

# EXHIBITOR'S GUIDE



> Navigation  
interactive,  
click on  
the titles for  
access the  
information  
you are  
looking for

INSTRUCTIONS FOR  
USE

INFORMATION  
PRACTICES

DEVELOPMENT  
STANDS

RULES  
& FORMALITIES

## INSTRUCTIONS FOR USE

# TWO TOOLS TO PREPARE YOUR PARTICIPATION IN THE FAIR

### - THIS EXHIBITOR GUIDE IS INTERACTIVE

From this document you can easily access  
all the information you need for your installation.

### - THE ONLINE SHOP

In this shop, you can order your technical services until **friday  
04 october 2024, 23:59**. Prices will increase from **27  
september 2024**.

Other services can be ordered on site from **3 october 2024**.

*(Please note that after **friday 6 September 2024**, no more  
orders for **ELINGUES** services can be taken into account,  
EVEN ON-SITE).*

## INFORMATION PRACTICES

- Access / traffic & parking
- Animations on the [stand](#)
- Architecture & Decoration
- Supplementary insurance
- [Access](#) badges
- [Useful](#) contacts
- Exhibitor's schedule Assembly / Opening / Dismantling
- Powering up the [electric](#) meters
- Hygiene and [health](#) protection
- Cleaning / Restoration
- Catering for exhibitors
- Meeting rooms / Conferences
- Surveillance of the pavilions / Guarding of the [stands](#)

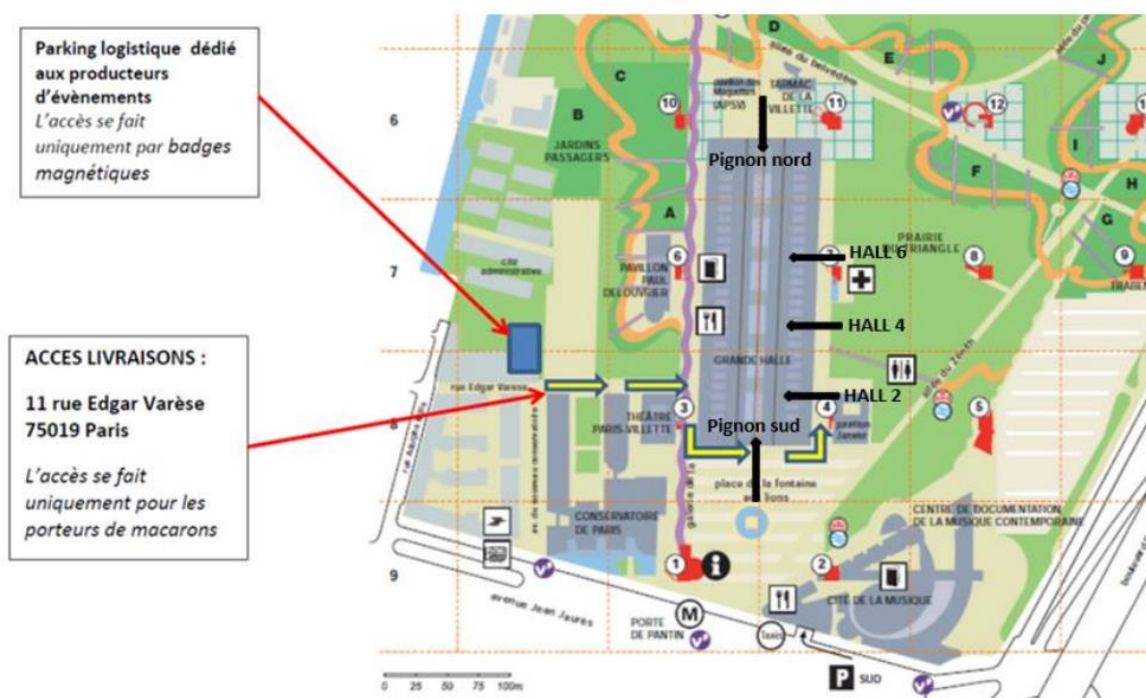
## PRACTICAL INFORMATION

ACCESS/CIRCULATION &  
PARKING

1/6

## ACCESS TO THE GRANDE HALLE DE LA VILLETTE - PARIS

Deliveries Grande Halle (Nef et Charlie Parker)



## DELIVERY

Access to Grande Halle, Little Villette madness N7 and N6: 11 rue Edgard Varèse – 75019 Paris

Access to Pavillon Villette or Espace Chapiteau: 24 avenue Corentin Cariou – 75019 Paris

Access to the Périphérique Area: 2, rue de la Clôture – 75019 Paris

We remind you that the site is a pedestrian park that access is subject to authorizations. The speed is limited to 10 Km/h For your access to the site during the assembly/dismantling phase, you must make standard badges to submit to us for validation.

## PRACTICAL INFORMATION

# ACCESS/CIRCULATION & PARKING

2/6

## ACCESS TO THE GRANDE HALLE DE LA VILLETTE

	STANDS TYPE	DATES		VEHICLE TYPE	PAVILIONS	ENTRY AND EXIT THROUGH	PARKING
MOUNTING	Naked Stands	07/10/2024 08/10/2024 09/10/2024	8am / 8pm 8am / 8pm 8am/10.30pm	All types	Great Hall	11, rue Edgar Varèse	At the Hall
	TEAM Stands	09/10/2024	8:00 a.m. to 10:30 p.m.				
OPENING TO THE PUBLIC		Thursday 10 to Sunday 13 October	10am-7pm	<div>- Deliveries only allowed from 7.30 pm to 8.30 pm after the exhibition has closed and limited to 1 hour</div> <div>- No parking or storage of any kind allowed</div> <div>- No stopping or parking on the traffic lanes.</div> <div>- No parking on the security perimeters from the time of opening to the public</div> <div>- PARKING AREAS OPEN 24 hours a day</div>			
DISMANTLING	TEAM Stands	13/10/2024	7.30 pm / 24 hours	All types	Great Hall	11, rue Edgar Varèse	At the Hall
	Naked Stands	13/10/2024 14/10/2024	7.30 pm / 24 hours 8am / 12pm				

**Please note: no vehicle will be able to access the Grande Halle without having downloaded a badge (to be downloaded in [your customer area](#)).**

**Gas-powered equipment (fenwicks, lifts, etc.) is strictly forbidden inside the Grande Halle de la Villette.**

## PRACTICAL INFORMATION

# ACCESS/CIRCULATION & PARKING

3/6

## TRAFFIC IN THE PARC DE LA VILLETTE

Traffic inside the Parc de la Villette is subject to measures :

- Compliance with the highway code
- Speed limit of 20 km/h
- No stopping or parking on traffic lanes
- All vehicles are prohibited from entering the Grande Halle de la Villette.

You must comply with this and notify your installers, transporters and various suppliers. Don't forget to give them your stand number.

Any offending vehicle will be removed without notice at the owner's/offender's expense and risk.

- The Grande Halle de la Villette has put agents in place to help you get around and park: follow their instructions carefully.

## PARKING

### > During assembly

Access to the Great Hall: 11 rue Edgard Varèse - 75019 Paris on presentation of the assembly/disassembly badge to be downloaded from [your customer area](#).

No motorised vehicles will be allowed to enter the Grande Halle on Tuesday 4 October 2023 (except by special dispensation from the organiser).

- During assembly, avoid the 10:00 a.m. / 1:00 p.m. period
- Avoid deliveries the day before the exhibition opens.
- Drive your vehicles away as soon as they are unloaded.

### > The evening of the dismantling

Access to the Great Hall: 11 rue Edgard Varèse - 75019 Paris on presentation of the assembly/disassembly badge to be downloaded from [your customer area](#).

At the close of the exhibition, only hand carts and flat carts are allowed.

Access for motorised vehicles is authorised 1 hours after closing to the public, i.e. at 8.30pm, subject to the decision of the show management depending on the progress of the site.

## PRACTICAL INFORMATION

# ACCESS/CIRCULATION & PARKING

4/6

Coming before closing time means wasting time and clogging up the area.

## > During the opening period

Deliveries are **only** authorised **in the evening from 7.30 pm to 8.30 pm** after checking the assembly/disassembly badge at the entrance to the Grande halle: 11 rue Edgard Varèse - 75019 Paris, which you can download from [your customer area](#). Delivery time limited to one hour.

**Only caterers will be allowed to deliver in the morning between 8am and 9am** on request by sending an email to [Franck.CARTIER.contractor@comexposium.com](mailto:Franck.CARTIER.contractor@comexposium.com)

No parking or storage of any kind is permitted inside the Grande Halle. Parking is prohibited in the Parc de la Villette and around the Grande Halle, from the morning of the opening to the public.

- Please note: as the Grande Halle is located in a public park, from Wednesday 9th October at 11pm, no vehicle may remain parked in the vicinity of the Grande Halle, otherwise the exhibition will not be open. All vehicles must park in the car parks.

## RESERVE A PARKING SPACE

### Light vehicles (up to 1.90m in height)

Only public car parks are available near the Grande Halle de la Villette. To facilitate your parking, a 4-day subscription (from 5 to 09/10) is available in [your customer area](#).

### Commercial vehicles on request

Parking North " Universciences " - Porte de la Villette side

Porte de la Villette, direction Parking Parc de la Villette, entrance by 59 bd Mc Donald or 30 avenue Corentin Cariou.

Open every day, 24 hours a day

pre-booking possible on [parkindigo.fr](https://parkindigo.fr)

Usefull information - Website [parkindigo.fr\\_cite des sciences](https://parkindigo.fr_cite_des_sciences)

- The car parks are open 24 hours a day every day





PRACTICAL INFORMATION

# ACCESS/CIRCULATION & PARKING

6/6

## BUSES AND UTILITY VEHICLES

- “Universsciences” North car park - Porte de la Villette side

36 bus spaces and 1400 spaces for individual vehicles

Open every day, 24 hours a day

Utility parking: on request

1467 places for individual vehicles including 29 places for people with reduced mobility

Open 24/7 - pre-booking possible on [parkindigo.fr](https://parkindigo.fr)

Porte de la Villette, direction Parking Parc de la Villette, entrance by 59 bd Mc Donald or 30 avenue Corentin Cariou.

You can reserve your parking space on the Parkindigo website, contact by email or telephone for all practical information - website: [parkindigo.fr\\_cite des sciences](https://parkindigo.fr_cite_des_sciences)

## PRACTICAL INFORMATION

# STAND ENTERTAINMENT

The Salon de la PHOTO has established standards to ensure that the exhibition is well run and that visitors are as comfortable as possible.

Exhibitors are free to organise their own events, subject to the application of the provisions below and in compliance with the exhibitors' timetable.

## MUSICAL ENTERTAINMENT

Exhibitors wishing to provide musical entertainment on their stand must inform the organiser in advance. Any musical entertainment will only be authorised after agreement from the organiser, on presentation of a precise project (equipment and sound source used, type of entertainment, etc.).

To use recorded media (CD, DVD, etc.) on a stand and obtain prior authorisation from SACEM, simply make your declaration online:

<http://www.sacem.fr/cms/home/utilisateurs/diffuser/stands/sonorisation-stand>

and send the payment before the exhibition.

In all cases, the power of the speakers may not exceed **30 watts**. They must be turned towards the interior of the stand and inclined towards the ground. The sound volume must not exceed **80 decibels**.

Non-compliance with these provisions will result in the closure of the stand or of the exhibitor's stand entertainment by the Organiser without prior notice. The exhibitor undertakes not to exceed **a maximum of 2 hours of entertainment** per day at times agreed with The Organiser.

## IMPORTANT: SERVICES THAT ARE NOT ALLOWED

- The distribution or depositing of leaflets in the aisles of the exhibition, at the entrance to the exhibition and throughout the Parc de la Villette.
- The animations in the aisles (robots, hostesses, sandwich man...).

## PRACTICAL INFORMATION

# ARCHITECTURE & DECORATION

## > TO BE FOUND IN THE EXHIBITORS' PLATFORM

- The rules of Architecture & Decoration of the living room
- Special regulations

The PHOTO 2024 architecture and decoration regulations list the standards for the presentation of the stands, established to guarantee the smooth running of the show and a comfortable visit. These standards also include the safety and fire regulations in force at trade fairs and exhibitions.

PHOTO 2024 is governed by specific regulations, depending on its particularities. Each project for a bare stand, a reused stand, or a stand equipped by COMEXPOSIUM but to which new decorations have been added, must be submitted **for approval by July 22, 2024 at the latest.**

## BARE STAND

For **bare stand designs**, plans must be submitted to the Exhibition Architecture Department for acceptance **by 22 July 2024** :

### DECOPLUS

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

Contact: Elisabeth TOUGARD - E-mail: [w.decoplus@free.fr](mailto:w.decoplus@free.fr)

## EACH PLAN SHOULD INCLUDE

- Plan "top view" with indications of scale, dimensions and the positioning of recesses (party lines and driveways),
- Cross-sectional plan with indications of scale, dimensions and heights of the projected volumes.
- Positioning of the meter and slings (if necessary) **to be ordered before 6 September in your customer area)**

## VERY IMPORTANT

- Any project that does not comply with the rules set out will be refused and, a fortiori, any stand set up without the agreement of the Photo Fair may be dismantled at the exhibitor's expense.

## PRACTICAL INFORMATION

# SUPPLEMENTARY INSURANCE

## TO BE FOUND IN THE EXHIBITORS' PLATFORM

- To find out about the regulations governing your insurance during the show, consult the **"Regulations"** section in your exhibitor area and to order additional insurance, consult the **"My shop"** section.

## ADDITIONAL PROPERTY INSURANCE

Exhibitors may take out additional insurance with the organiser, Salon de la PHOTO, to cover their goods if the value of the goods exceeds the amount guaranteed by the insurance offer included in the participation file.

This guarantee will take effect on the morning of the opening to the public (at 10:00 on 10/10/2024) and will end on the evening of the closing to the public (19:00 on 13/10/2024). The premium will be 0.27% of the value of the insured property.

## PLASMA & LCD SCREEN INSURANCE

Exhibitors have the possibility of taking out specific insurance with the Photo Fair for plasma screens that are firmly attached or wired to the stand structure.

This guarantee will take effect on the morning of the opening to the public (at 10.00 a.m. on 10/10/2024) and will end on the evening of the closing to the public (7.00 p.m. on 13/10/2024). The premium will be 4.00% of the value of the equipment.

## DISASTER

No claim will be accepted if it has not been declared to the exhibition reception desk within 2 working days in the case of theft, and within 5 working days for other damage.

All claims must state the date, circumstances of the loss and the approximate amount of the damage, and must be accompanied by the original police report in the event of a theft

### Filing a complaint :

To avoid waiting, make an appointment online at the police station of your choice  
<https://www.prefecturedepolice.interieur.gouv.fr/vos-services-en-ligne/police-rendez-vous>

### **19TH CENTURY POLICE STATION**

3-5, rue Erik Satie - 75019 PARIS - FRANCE  
Tel: 34 30

## PRACTICAL INFORMATION

# ACCESS BADGES

**VERY IMPORTANT: WEARING A BADGE IS MANDATORY**

- To enter the Grande Halle de la Villette, **all persons must have an access badge for the Salon de la PHOTO** and must wear it during the assembly, opening and dismantling periods.
- An **ID check** may be carried out at the pavilions.
- **Safety equipment** and safety shoes **must be** worn **during assembly and dismantling**, otherwise access to the exhibition will be refused.

**EXHIBITOR BADGE**

- The exhibitor badge allows access to the Grande Halle de la Villette during the set-up, opening and dismantling periods according to the times indicated on the exhibitor schedule. (See Exhibitors' timetable - [Click here](#))
- During the **opening period**, the number of daily **accesses** is limited to **2** with a minimum interval of **30 minutes** between two accesses.

Exhibitor badges can be collected via your customer area on the online shop or at the Exhibitors' reception (from Monday 7 October at 2pm).

**BADGE ASSEMBLY / DISASSEMBLY**

The assembly/disassembly badge allows your service providers access to the Grande Halle de la Villette during the assembly and disassembly periods.

This badge is distributed at the gates of the Grande Halle de la Villette by the security service set up by the organiser.

**It is not valid during the opening period from Thursday 10 October 2024 at 10am until Sunday 13 October 2024 at 7pm.**

## PRACTICAL INFORMATION

# USEFUL CONTACTS

1/2

FOR ANY INFORMATION, CONTACT THE HOTLINE: **+33 (0)1 76 77 15 21**

Monday to Friday, from 09:00 to 18:00

**Find the list of service providers in your exhibitor area.**

Overhead hook-ups and feeds - Bridges - Bare stand meters	DECOPLUS	Tel: +33 (0)9 67 78 93 85 Contact: Elisabeth TOUGARD E-mail: <a href="mailto:w.decoplus@free.fr">w.decoplus@free.fr</a>
Architecture and decoration (plan control)	DECOPLUS	Tel: +33 (0)9 67 78 93 85 Contact: Elisabeth TOUGARD E-mail: <a href="mailto:w.decoplus@free.fr">w.decoplus@free.fr</a>
Supplementary insurance	SIACI	18, rue de Courcelles 75008 Paris -France Tel: + 33 (0)1 44 20 99 99 Fax: + 33 (0)1 44 20 29 80 E-mail: <a href="mailto:philippe.huet@s2hgroup.com">philippe.huet@s2hgroup.com</a>
French Customs	INFO CUSTOMS SERVICE	From France: 08 11 20 44 44 (0.06 €/mn) From abroad : + 33 1 72 40 78 50 Website: <a href="http://www.douane.gouv.fr/">http://www.douane.gouv.fr/</a>
Copyright	SACEM	Regional Delegation of 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/">http://www.sacem.fr/</a>
Hygiene and Health Protection	D.O.T. COMPANY	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>
Hospital	Lariboisière HOSPITAL	2, rue Ambroise Paré 75019 – Paris – France Tél. : + 33 (0)1 49 95 65 65
Ignition	NON-FIRE GROUPING	37-39 rue de Neuilly - BP 249 92582 Clichy - France Tel: + 33 (0)1 47 56 31 48 Website: <a href="http://www.securofeu.com/">http://www.securofeu.com/</a> E-mail: <a href="mailto:securofeu@textile.fr">securofeu@textile.fr</a>

## PRACTICAL INFORMATION

# USEFUL CONTACTS

2/2

Delivery of goods	<b>GRANDE HALLE DE LA VILLETTE</b>	<p>PHOTO SHOW 2023</p> <p>Grande Halle de la Villette</p> <p><b>Name of your company</b></p> <p><b>Your stand number</b></p> <p>75019 Paris - France</p>
Hostesses	<b>MAHOLA</b>	<p>Justine Decaudin</p> <p><a href="mailto:jdecaudin@mahola-hotesses.fr">jdecaudin@mahola-hotesses.fr</a></p>
Fire brigade	<b>Bitche barracks</b>	<p>2, place Bitche</p> <p>75019 - Paris - France</p> <p>Phone: 18 or 112 or + 33 (0)1 44 65 94 48</p>
Police	<b>POLICE STATION OF THE XIX<sup>e</sup> ARRONDISSEMENT</b>	<p>3, rue Erik Satie</p> <p>75019 Paris - France</p> <p>Phone: 17 or + 33 (0)1 55 56 58 00</p>
Recovery of VAT	<b>TEVEA INTERNATIONAL</b>	<p>29-31 rue Saint Augustin</p> <p>75002 - Paris - France</p> <p>Tel: +33 (0)1 42 24 96 96</p> <p>Fax: + 33 (0)1 42 24 89 23</p> <p>E-mail: <a href="mailto:mail@tevea.fr">mail@tevea.fr</a></p> <p>Website: <a href="http://www.tevea-international.com">www.tevea-international.com</a></p>
Catering on the stand (referenced caterers)	<b>AT THE TABLE</b> <b>CIRETTE</b> <b>CLM TRAITEUR</b> <b>WHITE ROPE</b> <b>DUVAL</b> <b>FLOWER OF METS</b> <b>OLIVIER THERON</b> <b>POEL AND CHABOT</b> <b>RIEM BECKER</b> <b>SAINT CLAIR</b>	<p><a href="mailto:cgautherot@atable.com">cgautherot@atable.com</a></p> <p><a href="mailto:antoine@cirette-traiteur.com">antoine@cirette-traiteur.com</a></p> <p><a href="mailto:christellemichaux@sfr.fr">christellemichaux@sfr.fr</a></p> <p><a href="mailto:anthony.buffet@cordonblanc.fr">anthony.buffet@cordonblanc.fr</a></p> <p><a href="mailto:s.defoe@fleurdemets.com">s.defoe@fleurdemets.com</a></p> <p><a href="mailto:o.theron@oliviertheron.com">o.theron@oliviertheron.com</a></p> <p><a href="mailto:julien.dellonger@potelchabot.com">julien.dellonger@potelchabot.com</a></p> <p><a href="mailto:vanessa.blonde@riembecker.fr">vanessa.blonde@riembecker.fr</a></p> <p><a href="mailto:jean-dominique.battini@saintclair.com">jean-dominique.battini@saintclair.com</a></p>
Catering on the stand (caterers not listed - obtain agreement and contract)	<b>EPPGHV</b>	<p>Laurence ABURBE</p> <p>Tel: +33 (0)1 40 03 77 94</p> <p>E-mail: <a href="mailto:laburbe@villette.com">laburbe@villette.com</a></p>
Fire Safety	<b>SECURITY FIRM</b> <b>HERVE PIERRE CONSULTING</b>	<p>2, rue Maurice Utrillo, 95110 SANNOIS</p> <p>Mobile: + 33 (0)6 75 71 56 98</p> <p>E-mail: <a href="mailto:herve@hervepierre.com">herve@hervepierre.com</a></p>
Freight forwarder / Handling	<b>DB SCHENKER</b>  <b>CLAMAGERAN</b>	<p>01 48 63 32 81</p> <p><a href="mailto:foires.expositions@dbshenker.com">foires.expositions@dbshenker.com</a></p> <p>dominique.filiberti</p> <p><a href="mailto:d.filiberti@clamageran.fr">d.filiberti@clamageran.fr</a></p>

## PRACTICAL INFORMATION

# EXHIBITOR SCHEDULES

## ASSEMBLY/OPENING/DISASSEMBLY

1/2

### WORKING HOURS PHOTO EXHIBITION 2023

Period	Dates		Exhibitor timetable	Opening public
Assembly				
	Monday	7-Oct-24	8am - 8pm ( <b>bare stalls</b> )	
	Tuesday	8-Oct-24	8am - 8pm ( <b>bare stalls</b> )	
	Wednesday	9-Oct-24	8am - 10.30pm (all stands)	
Opening	Thursday	10-Oct-24	8am - 7.30pm	10am - 7pm
	Friday	11-Oct-24	9am - 7.30pm	10am - 7pm
	Saturday	12-Oct-24	9am - 7.30pm	10am - 7pm
Dismantling	Sunday	13-Oct-24	9am - Midnight	10am - 7pm
	Monday	14-Oct-24	8am - 12pm	

**Outside the times indicated, work in the Grande Halle de la Villette is prohibited for safety reasons.**

**The equipped stands will be dismantled on Sunday 13 October 2024 from 19:30.**

**The storage rooms and furniture must be emptied on Sunday 13 October 2024 between 19.30 and 20.30.**

### METER ENERGISATION TIMES

The meters provided by the organiser will be switched on from Wednesday 9th at 8am to Sunday 13th at 7.30pm.

For bare stands, you can order 5-day meters (from Wednesday 9 at 8am to Sunday 13 at 7.30pm) or 8-day meters (from Sunday 7 at 8am to Sunday 13 at 7.30pm ) in [your customer area](#)



# EXHIBITOR SCHEDULES

## ASSEMBLY/OPENING/DISASSEMBLY

2/2

### EXHIBITORS' INSTRUCTIONS DURING THE ASSEMBLY PERIOD

**The evacuation of goods and empty packaging must be completed by 10.30 p.m. on Wednesday 9 October 2024.**

Otherwise, pallets and other identified and uncleared material will be stored outside the buildings. The removal and delivery of these items to the exhibitor's stand will be at the exhibitor's expense.

### HANDLING EQUIPMENT DURING THE ASSEMBLY/DISASSEMBLY PERIOD

You can order handling equipment with driver in [your customer area](#) or use external equipment under certain conditions:

- their engine must be diesel or electric, not gas,
- the driver must have a valid Cacès corresponding to the vehicle he is driving, as well as an authorisation from his employer to use the vehicle on the Villette site

The equipment cannot be delivered before the first day of assembly and must be removed on the last day of dismantling.

It is advisable that equipment rental companies commissioned by exhibitors contact the technical management before their deliveries.

Parking of these vehicles around the Great Hall will not be permitted during the operation of the event. Their parking on the site cannot be guaranteed.



No motorised vehicles will be allowed in the Grande Halle de la Villette on Wednesday 9 October 2024, the last day of assembly (unless the organiser grants an exceptional dispensation).

## PRACTICAL INFORMATION

# HYGIENE AND HEALTH PROTECTION

**TO BE FOUND IN THE PLATFORM, EXHIBITOR AREA**

- To find out about the Health & Safety regulations, consult the "Regulations" section
- Fill in your Health & Safety Certificate directly online in the "My Forms" section

**THE HEALTH AND SAFETY NOTICE****PPPS: Plan Particulier de Sécurité et de Prévention de la Santé**

To enter the Grande Halle de la Villette, all persons must have an access badge for the Salon de la PHOTO 2024 (exhibitor badge, assembly/disassembly badge) and must wear safety equipment, in particular safety shoes.

Otherwise, access to the exhibition halls will be denied.

**IMPORTANT**

- The Health and Safety notice should be distributed to all your subcontractors.

## PRACTICAL INFORMATION

# CLEANING REHABILITATION

## TO BE FOUND IN THE PLATFORM, EXHIBITOR AREA

- To order a cleaning service for your stand and skips for the treatment and disposal of your waste, please consult the "**My Shop**" section in your exhibitor area.

## CLEANING OF HALLS

- The Grande Halle de la Villette and the aisles are cleaned every morning before the opening or every evening after the closing to visitors and exhibitors.
- The exhibitor can order an additional cleaning service in "**My Shop**".
- It is forbidden to clean during the opening hours of the exhibition and to dump waste in the aisles after 8.30 a.m.

## CLEANING DURING ASSEMBLY AND DISASSEMBLY

- Restoration of all stands the day before the opening
- The exhibition cleaning service provider is at your disposal at the Exhibitors' Reception for a costing of the disposal of your materials and waste.
- Once the set-up period has expired, the Salon de la PHOTO may take all measures it deems useful for the removal of materials and rubbish remaining on the site as well as the destruction of structures and decorations of any kind that have not been dismantled, at the exhibitor's expense and risk.
- All stands, materials, goods and rubbish of any kind (adhesives, carpets, etc.) must be removed during the dismantling period and before the end of the authorised hours as the last deadline.
- The exhibitor undertakes to have his waste removed and then treated in accordance with the regulations in force.
- **Tip:** If you use a decorator, make sure their quote includes waste removal.

## DURING THE OPENING PERIOD

**Attention: the daily cleaning of the stands is a cleaning of the floor (if necessary), emptying of the dustbins, wiping of the furniture at man's height (if necessary), in the mornings before opening to the public.**

## PRACTICAL INFORMATION

## CATERING FOR EXHIBITORS

## FIXED AND TEMPORARY RESTORATION

The Salon de la PHOTO offers you and your clients a number of catering facilities.

Only caterers will be allowed to deliver in the morning between 8am and 9am.

There is no cold storage available on site.

## RECEPTIONS AND COCKTAIL PARTIES

You can use the caterers listed below

A TABLE : Claire Gautherot Tél : 01.75.62.07.61 - [cgautherot@atable.com](mailto:cgautherot@atable.com)

CIRETTE : Antoine Guerizec Tel : 06.45.71. 08.28 - [antoine@cirette-traiteur.com](mailto:antoine@cirette-traiteur.com)

CLM TRAITEUR: Christelle Michaux Tel: 06 89 18 79 63 - [christellemichaux@sfr.fr](mailto:christellemichaux@sfr.fr)

CORDON BLANC: Nathalie Rouche Tel: 06 61 74 35 30 - [nathalie@cordonblanc.fr](mailto:nathalie@cordonblanc.fr)

DUVAL : Antony Buffet Tel : 06.61.62.43.08 - [Antony.buffet@duval-paris.com](mailto:Antony.buffet@duval-paris.com)

FLEUR DE METS : Sophie Defoe Tel : 06.99.21.40.46 - [s.defoe@fleurdemets.com](mailto:s.defoe@fleurdemets.com)

OLIVIER THERON : Olivier Théron Tel : 06 43 53 82 37 - [o.theron@oliviertheron.com](mailto:o.theron@oliviertheron.com)

POTEL ET CHABOT : Julien DELLINGER Tel : 01 53 23 15 16 - [julien.dellinger@poteletchabot.fr](mailto:julien.dellinger@poteletchabot.fr)

RIEM BECKER : Vanessa Blonde Tel : 06.80.05.97.12 - [vanessa.blonde@riembecker.fr](mailto:vanessa.blonde@riembecker.fr)

SAINT CLAIR : Jean-Dominique Battini Tel : 06.20.03.94.41 - [Jean-dominique.battini@saintclair.com](mailto:Jean-dominique.battini@saintclair.com)

**If you wish to use a non-referenced service provider, you must :**

- obtain the agreement of the Grande Halle's events department

EPPGV

Laurence Aburbe

01.40.03.77.94

[l.aburbe@villette.com](mailto:l.aburbe@villette.com)

- pay the EPPGHV a so-called "corkage fee" defined as follows 15% of the total amount (excluding tax) of the service provider's invoice or, in the case of the sale of food products, 15% of the total amount of turnover (excluding tax) achieved by the service provider
- send the EPPGHV a certified copy of its service provider's invoice or a declaration on honour indicating the total turnover achieved by the service provider.

# PAVILION SURVEILLANCE & STAND GUARDING

## FLAG MONITORING

The general supervision of the exhibition is taken care of by the organiser, under the best conditions, but this is an obligation of means and not of results.

The exhibition security company has been made aware of the increase in thefts and will exercise increased vigilance in the common areas.

## STAND GUARDING

Guarding is carried out exclusively by the company approved by La Villette.

**Important :** All stand security orders must be ordered from the organizer and exclusively from the organizer. No company other than that of La Villette may intervene on site.

The order deadline is **September 13, 2024**, beyond which no order can be placed

Minimum vacation of 4 hours

The exhibitor is responsible for these operations on his stand and must take all the necessary measures to protect his materials and evacuate them on the evening of closing time.

**Please note: Stands are not secure premises.**

## THEFT PREVENTION

Due to the increase in theft during the set-up, opening and dismantling periods, exhibitors must follow some basic rules:

- Avoid leaving your invitation cards on the exhibition furniture, store them in a lockable cabinet,
- Do not leave your personal belongings in plain sight (wallets, telephone, handbags, purses, etc.),
- In the evening, store all valuables (computers, laptops, tablets) in a locked place or take them with you,
- During the set-up and dismantling periods, one person must be present on the stand at all times.

**This person is your only guarantee against theft.**

## DEVELOPMENT STANDS

- Bare surface
- Cobra equipped stand
- [School](#) equipped stand

## STAND DESIGN

## BARE SURFACE

## The services included

- The tracing of your surface on the ground (without signs, carpeting or electrical boxes).
- The daily cleaning of your stand (including the restoration on the eve of the opening).

## Steps to prepare your stand layout

*1<sup>ère</sup> step: your stand assignment*

- The Salon de la PHOTO will send you a plan for acceptance of your location.
- Once validated, this plan allows you to prepare the layout of your stand with the decorator of your choice.

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

The decoration plan of your stand must be submitted for acceptance to the Architecture & Decoration Department of the exhibition **before 22 July 2024** to

**DECOPLUS**

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

Contact: Elisabeth TOUGARD - E-mail: [w.decoplus@free.fr](mailto:w.decoplus@free.fr)

For the characteristics to be provided, please consult the **Architectural & Decorative Regulations**.

**& Decoration Regulations.** ([Chapter regulations](#))

*3<sup>ème</sup> stage: ordering technical services (electrical connections, slings, telephony, parking, etc.)*

All services can be ordered directly in your Exhibitors' Area, under the heading of [your customer area](#).

ATTENTION: no sling orders will be possible after Friday 13 July

*4<sup>ème</sup> step: your installation at the fair*

Please consult the assembly schedule on page 5 or on your Exhibitor Area.

During set-up, suppliers will be present at the Exhibitors' Welcome Desk located at the exhibitors' reception.

## STAND DESIGN

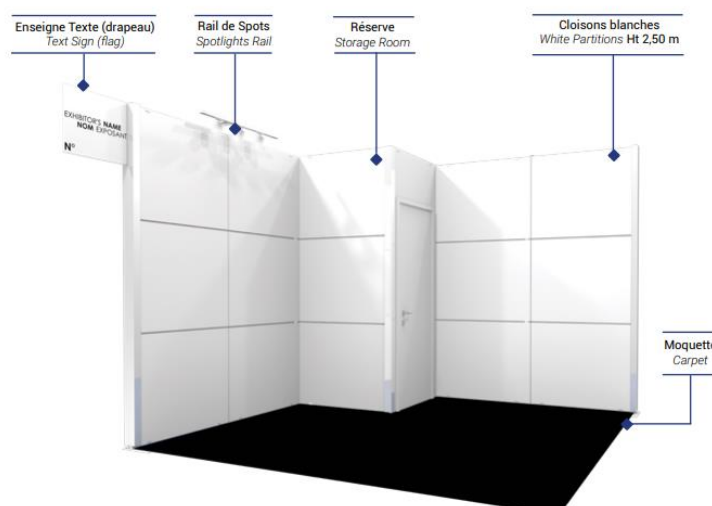
## STAND EQUIP É COBRA

## YOU HAVE BOOKED A COBRA EQUIPPED STAND

- *Minimum area: 12.00 m<sup>2</sup> - 36.00 m<sup>2</sup> maximum*
- *Taking possession of the stand: from Wednesday 09 October 2024 at 8.00 am*

**The development includes :**

- Floor covering: Needle-punched carpeting (choice of colours, black by default)
- Structure: Melamine partitions, height 2m50
- Reserve 1.00 m<sup>2</sup> for stands between 12.00 and 24.00 m<sup>2</sup> / 2.00 m<sup>2</sup> for stands between 24.00 and 36.00 m<sup>2</sup>.
- 1 flag sign (exhibitor's name and stand number) located at the head of the partition
- Lighting: 1 spotlight per 3m<sup>2</sup> of stand area
- Electricity: 1 intermittent 3kw box (systematically placed in the storeroom and equipped with a socket)
- Including daily cleaning & restoration on the eve of the opening

*Non-contractual image*Choice of carpet :



## STAND DESIGN

## COBRA EQUIPPED STAND

## STEPS TO PREPARE YOUR COBRA-EQUIPPED STAND

> 1<sup>ère</sup> step: your stand assignment

The organiser will send you a plan for acceptance of your pitch.

> 2<sup>ème</sup> step: validation of the equipment included in your stand

An Equipped Stand advisor will contact you by e-mail to confirm your choice of colour harmony, the positioning of your reserve and the text of your sign.

**Contact COBRA stand :**

**CREATIVE**

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

Email : [salondelaphoto@creatifs.fr](mailto:salondelaphoto@creatifs.fr)


> 3<sup>ème</sup> stage: ordering of additional technical services and facilities

Your COBRA pre-equipped stand is fully modular with many stand customisation options available to you. Do not hesitate to contact **CREATIFS** for more information.

**OPTIONS  
STAND COBRA**

Pour les prestations ne figurant pas dans ce catalogue, mobilier, plantes et les autres services (restauration, hébergement), connectez-vous à votre espace exposant sur <https://event.lesalondelaphoto.com/2024/>

To complete your furniture allocation, add plants and find more services as catering, accommodation, please visit your online exhibitor's space on <https://event.lesalondelaphoto.com/2024/>



**COBRA SHELL SCHEME  
OPTIONS**

- 9 CU-03**  
Mât d'éclairage LED  
Fixed LED lightmast
- 10 SC-08**  
Signalétique total sur cloison (ml)/Visuel  
Total covering signage (lm)/Visual
- 11 CA-06**  
Tube ovale Chromé  
Chrome oval tube
- 12 CC-03**  
Cloison de confidentialité  
White privacy partition
- 13 CU-03**  
Comptoir à roulette  
Rolling white QR Counter
- 14 CA-02A**  
Étagère en mélaminé blanc  
White melamine Shelf
- 15 CC-09**  
Table de bureau attenante aux cloisons  
White desk table, adjoining the partitions
- 16 S1-01**  
Enseigne drapeau  
Flag sign

## STAND DESIGN

## COBRA EQUIPPED STAND

## STEPS TO PREPARE YOUR COBRA-EQUIPPED STAND

You can also order additional services necessary for the organisation of your participation on your exhibitor area.

**Example of services to be ordered before the assembly:** Floral decoration, furniture, audiovisual equipment, office equipment...

Stocks of materials are limited during the assembly period, so **plan your order in advance.**

If you book additional services, they must be ordered as soon as possible, before the exhibition, in order to guarantee you the best service in terms of range, colour, volume and delivery time.

On site, during the assembly of the exhibition, the services ordered will be provided within the limits of available stocks

- Hostesses, caterers, handlers... [Click here.](#)

> **4<sup>ème</sup> step: safety and health protection**

It is essential to validate the Security Notice in your Exhibitor Area under the heading "My forms".

> **5<sup>ème</sup> stage: *delivery of your stand on Wednesday 09 October 2024 at 8.00 am***

## STAND DESIGN

## SCHOOL EQUIPPED STAND

## YOU HAVE BOOKED A SCHOOL TEAM STAND

- *Minimum surface area: 6.00 m<sup>2</sup>.*
- *Taking possession of the stand: from Wednesday 09 October 2024 at 8.00 am*
- *Stand reserved exclusively for schools and training institutes.*



\* Non-contractual image

## The development includes :

- Black carpeted floor
- Wooden partition covered with grey brushed cotton - Height: 2.50m
- Flag sign with company name and stand number
- 1 spotlight per 3 m<sup>2</sup>.
- 3 KW intermittent electrical connection
- Daily cleaning (including cleaning up after opening)

## RULES & FORMALITIES

### RULES

- Accessibility of disabled people within the fairs
- Rules of Architecture and Decoration
- Rules for the prevention of fire and panic risks

#### *FIND THE OTHER REGULATIONS IN YOUR EXHIBITOR AREA*

- General terms and conditions for surface rental and stand design
- General regulations for trade events
- Rental Risk Insurance Regulations, Property Damage
- Special Regulations
- General Terms and Conditions of Sale of Communication Tools

### FORMALITIES

- Customs
- Exhibitor's safety notice
- Service provision and foreign labour

## RULES

# ACCESSIBILITY OF PEOPLE DISABLED PEOPLE AT TRADE FAIRS

## PREAMBLE

The decree of 1 August 2006 sets out the terms of application of articles R 111-19 to R 111-9-3 and R 111-19-6 of the Code de la Construction et de l'Habitation (Construction and Housing Code) relating to the accessibility of establishments open to the public and facilities open to the public during their construction or creation. Generally speaking, pavilions, exhibition halls and exhibition park facilities meet the requirements of this decree: accessibility, sanitary facilities, parking, etc.

In addition, as part of the facilities open to the public at the time of their creation, it is necessary to allow disabled people access to stands, conference or meeting rooms, stands and bleachers or catering areas.

At trade fairs organised by COMEXPOSIUM, the Safety Officer is responsible for prescribing any measures and carrying out checks at the fairs.

The following are the general and specific measures that apply to installations created at trade fairs and exhibitions.

## ACCESS TO SINGLE LEVEL STANDS

Each stand, a space open to the public, equipped with a floor higher than 2 cm must be accessible to people with reduced mobility (PRM).

One or more ramps, with a minimum width of 0.90 m, will facilitate this access. The slopes shall respect the following percentages:

- 4% slope with no limitation on path length,
- 5% slope over a length of < 10.00 m,
- 8% slope over a length of < 2.00 m,
- 10% slope over a length of < 0.50 m.

A circular clearance of 1.50 m shall be left free to manoeuvre at each end of the ramp.

## PATHWAYS

- Minimum width of 1.40 m.

## ACCESS TO TIERED STANDS

- Multi-storey stands are not permitted.

## FITTING OUT OF ROOMS OR AREAS RECEIVING A SEATED AUDIENCE (CONFERENCES, BLEACHERS, STANDS, ETC.)

There will be reserved spaces for wheelchair users.

These spaces must be located outside the aisles and close to the exits. The number of spaces shall be calculated at the rate of 2 spaces for the first 50 seats and 1 space for each additional 50 seats.

## RECEPTION DESKS, INFORMATION DESKS

Reception desks and information desks should be accessible to wheelchair users.

- Height of 0.80 m, a void 0.30 m deep and 0.70 m high, allowing the passage of knees.

## RULES

ARCHITECTURAL RULES  
& DECORATION

1/4

The "Decoration Rules" for the PHOTO SHOW 2023 set out the standards for the presentation and design of stands to ensure that the show runs smoothly and is as comfortable as possible for visitors.

These standards also include the safety rules in force at trade fairs and exhibitions, which are listed in the exhibitor's guide. All fittings and decorations must comply with the "decoration rules".

Some sectors of the PHOTO 2023 are governed by special regulations, depending on their specific features. You can find these specifications in the decoration regulations or contact your sector manager.

Each bare stand project must be submitted by **8 September 2023 at the latest**. It must include the following elements:

- **Top view" plan** with indications of scale, dimensions and positioning of recesses (party walls + alleys)
- **Cross-sectional plan** with indications of scale, dimensions and heights of the projected volumes.

**Any project that does not comply with the rules set out will be refused and a fortiori, any stand set up without the agreement of the PHOTO 2023 exhibition may be dismantled at the exhibitor's expense.**

Your project should be submitted to :

## DECOPLUS

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

Contact: Elisabeth TOUGARD - E-mail: [w.decoplus@free.fr](mailto:w.decoplus@free.fr)

By signing the application form, the exhibitor undertakes to respect and to ensure that all participants (installers, decorators, etc.) respect all the clauses of the decoration and entertainment regulations below.

No agreement between exhibitors will be allowed, only the organiser will be entitled to derogate after a written request.

## FLOORS, WALLS, PILLARS OF HALLS

**1. Floors, walls, pillars of the pavilions.** It is forbidden to make any drilling, sealing, grooving or cutting. It is also forbidden to paint them.

- The site made available to the exhibitor must be returned in its original state. Any damage found during dismantling will be invoiced to the exhibitor responsible, the exhibitor being himself responsible for his service providers (decorators, installers, etc.).

## HEIGHT OF STANDS, OPENING, WITHDRAWALS

## 2. Heights

The exhibitor is obliged to respect the maximum stand heights set by the exhibition. Stand decoration must not exceed these heights. Any breach of this obligation may result in the immediate dismantling of the stand at the exhibitor's expense.

Pavilion	Maximum height of construction and decorations
Grande halle de la Villette	4.00 m construction for partition wall Light bridge and signa 5m

**If a building element is more than 2.5 m high, the back of the wall must be clad.**

## 3. Opening to the alleys

Each stand façade opening onto an aisle must have a **minimum opening of 50%**. The following shall be considered as closures: curtains, glass, frosted adhesive tape, blinds, half-height partitions, etc.

The backs of stands on partition walls must be clean and covered with scraped cotton.

## 4. The equipped stands

As equipped stands are not subject to validation, any additional fittings must comply with the decoration regulations.

The exhibitor is obliged to respect the maximum heights of stands and signs set by the exhibition. Any breach of this obligation may result in the immediate dismantling of the stand at the exhibitor's expense.

## RULES

ARCHITECTURAL RULES  
& DECORATION

2/4

## SIGNAGE - SIGNS

## 5. Structure

The PHOTO FESTIVAL understands the term "signage" to mean an openwork superstructure that may include a drop, label or illuminated sign of the exhibitor.

The exhibitor is obliged to respect the maximum heights of the signs set by the exhibition. Stand decoration must not exceed these heights. Any breach of this obligation may result in the immediate dismantling of the stand at the exhibitor's expense.

Signs and light bridges : high point from the ground	Slings: high point from the ground
5.00 m + 1 setback of 1m from adjoining stands	5 m50

## 6. Tethered balloons

Balloons are not allowed.

## 7. Oriflammes

The banners must respect the height of the building and be limited to one banner per open side, with a setback of 2.00 metres from the aisles and neighbouring stands.

## 8. Public address and illuminated signs

All illuminated or audible advertising must be approved by the Salon de la PHOTO, which may revoke the authorisation granted in the event of disturbance to neighbouring exhibitors, traffic or the holding of the exhibition.

Flashing lights" and similar signs are not permitted. Illuminated signs or signals are permitted. In no case may they be intermittent or flashing. Gobos are permitted and must be kept within the confines of the stand. No sweeping on the ceiling, aisles & walls of the pavilion will be allowed.

All sound animations must be approved by the Salon de la Photo. If you have a noisy sound installation (podium, animation...) on your stand, you must, for safety reasons, ensure that it is linked to the pavilion's sound system.

## 9. TV screens (and screen walls)

Video walls may not exceed the building height and their sound power is limited to 80 dbA.

## PODIUMS AND CEILINGS

## 10. Podium

Podiums must be set back from the aisles by at least 2m.

Refer to the exhibitor's guide for the rules on prevention of fire and panic.

## 11. Ceilings

Refer to the exhibitor's guide for the rules on prevention of fire and panic.

## 12. Accessibility for people with disabilities

Please refer to the exhibitor's guide for the regulations on accessibility for disabled persons.

## ELECTRICAL INSTALLATION OF THE STANDS

It is formally forbidden to use the private installations of the Grande Halle de la Villette (gutters, underground network, traps...) to run your electrical cables.

## INSTALLATION OF STANDS AND PRESENTATION OF MATERIALS

The materials presented must not cause any inconvenience or damage to neighbouring stands. No material may protrude from the stand area.

## SLINGS - SUSPENDED HANGERS AND SELF-SUPPORTING STRUCTURES

Hanging operations on the structures of the buildings are carried out only by the specialised services of the Grande Halle de la Villette. Only the services of the Grande Halle de la Villette are authorised to work on the building structures.

The slings are designed for a load of 50 kg to 80 kg per maximum attachment point depending on the location of your stand (including temporary loads: motors, electrical cables, etc.) according to the sling attachment location plan to be ordered on your exhibitor space.

**ATTENTION:** No slings can be ordered after 22 July, even on site.

## RULES

ARCHITECTURAL RULES  
& DECORATION

3/4

We wish to bring to your attention the new provisions imposed by the Paris Departmental Safety Commission concerning the solidity of suspended structures, slings and various attachments to bridges, ceilings supported by the structure of a stand as well as all elements overhanging the public.

**Anything that is hung above the public's head is a significant risk and must be controlled by the client.**

**What should an exhibitor or its subcontractors have checked or had checked?**

You must certify the solidity of everything you have hooked up to the slings or bridges ordered in the online platform and certify that you have respected the Maximum Usable Loads (MUL), the maximum weight that all the slings can support, from 50 to 80 kg depending on the point of attachment.

In the case of a handcrafted suspended structure, you must provide the authorities and the exhibition safety officer with the strength calculation note used for its manufacture, without omitting to include **all the elements hung in the calculation** (spotlights, sound system, multimedia screens, commercial signage, curtains, etc.).

**Two methods of control are proposed by the authorities, the choice of which is the responsibility of the exhibitor**

A/ Have the solidity of your suspended structures checked by a control office approved by the Ministry of Housing and Sustainable Housing to obtain a solidity certificate for the structure.

B/ Have the competent technician certify and sign it: that is, your employee or the subcontractor who carried out the work must produce a self-checking document on the solidity of the work that complies with the rules of the trade, regulations and standards in force in France.

**In both cases, the certificate from an approved inspection office or the self-checking document must be sent to the Exhibition Safety Officer and made available to him on your stand during assembly (the form to be completed is available from the Safety Officer).**

In both cases, the Safety Commission may require the calculation note provided to verify the total weight of the slings **or self-supporting structures**. In the case of an incomplete file, the Safety Commission has full power to prescribe the closure of a stand until it is made safe, at your expense, certified by an approved inspection body.

In order to help you in your efforts, we have listed a number of control offices, although you may commission any other control office of your choice.

**Company DEKRA**

Mr Pascal HERLUISON  
Telephone: +33(0)1 55 48 21 68  
Mail: frederic@anco75.fr

**Company SOCOTEC**

Ms PETITJEAN  
Telephone: +33 (0)1 45 18 21 61

**BUREAU VERITAS EXPLOITATION**

Mr Jean-Michel VERGER  
Telephone: +33 (0)6 03 09 16 23  
Email : jean-michel.verger@fr.bureauveritas.com

**FLOOR STANDS**

Stands on two floors are not allowed (unless the organiser grants an exception).

**RULES OF PRESENTATION**

**13.** Exhibitors must respect the space allocated to them. They may not encroach on the aisles, obstruct the free flow of visitors or disturb neighbouring exhibitors.

**14.** The storage of rubbish bins in the aisles or on the stand in full view of visitors is strictly prohibited.  
The collection of waste and its storage until it is removed from the stand must be organised in a systematic, rational and efficient manner.

**15.** For aesthetic and safety reasons, the kitchen and pantry areas must not be visible to visitors. Visitors must not enter these areas under any circumstances.

**16.** For reasons of hygiene, kitchen floors should be covered with a material whose physical characteristics, in particular its impermeability, make it possible to limit the risks of contamination of foodstuffs, in particular by facilitating their cleaning and disinfection.



## RULES

ARCHITECTURAL RULES  
& DECORATION

4/4

## WASTE DISPOSAL

**17.** The exhibitor undertakes to have his waste (cardboard, flyers, wood, structures, carpeting, etc.) removed and then treated in accordance with the regulations in force.

**Once the dismantling period has expired, the Salon de la PHOTO may take all measures it deems useful for the removal of equipment and rubbish remaining on the site as well as the destruction of structures and decorations of any kind that have not been dismantled and removed, at the expense and risk of the exhibitor.**

Tip: If you use a decorator, make sure their quote includes waste removal.

## ANIMATIONS - DEMONSTRATIONS

**18.** Music bands and sound broadcasts are strictly regulated. Exhibitors who plan to provide musical entertainment on their stand must inform the organiser in advance.

All musical entertainment will only be authorised after agreement from the organiser on presentation of a precise project (equipment and sound source used, type of entertainment, etc.)

**19.** In all cases, the power of the speakers may not exceed 30 watts. They shall be turned towards the interior of the stand and inclined towards the ground. The sound volume may not exceed 80 decibels.

**20.** The maximum duration of animation per day is limited to 2 hours, at times agreed with the organiser.

**21.** Non-compliance with these provisions will result in the closure of the stand or the animation of the stand of the exhibitor concerned without notice by the organiser.

**22.** Exhibitors using music within the event must inform SACEM directly, as the organiser accepts no responsibility in this respect.

## SACEM

Tel: + 33(0)1 76 76 74 80

Website: <http://www.sacem.fr/>

## RULES

# RISK PREVENTION RULES

## FIRE AND PANIC

1/5

### 1. GENERAL

The exhibitor must apply the safety rules against the risks of fire and panic in establishments open to the public as set out in the Order of 25 June 1980 (general provisions). The Order of 18 November 1987 defines the specific provisions applicable in exhibition halls.

The following text is made up of extracts from these regulations, in order to make them easier to understand.

Any major project must be submitted to the Exhibition Security Officer for approval.

During the assembly period, the Safety Officer ensures that the safety measures listed below are applied.

In addition, all information concerning fire safety can be obtained from :

**Cabinet Hervé PIERRE Consulting**

Mr Hervé PIERRE

2, rue Maurice Utrillo - 95110 SANNOIS

Mobile: + 33 (0)6 75 71 56 98

E-mail: herve@hervepierre.com

### 2. ACCESS FOR THE DISABLED

The exhibitor must ensure that the requirements of articles L.111-7, L.111-7-3 and R.111-19 to R.111-19-8 of the Code de la Construction et de l'Habitation (Building and Housing Code) and the decree of 1 August 2006 relating to the accessibility to persons with reduced mobility of establishments open to the public and facilities open to the public are applied:

The pathways shall be smooth, horizontal or with an inclination in accordance with the texts:

- minimum width = 0.90 m,
- 33% chamfer, if floor height < 4 cm,
- 4% slope with no limitation on path length,
- 5% slope over a length of < 10 m,
- 10% slope over a length of < 0.50 m.

The reception desks can be used by people in wheelchairs (maximum height of 0.80 m, gap of 30 cm allowing the passage of knees at 0.70 m height).

Elevated stands: if the number of people received on the first floor is greater than 50 or if the service offered on the shelf is not offered on the ground floor, it must be accessible to PRMs.

One of the access staircases must meet the requirements of the order of 1<sup>er</sup> August 2006 relating to the accessibility of disabled people in ERP (see diagram at the end).

-A system of access for PRMs must be put in place (lift or stairlift).

### 3. SETTING UP THE STANDS

#### 3.1 - Materials, grading requirements

##### 3.1.1 - general information

The materials used must comply with reaction to fire characteristics (French classification or European classification).

##### 3.1.2 - requirements

- framing and partitioning of the stands classified at least M3 or D (European classification)
- large furniture (cash desk, counter, display unit, partition screen, etc.) classified at least M3 or D
- wall coverings (natural textiles or plastics) classified as a minimum of M2 or C
- floating curtains, drapes and sheers classified at least M2 or C
- floor coverings, securely fixed, rated at least M4 or D
- floating decorative or cladding elements, classified at least M1 or B
- full velums classified at least M2 or C, - ceilings and false ceilings, classified at least M1 or B
- mesh velumas, CNPP approved (French test laboratory)

##### 3.1.3 - equivalences

- solid non-coniferous wood: if  $\geq 14$ mm, classified M3 or D
- solid softwood: if  $\geq 18$ mm, classified M3 or D
- wood-based panels (plywood, battens, fibres, particles): if  $\geq 18$ mm, classified M3 or D.

**ATTENTION: keep on each stand the certificates of classification of the materials used with regard to their reaction to fire. If not, have the equivalent fireproofing certificates on each stand.**

#### 3.2 - Building and design rules

##### 3.2.1 - Prohibitions:

- curtains, drapes and net curtains in front of exits.
- paints and varnishes classified as flammable (e.g. nitrocellulose or glycerophthalic paints).
- use of signs or billboards in white letters on a green background.
- stand with several levels of elevation.
- covering of the elevated level (ceiling, false ceiling, full velum). Only mesh or "smoke out" type velum is permitted

##### 3.2.2 - open stands (ceiling, velum, raised level)

- area < 300 m<sup>2</sup>,
- each stand 4 m apart,
- if S>50 m<sup>2</sup> :
  - \*appropriate fire extinguishers.
  - \*presence of 1 SSIAP1 qualified fire safety officer.
  - \*be equipped with emergency lighting in self-contained units. This emergency lighting must be switched off when the normal lighting installation is intentionally switched off
  - if velum, effective hanging and support by a network of crossed wire (maximum mesh size 1 m<sup>2</sup>).

## RULES

# RISK PREVENTION RULES

## FIRE AND PANIC

### 3.2.3 - raised stands :

Send a file to Hervé PIERRE Consulting for advice and approval

- guardrails complying with standards NF P 01-012 and NF P 01-013 (see attached diagrams),
- At the end of the assembly, the solidity and stability of the structure is checked by an approved control office,
- If > 19 people, 2 evacuation stairs,
- Fire extinguishers adapted to the risks involved, on each mezzanine,
- No electrical rooms (energy and distribution) with a total power > 100 KWA under the mezzanine.
- Use of mesh or smoke out velum for any covering over the mezzanine.

### 3.2.4 - closed booths or rooms :

send a file to Hervé PIERRE Consulting for advice and approval

- number and width of outlets :
- $S < 20 \text{ m}^2$ : 1 of 0.90 m,
- $20 \text{ m}^2 \leq S < 50 \text{ m}^2$ : 1 x 0.90 m and 1 x 0.60 m,
- $50 \text{ m}^2 \leq S < 100 \text{ m}^2$ : 2 x 0.90 m or 1 of 1.40 m and 1 x 0.60 m,
- $100 \text{ m}^2 \leq S < 200 \text{ m}^2$ : 1 x 1.40 m and 1 x 0.90 m or 3 x 0.90 m,
- $200 \text{ m}^2 \leq S < 300 \text{ m}^2$ : 2 x 1.40 m,
- $S > 300 \text{ m}^2$ , contact the firm RAILLARD,
- judiciously distributed outlets,
- signposted outings.

### 3.3 - Fireproofing

Fireproofing can give M2 quality to materials that are normally moderately or easily flammable. Fireproofing can be done by spraying, brushing or dipping. Approved applicators usually work in the exhibition halls. Their contact details can be obtained from

#### FRENCH TECHNICAL GROUP FOR FIREPROOFING

10, rue du Débarcadère, 75017 PARIS - France  
Tel: +33 (0)1 40 55 13 13

### 3.4 - Reaction to fire certificates for materials

Exhibitors must have on each stand the reaction to fire certificates for the coverings and materials used or, failing that, equivalent fireproofing certificates.

Exhibitors are well advised to obtain these coatings and materials from suppliers or specialised traders, as this avoids the disadvantages of on-site fireproofing (the salts used attack metals and the fireproofing is only valid for 3 months). Please contact :

#### NON-FIRE GROUPING

37-39, rue de Neuilly - BP 121 - 92113 Clichy Cedex - France (Tel: +33 (0)1 47 56 30 81 or +33 (0)1 47 56 31 48)

## 4. ELECTRICITY

### 4.1 - general information

- the installations must have only fixed piping,
- Cables or conductors must be category C 2,
- the conduits and profiles used for cable trays, cable ducts and cable covers shall be of the non-flame propagating type according to their applicable standard,
- all pipes must have a protective conductor connected to the earth terminal of the switchboard,
- if, exceptionally, class 0 exposure equipment is supplied, it must be protected by devices with a residual current rating not exceeding 30 Ma,
- Class I equipment must be connected to the protective conductor of the supply line,
- the use of individual protective earths is prohibited.

### 4.2 - electrical boxes and cabinets

- inaccessible to the public.
- easily accessible by staff and emergency services.
- away from flammable and combustible materials and products.

#### IMPORTANT: if P > 100 KWA

- electrical cabinet in a closed room dedicated to this sole use.
  - local reported,
  - installation of a CO2 or powder extinguisher.
  - M3 partitions,
  - not be located under a mezzanine accessible to the public.
- Submit the attached "Equipment and Materials Declaration" form in operation.**

### 4.3 - halogen lamps (EN 60 598)

Stand lights with halogen lamps must :

- be placed at a minimum height of 2.25 metres,
- be kept away from all flammable materials (at least 0.50 metres away from wood and other decorative materials),
- be securely fixed,
- be equipped with a safety screen (glass or fine mesh) to protect against the effects of a possible lamp explosion.

### 4.4 - high voltage illuminated signs

- protection by a screen made of material classified M3 or D,
- signalled cut-off command,
- transformers out of reach of people,
- possible warning 'danger, high voltage'.

## RULES

# RISK PREVENTION RULES

## FIRE AND PANIC

3/5

### 5. HELIUM BALLOONS

- No helium cylinder storage (empty or full) in the hall,
- No inflation in the presence of the public,
- Ball within the confines of the stand,
- If illuminated, M2 or C rated enclosure.

### 6. TEMPORARY INSTALLATIONS OF COOKING APPLIANCES

#### COOKING APPLIANCES FOR CATERING PURPOSES

- only one set per stand,
- total power of cooking and/or heating appliances < 20 kW (prover, electric hob, oven, gas hob, deep fryer, snack tray),
- grease and odour trapping filter hood over typical cooking appliances,
- if using liquefied gas: 13 kg bottle. One bottle can only supply one appliance.
- A "declaration form for the installation of cooking or reheating appliances intended for catering", describing the nature and power of the cooking appliances installed, will be sent to the organiser one month before the opening of the exhibition, available in your exhibitor area.

### 7. USE OF LIQUEFIED HYDROCARBONS

- only containers containing a maximum of 13 kg of liquefied gas are allowed inside the halls.
- Cylinders in service should always be kept out of reach of the public and protected from impact,
- cylinders separated from each other by a rigid, non-combustible screen or at least 5 m apart,
- 1 bottle for at least 10 m<sup>2</sup> and a maximum of 6 per stand,
- no unconnected bottles, empty or full, stored on the stand,
- hoses or flexible connections renewed at the end of their useful life,
- cylinders placed upright, with the shut-off valve remaining accessible at all times.

### 8. MACHINES AND APPLIANCES PRESENTED IN DEMONSTRATION (INCLUDING EQUIPMENT FOR (E.G., COOKING OR REHEATING AND CHIMNEYS)

#### 8.1 - General

- must be declared to the organiser, 30 days before the opening of the exhibition (model attached),
- must not pose a risk to the public,
- if machines or appliances are in operation or not presented in a fixed position :

\*dangerous part more than 1 m from the public aisle or protected by a rigid screen.

\*Dangerous parts = moving parts, hot surfaces, points and sharp edges - if machines or devices are presented in evolution :

\*A protected area where the public is at least one metre away from the machines.

- if equipment with hydraulic cylinders is exposed in a high static position:

\*Hydraulic safety devices supplemented by a mechanical device to prevent any untimely deployment.

- properly stabilised materials.

#### 8.2 - chimney

Stacks shown in operation will comply with the following measures:

- open fireplaces are not allowed, only fireplaces with inserts can be shown in operation.

- mechanical extraction of the burnt gases to the outside is compulsory via a flue pipe in accordance with French standards.

- a safety perimeter of 2.00 m around the equipment (including the walls of the stand),

- declaration to be sent to the organiser and the safety officer (see annex declaration of machine and apparatus in operation)

#### 8.3 - bioethanol fireplace

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

#### 8.4 - Prohibited materials, products, gases

Ethanol fireplaces, shown in operation, will comply with the following measures:

- standard-compliant device

- a safety perimeter of 2.00 m around the equipment (including the walls of the stand),

- surface temperature < 40 °C,

- The amount of liquid fuel will be limited to a maximum of 5 l on the stand, stored in a reserve

- Cans containing ethanol should be kept closed and labelled with the corresponding standardised pictograms.

- The filling of tanks will be done out of reach of the public.

- Direct contact with the flame by the public will be made impossible.

## RULES

# RISK PREVENTION RULES

## FIRE AND PANIC

4/5

### 9. SPECIAL EFFECTS

(Contact Cabinet Hervé PIERRE Consulting)

- If technical installations are set up on the stand for the purpose of creating special effects (machines known as "smoke generators", "effects machines using carbon dioxide" and "laser" effects machines), they must comply with the technical instruction relating to the use of special installations (order of 11 December 2009, JORF of 16 February 2010);

- In addition, the presence of automatic fire detectors in certain halls or pavilions imposes constraints on the use of this type of

technical installation.

- These installations must be declared to the competent administrative authority 30 days prior to the opening of the exhibition or a request for authorisation (laser) must be submitted to the Cabinet RAILLARD.

- IMPORTANT NOTE: Machines and devices with lasers under casing (cutting, reading, measuring ...), presented in demonstration, for exhibition purposes are authorised without the agreement of the administrative authority. Nevertheless, a declaration must be made to the organiser 30 days before the opening of the exhibition.

### 10. PROHIBITED MATERIALS, PRODUCTS, GASES

The following are prohibited:

- the distribution of samples or products containing flammable gas,
- balloons inflated with flammable or toxic gas,
- celluloid items,

- the presence of pyrotechnics or explosives,
- the presence of ethyl ether, carbon sulphide, sulphuric ether and acetone
- pyrotechnic effects, generating sound detonations, sparks and flames,

### 11. FLAMMABLE LIQUIDS

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

- 10 litres of 2nd category flammable liquids per 10 m<sup>2</sup> of stand space, with a maximum of 80 litres,
- 5 litres of 1st category flammable liquids.

### 12. RESCUE RESOURCES

- must remain visible at all times
- must remain accessible at all times
- The fire hydrants must be kept free of any formwork, doors or decorations.

Access must be possible: a pathway at least 1.00 m wide must be provided from the nearest driveway

### 13. OPERATING INSTRUCTIONS

- deposit of boxes, cartons, wood on the stands and in the clearings, prohibited.
- daily cleaning required.

RULES

## RISK PREVENTION RULES

5/5

### FIRE AND PANIC



## FORMALITIES

## CUSTOMS

1/3

## IMPORTANT: CUSTOMS SERVICES INFO

+33 (0)8 11 20 44 44\* (0,06€mn)

<http://www.douane.gouv.fr/>

Economic Regimes Department

Indirect Taxation Service

Open: every day except Saturday and Sunday

Timetable: 9.00 am - 5.00 pm

## GENERAL SCHEME COMMON LAW

**Arrival of goods :**

The goods must be presented to the Paris Principal Office - rue Léon Jouhaux - 75015 Paris by an approved freight forwarder under cover of one of the following documents

**1) Transit document :**

Subscribed in a road border office, port or airport when the goods enter the national territory or in the country of departure in the case of Customs agreements between this country and France.

**Document to be provided with the transit document :**

- Invoice in 5 copies
- Consignment note (CMR) for road transport, air waybill for air transport or sea waybill for sea transport.
- Packing note
- Description of the equipment (in the case of machines).

**Attention:** All equipment presented in operation on the stand must be accompanied by a certificate of conformity.



## FORMALITIES

## CUSTOMS

2/3

**Temporary admission :**

In no case may the documents referred to above be used as a declaration of temporary admission.

Upon arrival of the equipment in the Grande Halle de la Villette, the goods must be immediately declared for temporary admission, via an on-site customs agent (list of official agents on site provided in your exhibitor area).

After this declaration has been registered, the goods may be inspected by the customs service.

Only after these formalities have been completed can they be transported to the exhibitor's stand.

During the event, the goods must be presented on the stand at the request of the Customs Service.

**Please note:** Temporary admission is only valid for the referenced exhibition and under no circumstances may the material leave the stand without the exhibition exit formalities being completed.

**Goods issue :**

As stated above, at the end of the event, no foreign goods may leave the exhibition grounds without first being deposited at the Customs Office via the same customs agent who carried out the entry operations on site.

The equipment may be removed from the park after one of the following three operations has been carried out:

1/ Re-export

2/ Transit under customs control to another customs office on the national territory

3/Release for consumption on the metropolitan territory.

In the latter case, the equipment must be declared for consumption by the same Customs agent who initially collected the duties and taxes from the importer on behalf of the tax authorities.

**Attention:** All operations carried out by the forwarding agents are at the expense of the exhibitor.

**2/ A.T.A. carnet regimes for exhibitions**

(Excluding foodstuffs)

The A.T.A. carnet can be used for goods intended for display or use at an exhibition.

This international document may be used instead of the formalities set out in paragraph 1/ transit document

Entry formalities can be carried out directly at the border point of entry into the European Economic Community (or port and airport).

At the end of the event, re-exportation can also take place at the Community border. It should be noted that the time limit for re-exportation may also be set at the Community border. It should be noted that the time limit for re-exportation is set according to the dates defined by the country issuing the carnet and cannot exceed the date of validity of the carnet.

## FORMALITIES

## EXHIBITOR'S SAFETY NOTICE

1/22

ATTENTION: **IMPORTANT**

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

The Exhibitor Health & Safety Instructions communicated to you defines all the measures set in place to prevent risks arising from the interference of the activities of the various people working on this event.

**This document was drawn up at the request of the show Organizer by the Coordinator José GOMES in accordance with the provisions defined by the texts in force and in particular the Law of 31.12.1993 N° 93-1418 and Decree 26.12.1994 N°94-1159. Modified and complemented by Decree n° 2003-68 of 24.01.2003.**

**You are therefore asked to study it and apply the regulatory measures defined in this document. This General Coordination Plan cannot replace the provisions of the Code of Work. It does not in any way reduce the responsibilities and duties of the companies working on the site.**

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

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

- **To avoid risks,**
- **To evaluate risks** which cannot be avoided,
- **To combat 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 by what is not or** by what is less dangerous,
- **To plan prevention** measures by coherent integration of techniques, work organization and working conditions,
- **To take collective protection measures** giving them priority over individual protection measures.
- **Give appropriate instructions to workers.** (The entrepreneur must train and inform employees so that they know the risks and preventive measures).

## SAFETY NOTICE OF THE EXHIBITOR

2/22

### The Exhibitor has a duty and legal obligation to:

- 1°) VALIDATE THE HEALTH & SAFETY INSTRUCTIONS NOTICES ON THE WEBSITE OF THE EXHIBITION.
- 2°) PASS ON THE SAFETY INSTRUCTIONS TO EACH OF HIS SUBCONTRACTORS WHO ARE WORKING DURING ASSEMBLY AND DISMANTLING PERIODS ON HIS STAND.
- 3°) CONSULT THE EVENT WEBSITE FOR THE SANITARY PROTOCOL MEASURES IN FORCE AT THE EXHIBITION.

#### IF YOUR STAND IS:

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

You must appoint a **HEALTH AND SAFETY COORDINATOR** (Law of 31/12/93 N° 93-1418 and Decree of 26 December 1994 N° 94-1159) give us his contact details and his **GHSP** (General Health and Safety Protection Plan) before: **September 6 2024**

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

DÖT / SALON DE LA PHOTO 2024  
Fax : +33 (0)1 46 05 76 48 - Email : [sps@d-o-t.fr](mailto:sps@d-o-t.fr)

## SAFETY NOTICE OF THE EXHIBITOR

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

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

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

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

### EVENT ASSEMBLY AND DISMANTLING DATES

#### BARE STANDS EXHIBITORS

BUILDING	DISMANTLING
7 October 2024 from 8.00 am to 7.00 pm 8 and 9 October 2024 from 8.00 am to 8.00 pm	13 October 2024 from 7.30 pm to midnight 14 October 2024 from 8.00am to 12.00pm

#### EQUIPPED STANDS EXHIBITORS

BUILDING	DISMANTLING
9 October 2024 from 8 a.m. to 10.30 p.m.	13 October 2024 from 7.30pm to midnight

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 October 13 2024, motorised vehicles may only work after 8.30 pm in the halls.

FORMALITIES

# SAFETY NOTICE OF THE EXHIBITOR

4/22

## CONTENTS

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

## FORMALITIES

# SAFETY NOTICE OF THE EXHIBITOR

5/22

## GENERAL INFORMATION ABOUT THE OPERATION

### I.1. DEFINITION

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

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

### I.2. COMPOSITION

The Health & Safety Instructions including a certificate.

The safety regulations of the venue, the Fire Safety Instructions and the Exhibitor's Guide 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 subcontractors.

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

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

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

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

- 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.
- Perfectly understood all the conditions for carrying out the work and have been made fully aware of their importance and their particular features.
- 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

SAFETY NOTICE  
OF THE EXHIBITOR

6/22

**II. ADMINISTRATIVE INFORMATION****II.1. THE PARTICIPANTS****II.1.1 GENERAL ORGANIZATION**

The COMEXPOSIUM Company acts as the general exhibition Organizer of SALON DE LA PHOTO 2024.

ORGANIZER / EMPLOYER		GENERAL SHOW DIRECTOR	
<b>COMEXPOSIUM</b> 70 Avenue du Général de Gaulle 92058 PARIS LA DÉFENSE Cedex Tel : +33 (0)1 76 77 11 11		<b>Mrs Marianne CHANDERNAGOR</b> Tel : +33 (0)6 15 76 49 19 Email : <a href="mailto:marianne.chandernagor@comexposium.com">marianne.chandernagor@comexposium.com</a>	
TECHNICAL & LOGISTICAL MANAGER			
<b>Mr Gabriel GONCALVES</b> Tel : +33 (0)6 73 73 65 09 Email : <a href="mailto:gabriel.goncalves@t2prod.fr">gabriel.goncalves@t2prod.fr</a>			
-			
CONTACT(S) RECEIVING EXHIBITORS' DEMANDS			
<b>Mr Thibaud SALVADOR</b> Tel : +33 (0)1 76 77 16 50 Email : <a href="mailto:thibaud.salvador@comexposium.com">thibaud.salvador@comexposium.com</a>			
-			
-			
INSURANCE AGENCY		TOWN HALL	
<b>Civil responsibility / Damages to property</b>			
<b>SIACI Saint-Honoré</b> 18 rue de Courcelles 75384 PARIS Cedex 08 Tel : +33 (0)1 44 20 99 99 Email : <a href="mailto:philippe.huet@s2hgroup.com">philippe.huet@s2hgroup.com</a>		<b>MAIRIE DU XIX<sup>ème</sup> Arrondissement</b> 5 – 7 place Armand Carrel 75019 PARIS Tel : +33 (0)1 44 52 29 19	

## FORMALITIES



# SAFETY NOTICE OF THE EXHIBITOR

## II.2.2. HSP COORDINATION / FIRE SAFETY

HSP COORDINATOR	FIRE SAFETY REPRESENTATIVE
<b>D.Ö.T</b> 93 rue du Château 92100 BOULOGNE BILLANCOURT 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>HERVE PIERRE CONSULTING</b> 2 rue Maurice Utrillo 95110 SANNOIS Tel : +33 (0)6 75 71 56 98 Email : <a href="mailto:herve@hervepierre.com">herve@hervepierre.com</a>
<b>The dates of presence of the fire safety representative haven't been defined.            The date of the safety committee tour of inspection hasn't been defined.</b>	
FIRE PROOFING	
<b>Groupelement NON FEU</b> 37-39 rue de Neuilly BP 249 92113 CLICHY Tel: +33 (0)1 47 56 31 48	<b>Groupelement Technique Français de l'ignifugation</b> 10 rue du Débarcadère 75017 PARIS Tel: +33 (0)1 40 55 13 13
EXPERT IN THE SOUNDNESS OF MAJOR STRUCTURE	
Not communicated to date	

## FORMALITIES

# SAFETY NOTICE OF THE EXHIBITOR

## II. GENERAL EVENT ORGANIZATION

### III.1. GENERAL PRESENTATION OF THE SHOW

Cf. Exhibitor's Guide.

### III.2. SCHEDULE OF USE OF HALLS

**Public opening:**

DATES & TIME
From 10 to 13 October 2024 from 10.00 am to 7.00 pm

### III.3. VARIOUS SERVICE PROVISIONS

Cf. Exhibitor's Technical Guide.

### III.4. SITE CONSTRAINTS

#### III.4.1. TRAFFIC MOVEMENTS INSIDE THE VENUE

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

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

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

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

#### III.4.2. TRAFFIC MOVEMENTS INSIDE THE HALL

**No delivery or private vehicles will be allowed in the hall, 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 hall.**

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

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

## FORMALITIES

## SAFETY NOTICE OF THE EXHIBITOR

**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 movement areas
- The storage areas
- The environment by using non-polluting machines

### **RESPECT: OUTSIDE**

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

# SAFETY NOTICE OF THE EXHIBITOR

10/22

## 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 Article R 4535-7 of the Code of Work.

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

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

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

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

Necessary organizational measures should be taken to limit recourse to manual handling to the minimum (Article R 4541-3 of the Code of Work).

However, when it cannot be avoided, the employer must take appropriate measures or put at the disposal of the workers, suitable measures, to limit physical effort and to reduce risks during 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.

The containers of bulk loads intended to be hung on working equipment used for lifting must be capable of resisting the efforts undergone during the loading, transport, handling and storage of the load and be equipped to prevent the untimely collapse of all or part of the load during the same operations.

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

# SAFETY NOTICE OF THE EXHIBITOR

11/22

## IV.2. USE OF MOTORIZED MACHINES

The drivers must be at least 18 years of age and have the employer's driving agreement and as well as the driving licence (safe driving aptitude certificate) and the Special Medical Fitness Certificate.

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

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

## IV.3. LIFTING REGULATIONS

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

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.

## FORMALITIES

SAFETY NOTICE  
OF THE EXHIBITOR

12/22

**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 engines not specially designed for the purpose.
- To abandon a truck in the movement aisles or on a slope.
- To leave the ignition key in the vehicle when the driver is absent.
- To park or go under a fork in the high position, even unloaded.
- To smoke near a charging battery or while thermal trucks are being filled.
- To place metal parts on accumulator batteries.

**IV.4. STORAGE**

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

For this purpose, traffic movement plans will be posted at the entrances of the hall. The schedules and restrictions of use will be specified on these plans.

**All workers are asked to respect these plans scrupulously.**

At the end of assembly, racks, pallets, etc... must not be stored inside the show and in the areas behind the claddings (unless authorised to do so by the Organizer).

Machines must not be stored, during the assembly–dismantling period, in the traffic movement aisles, but in a storage area determined with the Organizer's technical managers.

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

During the public opening, no machine will be allowed in the enclosure of the hall.

## FORMALITIES

SAFETY NOTICE  
OF THE EXHIBITOR

13/22

**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.

An organization must be set up around the skips so as to prevent any risk in the event of falling waste during filling (Guide, signage, etc ...).

**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 THE 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 hall 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.

# SAFETY NOTICE OF THE EXHIBITOR

14/22

## VII. ACCESS CONTROL

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

Badges will be distributed to each worker in the event.

Notices prohibiting access to the public stating the essential safety regulations to be observed on the site will be posted up at the hall entrances.

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

## VIII. GENERAL SAFETY OBLIGATIONS OF EACH WORKER

### VIII.1. WORKFORCE

#### VIII.1.1. MEDICAL FITNESS

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

These certificates must be available on the site.

#### VIII.1.2. SAFETY TRAINING

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



## SAFETY NOTICE OF THE EXHIBITOR

15/22

### 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 Health & Safety Coordinator of their stand. A site visit file will be established by the Health & Safety Coordinator and signed by each company manager.

The safety and protection measures are defined with the site managers and the stand Health & Safety Coordinator in reference with the G.H.S.P.C.P established by the Health & Safety 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.

**No double storey building is planned on this exhibition. Refer to the Chapter IX. of this document:**

**“General rules of construction”: IX.2. "Working at height".**

## FORMALITIES

# SAFETY NOTICE OF THE EXHIBITOR

16/22

## 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.

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 venue 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.**

# SAFETY NOTICE OF THE EXHIBITOR

17/22

## 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.

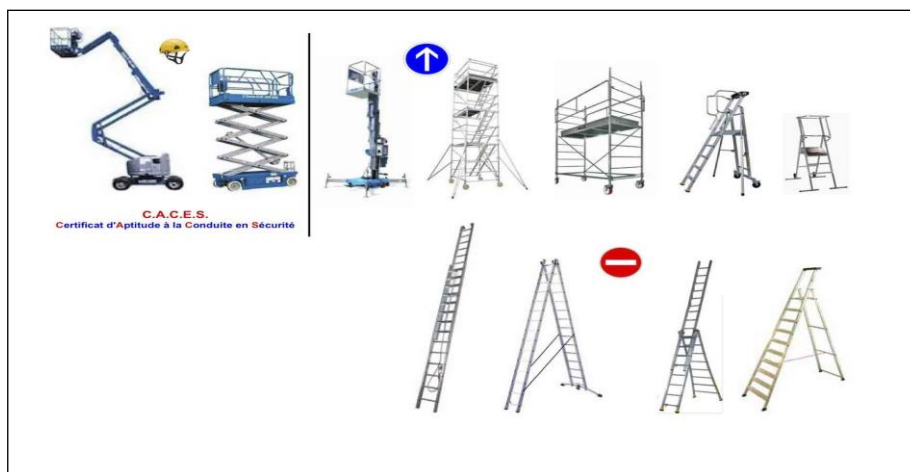
**It is strictly forbidden to « blow out » panels and partitions during dismantling.**

### 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 90).

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

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



## FORMALITIES

# SAFETY NOTICE OF THE EXHIBITOR

18/22

**Companies may work at height with scaffoldings 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, **the guardrails and the stability props must be in place.**

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

**The scaffolding must be level when it is used.  
The wheels of mobile scaffolding must be locked in position when it is in use.**

**No worker must remain on mobile scaffolding while it is being moved.**

For the assembly of scaffolding, steps, etc..., it is essential for companies to equip their personnel with hard hats and safety harness, in addition to safety shoes and gloves. They must make sure that the use of these I.P.E. by their personnel is effective.

**These equipments must include progressively secured floors and access to the 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 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.**

## FORMALITIES

# SAFETY NOTICE OF THE EXHIBITOR

19/22

## 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.**

## FORMALITIES

# SAFETY NOTICE OF THE EXHIBITOR

20/22

## 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 hall (roofing, canopy, stretched ceiling, mezzanine floor...), so provisional lighting must be provided.**

## IX.5. PREVENTION OF RISKS OF PROFESSIONAL DISEASES

### IX.5.1. HAZARDOUS MATERIALS

It is imperative for any company that needs to use hazardous products to send the safety data sheets to the Health & Safety Coordinator and to the Fire Safety Representative, 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 cutting or sanding tools, fixed or portable, must be equipped with a vacuum or dust collection system.  
(Art. R 4412-70 of the Code of Work)**



## FORMALITIES

# SAFETY NOTICE OF THE EXHIBITOR

21/22

**These appliances must be compliant with the standards (CE), be in good operating condition and equipped with their protective shields. They must in no circumstances be placed in the movement aisles, and the electricity supply must be disconnected when they are not in use. 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 equipped fire taps, emergency phones, smoke ventilators, extinguishers. All this equipment must be clearly visible and accessible on a permanent basis.

#### Specific means for each worker:

Each company must plan in his IHSPP the means of prevention suited to his activity and his work zone

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

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

## X. FIRE SAFETY

The fire safety regulations are deposited with the Organizer and available in the Exhibitor's Guide.

The Official Safety Committee is very strict as regards structural construction (construction and decoration materials, solidity and stability of structures, upper floors, emergency provisions, electrical fittings, etc...).

The decisions taken by the committee during its tour of inspection are enforceable immediately.

The Official Safety Committee (or the ERP safety officer) will carry out a safety inspection visit to the installations. During this visit, the qualified representative of the stand is requested

to be present on his stand. The Exhibitor undertakes to respect the instructions of the personal safety expert and the fire safety expert.

At the time of this Committee's tour of inspection, the stand installation must be complete.

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.

## FORMALITIES

# SAFETY NOTICE OF THE EXHIBITOR

22/22

## **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 employees).**

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's 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**

**GENERAL SURVEILLANCE POST: +33 (0)1 40 03 76 78**

**FIRE SAFETY: +33 (0)1 40 03 76 78**

**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 work for principal contracts.
- Within 8 days for short time or finishing work.

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

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

### **XII.1. THE EXHIBITOR**

The exhibiting company must give a copy of the Safety Instructions drawn up by the show Health & Safety Coordinator to their service providers or to the Health & 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 Health & Safety Coordinator is required to communicate to every company working on the site (at their request) the names and addresses of the other contracting companies, together with their I.H.S.P.P.

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

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



## FORMALITIES

SERVICE PROVISION  
OF FOREIGN LABOUR

1/2

## MANDATORY

Exhibitors and their stand installers may use non-French service providers. The organiser informs them of the French regulations on the employment of foreign workers on French territory during the exhibition's assembly and dismantling phases, and makes them aware of the importance of the declarations that apply.

## 1 - PRIOR DECLARATION OF SECONDMENT

**Whatever their nationality, non-French service providers must complete a prior declaration of posting using the [Teleservice](#) site "[SIPSI](#)"** (information system on international service provision) of the Ministry of Labour.

It is important to emphasise that French law, and in particular the provisions on working hours and minimum pay, applies to foreign service providers from the first day of their employee's work on French territory, regardless of the duration of their secondment.

In particular, no employee can work in France under the legal provisions in force:

- More than 48 hours per week, noting that a week begins on Monday at 00:00 and ends on Sunday at 24:00
- More than 10 hours per day
- More than 6 hours continuously (a 20 minute break is mandatory)
- More than 6 days per week in a given week.

In addition, the legal remuneration to be paid to any employee working on French soil is indicated on the website of the Ministry of Labour.

## FORMALITIES

## SERVICE PROVISION OF FOREIGN LABOUR

2/2

### 2. TEMPORARY WORK PERMIT

Some foreign service providers must also apply to the Direction Départementale du Travail, de l'Emploi et de la Formation Professionnelle, Service et Main d'œuvre Etranger for temporary work permits for the employees they temporarily second to France;

**The countries not concerned by this application for a temporary work permit are, to date, the following:**

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

These applications for temporary work permits must be declared on the ["SIPSI" teleservice](#) site of the Ministry of Labour.

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

This interactive form is to be completed directly from your computer and returned to :

**COMEXPOSIUM** - Logistics & Security Department

Bénédicte DELNOOZ

70, avenue du Général de Gaulle F - 92508 Paris la Défense Cedex

### 4. SOCIAL PROTECTION

In addition, foreign service providers must provide proof of up-to-date social security coverage for each of their employees posted to France:

For EU service providers, if the activity does not exceed two months, their posted employees continue to contribute to and benefit from their home country's social security system.

For service providers established outside the European Union, they must produce a certificate of regularity of their social situation:

- Or from their country of origin if it has signed 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 from the French social security collection agency, otherwise; any contribution must be paid to this agency, for which you should contact the URSSAF Bas-Rhin:

**URSAFF** - 16 rue Contades - 67307 Schiltigheim - France

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

## FORMALITIES

# MANDATORY CERTIFICATE in the event of the use of a service provider in France domiciled abroad

## Form to be returned before 6 September 2024 to

**COMEXPOSIUM** - Logistics & Security Department  
Bénédicte DELNOOZ  
70, avenue du Général de Gaulle F - 92508 Paris la Défense Cedex

### YOUR DETAILS

Company name:.....  
Pavilion:.....Alloy: .....Stand number: .....  
Region:.....Stand sign: .....  
Address:.....  
.....  
Postalcode.....City:.....Country:.....  
.....  
Tel:.....Fax:.....  
Email:.....  
Mobilphone:.....

### IMPORTANT: certificate of honour

I, the undersigner

.....

Acting in the capacity of :

.....

From the company:

.....

Located:

.....

Certify on your honour:

.....

- to have taken note of the compulsory formalities to be completed in the context of a service provided in France by a company established or domiciled abroad,
- to comply with and ensure compliance by my service provider with all of the above formalities.

Company stamp required

Done at ..... The.....

Name, first name and signature of the  
authorised person, preceded by the words  
"read and approved"-

## FORMALITIES

# RECOVERY OF VAT FOR FRENCH EXHIBITORS

1/2

## TO BE FOUND IN THE EXHIBITORS' PLATFORM

- To print the VAT refund form, see next page or consult the "my forms" section in your exhibitor area

For all information and procedures regarding VAT claims, exhibitors can contact our tax representative directly.

### 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 - Internet: www.tevea-international.com

Siret : 331 270 280 00067

TEVEA International specialises in VAT refund claims and will handle your entire claim, right through to payment of the refunded amount.

TEVEA International, in cooperation with the PHOTO fair, offers a procedure

simplified, secure and fast for your company. To benefit from this simplification, please fill in, sign and return to TEVEA International the form available in your exhibitor area.

### IMPORTANT:

- Only original invoices are accepted by the tax authorities for VAT refunds, so keep them carefully. In case of loss, the amount of recoverable VAT will not be refunded.
- Neither copies nor duplicates nor certified copies will be accepted by the French tax authorities. Furthermore, the organiser is not allowed to issue a second original invoice.

## FOREIGN SERVICE PROVIDERS SERVICE PROVIDERS WORKING FOR EXHIBITORS :

Stand builders, equipment hire companies, decorators, etc. cannot benefit from this procedure. The services they have provided in France are subject to French VAT.

These foreign providers must invoice their customers with French VAT and pay the VAT collected through a French fiscal representative to the tax authorities, less the VAT on purchases.