

EXHIBITORS GUIDE

SILMO

Paris

THE OPTICAL FAIR



noiv

> 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 12th September 2024.

Please note: from Tuesday 17th September 2024, technical services must be ordered directly on-site at Exhibitors desk located hall 6.

USEFUL INFORMATION

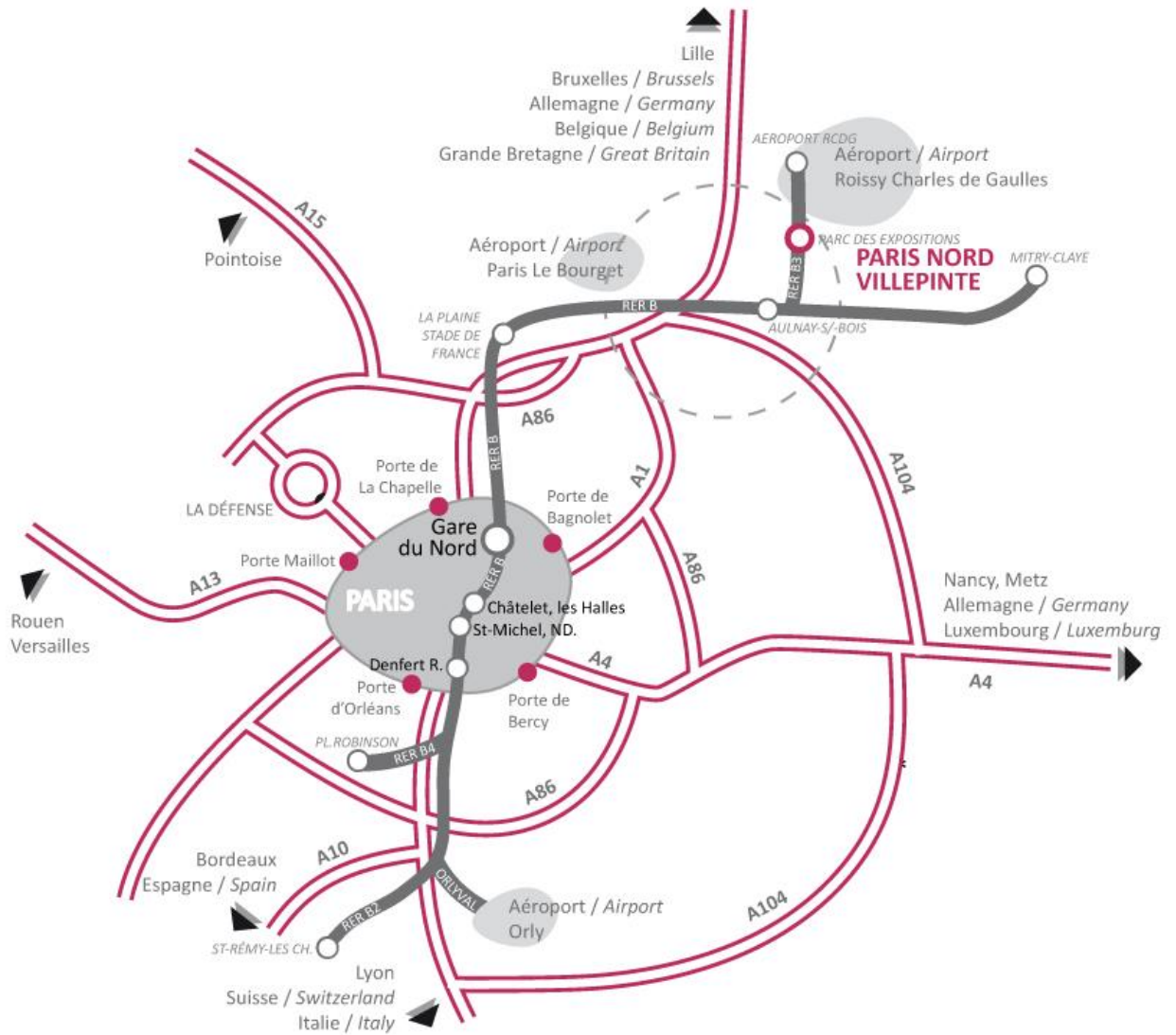
- Access/traffic & parking
- Hangings & overhead power supply, trusses and light
- Events/Stand Activities
- Architecture & Decoration
- Complementary insurance
- Catering for the Exhibitors
- Access badges
- Useful contacts
- Exhibitor timetables Assembly/Opening/Dismantling
- Exhibition opening hours / 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



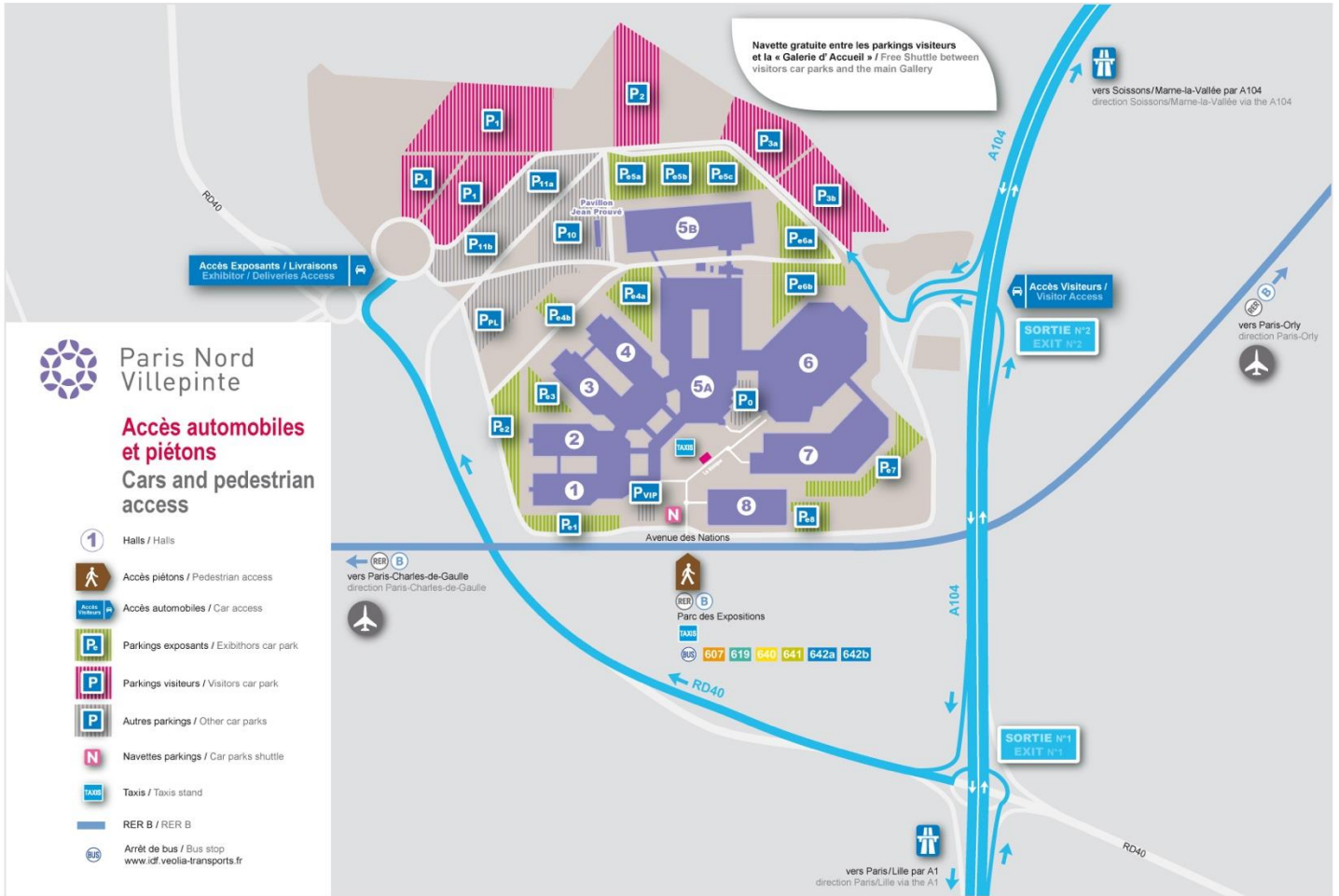
- London: 2h35 (Eurostar)
- Lille: 50 mn (TGV)
- Rennes: 2h45 (TGV)
- Lyon Part Dieu: 1h55 (TGV)
- Montpellier: 3h50 (TGV)
- Marseille: 3h30 (TGV)

USEFUL INFORMATION

ACCESS / TRAFFIC & PARKING

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

AIRFRANCE  
Global Meetings & Events

Attractive discounts, up to -15%, on a wide range of public fares on all AIR FRANCE, KLM and their code-shared flights worldwide.

Event: **SILMO Paris - Le mondial de l'optique**

ID Code: **41329AF**

Travel Valid Period: **September 10, 2024 to October 2, 2024**

Event Location: **Paris Nord - Villepinte**

Please visit the event website or access directly through

<https://globalmeetings.airfranceklm.com/Search/promoDefault.aspx?vendor=AFR&promocode=41329AF>

Proof of attendance-fare eligibility

At any point of your journey, you have to be able to justify the usage of the discounted AIR FRANCE-KLM Global Meetings & Events fares by showing the proof of attendance-fare eligibility document. You will receive this document automatically when you book your tickets on the online booking platform globalmeetings.airfranceklm.com.

USEFUL INFORMATION

ACCESS / TRAFFIC & PARKING

4/6

REGISTER YOUR VEHICLES ON LOGIPASSDELIVERY

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

Any company or person involved 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.

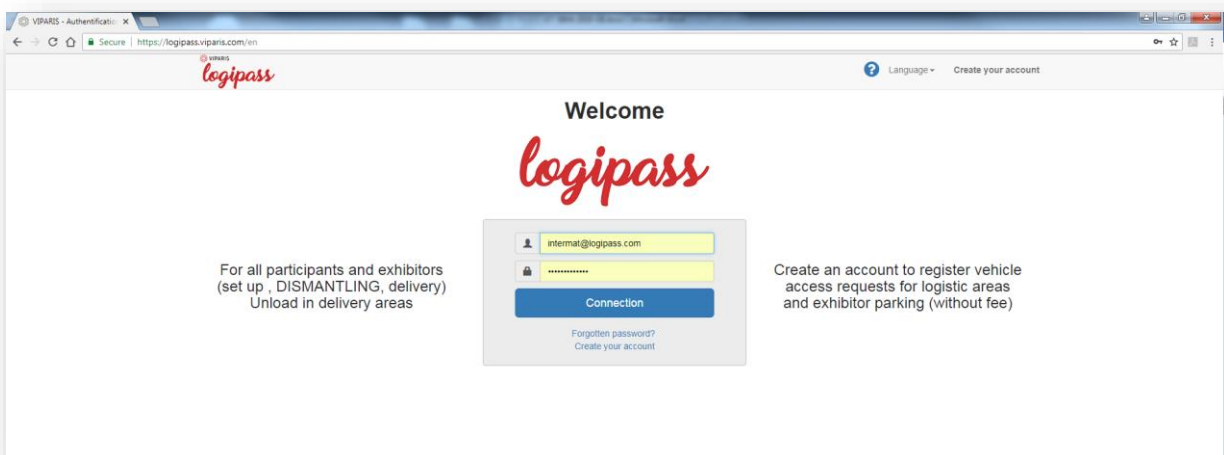
We kindly draw your attention to the following:

- 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 19th September 2024**.

- **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 20th September 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

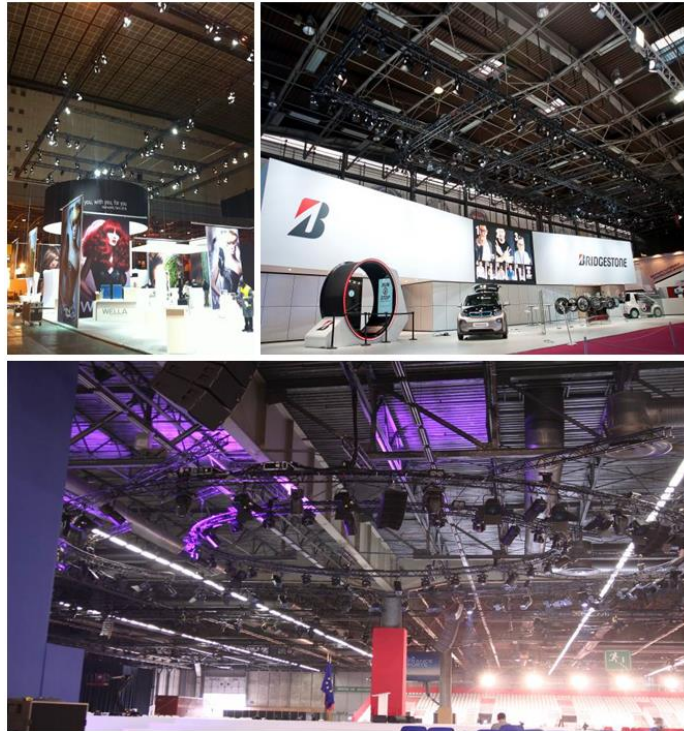
Parking subscriptions can be ordered. They can be booked on your Exhibitor space online. During set-up and opening times, you can buy car park passes at the Exhibitors Desks, hall 6.

The Exhibitors' car parks Pe6 and Pe7 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 26th August 2024 at the latest.**

DECOPLUS

Elisabeth TOUGARD

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

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 19/09/2024) to the evening on which the show closes to the public (6:30 pm on 23/09/2024).

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 20/09/2024) to the evening on which the show closes to the public (6:30 pm on 23/09/2024).

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 20th, to Monday September 23rd, 2024. 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	8 rue Témar 78100 Saint-Germain en Laye- France Tel.: +33 (0)9 67 78 93 85 Contact: Elisabeth TOUGARD E-mail: elisabeth.decoplus@gmail.com
Audiovisual (except products on the online shop)	NOVELTY	Contact : Emilie LECOQ Tel : +33 7 60 50 50 07 E-mail : e.lecoq@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)1 40 68 14 46 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)1 44 20 29 81 Fax: + 33(0)1 44 20 29 80 E-mail: philippe.huet@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 & overhead 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.	93 rue du Château 92100 Boulogne - France 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 56, rue Roger Salengro 93110 Rosny-sous-Boisc - France 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
Freight forwarder	CLAMAGERAN	Dominique FILIBERTI Office : +33(0)1 48 63 33 34 Mail : d.filiberti@clamageran.fr Site web : http://www.clamageran.fr
Freight forwarder	CLASQUIN FAIRS & EVENTS	Office : +33 (0) 1 48 63 33 81 Mail : fairs-events@clasquin.com Site web : www.clasquin.com
Freight forwarder	SCHENKER FAIRS & EXHIBITIONS	Sally AL-SALMAN Office : +33 (0) 1 48 63 32 81 Mail : sally.al-salman@dbschenker.com Mail : vanessa.jacques@dbschenker.com
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
Security (on booth)	GPS Gardiennage Protection Service	22 rue Rottembourg 75012 PARIS Sales team Tel: +33 1 53 02 01 18 / +33 6 72 18 79 99 E-mail: assistantstand@gps-securite.fr Website : www.gps-securite.com
Stand designer / stand builder	GALIS	4 rue Louis de Broglie 77400 Saint Thibault des Vignes Contact : Noémie PAQUET Téléphone : +33 (0) 6 43 18 50 89 Email : noemie.paquet@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

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

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 17 th September	7:00 am – 8:00 pm	-
		Wednesday 18 th September	7:30 am – 8:30 pm	7:30 am – 8:30 pm
	Bare Stands Comexposium COBRA Stand ⁽¹⁾	Thursday 19 th September	7:30 am – midnight	7:30 am – midnight
Opening		Friday 20 th September	7:30 am – 7:00 pm	7:30 am – 7:00 pm
		Saturday 21 st September	8:00 am – 7:00 pm	8:30 am – 7:00 pm
		Sunday 22 nd September	8:00 am – 7:00 pm	8:30 am – 7:00 pm
		Monday 23 rd September	8:00 am – 6:30 pm	8:30 am – 6:30 pm
Dismantling	Bare Stands Comexposium COBRA Stand ⁽²⁾	Monday 23 rd September	6:30 pm – midnight	6:30 pm – 7:00 pm
	Bare stands	Tuesday 24 th September	7:00 am – midnight	-
	Bare stands	Wednesday 25 th September	7:00 am – 12:00 pm	-

⁽¹⁾ Comexposium COBRA stand delivery will be made on Thursday 19th September 2024 from 7:30 am.

⁽²⁾ Storage and furniture should be emptied of contents on Monday 23rd September between 6:30 pm and midnight. The dismantling of the Cobra stand will start on Tuesday 24th September at 7.00 am.

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

- Deliveries during the exhibition opening period have to be made between 7:30 am and 8:30 am, failing which the vehicle may be removed.

PLEASE NOTE: if you are planning to exhibit a vehicle, a bungalow or any other bulky structure requiring special transport and delivery, please contact Jeanne Martin:

jeanne.martin@comexposium.com to agree on arrangements and facilitate your access.

USEFUL INFORMATION

EXHIBITION OPENING HOURS

EXHIBITORS RECEPTION DESKS

EXHIBITION OPENING HOURS

Dates	Visitors opening hours
Friday 20th September	9:00 am – 6:30 pm
Saturday 21st September	9:00 am – 6:30 pm
Sunday 22nd October	9:00 am – 6:30 pm
Monday 23rd October	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 his decorator is responsible for the management of waste from the assembly and dismantling of his stand. The exhibitor must take all necessary measures to carry out these operations.

All rubbish (carpet, adhesive...) must be removed, otherwise COMEXPOSIUM will charge you a flat rate according to the surface area of your stand for the removal of this waste:

- Stand $\leq 99.00 \text{ m}^2 = 1,000.00 \text{ € HT}$
- $100.00 \text{ m}^2 \leq \text{Stand} \leq 199.00 \text{ m}^2 = 2\,000.00 \text{ € HT}$
- Stand $\geq 200.00 \text{ m}^2 = 3\,000.00 \text{ € HT}$

Damage noted during the dismantling of the stands will be invoiced to the exhibitor responsible. The exhibitor is responsible for its service providers: decorators, installers, contractors...

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 reserve a meeting room for the SILMO Paris 2024 exhibition? Please fill in the following form with your requirements.

(For information, if you wish to book 2 rooms, you must complete the form twice...).

<https://dweb.typeform.com/to/yhuelTXR>

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 20/08/2024 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 26th of August 2024** to:

Bare stands and Pavilions

DECOPLUS

Elisabeth TOUGARD

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

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,
- Floral decoration,
- Video/Audio material,
- Coffee machine, fridge.

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

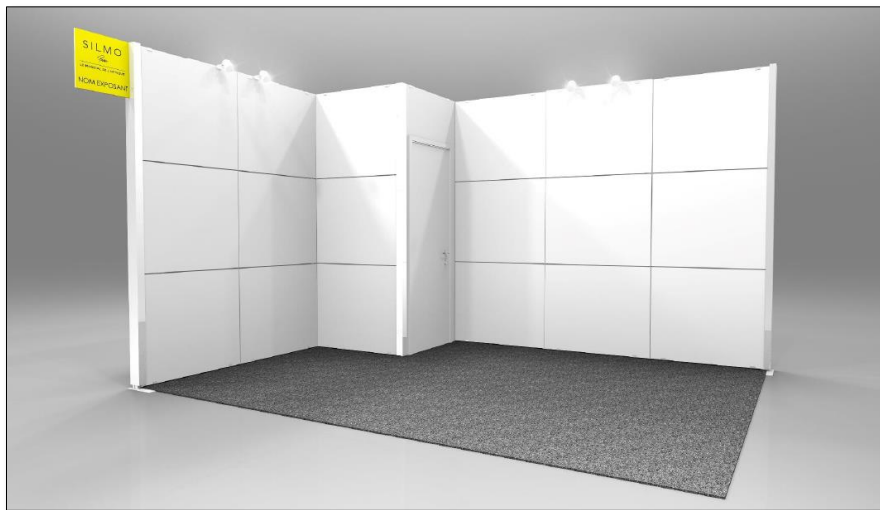
1/2

YOU HAVE BOOKED COMEXPOSIUM COBRA FITTED STAND

- *Surface area: from 12,00 sqm. to 36,00 sqm. maximum*
- *Stand occupancy start date: Thursday September 19th – 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



Black



Red



Mousy Grey



Dark Grey



Petunia

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

Phone : + 33(0)1 45 91 40 00

Email : silmo@creatifs.fr

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

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



- | | | | |
|-------------------------------|-----------------|------------------------|----------------------------|
| 1 Your logo on partition wall | 5 Brochure rack | 9 Partition wall | 13 Reception desk with LED |
| 2 High sign | 6 Panel video | 10 Panel | 14 Covering sign |
| 3 Storage room | 7 Selves | 11 Arch with high sign | 15 Vegetable decoration |
| 4 Signage on panel | 8 Showcase | 12 Table | 16 Flooring |

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 19th September 2024**

*** 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

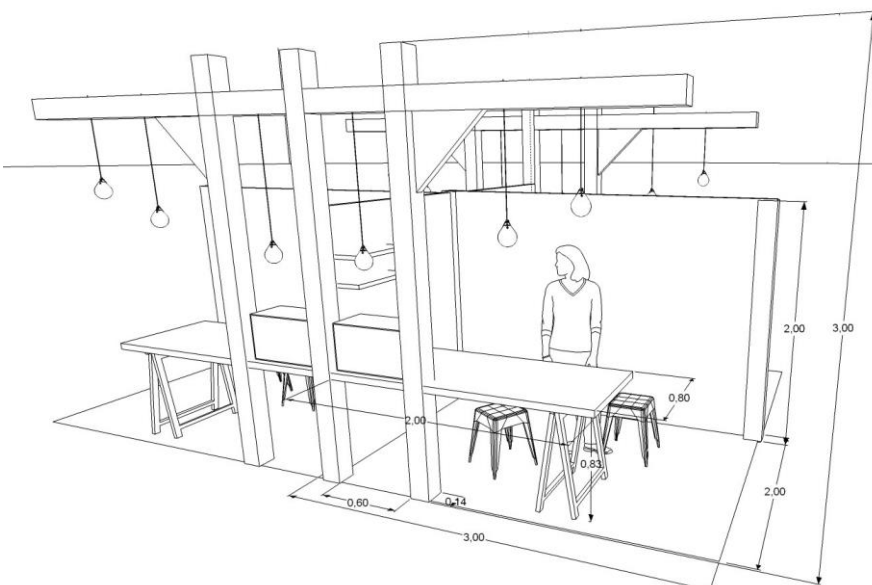
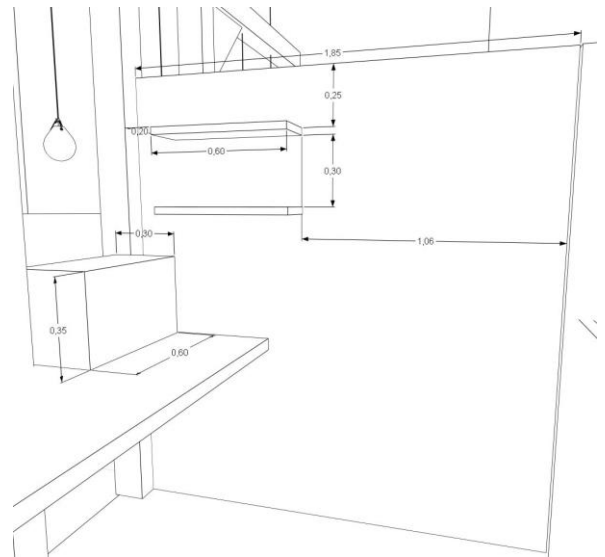
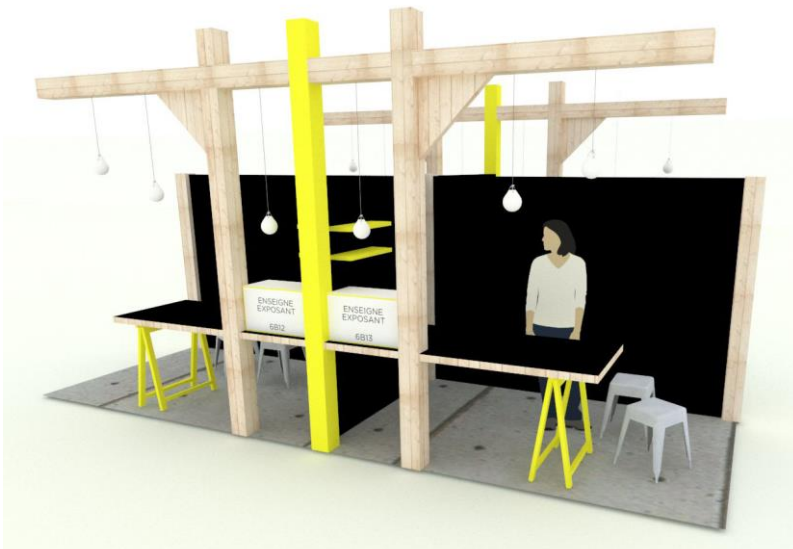
1 coat hook

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 26th, 2024**:

DECOPLUS

Elisabeth TOUGARD

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

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.

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.

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 100,00 sq.m and above. These signs and kakemonos are manufactured and installed by the Organizer.

They will be placed at 6,00 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.

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 dismantlable 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;

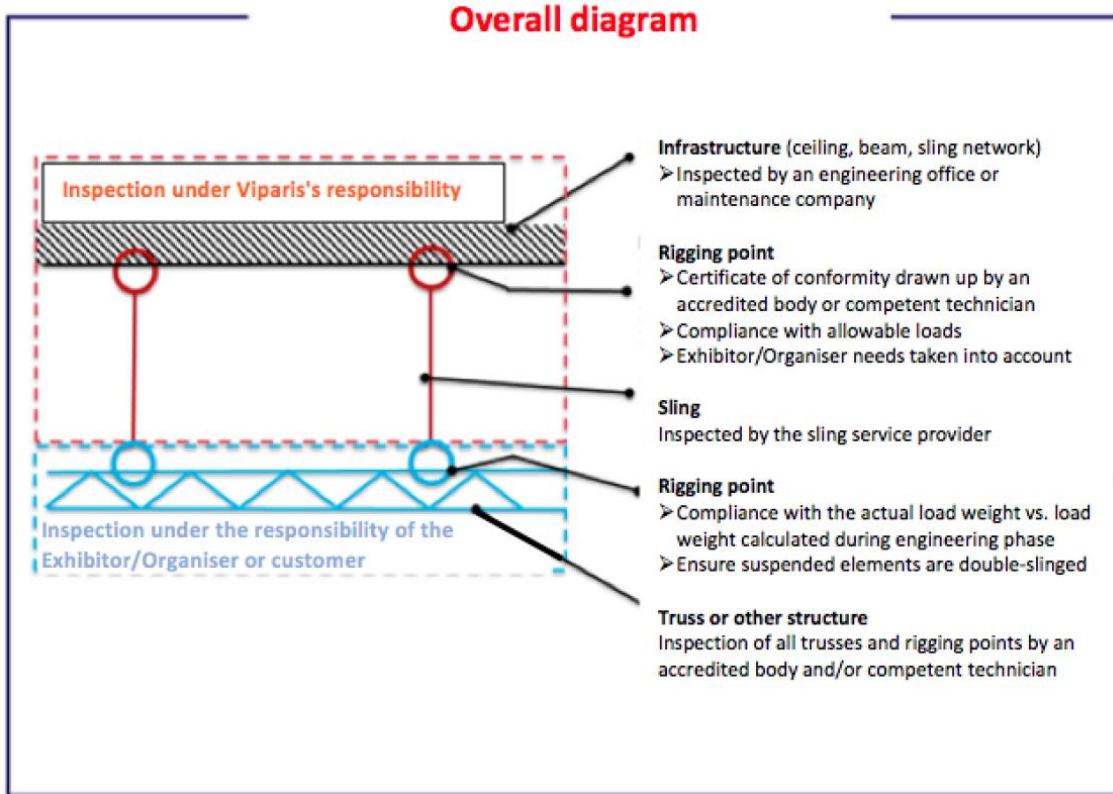
- The points listed below must be checked by the competent technician from the installer of the suspended structures;
 - Conformity of the installation with specifications in the manufacturer’s technical notice and in particular compliance with the load charts and any calculation notes, light bridges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

1/8

1. OVERVIEW

Safety rules regarding risks of fire and panic in establishments open to the public have been established by the Order dated June 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

2/8

2.3.2 - Floral Decorations

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

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

2.3.3 - Furniture

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

2.4 - Canopies - Ceilings - Suspended Ceilings

Stands with ceilings, suspended ceilings, or full canopies must have a covered surface area less than 300 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

3/8

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

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

3.2.2 – Conductors

The use of conductors with a cross-section less than 1.5 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

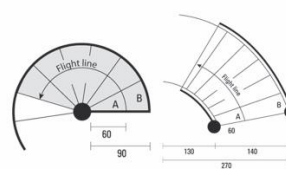
In so far as a stairway complies, in its various straight and spiral sections, with the professional standards defined in paragraphs 5.3 and 5.4 hereinabove, said stairway shall be deemed in compliance with regulations and may be used in establishments open to the public.

5.6 - Guardrails and Stairway Ramps

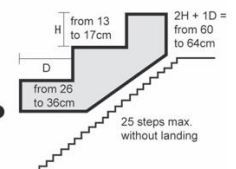
In accordance with standards NF P 01-012 and NF P 01-013, guardrails must resist thrust of 100 kilos per linear metre.

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

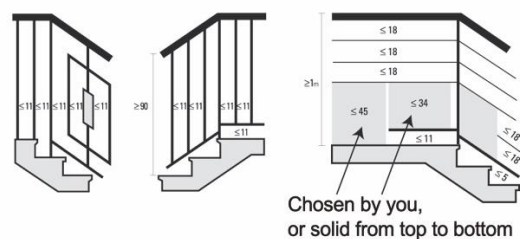
Curving stairs - CO56



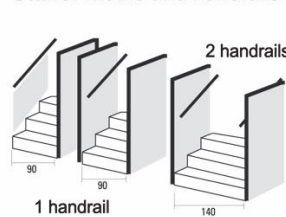
Steps - CO55



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

5/8

6 - LIQUEFIED GASES

6.1 - General Remarks

Bottles of gas, butane or propane, shall be allowed up to one 13 kilo bottle at most for every 10 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.

6.2 - Device Supply

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

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

6.3 - Installing Cooking Equipment

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

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

Each facility must:

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

7 - OPERATING EQUIPMENT - INTERNAL COMBUSTION ENGINES

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

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

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

7.1 - Equipment Presented in Operation at a Permanent Station

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

7.2 - Equipment Presented in Movement

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

7.3 - Equipment with Hydraulic Cylinders

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

7.4 - Internal Combustion Engines

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

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

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

REGULATIONS

FIRE & PANIC RISK PREVENTION REGULATIONS

6/8

8 - FLAMMABLE LIQUIDS

8.1 - General Remarks

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

- 10 litres of category 2 flammable liquids for every 10 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.

8.2 - Exhibiting Automobiles inside the Halls

Exhibiting automobiles or other vehicles shall be permitted within the Halls if they have a direct relationship to the exhibition 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.

8.3 - Presenting Flammable Products

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

8.4 - Prohibited Materials, Products, Gases

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

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

distributing samples or products containing flammable gas;

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

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

Contact the Safety Supervisor

AFS Conseils et Sécurité

M. Alain 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 or full bottles shall not be tolerated within the Halls.

8.5 - Smoke Production

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

9 - RADIOACTIVE SUBSTANCES - X-RAYS

9.1 - Radioactive Substances

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

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

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

Contact the Safety Supervisor for information regarding the required administrative procedures regarding this request. Such request, on plain paper (to be attached to the declaration for the machine or device in operation included

in the appendix), must specify the type and radioactivity of the substances and the group to which they belong, the name and title of the persons responsible for their

REGULATIONS

FIRE & PANIC RISK PREVENTION REGULATIONS

7/8

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

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

9.2 - X-rays

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

In particular, the following measures must be taken:

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

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

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

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

AUTORITÉ DE SURETÉ NUCLÉAIRE (ASN)

6, place du Colonel Bourgoïn
75572 Paris Cedex 12

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

10 – LASERS

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

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

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

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

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

11 - EMERGENCY RESOURCES

Emergency resources must remain constantly visible.

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

12 - OPERATING INSTRUCTIONS

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

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

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

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

REGULATIONS

FIRE & PANIC RISK

PREVENTION REGULATIONS

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

1/14

IMPORTANT

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

The Exhibitor Instructions communicated to you defines all the measures set in place to prevent risks arising from the interference of the activities of the various people working on this event. This document was drawn up at the request of the show Organizer by the Coordinator Mr Martin JOUËT in accordance with the provisions defined by the texts in force and in particular the following Law:

**31.12.1993 nr 93-1418 and the Decree of 26.12.1994 nr 94-1159
Modified and complemented by the Decree nr 2003-68 of 24.01.2003**

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

This General Coordination Plan cannot replace the provisions of the Code of Work. It does not in any way reduce the responsibilities and duties of the companies working on site.

For SILMO 2024, this coordination mission is carried out by the COMEXPOSIUM Company via a delegated Coordinator assisted by a team of experts who make up the safety group of SILMO 2024.

This document is a General Health and Safety Protection Plan Intended for the Exhibitor, his suppliers and subcontractors founded on general prevention principles, namely:

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

The Exhibitor has a duty and legal obligation to:

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

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

IF YOUR STAND IS:

- Installed by several independent companies.
- Installed by a decorator/stand designer using at least two sub-contractors.
- Includes a mezzanine floor.

If YES to at least one of these:

You must appoint an Health and Safety Coordinator for the assembly and dismantling periods and communicate his contact details together with his GHSPCP (General Health and Safety Protection Coordination Plan) to the D.Ö.T Company before August 26th 2024.

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

DÖT / SILMO 2024
81 rue de Paris – 92100 BOULOGNE
Fax: +33 (0)1 46 05 76 48
E-mail: sps@d-o-t.fr

FORMALITIES
EXHIBITORS SAFETY INSTRUCTIONS

2/14

MANDATORY

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

Obligation of protection reminder Cf. Chapter VIII.3. of this document.

You are reminded that wearing safety shoes (reinforced toe caps + anti-perforation soles) is **obligatory** for anyone who enters the show site during these periods.

For all people working from elevated platforms and any task presenting a risk, wearing a hard hat is **compulsory**.

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

EVENT ASSEMBLY AND DISMANTLING DATES

BARE STANDS EXHIBITORS

Halls	Building	Dismantling
6 & 7	The 17 th September 2024 from 7.00am to 8.00pm The 18 th September 2024 from 7.30am to 8.30pm The 19 th September 2024 from 7.30am to midnight	The 23 rd September 2024 from 6.30pm to midnight The 24 th September 2024 from 7.00am to midnight The 25 th September 2024 from 7.00am to 2.00pm

EQUIPPED STANDS EXHIBITORS

Halls	Building	Dismantling
6 & 7	The 19 th September 2024 from 7.30am to midnight	The 23 rd september 2024 from 6.30pm to midnight

On the last assembly day, no motorised vehicle will be allowed into the halls
In the dismantling period, on 23rd September 2024, motorised vehicles may only work after 8:00 pm in the halls.

FORMALITIES

EXHIBITORS SAFETY INSTRUCTIONS

3/14

CONTENTS

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

I. GENERAL INFORMATION ABOUT THE OPERATION

I.1. DEFINITION

The Exhibitors' Safety Instruction is a document written and devised by the Coordinator defining all appropriate measures to prevent hazards arising from the interference of the activities of different companies during assembly and dismantling of SILMO 2024.

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

I.2. COMPOSITION

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

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

I.3. DEFINITION OF THE COMPANY

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

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

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

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

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

In addition, it is supposed that companies have:

- a) Taken note of plans and documents useful in carrying out the work, and of event technical files, and that they have taken due note of the sites, places and installation areas of major structures and of all general or local elements relating to the execution of the work.
- b) Perfectly understood all the conditions for carrying out the work and have been made fully aware of their importance and their particular features.
- c) Made a detailed visit of the site and taken note of all the physical conditions and all constraints pertaining to the places of work, accesses and surroundings, to the ready execution of the work, and to the on-going organization and operation of the worksite.

FORMALITIES

EXHIBITORS SAFETY INSTRUCTIONS

4/14

II. ADMINISTRATIVE INFORMATION

II.1. THE PARTICIPANTS

II.1.1. GENERAL ORGANIZATION

The COMEXPOSIUM Company acts as the general exhibition Organizer of SILMO 2024.

ORGANIZER / EMPLOYER	GENERAL SHOW DIRECTOR
COMEXPOSIUM 70 avenue du Général de Gaulle 92058 PARIS LA DEFENSE Cedex Tel: +33 (0)1 76 77 11 11	Mr Eric LENOIR Email : eric.lenoir@comexposium.com
LOGISTICAL DIRECTOR	OPERATION MANAGER
Mr Jérôme HUNAULT Tel : +33 (0)1 76 77 13 65 Email: jerome.hunault@comexposium.com	Mrs Fanny BATAc Tel : +33 (0)1 76 77 12 84 Email: fanny.batac@comexposium.com

INSURANCE AGENCY – Civil resp / Dam.to property	TOWN HALL
SIACI SAINT HONORÉ 18 rue de Courcelles 75384 PARIS Cedex 08 Monsieur Philippe HUET Tel: +33 (0)1 44 20 29 81 Email: philippe.huet@s2hgroup.com	MAIRIE DE VILLEPINTE Place de l'Hôtel de Ville 93240 VILLEPINTE Tel : +33 (0)1 41 52 53 00

II.1.2. HSP COORDINATION / FIRE SAFETY

HSP COORDINATOR	FIRE SAFETY REPRESENTATIVE
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 Conseils et Sécurité 41 rue Lazare Carnot 77340 PONTAULT COMBAULT Tel : + 33 (0)6 70 61 95 11 Fax : +33 (0)1 41 55 07 21 Email : af@afsconseils.fr

The dates or presence of the fire safety representative haven't been defined.

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

FIRE PROOFING	EXPERT IN THE SOUNDNESS OF MAJOR STRUCTURE
Groupement NON FEU 37-39 rue de Neuilly BP 121 - 92582 CLICHY Cedex Tel : +33 (0)1 47 56 31 48 Groupement Technique Français de l'ignifugation 10 rue du Débarcadère 75017 PARIS Tel : +33 (0)1 40 55 13 26	SOCOTEC CONSTRUCTION Paris Nord II - Bâtiment Le Rostand - Hall D 22 avenue des Nations CS 12044 VILLEPINTE 95926 ROISSY CHARLES DE GAULLE Cedex Tel : +33 (0)1 49 43 60 00

FORMALITIES
EXHIBITORS SAFETY INSTRUCTIONS

5/14

II.2. DEFINITION OF WORK AREAS

VENUE	HALLS
VIPARIS PARIS NORD VILLEPINTE BP 68004 95970 ROISSY CHARLES DE GAULLE Cedex Accueil : Tel : +33 (0)1 40 68 22 22 Service Exposants: Tel : +33 (0)1 40 68 16 16	6 & 7

II.3. THE OFFICIAL BODIES

INSPECTION OF WORK	CRAMIF
Inspection du travail - Unité de contrôle n°5 2 rue de La Haye Roissy pôle – Le Dôme Bât. 2 - BP 13102 95701 ROISSY CDG CEDEX Email : jdf-ut93.uc5@direccte.gouv.fr Tel : Secrétariat UC 5 01 48 62 78 92	Service des risques Professionnels. Antenne 93 17/19 avenue de Flandre 75954 PARIS Cedex 19 Tel: +33 (0)1 40 05 32 64
O.P.P.B.T.P.	GLOSSARY
1 rue Heyrault 92660 BOULOGNE Cedex Tel : +33 (0)1 40 31 64 00	CRAMIF : Caisse Régionale d'Assurance Maladie d'Ile de France OPPBTP : Organisme Professionnel de Prévention du Bâtiment et des Travaux Publics

II.4. EMERGENCY SERVICES

ON THE SHOW SITE:

EMERGENCY POST	GENERAL SURVEILLANCE POST
Hall 6 post Information displayed at the halls entrances	Tel : + 33 (0)1 48 63 30 49
	FIRE SAFETY
	Tel : + 33 (0)1 48 63 30 49

OFF SITE:

FIRE SERVICE	POLICE STATION
Avenue du Général Poudroux 93290 TREMBLAY EN FRANCE Tel: 18 ou 112 (mobile) ou + 33 (0)1 48 60 69 48	1/3 rue Jean Fourgeaud 93420 VILLEPINTE Tel: 17 ou + 33 (0)1 49 63 46 10
SAMU	NEAREST HOSPITAL
125 rue de Stalingrad 93000 BOBIGNY Tel: 15 ou + 33 (0)1 48 96 44 44	Hôpital Intercommunal Robert Ballanger Bd Robert Ballanger 93602 AULNAY SOUS BOIS Tel: + 33 (0)1 49 36 71 23 / 22

FORMALITIES
EXHIBITORS SAFETY INSTRUCTIONS

6/14

III. GENERAL EVENT ORGANIZATION

III.1. GENERAL PRESENTATION OF THE SHOW

Cf. Exhibitor's Guide.

III.2. SCHEDULE OF USE OF HALLS

Public opening:

HALLS	DATES & TIME
6 & 7	From 20 th September to 23 rd September 2024 from 9.00am to 6.30pm

III.3. VARIOUS SERVICE PROVISIONS

Cf. Exhibitor's Technical Guide.

III.4. SITE CONSTRAINTS

III.4.1. TRAFFIC MOVEMENTS INSIDE THE PARK

The temporary occupation of this site implies compliance with the standards and conditions (times of access, parking, speed etc...) defined by the regulations in force in this enclosure and its surroundings.

These regulatory texts, as well as the site specifications, can be consulted by contacting the Organizer.

Management of parking (and its duration), traffic movements (separate circulation between pedestrian and machines with marks on the road) and access to delivery vehicles displaying authorisation will be set up around the halls and in the Park.

**Any vehicle even parked, must be able to be identified.
Private vehicles must not approach the surroundings of the halls.**

III.4.2. TRAFFIC MOVEMENTS INSIDE THE HALLS

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

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

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

The free movement (of men and lifting equipment) around the stands must be possible at all times during assembly and dismantling.

The security aisles defined on the exhibition general plan must be respected and kept free of any materials or crates.

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

RESPECT: INSIDE

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

RESPECT: OUTSIDE

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

FORMALITIES

EXHIBITORS SAFETY INSTRUCTIONS

7/14

IV. HANDLING CONDITIONS

IV.1. GENERAL REMARKS

The movement of machines presents risks and must be reduced to a minimum by strict management and distribution of the equipment. Companies listed by the Exhibitor are asked to set up means of identifying the machines and the men (stickers, identification jackets, etc...). Lifting and handling equipment must satisfy the requirements of current regulations. They must be kept in good working order and have satisfied regular inspections in conformity with the Article R 4535-7 of the Code of Work.

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

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

Pallet trucks must not be overloaded. It is important to take account of the centre of gravity of the load and the state of the ground to ensure that the load does not overturn.

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

Necessary organizational measures should be taken to limit recourse to manual handling to the minimum (Article R 4541-3 of the Code of Work). However, when it cannot be avoided, the employer must take appropriate measures or put at disposal to the workers, suited measures, to limit physical effort and to reduce incur risks during the handling (mechanical assistance, grasping means). The weight of the loads must be reduced and the working post must be adjusted to do the handlings in the best conditions (working space, reduction of the distance that the loads need moving...). The staff must be trained in the risks of handlings. The load must not split when it is moved. For the handling of glass panels, it is recommended to use suction cups. In the same way, for handling plywood sheets, the use of handling clips or panel carriers is recommended. The containers of bulk loads intended to be hung on working equipment used for lifting must be capable of resisting the efforts undergone during the loading, transport, handling and storage of the load and be equipped to prevent the untimely collapse of all or part of the load during the same operations.

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

IV.2. USE OF MACHINES WITH AN ENGINE

**The drivers must be at least 18 years of age and hold driving permits issued by the employer as well as the CACES (safe driving aptitude certificate) and the Special Medical Fitness Certificate.
The speed limit must be respected for any movement outside the halls. It must be reduced and appropriate inside the halls.**

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

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

IV.3. LIFTING REGULATIONS

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

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

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

The work area of the crane must be secured. The certificate of conformity of this equipment must be available for inspection.

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

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

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

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

The maximum load indications of each strap must be respected.

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

FORMALITIES

EXHIBITORS SAFETY INSTRUCTIONS

8/14

REMINDER

It is forbidden

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

IV.4. STORAGE

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

For this purpose, traffic movement plans will be posted at the accesses to the halls. The schedules and restrictions of use will be specified on these plans. **All workers are asked to respect these plans scrupulously.**

At the end of assembly, racks, pallets, etc... must not be stored inside the show and in the areas behind the claddings (unless authorised to do so by the Organizer). Machines must not be stored, during the assembly / dismantling period, in the traffic movement aisles, but in a storage area determined with the Organizer's technical managers.

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

During opening period, no machine will be allowed in the enclosure of the halls.

V. CLEANING

The worksite must be kept clean at all times to prevent hazards that could be caused by rubbish blocking the **aisles around the stand. Exhibiting companies are responsible for cleaning their site and removing their rubble and waste of all kinds.**

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

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

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

VI. INSTALLATIONS AVAILABLE DURING ASSEMBLY AND DISMANTLING PERIODS

VI.1. TOILETS

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

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

FORMALITIES

EXHIBITORS SAFETY INSTRUCTIONS

9/14

VI.2. CLOAKROOMS / CANTEEN

The company is required to place cloakroom facilities (if necessary) at their staff's disposal, in application of current legal texts, available for consultation from the Organizer. There will be no canteen for meals.

VI.3. TELEPHONE ON SITE

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

VI.4. ACCOMMODATION

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

VII. ACCESS CONTROL

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

Badges will be distributed to each worker in the event. Notices prohibiting access to the public stating the essential safety regulations to be observed on the site will be posted up at the halls entrances.

These accesses will be guarded. Visits to the worksite by persons other than the authorised workers (children, friends, family, pets...) are strictly forbidden.

VIII. GENERAL SAFETY OBLIGATIONS OF EACH WORKER

VIII.1. WORKFORCE

VIII.1.1. MEDICAL FITNESS

All personnel called upon to work on the site must be recognised as being medically FIT, and have undergone the obligatory medical examinations and vaccinations associated with the exercise of their profession, as well as those required by Medicine of Work. These certificates must be available on the site.

VIII.1.2. SAFETY TRAINING

In conformity with current regulations, and at its own responsibility, the company must ensure that every worker arriving on the site has attended safety-training sessions (presentation of special risks, conditions of traffic movements outside and inside the site, safety conditions applicable when carrying out work, special safety instructions, explanation of the operating method, follow-up of preventive measures that have been defined for each task in the Individual Safety and Health Protection Plan).

VIII.2. REGISTERS

VIII.2.1. LEGAL REGISTERS

The company must hold obligatory legal documents at the site, as they may be asked for by administrative inspection services. All employers based outside France with the intention of providing services in France must submit a prior declaration of posting of its workers (and a statement of filing) to the work inspectorate branch of the place where the service is to be provided, before the posting gets underway.

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

VIII.2.2. JOINT SITE VISITS

When they arrive on the assembly and dismantling site, companies who have never worked on the site before must make a joint inspection visit with the Safety Coordinator of their stand. A site visit file will be established by the Coordinator and signed by each company manager.

The safety and protection measures are defined with the site managers and the stand Safety Coordinator in reference with the G.H.S.P.C.P established by the Coordinator, taking account of the event G.H.S.P.C.P according to the state of the site at the time of the visit and the way the visit is carried out.

VIII.3. PROTECTIONS

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

VIII.3.1. COLLECTIVE PROTECTIONS

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

FORMALITIES

EXHIBITORS SAFETY INSTRUCTIONS

10/14

This collective protection must be rigid composed of a high and low hand rail and a baseboard, safely attached and must be installed from the outside with appropriate means, before any work is purchased on a storey or at height during assembly or dismantling. It must be removed only after the installation of the definitive protection or partition.

The stairs must be assembled as a priority and made safe by guardrails as soon as they are set up. The stairs cavities must be protected (closed or with a guardrail). Material deliveries access must be secured. For the dismantling all these protections must be reinstalled.

Each company must describe the collective protection planned in his Individual Health and Safety Protection Plan.



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

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

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

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

VIII.3.2. INDIVIDUAL PROTECTIONS

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

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

- Work clothes,
 - Gloves adapted to the work,
 - Safety hard hats compliant with standards,
 - Safety shoes (reinforced toes + anti-perforation soles),
 - Safety harness that conforms to standards when the collective protection provisions cannot be implemented.
- (Art R 4223-61 of the Code of Work),
- Welding mask and safety goggles during welding, unloading or grinding work.

Respect for these provisions, and the upkeep and good condition of this equipment is the responsibility of each company.

Wearing safety shoes (safety toe-caps + anti-perforation soles) is compulsory for any person entering the show site during the assembly and dismantling periods.

For all people working from elevated platforms and any task presenting a risk, wearing a hard hat is compulsory.

FORMALITIES

EXHIBITORS SAFETY INSTRUCTIONS

11/14

IX. GENERAL RULES OF CONSTRUCTION

IX.1. DECORATIONS

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

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

IX.2. WORKING AT HEIGHTS

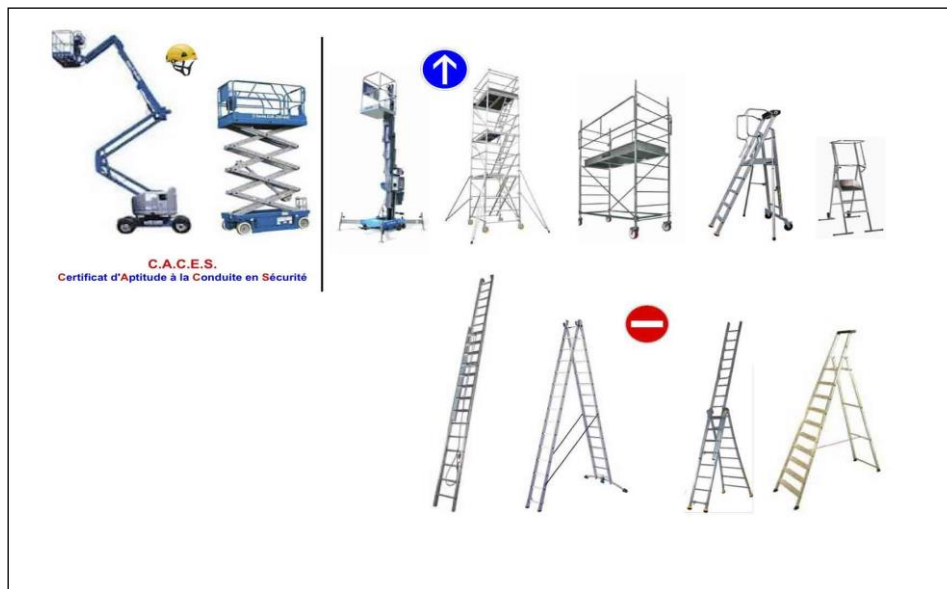
Decree nr 2004-924 of 01.09.2004 concerning the use of work equipment made available for temporary work at a height and integrating new provisions in the labour code (Articles R 4323-58 to R 4323-90).

It is obligatory for companies installing MARQUEES, TENTS or STRUCTURES or STANDS, during the assembly, maintenance and dismantling periods, to set up collective protection measures appropriate for any work on ROOFS or TERRACES by their staff. The methods considered for carrying out this work must appear in the company I.H.S.P.P.

In any case the people working for these building and dismantling periods must have a certificate for works at height and a valid authorization of their employer.

**Ladders, stepladders and footstep platforms must not be used as work positions.
(Article R 4323-63 of the Code of Work)**

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



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

FORMALITIES

EXHIBITORS SAFETY INSTRUCTIONS

12/14

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

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

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

For the assembly of scaffolding, steps, etc..., it is essential for companies to equip their personnel with hard hats and safety harness, in addition to safety shoes and gloves. They must make sure that the use of these I.P.E. by their personnel is effective. **These equipments must include progressively secured floors and access to the higher levels by guard rails. Legal restrictions concerning work at heights must be respected.**

IX.3. MEASURES TAKEN CONCERNING CO-ACTIVITY

Companies must provide a detailed assembly and dismantling schedule in their I.H.S.P.P. Any work which might create a situation placing workers over each other must be resolved by carrying out the work at different times, or with special protection arrangements.

Within the framework of the timetable of assembly and dismantling work, companies acting on the same site must take all appropriate individual protection measures to prevent hazards caused by superimposed work, particularly during the installation and dismantling of gantries, signposting, light adjustments of the altimetric readings, and assembly/dismantling of large equipment. The Exhibitor or his project manager must set up a work schedule taking into account a chronological order of assembly, to avoid tasks at different levels in the same site and to carry out these tasks using suitable means. These means can be common to several workers or companies.

In the case of mutualisation of the material resources (scaffolding, forklift, lift, etc.), a loan and supply agreement must be drawn up between the parties before use. The equipment must be completed and approved before any intervention on it by another company.

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

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

IX.4. SITE CONNECTIONS / LIGHTING

IX.4.1. REGULATIONS

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 Organizer or the Exhibition Center. The power ordered must allow supplying the needs of the companies during assembly, exhibition and dismantling.

It is obligatory for the companies that use the installation to report immediately to the responsible persons any defect or degradation noted. From this box, the enclosures and the connected electrical installations must be checked by a person or an approved organization before being put into service. The report of this inspection must be available and kept on the site for the duration of assembly and dismantling. The enclosures will include a manual cutoff and reset switch and a 30mA differential protection device.

The electrical installations will be carried out according to the French regulations in force. The supply, installation and maintenance of the installations are the responsibility of the installation company. 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. Personnel involved in electrical installations will have received training and must have a credential as part of publication UTE C 18510.

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

IX.4.2. LIGHTING

The general lighting in the work areas must be compliant with lighting regulations determined by Decree nr 83.721 of 2 August 1983 and repeated in the Code of Work in Articles R 4223-1 to 12.

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

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

FORMALITIES

EXHIBITORS SAFETY INSTRUCTIONS

13/14

IX.5. PREVENTION OF RISKS OF PROFESSIONAL DISEASES

IX.5.1. HAZARDOUS MATERIALS

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

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

IX.5.2. NOISE DISTURBANCE

The use of noisy machines or equipment must adhere strictly to current regulations. All necessary methods and provisions must be used (hood, screen, silencer etc...) so as not to exceed the regulatory limits as regards acoustic levels.

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

To avoid dust, fumes emission or noxious emanations when fixed or portable electrical tools are used (saws, sanders, blowtorches, welding torches, etc...), efficient protection means must be provided (central vacuum, masks, glasses...). Only water disc cutters will be allowed for cutting tiles, stones...

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



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

IX.7. WORK INVOLVING HEAT

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

IX.7.1. INFLAMMABLE MATERIALS AND PRODUCTS

Gas bottles under pressure must be protected from knocks, falls and heat, and no unauthorised person must be able to have access to them. **It is forbidden to keep or store gas bottles, full or empty, in the hall.**

IX.7.2. EXTINGUISHING MEANS

Communal means:

The layout of the stands must not impede access to the emergency systems or fire-fighting equipment such as equipped fire taps, emergency phones, smoke ventilators, extinguishers. All this equipment must be clearly visible and accessible on a permanent basis. **Specific means for each worker:** Each company must plan in his IHSPP the means of prevention suited to his activity and his work zone

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

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

X. FIRE SAFETY

The fire safety regulations are deposited with the Organizer and available in the Exhibitor's Guide. The Official Safety Committee is very strict as regards structural construction (construction and decoration materials, solidity and stability of structures, upper floors, emergency provisions, electrical fittings, etc.). The decisions taken by the committee during its tour of inspection are enforceable immediately.

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

FORMALITIES

EXHIBITORS SAFETY INSTRUCTIONS

14/14

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

inspections of electrical installations, soundness of structures, etc... Failure to respect these regulations may involve the removal of materials, or it may be forbidden for the stand to be opened to visitors.

XI. ORGANIZATION OF EMERGENCIES

XI.1. COMPANY EMERGENCY MEASURES

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

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

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

In case of accident precise:

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

XI.2. COLLECTIVE ORGANIZATION OF THE SHOW

REMINDER OF THE EMERGENCY PHONE NUMBERS

EMERGENCY POST: Hall 6. Information displayed at the hall entrances
FIRE SAFETY & GENERAL SURVEILLANCE POST: +33 (0)1 48 63 30 49

THE EMERGENCY PHONE NUMBERS ARE DISPLAYED AT THE TECHNICAL OFFICE.

XII. THE INDIVIDUAL HEALTH AND SAFETY PROTECTION PLAN

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

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

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

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

XII.1. THE EXHIBITOR

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

XII.2. COMMUNICATION OF THE DOCUMENT

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

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

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

FORMALITIES

CUSTOMS

1/3

IMPORTANT: CUSTOMS 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.

FORMALITIES

USING FOREIGN SERVICE PROVIDERS

2/2

2 - PROVISIONAL WORK PERMIT

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

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

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

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

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

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

COMEXPOSIUM – Logistics and Security Department

Fanny BATAc

70, avenue du Général de Gaulle F – 92508 Paris la Défense 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 26TH SEPTEMBER 2024 TO:

COMEXPOSIUM – Operations Department
Fanny BATAc – SALON SILMO 2024
70, avenue du Général de Gaulle F – 92508 Paris la Défense 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 2024 from 20th September to 23rd September 2024 – 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

70, avenue du Général de Gaulle – 72058 Paris la Défense 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)