

REVERSE PLANNING FOR TRUSTECH 2018

> Interactive
browsing, click
on the titles
to access the
information
you need

USER
GUIDE

USEFUL
INFORMATION

FITTINGS

REGULATIONS
& FORMALITIES

REVERSE PLANNING FOR TRUSTECH 2018

DEADLINES	CLICK TO VIEW RELEVANT PAGES	CONTACTS
12/10/2018	Authorisation to work – foreign workers	DIRECCTE: +33(0)4 93 72 76 00
19/10/2018	Secondment statement	DIRECCTE: +33(0)4 93 72 76 00
02/11/2018	Waste removal form	SEMEC, EXHIBITORS' SERVICE Tel. +33 (0)4 92 99 31 23 Email: derosso@palaisdesfestivals.com Tel. +33 (0)4 92 99 31 44 Email: devaux@palaisdesfestivals.com Tel. +33 (0)4 92 99 31 54 Email: ldupont@palaisdesfestivals.com
02/11/2018	Fire safety - Catering form	SEMEC, EXHIBITORS' SERVICE Tel. +33 (0)4 92 99 31 23 Email: derosso@palaisdesfestivals.com Tel. +33 (0)4 92 99 31 44 Email: devaux@palaisdesfestivals.com Tel. +33 (0)4 92 99 31 54 Email: ldupont@palaisdesfestivals.com
02/11/2018	Security/Video surveillance form	SEMEC, EXHIBITORS' SERVICE Tél. +33 (0)4 92 99 31 23 E-mail : derosso@palaisdesfestivals.com Tél. +33 (0)4 92 99 31 44 E-mail : devaux@palaisdesfestivals.com Tél. +33 (0)4 92 99 31 54 E-mail : ldupont@palaisdesfestivals.com
26/10/2018	Hygiene and health protection form	DÖT: +33(0)1 46 05 76 48
26/10/2018	Machine in operation form	Guy GIRARD : girard@palaisdesfestivals.com
28/09/2018	Stand fittings form	DECOPLUS: w.decoplus@free.fr +33(0)9 67 78 93 85
23/11/2018	Closing of TRUSTECH's platform Order on site after this date	Ingrid NGATCHANI +33(0)1 76 77 20 80

USER
GUIDE

TWO TOOLS TO HELP YOU GET READY FOR THE SHOW

- THIS IS AN **INTERACTIVE** EXHIBITOR GUIDE

With this document, you can:

- Easily access all the information needed to get you up and running.
- Reach your Exhibitor Area
- Complete the forms from this document, directly on your computer.

- THE EXHIBITOR AREA

In this store, you can order all of the technical services you need until **Thursday 22nd November 2018**.

*Please note: from **Friday 23rd November 2018**, technical services must be ordered directly on-site at the Exhibitors Desk located in the Méditerranée Hall*

View the list of useful contacts ([click here](#))

NB: Security, video surveillance services and cleaning must be ordered directly from the Palais des Festivals de Cannes. Order forms are available through this interactive guide.

USEFUL INFORMATION

- [Access/ traffic & parking](#)
- Event / Activities at stand
- Architecture & Decoration
- [Architecture & Decoration Regulations](#)
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- Exhibition contacts
- [Useful contacts](#)
- Exhibitor timetables Assembly / Opening / Dismantling
- Exhibition opening hours / Exhibitors desk
- Health & Safety
- [Form: Health & Safety](#)
- Cleaning / Vacating the stand
- [Form: Stand removal](#)
- Refund of French VAT (TVA)
- [Form: Refund of French VAT \(TVA\)](#)
- Storage / Handling / Delivery
- [Form: Registration of Machines in operation](#)
- Pavilions monitoring / Stand security
- [Form: Security](#)
- [Form: Video surveillance on stand](#)

PRACTICAL INFORMATION

ACCESS / TRAFFIC & PARKING

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HOW TO GET TO CANNES

BY PLANE

Many airlines serve Nice airport. Further information on: www.nice.aeroport.fr

AIR FRANCE approval is available on the exhibition website **“Practical Information/Get to the event”**

Shuttles are available during the opening period from Monday, November 26th to Thursday, November 29th. Planning available on the event website: <https://www.trustech-event.fr>

Between Nice and Cannes, there are several modes of transportation:

- Taxi - <http://www.taxi-cannes.net/> - Fixed price from the airport to Cannes – 80€
- Public transportation - Bus are available from Nice Airport to Cannes every 45min approx. Information [available here](#)

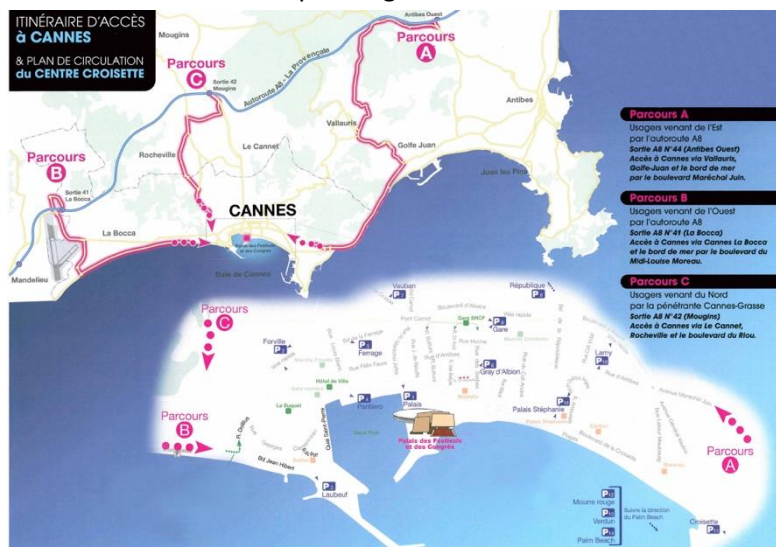
BY TRAIN

Train timetables online on: www.oui.sncf.com

Website available in multiple languages

BY ROAD

- Motorway A8 « La Provençale »
- Exit N°43 Cannes La Bocca or exit Mougins/Cannes
- Exit N° 41 Bocca car park registration



PRACTICAL INFORMATION

ACCESS / TRAFFIC & PARKING

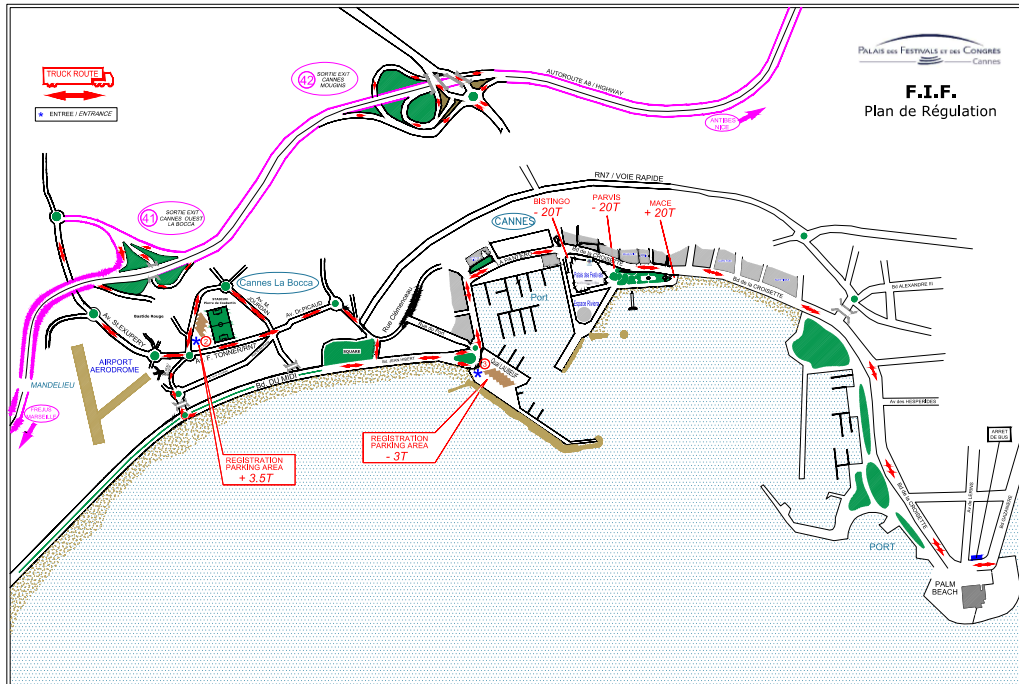
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WEEKEND TRAFFIC

In France, heavy goods vehicles' access to roads is regulated on weekends and bank holidays.

LORRIES' REGISTRATION LOCATION	LODGE OFFICIAL REQUEST TO ACCESS ROADS ON WEEKENDS
Lorries registered in France	Lodge a written request with the regional authority (the "préfet du département") for the lorry's entry point into French territory
Lorries registered outside of France	Lodge a written request to the regional authority (the "préfet du département") for the lorry's entry point into French territory
Lorries registered in the United Kingdom entering France via Calais	Lodge a written request (fax & confirmation) to: Mrs. Nicole Halart DIRECTION DEPARTEMENTALE DE L'EQUIPEMENT (DDE) 100 avenue Winston Churchill, SP 7 62 022 ARRAS Cedex FRANCE Fax: +33(0)3 21 22 99 87

VEHICLE ACCESS TO THE PALAIS DES FESTIVALS:



PRACTICAL INFORMATION

ACCESS/TRAFFIC & PARKING

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VEHICLE ACCESS TO THE PALAIS DES FESTIVALS (CONT):

Important: the Palais des Festivals does not have unloading bays:

- It is strongly recommended that you use vehicles with tailgates
- Equipment must be loaded in pallets
- Access to unloading areas by goods lift only

Lorries with a tonnage of more than 3.5T carrying equipment to the exhibition cannot immediately access the Palais des Festivals' unloading and loading areas. **They must first be registered at** the Stade Pierre de Coubertin de la BOCCA (see map) before they enter the Palais des Festivals' unloading areas.

Empty lorries coming to collect equipment once the exhibition has closed must follow the same procedure.

The La BOCCA registration car park will be signposted at exit 41 of motorway A8.

A transporters' meeting point will be set up in this zone, where the lorries will be registered and receive a badge.

The exhibitor must inform their transporter of the stand's location (number and space). Each lorry is identified by its number.

Lorries arriving in Cannes without a badge will be automatically sent back to La BOCCA.

Registered lorries will be sent by the regulators at the La BOCCA car park to the Palais des Festivals as and when spaces are available in the designated unloading zones.

Lorries must only remain parked in spaces for as long as it is strictly necessary for equipment loading and unloading purposes. Various sanctions for anyone who fails to respect this regulation have been planned by the police and TRUSTECH organisers.

Vehicles of less than 3.5T and personal cars are not allowed into the lorry unloading zones. These have their own zones.

PRACTICAL INFORMATION

ACCESS/TRAFFIC & PARKING

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VEHICLE UNLOADING PROCEDURE

> 1. Go to the car park suitable for your vehicle type

VEHICLE TYPE	LOCATION	PROCEDURE
Standard vehicles	Public car parks (you cannot park directly around the Palais des Festivals)	Fee charged
-3.5 T	Quai Laubeuf	Heavy goods vehicle registration
+3.5 T	Pierre de Coubertin	Heavy goods vehicle registration
+19 T	Pierre de Coubertin	Registration mandatory Heavy goods vehicle registration form Forklifts must be used

> 2. Vehicle registration and distribution of stickers for access to unloading zones

at the Palais des Festivals in order of arrival

(See form to complete and return – [Click here](#))

> 3. Vehicles are then directed on, in the order in which they arrived, as soon as spaces become available in the Palais des Festivals' unloading zones.

> 4. You have a time limit of two hours at the unloading bays.

REGULATOR CAR PARKS	
Pierre de Coubertin sports complex car park Avenue Pierre Poésie 06 520 CANNES LA BOCCA - France	LAUBEAUF car park Quai St Pierre 06 400 CANNES- France

You may not camp around lorries.
Toilets, showers and bins are available inside.

PIERRE DE COUBERTIN CAR PARK

Parking is authorised from the first to last day of the assembly period.

- Open from 8am to 8pm
- Closed 8pm to 8am
- 24-hour security

PRACTICAL INFORMATION

ACCESS/TRAFFIC & PARKING

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TRAFFIC ROUTE FOR LIGHT VEHICLES OF LESS THAN 3.5 T (C)

A traffic route has been implemented for light vehicles.

Personal cars must be left in the public car parks at the Palais des Festivals' (Unipark) and Pantiero (Equiptech); they are only allowed into the Palais des Festivals in exceptional circumstances.

When they arrive at the Palais, vans must be registered at car park 1 (see route). They will get an access badge which is valid for a maximum of two hours.

They will then access the forecourt via the Bistingo gate to unload equipment. Due to the small number of parking spaces available, they must move on as quickly as possible.

USEFUL INFORMATION

EVENTS / ACTIVITIES AT STAND

TRUSTECH have established standards to prevent problems during the trade show and ensure optimal visitor comfort.

Exhibitors may promote their stands as they wish provided they adhere to the conditions below and respect the exhibitor timetable.

MUSICAL ENTERTAINMENT

Exhibitors who want to use music on their stands must inform the organiser beforehand. Any musical entertainment will only be authorised after the Organiser's agreement of a precise project proposal (sound source and equipment, type of entertainment).

If you wish to use recorded music on your stand (e.g.: CDs or DVDs), you need to obtain prior authorisation from SACEM. Make your declaration online:

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

Make your payment before the show begins.

Speakers must never be more powerful than **30 watts**. They must face inwards towards the stand and lean downwards. Volume must be no higher than **85 dB**.

If these provisions are not respected, the organiser will close down the exhibitor's stand or event without warning. The exhibitor agrees not to hold events for more than **two hours** per day and only to hold events at times agreed in advance with the Organiser.

PROHIBITED SERVICES

- The distribution or placing of leaflets in the exhibition aisles, at the entrance, on the esplanade or close to the station,
- Promotion in the aisles (with robots, hostesses, sandwich boards, etc.),

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

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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 < 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

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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

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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

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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

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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

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.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.

USEFUL INFORMATION

COMPLEMENTARY INSURANCE

> FIND OUT MORE VIA THE EXHIBITOR AREA PLATFORM

To find out what rules and regulations govern your insurance during the show, check the "**Regulations**" section in your Exhibitor area and order complementary insurance in the "**My Store**" section. Interligne 1,15

COMPLEMENTARY INSURANCE AGAINST DAMAGE TO PROPERTY

Exhibitors may take out complementary insurance provided by TRUSTECH to cover their property if the latter's value exceeds the amount covered by the insurance policy taken out as part of the registration application.

This cover takes effect from the day on which the show opens to the public (at 10am on **27/11/2018**) to the evening on which the show closes to the public (**5pm on 29/11/2018**).

The premium will be equal to 0.27% of the value of the insured goods.

PLASMA SCREEN & LCD INSURANCE

Exhibitors have the option of taking out specific insurance from TRUSTECH for plasma screens fixed or securely wired to the stand's frame.

This cover takes effect from the day on which the show opens to the public (at 10 am on **27/11/2018**) to the evening on which the show closes to the public (**5pm on 29/11/2018**).

The premium will be equal to 4% of the value of the equipment.

LOSSES

No losses may be accepted as valid without having been declared to the show's exhibitor reception within 2 working days (in the event of theft) or 5 working days for other damage.

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

COMMISSARIAT DE POLICE

1, rue de Grasse

06 400 CANNES - FRANCE

Tél. : +33 (0)4 33 06 22 22

USEFUL INFORMATION

ACCESS PASS

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VERY IMPORTANT: COMPULSORY PASS-WEARING

- In order to be granted access to the exhibition pavilions, **all individuals must have been issued a TRUSTECH access pass**, which must be worn during the assembly, opening and dismantling periods.
- **Identity checks** will take place around the pavilions.
- **Security equipment** and the wearing of safety footwear is **compulsory**, failure to comply shall result in access to the pavilions being denied.

EXHIBITOR PASS

- The exhibitor pass grants access to the Palais des Festival during the assembly, opening and dismantling periods in accordance with the timetables that feature on the exhibitor timetable (See Exhibitor Timetable document – [Click here](#))
- The number of passes made available is calculated automatically based on the stand's surface area according to the scale provided below.

TRUSTECH :

Type of pass / Type of stand	Startup Pod	Kiosk	Pack 9	Pack 12	Pack 18	Pack 24	Pack 36	Pack 42	Pack 54	Pack 80	Pack 120
Delegate	3	3	4	5	6	8	10	12	15	18	20
Exhibitor	1	1	2	2	3	4	6	8	9	12	15
Honour Guest								1	1	2	4

- Paper exhibitor badges can be collected at the Exhibitors welcome desk in the Hall Méditerranée **from 9am on Saturday 24th November 2018.**

USEFUL INFORMATION

ACCESS PASS

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ASSEMBLY / DISMANTLING ACCESS PASS

Declare your suppliers online via your Exhibitors' Area so that they can make their assembly and dismantling badges.

The assembly/dismantling badge allows your suppliers to access the Palais des Festivals during the assembly and dismantling periods indicated on the badge.

It is not valid for the opening period (from Tuesday 27/11/2018 to Thursday 29/11/2018).

USEFUL INFORMATION

TRUSTECH CONTACTS

Alexandre LAVOISIER

Director for the RAID division

Michael WEATHERSEED

IT & Security department Director

Claire De LONGEAUX

Exhibition Director

TRUSTECH TEAM

Sales team (registration, communication tools)	
<p>Asmaa CHERAFF Head of Sales Tel. : +33 (0)1 76 77 12 08 E-mail : asmaa.cherraf@comexposium.com</p>	<p>Aymeric HUMBERT Sales Manager Tel. : +33 (0)1 76 77 15 01 E-mail : aymeric.humbert@comexposium.com</p> <p>James HUSAIN Sales Manager Tel. : +33 (0)1 76 77 12 46 E-mail : james.husain@comexposium.com</p> <p>Lorna GRANT Key Account Manager Tel. : +33 (0)1 76 77 13 44 E-mail : lorna.grant@comexposium.com</p> <p>Claire DELPLANQUE Communication Executive – Delegates/Congress Tel. : +33 (0)1 76 77 10 95 E-mail : claire.delplanque@comexposium.com</p>
Exhibitor area, visa, badges	Billing
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USEFUL INFORMATION

USEFUL
CONTACTS

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Architecture & Decoration (Layout control)	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
Complementary Insurances	SIACI SAINT HONORE	Mr Philippe HUET Tel.: +33 (0)1 44 20 29 81 Contact: Philippe HUET Email: philippe.huet@s2hgroup.com
Fireproofing	Guy GIRARD	La Croisette CS 30051 06 414 Cannes Cedex - France Tel : 04.92.99.84.53 Contact : Guy Girard Email : girard@palaisdesfestivals.com
French customs	INFO DOUANES SERVICE	From France : 08 11 20 44 44 (0,06 €/mn) From abroad: +33 1 72 40 78 50 Website: www.douane.gouv.fr
Labour Inspection	DIRRECTE	DIRECCTE PACA, UD 06 Immeuble Porte de l'Arénas Intrance B - 3ème étage - 455 Promenade des Anglais CS 43 311 – 06 206 Nice cedex 3 Tel.: 04 93 72 76 00 EMail: directce-paca-ut06.direction@directce.gouv.fr
Copyrights	SACEM	Délégation Régionale de NICE 35, rue Pastorelli – 06 000 NICE – France Tel.: +33 (0)4 86 06 32 80 Website: www.sacem.fr
Accommodation	B-NETWORK	Stéphane FILONE Tel: +33 (0)4 93 68 76 00 Email: stephane.filone@b-network.com Laura PACCHIONI Tel: +33 (0)1 48 01 47 47 Email: laura.pacchioni@b-network.com Website: www.trustech.b-network.com
Health and Safety	D.O.T.	81, rue de Paris 92 100 Boulogne-Billancourt - France Tel: +33 (0)1 46 05 17 85 Email: sps@d-o-t.fr
VAT refund	TEVEA INTERNATIONAL	29-31 rue Saint Augustin – 75 002 Paris – France Tel.: +33 (0)1 42 24 96 96 Contact: Madame Antonella POLI Email: mail@tevea.fr Website: www.tevea-international.com

USEFUL INFORMATION

USEFUL
CONTACTS

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Recommended carriers	CLASQUIN	Abdi El Houari Tél : +33 (0)1 48 63 33 81 Mail : fairs-events@clasquin.com Site web : www.clasquin.com
Fenwick – Empty packaging storage	MARTINI TECHNOTRANS	8, Rue Notre Dame - 06400 Cannes Tel: +33 (0)4 92 59 27 27 - Fax : +33 (0)4 93 68 38 11 Email: info@martinitechnotrans.fr Website: www.group-esi.com
Recommended carriers	FILMAIR SERVICES	Olivier MAURICE Tel: +33 (0)1 34 38 62 99 Email: cdecarlo@filmair.fr
Recommended carriers	MARTINI TECHNOTRANS	Eric FOLCO Tel: +33 (0)4 92 59 27 27 EMail: info@martinitechnotrans.fr
Recommended carriers	MEDIA SERVICING	Dean MONAHAN - Tel: +44 208 573 9999 Email: dean@mediaservicing.co.uk
Security/ Videosurveillance on stand	SEMEC	Tél. +33 (0)4 92 99 31 23 E-mail : derosso@palaisdesfestivals.com Tél. +33 (0)4 92 99 31 44 E-mail : devaux@palaisdesfestivals.com Tél. +33 (0)4 92 99 31 54 E-mail : ldupont@palaisdesfestivals.com
Hostesses	MAHOLA	Alix de BUTTET - 21 Rue de la Boétie - 75 008 Paris Tel : +33(0)1 70 38 28 80 - Fax : +33(0)1 53 58 61 01 Email : commercial@mahola-hotesses.fr Site Internet : www.mahola-hotesses.fr
Plant rental	JARDINS DE GALLY	Christine THOUVENEL Vauluceau, 78 870 Bailly - Tél : +33(0)1 39 63 48 20 E-Mail : cthouvenel@gally.com
Water fountains – Coffee machines – Small equipment	GRAIN DE MALICE	Tél : +33 (0)1 41 53 52 82 ou : +33 (0)1 41 53 53 73 Fax : +33(0)1 41 53 52 83 Site Internet : www.graindemalice.net
Internet	VIAPASS	Tél : +33 (0)4 97 06 30 06 E-Mail : info@viapass.com
Audiovisual	NOVELTY	242, av Jean Mermoz – 06 210 Mandelieu La Napoule Tél : +33 (0)4 93 73 08 19 E-Mail : j.lambrech@novelty.fr
Car parks	INTERPARKING	Tél : +33(0)4 93 38 52 12 E-Mail : proux@interparking.com
Furniture	CAMERUS	Malvina BECQUART mbecquart@camerus.fr

USEFUL INFORMATION

USEFUL CONTACTS

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CATERERS

CARLTON INTERCONTINENTAL

Christophe DURAND
Tél. : +33 (0)4 93 06 40 06
Fax : +33 (0)4 93 06 40 31
christophe.durand@ihg.com
www.intercontinental.com/cannes

HOTEL MAJESTIC BARRIERE

Frédéric CLAUDET
Tél. : +33 (0)4 92 98 77 00
Fax : +33 (0)4 92 98 97 90
fclaudet@cannesbarriere.com
www.cannesbarriere.com

CASINO BARRIERE

Marc PRADO
Tél. : +33 (0)4 92 98 78 72
Fax : +33 (0)4 92 98 78 73
mprado@cannesbarriere.com
www.cannesbarriere.com

GRAND HYATT CANNES HOTEL MARTINEZ – DALLOYAU *

Mathilde HARA
Tél. : +33 (0)4 92 98 74 02
mathilde.hara@hyatt.com
www.cannesmartinez.grand.hyatt.com

ERNEST TRAITEUR

Michel ERNEST
Tél. : +33(0)4 93 06 23 00
Fax : +33 (0)4 93 06 23 06
commercial@ernest-traiteur.com
www.ernest-traiteur.com

INTUITIONS BY J

Aurora PONSOT
Tél. : +33 (0)4 63 36 05 07
boutique@patisserie-intuitions.com
www.patisserie-intuitions.com

GIRY TRAITEUR

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www.lenotre.fr

HELEN COTE D'AZUR

Arnaud LOUIS
Tél. : +33 (0)4 92 18 89 31
alouis@helentraiteur.com
www.helentraiteur.com

PAVILLON TRAITEUR – POTEL & CHABOT *

<p>Elodie PERRIOT Tél. : +33 (0)4 92 28 35 28 Fax : +33 (0)4 92 28 35 20 eperriot@groupepavillon.fr www.groupepavillon.fr</p>	<p>Alexis LAURENT Tél. : +33 (0)4 92 28 35 24 Fax : +33 (0)4 92 28 35 20 alexis.laurent@poteletchabot.fr www.poteletchabot.fr</p>
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PASTRYCOOK - CATERERS

PATISSIER LADUREE

Valérie Vidonne
+33 (0)4 93 38 05 06
vvidonne@laduree.com
www.laduree.com

USEFUL INFORMATION

EXHIBITORS TIMETABLES

ASSEMBLY/OPENING/DISMANTLING

1/2

EXHIBITOR TIMETABLE FOR THE ASSEMBLY PERIOD

When: from Friday 23rd to Monday 26th November, 2018 (depending on hall).

- For bare stands (see the Exhibitor timetables – page 24 - [Click here](#))
- Delivery of fitted stands will take place at 8am on Monday 26/11/2018.

EXHIBITOR TIMETABLE FOR THE PUBLIC OPENING PERIOD

When: from Tuesday 27th November to Thursday 29th November, 2018.

- Halls are accessible to Exhibitors **with a badge from 8.30am (and from 7.30am on 27/11/2018).**
- During the opening period, deliveries must take place between 8.30am and 9.30am at the latest, or your vehicle will be towed away.

PUBLIC OPENING TIMES FOR THE EXHIBITION

From Tuesday 27/11/2018 to Thursday 29/11/2018 from 9.30am to 6pm.

	Exhibition Halls	Innovation Stage	Keynote Stage	Conference Track
Tuesday 27th November	9.30am – 6pm	10am – 5pm	Noon – 1pm	10am – 5pm
Wednesday 28th November	9.30am – 6pm	10am – 5pm	Noon – 1pm	10am – 5pm
Thursday 29th November	9.30am – 5pm	10am – 5pm	2pm – 3.30pm	10am – 5pm

EXHIBITOR TIMETABLE FOR THE DISMANTLING PERIOD

When: From 5pm on Thursday 29th November until 2pm on Friday 30th November, 2018

- Please check the exhibitor timetable – page 24 – [Click here](#)

USEFUL INFORMATION

EXHIBITOR TIMETABLES

ASSEMBLY/OPENING/DISMANTLING

2/2

THE ONE-STOP SERVICES PORTAL, FOR BETTER SERVICE

Place all your orders, including for services from the exhibition centre, using the *"My store"* section in your online Exhibitor Area at <https://www.trustech-event.com/>

EXHIBITORS RECEPTION ON SITE

You will find the entire exhibition team in a single place, the Exhibitors welcome desk in the Méditerranée hall.

EXHIBITOR TIMETABLES FOR BARE AND FITTED STANDS' ASSEMBLY / DISMANTLING PERIODS

Level	Type of stand	Arrival Date	Assembly timetables	Dismantling timetables
PALAIS -1 LERINS RIVIERA	BARE STANDS	Friday 23/11/18	On 23/11/18 from 2pm to 10pm On 24 & 25/11/18 from 8am to 10pm On 26/11/18 from 8am to 11pm	From Thursday 29/11/18 at 6pm to Friday 30/11/18 at 2pm
	FITTED STANDS	Monday 26/11/18 at 8am	On 26/11/18 from 8am to 11pm	On Thursday 29/11/18 from 6pm to midnight*

(*) Fitted stands will be dismantled at 10pm on Thursday 29th November. Storage spaces and furnishings must be emptied as soon as the exhibition is closed to the public at 5pm on Thursday 29th November.

Please note:

Electricity will be supplied as soon as the electrical box is installed. Be sure to order your electrical connection before 16/11/2018 so that it is installed when you arrive.

N.B.: All connections are permanent (24 hours a day). According to the Palais des Festivals de Cannes' specifications, minimum 7kW at Palais -1 level and minimum 3.5kW on other levels.

USEFUL INFORMATION - FORM

HYGIENE & HEALTH PROTECTION

1/8

FILL IN THIS FORM ON YOUR COMPUTER

Once they have read the Prevention Plan, representatives of exhibiting companies must sign this document ([click here](#)) certifying their commitment to respecting health and safety measures throughout the assembly and dismantling periods.

> **Exhibitors have the duty and obligation of:**

1) COMPLETING AND SIGNING THE PREVENTION PLAN,
and returning it by mail, fax or email to DÖT

> **Document based on general prevention measures, i.e.:**

- Avoid risks
- Assess risks which cannot be avoided
- Combat risks at their source
- Keep abreast of changes in technology
- Replace dangerous objects with safe or safer ones
- When planning preventative measures, include coherent technology, working patterns and working conditions within them.
- Take collective protective measures, prioritising them over individual protective measures.

You are asked to read and apply the regulations set out in this document.

This Prevention Plan does not replace the provisions set out in the French Labour Code (“code du travail”).

It shall in no way diminish the responsibilities and duties of companies working on the site.

The site’s security regulations, Fire Safety notice and the exhibition’s technical guide can be obtained from the organiser.

DEFINITION OF COMPANY

- Any supplier company working for an exhibitor which is responsible for creating stands’ infrastructure is defined as a company. The exhibitor is responsible for its own suppliers and subcontractors.
- The law imposes considerable sanctions should employees’ health and safety be endangered in any way, and company directors may be held accountable or sued.
- Exhibitors are responsible for their own employees and for the resources given to them so that they can work in optimal conditions.
- Companies declare that they have read the text cited in this Prevention Plan as well as the exhibition’s general terms and conditions, which are held by the organiser.

USEFUL INFORMATION - FORM

HYGIENE & HEALTH PROTECTION

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> Exhibitors are also supposed to have:

a) Taken note of the plans and documents needed to perform their services, the technical files for the event and of the sites, locations and areas of installation of the structures and all general or local elements in relation with fulfilment of the works.

b) Accurately assessed all conditions for producing the structures and taken full consideration of their importance and their specificities.

c) Conducted a detailed inspection of the premises and become familiar with all the physical conditions and restrictions related to the premises, the access areas, the surroundings, the fulfilment of works on site, and the organisation and operation of the project.

ADMINISTRATIVE INFORMATION

OPERATORS

GENERAL ORGANISATION, USER COMPANY

A PUBLIC-PRIVATE PARTNERSHIP FOR EVENTS IN CANNES - SEMEC

LA CROISSETTE – BP 272 – 06 403 CANNES CEDEX

Represented by Mrs Martine Giuliani – Director General

OUTSIDE COMPANY: COMEXPOSIUM

70, Avenue du Général de Gaulle

92 058 – PARIS La Défense Cedex

Represented by Mrs Claire de Longeaux

EMERGENCY SERVICES ON THE EXHIBITION SITE

On-site emergency number: From site landlines: 26 25 – 26 24 – 26 26

External number: 18 or 112 (mobiles)

Emergency station: Level 0 Riviera space – Emergency doctor: Tel: +33 (0)4 92 99 84 04

SITE LOGISTICAL SUPPORT

The temporary occupation of these premises requires compliance with the standards and conditions (hours of access, parking, speed, etc.) established by the regulations in force on this site and its surroundings. The organiser has copies of these regulations and the site specifications.

Management of parking (including duration), traffic and access of delivery vehicles will be implemented around the halls and on site by the organisers.

- All vehicles must be identifiable, even when parked
- Personal vehicles must not be parked beside the halls.
- Speeds are limited to 10kmh (6 mph) when moving around outside halls.

USEFUL INFORMATION - FORM

HYGIENE & HEALTH PROTECTION

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SPECIAL MEASURES

If requested by the organiser, the company must complete or improve cleaning and health protection measures when those undertaken already are judged to be insufficient. Traffic (of people and lifting machinery) around the stands must be possible at all times during assembly and dismantling. Plans indicating authorised traffic and storage zones will be posted at the halls' entrance to this effect.

MEASURES TAKEN TO RESTRICT ACCESS TO STAFF ONLY

Only people and vehicles with authorisation or a badge from the organiser can enter the site. "No entry" signs which include the essential safety regulations to follow on site will be visible at the doors to the halls. These access points will be guarded. Visits to the work site by persons other than authorised operators (children, friends, family, pets, etc.) are strictly prohibited.

CLEANING

Skips are provided by the organiser. Waste collection and cleaning are provided by the chosen operator during the assembly and dismantling periods.

PERSONAL PROTECTION (PPE)

Companies operating during assembly and dismantling periods must provide their staff with personal protective equipment (PPE).

Everyone who enters the exhibition site during the assembly and dismantling periods must wear safety shoes (toe caps and anti-perforation soles).

WORKING AT HEIGHT

Ladders must not be used as work stations.

(Article R 231.67 of Labour Law)

However, these items of equipment may be used if it is technically impossible to use equipment that ensures the collective protection of the workers, or when a risk assessment has established that the level of risk is low and the work is of short duration and not repetitive (Article R4323-63 of the Labour Code).

- **Companies can use mobile scaffolding or platforms to work at height.**
- **Scaffolding must always be level before use.**
- **Mobile scaffoldings' wheels must be secured in place when the scaffolding is in use.**
- **It is not permitted for workers to remain on the scaffolding while it is being wheeled.**

Scaffolding provides collective safety for overhead work.

USEFUL INFORMATION - FORM

HYGIENE & HEALTH PROTECTION

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PREVENTING RISK OF WORK-RELATED ILLNESS AND INJURY

DANGEROUS MATERIALS

An exhibitor planning to use dangerous products must send their safety data sheets to the fire safety inspection firm, and implement the protective measures stipulated on the sheet.

Companies are informed that glue, resin, paint and products used must be free of solvent, ether and glycol, and be odourless and hypoallergenic.

NOISE DISTURBANCE

The use of noisy machinery or equipment must comply strictly with regulations in force.

All the necessary means and provisions will be implemented (covering, screen, silencer, etc.) so as not to exceed the regulatory limits in terms of acoustic levels.

RULES FOR USE OF FIXED OR PORTABLE ELECTRICAL TOOLS.

Effective protective measures must be put in place to avoid dust, smoke and fumes being emitted during the use of fixed or portable electrical tools (saws, sanders, blowtorches, welding equipment, etc.). (Central dust collection system, masks, goggles, etc.)

In order to be accepted into the halls, all fixed or portable electrical cutting or sanding tools must be equipped with a dust vacuuming or recovery system.

Art. R 4412-70 of the French Labour Code.

They must adhere to standards (CE), be in good condition and have their protective casing. They must never be left in aisles. When they are not in use, they must be disconnected from their power supply.

FIRE SAFETY

The organiser has copies of the fire safety rules.

The Official Health & Safety Commission is extremely strict about how stands are made (i.e.: construction and decoration materials, electrical installations, etc.).

Installation must be complete when the Commission visits a stand. The exhibitor (or representative) must be on the stand and able to provide fire safety reports from an accredited laboratory for all the materials in use, as well as inspection reports for electrical installations, etc.

The decisions that the Commission makes during the inspection are immediately enforceable.

Failure to follow these rules may lead to the removal of the materials or closure of the stand to visitors.

USEFUL INFORMATION - FORM

HYGIENE & HEALTH PROTECTION

5/8

ORGANISATION OF EMERGENCY SERVICES

EMERGENCY HELP FOR COMPANIES

The company must have a first-aid kit on site. The contact details for first-aid services are given on the hall maps.

Each company's on-site first-aid workers will dispense first aid in the event of an accident. There must be one first-aid worker for every 10 employees.

They must wear visual identification in the form of a pictogram. Their names will be given in the (French) "PPSPS", or Specific Safety and Health Risk Prevention Plan.

> If an accident occurs, specify:

The hall or room – the floor

The stand name

The aisle and stand number

The number of people involved and the nature of the injuries

COLLECTIVE ORGANISATION OF THE EXHIBITION

EMERGENCY NUMBERS ON SITE

Site landlines: 26 25 – 26 24 – 26 26

External number: 18 or 112 (mobiles)

Emergency station: Level 0 Riviera space – Medical help: Tel: +33 (0)4 92 99 84 04

RELEVANT STANDS

STANDS: HALL:

STANDS: HALL:

STANDS: HALL:

STANDS: HALL:

STANDS: HALL:

Date: For the exhibitor

For COMEXPOSIUM: **Commercial stamp**

USEFUL INFORMATION - FORM

HYGIENE & HEALTH PROTECTION

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**ASSEMBLY INSTRUCTIONS FOR THE ATTENTION OF EXHIBITORS ON SITE
A REMINDER OF THE EXHIBITION'S PREVENTION PLAN FOR THE ASSEMBLY AND
DISMANTLING PERIODS**

A REMINDER OF THE MAIN HEALTH AND SAFETY RULES ON THE WORKSITE

> **You must wear your badge to get into the event.**

> **Smoking is prohibited in halls.**

> **Personal protective equipment must be worn.**

(Mandatory safety shoes, helmets, gloves, protective goggles for carrying out tasks with particular risks.) Including during visits to the site before the event opens.

> **Keep walkways clear.**

These must remain easily accessible and open to emergency services and lifting equipment. No electrical tools may be left there.

Do not restrict fire safety doors.

> **You must ensure your stand and surrounding area are always clean** and properly maintained.

> **Fixed or portable electrical tools**

These must be equipped with a dust vacuuming or recovery system if they are to be used in halls. They must comply with French standards and have the necessary protection.



> **Glues, resins, paints and products**

These must not contain solvents, ether or glycol and must be odourless and hypoallergenic.

> **Work which leads to the generation of heat is prohibited**

except when the SEMEC fire safety service authorises a fire permit.

USEFUL INFORMATION - FORM

HYGIENE & HEALTH PROTECTION

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> **For working at heights**

Always employ measures which guarantee collective protection. Should it be impossible to implement or use these measures, no operator can work so long as there is a risk they could fall. When assembling and fixing any construction or decoration at a height, cradles, hoists or scaffolding are recommended. Scaffolding must always be level before use

You are reminded that ladders must not be used as work stations.



C.A.C.E.S.
Certificat d'Aptitude à la Conduite en Sécurité



Il est interdit d'utiliser les échelles, escabeaux et marchepieds comme poste de travail.
Article R 4323-63 du code du travail

Toutefois, ces équipements peuvent être utilisés **en cas d'impossibilité technique** de recourir à un équipement assurant la protection collective des travailleurs ou lorsque l'évaluation du risque a établi que ce risque est faible et qu'il s'agit de travaux de courte durée ne présentant pas un caractère répétitif



> **Lifting and transporting staff**

This must only be done using equipment specifically designed for the task. Mechanised handling is exclusively carried out by SEMEC-accredited supplier companies.

EMERGENCY ASSISTANCE ON SITE

EMERGENCY NUMBERS ON SITE

Site landlines: **26 25 – 26 24 – 26 26**
External number: **18** or **112 (Mobiles)**

EMERGENCY STATIONS:

Riviera space – Medical help:
If an accident occurs, specify:

Tel: **+33 (0)4 92 99 84 04**
The hall or room – the floor
The stand name
The aisle and stand number
The number of people involved and the nature of the injuries

USEFUL INFORMATION - FORM

HYGIENE & HEALTH PROTECTION

8/8

FILL IN THIS FORM ON YOUR COMPUTER

FORM TO HAND IN BEFORE OCTOBER 12TH, TO:

DÖT – Exhibitor governance
 81, rue de Paris – 92 100 BOULOGNE - France
 Email: sps@d-o-t.fr

PREVENTION PLAN

Ref: Decree n° 929158 of 20/02/1992 and the “Circulaire DRT” n°93/14 of 18/03/1993 for applications
 Decree of 19/03/1993 listing dangerous tasks for which a prevention plan has been implemented

TRUSTECH 2018 - EXHIBITORS

From 23rd to 29th November, 2018

**ORGANISING COMPANY
 COMEXPOSIUM**

70, avenue du Général de Gaulle
 92 058 PARIS LA DÉFENSE - France
 Represented by Mrs Claire de Longeaux

EXHIBITING COMPANY

.....
 Represented by:

LOCATION:

Palais des Festivals et des Congrès in the City of Cannes and its surrounding area
 Esplanades des Alliés – Esplanade Fabre Lebret- Chaussée sud Croisette

NATURE OF THE OPERATION: TRUSTECH 2018 assembly – Including assembly/dismantling of stands, implementation of various structures, loading and unloading of lorries, driving of forklifts, implementation of electrical installations, setting up/taking down of signage

Date/time of arrival on site: Date of departure from site:

THIS PREVENTION PLAN MUST BE SENT IN BEFORE OCTOBER 12TH, 2018

D.Ö.T – Distribution, Organisation & Technique
 81, rue de Paris – 92 100 BOULOGNE - France
 Email: sps@d-o-t.fr

USEFUL INFORMATION

CLEANING

VACATING THE STAND

1/2

AVAILABLE IN YOUR EXHIBITORS' AREA PLATFORM

To order skips, please go to **"My Store"** section of your Exhibitor Area.

PAVILION CLEANING

- Pavilions and aisles must be cleaned every morning before opening or every evening after the show has been closed to visitors and exhibitors.
- Exhibitors may choose to order a cleaning service or may take responsibility for the cleaning of their stand themselves, or use a cleaning company of their choice (exhibitors are reminded that these companies must be issued with a service provider access pass in order to gain entry to the pavilions).
- Cleaning is prohibited during the show opening hours, as is placing waste and rubbish in the aisles in the mornings after 9am.

DURING ASSEMBLY AND DISMANTLING

During dismantling, as soon as the stand site is free of all constituting parts (including waste and detritus), the exhibitor and/or decorator must ask the exhibitor reception to make a certificate of clearance. Should they not be on site, the exhibitor and/or decorator will be held responsible for any infringement of the commitments mentioned above under the following conditions. An email will be sent to the exhibitor and/or decorator. Should a satisfactory resolution not be reached, a fixed penalty will be imposed.

- | | |
|--------------------------------------|--------------------------------------|
| • Surface < 20 m ² | - Fixed penalty of €1500 (excl. tax) |
| • Surface <20 to 50 m ² > | - Fixed penalty of €3500 (excl. tax) |
| • Surface < 50 to 100 m ² | - Fixed penalty of €5000 (excl. tax) |
| • Surface > 100 m ² | - Fixed penalty of €7000 (excl. tax) |

Should the amount be greater than the fixed penalty, the former will be charged.

- The exhibition cleaner is available at the exhibitors reception in the Méditerranée Hall to calculate to cost of disposing of your material and waste in skips. We promise to take your needs into account when preparing for the exhibition.
- All stands, material, merchandise and detritus of any kind (adhesives, carpets, etc.) must be removed for the assembly and dismantling periods.
- The exhibitor undertakes to remove then treat waste in keeping with current regulations. **The exhibitor will be invoiced for any adhesives which have not been removed.**
- Once the assembly deadlines have expired, TRUSTECH may take all measures it deems necessary, at the exhibitor's expense and risk, to remove any material or detritus which is still on the stand site and to destroy any kind of structure or decoration which have not been dismantled.

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

USEFUL INFORMATION

CLEANING VACATING THE STAND

2/2

DURING THE OPENING PERIOD (PREMIUM AND ESSENTIEL STANDS)

Daily cleaning is included for the fitted stands cited above.

It includes:

- Cleaning the night before opening,
- Removal of protective plastic film from carpets,
- Daily cleaning each morning before opening: emptying bins, vacuuming floors, wiping down counter tops and furnishings no higher than head height.

Important: cleaning is not included for bare stand sites. Order it in your Exhibitor Area, “My store” section.

USEFUL INFORMATION - FORM

STAND REMOVAL

FILL IN THIS FORM ON YOUR COMPUTER

FORM TO BE RETURNED BEFORE NOVEMBER 2ND, 2018

SEMEC – Régie Exposants - Palais des Festivals et des Congrès La Croisette CS 30051 - 06 414 Cannes Cedex – France
 Tel. +33 (0)4 92 99 31 23 – Email: derosso@palaisdesfestivals.com
 Tel. +33 (0)4 92 99 31 44 - Email: devaux@palaisdesfestivals.com
 Tel. +33 (0)4 92 99 31 54 - Email: ldupont@palaisdesfestivals.com

Reserved for the service providers

YOUR COMPANY

Company name:.....EU VAT number (European country only :

Adress:

Zip code: Town: State:

Contact on site:

Tel.: Fax: Email:

Booth number:Stand name:

Pavilion/level: Aisle:Number:

DESCRIPTION	PALLET	PRICE HT	QTY	TOTAL
Removal and destruction of a left behind stand on pallet	1 to 2	322,18 €		
Removal and destruction of a left behind stand on pallet	3 to 5	643,65 €		
Removal and destruction of a left behind stand on pallet	6 to 8	965,13 €		
Removal and destruction of a left behind stand on pallet	9 to 16	1886,72 €		
			TOTAL VAT EXCL.	
			VAT. 20%	
			AMOUNT TO PAY	

Pallet maximum dimension to leave on site 1.60 wide x 2.20 long x 1.00 high

MEANS OF PAYMENT

<input type="checkbox"/> BY CHEQUE	<input type="checkbox"/> BY BANK TRANSFER	<input type="checkbox"/> BY BANK CARD
Order to: SEMEC	Order to SEMEC Bank: Crédit Agricole des Alpes Maritimes Bank code: 19106 – Code counter: 00609 Account number: 00975193012 - Key RIB 93 IBAN : FR76 1910 6006 0900 9751 9301 293 SWIFT : AGRIFRPP891	VISA ou MASTERCARD Name of the Card Holder : Card Number : Expire on :/..... Cryptogram :

ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT

company stamp obligatory

Town.....Date

Name and position

USEFUL INFORMATION - FORM

REFUND OF FRENCH VAT (TVA)

1/2

PLEASE FIND IN THE EXHIBITOR SPACE PLATFORM

- To print the VAT refund form, see next page
- or look in your Exhibitor Area under **“My Forms”**

To receive further information about the refund claim and the refund procedure, exhibitors can contact directly our French Tax Representative:

TEVEA INTERNATIONAL

Claudia PRAMS

129-31, rue Saint Augustin – 75 002 Paris – France

Tel: + 33(0)1 42 24 96 96 - Fax: + 33(0) 1 42 24 89 23

E-mail: mail@tevea.fr - Website: www.tevea-international.com

Siret: 331 270 280 00067

TEVEA International is specialized in handling VAT refund claims and will take care of the entire procedure until payment of your refunded amount. The procedure will be simple and easy for your company.

TEVEA International, in cooperation with TRUSTECH, offers a simplified, secure and fast procedure for your company.

To benefit from this simplification, please fill in, sign and return the form available in your Exhibitor Space to TEVEA International.

IMPORTANT:

- Only original invoices are accepted by tax authorities for VAT refunds, so keep them in a safe place. If you lose them, you will not be able to reclaim the VAT amount in question.
- Copies, duplicates and certified copies will be refused by the French Tax Authorities. It is also prohibited for the Organizer to make a second original of the invoice.

FOREIGN SERVICE PROVIDERS WORKING FOR EXHIBITORS

Stand construction contractors, equipment rental agencies, decorators, etc. cannot take advantage of this procedure. Services undertaken in France are subject to the French VAT.

These foreign service providers must invoice their clients with the French VAT and pay the VAT collected through the French tax representative intermediary to the Tax Authority, deduction made for the VAT on purchases.

USEFUL INFORMATION - FORM

REFUND OF FRENCH VAT (TVA)

2/2

According to European Tax Legislation, organisers of international exhibitions may invoice certain services with VAT.

Foreign companies (EU or non-EU) are, under certain conditions, entitled to a refund of the VAT paid.

IMPORTANT

Please note: Companies not belonging to the European Union must appoint a French tax representative in order to apply for a tax refund.

For more information on the refund claims and procedures, exhibitors can contact our French Tax Representative, TEVEA INTERNATIONAL (see reply coupon below).

TEVEA International specialises in the handling of VAT refund claims, and will take care of the entire procedure on behalf of your company.

FAX REPLY FORM – PLEASE RETURN TO:

TEVEA INTERNATIONAL

29-31, rue Saint Augustin – 75 002 Paris - FRANCE

Tel: +33 (0)1 42 24 96 96 – Fax: +33 (0)1 42 24 89 23

Email: mail@tevea.com - www.tevea-international.com

We are attending the following French trade show:

TRUSTECH November 27th to 29th, 2018 – Palais des Festivals - CANNES

Please send us all information and documents concerning your VAT refund claim in the following languages:

FRENCH ENGLISH GERMAN ITALIAN SPANISH

Company name:

Address:

Postcode: City: Country:

Tel: Fax: Email:

Contact name:

Date and signature:

USEFUL INFORMATION - FORM

STORAGE/HANDLING/DELIVERY

1/2

DELIVERIES

- It is strongly recommended that you work with official carriers ([click here](#)) who fully understand customs formalities and can deliver your goods to your stand when you arrive.
- You can use a carrier of your own choice, but please ensure that they respect customs formalities or you may not receive your goods.
- You can send packages straight to your stand as long as one of your employees is there to receive them,
- You are reminded that no one at the Palais des Festivals or COMEXPOSIUM can accept your packages or goods on your behalf. Please keep your carrier's contact details and give them yours, so that they can contact you in case of any problems.
- All your shipping must be done in your company's name to your officially chosen carrier's address.

All packages and goods must have the following information written on them:

Model shipping label:

Name of Sender

Name of Addressee – Name of the exhibiting company

Stand number

Name of the event:

PALAIS DES FESTIVALS

Delivery access to the Bistingo Gate / Decorator Accreditation

Esplanade Georges Pompidou

F-06 400 CANNES - FRANCE

DELIVERIES DURING THE EVENT

It is not possible to accept deliveries during the event's opening times. Material can be delivered under certain circumstances:

- Before TRUSTECH opens or closes: ask TRUSTECH's Logistics & Security service for access authorisation.

USEFUL INFORMATION - FORM

STORAGE/HANDLING/DELIVERY

2/2

HANDLING

Officially accredited carriers will be on site to provide lifting equipment for fragile equipment and heavy machinery.

Exhibitors must give their chosen carrier all information about their shipments and any work to undertake in good time, so as to avoid any delivery delays.

Handling fees are to be covered by Exhibitors in all circumstances.

STORAGE

For safety reasons, it is not possible to store cardboard packaging on stands or inside stand storage spaces throughout TRUSTECH.

Please take away your packaging before the event opens and store it off site.

Officially accredited carriers will also guarantee storage of empty packaging.

[\(Click here\)](#)

FORKLIFTS

All hired forklifts used on site must be appropriately insured and comply with French legislation in force. Forklifts must be driven by licenced drivers with CACES permits.

Please only use diesel forklifts. Gas forklifts are now prohibited. It is strictly prohibited to use electric pallet trucks underneath structures.

USEFUL INFORMATION - FORM

REGISTRATION OF MACHINES IN OPERATION

1/2

FILL IN THIS FORM USING YOUR COMPUTER

PLEASE RETURN BY EMAIL BEFORE **OCTOBER 26TH, 2018 TO:**

Guy GIRARD: girard@palaisdesfestivals.com

1 – YOUR STAND’S LOCATION

- PALAIS -1
- LERINS level
- RIVIERA level

2 – YOUR COMPANY

Are you an exhibitor? YES NO Are you a provider YES NO

Company: VAT No.:
 Address:
 Postcode: City: Country:
 Person in charge
 Email: Mobile No.:

If you are a provider in charge of several stands, please fill in this table:

STALL NAME	STAND No.	BUILDING/FLOOR	AISLE	NUMBER

3 –MACHINES IN OPERATION

General information

Type of device: Machine height:
 Width: Length: Weight:
 Power output: Compressed air requirement:

Equipment or appliances to be presented in operation:

Potential risk to the public:
 Planned protective measures:

USEFUL INFORMATION - FORM

REGISTRATION OF MACHINES IN OPERATION

2/2

FILL IN THIS FORM USING YOUR COMPUTER

Use of products requiring a special declaration

- INFLAMMABLE LIQUIDS (other than those included within the machines or appliances)

Type: Quantity:

Method of use:

(Quantity on the stall limited to 5L for Category 1 or 10L for Category 2)

- LIQUEFIED GAS (acetylene, oxygen, hydrogen or any gas that presents the same risks)

Type: Quantity:

Use of products requiring a request for authorisation

Special effects: YES NO

If you answered YES, what kind?

.....

Radioactive source: YES NO

ASN (the French Nuclear Safety Authority) Authorisation: YES NO

4 – REGISTRATION OF HEAVY GOODS VEHICLES & DELIVERY VEHICLES

DELIVERY DATE	TIMES	VEHICULE < 3.5T	VEHICULE > 3.5T	NB OF ROTATIONS

Storing empty packaging is not allowed at the Palais des Festivals. An alternative to storage and handling is available in your Exhibitor Area.

Company: Decorator:

Signatory:

Signatory:

Date:

USEFUL INFORMATION

PAVILION MONITORING & STAND SECURITY

> FIND OUT MORE VIA THE EXHIBITOR AREA PLATFORM

To order a security service, check the "**My Store**" section in your Exhibitor Area.

SURVEILLANCE IN HALLS

The Organiser is responsible for ensuring TRUSTECH is generally monitored in the best possible conditions, but this is an obligation of means and not of results.

The exhibition's security teams will be alert to theft and will be particularly watchful in communal areas.

STAND SECURITY

You must ask the Palais des Festivals if you require security for your stand. If you wish to order security services, fill in the Stand Security or Video monitoring form ([Click here](#))

The exhibitor is responsible for such operations on their stand and must make all the necessary measures to protect their equipment and to remove it as of the closing evening if no monitoring is necessary.

Imported goods must be cleared by the Customs Service before being placed on the Exhibitor's stand.

Important: stand storage spaces are not secure.

THEFT PREVENTION

Due to an increase in theft noted during the assembly, opening and dismantling periods, some basic rules must be applied by the exhibitor:

- Avoid leaving invite boxes on exhibition furnishing units, tidy them away in a lockable unit,
- Do not leave your personal belongings out (wallets, handbags, bags, etc.),
- Do not leave mobile phones unattended,
- In the evening, tidy away any valuable items (computers, laptops, tablets) in a lockable unit or take them home with you,
- During the assembly and dismantling periods, one person must continuously be present at the stand.

This person will be your only guarantee against theft.

USEFUL INFORMATION - FORM

VIDEO MONITORING ON STAND

FILL IN THIS FORM ON YOUR COMPUTER

FORM TO BE RETURNED BEFORE NOVEMBER 2ND, 2018

SEMEC – Régie Exposants - Palais des Festivals et des Congrès La Croisette CS 30051- 06 414 Cannes Cedex – France
 Tel. +33 (0)4 92 99 31 23 – Email : derosso@palaisdesfestivals.com
 Tel. +33 (0)4 92 99 31 44 - Email : devaux@palaisdesfestivals.com
 Tel. +33 (0)4 92 99 31 54 - Email: ldupont@palaisdesfestivals.com

Reserved for the service providers

YOUR COMPANY:

Company name:.....EU VAT number (European country only :

Adress:

Zip code: Town: State:

Contact on site:

Tel.: Fax: Email:

Booth number:Stand name:

Pavilion/level: Aisle:Number:

DESCRIPTION	RATE Excl. VAT	QTY	TOTAL
Tarif / 14 hours (Night) / does includes installation cost	306,58 €		
	AMOUNT EXCL.VAT		
	VAT 20%		
	AMOUNT TO PAY		

DATE	START TIME	END TIME

MEANS OF PAYMENT

<input type="checkbox"/> BY CHECK	<input type="checkbox"/> BY BANK TRANSFER	<input type="checkbox"/> BY BANK CARD
Order to: SEMEC	Order to SEMEC Bank: Crédit Agricole des Alpes Maritimes Bank code: 19106 – Code counter: 00609 Account number: 00975193012 - Key RIB 93 IBAN : FR76 1910 6006 0900 9751 9301 293 SWIFT : AGRIFRPP891	VISA ou MASTERCARD Name of the Card Holder : Card Number : Expire on :/..... Cryptogram :

ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT

Stamp company obligatory

Town.....Date

Name and position

USEFUL INFORMATION - FORM

SECURITY FORM

FILL IN THIS FORM ON YOUR COMPUTER

FORM TO BE RETURNED BEFORE NOVEMBER 2ND, 2018

SEMEC – Régie Exposants - Palais des Festivals et des Congrès La Croisette CS 30051- 06414 Cannes Cedex – France
 Tel. +33 (0)4 92 99 31 23 – Email: derosso@palaisdesfestivals.com
 Tel. +33 (0)4 92 99 31 44 - Email: devaux@palaisdesfestivals.com
 Tel. +33 (0)4 92 99 31 54 - Email: ldupont@palaisdesfestivals.com

Reserved for the service providers

YOUR COMPANY

Company name:.....EU VAT number (European country only :

Adress:

Zip code: Town: State:

Contact on site:

Tel.: Fax: Email:

Booth number:Stand name:

Pavilion/level: Aisle:Number:

	RATE	QTY	TOTAL
Day time rate (8 am-8 pm)	30,74 €		
NO SECURITY GUARD DURING THE NIGHT (FROM 8 PM UNTIL 8 AM) ONLY VIDEO SUPERVISION, PLEASE SEE THE CORRESPONDING ORDER FORM.	TOTAL EXCL.VAT		
	VAT. 20%		
	AMOUNT TO PAY		

DATE	START TIME	END TIME

MEANS OF PAYMENT

<input type="checkbox"/> BY CHECK	<input type="checkbox"/> BY BANK TRANSFER	<input type="checkbox"/> BY BANK CARD
Order to: SEMEC	Order to SEMEC Bank: Crédit Agricole des Alpes Maritimes Bank code: 19106 – Code counter: 00609 Account number: 00975193012 - Key RIB 93 IBAN : FR76 1910 6006 0900 9751 9301 293 SWIFT : AGRIFRPP891	VISA or MASTERCARD

ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT

Stamp company obligatory

Town.....Date

Name and position

FITTINGS

- Bare surface
- Fitted stands
- *Form: Fittings for your stand*
- Fitted stand - Premium
- Personalized stand

FITTINGS

BARE SURFACE

YOU HAVE BOOKED A BARE STAND

Services included:

Equipment included when you hire your stand site:

- Floor markings for your stand site, **without partition walls.**

PREPARATORY STEPS FOR FITTING OUT YOUR BARE STAND SITE:

> **1st step: your stand is allocated**

- TRUSTECH sends you a layout plan for your site for you to accept,
- Once you have accepted it, you can use the layout to plan the fittings for your stand with a decorator of your choice.

> **2nd step: your plan is inspected**

The fittings and decoration plan for your stand must be submitted to the exhibition's Architecture & Decoration service for approval **before September, 28th 2018** at the following address:

DECOPLUS

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

Email: w.decoplus@free.fr

NB: if your files' weight exceeds 7Mo, please send them via We transfer.

> **3rd step: you order your technical services (electrical connections, phones, etc.)**

All services can be ordered using "**My Store**" section of your Exhibitor Area.

NB: Electricity and water are supplied via the ceiling, not the floor, in the Palais des Festivals. Therefore you can place your electrical and water outlets where you wish. Once you have planned where to put your outlets, the Palais des Festivals will check that the water outlets will be technically possible.

> **4th step: your stand is installed for the event**

Please see the assembly timetable in your Exhibitors' Area – go to the Horaires / Timetable document ([Click here](#)). During assembly, suppliers will be at the Exhibitors welcome desk on the Palais -1 level.

FITTINGS

FITTED STANDS

YOU HAVE BOOKED A FITTED STAND

PREPARATORY STEPS FOR FITTING OUT YOUR FITTED STAND

> 1st step: the equipment included in your stand is approved

You will be contacted by a TRUSTECH exhibitor adviser to discuss the position of your spotlights and extra orders.

> 2nd step: you order your extra fittings and technical services

SERVICES TO ORDER BEFORE ASSEMBLY USING YOUR EXHIBITORS' AREA

A – Extra fittings and services

Lighting (spotlights), storage, furnishings, coffee machines, flowers.

B – Technical services

Extra electrical connections, internet connections, phones, etc.

C – Other extra services: Security, hostesses, caterers, goods handlers, etc.

See the list of suppliers in your Exhibitors' Area. ([Click here](#))

Tips

- *There are limited stocks of material during the assembly period, so place your orders in advance,*
- *You must book any extra services as soon as possible before the event so that we can guarantee you the range, colour, amount and delivery timeframes you want,*
- *During the event's assembly period, services ordered on site will be provided while stocks last.*

> 3rd step: your stand is approved

If you add extra decorations to your fitted stand, you must ask TRUSTECH to approve your plans.

DECOPLUS

13, rue de Fourqueux – 78100 SAINT-GERMAIN-EN-LAYE - Tél. : +33(0)9 67 78 93 85

E-mail : w.decoplus@free.fr

STAND FITTINGS – FORM

FORM: FITTINGS FOR YOUR BARE or FITTED

1/6

FILL IN THIS FORM USING YOUR COMPUTER

TO BE SENT BY EMAIL **BEFORE SEPTEMBER 28TH, 2018** AT:

DECOPLUS

TRUSTECH architecture department – Elisabeth Tougard
 13, rue de Fourqueux – 78 100 Saint Germain en Laye - France
 Tel +33(0)9 67 78 93 85
 Email: w.decoplus@free.fr

Important! All the plans must include the following elements:

1. A completed and signed fittings application form for your stand,
2. Your stand plan: floorplans which include scale, dimensions and positioning of clearances (shared partitions + aisles) (*),
3. Cross-section with scale, dimensions and heights of the planned spaces,
4. Reports about fittings’ material and equipment, and reports as to electrical installations’ compliance,
5. Orders for skips for the assembly / dismantling periods.

(Do not fill in if you are getting a fitted stand provided by TRUSTECH, unless you are also getting extra fittings. The layout plan will be studied by the fair’s architecture and decoration department.*

Important: a few essential regulations to read in the Safety & Fire specifications:

- The floor-to-ceiling height can vary according to your location and level – make sure you check this height before your stand is constructed,
- The regulations about closure state that each side of your stand which faces another stand or aisle must be open along 50% of its total length, except for TRUSTECH Hospitality suites,
- You must not create upper levels or ceiling hangings,
- To lay carpet on the floor, you must use a specific adhesive,
- Flooring with heights of more than 20mm: must have an incline of a maximum of 10% around the stand.
- Flooring of less than 20mm in height must have angular edges which are fitted with chamfers or rounded borders.

YOUR DECORATOR’S DETAILS

Fill in only if you have a bare stand:

Decorator’s company name:

Address:

Postcode:Town/City:Country:

Named responsible person:

Email:Tel.:

Mobile number (mandatory):.....Fax:.....

STAND FITTINGS - FORM

FORM: FITTINGS

FOR YOUR BARE or FITTED STAND

2/6

FILL IN THIS FORM USING YOUR COMPUTER

DECLARATION OF MATERIALS USED FOR BARE STANDS

Construction height of your stand from the floor of the hallm ^(*)
Is your stand fitted with a banner, canopy or false ceiling in the upper section (M1 classification mandatory)?	<input type="checkbox"/> yes <input type="checkbox"/> no, if yes indicate the total surface areasqm
Is your stand fitted with raised flooring?	<input type="checkbox"/> yes <input type="checkbox"/> no, if yes specify in mm
Is your stand fitted with terrace?	<input type="checkbox"/> yes <input type="checkbox"/> no

Materials	Description	Specify the corresponding location in your layout plan	Indicate the report number
Wood > 18 mm			No documents needed
Wood, plywood, pressed wood < 18 mm			
Wood < 6mm			
Carpet			
Wall fabrics and textile coverings			
Plastics			
Suspended decoration			
Pop up			
Windows and glass partitions Glass partition walls must be stable if pressure applied by members of the public			
No documents needed			

Provide test reports from accredited laboratories or established fireproofing certificates from appropriate companies.

PLEASE NOTE: If you choose a basic stand and do not use any decoration except a few poster presentations, please state this below. In this case, you do not need to provide any documentation.

[Click on this link to see a list of accredited laboratories.](#)

STAND FITTINGS - FORM

FORM: FITTINGS

FOR YOUR BARE or FITTED STAND

3/6

CLASSIFICATION TABLE FOR AUTHORISED MATERIALS

FRENCH CLASSIFICATION OR EQUIVALENT STANDARD EN 13 501-1:	
M0 = A1, A2 s1 d0 Euroclass: incombustible	M3 = Ds1 d0 Euroclass*: flammable
M1 = Bs3 d1 Euroclass: non-flammable	M4 = Ds3 (D1) Euroclass*: highly flammable
M2 = Cs3 d1 Euroclass: not highly flammable	
Not including floor coverings	

MATERIALS	AUTHORISED	DOCUMENT TO HAND IN
Wood (or wood composite) > 18 mm unstratified	Unstratified pressed wood slats, plywood	None (M3 or ds1 d0 Euroclass assimilated material)
Wood < 18 mm and > 5 mm Wood > 18 mm stratified	M3 or ds1 d0 Euroclass	Report (or labels on materials, see note at bottom of page)
Plywood – pressed wood < 5 mm Or wood-based composite	M1 or fireproofed on both sides using paint, varnish or salt treatment by an accredited operator or Euroclass B s3 d1	Report or fireproofing certificate with product name, descriptive notice, dates of validity
Carpet	Natural: M4 or Euroclass dfl s2 Synthetic: M3 or Euroclass cfl s2	Report
Wall fabrics and textile coverings	M1 or fireproofed or Euroclass B s3 d1	Report or fireproofing certificate with product name, descriptive notice, dates of validity
Plastics	M1 or Euroclass B s3 d1 < 2 mm M2 or Euroclass C s3 d1 from 2 to 12 mm M4 or Euroclass d s3(d1) beyond 12 mm)	Report in accordance with paragraph 4.4.1 of the specifications
Paints	On an M0, M1 or authorised wood base	Support report
Suspended decoration (paper, cardboard)	M1 or fireproofed or Euroclass Bs 1d1	Report or fireproofing certificate with product name, descriptive notice, dates of validity
Synthetic flower decorations	M1 in origin (fireproofing prohibited) (1) or Euroclass B s3 d1	Report
Stuck-on decorations (paper only)	No documentation needed if stuck on entire surface or if partially stuck on over a surface measuring no more than 0.50 x 0.50 m and < 20% of the stand's surface	None – must be stuck on a base categorised as M0, M1, M3 or Euroclass equivalent
Furniture	Large display units: 33 or Euroclass ds1 d0 Lightweight structure: M3 or Euroclass D s1 d0 Stuffing: M4 or Euroclass Ds3 (d1) Outer: M1 or Euroclass B s3 d1 Small, mobile, plastic units without lighting on level – 1: M2 classification (Cs3 d1) is required.	Report or fireproofing certificate (no documentation required if units hired from the Palais)
Windows	Reinforced, toughened, laminated	Certificates or supporting documents such as invoices, sworn declarations.
Other materials	Ask for agreement	Written response from safety officer

Report from an accredited French laboratory or an officially recognised equivalent for all reports corresponding to Euroclass NF EN 13 501-1 European standards applicable in European Union member states. Self-certification by wood manufacturers can be used by the security officer for information purposes only. Approval or refusal is given by the competent administrative authority.

STAND FITTINGS - FORM

ELECTRICITY FORM

4/6

FILL IN THIS FORM USING YOUR COMPUTER

In order to benefit from an electrical supply box on the stand, please complete the Certificate of electrical conformity below:

CERTIFICATE

I, the undersigned from the Company:

attests that the temporary electrical installations on Stand N°:.....

of exhibiting Company will be created within the good practices and standards defined in these specifications, and I shall bear responsibility for this.

I hold the following professional qualification (append documentary proof):
.....

Date: Signature

Within the framework of a packaged stand provided by the organiser and only including the multimedia or electrical appliance connections to the stand’s power supply box, only complete this part:

Exhibiting Company or Company Name:

Stand No. :.....

Surname/First name:

Telephone: E.mail.....

Attests that the electrical equipment used on the said stand is certified under current standards and comply in all points with the manufacturer’s specifics, and have not undergone any transformation on my part.

Date : Signature

STAND FITTINGS - FORM

FORM: FITTINGS

FOR YOUR BARE or FITTED STAND

5/6

FILL IN THIS FORM USING YOUR COMPUTER

8.1 – WASTE REMOVAL

WASTE REMOVAL

The removal of waste from stands during the assembly or dismantling period are the exhibitor and/or decorator's own responsibility. A skip service is available from TRUSTECH, go to <https://www.trustech-event.fr/>

Once the stand location is free of all constituent elements (waste, debris) during the dismantling phase, the exhibitor and/or decorator must seek a declaration that the space has been freed from the Exhibitors reception.

Should an exhibitor and/or decorator who is judged to have infringed the obligations set out in the following conditions not be on site, an email will be sent to the exhibitor and/or decorator. If a satisfactory resolution is not reached, a fine will be imposed.

- Surface < 20 m² €1,500 fine (not incl. tax)
- Surface < 20 to 50 m² > €3,500 fine (not incl. tax)
- Surface < 50 to 100 m² €5,000 fine (not incl. tax)
- Surface > 100 m² €7,000 fine (not incl. tax)

If the amount is more than the fine, the fine will be increased accordingly.

Waste removal during assembly and dismantling periods

- | | | |
|--|------------------------------|-----------------------------|
| Stand waste will be collected by the exhibitor | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| Stand waste will be collected by the decorator | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| I would like to order skip services for the assembly period | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| I would like to order skip services for the dismantling period | <input type="checkbox"/> yes | <input type="checkbox"/> no |

8.2 - CLEANING

TRUSTECH registrations for fitted stands include daily cleaning and vacuuming. See your Exhibitor Area to order extra cleaning services for your stand. Go to <https://www.trustech-event.fr/>

STAND FITTINGS - FORM

FORM: FITTINGS

FOR YOUR BARE or FITTED STAND

6/6

FILL IN THIS FORM USING YOUR COMPUTER

9 – THE EXHIBITOR AND/OR DECORATOR'S COMMITMENTS

Our company:Exhibitor at TRUSTECH 2018

Declares:

- That we have read the Exhibitor’s Guide which includes: conditions for access, architecture and decoration regulations, the Palais des Festivals’ safety and fire specifications, and the means to remove waste from our stand during the assembly and dismantling periods,
- That we have read the penalty charge conditions relating to waste removal from our stand during assembly and dismantling periods,
- That we have read the health & safety notice in the Exhibitor’s Guide ([click here to read](#)) and have completed the health & safety declaration in our Exhibitor Area,
- That our stand’s electrical installations are compliant, and that we have provided the organiser with the required reports in our stand fitting application,
- That we have filled in and completed this document, the stand fitting application, for approval.

Signatory’s name:

Date:

Signature and compulsory stamp

IMPORTANT

No badges will be provided until your stand fitting application has been agreed upon and your stand has been paid for in full.

FITTINGS

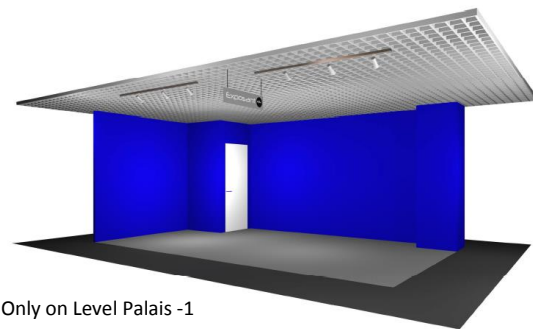
FITTED STAND PREMIUM

IF YOU HAVE BOOKED A FITTED STAND PREMIUM – YOUR STAND INCLUDES:

- *Minimum surface area: 9 sqm*
- You may take possession of your stand from Monday 26, November 2018 at 8am



Non binding pictures



Only on Level Palais -1

Partitions and storage room

- Floor surface and floor markings
- Wooden partitions (height depends on location) covered with brushed cotton.
5 optional colors: blue, grey, red, beige or black (black, color chosen by Organiser by default).
- Lockable storage room, white door:
9 to 24sqm: 1sqm storage
> 24sqm: 2sqm storage

Floor covering

- Carpet, covered with protective plastic film. 5 optional colors: blue, grey, black, red or beige

Lighting and power

- One permanent 7 kW electrical box on Palais -1 level and 3,5 kW on other levels, usage included, power depends on the Palais des Festivals' specifications.
- One 100 Watt spotlight / 3 sqm.

Signage

- One banner sign in your company's name with stand number

Services

- Stand cleaning before the exhibition opens + Daily cleaning
- Decoration package to be ordered on **"My Store"**:
9 to 24sqm: €550 not incl. tax // **> 24sqm** €750 not incl. tax

Signagne option:

It is possible to have a **full covering** of the partition walls by ordering the "Partition covering" service on your Exhibitor Area, "My store" section.

You can also cover your stand's pillars by ordering the **"Pillar covering service"**.

FITTINGS

PERSONALIZED STAND

IF YOU HAVE RESERVED A PERSONALIZED STAND

Choose a stand that suits your image and budget: get advice from a decorator to make a personalized stand.

Your contacts:

CRÉATIFS – PROREP:

Contact : Jean-François PROVOST

Tel. : 01 45 91 40 50

Email: jfprovost@creatifs.fr

Internet website: www.proper-studio.fr

STAND SERVICE:

Contact : Irma BONAVITA

Tel: 04 94 08 78 80

Email: i.bonavita@stand-service.com

Internet website: www.stand-service.com

FORMALITIES & REGULATIONS

FORMALITIES

- Customs
- Using foreign service providers
- *Form: Mandatory affidavit when using a service provider in France residing or established abroad*
- *Form: Work permit*
- *Form: Second statement when using foreign labour by a service provider*

REGULATIONS

- Safety specifications relative to exhibition held in the Palais des Festivals - Cannes
- *Form: Fire safety / Catering*

READ OTHER REGULATIONS IN YOUR EXHIBITOR AREA

- General terms and conditions of surface space hire and stand layout
- General Terms and Conditions for the Sale of Communication Tools
- General regulations of sales events
- Regulations for Rental Risk Insurance, Damages to property
- Special Regulations

FORMALITIES

CUSTOMS

1/3

IMPORTANT : CUSTOMS INFOS SERVICES

+33 (0)8 11 20 44 44* (0,06€mn)

www.douane.gouv.fr/

Economic regimes service

Indirect taxations service

Opening: everyday except Saturday & Sunday

Schedule: 9am – 5pm

CUSTOMS FORMALITIES – ONLY APPLIES TO EXHIBITORS AND EQUIPMENT COMING FROM OUTSIDE THE EUROPEAN UNION

Imported goods coming from countries outside the European Union are subject to customs formalities, whether they are being imported temporarily or permanently. Ask your carriers for more information about this (see 1.2 Recommended suppliers).

French customers will check that imported toys and soft toys all include the CE label which guarantees that they are safe for children. French customs will refuse the importation of any non-compliant articles.

If you are bringing any kind of goods in your own luggage (e.g.: office equipment, audio / visual equipment, TVs, publicity material, printouts, etc.) you must declare them to customs when you first arrive in France, unless they are for purely personal use.

If it is not possible to get immediate customs clearance:

- Leave the goods at customs
- Ask for a receipt
- Contact a carrier (see 1.2 Recommended suppliers)
- Give your carrier a list of non-cleared deposited items, including their value
- Give your carrier instructions for customs clearance and delivery to Cannes.

In order to speed up the customs clearance process when you arrive, please send your carrier all information about the shipment

- AWB number
- Flight number
- Departure date
- Contents, etc.

You must attach to the AWB a full list of goods shipped in each package and their value, otherwise they will not be allowed through customs. Charges levied between customs and the Palais des Festivals are at the exhibitor's expense.

The exhibition has been granted temporary admission, therefore any material coming from non-EU countries is automatically granted temporary admission once your carrier has declared them. However, if a temporary importation operation has been arranged at a customs office other than the one in Cannes, this operation must have written authorisation from customs officials and an INF information bulletin which allows the goods to be inspected during the exhibition.

Temporary admission begins on the day the material arrives in the exhibition grounds and ends 30 days after the exhibition closes. The goods must be immediately declared when they arrive at the exhibition's customs office.

Once they have been declared, they are checked by the customs department.

Goods can only be sent on to exhibitors' stands once these formalities have been completed.

During the event, goods must be presented on stands whenever requested by the customs department.

Foreign goods imported with temporary admission must not be sold during the exhibition.

Direct sales by foreign exhibitors of any goods subject to customs to visitors who wish to immediately take the goods off site are prohibited.

FORMALITIES

CUSTOMS

3/3

Goods can only be sold and taken away from the exhibition after they have been declared for consumption in the name of or on behalf of the real recipient, who must be domiciled on French customs' territory.

In practice, goods to be sold to the public during the exhibition must be cleared by customs for consumption before they are sold by a resident importer designated by the foreign exhibitor as the real recipient of the goods.

In keeping with the Special Regulations relative to customs for trade fairs and exhibitions (Edition dated 1st December 1976, page 54, n° D7, footnote 3), temporary admission may be refused in all circumstances when such a large quantity of the same type of goods is presented that they appear to have been imported for sale.

Should exhibitors not respect these prohibitions, they risk infringing customs regulations (and seeing goods confiscated by customs).

At the end of the event, no foreign goods can leave the exhibition grounds until the carrier has made one of the various transport declarations to the exhibition customs department after the goods have been recorded, checked and sealed.

Any exhibitors and carriers who remove goods without going through customs will be prosecuted.

USING FOREIGN SERVICE PROVIDERS

1/2

MANDATORY

Exhibitors and stand installers may use non-French service providers. They will be informed by the organiser of French regulations regarding the use of a foreign workforce on French territory during the show's assembly and dismantling periods, and reminds them that it is very important to make the necessary declarations.

1 - PRELIMINARY DECLARATION OF SECONDMENT

Whatever their nationality, non-French service providers must complete a preliminary declaration of secondment (*déclaration préalable de détachement*) through the website [Téléservice SIPSI](#) (Labour Department).

It is important to underline that French law, and in particular provisions regarding working hours and the minimum wage, applies to foreign workers as of the first day of their employment on French territory, however long they are working in France for.

According to law, no employee can therefore work in France:

- For more than 48 hours a week: please note that a week starts at midnight (00.00am) on Monday and ends at midnight on Sunday (24.00pm)
- For more than 10 hours a day
- For more than 6 hours without a break (of at least 20 minutes)
- For more than 6 days in a single week.

All employees working on French territory must receive a monthly gross salary follow the law. This monthly gross salary is available on the Labour Department website

FORMALITIES

USING FOREIGN SERVICE PROVIDERS

2/2

2- PROVISIONAL WORK PERMIT

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

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

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

These requests for temporary work permits are to be declared on the "SIPSI" Teleservice website of the Ministry of Labor

3- MANDATORY CERTIFICATION IN THE HYPOTHESIS OF A RECOURSE TO THE SERVICE PROVIDER IN FRANCE DOMICILED ABROAD

This form has to be completed directly from your computer and returned to
COMEXPOSIUM - Logistics & Safety Department
Zeyna Halim: zeyna.halim@comexposium.com

4- SOCIAL SECURITY

Foreign service providers must also be able to prove that they have up-to-date social security protection for each of their employees on secondment in France:

If service providers from the European Union are not staying in France for more than two months, seconded workers will continue to contribute to and be protected by social security in their home country.

Service providers from outside the European Union must provide evidence that they have organised social security protection:

- In their country of origin, if it has signed a bilateral social security agreement with France; these countries are listed on the website www.cleiss.fr.
- If their country of origin does not have such an agreement with France, they must ask for a social security guarantee from a French organisation; all contributions are paid to this organisation: to do so contact URSSAF in Bas-Rhin:

URSAFF – 16, rue Contades – 67 307 Schiltigheim – France

Tel: + 33(0)8 20 39 56 70

Email: cnfe.strasbourg@urssaf

FORMALITIES

FORM MANDATORY AFFIDAVIT when using a service provider in France residing or established abroad

FILL IN THIS FORM ON YOUR COMPUTER AND PRINT IT

FORM TO BE RETURNED BEFORE OCTOBER 13TH, 2018 TO:

COMEXPOSIUM – Logistics & Safety Manager

Zeyna Halim: zeyna.halim@comexposium.com

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

EXHIBITOR

Company name:

Pavilion: Aisle: Stand No:

Stand name:

Address:

Postcode: Town/City:

Country:

Tel: Fax: E-mail:

Cellphone:

IMPORTANT: SWORN AFFIDAVIT

I the undersigned:

Acting as:

For the company:

Located:

Solemnly declare that I:

- understand the mandatory formalities required for a service performed in France by a company established or domiciled abroad,
- shall comply and ensure compliance by my service provider with all the aforementioned formalities.

Mandatory Corporate Seal

Drawn up and signed in: on:

Authorized person's last name, first name, and signature, preceded by the wording "Lu et approuvé" [read and approved]

REGULATIONS – UPDATE N°8 27 FEBRUARY 2015

FIRE SAFETY - CANNES CATERING FORM

FILL IN THIS FORM ON YOUR COMPUTER

SEND BY EMAIL. DEADLINE FOR SUBMISSION NOVEMBER 2ND, 2018 :

Zeyna Halim

Email: zeyna.halim@comexposium.com

Event:

Company name:.....Stand number:

Contact:

Address:

Postcode:Town/City:

Telephone:Email:

Nature of the operation:

Locations:Level:

Date(s) of the operation(s):

Number of participants:

Caterer's name:Accredited yes no

Stand surface area:

Stand surface area used for the operation:

Office: yes Planned surface area: no

Type of equipment:

Electrical power:

I the undersigned: **From the company:**

Confirm that I have read the regulatory provisions set out in the specifications and I will undertake to apply them.

Surname/First name:.....

Role:

Date:Signature:

REGULATIONS – UPDATE N°8 – FEBRUARY 27th, 2015

SAFETY SPECIFICATIONS RELATIVE TO EXHIBITION HELD IN THE PALAIS DES FESTIVALS 1/10

SOMMAIRE

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REGULATIONS – UPDATE N°8 – FEBRUARY 27, 2015

SAFETY SPECIFICATIONS RELATIVE TO EXHIBITION HELD IN THE PALAIS DES FESTIVALS 2/10

1 - OBLIGATIONS OF PARTICIPANTS AND EXHIBITORS

Exhibitors, stand lessees and, in general, all participants are required to comply with Section T8 of the safety regulations mentioned above as well as the provisions of the present Specifications.

They must send the technical safety questionnaire (§ iv) concerning their facilities to the organizers, at least one month before the start of the event.

Layouts of stands and other facilities must be completed at the time of the Safety Commission's acceptance inspection. In case of any non-compliance found by the safety commission, their use shall be prohibited as long as said latter is not made compliant.

Participants, exhibitors or their representatives shall be present during the inspection.

All measures must be taken to permit a detailed inspection and provide information on the facilities, particularly regarding the materials used for the interior and decoration.

When difficulties are encountered in implementing the regulatory provisions herein, it is the exhibitor's responsibility or that of its representative to report it on the safety file and to the organizer.

2 - GENERAL INSTALLATIONS

Unless the Safety Manager and the competent Safety Committee have validated special provisions in the installation file, installations must comply with the provisions of the above-mentioned specifications.

2.1 - SPECIFIC OBSERVATIONS REGARDING INSTALLATIONS

Commercialized stands or areas may only be installed at the locations defined in the floor plans annexed to the safety log (see § 1.1 and 2.1.3) and transmitted to the relevant administrative authority (§ 2.1.1).

Strict compliance with these plans is required. Therefore, the file submitted by the organizers (see § above) must contain all of the information required.

If the event floor plans do not comply with the standard plans, the organizer will be required to complete the file with an application for a detailed opinion to be submitted the competent authority through the Palais management as provided in § 2.2 above.

Upon receipt thereof, the organizer shall be required to provide as-built drawings of the event facilities incorporating the observations of the competent authority with regard to said request for a detailed opinion.

Failure to carry out this procedure may lead to partial dismantling of the facilities and stands concerned at the time of acceptance.

The entire width, length, and height of clearances and aisles defined on the plans must be kept clear at all times and in all areas open to the public, as well as those that are not.

If the entire volume of the hall is not used, then partitioning elements shall delimit the area actually used. If exits are unusable as a result of such delimitation, then they should

not be visible to the public. Said provision should not have the effect of reducing the number and width of the clearances corresponding to the size of the public admitted.

Pursuant to the regulations, the areas of the hall not being used must be free of any stocking or storage for the duration of the event.

Exceptionally, adjacent storage areas shall be authorized after consultation with the Safety Commission.

These adjacent storage areas shall be limited to a maximum volume of 500 m³ and a distance of 8.00 meters must separate the areas accessible to the public and be free of any calorific potential.

These storage areas shall be subject to the provisions foreseen for volumes enclosed by Palais partitions that are 1/2 hour firebreak (3/4 hours in testing) , and must be marked by a «unique access» sign on the exterior.

No smoking signs must be prominently displayed in particularly hazardous areas, (reminder: The entire building is non-smoking see Art. 7.8).

Areas that are not used must be marked and have exits that allow for compliance with the provisions of the Labour Code.

2.2 - STAND PARTITIONING / GLASS ELEMENTS

Partitioning within the stands must be carried out either using elements provided by the Palais services, or using elements installed by the organiser or exhibitor, with the same fire reaction and mechanical stability characteristics.

In the latter case, the request must be made within the framework of the file provided for by Clause 2.2 hereabove, accompanied by safety instructions and the corresponding reports.

This partition may include glass elements, subject to their compliance with French standards (NF 32.500 or equivalent CE standards); these must be either reinforced, tempered or laminated, confirmation of which is to be by way of a certificate of conformity or any other means of proof.

Their mechanical stability must allow them to resist pressure from the public.

This provision is applicable to glazed furnishings, the glass of which must have the same characteristics as the glass elements for partitions.

NB: the glazing placed in partitions must bear a sign allowing them to be seen.

REGULATIONS – UPDATE N°8 – FEBRUARY 27, 2015

SAFETY SPECIFICATIONS RELATIVE TO EXHIBITION HELD IN THE PALAIS DES FESTIVALS 3/10

2.3 - CLOSED VOLUMES - CLOSED STANDS - ROOMS BUILT SET UP IN THE HALLS

Exhibitors might sometimes prefer to isolate themselves in closed stands. In that case, the stands must have direct exits onto the aisles. The number and size of these exits depend on the size of the stand.

- Less than 20 m²: 1 x 0.90m wide exit
- From 20 to 50 m²: 2 exits, 1 x 0.90m wide, plus 1 x 0.60m wide
- 50 to 100 m²: either 2 x 0.90m wide exits, or 2 exits, 1 x 1.40m wide, plus 1 x 0.60m wide
- 100 to 200 m²: either 2 exits, 1 x 1.40m wide, plus 1 x 0.90m wide, or 3 x 0.90m wide exits
- From 200 to 300 m²: 2 x 1.40m wide exit
- From 300 to 400 m²: Two exits, 1 x 0.90m wide, plus 1 x 1.40m wide

The exits must be properly distributed and on opposite sides of the space. If this is not possible because of the enclosed situation of the stand, then a distance of at least 5.00 meters from edge to edge, must be established between each exit.

If the stand(s) have doors, they should open onto the aisles without swinging. They may be authorised to swing toward the inside of the stand.

Each door must be identified by an «EXIT» sign in white letters on a green background.

Insofar as the above requirements for the exits cannot be met, then the stand or space concerned shall include a main façade (the largest in size) that is fully open onto a main aisle. Access to exits must never pass through a changing room, storeroom, closet, office, or other.

Meeting rooms, restaurants, cinemas, and presentation rooms with podium may be installed regardless of the areas reserved for the exhibition. Bleachers and grandstands with standing room must have a floor resistance of 500kgs/m².

Stands and bleachers with seats must be able to support 500kgs/m². Step leading to bleacher seats may have a minimum height of 0.10m and 0.20m maximum and a minimum thread of 0.20m. In this case, the flight of stairs is limited to 10 and the alignment of the edge of the steps shall not exceed 45°.

Each case is specific; therefore, a detailed plan that outlines measurements to be used must be submitted to the Safety manager.

In each exhibition area, the total area of closed volumes cannot exceed 50% of the total area of the stands.

In application section T23, each closed volume of the stands or other premises located in the Exhibit Hall level 01 must include at least one fire detector head or sprinkler head and must not have any independent suspended ceiling (see article 4.3 below).

ATTENTION: In the Rotonde Riviera level 0, the stands must be at least one meter away from the plaster ceiling in order to preserve the effectiveness of sprinkler and ventilation systems.

2.4 - RAISED LEVEL / PODIUM / STAGE / STEPS

Mezzanine are strictly forbidden everywhere in the Exhibition area.

2.5 - SIGNS

Signs located within the walkways must meet the following requirements:

- Include M0 or A and M1 or B materials, including for the suspension lines as well,
- They must not block the view of the emergency lighting blocks and security signs. They can only lie in a horizontal plane, 2.04 m above ground and must not extend into the upper safety volume.
- The dimensions are 0.60 m long and 0.25 m high. If other sizes are desired a detailed opinion should be sought from the relevant committee when the installation file is being considered.

3 SPECIAL STAND INSTALLATIONS

3.1 - SAFETY FILE

Exhibitors shall submit the safety files of their stand(s) to the Organizers before September, 28th, 2018 to:

DECOPLUS

E-mail: w.decoplus@free.fr

This safety files includes:

- 1- The declaration of materials used on stand.
- 2- The Attestation of conformity for electrical installation on stand.
- 3 - All official test reports for the materials issued by approved French laboratories or their European equivalent and (or) the fireproofing certificates drawn up by duly approved companies.
- 4 - a plan or drawing of the stand showing the metric dimensions (length, width, height) and on which all the materials to be used are identified. This identification shall be repeated in column B of the questionnaire. This plan shall include front, side, bird's eye, and cross section views that are duly indicated. A legend must specify the planned installations. The language used must be either French or English. The scale must be at least 1:20.

All of these documents shall be identified from A to Z and repeated in column C of the questionnaire. Exhibitors who do not submit said safety file, can be denied access to the exhibition halls.

REGULATIONS – UPDATE N°8 – FEBRUARY 27, 2015

SAFETY SPECIFICATIONS RELATIVE TO EXHIBITION HELD IN THE PALAIS DES FESTIVALS 4/10

3.2 - CONSTRUCTION AND INSTALLATION OF STANDS

Except for specific partitions called «Palais», all ornamental installations will be located exclusively inside of the volume of the stands.

In order to guarantee the maximum efficiency of the fire safety devices (sensing heads, smoke extractors and sprinklers) fixed onto the suspended ceiling, **when the ceiling height is over or equal to 2.75m** no structure shall be located in the upper area of each stand defined by a horizontal plane located 0.25m below the suspended ceiling, except for the covering of the main building's structural supports. This can extend to the underside of the fixed suspended ceiling or the ceiling of the rooms in question as long as no particular hazard (installation of electrical or other box) is located near the aforementioned structural supports.

Banners that are located on the edge of the aisles of open stands shall also be fixed at 0.25 m from the suspended ceiling

When the suspended ceiling is under 2.75m, the construction height specific to each stand location will be specified on the layout plans provided by the organizer.

Stands that are higher than 4.50m will be subject to an official solidity/stability inspection by a certified organization when first installed.

In the event where reassembly would be necessary, then a certificate certifying the stability of the stand shall be delivered by the exhibitor along with the initial report of the certified organization.

The solidity/stability of stands less than 4.50m high shall be guaranteed in accordance with the French standard NFP 06.001 and shall remain under the exhibitor's liability. Said latter must be able to provide proof thereof, in particular, to the administration, and at any time that it might request it.

3.3 - SUSPENDED CEILINGS OF THE STANDS

3.3.1 Open stands

a) In the basement:

Stands are prohibited from having false ceilings. Only a banner or other arrangement in the upper part (above 1.80 m) of a maximum width of 0.5 m (or several smaller ones within the overall authorised width of 0.5 m) may be tolerated, after consideration by the safety manager and subject to:

- M0 or M1 fire classification
- A minimum clearance of 1 m above the banner(s)
- The total solid area representing a maximum of 20% of the total area of the stand.

Only approved openwork (net) M1 textile type canopies, for which the mesh comprises a minimum of 4 to 5 mm, are authorised for the stand as a whole. In the case of total cover, no solid part or banner may be created.

- The authorised construction heights not being exceeded.
- Being securely fixed by M0 suspensions.

b) On the Ground and upper floors:

Stands are prohibited from having false ceilings. However, where the height under the hall ceiling is greater than 2.75 m, solid partitions or other arrangements of a maximum width of 2.00 m are acceptable in the upper part (above 1.8 m), after consideration by the safety manager and subject to:

- M0 or M1 fire classification
- A minimum clearance of 1 m between the horizontal panels.
- The authorised construction heights not being exceeded.
- The perpendicular ends of the horizontal panels must remain open. A maximum drop of 0.1 m is authorised.
- The total enclosed area representing a maximum of 1/3 of the total area of the stand. Only approved mesh (net) M1 textile type canopies, for which the mesh comprises a minimum of 4 to 5 mm, are authorised for the stand as a whole. In this case, the solid parts may not exceed 13% of the area of the stand.
- Being securely fixed by M0 suspensions.

When the height under the hall ceiling is less than 2.75 m, the provisions provided for the basement shall be applied (ref. para. a).

3.3.2 Case for fully enclosed stands or units

Only in exceptional circumstances can the installation of an enclosed stand be authorised. This installation must be the subject of a specific request.

They must have an area less than 300 m², and be spaced at least 4 metres apart. The solid ceiling and false ceiling areas (including those on above-ground levels) must total a maximum of 10% of the area of the level concerned. To be securely fixed by M0 suspensions.

In compliance with clause AM 10, false ceilings or canopies must not hamper the efficiency of the establishment's safety equipment.

Furthermore, the following specific provisions are to be taken into consideration:

a) In the basement

They can only be created in place of those of the Palais. All the establishment's safety devices must be retained, including smoke extraction.

The general alarm must remain audible. In the event this is triggered, activity must automatically stop within the said unit. This installation must comply in all points with the requirements of the fire safety system standards.

b) on the Ground and upper floors

An extension must be made to the Palais' fire safety systems (SSI), including fire detection and the general alarm. In the event this is triggered, activity must automatically stop within the said unit. This installation must comply in all points with the requirements of the fire safety system standards.

REGULATIONS – UPDATE N°8 – FEBRUARY 27, 2015

SAFETY SPECIFICATIONS RELATIVE TO EXHIBITION HELD IN THE PALAIS DES FESTIVALS 5/10

For units with an area greater than 20 m², a smoke evacuation system must be installed. To this end, a hatch of a size 1/100th of the unit's area and with a minimum area of 1 m², and which can be opened from the outside, must be installed in the upper part of the said unit.

NB: The total of the enclosed volumes must not exceed 10% of the halls' area and the cumulated total of adjoining units of under 20 m² shall be considered as being a unit of over 20 m². Depending on the activity therein, it may be requested that the hall's automatic sprinkler system be maintained if the hall is so equipped.

3.3.3 - Proof

The exhibitor must provide all supporting documents, including calculations related to the provisions of the present paragraph.

3.4 - MATERIALS USED FOR DECORATING THE STANDS

[\(Click here to find out the list of approved laboratories\)](#)

The materials used must be consistent with the authorized materials (see attached security questionnaire).

Official fire-rating test reports and certificates issued by approved registered laboratories for all materials used in the exhibition halls shall be submitted to the Safety Manager. Tests must be established with regard to French standards NF P 92 501-507 and NF EN - 13.501.1

As such, a list of approved laboratories with accredited certification recognized by the French State is attached to this specification. Only materials with a report of reaction to fire issued from these laboratories shall be accepted.

In the event that the reports from other countries are provided, a certified translation into French may be requested in order to have a detailed understanding of said reports.

Coverings and materials that comply with safety requirements are sold by specialized retailers that provide certificates corresponding to the materials' classification. For a list of suppliers, please contact:

GROUPEMENT NON FEU, 37/39 rue de Neuilly, BP 249, 92113 Clichy, France (Tel: 01 47 56 30 81).

Fireproofing may give M1 quality to materials, which would normally be fairly or easily inflammable. Such fireproofing may be obtained by spraying a special liquid, by applying a special paint or varnish with a brush or by immersion in a special bath. The fireproofing procedure shall be carried out by an approved contractor who shall give the exhibitor a certificate in an approved form that shall mention:

- The nature, size and colour of the treated covering, the name of the product used, the date of the fireproofing along with the stamp and signature of the contractor.

Note: Fireproofing may only be carried out on wood panels, on natural fabrics or on fabrics containing a high proportion of natural fibres. It is not possible to fireproof synthetic fabrics or plastics.

All materials that lack proper proof demanded in the safety file and on the recommendations of the Safety Manager will be refused.

3.4.1 – Use of plastics and derivatives

Plastic product such as in polycarbonate, acrylic, vinyl, polyurethane, polyvinyl chloride, methacrylate, or similar substances are subject to this section.

These materials must be classified (with respect to their reaction to fire) according to the manner in which they are used, namely:

- § 1) M1 (B s3 d1 according to EN 13 501-1) for any material used in ceiling or suspended ceiling regardless of the thickness and dimensions.
- §2) M1 (B s3 d1) for floating or non-floating supports whose thickness is equal to, or less than 2 mm and are used in a vertical position. However flexible «Lackfolie» type materials fire-rated M2 (C s1 d1) may be accepted after consultation with the Safety Manager.
- «3M» type adhesive films that are applied directly to M1, M2 and M3 supports are not affected by this paragraph.
- § 3) M2 (C s3 d1 according to EN 13 501-1) for all uses in building element or decoration including all furniture, lighting, lighting, acting as a constructive decoration, or sign, etc., and having a thickness of between 2 mm and 12 mm.
- There is no statutory requirements regulating the use of non-illuminated small movable furniture on all levels, with the exception of level 01 where fire-rating M2 (C s3 d1) is required.
- Light boxes shall have openings to allow enough ventilation to limit the interior temperature to 65°C maximum.
- § 4) M4 (D s3) for materials that are 12mm thick or more and providing that they are not associated with any electrical installation; otherwise, they required a fire rating of M2 (B s3 d1) (ref § 3).
- There are also no requirements concerning the use of plastic materials as sales products or related products such as display units, model roofs or showcases, provided that they are not a part of the stand's structure and that their surface does not exceed 4m² for a stand with a surface area of 50 m².
- §5) Expansive polystyrene or similar kinds of materials shall be fire-rated M1 (B s3 d1) regardless of their thickness and for the entire establishment.
- §6) Synthetic foams shall be fire-rated M1 (B s3 d1) when used as wall or ceiling coverings even when they are covered by a fire-rated M1 (B s3 d1) material, and M4 (D s3 according to EN 13 501-1) when used elsewhere providing that they are covered by a M1 (B s3 d1) material.

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SAFETY SPECIFICATIONS RELATIVE TO EXHIBITION HELD IN THE PALAIS DES FESTIVALS 6/10

3.5 - DISPLAYED MATERIAL

Materials on display may be shown on the stands without any requirements as to their reaction to fire.

However, these provisions do not apply to trade fairs and stands specifically related to interior decoration, where fabrics and wall coverings are displayed.

However, these provisions do not apply to trade fairs and stands aimed specifically at interior decoration, whereby fabrics and wall coverings are displayed.

3.6 - FURNITURE

- Furniture supplied by rental companies shall comply with the statutory provisions of this specification.
- However, exhibitors may use their own furniture providing that the materials be authorized (see safety questionnaire), subject to fire-rating certificates and official test reports of those materials being provided by the exhibitors.

- The structure should be made of a maximum of M3 or D s1 d0 fire-rated materials and should only contain synthetic materials in line with Article 4.4.1 hereof.

- Their upholstery filling shall be made of a maximum fire-rated M4 or D s3 and be covered by a well-sealed M1 or B s3 d1 material.

Small movable furniture such as chairs, seats, or pedestal tables are not affected by these above-mentioned provisions. However, the materials they are made of must not be able to spread fire quickly.

3.7 - ELECTRICAL INSTALLATIONS FOR STANDS

The electrical installation on each stand must have a consumer unit equipped with an RCD with a range of 30 mA max.

The consumer unit must be permanently accessible to the stand personnel, but remain inaccessible to the public. It must be kept away from all inflammable and combustible materials and products. Its position must be indicated.

On exiting the consumer units, the so-called "temporary" electrical installations are created under the exhibitor's sole responsibility. It is strictly prohibited to open or modify the electrical points made available to exhibitors.

These installations must be created under the responsibility of persons qualified to design and carry out the works in compliance with current regulations and advised of the specific risks presented by these types of event. In this regard, the exhibitor or its representative must append to the certificate of conformity to be provided to the safety manager (see model in appendix 2) all the certificates or official documents attesting to the fitter's professional qualification and his/her capacity to create the said installations. These must be in the name of the person responsible for implementing the said installations. In the absence of this justification, the exhibitor may, at its cost, have a compliance check carried out by a qualified person,

whose inspection report is to be provided to the safety manager.

These installations are created in compliance with the laws, decrees, orders and other official texts relating to electrical installations and in particular with the standards EN 60 598 or NF C 15-100, as well as the decree of 14 November 1969 on the protection of workers.

The following should be noted in particular:

- 1) The use of light-socket adapters is prohibited;
- 2) Cables or conductors must be of category C 2. The use of a conductor with a cross-section less than 1.5 mm² is prohibited: the use of twin conductor or "CINDEX" type (H-03-VHH) cables is strictly prohibited. Cables must be fixed correctly.
- 3) All the equipment used, with the exception of class II and low voltage equipment, are linked to the electrical box ground conductor provided by the Palais, and protected by an RCD (of a nominal 30 mA maximum).
- 4) The electrical connections are created in junction boxes.
- 5) The high-voltage illuminated signs located in range of the public or the personnel working on the stand, and in particular the electrodes, must be protected by a screen in a material with a maximum of M2 classification.

An emergency stop switch must be placed on the stand in an area that is easily accessed and identified. Transformers are to be located in an area that cannot cause any danger to people. If applicable indicate their presence with a "Danger, high voltage" sign.

6) Halogen lights must comply with standard EN 60598.

Lights on the stands, including halogen lights, must:

- be placed at a minimum height of 2.25 m
- be kept away from all inflammable materials (at least 0.5 m from wood and other decorative materials)
- be securely fixed
- be equipped with a safety screen (glass or fine-mesh grill)
- guarantee protection against the effects should the lamp explode.

7) Lampshades, with the exception of those of category M0 (glass, ceramic, metal, aluminium, etc.), must satisfy certification in accordance with standard EN 60 598 2-1, with regard to the fireproof test, for which the value of 650° must be obtained for any unit accessible to the public. The proof of the said lamp's certification must be provided.

8) Electrical equipment, including lights, may not protrude into the walkways.

A protrusion of 0.1 m is only tolerated for lights placed at a height above 2.2 m from the ground. With the exception of small lights (Lita-type spotlights, 300W halogen lights, neon lights, etc.), lighting may not be placed in the upper safety volumes.

9) The electrical installation, in particular the lighting section, must be equipped with a master switch in order to switch off all the lights added temporarily during the event. This switch must be located and made permanently accessible to the establishment's security services. It must be easy to handle.

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SAFETY SPECIFICATIONS RELATIVE TO EXHIBITION HELD IN THE PALAIS DES FESTIVALS 7/10

3.8 – GAS INSTALLATION

Installations operating with butane or propane gas are strictly prohibited in addition to the use of open flame heaters during both the assembly and dismantling phases of the exhibition.

This requirement also applies to demonstration equipment. Such equipment may ultimately be equipped with fake bottles.

Butane, propane or any other pressurized gas bottles as well as pressurized gas appliances, even empty ones, are banned.

3.9 – MISCELLANEOUS

Requirements that apply to the organizer, relative to installations not mentioned in this section (storage, signs, floor coverings, etc.) also apply to exhibitors in accordance with the same provisions for that which concerns them.

The same is valid for all demonstrations or shows that may present a certain danger to the public.

Requirements that apply to the organizer, relative to installations mentioned in this section.

establishment, in accordance with the provisions decreed by the General Management.

4.2.2 Strengthened Safety Service provisions

During events, and depending on the activity planned, and this in compliance with the specific provisions unique to each activity defined in Article GN1 of the decree of 25 June 1980, as amended, reinforcement of the establishment's permanent fire safety service is to be provided for.

This service, under the direct responsibility of the organizer, will comprise as many agents as provided for by the aforementioned legislation and formed by:

- Trained personnel holding a qualification compliant with the provisions of the Decree of 2 May 2005 as amended, who are placed under the direct authority of the Palais' fire safety service manager,
- Or by the team being reinforced by firefighters from the departmental brigade if the competent administrative authorities deem this necessary.

4 - SPECIAL PROVISIONS

In general, any additional or specific layout not included in the present Specifications shall be subject to be a detailed opinion of the Safety Commission after submission presented in the file referred to in § 2.2 with notice providing all pertinent details for making the inspection possible.

4.1 - ACCESS TO THE TECHNICAL PREMISES AND EQUIPMENT

All accesses to the technical premises and safety equipment must be kept clear at all times.

Inside the stands, only finishings that do not obstruct the opening of said access areas are acceptable. The doors of all the rooms are locked. No exhibitor shall be allowed to change the locks in order to install a personal system.

No one shall be authorized to intervene in any manner whatsoever on the structural elements of the building including fixtures, fittings and technical equipment. Only SEMEC staff shall be authorised to do so.

4.2 - FIRE SAFETY AND EMERGENCY SERVICE

4.2.1 The establishment's permanent safety service provisions

The basic operation of the Palais des Festivals et des Congrès de Cannes' emergency service is provided by four of the establishment's qualified fire officers.

The duties and assignments of the appointed personnel are two-fold:

- 1) Fire and emergency response duties, in accordance with the specific instructions applicable to the Palais des Festivals et des Congrès buildings.
- 2) Prevention and inspection assignments with participation in the inspection of the safety installations within the

5 - INSPECTION PROCEDURE

In accordance with Article T6 of the Decree of 18 November 1987, the Safety Manager is in charge of the statutory inspection of the installations of each stand according to the safety file (safety questionnaire annexed).

Ongoing inspections shall be implemented in order to ensure strict compliance with these specifications.

No stand may be mounted before delivery of the completed safety file.

If the file is incomplete or if the stand does not meet the requirements of these Specifications, power may be shut-off or exhibitors might not be allowed to build stands, based on the Safety Manager's recommendations.

In said event, the liability of the exhibitor alone shall be engaged.

The exhibitor shall then be required to complete the file and possibly carry out all of the changes deemed necessary, at its expense.

Any refusal by the exhibitor to execute an obligation dictated by the Safety Manager will be reported to the organizer's representative who will be advised to take action.

Should any difficulties arise, the Palais Management will be informed immediately and will take all actions necessary, including the possible intervention of the competent Safety Commission.

Exhibitors must be able to justify the compliance of the materials used, and provide fire-rating test reports. In the absence of proof of compliance, the concerned materials may be tested by any method the Safety Manager or the Safety Commission shall recommend.

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SAFETY SPECIFICATIONS RELATIVE TO EXHIBITION HELD IN THE PALAIS DES FESTIVALS 8/10

NB: The recommendation made by the Safety Manager regarding the inspection of the stands' safety file does not dispense the exhibitors or their representative from its obligation and thus its liability with regard to designing and implementing all installation so that the stand is compliant with the provisions of the Specifications. With the exception of exemptions made in writing.

No event concerned by these Specifications may be open to the public without the Mayor's authorisation, based on the recommendation of the competent Safety Commission or the Safety Manager.

Given this, the Mayor may prescribe all measures that he/she considers necessary for public safety.

6 - SPECIAL INSTRUCTIONS

6.1 - USE OF TERRACES

For reasons of liability and safety, the installation of any structure or tent is prohibited by the organizers and exhibitors on all terraces of the building. Only Semec (or approved contractors appointed by it) is authorized to carry out this type of construction and in accordance with the scenarios provided for in the site's building permit.

In addition, terraces directly linked to exhibition areas may never, by extension, be used as exhibition areas. As such, they can only be converted into a reception area such as a bar with small furniture (tables, chairs, and parasols). The terraces cannot be enclosed.

However, specific installations for protection against the weather shall be allowed based on the Safety Manager or safety committee's recommendations. Therefore, a façade installed at the edge of the terrace can be tolerated, as long as no solid part is present at the top. The height of the construction is specified on the layout plans specific to each terrace.

Similarly, for a storage areas called «back office» used by the bar, that does not exceed 4 m². In case the latter are contiguous to within 8 meters of the building's non-firebreak façades, then the façade of the adjacent storage area shall be fitted out with a 1-hour firebreak covering the full height of the wall.

All installations on the terraces must meet snow and wind standards, namely 100km/h wind-resistant and be subject to a statutory technical control by an approved organization that shall be submitted to the Safety Manager.

Any parasols placed on the terraces of the upper floors should be secured with a sling in order to avoid its falling down and this in addition to the main fixing system.

6.2 - PRESENTATION OF EQUIPMENT

Please be reminded that equipment or parts thereof should not extend beyond the stands into the aisles or above them at all. If equipment is used for demonstrations with material likely to be projected over a certain distance, such equipment must be fitted with efficient protective devices so as to avoid any of the material reaching the public, whether in the aisles or in the stands.

In addition, terraces directly linked to exhibition areas may never, by extension, be used as exhibition areas. As such, they can only be converted into a reception area such as a bar with small furniture (tables, chairs, and parasols). The terraces cannot be enclosed.

However, specific installations for protection against the weather shall be allowed based on the Safety Manager or safety committee's recommendations. Therefore, a façade installed at the edge of the terrace can be tolerated, as long as no solid part is present at the top. The height of the construction is specified on the layout plans specific to each terrace.

Similarly, for a storage areas called «back office» used by the bar, that does not exceed 4 m². In case the latter are contiguous to within 8 meters of the building's non-firebreak façades, then the façade of the adjacent storage area shall be fitted out with a 1-hour firebreak covering the full height of the wall.

All installations on the terraces must meet snow and wind standards, namely 100km/h wind-resistant and be subject to a statutory technical control by an approved organization that shall be submitted to the Safety Manager.

Any parasols placed on the terraces of the upper floors should be secured with a sling in order to avoid its falling down and this in addition to the main fixing system.

6.3 - PROVISIONS APPLICABLE TO CERTAIN CATEGORIES OF EQUIPMENT

Exhibitors who wish to demonstrate sound equipment in operation shall do so inside an auditorium.

The maximum power radiated by all the equipment must not exceed 60 db (A) outside the auditorium doors, which must be kept closed during sound demonstrations.

The standards imposed on the public address systems of the stands serve to limit, for the user, the overall output of the equipment and prevent disturbances that may affect the building alarm system, and neighbouring stands.

With the exception of the stands, all other PA systems must be connected to the Fire Safety System of the establishment. It is therefore requested that the sound level indicated above be respected, with no exceptions, even for very short periods of time.

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SAFETY SPECIFICATIONS RELATIVE TO EXHIBITION HELD IN THE PALAIS DES FESTIVALS 9/10

Exhibitors using equipment that emit x-rays, lasers, radioactive substances, machines shown in operation, pyrotechnic effects or otherwise, must submit a request for authorization to the organizer 30 days prior to the event opening.

Said request, which is written on plain paper, must specify the nature and the quantity or value in energy used of the products and must be accompanied by the device's technical instructions or data sheet and a floor plan locating the machine in the stand. No such device may be operated if the authorization request was not filed in due time.

For information, power supply to the stands will be shutdown without prior warning when an evacuation message is broadcast. This must be taken into consideration by the exhibitor when planning audiovisual material.

6.4 - EXHIBITION OF MOTOR VEHICLES INSIDE THE HALLS

The tanks of motor vehicles presented in a stationary position must be empty (maximum of 5 litres per tank) and equipped with a locking stopper. Battery terminals must be disconnected.

6.5 - INSTALLATION OF ADDITIONAL AIR CONDITIONING SYSTEMS

The installation of additional individual air conditioning systems shall be subject to a written request submitted to the organizer 30 days before the event opens to the public. It must be accompanied by technical data of the devices used and a layout plan to be submitted to the opinion of the competent safety committee when submitting the installation file. Such devices must be connected by Semec Technical Department to the fire safety system of the Palais (shutdown of the devices at the start of smoke extraction). These installations must be verified by an approved professional or body.

The hot air released from the condenser must be discharged outside the exhibition halls.

6.6 - USING SLINGS

Hooking or slinging any material of any kind onto the structures or suspended ceilings of the Palais by the organizers or exhibitor is prohibited. Any equipment needing to be hooked or attached, shall be subject to a request made to the Semec Technical Department, who alone is authorized to perform this service. The same is valid for cable passage. For the attachment of general trade fair signage, organizers must first submit a project to the head of operations of the Palais des Festivals in order to request approval.

6.7 - DISABLED ACCESS/ISOLATED STEPS

The laying of a wooden floor with a thickness greater than 20 mm requires that the latter be equipped with an inclined face on the entire circumference whose slope may not exceed 8 to 10%. The inclined surface must be integrated into the said floor.

However, this provision does not apply to portions of the stand closed by installations integrated into the floor, which make direct access to said stand impossible.

The displacement of such installations by 0.10m maximum away from the outer edge of the floor must be considered.

Below 20 mm, the angular edges of such floors use must be provided with a chamfer or a rounded edge.

The building's fixed facilities for the disabled must in no way be blocked by the installations of the event.

6.8 - CATERING / COOKING

Catering, in particular with the processing and cooking of foodstuffs, is generally prohibited in the establishment. Only caterers duly approved by the Semec may provide catering services, and this within the required good practices.

Furthermore, any catering service is subject to the rules set out below:

The use of any cooking or reheating equipment is prohibited within the halls and stands, except for microwave ovens of a power less than 3.5 Kw/h. Any exemption request must first take the following points into consideration:

- The equipment used is only powered by electricity (no gas).
- The maximum total power does not exceed 20 Kw/h.
- Heating equipment that does not cause an interaction with the establishment's safety systems only.
- If cooking releases greasy vapours, there is a filtering extractor unit with 3 filters that trap grease and odours with evacuation to the outside if necessary.
- In addition, for any catering and cocktail operation planned on the stand, an area must be set out for this purpose within the confines of the stand. This also applies to the office dedicated to the caterer. Any overflow or storage beyond the aforementioned limits is strictly prohibited.
- A declaration sheet (see appendix 3) for the planned operation must be sent to the organiser 1 month prior to the start of the event. The following are to be specified:
 - A description of the installation for the reheating equipment, stating the nature and power used.
 - The area made available within the confines of the stand for the said operation.

Any operation not taking into consideration the provisions set out above will be refused.

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SAFETY SPECIFICATIONS RELATIVE TO EXHIBITION HELD IN THE PALAIS DES FESTIVALS 10/10

6.9 - SPECIAL PROHIBITIONS

It is forbidden to smoke inside the establishment. Likewise, the use of open flames is not allowed, including for the demonstration of equipment. The use of green letters or white letters on green background is prohibited; these colours are reserved for the general safety signage. No flammable liquids may be stored in a stand. It is forbidden to store combustible packaging or waste in the stands and aisles.

Such packaging and waste must be removed as and when they are produced. Exhibitors are prohibited from disassembling or removing the fixtures of the establishment (parapets, handrails on stairs, fire extinguishers, boxes of all kinds, etc.). The use of any cooking or heating device is prohibited inside the stands, with the exception of microwave ovens with a power capacity of less than 3.5kw/h.

REGULATIONS – SAFETY SPECIFICATIONS - PALAIS DES FESTIVALS DE CANNES

LIST OF APPROVED LABORATORIES

1/13

LIST OF APPROVED LABORATORIES

- AUSTRIA
- BELARUSS
- BELGIUM
- BULGARIA
- CEZCH REPUBLIC
- DENMARK
- ESTONIA
- FINLAND
- FRANCE
- GERMANY
- HUNGRIA
- ISRAEL
- ITALY
- LATVIA
- LITHUANIA
- NETHERLANDS
- NORWAY
- POLAND
- PORTUGAL
- RUSSIAN FEDERATION
- SLOVAKIA
- SLOVENIA
- SPAIN
- SWEDEN
- SWITZERLAND
- UAE
- UK

REGULATIONS – SAFETY SPECIFICATIONS - PALAIS DES FESTIVALS DE CANNES

LIST OF APPROVED
LABORATORIES

2/13

AUSTRIA

IBS	
Institut für Brandschutztechnik und Si-cherheitsfor Petzoldstrasse 45 Postfach 44 Linz - A-4017 Phone: + 43 732 7617 822 Fax: + 43 732 7617 89 Contact: Josef Kraml Email: j.kraml@ibs-austria.at Website: www.ibs-austria.at	Accreditations ISO 17025, ISO 17020 Activities : Testing, Inspection Experience Reaction to Fire, Fire Resistance, Fire Suppres-sion, Smoke Control
MA 39 - VFA DER STADT WIEN	
Magistratabteilung 39 11, Rinnbockstrasse, 15 Wien - A-1110 Phone: + 43 1 79514 92061 Fax: + 43 1 79514 99 92016 Contact: D Werner Email: dieter.werner@wien.gv.at Website: www.wien.gv.at/vfa	Accreditations ISO 17025 Activities : Testing Experience Reaction to Fire, Fire Resistance

BELARUSS

RIFS	
Ministry for Emergency Situations Soltisa Str. 183A Minsk 220046 Phone: + 375 17 289 96 30 Fax: + 375 17 246 57 31 Contact: Denis Zhitkevich Email: denwich@tut.by Website: www.niipb.org	Accreditations : ISO 17025 Activities : Testing Experience Reaction to Fire, Fire Resistance, Fire Detection, Fire Suppression, Smoke Control, Active Fire Protection

BELGIUM

ISSEP	
Rue de Chera. 200 Liege - B-4000 Phone: + 32 4 22 98 311 Fax: + 32 4 25 24 665 Contact: Mr H Breulet Email: h.breulet@issep.be	Accreditations : ISO 17025 Activities : Testing Experience Reaction to Fire, Fire Resistance
UNIVERSITÉ DE LIÈGE	
ArGEnCo Department Fire Research Chemin des Chevreuils 1 (B52/9) Liege B-4000 Phone: + 32 43 66 9138 Fax: + 32 43 66 9137 Contact: Eric Wellens Email: E.Wellens@ulg.ac.be Website: www.argenco.ulg.ac.be/se_labou_feu.php	Accreditations : ISO 17025 Activities : Testing Experience Reaction to Fire, Fire Resistance

REGULATIONS – SAFETY SPECIFICATIONS - PALAIS DES FESTIVALS DE CANNES

LIST OF APPROVED LABORATORIES

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BELGIUM

WARRINGTONFIREGENT	
<p>Ottergemsesteenweg-Zuid 711 Gent - B-9000 Phone: +32 9 243 77 50 Fax: +32 9 243 77 51 Contact: Paul Vandevelde Email: paul.vandevelde@wfrgent.com Website: www.wfrgent.com</p>	 <p>Accreditations : ISO 17025 Activities : Testing Experience Reaction to Fire, Fire Resistance</p>


BULGARIA

DEPARTMENT	
<p>Chief Directorate «Fire Safety & Civil Protection» Ministry of the Interior, 1 Ogneboretz Street Sofia 1619 Phone: + 359 2 857 03 26 Fax: + 359 2 857 02 14 Contact: Hrisimir Dochev Email: rifs_npi@abv.bg</p>	<p>Accreditations : ISO 17025 Activities : Testing Experience Reaction to Fire, Fire Resistance</p>

CEZCH REPUBLIC

PAVUS	
<p>Prosecka 412/74 Praha 9 CZ-19000 Phone: + 420 286 019 586 Fax: + 420 286 019 590 Contact: Mirko Louma Email: louma@pavus.cz Website: www.pavus.cz</p>	 <p>Accreditations ISO 17025, EN 45011 Activities Testing, Inspection, Certification Experience Reaction to Fire, Fire Resistance, Fire Detection, Fire Suppression, Active Fire Protection</p>

DENMARK


DBI	
<p>Jernholmen 12 Hvidovre DK-2650 Phone: + 45 36 34 90 00 Fax: + 45 36 34 90 03 Contact: Dan Bluhme Email: db@dbi-net.dk Website: www.dbi-net.dk</p>	 <p>Accreditations ISO 17025, EN 45011 Activities Testing, Inspection, Certification Experience Reaction to Fire, Fire Resistance, Fire Detection, Fire Suppression, Active Fire Protection</p>

REGULATIONS – SAFETY SPECIFICATIONS - PALAIS DES FESTIVALS DE CANNES

LIST OF APPROVED
LABORATORIES

4/13

ESTONIA

TÜV ESTONIA LTD	
Fire Laboratory Vana Narva mnt 24B Maardu Harjumaa 74114 Phone: + 372 637 9306 Fax: + 372 637 9601 Contact: Fred Haas Email: fhaas@tuev-nord.ee Website: www.tuev-nord.ee	 <p>Accreditations ISO 17025, EN 45011</p> <p>Activities Testing, Inspection, Certification Reaction to Fire, Fire Resistance, Fire Detection, Fire Suppression, Active Fire Protection</p>

FINLAND

VTT EXPERT SERVICES LTD	
PO BOX 1001 Espoo Fin 02044 VTT Phone: + 358 20 722 111 Fax: + 358 20 722 4815 Contact: Tiina Ala-Outinen Email: Tiina.Ala-Outinen@vtt.fi Website: www.vtt.fi	<p>Accreditations ISO 17025, EN 45011</p> <p>Activities Testing, Inspection, Certification</p> <p>Experience Reaction to Fire, Fire Resistance, Active Fire Protection</p>

FRANCE

CERIB	
BP 30059 - 28231 EPERNON CEDEX Phone: +33 (0)2 37 18 48 00 Fax: +33 (0)2 37 83 62 09 Contact: ROBERT Email: f.robert@cerib.com Website: http://www.cerib.com	<p>Accreditations ISO 17025</p> <p>Activities Testing</p> <p>Experience Fire Resistance</p>
CSTB	
84 Avenue Jean Jaurès - Champs Sur Marne B.P. 02 F-77447 - Marne-la-Vallee CEDEX 2 Phone: + 33 1 64 68 84 12 (reaction) or 83 33 (resistance) Fax: + 33 1 64 68 84 79 (reaction) or 83 35 (resistance) Contact: Christophe Lemerle Email: christophe.lemerle@cstb.fr Website: dssf.cstb.fr	 <p>Accreditations ISO 17025, EN 45011</p> <p>Activities Testing, Certification</p> <p>Experience Reaction to Fire, Fire Resistance, Fire Suppression, Smoke Control, Active Fire Protection</p>
EFFECTIS FRANCE (WAS CTICM)	
Laboratory - Voie Romaine F-57280 - Maizières-lès-Metz Phone: + 33 3 87 51 11 11 Fax: + 33 3 87 51 10 58 Contact: Pascal Coget Email: pascal.coget@effectis.com Website: www.effectis.com	 <p>Accreditations ISO 17025, EN 45011</p> <p>Activities Testing, Inspection, Certification</p> <p>Experience Fire Resistance, Smoke Control</p>

REGULATIONS – SAFETY SPECIFICATIONS - PALAIS DES FESTIVALS DE CANNES




LIST OF APPROVED LABORATORIES

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FRANCE

LNE	
29 ave Roger Hennequin - F-78197Trappes Phone: + 33 1 3069 1073 Fax: + 33 1 3069 1234 Contact: Alain Sainrat Email: alain.sainrat@lne.fr Website: www.lne.fr	Accreditations ISO 17025, ISO 17020, EN 45011 Activities Testing, Inspection, Certification Experience Reaction to Fire, Fire Resistance





GERMANY

BAM	
Federal Institute f. Materials Research a. Testing Unter den Eichen 87 Berlin - D-12205 Phone: +49 30 8104 1740 Fax: +49 30 8104 1747 Contact: Ulrich Krause Email: ulrich.krause@bam.de Website: www.bam.de	 Accreditations ISO 17025, EN 45011 Activities Testing, Inspection, Certification Experience Reaction to Fire, Smoke Control
DIBT	
Deutsches Institut für Bautechnik Kolonnenstrasse 30L Berlin - D-10829 Phone: + 49 30 7 87 30 262 Fax: + 49 30 7 87 30 11262 Contact: Thomas Dreyer Email: tdr@dibt.de Website: www.dibt.de	 Experience Fire Resistance, smoke Control
MFPA Leipzig	
Hans-Wiegel Strasse 2B Leipzig - D-04319 Phone: + 49 341 65 82 134 Fax: + 49 341 65 82 197 Contact: Mr I Kotthoff Email: kotthoff@mfpa-leipzig.de Website: www.mfpa-leipzig.de	Accreditations ISO 17025 Activities Testing Experience Reaction to Fire
MPA Bau Hannover	
Nienburger Strasse 3 Hannover - D-30167 Phone: + 49 511 762 3104 Fax: + 49 511 762 4001 Contact: Bernd Restorff Email: b.restorff@mpa-bau.de	 Accreditations ISO 17025 Activities Testing Experience Reaction to Fire

LIST OF APPROVED LABORATORIES

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GERMANY

MPA Braunschweig	
Beethovenstr. 52 Braunschweig - D-38106 Phone: + 49 531 391 5407 Fax: + 49 531 391 5900 Contact: Dr.-Ing. Annette Rohling Email: a.rohling@ibmb.tu-bs.de Website: www.mpa.tu-bs.de	 <p>Accreditations ISO 17025, ISO 17020, EN 45011</p> <p>Activities Testing, Inspection, Certification</p> <p>Experience Reaction to Fire, Fire Resistance, Smoke Control</p>
MPA NRW	
Auf den Thränen 2 Erwitte - D-59597 Phone: + 49 2943 89712 Fax: + 49 2943 89733 Contact: Hendrik Rademacher Email: rademacher@mpanrw.de Website: www.mpanrw.de	 <p>Accreditations ISO 17025</p> <p>Activities Testing, Inspection, Certification</p> <p>Experience Reaction to Fire, Fire Resistance, Smoke Control</p>
MPA Stuttgart	
Materialprüfungsanstalt Universität Stuttgart Pfaffenwaldring 4g Stuttgart - D-70569 Phone: + 49 711 685 62713 Fax: + 49 711 685 66724 Contact: Dr Stefan Lehner Email: stefan.lehner@mpa.uni-stuttgart.de Website: www.mpa.uni-stuttgart.de	 <p>Accreditations ISO 17025, EN 45011</p> <p>Activities Testing, Inspection, Certification</p> <p>Experience Reaction to Fire, Fire Resistance</p>
PRÜFINSTITUT HOCH	
Lerchenweg 1 Fladungen - D-97650 Phone: +49 9778 7480 200 Fax: +49 9778 7480 209 Contact: Andreas Hoch Email: hoch.fladungen@t-online.de Website: www.brandverhalten.de	 <p>Accreditations ISO 17025</p> <p>Activities Testing</p> <p>Experience Reaction to Fire</p>

HUNGRIA

EMI	
NPC for Quality Control & Innovation in Building Dioszegi Ut 37 Budapest - H - 1113 Phone: + 361 372 6144, + 361 372 6164 Fax: + 361 372 6128, + 361 372 6156 Contact: Tamás Bánky Email: tbanky@emi.hu Website: www.emi.hu	<p>Accreditations ISO 17025, EN 45011</p> <p>Activities Testing, Inspection, Certification</p> <p>Experience Reaction to Fire, Fire Resistance, Active Fire Protection</p>


LIST OF APPROVED LABORATORIES

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ISRAEL

SII - ASSOCIATE MEMBER	
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LIST OF APPROVED LABORATORIES

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REGULATIONS – SAFETY SPECIFICATIONS - PALAIS DES FESTIVALS DE CANNES

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REGULATIONS – SAFETY SPECIFICATIONS - PALAIS DES FESTIVALS DE CANNES


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REGULATIONS – PALAIS DES FESTIVALS DE CANNES SPECIFICATIONS

EVACUATION PROCEDURES AT THE PALAIS DES FESTIVALS DE CANNES

1/2

YOU MUST EVACUATE THE PALAIS IF YOU HEAR:

For areas accessible to the public

- An alert stating that “due to a technical incident, we ask that you calmly leave the Palais des Festivals”.

> **This message is sent out in several languages using the loudspeaker system.**

For work areas only

- A continuous alarm is sounded for 5 minutes.

> **If you hear these alerts, use the nearest emergency exits to go outside the buildings and gather at the following locations:**

- The Esplanade des Alliés opposite Le Magestic beach for those leaving via the building’s east and north-east sides.
- The Croisette forecourt at the entrance to the Casino Barrière for those leaving by the building’s west side.

UNDER NO CIRCUMSTANCES SHOULD YOU STAY CLOSE TO THE BUILDING OR GO BACK INSIDE without prior authorisation by building safety officers.

Use the signs (green panels with white lettering) to get to emergency exits: these show which direction to go in and have emergency illuminated way markers.

EVACUATION PROCEDURES AT THE PALAIS DES FESTIVALS DE CANNES

2/2

EMERGENCY EXIT LOCATIONS

PALAIS -1 LEVEL

- All around this level
- Two in the centre of zones 1, 2 and 3

BEACH LEVEL

- Main entrance
- Artists' entrance
- Professionals' hall

CROISSETTE, MARINA, AMBASSADEUR LEVELS

- The two central staircases
- The main staircase for the inside walkway
- The outside staircases at the port and sea sides
- In the Grand Auditorium's foyers
- In the Théâtre Debussy's foyers
- The five towers around the Salon des Ambassadeurs
- The two staircases to the right and left of Auditoriums B, C, D, E and I, J

RIVIERA, LERINS LEVELS

- All around this level

There are safety and evacuation plans and maps by each white wall phone on every level.

When you arrive on site, take five minutes to check where the nearest exits and emergency equipment (extinguishers, etc.) are for your work space.



COMEXPOSIUM

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