

USEFUL INFORMATION

ARCHITECTURE & DECORATION

> FIND OUT MORE VIA THE EXHIBITOR AREA PLATFORM

- The show's Architecture & Decoration rules

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

TRUSTECH is governed by specific regulations in accordance with its own special characteristics. All proposals for bare space stands, reused stands or equipped stands fitted out by TRUSTECH to which new decorative items are to be added, must be submitted **for approval by September, 28th 2018 at the latest.**

FORM FOR BARE STANDS FITTINGS

Your stand floor plan must be submitted for approval by the TRUSTECH's Architecture department by **September, 28th 2018** with the form **DECOPLUS**.

13, rue de Fourqueux – 78 100 SAINT-GERMAIN-EN-LAYE - Tel.: +33(0)9 67 78 93 85

Contact: Elisabeth Tougard - Email: w.decoplus@free.fr

EACH FLOOR PLAN MUST INCLUDE

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

VERY IMPORTANT

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

USEFUL INFORMATION

ARCHITECTURE & DECORATION RULES

1/5

INTRODUCTION

TRUSTECH 2018's Architecture Regulations cover all standards for presentation and stand fittings, which guarantee that the exhibition looks as it should and is as comfortable as possible.

These norms include the usual safety rules applied to all shows, fairs and exhibitions listed at the end of the document. All stand fittings and decorations must respect the Architecture Regulations.

In all cases, all plans must be sent to the TRUSTECH Architecture department before they are carried out. The department will reject or approve them for construction on site. Any plans that do not respect the rules will be rejected and any stand constructed without authorisation from the Stand Design office may be dismantled at the exhibitor's expense.

No agreements will be authorised between exhibitors. Only the organiser or DECOPLUS can make exemptions upon written request.

Plans are sent by email or with an appointment by 28/09/2018 at the latest.

Your stand fittings application includes the following commitments for the exhibitor and decorator:

Commitment form for the removal of waste from your stand during assembly and dismantling periods: Once the assembly and dismantling is complete and the stand site is free of all elements (waste and detritus), the exhibitor and decorator must ask the exhibitor reception in the Méditerranée Hall to make a certificate of clearance.

If the Organiser notes that the exhibitor or decorator has left waste on their stand, the perpetrator will be held responsible for not meeting the commitments they made when signing the bare or fitted stand fittings application,

TRUSTECH's architecture service will email you the bare or fitted stand fittings application as soon as you have chosen your stand's location. You must fill it in, sign it and return it. This application consists of:

For bare stands:

- 1. Your completed and signed stand fittings application.
- 2. Your plan for your stand: floorplans which include scale, dimensions and positioning of clearances (between stands & aisles)
- 3. Cross-section with scale, dimensions and heights of the planned spaces.

For fitted stands:

- 1. Your completed and signed stand fittings application.

Any plans which do not respect French regulations and/or TRUSTECH's regulations will be rejected. Any stands which are assembled without the agreement of the Architecture Service will be dismantled at the exhibitor's expense.

TRUSTECH Architecture Service

DECOPLUS

13 rue de Fourqueux – 78 100 St Germain en Laye - FRANCE

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

Email: w.decoplus@free.fr

THE TOTAL FIXED PENALTIES FOR EXHIBITORS OR DECORATORS

FAQs	FIXED PENALTIES for waste during assembly and dismantling periods
Who can sign the commitments?	The exhibitor or decorator
How much is the fixed penalty? (1)	€1500 EXCL. VAT < to 20 m ² €3500 EXCL. VAT > 20 to 50 m ² €5000 EXCL. VAT > 50 to 100 m ² €7000 EXCL. VAT > 100 m ²
What happens if I don't hand in my waste removal commitments form for my stand?	The organiser will class your application as incomplete and your plans will not be approved. You will not be given access to the exhibition grounds and you will not receive your exhibitor badges.
Doing the inventory of fixtures for your stand – Hiring skips (2)	Once the stand has been dismantled, the exhibitor or decorator MUST contact the exhibitors reception.
Disputes on site	Any disputes will be presented to the exhibitor on site or by letter. The sums relating to the dispute will be presented in an invoice.

USEFUL INFORMATION

ARCHITECTURE & DECORATION RULES

2/5

PREVIOUS PAGE CONTINUED FIXED PENALTIES FOR EXHIBITORS OR DECORATORS

- (1) Where multiple locations are concerned, the fixed penalty will be multiplied accordingly.
 (2) The exhibitor or decorator must make all necessary provisions to ensure waste is removed during the assembly and dismantling periods. If TRUSTECH officially notes that a stand has been abandoned, the relevant fixed penalty will be charged. If the sum of the dispute is more than the fixed penalty, the penalty will be increased accordingly

CONTENTS

TECHNICAL SPECIFICATIONS

Characteristics of the halls

1. The location of TRUSTECH 2018
2. Access in halls
3. Floors, walls and pillars in halls
4. Fluid distribution drains
5. Damage
6. Aisles
7. Hanging installations
8. Heat and smoke vents and fire hose cabinets
9. Fire hose cabinets

SUPPLIES INCLUDED IN THE HIRE PRICE FOR THE STAND SITE

10. Disabled access
11. Peripheral panelling
12. Stand signage

ARCHITECTURE REGULATIONS

STAND HEIGHTS, CLEARANCES AND OPENINGS ONTO AISLES

13. Heights
14. Openings onto aisles
15. Clearances
16. Reused stands

SIGNS

17. Sound and light-up signage
18. Television screens (and video walls)

RAISED PLATFORMS AND CEILINGS

19. Split levels Podium/Raised platforms/Staircases
20. Ceilings

KITCHENS / TASTING SESSIONS

See the [Palais des Festivals' specifications](#)

TECHNICAL SPECIFICATIONS

1. TRUSTECH 2018's location

TRUSTECH will take place at the Palais des Festivals de Cannes from November 27th to 29th, 2018

2. Access in halls

Halls have several levels

3. Floors, walls and pillars in halls

Floors, walls and pillars in halls are made of concrete or lacquered metal. It is prohibited to drill or make fixing holes, grooves or cuts in them. It is also prohibited to paint them.

Some pillars have technical control and safety boxes, which must remain visible and accessible.

4. Fluid distribution

Fluids are distributed around the halls via the ceiling. Only the Palais des Festivals' Operating Company can organise fluid distribution.

5. Damage

Exhibitors are responsible for themselves and for companies working for them should any damage occur to buildings during transportation, installation or lifting of equipment.

Important: only tapes suitable for delicate flooring are permissible when laying carpets.

6. Aisles

Exhibitors must leave aisles free of all piping, cables or decoration from floor to ceiling. However, piping and cables which meet TRUSTECH's or the safety services' requirements can run along stand sites if necessary.

7. Hanging installations

It is prohibited to hang installations from the hall structure.

8. Heat and smoke vents and fire hose cabinets

Heat and smoke vents or extinguishers are placed on peripheral panelling or pillars. Fire hose cabinets are noted on plans and maps. Intercoms must be available for use at all times. Their markers must be visible at all times.

These are the fire safety phones on pillars and around stands. They must be totally accessible as per fire safety regulations.

USEFUL INFORMATION

ARCHITECTURE & DECORATION RULES

3/5

9. Disabled access

In accordance with regulations and the exhibitor’s guide, stands with flooring of more than 2cm in height must have a slope with a maximum incline of 10% all around the stand.

Flooring of less than 2cm in height: any angular edges to the flooring must be fitted with chamfers or rounded borders.

The height of your flooring is included in your stand’s total construction height.

10. Stand signage

TRUSTECH provides a sign for each stand site for direct exhibitors.

STAND HEIGHTS, CLEARANCES AND OPENINGS ONTO AISLES

Stand constructions must take into account the following heights and clearances:

ARCHITECTURE RULES

AREA	Max. Hgt of Construction	Premium Stand Height	Overload
PALAIS -1 LEVEL			
Level -1	2,50m	2,50m	500kgs/sqm
RIVIERA			
Riviera*	3,00m	2,50m	400kgs/sqm
LERINS			
Lerins	3,00m	2,50m	400kgs/sqm

Warning : specific heights on Riviera’s Terraces. Please contact us for additional information.

11. Construction heights

- See the table above.

12. Openings onto aisles

Stand facades opening onto aisles must have a minimum of one opening of 2.5m for every 6 linear metres. The opening must equate to at least half of the length of the facade. The 2.5m opening must be free of all obstacles: house plants, windows, mid-height partitions and other types of blockages are not authorised.

13. Hospitality Suite. Enclosed areas - enclosed stands.

Sometimes Exhibitors prefer to have private spaces in enclosed stands. In such cases, stands must have direct access to aisles and other walkways. The number and width of these access points depends on the stand’s surface area.

- Less than 20m²: 1 exit of 0.9m
- 20 to 50m²: 2 exits, one of 0.9m, the other of 0.6m
- 50 to 100m²: either 2 exits of 0.9m; or 2 exits, one of 1.4m and the other of 0.6m
- 100 to 200m²: either 2 exits, one of 1.4m and the other of 0.9m; or three 0.9m exits
- 200 to 300m²: 2 exits of 1.4m
- 300 to 400m²: 2 exits, one of 1.8m and the other of 1.4m

Exits must be distributed appropriately at opposite sides. If the latter point cannot be adhered to due to the stand being closed off, there must be a minimum distance of 5m, edge to edge, between both exits.

If stand(s) have doors, they must not open outwards into public walkways. They can open into the stand.

Each door must be labelled “exit” in clearly visible white lettering on a green background.

Should the above exits not be possible, stands or sites must have a main facade (the largest one) which is totally open onto the main walkway.

Access to said exits should in no way be via a cloakroom, storage space, technical room, office or other.

Meeting rooms, restaurants, cinemas and presentation rooms with raised platforms can be fitted independent of exhibition spaces. The floors of platforms and tiers with space for people to stand must be able to withstand weights of 500kg/m².

Steps leading up to seated tiers must have a minimum height of 0.1m and a maximum height of 0.2m, with a minimum width of 0.2m. If this is the case, there should be no more than 10 steps and the angle from the edge of one step to another must not exceed 45°.

Each case is unique, so you must provide the safety manager with a detailed plan. The manager decides which measures need to be applied.

In each exhibition zone, the total surface area of enclosed spaces must not exceed 50% of the stands’ total surface area.

In addition to Article T23, each enclosed space in stands or other sites in the exhibition hall on level 01 must include at the very least a fire detection system or an automatic fire extinguisher, and must not have a set-in false ceiling

USEFUL INFORMATION

ARCHITECTURE & DECORATION RULES

4/5

Stands with a hall pillar

- Stands with a hall pillar with or without a fire hose cabinet can dress their pillar to a height of 3m. Signs can be used so long as they respect the required clearances. The 1m area around fire hose cabinets' fronts and sides must remain clear.
- Pillars that straddle the stand and an alley could be covered with signage to a height of 3m.

IMPORTANT: In the Rotonde Riviera, stands must be at least 1 metre away from plasterwork ceilings so that the sprinkler and ventilation system can work.

14. Reused stands

These are subject to TRUSTECH's Architecture Regulations in the same way as newly built stands are. They must conform to the prescribed clearance and height limits.

SIGNAGE STRUCTURE/SIGNAGE/LIGHT BRIDGES**15. Harmony frames**

- By signage structure, the organisers mean an openwork superstructure which may consist of the illuminated name or logo of the exhibitor.
- Their height limit is the same as the stand's.
- Freestanding structures must have a clearance of 1m from neighbouring stands and walkways.

16. Signs

Signs placed in walkways must meet the following requirements:

- They must not be luminous,
- They must use M0 or A and M1 or B materials, including for the cross tees,
- They must not block safety lighting or safety signage. They must be placed horizontally 2.04m from the floor and they must not encroach into the safety area towards the ceiling.
- They must be between 0.6m in length and 0.25m in height. If you need your signs to have a different size, ask the relevant commission to analyse your fittings plan.

17. Sound and light-up signage

- All light-up or sound-based publicity materials are subject to agreement from TRUSTECH, who can withdraw their authorisation should it transpire that neighbouring exhibitors, walkways or the exhibition in general are inconvenienced.

18. Television screens (and video walls)

- Television screens arranged to create a video wall are authorised on stands or attached to partition walls. They are not permitted within 2m of aisles.
- They must be no louder than 80dBA.
- Flashing signs and the like are not permitted. Illuminated signs are permitted. They must never light up intermittently or flash.
- Light projections are strictly prohibited outside stands.

RAISED PLATFORMS AND CEILINGS**LEVELS**

19. Raised levels / Podiums / Raised platforms / Staircases
Mezzanines are prohibited on all levels of the exhibition.

20. Ceilings

Stands must not be covered with total ceilings or with canopies. Handrails: standards NFP 01-012.