

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

USER  
GUIDE

USEFUL  
INFORMATION

FITTINGS

REGULATIONS  
& FORMALITIES

USER  
GUIDE

## TWO TOOLS TO HELP YOU GET READY FOR THE SHOW

- THIS **INTERACTIVE** EXHIBITOR GUIDE

With this document, you can easily access all the information needed to get you up and running.

- THE ONLINE STORE

In this store, you can order all of the technical services you need until Wednesday 27<sup>th</sup> November 2024 at 6.00pm.

*(Please note: from Sunday December 1<sup>st</sup> 2024, technical services must be ordered directly on-site at the Exhibitor's reception desk located at the back of Pavilion 5.2).*

## USEFUL INFORMATION

- Access / traffic & parking
- Event / Stand activities
- Hanging & overhead power supply, trusses and light
- Architecture & Decoration
- Complementary insurance
- Access pass
- Useful contacts
- Exhibitor timetables Assembly / Opening / Dismantling
- Health & Safety
- Cleaning / Vacating the stand
- Catering for exhibitors
- Conference & Meeting rooms
- Pavilion monitoring / Stand security

USEFUL INFORMATION

# ACCESS/TRAFFIC & PARKING

ACCESS TO THE EXHIBITION CENTRE PORTE DE VERSAILLES - PARIS



USEFUL INFORMATION

# ACCESS/TRAFFIC & PARKING

2/4

## PAVILIONS ACCESS

	STANDS TYPES	DATES	VEHICULE TYPE	PAVILIONS	ACCESS DOOR	PARKING	EXIT GATE
ASSEMBLY	Bare stands	From 01/12 8am to 02/12	All types	5.2/5.3	B	Close to the pavilion	B
	Equipped stands	02/12 from 8am	All types	5.2/5.3	B	Close to the pavilion	B
OPENING DAYS		From 03/12 to 05/12	<ul style="list-style-type: none"> <li>• Deliveries authorized 7:30 am to 8:30 am at gate B</li> <li>• <b>Deliveries must be completed within one hour</b></li> <li>• No parking or storage of any kind is authorised inside the exhibition centre</li> <li>• Stopping and parking forbidden on the traffic movement corridors.</li> <li>• No parking on the safety perimeters, as soon as open to the public.</li> <li>• EXHIBITOR &amp; VISITOR CAR PARKS OPEN FROM 7AM TO 11PM</li> </ul>				
DISMANTLING	Equipped stands	05/12 from 5pm	All types	5.2/5.3	B	Close to the pavilion	B
	Bare stands	05/12: from 5pm to 11pm 06/12 from 8am to 12pm	All types	5.2/5.3	B	Close to the pavilion	B

### IMPORTANT:

All vehicles entering the Exhibition Centre during build-up, dismantling or during the delivery time on opening days, must be registered on **Logipass**.

[www.logipass.viparis.com](http://www.logipass.viparis.com)

For any help, please contact the hotline:

Tel: + 33(0)1 40 68 11 30

Email: [Infos-exposants@viparis.com](mailto:Infos-exposants@viparis.com)

USEFUL INFORMATION

# ACCESS/TRAFFIC & PARKING

3/4

## PARKING

### > During Assembly

The car parks are open for free until the day before the trade fairs open (from 7am to 11pm).

All vehicles (<1m90) will be directed directly to car park 6 (free).

They will have access to the pavilions for unloading via the car parks and then return to the free car parks for parking.

Lorry access is subject to special conditions depending on traffic levels around the pavilion(s) in question.

The heliport parking will also be free for parking LCVs and trucks during assembly and disassembly.

### > During opening times

Deliveries are authorised from 7:30 am to 8:30 am once vehicles have been approved for entry into the Exhibition Centre grounds and given a temporary delivery permit.

- **Please note:** from **Tuesday December 3<sup>rd</sup>, 8am**, all vehicles parked beside the pavilions must have been moved to the specified car park, failing which the vehicle may be removed and impounded.

### > On dismantling evening

Only hand trolleys may be used when the show is closed.

**Motor vehicles will not be allowed to enter the pavilions before Thursday December 5<sup>th</sup> at 7pm.**

If you arrive before the exhibition ground gates have been opened, you will waste your time and cause congestion in the local area.

## RESERVING A PARKING SPACE

Fixed parking subscriptions are available (Parking 6).  
They must be reserved in your exhibitor area.

During the set-up and opening of the show, you can buy parking spaces on the terminals placed at the entrance to the parking.

**Exhibitor car parks are open from 7am to 11pm every day during the show.**

USEFUL INFORMATION

# ACCESS/TRAFFIC & PARKING

4/4

## REGISTER YOUR VEHICLE ON LOGIPASS

All vehicles entering the Exhibition Centre during build-up, dismantling or during the delivery time on opening days, must be registered on **Logipass**.

During build-up and dismantling, small cars going to car park F (and not into logistic areas) do not have to register on Logipass.

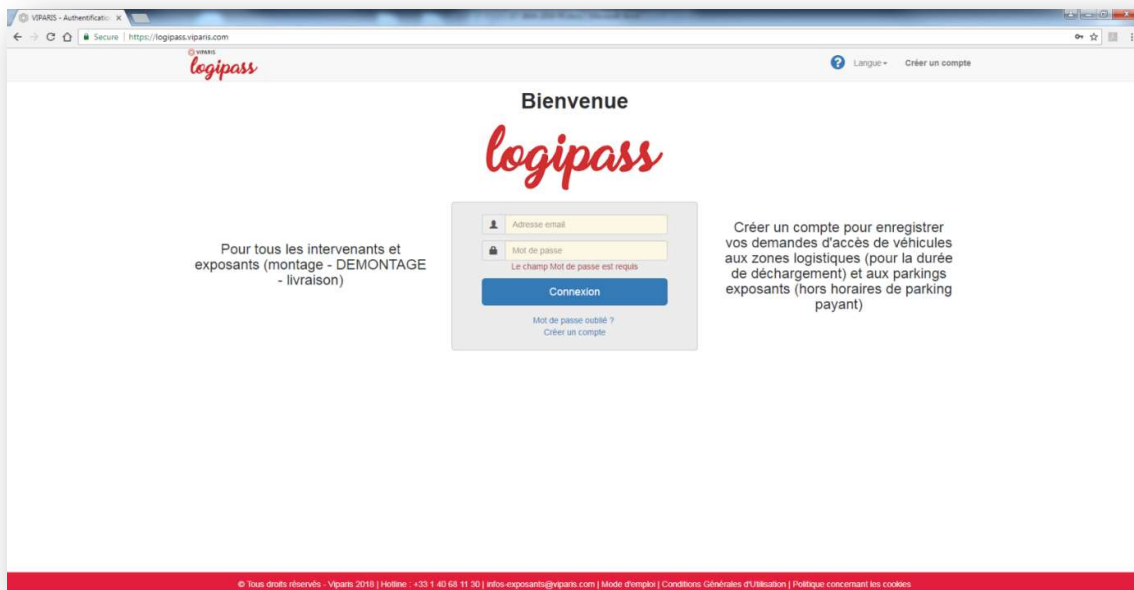
Every company can create their own account. This account allows you to register vehicles in a specific time slot. **The delivery time is limited to 2 hours for utility vehicles and to 4 hours for heavy trucks** in order to facilitate deliveries for everyone.

For any help, please contact the hotline:

Tel: + 33(0)1 40 68 11 30

Email: [Infos-exposants@viparis.com](mailto:Infos-exposants@viparis.com)

[www.logipass.viparis.com](http://www.logipass.viparis.com)



## USEFUL INFORMATION

## EVENTS/STANDS ACTIVITIES

TRUSTECH has set up guidelines to guarantee that the event runs smoothly and visitors enjoy their visit to the maximum.

Exhibitors are given free reign as to how their stands are run, so long as the following provisions are adhered to and the exhibitor timetables are respected.

## MUSICAL PROMOTION

The exhibitor who wishes to perform musical entertainment on their stand must inform the organizer in advance. Any musical entertainment will only be authorized after agreement with the organizer, upon presentation of a specific project (material and sound source used, type of entertainment, etc.).

To add sound to a stand with recorded media (CD, DVD, etc.) and obtain prior authorization from SACEM, all you need to do is make your declaration online:

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

and send the package payment before the show.

In any case, the power of the speakers cannot exceed **30 watts**. They will be turned towards the inside of the stand and tilted towards the ground. The sound volume should not exceed **80 decibels**.

Failure to comply with these provisions will result, without notice, in the closure of the stand or of the animation on the exhibitor's stand, by the Organizer.

## 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

# HANGING & OVERHEAD POWER SUPPLY, TRUSSES AND LIGHTS

1/5



## NEW Important information

The following provisions must be complied with:

1. the rigging points located at each point on the 3m x 3m grid must be used;
2. obligation to use suspended hooks in the case of suspension points with respect to the knots in order to avoid any oblique stress;
3. the following must be used:
  - slings;
  - cable clamps;
  - or sheathed cabling\*.
4. vertical loads from each established rigging point must be limited to a maximum of 80 kg;
5. obligation to submit, for validation, a file to VIPARIS's Slinging Department, any device with headframe or any other provision allowing to reach the result obligation limiting the loads to a vertical load of 80 kg per rigging point;
6. if several hoists are to be used simultaneously, a validated hoisting plan must be presented;
7. a fail-safe system must be in place for each suspended assembly (in case one suspension elements fails, the other elements will bear the load). The breaking of one fastening or suspension element must not cause the suspended elements to fall.

With reference to, and as a supplement to the best practices guide to dismantlable equipment and assemblies issued by the Paris Prefecture of Police on 6 November 2019, special repetitive rigging points that support dismantlable assemblies such as light trusses, gantries, ceilings and canopies with a total load of over 1,000 kg or requiring more than 13 slings, will be checked by an inspection office (BC).

Assembles with a total load of less than 1,000 kg, or those requiring fewer than 13 slings and where the uppermost point of the suspended material is higher than 6.2m, shall be checked by an inspection office (BC).

Assembles with a total load of less than 1,000 kg, or those requiring fewer than 13 slings and where the uppermost point of the suspended material is between 6.2m and 3.5m, shall be checked by a competent technician (TC).

## USEFUL INFORMATION

# HANGING & OVERHEAD POWER SUPPLY, TRUSSES AND LIGHTS

2/5

Assembles with a total load of less than 1,000 kg, or those requiring fewer than 13 slings and where the uppermost point of the suspended material is lower than 3.5 m, shall necessitate a certificate of good assembly drawn up by the installer (this certificate is equivalent to an inspection document).

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

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

These provisions are summarised in the following table:

Installations	Total load and height (h)	Inspection body		
		BC*	TC**	INST***
Repetitive rigging points	< 1000 kg and h < 3.50 m			X
	< 1000 kg and h < 6,20 m		X	
	< 1000 kg et h > 6,20 m	X		
	> 1000 kg	X		
Non-repetitive rigging points	Regardless of the total load or height	X		

\* *Inspection office (BC): person or body that is accredited by the Ministry for the Interior.*

\*\* *Competent technician (TC): a competent technician is a person with professional experience or certified training in the area of assembly and inspection of dismantlable assemblies.*

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

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

- The points listed below must be checked by the competent technician in charge of installing the slings:

- The installation must be in accordance with the plan provided;
- The rigging thimbles must be checked for any irregularities;
- Visual inspection of the cable (pinching, twisting, etc.);
- Verification that quick links are properly closed;
- Quick links must be positioned in the right direction;
- Compliance with authorised sling points;
- Compliance with the maximum sling usage angles

USEFUL INFORMATION

# HANGING & OVERHEAD POWER SUPPLY, TRUSSES AND LIGHTS

3/5

At the end of these checks, the certificates drawn up by the body or bodies accredited by the Ministry for the Interior or the competent technicians (red section on diagram page 4) will be issued to RUS VIPARIS prior to the opening to the public of the event in question.

- The points listed below must be checked by the competent technician from the installer of the suspended structures:

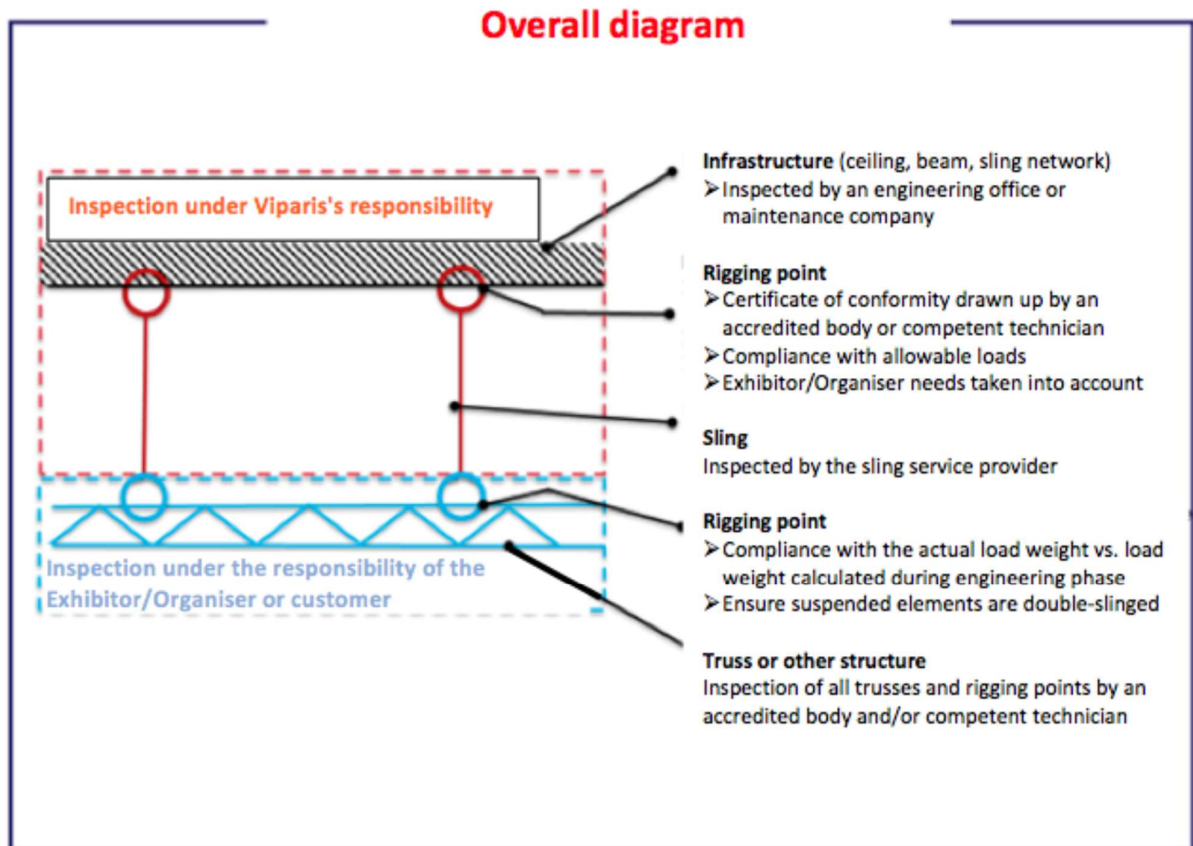
- Conformity of the installation with specifications in the manufacturer's technical notice and, in particular, compliance with the load charts and any calculation notes, light bridges installed in the proper direction, inspection of installation of rigging clips, etc.;
- Use of hoisting equipment that have been duly checked (periodic inspection according to the standards in force) and that are of equal power and synchronised;
- Compliance with the technical specifications established by the event organiser;
- Compliance with the specifications indicated on the plan provided and compliance with the site's technical specifications;
- Use and implementation of hoisting accessories (cables, slings, shackles, quick links...) in compliance with the standards in force;
- Compliance of the rigging points on the suspended structures with the standards in force in coherence with the loads to be supported;
- Installation of safety slings in a taut position, particularly for electric hoists;
- Double securing of technical elements installed on the lighting truss or the suspended structure, e.g. spotlights, screens, speakers, signage elements, etc.

At the end of these checks, dated and signed certificates (blue portion on diagram page 4), comprising the aforementioned points and drawn up by the body or bodies accredited by the Ministry for the Interior or the competent technicians, shall be provided to the mandated Safety Officer (see Article T 6 of the Fire Safety Regulations) who, in accordance with the provisions of the Fire Safety Regulations, shall be responsible for ensuring compliance with the requirements of the specifications referred to in Articles T4 and T5. This handover shall be carried out prior to the opening to the public of the event in question.

USEFUL INFORMATION

# HANGING & OVERHEAD POWER SUPPLY, TRUSSES AND LIGHTS

4/5



To help you with the process, we registered the following inspection offices, although you can choose commission the inspection office of your choice:

## SOCOTEC

Patrick PEIRERA

Tel: +33 (0)6 08 12 08 21

Email: [patrick.pereira@socotec.com](mailto:patrick.pereira@socotec.com)

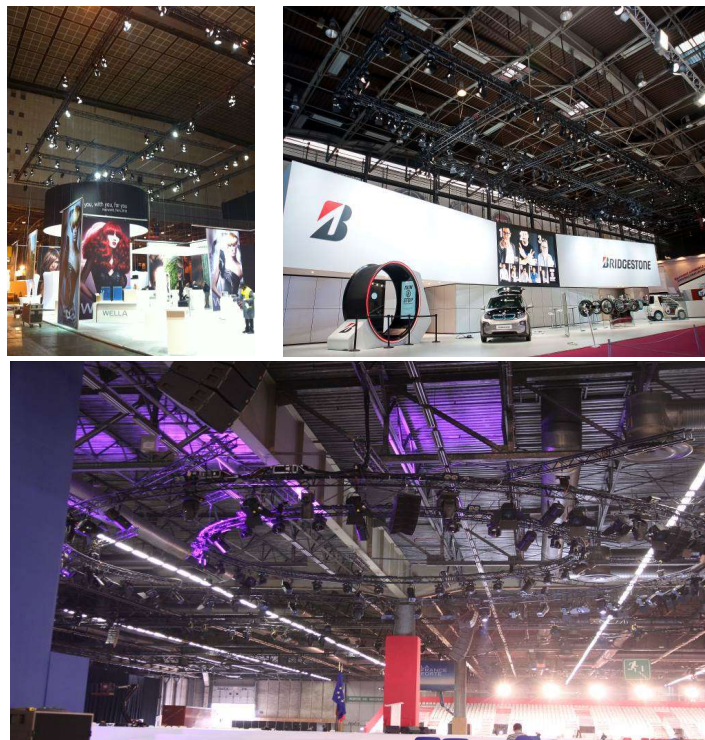
USEFUL INFORMATION

# HANGING & OVERHEAD POWER SUPPLY, TRUSSES AND LIGHTS

5/5

## Hangings and overhead power supplies Trusses and lights

COMEXPOSIUM is available to support you along with its partner **VERSANT EVENEMENT**, which offers a total service package for setting up your presentation space. Its varied stock of display structures will meet all your requirements. From the biggest of spaces to the most elaborate, VERSANT can help you at every stage of your project, from advice to engineering plans, your choice of structures, lighting and more.

**Contact VERSANT EVENEMENT:**

Tel: + 33 (0)1 48 63 32 51

Email: [contact@versantevenement.com](mailto:contact@versantevenement.com)Website: [www.versantevenement.com](http://www.versantevenement.com)

USEFUL INFORMATION

# ARCHITECTURE & DECORATION

## FIND OUT MORE VIA THE EXHIBITOR PLATFORM

- The show Architecture & Decoration rules

The architecture and decoration rules for TRUSTECH incorporate standards and norms for stand layout display, established to ensure that the exhibition is rolled out smoothly and that it 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 COMEXPOSIUM to which new decorative items are to be added, must be submitted **for approval by the Exhibition's Architecture department before November, 15<sup>th</sup> 2024:**

### OPERATIONS DEPARTMENT

Amaranthe HURTADO

Email: [amaranthe.hurtado.contractor@comexposium.com](mailto:amaranthe.hurtado.contractor@comexposium.com)

## EACH FLOOR PLAN MUST INCLUDE

- A bird's eye view of the stand, including information pertaining to scales, sides and positioning of set-back space (adjacent areas and aisles),
- A cross-section floor plan including information pertaining to scales, sides and heights of the planned volumes.
- 3D views

## VERY IMPORTANT

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

## USEFUL INFORMATION

## COMPLEMENTARY INSURANCE

## FIND OUT MORE VIA THE EXHIBITOR PLATFORM

- To find out what rules and regulations govern your insurance during the show, check the "Regulations" section in your Exhibitor space and order complementary insurance in the "My Store" section.

## 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 (December 3<sup>rd</sup> 2024 at 9am) to the evening on which the show closes to the public (December 5<sup>th</sup> 2024 at 5pm).

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

## PLASMA SCREEN &amp; 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 before the show opens to the public (December 3<sup>rd</sup> 2024 at 9am) to the evening on which the show closes to the public (December 5<sup>th</sup> 2024 at 5pm).

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.

Cases of theft that are not covered by TRUSTECH are insured by the exhibitor's own policy must be documented in a complaint form sent within the required time-frame to the Commissariat de Police du XV<sup>e</sup> or the exhibitor's home town (if in Metropolitan France):

**COMMISSARIAT DE POLICE DU XV<sup>e</sup>**

250, rue de Vaugirard – 75015 PARIS - FRANCE

Tel: +33 (0)1 53 68 81 00

**Simplified complaint filing: arrangement at the PGS level, in front of pavilion 5, for thefts committed without violence and aggravation.**



## USEFUL INFORMATION

## ACCESS PASS

## VERY IMPORTANT : COMPULSORY PASS-WEARING

- In order to be granted access to the exhibition pavilions, **all individuals must have been issued a TRUSTECH 2024 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 Exhibition Centre during the assembly, opening and dismantling periods in accordance with the timetables that feature on the exhibitor timetable. ([See Exhibitors Timetable document – Click here](#))

Pass exposant		Pass VIP	
All stands			
Stands > à 24,00 m <sup>2</sup>	2 passes/6,00 sqm	0 pass Vip if < 24sqm	5 passes Vip if > or equal to 24sqm
BUSINESS PACK+	3 passes/6,00 sqm	5 passes Vip if < 24sqm	7 passes Vip if > 24sqm
KIOSK	2 passes		
KIOSK PLUS	3 passes		
START UP	2 passes		
SPONSOR	1 pass		
Pavilion organiser	1 pass		

- Additional EXHIBITOR PASSES are available in the store of your exhibitor area:  
5 EXHIBITOR PASSES : 200€ ex. VAT

## BUILD-UP/DISMANTLING PASS

The build-up/dismantling badge allows your service providers to access the Exhibition Center during the set-up and dismantling period according to the times indicated on the exhibitors' schedule.

**The build-up/dismantling badge is not valid during the opening period of the show, from December 3<sup>rd</sup> to December 5<sup>th</sup> 2024.**

**Wearing a badge is compulsory.**



## CONTACTS

## TRUSTECH TEAM

Sales team (registration, communication tools)	
<p><b>Laurent NOEL</b> Director of Meetings division</p>	<p><b>Anne FRAYSSINET</b> Exhibition Director</p>
<p><b>Maria-Teresa Sepulveda</b> Sales manager Tel : +33 1 76 77 18 07 E-mail : <a href="mailto:mariateresa.sepulveda@comexposium.com">mariateresa.sepulveda@comexposium.com</a></p>	<p><b>Karen GALSTYAN</b> Sales director <a href="mailto:Karen.galstyan@comexposium.com">Karen.galstyan@comexposium.com</a></p>
Exhibitor area, visa, badges	Billing
<p>Chargé de clientèle Tel.: +33 1 76 77 13 28 <a href="mailto:trustech@comexposium-services.com">trustech@comexposium-services.com</a></p>	<p><b>Aurélié MISAT</b> Responsable Relations Exposants Tel. : +33 (0)1 76 77 16 55 E-mail : <a href="mailto:aurelie.misat@comexposium.com">aurelie.misat@comexposium.com</a></p>
Communication team	
<p><b>Olympe Touchais</b> Directrice Marketing &amp; Communication <a href="mailto:olympe.touchais@comexposium.com">olympe.touchais@comexposium.com</a></p>	
Operations and Safety team	
<p><b>Amaranthe HURTADO</b> Operations Manager +33 (0)6.26.20.99.38 <a href="mailto:amaranthe.hurtado.contractor@comexposium.com">amaranthe.hurtado.contractor@comexposium.com</a></p>	

USEFUL INFORMATION

## USEFUL CONTACTS

2/3

FOR FURTHER INFORMATION, CONTACT THE HOTLINE: **+33 (0)1 40 68 23 00**

Monday to Friday, 9am - 6pm

**GO TO YOUR EXHIBITION SPACE TO SEE THE COMPLETE LIST**

<b>On-site access for people with disabilities</b>	<b>POINT INFO VIPARIS</b>	+33 (0)1 57 25 15 15
<b>Hanging &amp; overhead power supply Trusses &amp; lights</b>	<b>VERSANT EVENEMENTS</b>	Tel: +33 (0)1 46 38 58 71 Email: <a href="mailto:contact@versantevenement.com">contact@versantevenement.com</a>
<b>Complementary insurance</b>	<b>SIACI</b>	Season, 39 rue Mstislav Rostropovitch 75815 Paris cedex 17 Tel: + 33 (0)1 44 20 29 81 Email: <a href="mailto:philippe.huet@s2hgroup.com">philippe.huet@s2hgroup.com</a>
<b>French customs</b>	<b>INFO DOUANES SERVICE</b>	From France: 08 11 20 44 44 (0.06 €/mn) From abroad: + 33 1 72 40 78 50 Website: <a href="http://www.douane.gouv.fr/">http://www.douane.gouv.fr/</a>
<b>Copyright</b>	<b>SACEM</b>	Délégation Régionale de St Gratien 16 avenue Gabriel Péri - BP 103 95210 St Gratien – France Tel: + 33 (0)1 76 76 74 80 Website:: <a href="http://www.sacem.fr/">http://www.sacem.fr/</a>
<b>HPS coordinator</b>	<b>SOCIÉTÉ D.O.T.</b>	81, rue de Paris 92100 Boulogne - France Tel: + 33 (0)1 46 05 17 85 Fax : + 33 (0)1 46 05 76 48 Email: <a href="mailto:sps@d-o-t.fr">sps@d-o-t.fr</a>
<b>Hospital</b>	<b>HÔPITAL GEORGES POMPIDOU</b>	20 rue Leblanc 75015 – Paris – France Tel: + 33 (0)1 56 09 20 00
<b>Fireproofing (Textile)</b>	<b>GROUPEMENT NON FEU</b>	37-39 rue de Neuilly - BP 121 92582 Clichy - France Tel: + 33 (0)1 47 56 30 80 Website: <a href="http://www.secuofeu.com/">http://www.secuofeu.com/</a> Email: <a href="mailto:secuofeu@textile.fr">secuofeu@textile.fr</a>

USEFUL INFORMATION

## USEFUL CONTACTS

3/3

FOR FURTHER INFORMATION, CONTACT LA HOTLINE: **+33 (0)1 40 68 23 00**

Monday to Friday, 9am - 6pm

**GO TO YOUR EXHIBITION SPACE TO SEE TH COMPLETE**

Parc des Expositions	Delivery of goods	TRUSTECH 2024 VIPARIS Company name Pavilion 5 / booth number 1 place de la Porte de Versailles 75015 Paris - France
Exhibition Centre	VIPARIS PORTE DE VERSAILLES	Tel: + 33(0)1 40 68 16 16
Police	COMMISSARIAT DE POLICE DU XV <sup>e</sup> ARRONDISSEMENT	250, rue de Vaugirard 75015 Paris - France Tel: + 33 (0)1 53 68 81 81
VAT refunds	TEVEA INTERNATIONAL	29-31 rue Saint Augustin 75002 - Paris - France Tel: +33 (0)1 42 24 96 96 Fax: + 33 (0)1 42 24 89 23 Email: <a href="mailto:mail@tevea.fr">mail@tevea.fr</a> Website: <a href="http://www.tevea-international.com">www.tevea-international.com</a>
Catering on stand	HORETO	HORETO PARIS Tel: + 33 (0)1 57 25 10 00 Email: <a href="mailto:commercial@horeto-paris.com">commercial@horeto-paris.com</a>
Catering on stand (External suppliers declaration)	VIPARIS	Myriam MOTTIN Tel: +33 (0)1 40 68 14 46 Email: <a href="mailto:myriam.mottin@viparis.com">myriam.mottin@viparis.com</a>
Fire Prevention	CABINET GUILMIN	50, rue Gilbert Cesbron 75017 Paris - France Mobile : + 33 (0)6 60 87 27 43 Email : <a href="mailto:cabinetguilmin@gmail.com">cabinetguilmin@gmail.com</a>
First Aid service	PGS VIPARIS	+ 33(0)1 72 72 16 80

## USEFUL INFORMATION

# EXHIBITORS TIMETABLES

## ASSEMBLY/OPENING/DISMANTLING

1/2

## ASSEMBLY/DISMANTLING AND POWER SUPPLY TIMETABLE

Period	Dates		Electricity	Exhibitor timetable	Opening to public
Assembly	Sunday	01/12/2024		8am - 8pm (bare stands only)	
	Monday	02/12/2024	8am - 10pm	8am - 10pm	
Opening	Tuesday	03/12/2024	8am - 7pm	7.30am - 7pm	9.30am - 6pm
	Wednesday	04/12/2024	8am - 7pm	8.30am - 7pm	9.30am - 6pm
	Thursday	05/12/2024	8.30am - 5pm	8.30am - 5pm	9.30am - 5pm
Dismantling			5pm - 6pm	5pm - 11pm	
	Friday	06/12/2024		8am - 12pm (bare stands only)	

**For safety reasons, work in the pavilions is prohibited outside the hours indicated.**

**The equipped stands are dismantled on Thursday, December 5<sup>th</sup> from 6pm.**

**Storage and furniture should be emptied on Thursday, December 5<sup>th</sup> between 5pm and 6pm.**

**IMPORTANT**

For any request for power supply before Monday, December 2<sup>nd</sup> 2024, you could order it on your Exhibitor space.

NB: If you already have an intermittent electrical connection and need a permanent one (24 hours a day), you must ask for your supply to be changed from intermittent to permanent and for the power to be increased if, for example, you require 4KW rather than 3KW.

USEFUL INFORMATION

# EXHIBITORS TIMETABLES

## ASSEMBLY/OPENING/DISMANTLING

2/2

### INSTRUCTIONS FOR EXHIBITORS DURING ASSEMBLY PERIOD EXPOSANTS

The evacuation of goods and empty packaging must be completed on Monday, December 2<sup>nd</sup> 2024 at 10pm.

Otherwise, pallets and other material identified and not cleared will be stored outside the buildings. The removal and delivery of these items to the exhibitor's stand will be the responsibility of the exhibitor.

The final assembly operations including cleaning must be completed on Monday, December 2<sup>nd</sup>, 2024 at 10pm.



**No motorized vehicle will be accepted in the pavilions on Monday, December 2<sup>nd</sup>, 2024, the last day of assembly (except for an exceptional exemption from the organizer).**

USEFUL INFORMATION

# HEALTH & SAFETY

## FIND OUT MORE VIA THE EXHIBITOR PLATFORM

- To read the Health & Safety regulations, check the 'Regulations' section
- Fill in your Health & Safety certificate directly online in the 'My Forms' section

## HEALTH AND SAFETY GUIDELINES

### **IHSPP: Individual Health & Safety Protection Plan.**

To enjoy access to the exhibition pavilions, all individuals must be equipped with an access pass for TRUSTECH 2024 (Exhibitor pass, Assembly/Dismantling pass) and must wear safety equipment, including in particular safety footwear. Failure to do so shall result in access to the Exhibition pavilions being refused.

## IMPORTANT

- The Health & Safety guidelines must be shared with all of your sub-contractors.

## USEFUL INFORMATION

# CLEANING & VACATING THE STAND

**FIND OUT MORE VIA THE EXHIBITOR PLATFORM**

- To order cleaning skips, go to "My Store" section in your Online Store.

**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.
- Cleaning is prohibited during the show opening hours, as is placing waste and rubbish in the aisles in the mornings before the opening.

**DURING ASSEMBLY AND DISMANTLING**

- Show cleaning service providers are on hand at the Exhibitor reception area to provide you with an estimation for supplying a skip for your materials and waste/rubbish.
- All stands, materials, merchandise and waste of any kind (adhesives, carpeting, etc.) must be removed for the assembly and dismantling periods.
- The exhibitor undertakes to remove and process their waste in compliance with the regulations in force.
- Once the assembly deadline has passed, TRUSTECH may take any measures it deems useful to remove the materials and waste that remain on the stand site at the exhibitor's expense, risk and peril, as well as measures useful to destroying structures and décor of any kind which the exhibitor may have failed to dismantle.
- **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.

**DURING OPENING DAYS**

- For fitted stands, daily cleaning is included (with final preparation cleaning the day before opening) for bare stands you can order it in your exhibitor's area

USEFUL INFORMATION

# CATERING FOR EXHIBITORS

## SET AND PROVISIONAL CATERING

You will find restaurants for you and your clients in pavilion 5.

A list of the restaurants and bars open during the assembly and dismantling periods will be available on the show's website.

## RECEPTIONS AND COCKTAIL RECEPTIONS

An agent is at your service to organise receptions: meals, buffets, cocktails.

All caterers are authorised to provide their services in the exhibition centre upon notifying VIPARIS and finalising a temporary intervention contract.

**For further details and information, contact:**

### Exhibition centre official caterer

#### HORETO

Sales department

Tel: + 33(0)1 57 25 10 00

Email: [commercial@horeto-paris.com](mailto:commercial@horeto-paris.com)

### External caterer declaration

#### VIPARIS

Concession department

Myriam MOTTIN

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

Email: [myriam.mottin@viparis.com](mailto:myriam.mottin@viparis.com)



USEFUL INFORMATION

## MEETING / CONFERENCE ROOMS

### FIND OUT MORE VIA YOUR EXHIBITOR AREA

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

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

**Maria-Teresa Sepulveda**

Tél. : +33 1 76 77 18 07

Email : [mariateresa.sepulveda@comexposium.com](mailto:mariateresa.sepulveda@comexposium.com)

## USEFUL INFORMATION

# HALL MONITORING & STAND SECURITY

## FIND OUT MORE VIA YOUR EXHIBITOR AREA

- To order a security service, check the list of suppliers in the "Useful info" section, in your Exhibitor Area.

## HALL MONITORING

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

The show's security company is aware of an increase in thefts and will ensure increased surveillance in the common areas.

Car parks are not monitored; objects of value inside vehicles must not be left out to ensure they do not attract interest.

## STAND SURVEILLANCE

Exhibitors who choose to use special surveillance for their stands are asked to inform the organiser of this fact by providing a list of the people who will be intervening on the stand as well as the name and contact details of the chosen surveillance company.

Exhibitors are responsible for their own stands and must take all necessary precautions to ensure their equipment is protected and removed in the evening upon closing if no surveillance has been put in place.

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

**Please note: Stand's storage rooms are not secure premises.**

## THEFT PREVENTION

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

- Avoid leaving your invitation card on visible furniture, keep them into 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 serves as your only guarantee against theft.**



**If you have ordered an equipped stand, the storage room will be dismantled  
Thursday, December 5<sup>th</sup> from 5pm.**

## FITTINGS

- Bare surface
- Equipped stand
- Pack Kiosk (6.00 sq.m)
- Pack Start-Up Pod

FITTINGS

# BARE SURFACE

## STAND LAYOUT PREP STEPS, BARE SURFACE

### *Step 1: stand allocation*

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

### *Step 2: checking your plan*

Your stand's decoration and design plan must be submitted for approval by the Operations Department of the show **before November 15<sup>th</sup> 2024** to:

#### **OPERATIONS DEPARTMENT**

Amaranthe HURTADO

Email: [amaranthe.hurtado.contractor@comexposium.com](mailto:amaranthe.hurtado.contractor@comexposium.com)

For information on the details to be supplied, check the **Architecture & Decoration Regulations** ([regulations chapter of this guide](#)).

### *Step 3: order any technical services (electric connections, phone lines, parking facilities, etc.)*

Find all available services in your Exhibitor Area, under “**Store**”.

## FITTINGS

## EQUIPPED STAND

## YOU HAVE BOOKED AN EQUIPPED STAND

- Surface: from 9.00 sq.m to 24.00 sq.m
- Stand occupancy start date: December 2<sup>nd</sup> 2024 - 8am

**Fittings included:**

- Carpet, choice of 2 harmonie
- Structure (partition height 2,50 m) and wall fabric
- 1 sq.m storeroom
- 1 sign-board with exhibitor name and stand number
- Light: 1 spot/3,00 sq.m
- 3 Kw intermittent electrical connection
- Furniture allowance: 550,00 € excl. VAT until 24 sq.m
- Daily stand cleaning

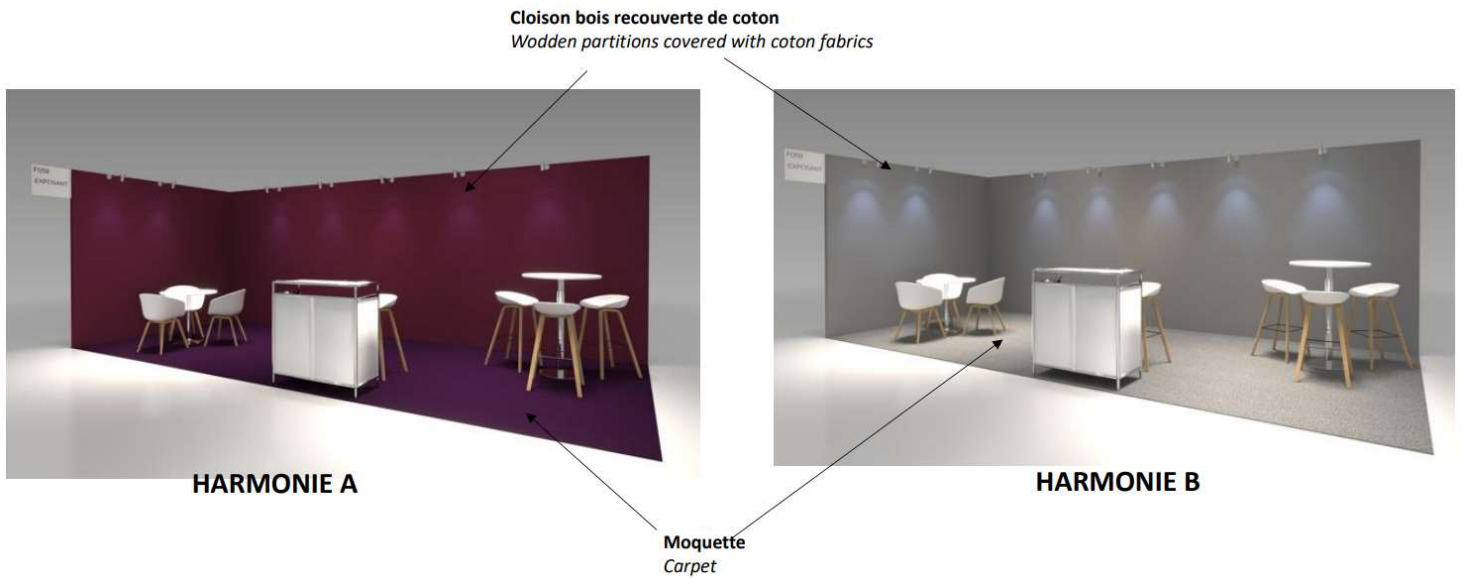
**For any request for an equipped stand, beyond 24sq.m, your furniture credit will be 750€ and your reserve will be 2sq.m**

## FITTINGS

## PACK KIOSK STAND

## YOU HAVE BOOKED A PACK KIOSK STAND

- Surface are: 6.00 sq.m
- Stand occupancy start date: December 2<sup>nd</sup>, 2024 - 8am

**Fittings included:**

- Carpet, choice of 2 harmonies
- Structure (partition height 2,50 m) and wall fabric
- 1 sign-board with exhibitor name and stand number
- Light: 1 spot/3,00 sq.m
- 1 Kw intermittent electrical connection
- Furniture allowance: 330,00 € excl. VAT
- Daily stand cleaning

## FITTINGS

# PACK START-UP POD

**YOU HAVE BOOKED A PACK START-UP POD**

- *Surface: 4.00 sq.m*
- *Stand occupancy start date: December 2<sup>nd</sup> 2024 - 8am*

**Fittings included:**

- Carpet
- Structure (partition height 2,50 m) and wall fabric
- 1 sign-board with exhibitor name and stand number
- Light: 1 spot/3 sq.m
- electrical connection (socket 500w)
- Furniture allowance: 1 desk, 2 tools
- Daily stand cleaning

**REGULATIONS  
& FORMALITIES****REGULATIONS**

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

*READ OTHER REGULATIONS IN YOUR EXHIBITOR AREA*

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

**FORMALITIES**

- Customs
- Exhibitor safety instruction
- Using foreign service providers
- Refund of French VAT (TVA)



## REGULATIONS

# DISABLED ACCESS TO THE SHOW

**PREAMBULE**

The order of 1<sup>st</sup> August 2006 lays out the conditions for application of articles R 111-19 to R 111-9-3 and R 111-19-6 of the Building and Habitation Code concerning the access of handicapped people in establishments for public use and installations open to the public during their construction or creation.

Generally, the Halls, exhibition Halls, and installations in exhibition centres meet the requirements of this order: accessibility, toilets, car parking, etc.

Furthermore, regarding installations open to the public during their creation, it is necessary to allow handicapped people access to stands, conference or meeting rooms, grandstands, or catering areas.

In the shows organised by COMEXPOSIUM, the Security Manager is responsible for ordering any measures required and carrying out inspections at shows.

The general and specific measures applicable to installations created at trade shows and exhibitions are given hereafter:

**ACCESS TO SINGLE-LEVEL STANDS**

Each stand, area open to the public, fitted with a floor higher than 2 cm must be accessible to People of Reduced Mobility (PRM).

One or several ramps, of a minimum width of 90 cm, will facilitate this access. Slopes will respect the following percentages:

- 4% slope without limit to the length of the passageway
- 5% slope on a length of less than 10 m
- 8% slope on a length of less than 2 m
- 10% slope on a length of less than 0.5 m

Clearance of a radius of 1.5 m will be left free for manoeuvring at each end of the ramp.

**PATHWAYS**

- Width of 1.4 m minimum.

**FITTING OF ROOMS OR AREAS RECEIVING SEATED MEMBERS OF THE PUBLIC (CONFERENCES, STANDS, GRANDSTAND, ETC.)**

Areas reserved for wheelchair users will be provided.

These areas must be located outside of alleyways and corridors and close to exits.

The number will be calculated enabling two places for the first 50 seats and one place per additional 50 seats.

**WELCOME AND INFORMATION DESKS**

Welcome and information desks must be accessible to people using a wheelchair.

- Height 80 cm, a gap of 30 cm depth on a height of 70 cm, enabling space for knees.

## REGULATIONS

# ARCHITECTURE & DECORATION RULES

1/2

The TRUSTECH "Architecture Regulations" include a list of presentation and layout standards for stands which has been drawn up to ensure that the exhibition runs smoothly and that people are able to visit in optimum comfort.

Any proposals for stands which are not in compliance with the regulations will be refused. Furthermore, any stand erected without the permission of the Architecture Department may be dismantled and the costs borne by the exhibitor.

Stand layout proposals must be emailed before November 14<sup>th</sup> 2024 to:

**OPERATIONS DEPARTMENT**

Amaranthe HURTADO

Email: amaranthe.hurtado.contractor@comexposium.com

**You must include:**

- A "top view" plan with details of scales, dimensions and locations of setbacks (partition wall + aisles)
- A "section" drawing with details of scales, dimensions and heights of proposed volumes
- 3D views

By signing his admission application, the exhibitor has undertaken to respect and ensure that all stakeholders (installers, decorators, etc.) respect all the clauses of the decoration and entertainment regulations below.

## 1 – FLOORS, WALLS & PILLARS SPECIFICATIONS

- Floors, walls and pillars are either made of concrete or enamelled metal or clad with wood panelling. It is strictly forbidden to drill, screw, nail, or embed the walls, cladding panels, pillars and floor of the pavilions. Exhibitors must not paint or mark on the walls, pillars and floors of the pavilions.
- The height of the pillar cladding must comply with the regulations (see below).
- Your stand area must be restored to its original condition. Any rubbish (carpet, adhesive, etc.) must be removed.
- Any damage reported during dismantling of the stand will be charged to the liable exhibitor. Exhibitor is responsible itself for its providers and subcontractor (designers, installers, ...)

## 2 – STAND HEIGHTS & SETBACKS

**2.1 Heights and setbacks**

- Maximum construction height: 4.00 m

Any construction or decorative element greater than 2.50 m from the floor of the building must respect a setback of 1.00 m from neighboring stands and aisle edges.

**Double-decker stands are not permitted.**

- Signs : maximum height: 5.00m from the ground
- Trusses: maximum height 5.50m from the ground

The sign and the trusses must be integrated within the limits of the stand and respect a setback of 1.00 m from neighboring stands and aisle edges.

**In joint ownership of the stand:**

For any construction or decorative element higher than 2.50 m backwards from the faces of offices, decorations or panels facing neighboring stands must be smooth, plain, painted in neutral colors or covered with M1 flame retardant wall fabric.

No electric cable should be visible.

**Any breach of this obligation may result in the immediate dismantling of the stand at the exhibitor's expense.**

**2.2 Reused stands**

They are subject to the TRUSTECH decoration regulations indicated in the same way as newly built stands.

They must comply with height and setback requirements.

## 3 – OPENINGS ONTO AISLES

- We remind you that the construction of a wall or screen made up of partitions or walls of offices or ancillary premises, affecting the overall view of the halls, hiding neighboring stands or hindering the free movement of visitors on the stand is FORBIDDEN. Each façade that looks out onto an aisle must open up by at least 50%.
- Any arrangement on the front of a stand opening onto an aisle must respect a maximum closure of 50.00%.
- Half-height partitions or barriers limiting public access are accepted within the limit of 1.20 m, subject to compliance with safety and evacuation standards.
- In addition, **no decorative elements, signage (balloons, banners, etc.) or products must encroach on the aisles, whether on the ground or in height.**

## REGULATIONS

# ARCHITECTURE & DECORATION RULES

2/2

## 4 – SIGNS AND TRUSSES

### 4.1. Maximum hanging height:

Sign top at 5.00 m with a mandatory minimum setback of 1.00 m inside your stand in relation to neighboring stands and aisles. The placement of the signage and / or the truss must be independent of the construction height.

### 4.2. Pivoting signs and balloons:

Balloons are subject to architectural regulations and must respect the heights and setbacks described in article 2. You will need to be able to provide the balloon envelope report (refer to the Euroclass table)

### 4.3. Illuminated signs:

Illuminated signs or signals are authorized, except if they are of the rotating beacon or similar type. They cannot in any case be intermittent or flashing. Gobos are authorized and must respect the limits of the stand. No sweeping on the ceiling, aisles and walls of the hall will be allowed.

## 5- SLING – FRAMEWORK - SUSPENDED ITEMS



### New regulation

Attachment operations involving building structures are carried out solely by the specialist departments of VIPARIS Porte de Versailles.

Only the VIPARIS Porte de Versailles departments are authorised to intervene on pavilion frames.

Slings are designed for a maximum load of 50 kg to 80 kg per attachment point depending on the set-up of your stand (including loads for motors, electric cables, etc.) according to the sling attachment location plan, which can be ordered online on the exhibitors' platform.

**Please refer to the table of authorised heights.**

**We would draw your attention to the provisions concerning the inspection of hung structures and self-supporting structures issued by the Paris Administrative Safety Commission.**

The following are concerned:

- All temporary installations hung from attachment points at the exhibition centre by slings: lighting trusses, built structures, signage, etc.
- Self-supporting stage-type structures, as regards certification of correct mounting compliant with the manufacturer's instructions. The safety specifications for the Paris Porte de Versailles exhibition centre have thus been modified to factor in the inspection procedures for these installations.

**It is now mandatory to have installations inspected and certified before structures are hung from attachment points:**

- Either by an approved inspection office (\*) which checks your installations, to obtain a certification of solidity without reservations,
- Or by a technician whose qualifications are recognised by their employer. As the Safety Commission allows a qualified technician delegated by the establishment director to certify the compliance of the attachment. The qualified technician who carries out the work must therefore produce a self-inspection document certifying the solidity of the structure in line with professional standards and current regulations and standards in France.

**In both cases, the certificate issued the approved control office, or the self-inspection document should be given to the exhibition Safety Officer, and be available to this officer at your stand during the assembly period.**

In both cases, the Safety Commission can ask for the calculation note provided to check the total weight of objects hung from slings. If a dossier is incomplete, the Safety Commission can close the stand until it has been made safe, at your expense, and certified as such by an approved inspection body.

To help you in these procedures, we have referenced the following inspection offices, though you are free to use any approved structure solidity inspection office you choose (and can ask for any advice you need from our Safety Officer).

SOCOTEC  
Patrick PEREIRA  
Tél : +33 (0)1 45 18 21 90  
Mobile phone : +33 (0)6 08 12 08 21  
[patrick.pereira@socotec.com](mailto:patrick.pereira@socotec.com)

(\*) Body approved by the Ministry of Housing and Sustainable Habitat – Structure Solidity mission.

## 6 - CEILING

As a general rule, full ceilings are prohibited at the SIAL. However, stands may be covered by:

- lattice-style elements made of M0 or M1 materials or at least B.
- alternating elements made of M0 or M1 or at least B materials arranged in the form of a "checkerboard" so as to create a slightly open ceiling (50%).
- vertical strips made of thin M0 or M1 or at least B materials spaced at least 0.20 m apart.
- horizontal strips made of M0 or M1 or at least B materials, provided they are not more than 1 m wide and are separated by free space at least equal to the width of the strips.
- acoustic wallboard made of M0 or M1 or at least B materials, provided that the openings are equal to 50% of the surface of the boards.
- wide-mesh fabrics that allow only limited resistance to water flow. These fabrics must be at least M0 or M1 or at least B.

## 7 – ELECTRICAL INSTALLATIONS

- It is strictly forbidden to use the private facilities of VIPARIS Porte de Versailles (pavilion gutters, underground network, hatches) for the passage of your electric cables.
- Operations on electrical installations or in their vicinity may only be carried out by authorized workers.

## REGULATIONS

# FIRE & PANIC RISK PREVENTION REGULATIONS

1/4

## 1. GENERAL REMARKS

The safety regulations to prevent risk of fire and panic in establishments open to the public are determined by the Decree of 25 June 1980 (general provisions). The Decree of 18 November 1987 defines the special provisions applicable in exhibition pavilions. The text below highlights extracts of these regulations in order to make them easier to understand.

Any large project must be submitted for the approval of the Security Officer assigned to the trade show. All plans and technical information must be sent for this purpose to the organiser at least one month before the show opens.

During the assembly period, the Safety Officer oversees the application of the safety measures mentioned above. All further information concerning fire safety can be obtained from:

### CABINET SÉCURITÉ & INCENDIE

SAS Cabinet GUILMIN

Thierry GUILMIN

50, rue Gilbert CESBRON - 75 017 PARIS

Mobile : 06 60 87 27 43

E-mail : cabinetguilmin@gmail.com

FIRE SAFETY RATINGS FOR MATERIALS (Decree of 30 June 1983): In France, there are 5 categories of fire ratings (given here with their rough equivalents): M0 (A2), M1 (A2-B), M2 (C), M3 (D) and M4 (E except Ed2). M0 is an incombustible material.

## 2. DISABLED ACCESS

Exhibitors must carefully apply articles L.111-7, L.111-7-3 and R.111-19 to R.111-19-8 of the Construction and Habitation Code (Code de la Construction et de l'Habitation) and the Decree of 1 August 2006 regarding disabled access to establishments which are open to the public and with facilities which are open to the public:

Pathways will be horizontal and will not have steps or steeper inclines than decreed by law:

- minimum width = 0.90m,
- 33% bevel threshold strip, if floor has a rise of < 4cm,
- 4% inclinations, whatever the length of pathway,
- 5% inclinations over lengths of < 10m,
- 10% inclinations over lengths of < 0.50m.

Reception desks must be usable by people in wheelchairs (maximum height of 0.80m, with a gap of 30cm to make room for knees at a height of 0.70m).

Stands with two levels must have disabled access if they have staff on the upper level of > 50 people or if activities on the upper floor are not available on the lower floor. Stairs must comply with accessibility regulations (see attached document).

## 3. STAND FITTINGS

### 3.1. MATERIALS CLASSIFICATION REQUIREMENTS

#### 3.1.1 - General remarks

The materials used must meet fire resistance characteristics (French or European classification).

#### 3.1.2 - Requirements

- stand frame and partitions with at least a minimum **M3 classification**,\*
- wall coverings (natural or plastic textiles with at least **M2 classification**,\*
- curtains, hangings and free-hanging net curtains with at least **M2 classification**,\*
- firmly fixed floor covering with at least **M4 classification**,\*
- coverings for podiums, platforms or terraces (if h > 0.30 metres and if S > 20 sq.m) with a minimum of M3 classification,\*
- decorative items with at least M1 classification,\*
- full velums with at least M2 classification,\*
- ceilings and suspended ceilings, with at least M1 classification.\*.
- \*M1 classification, EU class B
- M2, EU class C
- M3, EU class D
- M4, EU class D

#### 3.1.3 – Equivalences

- Solid non-resinous wood: if thickness >14 mm, classified M3\* or D,
- solid resinous wood: if thickness >18 mm, classified M3\* or D,
- panels derived from wood (plywood, slats, fibres, particles): if thickness >18 mm, classified M3\* or D.

**ATTENTION: détenir sur chaque stand les procès-verbaux de classement des matériaux utilisés vis-à-vis de leur réaction au feu. À défaut, détenir sur chaque stand les certificats d'ignifugation équivalents.**

### 3.2. CONSTRUCTION AND OUTFITTING RULES

#### 3.2.1 – Are forbidden:

- curtains, hangings and net curtains in front of exits,
- paints and varnishes classified flammable (nitrocellulose or glycerophthalic paints for example),
- use of signs or billboards in white letters on a green background.
- stands with several levels.
- ceilings for upper levels (ceiling, suspended ceiling, velum fabric). Only mesh velum or “smoke out” velum is authorised

#### 3.2.2 – open stands (ceiling, velum, upper floors)

- - each stand must be at a 4m distance,  
If S>50 sq.m:
- \* appropriate extinguishers,
- -presence of one SSIAP1 qualified fire safety officer,
- be fitted with standalone emergency lighting units. This emergency lighting must be placed in sleep mode when the normal lighting installation is intentionally turned off.
- for canopies, secure attachment and crossed wire-mesh support (1 sq.m maximum).

## REGULATIONS

# FIRE & PANIC RISK PREVENTION REGULATIONS

2/4

**3.2.3 – Stands with upper floors**

(Send a file for opinion and approval to AFS Conseils et Sécurité)

- if  $S < 50$  sq.m, resistance of 250 kg/ sq.m
- if  $S > 50$  m<sup>2</sup>, resistance of 350 kg/ sq.m,
- handrails compliant with standards NF P 01-012 and NF P01-013 (see diagrams in appendix)
- following assembly, **solidity and stability** of the mezzanine to be checked by a certified inspection body,
- if **capacity > 19 people**, 2 evacuation staircases,
- extinguishers suited to the risks will be available on each mezzanine
- no **electrical box** (energy and distribution) with total power > 100kVA under the mezzanine,
- use of mesh canopy or "smoke out" canopy for any **cover above the mezzanine**.

**3.2.4 – closed stands or rooms:**

Please contact the Cabinet RAILLARD for approval and agreement of your plans

- number and width of exits:
- $S < 20$  sq.m: 1 x 0.90m,
- $20 \text{ sq.m} \leq S < 50 \text{ sq.m}$ : 1 x 0.90m and 1 x 0.60m,
- $50 \text{ sq.m} \leq S < 100 \text{ sq.m}$ : 2 x 0.90m or 1 x 1.40m and 1 x 0.60m,
- $100 \text{ sq.m} \leq S < 200 \text{ sq.m}$ : 1 x 1.40m and 1 x 0.90m or 3 x 0.90m,
- $200 \text{ sq.m} \leq S < 300 \text{ sq.m}$ : 2 x 1.40m,
- $S > 300 \text{ sq.m}$ , please contact the Cabinet RAILLARD,
- exits must be appropriately spread out through the stand,
- exits must be marked.

**3.3 - FIRE-PROOFING**

Fire-proofing may give M2 quality to materials that are normally moderately or highly flammable. A list of approved fireproofing firms may be obtained from:

**GROUPEMENT TECHNIQUE FRANCAIS DE L'IGNIFUGATION**

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

**3.4 – MATERIAL FIRE REACTION REPORTS**

Exhibitors must keep fire reaction reports at their stands for coverings and materials used, or failing that, be in possession of the equivalent fireproofing certificates.

Exhibitors should obtain these coverings and materials from specialist suppliers or retailers, thus avoiding the need for fire-proofing on site, which involves some drawbacks (the salts used attack metals and the fireproofing is valid for only 3 months).

Contact:

**GROUPEMENT NON FEU**

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

**4. ELECTRICITE****4.1 - GENERAL REMARKS**

- installations must comprise only fixed cable runs,
- cables or conductors must be category C 2,
- ducts and sections used for the cable runs and cable masks must be of the type that does not propagate flame, in compliance with current standards,
- all ducts must comprise an earth conductor connected to the cabinet earth terminal.
- if, in exceptional cases, class 0 materials on display have an electrical supply, they must be protected by residual current devices with a differential of 30mA maximum,
- class I appliances must be connected to the earth conductor of the duct supplying them.
- use of individual earthing protection is prohibited.

**4.2 – ELECTRICITY CABINETS**

- inaccessible to the public,
- easily accessible for staff and the emergency services,
- a safe distance from all inflammable and combustible materials or products.

**IMPORTANT: if P > 100 kVA**

**Electrical cabinet in a closed room reserved for this use only, room signposted, CO<sub>2</sub> or powder type extinguisher installed, M3 partitions, not located under a mezzanine accessible to the public.**

**Send back the "declaration of appliances and equipment in operation" form, attached in the appendix.**

**4.3 – HALOGEN LAMPS (STANDARD EN 3 60,598)**

Any stand lights consisting of halogen lamps must:

- be placed at a minimum height of 2.25 metres,
- must be kept away from all combustible materials (at least 0.50m from wood and other decorative materials),
- must be fixed solidly,
- be equipped with a safety screen (glass or fine mesh grill) to protect against any risk should the light bulb burst.

**4.4 – HIGH VOLTAGE ILLUMINATED SIGNS**

- protected by a screen made of M3 or D category material.
- off switch indicated,
- transformers located out of normal reach,
- "Danger, high voltage" signs, if necessary.

## REGULATIONS

# FIRE & PANIC RISK PREVENTION REGULATIONS

3/4

## 5. HELIUM BALLOONS

- Do not store helium cylinders (empty or full) in the hall,
- Do not blow up balloons near members of the public,
- Balloons must not go beyond the limits of the stand,
- If you are using light-up balloons, they must have an M2 or European C standards covering.

## 6. TEMPORARY COOKING APPLIANCE INSTALLATIONS FOR CATERING

- One cooking point per stand only,
- Total power of cooking and/or heating equipment < 20 kW (stove, hotplate, oven, gas burner etc.),
- If cooking produce greasy vapours filtering hood with 3 filters to trap grease and odour,
- If liquefied gas is used: only Butane is authorised in 13 kg cylinders (Propane is prohibited). A cylinder may supply one device only.
- if P > 20 kW, contact Cabinet RAILLARD
- a "Declaration of installation of cooking or heating appliances for catering" form describing the nature and power of cooking devices to be installed, will be sent to the organizer one month before the show open.

## 7. USING LIQUEFIED HYDROCARBONS

- Only receptacles containing no more than 13kg of liquefied gas are allowed into the halls.

### BUTANE

- Bottles in use must be placed out of reach of the general public and protected from impact,
- Bottles must be separated from each other by a rigid, non-combustible screen, or kept at least 5m apart from each other,
- 1 bottle for at least 10m<sup>2</sup>, with a maximum of 6 bottles per stand,
- No empty or full bottles can be stored on the stand while unconnected,
- Ductile or flexible connection tubes must be renewed once their expiry date for use has been reached,
- Bottles must be kept upright, with the stop valve accessible at all times.

## 8. MACHINES AND APPLIANCES USED FOR DEMONSTRATION PURPOSES (INCLUDING COOKING AND HEATING APPLIANCES AND BURNERS)

### 8.1 – GENERAL REMARKS

- Must be declared to the organiser 30 days before the show opens (see appendix for model),
- Must not present any risk to the public,

- if working machines or appliances are presented in at-rest status:

\*dangerous parts must be more than 1m from the public or protected by a rigid screen.

\*dangerous parts = moving parts, hot surfaces, sharp edges/points/blades

- if machines or appliances are presented in a moving status:

\*protected area placing the public at least 1m from the machines.

- if a machine presents exposed hydraulic cylinders in static raised position:

\*hydraulic safety systems with a mechanism which prevents the cylinders from working unwarranted.

- correctly stabilised positions.

### 8.2 – HEATERS

Heaters presented in operation must respect the following measures:

- open fires are not allowed. Only heaters with front panels can be presented in operation.
- fumes from burned gases must be extracted away from the inside of the building via extractor ducting which complies with French standards.
- a 2m security perimeter around the appliance (the stand partitions must also respect this perimeter),
- the declaration must be handed in to the organiser and safety officer (see appendix: declaration of machines and appliances in operation [Operating machine declaration]).

### 8.3 – BIOETHANOL HEATERS

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

### 8.4 – PROHIBITED MATERIALS, PRODUCTS AND GASES

Ethanol heaters presented in operation will respect the following measures:

- appliances must be complaint with standards,
- there must be a 2m security perimeter around the apparatus (the stand partitions must also respect this perimeter),
- surface temperatures must be < 40°C,
- there must be no more than 5 litres of combustible liquid on the stand and it must be held in storage,
- drums containing ethanol will be kept closed and labelled with the relevant standardised pictograms,
- tanks will only be filled away from the public,
- direct contact between the public and the flame will be impossible.

## REGULATIONS

# FIRE & PANIC RISK PREVENTION REGULATIONS

4/4

## 9. SPECIAL EFFECTS

(Please contact the AFS Conseils et Sécurité)

- If technical installations are fitted on the stand to create special effects (smoke machines, dry ice machines using carbon dioxide and laser machines), they must be compliant with technical instructions for using such equipment (decree of 11 December 2009, Journal officiel de la République française of 16 February 2010).
- Due to the presence of automatic fire detection systems in some halls or pavilions, the use of these types of technical installations is sometimes restricted.
- At least 30 days before the show opens, these installations must be declared (or in the case of lasers, usage must be requested) via the relevant authority (please contact the AFS Conseils et Sécurité).

**IMPORTANT: Machines which use enclosed lasers (e.g.: for cutting, reading, or measuring) as part of demonstrations for exhibition purposes only can be used without the prior agreement of the administrative authority. However, they must be declared to the organiser 30 days before the show opens.**

## 10. PROHIBITED MATERIALS, PRODUCTS AND GASES

### Prohibited:

- distributing samples or products containing flammable gas
- balloons inflated with inflammable or toxic gas
- items made of celluloid
- the presence of fireworks or explosives
- the presence of ethylene oxide, carbon disulphide, sulphuric ether or acetone
- pyrotechnical effects, firecrackers, sparks and flames

## 11. FLAMMABLE LIQUIDS

Each stand may only use flammable liquids in the following quantities:

- 10 litres of Class 2 flammable liquids for every 10m<sup>2</sup> within the stand, to a maximum of 80 litres
- 5 litres of Class 1 flammable liquids.

## 12. SAFETY EQUIPMENT

- Must remain visible at all times
- Must be accessible at all times
- Fire hoses must not be covered by housing, other encumbrances or decoration

They must be accessible: there must be a pathway of at least 1m in width leading to the hose from the nearest gangway

## 13. INSTRUCTIONS FOR OPERATION

- Crates, cardboard boxes and wood may not be left on stands and in passages.
- Daily cleaning necessary.



FORMALITIES

# CUSTOMS

1/2

## IMPORTANT INFORMATION

### INFOS DOUANES SERVICES

+33 (0)8 11 20 44 44\* (€ 0.06/min)

From Abroad countries: +33 1 72 40 78 50

[www.douane.gouv.fr/](http://www.douane.gouv.fr/)

Economic Regimes Office

Customs and excise duties

Open: Monday to Friday

Time: 9am - 5pm

### BRINGING MATERIAL THROUGH FRENCH CUSTOMS FROM OVERSEAS (NOT INCLUDING EU)

During TRUSTECH, the Parc des Expositions de Paris Porte de Versailles exhibition grounds are granted temporary admission by customs.

This temporary admission starts the day the material enters the exhibition halls and ends 30 days after the exhibition closes.

Foreign merchandise must be inspected by customs before it reaches exhibitors' stands.

### GENERAL COMMON LAWS

#### Arrival of goods:

Goods must be presented to the Bureau de Paris Principal - rue Léon Jouhaux – 75015 Paris by an accredited customs clearance officer with one of the following documents:

#### 1) Transit document:

A declaration made in a customs office at a road border, port or airport upon the goods' arrival in French national territory or in their country of origin should customs agreements exist between this country and France.

#### Documents to provide with the transit document:

- An invoice (5 copies)
- A CMR for road transportation, an air waybill for air transportation or bill of lading for sea transportation
- A packing list
- Description of the apparatus (if machines)

#### Important:

Any apparatus which is to operate on stands must have documentation to certify its conformity.

FORMALITIES

# CUSTOMS

2/2

**Temporary admission:**

Under no circumstances do the above documents confer temporary admission.

Upon arrival at the exhibition's customs office, goods must be immediately declared for temporary admission via an on-site customs clearance agent (go to your online Exhibitor Space for a list of official agents).

After the declaration has been recorded, goods may potentially be checked by customs officers.

They cannot be sent on to the exhibitor's stand until all these formalities have been completed.

For the duration of the event, goods must be presented at the stand whenever customs authorities request it.

**Important:** Temporary admission is only conferred for the exhibition which is the subject of this document. No apparatus may leave the stand under any circumstances until the formalities for outgoing goods have been completed.

**Outgoing goods:**

As indicated above, no foreign goods from non-EU countries may leave the premises until one of the necessary declarations has been submitted to the customs office via the same customs clearance officer who oversaw the procedure for entry on site.

Apparatus can only leave the premises once one of the three following procedures has been completed:

1/ Re-export

2/ Transit under the continuous control of customs officials to another customs warehouse on French national territory

3/ Use on French metropolitan territory

In this case the apparatus must be declared for use by the same customs clearance officer who received from the importer the relevant duties and taxes on behalf of the tax authorities.

**Important:**

All procedures overseen by customs clearance officers are at the exhibitor's own expense

**ATA Carnet systems for exhibitions**

(Excludes food products)

The ATA Carnet can be used for goods to be exhibited or used at an exhibition.

This international document can be used in place of the formalities referred to in paragraph 1 (transit document).

Entry formalities can be done at the border to European Union territory (or port or airport).

At the end of the event, re-export can also be done at the EU territory border. The deadline for re-export may also be established at the EU territory border. The re-export deadline is established in accordance with the dates defined by the country which issued the Carnet, provided that the expiry date of the Carnet is not exceeded.

FORMALITIES

# EXHIBITORS SAFETY INSTRUCTIONS

1/17

## IMPORTANT

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

The Exhibitor Health & Safety Instructions communicated to you defines all the measures set in place to prevent risks arising from the interference of the activities of the various people working on this event. This document was drawn up at the request of the show Organizer by the Coordinator Mr Bernard FRANCINE in accordance with the provisions defined by the texts in force and in particular the following Law:

**31.12.1993 nr 93-1418 and the Decree of 26.12.1994 nr 94-1159  
Modified and complemented by the Decree nr 2003-68 of 24.01.2003**

**You are therefore asked to study it and apply the regulatory measures defined in this document.**

**This General Coordination Plan cannot replace the provisions of the Code of Work. It does not in any way reduce the responsibilities and duties of the companies working on the site.**

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

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

- To avoid risks,
- To evaluate risks which cannot be avoided,
- To combat risks at source,
- To take account of technical developments,
- To replace what is dangerous by what is not or by what is less dangerous,
- To plan prevention measures by coherent integration of techniques, work organization and working conditions,
- To take collective protection measures giving them priority over individual protection measures.

FORMALITIES

# EXHIBITORS SAFETY INSTRUCTIONS

2/17

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

- 1°) Validate the Health & Safety Instructions Notice on the website of the show.
- 2°) Pass on the information about these instructions to all service providers appointed by himself who work during the assembly and dismantling periods on his stand.

## IF YOUR STAND IS:

- • Installed by several independent companies.
- • Installed by a decorator/stand designer using at least two sub-contractors.

### If YES to at least one of these:

You must appoint an Health and Safety Coordinator for the assembly and dismantling periods and communicate his contact details together with his GHSPCP (General Health and Safety Protection Coordination Plan) to the D.Ö.T Company before November 2<sup>nd</sup>, 2024.

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

### D.Ö.T / TRUSTECH 2024

81 rue de Paris - 92100 BOULOGNE - France

Fax: +33 (0)1 46 05 76 48 - Email : sps@d-o-t.fr

## COMPULSORY

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

**Obligation of protection reminder** Cf. Chapter VIII.3. of this document.

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

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

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

FORMALITIES

# EXHIBITORS SAFETY INSTRUCTIONS

3/17

## ASSEMBLY AND DISMANTLING DATES

### BARE STANDS EXHIBITORS

ASSEMBLY	DISMANTLING
December 1 <sup>st</sup> 2024 from 8am to 8pm December 2 <sup>nd</sup> 2024 from 8am to 10pm	December 5 <sup>th</sup> 2024 from 5pm to 11pm December 6 <sup>th</sup> 2024 from 8am to midday

### EQUIPPED STANDS EXHIBITORS

ASSEMBLY	DISMANTLING
December 2 <sup>nd</sup> 2024 from 8am to 10pm	December 5 <sup>th</sup> 2024 from 5pm to 11pm

### ATTENTION

**On the last assembly day, no motorised vehicle will be allowed in the halls (unless special dispensation has been granted by the Organizer).**

**In the dismantling period, on 05/12/2024, motorised vehicles may only work after 7pm in the halls.**

FORMALITIES

# EXHIBITORS SAFETY INSTRUCTIONS

4/17

## CONTENTS

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

## I. GENERAL INFORMATION ABOUT THE OPERATION

### I.1. DEFINITION

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

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

### I.2. COMPOSITION

The Health & Safety Instructions that must be validated on the website show.

The safety regulations of the Venue and the Fire Safety instructions are available from the Organizer.

### I.3. DEFINITION OF THE COMPANY

Any firm that provides services to the Exhibitor, and is charged with creating the infrastructures of the stand is considered as a company. The Exhibitor is responsible for his own suppliers and sub-contractors.

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

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

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

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

#### **In addition, it is supposed that company have:**

- Taken note of plans and documents useful in carrying out the work, and of event technical files, and that they have taken due note of the sites, places and installation areas of major structures and of all general or local elements relating to the execution of the work.
- Perfectly understood all the conditions for carrying out the work and have been made fully aware of their importance and their particular features.
- Made a detailed visit of the site and taken note of all the physical conditions and all constraints pertaining to the places of work, accesses and surroundings, to the ready execution of the work, and to the on-going organization and operation of the worksite.

FORMALITIES

# EXHIBITORS SAFETY INSTRUCTIONS

5/17

## II. ADMINISTRATIVE INFORMATION

### II.1. THE PARTICIPANTS

#### II.1.1. GENERAL ORGANIZATION

The COMEXPOSIUM Company acts as the general exhibition Organizer of TRUSTECH 2024.

ORGANISER	GENERAL SHOW DIRECTOR
<b>COMEXPOSIUM</b> 17 Quai du Président Paul Doumer Immeuble Highlight 92400 COURBEVOIE - France Tél. : +33 (0)1	<b>Anne Frayssinet</b> Email : <a href="mailto:anne.frayssinet@comexposium.com">anne.frayssinet@comexposium.com</a>
OPERATIONS DIRECTOR	OPERATIONS MANAGER
<b>Jean-Marc PIERRE</b> Tel: +33 (0)1 76 77 13 67 Email: <a href="mailto:jean-marc.pierre@comexposium.com">jean-marc.pierre@comexposium.com</a>	<b>Amaranthe Hurtado</b> Email: <a href="mailto:amaranthe.hurtado.contractor@comexposium.com">amaranthe.hurtado.contractor@comexposium.com</a>

CONTACT RECEIVING EXHIBITOR'S DEMANDS
Email: <a href="mailto:trustech@comexposium-services.com">trustech@comexposium-services.com</a>

INSURANCE AGENCY CIVIL RESPONSABILITY/DAMAGE TO PROPERTY	TOWN HALL
<b>SIACI SAINT HONORE</b> Season 39 rue Mstislav Rostropovitch 75815 Paris cedex 17 Philippe HUET Tel: + 33(0)1 44 20 29 99 Email: <a href="mailto:philippe.huet@s2hgroup.com">philippe.huet@s2hgroup.com</a>	<b>MAIRIE DU XV<sup>ème</sup> Arrondissement</b> 31, rue Pecllet 75015 PARIS - France Tel: +33 (0)1 55 76 75 15

#### II.1.2. HSP COODINATION / FIRE SAFETY

HSP COORDINATOR	FIRE SAFETY REPRESENTATIVE
<b>D.Ö.T</b> 81 rue de PARIS - 92100 BOULOGNE - France Tel : + 33 (0)1 46 05 17 85 - Fax : +33 (0)1 46 05 76 48 Email: <a href="mailto:sps@d-o-t.fr">sps@d-o-t.fr</a>	Cabinet GUILMIN 50, rue Gilbert CESBRON - 75 017 PARIS Mobile : 06 60 87 27 43 E-mail : <a href="mailto:cabinetguilmin@gmail.com">cabinetguilmin@gmail.com</a>
<b>The dates of presence of the fire safety representative haven't been defined.            The date of the safety committee tour of inspection hasn't been defined</b>	
FIRE PROOFING	
<b>Groupeement NON FEU</b> 37-39, rue de Neuilly - BP 249 - 92113 CLICHY - France Tel: + 33 (0)1 47 56 31 48	<b>Groupeement Technique Français de l'ignifugation</b> 10 rue du Débarcadère - 75017 PARIS - France Tel: + 33 (0)1 40 55 13 13
EXPERT IN THE SOUNDESS OF MAJOR STRUCTURE	
<b>Not applicable</b>	

## FORMALITIES

# EXHIBITORS SAFETY INSTRUCTIONS

6/17

**II.2. DEFINITION OF WORK AREA**

PARC	PAVILIONS
<b>PARIS EXPO PARTE DE VERSAILLES</b> 1, place de la Porte de Versailles 75015 PARIS Welcome center: +33 (0)1 40 68 22 22 Exhibitor's Service: +33 (0)1 40 68 16 16	<b>5.2 &amp; 5.3</b>

**II.3. THE OFFICIAL BODIES**

WORK INSPECTION	CRAMIF
Madame Dominique DABNEY 46-52, rue Albert Section 15 A 75640 PARIS Cedex 13 - France Tel: +33 (0)1 40 45 36 50	Service des risques Professionnels. 17/19, avenue de Flandres 75019 PARIS – France Tel: +33(0)1 40 05 38 16
O.P.B.T.P.	GLOSSARY
1, rue Heyrault 92660 BOULOGNE Cedex - France Tel: +33 (0)1 40 31 64 00	CRAMIF : Caisse Régionale d'Assurance Maladie d'Ile de France OPPBTP : Organisme Professionnel de Prévention du Bâtiment et des Travaux Publics

**II.4. EMERGENCY SERVICES****ON THE SHOW SITE :**

EMERGENCY POST	GENERAL SURVEILLANCE POST
Not defined to date	Tel: + 33 (0)1 72 72 18 18
	FIRE SAFETY
	Tel: + 33 (0)1 72 72 15 32

**OFF SITE:**

FIRE SERVICE	POLICE STATION
6 place Violet 75015 PARIS - France Tel: 18 ou 112 (mobile) or + 33 (0)1 45 78 74 52	250 rue de Vaugirard 75015 PARIS - France Tel: 17 or + 33 (0)1 53 68 81 00
SAMU	NEAREST HOSPITAL
149 rue de Sèvres 75015 PARIS - France Tel: 15 or + 33 (0)1 45 67 50 50	Hôpital Georges Pompidou 20 rue Leblanc 75015 PARIS - France Tel: + 33 (0)1 56 09 20 00



FORMALITIES

# EXHIBITORS SAFETY INSTRUCTIONS

7/17

## III. GENERAL EVENT ORGANIZATION

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

Cf. Exhibitor's Guide

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

DATES & TIME
December 3 <sup>rd</sup> 2024 - 9:30 am - 6pm
December 4 <sup>th</sup> 2024 - 9:30 am - 6pm
December 5 <sup>th</sup> 2024 - 9:30 am - 5pm

### III.3. VARIOUS SERVICE PROVISIONS

Cf. Exhibitor's Guide

### III.4. SITE CONSTRAINTS

#### III.4.1. TRAFFIC MOVEMENTS INSIDE THE EXHIBITION CENTRE

The temporary occupation of this site implies compliance with the standards and conditions (times of access, parking, speed etc...) defined by the regulations in force in this enclosure and its surroundings. These regulatory texts, as well as the site specifications, can be consulted by contacting the Organizer.

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

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

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

**No delivery or private vehicles will be allowed in the halls, during the assembly and dismantling periods, without access authorisation from the Organizer.**

**Means of transporting people (motorised or not) such as: scooter, bicycle, roller blades, electric vehicles, etc... are prohibited in the halls.**

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

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

**The security aisles defined on the exhibition general plan must be respected and kept free of any materials or crates.**

**There must be no storage or parking on the traffic movement areas defined on the plan of the halls.**

#### RESPECT INSIDE

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

#### RESPECT OUTSIDE

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

FORMALITIES

# EXHIBITORS SAFETY INSTRUCTIONS

8/17

## IV. HANDLING CONDITIONS

### IV.1. GENERAL REMARKS

The movement of machines presents risks and must be reduced to a minimum by strict management and distribution of the equipment.

Companies listed by the Exhibitor are asked to set up means of identifying the machines and the men (stickers, identification jackets, etc...).

**Lifting and handling equipment** must satisfy the requirements of current regulations. They must be kept in good working order and have satisfied regular inspections in conformity with the Article R 4535-7 of the Code of Work.

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

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

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

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

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

However, when it cannot be avoided, the employer must take appropriate measures or put at disposal to the workers, suited measures, to limit physical effort and to reduce incur risks during the handling (mechanical assistance, grasping means).

The weight of the loads must be reduced and the working post must be adjusted to do the handlings in the best conditions (working space, reduction of the distance that the loads need moving...).

The staff must be trained in the risks of handlings.

The load must not split when it is moved.

For the handling of glass panels, it is recommended to use suction cups. In the same way, for handling plywood sheets, the use of handling clips or panel carriers is recommended.

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

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

### IV.2. USE OF MACHINES WITH NA ENGINE

**The drivers must be at least 18 years of age and hold driving permits issued by the employer as well as the CACES (safe driving aptitude certificate) and the Special Medical Fitness Certificate.**

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

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

The speed limit must be respected for any movement outside the halls.

It must be reduced and appropriate inside the halls.

FORMALITIES

# EXHIBITORS SAFETY INSTRUCTIONS

9/17

## IV.3. LIFTING REGULATIONS

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

The certificate of conformity of this equipment must be available for inspection.

It is essential that the company, which provides the equipment, exclusively carries out the maintenance and operation of all lifting gear. This equipment is the sole responsibility of this company.

Whatever the means of lifting used, the users must take care **not to work over any other workers and to take all necessary safety provisions.**

**Movements with loads in high position are banned, except with the presence of a guide who must warn the people of this operation.**

The maximum load indications of each strap must be respected.

The lifting works must be done in accordance with the Articles R 4534-95 à 102 of the French Code of Work.

### REMIND

**It is forbidden:**

- To drive a truck without a driving licence.
- To allow your truck to be driven by an unauthorised person.
- To lift a load greater than the machine's capacity.
- To increase the value of the truck's counterweight.
- To lift a poorly balanced load.
- To lift a load with only one arm of the fork.
- To move around with a high load.
- To brake sharply.
- To take corners at high speed.
- Not to observe traffic signs.
- To use traffic lanes other than those established.
- To carry people on trucks not specially designed for the purpose.
- To leave the engine running in the absence of the driver.
- To lift people with trucks not specially designed for the purpose.
- To abandon a truck in the movement aisles or on a slope.
- To leave the ignition key in the vehicle when the driver is absent.
- To park or go under a fork in the high position, even unloaded.
- To smoke near a charging battery or while thermal trucks are being filled.
- To place metal parts on accumulator batteries. pièces métalliques sur les batteries.

## IV.4. STORAGE

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

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

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

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

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

FORMALITIES

# EXHIBITORS SAFETY INSTRUCTIONS

10/17

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

For the period when open to the public, no machine will be allowed in the enclosure of the halls.

## V. CLEANING

The worksite must be kept clean at all times to prevent hazards that could be caused by rubbish blocking the **aisles around the stand**.

Exhibiting companies are responsible for cleaning their site and removing their rubble and waste of all kinds.

They must plan the reservation and removal of skips and organise how they are filled. It is the responsibility of each worker either to cover the skips, or to weigh down the rubble to prevent it from flying around.

**You are reminded that no worker must climb into a skip or truck.**

**During the dismantling period, removal of the different decoration parts must not block the circulation of men and machines in the aisles around the stand.**

## VI. INSTALLATIONS AVAILABLE DURING ASSEMBLY & DISMANTLING PERIODS

### VI.1. TOILETS

To ease the general organization of assembly and dismantling, and improve working conditions, the Organizer will ask the Venue to open additional communal toilet facilities in the exhibition halls from the first day of assembly to the end of dismantling. A maintenance service will see to the cleaning of these facilities.

**The toilet facilities that are open will be indicated on the plans posted up at the halls entrances.**

### VI.2. CLOAKROOMS/CANTEEN

The company is required to place cloakroom facilities (if necessary) at their staff's disposal, in application of current legal texts, available for consultation from the Organizer.

There will be no canteen for meals.

### VI.3. TELEPHONE ON SITE

Each company places at its staff's disposal a telephone accessible when the site is open for work.

### VI.4. ACCOMMODATION

The Company is responsible for providing off-site accommodation for its staff.

## VII. ACCESS CONTROL

**Access to the show site is only possible for persons and vehicles carrying authorization or a badge given by the Organizer.**

Badges will be distributed to each worker in the event.

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

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

FORMALITIES

# EXHIBITORS SAFETY INSTRUCTIONS

11/17

## VIII. GENERAL SAFETY OBLIGATIONS OF EACH WORKER

### VIII. 1. WORKFORCE

#### VIII.1.1. MEDICAL FITNESS

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

#### VIII.1.2. SAFETY TRAINING

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

### VIII.2. REGISTERS

#### VIII. 2. 1. RLEGAL REGISTERS

The company must hold obligatory legal documents at the site, as they may be asked for by administrative inspection services.

All employers based outside France with the intention of providing services in France must submit a prior declaration of posting of its workers to the work and a deposit certificate inspectorate branch of the place where the service is to be provided, before the posting gets underway.

Access to the online declaration portal: [www.sipsi.travail.gouv.fr](http://www.sipsi.travail.gouv.fr)

#### VIII. 2. 2. JOINT SITE VISITS

When they arrive on the assembly and dismantling site, companies who have never worked on the site before must make a joint inspection visit with the Safety Coordinator of their stand. A site visit file will be established by the Coordinator and signed by each company manager.

The safety and protection measures are defined with the site managers and the stand Safety Coordinator in reference with the G.H.S.P.C.P established by the Coordinator, taking account of the event G.H.S.P.C.P according to the state of the site at the time of the visit and the way the visit is carried out.

### VIII.3. PROTECTIONS

The workers are reminded that they must **give priority to COLLECTIVE protections** over INDIVIDUAL protections, anytime that it is technically possible.

#### VIII.3.1. COLLECTIVE PROTECTIONS

**Definition:** Standardised means of protection set up by a company (barriers, nets, floor, cladding, guard rails...) designed to ensure the collective safety of staff working at a height or on an upper floor during assembly and dismantling.

**This collective protection must be rigid composed of a high and low hand rail and a baseboard, safely attached and must be installed from the outside with appropriate means, before any work is purchased on a storey or at height during assembly or dismantling. It must be removed only after the installation of the definitive protection or partition.**

**The stairs must be assembled as a priority and made safe by guardrails as soon as they are set up.**

**The stairs cavities must be protected (closed or with a guardrail).  
Material deliveries access must be secured.**

**For the dismantling all these protections must be reinstalled.**

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

FORMALITIES

# EXHIBITORS SAFETY INSTRUCTIONS

12/17



The company must see to the maintenance of collective protections and will be held responsible if work is carried out in areas not prepared and not protected. It must intervene immediately at any direct request from the stand Coordinator to restore or supplement these protections.

**Article R 4323-65: The collective protection devices must be designed and installed in order to avoid a gap at workstation access points namely when a ladder or staircase is used. However when such a gap is unavoidable measures must be taken to ensure equivalent safety.**

If a company fails to establish collective protection, the absence of which constitutes a risk for other trades and its own staff, the exhibiting company will have these collective protective measures set up by a company of its choice, at the expense of the defaulting company.

**Any ensuing work stoppage will also be charged to the defaulting company.**

**No double storey building is planned on this exhibition. Refer to the Chapter IX. of this document: "GENERAL RULES OF CONSTRUCTION": IX.2. "WORKING AT HEIGHT".**

### VIII.3.2. INDIVIDUAL PROTECTIONS

When collective protection system cannot be implemented, the workers protection must be ensured by appropriate "stop falling" system that cannot permit a free fall as more as one meter. When this kind of equipment is used, the worker must never leave alone.

**Companies that have to intervene during the assembly and dismantling periods must, among other things, provide their staff with the following individual protection equipment (IPE):**

- Work clothes,
- Gloves adapted to the work,
- Safety hard hats compliant with standards,
- Safety shoes (reinforced toes + anti-perforation soles),
- Safety harness that conforms to standards when the collective protection provisions cannot be implemented. (Art R 4223-61 of the Code of Work),
- Welding mask and safety goggles during welding, unloading or grinding work.

Respect for these provisions, and the upkeep and good condition of this equipment is the responsibility of each company.

**Wearing safety shoes (safety toe-caps + anti-perforation soles) is compulsory for any person entering the show site during the assembly and dismantling periods.**

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

FORMALITIES

# EXHIBITORS SAFETY INSTRUCTIONS

13/17

## IX. GENERAL RULES OF CONSTRUCTION

### IX.1. DECORATIONS

The decorations must, as much as possible, arrive on the site ready to be assembled so as to reduce building operations to the minimum and the risks which result from this. They must be designed for safe, clean dismantling.

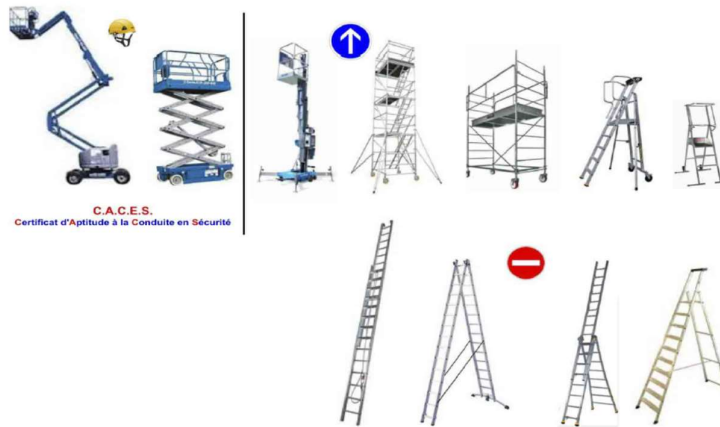
It is strictly forbidden to « blow out » panels and partitions during dismantling.

### IX.2. WORKING AT HEIGHTS

Decree nr 2004-924 of 01.09.2004 concerning the use of work equipment made available for temporary work at a height and integrating new provisions in the labour code (Articles R 4323-58 to R4323-90).

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

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



**The companies may work at heights with scaffoldings or mobile platforms.**

Approved personnel must assemble scaffolding, respecting the directives or instructions of the manufacturer; the platforms must be correctly positioned, guardrails and stability props must be in place.

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

**The scaffolding must be level when it is used.  
The wheels of mobile scaffolding must be locked in position when the scaffolding is in use.  
No worker must remain on mobile scaffolding while it is being moved.**

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

**These equipments must include progressively secured floors and access to the higher levels by guard rails.**

**Legal restrictions concerning work at heights must be respected.**

FORMALITIES

# EXHIBITORS SAFETY INSTRUCTIONS

14/17

### IX.3. MEASURES TAKEN CONCERNING CO-ACTIVITY

Companies must provide a detailed assembly and dismantling schedule in their I.H.S.P.P.

**Any work which might create a situation placing workers over each other must be resolved by carrying out the work at different times, or with special protection arrangements.**

Within the framework of the timetable of assembly and dismantling work, companies acting on the same site must take all appropriate individual protection measures to prevent hazards caused by superimposed work, particularly during the installation and dismantling of gantries, signposting, light adjustments of the altimetric readings, and assembly/dismantling of large equipment.

The Exhibitor or his project manager must set up a work schedule taking into account a chronological order of assembly, to avoid tasks at different levels in the same site and to carry out these tasks using suitable means.

These means can be common to several workers or companies. **In the case of mutualisation of the material resources (scaffolding, forklift, lift, etc.), a loan and supply agreement must be drawn up between the parties before use. The equipment must be completed and approved before any intervention on it by another company.**

This chronological order will be in the same way adapted to dismantling.

**The external working areas must be marked out or cordoned off with barriers so that they are inaccessible to people not involved with the assembly. The fences or barriers must in all cases be stabilised so as not to overturn if there are gusts of wind or if knocked into by a vehicle.**

### IX.4. SITE CONNECTIONS / LIGHTING

#### IX.4.1. REGULATIONS

To avoid the risk of electrocution, damage to electrical cables, and multiplication of connections on the same line, "wild" connections to existing outlets in the hall are not tolerated.

The electrical boxes must be ordered from the Organizer or the Exhibition Center. The power ordered must allow supplying the needs of the companies during assembly, exhibition and dismantling.

It is obligatory for the companies that use the installation to report immediately to the responsible persons any defect or degradation noted.

From this box, the enclosures and the connected electrical installations must be checked by a person or an approved organization before being put into service. The report of this inspection must be available and kept on the site for the duration of assembly and dismantling.

The enclosures will include a manual cutoff and reset switch and a 30mA differential protection device.

The electrical installations will be carried out according to the French regulations in force. The supply, installation and maintenance of the installations are the responsibility of the installation company.

All construction cables must be HO7 RNF. Extenders and extension cords that must be fully unwound before use, unless specific terms from the manufacturer and must be, compliant with the standards in force.

The plugs must be unbreakable.

Personnel involved in electrical installations will have received training and must have a credential as part of publication UTE C 18510.

**The technical traps of the halls must be correctly closed or protected in case of temporary opening to avoid any risk of falling of people.**

#### IX.4.2. LIGHTING

The general lighting in the work areas must be compliant with lighting regulations determined by Decree nr 83.721 of 2 August 1983 and repeated in the Code of Work in Articles R 4223-1 to 12.

**Light intensity in working areas must be at least 120 Lux, and 60 Lux in traffic movement aisles. The assembly and dismantling of decors may obscure the light in the halls (roofing, canopy, stretched ceiling, mezzanine floor...), so provisional lighting must be provided.**



FORMALITIES

# EXHIBITORS SAFETY INSTRUCTIONS

15/17

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

### IX.5.1. HAZARDOUS MATERIALS

It is imperative for any company that needs to use hazardous products to send the safety data sheets to the Safety Coordinator and to the Fire Safety Control Agency, and put in place the protection measures specified on the sheet.

**Companies are informed that any glue, resins, paint and products used must be free from solvent, ether, glycol, and be odourless and antiallergic.**

### IX.5.2. NOISE DISTURBANCE

The use of noisy machines or equipment must adhere strictly to current regulations.

All necessary methods and provisions must be used (hood, screen, silencer etc...) so as not to exceed the regulatory limits as regards acoustic levels.

### IX.6 RULES FOR USE OF ELECTRICAL TOOLS, FIXED OR PORTABLE.

To avoid dust, fumes emission or noxious emanations when fixed or portable electrical tools are used (saws, sanders, blowtorches, welding torches, etc...), efficient protection means must be provided (central vacuum, masks, glasses...).

Only water disc cutters will be allowed for cutting tiles, stones...

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



These appliances must be compliant with the standards (CE), be in good operating condition and equipped with their protective shields. They must in no circumstances be placed in the movement aisles, and the electricity supply must be disconnected when they are not in use. Cuts cannot be made in the aisles of the exhibition (common areas). They can only be done on the stand (private area).

### IX.7. WORK INVOLVING HEAT

For any work involving heat (grinding or welding operation), a "FIRE PERMIT" must be applied for from the venue person in charge.

#### IX.7.1. INFLAMMABLE MATERIALS AND PRODUCTS

Gas bottles under pressure must be protected from knocks, falls and heat, and no unauthorised person must be able to have access to them.

**It is forbidden to keep or store gas bottles, full or empty, in the hall.**

#### IX.7.2. EXTINGUISHING MEANS

##### Communal means:

The layout of the stands must not impede access to the emergency systems or fire-fighting equipment such as equipped fire taps, emergency phones, smoke ventilators, extinguishers. All this equipment must be clearly visible and accessible on a permanent basis.

##### Specific means for each worker:

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

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

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

FORMALITIES

# EXHIBITORS SAFETY INSTRUCTIONS

16/17

## X. FIRE SAFETY

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

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

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

The Official Safety Committee (or the ERP safety officer) will carry out a safety inspection visit to the installations. During this visit, the qualified representative of the stand is requested to be present on his stand. The Exhibitor undertakes to respect the instructions of the personal safety expert and the fire safety expert.

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

The Exhibitor (or his representative) must be present on the stand and be in a position to supply fire reaction reports drawn up by an approved French laboratory in respect of all materials used, together with the reports of inspections of electrical installations, soundness of structures, etc...

Failure to respect these regulations may involve the removal of materials, or it may be forbidden for the stand to be opened to visitors.

## XI. ORGANIZATION OF EMERGENCIES

### XI. 1. COMPANY EMERGENCY MEASURES

The company must have a first aid kit available on the site. The contact details of the show's emergency first aid post are indicated on the halls plans.

The first-aid worker present within each company on the site will provide first aid in the event of an accident. **(1 first-aid worker for 10 workers).**

They must wear an identification pictogram on an armband or on their helmets and their names must be entered in the I.H.S.P.P.

**In case of accident precise:**

- The hall
- The stand name
- The lane and the stand number
- Number of people involved and injuries kinds

### XI. 2. COLLECTIVE ORGANIZATION OF THE SHOW

**REMINDER OF THE EMERGENCY PHONE NUMBERS**  
**GENERAL SURVEILLANCE POST: +33 (0)1 72 72 18 18**  
**FIRE SAFETY: +33 (0)1 72 72 15 32**

**THE EMERGENCY PHONE NUMBERS ARE DISPLAYED AT THE TECHNICAL OFFICE**

FORMALITIES

# EXHIBITORS SAFETY INSTRUCTIONS

17/17

## XII. THE INDIVIDUAL HEALTH AND SAFETY PROTECTION PLAN

It is obligatory for all the Exhibitor's service providers to draw this document:

- Within 30 days before any assembly for main contracts.
- Within 8 days for work of short time and/or finishing work.

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

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

### XII.1. THE EXHIBITOR

The exhibiting company must give a copy of the Safety Instructions drawn up by the show Safety Coordinator to their service providers or to the Safety Coordinator appointed for his stand. This document deals with the selected general organization measures which are of a nature to have an influence on the health and safety of the workers.

### XII. 2. COMMUNICATION OF THE DOCUMENT

The stand Safety Coordinator is required to communicate to every company working on the site (at their request) the names and addresses of the other contracting companies, together with their I.H.S.P.P.

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

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

FORMALITIES

# 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*) from the Ministry of Labour.**

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 (00:00 am) on Monday and ends at midnight on Sunday (24:00 pm)
- 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 demanded by the Ministry of Labour.

FORMALITIES

# USING FOREIGN SERVICE PROVIDERS

2/2

## 2- PROVISIONAL WORK PERMIT

Some 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 provisional work permits must be declared on the "[SIPSI website](#)" from the Ministry of Labour.

## 3 – MANDATORY FORM WHEN USING A SERVICE PROVIDER IN FRANCE RESIDING OR ESTABLISHED ABROAD

You must complete this interactive form from your computer and send it to:

**COMEXPOSIUM** – Operations Department  
Mélanie Simon  
70, avenue du Général de Gaulle F – 92508 Paris la Défense Cedex - France

## 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](http://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 - 67307 Schiltigheim – France  
Tel: + 33(0)8 20 39 56 70 - Fax: + 33(0)3 88 18 52 74 – Email: [cnfe.strasbourg@urssaf.fr](mailto:cnfe.strasbourg@urssaf.fr)

## FORMALITIES

**FORM MANDATORY**

When using a service provider in France  
residing or established abroad

**RETURN BEFORE OCTOBER 19<sup>th</sup> 2024 TO:**

**COMEXPOSIUM** – Direction des Opérations et des Achats  
Amaranthe Hurtado  
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: .....

Cell phone: .....

**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]

FORMALITIES

## REFUND OF FRENCH VAT (TVA)

1/2

## PLEASE FIND IN THE EXHIBITOR'S PLATFORM

- To print the VAT refund form, see next page
- or look in your Exhibitor Space 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 – 75002 Paris – France

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

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

Siret: 331 270 280 00067

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

TEVEA International, in cooperation with WINEPARIS, 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, lessors of equipment rental agencies, decorators, etc. cannot take advantage of this procedure. Services undertaken in France are subject to the French VAT.

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

FORMALITÉS

## REFUND OF FRENCH VAT (TVA)

2/2

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

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

**IMPORTANT**

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

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

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

**FAX REPLY FORM – PLEASE RETURN TO:****TEVEA INTERNATIONAL**

29-31 rue Saint Augustin– 75002 Paris - FRANCE

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

Email: [mail@tevea.com](mailto:mail@tevea.com) - [www.tevea-international.com](http://www.tevea-international.com)

We are attending the following French trade show:

**TRUSTECH 2024 from 03/12/2024 to 05/12/2024****Parc des Expositions de Paris Porte de Versailles**

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

FRENCH     ENGLISH     GERMAN     ITALIAN     SPANISH

Company name: .....

Address: .....

Postcode: ..... City: ..... Country: .....

Tel: ..... Fax: ..... Email: .....

**Contact name:****Date and signature:**