

EXHIBITORS GUIDE

SILMO

Paris

THE OPTICAL FAIR



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

USER
GUIDE

USEFUL
INFORMATION

FITTINGS

REGULATIONS
& FORMALITIES

USER
GUIDE

TWO TOOLS TO HELP YOU GET READY FOR THE SHOW

- THIS IS AN INTERACTIVE EXHIBITOR GUIDE

With this document, you can:

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

- THE EXHIBITOR AREA (for bare stands)

In this store, **you can order all of the technical services you need Until Thursday 17th September 2026.**

Please note: from Tuesday 22nd September 2026, technical services must be ordered directly on-site at Exhibitors desk located hall 6.

USEFUL INFORMATION

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

USEFUL INFORMATION

ACCESS / TRAFFIC & PARKING

1/6

ACCESS TO THE PARIS-NORD VILLEPINTE EXHIBITION CENTRE

PARIS NORD VILLEPINTE

un site VIPARIS

Comment y accéder ?

How to get there ?

DEPUIS L'AÉROPORT PARIS - CHARLES DE GAULLE

- RER B : direction Saint-Rémy-lès-Chevreuse, Massy- Palaiseau ou Robinson jusqu'à la station Parc des Expositions

FROM PARIS - CHARLES DE GAULLE AIRPORT

- RER B: towards Saint-Rémy-lès-Chevreuse, Massy- Palaiseau or Robinson to Parc des Expositions station

Se déplacer en transports en commun
Getting around using public transportation

www.ratp.fr

Liens utiles - Useful Links

www.parisaeroport.fr
(Aéroports de Paris - Paris Airports)

www.sncf-connect.com
(pour un voyage en train - for train travel)

parisjetaime.com
(office du tourisme et des congrès de Paris Paris Tourist and Convention Bureau)

DEPUIS L'AÉROPORT PARIS-ORLY

- Ligne 14 : direction Saint-Denis Pleyel, faire un changement à Châtelet pour prendre le RER B direction Aéroport Paris-Charles de Gaulle jusqu'à la station Parc des Expositions
- OU
- OrlyVal : direction Antony, faire un changement à Antony pour prendre le RER B direction Aéroport Paris-Charles de Gaulle, jusqu'à la station Parc des Expositions

FROM PARIS-ORLY AIRPORT

- Line 14: towards Saint-Denis Pleyel, change at Châtelet to take the RER B towards Aéroport Paris-Charles de Gaulle to Parc des Expositions station
- OR
- OrlyVal: towards Antony, change at Antony to take the RER B towards Aéroport Paris-Charles de Gaulle to Parc des Expositions station

Document non contractuel / Non-binding document

020201-1

SILMO PARIS 2026 – 25th SEPTEMBER > 28th SEPTEMBER 2026 – PARIS NORD-VILLEPINTE

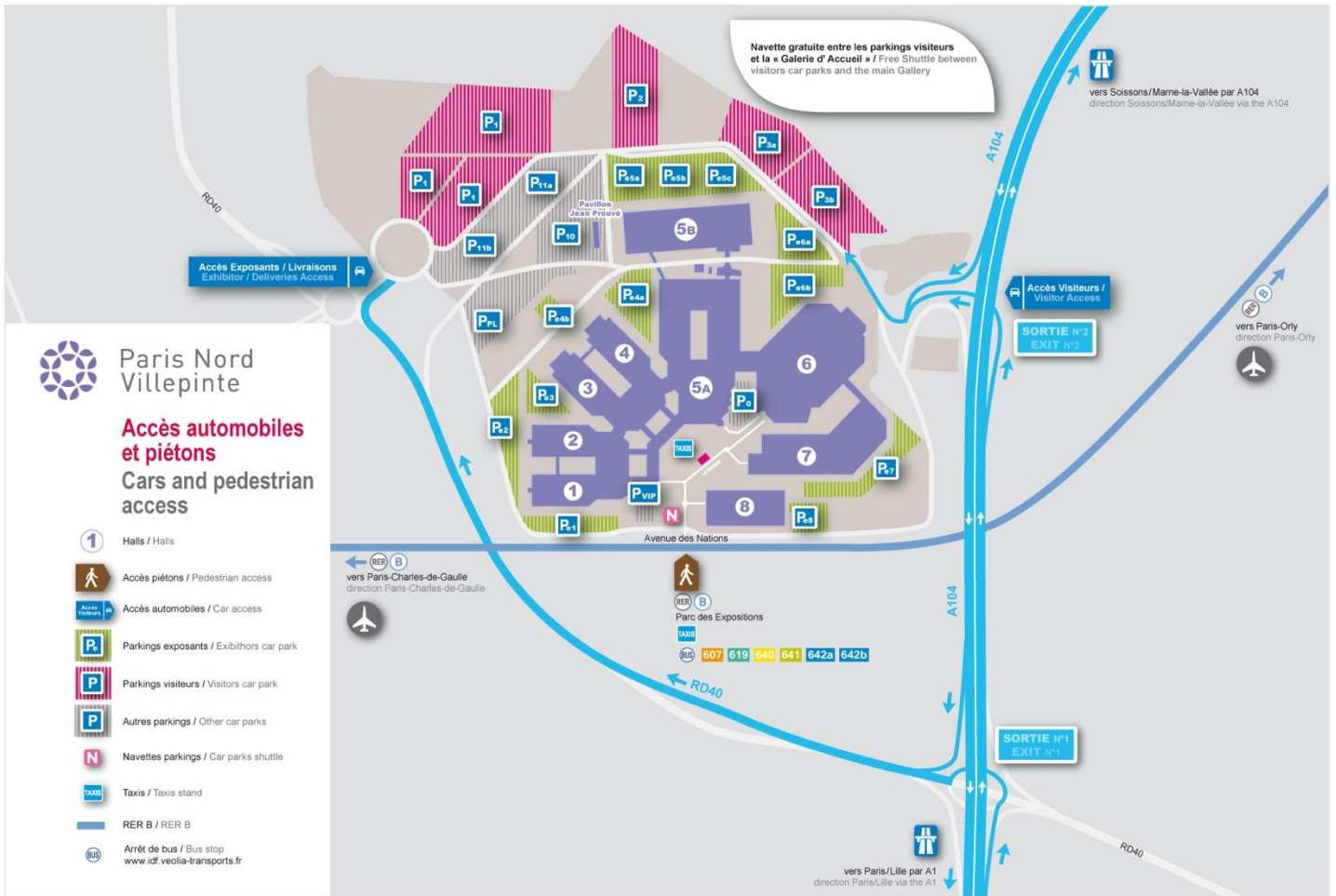
4

USEFUL INFORMATION

ACCESS / TRAFFIC & PARKING

2/6

CARS AND PEDESTRIAN ACCESS



USEFUL INFORMATION

ACCESS / TRAFFIC & PARKING

3/6

TWO INTERNATIONAL AIRPORTS TO GET TO SILMO

Roissy Charles de Gaulle airport

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

Orly airport

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

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



Your essential partner for events

Global Meetings & Events



Fly forward with us

10% discount on the Air France or KLM airfare for attendees of

SILMO Paris

The unique Internet Discount Code is only available if the ticket is booked in EUR (€) currency via the [airfrance.com](https://www.airfrance.com) or the [klm.com](https://www.klm.com) website. If you reside in a non EUR currency country, please change the website to a country with EUR currency.

3 steps to claim your unique discount:

1. Follow the regular booking process, when asked if "travelling for business" select YES and use your Corporate OIN, if you do not have a Corporate OIN please use **MICE** as "contract name", this will ensure the Air France-KLM corporate recognition associated with "Global Meetings and Events" program during your flights.
2. After completing your personal details click on "Proceed to payment details" at the bottom of the page and enter in the "Your discount code" field the discount code: **GME61015AF**
3. Click on 'Send discount code' and if conditions are met* the discount will be applied.

Good to know:

- * The discount will only be applied if the minimum airfare value of the ticket is higher than **€ 75**
- * By entering the corporate OIN or MICE in the contract name, you will get free standard seat selection, priority boarding and depending on the booking class a free passenger name change



* Please scan the QR code to read the complete overview of the general conditions which are applicable to the usage of this event Internet Discount Code (IDC)



Important dates

Reservation from 31/03/26 au 28/09/26
 Departure as from 18/09/26 au 28/09/26
 Returns as from 25/09/26 au 05/10/26

Proof of attendance-fare eligibility

At any point of their journey, passengers must be able to justify the usage of the discounted Air France-KLM Global Meetings & Events fares by showing a proof of attendance to the registered event, for example an invitation letter or entrance ticket.

USEFUL INFORMATION

ACCESS / TRAFFIC & PARKING

4/6

REGISTER YOUR VEHICLES ON LOGIPASDELIVERY

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 in the fair can create an account. This account allows registering on specific time slot depending on the planning defined by the Organizer.

Maximum time slot for deliveries

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

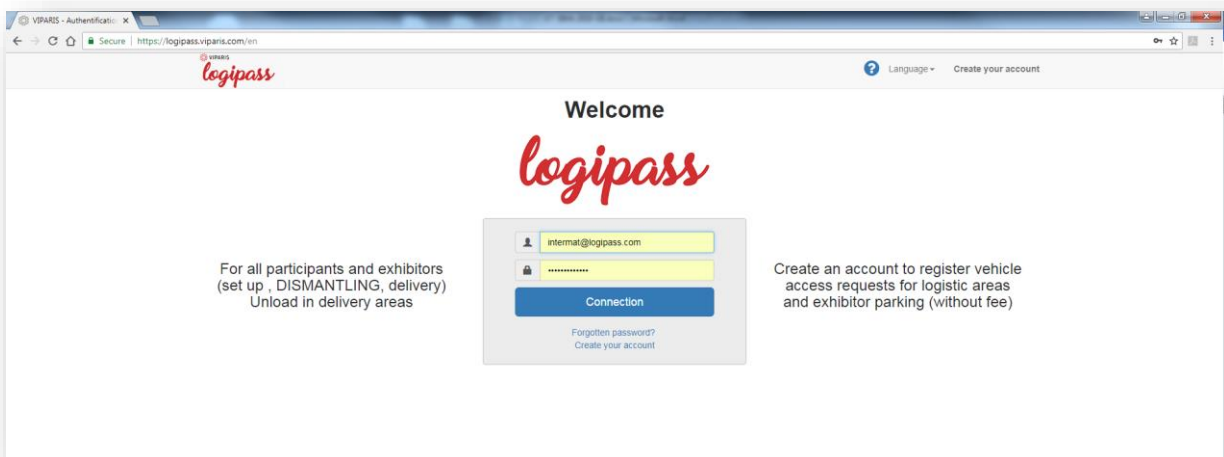
We kindly draw your attention to the following:

- Passes will be allocated to vehicles, not companies or persons. You should require as many passes as the number of vehicles needed for you, your suppliers and trailers
- This pass is free and shall not be mistaken for an entry access to the exhibitors' car parks during the opening hours of the show.

If you have any question about Logipass and registration, please contact the Hotline:

+ 33(0)1 40 68 11 30

Infos-exposants@viparis.com



USEFUL INFORMATION

ACCESS / TRAFFIC & PARKING

5/6

TRAFFIC IN THE EXHIBITION CENTER

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

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

- Obey the highway code
- Limit your speed to 20km/h (12mph)
- No stopping and no parking in traffic lanes,
- Light duty vehicles won't be allowed into the Halls,
- Lorries will be allowed access under specific conditions and subject to traffic control.
- Deliveries are authorized from 7:30 am to 8:30 am.

Any vehicle which do not respect these rules will be removed without notice, at the expense and risk of its owner or the party responsible.

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

DURING BUILD-UP

It is free to park on Exhibition Centre car parks Pe6 and Pe7, 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 **Thursday 24th September 2026**.

- **The exhibitor must declare its providers on its exhibitor space online** so that they can order their setup/dismantling pass. Otherwise, they will still have to possibility to do it on site.
- **No cars will be allowed inside the Halls.**
- **Lorrie's traffic** will be controlled.
- Empty packing materials must be **removed immediately and stored by the Exhibitors or their freight carriers.**
- **Storage space on stands must not be used to keep packing materials** or any other goods that could constitute a fire hazard.
- Setting up must be completed by the time the **Safety Commission** makes its inspection. The person in charge of your stand must be present at this time. Date and time will be announced later.
- **No motor vehicles will be allowed into the halls on Thursday 19th September** (unless special permission is granted by the organizer).
- To enter the exhibition Halls during installation and dismantling, **all personnel must wear personal safety equipment**, in particular safety shoes. Otherwise, access to the exhibition will be refused.
- For safety reasons, work in the Halls is forbidden outside the specified hours on **Working hours**.
 - Avoid ordering deliveries for the day before the exhibition.
 - As soon as you have emptied your vehicles, move them on.

USEFUL INFORMATION

ACCESS / TRAFFIC & PARKING

6/6

DURING OPENING TIMES

One-off deliveries by vehicle are authorized from 7.30 a.m. to 8.30 a.m. after checking at the park entrance and obtaining temporary access. The vehicle must have left the park before 8:30 am. No pedestrian badge is required in this case (e.g. delivery person).

For vehicle deliveries after 8:30 a.m., which can be anticipated, please provide the organizers with at least 48 hours' notice (jeanne.martin@comexposium.com): surname, first name, type of vehicle, plate number, approximate time of arrival.

For vehicle deliveries after 8:30 a.m. that have not been anticipated, the exhibitor must: purchase a parking space and an exhibitor badge on his exhibitor space for his service provider.

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

Please note: as of **Friday 25th September 2026 at 9:00 am**, all vehicles parked beside the Halls must have been moved to the authorised cars parks ; otherwise, the vehicle may be removed and impounded.

ON DISMANTLING EVENING

Only trolleys, platform trolleys and hand pallet truck may be used when the show is closed. Motor vehicles may enter the Halls two hours after public closing time, subject to the state of the worksite.

It is free during this period to park on Exhibition Centre car parks as long as the regulations regarding parking times and areas are respected.

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

RESERVING A PARKING SPACE

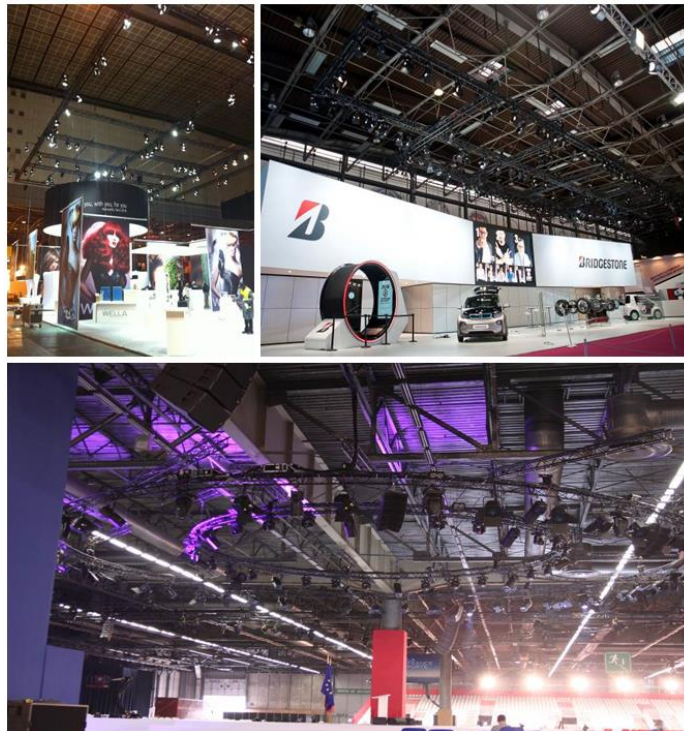
Parking subscriptions can be ordered. They can be booked on your Exhibitor space online. During set-up and opening times, you can buy car park passes at the Exhibitors Desks, hall 6.

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

USEFUL INFORMATION

HANGING & OVERHEAD POWER SUPPLY, TRUSSES & LIGHTS

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



Contact **VERSANT EVENEMENT** :

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

Email: contact@versantevenement.com

USEFUL INFORMATION

EVENTS / STANDS ACTIVITIES

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

Exhibitors are free to organise events on their stand, as long as they respect the following provisions and as long as the exhibitor timetables are respected.

PROHIBITED SERVICES

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

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

USEFUL INFORMATION

ARCHITECTURE & DECORATION

FIND OUT MORE ON YOUR EXHIBITOR SPACE ONLINE, "PRACTICAL INFO"

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

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

The SILMO is governed by specific regulations in accordance with its own special characteristics. All proposals for bare stands, reused stands or fitted stands fitted out by the SILMO to which new decorative items are to be added, must be submitted **for approval by 25th August 2026 at the latest.**

DECOPLUS

Elisabeth TOUGARD

Phone: +33(0) 6 16 28 77 93

E-mail: elisabeth.decoplus@gmail.com

EACH FLOOR PLAN MUST INCLUDE

- 3D views of the project
- A bird's eye view of the stand, including information pertaining to scales, sides and positioning of set-back space (adjacent areas and aisles),
- A cross-section floor plan including information pertaining to scales, sides and heights of the planned volumes.

VERY IMPORTANT

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

USEFUL INFORMATION

COMPLEMENTARY INSURANCE

FIND OUT MORE ON YOUR EXHIBITOR SPACE ONLINE

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

COMPLEMENTARY INSURANCE AGAINST DAMAGE TO PROPERTY

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

This cover takes effect from the day before the show opens to the public (at 7:00 pm on 24/09/2026) to the evening on which the show closes to the public (6:30 pm on 28/09/2026). The premium will be equal to 0.27% of the value of the insured goods.

THEFT INSURANCE

Theft insurance enables you to insure the full value of your stand (excluding food products, beverages, etc.) against the risk of theft, with an excess of 300 € per incident. For the extra declared value, the insurance premium including tax and costs will be calculated at a rate of 0.63%. (see conditions page 28 on subscription form)

PLASMA SCREEN & LCD INSURANCE

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

This cover takes effect from the day on which the show opens to the public (at 9:00 am on 25/09/2026) to the evening on which the show closes to the public (6:30 pm on 28/09/2026). The premium will be equal to 4% of the value of the equipment.

CLAIMS

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

VILLEPINTE POLICE STATION

1/3, rue Jean Fourgeaud – 93420 VILLEPINTE - FRANCE
Tél. : +33 (0)1 49 63 46 10

USEFUL INFORMATION

ACCESS BADGES

VERY IMPORTANT: COMPULSORY PASS-WEARING

- In order to have access to the exhibition Halls, **all individuals must have a SILMO** access badge, which must be customized on your Exhibitor space online and be worn during the assembly, opening and dismantling periods.
- **Identity checks** will take place around the Halls.
- **Security equipments** and the wearing of safety footwear is **compulsory** during set-up and dismantling periods. Failure to comply shall result in access to the Halls being denied.

EXHIBITOR BADGE

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

- Exhibitors can declare and personalize their badges on the Exhibitor space online.
- The number of badges provided is calculated automatically according to the surface of the stand : 4 badges for 12,00 sqm.
- Requests for additional badges please send an email to:
info.exposantsilmo@comexposium.com
- Badges must be personalized and printed from your Exhibitor space online.

ASSEMBLY/DISMANTLING BADGES

Register your service providers in your Exhibitor's space online so that they can generate their assembly and dismantling pass.

The assembly/dismantling pass grants access to the Exhibition Centre during the assembly and dismantling periods in accordance with the timetables that feature on the pass.

Passes are not valid during the opening period which runs from Friday 25th, to Monday September 28th, 2026. During this period, your supplier must have an exhibitor badge to access the exhibition.

USEFUL INFORMATION

USEFUL CONTACTS

1/2

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

Monday to Friday, 9.00 am – 6.00 pm

Accommodations	B-NETWORK	Tel: +33 (0)1 58 16 20 10 E-mail: clients.paris@bnetwork.com Website: https://silmo.bnetwork.com/
Architecture & decoration (layout control)	DECOPLUS	Contact: Elisabeth TOUGARD Tel.: +33 (0) 6 16 28 77 93 E-mail: elisabeth.decoplus@gmail.com
Audiovisual	NOVELTY	Contact : Emilie LECOQ Tel : +33 (0) 7 60 50 50 07 E-mail : exposants@novelty.fr
Catering on stand	HORETO	Tel: +33 (0)1 48 63 33 45 E-mail: vssvillepinte@horeto.com - Website: www.horeto.com
Catering on stand (External suppliers declaration)	VIPARIS	Myriam MOTTIN – Tel.: +33 (0)7 60 86 65 23 E-Mail : myriam.mottin@viparis.com
Cleaning	MILLENIUM	Mail : stand@millenium-sas.com tel : + 33 1 60 19 72 72
Complementary insurance	SIACI	18, rue de Courcelles 75008 Paris -France Tel: + 33(0)6 24 46 16 00 E-mail: aurelie.bonin@s2hgroup.com
Copyrights	SACEM	Délégation Régionale de St Gratien 16, avenue Gabriel Péri - BP 103 95210 ST Gratien – France Tel: + 33(0)1 76 76 74 80 Website: www.sacem.fr/
French customs	INFO DOUANES SERVICE	From France: 08 11 20 44 44 (0.06 €/mn) From abroad: + 33(0)1 72 40 78 50 Website: www.douane.gouv.fr/
Hanging & hoverhead power supply Trusses & lights	VERSANT EVENEMENTS	Tél. : +33(0)1 48 63 32 51 E-mail : contact@versantevenement.com Site web : www.versantevenement.com :
Hospital	HOPITAL INTERCOMMUNAL ROBERT BALLANGER	Bd Robert Ballanger 93602 Aulnay-sous-Bois - France Tel.: 15 or +33(0)1 48 96 44 44
HPS coordinator	D.O.T.	Tel: + 33(0)1 46 05 17 85 Fax: + 33(0)1 46 05 76 48 E-mail: sps@d-o-t.fr

GO TO YOUR EXHIBITORS SPACE ONLINE TO SEE THE COMPLETE LIST OF SERVICE PROVIDERS.

USEFUL INFORMATION

USEFUL CONTACTS

2/2

USEFUL CONTACTS (CONT.)

Fire Prevention	CABINET SÉCURITÉ & INCENDIE AFS CONSEILS	Alain FRANCONI Port: + 33(0)6 70 61 95 11 E-mail: afs@afsconseils.fr
Fireproofing	GROUPEMENT NON FEU	37-39 rue de Neuilly – BP 121 92582 Clichy - France Tel: + 33(0)1 47 56 30 80 Fax: + 33(0)1 47 37 06 20 Website: www.securofeu.com/ E-mail : securofeu@textile.fr
Floral decoration	LES JARDINS DE GALLY	Contact : Mrs. LAGNIEL Tel : +33 (0) 1 39 63 48 33 Email : gbeaudet@gally.com
Freight forwarder	CLAMAGERAN	Contact : Laurent PATARD : +33 (0) 1 48 63 32 53 l.patard@clamageran.fr Contact : Bouchaïb ELOUADI : +33 (0) 6 20 83 78 03 b.elouadi@clamageran.fr
Freight forwarder	CLASQUIN FAIRS & EVENTS	Contact : Abdi EL HOUARI Office : +33 (0) 1 48 63 33 81 Mail : parisevents@clasquin.com
Freight forwarder	SCHENKER FRANCE	Contact : Nathalie Gosselin Office : +33 (0) 6 81 32 46 70 Mail : nathalie.gosselin@dbschenker.com
Host(esses)	MAHOLA	Contact : Barbara GRANDSIRE Tel : +33 1 70 38 28 80 Email : bgrandsire@armonia.team
Parc des Expositions	DELIVERY ADDRESS	SILMO VIPARIS- Parc des Expositions Your company name, Hall / Stand number, on site contact name 93420 Villepinte - France
Police station	COMMISSARIAT DE POLICE	1/3, rue de Fourgeaud 93420 Villepinte - France Tel.: + 33(0)1 49 63 46 10
Rental : fridge, coffee machines, etc.	GDM	Contact : Ladja Kerrouche Tel : +33 (0) 1 43 08 60 87 Email : adv@graindemalice.net
Security (on booth)	GPS Gardiennage Protection Service	Contact : Emmanuel GUEDES Tel: +33 6 68 51 40 24 E-mail: eguedes@gps-securite.fr Website : www.gps-securite.com
Stand designer / stand builder	GALIS	Contact : Pauline TEYSSÉDRE Tel : +33 (0) 1 64 11 34 34 Email : pauline.teyssedre@galis.fr
VAT refund	TEVEA INTERNATIONAL	29-31 rue Saint Augustin 75002 Paris 6 - France Tel: +33(0)1 42 24 96 96 Fax.: + 33(0)1 42 24 89 23 E-mail: mail@tevea.fr Website: www.tevea-international.com

USEFUL INFORMATION

EXHIBITORS TIMETABLES

ASSEMBLY / OPENING / DISMANTLING

WORKING HOURS, SET UP / OPENING / DISMANTLING, POWER SUPPLY

		Dates	Exhibitors schedule	Power supply
Set Up	Bare stands	Tuesday 22rd September	7:00 am – 8:00 pm	-
		Wednesday 23rd September	7:30 am – 8:30 pm	7:30 am – 8:30 pm
	Bare Stands Comexposium COBRA Stand ⁽¹⁾	Thursday 24th September	7:30 am – midnight	7:30 am – midnight
Opening		Friday 25th September	7:30 am – 7:00 pm	7:30 am – 7:00 pm
		Saturday 26th September	8:00 am – 7:00 pm	8:30 am – 7:00 pm
		Sunday 27th September	8:00 am – 7:00 pm	8:30 am – 7:00 pm
		Monday 28th September	8:00 am – 6:30 pm	8:30 am – 6:30 pm
Dismantling	Bare Stands Comexposium COBRA Stand ⁽²⁾	Monday 28th September	6:30 pm – midnight	6:30 pm – 7:00 pm
	Bare stands	Tuesday 29th September	7:00 am – midnight	-
	Bare stands	Wednesday 30th September	7:00 am – 12:00 pm	-

⁽¹⁾ Comexposium COBRA stand delivery will be made on Thursday 24th September 2026 from 7:30 am.

⁽²⁾ Storage and furniture should be emptied of contents on Monday 28th September between 6:30 pm and midnight. The dismantling of the Cobra stand will start on Tuesday 29th September at 7.00 am.

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

USEFUL INFORMATION

EXHIBITORS TIMETABLES

ASSEMBLY / OPENING / DISMANTLING

WORKING HOURS, SET UP / OPENING / DISMANTLING, POWER SUPPLY

IMPORTANT:

- If you wish to install your stand before the dates indicated in the table above, please send your request to DECOPLUS before **August 25, 2026**:

DECOPLUS

Elisabeth TOUGARD

Tel: +33 (0)6 16 28 77 93

Email: elisabeth.decoplus@gmail.com

Important: Early build-up permits are reserved for stands with a minimum surface area of 96 sqm. They are charged according to the stand size, as follows:

- Build-up starting Sunday, September 20 (2 extra days): €11 / sqm
- Build-up starting Monday, September 21 (1 extra day): €6 / sqm

Any request received after the deadline of August 25, 2026 cannot be guaranteed and, if accepted, will incur a 20% surcharge.

Permits will only be granted once the stand design has been approved by DECOPLUS and all technical services have been ordered via the online shop.

- If you plan to exhibit a vehicle, a bungalow, or any other large structure requiring specific transport and delivery arrangements, please contact Jeanne Martin at: jeanne.martin@comexposium.com to organize the logistics and facilitate access.
- Deliveries during opening hours must be carried out between **7:30 am and 8:30 am**. Vehicles remaining outside these time slots may be removed.

USEFUL INFORMATION

EXHIBITION OPENING HOURS

EXHIBITORS RECEPTION DESKS

EXHIBITION OPENING HOURS

Dates	Visitors opening hours
Friday 25th September	9:00 am – 6:30 pm
Saturday 26th September	9:00 am – 6:30 pm
Sunday 27th September	9:00 am – 6:30 pm
Monday 28th September	9:00 am – 6:30 pm

THE EXHIBITORS RECEPTION DESK ON SITE

- Exhibitors Reception Desks will be located in the **hall 6**.

USEFUL INFORMATION

HEALTH AND SAFETY

MORE INFORMATION ON YOUR EXHIBITOR SPACE ONLINE

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

HEALTH AND SAFETY GUIDELINES

IHSP: Individual Health & Safety Protection Plan.

To have access to the exhibition Halls, all individuals must be fitted with an access pass for the SILMO (Exhibitor pass, Assembly/Dismantling pass) and must wear safety equipment, such as safety footwear.

Without safety equipment, the access to the Exhibition Halls will be denied.

IMPORTANT

The Health & Safety guidelines must be shared with all of your sub-contractors ; document available in you Exhibitor space online.

USEFUL INFORMATION

CLEANING

RESTORING THE STAND

1/2

HALLS & STANDS CLEANING

- Halls, stands and aisles will be cleaned every morning before opening or every evening after the show closing to visitors and Exhibitors.
- Cleaning is prohibited during the show opening hours, as well as placing waste and rubbish in the aisles in the mornings after 9:00 am.

Please note:

If you **have booked a bare stand**, daily cleaning of your stand is included (be careful : the final cleaning of the stand the day before opening is not included).

If you **have booked a fitted stand**, daily cleaning of your stand is included (with final cleaning the day before opening : cleaning of the partitions and glass cabinets, removal of the plastic film from the carpet and vacuuming of the floors).

SERVICES INCLUDED IN THE DAILY CLEANING* OF YOUR STAND

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

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

** During opening period only*

OPTIONAL SERVICES

For bare stands, **the final cleaning the day before opening** has to be ordered from **Millenium** directly. This service includes the removal of empty packaging and waste, the cleaning of partitions and glass cabinets within reach, and the floor vacuuming and provision of bin liners.

During build-up and dismantling periods, **Millenium** offers skip rental (1.00 m³) and dumpsters (30.00 m³) for waste disposal.

Order your optional cleaning services from **Millenium** :

stand@millenium-sas.com

tel : + 33 1 60 19 72 72

USEFUL INFORMATION

CLEANING RESTORING THE STAND

2/2

DURING ASSEMBLY AND DISMANTLING

- Cleaning service provider is available at the Exhibitor desks located hall 6, to provide you with an estimate for skip rental for your materials and waste/rubbish.
- All stands, materials, merchandise and waste of any kind (adhesives, carpeting, etc.) must be removed.
- The exhibitor undertakes to remove and process their waste in compliance with the regulations in force.
- Once the dismantling deadline has passed, the SILMO may take any measures to remove the materials and waste that remain on the stand, at the exhibitor's expense, risk and peril, as well as measures useful to destroying structures and décor of any kind which the exhibitor may have failed to dismantle.

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

WASTE REMOVAL AND RUBBISH

The exhibitor (or their contractor) is responsible for the management of all waste generated during the installation and dismantling of their stand and must take all necessary measures accordingly.

All waste (carpet, adhesive materials, etc.) must be removed. Failing this, the organizer will apply a fixed **penalty of €2,500 plus €1,000 per cubic meter of waste.**

Any damage identified during dismantling will be charged to the exhibitor, who also remains responsible for their contractors (stand builders, installers, suppliers, etc.).

USEFUL INFORMATION

CATERING FOR EXHIBITORS

SET AND PROVISIONAL CATERING

Restaurants are available to you and your clients in the exhibition Halls. Bars are also available. A list of the restaurants and bars open during the assembly and dismantling periods will be available on the show's website.

RECEPTIONS AND COCKTAIL RECEPTIONS

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

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

For further details, contact:

Exhibition Centre Concessionaire

HORETO TRAITEUR

Sales department

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

E-mail: vssvillepinte@horeto.com

Website: www.horeto.com

External caterer declaration

VIPARIS

Concession department

Myriam Mottin

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

E-mail: myriam.mottin@viparis.com

USEFUL INFORMATION

MEETING/CONFERENCE ROOMS

CONFERENCE AND MEETING ROOMS RENTAL

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

Would you like to book a meeting room for the SILMO Paris 2026 exhibition?

Please send your request at : info.exposantsilmo@comexposium.com

USEFUL INFORMATION

HALL MONITORING & STAND SECURITY

MORE INFO ON YOUR EXHIBITOR SPACE ONLINE

To order a security service, check the "**Practical info**" section, **list of suppliers** in your Exhibitor space online.

HALL MONITORING

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

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

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

STAND SURVEILLANCE

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

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

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

Please note: Stand storages are not secure premises.

THEFT PREVENTION

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

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

This person serves as your only guarantee against theft.

FITTINGS

- Bare surface
 - ➔ Prep steps for your bare surface
- Fitted stand: Comexposium COBRA
 - ➔ Prep steps for your COBRA fitted stand
- Comexposium STARTUP fitted stand

FITTINGS

BARE SURFACE

1/3

YOU HAVE RESERVED A BARE SURFACE

- Minimum surface area > 12.00 sqm.

Equipment and services included in your surface area :

- Demarcation of your surface area on the floor,
- A stand sign (if requested before 25/08/2026 by using the "stand sign" form available in the PARTICIPATION tab and then STAND in your personal space online.
- Daily stand cleaning including: bins emptied, floor vacuumed, counters and furniture wiped down within reach,

WARNING : the partition panels are not included in your surface. You must provide them or you can also order them on your exhibitor space online, in the "shop" section.

STAND LAYOUT PREP STEPS, BARE SURFACE

> **1st step: stand allocation**

- The SILMO will send you a floor plan with your location to validate.
- Once approved, this floor plan will allow you to plan your stand layout with the decorator/designer of your choice.

> **2nd step: checking your plan**

Your stand's decoration and design plan must be submitted for approval by the show's Architecture & Decoration department **before 25th of August 2026** to:

Bare stands and Pavilions

DECOPLUS

Elisabeth TOUGARD

Tel : +33(0) 6 16 28 77 93

E-mail: elisabeth.decoplus@gmail.com

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

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

Find all available services in your Exhibitor space online, under "STORE".

- > **4th step: your stand at the fair**

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

FITTINGS

BARE SURFACE

2/3

MANDATORY: HEALTH & SAFETY NOTICE

(HSP: Health and Safety Plan).

- **The Health and Safety Notice should be completed by Exhibitors, and can be found in your Exhibitor space online under “My Forms”.**
- The Notice must be sent to all suppliers and sub-contractors.
- You must be wearing a SILMO access badge (Exhibitor/Service Provider Badge) as well as proper safety equipment (safety shoes, helmet, etc.) in order to enter the hall. Otherwise, access to the halls will be denied.
- The HSP must be validated before entering the hall.

ADDITIONAL SERVICES

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

HANGINGS AND OVERHEAD POWER SUPPLIES, TRUSSES AND LIGHTS

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

Contact VERSANT EVENEMENT:

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

E-mail: contact@versantevenement.com

Website: www.versantevenement.com

FITTINGS

BARE SURFACE

3/3

ADDITIONAL SERVICES TO BE ORDERED BEFORE SETUP:

- Additional fittings (carpet, technical floor, storage room, partitions, lighting, etc.)
- Furniture,

Be sure to **order in advance** as stock is limited once on site.

CLEANING/WASTE REMOVAL

During setup and dismantling:

To order clean-up skips and order waste removal, see your Exhibitor space online, section “Useful info” then “list of suppliers”.

Millenium : stand@millenium-sas.com // tel : + 33 1 60 19 72 72

OTHERS ADDITIONAL SERVICES

Stand security, hostesses, caterer... in your Exhibitor space online, section “Useful info” then “list of suppliers”.

IMPORTANT

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

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

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

Recommendation

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

FITTINGS

COMEXPOSIUM COBRA FITTED STAND

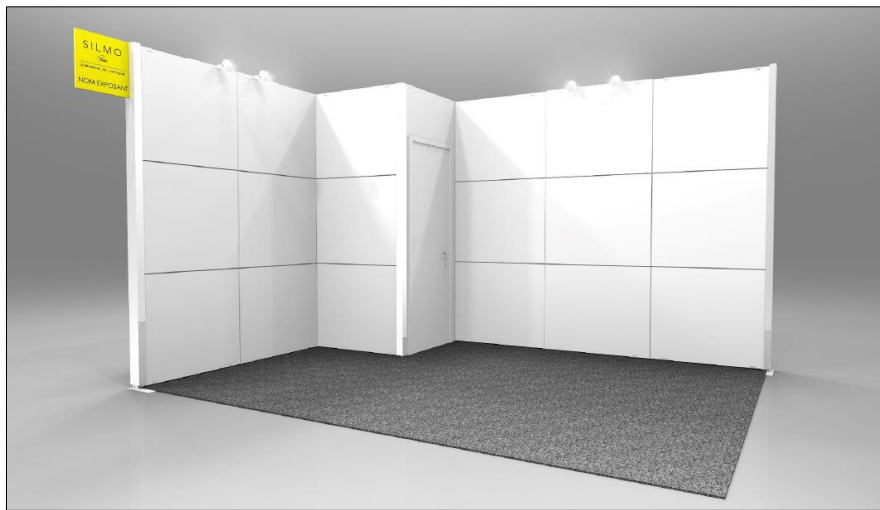
1/2

YOU HAVE BOOKED COMEXPOSIUM COBRA FITTED STAND

- *Surface area: from 12,00 sqm. to 36,00 sqm. maximum*
- *Stand occupancy start date: Thursday September 24th 2026 – 7.30 am*

Fittings includes:

- Floor covering: needle carpet (choice of colours, mouse grey by default)
- White melamine partitions
- 1 sqm storage area for stands from 12 to 24 sqm / 2 sqm for stands from 24 to 36 sqm,
- 1 Sign with name and stand number displayed on the partition head,
- Lighting: 1 rail with 3 spots for every 12 sqm
- Power supply: 3 kw fused power supply (daytime only) located in the storage room with 1 socket
- Daily cleaning (including a final cleaning the day before the opening).



Non-binding picture

Carpet : Colors available



**Royal Blue
0824**



Black 0910



Red 9662



**Mousy Grey
0915**



**Dark Grey
0965**



Petunia 9289

FITTINGS

COMEXPOSIUM COBRA FITTED STAND

2/2

Example with furniture (*furniture and accesorizes are not included*) :



Non-binding pictures

FITTINGS

PREP STEPS FOR YOUR COMEXPOSIUM COBRA STAND

1/2

STAND LAYOUT PREP STEPS FOR YOUR FITTED STAND

> **Step 1: ordering your stand**

SILMO will send you a location plan for approval.

> **2nd step: equipment approval included in your stand**

A SILMO 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.

stand COBRA contact:

CREATIFS

Email : silmo@creatifs.fr

> **3rd step: ordering add-on technical facilities and services**

26 Sept / 29 Sept 2025

PARIS NORD - VILLEPINTE



Exemple d'un stand de 12 m² / Example of a 12 sqm stand

Exemple d'un stand de 24 m² / Example of a 24 sqm stand

Your pre-equipped COBRA stand is fully modular with many stand customization options at your disposal. Feel free to contact **CREATIFS** for more information.



FITTINGS

PREP STEPS FOR YOUR COMEXPOSIUM COBRA STAND

2/2

You can also order additional services necessary to organize your participation on your exhibitor space in the "STORE".

Example of services to order before assembly: Cleaning, floral decoration, furniture, audiovisual equipment, office equipment...

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

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

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

For security, stand providers, hostesses, caterers, etc. consult the "list of suppliers": [Click here](#).

> **4th step: Health and Safety**

The Health and Safety Notice must be completed on your Exhibitor space online under "My Forms".

> **5th step: delivery of your stand on Thursday 24th September 2026.**

*** For all stands with fresh products, remember to order a permanent 24h electricity supply, not included as standard.**

FITTINGS

COMEXPOSIUM STARTUP FITTED STAND

Exhibitor Pack Standard and a **6 sqm-Stand** (3m x 2m) including:

Raw floor (no carpet)

Table 2 m x 0,80 m

Backlit stand sign

Electricity and a triple socket

Lighting and light bulb hanging in front of the stand (mainly decorative)

2 shelves

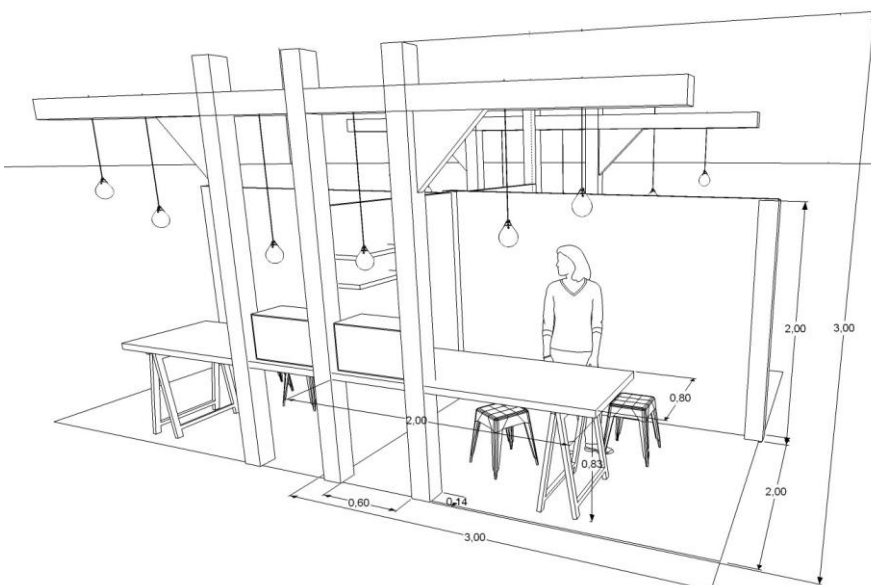
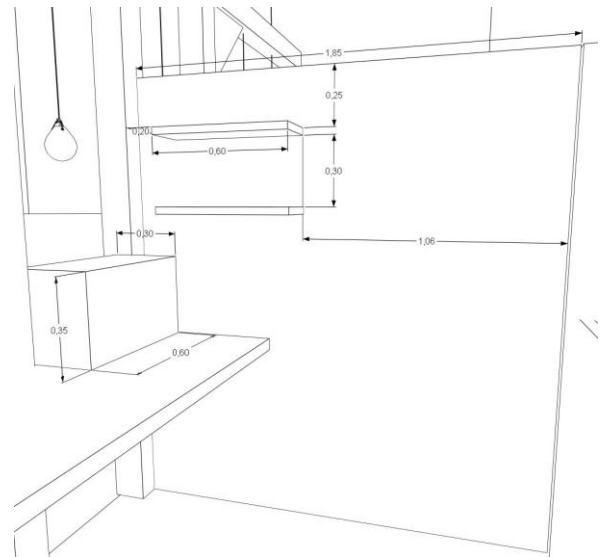
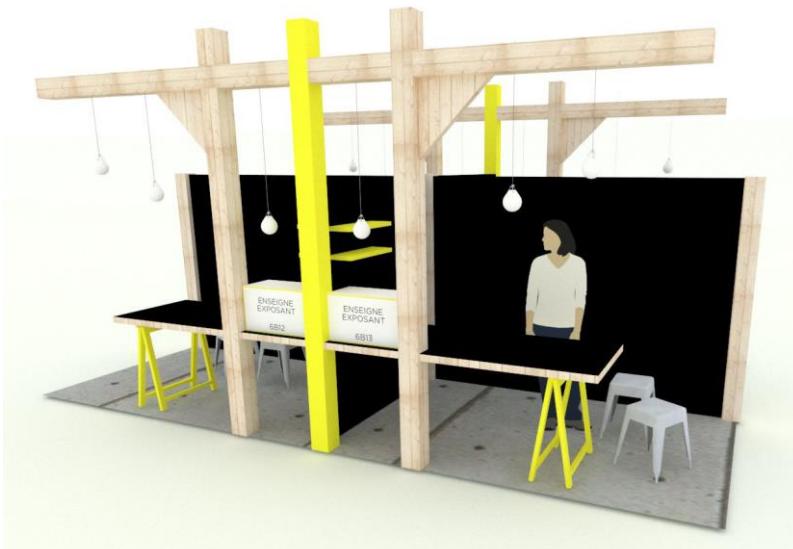
1 coat hook

2 stools

Daily cleaning

The side panel is 2m x 2m with the shelves and coat hook.

The back panel is 3m x 2m



REGULATIONS & FORMALITIES

REGULATIONS

- [Disabled access at the show](#)
- [Architecture & decoration rules](#)
- [Fire & panic risks prevention regulations](#)

READ OTHER REGULATIONS IN YOUR EXHIBITOR SPACE ONLINE

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

FORMALITIES

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

REGULATIONS

DISABLED ACCESS AT THE SHOW

PREAMBULE

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

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

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

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

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

ACCESS TO SINGLE-LEVEL STANDS

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

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

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

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

PATHWAYS

- Width of 1.4 m minimum.

ACCESS TO STANDS ON UPPER FLOORS

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

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

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

Width of 1.20 m between hand rails.

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

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

Areas reserved for wheelchair users will be provided.

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

WELCOME AND INFORMATION DESKS

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

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

REGULATIONS

ARCHITECTURE
& DECORATION RULES

1/4

IMPORTANT

The SILMO Architectural Regulations cover the stand fitting-out and construction rules which have been set out to guarantee the proper operation of the exhibition as well as optimum visit comfort.

No agreement made between exhibitors will be authorized, only the Organizer are entitled to grant dispensation upon submission of a written request

In order to avoid disputes, it is mandatory to submit the stand layout plan for approval by **August 25th, 2026**:

DECOPLUS

Elisabeth TOUGARD

Tel: +33(0) 6 16 28 77 93

E-mail: elisabeth.decoplus@gmail.com

The stand layout plan must necessarily include the following elements:

- 3D views of the project
- Plan view including scale and dimensions;
- 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 following architectural firm would be dismantled at the exhibitor's expense.

Your space must be restored to its original condition. An outgoing inventory of fixtures will be requested; it will be issued by the exhibition's technical support office on completion of the stand dismantling.

All waste materials (e.g. carpeting, adhesives) must be removed. Otherwise COMEXPOSIUM will charge you a package depending on the surface of your booth is:

- Booth less than about 99,00 sq.m = 1 000,00 €,
- Booth between 100,00 sq.m and 199,00 sq.m = 2 000,00 €,
- Booth from 200,00 sq.m = 3 000,00 €

Any damage reported on stand dismantling will be charged to the exhibitor who is liable for the damage.

The exhibitor is personally responsible for his suppliers, i.e. decorators, installers, contractors.

1- HALL FLOOR, PILLARS AND WALLS

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.

A fixed price of € 300 excl. VAT per hole will be charged to the exhibitor in case of non-compliance with these instructions. Furthermore, it is forbidden to paint or mark the walls, pillars and floor of the halls.

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

Overload: 5 tonnes / sqm.

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

ATTENTION: all pillars in Hall 6 have recently been fitted with **new fire extinguishers**, which must remain accessible at all times. The pillars can be covered, provided that the fire extinguishers remain accessible and that you install a specific signage.

Please contact the SILMO team for the **precise details of your pillar**, and to take them into account in the layout of your stand.

2- STAND INSTALLATION AND DISPLAY OF EXHIBITS

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

3- SOUND PRESENTATIONS

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 metre area surrounding the stand. The rules laid down for the use of sound equipment on stands are intended to minimize inconvenience to neighbouring 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 SAINT GRATIEN - FRANCE
Tel.: +33 (0)1 39 34 19 10
E-mail : 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.

4- ELECTRICAL INSTALLATIONS ON STANDS

For obvious safety reasons, it is strictly forbidden to use the private installations of the exhibition centre (e.g. hall ducts, water ducts) for laying electrical cables to the stands.

ARCHITECTURE & DECORATION RULES

2/4

5- STAND CONSTRUCTION

Maximum height for stand decoration: 4.00m

Structures, decoration items and signs (stand sign, advertising panels and balloons) must not be higher than 4.00 m above the building floor.

No setback is required from adjoining stands and from aisles.

ATTENTION: Office backsides, decoration items and panels facing neighbouring stands (from 2.40 m to 4.00 m high) must be smooth, plain, painted in neutral colours, and must not include any signs or advertisements. In case of non-compliance, a fixed penalty of €2,500 excl. VAT will be applied.

Electrical cables must not be visible.

Stand enclosing:

Entirely enclosed stands are prohibited.

An opening of at least one third of the stand perimeter must be provided.

The glass panels, the cloth walls allowing to pass the visibility will be understood as an opening

Stand on your project we will find through openings in compliance with fire safety regulations (see regulations for fire safety of exhibitor's guide).

6- DOUBLE-DECK STANDS

Double-deck constructions in halls are authorized subject to the express approval of the Organizer and on condition that the maximum construction height of 4m high is not exceeded.

7- SIGN

An offer combining signs and kakemonos is proposed to exhibitors with a stand surface area of 96,00 sq.m and above. These signs and kakemonos are manufactured and installed by the Organizer.

They will be placed at 7,00 m above the building floor (top of kakemono).

8- LIGHTING BRIDGES

Lighting bridges will be authorized at a height of 4.50 m above the building floor.

They shall include no signs and do not need to be set back from adjacent stands and aisles.

Gobos shall be confined to your stand surface area, light sweeping shall not be authorized outside your stand limits. Flashing lights and beacons are prohibited.

COMEXPOSIUM accompanies you with his VERSANT partner

Of the catcher in the highlight, VERSANT realize a global service for the direction of your space. His stock of scenic structure varied allows to answer all your demands.

Of the smallest surface in the most elaborate, VERSANT accompanies you in all the stages of your project: advice, studies techniques, choice of the structures, highlight ...

To contact VERSANT EVENEMENT:

E-mail: contact@versantevenement.com

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

Website: www.versantevenement.com

9- PILLAR COVERING

Maximum height 4.00 m from the 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.

ATTENTION: all pillars in Hall 6 have recently been fitted with **new fire extinguishers**, which must remain accessible at all times.

Please contact the SILMO team for the precise details of your pillar, and to take them into account in the layout of your stand.

10- RIGGING FROM THE FRAME OR EXISTING STRUCTURE

The following provisions must be complied with:

1. The rigging points located at each point on the 3m x 3m grid must be used;
2. Obligation to use suspended hooks in the case of suspension points with respect to the knots in order to avoid any oblique stress.
3. The following must be used :
 - Slings ;
 - Cable clamps ;
 - Or sheathed cabling *
4. Vertical loads from each established rigging point must be limited to a maximum of 80 kg.
5. 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 ;
6. If several hoists are to be used simultaneously a validated hoisting plan must be presented ;
7. A fail-safe system must be in place for each suspended assembly (in case one suspension element 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 dismantlable equipment and assemblies issued by the Paris Prefecture of Police on November 6th, 2021, special repetitive rigging points that support dismantlable assemblies such as light trusses, gantries, ceiling 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).

Assembles 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).

Assembles 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

REGULATIONS

ARCHITECTURE & DECORATION RULES

3/4

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 display, 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 of Interior.

** Competent technician (TC) : a competent technician is a person with professional experience or certified training in the area of assembly and inspection of dismantable 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 point 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 of 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;

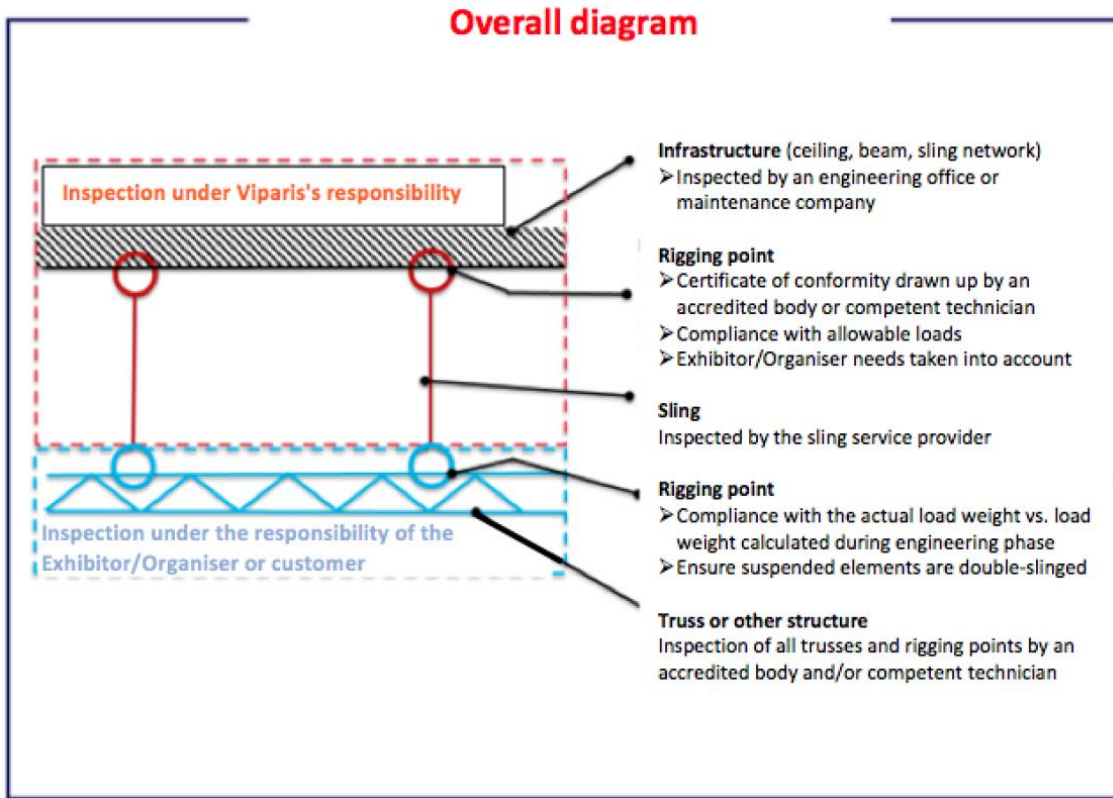
- The points listed below must be checked by the competent technician from the installer of the suspended structures;
 - Conformity of the installation with specifications in the manufacturer’s technical notice and in particular compliance with the load charts and any calculation notes, light bridges 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 standard in force) and that are of equal power and synchronised

- Compliance with the technical specifications established by the event organizer;
- 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 of Interior or the competent technicians shall be providing to the mandated Safety Officer (see Article T6 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 Article T4 and T5. This handover shall be carried out prior to the opening to the public of the event in question.

REGULATIONS

ARCHITECTURE
& DECORATION RULES



Here is an inspection Office available :

Company : **SOCOTEC**
 Contact : M. Patrick PEREIRA
 Address : 90-112 Avenue de la liberté – 8/12 sur Parc
 94700 Maisons-Alfort
 Tel : +33(0)1 45 18 21 90
 Mob : +33(0)6 08 12 08 21
 Mail : patrick.pereira@socotec.com
 Web : www.socotec.fr

11 - LEAFLETS AND MUSIC

Unless a commercial agreement has been specifically reached, 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).

12 - 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. 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

13 - ACCESSIBILITY FOR PERSONS WITH REDUCED MOBILITY

According to the applicable regulations, when the stand floorboard height 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.

REGULATIONS

FIRE & PANIC RISK PREVENTION REGULATIONS

1/9

1. OVERVIEW

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

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

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

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

All large projects (> 40 m²) must be submitted to the trade show's Safety Supervisor for approval. Drawings and technical information must be submitted to the organizer at least one month before the trade show opens.

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

AFS Conseils et Sécurité

M. Alain FRANCONI

56, rue Roger Salengro – 93110 Rosny-sous-Bois

Tél. : + 33 (0)6 70 61 95 11

E-mail: afs@afsconseils.fr

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

2. STANDS SETUP

2.1 – Stand framework and partitions – Large furniture

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

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

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

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

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

2.2 - Surfacing Materials

2.2.1 - Wall Surfacing

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

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

(1) Or made so by fireproofing

2.2.2 - Curtains - Wall Hangings - Sheer Curtains

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

2.2.3 - Paints and Varnishes

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

2.2.4 - Floor, Podium, Stage, and Tier Surfacing

Floor surfacing must be composed of M4 class materials and solidly attached. Surfacing, whether horizontal or not, of podiums, stages, and tiers higher than 0.3 m and total surface area greater than 20 s.qm must be constructed of M3 class materials. If their total surface area is less than or equal to 20 m² said surfacing may be constructed in M4 class materials.

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

2.3 - Decorative Elements

2.3.1 - Free-Hanging Elements

Decorative elements or free-hanging decor panels (advertising panels with a surface area greater than 0.5 m², garlands, light decorative items, etc.) must be composed of M0 or M1 class materials.

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

REGULATIONS

FIRE & PANIC RISK PREVENTION REGULATIONS

2/9

2.3.2 - Floral Decorations

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

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

2.3.3 - Furniture

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

2.4 - Canopies - Ceilings - Suspended Ceilings

Stands with ceilings, suspended ceilings, or full canopies must have a covered surface area less than 300 m². Should the covered surface area be greater than 50 m², the appropriate fire suppression systems manned continuously by at least one safety agent must be provided during times when the public is present.

2.4.1- Canopies

Canopies shall be authorized under the following conditions:

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

In addition, they must have an effective hanging system preventing them from falling and be supported by a system of crosswires with a maximum mesh size of 1 m². In all cases, ceiling and suspended ceiling suspension and attachment must use M0 class materials. When insulation is placed in the ceiling or suspended ceiling plenum, it must be composed of M1 class materials.

2.4.2 - Ceilings and Suspended Ceilings

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

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

2.5 – Handicapped Person Access

Installing a floor pan on the ground whose thickness is greater than 7 mm requires it to be fitted around its entire perimeter with a slope whose depth shall be equal to twice its height (i.e.: for a 2 cm thick floor pan, the slope shall have a 4 cm depth). This point shall constitute dispense for the creation of an ambulant disabled persons' entrance for floor pans up to 4 cm thick. Beyond this thickness, in addition, all floors where the public may go must include an integrated ambulant disabled

persons ramp, which may not impinge

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

2.6 – Fireproofing

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

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

To obtain a list of such merchants, contact:

GROUPEMENT NON FEU

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

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

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

VERY IMPORTANT:

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

2.7 – Exterior Stands and Marquees, Tents, and Structures

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

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

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

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

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

3 – ELECTRICITY

3.1 - Electrical Facilities

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

REGULATIONS

FIRE & PANIC RISK PREVENTION REGULATIONS

3/9

3.2 - Electrical Equipment**3.2.1 - Electric Wiring**

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

3.2.2 – Conductors

The use of conductors with a cross-section less than 1.5 mm² is prohibited.

3.2.3 - Electric Devices

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

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

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

3.2.4 - Multi-sockets

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

3.2.5 - Halogen bulbs (EN 60598 standard)

Lighting fixtures containing halogen bulbs must be:

- placed at a height of at least 2.25 m,
- kept away from flammable materials (at least 0.5 m from wood and other decorative materials),
- solidly attached,
- fitted with safety screens (glass or fine mesh) providing protection against the effects of exploding bulbs.

3.2.6 - High-Voltage Lighted Signs

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

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

4 - CLOSED STANDS - ROOMS SETUP IN THE HALLS

4.1 - Closed Stands

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

- Less than 20 m²: one 0.9 m exit
- from 20 to 50 m²: 2 exits, one 0.9 m, the other 0.6 m
- from 51 to 100 m²: either two 0.9 m exits or 2 exits, one 1.4 m, the other 0.6 m
- from 101 to 200 m²: either two exits, one 1.4 m, the other 0.9 m, or three 0.9 m exits

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

4.2 - Rooms Setup in the Halls

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

Platforms and tiers for standing must have a resistance of 600 kilos per m². Platforms and tiers with seats must have a resistance of 400 kilos per m².

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

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

REGULATIONS FIRE & PANIC RISK PREVENTION REGULATIONS

5 - RAISED LEVELS

5.1 - General Remarks

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

- for levels of less than 50 m² surface area: 250 kilos per m²,
- for levels of 50 m² and over: 350 kilos per m².

Under no circumstances may raised levels be covered.

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

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

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

Piercing resistance must not be greater than that permitted in the relevant site. Each stand may only have one raised level. Its surface area must be less than 300 m². Each stand must be fitted with fire suppression systems, i.e.: a water spray extinguisher, placed at the bottom of each stairway and a CO₂ extinguisher located near the electrical switchboard. Should the raised level be greater than 50 m², the appropriate supplemental fire suppression means must be manned by at least one safety agent at all times when the public is present.

5.2 – Entrances and Exits

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

- up to 19 m²: one 0.9 m stairway,
- from 20 to 50 m²: 2 stairways: one 0.9 m, the other 0.6 m,
- from 51 to 100 m²: either two 0.9 stairways, or two stairways one 1.4 m and the other 0.6 m,
- from 101 to 200 m²: 2 stairways, one 1.4 m, the other 0.9 m,
- from 201 to 300 m²: two 1.4 m stairways.

Only stairways separated by at least 5 metres shall be taken into account. Exits must be indicated with an "Exit" sign in clearly visible white letters on a green background.

5.3 – Straight Stairs

Straight stairs for public circulation must be constructed such that the steps comply with professional standards and flights have no more than 25 steps. In so far as possible, flights must be in opposite directions. Step height must be between at least 13 cm and 17 cm at most; width must be at least 28 cm and 36 cm at most. Step height and width must be related as follows: $0.6\text{ m} < 2H + G < 0.64\text{ m}$. Said heights and widths must be regular in the same flight, although this is not required for the first step. Landings must be of the same width as the stairs; for flights in the same direction, landing length must be greater than one metre. Stairways whose width is at least one passage unit wide must have a handrail (passage unit = 0.9 m) Those whose width is two passage units or greater must have a handrail on each side.

5.4 – Spiral Stairs

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

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

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

5.5 - Stairs with Straight and Spiral Sections

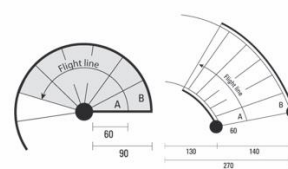
In so far as a stairway complies, in its various straight and spiral sections, with the professional standards defined in paragraphs 5.3 and 5.4 hereinabove, said stairway shall be deemed in compliance with regulations and may be used in establishments open to the public.

5.6 - Guardrails and Stairway Ramps

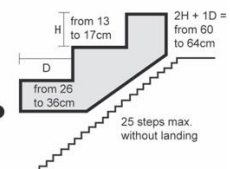
In accordance with standards NF P 01-012 and NF P 01-013, guardrails must resist thrust of 100 kilos per linear metre.

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

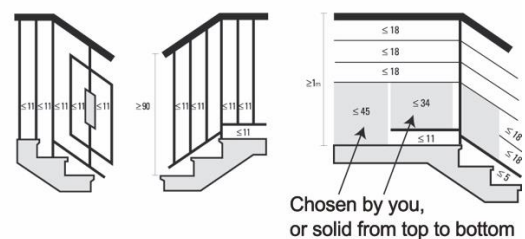
Curving stairs - CO56



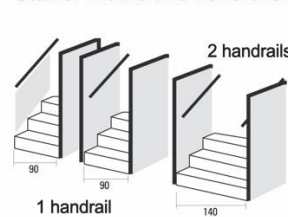
Steps - CO55



Guardrails: minimum heights and maximum opening NFP 01-012



Stairs: widths and handrails



Guardrail: Height/ thickness ratio (cm)

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

REGULATIONS

FIRE & PANIC RISK PREVENTION REGULATIONS

5/9

6 - INSPECTION OF REMOVABLE ASSEMBLIES

6.1 – Definition

Temporary structure (less than 1 year) linked to an event of a sporting, cultural, commercial or tourist nature, consisting of a framework designed to be repeatedly assembled and dismantled for temporary use.

A demountable assembly includes:

- ◆ Frames designed to support people (OP) ;
- ◆ Stage equipment frames (OS), which, in normal use, are not intended to support people.

6.2 – CATEGORIZATION OF DEMOUNTABLE ASSEMBLIES:

Frames intended to support people (OP)

Frames intended to support people are categorized according to the drop height:

- ◆ Category OP1:
 - Grandstands, stages, platforms, stairs and ramps with a drop height of less than 1.20 meters, including wedging ;
 - Walkways with a maximum span of 3 meters and a drop height of less than 1.20 meters, including wedging.
- ◆ Category OP 2:
 - Grandstands, towers, stairs and ramps with a drop height equal to or greater than 1.20 meters and less than 3.50 meters, wedging included ;
 - Stages and platforms with a drop height equal to or greater than 1.20 meters and less than 2 meters, including wedging;
 - Walkways with a maximum span of 3 meters and a drop height equal to or greater than 1.20 meters and less than 3.50 meters including wedging.
- ◆ Category OP3:
 - Grandstands, towers, staircases and ramps with a drop height equal to or greater than 3.50 meters including wedging;
 - Stages and platforms with a drop height equal to or greater than 2 meters, including wedging, walkways with a span greater than 3 meters or with a drop height equal to or greater than 3.50 meters including wedging.

Scenic equipment frames (OS).

Stage equipment frames are classified into categories according to the risk they represent for people in the event of overturning or collapse, determined according to the highest point at which the frame is installed. These include stage covers, gantries, totem poles, technical grills, beams, lifting towers, structures supporting sound, lighting and video equipment, and scenery. They are not intended to accommodate people, except during set-up, dismantling,

adjustment and maintenance. The heights defined in the stage equipment framework categories are measured from the supporting surface.

◆ OS1 category:
All stage equipment frames whose highest point is less than 3.50 meters, including wedging.

◆ OS2 category:
All stage equipment frames whose highest point is equal to or greater than 3.50 meters and less than 6.20 meters, including wedging.

◆ Category OS3:
All stage equipment frames whose highest point is equal to or greater than 6.20 meters, including wedging.

- ◆ Verification of assembly (qualified persons):
 - The installer draws up a certificate of proper assembly, which is equivalent to a verification document for dismantlable sets in categories OP1 and OS1.
 - The organizer will have the strength and stability of the assembly of dismantled assemblies in categories OP2, OP3 and OS3 verified by an organization accredited for assembly verification and operational inspection.
 - Category OP2 demountable assemblies likely to accommodate fewer than 300 people, or with a surface area of less than 500 m², as well as category OS2 demountable assemblies, are inspected by a competent technician. A report on this inspection is attached to the safety file.
 - The accredited body and the competent technician draw up a verification report.

◆ Verification, upkeep and maintenance of temporary electrical installations.

When their total supply power exceeds 36 kVA, electrical installations are checked before commissioning by an accredited body under the conditions set out in Article R. 4226-21 of the French Labor Code.

When their power supply is less than or equal to 36 kVA, installations are checked before commissioning by a competent technician who is a qualified person within the meaning of Article R. 4226-17 of the French Labor Code. The qualified person draws up his or her report in accordance with the conditions laid down in Article R. 4226-21 of the French Labor Code.

◆ Additional provisions to be applied during assembly and operation:

- The demountable assembly is assembled in accordance with the technical manual.
- The existing demountable stand justifies the following minimum operating loads:

- ◆ Frame and floor stands: Vertical load 5 kN/m²
- ◆ Guardrail: Horizontal load 1.7 kN/m

REGULATIONS

FIRE & PANIC RISK PREVENTION REGULATIONS

6/9

7 - LIQUEFIED GASES

7.1 - General Remarks

Bottles of gas, butane or propane, shall be allowed up to one 13 kilo bottle at most for every 10 m² of stand with a maximum of six per stand. The following measures must be taken:

There must be at least 5 metres of space between two bottles, unless they are separated by a rigid, non-combustible, 1 cm thick screen.

No bottle, empty or full, must remain within the exhibition hall if it is not connected to a working line.

Bottles must be connected to the device by a standard-compliant flexible hose.

Such hoses must:

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

7.2 - Device Supply

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

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

7.3 - Installing Cooking Equipment

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

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

Each facility must:

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

8 - OPERATING EQUIPMENT - INTERNAL COMBUSTION ENGINES

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

All equipment must be correctly stabilized to avoid risks of overturning. All protective measures must be fully completed when the Safety Board passes for inspection. A person in a position of authority must be present at the stand at this time. No machine may be started or presented operational without qualified personnel present at the stand. All presentations and demonstrations shall be conducted under the Exhibitor's sole responsibility.

The electrical power supply shall be suspended, at the relevant exhibitor's expense, to any stand where machines in operation present a danger to the public and for which no measures have been taken to eliminate them.

8.1 - Equipment Presented in Operation at a Permanent Station

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

8.2 - Equipment Presented in Movement

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

8.3 - Equipment with Hydraulic Cylinders

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

8.4 - Internal Combustion Engines

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

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

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

REGULATIONS

FIRE & PANIC RISK PREVENTION REGULATIONS

7/9

9 - FLAMMABLE LIQUIDS

9.1 - General Remarks

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

- 10 litres of category 2 flammable liquids for every 10 m² of stand, with a maximum of 80 litres,
- 5 litres of category 1 flammable liquids. The use of particularly flammable liquids (carbon disulphide, ethylene oxide, etc.) is prohibited. The following measures must be taken:
- place a receptacle under the tanks or containers capable of holding all the liquid,
- refill the device outside the presence of the public, place the appropriate extinguishers nearby.

9.2 - Exhibiting Automobiles inside the Halls

Exhibiting automobiles or other vehicles shall be permitted within the Halls if they have a direct relationship to the exhibition or with the brand communication. The gas tanks for motors presented stopped must be empty or fitted with locked caps. Accumulator battery terminals must be protected so as to be inaccessible.

Installing "stand" semi-trailers or similar is prohibited (on wheels). For any further information, please contact the fire and safety manager.

9.3 - Presenting Flammable Products

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

9.4 – Prohibited Materials, Products, Gases

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

9.4.1 – The following shall be prohibited in the exhibition Halls (pursuant to Article T45 of the safety regulations)

distributing samples or products containing flammable gas;

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

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

Contact the Safety Supervisor

AFS Conseils et Sécurité

M. Alain FRANCONI

76, rue Baudin – 93130 NOISY LE SEC

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

E-mail : afrancioni@afconseils.fr

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

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

9.5 – Smoke Production

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

10 - RADIOACTIVE SUBSTANCES - X-RAYS

10.1 - Radioactive Substances

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

- 37 kilobecquerels (1 microcurie) for those composed of Group I (4) radioelements,
- 370 kilobecquerels (10 microcuries) for those composed of Group II (4) radioelements,
- 3,700 kilobecquerels (100 microcuries) for those composed of Group III (4) radioelements.
- Waivers may be granted for the use of substances with higher activity subject to the following measures:
- radioactive substances must be effectively protected,
- their presence must be indicated using the ionisation radiation schematics defined in standard NF M 60-101, as well as their type and radioactivity,
- their removal by the public must be made materially impossible either by attachment to a device requiring the use of a tool to remove or by distance,
- they must be under constant surveillance by one or more Exhibitors designated by name. When such surveillance ends, even in the absence of the public, the radioactive substances must be stored in a fireproof container, bearing very clearly the conventional symbol for ionizing radiation,
- the equivalent dose rate, at all points in the stand, must remain under 7.5 micro-sieverts per hour (0.75 millirad equivalent in man per hour).

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

Contact the Safety Supervisor for information regarding the required administrative procedures regarding this request. Such request, on plain paper (to be attached to the declaration for the machine or device in operation included in the appendix), must specify the type and radioactivity of the substances and the group to which they belong, the name and title of the persons responsible for their

REGULATIONS

FIRE & PANIC RISK PREVENTION REGULATIONS

8/9

surveillance and be accompanied by the device's descriptive leaflet, a drawing of the device's installation on the stand and a document drawn up and signed by the installer certifying compliance with the present provisions. No device of this type may be started if the authorization request was not submitted on time.

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

10.2 - X-rays

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

In particular, the following measures must be taken:

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

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

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

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

AUTORITÉ DE SURETÉ NUCLÉAIRE (ASN)

6, place du Colonel Bourgoïn
75572 Paris Cedex 12

Tel: +33 (0) 1 43 19 70 75 - Fax: + 33 (0) 1 43 19 71

11 – LASERS

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

in no case shall the public be subjected to the direct or reflected laser beam, the device and its ancillary equipment must be solidly attached to stable elements,

- the device's surroundings and the area covered by the beam must not contain elements reflecting the relevant wavelengths,
- the housing containing the laser and its optical deviation system must be class I or II (in accordance with standard NF C 20-030),
- Exhibitors must ensure, during testing outside the presence of the public, the absence of reaction from materials used for fitting-out and decorating the stand, and the fire protection equipment to the heat energy produced by the light beams.

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

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

12 - EMERGENCY RESOURCES

Emergency resources must remain constantly visible.

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

13 - OPERATING INSTRUCTIONS

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

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

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

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

REGULATIONS

**FIRE & PANIC RISK
PREVENTION REGULATIONS**

9/9

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

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

FORMALITIES

EXHIBITORS SAFETY INSTRUCTIONS

1/2

IMPORTANT! PLEASE NOTE

Legislation on the Prevention of accidents at work requires coordination in terms of health and safety for any construction site involving at least two companies or self-employed workers.

The Exhibitor Health and Safety Notice, which has been provided to you, sets out all the measures designed to prevent risks arising from the interference of the activities of the various parties involved in this event.

This document was established at the request of the Exhibition Organiser by the Coordinator Mr Yves DEGUSSEAU in accordance with the requirements set out in the applicable legislation, in particular Law of 31.12.1993 N° 93-1418 and Decree 26.12.1994 N°94-1159, amended and supplemented by Decree n° 2003-68 of 24.01.2003.

Your are therefore requested to study it and apply the regulatory measures defined in this document.
This General Coordination Plan cannot replace the provisions of the Labour Code.
It in no way diminishes the responsibilities and duties of the companies operating on the site.

For SILMO 2026, this coordination mission is carried out by the company COMEXPOSIUM through a delegated coordinator, supported by a team of experts who make up the safety group of SILMO 2026 security unit.

This document is a General Health and Safety Protection Plan intended for the Exhibitor, its suppliers and subcontractors.

It is based on general principles of prevention, namely:

- **AVOID RISKS**, by eliminating the hazard or exposure to hazard,
- **ASSESS RISKS** that cannot be avoided,
- **COMBAT RISKS** at source,
- **ADAPT WORK TO PEOPLE**, taking into account inter-individual differences, with the aim of reducing the effects of work on health,
- **TAKE INTO ACCOUNT THE STATE OF TECHNICAL DEVELOPMENT**,
- **REPLACE WHAT IS DANGEROUS** with what is not dangerous or less dangerous,
- **PLAN PREVENTION** by integrating technology, work organisation and working conditions into coherent whole,
- **TAKE COLLECTIVE PROTECTIVE MEASURES**, giving them priority over individual protective measures,
- **GIVE APPROPRIATE INSTRUCTIONS TO WORKERS** (the contractor must train and inform employees so that they are aware of the risks and preventive measures).

EXHIBITOR DUTIES AND LEGAL OBLIGATIONS

1 - **VALIDATE THE HEALTH & SAFETY INSTRUCTIONS NOTICE** on the exhibition website.

2 - **FORWARD THE INFORMATION IN THIS NOTICE** to all service providers (appointed by you) working on your stand during the assembly and dismantling periods.

3 - **CONSULT THE HEALTH MEASURES IN FORCE** (on the exhibition website).

IF YOUR STAND IS:

- Installed by at least two independent companies (including sub-contractors).
- Includes a mezzanine floor.
- Includes partitions walls/decorations more than 3.00 meters high.

If your stand meets at least one of these characteristics:

You must appoint a HEALTH AND SAFETY Coordinator (Law of 31/12/93 N° 93-1418 and Decree of 26 December 1994 N° 94-1159) give us his contact details and his G.H.S.P.P. (General Health and Safety Protection Plan) at DÔT before: August 13th 2026.

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

D.Ô.T / SILMO 2026
Fax: +33 (0)1 46 05 76 48 – Email: sps@d-o-t.fr

FORMALITIES
EXHIBITORS SAFETY INSTRUCTIONS

2/2

EVENT SET-UP AND DISMANTLING DATES

On the last day of assembly, no motorised vehicles will be allowed in the halls (unless exceptional permission is granted by the organiser).
During dismantling, on September 28th 2026, motorised vehicles will only be allowed in the halls from 7.30 pm onwards.

EXHIBITORS	ASSEMBLY	DISMANTLING
BARE STANDS	September 22 nd 2026 – 7.00 am to 8.00 pm September 23 rd 2026 – 7.30 am to 8.30 pm September 24 th 2026 – 7.30 am to 12.00 am	September 28 th 2026 – 6.30 pm to 12.00 am September 29 th 2026 – 7.00 am to 12.00 am September 30 th 2026 – 7.00 am to 12.00 pm
EQUIPPED STANDS & READY TO EXHIBIT	September 24 th 2026 – 7.30 am to 12.00 am	September 28 th 2026 – 6.30 pm to 12.00 am

MANDATORY DURING ASSEMBLY AND DISMANTLING

- ASSEMBLY/DISMANTLING BADGE**
to access the exhibition halls
- SAFETY SHOES (reinforced toecaps + puncture-resistant soles)**
for anyone entering the exhibition site during these periods
- HELMETS MUST BE WORN**
by all aerial platform and for any task involving a risk of working at height
- CUTTING OR SANDING EQUIPMENT (fixed or portable electric) EQUIPPED WITH A VACUUM OR DUST COLLECTION SYSTEM**
to be accepted in the halls (Art. R 4412-70 of the Labour Code)

The entire Exhibitor Health and Safety Notice can be found in your Exhibitor space and at the end of this guide.

FORMALITIES

CUSTOMS

1/3

IMPORTANT: CUSTOMS INFORMATIONTel. from France: [08 11 20 44 44](tel:0811204444) (€ 0.06/min)Tel. from abroad: [+33 \(0\)1 72 40 78 50](tel:+330172407850)Website: www.douane.gouv.fr/

Economic Regimes Office

Customs and excise duties

Open: Monday to Friday

Time: 9:00 am – 5:00 pm

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

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

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

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

GENERAL COMMON LAWS**Arrival of goods:**

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

1) Transit document:

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

Documents to provide with the transit document:

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

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

FORMALITIES

CUSTOMS

2/3

Temporary admission:

Under no circumstances do the above documents confer temporary admission.

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

After the declaration has been recorded, goods may potentially be checked by customs officers. They cannot be sent on to the exhibitor's stand until all these formalities have been completed. For the duration of the event, goods must be presented at the stand whenever customs authorities request it.

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

Outgoing goods:

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

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

1/ Re-export

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

3/ Use on French metropolitan territory

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

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

FORMALITIES
CUSTOMS

3/3

ATA Carnet systems for exhibitions

(Excludes food products)

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

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

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

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

MANDATORY

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

1 - PRELIMINARY DECLARATION OF SECONDMENT

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

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

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

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

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

2 - PROVISIONAL WORK PERMIT

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

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

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

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

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

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

COMEXPOSIUM – Logistics and Security Department

Fanny BATAÇ

17, quai du Président Paul Doumer – CS 60160 - 92672 Courbevoie Cedex – France

fanny.batac@comexposium.com

SOCIAL SECURITY

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

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

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

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

URSAFF – 16, rue Contades - 67307 Schiltigheim – France

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

Email: cnfe.strasbourg@urssaf

FORMALITIES

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

RETURN BEFORE 25TH AUGUST 2026 TO:

COMEXPOSIUM – Operations Department
Fanny BATAc – SALON SILMO 2026
17, quai du Président Paul Doumer – CS 60160 - 92672 Courbevoie Cedex – France
fanny.batac@comexposium.com

EXHIBITOR

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

IMPORTANT: SWORN AFFIDAVIT

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

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

Mandatory Corporate Seal

Drawn up and signed in: on:

Authorized person’s last name, first name,
and signature, preceded by the wording
“read and approved”

FORMALITIE

REFOUND OF FRENCH VAT (TVA)

1/2

PLEASE FIND IN YOUR EXHIBITOR AREA

- To print the VAT refund form, see next page

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

TEVEA INTERNATIONAL

Claudia PRAMS

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

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

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

Siret: 331 270 280 00067

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

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

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

IMPORTANT:

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

FOREIGN SERVICE PROVIDERS WORKING FOR EXHIBITORS

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

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

FORMALITIES

REFOUND OF FRENCH VAT (TVA)

2/2

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

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

IMPORTANT

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

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

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

PLEASE RETURN TO:

TEVEA INTERNATIONAL

29-31 rue Saint Augustin– 75002 Paris - FRANCE

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

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

We are attending the following French trade show:

SILMO 2026 from 25th September to 28th September 2026 – Paris Nord-Villepinte.

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

- FRENCH ENGLISH GERMAN ITALIAN SPANISH

Company name:

Address:

Postcode: City: Country:

Tel: Fax: Email:

Contact name:

Date and signature:

SILMO

Paris

THE OPTICAL FAIR

COMEXPOSIUM

17, quai du Président Paul Doumer – CS 60160 - 92672 Courbevoie Cedex – France
SAS au capital de 60 000 000 € - 316 780 519 RCS Nanterre
Société mandataire d'intermédiaire d'assurance n°10058581 ORIAS (www.orias.fr)
La société Comexposium est soumise au Contrôle Prudentiel (ACP)

SILMO 2026

EXHIBITOR HEALTH & SAFETY INSTRUCTIONS

IMPORTANT! PLEASE NOTE

Legislation on the Prevention of accidents at work requires coordination in terms of health and safety for any construction site involving at least two companies or self-employed workers.

The Exhibitor Health and Safety Notice, which has been provided to you, sets out all the measures designed to prevent risks arising from the interference of the activities of the various parties involved in this event.

This document was established at the request of the Exhibition Organiser by the Coordinator Mr Yves DEGUSSEAU in accordance with the requirements set out in the applicable legislation, in particular Law of 31.12.1993 N° 93-1418 and Decree 26.12.1994 N°94-1159, amended and supplemented by Decree n° 2003-68 of 24.01.2003.

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

This General Coordination Plan cannot replace the provisions of the **Labour Code**.

It in no way diminishes the **responsibilities and duties of the companies operating on the site**.

For SILMO 2026, this coordination mission is carried out by the company COMEXPOSIUM through a delegated coordinator, supported by a team of experts who make up the safety group of SILMO 2026 security unit.

This document is a General Health and Safety Protection Plan intended for the Exhibitor, its suppliers and subcontractors.

It is based on general principles of prevention, namely:

- **AVOID RISKS**, by eliminating the hazard or exposure to hazard,
- **ASSESS RISKS** that cannot be avoided,
- **COMBAT RISKS** at source,
- **ADAPT WORK TO PEOPLE**, taking into account inter-individual differences, with the aim of reducing the effects of work on health,
- **TAKE INTO ACCOUNT THE STATE OF TECHNICAL DEVELOPMENT**,
- **REPLACE WHAT IS DANGEROUS** with what is not dangerous or less dangerous,
- **PLAN PREVENTION** by integrating technology, work organisation and working conditions into coherent whole,
- **TAKE COLLECTIVE PROTECTIVE MEASURES**, giving them priority over individual protective measures,
- **GIVE APPROPRIATE INSTRUCTIONS TO WORKERS** (the contractor must train and inform employees so that they are aware of the risks and preventive measures).

EXHIBITOR DUTIES AND LEGAL OBLIGATIONS

1 - VALIDATE THE HEALTH & SAFETY INSTRUCTIONS NOTICE on the exhibition website.

2 - FORWARD THE INFORMATION IN THIS NOTICE to all service providers (appointed by you) working on your stand during the assembly and dismantling periods.

3 - CONSULT THE HEALTH MEASURES IN FORCE (on the exhibition website).

IF YOUR STAND IS:

- Installed by at least two independent companies (including sub-contractors).
- Includes a mezzanine floor.
- Includes partitions walls/decorations more than 3.00 meters high.

If your stand meets at least one of these characteristics:

You must appoint a HEALTH AND SAFETY Coordinator (Law of 31/12/93 N° 93-1418 and Decree of 26 December 1994 N° 94-1159) give us his contact details and his G.H.S.P.P. (General Health and Safety Protection Plan) at DÖT before: August 13th 2026.

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

D.Ö.T / SILMO 2026

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

SILMO 2026

EVENT SET-UP AND DISMANTLING DATES

On the last day of assembly, no motorised vehicles will be allowed in the halls
(unless exceptional permission is granted by the organiser).
During dismantling, on September 28th 2026, motorised vehicles will only be allowed in the halls
from 7.30 pm onwards.

EXHIBITORS	ASSEMBLY	DISMANTLING
BARE STANDS	September 22 nd 2026 – 7.00 am to 8.00 pm September 23 rd 2026 – 7.30 am to 8.30 pm September 24 th 2026 – 7.30 am to 12.00 am	September 28 th 2026 – 6.30 pm to 12.00 am September 29 th 2026 – 7.00 am to 12.00 am September 30 th 2026 – 7.00 am to 12.00 pm
EQUIPPED STANDS & READY TO EXHIBIT	September 24 th 2026 – 7.30 am to 12.00 am	September 28 th 2026 – 6.30 pm to 12.00 am

MANDATORY DURING ASSEMBLY AND DISMANTLING

- ASSEMBLY/DISMANTLING BADGE**
to access the exhibition halls
- SAFETY SHOES (reinforced toecaps + puncture-resistant soles)**
for anyone entering the exhibition site during these periods
- HELMETS MUST BE WORN**
by all aerial platform and for any task involving a risk of working at height
- CUTTING OR SANDING EQUIPMENT (fixed or portable electric)
EQUIPPED WITH A VACUUM OR DUST COLLECTION SYSTEM**
to be accepted in the halls (Art. R 4412-70 of the Labour Code)

SILMO 2026

CONTENTS

- I. GENERAL INFORMATION ABOUT THE OPERATION
- II. ADMINISTRATIVE INFORMATION
- III. GENERAL EVENT ORGANISATION
- IV. HANDLING CONDITIONS
- V. CLEANING
- VI. FACILITIES AVAILABLE FOR SET-UP AND DISMANTLING
- VII. ACCESS CONTROL
- VIII. GENERAL SAFETY OBLIGATION FOR EACH PARTICIPANT
- IX. GENERAL CONSTRUCTION RULES
- X. FIRE SAFETY
- XI. EMERGENCY RESPONSE ORGANISATION
- XII. THE INDIVIDUAL HEALTH AND SAFETY PROTECTION PLAN

I. GENERAL INFORMATION ABOUT THE OPERATION

I.1. DEFINITION

The **Exhibitors' Health & Safety Instruction** is a document written and established by the Health & Safety Coordinator which defines all the measures to be taken to prevent risks arising from the interference of the activities of the various companies during the assembly and dismantling of **SILMO 2026**.

It must be communicated to all Exhibitors, who must forward it to their stand builders / suppliers (if they have any). It enables them to inform all companies involved of the special measures to be applied in terms of occupational safety.

I.2. COMPOSITION

The Health & Safety Instructions includes a **certificate**.

The Site Safety Regulations, the Fire Safety Instructions and the Technical Guide for the exhibition are available from the Organiser.

I.3. DEFINITION OF THE COMPANY

Any company providing services to the Exhibitor, and responsible for constructing the stand infrastructure is considered a company.

The Exhibitor is responsible for its own suppliers, service providers and subcontractors.

Companies, as well as their suppliers and subcontractors, are responsible for their own employees and for providing them with the means to work in the best possible conditions.

The company manager remains responsible for the safety of its employees and is required to implement the necessary measures to prevent and control risks.

The courts impose heavy penalties for breaches of employee health and safety. Company managers may be held civilly and/or criminally liable.

Companies declare that they have read the texts cited in this document, as well as the general terms and conditions for organising the exhibition filed with the Organiser, and must have:

- Taken note of the plans and documents useful for carrying out their work, the technical files for the event, and familiarised themselves with the sites, working hours, locations and areas where the works are to be carried out, and all general or local factors relating to the execution of the works.
- Accutely assessed all the conditions for carrying out the works and be fully and completely aware of their importance and specific features.
- Conducted a detailed site visit and familiarised myself with all the physical conditions and constraints relating to the locations of the work, access, surroundings, the execution of the work on site, and to organisation and operation of the ongoing construction site.

SILMO 2026

II. ADMINISTRATIVE INFORMATION

II.1. PARTICIPANTS

II.1.1. GENERAL ORGANISATION

COMEXPOSIUM is the general commissioner of the **SILMO 2026**.

ORGANISER / PROJECT MANAGER	EXHIBITION COMMISSIONER
COMEXPOSIUM 17 Quai du Président Paul Doumer 92400 COURBEVOIE Tel: +33 (0)1 76 77 11 11	Mr. Éric LENOIR Email: eric.lenoir@comexposium.com
TECHNICAL MANAGER	LOGISTICS MANAGER
Mr. Jérôme HUNAULT Tel: +33 (0)1 76 77 13 65 Email: jerome.hunault@comexposium.com	Mrs Fanny BATAÇ Tel: +33 (0)1 76 77 12 84 Email: fanny.batac@comexposium.com
CONTACT FOR EXHIBITOR REQUESTS	
Email: Info.Exposantsilmo@comexposium.com	
INSURANCE Civil liability / Property damage	TOWN HALL
SIACI ST HONORE – Season Mrs Aurélie BONIN 39 rue Mstislav Rostropovitch 75815 PARIS Cedex 17 Tel: +33 (0) 6 24 46 16 00 Email: Aurelie.bonin@s2hgroup.com	VILLEPINTE Town Hall Place de l'Hôtel de Ville 93240 Villepinte Tel: +33 (0)1 41 52 53 00

II.1.2. HSP COORDINATION / FIRE SAFETY

HEALTH AND SAFETY COORDINATOR	FIRE SAFETY REPRESENTATIVE
D.Ö.T 93 rue du Château 92100 BOULOGNE-BILLANCOURT Tel: +33 (0)1 46 05 17 85 - Fax: +33 (0)1 46 05 76 48 Email: sps@d-o-t.fr	AFS CONSEIL & SECURITE Mr. Alain FRANÇIONI Tel: +33 (0)6 70 61 95 11 Email: afrancioni@afsconseils.fr
<p>The dates of the safety officer's presence have not been defined. The date of the safety commission's visit has not been set.</p>	
FIREPROOFING	
Groupement NON FEU 37-39 rue de Neuilly BP 249 92113 CLICHY Tel: +33 (0)1 40 55 13 26	Groupement Technique Français de l'ignifugation 10 rue du Débarcadère 75017 PARIS Tel: +33 (0)1 40 55 13 13
EXPERT IN STRUCTURAL STRENGTH	
<p>Mr. Patrick PEREIRA Tel: +33 (0)6 08 12 08 21 Email: patrick.pereira@socotec.com</p>	

SILMO 2026

II.2. DEFINITION OF INTERVENTION AREAS

VENUE	HALLS
VIPARIS Paris Nord Villepinte BP 68004 95970 Roissy CDG Cedex Welcome: Tel: +33 (0)1 40 68 22 22 Exhibitors Welcome: Tel: +33 (0)1 40 68 16 16	6 / 7

II.3. INSTITUTIONAL BODIES

LABOUR INSPECTION	CRAMIF
DRIEETS Ile-de-France Unité départementale de Seine-Saint-Denis 1 avenue Youri Gagarine 93016 Bobigny Cedex Tel: 01 41 60 53 24 Email: idf-ut93.uc1@drieets.gouv.fr	Service des Risques Professionnels - Antenne 93 17/19 avenue de Flandre 75954 Paris Cedex 19 Tel: +33 (0)1 44 65 54 50
O.P.P.B.T.P.	GLOSSARY
25 avenue du Général Leclerc 92100 Boulogne-Billancourt Tel: +33 (0)1 46 09 27 00	CRAMIF: Caisse Régionale d'Assurance Maladie d'Île de France. O.P.P.B.T.P.: Organisme Professionnel de Prévention du Bâtiment et des Travaux Publics.

II.4. EMERGENCY SERVICES

ON SITE:

MEDICAL EMERGENCY	CENTRAL MONITORING STATION
MS2C Mrs Shirley BALLISTRERI Tel: +33 (0)6 12 29 17 82 Email: shirley.ballistreri@ms2c.fr	Tel: +33 (0)1 48 63 30 49
	FIRE SAFETY
	Tel: +33 (0)1 48 63 30 49

OFF SITE:

FIREFIGHTERS	POLICE STATION
1 Chemin des Vaches 93290 Tremblay-en-France Tel: 18 or 112 (mobile) or +33 (0)1 48 60 69 48	1/3 rue Jean Fourgeaud 93420 Villepinte Tel: 17 or +33 (0)1 49 63 46 10
SAMU (FIRST AID EMERGENCY)	NEAREST HOSPITAL
125 rue de Stalingrad 93000 Bobigny Tel: 15 or +33 (0)1 48 96 44 44	Hôpital Intercommunal Robert Ballanger Boulevard Robert Ballanger 93602 Aulnay-sous-Bois Tel: +33 (0)1 49 36 71 23 / 22

III. GENERAL EVENT ORGANISATION

III.1. GENERAL OVERVIEW OF THE EXHIBITION

See Exhibitor's Guide.

Annual trade show bringing together all stakeholders in the optical and eyewear industry

III.2. HALL USAGE SCHEDULE

DATES & OPENING HOURS TO THE PUBLIC
September 25 th to 28 th 2026 – 9.00 am to 6.30 pm

SILMO 2026

III.3. MISCELLANEOUS SERVICES

See Exhibitor's Technical Guide.

III.4. SITE USAGE

III.4.1. TRAFFIC WITHIN THE PARK

Temporary occupation of this area requires compliance with the standards and conditions (access times, parking, speed limits, etc.) defined by the regulations in force within and around the site. These regulations, as well as the site specifications, can be consulted at the Organiser's offices.

Parking management (and duration), traffic management (separate lanes for pedestrians and vehicles with markings on the ground) and access for delivery vehicles will be organised by the Organiser around the halls and within the Park.

In order to facilitate access, all vehicles (delivery vehicles or those belonging to contractors) entering the Exhibition Centre must be registered in advance and have reserved a slot on the Viparis website:

<http://logipass.viparis.com>

Personal vehicles belonging to assembly/dismantling contractors may park in the Viparis car parks free of charge. Contractors are encouraged to use public transport and to organise carpooling arrangements.

Trucks must be unloaded outside the halls in the designated areas. They may not drive or unload inside the pavilions unless the organiser grants special permission.

All vehicles, even those parked, must be identifiable.
Private vehicles must not park **near the halls.**

III.4.2. TRAFFIC MOVEMENTS INSIDE THE HALL

No delivery vehicles or private vehicles will be allowed in the halls during set-up and dismantling periods without access authorisation from the Organiser.

Means of transport for people (motorised or otherwise) such as scooter, bicycle, skateboards, rollerblades, electric vehicles, etc. **are prohibited in the halls.** Bicycles are permitted outside but prohibited inside the pavilions.

Carts with a rear tipper are permitted in the pavilions, but those carrying passengers only will not be allowed to enter the halls and must be driven at walking pace. They may be parked near the entrances as long as they do not obstruct the movement of vehicles and pedestrians.

Plans, showing the traffic lanes, the location and contact details of emergency services, the location of open toilet, vehicle access times and storage areas, **will be displayed at the entrances.**

Traffic (of people and lifting equipment), around the stands, **must be able to move freely at all times during assembly and dismantling.**

The safety aisles, as defined on the general exhibition plan, must be respected and **kept clear of all equipment and packaging.**

No storage or parking is permitted on the traffic routes defined on the hall plan.

Signs reminding visitors of essential safety and prevention rules will be displayed at the entrances to the pavilions:

RESPECT - INDOORS:

- Fire lanes and red routes
- Storage areas
- The environment by using non-polluting vehicles
- Fire-fighting equipment

RESPECT - OUTDOORS:

- Fire lanes and access routes
- Parking areas
- Unloading areas
- Access doors

IV. HANDLING CONDITIONS

IV.1. GENERAL INFORMATION

The movement of equipment presents risks and it is necessary to limit these as much as possible through rigorous management and distribution of materials.

Lifting and handling equipment must comply with the requirements of the regulations in force.

It must be kept in good working order and undergo periodic inspections in accordance with Article R 4535-7 of the Labour Code.

SILMO 2026

The following documents must be available on site (Article L 4711-1 of the Labour Code):

- a valid insurance certificate,
- a valid certificate of conformity (lifting equipment inspection report).

Pallet trucks must not be overloaded. The centre of gravity of the load and the condition of the ground must be taken into account to prevent the load from tipping over.

It is prohibited to climb onto equipment not designed for transporting people.

Priority should be given to mechanical handling and the necessary organisational measures should be taken to minimise the use of manual handling (Article R 4541-3 of the Labour Code).

However, when this cannot be avoided, the employer must take appropriate organisational measures or provide workers with suitable equipment to limit physical effort and reduce the risk involved in this operation (mechanical aids, gripping devices).

The weight of loads should be reduced and the workstation should be adapted to ensure that handling is carried out in the best possible conditions (workspaces, reduction of distances over which loads are moved, etc.).

Employees should be trained in the risks associated with manual handling.

During handling, it must not be possible for the load to become detached.

When handling glass panels, it is recommended to use **suction cups**.

Workers must wear **protective equipment** when handling glass panels.

Once the glass panels are in place, **specific signage** must be installed on the windows or glass to prevent collisions and the risk of injury.

Similarly, when handling plywood sheets, it is recommended to use handling clamps or panel holders.

Containers for bulk loads intended to be attached to lifting equipment must be capable of withstanding the stresses incurred during loading, transport, handling and storage of the load and must prevent the load or part of it from collapsing during these operations.

The use of straps to secure bulk loads on forklift forks is mandatory.

IV.2. USE OF MOTORISED VEHICLES

Drivers must be at least **18 years of age** hold a **driving licence issued by their employer**, as well as the **driving licence** (safe driving aptitude certificate) and the **Special Medical Fitness Certificate**.

These documents must be available on site in case of inspection.

No passengers may be transported, and no persons may be lifted if the vehicle is not designed for this purpose. **NON-POLLUTING VEHICLES** must be used that are suitable for the tasks, locations, loads and terrain configuration.

The **speed limit** must be observed for all travel outside the halls.

Observe the Highway Code.

Speed must be **reduced and adapted** inside the halls.

IV.3. LIFTING RULES

Lifting equipment may only be used for transporting and lifting equipment and materials.

The lifting and transport of personnel may only be considered using equipment specifically designed for this purpose.

If a crane is to be used, a specific request must be made to the Organiser.

This request must specify the location where the crane will be used and the technical constraints relating to its use and installation. The strength of the ground for positioning the crane must be checked before it is set up. It must not be placed on a plate or slab of unknown strength.

The risks of interference between lifting equipment (area likely to be swept by the load and/or the equipment and common to at least two pieces of equipment) and the risk of flying over areas presenting particular dangers must be taken into account.

It is prohibited to transport loads above people (public and personnel involved).

Prior authorisation for the installation of equipment likely to fly over public property must be requested from the Town Hall by the organiser and provided to the installer.

SILMO 2026

It is therefore necessary to put in place an organisation, a schedule and an installation plan that takes into account the equipment and personnel. Management of interfering, prohibited or restricted access areas must be defined and implemented.

For night work, artificial lighting of at least 100 lux must be provided. This lighting must not cause any annoying shadows or glare.

In the event of crane operations with limited visibility, a properly trained manoeuvring guide shall be present and shall have a (good quality) radio link with the crane operator.

Equipment fitted with an anti-collision device shall be preferred.

These requirements must be included in the company's IHSP.

Cranes may only be used within the permissible wind ranges for operation. When not in use, instructions must be given regarding the measures to be taken by the crane operator to ensure that the crane is kept in safe condition at the end of the working day. An anemometer must be available on site.

In stormy weather, the crane must be shut down.

In car parks or outdoor exhibition areas, before any lifting operation using a crane, it is mandatory to take into account the crane's movement in relation to surrounding high-voltage power lines. Crane jibs must not come within 5 metres of the power lines. (Article R 4534-108 of the French Labour Code).

The certificate of conformity for lifting equipment and its accessories must be available for inspection.

The maintenance and operation of each piece of lifting equipment must be carried out exclusively by the company supplying the equipment. This equipment is the sole responsibility of that company.

Regardless of the lifting equipment used, users must ensure that they **do not work above each other and take all necessary safety precautions** (no standing or walking under the load).

The movement of handling equipment with loads raised is prohibited, except in the presence of a foreman who will signal their passage to the public present.

The maximum load specifications for each strap must be respected.

Assembly and lifting operations shall be carried out in accordance with Articles R 4534-95 to 102 of the Labour Code.

REMINDER - IT IS PROHIBITED TO:

- drive a rider-type forklift truck without a driving licence,
- allow an unauthorised person to drive your forklift truck,
- lift a load exceeding the capacity of the machine,
- increase the counterweight value of the forklift trucks,
- lift an unbalanced load,
- lift a load with only one fork arm,
- drive with a high load,
- brake suddenly,
- take corners at high speed,
- fail to obey traffic signs,
- use traffic routes other than those established,
- place metal parts on the storage batteries
- transporting people on vehicles not specially designed for this purpose,
- leaving the engine running when the driver is not present,
- lifting people with vehicles not specially designed for this purpose,
- leaving the truck in traffic lanes or on a slope,
- leaving the ignition key in the truck when the driver is absent,
- parking or passing under a raised fork, even if it is not loaded,
- smoking near a charging battery or while refuelling thermal trucks

IV.4. STORAGE

Materials must be stored on the walkways (or parts of walkways) reserved for this purpose, within the site perimeter or in storage areas where provided.

Carpet rolls must not be stored on traffic routes.

It is prohibited to store loads on buildings or structures without the organiser's authorisation.

To this end, traffic plans will be displayed at the entrances to the halls. The schedules and restrictions on use will be specified therein.

All participants are requested to strictly adhere to these plans.

Once assembly is complete, racks, pallets, etc. may not be stored inside the exhibition hall or in areas behind the cladding (unless authorised by the Organiser).

During the assembly/dismantling period, vehicles may not be parked in the aisles but must be parked in a storage area designated by the Organiser's technical managers.

SILMO 2026

The companies involved in setting up the stand (and their subcontractors) shall plan the arrival of their equipment and materials, their distribution and the removal of empty containers so that they do not interfere with the movement of vehicles and people in the aisles at any time.

During the period when the exhibition is open to the public, no vehicles will be allowed inside the halls. Stacked racks, crates, etc. must not exceed the height of the site's cladding or fencing.

V. CLEANING

The site must be maintained at all times to avoid any risks that could arise from cluttering the stand and its surroundings with waste.

Exhibiting companies are responsible for cleaning their space and removing their rubble and waste of all kinds. They must arrange for the reservation and removal of skips if necessary and manage their filling. It is the responsibility of each participant to either cover the skips or weigh down the rubble to prevent it from flying away.

An organisation must be put in place around the skips to prevent any risk in the event of waste falling during filling (guides, markings, etc.).

It should ne be noted that no worker should climb into a skip or wagon.

When dismantling the stand, **the removal of the various decorative elements must not obstruct the movement of people and equipment** in the aisles surrounding the stand.

VI. FACILITIES AVAILABLE DURING SET-UP AND DISMANTLING

VI.1. TOILETS

In order to facilitate the general organisation of set-up and dismantling, and to improve working conditions, the Organiser will have the Park open additional shared toilet facilities in the exhibition halls from the first day of set-up until the end of dismantling. A maintenance service will ensure the cleanliness of the premises.

The sanitary facilities that are open will be indicated on the plans displayed at the entrance doors to the halls.

VI.2. CHANGING ROOMS / CANTEEN

The company is responsible for providing its staff with changing rooms (if necessary), in accordance with the legal texts in force, which can be consulted at the Organiser's premises.

There is no dining hall provided for meals.

It is prohibited to consume alcohol or illegal substances on the site and to smoke in the premises (halls, marquees, bungalows, etc.).

VI.3. ON-SITE TELEPHONE

Each company shall provide its staff with a telephone that is accessible during the site's opening hours.

VI.4. ACCOMODATION

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

VII. ACCESS CONTROL

Access to the exhibition is only permitted to persons and vehicles with authorisation (or a badge) provided by the Organiser.

To this end, badges are distributed to each participant in the event.

Signs prohibiting public access, reminding visitors of the essential safety rules to be followed on site, will be posted at the doors of the halls. **These entrances will be guarded.**

Visits to the site by persons other than authorised participants (children, friends, family, pets, etc.) are **strictly prohibited unless agreed by the organiser** and under certain conditions (visit itinerary to be followed, wearing of personal protective equipment, etc.).

SILMO 2026

VIII. GENERAL SAFETY OBLIGATIONS OF EACH PARTICIPANT

VIII.1. PARTICIPATING STAFF

VIII.1.1. MEDICAL FITNESS

All personnel working on the site must be medically fit and have undergone the medical examinations and vaccinations required for the profession, as well as those required by occupational health services. **These fitness certificates must be available on site.**

VIII.1.2. SAFETY TRAINING

In accordance with the regulations in force, and under its own responsibility, the company must ensure that all workers arriving on site have undergone safety training (presentation of specific risks, traffic conditions outside and inside the site, safety measures applicable during the execution of work, specific safety instructions, explanation of operating procedures, monitoring of preventive measures defined for each task in the Specific Health and Safety Plan). All employees using tools must be trained in their use.

VIII.2. RECORDS

VIII.2.1. REGULATORY RECORDS

The company must keep (on site) the mandatory legal documents and records that may be requested by administrative control services.

Any employer based outside France who plans to provide services on French territory must comply with the provisions of the Labour Code and submit (before commencing work in France):

- a Certificate A,
- a Prior Declaration of Posting of its employees,
- a Certificate of Filing with the Labour Inspectorate of the place where the service is to be provided.

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

VIII.2.2. JOINT INSPECTION VISITS

Upon arrival at the assembly/disassembly site, companies that have never worked on the site before must carry out a joint inspection visit with the Safety Coordinator for their stand. A visit report will be established by the Safety Coordinator and signed by each company manager.

Protection and safety measures are defined with the site managers and the stand Safety Coordinator in accordance with the G.H.S.P.P. established by the latter, taking into account the G.H.S.P.P. for the event based on the condition of the site at the time of the visit and the terms of the visit.

VIII.3. PROTECTIONS

Stakeholders are reminded to **prioritise COLLECTIVE protections** over INDIVIDUAL protections whenever technically possible.

VIII.3.1. COLLECTIVE PROTECTION

Definition: Standardised protective measures put in place by a company (barriers, nets, floors, cladding, guardrails, etc.) designed to ensure the collective safety of personnel working at height or on a floor during assembly and dismantling.

This collective protection must be rigid, consisting of a rail, sub-rail and toe board securely fixed in place, and must be installed using appropriate means before any work is carried out on a floor or at height (from 50 cm) during assembly (Standard NF E85-015). It may only be removed once the permanent protection or partitioning has been installed.

Stairs and floors must be installed as a priority and secured with guardrails, or fitted with the final railing as soon as they are in place.

Holes must be protected (covered or with guardrails).

Material storage areas must be secured.

Protective measures must be installed on the underside of floors.

SILMO 2026

It should be noted that mezzanine structures or high decorative elements must be designed to accommodate these protections.

During dismantling, all of these protections must be reinstalled.

Collective protections must be described by each company in their respective Specific Health and Safety Plan.



The company responsible for the construction and dismantling of a mezzanine, structure, etc. must put in place a system for the delivery, supply or removal of equipment at height that ensures collective protection for people working at height at all times (material reception, ramp equipped with protective devices, etc.).

The company shall ensure that collective protective measures are maintained and shall be held liable in the event of intervention in unprepared and unprotected areas. It must respond immediately to any direct request from the Stand Coordinator to repair or complete these protective measures.

Art. R 4323-65: Collective protection devices must be designed and installed in such a way as to prevent their interruption at access points to workstations, in particular due to the use of a ladder or staircase. However, where such interruption is necessary, measures must be taken to ensure equivalent safety.

In the event that a company fails to establish collective protective measures, the absence of which is likely to cause a risk to other trades and its own personnel, the exhibiting company shall have such collective protective measures put in place by a company of its choice at the expense of the defaulting company.

Any resulting work stoppage will also be the responsibility of the defaulting company.

It should be noted that modular cells and containers must be equipped with collective protection measures during installation. These protective measures must be **rigid and secured before any work is carried out on the roofs. THEY MUST REMAIN IN PLACE UNTIL THE END OF DISMANTLING.**

These protective elements must be included in the cost estimate and described, along with their installation and that of the stairs, in the company's IHSP (Safety Plan for the Construction Site).

They should preferably be unloaded using forklift trucks. For the installation of stacked bungalows, a calculation note will be established and the layout plans must be submitted to the Fire Safety Officer.

VIII.3.2. INDIVIDUAL PROTECTION EQUIPMENT

It should be noted that **personal protection against falls from height** can only be considered in cases where temporary collective protection equipment cannot be used or where it is not possible to use equipment for access and work at height that provides collective protection.

It is mandatory to have equipment that complies with current regulations.

Workers must be protected by means of a **fall arrest system.**

Attachment points, anchor points and lifelines must be secure and allow the equipment to be used safely.

The strength of the support must be assessed by a competent person and checked before use. They must be safely accessible and located above the workstation.

SILMO 2026

An organisation must be put in place to ensure that the user never works alone.
Rapid rescue procedures in the event of a fall must also be planned in advance.

Companies working during assembly and dismantling periods must provide their staff with the following Personal Protective Equipment (PPE), among other things:

- Work clothes,
- Gloves suitable to the work,
- Safety helmets that meet standards,
- Safety shoes (toecaps + puncture-resistant soles),
- Safety harnesses that comply with standards when collective protective equipment cannot be used (Art R 4223-61 of the Labour Code),
- Welding masks and protective goggles when welding, deburring or grinding.

Safety footwear (toecaps + puncture-resistant soles) **must be worn by anyone entering the exhibition site during set-up and dismantling periods.**

Wearing a helmet is mandatory for all platform operators and for any task involving risk.

Working alone is prohibited.

Compliance with these provisions, maintenance and proper care of this equipment are the **responsibility of each company. Each company manager must provide the equipment and ensure that it is worn.**

VIII.3.3. WORKING IN SPECIAL WEATHER CONDITIONS

Specific weather conditions (cold, wind, rain, extreme heat, sun) can pose health risks.
 Anticipate the effects of these weather conditions by implementing appropriate preventive measures.

When faced with difficult temperatures, the business manager must:

- Assess the risk and include it in the Risk Assessment,
- Plan appropriate preventive measures,
- Inform employees about the specific risks associated with particular weather conditions and the means of protection,
- Do not expose young workers under the age of 18 to difficult temperatures.

The employer must ensure that the temperature conditions are suitable for work. In the event of high temperatures, they must maintain the premises at a temperature suitable for work.

The employer must assess and prevent the risks associated with periods of intense heat. The employer must assess the risks associated with workers' exposure to periods of intense heat, indoors or outdoors, on the basis of the following principles.

The employer must assess and record in the Risk Assessment the risks associated with thermal environments.

COLOUR SCALE	Type of heat wave
GREEN ALERT	Seasonal monitoring without particular vigilance
YELLOW ALERT	Heatwave: short-term exposure (1 or 2 days) to intense heat posing a risk to human health, particularly for vulnerable or overexposed populations, especially due to their working conditions or physical activity. Prolonged heatwave: sustained high temperatures (bio-meteorological indices (BMI) close to or below departmental thresholds).
ORANGE ALERT	Heatwave period: period of intense, sustained heat during which the bio-meteorological indices reach or exceed the departmental thresholds and which is likely to pose a health risk for the entire exposed population, also taking into account any aggravating factors (humidity, pollution, early onset of heat, etc.).
RED ALERT	Extreme heatwave: heatwave that is exceptional in terms of its induration, intensity and geographical extent, which has a significant impact on the health of the entire population, or which could lead to collateral effects, particularly in terms of business continuity

SILMO 2026

Exposure to high temperatures and direct sunlight at work can have health consequences.

The risks encountered may include: fatigue, headaches, nausea, dizziness, muscle cramps, dehydration, heatstroke, sunburn, sunstroke, skin cancer, etc.

It is advisable to limit exposure to heat and sunlight by planning ahead (provide 3 litres of cool water per day per person), adjusting work schedules and rhythms, and adapting the working environment.

It is recommended to wear light-coloured, loose-fitting clothing that covers the body to promote evaporation of perspiration, and to cover the head, neck and torso. Working with a bare chest is not recommended as it is dangerous. If the employer tolerates such behaviour, they may be held liable.

The employer must provide a system for reporting any physiological signs, situations of discomfort or distress, and for providing assistance to any worker as quickly as possible.

IX. GENERAL CONSTRUCTION RULES

IX.1. DECORATIONS

Wherever possible, sets should arrive on site pre-built, ready to be assembled, in order to minimise on-site construction work and the associated risks. They should be designed so that they can be dismantled cleanly and safely.

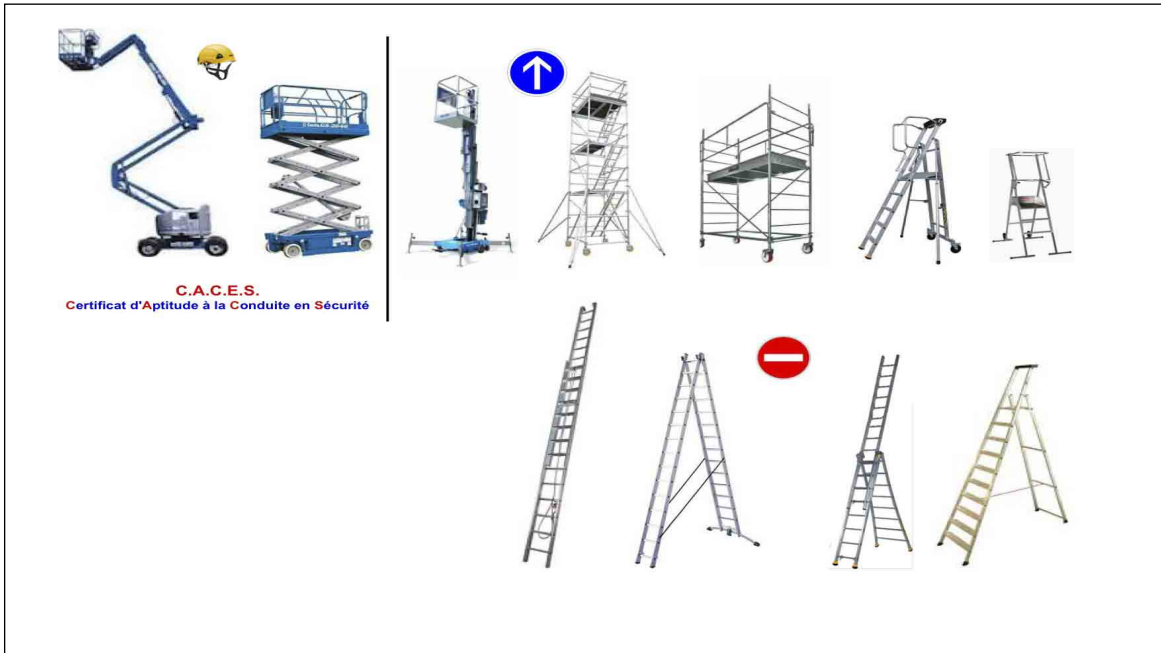
It is strictly forbidden to use compressed air to remove panels and partitions during dismantling.

IX.2. WORKING AT HEIGHT

Decree No 2004-924 of 01.09.2004 on the use of work equipment provided for temporary work at height and incorporating new provisions into the Labour Code. (Articles R 4323-58 to R 4323-90).

IT IS PROHIBITED TO USE LADDERS, STEPS AND STEP STOOLS AS WORKSTATIONS.
(Article R 4323-63 of the Labour Code)

However, this equipment may be used when it is technically impossible to use equipment that provides collective protection for workers, or when the risk assessment has established that the risk is low and the work is of short duration and not repetitive in nature (Article R 4323-63 of the Labour Code).



Companies may work at height from scaffoldings or mobile platforms, taking into account the floor strength values.

Scaffolding must be erected by authorised personnel in accordance with the manufacturer's instructions or guidelines, with platforms at the correct height and **guardrails and stability struts in place in accordance with the rules in force.**

Art. R 4323-77: Scaffolding must be equipped on the outer sides with collective protection devices as provided for in paragraph 2 of Article R 4323-59.

SILMO 2026

Before use, scaffolding must always be level.
The wheels of mobile scaffolding must be locked when in use.
No worker should remain on a rolling scaffold while it is being moved.

When erecting scaffolding, bleachers, etc., companies must equip their staff with safety harnesses and helmets, in addition to safety shoes and gloves. They must ensure that their staff use this PPE effectively.

As assembly progresses, this equipment must include landings and means of access to upper levels, secured by collective protection measures.
These protective measures must remain in place until dismantling is complete.
Legal restrictions concerning work at height must be observed.

IX.3. MEASURES TAKEN WITH REGARD TO CO-ACTIVITY

Companies shall provide a detailed assembly and dismantling schedule in their IHSPP. Any intervention that would create a situation of overlapping tasks must be resolved by a time lag or special protective measures.

When the planning of companies' interventions leaves a risk of coactivity, the company generating the risk must put in place collective protection measures to avoid it, and the company working on the structure or space at risk is required to check that it does not present a danger before allowing its personnel to work there.

The Exhibitor or its Project Manager must put in place a work schedule that takes into account a chronological order of assembly in order to avoid overlapping tasks and to carry them out using appropriate means. This chronological order shall also be adapted to dismantling.

These means may be shared by several contractors or companies involved.

In the event of shared use of equipment (scaffolding, forklift truck, cherry picker, etc.), a **loan and provision agreement** must be established between the parties before use.

As part of the assembly and dismantling schedule, companies working at the same site must take all appropriate special protective measures to prevent overlapping risks. This is particularly important when installing and removing trusses, signage, adjusting altimeter readings and assembling/dismantling large equipment.

Equipment and structures must be completed, secured, accepted and verified before any intervention or use by another company (before first use, following any dismantling followed by reassembly or modification).
When part of a structure is unfinished and may present a danger, access to it shall be prohibited by any means or device.

IX.4. CONSTRUCTION SITE CONNECTION / LIGHTING

IX.4.1. REGULATIONS

To avoid the risk of electrocution, damage to electrical cables, and multiplication of connections on the same line, "wild" connections to existing outlets in the hall are not tolerated. The electrical boxes must be ordered from the Organiser or the Exhibition Center. The power supplied must be sufficient to meet the needs of the companies, close to the workstations, during assembly, operation and dismantling.

Companies using the installation are required to immediately report any defects or damage to those responsible.

From this box, the connected electrical cabinets and installations must be inspected by an approved person or body before being put into service. The report of this inspection must be available and kept on site throughout the assembly and dismantling process.

The boxes shall include a manual cut-off and restart warning device and a 30mA differential protection device.

The electrical installations on the site shall be carried out in accordance with current French regulations, in compliance with regulatory requirements and standard NF C 15-100. The supply, installation and maintenance of the installations shall be the responsibility of the installation company.

All site cables must be of the HO7 RNF type. Extension cords and extension cables must be fully unrolled before use, unless otherwise specified by the manufacturer, and must comply with standards. Sockets must be unbreakable. All construction cables must be HO7 RNF. Extenders and extension cords must be fully unwound before use, unless specific terms from the manufacturer and must be, compliant with the standards in force. The plugs must be unbreakable.

SILMO 2026

Personnel working on electrical installations must have received training and hold a qualification in accordance with publication UTE C 18510.

These personnel may only work on electrical boxes or cabinets provided by site personnel.

It is prohibited to work on electrical installations installed by the site concessionaire.

The technical hatches in the hall must be properly closed or protected

if temporarily opened to prevent any risk of people falling
or any danger to machinery and mobile scaffolding.

**In the event of obstruction, the strength of the material obstructing the hatch
must be at least equal to the strength of the floor.**

If temporarily opened, protection must be put in place to prevent any risk of falling.

The use of generators is prohibited.

Networks should preferably avoid circulation areas. If this is not possible, cables crossing circulation areas must be protected (mechanical protection, arches, etc.).

IX.4.2. SUSPENDED STRUCTURES, SLINGS

Slings equipment must be ordered from the Exhibition Center.

With reference to the Order of 25 July 2022 establishing the safety rules and technical provisions applicable to temporary and removable structures, specific repetitive fastening systems supporting removable assemblies such as light trusses, gantries, ceilings and canopies, with a total load exceeding 1,000 kg or requiring more than 13 slings, shall be inspected by a verification office (VO) or a Marquees, Tents, and Structures control office (MTS CO).

The structure attachment systems must be installed in accordance with the following requirements:

- Installation must comply with the manufacturer's technical specifications, in particular with regard to load charts and any calculation notes, the direction of installation of light trusses, the installation of alpha and beta pins, etc.
- Use of duly verified lifting equipment of equal and synchronous power;
- Compliance with the loads indicated on the plan provided and compliance with the site's technical specifications;
- Use and implementation of lifting accessories (cables, slings, shackles, links, etc.);
- Compliance of attachment points on suspended structures with current standards in line 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 trusses or suspended structure, such as spotlights, sound systems, and signage elements.

The certificates and reports from the inspection office must be submitted either to the safety officer or to the technical office after assembly and before the exhibition opens.

FACILITIES	TOTAL LOAD AND HEIGHT	VERIFICATOR		
		VO / MTS CO *	CT **	INST ***
REPEATABLE FASTENING SYSTEMS	< 1000 kg and height < 3,50m			X
	< 1000 kg and height < 6,20m		X	
	< 1000 kg and height > 6,20m	X		
	> 1000 kg	X		
NON-REPEATABLE FASTENING SYSTEMS	Regardless of weight or height	X		

The term "special non-reusable fastening systems" refers to a non-industrialized, "in-house" fastening system that holds the framework of stand equipment in place, providing support for decorations, ceilings, walls, lighting, sound systems, screens, video equipment, advertising and signage.

* VO or MTS CO: Marquees, Tents, and Structures control office or verification office: a person or organism approved either by the ministry responsible for construction (section A1 or B1) or by the ministry of the interior.

** CT: Competent technician: a competent technician is a person with professional experience or recognized training in the field of assembly and inspection of demountable structures. The technician is the person who installs the suspended elements.

*** INST: Installer: a person who assembles the stand for the exhibitor or the exhibitor himself.

SILMO 2026

IX.4.3. LIGHTING

General lighting in work areas shall comply with the lighting and illumination rules set out in Decree No. 83.721 of 2 August 1983 and included in the Labour Code under Articles R 4223-1 to 12.

WORK PREMISES and their ancillary rooms	MINIMUM VALUES for lighting
Internal traffic routes	40 lux
Stairs and warehouses	60 lux
Workrooms, changing rooms, toilets	120 lux
Windowless rooms used for permanent work	200 lux

OUTDOOR AREAS	MINIMUM illumination VALUES
Outdoor areas and traffic routes	10 lux
Outdoor areas where permanent work is carried out	40 lux

When assembling and dismantling sets that may block the light (roof, stage, stands, etc.), **temporary lighting must be installed.**

IX.5. PREVENTION OF OCCUPATIONAL HEALTH RISKS

IX.5.1. HAZARDOUS MATERIALS

Companies that use hazardous products must provide the Safety Coordinator and Fire Safety Officer with safety data sheets, keep them available at all times on site, and implement the **protective measures specified in the sheet.**

Companies are advised that the **adhesives, resins, paints and products used must be free of solvents, ether and glycol, odourless and hypoallergenic.**
Spray painting is prohibited.

IX.5.2. NOISE NUISANCES

The use of noisy machinery or equipment must strictly comply with current regulations.

All necessary measures and provisions shall be implemented (covers, screens, silencers, etc.) to ensure that regulatory noise level limits are not exceeded.

It is recommended that individual noise protection be worn when assembling light trusses and metal structures.

IX.6 RULES FOR USING FIXED OR POWER TOOLS

In order to prevent dust, smoke or harmful fumes from being emitted when using fixed or power tools (saws, sanders, blowtorches, welding equipment, etc.), effective protective measures must be put in place (extraction system, masks, goggles, etc.).

Only water-cooled angle grinders may be used for cutting tiles, stones, etc.

To be accepted on site, **electric cutting or sanding tools, whether fixed or portable, must be equipped with a dust extraction or collection system.**
(Art. R 4412-70 of the Labour Code)



SILMO 2026

**They must comply with standards (CE), be in good condition and equipped with protective covers.
Under no circumstances may they be placed in walkways.
The power supply must be turned off when they are not in use.
Cutting may not be carried out in the common walkways of the exhibition hall.
It must be carried out on the stand (private area).**

IX.7. WORK INVOLVING HEAT

Any use of hot work (cutting, grinding or welding) must be organised by the contractor as part of the **'FIRE PERMIT' procedure requested from site managers.**

IX.7.1. FLAMMABLE OR EXPLOSIVE MATERIALS OR PRODUCTS

Pressurised gas cylinders must be protected against impact, falls and heat, and no unauthorised persons must have access to them.
It is prohibited to keep or store cylinders (full or empty) in an enclosed space, including halls.
They must be stored in racks in the open air.

It is prohibited to place fuel tanks near the halls.
These must comply with standards, be isolated in a **location marked with specific fire hazard information signs, and have appropriate fire-fighting equipment nearby.**
Vehicles and equipment must be refuelled on an impermeable surface.
The ground beneath the tanks must be protected against any possible leaks.
It is forbidden to light fires on the site. Barbecues of any kind are prohibited.

IX.7.2. FIRE EXTINGUISHING EQUIPMENT

Common resources:

The layout of the stands must not obstruct access to emergency and fire-fighting equipment, such as fire hose reels, emergency telephones, smoke vents and fire extinguishers. All such equipment must remain visible and completely unobstructed at all times.

Resources specific to each operator:

Each operator shall include in their IHSP the prevention measures appropriate to their activity and working environment. Where necessary, the operator shall reinforce the common fire extinguishing equipment with specific equipment:

- Water spray extinguisher with additive (general case).
- CO2 extinguisher (in or in the immediate vicinity of electrical rooms).

X. FIRE SAFETY

Fire safety regulations are filed with the Organiser and available in the Exhibitor's Guide.

The Official Safety Commission is very strict when it comes to the construction of stands (building and decoration materials, structural strength and stability, floors, emergency equipment, electrical installations, etc.). Any decisions taken by the Commission during its visit are immediately enforceable.

A safety inspection is carried out in the facilities by the Official Safety Commission or the ERP Safety Officer. During this inspection, the exhibitor's qualified representative is required to be present at their stand. The Exhibitor undertakes to comply with the instructions of the personal safety expert, as well as those of the fire safety expert and the Safety Coordinator.

The stands must be fully installed when the Commission carries out its inspection.

The Exhibitor (or their representative) must be present at the stand and be able to provide fire reaction reports, issued by an approved laboratory, for all materials used, as well as inspection reports for electrical installations, structural integrity, etc.

Failure to comply with these rules may result in the removal of materials or the stand being closed to visitors.

SILMO 2026

XI. EMERGENCY RESPONSE ORGANISATION

XI.1. COMPANY EMERGENCY RESOURCES

The company must keep a first aid kit available on site.

The contact details for the exhibition's first responders are indicated on the hall maps.

The first aiders (SST) present in each company on site will provide first aid in the event of an accident (**1 first aider required for every 10 employees**).

They must wear an identification badge on an armband or on their helmet. Their names will be listed in the I.H.S.P.P.

XI.2. COLLECTIVE ORGANISATION OF THE OPERATION

REMINDER OF EMERGENCY NUMBERS

MEDICAL EMERGENCY: +33 (0) +33 6 12 29 17 82

CENTRAL MONITORING STATION: +33 (0)1 48 63 30 49

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

The procedure to follow in the event of an accident and the emergency numbers will be displayed on the construction site.

IN THE EVENT OF AN ACCIDENT, PLEASE SPECIFY:

- The hall,
- The name of the stand,
- The aisle and stand number,
- The number of people involved and the nature of their injuries.

XII. THE INDIVIDUAL HEALTH AND SAFETY PROTECTION PLAN

This document must be completed by all of the Exhibitor's service providers:

- **Within 30 days** before any work for main contracts,
- **Within 8 days** for short-term tasks or work and/or finishing work.

This document must be provided by all of the Exhibitor's service providers to the client and the Stand Safety Coordinator, if applicable, before any work is carried out on the stand.

It analyses in detail the construction and execution processes as well as the operating procedures adopted when they have a particular impact on the health and safety of workers on the site.

XII.1. THE EXHIBITOR

A copy of the Safety Notice, established by the exhibition's Safety Coordinator, will be provided by the exhibiting company to its service providers or to the Safety Coordinator assigned to its stand. This document covers the general organisational measures that have been adopted and which are likely to have an impact on the health and safety of workers.

XII.2. DOCUMENT COMMUNICATION

The Stand Safety Coordinator is required to provide any company working on the site (upon request) with the names and addresses of other contracting companies, as well as their I.H.S.P.P.

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

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