

# Exhibitor Safety Instructions

## IMPORTANT PLEASE NOTE

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 Patrick POUGNAND 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 SIAL 2014, this coordination mission is carried out by the COMEXPOSIUM Company via a delegated coordinator assisted by a team of experts who make up the safety group of SIAL 2014.

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: 10 September 2014**

**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 / SIAL 2014  
81 rue de Paris – 92100 BOULOGNE  
Fax: +33 (0)1 46 05 76 48  
E-mail: [sps@d-o-t.fr](mailto:sps@d-o-t.fr)

## Exhibitor Safety Instructions (cont.)

### OBLIGATORY

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

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

You are reminded that wearing safety shoes (reinforced toe caps + anti-perforation soles) is obligatory for anyone who enters the show site during these periods.  
For all people working from elevated platforms and any task presenting a risk, wearing a hard hat is compulsory.

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

Art. R 4412-70 of code of work

### EVENT ASSEMBLY AND DISMANTLING DATES

#### BARE STANDS EXHIBITORS

Halls	Building	Dismantling
1, 2, 3, 4, 5A, 5b, 6, 7	From 14 to 16 October 2014 from 7.30am to 7.30pm From 17 to 18 October 2014 from 7.30am to 10pm	The 23 October 2014 from 5pm to midnight From 24 to 25 October 2014 from 7.30am to 7.30pm The 26 October 2014 from 7.30am to 2pm
8	The 15 October 2014 from 8am to 7.30pm The 16 October 2014 from 7.30am to 7.30pm From 17 to 18 October 2014 from 7.30am to 10pm	The 23 October 2014 from 5pm to midnight The 24 October 2014 from 7.30am to 7.30pm The 25 October 2014 from 7.30am to 2pm

#### ESSENTIEL, ESSENTIEL+, ESSENTIEL+ SECTORIEL (VIN, BIO, EPICERIE FINE, INGREDIENTS), PREMIUM, PREMIUM+, PRESTIGE, OPTIMUM STANDS EXHIBITORS

Halls	Building	Dismantling
1, 2, 3, 4, 5A, 5b, 6, 7	From 14 to 16 October 2014 from 7.30am to 7.30pm From 17 to 18 October 2014 from 7.30am to 10pm	The 23 October 2014 from 5pm to midnight The 24 October 2014 from 7.30am to 7.30pm
8	From 17 to 18 October 2014 from 7.30am to 10pm	The 23 October 2014 from 5pm to midnight The 24 October 2014 from 7.30am to 2pm

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

In the dismantling period, on 23 October 2014, motorised vehicles may only work after 7.00pm in the halls.

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## I. GENERAL INFORMATION ABOUT THE OPERATION

### I. 1. DEFINITION

The Exhibitors' Safety Instruction is a document written and devised by the coordinator defining all appropriate measures to prevent hazards arising from the interference of the activities of different companies during assembly and dismantling of SIAL 2014

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 including a certificate.

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 (cont.)

### II. ADMINISTRATIVE INFORMATION

#### II.1. THE PARTICIPANTS

##### II. 1. 1 General Organization

The SIAL Company acts as the general exhibition organizer of SIAL 2014.

ORGANIZER / EMPLOYER	GENERAL SHOW DIRECTOR
<b>COMEXPOSIUM</b> 70 avenue du Général de Gaulle 92058 PARIS LA DEFENSE Cedex Tel : +33 (0)1 76 77 11 11 Fax : +33 (0)1 53 30 95 15	<b>Mr Nicolas TRENTESAUX</b> Email : <a href="mailto:nicolas.trentesaux@comexposium.com">nicolas.trentesaux@comexposium.com</a>
LOGISTICAL, SAFETY & SECURITY DIRECTOR	LOGISTICAL, SAFETY & SECURITY MANAGER
<b>Mr Jérôme HUNAUT</b> Tel : +33 (0)1 76 77 13 65 Email : <a href="mailto:jerome.hunaut@comexposium.com">jerome.hunaut@comexposium.com</a>	<b>Mr Gilles CRESPON</b> Tel : +33 (0)1 76 77 12 28 Email : <a href="mailto:gilles.crespon@comexposium.com">gilles.crespon@comexposium.com</a>
Contact receiving exhibitors' demands	
<b>Mrs Florence BERNARD</b> Tel : +33 (0)1 76 77 13 33 Email : <a href="mailto:exhibit@sialparis.com">exhibit@sialparis.com</a>	
INSURANCE AGENCY – Civil resp / Dam.to property	TOWN HALL
<b>SIACI</b> 18 rue de Courcelles 75384 PARIS Cedex 08 Monsieur Michel GARRIDO Tel : + 33 (0)1 44 20 96 29 E-mail: <a href="mailto:michel.garrido@s2hgroup.com">michel.garrido@s2hgroup.com</a>	<b>MAIRIE DE VILLEPINTE</b> Place de l'Hôtel de Ville 93240 VILLEPINTE Tel : +33 (0)1 41 52 53 00

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

HSP COORDINATOR	FIRE SAFETY REPRESENTATIVE
<b>D.Ö.T</b> 81 rue de PARIS - 92100 BOULOGNE Tel : + 33 (0)1 46 05 17 85 Fax: +33 (0)1 46 05 76 48 Email: <a href="mailto:sps@d-o-t.fr">sps@d-o-t.fr</a>	<b>Philippe WATTEAU</b> 41 rue Lazare Carnot 77340 PONTAULT COMBAULT Tel :+33 (0)6 85 94 49 57 Fax: +33 (0)1 70 10 40 11 E-mail: <a href="mailto:philippewatteau@numericable.fr">philippewatteau@numericable.fr</a>

The fire safety representative will be present on site from 10 to 23 October 2014

The date of the safety committee tour of inspection hasn't been defined

FIRE PROOFING	
<b>Groupeement NON FEU</b> 37-39, rue de Neuilly BP 249 - 92113 CLICHY Tel : + 33 (0)1 47 56 31 48	<b>Groupeement Technique Français de l'Ignifugation</b> 10 rue du Débarcadère 75017 PARIS Tel: + 33 (0)1 40 55 13 13
EXPERT IN THE SOUNDNESS OF MAJOR STRUCTURE	
<b>SOCOTEC</b> Centre d'affaires PARIS-NORD Le Continentale - BP 306 93153 LE BLANC MESNIL Cedex Tel: +33 (0)1 48 65 42 37 Fax: +33 (0)1 45 91 19 63	

## Exhibitor Safety Instructions (cont.)

### II.2. DEFINITION OF WORK AREAS

VENUE	HALLS
<b>VIPARIS PARIS NORD VILLEPINTE</b> BP 68004 95970 ROISSY CHARLES DE GAULLE Cedex Accueil : Tel : +33 (0)1 40 68 22 22 Service Exposants: Tel : +33 (0)1 40 68 16 16	1, 2, 3, 4, 5A, 5b, 6, 7 & 8

### II.3. THE OFFICIAL BODIES

INSPECTION OF WORK	CRAMIF
1 avenue Youri Gagarine 93000 BOBIGNY Tel: +33 (0)1 41 60 53 00	Service des risques professionnels, Antenne 93 17/19 avenue de Flandre 75954 PARIS Cedex 19 Tel : +33 (0)1 44 65 54 50
O.P.P.B.T.P.	Glossary
1 rue Heyrault 92660 BOULOGNE Cedex Tel : +33 (0)1 40 31 64 00	<b>CRAMIF</b> : Caisse Régionale d'Assurance Maladie d'Ile de France <b>OPPBTP</b> : Organisme Professionnel de Prévention du Bâtiment et des Travaux Publics

### II.4. EMERGENCY SERVICES ON THE SHOW SITE:

EMERGENCY POST	GENERAL SURVEILLANCE POST
Hall 1 Access Gallery Medical Office Hall 6 Tel: +33 (0)1 48 63 31 15	Tel : + 33 (0)1 48 63 30 49
	FIRE SAFETY
	Tel : + 33 (0)1 48 63 30 49

### OFF SITE:

FIRE SERVICE	POLICE STATION
1 chemin des Vaches 93290 TREMBLAY EN FRANCE Tel: 18 ou 112 (portables) ou + 33 (0)1 48 60 69 48	1/3 rue Jean Fourgeaud 93420 VILLEPINTE Tel: 17 ou + 33 (0)1 49 63 46 10
SAMU	NEAREST HOSPITAL
125 rue de Stalingrad 93000 BOBIGNY Tel: 15 ou + 33 (0)1 48 96 44 44	Hôpital Intercommunal Robert Ballanger Boulevard Robert Ballanger 93602 AULNAY SOUS BOIS Tel: + 33 (0)1 49 39 71 23 / 22

## III. GENERAL EVENT ORGANIZATION

### III.1. GENERAL PRESENTATION OF THE SHOW

Cf. Exhibitor's guide

### III.2. SCHEDULE OF USE OF HALLS

Public opening

DATES & TIME
From 19 to 22 October 2014 from 9.30am to 6pm The 23 October 2014 from 9.30am to 5pm

### III. 3. VARIOUS SERVICE PROVISIONS

Cf. Exhibitor's technical guide

### III. 4. SITE CONSTRAINTS

#### III. 4. 1 Traffic movements inside the park

## Exhibitor Safety Instructions (cont.)

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. (See Exhibitor Guide).

**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.  
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.

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 the disposal of the workers, suitable measures, to limit physical effort and to reduce risks during 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.

## Exhibitor Safety Instructions (cont.)

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.**

**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

**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 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

#### REMINDER : IT IS FORBIDDEN

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

### IV.4. STORAGE

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

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

**All workers are asked to respect these plans scrupulously.**

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

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



## Exhibitor Safety Instructions (cont.)

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

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

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

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.**

## 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.**

### VI.2. CLOAKROOMS

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

### VII.1. PROTECTION OF WORKERS

#### VII.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.

#### VII.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).

### VII.2. REGISTERS

#### VII.2.1. Legal Registers

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

#### VII.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.

### VII.3. ACCESS

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



## Exhibitor Safety Instructions (cont.)

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. PROTECTION

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

#### VIII.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 assembled as a priority and made safe by guardrails as soon as they are set up.**

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

**It is reminded that the structure of the mezzanine, or high decorative parts must be designed to take collective protection**

**For the dismantling all these protection must be reinstalled.**

**Each company in their respective Individual Health and Safety Protection Plan must describe collective protections.**

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

**Article R 4323-65 – The collective protection devices must be designed and installed in order to avoid a gap at 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.2. INDIVIDUAL PROTECTIONS

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

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

**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)

**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 it is in use.**

**No worker must remain on mobile scaffolding while it is being moved.**

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

Legal restrictions concerning work at heights must be respected.

#### IX.3. MEASURES TAKEN CONCERNING CO-ACTIVITY

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

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

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

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

These means can be common to several workers or companies.

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

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

#### IX.4. SITE CONNECTIONS / LIGHTING

##### IX.4.1. Regulations

Electrical installations on the worksite must be carried out according to regulations in force.

The personnel working on the electrical installations must have received training and must hold an approval certificate under publication UTE C 18510.

Moreover, companies, which use the installations, are required to point out immediately any defect or deterioration they observe to the managers of the Exhibition site.

## Exhibitor Safety Instructions (cont.)

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

An approved body must inspect the worksite electrical installation before being brought into service. This inspection report must be available for consultation and kept on site throughout the assembly and dismantling periods.

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

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

**Worksite electricity cabinets are available from the Park.**

### 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.6.1. Fire permit

An extinguisher appropriate to the risks must be placed by the user company near hot point work (welding stations, etc...)

For any grinding or welding operation, **a fire permit** must be applied for from the venue department in charge.

**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 halls.**

## X. FIRE SAFETY

The fire safety regulations are deposited with the organizer and available in the Exhibitor Guide.

## Exhibitor Safety Instructions (cont.)

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.

At the time of this Committee's tour of inspection, the stand installation must be complete. The exhibitor (or his representative) must be present on the stand and be in a position to supply fire reaction reports drawn up by an approved French laboratory in respect of all materials used, together with the reports of inspections of electrical installations, soundness of structures, etc...

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

### XI. ORGANIZATION OF EMERGENCIES

#### XI.1. COMPANY EMERGENCY MEASURES

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

The first-aid worker present within each company on the site will provide first aid in the event of an accident.

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

**In case of accident precise:**

- The hall
- The stand name
- The lane and the stand number
- Number of people involved and injuries kinds

#### THE EMERGENCY PHONE NUMBERS ARE DISPLAYED AT THE TECHNICAL OFFICE

#### XI.2. COLLECTIVE ORGANIZATION OF THE SHOW

Reminder of the emergency phone numbers

**EMERGENCY POST:**  
**Galerie d'accueil Hall 1 - Local Médical Hall 6**  
**Tel : +33 (0)1 48 63 31 15**

**GENERAL SURVEILLANCE POST : +33 (0)1 48 63 30 49**

**FIRE SAFETY : +33 (0)1 48 63 30 49**

### 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.

# Disabled access

## 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 COMEXPOSIUM, the Security Manager is responsible for ordering any measures required and carrying out inspections at shows.

The general and specific measures applicable to installations created at trade shows and exhibitions are given hereafter:

## ACCESS TO SINGLE-LEVEL STANDS

Each stand, area open to the public, fitted with a floor higher than 2 cm must be accessible to People of Reduced Mobility (PRM).

One or several ramps, of a minimum width of 90 cm, will facilitate this access. Slopes will respect the following percentages:

- 4% slope without limit to the length of the passageway
- 5% slope on a length of less than 10 m
- 8% slope on a length of less than 2 m
- 10% slope on a length of less than 0.5 m

Clearance of a radius of 1.5 m will be left free for manoeuvring at each end of the ramp.

## PATHWAYS

- Width of 1.40 m minimum.

## ACCESS TO STANDS ON UPPER FLOORS

1) When the numbers of general public hosted on the upper floor does not exceed 50 people, the services on the upper floor must be equivalent to the ground floor.

If this is not the case, and/or if the numbers of the public hosted on the upper floor exceeds 50 people, the upper floor will be accessible via a lift in compliance with the standard NF EN 81-70. This installation must be verified by an organisation approved by the Ministry of the Interior before its use.

2) Respect the provisions of article 7.1 of the aforementioned order, regarding staircases.

- Width of 1.20 m between hand rails.
- Two continuous hand rails, extended at the top and the bottom of the staircase, horizontally, returning on a partition or extended by the length of the tread of a step.
- A maximum step height of 16 cm and a minimum tread of 28 cm – step edges in contrasting colours
- 0.5 m width tactile foot strip at the top of the stairs.
- Respect the staircase design good practice:  $60\text{ cm} < 2H + T < 64\text{ cm}$  ( $H$  = step height,  $T$  = step tread).
- Hand rails and safety rails must respect the standards NF P 01-12 and NF P 01-013

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

Areas reserved for wheelchair users will be provided.

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

## WELCOME AND INFORMATION DESKS

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

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

## Exhibitors' schedule of hours

### ONE-STOP SERVICES PORTAL: A FACILITY TO IMPROVE SERVICE

Place all your orders, including the services provided by the Parc des Expositions de Paris, in your Exhibitors Area Topic "My Store"

### THE EXHIBITOR SERVICE DESK ON SITE

Organiser's Offices will be located in the **Halls 3, 5a, 5b and 7.**

### 🕒 Exhibition opening hours

Dates	Exhibition opening hours
<b>Sunday October 19<sup>th</sup></b>	9.30 am – 6.00 pm
<b>Monday October 20<sup>th</sup></b>	9.30 am – 6.00 pm
<b>Tuesday October 21<sup>st</sup></b>	9.30 am – 6.00 pm
<b>Wednesday October 22<sup>nd</sup></b>	9.30 am – 6.00 pm
<b>Thursday October 23<sup>rd</sup></b>	9.30 am – 5.00 pm

### 🕒 Working hours (set up – dismantling – power supply)

		Dates	Exhibitors hours	Power supply hours
<b>BUILD-UP</b>	Bare Stands <sup>(1)</sup>	Tuesday October 14 <sup>th</sup>	7.30 am – 7.30 pm	
		Wednesday October 15 <sup>th</sup>	7.30 am – 7.30 pm	7.30 am – 7.30 pm
		Thursday October 16 <sup>th</sup>	7.30 am – 7.30 pm	7.30 am – 7.30 pm
	Bare Stands Fitted Stands <sup>(2)</sup>	Friday October 17 <sup>th</sup>	7.30 am – 10.00 pm	7.30 am – 10.00 pm
		Saturday October 18 <sup>th</sup>	7.30 am – 10.00 pm	7.30 am – 10.00 pm
<b>OPENING</b>		Sunday October 19 <sup>th</sup>	7.30 am – 7.30 pm	8.00 am – 7.30 pm
		Monday October 20 <sup>th</sup>	8.30 am – 7.30 pm	8.30 am – 7.30 pm
		Tuesday October 21 <sup>st</sup>	8.30 am – 7.30 pm	8.30 am – 7.30 pm
		Wednesday October 22 <sup>nd</sup>	8.30 am – 7.30 pm	8.30 am – 7.30 pm
		Thursday October 23 <sup>rd</sup>	8.30 am – 5.00 pm	8.30 am – 5.00 pm
<b>DISMANTLING</b>	Bare Stands Fitted Stands <sup>(2)</sup>	Thursday October 23 <sup>rd</sup>	5.00 pm – 12.00 pm	5.00 pm – 7.30 pm
		Friday October 24 <sup>th</sup>	7.30 am – 7.30 pm	---
	Bare Stands <sup>(3)</sup>	Saturday October 25 <sup>th</sup>	7.30 am – 7.30 pm	---
		Sunday October 26 <sup>th</sup>	7.30 am – 2.00 pm	---

(1) Hall 8 : build-up beginning : Wednesday October 15<sup>th</sup> at 8.00 am

Power supply : from Thursday October 16<sup>th</sup>, 2.00 pm

(2) Essentiel, Essentiel+, Premium, Premium+, Optimum and Prestige fitted Stand

(3) Hall 8 : end of dismantling : Saturday October 25<sup>th</sup> at 2.00 pm

#### Advice

To get power supply outside these hours, don't forget to order 24-hour power supply.



# Build-up - Dismantling

## Build up

- During installation and dismantling, exhibitor's car parks are free.
- **No cars will be allowed inside the halls.**
- **Lorrie's traffic** will be controlled.
- Empty packing materials must be **removed immediately and stored by the exhibitors or their freight carriers.**
- **Storage space on stands must not be used to keep packing materials** or any other goods that could constitute a fire hazard.
- Setting up must be completed by the time the **Safety Commission** makes its inspection. The person in charge of your stand must be present at this time. Date and time will be announced later.
- **No motor vehicles will be allowed into the halls on Saturday 18<sup>th</sup> October** (unless special permission is granted by the organizer).
- To enter the exhibition Halls during installation and dismantling, **all personnel must wear personal safety equipment**, in particular safety shoes. Otherwise, access to the exhibition will be refused.
- For safety reasons, work in the halls is forbidden outside the specified hours on **Working hours**.

## Stand security

- The SIAL ensures the general security of the exhibition in the best conditions, but cannot provide for the individual guarding of stands. This is an obligation to provide means, and not to achieve results.
- Exhibitors who intend to have their stands specifically guarded (this is strongly advised) should inform the Organizer and give the names of the persons who will be present on the stand, and the name of the security company.
- The exhibitor is responsible for his stand and must take all necessary measures to protect his equipment and remove it in the evening when the exhibition closes, if he does not provide for special guarding.
- Stand storerooms are not secured premises.

**There are important risks of theft during the set-up and dismantling periods:**

**Keep all equipment and items likely to be stolen out of sight** (e.g. plasma screens, computers, personal effects).

To be on the safe side, it is strongly recommended that you watch closely over your stand and ensure that someone is always present until dismantling is completed.

**This presence is your only safeguard against theft.**

## Dismantling

- We recommend you to inform your forwarding agents; freight carriers and contractors that goods removal shall be completed at the dates and times specified in the exhibitor's entry / exit schedule.
- **All turnkey stands will be dismantled on Thursday 23<sup>rd</sup> October.** Exhibitors are therefore kindly requested to remove their goods and personal effects on the evening when the exhibition closes, i.e. on Thursday 23<sup>rd</sup> October between 5.00 pm and 8.00 pm.
- **Motor driven appliances** are not allowed in the exhibition area **before 7.00 p.m.**
- Handlers will start to deliver empty packing materials stored at your request on your stand on the **Thursday 23<sup>rd</sup> October from 7.00 p.m. at the earliest.**
- **All equipments and decorations must be removed from the halls on Sunday 26<sup>th</sup> October, for 2.00 p.m. at the latest, and on Saturday 25<sup>th</sup> October, for 2.00 p.m. at the latest for the hall 8.** The



goods and equipments not requiring dismantling, and which are not removed within the given delays, will be stored by the organiser at the exhibitor's expense. On the other hand, the organiser reserves the right to destroy, at the exhibitor's expense, the stand and decor structures of whatever type which have not been dismantled by the exhibitor within the given delays. No claim will be accepted in this respect.

### Stands cleaning – Waste removal

#### ➞ During installation and dismantling period:

- Cleaning provider will be present at the General Commissioner's Office located in Hall 3, 5a, 5b and 7.
- To rent small waste bins, please order it on your Exhibitor's Area, topic **"My Store"**

All materials and decorative items must be removed by the end of dismantling period. If this is not the case, all installations and decorative structures will be removed and disposed of by organizer **at the expense, risk and peril of the exhibitor**. This operation will be invoiced to the exhibitor.

#### **Advice**

**If you choose to hire a decorator outside your company, make sure the quote includes many references to "installation", "deposits" and abductions waste, otherwise let them add.**

# Safety & Fire Regulations

## 1. OVERVIEW

Safety rules regarding risks of fire and panic in establishments open to the public have been established by the Order dated June 25th, 1980 (general provisions). The Order dated November 18th, 1987 sets forth the specific provisions applicable to exhibition halls.

The text below is excerpted from said regulations in order to facilitate understanding.

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

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

All large projects (> 40 m<sup>2</sup>) must be submitted to the trade show's Safety Supervisor for approval. Drawings and technical information must be submitted to the organizer at least one month before the trade show opens.

**During the assembly period, the Safety Supervisor shall monitor application of the safety rules indicated hereinafter. Moreover, all information regarding fire safety may be obtained by calling:**

Mr Philippe WATTEAU  
Tel.: +33 (0)6 85 94 49 57  
(Business days, from 9.00 am to 6.00 pm)  
Fax: +33 (0)1 70 10 40 11  
Email: [philippewatteau@numericable.fr](mailto:philippewatteau@numericable.fr)

**MATERIAL FIRE CLASSIFICATION (Order dated June 30th, 1983) : materials are classed under 5 categories: M0, M1, M2, M3, and M4. M0 indicates non-flammable materials.**

## 2. STAND FITTING-OUT

### 2.1 – Stand framework and partitions – Large furniture

All materials classed M0, M1, M2, and M3(1) shall be permitted for stand framework and partition construction and for building large furnishing (crates, counters, display stands, separation screens, etc.)

Conventional classification for wooden materials (Order dated June 30th, 1983)

The following shall be deemed to have the characteristics of M3 class materials:

- solid non-resinous wood whose thickness is greater than or equal to 14 mm,
- solid resinous wood whose thickness is greater than or equal to 18 mm,
- wood-derivative panels (plywood, lath, fibreboard, particleboard) whose thickness is greater than or equal to 18 mm.

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

## 2.2 - Surfacing Materials

### 2.2.1 - Wall Surfacing

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

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

*(1) Or made so by fireproofing*

### 2.2.2 - Curtains - Wall Hangings - Sheer Curtains

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

### 2.2.3 - Paints and Varnishes

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

### 2.2.4 - Floor, Podium, Stage, and Tier Surfacing

Floor surfacing must be composed of M4 class materials and solidly attached. Surfacing, whether horizontal or not, of podiums, stages, and tiers higher than 0.3 m and total surface area greater than 20 m<sup>2</sup> must be constructed of M3 class materials. If their total surface area is less than or equal to 20 m<sup>2</sup> said surfacing may be constructed in M4 class materials.

**N.B.: for M3 or M4 class carpets on wood, factor in the attachment method. Fire reaction testing data must include the statement: "Valid for stretched laying on M3 class supports."**

## 2.3 - Decorative Elements

### 2.3.1 - Free-Hanging Elements

Decorative elements or free-hanging decor panels (advertising panels with a surface area greater than 0.5 m<sup>2</sup>, garlands, light decorative items, etc.) must be composed of M0 or M1 class materials.

The use of signs and advertising containing white letters on a green background is strictly prohibited, as said colours are exclusively reserved for indicating exits and emergency exits.

### 2.3.2 - Floral Decorations

Floral decorations and synthetic materials must be limited. If not, said decorations must be produced using M2 class materials. The present provisions shall not apply to trade shows and stands specific to floral activities

**N.B.: For natural plants, give preference to the use of peat humus which must be kept damp at all times.**

### 2.3.3 - Furniture

There are no requirements for common furniture (chairs, tables, desks, etc.). However, crates, counters, shelving, etc. must be composed of M3 (1) materials.

## 2.4 - Canopies - Ceilings - Suspended Ceilings

Stands with ceilings, suspended ceilings, or full canopies must have a covered surface area less than 300 m<sup>2</sup>. Should the covered surface area be greater than 50 m<sup>2</sup>, the

appropriate fire suppression systems manned continuously by at least one safety agent must be provided during times when the public is present.

### 2.4.1- Canopies

Canopies shall be authorized under the following conditions:

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

In addition, they must have an effective hanging system preventing them from falling and be supported by a system of crosswires with a maximum mesh size of 1 m<sup>2</sup>. In all cases, ceiling and suspended ceiling suspension and attachment must use M0 class materials. When insulation is placed in the ceiling or suspended ceiling plenum, it must be composed of M1 class materials.

### 2.4.2 - Ceilings and Suspended Ceilings

Ceilings and suspended ceilings must be composed of M0 or M1 class materials.

Nevertheless, 25% of the total surface area of ceilings and suspended ceilings may be composed of M2 class materials. Lighting fixtures and accessories shall be included in said percentage. Moreover, should the ceiling and suspended ceiling component elements be perforated or netted, they may be composed of M2 class materials where the solid surface is less than 50% of the total surface area of such ceilings and suspended ceilings.

### 2.5 – Handicapped Person Access

Installing a floor pan on the ground whose thickness is greater than 7 mm requires it to be equipped around its entire perimeter with a slope whose depth shall be equal to twice its height (i.e.: for a 2 cm thick floor pan, the slope shall have a 4 cm depth). This point shall constitute dispense for the creation of an ambulant disabled persons' entrance for floor pans up to 4 cm thick. Beyond this thickness, in addition, all floors where the public may go must include an integrated ambulant disabled persons ramp, which may not impinge upon the travel circuits. It must be 0.9 m wide with a slope between 2% and 5%.

### 2.6 – Fireproofing

Proof of fire reaction classification for the materials used in the exhibition halls must be provided upon request to the Safety Supervisor in the form of labels, reports, and certificates.

Surfacing and materials fulfilling the safety requirements are available for purchase from specialized merchants who must provide certificates corresponding to material classification.

To obtain a list of such merchants, contact:

GROUPEMENT NON FEU, 37-39, rue de Neuilly  
BP 249, 92113 Clichy (Tel.: +33 (0)1 47 56 30 81)

Fireproofing must achieve M2 quality for materials which, in their normal state, are moderately or easily flammable. This may be accomplished by spraying a special liquid, by applying a special paint or varnish with a brush, or by soaking an a special bath. Fireproofing must be performed either by decorators, who must be capable of providing information regarding material processing or by an approved applicator, who shall provide the exhibitor with an approved certificate including the following information: type, surface area, and colour of the treated surfacing, the product used, operation date, as well as the operator's stamp and signature. Contact information for approved applicators may be obtained from:

GROUPEMENT TECHNIQUE FRANCAIS DE  
L'IGNIFUGATION

10, rue du Débarcadère, 75017 PARIS

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

(2) This is the case of Halls 5 and 6 at the Parc d'Expositions de Paris Nord Villepinte

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

### VERY IMPORTANT:

**Original foreign reports may not be used. Only reports from approved French laboratories shall be accepted (Euroclass classification table at the end of the present rules)**

### 2.7 – Exterior Stands and Marquees, Tents, and Structures

Any building or constructions located outside the Halls must have a case file indicating site location, dimensioned drawings of the construction with surface area, number of levels, etc.

This file must be submitted for approval to the Security Supervisor at least two months before the event.

In some cases, smoke evacuation, verification of assembly-solidity-stability, and a verification of electrical facilities by an approved body may be requested.

Marquee, tent, structure definition: A closed, itinerant establishment with a flexible cover, for various uses.

**This type of establishment must have an attestation of conformity delivered by a Marquee, Tent, and Structure Verification Office. Contact the Security Supervisor (Cabinet Watteau) for information regarding the steps to take.**

## 3 – ELECTRICITY

### 3.1 - Electrical Facilities

The electrical facilities for each stand must be integrally protected against surcharges and ground faults. All metal grounds must be interconnected and connected to the stand's electrical switch board ground. Electrical connections must be made inside connection housings. Electricity cut-off systems must be continuously accessible to stand staff.

### 3.2 - Electrical Equipment

#### 3.2.1 - Electric Wiring

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

#### 3.2.2 – Conductors

The use of conductors with a cross-section less than 1.5 mm<sup>2</sup> is prohibited.

#### 3.2.3 - Electric Devices

Class 0 (3) electric devices must be protected by nominal differential current systems of at least 30 MA.

Class I (3) electric devices must be connected to the protective conductor in their supply line.

For Class II (3) electric devices, those bearing the symbol are recommended.

#### 3.2.4 - Multi-sockets

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

#### 3.2.5 - Halogen bulbs (EN 60598 standard)

Lighting fixtures containing halogen bulbs must be:

- placed at a height of at least 2.25 m,

- kept away from flammable materials (at least 0.5 m from wood and other decorative materials),
- solidly attached,
- equipped with safety screens (glass or fine mesh) providing protection against the effects of exploding blubs.

### 3.2.6 - High-Voltage Lighted Signs

High-voltage lighted signs within reach of the public or stand staff must be protected, in particular the electrodes, by a screen of M3 class material or better. The cut-off switch must be indicated and transformers placed in a spot that does not pose a danger to people. Their presence may be indicated with a sign "Danger, High Voltage."

(3) as defined in standard NF C 20-030

## 4 - CLOSED STANDS - ROOMS SETUP IN THE HALLS

### 4.1 - Closed Stands

Some exhibitors may prefer to be isolated in closed stands. Such stands must comply with decoration rules on page 23 Article 5 and must have direct exits to travel ways. Their number and size shall be based on stand surface area, i.e.:

- Less than 20 m<sup>2</sup>: one 0.9 m exit
- from 20 to 50 m<sup>2</sup>: 2 exits, one 0.9 m, the other 0.6 m
- from 51 to 100 m<sup>2</sup>: either two 0.9 m exits or 2 exits, one 1.4 m, the other 0.6 m
- from 101 to 200 m<sup>2</sup>: either two exits, one 1.4 m, the other 0.9 m, or three 0.9 m exits

Exits must be evenly distributed (1 every 6 m) and on opposites sides if possible. Each of them must be indicated with an "Exit" sign in clearly visible white letters on a green background. If the stand is closed with doors, they must open outwards, with no locking system, and without swinging into traffic.

### 4.2 - Rooms Setup in the Halls

Independently of surfaces reserved for exhibition, meeting rooms, restaurants, movie theatres, or presentation rooms with stages or tiers, etc. may be setup.

Platforms and tiers for standing must have a resistance of 600 kilos per m<sup>2</sup>. Platforms and tiers with seats must have a resistance of 400 kilos per m<sup>2</sup>.

Stairs accessing tiers must have a height of at least 0.1 m and at most 0.2 m with a going of at least 0.2 m. In this case flights of stairs are limited to 10 and nose alignment must not exceed 45°.

As each case is specific, a detailed drawing must be submitted to the Safety Supervisor who shall define the measures to be applied.

## 5 – RAISED LEVELS

### 5.1 - General Remarks

In accordance with standard NF P 06-001, raised level facilities must be sufficiently solid to resist weights of:

- for levels of less than 50 m<sup>2</sup> surface area: 250 kilos per m<sup>2</sup>,
- for levels of 50 m<sup>2</sup> and over: 350 kilos per m<sup>2</sup>.

Under no circumstances may raised levels be covered.

**N.B.: The method for calculating weights or floor resistance certification must be submitted to the trade show Safety Supervisor during the assembly period.**

In addition, a certificate from an approved organization must certify stand stability.

In addition, an approved organization must verify the stability of all raised levels.

Piercing resistance must not be greater than that permitted in the relevant site. Each stand may only have one raised level. Its surface area must be less than 300 m<sup>2</sup>. Each stand must be equipped with fire suppression systems, i.e.: a water spray extinguisher, placed at the bottom of each stairway and a CO2 extinguisher located near the electrical switchboard. Should the raised level be greater than 50 m<sup>2</sup>, the appropriate supplemental fire suppression means must be manned by at least one safety agent at all times when the public is present.

### 5.2 – Entrances and Exits

Raised levels must be served by evenly distributed stairs, whose number and width shall be based on the surface area of said levels, i.e.:

- up to 19 m<sup>2</sup>: one 0.9 m stairway,
- from 20 to 50 m<sup>2</sup>: 2 stairways: one 0.9 m, the other 0.6 m,
- from 51 to 100 m<sup>2</sup>: either two 0.9 stairways, or two stairways one 1.4 m and the other 0.6 m,
- from 101 to 200 m<sup>2</sup>: 2 stairways, one 1.4 m, the other 0.9 m,
- from 201 to 300 m<sup>2</sup>: two 1.4 m stairways.

Only stairways separated by at least 5 metres shall be taken into account.

Exits must be indicated with an "Exit" sign in clearly visible white letters on a green background.

### 5.3 – Straight Stairs

Straight stairs for public circulation must be constructed such that the steps comply with professional standards and flights have no more than 25 steps. In so far as possible, flights must be in opposite directions.

Step height must be between at least 13 cm and 17 cm at most; width must be at least 28 cm and 36 cm at most. Step height and width must be related as follows:  $0.6\text{ m} < 2\text{ H} + \text{G} < 0.64\text{ m}$ .

Said heights and widths must be regular in the same flight, although this is not required for the first step. Landings must be of the same width as the stairs; for flights in the same direction, landing length must be greater than one metre. Stairways whose width is at least one passage unit wide must have a handrail (passage unit = 0.9 m) Those whose width is two passage units or greater must have a handrail on each side.

### 5.4 – Spiral Stairs

Normal or supplementary spiral stairs must have a continuous curve, without landings other than at floors. Step going and height in the stride line, 0.6 m from the core or central gap, must comply with professional standards as indicated in the preceding Article.

Moreover, step exterior going must be less than 0.42 m.

For stairs with a single passage unit, the handrail must be located on the outer edge.

### 5.5 - Stairs with Straight and Spiral Sections

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

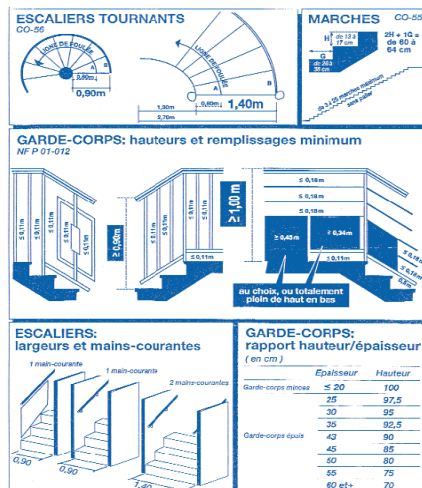
### 5.6 - Guardrails and Stairway Ramps

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

Glass panels used as protection must be reinforced or ply glass.

So called "securit" glass is prohibited.





## 6 - LIQUEFIED GASES

### 6.1 - General Remarks

Bottles of gas, butane or propane, shall be allowed up to one 13 kilo bottle at most for every 10 m<sup>2</sup> of stand with a maximum of six per stand. The following measures must be taken:

- There must be at least 5 metres of space between two bottles, unless they are separated by a rigid, non-combustible, 1 cm thick screen.
- No bottle, empty or full, must remain within the exhibition hall if it is not connected to a working line.
- Bottles must be connected to the device by a standard-compliant flexible hose.

Such hoses must:

- be replaced at their expiration date,
- be appropriate in connector diameter and equipped with clamping collars,
- not exceed 2 metres in length,
- be inspectable for their entire length and move freely without clamping,
- not be reachable by burner flames or by combustion products.

### 6.2 - Device Supply

If, exceptionally, a bottle is to supply several devices, tubing must be made of metal (copper or steel). Using solder for connections is prohibited.

Bottles must always be placed upright and the cut-off valve must remain accessible in all circumstances. All closed-in areas where they are stored must include, on the top and bottom, air vents placed so as not to be blocked by a wall, furniture, or a neighbouring device.

### 6.3 - Installing Cooking Equipment

In addition to the abovementioned rules, the following measures must be taken:

- The floor (or table) supporting the cooking equipment must be composed of non-combustible material or surfaced with M0 materials.
- Cooking equipment must be kept at an appropriate distance from any combustible material and be installed so as to prevent any fire danger.
- If such devices are located near a partition, M0 surfacing must be provided up to a height of one metre beside the device.
- Hood vents must be installed above devices producing emanations or condensation.
- Electricity metres must be at least one metre from water faucets.
- Each facility must:
  - have safety instructions (steps to take in case of fire, numbers for emergency services...)
  - be equipped with one or more extinguishers.

## 7 - OPERATING EQUIPMENT - INTERNAL COMBUSTION ENGINES

Every machine presented in operation during the trade show must be declared beforehand, at least one month before the event opens. Only installations that have been declared may be authorized.

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

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

The electrical power supply shall be suspended, at the relevant exhibitor's expense, to any stand where machines in operation

present a danger to the public and for which no measures have been taken to eliminate them.

### 7.1 - Equipment Presented in Operation at a Permanent Station

Equipment presented in operation at a permanent station must include appropriate permanent screens or casings, preventing the public from accessing dangerous parts, or be placed such that the dangerous parts are kept away from the public, and at the least, at a distance of one metre from traffic circuits.

### 7.2 - Equipment Presented in Movement

Where equipment is presented in movement, a protected area must be set aside so that the public may not approach closer than one meter - said distance may be increased given the characteristics of the equipment presented. These provisions shall be valid for all stands, including those in the open air.

### 7.3 - Equipment with Hydraulic Cylinders

If equipment with hydraulic cylinders is exposed in stationary extended position, hydraulic safeties must be supplemented by a mechanical system preventing any unexpected retraction.

### 7.4 - Internal Combustion Engines

Approval for the use of internal combustion engines must be requested beforehand at least 30 days before the event opens. Such request, on plain paper (to be attached to the declaration for the machine or device in operation included in the appendix), must specify the type and daily quantity of fuel used and be accompanied by the device's descriptive leaflet, and a drawing of the device's installation on the stand.

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

**WARNING: in any case, combustion gases must be evacuated outside the halls.**

## 8 - FLAMMABLE LIQUIDS

### 8.1 - General Remarks

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

- 10 litres of category 2 flammable liquids for every 10 m<sup>2</sup> of stand, with a maximum of 80 litres,
- 5 litres of category 1 flammable liquids. The use of particularly flammable liquids (carbon disulphide, ethylene oxide, etc.) is prohibited. The following measures must be taken:
  - place a receptacle under the tanks or containers capable of holding all the liquid,
  - refill the device outside the presence of the public,
  - place the appropriate extinguishers nearby.

### 8.2 - Exhibiting Automobiles inside the Halls

Exhibiting automobiles or other vehicles shall be permitted within the halls if they have a direct relationship to the exhibition. Installing "stand" semi-trailers or similar is prohibited. The gas tanks for motors presented stopped must be empty or equipped with locked caps. Accumulator battery terminals must be protected so as to be inaccessible.

### 8.3 - Presenting Flammable Products

All containers for flammable liquids presented on the stands (paint or varnish cans, bottles, aerosol cans, etc.) must be empty except for a few samples in limited quantity for demonstrations.

### 8.4 - Prohibited Materials, Products, Gases

Air, nitrogen, and carbon dioxide gas bottles shall be permitted without restriction.

#### 8.4.1 - The following shall be prohibited in the exhibition halls (pursuant to Article T45 of the safety regulations)

- distributing samples or products containing flammable gas;
- balloons inflated with flammable or toxic gas;
- celluloid items;
- the presence of pyrotechnics or explosives;
- the presence of ethylene oxide, carbon disulphide, ethyl ether, or acetone.

#### 8.4.2 - The use of acetylene, oxygen, hydrogen, or a gas presenting the same risks is prohibited, unless a specific waiver is granted by the appropriate administrative authority (Prefecture, Safety Board).

Contact the Safety Supervisor  
Cabinet Watteau

Tel. : +33 (0)6 85 94 49 57

Fax: +33 (0)1 70 10 40 11

Email: [philippewatteau@numericable.fr](mailto:philippewatteau@numericable.fr)

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

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

### 8.5 - Smoke Production

Approval for the use of smoke machines to create fog or lighting effects must be requested from the administrative authority (Prefecture, Safety Board) at least one month before the start of the event. Contact the Safety Supervisor for information regarding the required administrative procedures regarding this request. Such request, on plain paper (to be attached to the declaration for the machine or device in operation included in the appendix), must specify the type and daily quantity of gas used, and be accompanied by the device's descriptive leaflet and a drawing of the device's installation on the stand. No device of this type may be started if the authorization request was not submitted on time.

## 9 - RADIOACTIVE SUBSTANCES - X-RAYS

### 9.1 - Radioactive Substances

Authorization to present radioactive substances on exhibit stands may only be granted for demonstrating devices and where substance radioactivity is less than:

- 37 kilobecquerels (1 microcurie) for those composed of Group I (4) radioelements,
- 370 kilobecquerels (10 microcuries) for those composed of Group II (4) radioelements,
- 3,700 kilobecquerels (100 microcuries) for those composed of Group III (4) radioelements.

Waivers may be granted for the use of substances with higher activity subject to the following measures:

- radioactive substances must be effectively protected,
- their presence must be indicated using the ionisation radiation schematics defined in standard NF M 60-101, as well as their type and radioactivity,

- their removal by the public must be made materially impossible either by attachment to a device requiring the use of a tool to remove or by distance,
- they must be under constant surveillance by one or more exhibitors designated by name. When such surveillance ends, even in the absence of the public, the radioactive substances must be stored in a fireproof container, bearing very clearly the conventional symbol for ionizing radiation,
- the equivalent dose rate, at all points in the stand, must remain under 7.5 micro-sieverts per hour (0.75 millirad equivalent in man per hour).

Approval (or a waiver) for the use of radioactive substances must be requested from the administrative authority (Prefecture, Security Board) at least one month before the beginning of the event.

Contact the Safety Supervisor for information regarding the required administrative procedures regarding this request. Such request, on plain paper (to be attached to the declaration for the machine or device in operation included in the appendix), must specify the type and radioactivity of the substances and the group to which they belong, the name and title of the persons responsible for their surveillance and be accompanied by the device's descriptive leaflet, a drawing of the device's installation on the stand and a document drawn up and signed by the installer certifying compliance with the present provisions. No device of this type may be started if the authorization request was not submitted on time.

**WARNING: stands where radioactive substances are presented must be built and decorated with M1 class materials.**

### 9.2 - X-rays

Authorization to present devices emitting X-rays on the stands may only be granted if they and their accessories comply with the rules set forth in standard NF C 74-100.

In particular, the following measures must be taken:

- removing superfluous objects from around the x-ray generator and the sample to be examined,
- materializing and signposting the area not accessible to the public,
- the leakage exposure rate must not exceed 0.258 micro coulomb per kilo and per hour (1 milliroentgen per hour) at a distance of 0.10 m x-ray generator core.

Approval for the use of x-ray machines must be requested from the administrative authority (Prefecture, Safety Board) at least one month before the start of the event.

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

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

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

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

### 10 – LASERS

The use of lasers in the exhibition halls shall be permitted subject to compliance with the following provisions:

- in no case shall the public be subjected to the direct or reflected laser beam,
- the device and its ancillary equipment must be solidly attached to stable elements,
- the device's surroundings and the area covered by the beam must not contain elements reflecting the relevant wavelengths,
- the housing containing the laser and its optical deviation system must be class I or II (in accordance with standard NF C 20-030),
- Exhibitors must ensure, during testing outside the presence of the public, the absence of reaction from materials used for fitting-out and decorating the stand, and the fire protection equipment to the heat energy produced by the light beams.

A declaration for the all laser installations must be sent to the administrative authority (Prefecture, Safety Board) at least one month before the start of the event.

Contact the Safety Supervisor for information regarding the required administrative procedures regarding this request. Such declaration, on plain paper (to be attached to the declaration for the machine or device in operation included in the appendix), must be accompanied by the device's descriptive leaflet, and a drawing of the device's installation on the stand and a document drawn up and signed by the installer certifying compliance with the present provisions. No device of this type may be started if the declaration request was not submitted on time.

### 11 - EMERGENCY RESOURCES

Emergency resources must remain constantly visible.

Access to various emergency resources (fire hydrant and hydrant stems, first aid hose systems, telephones, extinguishers, smoke release hatches, etc.) must remain continuously unblocked.

### 12 - OPERATING INSTRUCTIONS

It is prohibited to create, on the exhibition surfaces, in the stand, and in clearance areas, piles of crates, wood, straw, cardboard, etc.

Periodic (daily) cleaning must remove dust and waste of all types from the premises. All waste and debris from cleaning and sweeping must be removed each day, before the opening to the public and be removed from the establishment.

On stands equipped with a first aid hose system, clearance of one metre next to the device must be left free of any equipment up to the public traffic alleyway.

The presence of panels or cloth masking the device is absolutely prohibited.



# Safety & Fire Regulations (cont.)

## SUMMARY OF FRENCH AND EUROPEAN EQUIVALENCES

- **M0** or **A** European Standards = Non combustible
- **M1** or **B** European Standards = Non flammable
- **M2** or **C** European Standards = Flammable with difficulty
- **M3** or **D** European Standards = Moderately flammable
- **M4** or **E** European Standards = Easily flammable

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

**N.B.:** Reports only from approved French laboratories under current regulations as of November 1998 or, by equivalence, officially recognized by any report corresponding to European Standards applicable within Union Member States.

# Stand Design Regulation

## Introduction

The «Architecture Regulations» of the Sial 2014 lists the norms for presentation and fitting of stands, set out in such a way as to guarantee a smooth show as well as optimal comfort.

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

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

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

The projects must be submitted before the 4 July 2014 at the latest.

Your Stand Installation File will include the following commitments taken by the exhibitor and the decorator:

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

In the case where debris are left on the stand, the exhibitor and the decorator will be held responsible for any breach of commitments made in the Stand Installation File and in the commercial activity form.

The dossier will be sent to you by the Architecture Department of the SIAL by e-mail as soon as you have chosen the location for your stand. It must be returned completed and signed. This dossier includes:

### For the Bare stand:

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

### For the Fitted stand:

1. The Installation File for your stand

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

The SIAL architecture office  
DECO PLUS  
1, rue Paul Delaroche - F - 75116 PARIS  
Tel.: +33 (0)1 47 63 94 84 - Fax: +33 (0)1 43 80 59 63  
E-mail: [sialarchi@free.fr](mailto:sialarchi@free.fr)

## AMOUNT OF PENALTIES CHARGED TO THE EXHIBITOR OR THE DECORATOR

Your Questions - Our answers	PENALTY for debris left after assembly or disassembly
Who signs the commitment?	The exhibitor or the decorator
How much is the penalty? (1)	€ 1500 excl. tax for < 50 sqm € 3500 excl. tax for < 50 to 100 sqm > € 5000 excl. tax for < 100 to 250 sqm > € 7000 excl. tax for < 250 to 400 sqm > € 10000 excl. tax for > 400 sqm
if I do not return the forms for cleaning debris from my stand, what will happen?	My file will not be considered by the organiser to be complete and the plans will not be validated. Access to Exhibition Centre will not be authorised and exhibitor badges will not be issued.
Make a status report of your stand, skip rental (2)	After dismantling the stand, the exhibitor or the decorator MUST contact the Head quarter office in Hall 5A to obtain the inventory report for the exit obtain a SPACE CLEARANCE CERTIFICATE (2).
Infringements recorded on site	The record will be presented to the exhibitor on site or by letter. The penalty for the infringement will be sent in the form of an invoice.

(1) In the case of multi-installations, the amount of the penalty is calculated according to the total of the spaces concerned.

(2) The exhibitor or the decorator must make the necessary arrangements to remove debris during assembly and disassembly periods.

Where a stand is abandoned and recorded officially by the SIAL, the penalty indicated will be invoiced. In the case of an infringement that surpasses the amount of the penalty, the invoice will be made out for the real value.

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# Technical Specifications

## HALL SPECIFICATIONS

### 1. Location of SIAL 2014

SIAL will take place in halls 1-2-3-4-5A-5B-6-7 and 8 at the Paris-Nord Villepinte Exhibition Centre from 19 to 23 October 2014.

### 2. Access to the halls

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

### 3. Floors, walls and pillars in the halls

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

### 4. Fluid distribution conduits

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

### 5. Damage

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

### 6. Aisles

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

### 7. Suspended items

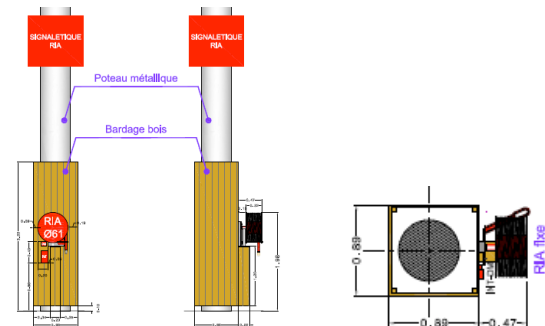
Items suspended from the framework of the halls are installed by the Exhibition Centre's Technical Department. Requests must be made directly to the SIAL. All suspended items must comply with the SIAL 2014 Stand Design Regulations.

### 8. Smoke extraction controls and fixed fire points

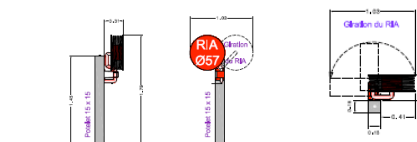
Smoke extraction controls or fire extinguishers are mounted on the side panelling or on pillars and are indicated on the plans. Fire hoses are shown on the schemas. They must be cut away to accommodate these facilities, as shown on the drawings below. The intercoms must remain accessible at all times.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

### 9. Fire points (hoses)

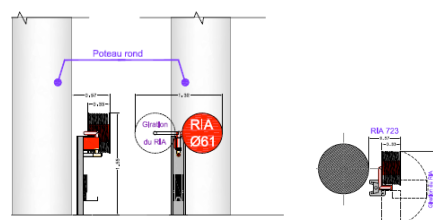
Fire hoses are located on the pillars either in the middle or at the edge of the stand. They must be left completely clear as shown in the diagrams below.



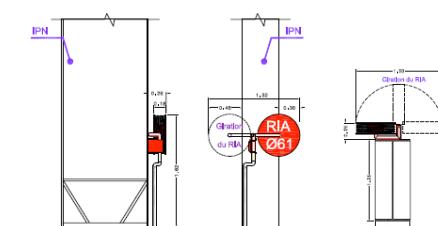
Halls 1 à 6



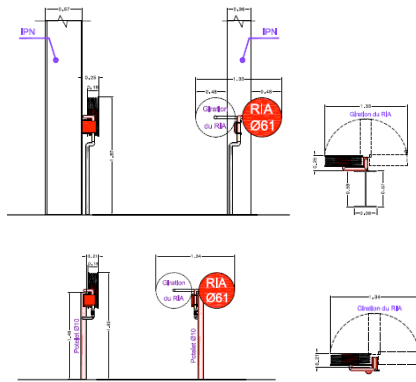
Hall 5B



Hall 7



Hall 8



Hall 8

### 10. Accessibility for people of reduced mobility

In compliance with the regulations and with the Exhibitor's Guide for stands with a floor raised by over 2 cm, an access ramp is required for people of reduced mobility. These ramps must not encroach on the alleys. The access ramp should be at least 90cm wide and have a slope between 2% and 5%.

### 11. Side panelling

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

### 12. Two-sided stand sign

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

# Stand Design Regulation

## HEIGHT OF STANDS, CLEARANCE LIMITS AND OPENINGS ONTO AISLES

Stands must be constructed taking into account the following height and clearance limits:

### 13. Construction heights

- Maximum authorised height of shared partitions 2.50 m from the floor of the building.
- Maximum height of the construction: 5m from the floor of the building.

No connection with neighbouring stands can be accepted.

### 14. Openings onto aisles

- Stand sides opening onto an aisle must include an opening of at least 2.5 metres every 4 linear metres. The opening must equate to at least half the length of the side. The 2.5m opening must be kept clear: green plants, glass panes, etc. will not be authorised.

### 15. Heights and recesses

Stand structures must take into account the following clearance limits:

**Heights and recesses (heights are stated from the ground level of the building):**

Recesses from the aisles and the neighbouring stands:

- Adjoining partitions height: 0 to 1.80 m No recess
- Partition or construction items, height: from 1.80 to 2.50 m recess 0.50 m from the aisles and the neighbouring stands. The partitions adjoining with the neighbours must start 0.50 m from the aisles.
- Partition or construction items, height: de 2.50 to 5.00 m recess 1.00 m from the aisles and the neighbouring stands.
- **CAUTION** Double Decker (Storeys) must apply a 2.00 m recess from the aisles and neighbouring stands.

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

### Stands including a hall pillar

**1. Stands that include a hall pillar, with or without a fire hose, can cover it to a height of 3 m. A sign that conforms to the imposed requirements can be installed. The fire hose must remain accessible from the front and sides within a 1 m radius.**

**2. Pillars positioned half on a stand and half on a walkway may be covered up to a height of 3 m with the stand's sign.**

### Stands that back on to the hall stairs

**1. The side facing the stairs should be considered as an open side. This side of the stand must not surpass the height of the stairs, without exceeding 1 m.**

### 16. Re-used stands

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

## SIGN / LIGHT TRUSSES

### 17. Structure

- By sign structure, the organizers mean an open-work superstructure which can include the illuminated name or logo of the exhibitor.
- The heights are limited to 5.00 m and the positioning of the sign/truss must be positioned at the level between 2.50 and 5.00 m and in accordance with the recesses.
- The free standing structures will have to respect 1.00 m setback from the aisles and the neighboring stands.
- Hanging of framework, this work may be carried out only by the Technical Department of the Exhibition Centre. Point suspension on a 3.00 m x 3.00 m grid. Permitted weight: 80 kg per point for overall occupancy. Beyond 80 kg, on request to Paris Nord Villepinte. The order of the suspension will be allowed up to 5.50 m and no exception will be given.

### 18. Anchored balloons

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

### 19. Sound systems and illuminated signs

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

### 20. TV screens (and video walls)

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

## PLATFORMS AND CEILINGS

### 21. Platforms

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

### 22. Ceilings

As a general rule, solid ceilings are not permitted at SIAL. However, the following stand roofing options are permitted:

- Cellular structures of the "Claustra" type made of M0 or M1 materials
- Alternating structures made of M0 or M1 materials laid out in "checkerboard" form to provide a largely open-work ceiling (50%).
- Vertical strips made of thin M0 or M1 materials placed at least 0.2 metres apart.

### 23. Accessibility for people with reduced mobility

In compliance with the regulations and with the Exhibitor's Guide for stands with a floor raised by over 2cm, an access ramp is required for people of reduced mobility. These ramps must not encroach on the alleys.

The ramps should be at least 0.90 m wide and the slope must be between 2 and 5 %.



## DOUBLE-DECKER STANDS

Exhibitors wishing to build a double-decker stand must apply for permission to build by 4 July 2014 at the latest. The application must be accompanied by a cheque for € 135 excl. VAT per sqm of additional floor space. This sum will be deducted from the final building fees once SIAL's Design Department has carried out the final calculation of the area and granted permission to build.

### 24. Certificate of conformity to safety standards

As soon as they have received building permission, exhibitors should draw up their plans, taking into account the surface area allocated, and send them to the SIAL Design Department which will confirm its final approval and forward copies to the Safety Department. Detailed plans of both stands and upper levels should therefore be submitted for approval in duplicate. The plans should take into account the requirements concerning height and clearance limits contained in Articles 14, 15, 16 and following.

## IMPORTANT

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

### 25. Surface area

300 sqm maximum for the upper level itself. Only one upper level per stand is permitted.

### 26. Weight limits

- 250 Kg/m<sup>2</sup> for upper levels under 50 m<sup>2</sup>.
- 350 Kg/m<sup>2</sup> for upper levels over 50 m<sup>2</sup>.

## IMPORTANT

Exhibitors shall produce their calculations for their double-decker stand and have them checked during build-up by a registered inspector. The security consultancy DECO PLUS Tel.: + 33 (0)1 47 63 94 84 E-mail: [sialarchi@free.fr](mailto:sialarchi@free.fr) can provide on request a list of registered inspectors in the Paris area. It is imperative that these documents are presented to the Safety Committee when they inspect the stand to approve the upper level for opening to the public.

### 27. Stairs

**Number of staircases per upper level and minimum width:**

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

- Up to 19 m<sup>2</sup>: 1 x 0.90-metres staircase
- 20-50 m<sup>2</sup>: 2 staircases, one 0.9 metres wide and the other 0.6 metre wide
- 51-100 m<sup>2</sup>: either 2 x 0.9-metre staircases or 2 staircases, one 1.4 metres wide and the other 0.6 metre wide
- 101-200 m<sup>2</sup>: 2 staircases, one 1.4 metres wide and the other 0.9 metre wide
- 201-300 m<sup>2</sup>: 2 x 1.4-metre staircases. Only staircases whose closest outer uprights are at least 5 metres apart can be taken into account in the number of exits and stair widths. Exits must be clearly pointed out by a sign bearing the word "Sortie" (exit) in white letters on a green background.

### Straight staircases

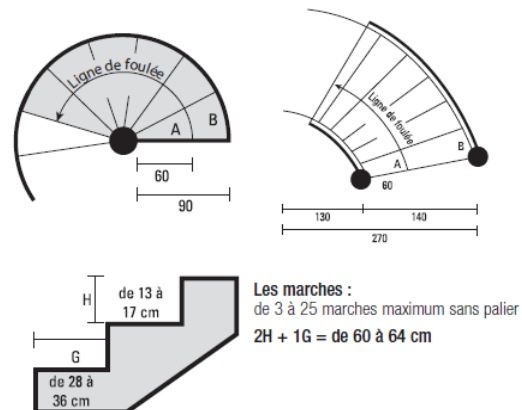
Straight staircases for public use must be constructed such that the steps comply with the customary regulations, each flight of stairs having no more than 25 steps. As far as possible, the direction of the flights should alternate. The height of the steps must be 13 cm minimum and 17 cm maximum.

Steps must be at least 28 cm but not more than 36 cm wide.

The relationship between the height and width of steps is governed by the equation  $0.60 < 2H + G < 0.64$  m. The steps in one flight must be of uniform height and width, although an exception may be made for the first step. Landings should be the same width as the staircase: in the case of flights not continuing in a different direction, landings should be longer than one metre. Single-width staircases must be fitted with one handrail. Double-width staircases or wider must have one handrail on each side.

### Spiral staircases

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



### Stairs

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

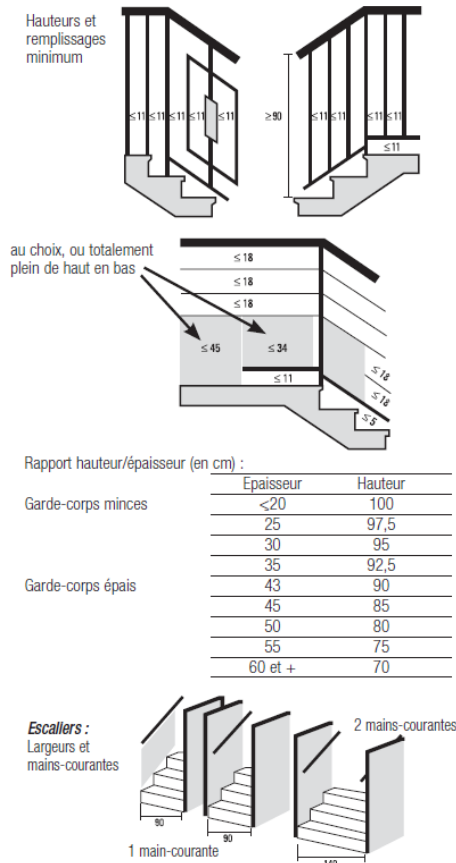
Stairs combining straight and spiral elements.

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



## Stair railings and banisters

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



## Location

Stairs must be located at least 1 metre from the stand's common partitioning in order to avoid overlooking the neighbouring stand. When two staircases are necessary, they shall be diametrically opposed.

## 28. Fire prevention

Each stand shall be equipped with fire extinguishing facilities, including: one sprayed water extinguisher placed at the bottom of each staircase and a CO2-type extinguisher placed near the electricity switchboard. If the surface area of the upper level is greater than 50 m², appropriate additional fire extinguishing facilities shall be constantly ensured by at least one safety officer while the public is present.

## 29. Transparent upper levels

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

## 30. Ceilings

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

## KITCHENS - FOOD SAMPLING

### 31. Food sampling

Tasting alongside the aisles is expressly forbidden.

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

### 32. Cooking on the stands

Exhibitors wishing to prepare cooked food on their stands must inform SIAL by 11 July 2014. They must also:

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

You will find the declaration form at [www.sialparis.fr](http://www.sialparis.fr) in your Exhibitors Area > My forms

#### In all kitchens:

- The floor (or the table) supporting cooking appliances must be made of non-combustible material or covered with M0-class material
- Cooking appliances must be kept at a suitable distance from any combustible material and installed in such a way as to prevent any danger of fire
- If such devices are located near a partition, M0 surfacing must be provided up to a height of 1 metre to the right of the device
- Electric meters must be positioned at least 1 metre from any water outlet
- Every installation must be equipped with 1 or more extinguishers.

#### Cooking and heating appliances with a normal power rating of less than 20 kW are permitted inside exhibition halls. However, please respect the following conditions:

- filters must be placed above cooking appliances;
- cooking and heating appliances must not pose any risk to the public;
- appropriate safety measures must be in place (extinguishers)

#### Cooking and heating appliances with a normal power rating greater than 20 kW for the whole stand are permitted inside exhibition halls. However, please respect the following conditions:

- inner and outer walls must have a fire-resistance rating of 1 hour (French regulations)
- doors opening onto the stand should be PF 1/2 hour or E 30 (door mandatory)
- a distance of 4 metres must be maintained between each kitchen unit
- flame-retardant screens must be placed around cooking appliances
- if opening onto the stand:
  - possess a fixed vertical screen that is fire stable in 1/4 hour or E 1S-S and in a material with a fire classification of M1 or A2-S1, d1 and be of a minimum height of 0.5m underneath the finished kitchen ceiling.
  - include a cooker hood and ventilation duct in MO or A0-S1, dO material, the extractor fan should function for 1 hour with smoke at 400°C
- the main fuse box should be fitted with an emergency cut-out switch
- cooking or reheating appliances should have the CE label
- emergency equipment should be to hand (appropriate extinguishers)
- Cooking and reheating appliances that give off water vapour can be used without a filter, but other appliances that emit other substances (grease, etc.) must have an overhead hood filter, and all combustion equipment (gas) must have an outside outlet for exhaust.

PKL-style portable container kitchens are permitted if they use extraction systems.

Mobile kitchens in containers (PKL-style) can be installed using the same extraction fittings.

Stands with cooking appliances with a combined wattage of less than 20 kW (See form on [www.sialparis.fr](http://www.sialparis.fr), Exhibitors services)

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

### Characteristics of cooker hoods

The health regulations relating to the extraction of water vapour and oily steam calls for the provision of mechanical extractor devices. All steam and smoke must be drawn into a large hood by a sufficiently powerful fan, then filtered and deodorized by three successive filters: the first a fine wire mesh, the second an electrostatic finishing filter and the third a deodorizing activated carbon filter.

- The crosssection of the filters must be approximately 0.5 metre per square metre of cooking space
- The rate of extraction must be approximately 4,000 m<sup>3</sup>/hour per square metre of cooking space
- The hood must be closed on three sides, with a clearance of 0.8 metre above the cooking area.