02	17/02 - 19/02 : 8.00am-8.00pm 20/02 : 8.00am-10.00pm 21/02 : 8.00am-midnight	01/03 : 7.00pm-midnight 02/03 : 8.00am-8.00pm 03/03 : 8.00am-12.00am	
2.3	Tuesday 18/02	Thursday 20/02	18/02 - 19/02 : 8.00am-8.00pm 20/02 : 8.00am-10.00pm 21/02 : 8.00am-midnight	01/03 : 7.00pm-midnight 02/03 : 8.00am-8.00pm 03/03 : 8.00am-12.00am	
3	Tuesday 18/02	Thursday 20/02	18/02 -19/02 : 8.00am-8.00pm 20/02 : 8.00am-10.00pm 21/02 : 8.00am-midnight	01/03 : 7.00pm-midnight 02/03 : 8.00am-8.00pm 03/03 : 8.00am-8.00pm	
4	Monday 17/02	Thursday 20/02	17/02- 19/02 : 8.00am-8.00pm 20/02 : 8.00am-10.00pm 21/02 : 8.00am-midnight	01/03 : 7.00pm-midnight 02/03 : 8.00am-8.00pm 03/03 : 8.00am-12.00am	
5/1	Wednesday 19/02	Thursday 20/02	19/02 : 8.00am-8.00pm 20/02 : 8.00am-10.00pm 21/02 : 8.00am-midnight	01/03 : 7.00pm-midnight 02/03 : 8.00am-8.00pm 03/03 : 8.00am-12.00am	
5/2	Wednesday 19/02	Thursday 20/02	19/02 : 8.00am-8.00pm 20/02 : 8.00am-10.00pm 21/02 : 8.00am-midnight	01/03 : 7.00pm-midnight 02/03 : 8.00am-8.00pm 03/03 : 8.00am-12.00am	
6	Wednesday 19/02	Thursday 20/02	19/02 : 8.00am-8.00pm 20/02 : 8.00am-10.00pm 21/02 : 8.00am-midnight	01/03 : 7.00pm-midnight 02/03 : 8.00am-8.00pm 03/03 : 8.00am-12.00am	
7-1	Wednesday 19/02	Thursday 20/02	19/02 : 8.00am-8.00pm 20/02 : 8.00am-10.00pm 21/02 : 8.00am-midnight	01/03 : 7.00pm-midnight 02/03 : 8.00am-12.00am	

Permanent Power will be connected on Thursday 20/02 from 8 a.m. to 7.30 p.m the Sunday 01/03
Equipped stands will be dismantled from 7.30am on Monday March 2 .Storage spaces and furnishings have to be emptied between 7pm and 12pm on Sunday March 1st

IMPORTANT

If you wish to request an electrical supply box before Thursday 20th February , 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

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EXHIBITOR TIMETABLES DURING ASSEMBLY TIMES

Time: Monday 17 February to 21 February (depending on the pavilions)

- For bare space stands ([see Exhibitor Timetables – Click here](#))
- Equipped stands will be delivered on Thursday 20 February 2020 from 8am.

EXHIBITOR TIMETABLES DURING PUBLIC OPENING TIMES

Time: Saturday 22th February to Sunday 1st March 2020

- 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 22 February to Sunday 1st March 2020 from 9am to 7pm

EXHIBITOR TIMETABLES DURING THE DISMANTLING PERIOD

Time: Sunday 1st March at 7pm to 4th March at 7pm (depending on the pavilion)

- For bare space stands (see Exhibitor Timetables)
- Storage and furniture on equipped stands must be emptied on 1st March 2020 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

Contact :

Tél. +33 (0)1 72 72 10 95

Fax.+33 (0)1 53 30 69 88

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.

EXHIBITOR'S GUIDE

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

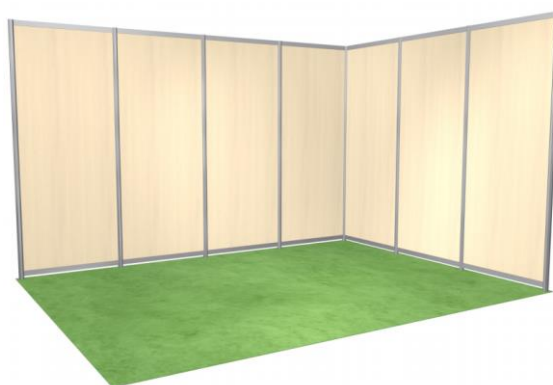
IF YOU RESERVED A BASIC STAND

- 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 20 January 2020** 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](#))

Pavillons 1 - 6	Pavillons 2/2
<p>Carole LABARDE Tel: +33 (0)1 76 77 11 82 Email: carole.labarde@comexposium.com</p>	<p>Pascal SALLANDRE Tel: +33 (0)1 76 77 15 54 Email: pascal.sallandre@comexposium.com</p>

➤ **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.

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 & 6	Pavillons 2/2, 4 & 7/1
Stephane PECASTAING Tél: +33 (0)1 76 77 15 03 Email: stephane.pecastaing@comexposium.com	Carole LABARDE Tél: +33 (0) 1 76 77 11 82 Email: carole.labarde@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 20th 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 sqm:** 1 sqm of storage space
- **> 18 sqm :** 2 sqm of storage space
- Brown-chocolate carpet with a protective covering
- 1 electricity distribution box 3 kW (non-permanent), consumption included
- 1 spotlight (100 watt) per 3 sqm
- 1 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

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

Ludovic DENARIE

Tel.: + 33 (0)1 45 15 41 09

E-mail: ldenarie@creatifs.fr

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 foreign 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

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 before **the 20th of January 2020**.

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

***Pavillon 3**, refer to regulations Régions de France

For others Pavillons:

Pavillons 1 & 6 : Carole LABARDE :

carole.labarde@comexposium.com

Pavillons 2/2: Pascal SALLANDRE :

pascal.sallandre@comexposium.com

These plans should include:

- Floor plans with indication of scale, dimensions and setbacks between levels,
- Sections indicating scale, dimensions and heights.
- 3D view

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
- **Pavilion 1, 2/2 & 5 : Pavilion 2/3:** 6 m in stand interiors, with obligatory clearance of 1 m relative to neighbouring stands
- **Pavilion 2/3:** 4 m in stand interiors, with obligatory clearance of 1 m relative to neighbouring stands **some zones cannot allow for slings. Please contact VIPARIS on +33 (0)1 40 68 23 00.**

Pavillons 3: refer to regulations Régions de France

- **Pavilion 4:** 6 m in stand interiors, with obligatory clearance of 1 m relative to neighbouring stands (except under peripheral HLC 4,90m). **some zones cannot allow for slings. Please contact VIPARIS on +33 (0)1 40 68 23 00.**
- **Pavilion 6 & 7/1:** 4 m in stand interiors, with obligatory clearance of 1 m relative to neighbouring stands

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 & 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 and 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.

REGULATIONS

ARCHITECTURE
& DECORATION RULES

- Any closure beyond 8m must respect a clearance of 2m in relation to the aisles of circulation.
- 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 except 2/3, 3 & 7/1:** Top edge at a height of 6 m with obligatory minimum clearance of 1 m relative to neighbouring stands (maximum lighting bridge height 6.50 m)
- **Pavilion 2/3:** Top edge at a height of 4 m with obligatory minimum clearance of 1 m relative to neighbouring stands (maximum bridge height 4,50 m). **some zones cannot allow for slings. Please contact VIPARIS on +33 (0)1 40 68 23 00**
- **Pavillon 3 :** refer to Regulation Régions de France
- **Pavilion 7.1:** top of the sign at 5m with obligatory minimum clearance of 1 m relative to neighbouring (height of bridge: 5m 50 maximum).

4.2. Pivoting signs and balloons:

Pivoting signs and balloons have to respect the maximum height restrictions of stands and must observe a clearance of 1 m relative to neighbouring.

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 - 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.

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

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. 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.

6 - 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 80 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

ARCHITECTURE
& DECORATION RULES

2/2

7- SLINGS – HANGING ATTACHMENTS and SELF-SUPPORTING STRUCTURES**New regulations**

Attachment operations involving building structures are carried out solely by the specialist departments of VIPARIS Porte de Versailles.

Only the VIPARIS Porte de Versailles is authorised to intervene on pavilion frames.

Slings are designed for a maximum load on the attachment point depending on the set-up of your stand (including loads for motors, electric cables, etc.) according to the sling attachment location plan, which can be ordered online on the exhibitors' platform.

Please refer to the table of authorised heights.

We would draw your attention to the provisions concerning the inspection of hung structures and self-supporting structures issued by the Paris Administrative Safety Commission.

The following are concerned:

- All temporary installations hung from attachment points at the exhibition centre by slings: lighting trusses, built structures, signage, etc.
- Self-supporting stage-type structures, as regards certification of correct mounting compliant with the manufacturer's instructions.

The safety specifications for the Paris Porte de Versailles exhibition centre have thus been modified to factor in the inspection procedures for these installations.

It is now mandatory to have installations inspected and certified before structures are hung from attachment points:

-Either by an approved inspection office (*) which checks your installations, in order to obtain a certification of solidity without reservations,

-Or by a technician whose qualifications are recognised by their employer. As the Safety Commission allows a qualified technician delegated by the establishment director to certify the compliance of the attachment.

The qualified technician who carries out the work must therefore produce a self-inspection document certifying the solidity of the structure in line with professional standards and current regulations and standards in France.

In both cases, the certificate issued the approved control office or the self-inspection document should be given to the exhibition Safety Officer, and be available to this officer at your stand during the assembly period.

In both cases, the Safety Commission can ask for the calculation note provided to check the total weight of objects hung from slings. If a dossier is incomplete, the Safety Commission can close the stand until it has been made safe, at your expense, and certified as such by an approved inspection body.

To help you in these procedures, we have referenced the following inspection offices, though you are free to use any approved structure solidity inspection office you choose (and can ask for any advice you need from our Safety Officer).

ANCO

Mr Frédéric JOUCREAU
Telephone: 06 74 70 98 42
Email: frederic@anco75.fr

QUALICONSULT

Mr Nicolas RABILLER
Telephone: +33 (0)6 31 61 96 83
Email: nicolas.rabiller@qualiconsult.fr

BUREAU VERITAS EXPLOITATION

Ms Laetitia ATLAN
Telephone: 06 11 84 81 61
Email: laetitia.atlan@fr.bureauveritas.com

(*) Body approved by the Ministry of Housing and Sustainable Habitat – Structure Solidity mission

REGULATIONS

ARCHITECTURE
& DECORATION RULES

2/2

8. Operations on electrical installations or in their vicinity can only be carried out by qualified workers.

1) Labour Code: Compulsory nature of accreditation, Article R. 4544-9 (created by order no. 2010 -1118 of 22 September 2010) and Article R. 4544-10 (created by order no. 2010 -1118 of 22 September 2010)

Workers are accredited within the limits of the powers conferred on them. Accreditation, issued by the employer, specifies the nature of the tasks they are authorised to perform.

Before issuing accreditation, the employer must ensure that workers have received theoretical and practical training making them aware of the risks connected with electricity and the safety measures to be taken when performing the tasks assigned to them.

The employer must issue, maintain or renew accreditation according to the procedures contained in the standards shown in article R. 4544-3.

The employer must give each worker a list of requirements based on the relevant requirements in these standards, if need be with additional specific safety instructions regarding the work performed.

2) "Non-electricians"

"Non-electricians" may also be involved, if they are required to work in close proximity to potentially risky electrical installations – for example: any activity carried out immediately beside uninsulated live parts.

Please note that the concept of accreditation is assessed according to the risk involved. Thus, depending on the environment (material, organisational, etc.), in certain cases a fuse can be replaced or a circuit-breaker reset by a non-accredited employee (though this does not mean "untrained") who has received precise instructions, but in other situations such tasks may have to be carried out by an accredited staff member.

3) Any work involving a live electric cabinet must be carried out by qualified staff appointed by the employer. Work in a live electric cabinet is understood to mean with an open door.

All connections should be made previously with the power supply off, and the electrical cabinet should be locked afterwards (the key should be held by the manager of the stand or a person in a position of responsibility)

4) Accreditation:

A minimum accreditation level of "B0" is required.

The first letter indicates the voltage range of the structures on which the accreditation holder can work or take action – B, meaning a BT (Basse Tension: low voltage) installation, or a TBT (Très Basse Tension: very low voltage) installation. The second letter indicates the nature of the tasks the holder may perform – 0: non-electrical work

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:

A.F.S Conseil

M. Alain FRANCIONI

56, rue Roger Salengro

93110 Rosny-sous-Bois

Portable : +33 6 70 61 95 11

E-mail: afrancioni@afsconseils.fr

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

2. 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 AFS CONSEIL)

- 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 AFS CONSEIL 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 AFS CONSEIL
- 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

3/5

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 AFS CONSEIL,
- 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

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9. SPECIAL EFFECTS

(Please contact the Cabinet AFS CONSEIL)

- 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 AFS CONSEIL).
- 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

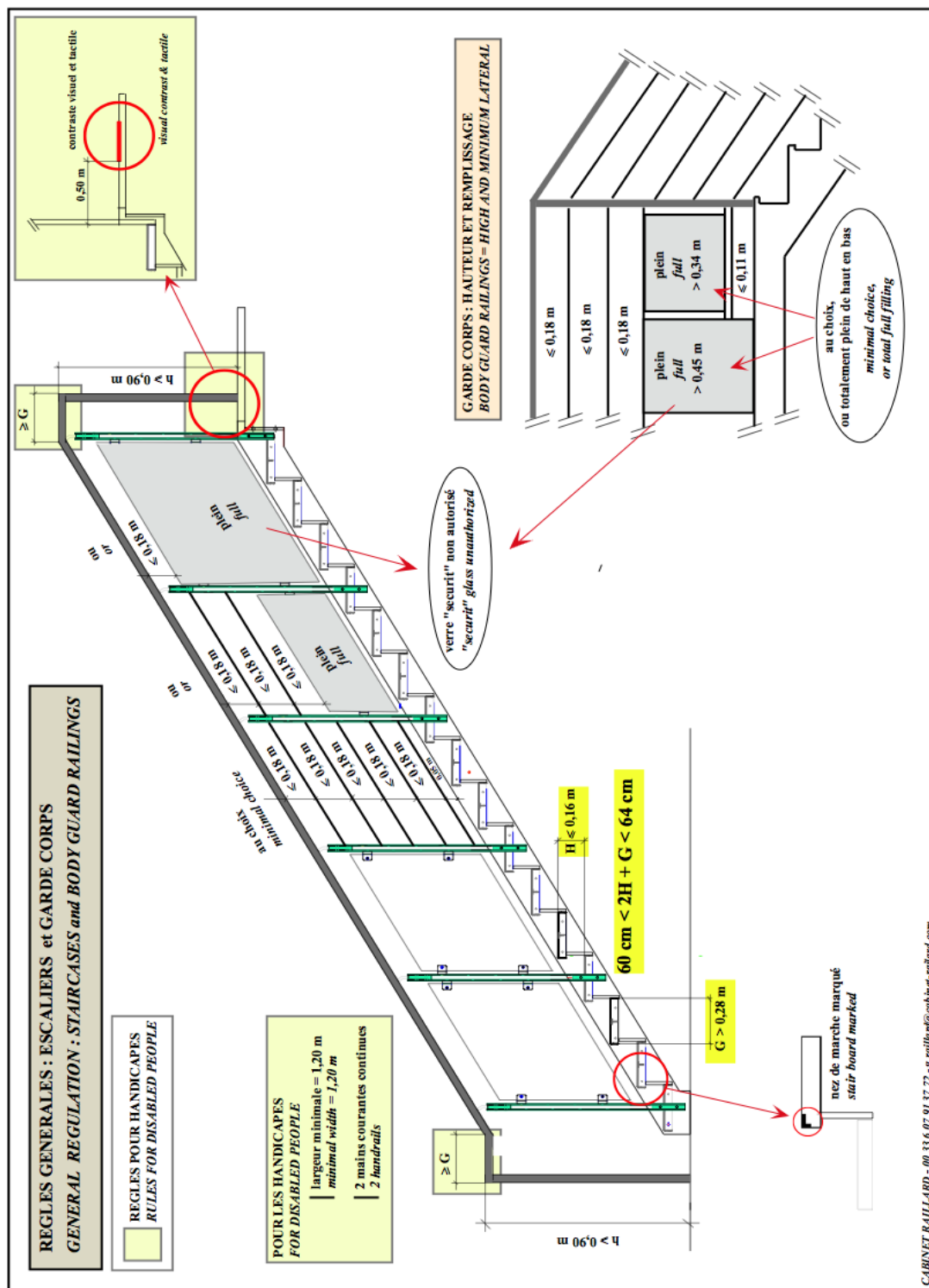
13. INSTRUCTIONS FOR OPERATION

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

REGULATIONS

FIRE & PANIC RISK PREVENTION REGULATIONS

5/5



FORMALITIES

CUSTOMS

1/3

IMPORTANT : CUSTOMS INFORMATION[+33 \(0\)8 11 20 44 44 *](tel:+332811204444) (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 10TH JANUARY 2020

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 22/02/20 to 01/03/20 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 22/02/20 to 01/03/20, Pavilions 2, 3, 4, 5 & 7/1 - 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 10TH JANUARY 2020

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**

1/17

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

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

**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 SALON INTERNATIONAL DE L'AGRICULTURE 2020, 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 SALON INTERNATIONAL DE L'AGRICULTURE 2020.

This document is a General Health and Safety Protection Plan Intended for the Exhibitor, his suppliers and subcontractors 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 technic
- al developments,
- To replace what is dangerous by what is not or by what is less dangerous,
- To plan prevention measures by coherent integration of techniques, work organization and working conditions,
- To take collective protection measures giving them priority over individual protection measures.

The Exhibitor has a duty and legal obligation to:

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

2°) Pass on the information about these instructions to all service providers appointed by himself who work during the assembly and dismantling periods on his stand.

IF YOUR STAND IS:

- Installed by several independent companies.
- Installed by a decorator/stand designer using at least two sub-contractors.
- Includes a mezzanine floor.

If YES to at least one of these:

You must appoint an Health and Safety Coordinator for the assembly and dismantling periods and communicate his contact details together with his GHSPCP (General Health and Safety Protection Coordination Plan) to the D.Ö.T Company before January 15th 2020.

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

DÖT / SALON INTERNATIONAL DE L'AGRICULTURE 2020
Fax: +33 (0)1 46 05 76 48 - Email: sps@d-o-t.fr

FORMALITIES

EXHIBITORS'
SAFETY NOTICE

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OBLIGATORY

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

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

You are reminded that wearing safety shoes (reinforced toe caps + anti-perforation soles) is obligatory for anyone who enters the show site during these periods.

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

To be accepted into the halls, electrical tools, fixed or portable, must be equipped with a vacuum or dust collection system. (Art. R 4412-70 of the Code of Work)

EVENT ASSEMBLY AND DISMANTLING DATES

		17-févr	18-févr	19-févr	20-févr	21-févr	22-févr	OUVERTURE DU 22/02 AU 01/03	DEMONTAGE			
		D	L	M	M	J	V	Sau D	D	L	M	M
PAVILLON 1	stands nus	8h00 -20h	8h00 -20h	8h00 -20h	8h00 -22h	8h00 -24h	arrivée des animaux		19h00 -24h	8h00 -20h	8h00 -20h	8h00 -19h
	stands équipés				8h00 -22h	8h00 -24h			19h00 -24h			
PAVILLON 2-2	stands nus		8h00 -20h	8h00 -20h	8h00 -20h	8h00 -22h	8h00 -24h		19h00 -24h	8h00 -20h	8h00 -12h	
	stands équipés					8h00 -22h	8h00 -24h		19h00 -24h			
PAVILLON 2,3	stands nus			8h00 -20h	8h00 -20h	8h00 -22h	8h00 -24h		19h00 -24h	8h00 -20h	8h00 -12h	
	stands équipés					8h00 -22h	8h00 -24h		19h00 -24h			
PAVILLON 3	stands nus			8h00 -20h	8h00 -20h	8h00 -22h	8h00 -24h		19h00 -24h	8h00 -20h	8h00 -20h	
	stands équipés					8h00 -22h	8h00 -24h		19h00 -24h			
PAVILLON 4	stands nus		8h00 -20h	8h00 -20h	8h00 -20h	8h00 -22h	8h00 -24h		19h00 -24h	8h00 -20h	8h00 -12h	
	stands équipés					8h00 -22h	8h00 -24h		19h00 -24h			
PAVILLONS 5,1 -5,2 -5,3	stands nus				8h00 -20h	8h00 -22h	8h00 -24h		19h00 -24h	8h00 -20h	8h00 -12h	
	stands équipés					8h00 -22h	8h00 -24h		19h00 -24h			
PAVILLON 6	stands nus				8h00 -20h	8h00 -22h	8h00 -24h		19h00 -24h	8h00 -20h	8h00 -12h	
	stands équipés					8h00 -22h	8h00 -24h		19h00 -24h			
PAVILLON 7/1	stands nus				8h00 -20h	8h00 -22h	8h00 -24h					
	stands équipés					8h00 -22h	8h00 -24h					

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

In the dismantling period, on 1st March 2020 motorised vehicles may only work after 8pm in the halls.

CONTENTS

- I. GENERAL INFORMATION ABOUT THE OPERATION
- II. ADMINISTRATIVE INFORMATION
- III. GENERAL ORGANIZATION OF THE SHOW
- IV. HANDLING CONDITIONS
- V. CLEANING
- VI. INSTALLATIONS AVAILABLE DURING ASSEMBLY AND DISMANTLING
- VII. ACCESS CONTROL
- VIII. GENERAL SAFETY OBLIGATION FOR EACH WORKER
- IX. GENERAL RULES OF CONSTRUCTION
- X. FIRE SAFETY
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FORMALITIES

EXHIBITORS'
SAFETY NOTICE

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

The Exhibitors' Safety Instruction is a document written and devised by the Coordinator defining all appropriate measures to prevent hazards arising from the interference of the activities of different companies during assembly and dismantling of SALON INTERNATIONAL DE L'AGRICULTURE 2020.

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

I.2. COMPOSITION

The Safety Instructions that must be [validated on the website show](#).

The safety regulations of the Venue and the Fire Safety instructions are available from the Organizer.

I.3. DEFINITION OF THE COMPANY

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

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

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

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

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

In addition, it is supposed that companies have:

a) Taken note of plans and documents useful in carrying out the work, and of event technical files, and that they have taken due note of the sites, places and installation areas of major structures and of all general or local elements relating to the execution of the work.

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

c) Made a detailed visit of the site and taken note of all the physical conditions and all constraints pertaining to the places of work, accesses and surroundings, to the ready execution of the work, and to the on-going organization and operation of the worksite.

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EXHIBITORS'
SAFETY NOTICE

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II. ADMINISTRATIVE INFORMATION**II.1. THE PARTICIPANTS****II.1.1. GENERAL ORGANIZATION**

The COMEXPOSIUM Company acts as the general exhibition Organizer of **SALON INTERNATIONAL DE L'AGRICULTURE 2020**.

ORGANIZER / EMPLOYER	GENERAL SHOW DIRECTOR
COMEXPOSIUM 70 avenue du Général de Gaulle Immeuble le Wilson 92058 PARIS LA DEFENSE Cedex Tel: +33 (0)1 76 77 11 11	Madame Valérie LEROY Email: valerie.eroy@comexposium.com
TECHNICAL MANAGER	LOGISTIC MANAGER
Monsieur Jean-Marc PIERRE Tel : +33 (0)1 76 77 13 67 Email : jean-marc.pierre@comexposium.com	Madame Carole LABARDE Tel : +33 (0)1 76 77 11 82 Email : carole.labarde@comexposium.com
CONTACT RECEIVING EXHIBITORS' DEMANDS	
Monsieur stéphane PECASTAING Tel : +33 (0)1 76 77 15 03 Email : stephane.pecastaing@comexposium.com	Monsieur Pascal SALLANDRE Tel : +33 (0)1 76 77 15 54 Email : pascal.sallandre@comexposium.com

INSURANCE AGENCY – Civil resp / Dam.to property	TOWN HALL
SIACI SAINT HONORÉ 18 rue de Courcelles 75384 PARIS Cedex 08 Monsieur Philippe HUET Tel: +33 (0)1 44 20 29 81 Email: philippe.huet@s2hgroup.com	MAIRIE DU XV^{ème} Arrondissement 31 rue Peclet 75015 PARIS Tel : +33 (0)1 55 76 75 15

II.1.2. HSP COORDINATION / FIRE SAFETY

HSP COORDINATOR	FIRE SAFETY REPRESENTATIVE
D.Ö.T 93 rue du Château 92100 BOULOGNE BILLANCOURT Tel +33 (0)1 46 05 17 85 - Fax: +33 (0)1 46 05 76 48 Email: sps@d-o-t.fr	AFS Conseils et Sécurité 76 rue Baudin 93130 NOISY LE SEC Tel : +33 (0)6 70 61 95 11 Email : afrancioni@afsconseils.fr

The dates or presence of the fire safety representative haven't been defined.
The date of the safety committee tour of inspection hasn't been defined

FIRE PROOFING	EXPERT IN THE SOUNDNESS OF MAJOR STRUCTURE
Groupeement NON FEU 37-39, rue de Neuilly BP 249 - 92113 CLICHY Tel: +33 (0)1 47 56 31 48 Groupeement Technique Français de l'ignifugation 10 rue du Débarcadère 75017 PARIS Tel: +33 (0)1 40 55 13 13	SOCOTEC 3, avenue du centre des quadrants 78 182 St Quentin En Yvelines Tel : +33 (0)1 30 12 80 00

FORMALITIES

EXHIBITORS'
SAFETY NOTICE

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II.2. DEFINITION OF WORK AREAS

VENUE	HALLS
PARIS EXPO – Porte de Versailles 1 place de la Porte de Versailles 75015 PARIS Accueil : Tel : +33 (0)1 40 68 22 22 Service Exposants: Tel : +33 (0)1 40 68 16 16	1, 2/2, 2/3, 3, 4, 5/1, 5/2, 5/3, 6, 7/1, Pont des expositions, extérieurs

II.3. THE OFFICIAL BODIES

INSPECTION OF WORK	CRAMIF
Madame Dominique DABNEY - Section 15 A 46-52 rue Albert 75640 PARIS Cedex 13 Tel: +33 (0)1 40 45 36 50	Service des risques Professionnels. 17/19 avenue de Flandre 75954 PARIS Cedex 19 Tel: + 33(0)1 40 05 38 16
O.P.P.B.T.P.	GLOSSARY
1 rue Heyrault 92660 BOULOGNE Cedex Tel : +33 (0)1 40 31 64 00	CRAMIF : Caisse Régionale d'Assurance Maladie d'Ile de France OPPBTP : Organisme Professionnel de Prévention du Bâtiment et des Travaux Publics

II.4. EMERGENCY SERVICES

ON THE SHOW SITE:

EMERGENCY POST	GENERAL SURVEILLANCE POST
MS2C Madame SHIRLEY Tel : +33 (0)6 12 29 17 82	Tel : + 33 (0)1 72 72 18 18
	FIRE SAFETY
	Tel : + 33 (0)1 72 72 15 32

OFF SITE:

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

FORMALITIES

EXHIBITORS'
SAFETY NOTICE

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III. GENERAL EVENT ORGANIZATION**III.1. GENERAL PRESENTATION OF THE SHOW**

Cf. Exhibitor's Guide.

III.2. SCHEDULE OF USE OF HALLS**Public opening:****DATES & TIME**From the 22th February to the 1st March 2020 from 9am to 7pm.**III.3. VARIOUS SERVICE PROVISIONS**

Cf. Exhibitor's Technical Guide.

III.4. SITE CONSTRAINTS**III.4.1. TRAFFIC MOVEMENTS INSIDE THE PARK**

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

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

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

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

III.4.2. TRAFFIC MOVEMENTS INSIDE THE HALLS

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

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

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

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

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

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

FORMALITIES

EXHIBITORS'
SAFETY NOTICE

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RESPECT: INSIDE

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

RESPECT: OUTSIDE

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

IV. HANDLING CONDITIONS**IV.1. GENERAL REMARKS**

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

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

Lifting and handling equipment must satisfy the requirements of current regulations. They must be kept in good working order and have satisfied regular inspections in conformity with the Article R 4535-7 of the Code of Work.

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

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

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

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

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

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

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

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

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

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

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

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IV.2. USE OF MACHINES WITH AN ENGINE

The drivers must be at least 18 years of age and hold driving permits issued by the employer as well as the CACES (safe driving aptitude certificate) and the Special Medical Fitness Certificate. The speed limit must be respected for any movement outside the halls. It must be reduced and appropriate inside the halls.

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

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

It must be reduced and appropriate inside the halls.

IV.3. LIFTING REGULATIONS

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

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

The certificate of conformity of this equipment must be available for inspection.

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

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

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

The maximum load indications of each strap must be respected.

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

It is forbidden:

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

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EXHIBITORS'
SAFETY NOTICE

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IV.4. STORAGE

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

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

All workers are asked to respect these plans scrupulously.

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

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

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

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

V. CLEANING

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

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

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

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

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

VI. INSTALLATIONS AVAILABLE DURING ASSEMBLY AND DISMANTLING PERIODS

VI.1. TOILETS

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

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

VI.2. CLOAKROOMS / CANTEEN

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

There will be no canteen for meals.

VI.3. TELEPHONE ON SITE

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

VI.4. ACCOMMODATION

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

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EXHIBITORS'
SAFETY NOTICE

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VII. ACCESS CONTROL

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

Badges will be distributed to each worker in the event.

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

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

VIII. GENERAL SAFETY OBLIGATIONS OF EACH WORKER**VIII.1. WORKFORCE****VIII.1.1. MEDICAL FITNESS**

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

VIII.1.2. SAFETY TRAINING

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

VIII.2. REGISTERS VIII.2.1. LEGAL REGISTERS

The company must hold obligatory legal documents at the site, as they may be asked for by administrative inspection services.

All employers based outside France with the intention of providing services in France must submit a prior declaration of posting of its workers to the work inspectorate branch of the place where the service is to be provided, before the posting gets underway.

Access to the online declaration portal: www.sipsi.travail.gouv.fr

VIII.2.2. JOINT SITE VISITS

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

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

VIII.3. PROTECTIONS

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

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VIII.3.1. COLLECTIVE PROTECTIONS

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

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

The stairs must be assembled as a priority and made safe by guardrails as soon as they are set up.

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

For the dismantling all these protections must be reinstalled.

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



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

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

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

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

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VIII.3.2. INDIVIDUAL PROTECTIONS

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

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

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

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

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

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

IX. GENERAL RULES OF CONSTRUCTION**IX.1. DECORATIONS**

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

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

IX.2. WORKING AT HEIGHTS

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

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

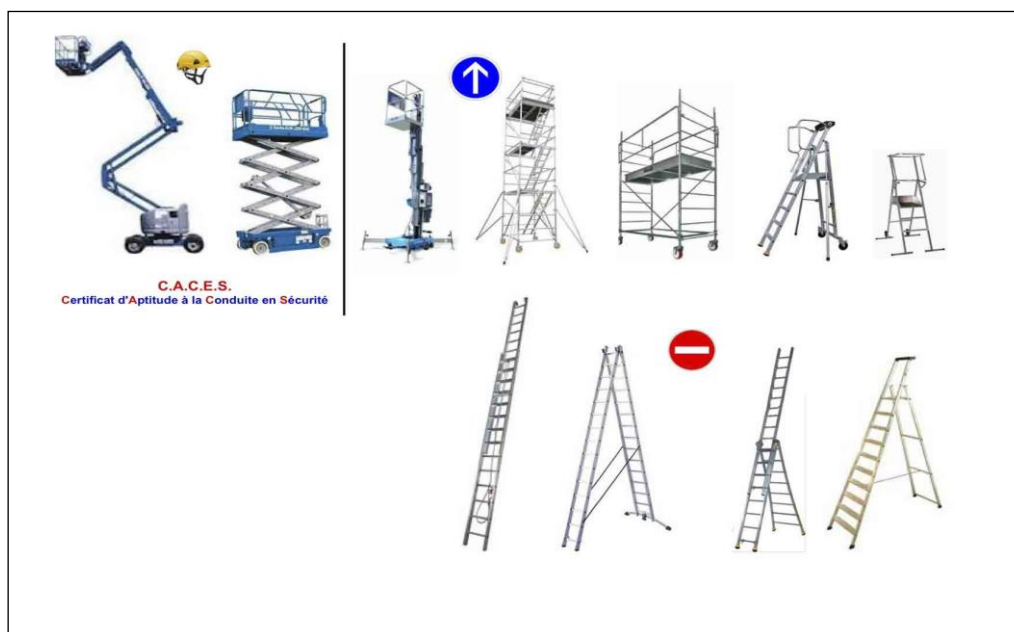
**Ladders, stepladders and footstep platforms must not be used as work positions.
(Article R 4323-63 of the Code of Work)**

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



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

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

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

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

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

These equipments must include progressively secured floors and access to the higher levels by guard rails

Legal restrictions concerning work at heights must be respected.

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IX.3. MEASURES TAKEN CONCERNING CO-ACTIVITY

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

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

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

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

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

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

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

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

IX.4. SITE CONNECTIONS / LIGHTING**IX.4.1. REGULATIONS**

To avoid the risk of electrocution, damage to electrical cables, and multiplication of connections on the same line, "wild" connections to existing outlets in the hall are not tolerated.

The electrical boxes must be ordered from the Organizer or the Exhibition Center. The power ordered must allow supplying the needs of the companies during assembly, exhibition and dismantling.

It is obligatory for the companies that use the installation to report immediately to the responsible persons any defect or degradation noted.

From this box, the enclosures and the connected electrical installations must be checked by a person or an approved organization before being put into service. The report of this inspection must be available and kept on the site for the duration of assembly and dismantling.

The enclosures will include a manual cutoff and reset switch and a 30mA differential protection device.

The electrical installations will be carried out according to the French regulations in force. The supply, installation and maintenance of the installations are the responsibility of the installation company.

All construction cables must be HO7 RNF. Extenders and extension cords ~~that~~ must be fully unwound before use, unless specific terms from the manufacturer and must be, compliant with the standards in force. The plugs must be unbreakable.

Personnel involved in electrical installations will have received training and must have a credential as part of publication UTE C 18510.

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

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IX.4.2. LIGHTING

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

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

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

IX.5. PREVENTION OF RISKS OF PROFESSIONAL DISEASESIX.5.1. HAZARDOUS MATERIALS

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

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

IX.5.2. NOISE DISTURBANCE

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

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

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

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

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

**To be accepted into the halls, electrical tools, fixed or portable, must be equipped with a vacuum or dust collection system.
(Art. R 4412-70 of the Code of Work)**



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

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IX.7. WORK INVOLVING HEAT

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

IX.7.1. INFLAMMABLE MATERIALS AND PRODUCTS

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

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

IX.7.2. EXTINGUISHING MEANS**Communal means:**

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

Specific means for each worker:

Each company must plan in his IHSP the means of prevention suited to his activity and his work zone

If necessary, the worker complete by specific means the common means of extinguishing.

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

X. FIRE SAFETY

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

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

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

The Official Safety Committee (or the ERP safety officer) will carry out a safety inspection visit to the installations. During this visit, the qualified representative of the stand is requested to be present on his stand. The Exhibitor undertakes to respect the instructions of the personal safety expert and the fire safety expert.

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

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

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

XI. ORGANIZATION OF EMERGENCIES**XI.1. COMPANY EMERGENCY MEASURES**

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

The first-aid worker present within each company on the site will provide first aid in the event of an accident. **(1 first-aid worker for 10 workers)**

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

In case of accident precise: The hall

The stand name

The lane and the stand number

Number of people involved and injuries kinds

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XI.2. COLLECTIVE ORGANIZATION OF THE SHOW**REMINDER OF THE EMERGENCY PHONE NUMBERS****EMERGENCY POST: +33 (0)6 12 29 17 82****FIRE SAFETY: 18 ou 112 (mobile) ou + 33 (0)1 45 78 74 52****GENERAL SURVEILLANCE POST: Tel : + 33 (0)1 72 72 18 18****THE EMERGENCY PHONE NUMBERS ARE DISPLAYED AT THE TECHNICAL OFFICE****XII. THE INDIVIDUAL HEALTH AND SAFETY PROTECTION PLAN****It is obligatory for all the Exhibitor's service providers to draw this document:**

- Within 30 days before any assembly for main contracts.
- Within 8 days for work of short time and/or finishing work.

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

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

XII.1. THE EXHIBITOR

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

XII.2. COMMUNICATION OF THE DOCUMENT

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

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

A copy of the I.H.S.P.P. must be available at all times on site for consultation by the companies 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 3 JANUARY 2020 TO:

COMEXPOSIUM – Direction Logistics & Sécurité
Laurent DIALLO : carole.labarde@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 2020 from 22/02 to 01/03 – 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:



22 FEVRIER > 1^{er} MARS 2020