



## EXHIBITOR LOGBOOK



**SIMA**  
PARIS

— SINCE 1922 —

INTERNATIONAL EXHIBITION OF SOLUTIONS  
AND TECHNOLOGIES FOR SUSTAINABLE AGRICULTURE

**AGRICULTURE IN MOTION**

**21>25 FEBRUARY 2021**

PARIS NORD — VILLEPINTE / FRANCE



Dear Exhibitor,

We are delighted to welcome you to this new edition of **SIMA**.

To help you plan your show, we have designed this **logbook** as a quick reference guide to help you easily find all the answers to your questions.

This does not replace the **Exhibitor Manual** which will be made available **online in June 2020 in your customer area**.

You will be able to order all items relating to your stand fixtures and fittings (electricity, water, car park passes, carpeting, store cupboard, partition walls, stand cleaning etc.) in your customer area **starting in September 2020, once your stand number has been allocated.**

**The SIMA team** remains at your disposal and will be pleased to help you plan your show.

See you soon!

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# GENERAL



**GO IN YOUR CUSTOMER AREA**  
<https://event.simaonline.com/2021/>

## ■ SIMA CONTACTS

### THE SHOW TEAM

#### SALES TEAM

**Céline GSTALDER** - Directrice Commerciale  
@: [celine.gstalder@comexposium.com](mailto:celine.gstalder@comexposium.com)

**Kevin GAUTIER** - Chef De Marché  
@: [kevin.gautier@comexposium.com](mailto:kevin.gautier@comexposium.com)  
☎: +33 (0)1 76 77 12 72

**Béatrice HUMBLLOT** - Chef De Marché  
@: [beatrice.humblot@comexposium.com](mailto:beatrice.humblot@comexposium.com)  
☎: +33 (0)1 76 77 13 64

**Clara BAUDEZ** - Responsable Commerciale  
@: [clara.baudez@comexposium.com](mailto:clara.baudez@comexposium.com)  
☎: +33 (0)1 76 77 12 42

**Gaspar FOURNEL** - Responsable Commercial  
@: [gaspar.fournel@comexposium.com](mailto:gaspar.fournel@comexposium.com)  
☎: +33 (0) 1 76 77 11 88

**Pierre-Marie TATTEVIN** - Responsable Commercial  
@: [pierre-marie.tattevin@comexposium.com](mailto:pierre-marie.tattevin@comexposium.com)  
☎: +33 (0)1 76 77 11 87

#### CUSTOMER SERVICE

**Frédérique BRUNET BIARD** - Chargée De Clientèle  
EXPOSANTS  
☎: +33(0)1 76 77 11 84  
@: [sima@comexposium-services.com](mailto:sima@comexposium-services.com)

#### SALES ADMINISTRATION (Invoicing & payment)

**Nathalie MARCHADO** – Customer Relationship  
Manager

**Lila CHIQUET** – Customer Relationship Assistant  
@: [sima.drc@comexposium.com](mailto:sima.drc@comexposium.com)

#### TECHNICAL & LOGISTIC TEAM

**Jérôme HUNAUT** – Logistic & Security Director

**Laurent DIALLO** - Logistic & Security Manager  
@: [logistic.sima@comexposium.com](mailto:logistic.sima@comexposium.com)

## ■ USEFUL CONTACTS

#### ARCHITECTURE & DECORATION DEPARTMENT

**DECOPLUS – Mr & Mrs TOUGARD**  
- ☎ : +33 (0)9 67 78 93 85 - @: [w.decoplus@free.fr](mailto:w.decoplus@free.fr)  
Adresse : 13, rue de Fourqueux -78100 Saint  
Germain en Laye – France

#### FIRE PREVENTION

**Cabinet sécurité & incendie AFS Conseils**  
**Alain FRANCIONI and Leyla Vincent**  
- ☎: + 33(0)1 41 55 07 21 – ☎: + 33(0)6 70 61 95 11  
@: [afrancioni@afsconseils.fr](mailto:afrancioni@afsconseils.fr) / [lvincent@afsconseils.fr](mailto:lvincent@afsconseils.fr)

#### HEALTH & SAFETY NOTICE

**D.Ö.T** - ☎: +33 (0)1 46 05 17 85 - @: [sps@d-o-t.fr](mailto:sps@d-o-t.fr)

#### PRESS AGENCY

**CLC COMMUNICATIONS - Célia FOREST**  
☎: +33 (0)1 42 93 04 04 - @: [c.forest@clccom.com](mailto:c.forest@clccom.com)

#### CATALOG REGISTRATION

**EPRIM - Anissa DELON** –  
☎: +33 (0)1 30 38 30 77 - @: [epprim@inetexpo.fr](mailto:epprim@inetexpo.fr)

From September 2020, for any questions, the Hotline remains at your disposal at + 33 1 40 68 23 00,  
from 9 a.m. to 6 p.m. Monday to Friday or customer service: [sima@comexposium-services.com](mailto:sima@comexposium-services.com)

## ■ LIST OF SUPPLIERS

### HANGING & OVERHEAD POWER SUPPLY, TRUSSES & LIGHTS

#### VERSANT EVENEMENT

☎: +33(0)1 48 63 32 51

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

### PERSONALIZED STANDS

#### PROREP - Ludovic DENARIE

☎ : 33 (0)6 86 38 01 60 - +33 (0)1 45 91 41 09

@ : [infos@prorep-studio.fr](mailto:infos@prorep-studio.fr)

### STAND SECURITY

#### GPS - KAKARNIANE TCHABO

☎: +33 (0)1 53 02 01 18 –

@: [commercial@gps-securite.fr](mailto:commercial@gps-securite.fr)

Site Internet : <https://www.gps-securite.com/>

#### STAND UP - Dorian TOLLE

☎ : +33 (01) 47 35 71 01

@ : [dorian.tolle@ga-standup.fr](mailto:dorian.tolle@ga-standup.fr)

Site Web : [www.ga-standup.fr](http://www.ga-standup.fr)

#### GUARD EVENTS - Cédric GUERIN

☎ : +33 (0)1 56 08 01 39

@ : [info@guardevents.com](mailto:info@guardevents.com)

Site web : [www.guardevents.com](http://www.guardevents.com)

### ACCOMMODATION

#### B-NETWORK - Sarah DAVID

☎ : +33 (0)1 58 16 20 10

@: [sarah.david@b-network.com](mailto:sarah.david@b-network.com)

Site internet : <http://sima.b-network.com/>

### HOSTESSES

#### MAHOLA - Stéphane GUERY

☎ : + 33 (0)1 70 38 28 80

@ : [commercial@mahola-hotesses.fr](mailto:commercial@mahola-hotesses.fr)

Site Internet : [www.mahola-hotesses.fr](http://www.mahola-hotesses.fr)

#### DECI-BELLE - Ana CALPE DEL ARCO

☎: +33 (0)1 40 60 10 28

@: [ana@deci-belles.com](mailto:ana@deci-belles.com)

[www.decibelleshoteses.com](http://www.decibelleshoteses.com)

### CATERING ON STAND

#### HORETO TRAITEUR - Service Commercial

☎: + 33(0)1 48 63 33 45

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

Site internet : [www.horeto.com](http://www.horeto.com)

### RECEPTION – RESTORATION ON SITE

#### POIRIER - Paul MONCEAUX

☎: +33 (0) 1 39 13 42 42

@: [info@poirier.fr](mailto:info@poirier.fr)

Site Internet : [www.poirier.fr](http://www.poirier.fr)

### EXTERNAL CATERER DECLARATION + PARKING DELIVERY CATERING DURING THE SHOW

Myriam MOTTIN - ☎: +33(0)1 40 68 14 46

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

### MEETING / CONFERENCE ROOMS RENTAL

Karine BOURIOT - ☎: + 33(0)1 48 63 31 12

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

### CARRIERS AND MOVERS

#### CLAMAGERAN FOIREXPO - Mr Dominique FILIBERTI

☎: +33 (0) 48 63 33 34

@: [d.filiberti@clamageran.com](mailto:d.filiberti@clamageran.com)

Site Internet : [www.clamageran.com](http://www.clamageran.com)

#### CLASQUIN - Mr Abdi EL HOUARI

☎ : +33 (0)1 48 63 33 81

@: [fairs-events@clasquin.com](mailto:fairs-events@clasquin.com)

Site Internet : [www.clasquin.com](http://www.clasquin.com)

#### SCHENKER FAIRS & EXHIBITIONS - Pauline VILLEMAINE

☎: +33 (0)1 48 63 32 81

@: [pauline.villemaine@dbschenker.com](mailto:pauline.villemaine@dbschenker.com)

Site: [www.schenker.fr](http://www.schenker.fr) : [www.schenkerfairs.com](http://www.schenkerfairs.com)

### FRENCH CUSTOM

#### INFO DOUANE SERVICE

☎: + 33 (0)1 72 40 78 50

### VAT REFOUND

TEVEA - ☎ : + 33 (0)1 42 24 96 96

@: [mail@tevea.com](mailto:mail@tevea.com)

### DELIVERY ADDRESS

#### Parc des Expositions Paris Nord Villepinte SIMA 2021

Your company name:

Stand number:

Stand contact (with phone number):

93410 Villepinte – France

#### Exhibitor / delivery access:

via A104, sortie n°1

From September 2020, for any questions, the Hotline remains at your disposal at + 33 1 40 68 23 00, from 9 a.m. to 6 p.m. Monday to Friday or customer service: [sima@comexpodium-services.com](mailto:sima@comexpodium-services.com)

## ■ PARKING

### DURING ASSEMBLY

It is free to park on Exhibition Centre grounds as long as the regulations regarding parking times and areas are respected.

**Exhibitor's car parks will no longer be free as of midnight on Saturday 20<sup>th</sup> February 2021**

### 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.

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

### ON DISMANTLING EVENING

**On Thursday 25<sup>th</sup> February 2021**, 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.

## ACCESS / TRAFFIC & PARKING

### ATTENTION

### REGISTER YOUR VEHICLES ON LOGIPASS DELIVERY

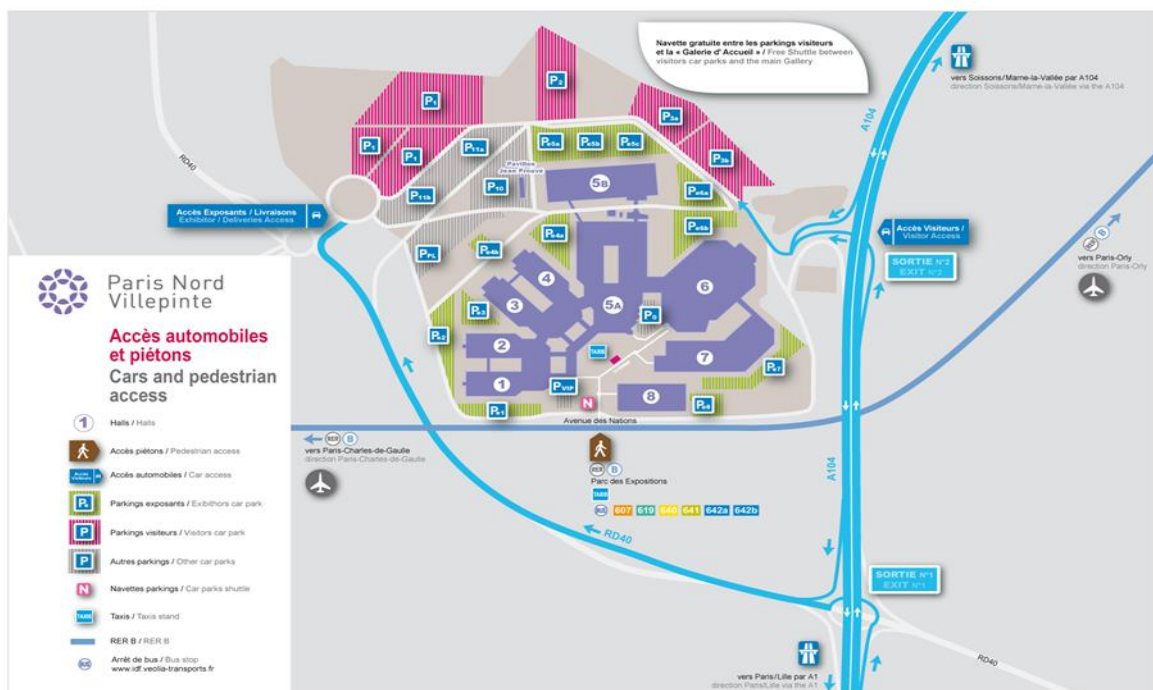
All the vehicles accessing the Parc des Expositions during the assembly and dismantling periods, or for deliveries during the event, will have to register on the web platform <http://logipass.viparis.com>

Any company or person involved on the fair can created 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)**



## ■ TO DO LIST

### Your Participation (registration)

From	Action	Deadline	In your "Customer Zone"	Done
From now	Will you come with partner companies (Co-exhibitor(s), Represented firm(s)?) <i>Purchase their registration fees now.</i> <u><a href="#">Consult the description of the different business packs.</a></u> Declare your partners (Co-exhibitor(s), Represented firm(s))	29/01/2021	Tab>Store>Partner registration Tab>Partner>Declare my partners @: <a href="mailto:sima@comexposium-services.com">sima@comexposium-services.com</a>	<input type="radio"/>

### Your Communication & Promotion

From	Action		In your "Customer Zone"	Done
<b>■ Services - Visibility</b>				
From now	Order your communication tools.	29/01/2021	Tab>Store>Communication & Promotion @: <a href="mailto:sima@comexposium-services.com">sima@comexposium-services.com</a>	<input type="radio"/>
	Book your participation in the 2021 SIMA INNOVATION AWARDS and spread the word in advance about your new products! <u><a href="#">Learn more</a></u>	25/09/2020	Tab>Store>Communication & Promotion Tab>Home>Button>Submit your file online @: <a href="mailto:guillaume.cointereau@comexposium.com">guillaume.cointereau@comexposium.com</a>	<input type="radio"/>
May	Opening of the platform for the submission of the "Sima Innovation Awards 2021" file			
July	New! For the first time SIMA offers you the opportunity to participate free of charge in a program of qualified Business Meetings between visitors and exhibitors.	25/02/2021	Tab>Home>Button> Registration for business meetings @: <a href="mailto:sima@bbcm.fr">sima@bbcm.fr</a>	<input type="radio"/>
	Use the SIMA banner, logos - Tell the world your stand number by downloading Your personalised banners and use them in your digital communication, e-mail signatures or websites. ...		Tab>Home>Button>Download the media kit @: <a href="mailto:sima@comexposium-services.com">sima@comexposium-services.com</a>	<input type="radio"/>
	The Club des Communicants - A tool to help you value your participation and optimize your exchanges with the press.		Tab>Communication>Club des Communicants @: <a href="mailto:c.forest@clccom.com">c.forest@clccom.com</a>	<input type="radio"/>
	Declare your events for the press during the show		Tab>Home>Button>Visit the online Pressroom @: <a href="mailto:coline.poirto@comexposium.com">coline.poirto@comexposium.com</a>	<input type="radio"/>
	Distribute your press releases - SIMA is introducing an online pressroom to collect your press releases, videos and photos. Your content may be reproduced, edited and shared by journalists			
	Order and declaration your Exhibitors reception - Organize a special event for your prospective clients and customers after 6pm from 21/02/2021 at 24/02/2021 until 10pm at the latest. The cost includes extended staff services, security, lighting, cloakrooms, parking, and medical facilities...	24/02/2021	Tab>Store>Communication & Promotion @: <a href="mailto:sima@comexposium-services.com">sima@comexposium-services.com</a>	<input type="radio"/>
<b>■ Invitation cards - E-invitation - badges reader - Additional exhibitor badges</b>				
From now	Order additional invitations cards (Paper forma) and/or E-cards and/or VIP badges. Order additional exhibitor badges and/or badge readers (licenses, badge readers, printer....)	25/02/2021 *	Tab>Store>Invitations cards and/or >Badges and badge readers @: <a href="mailto:sima@comexposium-services.com">sima@comexposium-services.com</a>	<input type="radio"/> <input type="radio"/>
September	Sending invitation cards (French or English version) by postal services		@: <a href="mailto:sima@comexposium-services.com">sima@comexposium-services.com</a>	-
<b>* Except invitation cards in paper format and badge reader - Deadline for orders 22/01/2021</b>				
<b>■ Promote your participation and your products</b>				
July	Register in the official catalog of the show - Reference medium distributed at the entrance of the show, the official catalog is the ideal tool to highlight your company and your products to visitors	-	Tab>Communication>Catalogue registration @: Anissa Delon - PRIM Tél. : +33 (0)1 30 38 30 77 - E-mail : <a href="mailto:epim@inetexpo.fr">epim@inetexpo.fr</a>	<input type="radio"/>
<b>■ Other</b>				
Mid-October	Send your e-invitation cards, personalize and print your e-badges and VIP badges, manage your badge readers, visa letters	25/02/2021	Tab>Home>Buttons : - Exhibitor Badges / Send your E-invitations / Manage your badge readers / Visas letters @: <a href="mailto:sima@comexposium-services.com">sima@comexposium-services.com</a>	<input type="radio"/>

## Logistics (preparation of your stand)

From	Action	Deadline	In your "Customer zone"	Done
■ Validation of stand fittings				
From now	Download the decoration and safety regulations	-	Tab>Practical info and/or your stand @: <a href="mailto:sima@comexposium-services.com">sima@comexposium-services.com</a>	<input type="radio"/>
	You have bare surface - Your stand's decoration and design plan must be submitted for approval by the show's Architecture & Decoration department	18/12/2020	DECO PLUS Tél. : 33 (0)9 67 78 93 85 - <a href="mailto:w.decoplus@free.fr">w.decoplus@free.fr</a>	<input type="radio"/>
September	You have Basic stand - return the form for the "BASIC stand" for your sign's text. <a href="#">See description</a>	15/01/2021	Tab>Participation>Stand>Sign declaration for stand (Basic stand) @: <a href="mailto:sima@comexposium-services.com">sima@comexposium-services.com</a>	<input type="radio"/>
	You have the Design by Marcelo Joulia – return the form for the « Premium stand ». <a href="#">See description</a> . A SIMA Equipped Stand advisor will contact you by email for your approval about your choice of carpet color, the positioning of your storage and sign, your choice of furniture, and the various services included with your stand.		@: <a href="mailto:logistic.sima@comexposium.com">logistic.sima@comexposium.com</a>	<input type="radio"/>
■ Technical services orders				
September	Technical services order - furniture, carpet, storage, partitions, furniture.... Technical services order of the park - electricity, water, parking, wifi, slings	12/02/2021	Tab>store>Aménagements, Nettoyage et Assurance>Furniture.... Tab>store >electricity>water>Parking... @: <a href="mailto:sima@comexposium-services.com">sima@comexposium-services.com</a>	<input type="radio"/>
February	Store closing – <a href="#">From 16/02/2021</a> , technical services must be ordered directly on-site at the Exhibitor Office located in Hall 5A			
	20% increase - Items with (*)	16/02/2021	@: <a href="mailto:sima@comexposium-services.com">sima@comexposium-services.com</a>	-
■ Forms				
July	Safety notice – <a href="#">Mandatory for all stands</a>	15/01/2021	Tab>Participation>Forms : - Safety notice - Declaration of machines in operation Tab> <b>In my account</b> >my decorators @: <a href="mailto:sima@comexposium-services.com">sima@comexposium-services.com</a>	<input type="radio"/> <input type="radio"/> <input type="radio"/>
	Declaration of machines in operation	08/02/2021		
	Delegation of order to a provider - You would like to delegate your orders to a decorator, a stand assembler, or another service provider, please fill in the form below. <b>NB: All the orders made by a decorator will be directly invoiced to them.</b>			

## Build-up / Opening / Dismantling

		Dates	Exhibitors hours	Power supply hours
Build-up	Bare stands	Tuesday February 16 <sup>th</sup>	7.00 am – 07.00 pm	-
		Wednesday February 17 <sup>th</sup>		
	Bare stands Basic stands <sup>(1)</sup> The Design by Marcelo Joulia <sup>(1)</sup>	Thursday February 18 <sup>th</sup>	7.00 am – 07.00 pm	-
		Friday February 19 <sup>th</sup>	7.00 am – 10.00 pm	7.30 am – 10.00 pm
		Saturday February 20 <sup>th</sup>		

		Dates	Exhibitors hours	Power supply hours
Opening		Sunday February 21 <sup>th</sup>	7.00 am – 7.00 pm	7.30 am – 6.30 pm
		Monday February 22 <sup>th</sup>	7.30 am – 7.00 pm	
		Tuesday February 23 <sup>th</sup>		
		Wednesday February 24 <sup>th</sup>	7.30 am – 6.00 pm	
		Thursday February 25 <sup>th</sup>		

		Dates	Exhibitors hours	Power supply hours
Dismantling	Bare stands Basic stands <sup>(2)</sup> The Design by Marcelo Joulia <sup>(2)</sup>	Thursday February 25 <sup>th</sup>	6.00 pm – midnight	6.00 pm – 11.00 pm
		Friday February 26 <sup>th</sup>	7.00 am – midnight	-
	Bare stands	Saturday February 27 <sup>th</sup>	7.00 am – 12.00 am	

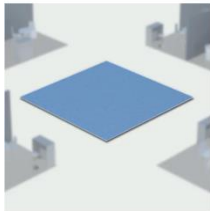
<sup>(1)</sup> The Design By Marcelo Joulia and Basic stand delivery will be made on Thursday 18<sup>th</sup> February 2021 from 7.00 am

<sup>(2)</sup> Storage and furniture should be emptied of contents on Thursday 25<sup>th</sup> February 2021 between 6.00 pm and 8.00 pm.

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



# YOUR STAND EQUIPMENT



**GO IN YOUR CUSTOMER AREA**  
<https://event.simaonline.com/2021/>

## ■ BARE SURFACE

**Important:** (For the stands  $\leq$  à 36.00 sq.m, Basic or Premium equipment 11 compulsory)

**Equipment included in your surface area hire includes:**

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

**Attention:** there is no back wall, or partition separating the stand.

### STAND LAYOUT PREP STEPS, BARE SURFACE

- 1) **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> 2020** to:  
**DECOPLUS** – Wilfrid TOUGARD - ☎+33 (0)9 67 78 93 85 – @: [w.decoplus@free.fr](mailto:w.decoplus@free.fr)
- 2) Fill in the **safety notice** and **form bare stand - Repair certificate compulsory** – in your customer zone under “Stand / Forms”
- 3) **Order any technical services** (electric and internet connections, phone lines, parking facilities, carpet, storage, spots, etc.): Find all available services in your Customer Zone, under “My Store” **from September 2020.**

## ■ PERSONALIZED STAND

### PROREP

Ludovic DENARIE - ☎ : +33 (0)1 45 91 41 09 - + 33 (0)6 86 38 01 60- @ : [infos@prorep-studio.fr](mailto:infos@prorep-studio.fr)

## ■ BASIC STAND

**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

### STAND LAYOUT PREP STEPS FOR YOUR STAND

- 1) You have to complete the form «Basic stands» under «My Forms»
- 2) Fill in the safety notice – **compulsory** – in your customer zone under “**Stand / Forms**”
- 3) **Ordering** add-on technical facilities and services (Electricity, parking, wifi, Furnitures, spotlight.....) Find all available services in your Customer Zone, under “My Store” **from September 2020.**

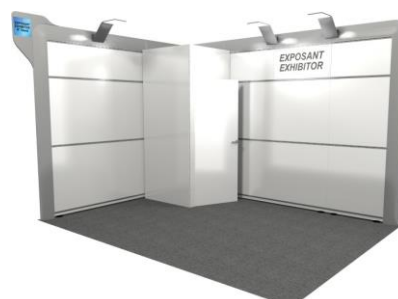


## ■ TURNKEY STAND - THE DESIGN BY MARCEL JOULIA

### 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	

- 1) 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.
- 2) Fill in the safety notice - **compulsory** - in your customer zone under "Stand / Forms"
- 3) Ordering add-on technical facilities and services (parking, wifi, furniture, etc). Find all available services in your Customer Zone, under "My Store" **from September 2020.**




**Warning: this equipment is available only for an area ranging from 12 to 36sq.m. with a length of 3m to a maximum of 12m (x 1m) and with a depth of maximum 2,3 or 4m**



# YOUR CUSTOMER AREA

Need help? ▼


FR | EN



## FROM 21 TO 25 FEBRUARY 2021

### SIMA 2021 customer area


#### Customer area


 Log in

[Forgot password?](#)

#### Do you have a project ?

Benefit from **preferential rates** until 6th December 2019 included

 Get a quotation / Book a stand

 Be contacted by the event team

#### Your participation at SIMA 2021

Already registered?

- Log in to your SIMA 2021 Exhibitor area, **with your login (e-mail) and password**.
- Make a quick participation request.
- Follow your ongoing participation request(s).
- Check and update your personal information.
- Order your additional services (badges, invitations, power supply, etc.).
- Order your communication tools.

Not registered yet?

- Make a cost estimation online.
- Create your account and make your participation request.

[Comexposium](#) / [Legal information](#) / [General terms and conditions of participation](#) / [Privacy policy](#)





**GO IN YOUR CUSTOMER ZONE**  
<https://event.simaonline.com/2021/>

## ■ YOUR CUSTOMER ZONE

To access your Customer Area, go to <https://event.simaonline.com/2021/en/>

If you do not have your password, click on "Forgot your password?" and create it.

Need help ? ▼  0 ▼ EN | FR



# FROM 21 TO 25 FEBRUARY 2021

[Home](#) [Financial zone](#) [Participation](#) [Partners](#) [Store](#) [Communication](#) [Useful info](#) [My account](#)


## Welcome to your Customer Zone!

### Key Dates

From now :


- Order [promotional tools](#)
- [Register your partners](#)

March 2020 : Stand allocation meeting




**CAUTION:**  
**ATTEMPTS OF FRAUD**

Your stands




**Financial zone**

Find your invoices, payments, orders...




**Store**

Order your communication tools and partner services.



**Useful informations**

Find all the regulations & Conditions



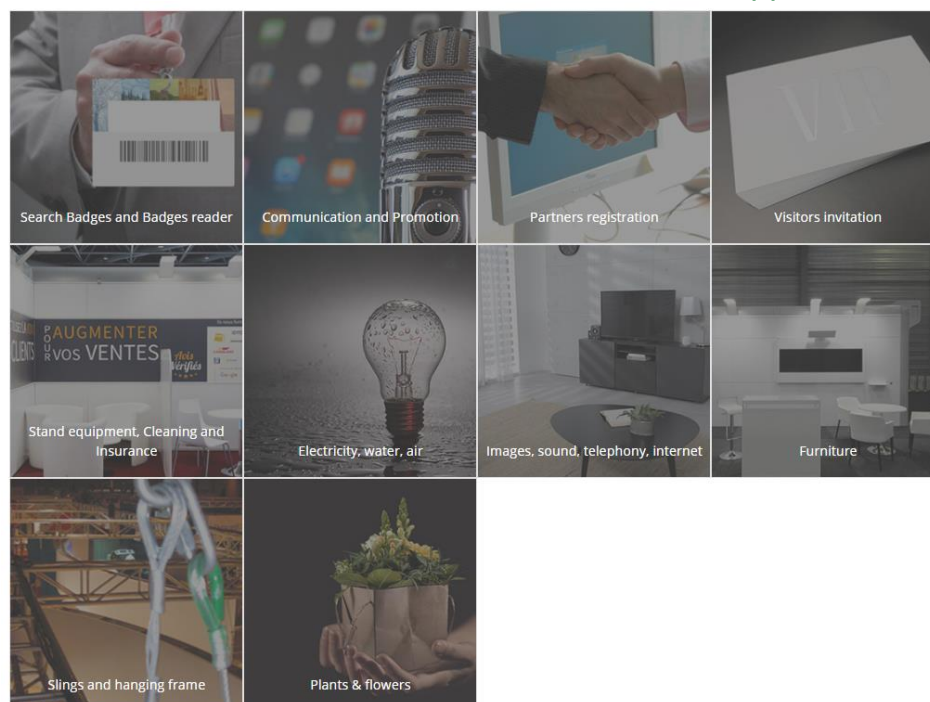
**Partners**

Declare your partners

- **Home:** Key dates / Buttons: Register to catalogue / Personalized your e-badges - VIP badges - Visa letter / Personalize and send your e-invitations.....
- **Financial Zone:** orders / Ordered items / Invoices and regulations / Documents / Quotations
- **Participation:** Registration / Stand / Floorplans / Forms / Parkings
- **Partners:** Declare partners (**you must have subscribed to a partner business pack registration**)
- **Badges & invitations:** Exhibitors badges / VIP Badges / Visitors invitation / Badges readers
- **Store:** Search article / My baskets
- **Communication:** Promotion & Marketing / Register to catalogue / SIMA Innovation Awards / Mediakit / Business meetings / Communication Manager's Club / Pressroom
- **Useful info:** Fittings / Rules and Conditions / List of suppliers / The exhibitor's guide
- **My account:** My profile / My addresses / My contacts / My decorators

## ■ YOUR STORE

Do not hesitate to contact the exhibitors hotline at +33 (0)1 40 68 23 00



**Important:** deadline for ordering technical services (Electricity, carpet, storage, furniture, parking, wifi....) from 12/02/2021

**From 16/02/2021**, technical services (carpet, electricity, parking...) must be ordered directly on-site in Exhibitors desks located hall 5a;

**Store closing and the price of the items followed by a " \* ", will be subjected to an increase of 20% starting the 16/02/2021**

## ■ DECLARE A DECORATOR, STAND INSTALLER, A NEW USER

**Two possibilities.**

**Declare the decorator/stand contractor** in "My account/ My decorators". A decorator's own account is opened and linked to the Exhibitor's Customer zone. The decorator can order independently. **Orders will be invoiced to the decorator/stand contractor directly!** If you have multiple surfaces, you will have to declare the decorator on each of the stands concerned

**Create an account administrator and define the access** for him in "My account/ My contacts". The decorator/stand contractor, Assistant receives an email to be able to place orders online (on the Exhibitor's account). **You agree, in doing so, to pay any order placed by them on your behalf.**

# YOUR LOGISTIC



**GO IN YOUR CUSTOMER AREA**  
<https://event.simaonline.com/2021/>

## ■ YOUR LOGISTIC

### • CHECKING YOUR PLAN

Your stand's decoration and design plan must be submitted for approval by the show's Architecture & Decoration department **before December 18th 2020** to:

**DECOPLUS** – Mr & Mrs TOUGARD - ☎: +33 (0)9 67 78 93 85 - @: [w.decoplus@free.fr](mailto:w.decoplus@free.fr)

### • MANDATORY - HEALTH & SAFETY NOTICE – until 15/01/2021

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.

**D.Ö.T** - ☎: +33 (0)1 46 05 17 85 - @: [sps@d-o-t.fr](mailto:sps@d-o-t.fr)

### • HANGING & OVERHEAD POWER SUPPLY, TRUSSES & LIGHTS

**VERSANT EVENEMENT** - ☎: + 33 (0) 1 48 63 32 51 - @: [contact@versantevenement.com](mailto:contact@versantevenement.com)

### • 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.

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 from **20/10/2020**.

Requests for additional badges, an order is available in your Customer Zone. **€ 28.50 Excl.VAT / set of 5 badges**

### • 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 21<sup>th</sup> to February 25<sup>th</sup> 2021.**



### VERY IMPORTANT / COMPULSORY PASS-WEARING

**Security equipment** and the wearing of safety footwear are **compulsory** during set-up and dismantling periods. Failure to comply shall result in access to the Halls being denied. **Identity checks** will take place around the Halls.

### • 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** of partitions and glass cabinets the day before opening **are not included in your stand participation (excepted if you ordered The design by Marcelo Joulia or Turnkey fitted stand).**

**For the Basic stand, only the removal of the plastic protection of the carpet is included.**

**Cleaning to order in your customer area**

**Any question: [sima@comexposium-services.com](mailto:sima@comexposium-services.com)**

# YOUR COMMUNICATION & PROMOTION



**GO IN YOUR CUSTOMER AREA**  
<https://event.simaonline.com/2021/>

## ■ PROMOTION & MARKETING

### • INVITATION CARDS AND E-INVITATIONS

A mandatory endowment invitation cards (French or English version) is included in your registration and will be sent automatically, **from September 2020**.

You can order set (**125€ Excl.VAT – 50 invitation cards per set**).

### • REGISTRATION TO THE OFFICIAL CATALOGUE from July

All exhibitors are listed free of charge in the official catalogue with their stand number, details, e-mail address and website.

For additional visibility, exhibitors can complete their company details page by ordering extra items. The information submitted will also be reproduced in the **exhibitor list**.

For any queries relating to your catalogue entry, contact Anissa DELON at EPRIM at [epprim@inetexpo.fr](mailto:epprim@inetexpo.fr) or +33 (0)1 30 38 30 77

### • NEW! BUSINESS MEETINGS

For the first time, SIMA is offering you the chance to take part free of charge in a programme of qualified Business Meetings between exhibitors and visitors.

**Contact:** [sima@bbcm.fr](mailto:sima@bbcm.fr)

### • COMMUNICATION CLUB

The Communication Club, a solution to help you promote your participation and optimise your exchanges with the media.

**Contact:** Celia Forest - [c.forest@clccom.com](mailto:c.forest@clccom.com) - ☎ : +33 (0)1 42 93 04 04

### • THE SIMA PRESSROOM

SIMA offers you access to its Pressroom aimed at journalists.

This free and easy-to-use service allows you to promote your press releases, photos and videos on the SIMA website in a section dedicated to the media!

**Contact:** [coline.poirot@comexposium.com](mailto:coline.poirot@comexposium.com) – ☎ : +33 (0)1 76 77 15 76

### • MEDIKIT

To tell the world you're exhibiting at SIMA, we provide you with a **Mediakit (exhibition banners and logos to include in your press adverts, websites or e-mail signatures)**. Download it in your customer zone in the section "Communication/ Mediakit".

### VIP BADGES & VIP CLUB - Mezzanine of Hall 6

Depending on the Business Pack subscribed to when you registered, you can offer VIP badges to some of your customers. These badges give unlimited access to the VIP Club. It is also accessible to all exhibitors, upon presentation of their exhibitor badges.

### CLUB INTERNATIONAL - Mezzanine of Hall 6

Privileged meeting place for all our international visitors (25% of our visitors). All exhibitors have access to the international club on presentation of their exhibitor badges.

**Any question:** [sima@comexposium-services.com](mailto:sima@comexposium-services.com)



**GO IN YOUR CUSTOMER AREA**  
<https://event.simaonline.com/2021/>



# INNOVATION AWARDS 2021



*Since 1931,  
this internationally-  
renowned  
competition has  
paid tribute to the  
most innovative  
equipment, products,  
technologies and  
services presented  
by the  
tradeshow's  
exhibitors.*

## KEY DATES

Registrations for the  
SIMA Innovation Awards

**OPEN NOW!**

Entry submission  
platform goes live

**MID-MAY 2020**

Entries close

**25 SEPTEMBER 2020**

Announcement of  
nominees at SIMA Preview

**END NOVEMBER 2020**

Announcement of winners  
and awards ceremony

**22 FEBRUARY 2021**

## WHO CAN ENTER?

Exhibitors and co-exhibitors at SIMA 2021 who offer a product, service or technology that constitutes a breakthrough in their sector.

## WHY TAKE PART?

### Take advantage of unique visibility

towards the entire SIMA ecosystem (journalists, influencers, manufacturers, distributors, farmers, etc.) before, during and after the show, through:

**The announcement of the nominees** at SIMA Preview, held at the end of November in Paris in front of 300 French and international journalists and manufacturers.

**A prestigious prize-winner announcement and awards ceremony,** taking place during the show at a special evening event!

**Specific signage for your stand,** inclusion in the innovation visitor trail, a detailed product description in the exhibition press kit, promotion in all the visitor documentation, and much more...

**All participants are mentioned,** regardless of whether they win an award.



# INNOVATION AWARDS 2021



## HOW TO SIGN UP

### YOUR CONTACTS

#### REGISTRATION AND PLATFORM ACCESS:

**GUILLAUME COINTEREAU**  
*Communications Manager*  
+33 1 76 77 15 49  
guillaume.cointereau  
@comexposium.com

#### TECHNICAL CONTENT OF YOUR ENTRY:

**GILBERT GRENIER**  
*Technology adviser*  
+33 6 88 77 63 85  
gilbert.grenier  
@agro-bordeaux.fr

## 1 REGISTER TO ENTER IN 2 MINUTES FLAT

In your customer zone on [simaonline.com](https://simaonline.com), order the article SIMA Innovation Awards (€315 excl VAT per entry).

Inside 24 hours, you will receive an e-mail giving you access to the entry submission platform.

## 2 AN EASY, SECURE AND 100% ONLINE ENTRY PROCESS

Sign into the platform from your customer zone.

**Your entry must contain at least the following:**

- **Full technical documentation** in French or English with a detailed and supported technical description (operating principle, outstanding features, competitive environment, user benefits, technical, ergonomic, economic advantages, etc.).

- **A high quality photo of the product or service.**

*You may add other items if you wish, such as plans, diagrams, videos, test notes, user references, etc.*

**Further information on [simaonline.com](https://simaonline.com)**

# YOUR COMMUNICATION TOOLS



**GO IN YOUR CUSTOMER AREA**  
<https://event.simaonline.com/2021/>

## ■ COMMUNICATION TOOLS

ARTICLE	TARIF € HT
<b>ONLINE COMMUNICATION</b>	
Give your participation a head start with the show's digital tools	
Company name in bold and colour on the exhibitors list on <a href="http://www.simaonline.com">www.simaonline.com</a>	125,00
<b>2021 SIMA INNOVATION AWARDS REGISTRATION</b>	315,00
Your logo on the exhibitor's list	440,00
Pack Web	615,00
Advertising banner on <a href="http://www.simaonline.com">www.simaonline.com</a> : Home Page	4 000,00
<b>VISIBILITY AT THE SHOW</b>	
Display your brand at strategic locations and become a must-see exhibitor !	
Broadcasting right - Sampling - 1 entrance for 5 days - Offer limited to 3 advertisers!	2 200,00
Broadcasting right - Sampling - 5 entrances for 5 days - Offer limited to 3 advertisers!	8 600,00
Sponsorship of floorplan screen - Banner at top of plan - 3 advertisers maximum in rotation	2 700,00
Sponsorship of floorplan screen - Block on side of plan during consultation - 3 advertisers maximum in rotation	2 700,00
Sponsorship of floorplan screen - Full-screen video	4 200,00
Sponsorship of floorplan screen - Covering of screen units - sticker on front face - Exclusive	11 000,00
<b>ZONE SPONSORSHIP</b>	
Associate your brand with high-footfall areas of the exhibition	
Sponsoring of visitors E-badges - Exclusive	9 300,00
Your equipment visible to visitors on their arrival on the forecourt! - Limited availability	6 950,00
<b>SPONSORING</b> parking tickets - Exclusive	8 500,00
VIP/International business Club sponsor	19 000,00

List stopped on January 24th, 2020

Any question: [sima@comexposium-services.com](mailto:sima@comexposium-services.com)



# YOUR PARTNERS



**GO IN YOUR CUSTOMER AREA**  
<https://event.simaonline.com/2021/>

## ■ BUSINESS PACK - “CO-EXHIBITOR” OR “COLLECTIVE”

■ **A Co-exhibitor** is a company with which you share your stand and which does not necessarily have legal or commercial ties with your company.

■ **A Pavilion exhibitors** is a company exhibiting within a national pavilion (i.e. organised by an official national body/association) only.

In order to declare partners, you must have ordered partner's business pack(s).

I CHOOSE ONE OF THE THREE PACKS	PACK ONE € 1 085	PACK PLUS € 1 375	PACK FIRST € 1 575
SERVICE	■	■	■
Access 24/24 to a private exhibitor area for the online management of your registration	•	•	•
One official exhibition catalogue	•	•	•
Exhibitor badges : 3 badges	•	•	•
Access to VIP club and Business Center	•	•	•
VISIBILITY			
Registration to multi-media catalogue (paper, website, mobile site, app)	•	•	•
Company name on all show lists and floor plans	•	•	•
Media kit (SIMA web banners customizable with your company name and your stand number)	•	•	•
Media coverage (“press kit” rack, access to the press club, innovation book, promoting your innovations)	•	•	•
Publication of your press releases or file in the Press rubric of the show website	•	•	•
TARGETING			
VIP visitor badges : 5 badges		•	•
Pack web : 1 logo + company name in red and bold in the exhibitors list on <a href="http://www.simaonline.com">www.simaonline.com</a> + 1 logo on your hall interactive map			•
Application for smartphones - visitor badge scanning		2 licences(*)	4 licences(*)

(\*) Collect full details of visitors who came to your stand with a mobile application that allows you to identify quickly and easily all your contacts. You can order additional licenses on your online exhibitor area.



# REGULATIONS ARCHITECTURE & DECORATION RULES



GO IN YOUR CUSTOMER AREA  
<https://event.simaonline.com/2021/>

# ARCHITECTURE & DECORATION RULES

## 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 2021 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>, 2020**.

**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 – Mr & Mrs 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.

## 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 500.00 to 999.99 sq.m: 7 500.00 € excl. VAT |
| • Stand from 100,00 to 499.99 sq.m: 5 000.00 € 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 approved 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.

## 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 18th, 2020** at the latest.

The application must be accompanied by a payment for **103,20€** (€ 86.00 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 1.00 meters from aisles and 2.00 meters 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.

### 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

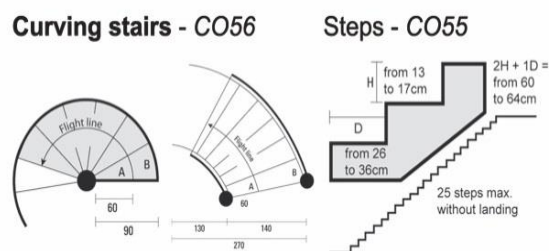
Straight staircases for public use must be constructed such that the steps comply with the customary regulations, each flight of stairs having no more than 25 steps. As far as possible, the direction of the flights should alternate. The height of the steps must be 13 cm minimum and 17 cm maximum.

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.



### Stairs

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

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

### Stairs combining straight and spiral elements.

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

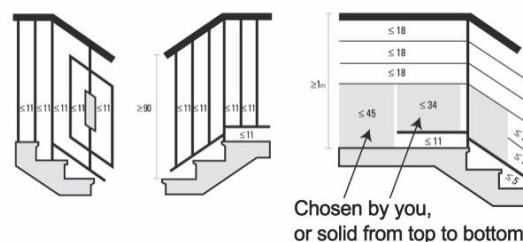
### Stair railings and banisters

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

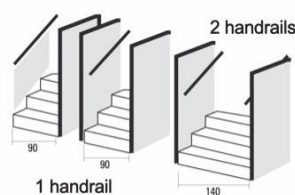
### Location

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.

### **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

### Fire prevention

Each stand shall be equipped with fire extinguishing facilities, including: one sprayed water extinguisher placed at the bottom of each staircase and a CO2-type extinguisher placed near the electricity switchboard. If the surface area of the upper level is greater than 50 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.

**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.

COMEXPOSIUM



[www.simaonline.com](http://www.simaonline.com)