

REGULATIONS

DECORATION REGULATIONS

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IMPORTANT

To avoid disputes, it is mandatory to submit for approval the scale stand layout plan before **October the 29th, 2021** with the following items:

- Plan as seen from above with details of scale, dimensions and location of recesses (party wall + aisle)
- Cut-out plan view with details of scale, dimensions and heights of anticipated volumes.

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

DECO PLUS

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The SITEVI architecture regulations include a list of presentation and layout standards for the stands which have been established to ensure that the exhibition runs smoothly and that people are able to visit it in optimum comfort.

A – GENERAL INFORMATION**1) HALL FLOORS, PILLARS AND WALLS**

It is strictly forbidden to drill, screw, nail or embed the walls, cladding panels, pillars and floor of the halls. Attaching machines to be exhibited to these elements is also forbidden. Exhibitors must not paint or mark on the walls, pillars and floors of the halls. Your stand area must be restored to its original condition. Any damage reported during disassembly of the stand will be invoiced to the exhibitor responsible.

The exhibitor is personally responsible for his/her suppliers: decorators, installers, contractors, etc.

2) AISLES

The aisles are not constructible area and no exhibitors' signs cannot be installed. Only the organizer is entitled to use these areas

3) DISABLED ACCES

In accordance with the regulations and technical guide for all stands with a technical floor with a height greater than 2,00 cm, it is necessary to realize an access for disabled people. (See "Disabled access regulation" [click here](#)).

4) DISMANTLING

Your stand must be returned in its original state. All trash (stand structure, carpet, adhesive...) must be removed. The damages occurred during the dismantling of the stands will be invoiced to the Exhibitor responsible. The exhibitor is even responsible for its service providers and contractors: decorators, installers, contractors.

B – CONSTRUCTION RULES**1) MAXIMUM HEIGHT ALLOWED**

Halls	Maximum height allowed
A1/A2/A4/A5/B1/B2/B3/B5 ^{(1) (2)}	6,00 m
B4 ⁽²⁾	5,00 m
Accueils A & B / Hall A6	4,50 m
A3	3,50 m

Important :

(1) Specific rules for the Conferences Centre (hall B5, aisles A/B/C: maximum height: 3.00 m.

(2) The heights under ceilings not being uniform, the validated maximum height can be lower at the most authorized.

All construction or decoration items above 2.50 m must be positioned 1. meter recess with the aisles and the neighbouring stands.

The sides of desks, decorations or panels facing neighbouring stands must be smooth, plain and painted in neutral colours or covered in neutral colours wall covering. No electric cable shall be visible.

2) RAISED LEVEL

Raised level are authorized.

The surface is limited to 300.00 sq.m. and cannot exceed 50% of the floor area.

Structures must comply with a withdrawal of 2.00 m from the neighbouring stands and from the aisles (see regulation in the "fire safety regulation").

3) STAND SIGN / LIGHT BRIDGE

The sign must be located in an area between 4.00 and 6.00 m above the building floor. The truss must not exceed the height of 6.00 m above the building floor. The sign and truss must be integrated within the limits of the stand and respect a withdrawal of 1.00 m from neighbouring stands.

The self-supporting structures must comply with a withdrawal of 1.00 m with neighbouring stands and should not interfere in the aisles.

The banners must comply with a withdrawal of 1.00 m with neighbouring stands

Flashing lights and beacons are prohibited.

4) COVERING OF PILLARS

A maximum height of 3.00 m from the floor is allowed. It can be supported by the pillar, but must be separated or, at the very least, insulated with soft material (felt, hardboard, sponge, etc.) placed over the points of contact

For the pillars in joint ownership, the maximum height will be 2.50m.

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5) PARTITION AND CONSTRUCTION OF STAND SIDES EXPOSED TO AISLES

The office faces, decorations or panels on neighboring stands must be smooth, plain, painted or covered with M1 flameproof wall textile.

All construction or design elements higher than 2.50 m (and less 6.00m) should respected a withdrawal of 1.00 m from the aisles and neighbouring stands.

We remind you that it is forbidden to erect walls or screens consisting of partitions or office walls or annex rooms which may affect the overall view of the hall hide neighbouring stands or hinder the free movement of visitors on the stand.

The construction of a wall or screen constituted by partitions or walls of offices or ancillary rooms, detrimental to the overall view of the halls, concealing the neighboring stands or impeding the free movement of visitors on the stand is prohibited.

Any construction on sides exposed to aisles must include a 50% opening on each side exposed to an aisle, within the limits of 8.00 m of maximum closure. Any construction must be approving by the Organizer. Transparent structures (e.g. glass, see-through fabric) which allow to clearly see the inside of the stand may be considered as open partitions. The positions and types of materials will have to be specified when submitting the stand project for approval. Construction height must not exceed 2.50 m alongside aisles.

6) SLINGING / HANGING OF FRAMEWORKS

Some buildings are suitable and can receive **HEAVY HANGING**:

- HALL A1
- HALL A2
- HALL B2

Others are only suitable for LIGHT HANGING:

- HALL A3
- HALL A4
- HALL A5
- HALL B1
- HALL B3
- HALL B4
- HALL B5
- ACCUEILS A & B

NO GRIP IS POSSIBLE in the following halls:

- HALL A6
- HALL B6
- CENTRE DE CONFERENCES

Only the Parc des Expositions's suppliers are allowed to work on the halls framework:

SCENEXPO (All halls excepted A1 : ARENA)

Tél. : +33 (0)4 67 16 40 68

Contact : Jean-Pierre FRANCOIS

E-mail : scenexpo@gmail.com

S-GROUP (A1 : Arena only)

Tél. : +33 (0)4 66 34 59 33

Contact : Alexandre COULET

E-mail : alexandre@sgroup.fr

C – SAFETY**1) ELECTRICAL FITTINGS ON STANDS**

It is strictly forbidden to use the Exhibition Park's private installations (hall raceways, water gutters, etc.) as a passageway for the stands' electrical cables. Only the technical services of the Exhibition Centre are authorized to do so.

2) USE OF GAZ CYLINDERS

The number of gas cylinders must be minimized. Storage on the stand is strictly prohibited. Their connection and attachment to the machine are required.

3) LIGHTING

Flashing lights and beacons are prohibited.

D – ANIMATION**1) MACHINERY IN OPERATION**

All machines and equipment shown in operation during the exhibition must be declared to the exhibition organizer, otherwise they will have to cease operation (Cf. form « Declaration of machine(s) in operation » in your exhibitor space / topic "My Forms")

All presentations and demonstrations shall be carried out under the exhibitor's full responsibility.

Only machines and equipment approved by the Safety Commission as complying with the regulations will be allowed to be exhibited in operation.

2) SETTING-UP OF STANDS AND PRESENTATION OF EXHIBITS

Exhibits on display must not disturb nor damage neighbouring stands. No exhibit may exceed the surface area of the stand.

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3) ACOUSTIC ANIMATION

All exhibitors wishing to use acoustic animation on their stand must do so in accordance with the following regulation: The maximum sound level must not exceed 80 dB(A) - in a 2.50 meters area surrounding each stand.

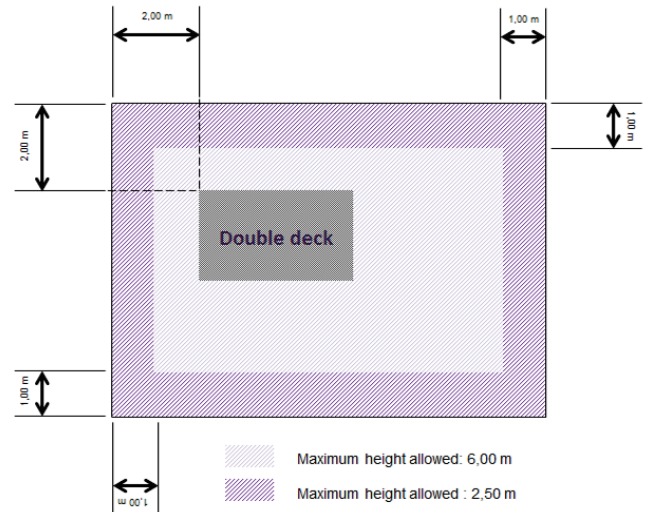
Such standards have been set in order to avoid any inconvenience to visitors at neighbouring stands. A strict and permanent control will be assured throughout the exhibitions to insure that the stipulated sound level is respected. The exhibition's Organizer reserves all rights to stop any violation of this regulation.

In order to avoid any disputes, we ask you to contact the organizer the day before the opening for the calibration of your installation.

4) LEAFLET

Distribute leaflets, flyers or any other such material outside the stands or in the areas around the halls (reception gallery, car parks and square) is strictly prohibited.

PICTURE 1: HEIGHT OF CONSTRUCTIONS / WITHDRAWALS



PICTURE 2: STAND SIGN / LIGHT TRUSS

