

# DECORATION & ARCHITECTURAL REGULATIONS ALL4PACK 2020

In order to avoid disputes, it is mandatory to submit the stand layout plans by post or by e-mail for **approval by 02<sup>nd</sup> October 2020**. The stand layout plans must necessarily include the following elements:

- **Plan view** including scale, dimensions, and positions of setbacks (from neighbouring stands and aisles);
- **Cut plane** including scale, dimensions and heights of projected volumes.
- **3D views:** including scale, dimensions and heights of projected volumes.

Any project that will not comply with the Regulations will be rejected, and any stand that would be erected without the approval of the Architectural Services Firm for ALL4PACK20 will be dismantled at the exhibitor's expense.

## ARCHITECTURAL SERVICES FIRM FOR ALL4PACK:

**DECO PLUS** - M. Wilfrid TOUGARD  
13 rue de Fourqueux - 78100 Saint Germain en Laye  
Tel: **+00 33 9 67 78 93 85**  
E-mail: **w.decoplus@free.fr**

Both the reutilized and the newly constructed stands must comply with the regulations 2020. They must comply with the required setbacks and heights, and must be approved by DECO PLUS.

**No agreement made between exhibitors will be authorized; only the organizer or DECO PLUS is entitled to grant dispensation upon submission of a written request.**

## STAND SITE CLEARANCE

For bare stands, your Stand Decoration Plan should include the commitment form for clearance of debris from your stand on assembly and dismantling.

All the stands, equipment, goods and waste materials of any kind (e.g. adhesives, carpeting) must be removed by the end of the dismantling period.

To avoid any dispute over the clearance of your stand site, a stand site clearance certificate can be issued at the exhibitor's request by the Organiser office.

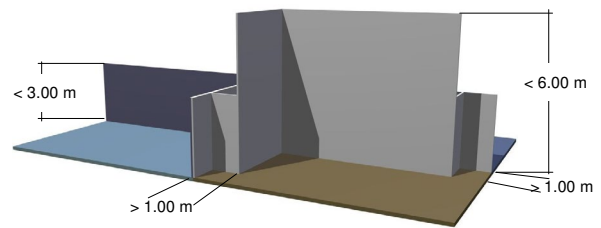
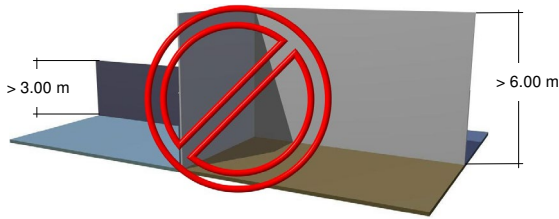
In the case where debris are left on the stand, the exhibitor and the decorator will be held responsible for any breach of commitments made in the Stand Installation File and in the commercial activity form.

## AMOUNT OF PENALTIES CHARGED TO THE EXHIBITOR OR THE DECORATOR

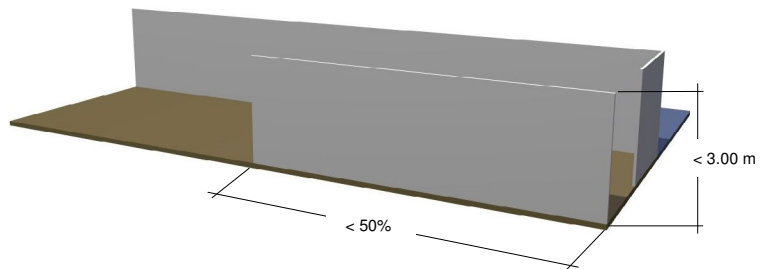
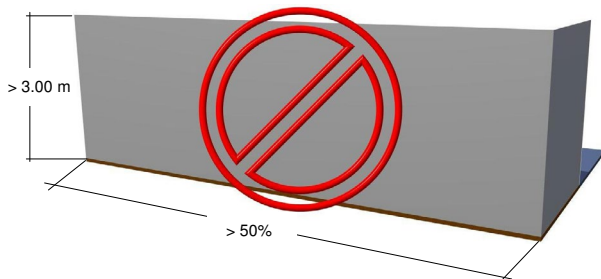
Your Questions - Our answers	PENALTY for debris left after assembly or disassembly
Who signs the commitment?	The exhibitor or the decorator
How much is the penalty? <sup>(1)</sup>	€ 1500 excl. tax for <50 sqm € 3500 excl. tax for <50 to 100 sqm> € 5000 excl. tax for <100 to 250 sqm> € 7000 excl. tax for <250 to 400 sqm> € 10000 excl. tax for >400 sqm
if I do not return the forms for cleaning debris from my stand, what will happen?	My file will not be considered by the organiser to be complete and the plans will not be validated. Access to Exhibition Center will not be authorised.
Make a status report of your stand, skip rental <sup>(2)</sup>	After dismantling the stand, the exhibitor or the decorator have the opportunity to contact the Organiser in Hall 5A to obtain a SPACE CLEARANCE CERTIFICATE <sup>(2)</sup> .
Infringements recorded on site	The record will be presented to the exhibitor on site or by letter. The penalty for the infringement will be sent in the form of an invoice.

(1) In the case of multi-installations, the amount of the penalty is calculated according to the total of the spaces concerned.  
(2) The exhibitor or the decorator must make the necessary arrangements to remove debris during assembly and disassembly periods. When a stand is abandoned and recorded officially by ALL4PACK, the penalty indicated will be invoiced.  
In the case of an infringement that surpasses the amount of the penalty, the invoice will be made out for the real value.

**Height of construction / setbacks**



**Partition and border aisles construction**



**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 **525 € 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 / sq. m.
- **Resistance to puncture** : 6.5 tonnes maxi per 10 sq. cm (10/10 cm)
- **Hall height** : 9 m

**Forbidden:** overload is forbidden over a radius of 20cm from the hatches and the technical gutters.

**Your space must be restored to its original condition.** All waste materials (e.g. carpeting, adhesives) must be removed. 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...**

**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.

No clearance to apply from the aisles and neighbouring stands. **Equipment higher than 3.00 m must respect a withdrawal of 1.00 m with the neighbo-**

**ring stands.** No withdrawal from neighboring paths and stands and with a maximum of 50% closure. Above 50%, a withdrawal of 1.00 m must be respected. **Machines requiring a crane must be delivered no later than Friday, November 20, 2020.**

**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 following French music rights body:

**SACEM**  
16, avenue Gabriel Péri -  
95210 SAINT GRATIEN - France  
Tel. **+33 (0)1 39 34 19 10**  
[sylvie.bizouard@sacem.fr](mailto:sylvie.bizouard@sacem.fr)

Please comply with the above sound level without exception and even for a short time. Continuous and severe inspection will be carried out to ensure that these rules are strictly observed. The organizer reserves the right to take all appropriate measures to stop any sound presentation performed in violation of the above rules.

#### **4. ELECTRICAL INSTALLATIONS ON STANDS**

For obvious safety reasons, it is strictly forbidden to use the private installations of the exhibition centre "Parc des Expositions de Paris Nord Villepinte" (e.g. hall ducts, water ducts) for laying electrical cables to the stands.

#### **5. MAXIMUM AUTHORIZED HEIGHT FROM THE BUILDING FLOOR**

**Stand: 6.00m maximum (3.00m for partitions between stands starting from the building floor)**

Any construction or decoration item which is **higher than 3.00m**, but not higher than 6.00m, from the building floor, and which is erected next to adjoining stands, **shall be set back 1.00m from the adjoining stand(s)** and aisles.

Office sides, decoration items or panels facing neighbouring or adjoining stands must necessarily be smooth, plain painted in neutral colours or covered with M1 fireproof wall cloth.

**Electrical cables must not be visible.**

#### **6. CONSTRUCTION OF STAND SIDES EXPOSED TO AISLES**

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

**Each facade stand overlooking an aisle must respect a 50 % maximum closing with a maximum of 8 linear meters. The glass, curtains, frozen adhesive, half partitions... will not be accepted as an opening. On the opposite, is considered as opening any physical unit allowing access.**

**Any closure beyond 8 linear meters will be set back 2.00m from the aisles.**

**The height will be limited to 3.00m at the edge of aisles.**

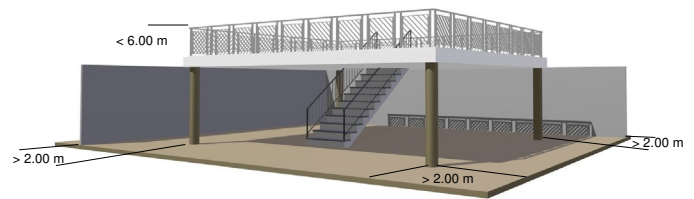
#### **7. DOUBLE-DECK STANDS**

Double-deck constructions in halls are only authorized in certain areas of the exhibition and for stands larger than 100 sq. m.

The upper level must not exceed half of the stand surface area.

The structure of double-deck stands in halls (including signs or towers) must not be higher than 6.00 m. The upper level must absolutely be set back 2.00m from aisles and from adjoining stands.

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



**It is mandatory to appoint a Health and Safety Coordinator.**

##### **DÖT**

93 rue du Château  
92100 BOULOGNE BILLANCOURT  
Tel : **+33 (0)1 46 05 17 85**  
E-mail : **sps@d-o-t.fr**

It is mandatory to send the stand structural stability certificate issued by an authorized body (\*), as well as the drawings and strength calculations (not later than September 28th, 2020) together with assembly instructions to the following addresses:

##### **AFS Conseils et Sécurité**

Alain FRANCONI  
56 rue Roger Salengro - 93110 Rosny-sous-Bois  
Port : **+ 33(0)6 70 61 95 11**  
E-mail : **afs@afsconseils.fr**

##### **SOCOTEC**

Centre d'affaires PARIS-Nord  
Le Continentale - BP 306  
93153 LE BLANC MESNIL Cedex - France  
Tel: **+33 (0)1 48 65 42 37**  
Fax: **+33 (0)1 45 91 19 63**

(\*) Experts in the strength of buildings, double-deck stands

#### **8. SIGN / LIGHTING BRIDGE**

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

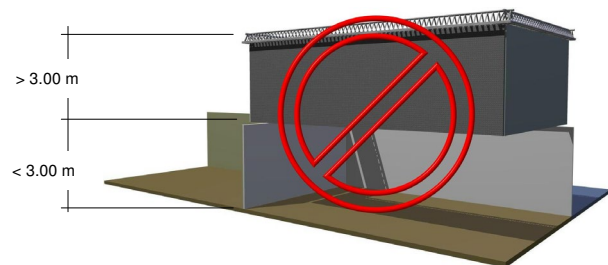
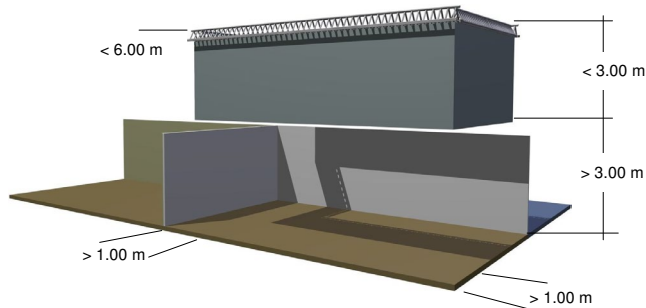
Sign walls and sign partitions are strictly prohibited.

Suspended signs or lighting bridges must be fitted within a distance of 3.00m to 6.00m from the floor.

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

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

Flashing signs are prohibited.



## 9. LIGHTS



Flashing lights and beacons are prohibited.

## 10. CAPTIVE BALLOONS

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

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

ALL4PACK shall be entitled to remove balloons that would fail to comply with the above obligation.

## 11. PILLAR COVERING

**Maximum height 5.00 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.

## 12. SLINGING / HANGING FROM THE FRAMEWORK

By «signal», the organisers mean any kind of openwork superstructure to which a label or the exhibitor's illuminated acronym can be affixed.

- Their height must not exceed 6.00 m, in compliance with the requested setbacks.

- Attachment points may be authorised at 6.50 m, and no dispensation will be granted.
- Self-supporting structures must be set back by at least 1.00 m from neighbouring stands and aisles.

### IMPORTANT :

**Only VIPARIS' services are authorised to carry out any work on the hall's framework.**

- Hanging from points based on a 3.00 m x 3.00 m framework.
- Authorised weight: 80 kg per point when all points are used.
- Contact VIPARIS for weights in excess of 80 kg.

For others suspension (suspended after the slings) please take note of the new safety specification in force in the Exhibition Centre of Paris Nord Villepinte in the HANGING & OVERHEAD POWER SUPPLY, TRUSSES AND LIGHTS section in the USEFUL INFORMATIONS category of this guide. Those new rules impose a systematic control of the installation. To help you in these procedures, we have referenced the control agency below, although you are free to use any agency of your choice:

### Société ANCO

Mr Frédéric JOUCREAU

Tel : **+33 (0)6 74 70 98 42**

E-mail : [frederic@anco75.fr](mailto:frederic@anco75.fr) / [event@anco75.fr](mailto:event@anco75.fr)

OR

### Société QUALICONSULT

Mr Nicolas RABILLER

Tel : **+33 (0)6 31 61 96 83**

E-mail : [nicolas.rabiller@qualiconsult.fr](mailto:nicolas.rabiller@qualiconsult.fr)

OR

### BUREAU VERITAS EXPLOITATION

Mr Olivier HOUILLE

Tel : **+33 (0)6 21 93 51 84 (en cas d'urgence)**

E-mail :

[service.expositions.salons@bureauveritas.com](mailto:service.expositions.salons@bureauveritas.com)

## 13. 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).

## 14. MACHINERY IN OPERATION

All machines and equipment shown in operation during the exhibition must be declared to the exhibition organizer; otherwise they will have to cease operation (Cf. form "Declaration of machine(s) in operation" at <https://event.all4pack.com/2020/en/>)

All presentations and demonstrations shall be carried out under the exhibitor's full responsibility. A protected area must 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. These provisions shall apply to all stands, including outdoor stands.

Only machines and equipment approved by the Safety Commission as complying with the regulations will be allowed to be exhibited in operation.

## 15. USE OF GAS CYLINDERS

The number of gas cylinders must be minimized. It is strictly forbidden to store them on stands. They must be connected and secured to the machines.

It is desirable to use empty or dummy cylinders. These must be identified and marked by the exhibitor.



White lettering on green bottom is reserved for the exits.



It is formally prohibited to lay out some installation that it is in front of the fire hose (net curtain, plants...) and this 24 h / 24.

# HANGING & OVERHEAD POWER SUPPLY, TRUSSES & LIGHTS

## NEW 2020 - ESSENTIAL INFORMATION

### RIGGING FROM THE FRAME OR EXISTING STRUCTURES

**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). En référence et en aggravation du guide de bonnes pratiques des matériels et ensembles démontables édité par la préfecture de police de PARIS le 6 novembre 2019, les systèmes particuliers de fixation répétitifs supportant les ensembles démontables tels que les ponts lumières, les portiques, les plafonds et vélum, d'une charge globale supérieure à 1000 kg ou nécessitant plus de 13 élingues, feront l'objet d'une vérification par un bureau de contrôle (BC) ou un bureau vérification CTS (BV CTS).

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, 2019, 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 the installer (this certificate is equivalent to an inspection document).

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

« Special non-repetitive rigging points » means non-industrial, « in-house » rigging systems for maintaining the frames of stands that provide support for decorative elements, ceilings, walls, lighting, sound systems, screens, video displays, advertising and signage.

These provisions are summarised in the following table :

Installations	Total load and height (h)	Inspection body		
		BC*	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) : person or body that is accredited 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.

### Overall diagram

