

# EXHIBITORS GUIDE



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

USER  
GUIDE

USEFUL  
INFORMATION

FITTINGS

REGULATIONS  
& FORMALITIES

[BACK TO THE CONTENT >](#)

USER  
GUIDE

## TWO TOOLS TO HELP YOU GET READY FOR THE SHOW

- THIS IS AN INTERACTIVE EXHIBITOR GUIDE

With this document, you can:

- Easily access all the information needed to get you up and running.
- Reach your Customer Zone
- Complete the forms from this document, directly on your computer.

- THE CUSTOMER ZONE (for bare stands)

In this store, you can order all of the technical services you need **until Tuesday 19<sup>th</sup> February 2019**.

*(Please note: from Tuesday 19<sup>th</sup> February 2019, technical services must be ordered directly on-site in Exhibitors desks located hall 5a).*

[BACK TO THE CONTENT >](#)

## USEFUL INFORMATION

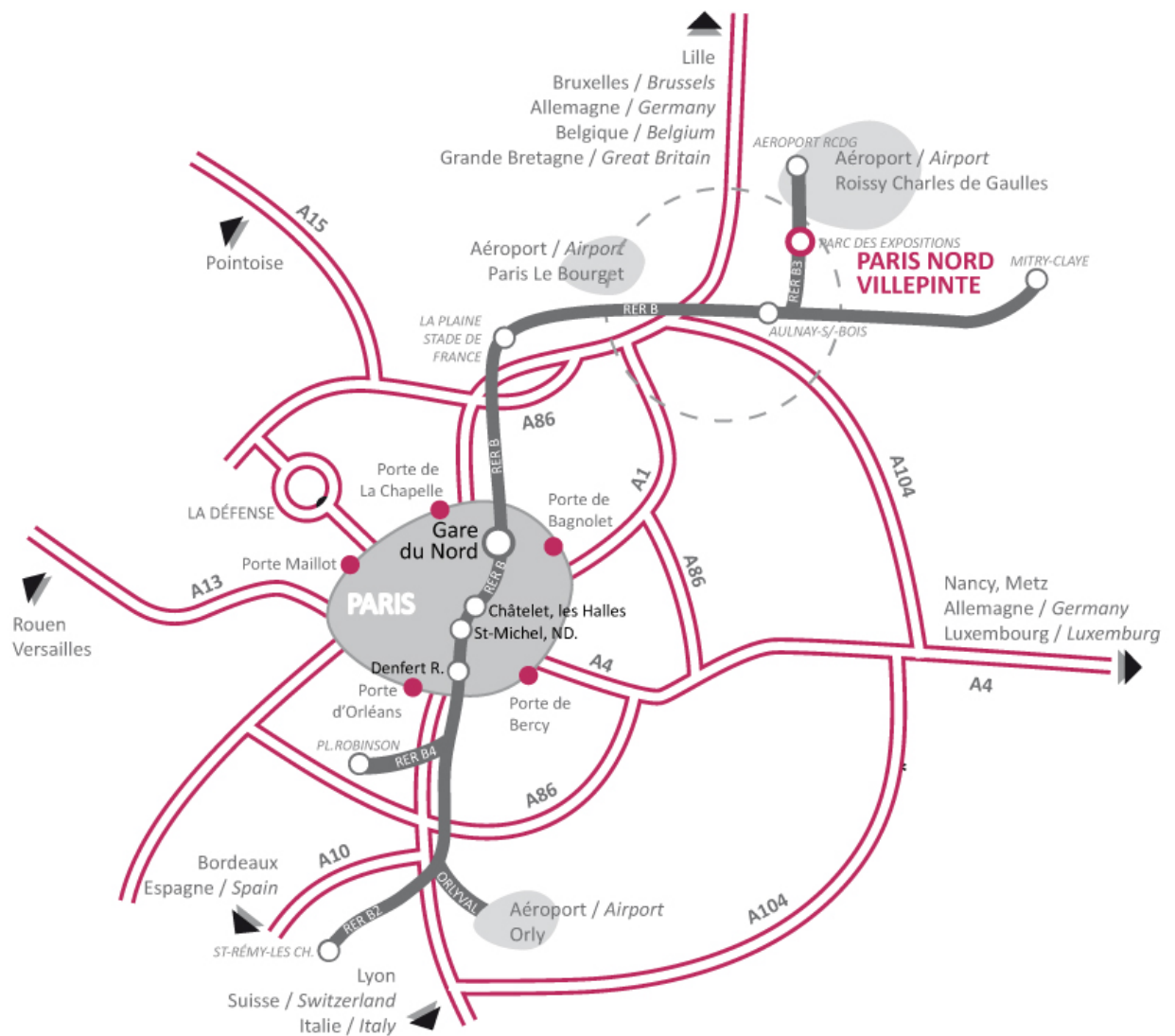
- Access/traffic & parking
- Hangings & overhead power supply, trusses and light
- Events/Stand Activities
- Architecture & Decoration
- Complementary insurance
- Catering for the Exhibitors
- Access badges
- Useful contacts
- Exhibitor timetables Assembly/Opening/Dismantling
- Exhibition opening hours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

## USEFUL INFORMATION

# ACCESS / TRAFFIC & PARKING

1/6

## ACCESS TO THE PARIS-NORD VILLEPINTE EXHIBITION CENTRE



- London: 2h35 (Eurostar)
- Lille: 50 mn (TGV)
- Rennes: 2h45 (TGV)
- Lyon Part Dieu: 1h55 (TGV)
- Montpellier: 3h50 (TGV)
- Marseille: 3h30 (TGV)



## USEFUL INFORMATION

ACCESS / TRAFFIC  
& PARKING

3/6

## TWO INTERNATIONAL AIRPORTS TO GET TO SIMA

**Roissy Charles de Gaulle airport**

The Parc des Expositions is located 5 minutes away from Roissy Charles de Gaulle airport.  
Take the RER B – direction: Robinson-Saint Rémy-Les-Chevreuse and get off at the stop:  
Parc des Expositions.

**Orly airport**

Take the Orly-Val (automated metro) to Antony, then take the RER B (direction: Roissy-Charles de Gaulle). Get off at Parc des Expositions.

## YOUR TICKETS AT THE BEST PRICE WITH AIR FRANCE AND KLM GLOBAL MEETINGS

Visit the website: [www.aifranceklm-globalmeetings.com](http://www.aifranceklm-globalmeetings.com)

- Event : **SIMA 2019**
- Event ID : **33546AF**
- Valid for transport from **19/02/2019 to 05/03/2019**
- Event location : Parc des Expositions de Paris Nord Villepinte, France



Attractive discounts on a wide range of airfares on all Air France and KLM flights worldwide\*\*. (Until 47 % of reduction on the internal French flights (including Corsica)).

Use the website of this event or visit [www.aifranceklm-globalmeetings.com](http://www.aifranceklm-globalmeetings.com) to:

- Access the preferential fares granted for this event\*,
- Make your booking,
- Issue your electronic ticket\*,
- Select your seat\*\*.

If you buy your ticket via AIR FRANCE & KLM Global Meetings website, your electronic ticket will carry a special mention which justifies the application of the preferential fares. Should you prefer to process your reservations and ticket-purchase directly with an Air France and KLM sales outlet, you must keep this current document which serves to justify the application of the preferential airfares

**Keep the document to justify the special fares with you as you may be asked for it at any point of your journey.**

Frequent flyer / loyalty programs of Air France and KLM partner airlines are credited with "miles" when Air France or KLM flights are used.

*\* Subject to conditions / \*\* Not available in certain countries*

## USEFUL INFORMATION

# ACCESS / TRAFFIC & PARKING

4/6

## REGISTER YOUR VEHICLES ON LOGIPASSDELIVERY

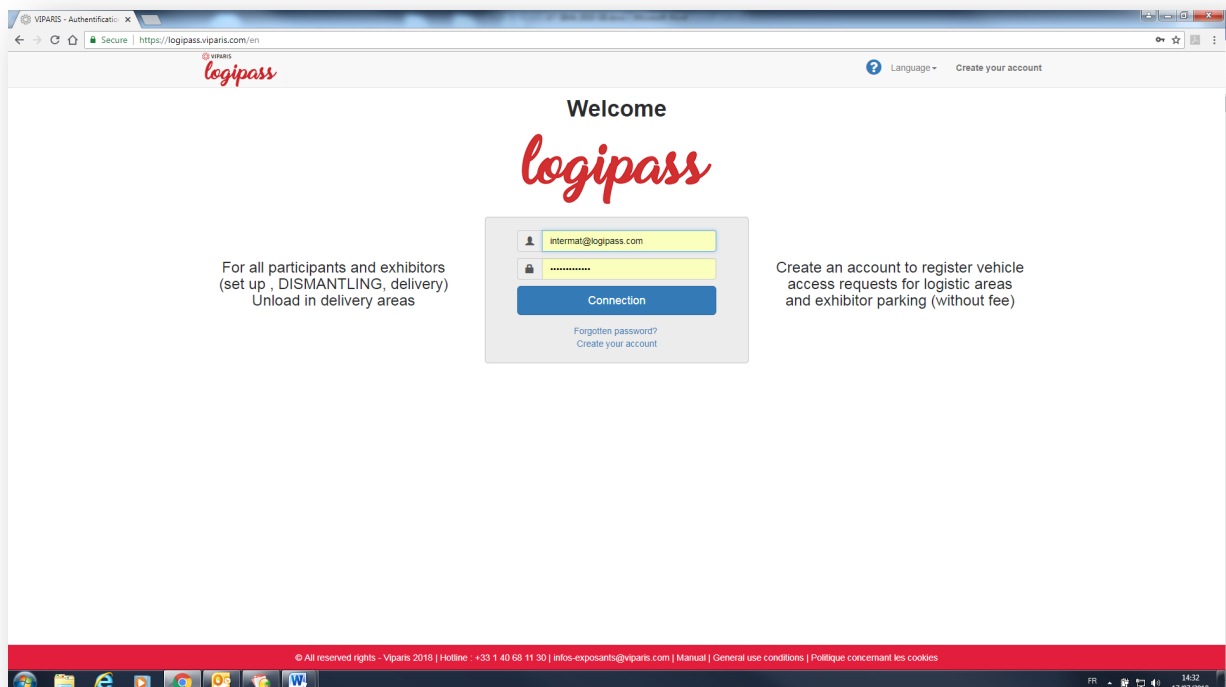
All the vehicles accessing the Parc des Expositions during the assembly and dismantling periods, or for deliveries during the event, will have to register on the web platform <http://logipass.viparis.com>.

Any company or person involved on the fair can create an account. This account allows registering on specific time slot depending on the planning defined by the Organizer.

Maximum time slot for deliveries:

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

If you have any question about Logipass and registration, please contact the Hotline:  
+ 33(0)1 40 68 11 30 [Infos-exposants@viparis.com](mailto:Infos-exposants@viparis.com)



## USEFUL INFORMATION

# ACCESS / TRAFFIC & PARKING

5/6

## TRAFFIC IN THE EXHIBITION CENTER

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

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

- Obey the highway code
- Limit your speed to 20 km/h (12 mph)
- No stopping and no parking in traffic lanes,
- Light duty vehicles won't be allowed into the Halls,
- Lorries will be allowed access under specific conditions and subject to traffic control.
- Deliveries are authorized from 7:00 am to 8:00 am.

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

**CAUTION: We thank you to plan your deliveries because of circulation restrictions in France during weekends.** For more information: [www.bison-fute.equipement.gouv.fr](http://www.bison-fute.equipement.gouv.fr)

## DURING ASSEMBLY

It is free to park on Exhibition Centre grounds as long as the regulations regarding parking times and areas are respected. **Exhibitors car parks will no longer be free as of midnight on Saturday 23<sup>rd</sup> February.**

- **Lorrie's traffic** will be controlled.
  - Lorry access is subject to special conditions depending on traffic levels around the Halls.
  - **No motor vehicles will be allowed into the halls on Saturday 23<sup>rd</sup> February** (unless special permission is granted by the organizer).
  - Empty packing materials must be **removed immediately and stored by the Exhibitors or their freight carriers.**
- Avoid ordering deliveries for the day before the exhibition.
  - As soon as you have emptied your vehicles, move them on.



## USEFUL INFORMATION

# ACCESS / TRAFFIC & PARKING

6/6

## DURING OPENING TIMES

Deliveries are authorised from 7:00 am to 8:00 am once vehicles have been approved for entry into the Exhibition Centre grounds and given a temporary delivery permit.

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

**Please note:** as of **Sunday 23<sup>rd</sup> February at 8:30 am**, all vehicles parked beside the Halls must have been moved to the authorised cars parks, failing which the vehicle may be removed and impounded.

## ON DISMANTLING EVENING

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

- **Lorrie's traffic** will be controlled.
- Lorry access is subject to special conditions depending on traffic levels around the Halls.

## RESERVING A PARKING SPACE

Parking subscriptions can be taken out for a fee.  
They can be reserved via your Customer Zone.

While set-up and dismantling periods, you can buy car parking spaces at the Exhibitors Offices, halls 5a.

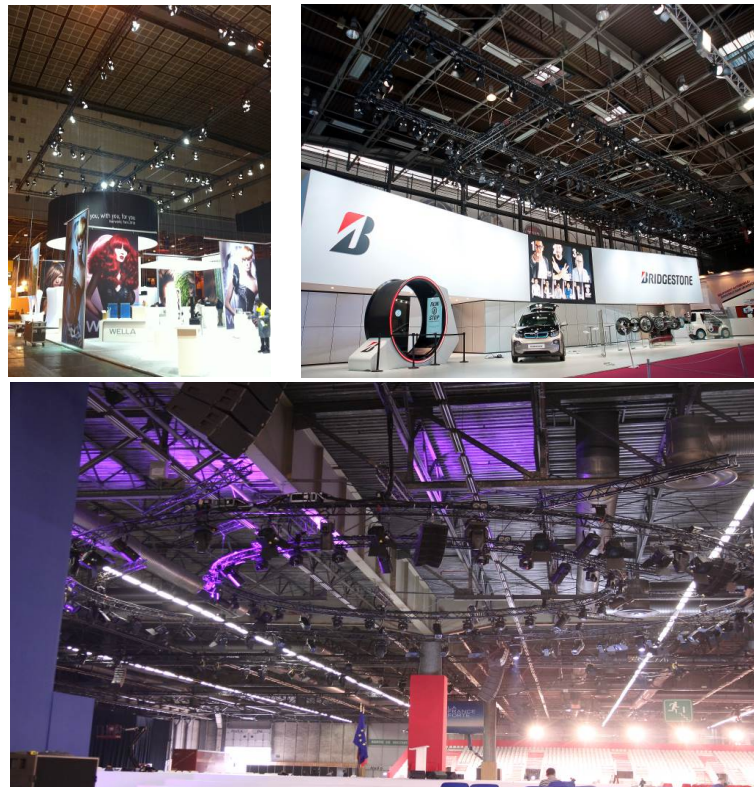
The Exhibitors' car parks are open from 7:00 am to 11:00 pm every day throughout the event.

## USEFUL INFORMATION

# HANGING & OVERHEAD POWER SUPPLY, TRUSSES & LIGHTS

### Hangings and overhead power supplies Trusses and lights

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



#### Contact **VERSANT EVENEMENT** :

Tel.: + 33 (0) 1 48 63 32 51

Email: [contact@versantevenement.com](mailto:contact@versantevenement.com)

## USEFUL INFORMATION

# EVENTS / STANDS ACTIVITIES

The SIMA has set up guidelines to guarantee that the event runs smoothly and visitors enjoy their visit to the maximum.

Exhibitors are given free reign as to how their stands are run, so long as the following provisions are adhered to and the exhibitor timetables are respected.

## PROHIBITED SERVICES

- The distribution or placing of leaflets in the exhibition aisles, at the entrance, on the esplanade or close to the station,
- Promotion in the aisles (with robots, hostesses, sandwich boards, etc.),
- Offering tastings on the edges of the aisles or in the aisles themselves.  
These are permitted within the stands,
- Musical promotion,
- Video walls must be set back a minimum of 2 meters from the edges of the aisle.

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

## USEFUL INFORMATION

## ARCHITECTURE &amp; DECORATION

## FIND OUT MORE VIA YOUR CUSTOMER ZONE "PRACTICAL INFO"

- The show's Architecture & Decoration rules
- Special regulations

The architecture and decoration rules for the SIMA incorporate standards and norms for stand layout display, established to ensure the exhibition is rolled out smoothly and is easy to navigate. These norms and standards also include the Security & Fire rules applicable to shows, fairs and exhibitions.

The SIMA is governed by specific regulations in accordance with its own special characteristics. All proposals for bare stands, reused stands or fitted stands fitted out by the SIMA to which new decorative items are to be added, must be submitted **for approval before December the 18<sup>th</sup> 2018 at the latest.**

**DECOPLUS**

**Contact: Wilfrid TOUGARD**

13, rue de Fourqueux

78100 Saint Germain en Laye – France

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

Email: [w.decoplus@free.fr](mailto:w.decoplus@free.fr)

## EACH FLOOR PLAN MUST INCLUDE

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

## VERY IMPORTANT

**Any proposals that do not comply with the set rules shall be rejected** and, in particular, any stand assembled without the SIMA's agreement may be dismantled at the exhibitor's expense.

## USEFUL INFORMATION

# COMPLEMENTARY INSURANCE

### FIND OUT MORE VIA YOUR CUSTOMER ZONE

To find out what rules and regulations govern your insurance during the show, check the **"Practical information/Regulations"** section in your Customer Zone and order complementary insurance in **"My Store"** section.

### COMPLEMENTARY INSURANCE AGAINST DAMAGE TO PROPERTY

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

This cover takes effect from the day before the show opens to the public (at 7:00 pm on 23/02/2019) to the evening on which the show closes to the public (6:00 pm on 28/02/2019).

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

### THEFT INSURANCE

Theft insurance enables you to insure the full value of your stand (excluding food products, beverages, etc.) against the risk of theft, with an excess of € 300 per incident. For the extra declared value, the insurance premium including tax and costs will be calculated at a rate of 0.63%.

### PLASMA SCREEN & LCD INSURANCE

Exhibitors have the option of taking out specific insurance from the SIMA for plasma screens and LCD fixed or securely wired to the stand's frame.

This cover takes effect from the day on which the show opens to the public (at 8:30 am on 23/02/2019) to the evening on which the show closes to the public (6:00 pm on 28/02/2019).

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

### LOSSES

No losses may be accepted as valid without having been declared to the show's exhibitor reception within 24 hours. All damage claims must state the date, the circumstances and the approximate amount of damages and must be accompanied by the original police report in the event of theft. Cases of theft that are not covered by the SIMA but are insured by the exhibitor's own policy must be documented in a complaint form sent within the required time-frame to the Villepinte Police Station or the exhibitor's home town (if in Metropolitan France):

#### VILLEPINTE POLICE STATION

1/3, rue Jean Fourgeaud – 93420 VILLEPINTE - FRANCE

Tel: +33 (0)1 49 63 46 10

## USEFUL INFORMATION

## ACCESS BADGES

## VERY IMPORTANT: COMPULSORY PASS-WEARING

- In order to be granted access to the exhibition Halls, **all individuals must have been issued an SIMA access badge**, which must be customized on you Customer Zone and be worn during the assembly, opening and dismantling periods.
- **Identity checks** will take place around the Halls.
- **Security equipment** and the wearing of safety footwear is **compulsory** during set-up and dismantling periods. Failure to comply shall result in access to the Halls being denied.

## EXHIBITOR BADGE

The exhibitor badge grants access to the Exhibition Centre during the assembly, opening and dismantling periods in accordance with the timetables that feature on the exhibitor timetable. (See Exhibitor Timetable document – [Click here](#)).

- Exhibitors can declare and personalize their badges in the Customer Zone.
- The number of badges provided is calculated automatically according to the surface area of the stand.

de 12,00 à 149,99 sq.m	de 150,00 à 499,99 sq.m	de 500,00 à 999,99 sq.m	≥ à 1 000,00 sq.m
12	25	40	50

- Badges must be printed from your Customer Zone.
- Requests for additional badges, an order is available in your Customer Zone.

## ASSEMBLY/DISMANTLING BADGES

- The assembly/dismantling badge grants access to the Exhibition Centre during the assembly and dismantling periods in accordance with the timetables that feature on the badge.
- The assembly/dismantling badge will be available at the entrance to the Exhibition Centre from the beginning of set-up.
- **Badges are not valid during the exhibition opening period which runs from February 24<sup>th</sup> to February 28<sup>th</sup> 2019.**

## USEFUL INFORMATION

## USEFUL CONTACTS

1/2

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

Monday to Friday, 9.00 am – 6.00 pm

Accommodations	B-NETWORK	Laura PACCHIONI Tel: +33 (0)1 58 16 20 10 Email: <a href="mailto:laura.pacchioni@b-network.com">laura.pacchioni@b-network.com</a> Website: <a href="http://sima.b-network.com/">http://sima.b-network.com/</a>
Architecture & decoration (layout control)	DECOPLUS	13, rue de Fourqueux 78100 Saint-Germain en Laye- France Tel.: +33 (0) 33 (0)9 67 78 93 85 Contact: Wilfrid TOUGARD Email: <a href="mailto:w.decoplus@free.fr">w.decoplus@free.fr</a>
Catering on stand	HORETO	Tel: +33 (0)1 48 63 33 45 Email: <a href="mailto:vssvillepinte@horeto.com">vssvillepinte@horeto.com</a> Website: <a href="http://www.horeto.com">www.horeto.com</a>
Catering on stand (External suppliers declaration)	VIPARIS	Myriam MOTTIN Tel.: +33 (0)1 40 68 14 46 Email : <a href="mailto:myriam.mottin@viparis.com">myriam.mottin@viparis.com</a>
Copyrights	SACEM	Délégation Régionale de St Gratien 16, avenue Gabriel Péri - BP 103 95210 ST Gratien – France Tel: + 33(0)1 76 76 74 80 Website: <a href="http://www.sacem.fr/">www.sacem.fr/</a>
Exhibition Centre	DELIVERY ADDRESS	SIMA 2019 Parc des Expositions Paris Nord Villepinte CD 40 - 93420 Villepinte - France Mandatory information: Company name, Stand number On site stand contact (with phone number)
French customs	INFO DOUANES SERVICE	From France: 08 11 20 44 44 (0.06 €/mn) From abroad: + 33(0)1 72 40 78 50 Website: <a href="http://www.douane.gouv.fr/">www.douane.gouv.fr/</a>
Hanging & hoverhead power supply Trusses & lights	VERSANT EVENEMENTS	Tel. : +33(0)1 48 63 32 51 Email : <a href="mailto:contact@versantevenement.com">contact@versantevenement.com</a>
Personalized stand	PROREP	26, rue Gay Lussac 95550 Gonesse - France Contact : Fatima ABIBULLA Tel.: + 33(0)1 45 91 41 19 E- mail: <a href="mailto:fabibulla@creatifs.fr">fabibulla@creatifs.fr</a>

GO TO YOUR CUSTOMER ZONE TO SEE THE COMPLETE LIST OF SERVICE PROVIDERS.

## USEFUL INFORMATION

## USEFUL CONTACTS

2/2

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

Monday to Friday, 9.00 am – 6.00 pm

## USEFUL CONTACTS (CONT.)

Fire Prevention	AFS CONSEILS	Alain FRANCONI 76, rue Baudin 93130 Noisy-le-Sec - France Tel: + 33(0)1 41 55 07 21 Port: + 33(0)6 70 61 95 11 Email: <a href="mailto:afrancioni@afsconseils.fr">afrancioni@afsconseils.fr</a>
Fireproofing	GROUPEMENT NON FEU	37-39 rue de Neuilly – BP 121 92582 Clichy - France Tel: + 33(0)1 47 56 30 80 Fax: + 33(0)1 47 37 06 20 Website: <a href="http://www.securofeu.com/">www.securofeu.com/</a> Email : <a href="mailto:securofeu@textile.fr">securofeu@textile.fr</a>
Hospital	HOPITAL INTERCOMMUNAL ROBERT BALLANGER	Boulevard Robert Ballanger 93602 Aulnay-sous-Bois - France Tel.: 15 or +33(0)1 48 96 44 44
HPS coordinator	D.O.T.	93, rue du Château 92100 Boulogne - France Tel: + 33(0)1 46 05 17 85 Fax: + 33(0)1 46 05 76 48 Email: <a href="mailto:sps@d-o-t.fr">sps@d-o-t.fr</a>
Insurance	SIACI	18, rue de Courcelles 75008 Paris -France Tel: + 33(0)1 44 20 29 81 Fax: + 33(0)1 44 20 29 80 Email: <a href="mailto:philippe.huet@s2hgroup.com">philippe.huet@s2hgroup.com</a>
On-site access for people with disabilities	POINT INFO VIPARIS	+33 (0)6 14 16 93 84
Police station	COMMISSARIAT DE POLICE	1/3, rue de Fourgeaud 93420 Villepinte - France Tel.: + 33(0)1 49 63 46 10
VAT refund	TEVEA INTERNATIONAL	29-31 rue Saint Augustin 75002 Paris 6 - France Tel: +33(0)1 42 24 96 96 Fax.: + 33(0)1 42 24 89 23 Email: <a href="mailto:mail@tevea.fr">mail@tevea.fr</a> Website: <a href="http://www.tevea-international.com">www.tevea-international.com</a>

GO TO YOUR CUSTOMER ZONE TO SEE THE COMPLETE LIST OF SERVICE PROVIDERS.



## USEFUL INFORMATION

# EXHIBITORS TIMETABLES

## ASSEMBLY / OPENING / DISMANTLING

## WORKING HOURS, SET UP, DISMANTLING, POWER SUPPLY

		Dates	Exhibitors schedule	Power supply
Build-Up	Bare stands	Tuesday February 19 <sup>th</sup>	7:00 am – 7:00 pm	-
		Wednesday February 20 <sup>th</sup>	7:00 am – 7:00 pm	-
	Bare Stands Basic Stands Premium Stands <sup>(1)</sup>	Thursday February 21 <sup>st</sup>	7:00 am – 7:00 pm	-
		Friday February 22 <sup>nd</sup>	7:00 am – 10:00 pm	7:30 am – 10:00 pm
		Saturday February 23 <sup>rd</sup>	7:00 am – 10:00 pm	7:30 am – 10:00 pm
Opening		Sunday February 24 <sup>th</sup>	7:00 am – 7:00 pm	7:30 am – 6:30 pm
		Monday February 25 <sup>th</sup>	7:30 am – 7:00 pm	7:30 am – 6:30 pm
		Tuesday February 26 <sup>th</sup>	7:30 am – 7:00 pm	7:30 am – 6:30 pm
		Wednesday February 27 <sup>th</sup>	7:30 am – 7:00 pm	7:30 am – 6:30 pm
		Thursday February 28 <sup>th</sup>	7:30 am – 6:00 pm	7:30 am – 6:00 pm
Dismantling	Bare Stands Basic Stands Premium Stands <sup>(1)</sup>	Thursday February 28 <sup>th</sup>	6:00 pm – midnight	6:00 pm – 11:00 pm
	Bare stands	Friday March 1 <sup>st</sup>	7:00 am – midnight	-
	Bare stands	Saturday March 2 <sup>nd</sup>	7:00 am – 12:00 am	-

<sup>(1)</sup> Premium stand delivery will be made on Thursday 21<sup>st</sup> February 2019 from 8:00 am.

<sup>(2)</sup> Storage and furniture should be emptied of contents on Thursday 28<sup>th</sup> February between 6:30 pm and 8.00 pm.

**Advice:**

**To get power supply outside this hours, don't forget to order 24 hours power supply.**

- The halls are accessible to Exhibitors with a badge from 7:30 am (7:00 am on the first day of the exhibition).
- Deliveries during the exhibition opening period are to be made between 7:00 am and 8:00 am, failing which the vehicle may be removed.

## USEFUL INFORMATION

# EXHIBITION OPENING HOURS

## EXHIBITORS RECEPTION DESKS

### EXHIBITION OPENING HOURS

Dates	Visitors opening hours
Sunday February 24 <sup>th</sup>	8:30 am – 6:00 pm
Monday February 25 <sup>th</sup>	8:30 am – 6:00 pm
Tuesday February 26 <sup>th</sup>	8:30 am – 6:00 pm
Wednesday February 27 <sup>th</sup>	8:30 am – 6:00 pm
Thursday February 28 <sup>th</sup>	8:30 am – 6:00 pm

### THE EXHIBITORS RECEPTION DESK ON SITE

- Exhibitors' reception desks will be located in the **hall 5a**.

## USEFUL INFORMATION

# HEALTH AND SAFETY

**FIND OUT MORE VIA YOUR CUSTOMER ZONE**

- To read the Health & Safety regulations, check the '[Regulations and Formalities](#)' section
- Fill in your Health & Safety certificate directly online in the 'My Forms' section

**HEALTH AND SAFETY GUIDELINES****IHSPP: Individual Health & Safety Protection Plan.**

To enjoy access to the exhibition Halls, all individuals must be fitted with a SIMA access pass (Exhibitor pass, Assembly/Dismantling pass) and must wear safety equipment, including in particular safety footwear.

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

**IMPORTANT**

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

## USEFUL INFORMATION

# CLEANING

## VACATING THE STAND

1/2

### HALLS & STANDS CLEANING

- Halls, stands and aisles will be cleaned every morning before opening or every evening after the show has been closed to visitors and Exhibitors.
- **The daily cleaning and the final preparation cleaning the day before opening are not included in your stand participation (excepted if you ordered a Premium or Turnkey fitted stand).**
- For the Basic stand, only the removal of the plastic protection of the carpet is included.
- Cleaning is prohibited during the show opening hours, as is placing waste and rubbish in the aisles in the mornings after 8:30 am.

**Please note:**

If you **have booked a fitted stand (Premium or Turnkey stand)**, daily cleaning of your stand is included (with final preparation cleaning of partitions the day before opening).

Daily cleaning with vacuuming includes: vacuuming the floor including on upper levels, emptying of ashtrays and waste paper bins, wiping furniture and furnishing objects within reach, collecting and removing production waste.

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

### DURING ASSEMBLY AND DISMANTLING

- Show cleaning service providers are on hand at the Exhibitor desks areas located hall 5a to provide you with an estimate for supplying a skip for your materials and waste/rubbish.
- All stands, materials, merchandise and waste of any kind (adhesives, carpeting, etc.) must be removed.
- The exhibitor undertakes to remove and process their waste in compliance with the regulations in force.
- Once the dismantling deadline has passed, the SIMA may take any measures it deems useful to remove the materials and waste that remain on the stand site at the exhibitor's expense, risk and peril, as well as measures useful to destroying structures and décor of any kind which the exhibitor may have failed to dismantle.

**Tip:** If you call upon the services of a decorator/designer for your stand, make sure that the quote you agree upon includes waste removal.

## USEFUL INFORMATION

# CLEANING

# VACATING THE STAND

2/2

\\hu@V° 0o-kt#@-o #Q° V@8'u=-) ° ' '" -7k- \\h-V@8

\\hu@V° Oo-kt@#-o ) ° @ @ #Q ° V@/8

Excluded from this service are: U

## OPTIONAL SERVICES: BUILD-UP AND DISMANTLING WASTE REMOVAL

During build-up and dismantling periods, we offer the last carriage arrangement (1.00 m3) and dumpsters (30.00 m3) to dispose of your waste.

Order your additional services in your **Customer Area**, section "**My shop**".

## USEFUL INFORMATION

# CATERING FOR EXHIBITORS

### SET AND PROVISIONAL CATERING

The SIMA makes restaurants available to you and your clients in the exhibition Halls.

Bars are also available.

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

### RECEPTIONS AND COCKTAIL RECEPTIONS

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

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

#### **For further details, contact:**

#### **Exhibition Centre Concessionaire**

##### **HORETO TRAITEUR**

Sales department

Tel: + 33(0)1 48 63 33 45

Email: [vssvillepinte@horeto.com](mailto:vssvillepinte@horeto.com)

Website: [www.horeto.com](http://www.horeto.com)

#### **External caterer declaration**

##### **VIPARIS**

Concession department

Myriam Mottin

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

Email: [myriam.mottin@viparis.com](mailto:myriam.mottin@viparis.com)

USEFUL INFORMATION

# MEETING/CONFERENCE ROOMS

## CONFERENCE AND MEETING ROOMS RENTAL

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

If you'd like to see our room hire offers, please contact:

Karine BOURIOT

VIPARIS

Email: [karine.bouriot@viparis.com](mailto:karine.bouriot@viparis.com)

Tel.: + 33(0)1 48 63 31 12

Thank to specify:

- Day and time of desired rental
- Number of people expected
- Setting the desired room (meeting, "U" , ...)
- Type of event you want to organize ( press conference , product presentation, cocktails ...)
- Special needs ( audiovisual, catering service , ...)

## USEFUL INFORMATION

# HALL MONITORING & STAND SECURITY

**FIND OUT MORE VIA YOUR CUSTOMER ZONE**

To order a security service, check the "**Practical info**" section, [list of suppliers](#).

**HALL MONITORING**

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

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

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

**STAND SURVEILLANCE**

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

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

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

**Please note: Stand stockrooms are not secure premises.**

**THEFT PREVENTION**

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

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

**This person serves as your only guarantee against theft.**



[BACK TO THE CONTENT >](#)

## FITTINGS

- Bare surface
- Prep steps for your fitted stand
- Basic stand
- Premium stand design by Marcelo Joulia
- Turnkey stand

## FITTINGS

## BARE SURFACE

1/3

## YOU HAVE RESERVED A BARE SURFACE

- Minimum surface area > 12.00 s.qm.  
(For the stands  $\leq$  à 36.00 sq.m, Basic or Premium equipment compulsory)

## Equipment included in your surface area hire includes:

- Demarcation of your surface area on the floor,
- A stand sign with stand number

## STAND LAYOUT PREP STEPS, BARE SURFACE

> 1<sup>st</sup> step: stand allocation

The SIMA will send you a floor plan for you to consider before accepting your site offer.

Once approved, this floor plan will allow you to plan for your stand layout with the decorator/designer of your choice.

> 2<sup>nd</sup> step: checking your plan

Your stand's decoration and design plan must be submitted for approval by the show's Architecture & Decoration department **before December 18<sup>th</sup> 2018** to:

**DECOPLUS**

Wilfrid TOUGARD

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

Email: [w.decoplus@free.fr](mailto:w.decoplus@free.fr)

For information on the details to be supplied, check the **Architecture & Decoration Regulations** (in the regulations chapter of this guide, or on your Customer Zone, section "Practical info / Rules").

> 3<sup>rd</sup> step: order any technical services (electric and internet connections, phone lines, parking facilities, etc.)

Find all available services in your Customer Zone, under "My Store".

> 4<sup>th</sup> step: your stand at the fair

Please check the assembly schedule. [Click here](#).

## FITTINGS

# BARE SURFACE

2/3

**MANDATORY: HEALTH & SAFETY NOTICE***(HSP: Health and Safety Plan).*

- The Health and Safety Notice should be completed by Exhibitors, and can be found in your Customer Zone under **“My Forms”**.
- The Notice must be distributed to all suppliers and sub-contractors.
- You must be wearing a SIMA access badge (Exhibitor/Service Provider Badge) as well as proper safety equipment (safety boots, helmet, etc.) in order to enter the hall. Failure to meet these conditions will result in you being refused entry to the hall.
- The HSP must be validated before receiving authorization to enter the hall.

**ADDITIONAL SERVICES**

SIMA provides a full range of services to improve the organization of your stand and to optimize your presence at the fair. Details can be found in your Customer Zone, under **“My Store”**.

**HANGINGS AND OVERHEAD POWER SUPPLIES, TRUSSES AND LIGHTS**

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

**Contact VERSANT EVENEMENT:**

Tel.: + 33 (0) 1 48 63 32 51

Email: [contact@versantevenement.com](mailto:contact@versantevenement.com)

## FITTINGS

## BARE SURFACE

3/3

## ADDITIONAL SERVICES TO BE ORDERED BEFORE SETTING-UP:

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

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

## CLEANING/WASTE REMOVAL

**During fitting and dismantling:**

SIMA is available and more than happy to provide you with an estimate for disposing of your equipment and wastes. We are at your disposal at the Exhibitors Desks.

To order clean-up skips, see your Customer Zone, **“My Store”**.

## OTHERS ADDITIONAL SERVICES

Stand security, hostesses, caterer... in your Customer Zone, section **“practical info, list of suppliers”**.

## IMPORTANT

All stands, equipment, merchandise and waste (stickers, carpet, etc.) absolutely must be removed before the end of dismantling.

If you do not make use of the services provided by the organizer, then you are responsible for removing and disposing of all products, in line with current legislation.

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

**Recommendation**

If you outsource decorator services, be sure that your quote includes “fitting”, “dismantling”, and waste removal, and add them if they are not featured on the quote.

## FITTINGS

# PREP STEPS FOR YOUR FITTED STAND

## STAND LAYOUT PREP STEPS FOR YOUR FITTED STAND

### > Step 1: ordering your stand

SIMA will send you a plan for your stand by post or by email for your approval.

### > 2<sup>nd</sup> step: equipment approval included in your stand

#### For Basic stand:

You have to complete the form «**Basic stands**» under «**My Forms**».

#### For Premium or Turnkey stand:

A SIMA Fitted Stand advisor will contact you by email for your approval about your choice of colour scheme, the positioning of your storage and sign, your choice of furniture, and the various services included with your stand.

### > 3<sup>rd</sup> step: ordering add-on technical facilities and services

You can order all additional services necessary for the organization of your participation in your Customer Zone

#### Additional services to be ordered before stand setting-up:

- Additional furnishings, refrigeration, flowers,
- Audio-visual equipment, office equipment, etc.
- For security stand providers, hostesses, caterers, etc. [Click here.](#)

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

If you book additional services, they must be ordered as soon as possible and certainly before the fair, in order to guarantee the best possible variety of ranges, colour schemes, sizes, and delivery dates.

On site, ordered services will be provided while stocks last.

### > 4<sup>th</sup> step: Health and Safety

The Health and Safety Notice must be completed on your Customer Zone under “**My Forms**”.

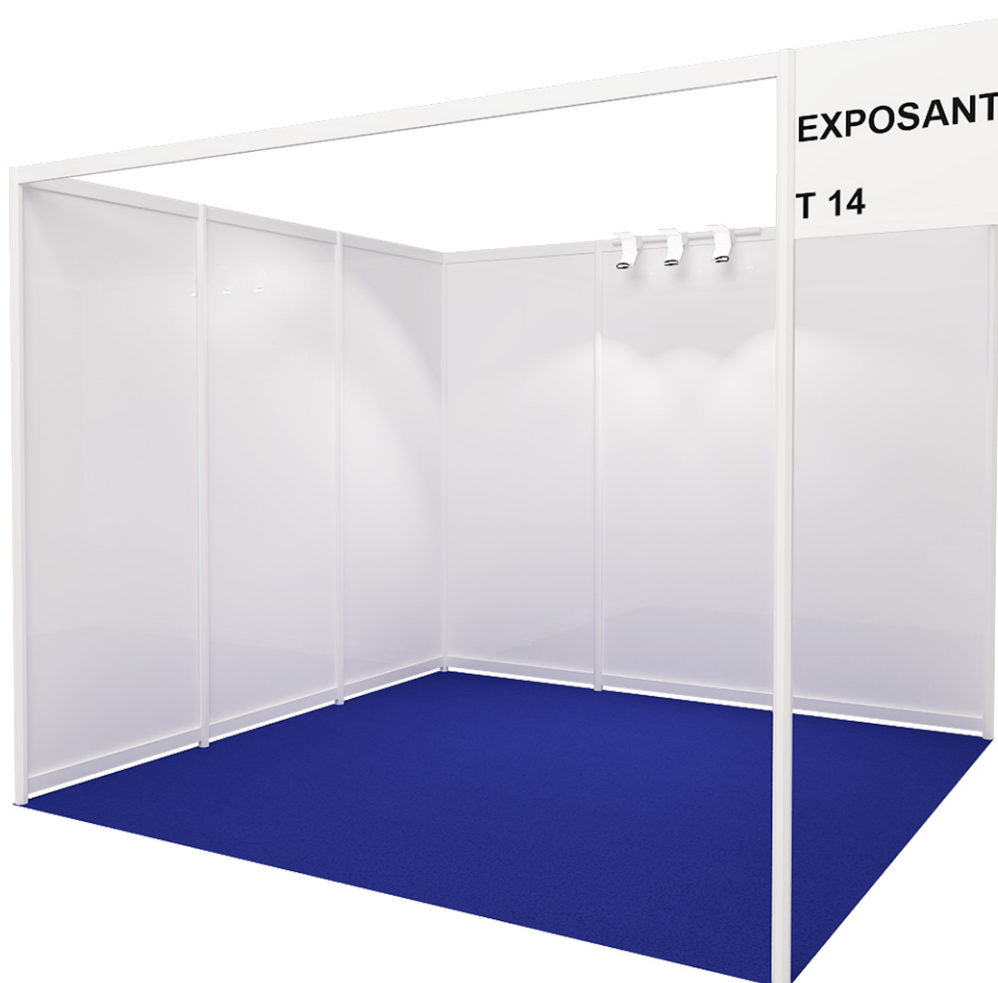
### > 5<sup>th</sup> step: delivery of your stand on Thursday 21<sup>st</sup> February 2019 from 8.00 am

## FITTINGS

# BASIC STAND

**YOU HAVE BOOKED BASIC STAND**

- *Surface area : minimum 12,00 sq.m*
- *Stand occupancy start date : Thursday 21<sup>st</sup> February 2019 – 8.00 am*



*image not contractual*

**Fitting includes:**

- Blue carpet
- White melamine partition panels
- Stand sign on both side with name and stand number

***ATTENTION: spotlight and power supply are not included***

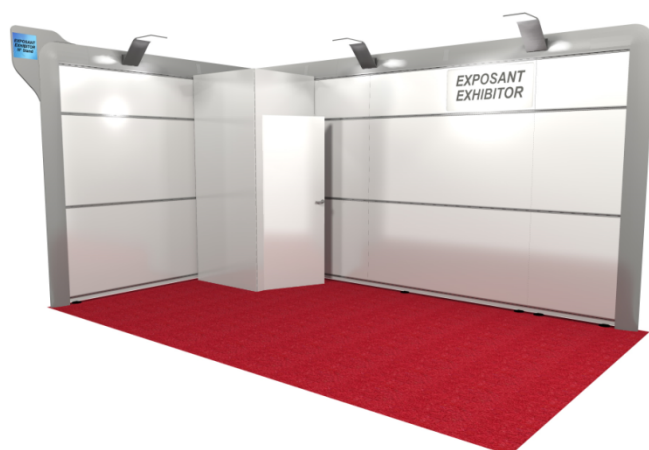
FITTINGS

# PREMIUM STAND

DESIGN BY MARCELLO JOULIA

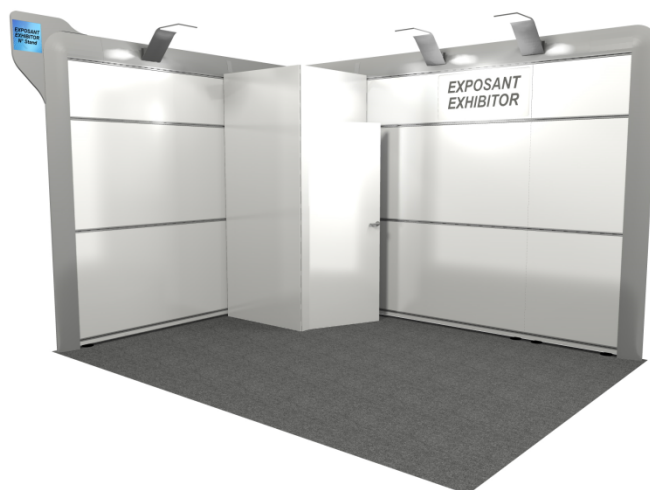
## YOU HAVE BOOKED COMEXPOSIUM NACO STAND

- *Surface area: from 12,00 sq.m. to 36,00 sq.m. maximum*
- *Stand occupancy start date: Thursday February 21<sup>st</sup> February 2019 – 8.00 am*



*Non-binding picture*

Carpet: tiles 2 colors available (Bordeaux red),



*Non-binding picture*

Carpet: tiles 2 colors available (grey),

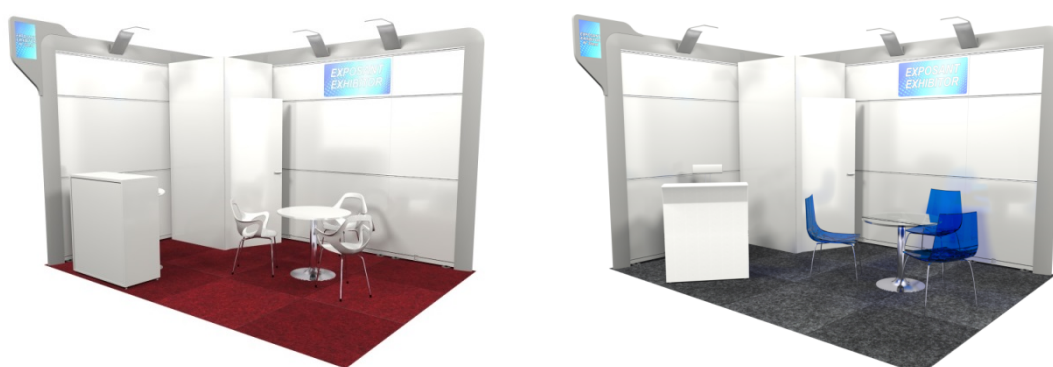
## FITTINGS

# PREMIUM STAND

## DESIGN BY MARCELO JOULIA

**Fitting includes:**

Floor Area	12 to 24,00 sq.m	24,00 to 36,00 sq.m
Fittings and Signage		
Structure	White partitions (10cm thick / 2.70m high) partitions heads in anodized aluminium	
Carpet (tiles)	2 colors available : grey or Bordeaux red	
Lighting	Wall lights in grey metal + 3 leds for 12 sq.m	
Socket	1 socket by partition	
Storage unit	1,00 sq.m	2,00 sq.m
Digital sign	Digital sign on the partition head with name and stand number	
Screen	32p screen on background wall with name and stand number	
Services		
Power supply	3 Kw	4 Kw
Parking Card	1	2
Refrigerator	140 l	220 l
Coffee machine	150 servings	300 servings
Furniture	350,00 €	550,00 €
Final cleaning before opening	Included	
Daily cleaning	Included	

**Example with furniture:**

Example with white counter, table and seat.



## FITTINGS

## TURNKEY STAND

## YOU HAVE BOOKED A TURNKEY STAND

- *Surface area: from 36.00 sq.m. minimum*
- *Stand occupancy start date: Thursday February 21<sup>st</sup> February 2019 – 8.00 am*



## Fitting includes:

Floor Area	> 36,00 sq.m
Fittings and Signage	
Structure	Wooden melamine partition (Ht 2.40 m) Grey titane aluminum frame
Carpet (tiles)	5 colors available (red, grey, blue, green or beige)
Lighting	1 light per 3.00 sq.m
Storage unit	2,00 sq.m
Sign	Sign on the partition head with name and stand number
Services	
Power supply	6 Kw
Parking Card	2
Refrigerator	220 l
Coffee machine	300 servings
Furniture	550,00 €
Final cleaning before opening	Included
Daily cleaning	Included

<sup>(1)</sup>Furniture to choose on [event.simaonline.com/2019/en](http://event.simaonline.com/2019/en) "Store" section

[BACK TO THE CONTENT >](#)

## REGULATIONS & FORMALITIES

### REGULATIONS

- Disabled access at the show
- Architecture & decoration rules
- Fire & panic risks prevention regulations

#### *READ OTHER REGULATIONS IN YOUR CUSTOMER ZONE*

- *Standard terms and conditions of exhibition floor space letting and stand equipment*
- *General rules and regulations governing exhibitions*
- *Tenant risk/property damage insurance policy*
- *General terms and conditions of sale for communication tools*

### FORMALITIES

- Customs
- Exhibitor safety instructions
- Using foreign service providers
- Refund of French VAT (TVA)

## REGULATIONS

## DISABLED ACCESS AT THE SHOW

## PREAMBULE

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

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

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

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

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

## ACCESS TO SINGLE-LEVEL STANDS

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

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

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

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

## PATHWAYS

- Width of 1.4 m minimum.

## ACCESS TO STANDS ON UPPER FLOORS

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

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

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

Width of 1.20 m between hand rails.

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

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

Areas reserved for wheelchair users will be provided.

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

## WELCOME AND INFORMATION DESKS

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

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

## REGULATIONS

## ARCHITECTURE &amp; DECORATION RULES

1/6

## IMPORTANT

The SIMA Architectural Regulations cover the stand layout and construction rules which have been set out to guarantee the proper operation of the exhibition and optimum visit comfort. Re-used stands are subject to the Architectural Regulations 2019 like newly constructed stands. They must comply with the required setbacks and heights, and must be approved by the SIMA's Architecture Service.

In order to avoid disputes, it is **mandatory** to submit the stand layout plans by post or by Email for approval **by December 18<sup>th</sup>, 2018**.

**The stand layout plans must necessarily include the following elements:**

- **Plan** view including scale, dimensions, and positions of setbacks (from neighbouring stands and aisles);
- **Elevation** view including scale, dimensions and heights of projected volumes.

Any project that will not comply with the Regulations will be rejected, and any stand that would be erected without the approval of the Architectural Services Firm for the SIMA will be dismantled at the exhibitor's expense.

**Architectural Control Office:**

DECOPLUS – M. Wilfrid TOUGARD

13, rue de Fourqueux

78100 Saint Germain en Laye - France

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

Email: [w.decoplus@free.fr](mailto:w.decoplus@free.fr)

## REMIND

It is strictly forbidden to drill, screw, nail or embed the walls, cladding panels, pillars and floors of the halls, in particular to anchor exhibited machines.

Furthermore, it is forbidden to paint or mark the walls, pillars and floor of the halls.

Your site must be restored to its original state.

All rubbish (carpet , adhesive ... ) must be removed.

The damage reported during dismantling of the stands will be charged to the exhibitor responsible.

The exhibitor is himself responsible for its suppliers: decorators, installers, contractors...

Allowed floor loading: 35 tonnes or 13 tonnes per axle.

Overload: 5 tonnes / sq.m.

Resistance to puncture: 6.5 tonnes maxi per 10 sq.cm.

## REGULATIONS

## ARCHITECTURE &amp; DECORATION RULES

2/6

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

Maximum height limits

By construction, stand structures and decoration items are to be understood.

	Minimum height	Maximum height <sup>(3)</sup>
Construction		5.00 m
Signs and truss		6.00 m
Back wall/partition wall <sup>(1)</sup>	2.50 m	2.50 m
Pillar covering <sup>(2)</sup>		5.00 m

Clearance limits

Stand structures must take into account the following clearance limits:

	Clearance limits
<b>Clearance limits from aisles</b>	
Construction from 0.00 to 5.00 m height	No clearance limits
Lighting trusses with or without sign	No clearance limits
Double deck / mezzanine	1.00 m
<b>Clearance limits from separating partitions<sup>(1)</sup></b>	
Construction greater than 2.50 m height	1.00 m
Lighting trusses with or without sign	1.00 m
Double deck / mezzanine	2.00 m

- (1) No agreement made between exhibitors will be authorized, only the organizer is entitled to grant an exception upon submission of a written request.
- (2) **Maximum height 5.00 m from the building floor.** Covering materials can rest on the pillar, but must be kept away or, at least, isolated with a soft material (e.g. felt, soft board) placed at contact points.  
If presence of one fire hose (RIA: Faucet of Armed fire), the subdivision of the pillar is possible by respecting a recess (clearance) of 1.00 m around the fire hose (RIA) and to leave its free access from the nearest aisle. If covering total of the fire hose (RIA) the exhibitor has to put signage indicating the positioning of the latter.

**For pillars overlooking safety walkways, nothing will not be tolerated (spotlights, screen ...)**

- (3) **ATTENTION :** If exceeded in height (excluding adjoining partitions), you must pay an additional fee depending on the surface of your stand:
- Stand from 12,00 to 99.99 sq.m: 2 500.00 € excl. VAT
  - Stand from 100,00 to 499.99 sq.m: 5 000.00 € excl. VAT
  - Stand from 500.00 to 999.99 sq.m: 7 500.00 € excl. VAT
  - Stand ≥ 1 000.00 sq.m: 10 000.00 € excl. VAT

**IMPORTANT:** For projects exceeding 6.00 m, a technical validation of feasibility must be confirmed from VIPARIS.

Construction of stand sides exposed to aisles

We remind you that it is forbidden to erect walls or screens consisting of partitions or office walls or annex rooms which may affect the overall view of the hall hide neighboring stands or hinder the free movement of visitors on the stand.

Any construction on sides exposed to aisles must include a 50.00% opening on each side exposed to an aisle, **within the limits of 15.00 m of maximum closure.**

Any construction must be approving by the Organizer.

Transparent structures (e.g. glass, see-through fabric) which allow to clearly see the inside of the stand may be considered as open partitions.

The positions and types of materials will have to be specified when submitting the stand project for approval.

Construction height must not exceed 5.00 m alongside aisles.

Stand boundaries

No decorative items, furniture, signage, floor covering or light fitting must outstrip the boundaries of the stand.

## REGULATIONS

## ARCHITECTURE &amp; DECORATION RULES

3/6

**Accessibility for persons with reduced mobility**

According to the applicable regulations, when the raised floor is greater than 2.00 cm, a ramp is required to provide access for people with reduced mobility. Access ramps are not permitted to project into aisles.

Access ramps shall be at least 0.90 m wide with slopes between 2.00 % and 5.00 %.

**SIGN / LIGHTING TRUSS / DOUBLE-DECK****Sign / Lighting truss**

The sign must not exceed 6.00 m high maximum from the building floor.

Sign walls and sign partitions are strictly prohibited.

Suspended signs or lighting bridges must be fitted within a distance of 4.00 m to 6.00 m from the floor.

The highest point of the sign or its support as well as lighting bridges must not be higher than 6.00 m above the building floor.

The sign and lighting bridges must be confined within the stand limits and must be **set back 1.00 m** from boundaries between adjoining stands.

**This regulation applies equally to floor-supported and/or overhead structures.**

Flashing signs are prohibited.

**Lights**

Flashing lights and beacons are prohibited.

**Captive balloons**

Balloons which are inflated with a gas lighter than air and which serve as signs must comply with the authorized heights and setbacks.

The length of their cables must not vary and must be at maximum 6.00 m high.

Allowed gas: air and helium

If the balloon is filled with helium, no storage of helium bottles (empty or full) will be allowed in the halls.

It is also prohibited to supply pressure while the public is in the halls.

If the ball is illuminating, the envelope must meet the specifications of fire safety expenses.

**Hanging from the framework**

Hanging operations from the hall framework must be carried out exclusively by the technical services of the exhibition center.

Requests must be submitted directly to the SIMA platform ([www.simaonline.com](http://www.simaonline.com)).

In all cases, suspended elements must comply with the exhibition's decoration rules.

The slinging point shall be controlled at a maximum height of 6.50 m.

**The feasibility of the slinging point beyond 6.50 m shall be verified by VIPARIS.**

**Double-deck stands**

Exhibitors wishing to build a double-decker stand must apply for permission to build by December 18<sup>th</sup> 2018 at the latest.

The application must be accompanied by a payment for € 79.00 excl. VAT per square meters of additional floor space. This sum will be deducted from the final building fees once SIMA's Design Department has carried out the final calculation of the area and granted permission to build.

**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 SIMA's 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.

**IMPORTANT**

The structure of double-deck stands in halls (including signs or towers) **must not be higher than 5.00 m.**

**The upper level must absolutely be set back 2.00 meters from aisles and from adjoining stands.**

For solid horizontal structures such as the floors of upper levels and solid ceilings, there must be a 2.00 meters clearance from the partitioning in order to leave a distance of at least 4.00 meters between two adjoining double-decker stands or solid ceilings. Fascias must not extend higher than 2.50 meters above the floor. If a sign or logo exceeding the 2.50 meters 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.

## REGULATIONS

## ARCHITECTURE &amp; DECORATION RULES

4/6

**Surface area**

The upper level must not exceed half of the stand surface area. Only one upper level per stand is permitted.

No floor and/or overhead structures can link two stands across an aisle, except for interior aisles within island booths.

**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 safety manager office AFS CONSEIL & SECURITE 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.

**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 19.00 sq.m 1 x 0.90-metres staircase
- 20.00-50.00 sq.m: 2 staircases, one 0.9 meters wide and the other 0.6 meter wide
- 51.00-100.00 sq.m: either 2 x 0.9-meter staircases or 2 staircases, one 1.4 meters wide and the other 0.6 meter wide
- 101.00-200.00 sq.m: 2 staircases, one 1.4 meters wide and the other 0.9 meter wide
- 201.00-300.00 sq.m: 2 x 1.4-metre staircases. Only staircases whose closest outer uprights are at least 5 meters 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**

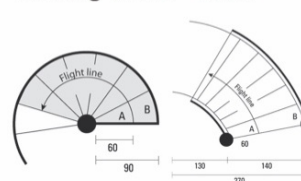
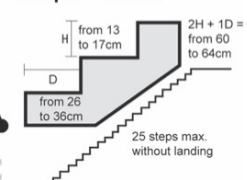
Straight staircases for public use must be constructed such that the steps comply with the customary regulations, each flight of stairs having no more than 25 steps. As far as possible, the direction of the flights should alternate. The height of the steps must be 13 cm minimum and 17 cm maximum.

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 meter. 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 meter 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 meter. The handrail for single-width staircases must be located on the outside.

**Curving stairs - CO56****Steps - CO55**

## REGULATIONS

## ARCHITECTURE &amp; DECORATION RULES

5/6

**Stairs**

- Single-width:  $A > 28 \text{ cm}$  /  $B < 42 \text{ cm}$ .
- Double-width:  $A > 28 \text{ cm}$  /  $B < 42 \text{ cm}$ .

**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 meter. 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 meter from the stand's common partitioning in order to avoid overlooking the neighboring stand. When two staircases are necessary, they shall be diametrically opposed.

**Fire prevention**

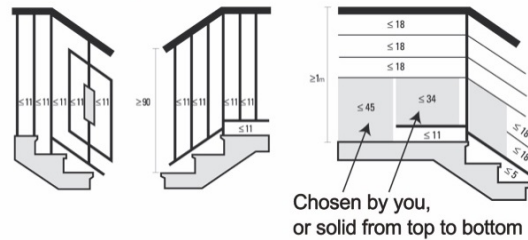
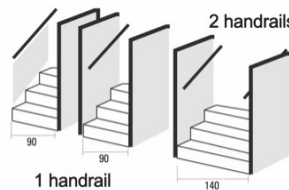
Each stand shall be equipped with fire extinguishing facilities, including: one sprayed water extinguisher placed at the bottom of each staircase and a CO<sub>2</sub>-type extinguisher placed near the electricity switchboard. If the surface area of the upper level is greater than 50 m<sup>2</sup>, appropriate additional fire extinguishing facilities shall be constantly ensured by at least one safety officer while the public is present.

**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).

**Ceilings**

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

**Guardrails: minimum heights and maximum opening  
NF P 01-012****Stairs: widths and handrails****Guardrail: Height/  
thickness ratio (cm)**

Height	Thickness
> 20	100
25	97.5
30	95
35	92.5
43	90
45	85
50	80
55	75
60 +	70

It is mandatory to send the stand structural stability certificate issued by an authorized body (\*), as well as the drawings and strength calculations (not later than December 19<sup>th</sup>, 2016) together with assembly instructions to the following address:

**AFS CONSEIL & SECURITE**

76, rue Baudin  
93130 Noisy-le-Sec - France  
Contact : Alain FRANCIONI  
Tel.: +33 (06) 70 61 95 11  
Fax: +33 (01) 41 55 07 21  
Email: [afrancioni@afsconseils.fr](mailto:afrancioni@afsconseils.fr)



## ANIMATIONS AND SOUND PRESENTATION

### Animations on stand

It is strictly forbidden to distribute leaflets, handouts, etc. outside the stands, including in the areas around the halls (i.e. check-in gallery, car parks, front square).

### Stand installation and display of exhibits

Exhibits on display must not disturb nor damage neighboring stands. Equipment and machinery must not project beyond the stand boundaries.

It's forbidden to put carpet in the ground between two even stands of an exhibitor

### Machinery and equipment in operation

All machines and equipment shown in operation during the exhibition must be declared to the exhibition Organizer, otherwise they will have to cease operation (Cf. form « Declaration of machine(s) in operation » in your Customer Zone at [www.simaonline.com](http://www.simaonline.com) / topic "My Forms").

All presentations and demonstrations shall be carried out under the exhibitor's full responsibility. A protected area shall be provided to ensure that the public is kept at a minimum distance of 1.00 m from operating machines. This distance may be increased depending on the exhibit's features. Only machines and equipment approved by the Safety Commission as complying with the regulations will be allowed to be exhibited in operation.

### Sound presentation

Exhibitors who wish to use sound equipment on their stands must comply with the following rules:

**The sound power reflected by the decoration or presentation items shall not exceed 80 dB(A) – when measured within a 2.50 meter area surrounding the stand.**

The rules laid down for the use of sound equipment on stands are intended to minimize inconvenience to neighboring stands.

Moreover, for playing music or organizing musical presentations on your stand, you must pay fees before the exhibition opening to the French music rights body:

#### **SACEM**

16, avenue Gabriel Péri

95210 St Gratien – France

Tél. : +33 (0)1 39 34 19 10

Email : [sylvie.bizouard@sacem.fr](mailto:sylvie.bizouard@sacem.fr)

Please comply with the above sound level without exception and even for a short time. Continuous and severe inspection will be carried out to ensure that these rules are strictly observed.

The organizer reserves the right to take all appropriate measures to stop any sound presentation performed in violation of the above rules.

## REGULATIONS

# FIRE & PANIC RISK PREVENTION REGULATIONS

1/8

## 1. OVERVIEW

Safety rules regarding risks of fire and panic in establishments open to the public have been established by the Order dated June 25<sup>th</sup>, 1980 (general provisions). The Order dated November 18<sup>th</sup>, 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:**

### AFS Conseils et Sécurité

M. Alain FRANCIONI

76, rue Baudin – 93130 NOISY LE SEC - France

Tel: + 33 (0)6 70 61 95 11 - Fax: + 33 (0)1 41 55 07 21

Email: [afrancioni@afsconseils.fr](mailto:afrancioni@afsconseils.fr)

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

## 2. STANDS FITTING-OUT

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

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

Conventional classification for wooden materials (Order dated June 30<sup>th</sup>, 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 glycerophthalic)

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

Floor surfacing must be composed of M4 class materials and solidly attached. Surfacing, whether horizontal or not, of podiums, stages, and tiers higher than 0.3 m and total surface area greater than 20 s.qm 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.

## REGULATIONS

# FIRE & PANIC RISK PREVENTION REGULATIONS

2/8

**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 fitted around its entire perimeter with a slope whose depth shall be equal to twice its height (i.e.: for a 2 cm thick floor pan, the slope shall have a 4 cm depth). This point shall constitute dispense for the creation of an ambulant disabled persons' entrance for floor pans up to 4 cm thick. Beyond this thickness, in addition, all floors where the public may go must include an integrated ambulant disabled persons ramp, which may not

impinge upon the travel circuits. It must be 0.9 m wide with a slope between 2% and 5%.

**2.6 – Fireproofing**

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

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

To obtain a list of such merchants, contact:

**GROUPEMENT NON FEU**

37-39, rue de Neuilly

BP 249, 92113 Clichy (Tel.: +33 (0)1 47 56 30 81)

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

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

**VERY IMPORTANT:**

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

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

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

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

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

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

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

**3 – ELECTRICITY****3.1 - Electrical Facilities**

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

## REGULATIONS

# FIRE & PANIC RISK PREVENTION REGULATIONS

3/8

**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,
- fitted with safety screens (glass or fine mesh) providing protection against the effects of exploding bulbs.

**3.2.6 - High-Voltage Lighted Signs**

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

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

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

**4.1 - Closed Stands**

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

- Less than 20 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 fitted with fire suppression systems, i.e.: a water spray extinguisher, placed at the bottom of each stairway and a CO2 extinguisher located near the electrical switchboard. Should the raised level be greater than 50 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.

## FIRE & PANIC RISK

4/8

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

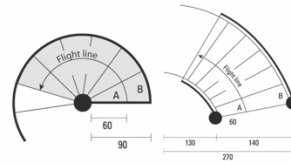
In so far as a stairway complies, in its various straight and spiral sections, with the professional standards defined in paragraphs 5.3 and 5.4 hereinabove, said stairway shall be deemed in compliance with regulations and may be used in establishments open to the public.

## 5.6 - Guardrails and Stairway Ramps

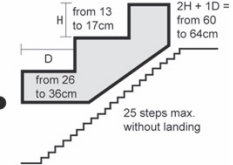
In accordance with standards NF P 01-012 and NF P 01-013, guardrails must resist thrust of 100 kilos per linear metre.

Glass panels used as protection must be reinforced or ply glass. So called "securit" glass is prohibited.

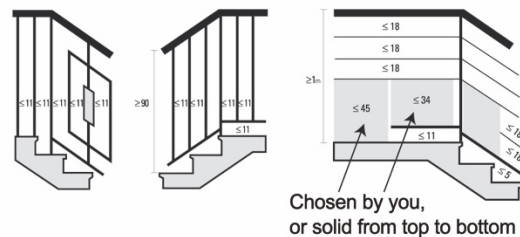
### Curving stairs - CO56



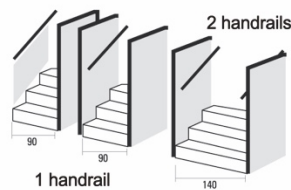
### Steps - CO55



**Guardrails:** minimum heights and maximum opening  
*NF P 01-012*



### Stairs: widths and handrails



**Guardrail: Height/  
thickness ratio (cm)**

Heigh	Thickness
> 20	100
25	97,5
30	95
35	92,5
43	90
45	85
50	80
55	75
60 +	70

## 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 fitted with clamping collars,
- not exceed 2 metres in length,
- be inspectable for their entire length and move freely without clamping,
- not be reachable by burner flames or by combustion products.

## REGULATIONS

# FIRE & PANIC RISK PREVENTION REGULATIONS

5/8

**6.2 - Device Supply**

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

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

**6.3 - Installing Cooking Equipment**

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

- The floor (or table) supporting the cooking equipment must be composed of non-combustible material or surfaced with M0 materials.
- Cooking equipment must be kept at an appropriate distance from any combustible material and be installed so as to prevent any fire danger.
- If such devices are located near a partition, M0 surfacing must be provided up to a height of one metre beside the device.
- Hood vents must be installed above devices producing emanations or condensation.
- Electricity metres must be at least one metre from water faucets.

**Each facility must:**

- have safety instructions (steps to take in case of fire, numbers for emergency services...)
- be fitted with one or more extinguishers.

## 7 - OPERATING EQUIPMENT - INTERNAL COMBUSTION ENGINES

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

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

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

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

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

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

Equipment presented in operation at a permanent station must include appropriate permanent screens or casings,

preventing the public from accessing dangerous parts, or be placed such that the dangerous parts are kept away from the public, and at the least, at a distance of one metre from traffic circuits.

**7.2 - Equipment Presented in Movement**

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

**7.3 - Equipment with Hydraulic Cylinders**

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

**7.4 - Internal Combustion Engines**

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

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

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

## 8 - FLAMMABLE LIQUIDS

**8.1 - General Remarks**

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

- 10 litres of category 2 flammable liquids for every 10 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 fitted with locked caps. Accumulator battery terminals must be protected so as to be inaccessible.



## REGULATIONS

# FIRE & PANIC RISK PREVENTION REGULATIONS

6/8

**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

**AFS Conseils et Sécurité**

M. Alain FRANCIONI

76, rue Baudin – 93130 NOISY LE SEC - France

Tel. : + 33 (0)6 70 61 95 11 - Fax: + 33 (0)1 41 55 07 21

Email: [afrancioni@afsconseils.fr](mailto:afrancioni@afsconseils.fr)

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

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

**8.5 – Smoke Production**

Approval for the use of smoke machines to create fog or lighting effects must be requested from the administrative authority (Prefecture, Safety Board) at least one month before the start of the event. Contact the Safety Supervisor for information regarding the required administrative procedures regarding this request. Such request, on plain paper (to be attached to the declaration for the machine or device in operation included in the appendix), must specify the type and 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.

## REGULATIONS

# FIRE & PANIC RISK PREVENTION REGULATIONS

7/8

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

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



## REGULATIONS

# FIRE & PANIC RISK PREVENTION REGULATIONS

8/8

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

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

## FORMALITIES

EXHIBITORS SAFETY  
INSTRUCTIONS

1/14

## IMPORTANT

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

The Exhibitor Instructions communicated to you defines all the measures set in place to prevent risks arising from the interference of the activities of the various people working on this event. This document was drawn up at the request of the show organizer by the coordinator Mr Wilfrid GUET 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 **SIMA 2019**, this coordination mission is carried out by the EXPOSIMA Company via a delegated coordinator assisted by a team of experts who make up the safety group of **SIMA 2019**.

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

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

**The exhibitor has a duty and legal obligation to:**

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

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

## IF YOUR STAND IS

- Installed by several independent companies (sub-contractors included),
- includes a mezzanine floor,
- Includes partitions height > 3 meters
- If YES to at least one of these

**You must appoint an HEALTH AND SAFETY COORDINATOR**

**Law of 31/12/93 nr 93-1418 and the decree of 26/12/94 nr 94-1159.**

**For the assembly and dismantling periods and communicate his contact details together with his GHSPCP (General Health and Safety Protection Coordination Plan) to the D.Ö.T Company before: February 1<sup>st</sup> 2019.**

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

**D.Ö.T / SIMA 2019**

93, rue du Château - 92100 BOULOGNE

Fax: +33 (0)1 46 05 76 48 - Email: [sps@d-o-t.fr](mailto:sps@d-o-t.fr)

## FORMALITIES

## EXHIBITORS SAFETY

## INSTRUCTIONS

2/14

**OBLIGATORY**

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

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

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

**ASSEMBLY & DISMANTLING DATES****FOR BARE STANDS EXHIBITORS**

HALLS	ASSEMBLY	DISMANTLING
2 ,3 ,4 ,5a , 5b, 6, 7	From February 19 <sup>th</sup> to 21 <sup>st</sup> : 7:00 am – 7:00 pm From February 22 <sup>nd</sup> to 23 <sup>rd</sup> : 7:00 am – 10:00 pm	February 28 <sup>th</sup> : 6:00 am –midnight March 1 <sup>st</sup> : 7:00 am – midnight March 2 <sup>nd</sup> : 7:00 am – 12:00 am

**FITTED STANDS EXHIBITORS**

HALLS	ASSEMBLY	DISMANTLING
2 ,3 ,4 ,5a , 5b, 6, 7	February 21 <sup>st</sup> : 7:00 am – 7:00 pm From February 22 <sup>nd</sup> to 23 <sup>rd</sup> : 7:00 am – 10:00 pm	February 28 <sup>th</sup> : 6:00 am –midnight March 1 <sup>st</sup> : 7:00 am – midnight

**IMPORTANT**

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

In the dismantling period, on February 28<sup>th</sup> 2019, motorised vehicles may only work after 8.00 pm in the halls.

## FORMALITIES

## EXHIBITORS SAFETY

## INSTRUCTIONS

3/14

## CONTENTS

I. GENERAL INFORMATION ABOUT THE OPERATION	VII. ACCES CONTROL
II. RENSEIGNEMENTS ADMINISTRATIFS	VIII. PROTECTIONS
II. ADMINISTRATIVE INFORMATION	IX. GENERAL RULES OF CONSTRUCTION
III. GENERAL ORGANIZATION OF THE SHOW	X. FIRE SAFETY
IV. HANDLING CONDITIONS	XI. ORGANIZATION OF EMERGENCIES
V. CLEANING	XII. THE INDIVIDUAL HEALTH AND SAFETY PROTECTION PLAN
VI. INSTALLATIONS AVAILABLE DURING ASSEMBLY AND DISMANTLING	

## 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 SIMA 2017.

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

## I. 2. COMPOSITION

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

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

## I.3. DEFINITION OF THE COMPANY

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

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

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

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

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

**In addition, it is supposed that companies have:**

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

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

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

## FORMALITIES

## EXHIBITORS SAFETY

## INSTRUCTIONS

4/14

## II. ADMINISTRATIVE INFORMATION

## II.1. THE PARTICIPANTS

## II. 1. 1 General organization

The EXPOSIMA Company acts as the general exhibition manager of SIMA 2019

ORGANIZER / EMPLOYER	GENERAL SHOW DIRECTOR
<b>EXPOSIMA</b> 70, avenue du Général de Gaulle Immeuble le Wilson 92058 PARIS LA DEFENSE Cedex - France Tel: +33 (0)1 76 77 11 11	<b>Mrs Martine DEGREMONT</b> Tel: +33 (0)1 76 77 11 11 Email : <a href="mailto:martine.degremont@comexposium.com">martine.degremont@comexposium.com</a>
TECHNICAL & SECURITY DIRECTOR	TECHNICAL & SECURITY MANAGER
<b>Mr Jérôme HUNAUT</b> Tel : +33 (0)1 76 77 13 65 Email : <a href="mailto:jerome.hunault@comexposium.com">jerome.hunault@comexposium.com</a>	<b>Mr Fabrice DIGLE</b> Tel : +33 (0)1 76 77 12 71 Email : <a href="mailto:fabrice.digle@comexposium.com">fabrice.digle@comexposium.com</a>
INSURANCE AGENCY – Civil resp / Dam.to property	TOWN HALL
<b>SIACI SAINT HONORÉ</b> 18, rue de Courcelles 75384 PARIS Cedex 08 - France M. Philippe HUET Tel : +33 (0)1 44 20 29 81 Email : <a href="mailto:philippe.huet@s2hgroup.com">philippe.huet@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 SPS / Fire Safety

HSP COORDINATOR	FIRE SAFETY REPRESENTATIVE
<b>D.Ö.T:</b> 81 rue de PARIS - 92100 BOULOGNE - France 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>AFS Conseils &amp; Sécurité</b> 76, rue Baudin 93130 Noisy-le-Sec Tel : +33 (0)6 70 61 95 11- Fax : +33 (0)1 41 55 07 21 Email : <a href="mailto:afrancioni@afsconseils.fr">afrancioni@afsconseils.fr</a>

The dates of presence of the fire representative. hasn't been defined.

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

## FORMALITIES

## EXHIBITORS SAFETY

## INSTRUCTIONS

5/14

FIRE PROOFING	
<b>Groupelement NON FEU</b> 37-39, rue de Neuilly - BP 249 - 92113 CLICHY - France Tel : + 33 (0)1 47 56 31 48	<b>Groupelement Technique Français de l'ignifugation</b> 10 rue du Débarcadère - 75017 PARIS - France Tel: + 33 (0)1 40 55 13 13
EXPERT IN THE SOUNDNESS OF MAJOR STRUCTURE	
<b>SOCOTEC</b> Zone Paris Nord 2 - Bâtiment Le Rostand Hall D 22, avenue des Nations - CS 12044 Villepinte 95926 ROISSY CHARLES DE GAULLE CEDEX Tel: +33 (0)1 49 43 60 01	

## II.2. DEFINITION OF WORK AREAS

VENUE	HALLS
VIPARIS PARIS NORD VILLEPINTE - 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	<b>2, 3, 4, 5a, 5b, 6 &amp; 7</b>

## 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. 17/19, avenue de Flandres 75019 PARIS – France Tel: +33(0)1 44 65 54 50
O.P.P.B.T.P.	Glossary
1, rue Heyrault 92660 BOULOGNE Cedex - France Tel: +33 (0)1 40 31 64 00	CRAMIF : Caisse Régionale d'Assurance Maladie d'Ile de France OPPBTP : Organisme Professionnel de Prévention du Bâtiment et des Travaux Publics

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

EMERGENCY POST	GENERAL SURVEILLANCE POST
Hall 6 post open from February 23 <sup>rd</sup> to March 1 <sup>st</sup> Information displayed at the halls entrance	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 (mobile) 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 Bd Robert Ballanger 93602 AULNAY SOUS BOIS Tel: + 33 (0)1 49 36 71 23 / 22

## FORMALITIES

EXHIBITORS SAFETY  
INSTRUCTIONS

6/14

## III. GENERAL EVENT ORGANIZATION

## III.1. GENERAL PRESENTATION OF THE SHOW

Cf. Exhibitor's guide

## III.2. SCHEDULES OF USE OF HALLS,

Public opening

HALLS	DATES & TIME
2, 3, 4, 5a, 5b, 6 & 7	From February 24 <sup>th</sup> to February 28 <sup>th</sup> from 8:30 am to 6:00 pm

## III.3. VARIOUS SERVICE PROVISIONS

Cf. Exhibitor's guide

## III.4. SITE CONSTRAINTS

## III.4.1 Traffic movements inside the park

The temporary occupation of this site implies compliance with the standards and conditions (Times of access, parking, speed etc.) defined by the regulations in force in this enclosure and its surroundings. These regulatory texts, as well as the site specifications, can be consulted by contacting the Organizer.

Management of parking (and its duration), traffic movements and access to delivery vehicles displaying authorisation will be set up around the Halls and in the park.

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

## III.4.2 Traffic movements inside the Halls.

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

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

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

**The free movement (of men and lifting equipment) around the stands must be possible at all times during assembly and dismantling. The security aisles define on the exhibition general plan must be respected and kept free of any materials or crates.**

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

## RESPECT INSIDE

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

## RESPECT OUTSIDE

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

## FORMALITIES

EXHIBITORS SAFETY  
INSTRUCTIONS

7/14

## IV. HANDLING CONDITIONS

## IV.1. GENERAL REMARKS

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

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

**Lifting and handling equipment** must satisfy the requirements of current regulations.

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

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

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

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

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

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

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

The staff must be trained in the risks of handlings. The load must not split when it is moved. For the handling of glass panels, it is recommended to use suction cups. In the same way, for handling plywood sheets, the use of handling clips or panel carriers is recommended.

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

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

## IV.2. USE OF MACHINES WITH AN ENGINE

**The drivers must be at least 18 years of age and hold driving permits issued by the employer as well as the CACES (safe driving aptitude certificate) and the Special Medical Fitness Certificate.**

**The speed limit must be respected for any movement outside the Halls. It must be reduced and appropriate inside the Halls.**

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

- The speed limit must be respected for any movement outside the Halls.
- It must be reduced and appropriate inside the Halls.

## IV.3. LIFTING REGULATIONS

**Lifting machines must be used only for transportation and lifting of equipment and material. Lifting and transportation of people must be done only with specially designed equipment.**

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

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

**The work area of the crane must be secured.**

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

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

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



## FORMALITIES

# EXHIBITORS SAFETY

## INSTRUCTIONS

8/14

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

On the car parks or the outside exhibition areas, the motion space of the crane in relation to the surrounding high-tension cables must be taken into account. The jib must not approach these cables at less than 5 meters. (Article R 4534-108 of the Code of Work).

The maximum load indications of each strap must be respected.

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

### REMINDER,

It is forbidden:

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

I

### IV.4. STORAGE

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

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

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

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

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

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

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

### V. CLEANING

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

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

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

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

## FORMALITIES

## EXHIBITORS SAFETY

## INSTRUCTIONS

9/14

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

## VI. INSTALLATIONS AVAILABLE DURING ASSEMBLY AND DISMANTLING PERIODS

## VI.1. TOILETS

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

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

## VI.2. CLOAKROOMS / CANTEEN

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

There will be no canteen for meals.

## VI.3. TELEPHONE ON SITE

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

## VI.4. ACCOMMODATION

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

## VII. ACCESS CONTROL

## VII.1. WORKFORCE

## 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.

## FORMALITIES

# EXHIBITORS SAFETY

## INSTRUCTIONS

10/14

### VIII. PROTECTIONS

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

#### VIII.1. COLLECTIVE PROTECTIONS

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

This collective protection must be rigid composed of a high and low hand rail and a baseboard, safely attached and must be installed from the outside with appropriate means, before any work is purchased on a storey or at height during assembly or dismantling. It must be removed only after the installation of the definitive protection or partition.  
 The stairs must be assembled as a priority and made safe by guardrails as soon as they are set up.  
 The stairs cavities must be protected (closed or with a guardrail). Material deliveries access must be secured.  
 For the dismantling all these protection must be reinstalled. Each company must describe the collective protection planned in his Individual Health and Safety Protection Plan.



The company in charge of the building and dismantling of the double decker marquee must put in place for the delivery access, a system that provide at anytime a collective protection for the people working on the mezzanine.

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

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

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

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

**No double storey building is planned on this exhibition. Refer to the chapter IX. of this document:**

**"General rules of construction" IX.2. "Working at height".**

#### VIII.2. INDIVIDUAL PROTECTIONS

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

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

- Work clothes,
- Gloves adapted to the work,
- Safety hard hats compliant with standards,
- Safety shoes (reinforced toes + anti-perforation soles),

## FORMALITIES

# EXHIBITORS SAFETY INSTRUCTIONS

11/14

- Safety harness that conforms to standards when the collective protection provisions cannot be implemented. (Art R 4223-61 of the Code of Work),
  - Welding mask and safety goggles during welding, unloading or grinding work.
- Respect for these provisions, and the upkeep and good condition of this equipment is the responsibility of each company.

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

## IX.GENERAL RULES OF CONSTRUCTION

### IX.1. DECORATIONS

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

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

### IX.2. WORKING AT HEIGHTS

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

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



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

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

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

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

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

**Legal restrictions concerning work at heights must be respected.**

## FORMALITIES

# EXHIBITORS SAFETY

## INSTRUCTIONS

12/14

**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.

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.**

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

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 Code of Work in Articles R 4223-1 to 12.

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

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

**IX.5. PREVENTION OF RISKS OF PROFESSIONAL DISEASES****5.1. HAZARDOUS MATERIALS**

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

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

## FORMALITIES

EXHIBITORS SAFETY  
INSTRUCTIONS

13/14

**IX.5.2. NOISE DISTURBANCE**

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

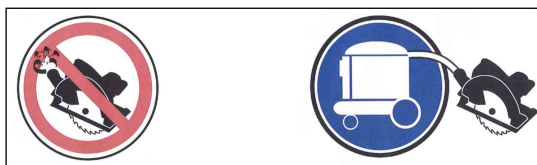
All necessary methods and provisions must be used (hood, screen, silencer etc...) so as not to exceed the regulatory limits as regards acoustic levels.

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

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

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

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



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

**IX.7. WORK INVOLVING HEAT**

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

**IX.7.1. INFLAMMABLE MATERIALS AND PRODUCTS**

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

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

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

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

**Specific means for each worker:**

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

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

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

**X. FIRE SAFETY**

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

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

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

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

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

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

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

## FORMALITIES

EXHIBITORS SAFETY  
INSTRUCTIONS

14/14

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

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

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

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

**In case of accident precise:**

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

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

**Remind of the emergency phone numbers**

**From 24/02 to 28/02 - EMERGENCY POST HALL 6**  
**FIRE SAFETY & GENERAL SURVEILLANCE POST: +33 (0)1 48 63 30 49**

THE EMERGENCY PHONE NUMBERS ARE DISPLAYED AT THE TECHNICAL OFFICE.

**XII. THE INDIVIDUAL HEALTH AND SAFETY PROTECTION PLAN**

**It is obligatory for all the Exhibitor's service providers to draw this document:**

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

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

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

**XII.1. THE EXHIBITOR**

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

**XII.2. COMMUNICATION OF THE DOCUMENT**

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

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

A copy of the I.H.S.P.P. must be available at all times on site for consultation by the companies concerned.

## FORMALITIES

## CUSTOMS

1/3

**IMPORTANT: CUSTOMS INFORMATION**

Tel. from France: +33 (0)8 11 20 44 44 (€ 0.06/min)

Tel. from abroad: +33 (0)1 72 40 78 50

Website: [www.douane.gouv.fr/](http://www.douane.gouv.fr/)

Economic Regimes Office

Customs and excise duties

Open: Monday to Friday

Time: 9:00 am – 5:00 pm

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

During the SIMA, the Parc des Expositions de Paris Nord Villepinte exhibition grounds are granted temporary admission by customs.

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

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

**GENERAL COMMON LAWS**
**Arrival of goods:**

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

**1) Transit document:**

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

**Documents to provide with the transit document:**

- An invoice (5 copies)
- A CMR for road transportation, an air waybill for air transportation or bill of lading for sea transportation
- A packing list
- Description of the apparatus (if machines)

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



**Temporary admission:**

Under no circumstances do the above documents confer temporary admission.

Upon arrival at the exhibition's customs office, goods must be immediately declared for temporary admission via an on-site customs clearance agent (go to your online CUSTOMER ZONE for a list of official agents).

After the declaration has been recorded, goods may potentially be checked by customs officers.

They cannot be sent on to the exhibitor's stand until all these formalities have been completed.

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

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

**Outgoing goods:**

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

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

1/ Re-export

2/ Transit under the continuous control of customs officials to another customs warehouse on French national territory

3/ Use on French metropolitan territory

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

**Important:** All procedures overseen by customs clearance officers are at the exhibitor's own expense.

**ATA Carnet systems for exhibitions**

(Excludes food products)

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

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

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

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

**MANDATORY**

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

**1 - PRELIMINARY DECLARATION OF SECONDMENT**

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

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

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

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

All employees working on French territory must receive a monthly gross salary demanded by the Ministry of Labour.

## FORMALITIES

## USING FOREIGN SERVICE PROVIDERS

2/2

**2 - PROVISIONAL WORK PERMIT**

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

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

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

These provisional work permits must be declared on the "[SIPSI website](#)" from the Ministry of Labour.

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

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

**COMEXPOSIUM** – Logistics and Security Department

Fabrice Digle

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

Email: [fabrice.digle@comexposium.com](mailto:fabrice.digle@comexposium.com)

**SOCIAL SECURITY**

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

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

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

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

**URSAFF** – 16, rue Contades - 67307 Schiltigheim – France

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

Email: [cnfe.strasbourg@urssaf](mailto:cnfe.strasbourg@urssaf)

## FORMALITIES

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

## RETURN BEFORE 18<sup>TH</sup> JANUARY 2019 TO:

**COMEXPOSIUM** – Logistics and Security Department

Fabrice Digle

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

Email : [fabrice.digle@comexposium.com](mailto:fabrice.digle@comexposium.com)

### EXHIBITOR

Company name: .....

Hall: ..... Aisle: ..... Stand No: .....

Stand name: .....

Address: .....

Postcode: ..... Town/City: .....

Country: .....

Tel: ..... Fax: ..... Email: .....

Cellphone: .....

### IMPORTANT: SWORN AFFIDAVIT

I the undersigned: .....

Acting as: .....

For the company: .....

Located: .....

Solemnly declare that I: .....

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

Mandatory Corporate Seal

Drawn up and signed in: ..... on: .....

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

## FORMALITIES

# REFOUND OF FRENCH VAT (TVA)

1/2

**PLEASE FIND IN YOUR CUSTOMER ZONE**

- To print the VAT refund form, see next page

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

**TEVEA INTERNATIONAL**

Claudia PRAMS

29-31, rue Saint Augustin – 75002 Paris – France

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

Email: [mail@tevea.fr](mailto:mail@tevea.fr) - Website: [www.tevea-international.com](http://www.tevea-international.com)

Siret: 331 270 280 00067

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

TEVEA International, in cooperation with the SIMA, offers a simplified, secure and fast procedure for your company.

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

**IMPORTANT:**

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

**FOREIGN SERVICE PROVIDERS WORKING FOR EXHIBITORS**

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

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

## FORMALITIES

# REFOUND OF FRENCH VAT (TVA)

2/2

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

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

## IMPORTANT

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

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

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

### FAX REPLY FORM – PLEASE RETURN TO:

#### TEVEA INTERNATIONAL

29-31 rue Saint Augustin– 75002 Paris - FRANCE

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

Email: [mail@tevea.com](mailto:mail@tevea.com) - [www.tevea-international.com](http://www.tevea-international.com)

We are attending the following French trade show:

**SIMA 2017 - From February 26<sup>th</sup> to March 2<sup>nd</sup> 2017 – Paris Nord-Villepinte - Paris.**

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

☐ FRENCH

☐ ENGLISH

☐ GERMAN

☐ ITALIAN

☐ SPANISH

Company name: .....

Address: .....

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

Tel: ..... Fax: ..... Email: .....

Contact name:

Date and signature:



**EXPOSIMA**  
COMEXPOSIUM  
GROUP

70, avenue du Général de Gaulle – 72058 Paris la Défense Cedex - France  
Limited company with a registered capital of 160 000 € - RCS Nanterre : 392 145 181  
Company acting as an agent of an insurance broker registered with ORIAS n°11060629 ([www.orientas.fr](http://www.orientas.fr))  
EXPOSIMA is subject to the control of the Autorité de Contrôle Prudentiel (ACP)