

EXHIBITORS GUIDE



01 > 12 MAY 2024
PARIS EXPO PORTE DE VERSAILLES

> 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**

In this store, you can order all the technical services you need using the following link:

<https://event.foiredeparis.fr/2024/en/>

Deadline :

Ringling point : **April 15th 2024**

Layout : (capet, partitions ...) **until Thursday April 25th 2024 at 3:00 pm.**

From Friday, April 27th 2024, technical services must be ordered directly on-site at the Exhibitors Welcome Desk located in Pavilion 3.2.

Important: From April 25th at 3:00 pm, the price of some items (water, electricity, internet will be increased by 20%).

USEFUL INFORMATION

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

USEFUL INFORMATION

ACCESS / TRAFFIC & PARKING

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ACCESS TO THE EXHIBITION CENTRE PORTE DE VERSAILLES - PARIS

- From ROISSY – CHARLES DE GAULLE AIRPORT
By RoissyBus to Paris – Opéra
- Subway line 8 direction Balard to Madeleine
- Subway line 12 direction Mairie d'Issy to Porte de Versailles – Parc des Expositions
- RER B direction Saint-Rémy-les Chevreuse to City Universitaire.
- From Cité Universitaire, tramway T3 direction Pont du Garigliano to Porte de Versailles-Parc des Expositions



- From ORLY WEST or SOUTH AIRPORT
Orlyval to Antony
- RER B direction Mytry-Claye or Airport Roissy-Charles-de-Gaulle to Cité Universitaire
- From Cité Universitaire, tramway T3 direction Pont du Garigliano to the station Porte de Versailles – Parc des expositions
- Orlybus direction Denfert-Rochereau
- RER B direction Saint-Rémy-lès-Chevreuse to Cité Universitaire
- From Cité Universitaire, tramway T3 direction Pont du Garigliano to the station Porte de Versailles – Parc des expositions

USEFUL INFORMATION

ACCESS / TRAFFIC & PARKING

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ACCESS TO PAVILIONS

CHECK DATES & SCHEDULE ON PAGE 17 ([CLICK TO SEE](#))

	VEHICLE TYPE	PAVILIONS	ACCESS GATE	STATIONNEMENT	EXIT GATE
ASSEMBLY	All types	Pavilion 1	T	Nearby the pavilion	MT, L & S
		Bridge	T	Bridge	M, L & S
		Pavilions 2.2 - 2.3	D		D
		Pavilion 3	D		D & H* - (*except heavy trucks)
		Pavilion 4	D		D
		Pavilion 7.1	D		D & H* - (*except heavy trucks)
OPENING TO THE PUBLIC	<ul style="list-style-type: none"> • Deliveries authorised from 7:00 am to 9:30 am at the Pavilion 1 gate T and gate D or K for the other Pavilions. • Delivery duration limited to 1 hour. • <u>No parking or storing of any kind permitted within the Exhibition Centre.</u> • Stopping and parking forbidden on the traffic corridors. • Parking prohibited within the security perimeters as soon as the show is opened to the public. • EXHIBITOR AND VISITOR PARKING OPEN FROM 8:00 am to 11:00 pm 				
DISMANTLING	Car, Utility vehicle-3,5T from 7 pm	Pavilion 1	T	Near by the Pavilion	M, L & S
		Bridge	T		M, L & S
		Pavilions 2.2 - 2.3	D		D
		Pavilion 3	D		D & H* - (*except heavy trucks)
		Pavilion 4	D		D
	All types from 9 pm	Pavilion 7.1	D		D & H* - (*except heavy trucks)

The parking will no longer be free on 30/04/2024 at midnight. All light vehicles (<1,90 m) will be directed to a free car park in order to fluidize the surroundings of the Pavilion during the assembly and dismantling of the event.

During assembly and dismantling times, Héliport will be free for Utility Vehicles and Heavy Trucks.

BOOKING IS REQUIRED on [LOGIPASS.VIPARIS.COM](https://www.logipassviparis.com) for assembly and dismantling period

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 traffic laws
- 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's free to park inside the Exhibition Centre grounds as long as the regulations regarding parking times and areas are respected. Car parks will no longer be free at midnight on Wednesday the 26th of April.

Campervans and mobile homes are not allowed within the Exhibition Centre grounds, except for unloading, limited for 1 hour.

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 Tuesday, April 30th 2024 (except a special permission granted by the organiser).

- During assembly periods, try not to park between 10 am 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 in pavilions 2 hours after public closing time, as long as the space is in such a condition to allow this.

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

> During opening times

Deliveries are authorised from 7 am to 9.30 am once vehicles have been approved for entry into the Exhibition Centre grounds and given a temporary delivery permit.

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

Please note: As of **Wednesday, May 1st 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.

USEFUL INFORMATION

ACCESS / TRAFFIC & PARKING

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BOOKING OF PARKING

Parking subscriptions can be taken out for a fee (car park 1,6 and 7). They can be reserved via your online exhibitor area

Pass can be uploaded online on your exhibitor area. Pass for Utility Vehicles and Trucks must be picked up on site at the exhibitor front desk in pavilion 3.2.

While the show is open, you can buy car parking spaces at the Exhibitor Reception Area at the entrance to Pavilion 3.2.

The exhibitors' car parks are open from 8 am to 11 pm every day throughout the event.

USEFUL INFORMATION

ACCESS / TRAFFIC & PARKING

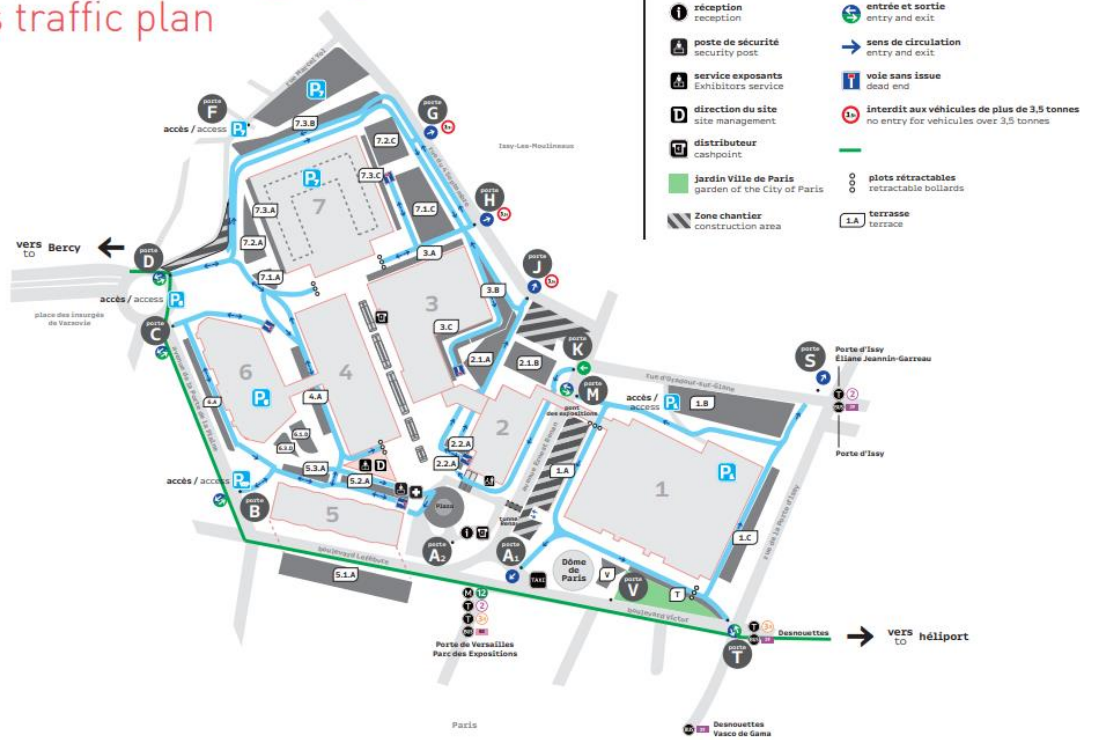
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PARIS EXPO PORTE DE VERSAILLES

un site  VIPARIS

Plan de circulation - logistique

Logistics traffic plan



USEFUL INFORMATION

ACCESS / TRAFFIC & PARKING

7/7

REGISTER YOUR VEHICLES ON LOGIPASS

New process for access control:

All the vehicles accessing the Parc des Expositions during the assembly and dismantling periods, or for deliveries during the assembly, dismantling and during the event, will have to register on **Logipass**.

Only empty light vehicles going to park on parking 1, 6 and 7 (not to the logistics areas) in the assembly and dismantling phase have no need to register on Logipass.

Any company or person involved on the fair can create his own account. This account allows you to register on specific time slots. The delivery period is limited:

- Utility Vehicle: 2 hours max.
- Heavy truck : 4 hours max.

in order to allow everyone to make their deliveries in good conditions

If you have any question about Logipass and registration, please contact the Hotline:
+33 (0)1 40 68 23 00

Please find below the access to your account in Logipass: <http://logipass.viparis.com>

To follow the process, you can access the instructions for use available on the left of the homepage.

The screenshot shows the Logipass website interface. On the left, a red sidebar provides navigation and support options. The main content area is white with a red header. It includes a 'Welcome' message, a 'Sign in' form, and a 'Create your account' button. A note at the bottom of the main content area states: 'Register your vehicle access requests for logistics areas and exhibitor car parks (free parking only)'. The footer contains copyright information and a link to 'Régler une extraction'.

USEFUL INFORMATION

EVENTS

FOIRE DE PARIS has established standards to prevent problems during the trade show and ensure optimal visitor comfort.

Exhibitors may promote their stands as they wish provided they adhere to the conditions below and respect the exhibitor timetable.

MUSICAL ENTERTAINMENT

Exhibitors who want to use music on their stands must inform the organiser beforehand. Any musical entertainment will only be authorised after the Organiser's agreement of a precise project proposal (sound source and equipment, type of entertainment).

If you wish to use recorded music on your stand (e.g.: CDs or DVDs), you need to obtain prior authorisation from SACEM. Make your declaration online:

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

Make your payment before the show begins.

Speakers must never be more powerful than **30 watts**. They must face inwards towards the stand and lean downwards. Volume must be no higher than **70 Db**.

If these provisions are not respected, the organiser will close down the exhibitor's stand or event without warning. The exhibitor agrees not to hold events **for more than two hours per day** and only to hold events at times agreed in advance with the organiser.

PLEASE NOTE: NON-AUTHORISED ACTIVITIES

- Distributing or leaving brochures in aisles, at the show entrance, in the central aisle or any other part of the Parc des Expositions (unless prior agreement has been granted by the organiser).
- Promotional activities in the aisles (with robots, hostesses, sandwich boards...).

USEFUL INFORMATION

ARCHITECTURE & DECORATION

TO BE FOUND IN THIS GUIDE FROM PAGE 53

- [Rules for Architecture & Decoration at the show](#)
- [Special regulations](#)

FOIRE DE PARIS architecture and decoration regulations cover all the presentation standards for stand fittings, which have been established to ensure the show runs properly and visitors are comfortable. These standards also cover the Safety & Fires rules applicable to shows, fairs and exhibitions.

FOIRE DE PARIS has special regulations relating to its specific characteristics.

Plans for any bare stands, reused or fitted and equipped by FOIRE DE PARIS but supplemented with new, extra decorations must be submitted for approval by March 29TH, at the latest.

YOUR PLAN STAND

For every pavilion, your stand project must be submitted for approval by the show architecture department before **March 29th 2024**:

ASTECH

Contact : Pascal Redon - E-mail : pascal.redon@asteh-prod.com

Tél. : +33 (0)6 83 25 95 12

ALL PLANS MUST INCLUDE

- Plan “seen from above” with scale, dimensions and positioning of borders (shared walls and aisles),
- Cross-section plan along with scale and dimensions of the projected lengths and volumes.
- 3D View with dimensions.

ESSENTIAL

- Any stands which do not respect established rules will be refused. Any stands set up without the agreement of FOIRE DE PARIS can be dismantled at the exhibitor’s own expense.

USEFUL INFORMATION

COMPLEMENTARY INSURANCE

AVAILABLE ON YOUR EXHIBITOR ONLINE PLATFORM

To find out what rules and regulations govern your insurance during the show, check the **"Regulations"** section in your Exhibitor space and order complementary insurance in the section **"Store"**, **"Search"** then **"Stand equipment, Cleaning and Insurance"**.

COMPLEMENTARY INSURANCE AGAINST DAMAGE TO PROPERTY

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

This cover takes effect from the day on which the show opens to the public (at 10am on 01/05) to the evening on which the show closes to the public (7pm on 12/05).

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 FOIRE DE PARIS 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 10am on 01/05) to the evening on which the show closes to the public (7pm on 12/05).

The premium will be equal to 4% of the value of the equipment.

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°

250, rue de Vaugirard – 75015 PARIS – France

Tél.: 34 30 (free number – cost of a local call)

PGS VIPARIS (located in front of the Pavilion 5)

For a complaint only if a third party has not been identified and there has been no violence.

USEFUL INFORMATION

ACCESS PASS

VERY IMPORTANT: COMPULSORY PASS-WEARING

- In order to be granted access to the exhibition pavilion, **all individuals must have been issued a FOIRE DE PARIS 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 shall result in access to the pavilions being denied.

ASSEMBLY / DISMANTLING PASS

The Assembly/Dismantling pass will be provided at the entrance of each pavilions by the safety agents of the Exhibition. This pass allows exhibitors and their service provider wearing safety footwear to access to the Exhibition Centre during the assembly and dismantling period.

Security equipment and safety footwear are compulsory.

The pass cannot be used during the Exhibition opening from 1st May to May, 12th.

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 **2 accesses per day** with an interval of **30 minutes** minimum between two transits.
- The number of passes made available is calculated automatically based on the stand's surface area according to the scale provided below.

Surface area	Number of passes	Surface area	Number of passes
6 - 11 sqm	3	85 - 94 sqm	12
12 - 14 sqm	4	95 - 104 sqm	13
15 - 24 sqm	5	105 - 114 sqm	14
25 - 34 sqm	6	115 - 124 sqm	15
35 - 44 sqm	7	125 - 134 sqm	16
45 - 54 sqm	8	135 - 144 sqm	17
55 - 64 sqm	9	145 - 154 sqm	18
65 - 74 sqm	10	155 - 164 sqm	19
75 - 84 sqm	11	More than 165 sqm	20

Exhibitor passes are to be collected from the Exhibitor reception area located at Pavilion 3.2, as of Saturday, April 27th, 2024 at 2pm.

EVENTS/ACTIVITIES PASS

The Events/Activities pass is designed for any non-exhibiting individual called upon to occasionally intervene at a stand (demonstrator, activity leader, etc.). The pass is **valid** for a **single one-off admission** for the duration of the show according to the timetables indicated on the pass.

USEFUL INFORMATION

USEFUL CONTACTS

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

Monday to Friday, 9.00 am – 6.00 pm

Hangings and overhead power supply - Bridges and light kits	VERSANT EVENEMENTS	Tél. : +33(0)1 48 63 32 51 E-mail : contact@versantevenement.com Website : www.versantevenement.com
Architecture & Decoration (Layout control)	ASTECH	Tél. : +33 (0) 6 83 25 95 12 Contact : Pascal Redon E-mail : pascal.redon@astech-prod.com
Complementary Insurances	SIACI	18, rue de Courcelles 75008 Paris -France Tel.: + 33(0)1 44 20 29 81 Fax: + 33(0)1 44 20 29 80 Email: philippe.huet@s2hgroup.com
French customs	INFO DOUANES SERVICE	From France: 08 11 20 44 44 (0.06 €/mn) From abroad: + 33 1 72 40 78 50 Website: http://www.douane.gouv.fr/
Copyrights	SACEM	Délégation Régionale de St Gratien 16 avenue Gabriel Péri - BP 103 95210 ST Gratien – France Tel.: + 33(0)1 76 76 74 80 Website: http://www.sacem.fr/
Health and Safety	SOCIETE D.O.T.	93, rue du Château 92100 Boulogne – France Tel.: + 33(0)1 46 05 17 85 Fax: + 33(0)1 46 05 76 48 Email: sps@d-o-t.fr
Hospital	GEORGES POMPIDOU HOSPITAL	20 rue Leblanc – 75015 – Paris – France Tel.: + 33(0)1 56 09 20 00
Fireproofing	GROUPEMENT NON FEU	37-39 rue de Neuilly - BP 121 92582 Clichy - France Tel.: + 33(0)1 47 56 30 80 Fax: + 33(0)1 47 37 06 20 Website: http://www.securofeu.com/ Email: securofeu@textile.fr

THE COMPLETE LIST OF SERVICE PROVIDERS IS AVAILABLE IN YOUR EXHIBITOR ONLINE PLATFORM

USEFUL INFORMATION

USEFUL CONTACTS

CHECK OUT THE LIST OF SERVICE PROVIDER IN YOUR EXHIBITOR AREA

Parc des Expositions	DELIVERY OF GOODS	FOIRE DE PARIS 2024 VIPARIS- Porte de Versailles Your Company name Pavilion / Stand number Porte de Versailles - 75015 Paris- France
Parc des Expositions	VIPARIS PORTE DE VERSAILLES	Tel.: + 33(0)1 40 68 16 16
Police	COMMISSARIAT DE POLICE DU XV^eARRONDISSEMENT	250, rue de Vaugirard 75015 Paris - France Tél.: 34 30 (free number – cost of a local call)
VAT Refund	TEVEA INTERNATIONAL	29-31 rue Saint Augustin 75002 - Paris 6 - France Tel.: +33(0)1 42 24 96 96 Fax: + 33(0)1 42 24 89 23 E-mail: mail@tevea.fr Website: www.tevea-international.com
Stand Catering	HORETO PARIS	HORETO PARIS Parc des expositions Porte de Versailles commercial@horeto-paris.com 01.57.25.10.00
Catering on stand (External suppliers declaration)	VIPARIS	Myriam MOTTIN Tel.: +33 (0)1 40 68 14 46 E-mail: myriam.mottin@viparis.com
Fire Safety	Cabinet GUILMIN	Cabinet GUILMIN cabinetguilmin@gmail.com Tel.: +33 (0)6 60 87 27 43
Stand installer / Decorator	GALIS	Noémie PAQUET 4 rue Louis de Broglie 77400 Saint Thibault des Vignes Tél. : 06 43 18 50 89 Email : noemie.paquet@galis.fr
First Aid Service	PAVILLON 1.1, 1.2 et 1.3	+ 33(0)1 57 25 20 00

USEFUL INFORMATION

EXHIBITORS TIMETABLES

ASSEMBLY / OPENING / DISMANTLING

1/3

BARE STANDS EXHIBITORS TIMETABLES FOIRE DE PARIS 2024

PAVILION	ASSEMBLY	OPEN	DISMANTLING
1 Furnishing and Decoration Garden & Veranda Swimming pools & Spa	from 2pm on 04/25 to 04/30 (1)	Opening to the public from 01/05 to 12/05 from 10am to 7pm (Nocturnal on Saturday, May 11st until 10pm) Exhibitor's access in the Pavilions : From 7.30am on 01/05 From 02/05 to 12/05 : from 8.30 am to 8pm (Until 11pm on the Nocturnal evening)	7pm to midnight on 05/12 7:30 am to 8 pm on 05/13 7:30 am to noon on 05/14
1.3 Market fashion & beauty Lépine Competition International Paris	from 2pm on 04/27 to 30/04 (1)		7pm to midnight on 05/12 7:30 am to 8 pm on 05/13 7:30 am to noon on 05/14
Exhibitions Bridge Arts & Crafts	from 2pm on 04/28 to 04/30 (1)		7pm to midnight on 05/12
2.2 Riches of the World Innovation Art Galery & Creation Française	from 2pm on 04/25 to 04/30 (1)		7pm to midnight on 05/12 7:30 am to 8 pm on 05/13 7:30 am to noon on 05/14
2.3 & 3.1 Construction Renovation Fireplace & Stove Bathroom	from 2pm on 04/25 to 04/30 (1)		7pm to midnight on 05/12 7:30 am to 8 pm on 05/13 7:30 am to noon on 05/14
3.2 Eco-energy & Heating Wines & Gastronomy Food	from 2pm on 04/26 to 04/30 (1)		7pm to midnight on 05/12 7:30 am to 8 pm on 05/13 7:30 am to noon on 05/14
4 Tropical and world food	from 2pm on 04/26 to 04/30 (1)		7pm to midnight on 05/12 7:30 am to 8 pm on 05/13 7:30 am to noon on 05/14
4 Arts and Crafts & Riches of the World	from 2pm on 04/26 to 04/30 (1)		7pm to midnight on 05/12 7:30 am to 8 pm on 05/13 7:30 am to noon on 05/14
7-1 Kitchen & Household Appliances	from 2pm on 04/23 to 04/30 (1)		7pm to midnight on 05/12 7:30 am to 8 pm on 05/13 7:30 am to noon on 05/14
7-1 Demonstrators market Mobility	from 2pm on 04/24 to 04/30 (1)		7pm to midnight on 05/12 7:30 am to 8 pm on 05/13 7:30 am to noon on 05/14
Outdoors Food Trucks Village	from 2pm on 04/30 (1)		5 pm to 7 pm on 05/12

(1) In assembly: Pavilions are accessible to exhibitors and their installation teams every day between 7.30 am and 7pm (except Pavilion 7.1 between 7.30am and midnight).

On Tuesday, April 30th, these hours are extended from 7:30am to 11pm for all pavilions.

For safety reasons, it is forbidden to work in the Pavilions outside of the indicated hours.

USEFUL INFORMATION

EXHIBITORS TIMETABLES

ASSEMBLY / OPENING / DISMANTLING

2/3

FITTED STAND EXHIBITORS TIMETABLE - FOIRE DE PARIS 2024

PAVILIONS	ASSEMBLY	OPENING	DISMANTLING
1- 2.2 - 2.3- 3.1 - 4 - 7.1	from 04/29 8.00am to 04/30	Opening to the public from 01/05 to 12/05 from 10am to 7pm (Nocturnal on Saturday, May 11st until 10pm)	05/12 from 7.00pm to midnight
1.3 -3.2 & EXHIBITIONS BRIDGE	from 8am on 04/29 to 04/30	Exhibitor's access in the Pavilions : From 7.30am on 01/05 From 02/05 to 12/05 : from 8.30 am to 8pm (Until 11pm on the Nocturnal evening)	12pm to midnight on 05/08

On Tuesday, April 30th 2024, these hours are extended from 7.30am to 11pm for all pavilions.

For safety reasons, it is forbidden to work in the Pavilions outside of the hours indicated.

Storage spaces and furnishings have to be emptied between 7pm and midnight on the 12th of May 2024.

Equipped stands are dismantled from midnight on Sunday, May 12th 2024.

ASSEMBLY PERIOD INFORMATION FOR EXHIBITORS

Empty goods and packaging must be removed from the site by 11pm on Tuesday April, 30th 2024.

Otherwise, pallets and other identified material not cleared away will be stocked outside the buildings. Unidentified elements will be stored outside the buildings. The removal and the delivery of these elements to the stand will be charged to the Exhibitor.

Final assembly work (including cleaning) has to be finished by 11pm on Tuesday April, 30th 2024.



No motorised vehicles will be allowed into the pavilions on Tuesday, April 30th 2024, which is the final day for assembly (except where special permission has been granted by the organiser).

INFORMATIONS PRATIQUES

EXHIBITORS TIMETABLES

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ASSEMBLY / OPENING / DISMANTLING

POWER SUPPLY

Monday, April 29 th	2pm-8pm	All Pavilions
Tuesday, April 30 th	8am-11pm	
Wednesday, May 1 st	8.30am-7.30pm	
Thursday, May 2 nd	9.30am-7.30pm	
Friday, May 3 rd	9.30am-7.30pm	
Saturday, May 4 th	9.30am-7.30pm	
Sunday, May 5 th	9.30am-7 :30pm	
Monday, May 6 th	9.30am-7.30pm	
Tuesday, May 7 th	9.30am-7.30pm	
Wednesday, May 8 th	9.30am-7.30pm	
Thursday, May 9 th	9.30am-7.30pm	
Friday, May 10 th	9.30am-7.30pm	
Saturday, May 11th	9.30am-10.30pm - Nocturnal	
Sunday, May 12 th	9.30am-7.30pm	
Permanent power supply from Monday, April 29 th 2024 at 2pm to Sunday, May 12 th 2024 at 8pm		



PLEASE NOTE

If you are ordering an electrical cabinet **before 2.00 pm on Monday, April 29th 2024**, please use your online store to request an estimate for electrical power connections.

NB: If you already have an intermittent electrical connection and need a permanent one (24 hours a day), you must ask for your supply to be changed from intermittent to permanent and for the power to be increased if, for example, you require 4KW rather than 3KW.

OPENING HOURS EXHIBITORS WELCOME DESK

The Exhibitor welcome desk is situated in the pavilion 3.2:

- From 8:00 am to 7:00 pm from Sunday 26th of April to Monday 29th of April 2024
- From 8:00 am to 8:00 pm from Tuesday 30th of April to Wednesday 1st May 2024.
- From 9 :00 am to 7:00 pm from Thursday 2nd of May until Monday 12th of May 2024.
- Exhibitor Welcome Desk will be closed during the dismantling phase

USEFUL INFORMATION

HEALTH AND SAFETY

> AVAILABLE ON YOUR EXHIBITOR ONLINE PLATFORM

- Fill in your Health & Safety certificate directly online in the “Participation → FORMS” section
- To read the Health & Safety regulations, check the 'Regulations' section (Safety Certificate form - page 75)

HEALTH AND SAFETY GUIDELINES

To enjoy access to the exhibition pavilions, all individuals must be equipped with an access pass for the FOIRE DE PARIS show (Exhibitor pass, Assembly/Dismantling pass) and must wear safety equipment, including in particular safety footwear.

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

IMPORTANT

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

USEFUL INFORMATION

CLEANING VACATING THE STAND

> AVAILABLE ON YOUR ONLINE EXHIBITOR PLATFORM

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

PAVILIONS 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 at the Exhibitor reception area located in Pavilion 2.2 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 FOIRE DE PARIS 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

Please note: cleaning is not included for all kinds of stands.

USEFUL INFORMATION

CATERING FOR EXHIBITORS

SET AND PROVISIONAL CATERING

The FOIRE DE PARIS 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 AND COCKTAIL RECEPTIONS

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

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

For further details, contact:

Exhibition Centre Concessionaire

HORETO

Sales department

Tel.: + 33(0)1 57 25 10 00

Email: commercial@horeto-paris.com

Website: www.horeto.com

External caterer declaration

VIPARIS

Concession department

Myriam MOTTIN

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

Email: myriam.mottin@viparis.com

USEFUL INFORMATION

MEETING/CONFERENCE ROOMS

[> FIND OUT MORE VIA THE EXHIBITOR SPACE PLATFORM](#)

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

If you'd like to see our room hire offers, please sent your email to Omar KHIRALAH at:

omar.khiralah.contractor@viparis.com

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

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

USEFUL INFORMATION

PAVILION MONITORING & STAND SECURITY

PAVILION MONITORING

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

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

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

STAND SURVEILLANCE

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

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

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

Please note: Stand stockrooms are not secure premises.

THEFT PREVENTION

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

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

This person serves as your only guarantee against theft.



FITTINGS

- Bare stand
- Equipped stand
- Arts & Crafts stand
- Beauty & Well-being, Craft, Fashion & Accessories
- Kitchen
- Demonstrators
- Leisure, Sport, Games, Toys, Digital leisure
- Home (except Kitchen)
- Riches of the World – Tropical lands
- Food truck village / Bare stand
- Wines & Foods
- Pop-Up stand
- Personalised stand

FITTINGS

BARE STAND

STAND LAYOUT PREP STEPS, BARE & BASIC SURFACE

> 1st step: stand allocation

- FOIRE DE PARIS will send you a floor plan for you to consider before accepting your site offer.
- Once approved, this floor plan will allow you to plan for your stand layout with the decorator/designer of your choice.

> 2nd step: checking your plan

Your stand's decoration and design plan must be submitted for approval by the show's Architecture & Decoration department **before March, 29th 2024** to:

ASTECH PROD

PASCAL REDON : +33 (0) 6 83 25 95 12

E-mail : pascal.redon@astech-prod.com

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

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

All services can be ordered directly on your [Online Store](#).

FITTINGS

EQUIPPED STAND

IF YOU HAVE RESERVED AN EQUIPPED STAND

STAND LAYOUT PREP STEPS FOR YOUR EQUIPPED STAND

> 1st step: equipment approval included in your stand

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 space

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*

> 2nd step: checking your plan

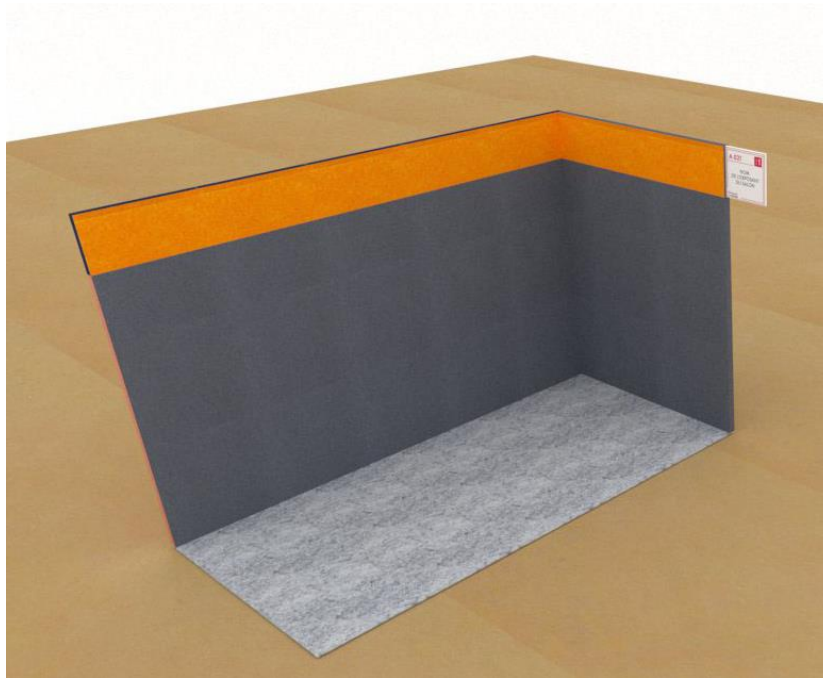
If you add additional decorative components to your equipped stand (signs above the stand, balloons, etc.) you must ensure your plan is approved by the FOIRE DE PARIS show.

FITTINGS

ARTS & CRAFTS,
STAND

IF YOU HAVE RESERVED A ARTS & CRAFTS STAND (Non-binding picture)

- *Minimum surface area: 8 sqm*
- *You may take possession of your stand: from 8am on 29/04.*

**Fittings include:**

- Marble Grey carpet.
- H.2.5m wood partition covered in grey carbon cotton (*not provided for island stands*).
- Signboard.

Fitting does not include:

- Supplementary services: furniture, power supply, etc. Order from the **My Store** section of your Exhibitor Space.

Your operation contact : jeanne.martin@comexposium.com

FITTINGS

BEAUTY & WELL-BEING, CRAFTS, FASHION & ACCESSORIES

1/2

IF YOU HAVE RESERVED BARE STAND

- *Minimum surface area: 12 sqm*
- *You may take possession of your stand: from 2pm on 27/04*



Fittings include:

- A bare floor (floor markings).
- Signboard on ground.
- H.2.5m wood partition covered in stone Mousy grey brushed cotton (*not provided for island stands*).

Your operation contact : jeanne.martin@comexposium.com

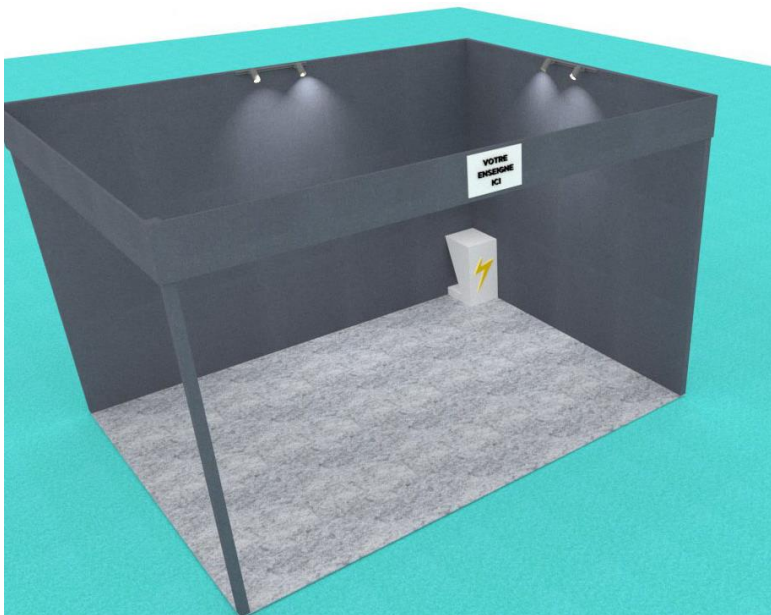
FITTINGS

BEAUTY & WELL-BEING, CRAFT,
FASHION & ACCESSORIES

2/2

IF YOU HAVE RESERVED A EQUIPPED STAND (non blinding picture)

- Minimum surface area: 9 sqm
- You may take possession of your stand: from 8am on 29/04

**Fittings include:**

- Floor carpeting : Bleu Atoll
- Structure and crude banner.
- H.2.5m wood partition covered with Terracotta brushed cotton (*not provided for island stands*).
- Signboard.
- Intermittent power supply :
 - 1 Kw intermittent for stands from 9 to 12 sqm
 - 3 Kw Intermittent power supply from > 12 sqm
- 1 spotlight every 3 m² (1 rail of 3 spots for 9 m²).

Please note: If you do not send your booth plan to the Organizer the electrical box will be placed by default. Information to be send back by email to your pavilion logistic support: jeanne.martin@comexposium.com

FITTINGS

KITCHEN

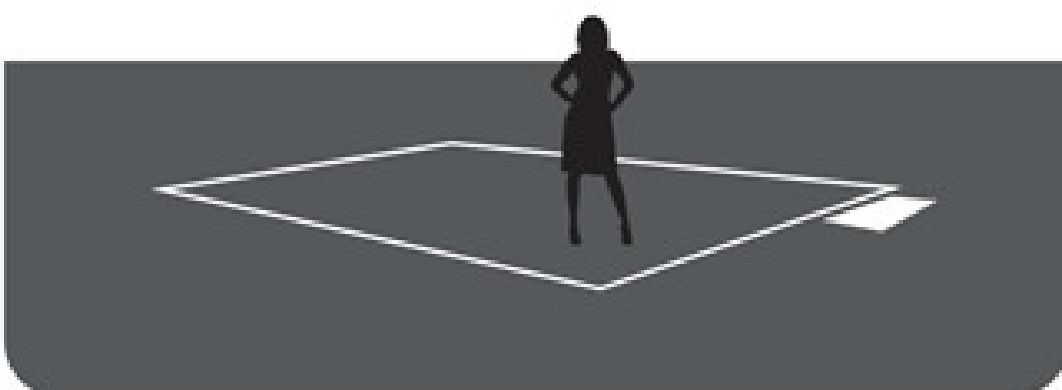
IF YOU HAVE RESERVED A BARE STAND

- *Minimum surface area: 50 sqm*
- *You may take possession of your stand: from 2pm on 23/04*

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.

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

To be accepted into the pavilions, electrical tools, fixed or portable, must be equipped with a vacuum or dust collection system

**Fittings include:**

- A bare floor (floor markings)
- Signboard on ground
- On request: H.2.5m wood partition covered with white brushed cotton (*not provided for island stands*).

FITTINGS

DEMONSTRATORS

1/2

IF YOU HAVE RESERVED A BARE STAND

- *Minimum surface area: 9 sqm*
- *You may take possession of your stand: from 8am on 24/04*

**Fittings include:**

- A bare floor (floor markings).
- Signboard on ground.
- H.2.5m wood partition covered with honey brushed cotton (*not provided for island stands*).

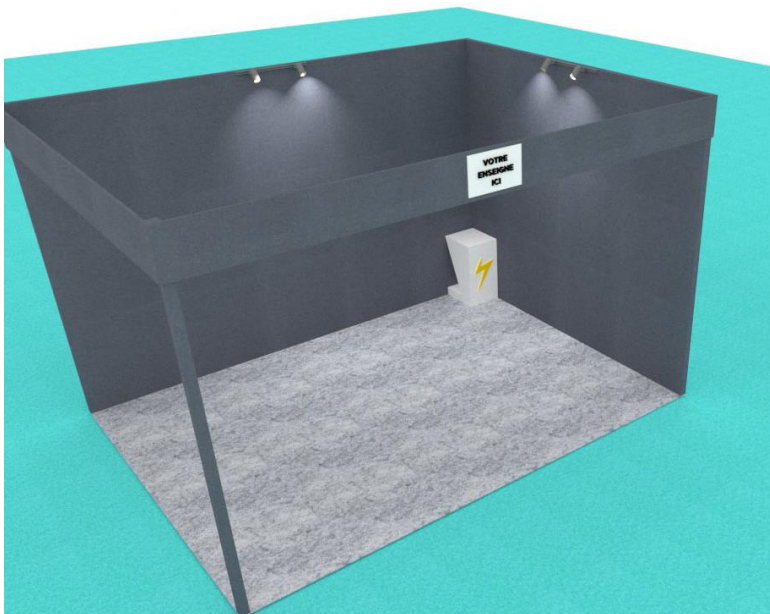
FITTINGS

DEMONSTRATORS

2/2

IF YOU HAVE RESERVED A EQUIPPED STAND

- *Minimum surface area: 9 m²*
- *You may take possession of your stand: from 8am on 29/04*

**Fitting includes:**

- Grey Marble color floor carpeting.
- Stiffener.
- H.2.5m wood partition covered with gris carbon brushed cotton (*not provided for island stands*).
- Signboard.
- Intermittent power supply :
 - 1 Kw intermittent for stands from 9 to 12 sqm
 - 3 Kw Intermittent power supply from > 12 sqm
- 1 spotlight every 3 m² (1 rail of 3 spots for 9 m²).

Please note: Please note: If you do not send your booth plan to the Organizer the electrical box will be placed by default. Information to be send back by email to your pavilion logistic support: elodie.gangand@comexposium.com

FITTINGS

MOBILITY

1/2

IF YOU HAVE RESERVED A BARE STAND

- *Minimum surface area: 12 sqm*
- *You may take possession of your stand: from 2pm on 24/04*



Fittings include:

- A bare floor (floor markings).
- Signboard on ground.
- H.2.5m wood partition covered with honey brushed cotton (*not provided for island stands*).

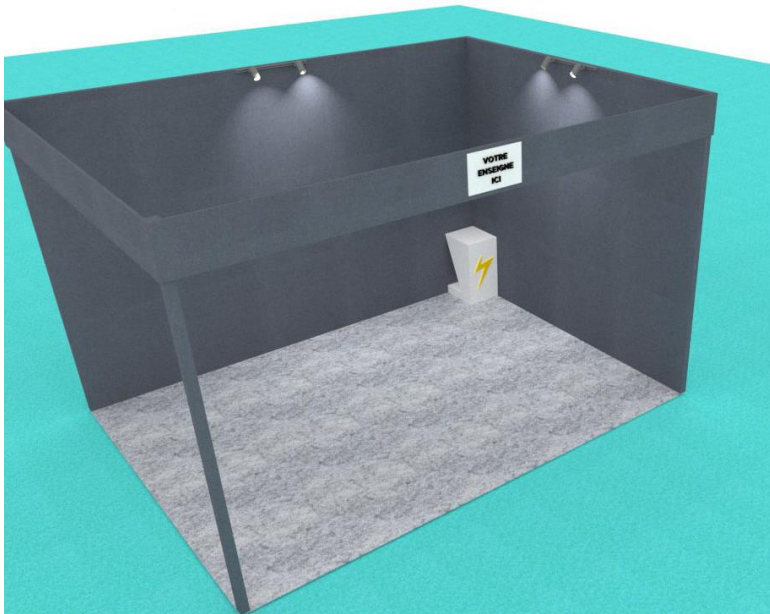
FITTINGS

MOBILITY

2/2

IF YOU HAVE RESERVED EQUIPPED

- *Minimum surface area: 9 m²*
- *You may take possession of your stand: from 8am on 29/04.*

**Fittings include:**

- Marble grey colour floor carpeting.
- Stiffener
- H.2.5m wood partition covered with carbon grey brushed cotton (*not provided for island stands*).
- Signboard.
- Intermittent power supply :
 - 1 Kw intermittent for stands from 9 to 12 sqm
 - 3 Kw Intermittent power supply from > 12 sqm
- 1 spotlight every 3 m² (1 rail of 3 spots for 9 m²).

Please note: If you do not send your booth plan to the Organizer the electrical box will be placed by default. Information to be send back by email to your pavilion logistic support: elodie.gangand@comexposium.com

FITTINGS

FOREING PAVILION

2/2

IF YOU HAVE RESERVED EQUIPPED PAVILION

- *Minimum surface area: 9 m²*
- *You may take possession of your stand: from 8am on 29/04.*

....

Fittings include:

- Marble grey floor carpeting.
- Stiffener covered
- H.2.5m wood partition covered with Terracotta brushed cotton (*not provided for island stands*).
- Signboard.
- Intermittent power supply :
 - 1 Kw intermittent for stands from 9 to 12 sqm
 - 3 Kw Intermittent power supply from > 12 sqm
- 1 spotlight every 3 m² (1 rail of 3 spots for 9 m²).

Please note: If you do not send your booth plan to the Organizer the electrical box will be placed by default. Information to be send back by email to your pavilion operation support:

julien.garcia@comexposium.com

FITTINGS

HOME

(ALL SECTORS EXCEPT KITCHEN)

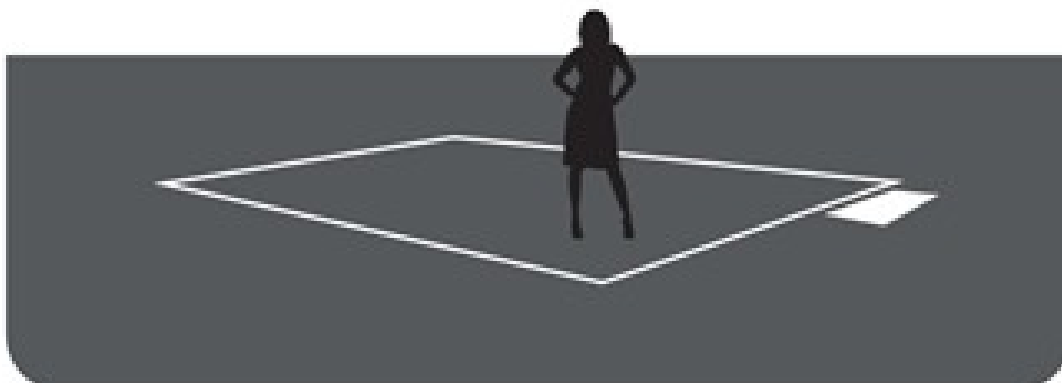
1/3

IF YOU HAVE RESERVED A BARE STAND: non-binding picture

Sectors:

- Furnishing – Decoration - Bedding
 - Fireplace – Stove
 - House Building & Remodeling
 - Electrical appliances – Sound – Image – Multimedia – High Tech – Connected devices
 - Garden – Veranda – Swimming pool – Spa
 - Bathroom
- *Minimum surface area: 12 sqm*
 - *You may take possession:*

Pavilion 1	Pavilions 2.2 - 2.3 and 3.1	Pavilion 3.2	Pavilion 7.1
25/04 from 2pm	25/04 from 2pm	26/04 from 2pm	24/04 from 2pm



Fittings include:

- A bare floor (floor markings)
- Signboard on ground.
- H.2.5m wood partition covered with white brushed cotton (*not provided for island stands*).

FITTINGS

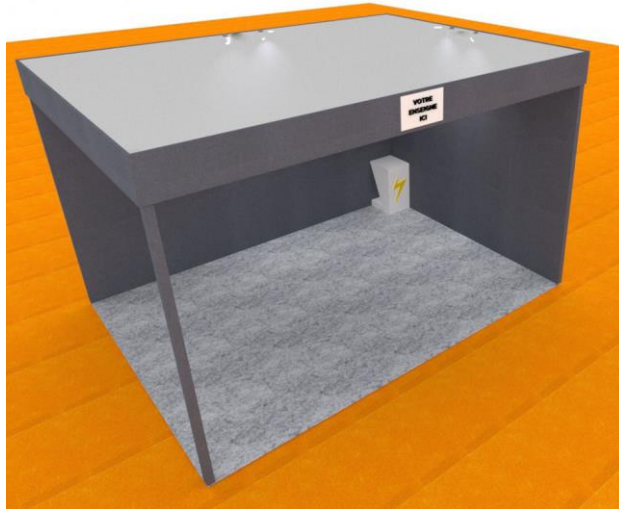
HOME

(ALL SECTORS EXCEPT KITCHEN)

2/3

IF YOU HAVE RESERVED A COMFORT STAND: non-binding picture

- *Minimum surface area: 9 sqm*
- *You may take possession of your stand: from 8am on 29/04*

**Fitting includes:**

- Floor carpeting : marble grey
- Structure and crude banner
- H.2.5m wood partition covered with brushed cotton grey carbon (*not provided for island stands*) :
- Signboard
- Intermittent power supply:
 - 1 Kw intermittent for stands from 9 to 12 sqm
 - 3 Kw Intermittent power supply from > 12 sqm
- 1 spotlight every 3 m² (1 rail of 3 spots for 9 m²).
- Vélum.

Please note: If you don't send your booth plan to the Organizer the electrical box will be placed by default. Information to be send back by email to your pavilion logistic supports:

Hall 1: jeanne.martin@comexposium.com

Hall 4 & 2 : julien.garcia@comexposium.com

Hall 3.1 - 7.1 : elodie.gangand@comexposium.com

Hall 3.2: alexandre.merle@comexposium.com

FITTINGS

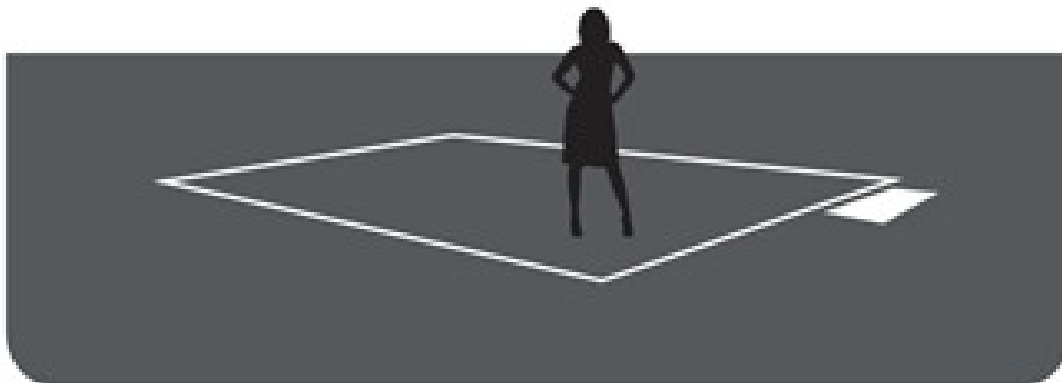
RICHES OF THE WORLD TROPICAL LANDS

1/4

IF YOU HAVE RESERVED BARE STAND (non-binding picture)

- *Minimum surface area: 12 sqm*

You may take possession of your stand: from 2pm on 26/04

**Your stand's fittings include:**

- A bare floor (floor markings)
- Signboard on ground
- H.2.5m wood partition covered in ecru brushed cotton (*not provided for island stands*).

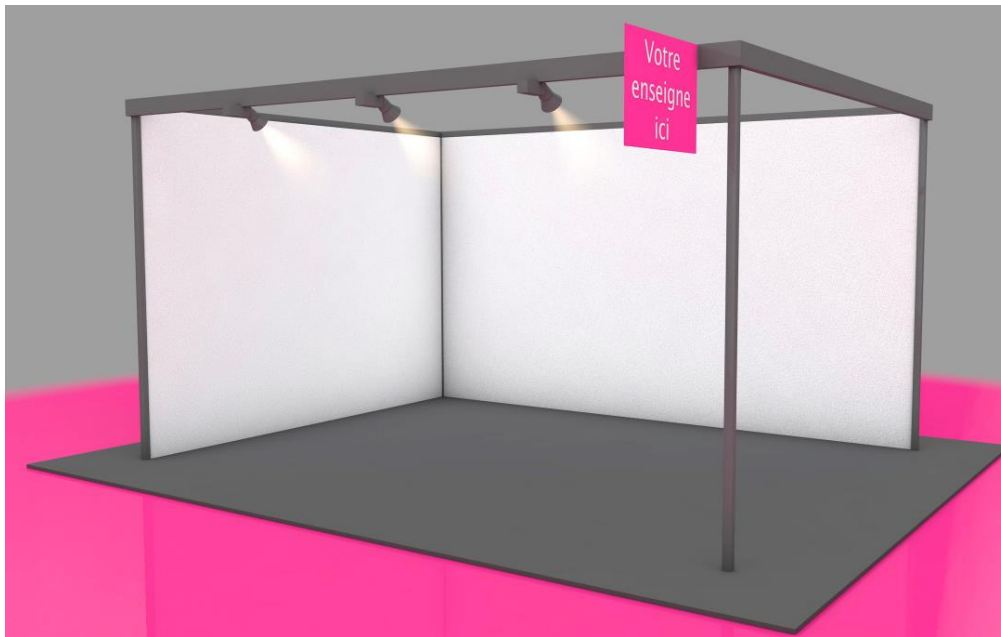
FITTINGS

RICHES OF THE WORLD
TROPICAL LANDS

2/4

IF YOU HAVE RESERVED BASIC STAND* (non-binding picture)

- Surface area: 6 m²
- You may take possession of your stand: from 8am on 29/04

**Fitting includes:**

- Marble grey Floor carpeting
- Structure and crude banner.
- H.2.5m wood partition covered in stone ecru brushed cotton carbon grey (0,50m withdrawal), (not provided for island stands).
- 1 outlet*.
- Signboard.
- 1 spotlight every 3 m² (1 rail of 2 spots for 6 m²).

***Subject to the organizer agreement and under conditions of location.**

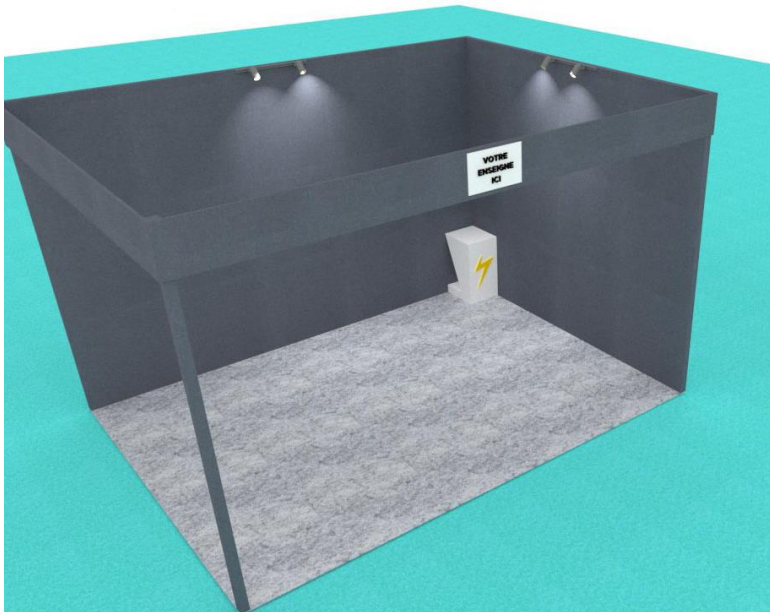
FITTINGS

RICHES OF THE WORLD TROPICAL LANDS

3/4

IF YOU HAVE RESERVED EQUIPPED STAND (non-binding picture)

- *Minimum surface area: 9 m²*
- *You may take possession of your stand: from 8am on 24/04*


Fitting includes:

- Marble grey Floor carpeting:
- Structure and crude banner.
- H.2.5m wood partition covered in Terracotta brushed cotton (0,50m withdrawal), (*not provided for island stands*).
- Signboard.
- Intermittent power supply :
 - 1 Kw intermittent for stands from 9 to 12 sqm
 - 3 Kw Intermittent power supply from > 12 sqm
- 1 spotlight every 3 m² (1 rail of 3 spots for 9 m²).

Please note: If you do not send your booth plan to the Organizer the electrical box will be placed by default. . Information to be send back by email to your pavilion logistic support:

julien.garcia@comexposium.com

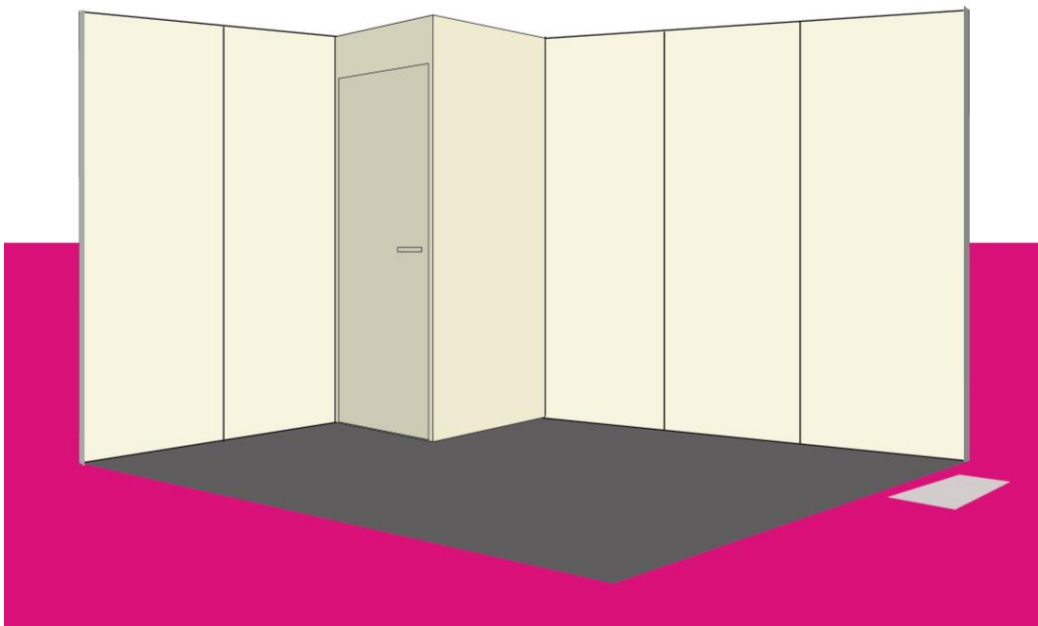
FITTINGS

RICHES OF THE WORLD
TROPICAL LANDS

4/4

IF YOU HAVE RESERVED RESTAURATION STAND (non-binding picture)

- *Minimum surface area: 9 sqm*
- *You may take possession of your stand: from 8am on 29/04*

**Fitting includes:**

- Grey linoleum
- Ecrú colour melamine partition (*not provided for island stands*).
- Signboard on ground
- Storeroom (optional)

***Compulsory Catering form to confirm your choices available in your exhibitor area**

For seated and/or take-away meals (cooked), the installation of a grease tank and filtering hoods are a compulsory service provision. Available when you order in your exhibitor area.

Please note: If you do not send your booth plan to the Organizer the electrical box will be placed by default. . Information to be send back by email to your pavilion logistic support:

julien.garcia@comexposium.com

FITTINGS

FOOD TRUCKS VILLAGE

YOU HAVE RESERVED BARE STAND (non-binding picture)

- 5 modules: 6 / 9 / 12 / 15 / 18 / 21 / 24 sqm
- *You may take possession of your stand: from 8am on 29/04*

**Your stand's fittings include:**

- Bare floor (floor markings) of the rented area (according to the plan and location allocated).
- The bare surface of the module corresponds to the size of the space dedicated to the truck and the positioning of up to 3 maximum feeder counters provided by us (*if the remaining available surface allows it*).

•

Fitting does not include:

- Supplementary services: power supply, water supply, feeder counter.

Please note:**No seating is allowed on the hired area.**

FITTINGS

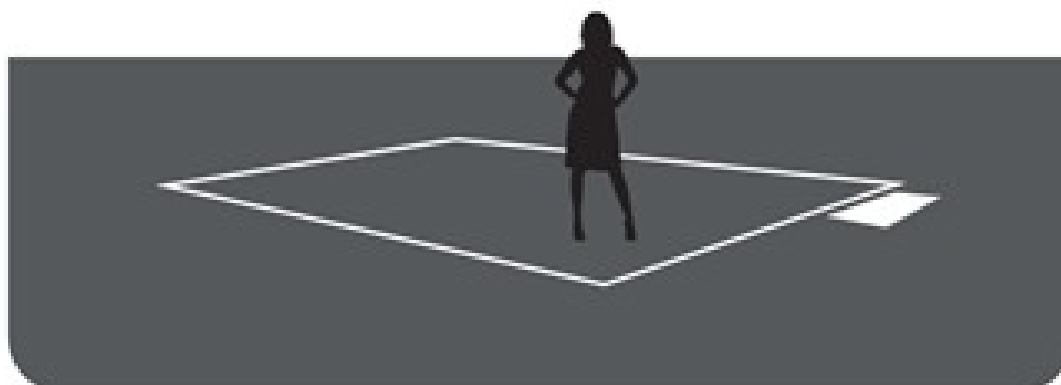
WINES & FOODS

1/4

IF YOU HAVE RESERVED A BARE STAND - non-binding picture

- *Minimum surface area: 12 m²*

You may take possession of your stand: from 8.00am on 29/04

**Your stand's fittings include:**

- A bare floor (floor markings)
- Signboard on ground.
- H.2.5m wood partition covered in ecru brushed cotton (*not provided for island stands*).

For seated and/or take-away meals (cooked), the installation of a grease tank and filtering hoods are a compulsory service provision. Available when you order in your exhibitor area.

FITTINGS

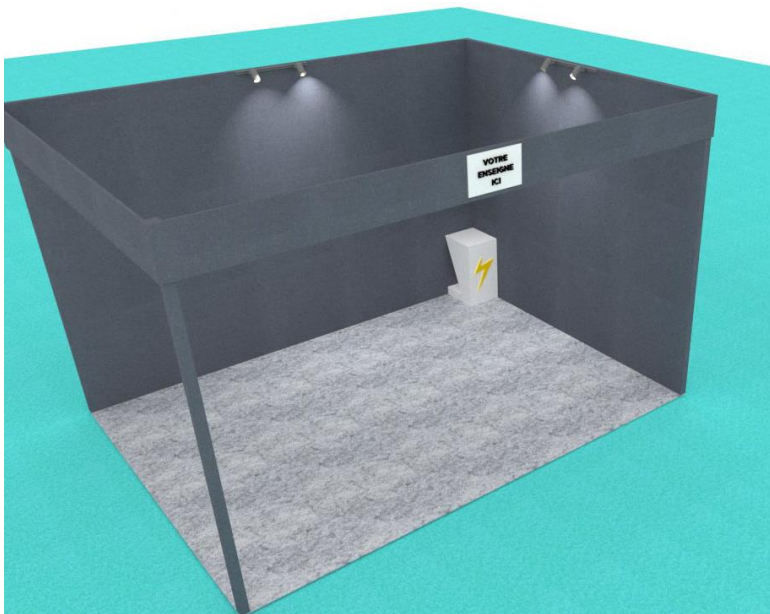
WINES & FOODS

3/4

IF YOU HAVE RESERVED AN EQUIPED STAND - non-binding picture

- *Minimum surface area: 9 m²*
- *You may take possession of your stand:*

Pavilion 3.2
29/04 – 8.00 am

**Fittings include:**

- Marble grey colour floor carpeting.
- Structure and bare banner.
- H.2.5m wood partition covered with carbon grey brushed cotton (*not provided for island stands*).
- Intermittent 3KW power supply
- Signboard.
- 1 spotlight every 3 m² (1 rail of 3 spots for 9 m²).

Please note: If you do not send your booth plan to the Organizer the electrical box will be placed by default. Information to be send back by email to your pavilion logistic support:

julien.garcia@comexposium.com

FITTINGS

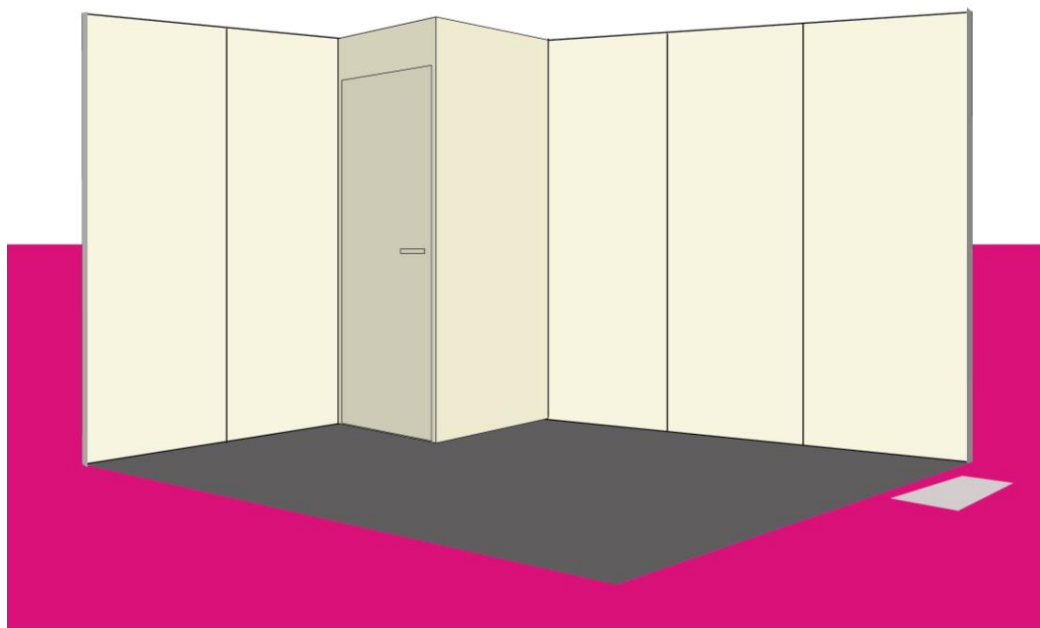
WINES & FOODS

4/4

IF YOU HAVE RESERVED A SAVOUR STAND – non-binding picture

- *Minimum surface area: 9 m²*
- *You may take possession of your stand:*

Pavilion 3.2
29/04 – 8.00 am



Fittings include:

- Grey linoleum
- Honey colour melamine partition (*not provided for island stands*).
- Signboard on ground.
- Storeroom (optional)

***Mandatory Catering form in your Exhibitor Space where you can choose your options**

For seated and/or take-away meals (cooked), the installation of a grease tank and filtering hoods are a compulsory service provision. Available when you order in your exhibitor area.

VILLAGE FRANCAISES

CREATIONS

YOU HAVE BOOKED A STAND IN THE FRENCH INNOVATION & CREATION
VILLAGE : non contractual image

- You may take possession of your stand: from 8am on 29/04



Visuel non contractuel

The layout includes:

- Blue carpeting
- Sign
- 1 box of 1kw intermittent
- 1 rail of 3 spots

Furniture : 1 counter, 1 stool

REGULATIONS & FORMALITIES

REGULATIONS

- Disabled access at the show
- Architecture & decoration rules
- Rules for tasting & sale of produce
- Fire & panic risks prevention regulations

FORMALITIES

- Customs
- Formalities for beverages samples & sales
- Exhibitor safety instructions
- Using foreign service providers
- Refund of French VAT (TVA)

REGULATIONS

DISABLED ACCESS
AT THE SHOW

PREAMBULE

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

Generally, the pavilions, exhibition halls, and installations in exhibition centres meet the requirements of this order: accessibility, toilets, car parking, etc.

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

In the shows organised by COMEXOSIUM, 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: $60 \text{ cm} < 2 \text{ H} + \text{T} < 64 \text{ cm}$ (H = step height, T = strep tread).

Hand rails and safety rails must respect the standards NF P 01-12 and NF P 01-013.

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

Areas reserved for wheelchair users will be provided.

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

WELCOME AND INFORMATION DESKS

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

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

REGULATIONS

ARCHITECTURE & DECORATION RULES

1/3

FOIRE DE PARIS 2024 decoration regulations cover all the presentation standards for stand fittings, which have been established to ensure the show runs properly and visitors are comfortable.

These standards also include the applicable safety rules for trade fairs and shows and are listed in the Exhibitor's Guide. All fittings and decorations must observe the "Decoration Regulations."

Some areas of the Foire de Paris 2024 are governed by specific rules, according to the particular nature of the show. Go to the decoration regulations to see these specifications, or contact your sector manager.

Before they are constructed, all plans for bare stands at FOIRE DE PARIS 2024 must be submitted by **March, 24th 2024** at the latest. It must compulsorily include the following items:

- **Plan "seen from above"** with scale, dimensions, and setback positioning (shared walls and aisles)
- **Cross-section plan** with scale, dimensions, and heights for projecting volumes.

Any plans that do not respect the rules will be rejected and any stand constructed without authorisation from Foire de Paris 2024 may be dismantled at the exhibitor's expense.

Your project shall be submitted to:

For pavilions : 1.1, 1.2, 1.3 2.2, 2.3, 3.1, 3.2, 4, 7.1 :

ASTECH PROD

Tél. : +33 (0) 6 83 25 95 12

Email: pascal.redon@astech-prod.com

By signing their admission request, exhibitors are committing to respecting every clause in the decorations and events regulations detailed hereafter. They also commit to ensuring any other invited parties (installation workers, decorators, etc.) respect them.

Agreements between exhibitors are not authorised. Only the organiser is able to make exemptions, once a written request has been submitted.

HALLS' FLOORS, WALLS AND PILLARS

1. The floors, walls and pillars in pavilions are concrete or clad in wood. It is prohibited to drill or make fixing holes, grooves or cuts in them. It is also prohibited to paint them. The height of pillars' cladding must respect decoration regulations. Exhibitors with a post marked "height below cabinet" (in French, HSC) on their stand allow for access to the electrical cabinet.


- The heights of pillars must respect regulations (see below).
- The exhibitor's location must be left in its initial state. The exhibitor responsible will be billed for any damage done during dismantling. Exhibitors are responsible for their service providers (decorators, installation workers, etc.).

HEIGHT OF STANDS, OPENINGS AND CLEARANCE LIMITS

2. Heights

Exhibitors are required to respect the maximum heights for stands and signs fixed by the show organiser. The decoration of stands must not exceed these height limits. Any infringement of this obligation may result in the immediate dismantling of the stand at the Exhibitor's expense.

The maximum height for adjoining stand is 2.5m

Pavilions	Maximum height of constructions and decorations	Signboards and lighting bridges: highest point from floor	Drop wires: highest point from floor
1.1/1.2/1.3 Garden & Veranda Swimming pools – Spa Furniture	5,00 m for adjoining stand is 2.5m	7,00 m with an 1m recess from the adjoining stands an 0.5m from the aisles	7,50 m
1.3 Beauty & Well-being Fashion & Accessories Lépine Competition	2,50 m ⁽²⁾	4,00 m ⁽²⁾ with an 1m recess from the adjoining stands an 0.5m from the aisles	4,50 m ⁽²⁾
2.2 – 2.3 and 3.1 Fireplace Design place Building work & Home improvements Bathroom	4,00 m ⁽²⁾⁽³⁾⁽⁴⁾ for adjoining stand is 2.5m	5,00 m ⁽²⁾⁽³⁾ with an 1m recess from the adjoining stands an 0.5m from the aisles	5,50 m ⁽²⁾⁽³⁾
3.2 Building work & Home improvements Wine & Gastronomy	4,00 m ⁽²⁾ for adjoining stand is 2.5m	5,00 m ⁽²⁾ with an 1m recess from the adjoining stands an 0.5m from the aisles	5,50 m ⁽²⁾
4 Riches of the World A Taste of the tropics	4,00 m ⁽²⁾ for adjoining stand is 2.5m	5,00 m ⁽²⁾ with an 1m recess from the adjoining stands an 0.5m from the aisles	5,50 m ⁽²⁾
7.1 Kitchen	4,50 m ⁽³⁾⁽⁴⁾ for adjoining stand is 2.5m	4,50 m ⁽³⁾⁽⁴⁾ with an 1m recess from the adjoining stands an 0.5m from the aisles	4,50 m ⁽³⁾⁽⁴⁾
 7.1 Household Appliances High tech – Demonstrators Mobility	5,00 m ⁽³⁾⁽⁴⁾ for adjoining stand is 2.5m	5,00 m ⁽³⁾⁽⁴⁾ with an 1m recess from the adjoining stands an 0.5m from the aisles	5,50 m ⁽³⁾⁽⁴⁾

The rear faces of booths must be clean and covered with cotton scraped from the adjoining bulkheads.

2) The maximal heights of constructions, signs and drop wires will be approved depending on your stand location

3) Pavilions 2.3 – 3 and 7.3: drop wires cannot be hung in certain zones: for more information, please call +33(0)1 40 83 23 00

4) Mezzanines are prohibited in Pavilion 1, 7.1 and 2.2 (in a specific zone).

REGULATIONS

ARCHITECTURE
& DECORATION RULES

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3. Openings onto aisles

All stand facades opening onto an aisle must respect a minimum opening of 50% even if the construction is set back from the aisle. The following are considered to be closures: curtains, windows, window films, blinds, etc. It must be possible to walk through openings. The backs of stands must be kept clean and covered in brushed cotton if in contact with adjoining partitions.

4. Reused stands / Equipped stands

These are subject to Stand Design Regulations in the same way as newly built stands. They must conform to the prescribed clearance and height limits. Equipped stands are not subject to approval, so all extra fittings must respect decoration regulations.

Exhibitors are required to respect the maximum heights for stands and signs fixed by the show organiser. The decoration of stands must not exceed these height limits. Any infringement of this obligation may result in the immediate dismantling of the stand at the Exhibitor's expense.

Basins (pools, spas, etc.) filled with water must be reported in the participation package or in writing to the Foire de Paris and the basin filling service must be ordered which also includes basin emptying
Consult the specific regulations in your Exhibitor Space

SIGNS AND SIGNAGE**5. Structure**

By «Signage», the Foire de Paris understands an open superstructure that may display the label or luminous logo of the exhibitor. The from-floor height of signs is limited as per the table on the previous page. They must be erected at least 1m away from neighbouring stands. Stand-alone structures bearing the exhibitor's lit-up logo or symbol must be kept at a distance from any adjoining stands.

6. Anchored balloons

Gas-filled balloons are prohibited.

7. Flags

Flags must not be taller than your construction. Only one flag can be used for each open-sided part of your stand. They must be kept 2m away from walkways and neighbouring stands.

8. Sound systems and lit-up signage

Requests to display any advertising using lighting or sound must be submitted to the Foire de Paris for approval, who may withdraw such permission once granted if the item in question causes a nuisance to neighbouring exhibitors, causes an obstruction or mars the appearance of the show. Flashing signs and the like are not permitted. Illuminated signs are permitted, but they may under no circumstances be of intermittent or flashing nature. Gobos are allowed but must

imperatively respect the borders of the stand. No sweeping on the ceiling, paths and walls of the foyer will be allowed. Sound may only be used upon agreement from FOIRE DE PARIS.

If your sound requires amplification on your stand (podiums and runways, events, etc.) you must design your amplification system to link up with the pavilion's sound system, for safety reasons. (Order this service via your Exhibitor Space at www.foiredeparis.fr).

9. TV screens (and video walls)

TV screens placed together to form a wall of no more than 5m in height are considered to be flashing signage. As such they are only permitted if they are kept 2m away from aisles. The sound level must be limited to 80 dBA.

PLATFORMS AND CEILINGS**10. Platforms**

Refer to the rules for the prevention of fire hazards and panic in the Exhibitor Guide.

11. Ceilings

Refer to the rules for the prevention of fire hazards and panic in the Exhibitor Guide.

12. Disabled access

Refer to the regulations concerning disabled access in the Exhibitor Guide.

ELECTRICAL FITTINGS ON STANDS

It is expressly forbidden to use VIPARIS Porte de Versailles' own fittings (pavilion drains, underground networks, hatches and trapdoors, etc.) as channels for your own electrical cables.

INSTALLATIONS ON STANDS AND PRESENTING EQUIPMENT

Any equipment presented must not block or inconvenience neighbouring stands. No equipment may extend beyond the stand's surface area.

DROP WIRES – HANGING INSTALLATIONS FROM BUILDING FRAMEWORKS

Only specialist departments from VIPARIS Porte de Versailles can make hanging installations from building structures. Only departments from VIPARIS Porte de Versailles are authorised to work on pavilions' structural frameworks. Drop wires are designed to hold a maximum weight of 50-80kg per attachment point, depending on your stand's location (including temporary loads, e.g.: motors, electrical cables, etc.), in accordance with the layout plan for hanging drop wires (order via your Exhibitor Space at www.foiredeparis.fr).

Pavilion 3 et 4 Under ring road: 80 kg maximum per direct point, no crows feet possible. No lifting dynamics

Please see the table detailing authorised heights.



REGULATIONS

ARCHITECTURE
& DECORATION RULES

We wish to draw your attention to requirements issued by the Paris local safety commission concerning the inspection of hanging structures.

These apply to :

- All temporary installations hung from attachment points with slings at the exhibition centre, such as lighting trusses, framed structures and signage.
- But also self-propelled structures of the stage type as regards the attestation of good assembly in compliance with the manufacturer's instructions.

The safety specifications for the Paris Porte de Versailles exhibition centre have been modified to include control procedures for these installations.



It is now mandatory for installations to be inspected and certified by an approved control agency (*) before they are mounted on attachments.

SIT-DOWN/STAND-UP CATERING

13. Exhibitors must keep within the surface area allocated to them. Under no circumstances may they encroach upon the aisles, thereby impeding the circulation of visitors and disturbing neighbouring exhibitors.

14. Products must only be presented within the confines of the stand. It is prohibited to display unrefrigerated, clingfilm-wrapped culinary specialities on tables.

15. Waste containers must not be placed in the aisles or on the stand, within view of visitors.

Collection of refuse and its storage until stand breakdown must be organised in a systematic, rational and efficient manner.

16. For aesthetic and safety-related reasons, pantries and kitchens must not be visible to visitors. On no account must guests visit these areas.

17. For hygiene reasons, floors must be covered in a material whose physical characteristics (including waterproofness) limit the risk of food becoming contaminated. They must be easy to clean and disinfect.

18. Stands must be decorated in a way which is appropriate to the cultural heritage of the represented region or country.

19. For seated and/or take-away meals (cooked), the installation of a grease tank is a compulsory service provision. Available when ordering in your exhibitor area.

EVENTS – DEMONSTRATIONS

20. Bands and recorded music are subject to strict regulations.

Any plans to have musical entertainment on a stand must be presented to the Organiser beforehand, along with specific details of the project, including the equipment and sound source to be used, the type of entertainment involved, etc.

Any musical entertainment will only be authorised after the Organiser's agreement of a precise project proposal (sound source and equipment, type of entertainment).

21. Speakers must never be more powerful than 30 watts. They must face inwards towards the stand and lean downwards. The sound volume may not exceed 70 dB.

22. Events may run for a maximum of two hours per day, at times agreed in advance with the organiser.

23. If these provisions are not respected, the organiser will close down the exhibitor's stand or event without warning.

24. Exhibitors who use music as part of their appearance at the show must inform SACEM of this directly. This is in no way the organiser's responsibility.

SACEM

Tel.: + 33(0)1 76 76 74 80

Website: <http://www.sacem.fr/>

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COMPLIANCE OF HANGING SYSTEMS SUSPENDED STRUCTURE

**DOCUMENT TO BE SUBMITTED AT THE EXHIBITOR'S OFFICE or AT THE FIRE SECURITY
MANAGER DURING THE SETTING UP**

CABINET GUILMIN

Contact : **Thierry GUILMIN**, 50, rue Gilbert CESBRON - 75017 PARIS

☎ 33 (0)6 60 87 27 43 cabinetguilmin@gmail.com

I UNDERSIGNED NAME:

COMPANY :

ACTING ON BEHALF OF (EXHIBITOR):

HALL / N° STAND:

**ATTESTS TO HAVE REALIZED THE SYSTEMS OF HANGING OF THE STRUCTURES SUSPENDED
IN ACCORDANCE WITH THE PRESCRIPTIONS ENUMERATED HEREAFTER:**

- Conformity of the installation in accordance with the specifications of the manufacturer's technical manual and in particular, respect of the load charts and any calculation notes, respect of the direction of installation of the light bridges, control of the installation of alpha and beta pins, ...
- Use of lifting equipment duly verified (periodic verification according to the standards in force) and of equal and synchronous power.
- Compliance with the technical specifications established by the organizer of the event.
- Respect of the loads indicated on the provided plan and conformity with the technical specifications of the site.
- Conformity of the attachment points on the suspended structures according to the standards in force in coherence with the loads to support.
- Placement of security slings in extended position, especially for electric hoists.
- Double security of the technical elements installed on the light bridge or the suspended structure, for example the luminous projectors, the loudspeakers, the elements of signage

*Checks are made when the elements are being installed
The technician is the person who installs the suspended structures*

TECHNICAL INSTALLATIONS	TOTAL LOADS AND HEIGHT	VÉRIFICATEUR	
		INSPECTION OFFICE	TECHNICIEN (CERTIFICATE)
- TRUSS: LIGHT, SOUND - - CEILING AND VELUM - SUPPORT SIGNS	< 1000 KG and H < 6,20 m		X
	< 1000 KG and H > 6,20 m	X	
	>1000 KG	X	

Signature:

**Date:
NAME:**

- Use and implementation of washing accessories (cables, slings, shackles, links, ...) in accordance with the standards in force.

REGULATIONS

RULES FOR TASTING & SALE
OF PRODUCE

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 shall be about 0.5 sq.m per sq.m of cooking area. The extraction rate shall be about 4,000 cu.m per hour per sq.m of cooking area. The hood shall 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 & propane (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 CUSTOMS 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 PRODUCE

2/2

Systematically wrap products or, at minimum, provide a towel.

Have one sink per stand for solid and liquid products (except for pre-packaged products).

Any stand at which liquid products are consumed must be equipped with running water.

Install the protective devices required by the Veterinary Services department: protective glass in front, above and to the sides of the space.

Exhibitors must comply with regulations on the safety of food provided directly to the consumer and, in particular, the Order of 9 May 1995 (Journal Officiel of 16 May 1995).

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

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

2. In particular:

a) In the absence of permanent facilities, provisions must be made to allow those handling foods to wash their hands.

b) Surfaces in contact with food, including sales counters, stalls and tables, must be well maintained, easy to clean and, when necessary to prevent the contamination of food, disinfected. They must be kept in a permanent state of cleanliness.

c) Adequate resources must be provided for:

The cleaning and, when necessary to prevent the contamination of food, disinfecting of work tools and equipment.

The protection of foodstuffs from possible contamination.

To ensure compliance with the temperature conditions set forth in Article 10 below.

d) Potable water, cold or hot, must be present in sufficient quantity to perform the operations mentioned in a, b and c above.”

Recap – Article 10:

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

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

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

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

+4° C maximum: any highly perishable food for which the absence of temperature control for a short period could present a microbial risk to the consumer, including: Cooked or precooked, ready-to-use animal or vegetable foodstuffs that are unstable at room temperature; unstable cold preparations of animal origin, in particular cold meats, stuffed pasta, sandwiches, mixed salads and sauce bases; unstable meat-based processed products; offal; poultry; rabbit; cuts of meat; unstable smoked or pickled seafood; unstable cream- or egg-based preparations (cream pastries, pastry cream, sweets); raw milk, chilled raw-milk products, unstable whipped cream; pre-packaged sliced or grated cheese; pre-chopped raw vegetables and their preparations; raw fruit or vegetable juice with pH over 4.5; thawed products; and unstable vending-machine products.

+8° C maximum: any perishable food for which the absence of temperature control could generate a less immediate microbial risk for the consumer, including: Dairy products other than pasteurized milk, milk-based desserts, butters and fats; non-stable desserts based on milk substitutes; and stable products based on sliced meat.

-18° C: ices, ice creams, sorbets and any flash-frozen food as defined in the provisions of the Decree of 9 September 1964.

-15° C: any frozen food.

Above +63° C: cooked dishes delivered hot to the consumer.

REGULATIONS

FIRE & PANIC RISK
PREVENTION REGULATIONS

1/5

1. GENERAL REMARKS

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

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

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

CABINET SÉCURITÉ & INCENDIE - Cabinet GUILMIN

Thierry GUILMIN – 50 rue Gilbert CESBRON - 75 017 PARIS

Tel : +33 (0)1 46 27 63 57 - 06 60 87 27 43

Tél/Fax : 01 46 27 63 57

E-mail : cabinetguilmin@gmail.com

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

2. DISABLED ACCESS

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

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

minimum width = 0.90m,

33% bevel threshold strip, if floor has a rise of < 4cm,

4% inclinations, whatever the length of pathway,

5% inclinations over lengths of < 10m,

10% inclinations over lengths of < 0.50m.

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

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

3. STAND FITTINGS

3.1. MATERIALS CLASSIFICATION REQUIREMENTS

3.1.1 - General remarks

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

3.1.2 - Requirements

stand frame and partitions with at least a minimum **M3 classification**,*

wall coverings (natural or plastic textiles with at least **M2 classification**,*

curtains, hangings and free-hanging net curtains with at least **M2 classification**,*

firmly fixed floor covering with at least **M4 classification**,*

coverings for podiums, platforms or terraces (if h > 0.30 metres and if S > 20 m²) with a minimum of M3 classification,*

decorative items with at least M1 classification,*

full velums with at least M2 classification,*

ceilings and suspended ceilings, with at least M1 classification.*.

*M1 classification, EU class B

M2, EU class C

M3, EU class D

M4, EU class D

3.1.3 – Equivalences

Solid non-resinous wood: if thickness >14 mm, classified M3* or D,

solid resinous wood: if thickness >18 mm, classified M3* or D, panels derived from wood (plywood, slats, fibres, particles): if thickness >18 mm, classified M3* or D.

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

3.2. CONSTRUCTION AND OUTFITTING RULES

3.2.1 – Are forbidden:

curtains, hangings and net curtains in front of exits, paints and varnishes classified flammable (nitrocellulose or glycerophthalic paints for example),

use of signs or billboards in white letters on a green background.

stands with several levels.

ceilings for upper levels (ceiling, suspended ceiling, velum fabric). Only mesh velum or "smoke out" velum is authorised

REGULATIONS

FIRE & PANIC RISK
PREVENTION REGULATIONS

2/5

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 (1m^2 maximum).

3.2.3 – Stands with upper floors

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

if $S < 50 \text{ m}^2$, resistance of 250 kg/ m^2

if $S > 50 \text{ m}^2$, resistance of 350 kg/ m^2 ,

handrails compliant with standards NF P 01-012 and NF P01-013 (see diagrams in appendix)

following assembly, **solidity and stability** of the mezzanine to be checked by a certified inspection body,

if **capacity > 50 people**, 2 evacuation staircases,
extinguishers suited to the risks will be available on each mezzanine

no **electrical box** (energy and distribution) with total power > 100kVA under the mezzanine,

use of mesh canopy or "smoke out" canopy for any **cover above the mezzanine**.

3.2.4 – closed stands or rooms:

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

number and width of exits:

$S < 20\text{m}^2$: $1 \times 0.90\text{m}$,

$20\text{m}^2 \leq S < 50\text{m}^2$: $1 \times 0.90\text{m}$ and $1 \times 0.60\text{m}$,

$50\text{m}^2 \leq S < 100\text{m}^2$: $2 \times 0.90\text{m}$ or $1 \times 1.40\text{m}$ and $1 \times 0.60\text{m}$,

$100\text{m}^2 \leq S < 200\text{m}^2$: $1 \times 1.40\text{m}$ and $1 \times 0.90\text{m}$ or $3 \times 0.90\text{m}$,

$200\text{m}^2 \leq S < 300\text{m}^2$: $2 \times 1.40\text{m}$,

$S > 300\text{m}^2$, please contact the Cabinet GUILMIN,

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

Tel.: +33 (0)1 47 56 30 81 or +33 (0)1 47 56 31 48

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, CO_2 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 and Propane is authorised
in 13 kg cylinders. A cylinder may supply one device only.
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 halls.

BUTANE AND PROPANE

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 complaint with standards,

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

surface temperatures must be < 40°C,

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

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

tanks will only be filled away from the public,

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

REGULATIONS

FIRE & PANIC RISK
PREVENTION REGULATIONS

4/5

9. SPECIAL EFFECTS

(Please contact the Cabinet RAILLARD)

If technical installations are fitted on the stand to create special effects (smoke machines, dry ice machines using carbon dioxide and laser machines), they must be compliant with technical instructions for using such equipment (decree of 11 December 2009, Journal officiel de la République française of 16 February 2010).

Due to the presence of automatic fire detection systems in some halls or pavilions, the use of these types of technical installations is sometimes restricted.

At least 30 days before the show opens, these installations must be declared (or in the case of lasers, usage must be requested) via the relevant authority (please contact the Cabinet RAILLARD).

IMPORTANT: Machines which use enclosed lasers (e.g.: for cutting, reading, or measuring) as part of demonstrations for exhibition purposes only can be used without the prior agreement of the administrative authority. However, they must be declared to the organiser 30 days before the show opens.

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

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

11. FLAMMABLE LIQUIDS

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

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

5 litres of Class 1 flammable liquids.

12. SAFETY EQUIPMENT

Must remain visible at all times

Must be accessible at all times

Fire hoses must not be covered by housing, other encumbrances or decoration

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

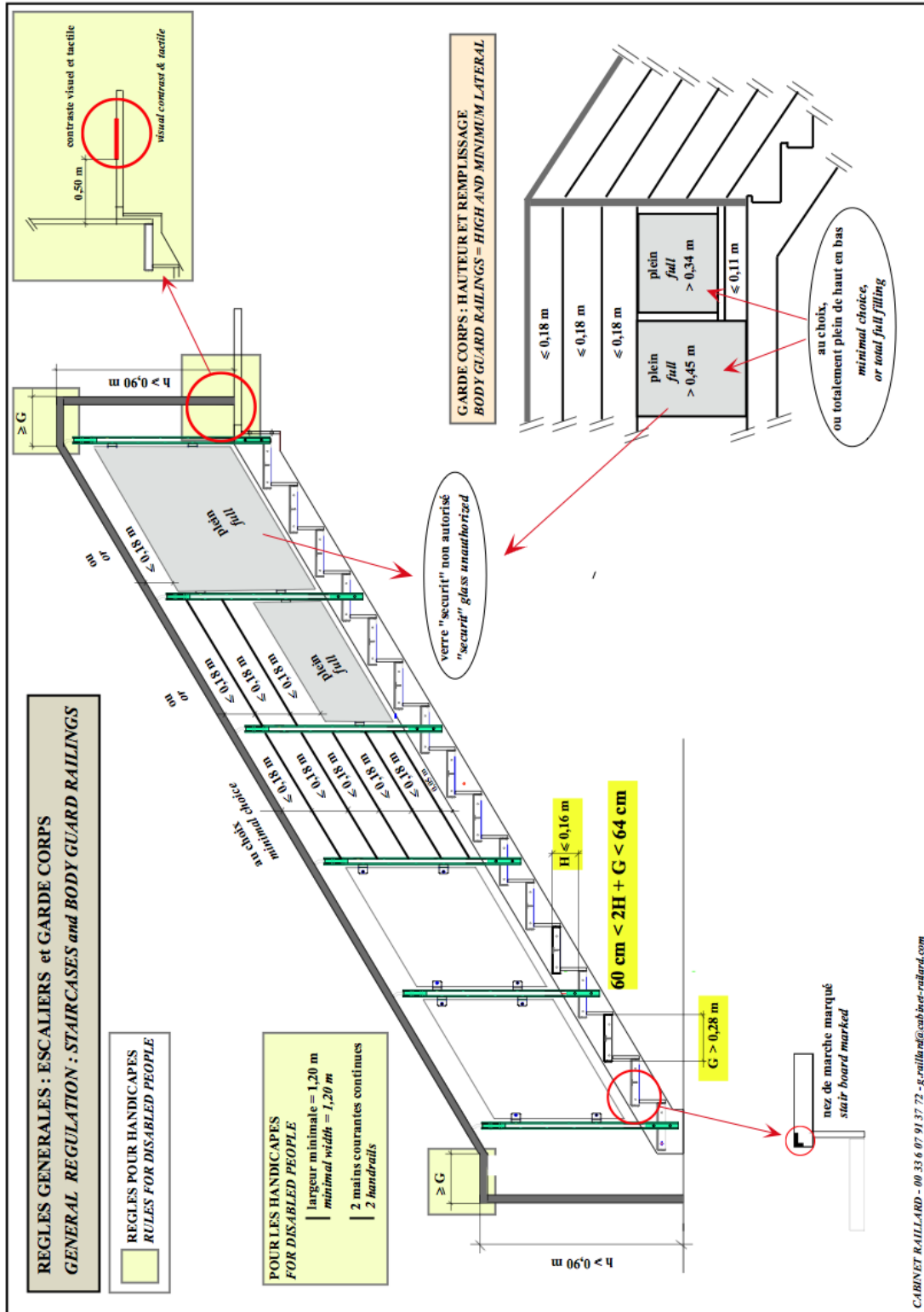
13. INSTRUCTIONS FOR OPERATION

Crates, cardboard boxes and wood may not be left on stands and in passages.

Daily cleaning necessary.

REGULATIONS FIRE & PANIC RISK PREVENTION REGULATIONS

5/5



FORMALITIES

CUSTOMS

1/3

IMPORTANT: CUSTOMS INFORMATION[+33 \(0\)8 11 20 44 44*](tel:+33211204444) (€0.06/min)www.douane.gouv.fr/

Economic Regimes Office

Customs and excise duties

Open: Monday to Friday

Time: 9am – 5pm

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

During FOIRE DE PARIS, the Parc des Expositions de Paris Porte de Versailles exhibition grounds are granted temporary admission by customs.

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

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

GENERAL COMMON LAWS**Arrival of goods:**

Goods must be presented to the 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.

FORMALITIES

CUSTOMS

3/3

ATA Carnet systems for exhibitions

(Excludes food products)

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

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

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

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

FORMALITIES

FORMALITIES FOR TASTINGS AND BEVERAGE SALES

1/4

IMPORTANT :

- Opening of a drinking establishment: - Approval of the Event Organizer - Groups 1 to 5
- Opening of a temporary public house: Declaration of Professions - Groups 3 to 5

FORMALITIES TO BE CARRIED OUT BY THE EXHIBITOR

Exhibitors at fairs, exhibitions and trade shows may be authorized to open onsite or takeaway drinks outlets, as well as restaurants. Depending on the mode of distribution and the nature of the beverages sold or distributed, the opening of a "temporary" drinks outlet is subject to :

1) Assent of the Event Organizer (Groups 1 to 5)

Here is the form to fill to submit your application :

PRÉFECTURE
DE POLICE
*Liberté
Égalité
Fraternité*

Annexe
**précisant les bénéficiaires de l'autorisation temporaire
de vente d'alcool au sein du salon d'Etat**

		Demandeur du DBT au sein du salon				Emplacement du stand du demandeur au sein du salon			
Coordonnées du demandeur		Personne morale représentée sur le salon							
N° de DBT demandé	Nom	Prénom	Adresse du demandeur	Qualité	Nom	NOM du stand	Pavillon	Allée	Stand

To download and complete this form, go directly to the home page of your Exhibitor's Area and click on « GUSTATIONS AND DRINKS SALES » on the right of the screen. (see screenshot)

NB : Each line matches a company and a stand manager.

All forms must be returned by **April 1st, 2024** in order for us to forward them to the prefecture. This will enable us to obtain the necessary authorizations, which we can then pass on to you.

FORMALITIES

FORMALITIES FOR TASTINGS
AND BEVERAGE SALES

2/4



PROTECTION DES MINEURS ET RÉPRESSION DE L'IVRESSE PUBLIQUE

**IL EST INTERDIT DE VENDRE DE L'ALCOOL
À DES MINEURS DE MOINS DE 18 ANS.**

La personne qui délivre la boisson peut exiger du client une preuve de sa majorité, notamment par la production d'une pièce d'identité.

Il est interdit d'offrir de l'alcool à titre gratuit à des mineurs dans les débits de boissons et tous commerces ou lieux publics.

Il est interdit de recevoir dans les débits de boissons alcooliques des mineurs de moins de seize ans qui ne sont pas accompagnés de l'un de leurs parents ou d'un majeur responsable.

CODE DE LA SANTÉ PUBLIQUE : ART. L. 3342-1, L. 3342-3

**IL EST INTERDIT DE PROPOSER DES BOISSONS
ALCOOLIQUES À PRIX RÉDUITS
PENDANT UNE PÉRIODE RESTREINTE
(« HAPPY HOURS ») SANS PROPOSER ÉGALEMENT
SUR LA MÊME PÉRIODE DES BOISSONS
SANS ALCOOL À PRIX RÉDUITS.**

CODE DE LA SANTÉ PUBLIQUE : ART. L. 3323-1

**IL EST INTERDIT POUR LES DÉBITANTS DE BOISSONS
DE DONNER À BOIRE À DES PERSONNES
MANIFESTEMENT IVRES OU DE LES RECEVOIR
DANS LEURS ÉTABLISSEMENTS.**

CODE DE LA SANTÉ PUBLIQUE : ART. R. 3353-2

**IL EST INTERDIT DE SE TROUVER EN ÉTAT D'IVRESSE
MANIFESTE DANS LES LIEUX PUBLICS.**

CODE DE LA SANTÉ PUBLIQUE : ART. R. 3353-1

LE NON-RESPECT DE CES INTERDICTIONS EST POSSIBLE DE POURSUITES JUDICIAIRES.

FORMALITIES

FORMALITIES FOR TASTINGS AND BEVERAGE SALES

3/4

2) the Declaration of Profession provided for in article 502 of the General Tax Code, submitted to the Indirect Tax Customs Office, in the case of imports of products from the European Union (Groups 3 to 5).

Please complete the form "Demande d'autorisation de tenue de débits de boissons temporaires à Paris" ([Click here to go directly to the form](#)) and send it directly to :

Bureau de Douanes Contributions Indirectes
30 rue Raoul Wallenberg
75019 PARIS.

Or by e-mail to the following address: ci-paris@douane.finances.gouv.fr

Phone information: +33 (0)9.70.27.21. 10

FORMALI

FORMALITIES FOR TASTINGS AND BEVERAGE SALES

4/4

D - Classification of beverages

Group 1

Non-alcoholic beverages: water, fruit or vegetable juices not fermented or containing traces of alcohol in excess of 1 or 2 degrees after fermentation, lemonades, herbal teas, milk, coffee, tea, chocolate, etc.

2nd Group

Non-distilled fermented beverages: wine, beer, cider, perry, mead, plus natural sweet wines qualifying for wine tax status, as well as crèmes de cassis and fermented fruit or vegetable juices containing 1, 2 or 3 degrees of alcohol.

3rd Group

Natural sweet wines other than those belonging to group 2, liqueur wines, wine-based aperitifs and strawberry, raspberry, blackcurrant or cherry liqueurs, containing not more than 18 degrees.

4th Group

Rums, tafias and alcohols distilled from wines, ciders, perries or fruit and not containing added spirits, as well as certain liqueurs.

5th Group

All other alcoholic beverages.

EXHIBITOR SAFETY INTRODUCTIONS

1/16

IMPORTANT:

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

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

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

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

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

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

For FOIRE DE PARIS 2024, this coordination mission is carried out by the COMEXPOSIUM Company via a delegated coordinator assisted by a team of experts who make up the safety group of FOIRE DE PARIS 2024.

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

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

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: 15 March 2024.

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

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

EXHIBITOR SAFETY INSTRUCTIONS

2/16

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

Obligation of protection reminder Cf Chapter VIII-2 of this document

You are reminded that wearing safety shoes (reinforced toe caps + anti-perforation soles) is obligatory for anyone who enters the show site during these periods.
For all people working from elevated platforms and any task presenting a risk, wearing a hard hat is compulsory.
To be accepted into the pavilions, electrical tools, fixed or portable, must be equipped with a vacuum or dust collection system.
Art. R 4412-70 of code of work

EVENT ASSEMBLY AND DISMANTLING DATES

BARE STANDS EXHIBITORS TIMETABLES FOIRE DE PARIS 2024 (Pavilion 7.1 between 7.30am and 9pm).

PAVILION	ASSEMBLY	OPEN	DISMANTLING
1 Furnishing and Decoration Garden & Veranda Swimming pools & Spa	from 2pm on 04/25 to 04/30 (1)	Opening to the public from 01/05 to 12/05 from 10am to 7pm (Nocturnal on Saturday, May 11st until 10pm) Exhibitor's access in the Pavilions : From 7.30am on 01/05 From 02/05 to 12/05 : from 8.30 am to 8pm (Until 11pm on the Nocturnal evening)	7pm to midnight on 05/12 7:30 am to 8 pm on 05/13 7:30 am to noon on 05/14
1.3 Market fashion & beauty Lépine Competition International Paris	from 2pm on 04/27 to 30/04 (1)		7pm to midnight on 05/12 7:30 am to 8 pm on 05/13 7:30 am to noon on 05/14
Exhibitions Bridge Arts & Crafts	from 2pm on 04/28 to 04/30 (1)		7pm to midnight on 05/12
2.2 Riches of the World Innovation Art Galery & Creation Française	from 2pm on 04/25 to 04/30 (1)		7pm to midnight on 05/12 7:30 am to 8 pm on 05/13 7:30 am to noon on 05/14
2.3 & 3.1 Construction Renovation Fireplace & Stove Bathroom	from 2pm on 04/25 to 04/30 (1)		7pm to midnight on 05/12 7:30 am to 8 pm on 05/13 7:30 am to noon on 05/14
3.2 Eco-energy & Heating Wines & Gastronomy Food	from 2pm on 04/26 to 04/30 (1)		7pm to midnight on 05/12 7:30 am to 8 pm on 05/13 7:30 am to noon on 05/14
4 Tropical and world food Arts and Crafts & Riches of the World	from 2pm on 04/26 to 04/30 (1)		7pm to midnight on 05/12 7:30 am to 8 pm on 05/13 7:30 am to noon on 05/14
7-1 Kitchen & Household Appliances	from 2pm on 04/23 to 04/30 (1)		7pm to midnight on 05/12 7:30 am to 8 pm on 05/13 7:30 am to noon on 05/14
7-1 Demonstrators market Mobility	from 2pm on 04/24 to 04/30 (1)		7pm to midnight on 05/12 7:30 am to 8 pm on 05/13 7:30 am to noon on 05/14
Outdoors Food Trucks Village	from 2pm on 04/30 (1)		5 pm to 7 pm on 05/12

- (2) In assembly: Pavilions are accessible to exhibitors and their installation teams every day between 7.30 am and 7pm (except Pavilion 7.1 between 7.30am and midnight).
On Tuesday, April 30th, these hours are extended from 7:30am to 11pm for all pavilions.

For safety reasons, it is forbidden to work in the Pavilions outside of the indicated hours

EXHIBITOR SAFETY INTRODUCTIONS

3/16

FITTED STAND EXHIBITORS TIMETABLE - FOIRE DE PARIS 2024

PAVILIONS	ASSEMBLY	OPENING	DISMANTLING
1- 2.2 - 2.3- 3.1 - 4 - 7.1	from 04/29 8.00am to 04/30	Opening to the public from 01/05 to 12/05 from 10am to 7pm (Nocturnal on Saturday, May 11st until 10pm)	05/12 from 7.00pm to midnight
1.3 -3.2 & EXHIBITIONS BRIDGE	from 8am on 04/29 to 04/30	Exhibitor's access in the Pavilions : From 7.30am on 01/05 From 02/05 to 12/05 : from 8.30 am to 8pm (Until 11pm on the Nocturnal evening)	12pm to midnight on 05/08

On Tuesday, April 30th 2024, these hours are extended from 7.30am to 11pm for all pavilions.

For safety reasons, it is forbidden to work in the Pavilions outside of the hours indicated.

Storage spaces and furnishings have to be emptied between 7pm and midnight on the 12th of May 2024.

Equipped stands are dismantled from midnight on Sunday, May 12th 2024.

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. PROTECTIONS
- IX. GENERAL RULES OF CONSTRUCTION
- X. FIRE SAFETY
- XI. ORGANIZATION OF EMERGENCIES
- XII. THE INDIVIDUAL HEALTH AND SAFETY PROTECTION PLAN

Exhibitor Safety Instructions

4/16

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 FOIRE DE PARIS 2024.

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

I. 2. COMPOSITION

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

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

I.3. DEFINITION OF THE COMPANY

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

The 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.

Exhibitor Safety Instructions

5/16

II. ADMINISTRATIVE INFORMATION**II.1. THE PARTICIPANTS****II. 1. 1 General Organization**

The COMEXPOSIUM Company acts as the general exhibition Organizer of FOIRE DE PARIS 2022.

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		Mr Steven ABAJOLI Email : steven.abajoli@comexposium.com	
TECHNICAL DIRECTOR			
Mr Jean-Marc PIERRE Tel : +33 (0)1 76 77 13 67 Email : jean-marc.pierre@comexposium.com			
TECHNICAL MANAGERS / CONTACTS RECEIVING EXHIBITORS' DEMANDS			
M Alexandre Merle Email : alexandre.merle@comexposium.com		Concours Lépine – Pav 1 - PDE	
M. Julien GARCIA Tel : +33 (0)1 76 77 13 30 Email : julien.garcia@comexposium.com		Pav. 3.1/3.2 – 4 – Food Trucks	
Mrs Elodie GANGAND Tel : +33 (0)1 76 77 15 23 Email : elodie.gangand@comexposium.com		Pav. 7.1 – 2.2/2.3	
INSURANCE AGENCY – Civil resp / Dam.to property		TOWN HALL	
SIACI 18 rue de Courcelles 75384 PARIS Cedex 08 Mr Philippe HUET Tel : + 33 (0)1 44 20 29 81 Email : philippe.huet@s2hgroup.com		MAIRIE DU XVème 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 Tel: + 33 (0)1 46 05 17 85 Fax: +33 (0)1 46 05 76 48 Email: sps@d-o-t.fr	Cabinet GUILMIN Mr Thierry GUILMIN 50, rue Gilbert CESBRON 75017 Paris Portable : + 33 (0)6 60 87 27 43 Courriel : cabinetguilmin@gmail.com

The fire safety representative will be present during the assembly.
 The date of the safety committee tour of inspection hasn't been defined.

Exhibitor Safety Instructions

6/16

FIRE PROOFING	EXPERT IN THE SOUNDNESS OF MAJOR STRUCTURE
<p>Groupe ment NON FEU 37-39, rue de Neuilly BP 249 - 92113 CLICHY Tel : + 33 (0)1 47 56 31 48</p> <p>Groupe ment Technique Français de l'ignifugation 10 rue du Débarcadère 75017 PARIS Tel: + 33 (0)1 40 55 13 13</p>	<p>SOCOTEC 3 avenue du Centre Les Quadrants 78182 SAINT QUENTIN EN YVELINES Tel : +33 (0)1 30 12 80 00</p>

II.2. DEFINITION OF WORK AREAS

VENUE	PAVILIONS
<p>PARIS EXPO – Porte de Versailles 1 place de la Porte de Versailles 75015 PARIS Welcome center: +33 (0)1 40 68 22 22 Exhibitor's center: +33 (0)1 40 68 16 16</p>	<p>1, 2.1, 2.2, 2.3, 3, 4, 7.1</p>

II.3. THE OFFICIAL BODIES

INSPECTION OF WORK	CRAMIF
<p>Mrs Dominique DABNEY – Section 15A 46-52 rue Albert - 75640 PARIS Cedex 13 Tel: +33 (0)1 40 45 36 50</p>	<p>Service des Risques Professionnels 17/19 avenue de Flandre – 75954 PARIS Cedex19 Tel: +33 (0)1 40 05 38 16</p>
O.P.P.B.T.P.	Glossary
<p>1 rue Heyrault 92660 BOULOGNE Cedex Tel : +33 (0)1 40 31 64 00</p>	<p>CRAMIF : Caisse Régionale d'Assurance Maladie d'Ile de France OPPBTP : Organisme Professionnel de Prévention du Bâtiment et des Travaux Publics</p>

II.4. EMERGENCY SERVICES ON THE SHOW SITE:

EMERGENCY POST	GENERAL SURVEILLANCE POST
<p>Mme Shirley Ballistreri Information displayed at the halls entrances</p>	<p>Tel : +33 (0)1 72 72 18 18</p>
	FIRE SAFETY
	<p>Tel : +33 (0)1 72 72 15 32</p>

OFF SITE:

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

Exhibitor Safety Instructions

7/16

III. GENERAL EVENT ORGANIZATION

III.1. GENERAL PRESENTATION OF THE SHOW

Cf. Exhibitor's guide

III.2. SCHEDULE OF USE OF HALLS

Public opening

PAVILIONS	DATES & TIME
All	From 2024, May 1st to May 12th from 10:00 am to 07:00 pm Nocturnal May 11 th till 10:00pm

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

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

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 crate.

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

RESPECT: INSIDE

The paths marked out for fire services and traffic 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.

Exhibitor Safety Instructions

8/16

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

Machines must hold the following documents.

- 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 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.

IV.2. USE OF MACHINES WITH AN ENGINE

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

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

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

It must be reduced and appropriate inside the halls

IV.3. LIFTING REGULATIONS

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

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

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

This request must specify where the crane will be operating and the technical constraints of use and assembly. These constraints must appear in the company I.H.S.P.P.

The work area of the crane must be secured.

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

It is essential that the maintenance and operation of all lifting gear are exclusively carried out by the company, which provides the equipment. 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.

Lifting loads over the traffic aisles is 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

Exhibitor Safety Instructions

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It is forbidden:

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

IV.4. STORAGE

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

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

All workers are asked to respect these plans scrupulously.

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

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

The exhibiting companies (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 THE ASSEMBLY AND DISMANTLING PERIODS

VI.1. INSTALLATIONS IN COMMON

To ease the general organization of assembly and dismantling, and improve working conditions, the Safety Coordinator demand to the Organizer to 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.

Exhibitor Safety Instructions

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VI.2. CLOAKROOMS / CANTEEN

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

There will be no canteen for meals.

VI.3. TELEPHONE ON SITE

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

VI.4. ACCOMMODATION

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

VII. ACCESS CONTROL

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

Badges will be distributed to each worker in the event.

Notices prohibiting access to the public stating the essential safety regulations to be observed on the site will be posted up at the 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 enterprise must hold obligatory legal documents at the site, as they may be asked for by administrative inspection services.

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

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

VIII.2.2. Joint site visits

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

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

Exhibitor Safety Instructions

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VIII.3. PROTECTION

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

VIII.3.1. Collective protection

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 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 the 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.

If definitive collective protections cannot be fitted, provisional collective protections must be installed, including for the stair cavities and materials delivery access.

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

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

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

VIII.3.2. Individual Protections

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

Exhibitor Safety Instructions

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

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 Work Code).

Welding mask and safety goggles during welding, unloading or grinding work.

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

**Wearing safety shoes (safety toe-caps + anti-perforation soles) is compulsory for any person entering the show site during the assembly and dismantling periods.
For all people working from elevated platforms and any task presenting a risk, wearing a hard hat is compulsory**

IX. GENERAL RULES OF CONSTRUCTION

IX.1. DECORATIONS

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

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

IX.2. WORKING AT HEIGHTS

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

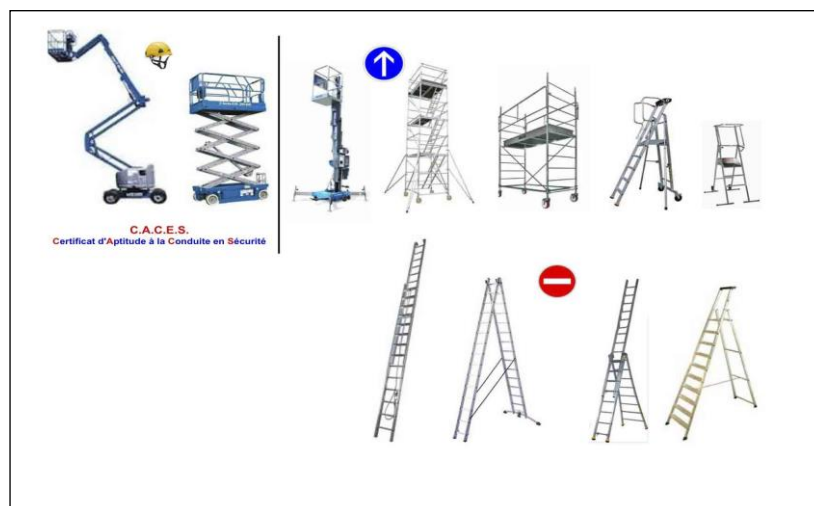
It is obligatory for companies installing marquees, tents or structures, during the assembly, maintenance and dismantling periods, to set up collective protection measures appropriate for any work on roofs by their staff. The methods considered for carrying out this work must appear in the company I.H.S.P.P.

In any case the people working for the building and dismantling must have a certificate to work at height and a valid authorization from his employer.

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

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

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 work code)



Exhibitor Safety Instructions

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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. 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.

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.

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 stabilized 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.

Exhibitor Safety Instructions

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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 work code in articles R 4223-1 to 12

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

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

IX.5. PREVENTION OF RISKS OF PROFESSIONAL DISEASES

IX.5.1. Hazardous materials

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

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

IX.5.2. Noise disturbance

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

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

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

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

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

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

Art. R 4412-70 of code of work



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

IX.7. WORK INVOLVING HEAT

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

IX.7.1. INFLAMMABLE MATERIALS AND PRODUCTS

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

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

Exhibitor Safety Instructions

15/16

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 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.

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. One first-aid worker for ten 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 halls
- The stand name
- The lane and the stand number
- Number of people involved and injuries kinds

XI.2. COLLECTIVE ORGANIZATION OF THE SHOW

Reminder of the emergency phone numbers

<p>EMERGENCY POST Hall 1: Information displayed at the halls entrances FIRE SAFETY: +33 (0)1 72 72 15 32 GENERAL SURVEILLANCE POST: +33 (0)1 72 72 18 18</p>
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THE EMERGENCY PHONE NUMBERS ARE DISPLAYED AT THE TECHNICAL OFFICE.

Exhibitor Safety Instructions

16/16

XII. THE INDIVIDUAL HEALTH AND SAFETY PROTECTION PLAN

**All the exhibitor's stand providers must draw this document
At least 30 days before any assembly for main contracts
At least 8 days for work of short time and/or finishing work.
All the companies working for the exhibitor must give this form to stand employer and to the safety coordinator if the case arises before any work on building site.**

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

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.

FORMALITIES

USING FOREIGN SERVICE PROVIDERS

1/2

MANDATORY

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

1 - PRELIMINARY DECLARATION OF SECONDMENT BEFORE MARCH 15TH 2024

Whatever their nationality, non-French service providers must complete a preliminary declaration of secondment (*déclaration préalable de détachement*) by logging to the French Labor Ministry website before March 15th 2024: [Téléservice « SIPSI » \(click on the link\)](#).

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

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

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

In addition, the legal remuneration to be paid to any employee working on French soil is indicated on the website of the Ministry of Labor.

FORMALITIES

USING FOREIGN SERVICE PROVIDERS

2/2

2-PROVISIONAL WORK PERMIT

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

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

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

Requests for provisional work permits must be made on the French Labor Ministry website: [Téléservice « SIPSI » \(click on the link\)](#).

**3-FORM MANDATORY AFFIDAVIT WHEN USING A SERVICE PROVIDER IN FRANCE
REDISING OR ESTABLISHED ABROAD SOCIAL SECURITY**

This form must be completed and returned to:

COMEXPOSIUM – Direction Logistique & Sécurité

Elodie GANGAND

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

4-SOCIAL CARE

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

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

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

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

URSAFF – 16, rue Contades - 67300 Schiltigheim – France

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

Email: cnfe.strasbourg@urssaf

FORMALITIES

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

RETURN BEFORE MARCH 15TH 2024 TO:

COMEXPOSIUM – Direction Logistique & Sécurité
Elodie GANGAND
70, avenue du Général de Gaulle F - 92508 Paris la Défense Cedex

EXHIBITOR

Company name:
Pavilion: Aisle: Stand No:
Stand name:
Address:
Postcode: Town/City:
Country:
Tel: Fax: E-mail:
Cellphone:

IMPORTANT: SWORN AFFIDAVIT

I the undersigned:
Acting as:
For the company:
Located:
Solemnly declare that I:

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

Mandatory Corporate Seal

Drawn up and signed in: on:

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

FORMALITIES

REFOUND OF FRENCH VAT (TVA)

1/2

PLEASE FIND IN THE EXHIBITOR SPACE PLATFORM

- To print the VAT refund form, see next page
- or look in your Exhibitor Space under “My Forms”

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

TEVEA INTERNATIONAL

Claudia PRAMS

129-31, rue Saint Augustin – 75002 Paris – France

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

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

Siret: 331 270 280 00067

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

TEVEA International, in cooperation with FOIRE DE PARIS, offers a simplified, secure and fast procedure for your company.

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

IMPORTANT:

- Only original invoices are accepted by tax authorities for VAT refunds, so keep them in a safe place. If you lose them, you will not be able to reclaim the VAT amount in question.
- Copies, duplicates and certified copies will be refused by the French Tax Authorities. It is also prohibited for the organizer to make a second original of the invoice.

FOREIGN SERVICE PROVIDERS WORKING FOR EXHIBITORS

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

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

FORMALITIES

REFOUND

OF FRENCH VAT (TVA)

2/2

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

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

IMPORTANT

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

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

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

FAX REPLY FORM – PLEASE RETURN TO:

TEVEA INTERNATIONAL

29-31 rue Saint Augustin– 75002 Paris - FRANCE

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

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

We are attending the following French trade show:

FOIRE DE PARIS 2024 from 05/01/24 to 05/12/2024 – Parc des Expositions de Paris Porte de Versailles

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

- FRENCH ENGLISH GERMAN ITALIAN SPANISH

Company name:

Address:

Postcode: City: Country:

Tel: Fax: Email:

Contact name:

Date and signature:



01 > 12 MAY 2024

PARIS EXPO PORTE DE VERSAILLES

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

SAS au capital de 60 000 000 € - 316 780 519 RCS Nanterre

Société mandataire d'intermédiaire d'assurance n°10058581 ORIAS (www.orias.fr)

La société Comexposium est soumise au Contrôle Prudentiel (ACP)

COMEXPOSIUM