

> 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.

- **THE EXHIBITOR AREA**

In this store, you can order all of the technical services you need until **Friday 25<sup>th</sup> October, 2024 at 11.59pm.**

*Please note: from this date, technical services will increase by 20% and must be ordered directly on-site in the Exhibitors desk located at Hall 5*

*\*Some services must be ordered before this date: [click here](#).*

• **CHECKLIST**  
Find below the key stages for a successful participation.

WHAT	DEADLINE	HOW	DONE	TO BE DONE
<b>Stand</b>				
<b>BARE STAND ONLY:</b> Stand decoration and floor plan	Sept. 27 <sup>th</sup>	DECO PLUS - <a href="mailto:w.decoplus@free.fr">w.decoplus@free.fr</a>		
<b>FITTED STAND ONLY:</b> Stand decoration and floor plan for fitted stand	Oct. 4 <sup>th</sup>	You will be contacted by an ALL4PACK fitted stand advisor		
<b>Forms</b>				
Safety certification ( <b>MANDATORY FORM</b> )	Sept. 23 <sup>th</sup>	<a href="#">Exhibitor Area</a> > Participation > My forms		
Authorization to a provider to place orders*	Oct. 4 <sup>th</sup>	<a href="#">Exhibitor Area</a> > Participation > My forms		
Declare your operating machines*	Oct. 4 <sup>th</sup>	<a href="#">Exhibitor Area</a> > Participation > My forms		
Machine arrival & departure*	Oct. 4 <sup>th</sup>	<a href="#">Exhibitor Area</a> > Participation > My forms		
Waste disposal commitment form ( <b>MANDATORY FORM</b> )	Oct. logistic <sup>th</sup>	<a href="#">Exhibitor Area</a> > Participation > My forms		
<b>Logistics</b>				
Signage files for fitted stand	Oct. 4 <sup>th</sup>			
Online store orders*	Oct. 25 <sup>th</sup>	<a href="#">Exhibitor Area</a> > My store		
*Except: signage order	Oct. 4 <sup>th</sup>	<a href="#">Exhibitor Area</a> > My store		
*Except: carpet & floor order	Oct. 4 <sup>th</sup>	<a href="#">Exhibitor Area</a> > My store		
*Except: partition wall & storage order	Oct. 4 <sup>th</sup>	<a href="#">Exhibitor Area</a> > My store		
<b>Others</b>				
Order your exhibitor badges	Nov. 7 <sup>th</sup>	<a href="#">Exhibitor Area</a>		
Order VIP badges	Nov. 7 <sup>th</sup>	<a href="#">Exhibitor Area</a>		
<b>INCREASE OF 20% OF THE PRICES AND CLOSING OF THE ONLINE STORE – Technical services</b>	OCT., the 25 <sup>th</sup>			
<b>CLOSING OF THE ONLINE STORE – Communication tools</b>	OCT., the 25 <sup>th</sup>			

## USEFUL INFORMATION

- Access / traffic / parking / delivery
- Access badges
- Exhibitor timetables Assembly / Opening / Disassembly
- Exhibition opening hours / Reception desk
- Operating Machines
- Cleaning / Rehabilitation
- Halls monitoring & stands security
- Complementary insurance
- Catering for exhibitors / Caterer
- Event / Stand activities
- Meeting/Conference rooms
- Hanging & overhead power supply, trusses & lights
- Architecture & Decoration
- Health and Safety protection
- Useful contacts
- Freight & Handlers Contacts

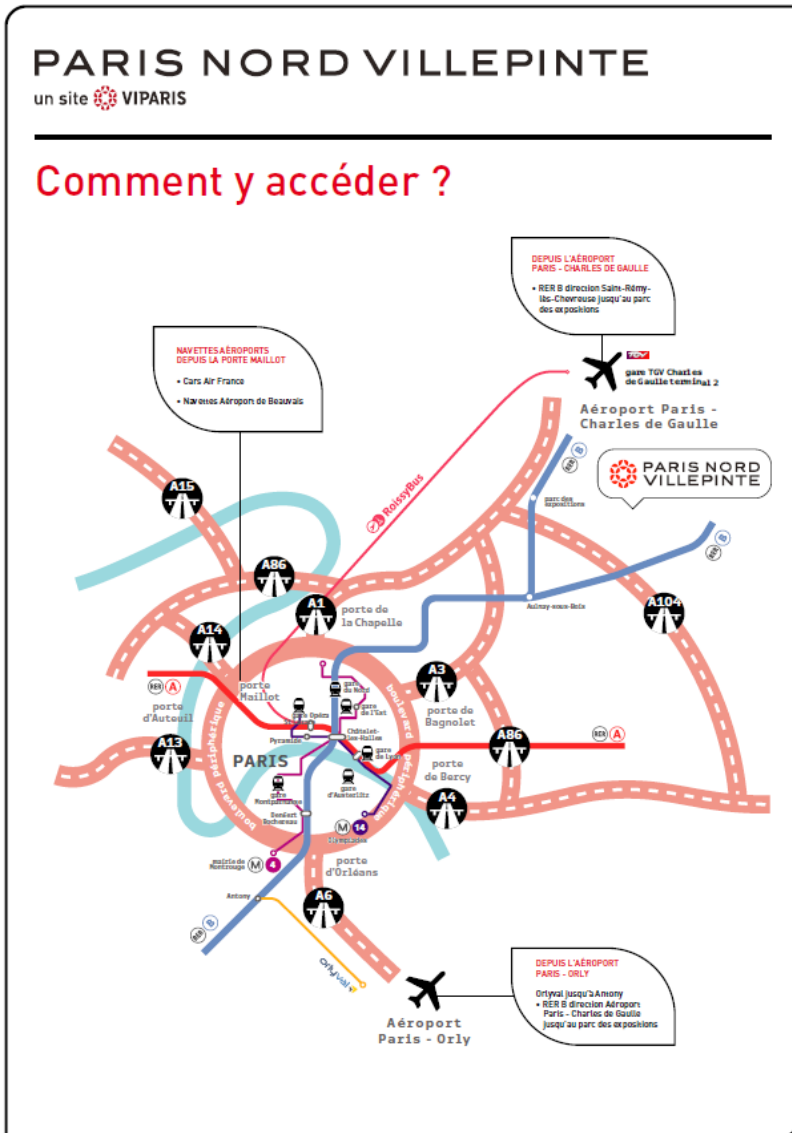
# ACCESS / TRAFFIC / PARKING / DELIVERY

## SHIPPING ADDRESS

**ALL4PACK Emballage Paris**  
 Parc des expositions Paris Nord Villepinte  
 ZAC Paris Nord 2  
 93420 Villepinte - France

**By specifying :**  
 Name and stand number of the exhibitor  
 Name and mobile phone number of an on-site contact

## ACCESS TO THE PARIS-NORD VILLEPINTE EXHIBITION CENTRE



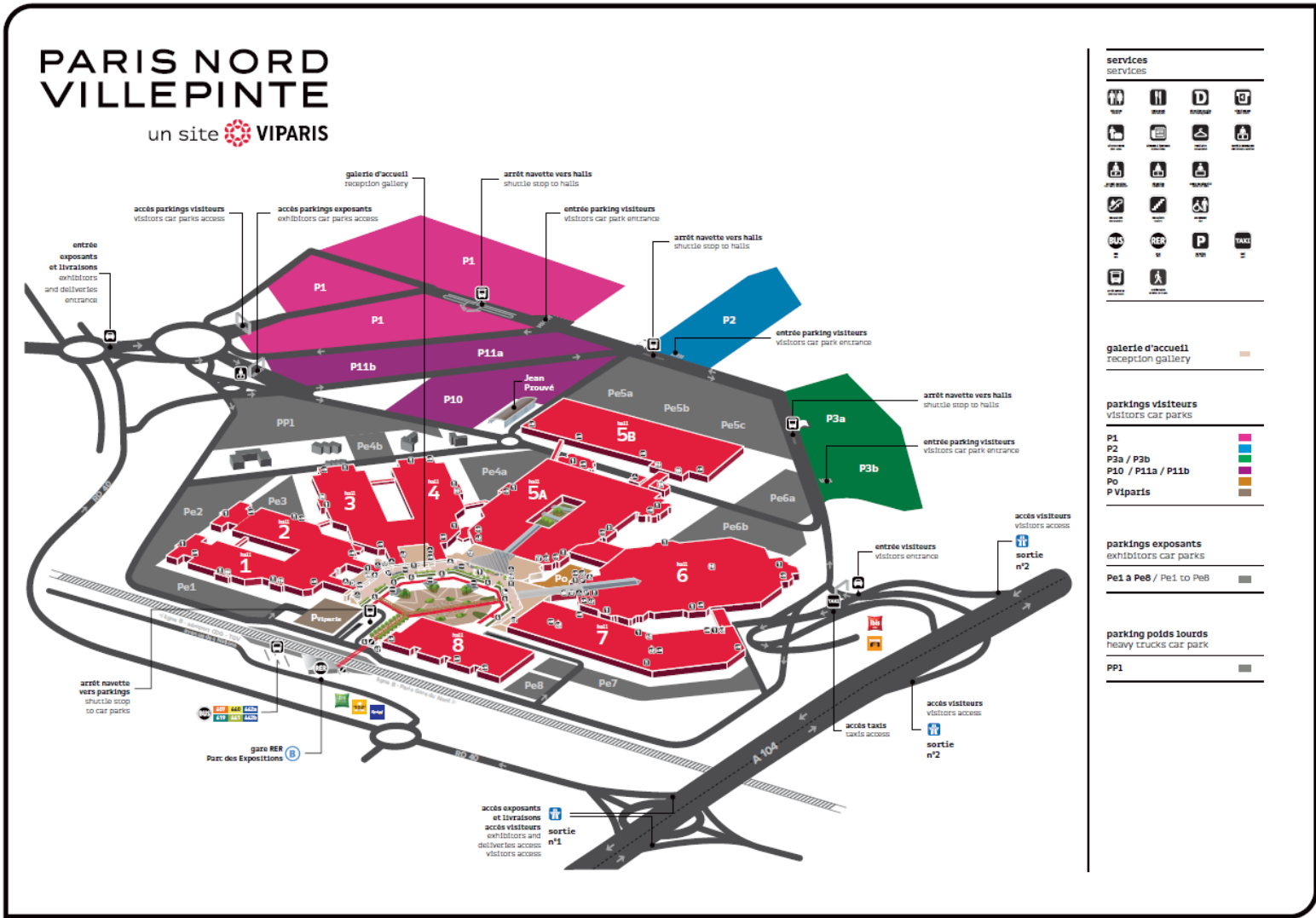
Londres : 2h35 (Eurostar)
Lille : 50 mn (TGV)
Rennes : 2h45 (TGV)
Lyon Part Dieu : 1h55 (TGV)
Montpellier : 3h50(TGV)

USEFUL INFORMATION

# ACCESS / TRAFFIC / PARKING / DELIVERY

2/8

## CARS AND PEDESTRIAN ACCESS



## USEFUL INFORMATION

# ACCESS / TRAFFIC / PARKING / DELIVERY

3/8

## TWO INTERNATIONAL AIRPORTS TO GET TO ALL4PACK

### Roissy Charles de Gaulle airport

The Parc des Expositions is located 5 min 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

Visit the website:

<https://globalmeetings.airfranceklm.com/search/promodefaut.aspx?vendor=AFR&promocode=37925F>

- Event : All4PACK EMBALLAGE PARIS
- Event ID : 41071AF
- Valid for transport from **28/10/2024** to **14/11/2024**
- Event location : Parc des Expositions de Paris Nord Villepinte, France



Attractive discounts on a wide range of airfares on all Air France and KLM flights worldwide, until 15 % of reduction on the internal French flights (including Corsica)\*\*.

Use the website of this event or visit [www.airfranceklm-globalmeetings.com](http://www.airfranceklm-globalmeetings.com) to:

- Access the preferential fares granted for this event\*,
- Make your booking,
- Issue your electronic ticket\*,
- Select your seat\*\*.

If you buy your ticket via AIR FRANCE & KLM Global Meetings website, your electronic ticket will carry a special mention which justifies the application of the preferential fares. Should you prefer to process your reservations and ticket-purchase directly with an Air France and KLM sales outlet, you must keep this current document which serves to justify the application of the preferential airfares

**Keep the document to justify the special fares with you as you may be asked for it at any point of your journey.**

Frequent flyer / loyalty programs of Air France and KLM partner airlines are credited with "miles" when Air France or KLM flights are used.

\* Subject to conditions / \*\* Not available in certain countries

USEFUL INFORMATION

# ACCESS / TRAFFIC / PARKING / DELIVERY

4/8

## REGISTER YOUR VEHICLES ON LOGIPASS

### ACCESS CONTROL

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 **Logipass**.

**This registration is mandatory.**

Any company or person involved on 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.

If you have any question about Logipass and registration, please contact the Hotline: + 33(0)1 40 68 11 30 / [Infos-exposants@viparis.com](mailto:Infos-exposants@viparis.com)

Please find below the instructions to create an access request on Logipass:

<https://logipass.viparis.com/Content/Files/en/ModeEmploiExposantLogipass.pdf>

VIPARIS - Authentification

Secure | <https://logipass.viparis.com>

Langue - Créer un compte

Bienvenue  
**logipass**

Pour tous les intervenants et exposants (montage - DEMONTAGE - livraison)

Adresse email

Mot de passe  
Le champ Mot de passe est requis

Connexion

Mot de passe oublié ?  
Créer un compte

Créer un compte pour enregistrer vos demandes d'accès de véhicules aux zones logistiques (pour la durée de déchargement) et aux parkings exposants (hors horaires de parking payant)

© Tous droits réservés - Viparis 2018 | Hotline : +33 1 40 68 11 30 | [infos-exposants@viparis.com](mailto:infos-exposants@viparis.com) | Mode d'emploi | Conditions Générales d'Utilisation | Politique concernant les cookies



USEFUL INFORMATION

# ACCESS / TRAFFIC / PARKING / DELIVERY

5/8

## 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 20kmh (12mph)
- No stopping and no parking in traffic lanes
- Light duty vehicles won't be allowed into the Halls
- Deliveries are authorized from 7:30 am to 9:00 am

**Any vehicle which contravenes 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: [https://www.bison-fute.gouv.fr/index\\_langen.html](https://www.bison-fute.gouv.fr/index_langen.html)

## DURING SETTING UP AND DISMANTLING

During setting -up and dismantling, exhibitor's car parks are free until Sunday 20 November.

- **No cars will be allowed inside the Halls.**
- **Trucks traffic** will be controlled.  
**No motor vehicles will be allowed into the Halls on Sunday 3<sup>rd</sup> November (unless special permission is granted by the organizer).**
- 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.
- During the passage of the **Security Commission**, the fittings must be **completed**. The presence of the stand manager is **mandatory**. **The dates and hours of passage will be communicated later.**
- To enter the exhibition Halls during setting-up and dismantling, **everyone 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**.

USEFUL INFORMATION

# ACCESS / TRAFFIC / PARKING / DELIVERY

6/8

## PARKING

### > During setting-up

It is free to park on Exhibition Centre grounds as long as the regulations regarding parking times and areas are respected. Exhibitors' car parks will no longer be free as of midnight on Sunday November, the 3<sup>rd</sup>.

Truck access is subject to special conditions depending on traffic levels around the Halls. No motor vehicles may enter the Halls on Sunday 3<sup>rd</sup> November 2024 (except where special permission has been granted by the organiser).

- Avoid ordering deliveries for the day before the exhibition.
- As soon as you have emptied your vehicles, move them on.

### > On dismantling evenings

Only trolleys, platform trolleys and hand pallet truck may be used when the show is closed. Motor vehicles may enter the Halls 2 hours after public closing time, as long as the space is in such a condition as to permit this.

### > During opening times

Deliveries are authorised from 7:30 am to 9:00 am once vehicles have been approved for entry into the Exhibition Centre grounds and given a temporary delivery permit.

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 **Sunday, November 3<sup>rd</sup>, 2024 - 9:00 am**, all vehicles parked beside the Halls must have been moved to the authorised cars parks, failing which the vehicle may be removed and impounded.

## RESERVING A PARKING SPACE

While set-up and dismantling periods, car parking spaces are free.

During opening times, parking subscriptions can be taken out for a fee. They can be reserved via your Exhibitor Area or bought on site at the Exhibitors' Desk, Hall 5.

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

USEFUL INFORMATION

# ACCESS / TRAFFIC / PARKING / DELIVERY

7/8

## ACCESS TRUCKS-CRANE

### Truck-Crane access for assembly period

The arrival date must be communicated to the organizer COMEXPOSIUM for better logistics planning.

**TO BE FILLED IN :** FORM ARRIVAL - DEPARTURE MACHINES IN YOUR EXHIBITOR AREA  
Exhibitor Area > Participation > Forms / Plans

Machines requiring craning or heavy handling must be delivered by Friday 1st November 2024 at the latest.

**Contacts :** [alexandre.merle@comexposium.com](mailto:alexandre.merle@comexposium.com) ;  
[charlotte.boucher@comexposium.com](mailto:charlotte.boucher@comexposium.com)



> For a better coordination, we advise you to contact the providers for the site  
(Find contact details [here](#)).

USEFUL INFORMATION

# ACCESS / TRAFFIC / PARKING / DELIVERY

8/8

## DELIVERY

- The exhibitors or its representative provides for the expedition, for the transport and the reception of its packages. If the exhibitor, or his representative is not present for receive a delivery on site, the COMEXPOSIUM organizer cannot be responsible for the loss or degradation of all part of this delivery.
- All packages must be unpacked and evacuated by the exhibitor or representative, outside, **before November 3<sup>rd</sup> 2024 12:00**. The organizer COMEXPOSIUM reserves the right to ensure the execution of this prescription at the expense and risk of the exhibitor. During the periods of assembly and disassembly, **the exhibitor must not obstruct the traffic routes**. In no case, should be disturb its neighbors.
- Deliveries during opening period are authorized from **7:30 am to 9:00 am** once vehicles have been approved for entry into the Exhibition Centre grounds and given a temporary delivery permit.
- Be careful, **mostly of delivery services such as EPS/DHL/TNT doesn't deliver on Exhibition Center Villepinte**. To avoid any inconvenience and no-delivery issue, we advise you to check with your provider that it will be able to deliver on-site.  
NB: delivery trucks must be equipped with tailgate for the unloading.



### Delivery address of the merchandise

ALL4PACK Emballage Paris  
 Parc des Expositions Paris Nord Villepinte  
 Name of the company, Hall / number of your stand  
 93420 Villepinte - France

## USEFUL INFORMATION

# ACCESS BADGES

## VERY IMPORTANT: COMPULSORY PASS-WEARING

- In order to be granted access to the exhibition Halls, **everyone must have been issued an ALL4PACK Emballage Paris 2024 access badge**. For the exhibitors, this badge must be customized on your Exhibitor Area and be worn during the setting-up, opening and dismantling periods. For providers, a badge will be distributed at the hall doors (see below).
- **Security equipment** and the wearing of safety footwear are **compulsory** during set-up and dismantling periods. Failure to comply shall result in access to the Halls being denied.
- **Identity checks** will take place around the Halls.

## PROVIDERS – SETTING-UP/DISMANTLING BADGES

The assembly/disassembly badge is distributed at the doors of the halls by the security service set up by the organiser. It allows any person wearing safety shoes to access the exhibition halls only during the assembly and dismantling period. ***It is not valid during the opening period from Monday 4 to Thursday 7 November 2024.***

**THE WEARING OF A BADGE IS COMPULSORY.**

## 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 Schedule document – [Click here](#)).

- Exhibitors can declare and personalize their badges in the Exhibitor Area.
- The number of badges provided is calculated automatically according to the surface area of the stand, to the value of one badge for 3 sqm.
- Badges must be printed from your Exhibitor Area. You can request additional badges via email to your account executive:

Mrs. Francine BROSSARD [francine.brossard@comexposium.com](mailto:francine.brossard@comexposium.com)

## USEFUL INFORMATION

# EXHIBITORS TIMETABLE

## ASSEMBLY / OPENING / DISMANTLING

### WORKING HOURS, SET UP, DISMANTLING, POWER SUPPLY

#### > ASSEMBLY HALL 5A

BUILD UP			
STANDS	DATES	EXHIBITOR WORKING HOURS	POWERING HOURS
Bare stands	Wednesday 30 October	8 am – 8 pm	No power on
	Thursday 31 October	8 am – 8 pm	No power on
	Friday 1 November	8 am – 8 pm	No power on
	Saturday 2 November	8 am – 8 pm	8 am – 8 pm
Equipped stands		2 pm – 8 pm	8 am – 8 pm
Bare & equipped stands	Sunday 3 November	8 am – 8 pm	8 am – 8 pm
OPENING			
All Stands	Monday 4 November	8 am – 7 pm	8 am – 8 pm
	Tuesday 5 November	8 am – 7 pm	8 am – 8 pm
	Wednesday 6 November	8 am – 7 pm	8 am – 8 pm
	Thursday 7 November	8 am – 0:00	8 am – 6 pm
DISMANTLING			
Bare & equipped stands	Thursday 7 November	5 pm – 0:00	8 am – 6 pm
Bare stands	Vendredi 8 November	8 am – 8 pm	No power on
Bare stands	Samedi 9 November	8 am – 12:30 pm	No power on

#### > OPENING HALL 5A

OPENING	DATES	OPENING HOURS FOR THE PUBLIC
All Stands	Monday 4 <sup>th</sup> Nov.	9:30 am – 6 pm
	Tuesday 7 <sup>th</sup> Nov.	9:30 am – 6 pm
	Wednesday 8 <sup>th</sup> Nov.	9:30 am – 6 pm
	Thursday 9 <sup>th</sup> Nov.	9:30 am – 5 pm

- Should you need electricity supply during day without power, please order « set-up power supply » (available in « [My store](#) »)
- **For the other days, should you need power after hours, please order permanent power box (24h/24). Permanent = power supply from Saturday 2 November at 8am until Thursday 7 November at 8pm, without interruption.**

INFORMATIONS PRATIQUES

# OPERATING MACHINES

## YOU ARE EXHIBITOR AND YOU HAVE AN OPERATING MACHINE ON YOUR BOOTH

In order to plan your arrival, you will have to complete through the Exhibitor Area > Participation > Forms / Plans, the following forms:

### “Operating Machines”

This information will allow the Organizer to facilitate your installation. Also, we will use this information to create a new visitor path dedicated to the operating machines.

For any question or complementary information, please contact:

[alexandre.merle@comexposium.com](mailto:alexandre.merle@comexposium.com) ; [charlotte.boucher@comexposium.com](mailto:charlotte.boucher@comexposium.com)

#### **For information:**

**You have an operating machine on your booth; it may require a differential protection of 300mA.**

Please, order this service in addition to the electrical supply (ref. 14061).

This protection adjustment implies to use a distribution board with sockets individually protected at 30mA to connect the lighting and the other booth equipment.

If you do not have an adapted distribution board, you will be obliged to order 2 distinct electrical supplies:

- 1 electrical supply with differential protection set at 300mA only dedicated to the machine
- 1 electrical supply protected by default at 30mA dedicated to all other equipment

Feel free to contact us for any further help or specific distribution requests that would require an estimate.

Contact : [infos-exposants@viparis.com](mailto:infos-exposants@viparis.com)

USEFUL INFORMATION

# CLEANING

## VACATING THE STAND

1/3

### HALLS & STANDS CLEANING

- Halls, stands and aisles will be cleaned every morning before opening or every evening after the show has been closed to visitors and Exhibitors.
- **Reconditioning and daily cleaning is NOT included in your stand hire**, excepted for fitted stands.
- Cleaning is prohibited during the show opening hours, as is placing waste and rubbish in the aisles in the mornings after 9.00 am.

#### ➤ **Bare stand :**

No cleaning is included in your service, but you can subscribe to a daily cleaning of your stand with one includes the cleaning the day before opening with removal of plastic protection from the carpet (excluding the cleaning of windows, partitions and washing) on the [online shop](#).

#### • **Equipped stand :**

The daily cleaning of your stand is included, as well as the cleaning before the opening.

### SERVICES INCLUDED IN THE DAILY CLEANING OF YOUR STAND

#### **Daily cleaning with cleaning the day before the opening:**

Cleaning day before the opening: vacuuming of floors, dusting of partitions and removal of protective plastic film from carpeting and furniture.

Daily cleaning: vacuuming the floor including on upper levels, emptying of ashtrays and wastepaper 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 was ordered from the Organizer).

### FIND OUT MORE VIA YOUR EXHIBITOR AREA

- Order of setting-up pre-opening (ONLY included in equipped stands)
- Order of daily cleaning
- Order of cleaning skips for assembly and dismantling period

To order, check "[My Store](#)" section.



USEFUL INFORMATION

# CLEANING

## VACATING THE STAND

2/3

### DURING ASSEMBLY AND DISMANTLING

- Show cleaning service providers are on hand at the Exhibitor desk area located Hall 5 to provide you with an estimate for supplying a skip for your materials and waste/rubbish.
- Before the end of the dismantling, 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.
- **The "Waste disposal commitment" form in your exhibitor area must be filled in before the exhibition.** You can indicate whether you have ordered skips from the organiser or whether you undertake to collect your waste during the assembly/disassembly period.

[Exhibitor Area](#) > Participation > Forms / Plans



- During dismantling, an inventory with the organiser will be required on the departure of the decorator. If this inventory is not carried out, an automatic invoice will be sent according to the surface area of the stand of 10.00 € excluding VAT/m<sup>2</sup>.

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

### NEW REGULATION FOR WASTE REMOVAL- BARE STANDS

#### NEW REGULATION FOR WASTE REMOVAL DISMANTLING



An inventory with the organiser will be required during dismantling when the decorator leaves. On departure, the exhibitor or his decorator must go to the exhibitor's reception desk in Hall 5A to validate that his space has been properly cleaned. If this inventory is not carried out, an automatic invoice will be sent according to the surface area of the stand of 10.00 € excluding VAT/m<sup>2</sup>.

USEFUL INFORMATION

# CLEANING

## VACATING THE STAND

3/3

### YOUR COMMITMENT REGARDING WASTE PROCESSING AND DISCHARGE

Your questions	Our answers
I have paid to have my assembly / dismantling rubbish removed. How is the waste pick-up organised?	Cleaning teams will pass through the stands at regular intervals and will remove any rubbish during the official assembly / dismantling times.
I have not paid to have my rubbish removed because I undertake to pick up and remove my rubbish during the assembly / dismantling period.	I have to fill in the form "waste disposal commitment" This form is to be filled out in your exhibitor area and must be completed BEFORE 14 October 2024.
If I fail to pick up and remove my rubbish during the assembly / dismantling period although I have signed a sworn statement, what happens?	<b>You will automatically receive an invoice, based on your stand's surface area: 10,00 € excl. VAT/sq.m</b>
What type of rubbish are we talking about?	All rubbish generated by your stand when it is assembled / dismantled (carpet, partitions, etc.) and while the exhibition is running (product packaging boxes, samples, brochures, etc.).
Do I need to conduct an inventory upon exit?	Yes, this is mandatory and should be carried out once the decorator has left and in the presence of the organizer. <b>If a contradictory inventory is not conducted, an automatic invoice will be sent based on the stand's surface area of 10,00 € excl. VAT/sq.m.</b>
If I do not pay to have my rubbish taken away or if I do not return my sworn rubbish management statement before 4 October 2024, what happens?	You will receive a reminder to fill in the online form before the start of the assembly.

## USEFUL INFORMATION

# HALL MONITORING & STAND SECURITY

## FIND OUT MORE VIA YOUR EXHIBITOR AREA

To order a security service, check the "[Practical info](#)" section. [List of supplier's online](#) (exhibitor Area).

## HALL MONITORING

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

The show's security company is aware of an increase in 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 stockrooms 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.**

## USEFUL INFORMATION

# COMPLEMENTARY INSURANCE

## FIND OUT MORE VIA YOUR EXHIBITOR AREA

To find out what rules and regulations govern your insurance during the show, check the **"Practical information/Regulations"** section in your [Exhibitor Area](#) and order complementary insurance in **"My Store" section**.

## COMPLEMENTARY INSURANCE AGAINST DAMAGE TO PROPERTY

Exhibitors may take out complementary insurance provided by the Organizer 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 3/11/2024) to the evening on which the show closes to the public (5:00 pm on 4/11/2024).

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%.

## PLASMA SCREEN & LCD INSURANCE

Exhibitors have the option of taking out specific insurance from ALL4PACK Emballage Paris 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 9:30 am on 3/11/2024) to one hour before the show closes to the public (5:00 pm on 7/11/2024).

The premium will be equal to 4% of the value of the equipment, with a minimum of 250 euros per insured screen.

## LOSSES

No losses may be accepted as valid without having been declared to the show's exhibitor reception 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 Organiser 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

# CATERING FOR EXHIBITORS

## CATERER

### SET AND PROVISIONAL CATERING

The Organizer makes restaurants 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.

#### PROVIDER Viparis :

##### HORETO TRAITEUR

Tél. : + 33(0)1 48 63 33 45

E-mail : [vssvillepinte@horeto.com](mailto:vssvillepinte@horeto.com)

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

### 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.

#### External caterer declaration

##### VIPARIS

Concession department

Myriam Mottin

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

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

#### DECLARATION OF EXTERNAL CATERER (other than VIPARIS):

1. Registration with Myriam MOTTIN – VIPARIS
2. Exhibitor has to request specific badge to the organizer
3. Before the arrival on site: the caterer has to register vehicles via Logipass.

USEFUL INFORMATION

## EVENTS / STANDS ACTIVITIES

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

Exhibitors are given free reign as to how their stands are run, so long as the following provisions are adhered to and 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,
- Promotion in the aisles (with robots, hostesses, sandwich boards, etc.),
- Offering tastings on the edges of the aisles or in the aisles themselves. These are permitted within the stands,
- Musical promotion,

Events arranged without the authorisation of Organizer are prohibited at the exhibition. For additional information, check the "**Promotion and Communication**" section in your Store.

### EXHIBITORS EVENING

Each request to organize an exhibitors evening outside the opening hours must be asked to the Organizer.

Contacts : [alexandre.merle@comexpoium.com](mailto:alexandre.merle@comexpoium.com) ; [charlotte.boucher@comexpoium.com](mailto:charlotte.boucher@comexpoium.com)

USEFUL INFORMATION

## MEETING/CONFERENCE ROOMS

### YOUR CONTACT

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

If you'd like to see our room hire offers, please email:

[francois.massardier@viparis.com](mailto:francois.massardier@viparis.com)

Please specify :

- The day and time you wish
- The number of people expected
- The configuration of the room required (meeting, U-shaped, etc.)
- The type of event you wish to organise (press conference, product presentation, cocktail party, etc.)
- Any specific needs (audiovisual, catering, etc.)

USEFUL INFORMATION

# HANGING & OVERHEAD POWER SUPPLY, TRUSSES & LIGHTS

1/5



## NEW 2024 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). 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 6<sup>th</sup>, 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).



## USEFUL INFORMATION

# HANGING & OVERHEAD POWER SUPPLY, TRUSSES & LIGHTS

2/5

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 summarized 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 dismountable assemblies.

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

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

The 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 ;

## USEFUL INFORMATION

# HANGING & OVERHEAD POWER SUPPLY, TRUSSES & LIGHTS

3/5

- 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;

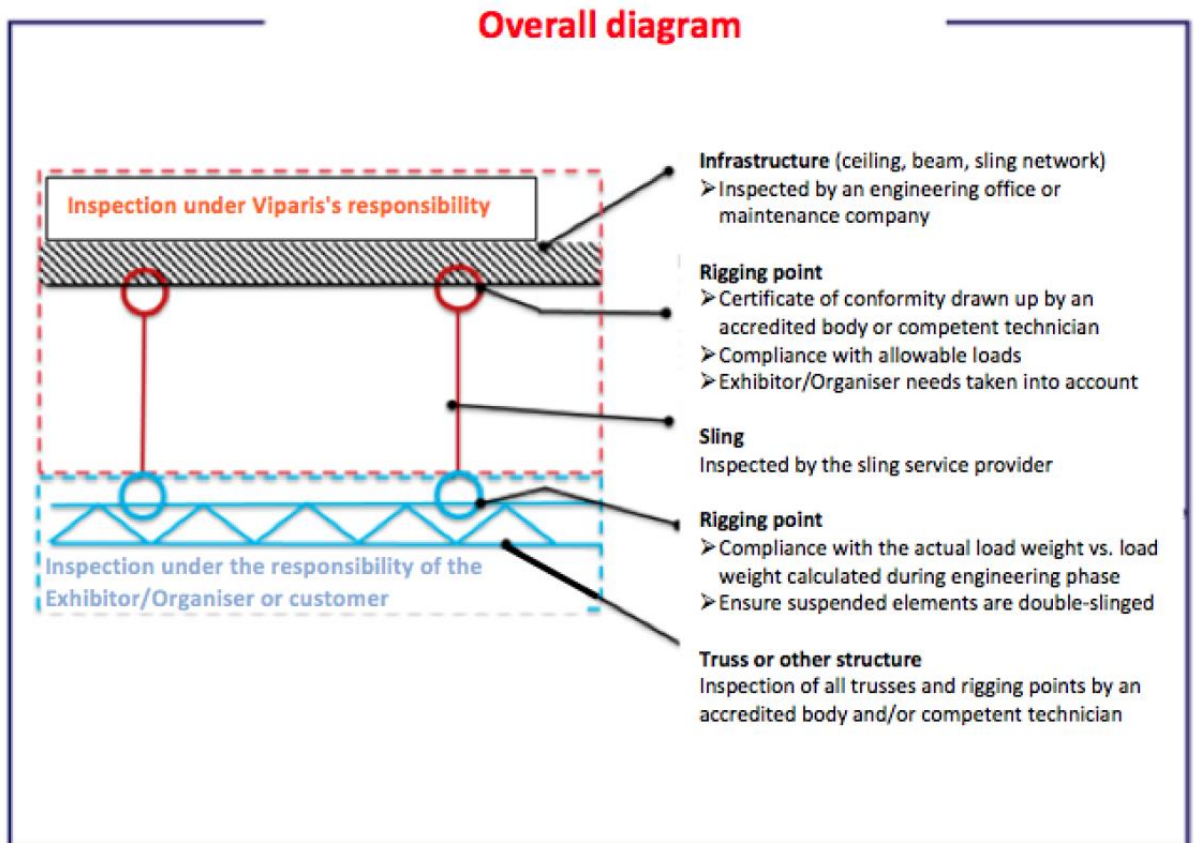
- Conformity of the installation with specifications in the manufacturer's technical notice and in particular compliance with the load charts and any calculation notes, light bridges installed in the proper direction, inspection of installation of rigging clips, etc. ;
- Use of hoisting equipment that 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.

USEFUL INFORMATION

# HANGING & OVERHEAD POWER SUPPLY, TRUSSES & LIGHTS

4/5



**In order to help you in these steps, we have listed the following control offices, it being specified that you can mandate the control office of your choice:**

Patrick PEREIRA

SPECIALIST IN FRAMEWORKS, EVENTS AND SCAFFOLDING

Tel: +33 (0)1 45 18 21 90 - +33 (0)6 08 12 08 21

AGENCE CONSTRUCTION VAL DE MARNE  
 90-112 Avenue de la liberté - 8/12 sur Parc  
 94700 MAISONS-ALFORT  
[www.socotec.fr](http://www.socotec.fr)

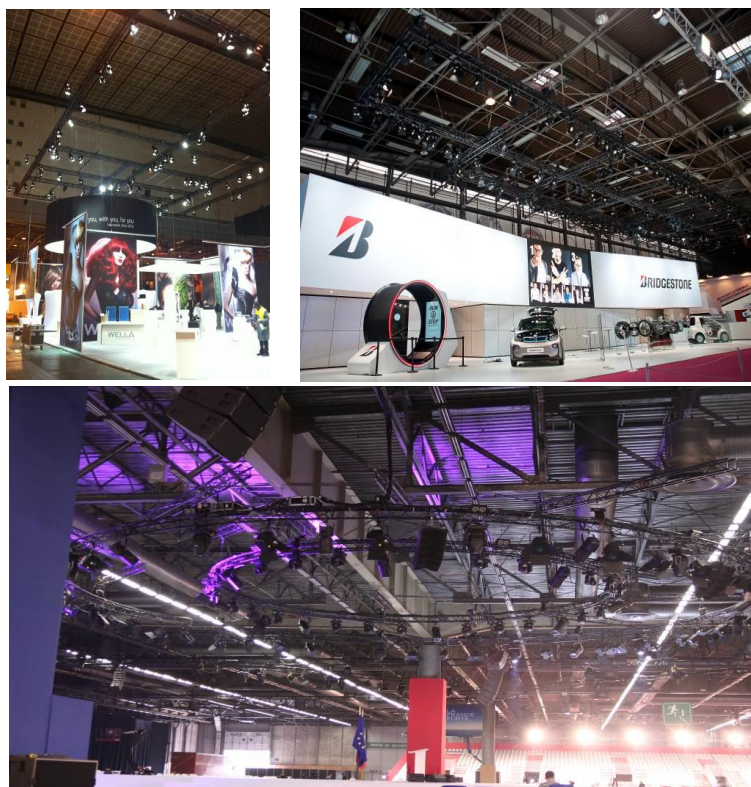
USEFUL INFORMATION

# HANGING & OVERHEAD POWER SUPPLY, TRUSSES & LIGHTS

5/5

## > Hangings and overhead power supplies Trusses and lights

The Organizer 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](mailto:contact@versantevenement.com)

Website: [www.versantevenement.com](http://www.versantevenement.com)

USEFUL INFORMATION

# ARCHITECTURE & DECORATION

## FIND OUT MORE VIA YOUR EXHIBITOR AREA "PRACTICAL INFO"

- The show's Architecture & Decoration rules

The architecture and decoration rules for ALL4PACK Emballage Paris 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.

All proposals for bare stands, reused stands or fitted stands fitted out by ALL4PACK to which new decorative items are to be added, must be submitted **for approval by 27th September 2024 at the latest.**

### DECO PLUS

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

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

## EACH FLOOR PLAN MUST INCLUDE

- 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.
- 3D view

## VERY IMPORTANT

Any proposals that do not comply with **the set rules shall be rejected** and any stand assembled without the ALL4PACK's agreement may be dismantled at the exhibitor's expense.

USEFUL INFORMATION

# HEALTH AND SAFETY

## FIND OUT MORE VIA YOUR EXHIBITOR AREA

- 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

### **NOTICE SPS: Health & Safety Protection Plan.**

To enjoy access to the exhibition Halls, all individuals must be fitted with an access pass for ALL4PACK (Exhibitor pass, Assembly/Dismantling pass) and must wear Personal Protective Equipment, including in particular safety footwear.

Failure to do so shall result in access to the Exhibition Halls being refused.

For additional information, please contact our provider,

#### **SOCIÉTÉ D.Ö.T.**

93, rue du Château - 92100 Boulogne - France  
Tél : + 33(0)1 46 05 17 85 - Fax : + 33(0)1 46 05 76 48  
E-mail: [sps@d-o-t.fr](mailto:sps@d-o-t.fr)

## IMPORTANT

The Health & Safety guidelines must be shared with all your sub-contractors available in your Exhibitor Area.

## 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

<b>Logistic coordination</b>	<b>ALL4PACK Emballage Paris</b>	Contacts : Alexandre MERLE Email : <a href="mailto:alexandre.merle@comexposium.com">alexandre.merle@comexposium.com</a>  Charlotte Boucher Email : <a href="mailto:charlotte.boucher@comexposium.com">charlotte.boucher@comexposium.com</a>
<b>Hanging &amp; overhead power supply Trusses &amp; lights</b>	<b>VERSANT EVENEMENTS</b>	Tél. : +33(0)1 48 63 32 51 E-mail : <a href="mailto:contact@versantevenement.com">contact@versantevenement.com</a> Web : <a href="http://www.versantevenement.com">www.versantevenement.com</a> :
<b>Hanging : Control Office</b>	<b>SOCOTEC</b>	M. Patrick PEREIRA Tél : +33 (0)1 45 18 21 90 Mobile : +33 (0)6 08 12 08 21 E-mail : <a href="mailto:patrick.pereira@socotec.com">patrick.pereira@socotec.com</a>
<b>On-site access for people with disabilities</b>	<b>POINT INFO VIPARIS</b>	+33 (0)6 14 16 93 84
<b>Architecture &amp; decoration (layout control)</b>	<b>DECO PLUS</b>	8 rue Témar 78100 Saint-Germain en Laye- France Tel.: +33 (0)1 47 63 93 85 E-mail: <a href="mailto:w.decoplus@free.fr">w.decoplus@free.fr</a>
<b>Complementary insurance</b>	<b>SIACI</b>	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: <a href="mailto:philippe.huet@s2hgroup.com">philippe.huet@s2hgroup.com</a>
<b>French customs</b>	<b>INFO DOUANES SERVICE</b>	From France: 08 11 20 44 44 (0.06 €/mn) From abroad: + 33(0)1 72 40 78 50 Website: <a href="http://www.douane.gouv.fr/">www.douane.gouv.fr/</a>
<b>Copyrights</b>	<b>SACEM</b>	Délégation Régionale de St Gratien 16, avenue Gabriel Péri - BP 103 95210 ST Gratien – France Tel: + 33(0)1 76 76 74 80 Website: <a href="http://www.sacem.fr/">www.sacem.fr/</a>
<b>Accommodations</b>	<b>B-NETWORK</b>	Tél : +33 (0)1 58 16 20 10 E-mail : <a href="mailto:sarah.david@bnetwork.com">sarah.david@bnetwork.com</a> Site web : <a href="http://www.all4pack.b-network.com">www.all4pack.b-network.com</a>
<b>Hospital</b>	<b>HOPITAL INTERCOMMUNAL ROBERT BALLANGER</b>	Bd Robert Ballanger - 93602 AULNAY-SOUS-BOIS Tél. : 15 ou +33(0)1 48 96 44 44
<b>Hostesses</b>	<b>MAHOLA</b>	Contact : Romain SICHERE Tél. : +33 (0)1 70 38 28 80 Mail : <a href="mailto:commercial@mahola-hotesses.fr">commercial@mahola-hotesses.fr</a> Site web : <a href="http://www.mahola-hotesses.fr">www.mahola-hotesses.fr</a>

## USEFUL CONTACTS

2/2

## USEFUL CONTACTS (CONT.)

<b>H&amp;S Officer</b>	<b>SOCIÉTÉ D.Ö.T.</b>	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: <a href="mailto:sps@d-o-t.fr">sps@d-o-t.fr</a>
<b>Fireproofing</b>	<b>GROUPEMENT NON FEU</b>	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: <a href="http://www.secufofeu.com/">www.secufofeu.com/</a> E-mail : <a href="mailto:secufofeu@textile.fr">secufofeu@textile.fr</a>
<b>Parc des Expositions Delivery</b>	<b>DELIVERY ADDRESS</b>	ALL4PACK Emballage Paris - VIPARIS- Parc des Expositions Your company name, Hall / Stand number 93420 Villepinte - France
<b>Police</b>	<b>COMMISSARIAT DE POLICE</b>	1/3, rue de Fourgeaud – 93420 Villepinte - France Tel.: + 33(0)1 49 63 46 10
<b>VAT refund</b>	<b>TEVEA INTERNATIONAL</b>	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: <a href="mailto:mail@tevea.fr">mail@tevea.fr</a> Website: <a href="http://www.tevea-international.com">www.tevea-international.com</a>
<b>Catering on stand</b>	<b>HORETO</b>	Tel: +33 (0)1 48 63 33 45 E-mail: <a href="mailto:vssvillepinte@horeto.com">vssvillepinte@horeto.com</a> - Website: <a href="http://www.horeto.com">www.horeto.com</a>
<b>Catering on stand (External suppliers declaration)</b>	<b>VIPARIS</b>	Myriam MOTTIN - Tel.: +33 (0)1 40 68 14 46 E-mail : <a href="mailto:myriam.mottin@viparis.com">myriam.mottin@viparis.com</a>
<b>Fire Prevention</b>	<b>CABINET SÉCURITÉ &amp; INCENDIE AFS CONSEILS &amp; SECURITE</b>	Alain FRANCONI 56 rue Roger Salengro – 93110 Rosny-sous-Bois - France Phone : + 33(0)6 70 61 95 11 E-mail: <a href="mailto:afs@afsconseils.fr">afs@afsconseils.fr</a>
<b>Cater</b>	<b>POIRIER</b>	Tél : +33 (0)1 39 13 42 42 E-mail: <a href="mailto:info@poirier.fr">info@poirier.fr</a> Site web : <a href="http://www.poirier.fr">www.poirier.fr</a>

GO TO YOUR **EXHIBITOR'S AREA** TO SEE THE COMPLETE LIST OF SERVICE PROVIDERS, "PRACTICAL INFO" SECTION.



## USEFUL INFORMATION

# FREIGHT FORWARDER - HANDLER

## USEFUL CONTACTS (CONT.)

Freight Forwarder & Handler	<b>CLAMAGERAN FOIREXPO</b>	Parc des Expositions de Paris-Nord Villepinte BP 64137 95976 Roissy CDG cedex - France Tel.: +33 (0)1 48 63 32 47 Fax: +33 (0)1 48 63 32 38 Contact: Dominique FILIBERTI Email : <a href="mailto:d.filiberti@clamageran.fr">d.filiberti@clamageran.fr</a> Website: <a href="http://www.clamageran.com">www.clamageran.com</a>
Freight Forwarder & Handler	<b>CLASQUIN FAIRS &amp; EVENTS</b>	Parc des Expositions de Paris Nord Villepinte Bâtiment M2 - BP 66135 93420 Villepinte - France Tel: +33 (0)1 48 63 33 81 Fax: +33 (0)1 48 63 33 82 E-mail: <a href="mailto:fairs-events@clasquin.com">fairs-events@clasquin.com</a> Website : <a href="http://www.clasquin.com">www.clasquin.com</a>
Freight Forwarder & Handler	<b>SCHENKER FRANCE SAS FAIRS &amp; EVENTS</b>	Parc des Expositions de Paris Nord Villepinte Bâtiment M 1 – Derrière le hall 3 BP 14216 95703 Roissy CDG cedex - France Tel : +33 (0)1 48 63 32 81 Fax : +33 (0)1 48 63 32 82 E-mail : <a href="mailto:foires.expositions@dbschenker.com">foires.expositions@dbschenker.com</a> E-mail : <a href="mailto:sally.al-salman@dbschenker.com">sally.al-salman@dbschenker.com</a> E-mail : <a href="mailto:vanessa.jacques@dbschenker.com">vanessa.jacques@dbschenker.com</a> Web site : <a href="http://www.dbschenker.com/fr-fr">www.dbschenker.com/fr-fr</a>
Freight Forwarder & Handler	<b>WEL GROUP</b>	2 rue Copernic 77290 Compans Tel : 01 64 27 21 17 Mobile : 07 82 85 28 29 Contact : Jonathan Rejaud Email : <a href="mailto:jonathan.rejaud@wel.fr">jonathan.rejaud@wel.fr</a> Web site: <a href="http://www.welgroup.fr">www.welgroup.fr</a>

## FITTINGS

- Bare surface
- Prep steps for your fitted stand
- Essential Stand
- Essential + Stand
- COMEXPOSIUM Stand by M. Joulia
- PLATINIUM by Links

## FITTINGS

## BARE SURFACE

1/3

## YOU HAVE RESERVED A BARE SURFACE

- ❖ *Minimum surface area >24 s.qm.*

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

- Demarcation of your surface area on the floor, **without partition wall**.
- A sign on the floor with your stand number.

**Not included:**

Removal of protective plastic cover from carpet, set-up the night before opening, cleaning exhibited machines/items, bins, daily cleaning of your stand. Mandatory removal of spent fluids.

## STAND LAYOUT PREP STEPS, BARE SURFACE

> **1<sup>st</sup> step: stand allocation**

- The Organizer will send you a floor plan for you to consider before accepting your site offer.
- Once approved, this floor plan will allow you to plan for your stand layout with the decorator/designer of your choice.

> **2<sup>nd</sup> step: checking your plan**

Your stand's decoration and design plan must be submitted for approval by the show's Architecture & Decoration department **before the 27th September 2024** to:

**DECO PLUS**

Tel.: +33 (0)1 47 63 93 85

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

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

> **3<sup>rd</sup> step: order any technical services (electric connections, phone lines, parking facilities, etc.)**

Find all available services in your [Exhibitor Area](#), under "My Store".

> **4<sup>th</sup> step: obligation to mandate a control office for your hangings if your layout requires it - explanations [here](#)**

## FITTINGS

## BARE SURFACE

2/3

> **5<sup>th</sup> step: Fill in your forms in your [Exhibitor Area](#) under the heading "My forms".**

**Health and Safety Protection:** validate the SPS NOTICE.

Fill in the "Machines in operation" and "Arrival-Departure Machines" forms if applicable.

> **6th step: your installation at the show**

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

### MANDATORY: COMMISSION A CONTROL OFFICE FOR YOUR HANGINGS

**In order to help you in these steps, we have referenced the following control office, being specified that you can mandate the control office of your choice:**

Patrick PEREIRA

AGENCE CONSTRUCTION VAL DE MARNE

90-112 Avenue de la liberté - 8/12 sur Parc 94700 MAISONS-ALFORT

Tel: +33 (0)1 45 18 21 90 - +33 (0)6 08 12 08 21 - [patrick.pereira@socotec.com](mailto:patrick.pereira@socotec.com)

### ADDITIONAL SERVICES TO BE ORDERED BEFORE THE STAND IS FITTED:

- Additional fittings (carpet, technical floor, storage room, partitions, lighting, etc.)
- Furniture
- Refrigerated furniture
- Floral decoration
- Video/Audio material
- Coffee machine, fridge

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

PLEASE NOTE: AFTER THE 25<sup>th</sup> OF OCTOBER, PRICES MARKED WITH « \* » INCREASE BY 20%.

### OTHERS ADDITIONAL SERVICES

Stand security, hostesses, caterer... in your [Exhibitor Area](#), section "practical info, list of suppliers".

FITTINGS

# BARE SURFACE

3/3

## CLEANING/WASTE REMOVAL

**During setting-up and dismantling:**

ALL4PACK Team is available and more than happy to provide you with an estimate for disposing of your equipment and wastes. We are at your disposal at the Exhibitors Desks. To order clean-up skips, see your Exhibitor Area, "[My Store](#)".

The cleaning is not included, please order a setting-up pre-opening and/or a daily cleaning service for your stand (excluding glass cabinets, partitions and washing). You can request a quote for a specific cleaning.

**We remind you that, in accordance with the Architecture and Decoration Rules, you have to provide the commitment form for clearance of debris.**

**New regulation:**

An inventory with the organiser will be required during dismantling when the decorator leaves. If this inventory is not carried out, an automatic invoice will be sent according to the surface area of the stand of 10.00 € excluding VAT/m<sup>2</sup>.

## FITTINGS

# PREP STEPS FOR YOUR FITTED STAND

## STAND LAYOUT PREP STEPS FOR YOUR FITTED STAND

**Equipment is mandatory for stands smaller than 24sqm.**

### > Step 1: ordering your stand

The Organizer will send you a plan for your stand by post or by email for your approval.

### > 2<sup>nd</sup> step: equipment approval included in your stand

An ALL4PACK 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 from the end of June.

### > 3<sup>rd</sup> step: ordering add-on technical facilities and services

The ALL4PACK fitted stand advisor will confirm all additional services required to organize your stand, with a catalogue of options, [Exhibitors Area](#) > My Store.

#### **Additional services to be ordered before fitting the stand:**

- Additional furnishings, refrigeration, flowers,
- Audio-visual equipment, office equipment, etc.

Be sure to order in advance as stock is limited once fitting 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"

### > 4<sup>th</sup> step: Health and Safety

The Health and Safety Notice must be completed on your [Exhibitor Area](#) under "My Forms".

**Fill in the "Machines in operation" and "Arrival-Departure Machines" forms** if applicable.

### > 5<sup>th</sup> step: delivery of your stand on Saturday 2<sup>d</sup> November 2024 at 2.00pm

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

## FITTINGS

## ESSENTIAL STAND

## YOU HAVE BOOKED AN ESSENTIAL STAND

- *Minimum surface area: 12 sqm – 48 sqm maximum*
- *Stand occupancy start date: Saturday November 2<sup>nd</sup> – 2:00 pm*



Code carpet : 0824  
Royal Blue - Sommer

> **Fittings include:**

- Carpet and modular melamine partitions, 2.40 m height, 0.940 width, 2.250 useful surface, 7mm thickness
- Carpet color : blue, Ref 0824 - sommer
- 1 sq.m storage area,
- 1 stand sign flag with text (for each open side),
- Lighting with 100 W spotlights (1 for every 3 sq.m),
- 1 triple socket (in the storage area),
- 3 kW fused power supply (daytime only),
- Furniture: 1 table and 3 chairs (white), 1 trash bin
- Daily cleaning (including a final preparation cleaning the day before the opening).

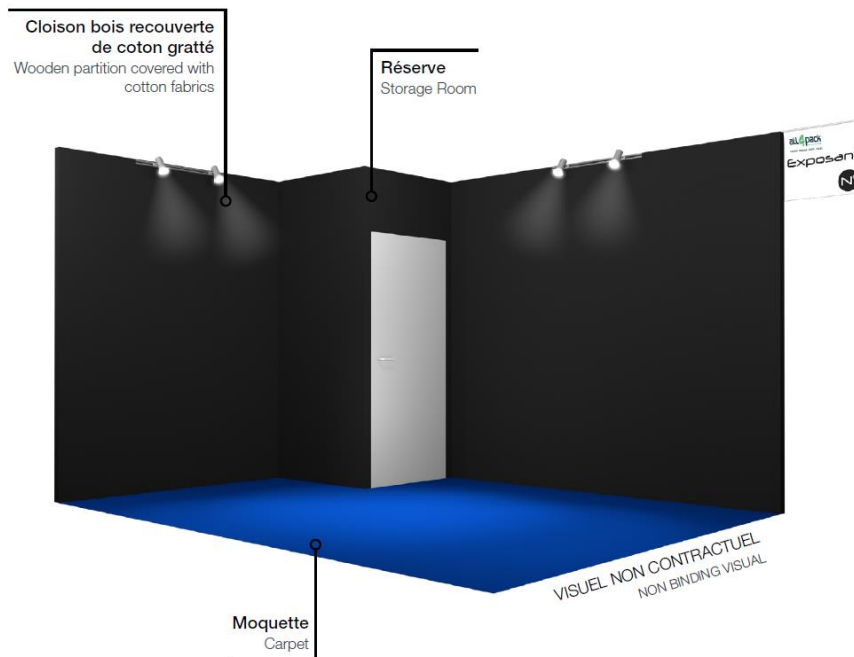
**YOU WILL BE CONTACTED BY AN "EQUIPPED STAND" ADVISOR**

## FITTINGS

## ESSENTIAL + STAND

## YOU HAVE BOOKED AN ESSENTIAL + STAND

- *Minimum surface area: 24 sqm – 48 sqm maximum*
- *Stand occupancy start date: Saturday November 19<sup>th</sup> – 2:00 pm*



Référence moquette : 0824  
Royal Blue - Sommer

**Fittings include:**

- Carpet and wood partitions, 2.50 m height, 1.00 m width, 6mm thickness
- Carpet color : blue, Ref 0824 – sommer. 3 options.
- Storage: 1 sqm for stands from 12 to 24 sqm / 2 sqm for stands > 24 sqm up to 50 sqm (option to be confirmed, a form will be sent to you later for validation)
- 1 stand sign flag with text (for each open side),
- Lighting with 100 W spotlights (1 for every 3 sq.m),
- 1 triple socket (in the storage area),
- 3 kW fused power supply (daytime only),
- Furniture: 450€ credit to be ordered on the store
- Daily cleaning (including a final preparation cleaning the day before the opening).
- Colour harmonies :  
Cotton: Black, Grey or Blue / Carpet: Blue, Red or Light Grey

**YOU WILL BE CONTACTED BY AN EQUIPPED STAND ADVISOR**



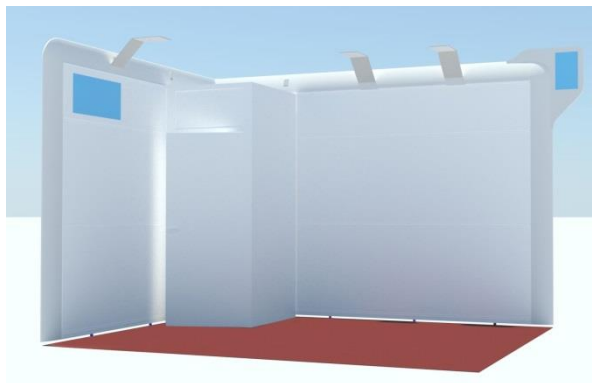
## FITTINGS

## COMEXPOSIUM STAND By M. JOULIA

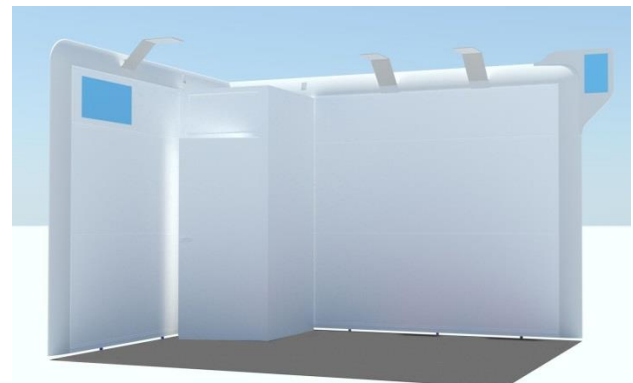
1/2

## YOU HAVE BOOKED A STAND JOULIA

- *Surface area: from 12 sqm. to 36 sqm. Maximum*  
*This stand is only available with a length of 3 to 12 metres maximum (X 1 m.), and with a depth of 2, 3 or 4 metres maximum.*
- *Stand occupancy start date: Saturday November 2<sup>nd</sup> – 2.00 pm*



Ground coating: tiled carpet, bur  
dunghy red-colored / grey-colored



Non-binding pictures

**Fittings include:**

- Ground coating : Tiled carpet, 2 colors available (grey or burgundy red),
- Structure: White partitions (10 cm thick / 2.70m high), partitions heads in anodized aluminum.
- 1 sqm storage area for stands from 12 to 24 sqm / 2 sqm for stands from 25 to 36 sqm.
- Digital Sign (tablet) with name and stand number displayed on the partition head,
- Backlit signage,
- Lighting: wall lights in grey metal + LED (3 for 12 sqm),
- Power supply: 3 kw fused power supply (daytime only) located in the storage room, 1 socket on each stand side.
- Furniture: 450€ credit to be ordered on the store
- Daily cleaning (including a final preparation cleaning the day before the opening).

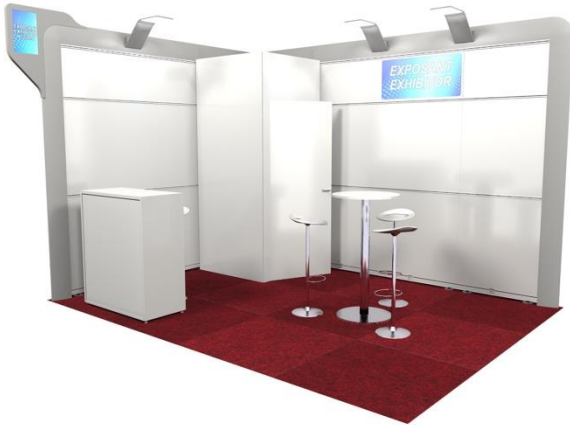
**YOU WILL BE CONTACTED BY AN EQUIPPED STAND ADVISOR**

FITTINGS

COMEXPOSIUM STAND By M. JOULIA  
AN EXCLUSIVE STAND BY MARCELO JOULIA

2/3

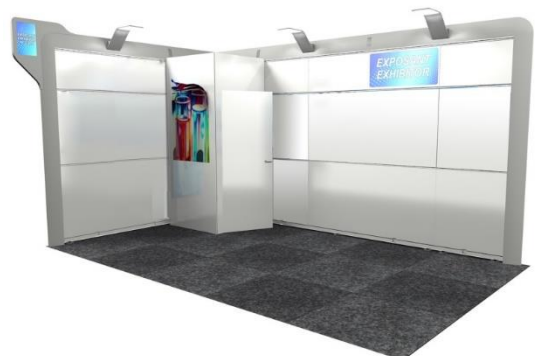
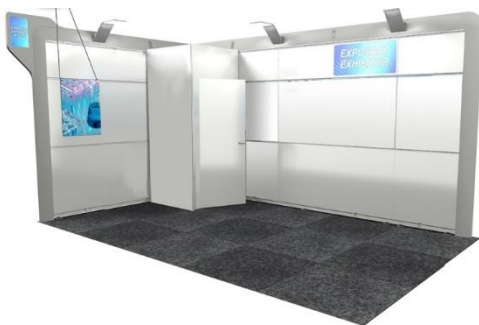
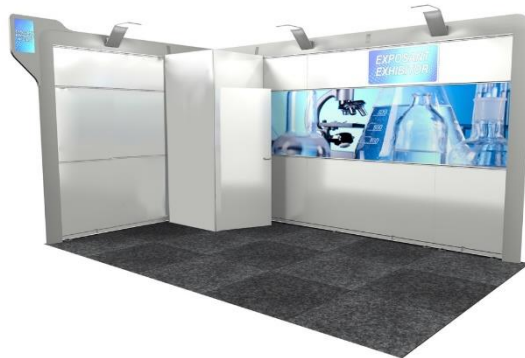
Stands example with furniture:



*Non-binding picture*

**Examples with signage:**

You have booked a NACO Design Marcelo Joulia Stand, and then you have the possibility to adorn it with your own colours, and to benefit from an adjustable and complete offer to personalize your signage.



## FITTINGS

## PLATINIUM STAND By LINKS

1/3

## YOU HAVE BOOKED A PLATINIUM STAND

- *Surface area: from 16 sqm. to 36 sqm.*
- *Stand occupancy start date: Saturday November 2<sup>nd</sup> – 2.00 pm*



## The layout includes:

- **Partitioning:** “eCOVER” type partitions with aluminum frame.
- **Front panel** covering with backlit printed canvases. Rear panel covering in “eCOVER” M1. Overall: 2.50 m.
- **Floor covering:** Supply, installation and removal of AIGUILLETEE M3 type carpet, covered with a transparent protective film. 3 colors to choose from (Blue/red/gray)
- **Corner storage:** Storage of 1m<sup>2</sup>. “eCOVER” partitions with a lockable door (standard key). Interior design with a coat hook and a shelf.
- **Lighting:** Backlighting of light boxes. Excluding electrical box.
- **Electricity:** 3 kW intermittence power supply
- **Service included :** Daily cleaning (including a final preparation cleaning the day before the opening).
- **Furniture:** €500 credit included to spend directly on the exhibitor store

## FITTINGS

## PLATINIUM STAND By LINKS

2/3

## YOU HAVE BOOKED A PLATINIUM STAND

- *Surface area: from 36 sqm. to 50 sqm.*
- *Stand occupancy start date: Saturday November 2<sup>nd</sup> – 2.00 pm*



## The layout includes:

- **Partitioning:** “eCOVER” type partitions with aluminum frame. Front panel covering with backlit printed canvases. Rear panel covering in “eCOVER” M1. White color according to our projects. Overall height: 2.50 m.
- **Floor covering:** Supply, installation and removal of carpet (Blue/red/gray) covered with a transparent protective film. 3 colors to choose from (according to our projects).
- **Electricity:** 3 kW intermittence power supply
- **Storage:** Storage of 3m<sup>2</sup>. Partitions Curved “eCOVER” partitions with a lockable door (standard key). Interior design with a coat hook and a shelf.
- **Hoop and signage totem:** Hoop 3m in diameter, height 50cm, placed on structure and self-supporting totem, height 2.50m. Digital printing
- **Lighting:** Backlighting of light boxes.
- **Service included :** Daily cleaning (including a final preparation cleaning the day before the opening).
- **Furniture:** €650 credit to spend directly in the store

*For any stand inquiries > 50sqm, please do not hesitate to contact the commercial team*

FITTINGS

# PLATINIUM STAND By LINKS

3/3

## YOU HAVE BOOKED A PLATINIUM STAND

- *Surface area: > 50 m<sup>2</sup>.*
- *Stand occupancy start date: Saturday November 2<sup>nd</sup> – 2.00 pm*



### The layout includes:

- **Partitioning:** 1 central storageroom, 3000 mm x 1,500 mm x 3,000 mm high, with backlit e\_COVER box on the front (white side partitions, interior partitions and door).
- **Floor covering:** Supply, installation and removal of carpet (Blue/red/gray) covered with a transparent protective film, 3 colors
- **Electricity:** 3 kW intermittence power supply
- **Storage:** Storage of 3m<sup>2</sup>. Partitions Curved “eCOVER” partitions with a lockable door (standard key). Interior design with a coat hook and a shelf.
- **Hoop and totem signage:** 1 arch 3000 mm high in white e\_COVER partition with backlit totem on one side (1000 x 300 mm deep), 4 independent totem walls 2000 x 400 mm deep x 2500 mm high backlit on the side facing the aisle and digital printing on the back. 1 hoop, diameter 3000 mm, height 500 mm, unlit.
- **Lighting:** Backlighting of light boxes.
- **Service included :** Daily cleaning (including a final preparation cleaning the day before the opening).
- **Furniture:** €650 credit to spend directly in the store

## REGULATIONS & FORMALITIES

### REGULATIONS

- Disabled access at the show
- Architecture & decoration rules
- Fire & panic risks prevention regulations

#### *READ OTHER REGULATIONS IN YOUR [EXHIBITOR AREA](#)*

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

### FORMALITIES

- Exhibitor safety instructions
- Using foreign service providers
- Re-found 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:  $60 \text{ cm} < 2 H + T < 64 \text{ cm}$  (H = step height, T = strep 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

DECORATION & ARCHITECTURAL  
REGULATIONS

1/5

In order to avoid disputes, it is mandatory to submit the stand layout plans by post or by e-mail for **approval by 27th September 2024**. The stand layout plans must necessarily include the following elements:

**Plan view** including scale, dimensions, and positions of setbacks (from neighbouring stands and aisles);

**Cute plane** 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 ALL4PACK Emballage Paris will be dismantled at the exhibitor's expense.

**ARCHITECTURAL SERVICES FIRM FOR ALL4PACK Emballage Paris**

**DECO PLUS**

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

E-mail:w.decoplus@free.fr

Reused stands like newly constructed stands, 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, once the set-up and dismantling are complete, the stand location must be cleared of all constituent parts (waste and rubbish). The form for the commitment to remove waste from your stand must be completed in your exhibitor area.

During dismantling, an inventory with the organiser will be required when the decorator leaves. If this inventory is not carried out, an automatic invoice will be sent according to the surface area of the stand of 10.00 € excluding VAT/m<sup>2</sup>. The exhibitor or decorator must obtain a Space clearance certificate, from the Exhibitor Reception Desk in Hall 5.

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**

<b>Your Questions - Our answers</b>	<b>PENALTY</b> For debris left after assembly or disassembly
<b>Who signs the commitment?</b>	The exhibitor or the decorator
<b>How much is the penalty? (1)</b>	An automatic invoice will be sent according to the surface area of the stand of 10.00 € excluding VAT/m
<b>if I do not return the forms for cleaning debris from my stand, what will happen?</b>	My file will not be considered by the organiser to be complete and the plans will not be validated. Access to Exhibition Centre will not be authorised.
<b>Make a status report of your stand, skip rental (2)</b>	After dismantling the stand, the exhibitor or the decorator have the opportunity to contact the Organiser in Hall 5 to obtain a SPACE CLEARANCE CERTIFICATE (2).
<b>Infringements recorded on site</b>	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.*

*Where a stand is abandoned and recorded officially by ALL4PACK Emballage Paris, 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.*



## REGULATIONS

DECORATION & ARCHITECTURAL  
REGULATIONS

2/5

**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)
- **Gutters:** overloading is not permitted on and within 20 cm of technical hatches and 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 neighbouring stands.

No withdrawal from neighboring paths and stands and with a maximum of 50% closure.

**Motor vehicles and trailers open to the public are prohibited in the halls**

Above 50%, a withdrawal of 1.00 m must be respected.

**Machines requiring a crane must be delivered no later than Friday, November 1st, 2024.**

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

Any construction or decoration item which is **higher than 3.00 m**, but not higher than 6.00 m, from the building floor, and which is erected next to adjoining stands, **shall be set back 1.00 m 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 the 8 ml will be set back 2.00 m from the aisles.

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

## REGULATIONS

DECORATION & ARCHITECTURAL  
REGULATIONS

3/5

**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 2.00 metres 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**

92 rue du château  
92100 BOULOGNE - France  
Tel : +33 (0)1 46 05 17 85  
E-mail : [sp@d-o-t.fr](mailto:sp@-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 27th, 2024) together with assembly instructions to the following address:**

**CABINET DE SECURITE AFS**

Alain FRANCONI  
56 rue Roger Salengro – 93110 Rosny-sous-Bois - France  
Phone : + 33(0)6 70 61 95 11  
E-mail: [afs@afsconseils.fr](mailto:afs@afsconseils.fr)  
(\* ) Expert in the strength of buildings, double-deck stands

**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

**8-SIGN / LIGHTING BRIDGE**

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

Sign walls and sign partitions are strictly prohibited.

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

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

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

Hanging operations from the hall framework must be carried out exclusively by the technical services of the Parc des Expositions de Paris Nord Villepinte.

All suspended items must comply with the decoration's regulations of the show. **The orders of slings will be allowed to a maximum height of 6.50 m**



We wish to draw your attention to requirements issued by the Paris local safety commission concerning the inspection of hanging structures.

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).

## REGULATIONS

DECORATION & ARCHITECTURAL  
REGULATIONS

4/5

The breaking of one fastening or suspension element must not cause the suspended elements to fall. These apply to all temporary installations hung from attachment points with slings at the exhibition centre, such as lighting trusses, framed structures and signage.

The safety specifications for the Paris Nord Villepinte exhibition center have been modified to include control procedures for these installations.

It is now mandatory for installations to be inspected and certified by an approved control agency (\*) before they are mounted on attachments.

This agency may require the design calculations provided to the exhibition centre to check attachment weights. The inspection means that installation stability reports can be obtained and submitted to the safety manager before the show opens.

To help you in these procedures, we have referenced the control agency below, although you are free to use any agency of your choice:

**SOCOTEC****Monsieur Patrick PEREIRA**

Tél : +33 (0)1 45 18 21 90 / Mobile : +33 (0)6 08 12 08 21

[patrick.pereira@socotec.com](mailto:patrick.pereira@socotec.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. The use of empty or dummy bottles is better; these must be identified and marked by the exhibitor

REGULATIONS

DECORATION & ARCHITECTURAL REGULATIONS

**Rules decoration, architecture and animation**

**Construction Height / Recess**

**6.00 m maximum (3.00 m for partitions between stands with or without raised technical floor)**  
Any construction or decoration item which is higher than 3.00 m, but not higher than 6.00 m, from the building floor, and which is erected next to adjoining stands, shall be set back 1.00 m from the adjoining stand(s) and aisles.

**Partitioning and Construction on Aisle Boundaries**


**Maximum height 3.00 m.**  
Each facade stand overlocking 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 the 8 ml will be set back 2.00 m from the aisles. The height will be limited to 3.00 m at the edge of aisles.




**Overhead Sign / Lighting Bridge**

**Maximum height 6.00 m.**  
Suspended signs or lighting bridges must be fitted within a distance of 3.00 m to 6.00 m from the floor. The highest point of the sign or its support as well as lighting bridges must not be higher than 6.00 m above the building floor. The sign and lighting bridges must be confined within the stand limits and must be set back 1.00 m from boundaries between adjoining stands and aisles.

**Double-deck Stand**

Double-deck constructions in halls are only authorized in certain areas of the exhibition and for stands larger than 100 sqm.  
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 2.00 metres from aisles and from adjoining stands.**

 The power radiated by the elements of animation (wiring for sound, video...) will not have to exceed **80dB(A)** – value measured in a zone of 2,50 m around the stand and this without any exception, even of short duration.

   Lights with glares and gyrophares are forbidden.  
White lettering on green bottom is reserved for the exits.  
It is formally prohibited to lay out some installation that is in front of the RIA (net curtain, plants...) and this 24 h/24.

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## 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 m<sup>2</sup>) 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 - France

Phone : + 33(0)6 70 61 95 11

E-mail: [afs@afsconseils.fr](mailto: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 FITTING-OUT

### 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.)**

### 2.2.1 - 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 m<sup>2</sup> must be constructed of M3 class materials. If their total surface area is less than or equal to 20 m<sup>2</sup> 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 m<sup>2</sup>, 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 m<sup>2</sup>. Should the covered surface area be greater than 50 m<sup>2</sup>, 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) or B minimum materials,
- in establishments not protected by an automatic water based fire suppression system, they must be composed of M0 or M1 class materials or B minimum.

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 m<sup>2</sup>. 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)

*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 mm<sup>2</sup> 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 m<sup>2</sup>: one 0.9 m exit
- from 20 to 50 m<sup>2</sup>: 2 exits, one 0.9 m, the other 0.6 m
- from 51 to 100 m<sup>2</sup>: either two 0.9 m exits or 2 exits, one 1.4 m, the other 0.6 m
- from 101 to 200 m<sup>2</sup>: 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 opposites 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 m<sup>2</sup>. Platforms and tiers with seats must have a resistance of 400 kilos per m<sup>2</sup>.

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.

## 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 m<sup>2</sup> surface area: 250 kilos per m<sup>2</sup>,
- for levels of 50 m<sup>2</sup> and over: 350 kilos per m<sup>2</sup>.

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

REGULATIONS

# FIRE & PANIC RISK PREVENTION REGULATIONS

4/8

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.

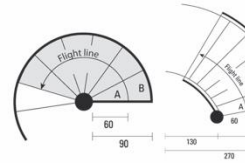
### 5.5 - Stairs with Straight and Spiral Sections

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.

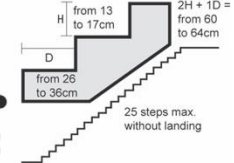
### 5.6 - Guardrails and Stairway Ramps

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.

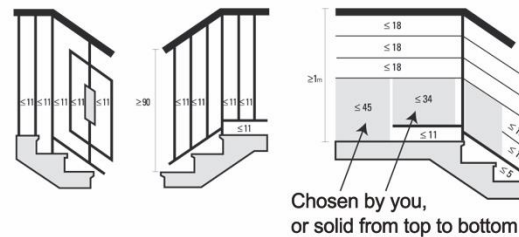
### Curving stairs - CO56



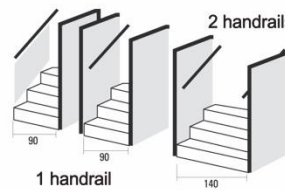
### Steps - CO55



### Guardrails: minimum heights and maximum opening NF P 01-012



### Stairs: widths and handrails



### Guardrail: Height/thickness ratio (cm)

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

## 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 m<sup>2</sup> 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.



## REGULATIONS

# FIRE & PANIC RISK PREVENTION REGULATIONS

5/8

**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.**

## 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 m<sup>2</sup> 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. Installing "stand" semi-trailers or similar is prohibited. 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.

## REGULATIONS

# FIRE & PANIC RISK PREVENTION REGULATIONS

6/8

### 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

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

Phone : + 33(0)6 70 61 95 11

E-mail: [afs@afsconseils.fr](mailto:afs@afsconseils.fr)

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

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

### 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 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.

## REGULATIONS

# FIRE & PANIC RISK PREVENTION REGULATIONS

7/8

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 Bourgoin  
75572 Paris Cedex 12

Tel: +33 (0) 1 43 19 70 75 - Fax: + 33 (0) 1 43 19 71 40

#### 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

8/8

SUMMARY OF FRENCH AND EUROPEAN EQUIVALENCES		
<p><b>M0 or A</b> European Standards = Non combustible  <b>M1 or B</b> European Standards = Non flammable  <b>M2 or C</b> European Standards = Flammable with difficulty  <b>M3 or D</b> European Standards = Moderately flammable  <b>M4 or E</b> 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

## IMPORTANT –

1/14

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 define all the measures set to prevent all potential risks arising from the interference that might be caused by the activities of the different people working on the event. This document was drawn up at the request of the show Organizer by the Coordinator, Mr José GOMES, 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 Work Code. It does not, in any way, reduce the responsibilities and duties of the companies working on the site.**

For **ALL4PACK Emballage Paris 2024**, this coordination mission is carried out by **COMEXPOSIUM** via a delegated Coordinator assisted by a team of experts who make up the safety committee of **ALL4PACK24 Emballage Paris 2024**.

This document is a General Health and Safety Protection Plan Intended for the Exhibitor, his suppliers and sub-contractors founded on the following general prevention principles:

- To avoid risks
- To evaluate risks which cannot be avoided
- To eliminate all risks at source
- Adapt work to humans, taking into account inter-individual differences, with the aim of reducing the effects of work on health.
- To take account of technical developments
- To replace what is dangerous with what is not, or with something less dangerous
- To plan prevention measures by coherent integration of techniques, work organization and working conditions
- To take collective protection measures and by giving them priority over individual ones.
- Give appropriate instructions to workers. (The entrepreneur must train and inform employees so that they know the risks and preventive measures).

**The Exhibitor has the duty and the legal obligation to:**

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

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

**3°) Consult the event website for the sanitary protocol measures in force at the exhibition.**

FORMALITIES

## EXHIBITORS SAFETY INSTRUCTIONS

**IMPORTANT –**

2/14

**IF YOUR STAND:**

- Is installed by at least two sub-contractors independent companies
- Includes a mezzanine floor
- Includes built elements of a size superior to 3m

If your stand matches at least one of the criteria above:

You must appoint a HEALTH AND SAFETY COORDINATOR for the setting up 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 September 27th 2024.

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

DÖT / ALL4PACK Emballage Paris 2024  
 93 rue du Château – 92100 BOULOGNE BILLANCOURT  
 Fax: +33 (0)1 46 05 76 48 - Email: [sps@d-o-t.fr](mailto:sps@d-o-t.fr)

**OBLIGATORY**

**During the setting up 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.**

**We kindly remind you 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 performing 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)**

FORMALITIES

# EXHIBITORS SAFETY INSTRUCTIONS

3/14

## EVENT ASSEMBLY AND DISMANTLING DATES

Go to Exhibitor timetables Assembly / Opening / Disassembly

### BARE STANDS EXHIBITORS

BUILDING	DISMANTLING
October 30 <sup>th</sup> to November 3 <sup>d</sup> From 8 am to 8 pm	November 7 from 5 pm to midnight November 8 from 8 am to 8 pm November 9 from 8 am to 12:30 pm

### EQUIPPED STANDS EXHIBITORS

BUILDING	DISMANTLING
November 2 from 2 pm to 8 pm November 3 from 8 am to 8pm	November 7 from 5 pm to 10 pm

**On the last assembly day, no motorised vehicle will be allowed into the halls (unless special dispensation has been granted by the Organizer).  
In the dismantling period, on November 7, 2024, motorised vehicles may only work after 7:00 pm in the halls.**

FORMALITIES

# EXHIBITORS SAFETY INSTRUCTIONS

4/14

## CONTENTS

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

## I. GENERAL INFORMATION ABOUT THE OPERATION

### I. I. 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 ALL4PACK Emballage Paris 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 sub-contractors 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 sub-contractors 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

5/14

## II. ADMINISTRATIVE INFORMATION

## II.1. THE PARTICIPANTS

## II. 1. 1 General organization

The COMEXPOSIUM Company acts as the general exhibition manager of ALL4PACK Emballage Paris 2024

ORGANIZER / EMPLOYER	GENERAL SHOW DIRECTOR
<b>COMEXPOSIUM</b> 70, avenue du Général de Gaulle Immeuble le Wilson 92058 PARIS LA DEFENSE Cedex - France Tel: +33 (0)1 76 77 11 11	<b>Ms Chantal DE LAMOTTE</b> Email : <a href="mailto:chantal.DELAMOTTE@comexposium.com">chantal.DELAMOTTE@comexposium.com</a>
TECHNICAL & SECURITY DIRECTOR	TECHNICAL & SECURITY MANAGER
<b>Monsieur Jérôme HUNAUT</b> Email : <a href="mailto:jerome.hunault@comexposium.com">jerome.hunault@comexposium.com</a>	<b>Mr Alexandre MERLE</b> Email : <a href="mailto:alexandre.merle@comexposium.com">alexandre.merle@comexposium.com</a>  <b>Mrs Charlotte BOUCHER</b> Email : <a href="mailto:charlotte.boucher@comexposium.com">charlotte.boucher@comexposium.com</a>
CONTACT RECEIVING EXHIBITORS DEMANDS	
<b>Mrs Francine BROSSARD</b> Tel : +33(0)1 76 77 12 87 Email : <a href="mailto:francine.brossard@comexposium.com">francine.brossard@comexposium.com</a>	
INSURANCE AGENCY – Civil resp / Dam.to property	TOWN HALL
<b>SIACI SAINT HONORÉ</b> 18, rue de Courcelles 75384 PARIS Cedex 08 Monsieur Philippe HUET Tel : +33 (0)1 44 20 29 81 Email : <a href="mailto:philippe.huet@s2hgroup.com">philippe.huet@s2hgroup.com</a>	<b>MAIRIE DE VILLEPINTE</b> Place de l’Hôtel de Ville 93240 VILLEPINTE Tel : +33 (0)1 41 52 53 00

## II. 1. 2 HSP Coordination SPS / Fire Safety

HSP COORDINATOR	FIRE SAFETY REPRESENTATIVE
<b>D.Ö.T:</b> 93 rue du Château 92100 BOULOGNE - France Tel : + 33 (0)1 46 05 17 85 - Fax: +33 (0)1 46 05 76 48 Email: <a href="mailto:sps@d-o-t.fr">sps@d-o-t.fr</a>	<b>Alain FRANCONI</b> 56 rue Roger Salengro – 93110 Rosny-sous-Bois - France Port : + 33(0)6 70 61 95 11 Email : <a href="mailto:afs@afsconseils.fr">afs@afsconseils.fr</a>
The fire safety representative will be present on site. The date of the safety committee tour of inspection hasn't been defined.	
FIRE PROOFING	
<b>Groupement NON FEU</b> 37-39, rue de Neuilly - BP 249 - 92113 CLICHY - France Tel : + 33 (0)1 47 56 31 48	<b>Groupement Technique Français de l'ignifugation</b> 10 rue du Débarcadère - 75017 PARIS - France Tel: + 33 (0)1 40 55 13 13
EXPERT IN THE SOUNDNESS OF MAJOR STRUCTURE	
<b>SOCOTEC</b> Centre d'Affaires Paris Nord - France Le Continental – BP 306 93153 LE BLANC MESNIL Cedex Tel: +33 (0)1 48 65 42 37	

## FORMALITIES

EXHIBITORS SAFETY  
INSTRUCTIONS

6/14

## II.2. DEFINITION OF WORK AREAS

VENUE	HALL
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 23 00	<b>5A</b>

## II.3. THE OFFICIAL BODIES

INSPECTION OF WORK	CRAMIF
DRIEETS Ile de France Unité départementale de Seine Saint Denis 1, avenue Youri Gagarine 93016 BOBIGNY cedex Téléphone : 01 41 60 53 24 Mail : idf-ut93.uc1@drieets.gouv.fr	Service des Risques Professionnels - Antenne 93 17/19 avenue de Flandre 75954 PARIS Cedex 19 Tel: +33 (0)1 44 65 54 50
O.P.P.B.T.P.	Glossary
25 avenue du Général Leclerc 92100 BOULOGNE BILLANCOURT Tel: +33 (0)1 46 09 27 00	<b>CRAMIF</b> : Caisse Régionale d'Assurance Maladie d'Ile de France <b>OPPBTP</b> : Organisme Professionnel de Prévention du Bâtiment et des Travaux Publics

## II.3. EMERGENCY SERVICES ON THE SHOW SITE: Timetable displayed on the hall plans

EMERGENCY POST	GENERAL SURVEILLANCE POST
On site	Tel : + 33 (0)1 48 63 30 49
	FIRE SAFETY
	Tel : + 33 (0)1 48 63 30 49

## OFF SITE

FIRE SERVICE	POLICE STATION
1, Chemin des Vaches 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

## III. GENERAL EVENT ORGANIZATION

## III.1. GENERAL PRESENTATION OF THE SHOW

Cf. Exhibitor's guide

## III.2. SCHEDULES OF USE OF HALLS public opening

DATES & TIME
From November 4 to 7 from 9:30 am to 6 pm November 5 from 9.30 am to 5 pm

## FORMALITIES

EXHIBITORS SAFETY  
INSTRUCTIONS

7/14

## III. 3. VARIOUS SERVICE PROVISIONS

Cf. Exhibitor's 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 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 be parked in the car parks. They 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 always possible during assembly and dismantling. The security aisles define 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 each Hall.**

## RESPECT INSIDE

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

## RESPECT OUTSIDE

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

## 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 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 handling glass panels, it is recommended to use suction cups. Workers must wear protections when handling the glass panels. As soon as the glass parts are installed, specific signage is required on the windows or windows to avoid shocks and the risk of injury.**

In the same way, for handling plywood sheets, the use of handling clips or panel carriers is recommended.

## FORMALITIES

EXHIBITORS SAFETY  
INSTRUCTIONS

8/14

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 fitted 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.

## 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 the place of intervention of the crane and the technical constraints of use and installation.

The resistance of the soil for positioning the crane must be checked before installation. Stalling on a plate or on a slab of unknown strength should be avoided.

It is forbidden to transport loads over people. (The public and intervening staff).

It is therefore advisable to set up an organization, a planning and an installation plan which takes into account the materials and the men. Management of interfering prohibited or restricted areas must be defined and implemented.

For night work, artificial lighting of at least 100 lux will be used. This lighting should not cause annoying shade areas or glare.

In the event of a blind crane, a duly trained guide will be present and will have a good quality radio link with the crane operator.

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

These constraints must appear in the company's IHSP.

The use of a crane is only possible within the permissible wind ranges in service. Out of service, instructions must be given regarding the measures to be taken by the crane

operator so that it is maintained in safe conditions at the end of service.

An anemometer must be available on site.

In stormy weather, the crane will have to be shut down.

**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 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 (staying or circulating under the load is forbidden). No parking and driving under load. When lifting or lowering structures or light bridges, no operator should be under the load.**

**It is forbidden to lift loads above the circulation aisles, except when an operation manager can signal the operation to the pedestrians.**

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.

## 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.

## FORMALITIES

EXHIBITORS SAFETY  
INSTRUCTIONS

9/14

## 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

For the period when open to the public, 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.**

## 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

## 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 enterprise 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 his workers and a certificate of deposit to the Work Inspectorate branch of the place where the service is to be provided, before the start of his intervention in France.

Access to the online declaration portal:  
<https://www.sipsi.travail.gouv.fr/auth/login>

## 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

## FORMALITIES

EXHIBITORS SAFETY  
INSTRUCTIONS

10/14

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.

**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.

It is reminded that mezzanine structures or high decorative elements must be designed to receive these protections.

For the dismantling all these protection must be reinstalled.

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



**The company in charge of the building and dismantling of the double decker marquee, a mezzanine, a stage, a grandstand, a structure, etc ... must put in place for the delivery access a system that provides, at anytime, a collective protection for the people working at height at all times (materials storage area, ramp equipped with protections, etc ....**

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.**

**It is reminded that the modular cells must be equipped with collective protections during their installation. These protections must be rigid and fixed before any intervention on the roofs. THEY MUST REMAIN IN PLACE UNTIL DISMANTLING IS COMPLETE. It is imperative that these protective elements be provided for in the costing and be described, along with their installation, in the company's IHSP.**

It is obligatory for companies installing the marquee, during the assembly, maintenance and dismantling periods, **to set up collective protection measures appropriate for any work on roofs by their staff.**

The methods considered for carrying out this work must appear in the company I.H.S.P.P.

**VIII.3.2. INDIVIDUAL PROTECTIONS**

Individual protection against falls from a height should only be considered when temporary collective protection equipment cannot be used or when it is not possible to use equipment for access and work at a height that provides collective protection.

It is mandatory to have equipment that complies with the regulations in force.

Workers must be protected by means of fall arrest systems.

Hanging points, anchor points and lifelines must be safe and allow the use of this equipment in complete safety. The strength of the support must be assessed by a competent person and checked before use. They must be safely accessible and located above the workstation.

## FORMALITIES

EXHIBITORS SAFETY  
INSTRUCTIONS

11/14

An organisation must be put in place to ensure that the user never works alone.

The organisation of rapid assistance in the event of a fall must also be anticipated.

**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.**



**The companies may work at heights with scaffolding or mobile platforms, taking into account the strength values of the floors.**

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 fitted 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. by their personnel is effective.

**These equipments must include progressively secured floors and access to the upper levels by guard rails. These protections must remain in place until dismantling is complete.**

**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 intervention that would create a situation of overlapping tasks must be resolved by a time shift or special protection measures.**

**The Exhibitor or his project manager must set up a work schedule that takes into account the chronological order of**

## 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).**

**Ladders, stepladders and footsteps must not be used as work positions.**

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



## FORMALITIES

EXHIBITORS SAFETY  
INSTRUCTIONS

12/14

**assembly in order to avoid overlapping tasks and to carry them out using suitable means. This chronological order must also be adapted for dismantling.**

These resources may be shared by several participants or companies.

**In the case of mutualisation of the material resources** (scaffolding, forklift trucks, aerial platforms, etc.), a loan agreement must be drawn up between the parties before use.

Within the framework of the timetable of assembly and dismantling of the stand, 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 equipment and works must be completed, made safe and accepted before any intervention or use by another company.**

**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. These personnel can only work from the electrical boxes or cabinets provided by the site personnel.

**The technical traps of the hall must be correctly closed or protected in case of temporary opening to avoid any risk of falling of people or any danger to engines and rolling scaffolds.**

**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.**

**IX.5. PREVENTION OF RISKS OF PROFESSIONAL DISEASES****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. The spray painting process is prohibited.**

**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. It is recommended that personal noise protectors be worn when assembling truss and steel structures.

**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 fitted with a vacuum or dust collection system. (Art. R 4412-70 of the Code of Work)**



## FORMALITIES

EXHIBITORS SAFETY  
INSTRUCTIONS

13/14



These appliances must be compliant with the standards (CE), be in good operating condition and fitted 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. **Cuts cannot be made in the aisles of the exhibition (common areas). They can only be done on the stand (private area)**

**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 fitted 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 IHSP 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.

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: on site****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.

FORMALITIES

# EXHIBITORS SAFETY INSTRUCTIONS

14/14

**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.

they have a particular effect on the health and safety of the people working on the site.

FORMALITIES

# SERVICE PROVISIONS INVOLVING FOREIGN LABOUR

1/2

## MANDATORY

Exhibitors and their stand fitters can use non-French labour. The organiser wishes to remind them of French regulations in terms of employing foreign labour on French soil during the exhibition's assembly and dismantling phases, and to emphasize the importance of the appropriate declarations.

### 1 - PRELIMINARY ASSIGNMENT DECLARATION

**Whatever their nationality, non-French service providers must complete a preliminary assignment declaration via [the Ministry of Labour's "SIPSI" \(international service provision information system\) Teleservice site.](#)**

It is important to stress that French law, notably provisions regarding the working period and minimum pay, applies to Foreign Service providers from the first day their employees start work on French soil, however long the assignment period is.

In particular, employees may only work in France subject to the following current legal provisions:

- No more than 48 hours per week, given that a week begins on Monday at 12 midnight, and ends on Sunday at 12 midnight.
- No more than 10 hours per day
- No more than six continuous hours (with an obligatory break of 20 minutes)
- No more than six days per week in any given week.

In addition, the legal amount to be paid to every employee working on French soil is indicated on the site of [the Ministry of Labour](#).

FORMALITIES

# SERVICE PROVISIONS INVOLVING FOREIGN LABOUR

2/2

## 2. TEMPORARY WORK PERMITS

Certain Foreign Service providers must also apply to the DDTEFP (Departmental Directorate of Labour, Employment and Vocational Training, Service and foreign labour) for temporary work permits for workers they temporarily assign to France.

**Countries not concerned by this application for temporary work permits are currently as follows:**

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

These applications for temporary work permits must be declared on the Ministry of Labour's "SIPSI" (international service provision information system) Teleservice site.

## 3. MANDATORY CERTIFICATION IN THE EVENT OF USE IN FRANCE OF A SERVICE PROVIDER DOMICILED ABROAD.

This form should be completed and returned in PDF format to:

**COMEXPOSIUM** – Direction Logistics & Security

[alexandre.merle@comexposium.com](mailto:alexandre.merle@comexposium.com)

[charlotte.boucher@comexposium.com](mailto:charlotte.boucher@comexposium.com)

## 4. SOCIAL PROTECTION

Foreign Service providers must also produce proof of up-to-date social protection for each employee assigned in France.

If the activity does not exceed two months, the employees of service providers domiciled in a European Union member country continue to contribute to and benefit from the social security regime of their home country.

Service providers domiciled outside the European Union must produce a certificate proving that their social situation is in order:

- Either issued in their State of origin, if this is a signatory to a bilateral Social Security agreement with France; the countries concerned are listed on an official website called [www.cleiss.fr](http://www.cleiss.fr).
- Or if not, issued by the French social contribution collection body; in addition, all contributions should be paid to this body. In this case, the URSSAF du Bas-Ehin should be contacted:

**URSSAF** – 16 rue Contades - 67307 Schiltigheim – France

Tel: + 33(0)8 20 39 56 70 - Fax. : + 33(0)3 88 18 52 74 - [mailto: cnfe.strasbourg@urssaf.fr](mailto:cnfe.strasbourg@urssaf.fr)

FORMALITIES

# MANDATORY CERTIFICATE in the event that a service provider domiciled abroad is used in France

## FORM TO BE RETURNED BY 30 SEPTEMBER 2024 TO:

COMEXPOSIUM – Direction Opérations & Achats  
Email : [alexandre.merle@comexposium.com](mailto:alexandre.merle@comexposium.com)  
Email : [charlotte.boucher@comexposium.com](mailto:charlotte.boucher@comexposium.com)

### YOUR CONTACT DETAILS

Company name: .....  
Pavilion: ..... Aisle: ..... Stand number: .....  
Region : ..... Stand sign: .....  
Address .....  
Postcode : ..... Town: ..... Country: .....  
Tel.: ..... Fax: ..... Email: .....  
Mobile: .....

## IMPORTANT: AFFIDAVIT

I, the undersigned.....  
Acting in my capacity as: .....  
With the company:.....  
Located at: .....  
Declare on my honour: .....

- that I have read the mandatory formalities to be carried out in respect of a service provided in France by a company established or domiciled abroad,
- that I and my service provider will comply with all the above-mentioned formalities.

Obligatory company stamp Executed in.....  
On.....

Full name and signature of the authorised person, preceded by the words "Read and approved."\*

FORMALITIES

# 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](mailto:mail@tevea.fr) - Website: [www.tevea-international.com](http://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 ALL4PACK, 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.

**FAX REPLY FORM – 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](mailto:mail@tevea.com) - [www.tevea-international.com](http://www.tevea-international.com)

We are attending the following French trade show:

**ALL4PACK Emballage Paris 2024 from 4<sup>th</sup> to 7<sup>th</sup> November 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:**

# ALL4PACK

## EMBALLAGE PARIS