

# EXHIBITOR LOGBOOK



**S**  
**SIMA**  
PARIS

**150**  
YEARS

— SINCE 1922 —  
INTERNATIONAL EXHIBITION OF SOLUTIONS AND TECHNOLOGIES  
FOR EFFICIENT AND SUSTAINABLE AGRICULTURE

**AGRICULTURE IN MOTION**

**6 > 10 NOVEMBER 2022**  
PARIS NORD —VILLEPINTE / FRANCE

COMEXPOSIUM



SUIVEZ NOUS [f](#) [t](#) [in](#) [@](#) [▶](#) | [SIMAONLINE.COM](https://simaonline.com)







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 March 2022 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 May 2022, 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  
**Click HERE**

## ■ SIMA CONTACTS

### THE SHOW TEAM

#### SALES TEAM

**Kevin GAUTIER** – Key Account Manager

@ : [kevin.gautier@comexposium.com](mailto:kevin.gautier@comexposium.com)

☎ : +33 (0)1 76 77 12 72

**Béatrice HUMBLLOT** – Sales Managers

@ : [beatrice.humblot@comexposium.com](mailto:beatrice.humblot@comexposium.com)

☎ : + 33 (0)1 76 77 13 64

**Valentine de BALSAC** – Sales Managers

@ : [valentine.debalsac@comexposium.com](mailto:valentine.debalsac@comexposium.com)

☎ : +33 (0)1 76 77 11 75

#### CUSTOMER SERVICE

**Frédérique BRUNET BIARD** – Account Executive Exhibitors

@ : [frederique.brunet@comexposium.com](mailto:frederique.brunet@comexposium.com)

☎ : + 33(0)1 76 77 11 84

#### COMMUNICATION

**Laura SANCHEZ** – Communications Director

@ : [Contact\\_sima@comexposium.com](mailto:Contact_sima@comexposium.com)

#### TECHNICAL & LOGISTIC

**Jérôme HUNAUT** - Logistics Director

**Marie CHENAIS** – Operation Manager

@ : [logistic.sima@comexposium.com](mailto:logistic.sima@comexposium.com)

#### SALES ADMINISTRATION

##### Invoicing & payment

**Nathalie MARCHADO** – Sales Administration Manager

**Lila CHIQUET** – Sales Administration Officer

@ : [sima.adv@comexposium.com](mailto:sima.adv@comexposium.com)

#### GO IN YOUR CUSTOMER AREA

<https://event.simaonline.com/2021/>

Contact our Hotline from May on + 33 (0) 40 68 23 00 de 9.00am -6.00pm

or our customer service: [sima@comexposium-services.com](mailto:sima@comexposium-services.com)

## ■ USEFUL CONTACTS

#### ARCHITECTURE & DECORATION DEPARTMENT

**DECOPLUS** – Wilfrid TOUGARD

☎ : +33 (0)9 67 78 93 85

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

#### FIRE PREVENTION

**Cabinet sécurité & incendie AFS Conseils**  
**Alain FRANCONI**

☎ : + 33(0)1 41 55 07 21 – + 33(0)6 70 61 95 11

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

#### INSCRIPTION AU CATALOGUE

**EPRIM**

☎ : +33 (0)1 30 38 30 77 - @ : [eprim@inetexpo.fr](mailto:eprim@inetexpo.fr)

#### AGENCE RELATION PRESSE

**CLC COMMUNICATIONS**

☎ : +33 (0)1 42 93 04 04

Célia Carbillet-Forest

@ : [c.forest@clccom.com](mailto:c.forest@clccom.com)

Mounia Bagass

@ : [m.bagass@clccom.com](mailto:m.bagass@clccom.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)

### STAND SECURITY

#### GPS

Kakarniane TCHABO - ☎ : +33 (0)1 53 02 01 18

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

Site: <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: [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 : <http://www.securite-gardiennage-guardevents.com>

### ACCOMMODATION

#### B-NETWORK

Sarah DAVID - ☎ : +33 (0)1 58 16 20 10

@ : [sarah.david@bnetwork.com](mailto:sarah.david@bnetwork.com)

Site: <https://sima.bnetwork.com/>

#### MAGICSTAY

[reservation@magicstay.com](mailto:reservation@magicstay.com)

Site:

<https://fr.magicstay.com/list/220/sima/9/paris-accommodation/518.html>

### HOSTESSES

#### MAHOLA

Emmanuelle LEBRETON - + 33 (0)1 70 38 28 80

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

Site: [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)

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

### LOCATION DE SALLE DE REUNION / CONFERENCES

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

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

### CATERING ON STAND

#### POIRIER

Paul MONCEAUX - ☎ : +33 (0) 1 39 13 42 42

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

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

#### HORETO TRAITEUR

Service commercial - ☎ : +33 (0)1 48 63 33 46

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

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

### 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)

### CARRIERS AND MOVERS

#### CLAMAGERAN FOIREXPO

Mr Dominique FILIBERTI - ☎ : +33 (0)1 48 63 33 34

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

Site: <http://www.clamageran.fr>

#### CLASQUIN FAIRS & EVENTS

☎ : +33 (0)1 48 63 33 81

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

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

#### SCHENKER FAIRS & EXHIBITIONS

Sally AL-SALMAN - ☎ : +33 (0)1 48 63 32 81

@ : [sally.al-salman@dbshenker.com](mailto:sally.al-salman@dbshenker.com)

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

### FRENCH CUSTOM

+ 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, PARKINGS

Parc des Expositions Paris Nord Villepinte  
SIMA 2022

Non de la société

Numéro de stand

Nom d'un contact sur place et n° de portable

93410 Villepinte – France

Access to exhibitor parking / delivery

Via A 104, sortie N°1

From May 2022, 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)





# TO DO LIST



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

Fill in your username and password. Your area contains all the information about your registration. You will also find the necessary information regarding the proper preparation of your participation.

Customer area

Log in

## YOUR PARTICIPATION TO SIMA 2022

From	Action	Deadline	In your Customer Area - Tab
Now on	Will you come with partner companies (Co-exhibitor(s), Represented firm(s))? Purchase their registration fees now. Consult the description of the different business packs. Consult the description of the different business packs.	05/10/2022	Store > Partner registration
	Declare your partners : Co-exhibitor(s), Represented firm(s)		Partner > Declare my partners <a href="mailto:sima@comexposium-services.com">sima@comexposium-services.com</a>

## STRENGTHEN NOW YOUR BRAND IMAGE

From	Action	Deadline	In your Customer Area - Tab
<b>INCREASE YOUR VISIBILITY WITH OUR PROMOTIONAL TOOLS</b>			
Now on	<b>Use the SIMA centenary banners and logos!</b> Tell the world about your participation to SIMA 2022 and inform them about your stand location number. Use these personalised banners through your communications (website, newsletters, e-mail signatures...).		Home > Button > Download the media kit <a href="mailto:sima@comexposium-services.com">sima@comexposium-services.com</a>
	<b>Order your communication tools.</b>	15/10/2022	Store > Communication & Promotion <a href="mailto:sima@comexposium-services.com">sima@comexposium-services.com</a>
	<b>Be part in the 2022 SIMA Innovation Awards contest</b> and spread the word in advance about your new products!	06/06/2022	Store > Communication & Promotion <a href="mailto:sima@comexposium-services.com">sima@comexposium-services.com</a>
Mid-February	<b>Opening of the 2022 SIMA Innovation Awards registration platform.</b>	10/06/2022	Button > Submit your file online <a href="mailto:margaux.lemarchand@comexposium.com">margaux.lemarchand@comexposium.com</a>
September	<b>Business Meetings:</b> SIMA offers you the opportunity to participate in a program of qualified meetings between visitors and exhibitors for free.		Home > Button > Registration to the business meetings
	<b>The Communicator Club:</b> A tool to help you value your participation and optimize your exchanges with the press.		Communication > Communicator Club <a href="mailto:c.forest@clccom.com">c.forest@clccom.com</a>
	<b>Distribute your press releases:</b> SIMA is introducing an online pressroom to collect your press releases, videos and photos. Your content may be reproduced, edited and shared by journalists.		Home > Button > Visit the online Pressroom <a href="mailto:claire.schlosser@comexposium.com">claire.schlosser@comexposium.com</a>
	<b>New products declaration:</b> Promote your new products and innovations to visitors and the professional press. Declare all of your 2022 innovation to be published on the official website of the show and in the special «New products» Press Kit.	28/10/2022	Home > Button > Declare your innovations <a href="mailto:margaux.lemarchand@comexposium.com">margaux.lemarchand@comexposium.com</a>
	<b>Order and declaration your Exhibitors reception:</b> Organize a special event for your prospective clients and customers after 6pm from 06/11/2022 to 09/11/2022 until 10 pm the latest. The cost includes extended staff services, security, lighting, cloakrooms, parking, and medical facilities...		Store > Communication & Promotion <a href="mailto:sima@comexposium-services.com">sima@comexposium-services.com</a>
<b>INVITE YOUR PROSPECTS AND RETAIN YOUR CUSTOMERS THROUGH THE CENTENARY EDITION OF SIMA</b>			
Now on	<b>Order additional invitations cards</b> (Paper format) and/or <b>E-cards</b> and/or <b>VIP badges</b> . <b>Order additional exhibitor badges</b> and/or <b>badge readers</b> (licenses, badge readers, printer...).	28/10/2022*	Store > Invitations cards and/or > Badges and badge readers <a href="mailto:sima@comexposium-services.com">sima@comexposium-services.com</a>
July	<b>Sending invitation cards by postal services</b>		<a href="mailto:sima@comexposium-services.com">sima@comexposium-services.com</a>
<b>ENHANCE YOUR IMAGE, PRODUCTS AND INNOVATIONS THANKS TO OUR DEDICATED TOOLS</b>			
June	<b>Register to the official catalogue of the show:</b> Reference medium distributed at the entrance of the show, the official catalogue is the ideal tool to highlight your company and your products to visitors.		Communication > Catalogue registration Contact: EPRIM Tél. : +33 (0)1 30 38 30 77 <a href="mailto:eprim@inetexpo.fr">eprim@inetexpo.fr</a>
<b>OTHER</b>			
September	Send your e-invitation cards, personalize and print your e-badges and VIP badges, manage your badge readers, visa letters.	05/11/2022	Home > Buttons: Exhibitor Badges / Send your E-invitations / Manage your badge readers / Visa letters <a href="mailto:sima@comexposium-services.com">sima@comexposium-services.com</a>

\*Except for invitation cards in paper format and badge reader - Deadline for orders: 08/10/2022

[WWW.SIMAONLINE.COM](http://WWW.SIMAONLINE.COM)

## TO DO LIST

### PREPARE YOUR STAND WITH COMPLETE PEACE OF MIND

From	Action	Deadline	In your Customer Area - Tab
VALIDATION OF STAND FITTINGS			
February	Download the decoration and safety regulations		Practical info and/or your stand <b>sima@comexpodium-services.com</b>
April	<b>YOU HAVE A BARE SURFACE</b> - Your stand's decoration and design plan must be submitted for approval by the show's Architecture & Decoration department	08/09/2022	DECO PLUS Tél. : 33 (0)9 67 78 93 85 <b>w.decoplus@free.fr</b>
May	<b>YOU HAVE A BASIC STAND</b> - return the form for the «BASIC stand» for your sign's text <b>See description</b>	08/10/2022	Forms > Basic stand sign <b>sima@comexpodium-services.com</b>
	<b>YOU HAVE A STAND DESIGNED BY MARCELO JOULIA</b> Return the form related to this stand - <b>See description</b>  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.		<b>logistic.sima@comexpodium.com</b>
TECHNICAL SERVICES ORDERS			
May	<b>Technical services order:</b> furniture, carpet, storage, partitions, furniture... <b>Order the technical services from the exhibition center:</b> power, water, car park, wifi, slings...	28/10/2022	Store > Facilities, Cleaning and Insurance > Furniture...  Store > Lighting > Water > Parking... <b>sima@comexpodium-services.com</b>
November	<b>Technical services order of the park:</b> electricity, water, car park, wifi, slings		<b>sima@comexpodium-services.com</b>
01/11/2022	<b>20% increase - Items with (*)</b>		
FORMS			
May	<b>Safety notice – Mandatory for all stands</b>	28/10/2022	<b>Participation &gt; Forms:</b> - Safety notice - Declaration of machines in operation
	<b>Declaration of machines in operation</b>		
	<b>Delegation of order to a provider:</b> 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>		In my account > my decorators <b>sima@comexpodium-services.com</b>

### BUILD-UP / OPENING / DISMANTLING

		DATES	EXHIBITOR HOURS	POWER SUPPLY HOURS
BUILD-UP	Bare surface	Tuesday 1 November	7.00 am - 07.00 pm	
		Wednesday 2 November		
	Bare surface Stands Designed by Marcelo Joulia <sup>(1)</sup> Basic Stands <sup>(1)</sup>	Thursday 3 November	7.00 am - 07.00 pm	7.30 am - 10.00 pm
		Friday 4 November	7.00 am - 10.00 pm	
		Saturday 5 November	7.00 am - 10.00 pm	
OPENING		Sunday 6 November	7.00 am - 7.00 pm	7.30 am - 6.30 pm
		Monday 7 November	7.00 am - 7.00 pm	
		Tuesday 8 November	7.30 am - 7.00 pm	
		Wednesday 9 November	7.30 am - 6.00 pm	
		Thursday 10 November	7.30 am - 6.00 pm	
DISMANTLING	Bare surface Basic Stands <sup>(2)</sup> Stands Designed by Marcelo Joulia <sup>(2)</sup>	Thursday 10 November	6.00 pm - midnight	6.00 pm 10.00 pm
		Friday 11 November	7.00 am - midnight	
	Bare surface	Friday 11 November	7.00 am - midnight	
		Saturday 12 November	7.00 am - 12.00 am	

<sup>(1)</sup> Equipped stand delivery will be done on Thursday 3 November 2022 from 8.00 am

<sup>(2)</sup> Stands dismantling will occur on Thursday 10 November. Storage and furniture must be emptied from 6.30 pm to 8.00 pm.

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



**FIND ALL THIS INFORMATION**  
in your "Customer Area":

► **ACCESS YOUR EXHIBITOR SPACE**

**NEED HELP :**  
**sima@comexpodium-services.com**

COMEXPOSIUM



EXPOSIMA  
70, avenue du Général de Gaulle - 92058 Paris La Défense cedex  
Tél. : +33 (0)1 76 77 11 11 - Fax : +33 (0)1 53 30 95 09  
E-mail : [sima@comexpodium.com](mailto:sima@comexpodium.com)

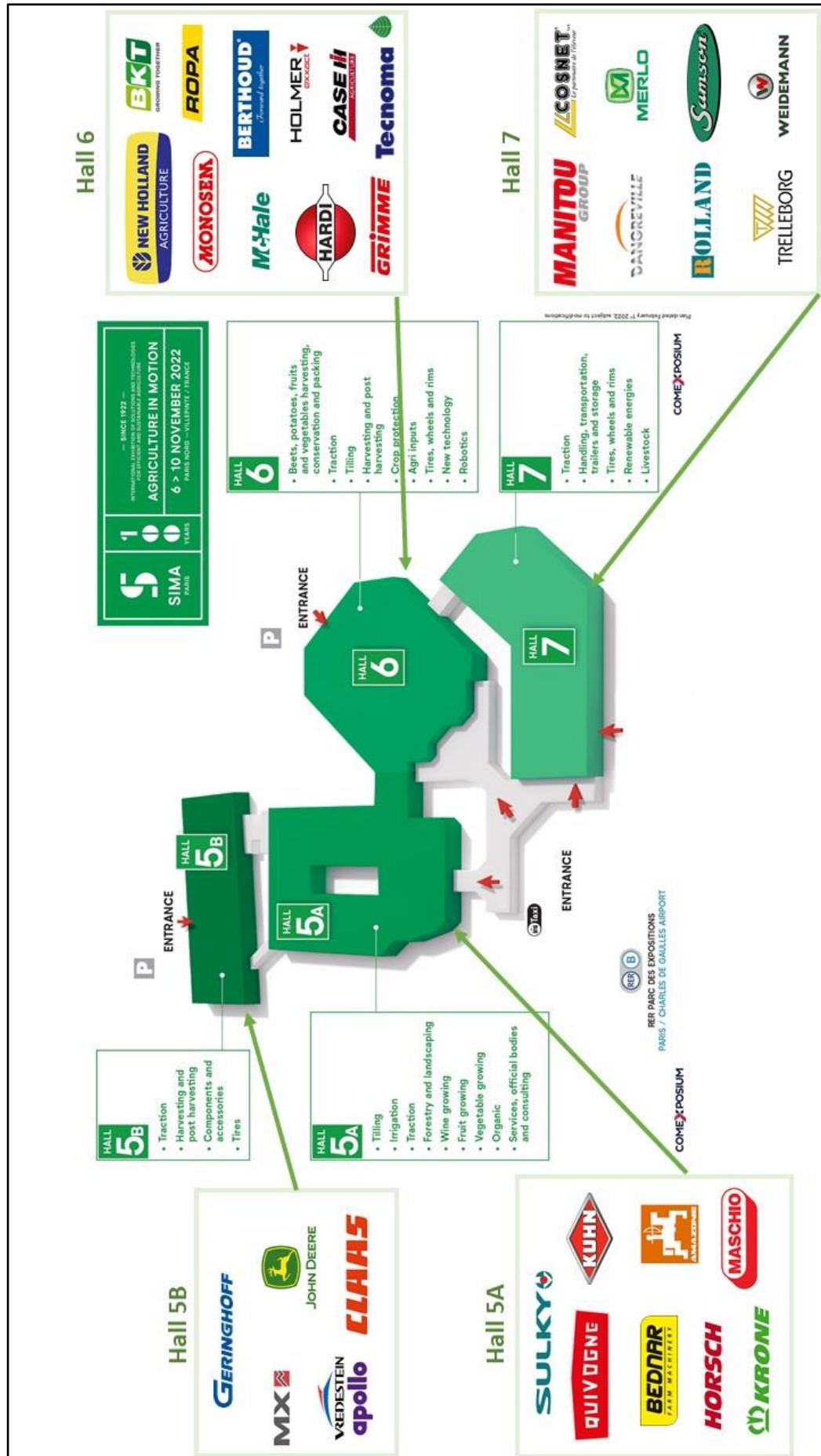
FOLLOW US!

#SIMA



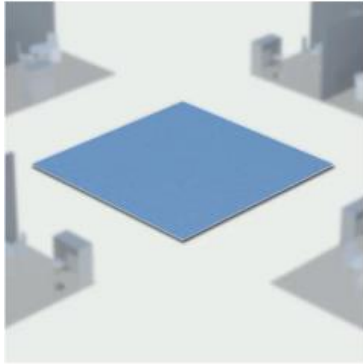
**DOWNLOAD YOUR TO DO LIST**







# YOUR STAND EQUIPMENT



## BARE SURFACE



## BASIC STAND



## THE DESING BY MARCELO JOULIA

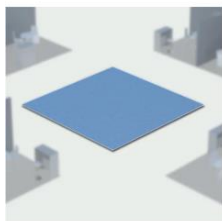


GO IN YOUR CUSTOMER AREA  
Click [HERE](#)

## ■ BARE SURFACE

**Stand occupancy start date: Tuesday 1<sup>st</sup> November 2022 from 7.00 am**

**Important: (For the stands  $\leq$  à 36.00 sq.m, Basic or the Design by Marcelo Joulia equipment 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 September 2<sup>nd</sup> 2022** 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” **before October 28<sup>th</sup> 2022**
- 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 May 2022.**

## ■ BASIC STAND

**Stand occupancy start date: Thursday 5<sup>th</sup> November 2022 from 7.00pm**



Fitting includes:

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

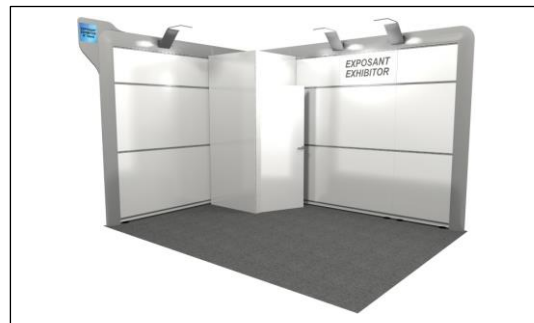
**ATTENTION: spotlight and power supply are not included**

### STAND LAYOUT PREP STEPS FOR YOUR STAND

- 1) You have to complete the form «Basic stands» under **«Participation / Stand»**
- 2) Fill in the safety notice – **compulsory** – in your customer zone under “Stand / Forms” **before 28<sup>th</sup> October 2022**
- 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 May 2022.**

## ■ TURNKEY STAND - THE DESIGN BY MARCEL JOULIA

Stand occupancy start date: Thursday 5<sup>th</sup> November 2022 from 7.00pm



### 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 "Participation / Forms" **before 28<sup>th</sup> October 2022.**
- 3) Ordering add-on technical facilities and services (parking, wifi, furniture, etc). Find all available services in your Customer Zone, under "My Store" **from May 2022.**

**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**

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)



# YOUR CUSTOMER AREA



Need help? ▼

FR | EN

The SIMA PARIS logo is a green square with a white border. Inside, there is a white stylized 'S' shape, and below it, the text 'SIMA' in white, with 'PARIS' in smaller white letters underneath.

## FROM 6 TO 10 NOVEMBER 2022

### SIMA 2022\* Customer Area

#### Customer area

A green button with a white lock icon and the text 'Log in'.

[Forgot password?](#)

#### Do you have a project ?

A dark grey button with a white icon of a stand and the text 'Get a quotation / Book a stand'.

A light grey button with a white phone icon and the text 'Be contacted by the event team'.

#### Already registered?

- Log in to your SIMA 2022 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.

#### Download :

- [Your To do list](#)
- [Exhibitor timetables Assembly / Opening / Dismantling](#)
- [Architecture & decoration rules](#)



**GO IN YOUR CUSTOMER ZONE**

**Click [HERE](#)**

## ■ YOUR CUSTOMER ZONE

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

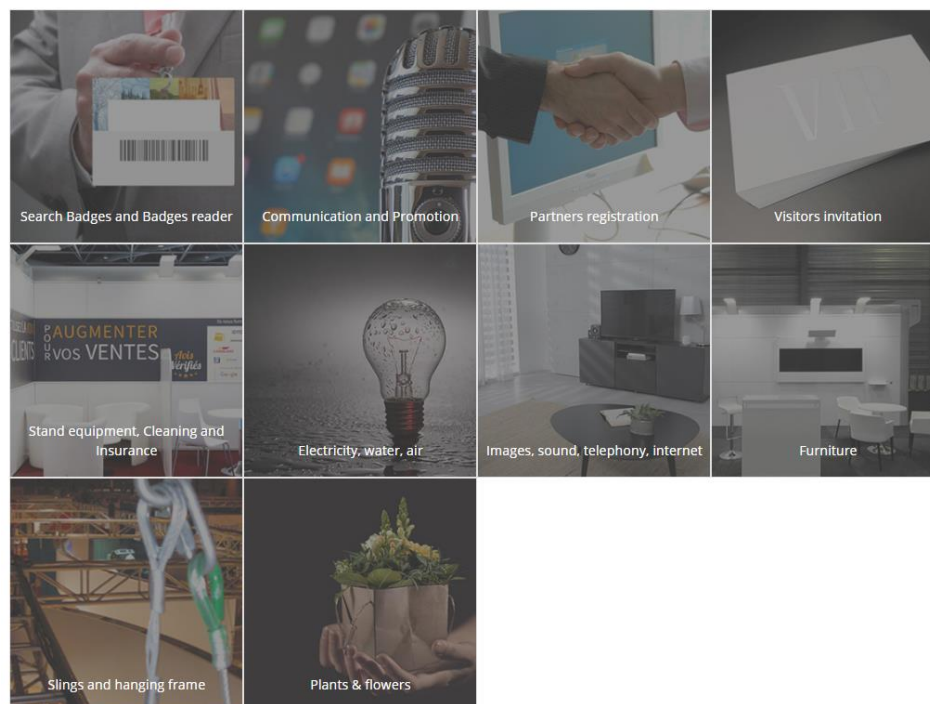
If you do not have your password, click on "Forgot your password?" and create it.

The screenshot shows the SIMA Paris Customer Zone website. At the top, there's a navigation bar with a 'Need help?' dropdown, a user profile icon, a shopping cart icon with '0' items, and language options 'EN' and 'FR'. Below this is a large green banner with the SIMA Paris logo and the text 'FROM 6 TO 10 NOVEMBER 2022'. A dark grey navigation menu contains links: Home, Financial zone, Participation, Partners, Store, Useful info, and My account. The main content area is divided into two columns. The left column has a 'Welcome to your Customer Zone!' message, 'Key Dates' section with links for promotional tools, partner registration, and award booking, and a 'May 2022' announcement. Below this are four circular icons representing the Financial zone, Store, Useful informations, and Partners. The right column features a red 'CAUTION: ATTEMPTS OF FRAUD' warning with a hand icon, and a vertical stack of green buttons for 'Your stands', 'Your To do list', 'Exhibitor timetables: Assembly / Opening / Dismantling', and 'Rules: Architecture & decoration'.

- **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 / Media kit / 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 from May 2022.



**Important:** deadline for ordering technical services (Electricity, carpet, storage, furniture, parking, wifi....) from 28<sup>th</sup> October 2022.

**From 1<sup>st</sup> November 2022**, technical services (carpet, electricity, parking...) must be ordered directly on-site in Exhibitors desks located hall 6.

**Store closing and the price of the items followed by a " \* ", will be subjected to an increase of 20% starting the 1<sup>st</sup> November 2022.**

## ■ 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**

**Click [HERE](#)**

## ■ 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 September 2<sup>nd</sup>, 2022** 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 October 28<sup>th</sup>, 2022.

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 can be personalised in your customer area from **September 2022**.

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 November 6<sup>th</sup> to November 10<sup>th</sup>, 2022.**

### 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@comexpodium-services.com](mailto:sima@comexpodium-services.com)**

# YOUR COMMUNICATION & PROMOTION



**GO IN YOUR CUSTOMER AREA**

**Click [HERE](#)**

## ■ YOUR COMMUNICATION PLAN

### I - INVITE YOUR CLIENTS AND PROSPECTS

- **Invitation cards in paper form**

A mandatory endowment invitation cards is included in your registration and will be sent automatically, **from July 2022.**

**Reminder:** they will be provided automatically in French - English.

- Stand ≤ 40m²: mandatory quota of 10 invitation cards per m².
- Stand > 40m²: mandatory quota of 400 invitation cards (i.e. 8 batches of 50 cards)

You can order set in your store **(130 € Excl.VAT – 50 invitation cards per set).**

- **VIP badges**

**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.

You can order additional VIP badges in your store - **€52.50 plus VAT per badge.**

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

### II- COMMUNICATE YOUR PRESENCE AT THE EXHIBITION

- **Registration to the official catalogue**

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 EPRIM at [eprim@inetexpo.fr](mailto:eprim@inetexpo.fr) or +33 (0)1 30 38 30 77.

You can pick up a free copy of the official exhibition catalogue at the exhibitor reception desk in hall 6

- **Your advertising on the SIMA 2022 media: off and online, at the exhibition**

The guide to communication tools will be available in your exhibitor area and your shop at the beginning of March

- **Mediakit**

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" or download now the mediakit <https://sima2022.mediakit.cc/en>

- **Business meetings**

SIMA offers you the opportunity to take part in a free programme of qualified Business Meetings between visitors (French and international) and exhibitors. Thanks to this programme, you will be able to meet top buyers from more than 26 countries, invited to SIMA.

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



### III - PROMOTION OF YOUR INNOVATIONS / AND NOVELTIES

#### - Registration for the SIMA innovations Awards 2022 – 330 € Excl.VAT

The SIMA INNOVATION AWARDS reward the most innovative equipment, products, techniques and services presented by the show's exhibitors -

- Opening of the platform for the submission of applications: **15<sup>th</sup> February 2022**
- Closing date for applications: **10<sup>th</sup> June 2022**
- Closing date for entries: **6<sup>th</sup> June 2022**.

#### - Declare your new products

**Free operation** - Promote your new products and innovations to visitors and the trade press.

**Contact:** [margaux.lemarchand@comexposium.com](mailto:margaux.lemarchand@comexposium.com) - +33 (0)1 76 77 11 93

### IV - PRESS RELATIONS

#### • 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:** **Juliette Marzynski** : [juliette.marzynski@comexposium.com](mailto:juliette.marzynski@comexposium.com) - +33 (0)1 77 76 15 82

#### • 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

### V- ON SITE

#### • Press Office - Mezzanine of Hall 5A

In permanent contact with journalists, we can transmit your information, new products, press briefings... in a targeted manner. Press locker will be available free of charge in the Press Club.

Your contacts - CLC Communications - +33 (0)1 42 93 04 04

**Jérôme Saczewski** - [j.saczewski@clccom.com](mailto:j.saczewski@clccom.com) - **Célia FOREST:** [c.forest@clccom.com](mailto:c.forest@clccom.com)

#### 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**

**Click [HERE](#)**



# 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**  
**Click [HERE](#)**



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>	135
2021 SIMA INNOVATION AWARDS REGISTRATION	330
Your logo on the exhibitor's list	470
Pack Web	650
Advertising banner on <a href="http://www.simaonline.com">www.simaonline.com</a> : Home Page	4 300
<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!	2 300
Broadcasting right - Sampling - 5 entrances for 5 days - Offer limited to 3 advertisers!	8 600
Sponsorship of floorplan screen - Banner at top of plan - 3 advertisers maximum in rotation	2 700
Sponsorship of floorplan screen - Block on side of plan during consultation - 3 advertisers maximum in rotation	2 700
Sponsorship of floorplan screen - Full-screen video	4 200
Sponsorship of floorplan screen - Covering of screen units - sticker on front face - Exclusive	11 000
<b>ZONE SPONSORSHIP</b>	
Associate your brand with high-footfall areas of the exhibition	
Sponsoring of visitors E-badges - Exclusive	9 300
Your equipment visible to visitors on their arrival on the forecourt! - Limited availability	6 950
SPONSORING parking tickets - Exclusive	8 500

List stopped on February 28<sup>th</sup>, 2022

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

## BADGE READERS



**GO IN YOUR CUSTOMER AREA**  
**Click [HERE](#)**

## ■ BADGE READERS

Get all the details on the visitors to your stand simply by scanning their badge.

You can enhance your data collection outfit by adding additional licences, badge readers, printers (only compatible with the badge readers which must be hired) and additional rolls of printout paper.

**Important:** for Exhibitors, Co-exhibitors or Collectives who ordered the Business "Pack Plus" and "Pack First", the number of licenses varies depending on your business pack.

- Business Pack One: **0 Licenses**
- Business Pack Plus: **2 licenses\***
- Business Pack First: **4 licenses\***

*\*Application to download and install directly on your smartphone / 1 license = 1 smartphone*

### LICENSES

*Application to download and install directly on your smartphone.*

**Important: 1 license = 1 smartphone**



ARTICLES	€ HT / EXCL. VAT
<i>Badge reader license</i>	<b>68,25</b>
<i>Pack of 5 licenses</i>	<b>315,00</b>
<i>Pack of 10 licenses</i>	<b>577,50</b>
<i>Pack of 20 licenses</i>	<b>1 050,00</b>
<i>Pack of 50 licenses</i>	<b>2 362,50</b>
<i>Pack of 100 licenses</i>	<b>4 200,00</b>



### PACK LICENSE + BADGE READER

*Mobile badge reader with touchscreen, provided with the Easy lead license.*

**Important: A 400€ deposit will be requested upon withdrawal material**

ARTICLES	EXCL. VAT
<i>1 Badge reader</i>	<b>120,75</b>
<i>Pack 1 license + 1 Badge reader</i>	<b>189,00</b>
<i>Pack 5 licenses + 5 Badge readers</i>	<b>840,00</b>
<i>Pack 10 licenses + 10 Badge readers</i>	<b>1 575,00</b>
<i>Pack 20 licenses + 20 Badge readers</i>	<b>2 940,00</b>
<i>Pack 50 licenses + 50 Badge readers</i>	<b>6 825,00</b>

## LICENSE + BADGE READER + PRINTER



Mobile badge reader with touchscreen, provided with the Easy lead license and a printer.

The printer is Bluetooth connected, only with the LENI badge reader.

**It won't work with your smartphone.**

**A 400€ deposit will be requested upon withdrawal of both materials.**

ARTICLES	EXCL. VAT
1 Printer	231,00
Pack 1 license + 1 badge reader + 1 printer	304,50
Pack 5 licenses + 5 Badge readers + 5 printers	1 365



## ROULEAU POUR IMPRIMANTE / PRINTER ROLL

Plan your additional ticket rolls now. 1 roll provides approx. 150 tickets.

ARTICLES	€ HT / EXCL. VAT
Additional ticket rolls for printer	9,50

# YOUR PARTNERS



GO IN YOUR CUSTOMER AREA  
**Click [HERE](#)**



## ■ 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 exhibitor** 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 € 1 110	PACK PLUS € 1 410	PACK FIRST € 1 610
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**  
**Click [HERE](#)**

## 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.

**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 September 02<sup>nd</sup>, 2022**.

**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
<u>Clearance limits from aisles</u>	
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
<u>Clearance limits from separating partitions<sup>(1)</sup></u>	
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 authorize, 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 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.

**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 (<https://event.simaonline.com/2021/en/>).

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.**

The following provisions must be complied with :

- the rigging points located at each point on the 3m x 3m grid must be used ;
- obligation to use suspended hooks in the case of suspension points with respect to the knots in order to avoid any oblique stress ;

the following must be used:

- o slings ;
- o cable clamps ;
- o or sheathed cabling \*.
- vertical loads from each established rigging point must be limited to a maximum of 80 kg ;
- obligation to submit, for validation, a file to VIPARIS's Slinging Department, any device with headframe or any other provision allowing to reach the result obligation limiting the loads to a vertical load of 80 kg per rigging point ;
- if several hoists are to be used simultaneously, a validated hoisting plan must be presented ;
- a fail-safe system must be in place for each suspended assembly (in case one suspension elements fails, the other elements will bear the load). The breaking of one fastening or suspension element must not cause the suspended elements to fall.

With reference to, and as a supplement to the best practices guide to dismountable equipment and assemblies issued by the Paris Prefecture of Police on 6 November 2019, special repetitive rigging points that support dismountable assemblies such as light trusses, gantries, ceilings and canopies with a total load of over 1,000 kg or requiring more than 13 slings, will be checked by an inspection office (BC) or an office that inspects tent-like structures (BV CTS).

Assemblies with a total load of less than 1,000 kg, or those requiring fewer than 13 slings and where the uppermost point of the suspended material is higher than 6.2m, shall be checked by a BC or BV CTS.

Assemblies with a total load of less than 1,000 kg, or those requiring fewer than 13 slings and where the uppermost point of the suspended material is between 6.2 m and 3.5 m, shall be checked by a competent technician (TC).

Assemblies with a total load of less than 1,000 kg, or those requiring fewer than 13 slings and where the uppermost point of the suspended material is lower than 3.5 m, shall necessitate a certificate of good assembly drawn up by the installer (this certificate is equivalent to an inspection document).

Special non-repetitive rigging points must be checked by a BC or BV CTS, regardless of the total load and suspension height.



"Special non-repetitive rigging points" means non-industrial, "in-house" rigging systems for maintaining the frames of stands that provide support for decorative elements, ceilings, walls, lighting, sound systems, screens, video displays, advertising and signage. These provisions are summarised in the following table:

Installations	Total load and height (h)	Inspection body		
		BC / BV CTS*	TC**	INST ***
repetitive rigging points	< 1000 kg and h < 3.50 m			X
	< 1000 kg and h < 6.20 m		X	
	< 1000 kg and h > 6.20 m	X		
	> 1000 kg	X		
non-repetitive rigging points	Regardless of the total load or height	X		

\* Inspection office (BC) or office that inspects tent-like structures (BV CTS): person or body that is accredited either by the ministry with responsibility for construction (Section A1 or B1), or by the Ministry for the Interior.

\*\* Competent technician (TC): a competent technician is a person with professional experience or certified training in the area of assembly and inspection of dismountable assemblies.

\*\*\* Installer (INST): a person who sets up a stand for the exhibitor or the exhibitor him- or herself.

However, the competent technician must carry out the inspection under the following conditions:

- The points listed below must be checked by the competent technician in charge of installing the slings:

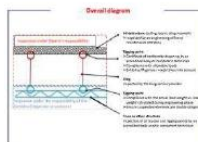
- The installation must be in accordance with the plan provided;
- The rigging thimbles must be checked for any irregularities
- Visual inspection of the cable (pinching, twisting, etc.);
- Verification that quick links are properly closed;
- Quick links must be positioned in the right direction;
- Compliance with authorised sling points;
- Compliance with the maximum sling usage angles

At the end of these checks, the certificates drawn up by the body or bodies accredited by the Ministry for the Interior or the competent technicians (red section on diagram §4) will be issued to RUS VIPARIS prior to the opening to the public of the event in question;

- The points listed below must be checked by the competent technician from the installer of the suspended structures:

- Conformity of the installation with specifications in the manufacturer's technical notice and, in particular, compliance with the load charts and any calculation notes, light bridges installed in the proper direction, inspection of installation of rigging clips, etc.;
- Use of hoisting equipment that have been duly checked (periodic inspection according to the standards in force) and that are of equal power and synchronised
- Compliance with the technical specifications established by the event organiser;
- Compliance with the specifications indicated on the plan provided and compliance with the site's technical specifications;
- Use and implementation of hoisting accessories (cables, slings, shackles, quick links...) in compliance with the standards in force;
- Compliance of the rigging points on the suspended structures with the standards in force in coherence with the loads to be supported;
- Installation of safety slings in a taut position, particularly for electric hoists;
- Double securing of technical elements installed on the lighting truss or the suspended structure, e.g. spotlights, screens, speakers, signage elements, etc.

At the end of these checks, dated and signed certificates (blue portion on diagram §4), comprising the aforementioned points and drawn up by the body or bodies accredited by the Ministry for the Interior or the competent technicians, shall be provided to the mandated Safety Officer (see Article T 6 of the Fire Safety Regulations) who, in accordance with the provisions of the Fire Safety Regulations, shall be responsible for ensuring compliance with the requirements of the specifications referred to in Articles T 4 and T 5. This handover shall be carried out prior to the opening to the public of the event in question.



### Double-deck stands

Exhibitors wishing to build a double-decker stand must apply for permission to build by **September 02nd, 2022** at the latest.

The application must be accompanied by a payment for **105,60€** (€ 88.00 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**

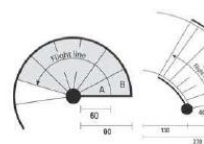
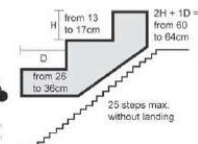
Straight staircases for public use must be constructed such that the steps comply with the customary regulations, each flight of stairs having no more than 25 steps. As far as possible, the direction of the flights should alternate. The height of the steps must be 13 cm minimum and 17 cm maximum.

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.

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





REGULATIONS

# ARCHITECTURE & DECORATION RULES

6/7

**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.

**Fire prevention**

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

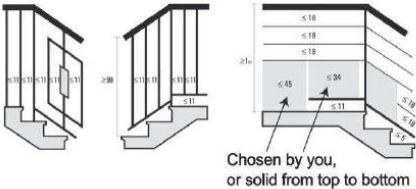
**Transparent upper levels**

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).

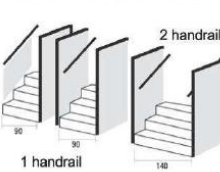
**Ceilings**

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
40	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**

56 rue Roger Salengro  
93110 Rosny-sous-Bois - France  
Contact : Alain FRANCONI  
Tel.: +33 (06) 70 61 95 11  
Email: [alfrancioni@afsconseils.fr](mailto:alfrancioni@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 <https://event.simaonline.com/2021/en//topic/MyForms>).

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.



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