

# EXHIBITORS GUIDE

## SITEVI

The International exhibition  
for the vine, wine, fruit  
and olive growing sectors

28>30  
NOVEMBER  
2023

MONTPELLIER  
FRANCE



[Click on the logotype to log into  
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> Interactive  
browsing, click  
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to access the  
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USER GUIDE

USEFUL  
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FITTINGS

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TECHNICAL SERVICES  
OF THE EXHIBITION CENTER

## SITEVI

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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 the technical services you  
need until **Friday 17<sup>th</sup> November 2023 – 5.00 pm.**

*Please note from Thursday 23<sup>rd</sup> November 2023, technical services must  
be ordered directly on-site at the Exhibitor Office located at the  
Reception A.*

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### USEFUL INFORMATION

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## USEFUL INFORMATION

# ACCESS / TRAFFIC & PARKING

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## HOW TO GET TO THE MONTPELLIER EXHIBITION CENTRE



## USEFUL INFORMATION

# ACCESS / TRAFFIC & PARKING

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## ACCESS TO THE EXHIBITION CENTRE BY TRAIN

- 11 daily trains from Paris: 3h30 by TGV SNCF (without any connection)
- Station located in the center of the town. 15mn by car from the Exhibition Centre
- Direct access (19mn) from the St Roch railway Station to The Exhibition Center by tramway (Line 3 : Lattes/Péroles direction)

## ACCESS TO THE EXHIBITION CENTRE BY PUBLIC TRANSPORTATION

- **Tramway:** Line 3 "Péroles Etang de l'Or" direction → Tramway stop at «Parc Expo»: Direct access from the St Roch SNCF Station and Montpellier City Center. St Roch Station ↔ Parc Expo Station (19 mn).
- **Bus:** You can also reach the Exhibition Centre by bus. Line n°28 from the Place de l'Europe to Péroles. Stop "Parc Expo".

See detailed map and timetables: <http://tam.cartographie.pro/>

## ACCESS BY PLANE (Montpellier Méditerranée International Airport)

- 15 daily return flights to Paris-Charles de Gaulle and Orly-Ouest: 1h10 flight time.
- Direct flight to Ajaccio, Bastia, Bordeaux, Lille, Lyon, Nantes, Nice, Perpignan, Strasbourg...
- Direct international flight from Barcelona, London, Milan, Algiers, Brussels, Copenhagen, Geneva, Frankfurt, Rome...
- National and international flight with connections to: Air France

**Airport is close to the Exhibition Centre**

**Free shuttle buses airport ↔ Exhibition Centre**

USEFUL INFORMATION

# ACCESS / TRAFFIC & PARKING

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ACCES AU PARC DES EXPOSITIONS DE MONTPELLIER PAR AVION (suite)



## AIR FRANCE & KLM Global Meetings

Event: SITEVI

Identifiant code: 39595AF

Valid for travel from 21/11/2023 to 07/12/2023

Place: Parc des Expositions de Montpellier

Discounts on a wide range of public fares on all flights of Air France and KLM flights worldwide, up to **-15%** off on the lines of metropolitan France (Corsica included)\*.

Use the website of this event or visit

<https://globalmeetings.airfranceklm.com/Search/promoDefault.aspx?vendor=AFR&promocode=39595AF&currentculture=fr-FR&t=1680698417729> to:

- Access the preferential fares granted for this event\*,
- Make your booking,
- Issue your electronic ticket\*,
- Select your seat\*\*.

If you buy your ticket via AIR FRANCE & KLM Global Meetings website, your electronic ticket will carry a special mention which justifies the application of the preferential fares. Should you prefer to process your reservations and ticket-purchase directly with an Air France and KLM sales outlet, you must keep this current document which serves to justify the application of the preferential airfares

**Keep the document to justify the special fares with you as you may be asked for it at any point of your journey.**

\* Not available in certain country.

\*\* Subject to conditions.

Frequent flyer / loyalty programs of Air France and KLM partner airlines are credited with "miles" when Air France or KLM flights are used.

## USEFUL INFORMATION

# ACCESS / TRAFFIC & PARKING

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## TRAFFIC IN THE EXHIBITION CENTER

There are strict rules for driving through the Exhibition Centre grounds. You must respect them and inform all your installation workers, carriers and suppliers about them.

Lorry access is subject to special conditions.

Do not forget to tell them your stand and hall numbers.

- Compliance the highway code
- Limit your speed to 20kmh (12mph)
- Do not stop or park any vehicles on thoroughfares
- Do not drive any vehicle inside the exhibition pavilions

Any vehicle which contravenes these rules will be removed without notice, at the expense and risk of its owner or the party responsible.

Parking is free during assembly and dismantling.

Attendants are on site to help you move around and park: please follow their advice carefully.

## USEFUL INFORMATION

# ACCESS / TRAFFIC & PARKING

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## PARKING

### > During assembly

It is free to park on Exhibition Centre grounds as long as the regulations regarding parking times and areas are respected. Car parks will no longer be free as of **11 pm on 27<sup>th</sup> November**. Campervans and mobile homes are not allowed within the Exhibition Centre grounds. Lorry access is subject to special conditions depending on traffic levels around the pavilion(s) in question.

No motor vehicles may enter the pavilions on Monday **27<sup>th</sup> November 2023** (except where special permission has been granted by the organiser).

- During assembly periods, try not to park between 10 am and 1 pm
- Avoid ordering deliveries for the day before the exhibition
- As soon as you have emptied your vehicles, move them on

### > On dismantling evening

Only trolleys and platform trolleys may be used when the show is closed. Motor vehicles may enter the pavilions two hours after public closing time, as long as the space is in such a condition as to permit this.

**If you arrive before the exhibition ground gates have been opened, you are wasting your time and causing congestion in the local area.**



## USEFUL INFORMATION

# ACCESS / TRAFFIC & PARKING

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**> During opening times**

Deliveries are authorised from 6.30 am to 8.00 am once vehicles have been approved for entry into the Exhibition Centre grounds and given a temporary delivery permit.

No parking or vehicle storage of any kind is authorised within the Exhibition Centre grounds. Parking is not permitted on traffic movement corridors or safety perimeters once the exhibition has been opened to the public.

Heavy Goods Vehicles and Vans may park free of charge at the Zenith truck retention park.

**Please note:** from Monday 27<sup>th</sup> November at 11.00 pm, all vehicles parked beside the pavilions must have been moved to the specified car park, failing which the vehicle may be removed and impounded.

## RESERVING A PARKING SPACE

Subscription packages for parking are available, to be reserved in your Customer Zone. During the set up and the opening, you can buy car park spaces, subject to availability, at the Exhibitor Office located at the Reception A.

## USEFUL INFORMATION

## EXHIBITORS TIMETABLES

## ASSEMBLY / OPENING / DISMANTLING

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## WORKING HOURS, SET UP, DISMANTLING, POWER SUPPLY

		Dates	Exhibitors' hours	Power supply hours		Opening hours for the public
ASSEMBLY	Bare stands	Thursday 23 <sup>rd</sup> November	07:00 am-7:00 pm	Intermittent	Permanent	
		Friday 24 <sup>th</sup> November				
	Bare stands Equipped stands <sup>(1)</sup> : Basic, turnkey stand, Garden, Reception spaces	Saturday 25 <sup>th</sup> November		07:00 am-07:00 pm	from 25/11/23 at 7:00 am to 30/12/23 at 23h00	
		Sunday 26 <sup>th</sup> November				
		Monday 27 <sup>th</sup> November		07:00 am-12:00 pm		
OPENING		Tuesday 28 <sup>th</sup> November	07:00 am-7:00 pm	07:00 am-07:00 pm		8:30 am – 6 pm
		Wednesday 29 <sup>th</sup> November	07:30 am-7:00 pm	07:30 am-07:00 pm		
		Thursday 30 <sup>th</sup> November				
DISMANTLING	Bare stands	Thursday 30 <sup>th</sup> November	06:00 pm-12:00 pm	06:00 pm-11:00 pm		
	Equipped stands <sup>(2)</sup> : Basic, turnkey stand, Garden, Reception spaces	Friday 1 <sup>st</sup> December	07:00 am-7:00 pm			
	Bare stands	Saturday 2 <sup>nd</sup> December	07:00 am-2:00 pm			

<sup>(1)</sup> Fitted stand delivery will be made on Saturday 25<sup>th</sup> November 2023 from 8:00 am

<sup>(2)</sup> All the fitted stands will be dismantled from Thursday 30<sup>th</sup> November 2023 by the companies of the Organizer. Consequently, the exhibitors are asked to remove their goods and personal effects in the evening of the closure, **between 6.30 pm and 9.00 pm.**

## INSTRUCTIONS DURING ASSEMBLY

- During installation and dismantling, exhibitor's car park is free.
- Access from 7am to 7pm. Exit free.
- No cars will be allowed inside the halls.
- Lorry access is subject to special conditions.
- Empty packing materials must be removed immediately and stored by the exhibitors or their freight carriers.
- Storage space on stands must not be used to keep packing materials or any other goods that could constitute a fire hazard.
- Setting up must be completed by the time the Safety Commission makes its inspection. The person in charge of your stand must be present at this time. Date and time will be notified later.

## USEFUL INFORMATION

## EXHIBITORS TIMETABLES

## ASSEMBLY / OPENING / DISMANTLING

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## INSTRUCTIONS DURING ASSEMBLY

- No motor vehicles will be allowed into the halls on Monday November 27<sup>th</sup> (unless special dispensation is granted by the organizer).
- To enter the exhibition Halls during installation and dismantling, all personnel must wear personal safety equipment, in particular safety shoes. Otherwise, access to the exhibition will be refused.
- For safety reasons, work in the halls is forbidden outside the specified hours on Working hours. ([Click here](#)).
- As a reminder, in accordance with the Order of April 16, 2021 concerning the ban on the circulation of goods vehicles during certain periods, **an exemption applies to vehicles intended for economic events organized in accordance with the laws and regulations in force, or transporting material and equipment intended for the holding of the said events, provided that the event justifying the displacement takes place no later than four days before or after this displacement.** *For more information: [Order of April 16, 2021 relating to the prohibition of circulation of vehicles transporting goods during certain periods](#)*

**Advice: Think of specifying well your delivery address to all your carriers and deliverers:**

**Parc des Expositions de Montpellier - SITEVI 2023**

**Hall (number) - Stand n° (letter + number) – Company name**

**Stand contact (with mobile phone number)**

**Route de la Foire – 34470 Pérols – France**

**IMPORTANT: SITEVI cannot assure in no way the reception of your parcels.**

## ASSEMBLY PERIOD INFORMATION FOR EXHIBITORS

Empty goods and packaging must be removed from the site by 10pm on Monday 27<sup>th</sup> November 2023.

Otherwise, pallets and other identified material not cleared away will be stocked outside the buildings. Unidentified elements will be stored outside the buildings. The removal and the delivery of these elements to the stand will be charged to the Exhibitor.

Final assembly work (including cleaning) must be finished by 11pm on Monday 27<sup>th</sup> November 2023 at 11pm.



No motorised vehicles will be allowed into the pavilions on Monday 27<sup>th</sup> November 2023 (except where special permission has been granted by the organiser).

## USEFUL INFORMATION

# EVENTS / ACTIVITIES AT STANDS

SITEVI 2023 has established standards to prevent problems during the trade show and ensure optimal visitor comfort.

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

## MUSICAL ENTERTAINMENT

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

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

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

Make your payment before the show begins.

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.

## PLEASE NOTE: NON-AUTHORISED ACTIVITIES

- 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.
- Promotional activities in the aisles (with robots, hostesses, sandwich boards...).

## USEFUL INFORMATION

## ARCHITECTURE &amp; DECORATION

## REFER TO YOUR CUSTOMER ZONE (PRACTICAL INFO)

- Rules for Architecture & Decoration at the show
- Special regulations

SITEVI 2023 architecture and decoration regulations cover all the presentation standards for stand fittings, which have been established to ensure the show runs properly and visitors are comfortable. These standards also cover the Safety & Fires rules applicable to shows, fairs and exhibitions.

SITEVI 2023 has special regulations relating to its specific characteristics. Plans for any fitted and equipped by COMEXPOSIUM but supplemented with new, extra decorations must be submitted **for approval by 27<sup>th</sup> September 2023 at the latest at :**

**DECO PLUS**

Tél. : +33 (0)9 67 78 93 85

Email : [w.decoplus@free.fr](mailto:w.decoplus@free.fr)

## EACH PLAN MUST INCLUDE

- Plan “seen from above” with scale, dimensions and positioning of borders (shared walls and aisles),
- Cross-section plan along with scale and dimensions of the projected lengths and volumes.

## ESSENTIAL

- Any stands which do not respect established rules will be refused. Any stands set up without the agreement of **SITEVI 2023** can be dismantled at the exhibitor’s own expense.

## USEFUL INFORMATION

## COMPLEMENTARY INSURANCE

## FIND OUT MORE IN YOUR EXHIBITOR AREA

- To find out what rules and regulations govern your insurance during the show, check the "Regulations" section in your Customer Zone and order « **complementary insurance** ».

## COMPLEMENTARY INSURANCE AGAINST DAMAGE TO PROPERTY

Exhibitors may take out complementary insurance provided by **SITEVI 2023** 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 before the show opens to the public at 7pm (**on 27/11/2023**) to the evening on which the show closes to the public at 6pm (**on 30/11/2023**).

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 **SITEVI 2023** Trade Show 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 at 8:30 am (**on 28/11/2023**) to the evening on which the show closes to the public at 6pm (**on 30/11/2023**).

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

## LOSSES

No losses may be accepted as valid without having been declared to the show's Exhibitors' office within 24 hours of the loss.

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.

**POLICE NATIONALE**  
COMMISSARIAT DE LATTES  
1 avenue de L'Agau – 34970 Lattes - France  
Te.: +33 (04) 99 13 67 00

## USEFUL INFORMATION

## ACCESS PASS

## VERY IMPORTANT: COMPULSORY PASS-WEARING

- In order to be granted access to the exhibition halls, **all individuals must have been issued a SITEVI 2023** 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 badges grant access to the Exhibition Centre during the assembly, opening and dismantling periods in accordance with the timetables that feature on the exhibitor timetable. (See Exhibitor Timetable document – [Click here](#))
- Badges can be personalized in your Customer Area and then printed (**from October 28, 2023**) in the form of an electronic badge. For additional badge requests, an order form is available in your Customer Area. [Click here](#)

## Quota of free badges per exhibitor.

Area	12 to 30 m <sup>2</sup>	31 to 50 m <sup>2</sup>	51 to 100 m <sup>2</sup>	101 to 150 m <sup>2</sup>	151 to 250 m <sup>2</sup>	251 to 350 m <sup>2</sup>	> à 350 m <sup>2</sup>
Numbers of badges	5	9	12	15	20	25	30

## ASSEMBLY/DISMANTLING BADGES

The assembly/dismantling badge grants access to your providers to the Exhibition Centre during the assembly and dismantling periods in accordance with the working timetables.

Assembly and dismantling badges will be available at the entrance of the halls from the beginning of the assembly. They will be given at the doors of the halls by the Security Service set up by the organizer.

Assembly and dismantling badges are not valid during the exhibition opening period which runs from Tuesday 28<sup>th</sup> November to Thursday 30 November 2023- 6:00 pm.



**WEARING THE BADGE IS MANDATORY.**

## USEFUL INFORMATION

## USEFUL CONTACTS

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**Tip: be sure to specify your delivery address to your carriers and delivery personnel.**

**PARC DES EXPOSITIONS DE MONTPELLIER****SALON SITEVI 2023**

Hall (number) Stand (letter + figure) – Company name

Contact on stand (with mobile phone number)

Route de la Foire

34470 PÉROLS – France

**SPL OCCITANIE EVENTS'S CONTACTS (EXHIBITORS CENTER)**

<b>Technical features (power supply, water, parking, phone, internet...)</b>  <b>Stand Security, Hostesses</b>  <b>Reservation of conference rooms or meeting rooms</b>	<b>SPL Occitanie Events</b>	<b>Contact Exhibitor Service (technical)</b> Route de la Foire - 34470 Pérols – France Tél. : +33 (0)4 67 17 68 58 E-mail : <a href="mailto:regiesitevi@spl-occitanie-events.com">regiesitevi@spl-occitanie-events.com</a> <b>Contact Billing / Payments Department :</b> Tél. : +33 (0)4 67 17 68 54 E-mail : <a href="mailto:sitevi@spl-occitanie-events.com">sitevi@spl-occitanie-events.com</a> <b>Contact reservation of meeting/conference room:</b> Tél. : +33 (0) 4 67 17 68 07 E-mail : <a href="mailto:regiesalons@spl-occitanie-events.com">regiesalons@spl-occitanie-events.com</a>
<b>Hangings and overhead service</b>	<b>SCENEXPO</b> (All halls excepted A1 – Sud de France ARENA)	Tél.: +33 (0)6 82 87 51 83 Contact: Reginald PELLEGRINI E-mail: <a href="mailto:r.pellegrini@scenexpo.fr">r.pellegrini@scenexpo.fr</a>
	<b>S-GROUP</b> (ARENA Only)	Tél. : +33 (0)6 77 39 97 57 Contact : Nicolas CANTIER E-mail : <a href="mailto:nicolas@sgroup.fr">nicolas@sgroup.fr</a>

**OTHER USEFUL CONTACTS**

<b>Architecture &amp; Decoration</b> (Layout control)	<b>DECO PLUS</b>	Tel : +33 (0)9 67 78 93 85 E-mail : <a href="mailto:w.decoplus@free.fr">w.decoplus@free.fr</a>
<b>Health and Safety</b>	<b>DÖT</b>	93 rue du Château 92100 Boulogne-Billancourt - France Tel : +33 (0)1 46 05 17 85 Email : <a href="mailto:sps@d-o-t.fr">sps@d-o-t.fr</a>
<b>Fire Safety</b>	<b>CABINET SÉCURITÉ &amp; INCENDIE</b> <b>AFS CONSEILS</b>	Alain FRANCIONI 56, rue Roger SALENGRO, 93110 Rosny-sous-Bois - France Mobile : + 33 (0)6 70 61 95 11 E-mail : <a href="mailto:afs@afsconseils.fr">afs@afsconseils.fr</a>



## USEFUL CONTACTS

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## OTHER USEFUL CONTACTS

Copyrights	SACEM	Montpellier's Commission Arche Jacques Cœur 266, place Ernest Garnier – CS 92075 34960 Montpellier – France Tel: +33 (0)4 86 06 33 70 Website: <a href="http://www.sacem.fr">www.sacem.fr</a>
Accommodations & Hotel booking	Bnetwork	Tél. : 33 (0)1 58 16 20 10 E-mail : <a href="mailto:clients.paris@bnetwork.com">clients.paris@bnetwork.com</a> Plateforme de réservation : <a href="#">click HERE</a>
French Customs	INFO DOUANES SERVICE	From France : 0 800 94 40 40 (0,06 €/mn) From abroad: +33 1 72 40 78 50 Website: <a href="http://www.douane.gouv.fr">www.douane.gouv.fr</a>
Reception & catering on stand	CARLE ORGANISATION	1 bis, boulevard Magenta 75010 Paris - France Tel. : 07 87 55 96 01 - Contact : Léonie CHARTIER E-mail : <a href="mailto:lchartier@carle-organisation.fr">lchartier@carle-organisation.fr</a>
VAT refund	TEVEA INTERNATIONAL	29-31, rue Saint Augustin 75002 Paris - France Email: <a href="mailto:mail@tevea.com">mail@tevea.com</a>
Booth Installer / Decorator	GALIS	4 rue Louis de Broglie 77400 Saint Thibault des Vignes Noémie PAQUET – 06 43 18 50 89 Email : <a href="mailto:noemie.paquet@galis.fr">noemie.paquet@galis.fr</a>
Turnkey Fitted Stands	CREATIFS	26, rue Gay Lussac 95500 Gonesse - France Tel.: + 33 (0)1 45 91 41 15 E-mail : <a href="mailto:sitevi@creatifs.fr">sitevi@creatifs.fr</a>
Carriers and Movers	CLAMAGERAN FOIREXPO	Parc des Expositions de Paris Nord Villepinte 95976 ROISSY CHARLES DE GAULLE CEDEX Tel : 01 48 63 33 34 Contact : Monsieur Laurent PATARD Email : <a href="mailto:l.patard@clamageran.fr">l.patard@clamageran.fr</a> Website: <a href="http://www.clamageran.com">www.clamageran.com</a>
Carriers and Movers	SCHENKER	SCHENKER FRANCE SAS Fairs & Events 01 48 63 32 81 <a href="mailto:foires.expositions@dbschenker.com">foires.expositions@dbschenker.com</a> <a href="mailto:sally.al-salman@dbschenker.com">sally.al-salman@dbschenker.com</a> <a href="mailto:vanessa.jacques@dbschenker.com">vanessa.jacques@dbschenker.com</a> Site Internet : <a href="http://www.schenkerfairs.com">www.schenkerfairs.com</a>

## USEFUL INFORMATION

## SITEVI CONTACTS

**Laurent Noël**  
Managing Director NETWORK

**Christophe Lecarpentier**  
SITEVI Exhibition Manager

SERVICE COMMERCIAL	
<b>Céline GSTADLER</b> Sales Director	
DIRECTION COMMERCIALE	
<b>Béatrice HUMBLLOT</b> Market Manager Email: <a href="mailto:beatrice.humbloit@comexposium.com">beatrice.humbloit@comexposium.com</a>	<b>Francois GAVENC</b> Chef de Marché E-mail : <a href="mailto:francois.gavenc@comexposium.com">francois.gavenc@comexposium.com</a>
<b>Clara BAUDEZ</b> sales Manager E-mail : <a href="mailto:clara.baudez@comexposium.com">clara.baudez@comexposium.com</a>	

CUSTOMER SERVICE
Email : <a href="mailto:sitevi@comexposium-services.com">sitevi@comexposium-services.com</a>
<b>Frédérique BRUNET-BIARD</b> Relationship Officer

SALES ADMINISTRATION (invoicing & payment)	
E-mail : <a href="mailto:sitevi.adv@comexposium.com">sitevi.adv@comexposium.com</a>	
<b>Nathalie MARCHADO</b> Customer Relationship Manager	<b>Binour M MADI</b> Account manager

TECHNICAL & LOGISTIC TEAM	
<b>Jérôme HUNAUT</b> Logistics & Security Director	
LOGISTIC TEAM	
<b>Fabrice DIGLE</b> Logistics and security manager E-mail : <a href="mailto:Fabrice.digle@comexposium.com">Fabrice.digle@comexposium.com</a>	<b>Marina Rabine</b> Charge of operations E-mail : <a href="mailto:marina.rabine@comexposium.com">marina.rabine@comexposium.com</a>

## USEFUL INFORMATION

# HEALTH AND SAFETY

## FIND OUT MORE IN YOUR CUSTOMER ZONE

- To read the Health & Safety regulations, check the 'Regulations' section (practical info)
- Fill in your Health & Safety certificate directly online in the 'My Account / My Forms' section

## HEALTH AND SAFETY GUIDELINES

### **PPSPS: Plan particulier de Sécurité et de Prévention de la Santé** **[Individual Safety and Health Protection Plan]**

To enjoy access to the exhibition halls, all individuals must be equipped with an access pass for SITEVI 2023 (Exhibitor pass, Assembly/Dismantling pass delivered on site) and must wear safety equipment, including in particular safety footwear.

Failure to do so shall result in access to the Exhibition halls 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 IN YOUR CUSTOMER ZONE

- To order a specific cleaning service for your stand, dumps for the treatment and disposal of your waste, consult your Customer Zone, under "My store".

## HALL CLEANING

- Pavilions and aisles cleaning is done every morning before opening or every evening after the show has been closed to visitors and exhibitors.

## DURING ASSEMBLY AND DISMANTLING

- Show cleaning service providers are on hand at the Exhibitor office located in Reception A to provide you with an estimate for supplying a skip for your materials and waste/rubbish.
  - The exhibitor undertakes to remove and process their waste in compliance with the regulations in force.
  - Once the assembly deadline has passed, **SITEVI 2023** 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 decor 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 THE OPENING PERIOD

**Daily cleaning of the stand and the day before the opening of the show is included.**

### Fitting includes

Removal of plastic films protecting the carpet,

- Preparation the day before opening,
- Emptying of waste bins and aspiration of floors,
- Wiping of countertops and furnishings.

## USEFUL INFORMATION

# CATERING FOR EXHIBITORS

## SET AND PROVISIONAL CATERING

SITEVI provides you and your customers a restaurant with a capacity of 20 to 500 people in the Exhibition Hall and additional bars and others restoration points.

## RECEPTIONS AND COCKTAILS

For more information about catering and reception organisation please contact:

**CARLE ORGANISATION**

1 bis boulevard Magenta

75010 Paris - France

Tél. : +33 (0)7 87 55 96 01

Contact : Léonie CHARTIER

E-mail : [lchartier@carle-organisation.fr](mailto:lchartier@carle-organisation.fr)

USEFUL INFORMATION

# MEETING/CONFERENCE ROOMS

## MONTPELLIER EVENTS / EXHIBITORS SERVICE

You may reserve meeting rooms during the trade show.

If you want to receive a room rental proposal, please contact the exhibitor service of the SPL Occitanie Events:

E-mail : [regiesalons@spl-occitanie-events.com](mailto:regiesalons@spl-occitanie-events.com)

Tél. : +33 (0) 4 67 17 68 07

## USEFUL INFORMATION

# PAVILION MONITORING & STAND SECURITY

## PAVILIONS 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 stockrooms are not secure premises.**

For further information, please contact the Exhibitor Services of SPL Occitanie Events (Parc des Expositions).

Email: [regiesitevi@spl-occitanie-events.com](mailto:regiesitevi@spl-occitanie-events.com)

Tel: +33 (0)4 67 17 68 58

## THEFT PREVENTION

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

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

**This person serves as your only guarantee against theft.**

USEFUL INFORMATION

# ACCOMMODATION / HOSTESSES

## BOOK YOUR ACCOMODATION

Book your accommodation in partnership with Bnetwork

By phone: +33 (0)1 58 16 20 10

E-mail : [clients.paris@bnetwork.com](mailto:clients.paris@bnetwork.com)

Booking platform: [click here](#)

## HOSTESSES SERVICES

For further information about hostess services on stand, please contact the exhibitor service of SPL Occitanie Events (Parc des Expositions):

Email: [regiesitevi@spl-occitanie-events.com](mailto:regiesitevi@spl-occitanie-events.com)

Tel: +33 (0)4 67 17 68 58



## SITEVI

The international exhibition  
for the vine, wine, fruit  
and olive growing sectors

28>30  
NOVEMBER  
2023

MONTPELLIER  
FRANCE

[Click on the logotype to log  
into the Customer Zone](#)

### FITTINGS

- [BARE surface](#)
- [BASIC stand](#)
- [TURNKEY fitted stand](#)
- [OUTDOOR RECEPTION SPACES fitted stand](#)
- [GARDEN fitted stand](#)

## FITTINGS

## BARE STAND

## IF YOU HAVE RESERVED A BARE STAND

- **Stand occupancy start date: Thursday November 23<sup>rd</sup> - 8.00 am.**

## FITTINGS INCLUDED

- Your space marked on the floor, without partitions
- Daily cleaning of the stand and the day before the opening of the show
- A sign on the floor with your stand number.

## PREP STEPS FOR YOUR STAND ASSEMBLY

> **Step 1: ordering your stand**

- SITEVI will send you a plan for your stand by post or by email for your approval.
- Once confirmed, this plan will be used to fit-out your stand with your selected decorator.

> **Step 2: checking your plan**

Your stand's decoration and design plan must be submitted for approval by the show's Architecture & Decoration department at the latest on **27 September 2023 to:**

**DECO PLUS**

Tél. : +33 (0)9 67 78 93 85

Email: [w.decoplus@free.fr](mailto:w.decoplus@free.fr)

For the characteristics to be provided, see the **Architecture & Decoration Regulations**.  
([Click here](#)).

> **Step 3: ordering add-on technical facilities and services (partitions, lighting, carpet, furniture, floral decoration, ...) and technical services (electrical connections, telephony, parking...)**

Any additional services can be order in your Customer Zone, under “My Store”. [Click here](#)

## BENEFITS TO BE ORDER BEFORE THE ASSEMBLY

1/ Directly from your Customer Zone	2/Technical services delivered by SPL Occitanie Events
<i>Supplementary facilities and services</i> <ul style="list-style-type: none"> <li>• Carpet, floor, storage, partitions, lighting, ...</li> <li>• Furniture, coffee machine, floral decoration,</li> <li>• Audiovisual equipment, office automation, ...</li> </ul>	<ul style="list-style-type: none"> <li>• Electrical connection</li> <li>• Connection of water,</li> <li>• Parking space,</li> <li>• Slings, light bridges,</li> <li>• Internet connections, telephone ...</li> </ul>

## FITTINGS

## BASIC STAND

1/2

## IF YOU HAVE RESERVED A BASIC STAND

- *Stand occupancy start date: Saturday November 25<sup>th</sup> - 8.00 am*

Non-binding picture



## Fitting includes

- Floor area marking
- Blue carpet (installation and removal included)
- Structure aluminum titanium gray
- Partition walls melamine natural wood (height 2,40m)
- Sign (1 per open face): company name and number of your stand
- Lighting: 1 spot of 100 W for 3,00 sq.m
- Removal of plastic films to protect the carpet
- Repair the day before opening and daily cleaning of your stand

**WARNING: THE ELECTRIC BOX IS NOT INCLUDED,  
YOU MUST ORDER IT IN ADDITION TO THE STAND.**



**If you do not want your equipment to be installed (aluminum structure, partitions, spotlights, sign) make sure to notify it on your personal space -> tab PARTICIPATION then STAND**

## FITTINGS

## BASIC STAND

2/2

## STAND LAYOUT PREP STEPS FOR YOUR BASIC STAND

> **1<sup>st</sup> step: equipment approval included in your stand**

Approval of your stand sign in your Customer Zone, under "Participation" -> "**stand**".

> **Step 2: ordering add-on technical facilities and services****SERVICES TO BE ORDERED PRIOR TO ASSEMBLY VIA YOUR EXHIBITOR PLATFORM****A – Add-on facilities and services**

Lighting (spots), stockroom, furniture/furnishing, coffee machine, floral decorations.

**B – Technical services**

Additional electrical cables, parking spots, internet connections, phone lines, etc.

**C – Other complementary services:** Surveillance, hostesses, caterers, unpackers, etc.

Consult the "list of suppliers" in your Exhibitor's area. ([Click here](#)).

**Tips**

- *Material stock is restricted during the assembly period, plan to place your order in advance.*
- *If you book complementary services, they must be ordered as soon as possible prior to the show to ensure the very highest level of service in terms of range, colour, volume, and delivery dates.*
- *Ordered services will be supplied subject to stock availability on-site during show assembly*

> **3<sup>rd</sup> step: checking your plan.**

If you add additional decorative components to your Equipped stand (signs above the stand, balloons, etc.) you must ensure your plan is approved by the SITEVI'S Architecture Service before **27<sup>th</sup> September 2023**.

**DECO PLUS**

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

Email: [w.decoplus@free.fr](mailto:w.decoplus@free.fr)

## FITTINGS

## TURNKEY FITTED STAND

1/2

## IF YOU HAVE RESERVED A TURNKEY FITTED STAND

- **Stand occupancy start date: Saturday November 25<sup>th</sup> - 8.00 am**

Non-binding picture



## FITTING INCLUDED

Floor area	12 to 24 sq. m.	> 24 sq. m.
Fittings and signage		
Structure	White aluminium frame Melamine white partitions panels (2,40m high)	
Flooring	Brushed carpet covered by protective film. 3 colour choices (grey, red, green)	
Storage unit	2 sq. m. 3 shelves & 1 hook	
Partially glazed office	Not included	6 sq. m.
Lighting	100W Spotlight (1 spot / 3 sq. m.)	
Signboard	One-sided sign (one per aisle) with the Company name and booth number	
Services		
Electric box	3kW	6kW
Parking card	1 place*	2 places*
Fridge	140 L	
Coffee machine	150 servings	300 servings
Decoration package	€ 350 excl. V.A.T.	€ 550 excl. V.A.
Cleaning the day before opening	Included	
Daily cleaning	Included	

\*if requested before 10/25/2023 (through the *turnkey fitted booth form*)

## FITTINGS

## TURNKEY FITTED STAND

2/2

## STAND LAYOUT PREP STEPS FOR YOUR TURNKEY FITTED STAND

> **1<sup>st</sup> step: equipment approval included in your stand**

A SITEVI fitted stand advisor will contact you directly about your choice of colour scheme, the positioning of your storage unit and (or) your office, the text on your sign and the various services included with your stand.

> **Step 2: ordering add-on technical facilities and services****SERVICES TO BE ORDERED PRIOR TO ASSEMBLY VIA YOUR CUSTOMER ZONE****A – Add-on facilities and services**

Lighting (spots), stockroom, furniture/furnishing, coffee machine, floral decorations.

**B – Technical services**

Additional electrical cables, parking spots, internet connections, phone lines, etc.

**C – Other complementary services:** Surveillance, hostesses, caterers, unpackers, etc.

Consult the "list of suppliers" in your Customer Zone. ([Click here](#)).

**Tips**

- *Material stock is restricted during the assembly period, plan to place your order in advance.*
- *If you book complementary services, they must be ordered as soon as possible prior to the show to ensure the very highest level of service in terms of range, colour, volume, and delivery dates.*
- *Ordered services will be supplied subject to stock availability on-site during show assembly*

> **3<sup>rd</sup> step: checking your plan.**

If you add additional decorative components to your Equipped stand (signs above the stand, balloons, etc.) you must ensure your plan is approved by the SITEVI'S Architecture Service before **27<sup>th</sup> October 2023**.

**DECO PLUS**

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

Email: [w.decoplus@free.fr](mailto:w.decoplus@free.fr)

## FITTINGS


## OUTDOOR RECEPTION SPACES

1/2

## IF YOU HAVE RESERVED AN OUTDOOR RECEPTION SPACES

▪ *Stand occupancy start date: Saturday November 25<sup>th</sup> - 8.00 am*

Non-binding picture

Simple Module 18sq.m	Double Module 36sq.m
	

Included services:	Simple Module 18sq.m	Double Module 36sq.m
Metal structure	3 bays / 1 double glass door / 1 access ramp	6 bays / 1 double glass Door / 1 access ramp
Ballast floor	Yes	
Carpet	Yes	
High signboards 2420x600	8 boards	10 boards
Lightning*	Yes	
Electric fan heater	1	2

**\* Important:**

**This option does not include a junction box. To be ordered in your customer area.**




**The restoration of your stand the day before the opening and the daily cleaning of your stand are not included, services to be ordered in the store of your customer area**

FITTINGS

# OUTDOOR RECEPTION SPACE OPTIONS

2/2

TO BE ORDERED IN YOUR CUSTOMER ZONE FROM JULY 2023 – [Click here](#)

OPTIONS	DESCRIPTION	VISUEL
Additional window (€140 excl.VAT)	1 horizontal polycarbonate window width 2420mm x Height 976mm	
Opening window (€206 excl.)	1 horizontal polycarbonate opening window Width 2420mm Height 976mm	
Printed tarpaulin. (2.5m x 3m) (€780 excl.VAT)	Stretched tarpaulin 2.5m wide by 3m high (outdoor or indoor)	



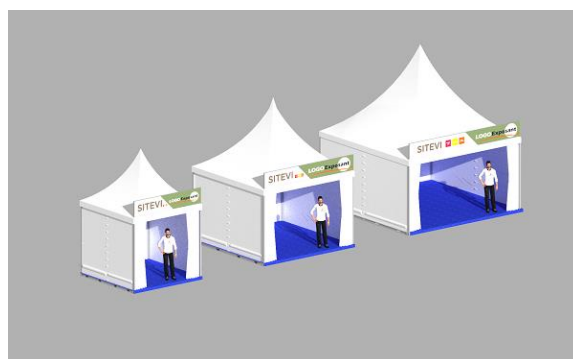
## FITTINGS

## TENT “GARDEN”

IF YOU HAVE RESERVED AN OUTDOOR GARDEN TENT

▪ **Stand occupancy start date: Saturday November 27<sup>th</sup> - 8.00am**

Non-binding Picture



Included services:	Modules: 16 sq. m & 25 sq. m
Weighted floor	Yes
Structure	Métallo-textile
Central lacing curtains	4
Printed tarpaulin height 40cm on one side	1
Ambient lighting*	Yes*

**\*Attention: this option does not include a junction box. To be ordered in your customer area**

**Important: The restoration of your stand the day before the opening and the daily cleaning of your stand are not included, services to be ordered in the store of your customer area.**

**BE CAREFUL: The electrical box is not included; you must order it in addition to the stand.  
Repairs the day before the opening and daily cleaning of your stand are not included.  
Services to order in the shop of your customer area.**

## OUTDOOR TENT GARDEN OPTIONS

OPTIONS	DESCRIPTIF	VISUEL
External floor 4x2m – Tent GARDEN 4mx4m <b>(€190 excl. VAT)</b>  External floor 5x2.5m – Tent GARDEN 5mx5m <b>(€263 excl. VAT)</b>	<b>Additional floor in front of tent</b>	

Non-binding Picture

## REGULATIONS & FORMALITIES

### REGULATIONS

- [Disabled access at the show](#)
- [Decoration regulation](#)
- [Fire & panic risks prevention regulations](#)

#### *READ OTHER REGULATIONS IN YOUR EXHIBITOR SPACE*

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

### FORMALITIES

- [Customs](#)
- [Exhibitor safety instructions](#)
- [Using foreign service providers](#)
- [Refund of French VAT \(TVA\)](#)

## REGULATIONS

# DISABLED ACCESS AT THE SHOW

## PREAMBULE

The order of 1st 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 centers 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.

## ACCESS TO STANDS ON UPPER FLOORS

1) When the numbers of general public hosted on the upper floor does not exceed 50 people, the services on the upper floor must be equivalent to the ground floor.

- If this is not the case, and/or if the numbers of the public hosted on the upper floor exceeds 50 people, the upper floor will be accessible via a lift in compliance with the standard NF EN 81-70. This installation must be verified by an organisation approved by the Ministry of the Interior before its use.

2) Respect the provisions of article 7.1 of the aforementioned order, regarding staircases.

Width of 1.20 m between hand rails.

- Two continuous hand rails, extended at the top and the bottom of the staircase, horizontally, returning on a partition or extended by the length of the tread of a step.
- A maximum step height of 16 cm and a minimum tread of 28 cm – step edges in contrasting colours
- 0.5 m width tactile foot strip at the top of the stairs.
- Respect the staircase design good practice:  $60\text{ cm} < H + T < 64\text{ cm}$  ( $H$  = step height,  $T$  = step tread).
- Hand rails and safety rails must respect the standards NF P 01-12 and NF P 01-013.

## 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

## DECORATION REGULATIONS

1/3

**IMPORTANT**

To avoid disputes, it is mandatory to submit for approval the scale stand layout plan before **October the 27<sup>th</sup>, 2023** 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**

Tél. : +33 (0)9 67 78 93 85

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

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 <sup>(1) (2)</sup>	6,00 m
B4 <sup>(2)</sup>	5,00 m
Accueils A & B / Hall A6	4,50 m
A3	3,50 m
<b>Important:</b> <b>(1) Specific rules for the Conferences Centre (hall B5, aisles A/B/C: maximum height: 3.00 m.</b> <b>(2) The heights under ceilings not being uniform, the validated maximum height can be lower at the most authorized.</b>	

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 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.

## REGULATIONS

## DECORATION REGULATIONS

2/3

**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**:

**Attention in certain halls, possible points of hangings according to plan of hangings provided.**

- HALL A1 or SUD de France ARENA
- HALL A2
- HALL B2
- HALL B5

**Others are only suitable for LIGHT HANGING:**

- HALL A3
- HALL A4
- HALL A5
- HALL B1
- HALL B3
- HALL B4
- RECEPTION A & B

**NO GRIP IS POSSIBLE** in the following halls:

- HALL A6
- HALL B6
- CONFERENCES CENTER

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

**SCENEXPO (Tous halls sauf Hall A1 – Sud de France ARENA)**

Tél. : +33 (0)6 82 87 51 83

Contact : Reginald PELLEGRINI

E-mail : r.pellegrini@scenexpo.fr

**S-GROUP (uniquement sur Hall A1 – Sud de France ARENA)**

Tél. : +33 (0)6 77 39 97 57

Contact : Nicolas CANTIER

E-mail : nicolas@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.

## REGULATIONS

# DECORATION REGULATIONS

3/3

### 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.

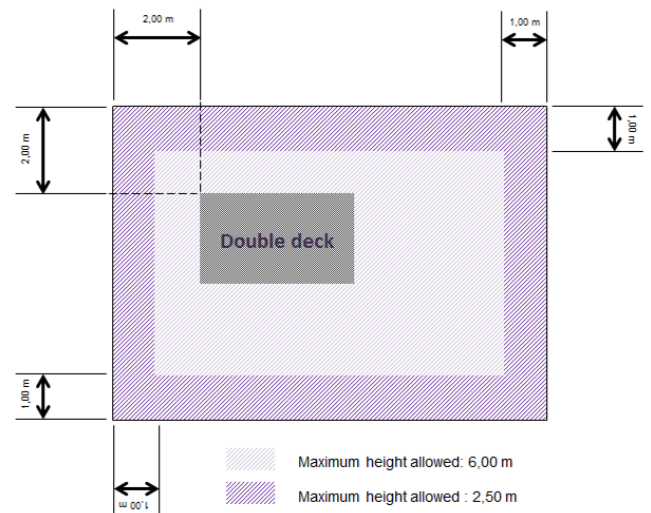
Such standards have been set to avoid any inconvenience to visitors at neighbouring stands. A strict and permanent control will be assured throughout the exhibitions to insure that the stipulated sound level is respected. The exhibition's Organizer reserves all rights to stop any violation of this regulation.

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.

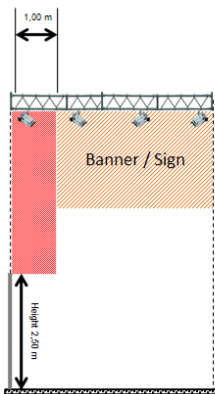
PICTURE 1: HEIGHT OF CONSTRUCTIONS / WITHDRAWALS



PICTURE 2: STAND SIGN / LIGHT TRUSS

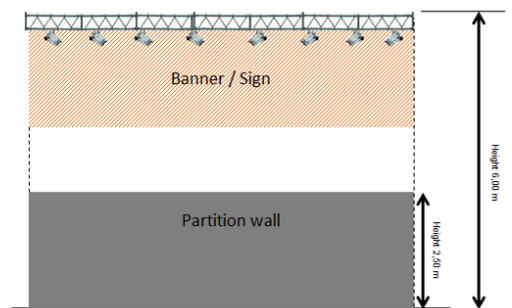
#### Stand with neighbors

Side view



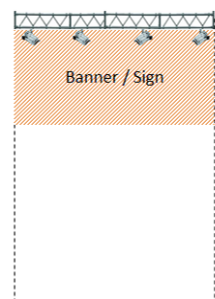
No construction allowed

Front view

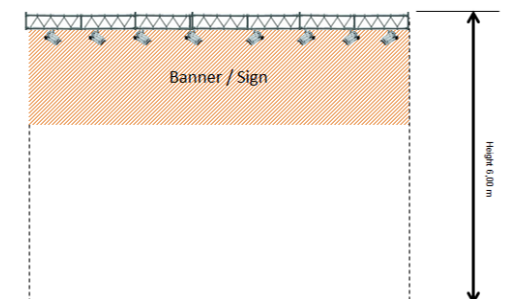


#### Stand open on 4 sides

Side view



Front view



## REGULATIONS

FIRE & PANIC RISK  
PREVENTION REGULATIONS

1/8

## 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:

## AFS Conseils et Sécurité

Alain FRANCIONI

56, rue Roger SALENGRO,

93110 Rosny-sous-Bois – France

Mobile : + 33 (0)6 70 61 95 1

E-mail : [afs@afsconseils.fr](mailto:afs@afsconseils.fr)

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. STAND ASSEMBLY

## 2.1 – STAND FRAMEWORK AND PARTITIONS – LARGE FURNITURE

All materials classed M0, M1, M2, and M3(1) shall be permitted for stand framework and partition construction and for building large furnishing (crates, counters, display stands, separation screens, etc.)

Conventional classification for wooden materials (Order dated June 30th, 1983)

The following shall be deemed to have the characteristics of M3 class materials:

- Solid non-resinous wood whose thickness is greater than or equal to 14 mm,
- Solid resinous wood whose thickness is greater than or equal to 18 mm,
- Wood-derivative panels (plywood, lath, fibreboard, particleboard) whose thickness is greater than or equal to 18 mm.

**ATTENTION** It is absolutely prohibited to place any facilities above the alleyways (structure or fascia band, bridge, etc.)

## 2.2 - CURTAINS - WALL HANGINGS - SHEER CURTAINS

Curtains, wall hangings, and sheer curtains may be free-hanging if they are class M0, M1, or M2. They are, however, prohibited on stand entrance and exit doors, but authorized on cabin doors.

## 2.3 - PAINTS AND VARNISHES

Paints and varnishes are strictly prohibited if they are deemed flammable (e.g. nitrocellulose or glycerophthalic).

## 2.4 - FLOOR, PODIUM, STAGE, AND TIER SURFACING

Floor surfacing must be composed of M4 class materials and solidly attached. Surfacing, whether horizontal or not, of podiums, stages, and tiers higher than 0.3 m and total surface area greater than 20 m<sup>2</sup> must be constructed of M3 class materials. If their total surface area is less than or equal to 20 m<sup>2</sup> said surfacing may be constructed in M4 class materials.

**ATTENTION: for M3 or M4 class carpets on wood, factor in the attachment method. Fire reaction testing data must include the statement: "Valid for stretched laying on M3 class supports."**

## 2.3 - DECORATIVE ELEMENTS

## 2.3.1 - Free-Hanging Elements

Decorative elements or free-hanging decor panels (advertising panels with a surface area greater than 0.5 m<sup>2</sup>, garlands, light decorative items, etc.) must be composed of M0 or M1 class materials.

The use of signs and advertising containing white letters on a green background is strictly prohibited, as said colours are exclusively reserved for indicating exits and emergency exits.

## 2.3.2 - Floral Decorations

Floral decorations and synthetic materials must be limited. If not, said decorations must be produced using M2 class materials. The present provisions shall not apply to trade shows and stands specific to floral activities

N.B.: For natural plants, give preference to the use of peat humus which must be kept damp at all times.

## 2.3.3 - Furniture

There are no requirements for common furniture (chairs, tables, desks, etc.). However, crates, counters, shelving, etc. must be composed of M3 (1) materials.

## 2.4 - CANOPIES - CEILINGS - SUSPENDED CEILINGS

Stands with ceilings, suspended ceilings, or full canopies must have a covered surface area less than 300 m<sup>2</sup>. Should the covered surface area be greater than 50 m<sup>2</sup>, the appropriate fire suppression systems manned continuously by at least one safety agent must be provided during times when the public is present.



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**2.4.1- Canopies**

Canopies shall be authorized under the following conditions:  
in establishments protected by an automatic water based fire suppression system (2), the canopies must be composed of M0, M1, or M2 (1) materials,

in establishments not protected by an automatic water based fire suppression system, they must be composed of M0 or M1 class materials.

In addition, they must have an effective hanging system preventing them from falling and be supported by a system of crosswires with a maximum mesh size of 1 m<sup>2</sup>. In all cases, ceiling and suspended ceiling suspension and attachment must use M0 class materials. When insulation is placed in the ceiling or suspended ceiling plenum, it must be composed of M1 class materials.

**2.4.2 - Ceilings and Suspended Ceilings**

Ceilings and suspended ceilings must be composed of M0 or M1 class materials.

Nevertheless, 25% of the total surface area of ceilings and suspended ceilings may be composed of M2 class materials. Lighting fixtures and accessories shall be included in said percentage. Moreover, should the ceiling and suspended ceiling component elements be perforated or netted, they may be composed of M2 class materials where the solid surface is less than 50% of the total surface area of such ceilings and suspended ceilings.

**2.5 – DISABLED ACCESS**

Installing a floor pan on the ground whose thickness is greater than 7 mm requires it to be equipped around its entire perimeter with a slope whose depth shall be equal to twice its height (i.e.: for a 2 cm thick floor pan, the slope shall have a 4 cm depth). This point shall constitute dispense for the creation of an ambulant disabled persons' entrance for floor pans up to 4 cm thick. Beyond this thickness, in addition, all floors where the public may go must include an integrated ambulant disabled persons ramp, which may not impinge upon the travel circuits. It must be 0.9 m wide with a slope between 2% and 5%.

**2.6 – FIREPROOFING**

Proof of fire reaction classification for the materials used in the exhibition halls must be provided upon request to the Safety Supervisor in the form of labels, reports, and certificates.

Surfacing and materials fulfilling the safety requirements are available for purchase from specialized merchants who must provide certificates corresponding to material classification. To obtain a list of such merchants, contact:

**GROUPEMENT NON FEU,**  
37-39, rue de Neuilly  
BP 249, 92113 CLICHY – France  
Tel.: +33 (0)1 47 56 30 81

Fireproofing must achieve M2 quality for materials which, in their normal state, are moderately or easily flammable. This may be accomplished by spraying a special liquid, by applying a special paint or varnish with a brush, or by soaking an a special bath. Fireproofing must be performed either by decorators, who must be capable of providing information regarding material processing or by an approved applicator, who shall provide the exhibitor with an approved certificate including the following information: type, surface area, and colour of the treated surfacing, the product used, operation date, as well as the operator's stamp and signature. Contact information for approved applicators 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

**VERY IMPORTANT:**

**Original foreign reports may not be used. Only reports from approved French laboratories shall be accepted (Euroclass classification table at the end of the present rules)**

**2.7 – EXTERIOR STANDS AND MARQUEES, TENTS, AND STRUCTURES**

Any building or constructions located outside the Halls must have a case file indicating site location, dimensioned drawings of the construction with surface area, number of levels, etc.

This file must be submitted for approval to the Security Supervisor at least two months before the event.

In some cases, smoke evacuation, verification of assembly-solidity-stability, and a verification of electrical facilities by an approved body may be requested.

Marquee, tent, structure definition: A closed, itinerant establishment with a flexible cover, for various uses.

**This type of establishment must have an attestation of conformity delivered by a Marquee, Tent, and Structure Verification Office. Contact the Security Supervisor (Cabinet Watteau) for information regarding the steps to take.**



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## 3. ELECTRICITY

## 3.1 - ELECTRICAL FACILITIES

The electrical facilities for each stand must be integrally protected against surcharges and ground faults. All metal grounds must be interconnected and connected to the stand's electrical switch board ground. Electrical connections must be made inside connection housings. Electricity cut-off systems must be continuously accessible to stand staff

## 3.2 - ELECTRICAL EQUIPMENT

## 3.2.1 - Electric Wiring

Electric wiring must be insulated for a minimum of 500 V, which prohibits the use of H-03-VHH (scindex) wiring. Use only wiring for which each conductor has its own protective sheath, with all conductors housed in a single protective sheath.

## 3.2.2 – Conductors

The use of conductors with a cross-section less than 1.5 mm<sup>2</sup> is prohibited.

## 3.2.3 - Electric Devices

Class 0 (3) electric devices must be protected by nominal differential current systems of at least 30 MA.

Class I (3) electric devices must be connected to the protective conductor in their supply line.

For Class II (3) electric devices, those bearing the symbol are recommended.

## 3.2.4 - Multi-sockets

Only fixed-based multi-sockets or adapters are allowed (moulded multi-sockets)

## 3.2.5 - Halogen bulbs (EN 60598 standard)

Lighting fixtures containing halogen bulbs must be: placed at a height of at least 2.25 m, kept away from flammable materials (at least 0.5 m from wood and other decorative materials), solidly attached, equipped with safety screens (glass or fine mesh) providing protection against the effects of exploding bulbs.

## 3.2.6 - High-Voltage Lighted Signs

High-voltage lighted signs within reach of the public or stand staff must be protected, in particular the electrodes, by a screen of M3 class material or better. The cut-off switch must be indicated and transformers placed in a spot that does not pose a danger to people. Their presence may be indicated with a sign "Danger, High Voltage."

(3) as defined in standard NF C 20-030

## 4 - CLOSED STANDS - ROOMS SETUP IN THE HALLS

## 4.1 - CLOSED STANDS

Some exhibitors may prefer to be isolated in closed stands. Such stands must comply with decoration rules on page 23 Article 5 and must have direct exits to travel ways. Their number and size shall be based on stand surface area, i.e.:

- Less than 20 m<sup>2</sup>: one 0.9 m exit
- From 20 to 50 m<sup>2</sup>: 2 exits, one 0.9 m, the other 0.6 m
- From 51 to 100 m<sup>2</sup>: either two 0.9 m exits or 2 exits, one 1.4 m, the other 0.6 m
- from 101 to 200 m<sup>2</sup>: either two exits, one 1.4 m, the other 0.9 m, or three 0.9 m exits

Exits must be evenly distributed (1 every 6 m) and on opposites sides if possible. Each of them must be indicated with an "Exit" sign in clearly visible white letters on a green background. If the stand is closed with doors, they must open outwards, with no locking system, and without swinging into traffic.

## 4.2 - ROOMS SETUP IN THE HALLS

Independently of surfaces reserved for exhibition, meeting rooms, restaurants, movie theatres, or presentation rooms with stages or tiers, etc. may be setup.

Platforms and tiers for standing must have a resistance of 600 kilos per m<sup>2</sup>. Platforms and tiers with seats must have a resistance of 400 kilos per m<sup>2</sup>.

Stairs accessing tiers must have a height of at least 0.1 m and at most 0.2 m with a going of at least 0.2 m. In this case flights of stairs are limited to 10 and nose alignment must not exceed 45°.

As each case is specific, a detailed drawing must be submitted to the Safety Supervisor who shall define the measures to be applied.

## 5 – RAISED LEVELS

## 5.1 - GENERAL REMARKS

In accordance with standard NF P 06-001, raised level facilities must be sufficiently solid to resist weights of:  
for levels of less than 50 m<sup>2</sup> surface area: 250 kilos per m<sup>2</sup>,  
for levels of 50 m<sup>2</sup> and over: 350 kilos per m<sup>2</sup>.

Under no circumstances may raised levels be covered.

**ATTENTION: The method for calculating weights or floor resistance certification must be submitted to the trade show Safety Supervisor during the assembly period.**

**In addition, a certificate from an approved organization must certify stand stability.**

In addition, an approved organization must verify the stability of all raised levels.

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Piercing resistance must not be greater than that permitted in the relevant site. Each stand may only have one raised level. Its surface area must be less than 300 m<sup>2</sup>.

Each stand must be equipped with fire suppression systems, i.e.: a water spray extinguisher, placed at the bottom of each stairway and a CO<sub>2</sub> extinguisher located near the electrical switchboard. Should the raised level be greater than 50 m<sup>2</sup>, the appropriate supplemental fire suppression means must be manned by at least one safety agent at all times when the public is present.

**5.2 – ENTRANCES AND EXITS**

- Raised levels must be served by evenly distributed stairs, whose number and width shall be based on the surface area of said levels, i.e.:
  - Up to 19 m<sup>2</sup>: one 0.9 m stairway,
  - From 20 to 50 m<sup>2</sup>: 2 stairways: one 0.9 m, the other 0.6 m,
  - From 51 to 100 m<sup>2</sup>: either two 0.9 stairways, or two stairways one 1.4 m and the other 0.6 m,
  - From 101 to 200 m<sup>2</sup>: 2 stairways, one 1.4 m, the other 0.9 m,
  - From 201 to 300 m<sup>2</sup>: two 1.4 m stairways.
- Only stairways separated by at least 5 metres shall be taken into account.
- Exits must be indicated with an "Exit" sign in clearly visible white letters on a green background.

**5.3 – STRAIGHT STAIRS**

Straight stairs for public circulation must be constructed such that the steps comply with professional standards and flights have no more than 25 steps. In so far as possible, flights must be in opposite directions.

- Step height must be between at least 13 cm and 17 cm at most; width must be at least 28 cm and 36 cm at most. Step height and width must be related as follows:  $0.6 \text{ m} < 2H + G < 0.64 \text{ m}$ .
- Said heights and widths must be regular in the same flight, although this is not required for the first step. Landings must be of the same width as the stairs; for flights in the same direction, landing length must be greater than one metre. Stairways whose width is at least one passage unit wide must have a handrail (passage unit = 0.9 m) Those whose width is two passage units or greater must have a handrail on each side.

**5.4 – SPIRAL STAIRS**

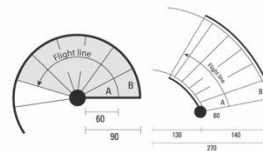
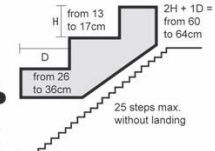
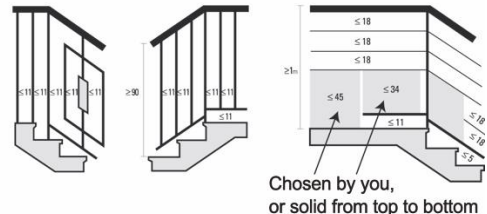
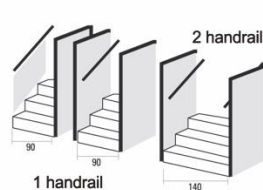
- Normal or supplementary spiral stairs must have a continuous curve, without landings other than at floors. Step going and height in the stride line, 0.60 m from the core or central gap, must comply with professional standards as indicated in the preceding Article.
- Moreover, step exterior going must be less than 0.42 m.
- For stairs with a single passage unit, the handrail must be located on the outer edge.

**5.5 - STAIRS WITH STRAIGHT AND SPIRAL SECTIONS**

- In so far as a stairway complies, in its various straight and spiral sections, with the professional standards defined in paragraphs 5.3 and 5.4 hereinabove, said stairway shall be deemed in compliance with regulations and may be used in establishments open to the public.

**5.6 - GUARDRAILS AND STAIRWAY RAMPS**

- In accordance with standards NF P 01-012 and NF P 01-013, guardrails must resist thrust of 100 kilos per linear meter.
- Glass panels used as protection must be reinforced or ply glass.
- So called "securit" glass is prohibited.

**Curving stairs - CO56****Steps - CO55****Guardrails: minimum heights and maximum opening NF P 01-012****Stairs: widths and handrails****Guardrail: Height/ thickness ratio (cm)**

Heigh	Thickness
> 20	100
25	97.5
30	95
35	92.5
43	90
45	85
50	80
55	75
60 +	70

**6 - LIQUEFIED GASES****6.1 - GENERAL REMARKS**

Bottles of gas, butane or propane, shall be allowed up to one 13 kilo bottle at most for every 10 m<sup>2</sup> of stand with a maximum of six per stand. The following measures must be taken:

- There must be at least 5 meters of space between two bottles, unless they are separated by a rigid, non-combustible, 1 cm thick screen.
- No bottle, empty or full, must remain within the exhibition hall if it is not connected to a working line.

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- Bottles must be connected to the device by a standard-compliant flexible hose.
- Such hoses must:
  - Be replaced at their expiration date,
  - be appropriate in connector diameter and equipped with clamping collars,
  - Not exceed 2 meters in length,
  - be inspectable for their entire length and move freely without clamping,
  - Not be reachable by burner flames or by combustion products.

**6.2 - DEVICE SUPPLY**

If, exceptionally, a bottle is to supply several devices, tubing must be made of metal (copper or steel). Using solder for connections is prohibited.

Bottles must always be placed upright and the cut-off valve must remain accessible in all circumstances. All closed-in areas where they are stored must include, on the top and bottom, air vents placed so as not to be blocked by a wall, furniture, or a neighbouring device.

**6.3 - INSTALLING COOKING EQUIPMENT**

In addition to the abovementioned rules, the following measures must be taken:

The floor (or table) supporting the cooking equipment must be composed of non-combustible material or surfaced with M0 materials.

Cooking equipment must be kept at an appropriate distance from any combustible material and be installed so as to prevent any fire danger.

If such devices are located near a partition, M0 surfacing must be provided up to a height of one metre beside the device.

Hood vents must be installed above devices producing emanations or condensation.

Electricity metres must be at least one metre from water faucets.

Each facility must:

- Have safety instructions (steps to take in case of fire, numbers for emergency services...)
- Be equipped with one or more extinguishers.

## 7 - OPERATING EQUIPMENT - INTERNAL COMBUSTION ENGINES

Every machine presented in operation during the trade show must be declared beforehand, at least one month before the event opens. Only installations that have been declared may be authorized.

All equipment must be correctly stabilized to avoid risks of overturning. All protective measures must be fully completed when the Safety Board passes for inspection. A person in a position of authority must be present at the stand at this time.

No machine may be started or presented operational without qualified personnel present at the stand. All presentations and demonstrations shall be conducted under the Exhibitor's sole responsibility.

The electrical power supply shall be suspended, at the relevant exhibitor's expense, to any stand where machines in operation present a danger to the public and for which no measures have been taken to eliminate them.

**7.1 - EQUIPMENT PRESENTED IN OPERATION AT A PERMANENT STATION**

Equipment presented in operation at a permanent station must include appropriate permanent screens or casings, preventing the public from accessing dangerous parts, or be placed such that the dangerous parts are kept away from the public, and at the least, at a distance of one metre from traffic circuits.

**7.2 - Equipment Presented in Movement**

Where equipment is presented in movement, a protected area must be set aside so that the public may not approach closer than one meter - said distance may be increased given the characteristics of the equipment presented. These provisions shall be valid for all stands, including those in the open air.

**7.3 - EQUIPMENT WITH HYDRAULIC CYLINDERS**

If equipment with hydraulic cylinders is exposed in stationary extended position, hydraulic safeties must be supplemented by a mechanical system preventing any unexpected retraction.

**7.4 - INTERNAL COMBUSTION ENGINES**

Approval for the use of internal combustion engines must be requested beforehand at least 30 days before the event opens. Such request, on plain paper (to be attached to the declaration for the machine or device in operation included in the appendix), must specify the type and daily quantity of fuel used and be accompanied by the device's descriptive leaflet, and a drawing of the device's installation on the stand.

No device of this type may be started if the authorization request was not submitted on time.

**WARNING: in any case, combustion gases must be evacuated outside the halls.**

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## 8 - FLAMMABLE LIQUIDS

## 8.1 - GENERAL REMARKS

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

- 10 litres of category 2 flammable liquids for every 10 m<sup>2</sup> of stand, with a maximum of 80 litres,
- 5 litres of category 1 flammable liquids. The use of particularly flammable liquids (carbon disulphide, ethylene oxide, etc.) is prohibited. The following measures must be taken:
- Place a receptacle under the tanks or containers capable of holding all the liquid,
- Refill the device outside the presence of the public, place the appropriate extinguishers nearby

## 8.2 - EXHIBITING AUTOMOBILES INSIDE THE HALLS

Exhibiting automobiles or other vehicles shall be permitted within the halls if they have a direct relationship to the exhibition. Installing "stand" semi-trailers or similar is prohibited. The gas tanks for motors presented stopped must be empty or equipped with locked caps. Accumulator battery terminals must be protected so as to be inaccessible.

## 8.3 - PRESENTING FLAMMABLE PRODUCTS

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

## 8.4 - PROHIBITED MATERIALS, PRODUCTS, GASES

Air, nitrogen, and carbon dioxide gas bottles shall be permitted without restriction.

## 8.4.1 - The following shall be prohibited in the exhibition halls (pursuant to Article T45 of the safety regulations)

distributing samples or products containing flammable gas; balloons inflated with flammable or toxic gas;

- Celluloid items;
- The presence of pyrotechnics or explosives;
- The presence of ethylene oxide, carbon disulphide, ethyl ether, or acetone.

8.4.2 - The use of acetylene, oxygen, hydrogen, or a gas presenting the same risks is prohibited, unless a specific waiver is granted by the appropriate administrative authority (Prefecture, Safety Board). Contact the Safety Supervisor at least one month before the start of the event for the required regulatory administrative procedure.

AFS Conseils et Sécurité - M. Alain FRANCIONI  
56 rue Roger SALENGRO, 93110 Rosny-sous-Bois ; France  
Tél. : + 33 (0)6 70 61 95 11  
E-mail : [afs@afsconseils.fr](mailto:afs@afsconseils.fr)

**WARNING: storage of empty or full bottles shall not be tolerated within the Halls.**

## 8.5 - SMOKE PRODUCTION

Approval for the use of smoke machines to create fog or lighting effects must be requested from the administrative authority (Prefecture, Safety Board) at least one month before the start of the event. Contact the Safety Supervisor for information regarding the required administrative procedures regarding this request. Such request, on plain paper (to be attached to the declaration for the machine or device in operation included in the appendix), must specify the type and daily quantity of gas used, and be accompanied by the device's descriptive leaflet and a drawing of the device's installation on the stand. No device of this type may be started if the authorization request was not submitted on time.

## 9 - RADIOACTIVE SUBSTANCES - X-RAYS

## 9.1 - RADIOACTIVE SUBSTANCES

Authorization to present radioactive substances on exhibit stands may only be granted for demonstrating devices and where substance radioactivity is less than:

- 37 kilobecquerels (1 microcurie) for those composed of Group I (4) radioelements,
- 370 kilobecquerels (10 microcuries) for those composed of Group II (4) radioelements,
- 3,700 kilobecquerels (100 microcuries) for those composed of Group III (4) radioelements.

Waivers may be granted for the use of substances with higher activity subject to the following measures:

- Radioactive substances must be effectively protected,
- Their presence must be indicated using the ionisation radiation schematics defined in standard NF M 60-101, as well as their type and radioactivity,
- Their removal by the public must be made materially impossible either by attachment to a device requiring the use of a tool to remove or by distance,
- They must be under constant surveillance by one or more exhibitors designated by name. When such surveillance ends, even in the absence of the public, the radioactive substances must be stored in a fireproof container, bearing very clearly the conventional symbol for ionizing radiation,
- The equivalent dose rate, at all points in the stand, must remain under 7.5 micro-sieverts per hour (0.75 millirad equivalent in man per hour).

Approval (or a waiver) for the use of radioactive substances must be requested from the administrative authority (Prefecture, Security Board) at least one month before the beginning of the event.

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Contact the Safety Supervisor for information regarding the required administrative procedures regarding this request. Such request, on plain paper (to be attached to the declaration for the machine or device in operation included in the appendix), must specify the type and radioactivity of the substances and the group to which they belong, the name and title of the persons responsible for their surveillance and be accompanied by the device's descriptive leaflet, a drawing of the device's installation on the stand and a document drawn up and signed by the installer certifying compliance with the present provisions. No device of this type may be started if the authorization request was not submitted on time.

**WARNING: stands where radioactive substances are presented must be built and decorated with M1 class materials.**

## 9.2 - X-RAYS

Authorization to present devices emitting X-rays on the stands may only be granted if they and their accessories comply with the rules set forth in standard NF C 74-100.

In particular, the following measures must be taken:

- Removing superfluous objects from around the x-ray generator and the sample to be examined,
- Materializing and signposting the area not accessible to the public,
- The leakage exposure rate must not exceed 0.258 micro coulomb per kilo and per hour (1 milliroentgen per hour) at a distance of 0.10 m x-ray generator core.

Approval for the use of x-ray machines must be requested from the administrative authority (Prefecture, Safety Board) at least one month before the start of the event.

Contact the Safety Supervisor for information regarding the required administrative procedures regarding this request. Such request, on plain paper (to be attached to the declaration for the machine or device in operation included in the appendix), must be accompanied by the device's descriptive leaflet, a drawing of the device's installation on the stand, and a document drawn up and signed by the installer certifying compliance with the present provisions.

No device of this type may be started if the authorization request was not submitted on time.

(4) Radioactive element classification, based on relative radio-toxicity, shall be that defined in Decree no. 66-450 dated June 20th, 1966 regarding the general principles of protection against ionizing radiation.

### AUTORITE DE SURETE NUCLEAIRE (ASN)

6, place du Colonel Bourgoïn  
75572 Paris Cedex 12 - France  
Tél : +33 (0) 1 43 19 70 75  
Fax : + 33 (0) 1 43 19 71 40

## 10 – LASERS

The use of lasers in the exhibition halls shall be permitted subject to compliance with the following provisions:

- In no case shall the public be subjected to the direct or reflected laser beam,
- The device and its ancillary equipment must be solidly attached to stable elements,
- The device's surroundings and the area covered by the beam must not contain elements reflecting the relevant wavelengths,
- The housing containing the laser and its optical deviation system must be class I or II (in accordance with standard NF C 20-030),
- Exhibitors must ensure, during testing outside the presence of the public, the absence of reaction from materials used for fitting-out and decorating the stand, and the fire protection equipment to the heat energy produced by the light beams.
- A declaration for the all laser installations must be sent to the administrative authority (Prefecture, Safety Board) at least one month before the start of the event.

Contact the Safety Supervisor for information regarding the required administrative procedures regarding this request. Such declaration, on plain paper (to be attached to the declaration for the machine or device in operation included in the appendix), must be accompanied by the device's descriptive leaflet, and a drawing of the device's installation on the stand and a document drawn up and signed by the installer certifying compliance with the present provisions. No device of this type may be started if the declaration request was not submitted on time.

## 11 - EMERGENCY RESOURCES

Emergency resources must remain constantly visible.

Access to various emergency resources (fire hydrant and hydrant stems, first aid hose systems, telephones, extinguishers, smoke release hatches, etc.) must remain continuously unblocked.

### 12 - OPERATING INSTRUCTIONS

It is prohibited to create, on the exhibition surfaces, in the stand, and in clearance areas, piles of crates, wood, straw, cardboard, etc.

Periodic (daily) cleaning must remove dust and waste of all types from the premises. All waste and debris from cleaning and sweeping must be removed each day, before the opening to the public and be removed from the establishment.

On stands equipped with a first aid hose system, clearance of one metre next to the device must be left free of any equipment up to the public traffic alleyway.

The presence of panels or cloth masking the device is absolutely prohibited.

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## SUMMARY OF FRENCH AND EUROPEAN EQUIVALENCES

M0 or A European Standards = Non combustible  
 M1 or B European Standards = Non flammable  
 M2 or C European Standards = Flammable with difficulty  
 M3 or D European Standards = Moderately flammable  
 M4 or E European Standards = Easily flammable

AUTHORIZED	MATERIALS	DOCUMENT TO BE SUBMITTED
Wood (or wood composite ) > 18 mm not laminate	Wood (not laminate) agglomerated plywood lath	None ( <b>M3</b> assimilated materials)
Wood < 18 mm and > 5 mm Wood > 18 mm, laminate	<b>M3</b> original or <b>D</b> European Standards	Report <b>M3</b> (or Labels on materials)
Plywood - Agglomerate < 5 mm wood based composite	<b>M1</b> or fireproofed on both sides with paint, varnish, salts by an approved applicator <b>B</b> European standards	Reports <b>M1</b> or fireproofing certificate with name of the product, descriptive leaflet, application date
Carpets on the ground	Natural: <b>M4</b> or <b>E</b> European Standards Synthetics: <b>M3</b> or <b>D</b> European standards	Reports
Fabrics and surfacing wall textiles	<b>M1</b> or fireproofed or <b>B</b> European standards	Reports or fireproofing certificate with name of the product, descriptive leaflet, application date
Plastic materials (plaques, letters)	<b>M1</b> or <b>B</b> European Standards	Reports <b>M1</b>
Paint	Permitted on <b>M0</b> , <b>M1</b> supports or wood (nitrocellulose paint prohibited)	Reports regarding supports
Free-hanging decoration (paper, cardboard)	<b>M1</b> or fireproofed or <b>B</b> European standards	Reports or fireproofing certificate with name of the product, descriptive leaflet, application date
Floral decorations made of synthetic materials	<b>M1</b> originally (fireproofing prohibited) or <b>B</b> European standards	Reports <b>M1</b>
Bonded or clipped decoration (paper)	No substantiation required if bonded over the entire surface or clipped every 5 cm. Split Installation	
Furniture	Large furniture: <b>M3</b> or <b>D</b> Light structures: <b>M3</b> or <b>D</b> Padding: <b>M4</b> or <b>E</b> Envelope: <b>M1</b> or <b>B</b>	Reports or fireproofing certificate (so substantiation required if rented furniture)
Glazing	Reinforced, tempered, ply	Reports, certificates or substantiation such as an invoice
Other Materials	Request approval	Written response by the Safety Supervisor

N.B.: Reports only from approved French laboratories under current regulations as of November 1998 or, by equivalence, officially recognized by any report corresponding to European Standards applicable within Union Member States.



## FORMALITIES

## CUSTOMS

1/3

**IMPORTANT: CUSTOMS INFORMATION**

+33 (0)8 11 20 44 44\* (€0.06/min)

[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 SITEVI 2023, the Parc des Expositions de Montpellier 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 Customs Office Bureau 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.

**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.

## FORMALITIES

## CUSTOMS

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**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.

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.

**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).



## FORMALITIES

EXHIBITORS SAFETY  
INSTRUCTIONS

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**IMPORTANT PLEASE NOTE**

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 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 Martin JOUET 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 SITEVI 2023, this coordination mission is carried out by the EXPOSIMA Company via a delegated.

Coordinator assisted by a team of experts who make up the safety group of SITEVI 2023.

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.

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

**1°) Validate the 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.
- Includes a mezzanine floor.

**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 October 22nd 2023.

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.

**DÖT / SITEVI 2023**

93 rue du Château – 92100 BOULOGNE BILLANCOURT Fax : +33 (0)1 46 05 76 48 – Email : [sps@d-o-t.fr](mailto:sps@d-o-t.fr)

**OBLIGATORY**

**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)**

**EVENT ASSEMBLY AND DISMANTLING DATES**

## FORMALITIES

EXHIBITORS SAFETY  
INSTRUCTIONS

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## BARE STANDS EXHIBITORS

Halls	Building	Dismantling
A1 à A6	From November 23 <sup>rd</sup> , 2023, at 7.00 am.	November 30 <sup>rd</sup> November from 7.00 pm
B1 à B6	To November 27 <sup>th</sup> , 2023, at 12.00 am	To December 2 <sup>nd</sup> , 2023, at 2.00 pm

## EQUIPPED STANDS EXHIBITORS

Halls	Building	Dismantling
A1 à A6	From November 25 <sup>th</sup> , 2023, at 7.00 am	November 30 <sup>rd</sup> 2023 from 7.00 pm
B1 à B6	To November 27 <sup>th</sup> , 2023, at 12.00 a.m	To December 1 <sup>st</sup> 2023 at 7.00 pm

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

**In the dismantling period, on November 30<sup>th</sup> 2023, motorised vehicles may only work after 8.00 pm in the halls.**

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

## I. GENERAL INFORMATION ABOUT THE OPERATION

## I.1. DEFINITION

The Exhibitors' 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 SITEVI 2023.

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 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 companies have:**

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

## II. ADMINISTRATIVE INFORMATION

## II.1. THE PARTICIPANTS

## II.1.1. GENERAL ORGANIZATION

The EXPOSIMA Company acts as the general exhibition Organizer of SITEVI 2023.

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ORGANIZER / EMPLOYER	GENERAL SHOW DIRECTOR
<b>EXPOSIMA</b> 70 Avenue du Général de Gaulle 92058 LA DEFENSE Cedex Tel : +33 (0)1 76 77 11 11 Fax : +33 (0)1 53 30 95 09 Email : <a href="mailto:sitevi@comexposium.com">sitevi@comexposium.com</a>	
TECHNICAL & LOGISTIC MANAGER	EMAIL ADDRESS RECEIVING EXHIBITORS' DEMANDS
<b>Monsieur Fabrice DIGLE</b> Tel : +33 (0)1 76 77 12 71 Email : <a href="mailto:Fabrice.digle@comexposium.com">Fabrice.digle@comexposium.com</a>	<a href="mailto:sitevi@comexposium-services.com">sitevi@comexposium-services.com</a>

INSURANCE AGENCY – Civil resp / Dam.to property	TOWN HALL
<b>SIACI SAINT HONORÉ</b> Season, 39 rue Mstislav Rostropovitch 75815 Paris cedex 17 Téléphone : +33 (0)1 44 20 99 99 Email : <a href="mailto:philippe.huet@s2hgroup.com">philippe.huet@s2hgroup.com</a>	<b>MAIRIE de PEROLS</b> Place Carnot 34473 PEROLS Cedex Tel : +33 (0)4 67 50 45 00

## II.1.2. HSP COORDINATION / FIRE SAFETY

HSP COORDINATOR	FIRE SAFETY REPRESENTATIVE
<b>D.Ö.T</b> 93 rue du Château 92100 BOULOGNE BILLANCOURT Tel +33 (0)1 46 05 17 85 - Email : <a href="mailto:sps@d-o-t.fr">sps@d-o-t.fr</a>	<b>CABINET AFS CONSEILS</b> 56 rue Roger SALENGRO, 93110 Rosny-sous-Bois Tel : +33 (0)6 70 61 95 11 Email: <a href="mailto:afs@afsconseils.fr">afs@afsconseils.fr</a>

The fire safety representative will be present on site from 11/25/23 to 11/30/23.

The date of the safety committee tour of inspection hasn't been defined yet.

FIRE PROOFING	EXPERT IN THE SOUNDNESS OF MAJOR STRUCTURE
<b>Groupelement NON FEU</b> 37-39, rue de Neuilly BP 249 - 92113 CLICHY Tel: +33 (0)1 47 56 31 48  <b>Groupelement Technique Français de l'ignifugation</b> 10 rue du Débarcadère 75017 PARIS Tel: +33 (0)1 40 55 13 26	<b>SOCOTEC MONTPELLIER</b> 1140 Avenue Albert Einstein 34000 MONTPELLIER Tel : +33 (0)4 67 99 87 87

## II.2. DEFINITION OF WORK AREAS

VENUE	HALLS
<b>SPL Occitanie Events</b> <b>PARC DES EXPOSITIONS DE MONTPELLIER</b> Route de la Foire 34470 PEROLS <b>Reception:</b> +33 (0)4 67 17 67 17 <b>Exhibitor's Center:</b> +33 (0)4 67 17 68 58	<b>A1 à A6</b> <b>B1 à B6</b>

## II.3. THE OFFICIAL BODIES

INSPECTION OF WORK	CRAMIF
615 Boulevard d'Antigone CS 19002 34064 MONTPELLIER Tel: +33 (0)4 67 22 87 40	Service des Risques Professionnels. 29 Cours Gambetta 34000 MONTPELLIER Tel: +33 (0)8 20 90 42 18
O.P.B.T.P.	GLOSSARY
1 Avenue Emile Bertin Sans 34090 MONTPELLIER Tel : +33 (0)4 67 63 47 50 Fax : +33 (0)4 67 54 54 14	<b>CRAMIF :</b> Caisse Régionale d'Assurance Maladie d'Ile de France <b>OPPBTP :</b> Organisme Professionnel de Prévention du Bâtiment et des Travaux Publics

## II.4. EMERGENCY SERVICES

## ON THE SHOW SITE:

EMERGENCY POST	GENERAL SURVEILLANCE POST
Reception A Information displayed at the halls entrances	Tél. : + 33 (0)4 67 17 68 68  <b>FIRE SAFETY</b> Tél. : + 33 (0)4 67 17 68 68

## OFF SITE:

FIRE SERVICE	POLICE STATION
Centre de Secours Principal 1635 Avenue Albert Einstein 34000 MONTPELLIER Tel: + 33 (0)4 67 13 18 18 or 18 or 112 (portables)	Avenue de l'Agau Rond-point de l'Europe 34970 LATTES Tel : +33 (0)4 99 13 67 00 or 17 or 112 (portables)
SAMU	NEAREST HOSPITAL
CHU de la PEYRONIE 371 Avenue du Doyen Gaston Giraud 34295 MONTPELLIER Cedex Tel: 15 or + 33 (0)4 67 33 49 95	Clinique du MILLENAIRE 220 Boulevard Pénélope 34000 MONTPELLIER Tel : +33 (0)4 99 53 60 00

## FORMALITIES

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1/14**III. GENERAL EVENT ORGANIZATION****III.1. GENERAL PRESENTATION OF THE SHOW**

Cf. Exhibitor's Guide.

**III.2. SCHEDULE OF USE OF HALLS**

Public opening:

**DATES & TIME**

November 28<sup>th</sup> to November 30<sup>rd</sup> 2023 from  
8.30 am to 6.00 pm

**III.3. VARIOUS SERVICE PROVISIONS**

Cf. Exhibitor's Technical Guide.

**III.4. SITE CONSTRAINTS****III.4.1. TRAFFIC MOVEMENTS INSIDE THE PARK**

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

**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).

## FORMALITIES

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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 AN 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.

## 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.**

**For any use of a crane, a special request must be made to the Organizer.**

This request must specify where the crane will be operating and the technical constraints of use and assembly. These constraints must appear in the company I.H.S.P.P.

**The work area of the crane must be secured.**

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.**

**On the car parks or the outside exhibition areas, the motion space of the crane in relation to the surrounding high-tension cables must be taken into account. The jib must not approach these cables at less than 5 meters. (Article R 4534-108 of the Code of Work)**

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.

## REMINDER

**It is forbidden:**

- To drive a truck without a driving licence.
- To allow your truck to be driven by an unauthorised person.
- To lift a load greater than the machine's capacity.
- To increase the value of the truck's counterweight.
- To lift a poorly balanced load.
- To lift a load with only one arm of the fork.
- To move around with a high load.
- To brake sharply.
- To take corners at high speed.
- Not to observe traffic signs.
- To use traffic lanes other than those established.
- To carry people on trucks not specially designed for the purpose.
- To leave the engine running in the absence of the driver.
- To lift people with 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.

## FORMALITIES

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1/14**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.

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 AND DISMANTLING PERIODS****VI.1. TOILETS**

To ease the general organization of assembly and dismantling, and improve working conditions, the Organizer

will ask the Venue to open additional communal toilet facilities in the exhibition 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 hall's 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 authorisation or a badge given by the Organizer.**

Badges will be distributed to each worker in the event.

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

**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



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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. LEGAL 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 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.



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.**

## 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.

## FORMALITIES

EXHIBITORS SAFETY  
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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**.

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.**

**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**

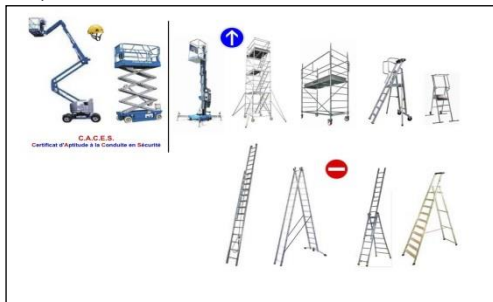
Decree nr 2004-924 of 01.09.2004 concerning the use of work equipment made available for temporary work at a height and integrating new provisions in the labour code (Articles R 4323-58 to R 4323-90).

It is obligatory for companies installing MARQUEES, TENTS or STRUCTURES or STANDS, during the assembly, maintenance and dismantling periods, to set up collective protection measures appropriate for any work on ROOFS or TERRACES by their staff. The methods considered for carrying out this work must appear in the company I.H.S.P.P.

In any case the people working for these building and dismantling periods must have a certificate for works at height and a valid authorization of their employer.

**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 non-repetitive length of time (Article R 4323-63 of the Code of Work).



**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.**

**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.**



## FORMALITIES

EXHIBITORS SAFETY  
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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.**

**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)**

## FORMALITIES

EXHIBITORS SAFETY  
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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.

**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 IHSP the means of prevention suited to his activity and his work zone

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

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

**X. FIRE SAFETY**

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

The Official Safety Committee is very strict as regards structural construction (construction and decoration materials, solidity and stability of structures, upper floors, emergency provisions, electrical fittings, etc...). The decisions taken by the committee during its tour of inspection are enforceable immediately.

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

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

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

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

**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**

**EMERGENCY POST: RECEPTION A. Information displayed at the hall's entrances.**

**FIRE SAFETY & GENERAL SURVEILLANCE POST: +33 (0)4 67 17 68 68**

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

## FORMALITIES

EXHIBITORS SAFETY  
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**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

1/3

## 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. See the ["SIPSI website"](#) 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 (00.00am) on Monday and ends at midnight on Sunday (24.00pm)
- For more than 10 hours a day
- For more than 6 hours without a break (of at least 20 minutes)
- For more than 6 days in a single week.

All employees working on French territory must receive a monthly gross salary demanded by the Ministry of Labour.

## FORMALITIES

## USING FOREIGN SERVICE PROVIDERS

2/3

**2- PROVISIONAL WORK PERMIT**

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

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

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

These 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** – Logistics and Security Department

Fabrice DIGLE

70, avenue du Général de Gaulle – 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](mailto:cnfe.strasbourg@urssaf)

## FORMALITIES

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

3/3

**RETURN BEFORE 27<sup>TH</sup> OCTOBER 2023 TO:**

COMEXPOSIUM – Direction Logistique &amp; Sécurité

Monsieur Fabrice DIGLE

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

**EXHIBITOR**

Company name: .....

Pavilion: ..... Aisle: ..... Stand No: .....

Stand name: .....

Address: .....

Postcode: ..... Town/City: .....

Country: .....

Tel: ..... Fax: ..... E-mail: .....

Cellphone: .....

**IMPORTANT: SWORN STATEMENT**

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

# REFOUND OF FRENCH VAT (TVA)

1/2

## FIND OUT MORE IN YOUR EXHIBITORS SPACE

- To print out the Refund o French VAT form, see next page.

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

### TEVEA INTERNATIONAL

Claudia PRAMS

29-31, rue Saint Augustin – 75002 Paris – France

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

E-mail: [mail@tevea.fr](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 SITEVI 2023, offers a simplified, secure and fast procedure for your company.

To benefit from this simplification, please fill in, sign and return the form bellow 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 services 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.

## FORMALITIES

# REFOUND 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.

### 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:

**SITEVI 2023 From the 11/28/2023 to the 11/30/2023– Parc des Expositions de Montpellier.**

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:**



## TECHNICAL SERVICES OF THE EXHIBITION CENTER

[ORDER ONLINE YOUR TECHNICAL SERVICES: CLICK HERE](#)

- Electricity
- Water
- Telephone
- Internet
- Staff (hostesses & guarding on stand)
- Parking
- Slings / Hangings

# SITEVI

The International exhibition  
for the vine, wine, fruit  
and olive growing sectors

28>30  
NOVEMBER  
2023

MONTPELLIER  
FRANCE



## TECHNICAL SERVICES OF THE PARC DES EXPOSITIONS

## ELECTRICITY

1/2

## Power supply

From Thursday November the 23<sup>rd</sup>, 7:00 am to Thursday November 30<sup>th</sup>, 11:00 pm.

Beside these schedules, please contact the Exhibitor Department of the Exhibition Centre of Montpellier.

## Facilities

- 50 Hz three-phase continuous electricity is supplied by the Exhibition Centre, mean voltage 410 volts between phases and 240 volts between phases and neutral.
- Current is fed to each stand through a supply cable, termination in a sealed switch box fitted with a circuit-breaker and 30 mA AC type differential switch (be careful, cannot withstand speed variations) to which the Centre's representatives must have access at all times.
- Exhibitors have access to a terminal marked neutral phase on the lower portion of the box.
- **Only the technical personnel of the Parc des Expositions are authorized to make the connection.**
- In addition, the electrical box has a separate socket (depends on power requested).

## Place of the switch box

This will be installed in accordance with the lay-out plan you have to send us with the order form.

Where no plan is provided, the box will be installed in an angle of the stand.

Any application to move the box will be invoiced at flat rate **€ 51 excl. VAT.**

## Nos conseils

- **CALCULATE** the electrical power required on your stand taking into account the general lighting system, the supply required for electrical appliances...
- **USE** the supply ducts (see plan sent) when positioning the electrical box, so as to avoid laying cables across the floor. Otherwise, you can order a floorboard.
- **SWITCH** off the power supply to your stand each night.

## Electricity for the Clé en main &amp; Premium stands

**Clé en main stand** is supplied by exhibition has power supply: 3 kW intermittent (12.00 to 24.00 sq. m.), and 6 kW intermittent (for the stands > 24.00 sq. m). Exhibitors who require an additional power supply should order it from the Exhibitor Department of the Exhibition Centre of Montpellier.

\*The exhibition centre equips all electrical boxes with a 30mA/Ac differential

## TECHNICAL SERVICES OF THE PARC DES EXPOSITIONS

## ELECTRICITY

2/2

## IMPORTANT

- The safety regulations for trade exhibitions specify that a **power supply cannot be used for more than one stand.**
- Before working on any appliances, you should check that **the power supply to your stand is switched off.**
- **The exhibitor is responsible** for all the equipment rented to him and for all damage or prejudice caused in case of using mistake. He is also responsible for his own electrical installation.
- The electrical switch boxes will not be connected to the power supply **until all accounts with the Exhibition Centre Operating Company have been settled.**

## PRICES

Attention: these prices are EXCLUDING OF TAXES; any order includes a 20.00 % supplement corresponding to the VAT

Limited Period Power Supply	PU excl. VAT	24h/24 Period power supply	PU excl. VAT
<b>K1:</b> 3kW single phase - 220 V 16 A + N	<b>381,00 €</b>	<b>K2:</b> 3kW single phase - 220 V 16 A + N	<b>407.00 €</b>
<b>K2:</b> 6kW single phase - 220 V 16 A + N	<b>621.00 €</b>	<b>K4:</b> 6kW single phase - 220 V 16 A + N	<b>673,00 €</b>
<b>K5:</b> 10kW triple phase - 380 V - 3 x 16 A + N on 1xP17 32A	<b>849,00 €</b>	<b>K6:</b> 10kW triple phase - 380 V - 3 x 16 A + N on 1xP17 32A	<b>935,50 €</b>
<b>K7:</b> 20kW triple phase - 380 V - 3 x 32 A + N on 1xP17 32A	<b>1 253,00 €</b>	<b>K8:</b> 20kW triple phase - 380 V - 63 A + N (Only for restaurant areas)	<b>1 425,80</b>
<b>K9:</b> 40kW triple phase - 380 V - 63 A + N	<b>1 914,00</b>	<b>K10:</b> 40kW triple phase - 380 V - 63 A + N	<b>2 259,00</b>
<b>K11:</b> 80kW triple phase - 380 V - 125 A + N	<b>2 566,00</b>	<b>K12:</b> 80kW triple phase - 380 V - 125 A + N	<b>3 084,00</b>

For power exceeding 80 kW or any demand, please contact the Exhibitors Service from SPL OCCITANIE EVENTS for an estimate.

**Please note: the cabinets are powered intermittently for 12 hours a day. If you need a permanent power supply (24 hours), please choose a "permanent" cabinet when ordering.**

**To find out more, please contact the Parc des Expositions de Montpellier:**

**EXHIBITORS SERVICE**

Email: [regiesitevi@spl-occitanie-events.com](mailto:regiesitevi@spl-occitanie-events.com)

Tel.: +33 (0)4 67 17 68 58

**INVOICE & BILLING SERVICE**

Email: [sitevi@spl-occitanie-events.com](mailto:sitevi@spl-occitanie-events.com)

Tel.: +33 (0)4 67 17 68 54

**To log into your Customer Area: [click here](#)**

### Water supply

From Thursday 23<sup>rd</sup> November 2023 at 7.00 am to Thursday 30<sup>th</sup> November 2023 at 11.00 pm.  
Beside these schedules, please contact the Exhibitor Department of the Exhibition Centre.

### Facilities

- Water is supplied to the stands by the Exhibition Park of Montpellier.
- Certain parts of halls A1, A4, A6 & B6 have no gutters to drain away the water.

#### Water installation will consist of:

- One 15/21 mm diameter hose, terminating in a 26/34 mm stopcock with external thread.
- Wastewater pipe, 40/49 mm inside diameter.
- The water supply.

For all compulsory installations, please contact the Technical Service of the Exhibition Centre.  
Tel: **+33 (0)4 67 17 68 58**.

### Place of water point

This will be installed in accordance with the lay-out plan you have to send us with the order form.  
Where no plan is supplied, the water supply point will be located near the wall nearest to a supply duct.

Any application to move the box will be invoiced at flat rate **€ 51,00 excl. VAT**.

### Our advices

- **USE** the drain ducts (see plan sent) for optimum place of the water outlets. Otherwise, you can order a floorboard.
- **FORBIDE** putting any matter in the sink which is likely to obstruct the waste pipe.
- **INFORM US** if the equipment to be connected will generate hot water.

### IMPORTANT

**The Exhibitor is responsible for all the equipment rented to him and for all damage and prejudice caused in case of using mistake.**

TECHNICAL SERVICES OF THE PARC DES EXPOSITIONS

# WATER

2/2

## PRICES

Attention: these prices are EXCLUDING OF TAXES; any order includes a 20.00 % supplement corresponding to the VAT

	PU excl. VAT
<b>E1:</b> Water supply	<b>326,06 €</b>
<b>E2:</b> Bassin sink	<b>101,96 €</b>
<b>E3:</b> Additional water supply / Machine's connection	<b>165,00 €</b>
<b>E4:</b> Package Filling	<b>235,00 €</b>
<b>E5:</b> Independant Sink (only for Halls A1 & A6)	<b>250,00 €</b>

To find out more, please contact the Parc des Expositions de Montpellier:

**EXHIBITORS SERVICE**

Email: [regiesitevi@spl-occitanie-events.com](mailto:regiesitevi@spl-occitanie-events.com)

Tel.: +33 (0)4 67 17 68 58

**INVOICE & BILLING SERVICE**

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Tel.: +33 (0)4 67 17 68 54

To log into your Customer Zone: [click here](#)

# TELEPHONE

1/2

## Telephone supply

The telephone lines will not be connected to the national system more than 1 day prior to the opening of the exhibition to the public.

Telephone lines will be cut off on the last evening of the exhibition, one hour after it closes to the public.

## Facilities

Telephone communications are provided through the Exhibition Centre of Montpellier.

This system provides:

- Direct and unrestricted access to the national telephone system
- Free internal phone calls

The telephone sets will be installed on the stand on Monday 27<sup>th</sup> November 2023 by the technicians of the Exhibition Centre. The return will also take place directly on the stand at the end of the exhibition.

## Place of the telephone appliances

- These will be installed in accordance with the lay-out plan you have to send us with the order form.
- Where no plan is supplied, the telephone appliances will be located near the wall nearest to a supply duct.
- Any change to the position of the appliances will be charged at a flat rate of **€ 51,00 excl. VAT.**

## Nos conseils

- USE the supply ducts (see plan sent) when positioning your telephone appliances, so as to avoid laying cables across the floor. Otherwise, you can order a floorboard.
- PUT the telephone in a safe place before leaving the stand.

## IMPORTANT

The Exhibitor is responsible for all the equipment rented to him and for all damage and prejudice caused in case of using mistake.

If the telephone is not returned, you will be charged an amount of **€ 80.00 excl. VAT.**

TECHNICAL SERVICES OF THE PARC DES EXPOSITIONS

# TELEPHONE

2/2

## PRICES

Attention: these prices are EXCLUDING OF TAXES; any order includes a 20.00 % supplement corresponding to the VAT.

	PU excl. VAT
<b>T1:</b> Analogic line and 1 basic telephone (including 45€ call-credit)	<b>101,00 €</b>

To find out more, please contact the Parc des Expositions de Montpellier:

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## TECHNICAL SERVICES OF THE PARC DES EXPOSITIONS

# INTERNET

### Included services

- Temporary connection to a line giving you access to the Internet providing your computer has an Ethernet card.
- The connection and unlimited access are included in the price.
- I.P. addresses are supplied via a D.H.C.P. system.
- You provide and set up your own computer.

No own network should be created by the exhibitor so as not to saturate the network of SPL OCCITANIE EVENTS. For exhibitors who present WIFI applications, please contact the Régie department.

The modems will be installed directly on the stand on Friday 24<sup>th</sup> November 2023 by the Parc's technicians.

### ATTENTION

The Exhibition Park's technicians will not be able to configure your computers.  
Please consult your own technical staff for assistance.

### THE RIGHT CHOICE FOR CONNECTION SPEED

	<u>Symmetric Flow</u>	<u>Consultation by email Without attachments</u>	<u>Consultation by email With attachments &lt;10Mb</u>	<u>Video Conferencing Streaming</u>	<u>VPN</u>	<u>File transfer &gt; 50Mb</u>	<u>Video Stream</u>
LANDLINE Connexion	5 Mb/s	GOOD	AVERAGE	AVERAGE	INSUFFICIENT	INSUFFICIENT	INSUFFICIENT
	10 Mb/s	EXCELLENT	GOOD	GOOD	AVERAGE	AVERAGE	AVERAGE
	20 Mb/s	EXCELLENT	EXCELLENT	EXCELLENT	GOOD	GOOD	GOOD
	50 Mb/s	EXCELLENT	EXCELLENT	EXCELLENT	EXCELLENT	EXCELLENT	EXCELLENT
WIRELESS Connexion	2 Mb/s	GOOD	AVERAGE	INSUFFICIENT	INSUFFICIENT	INSUFFICIENT	INSUFFICIENT
	5 Mb/s	GOOD	AVERAGE	AVERAGE	INSUFFICIENT	INSUFFICIENT	INSUFFICIENT
	10 Mb/s	EXCELLENT	GOOD	GOOD	AVERAGE	AVERAGE	AVERAGE
	20 Mb/s	EXCELLENT	EXCELLENT	EXCELLENT	GOOD	GOOD	GOOD



## INTERNET PRICES

Attention: these prices are EXCLUDING OF TAXES; any order includes a 20.00 % supplement corresponding to the VAT.

WIRELESS CONNEXION	PU HT	LANDLINE CONNEXION	PU HT
I1 : Throughput : 2mb/s NO GARANTEED WIRELESS connexion	<b>106,00 €</b>	I2 : Throughput 5mb/s GARANTED FLOW LANDLINE Internet connexion	<b>347,00 €</b>
I3 : Throughput : 5mb/s NO GARANTEED WIRELESS connexion	<b>159,00 €</b>	I4 : Throughput 10mb/s GARANTED FLOW LANDLINE Internet connexion	<b>520,00 €</b>
I5 : Throughput : 10mb/s NO GARANTEED WIRELESS connexion	<b>212,00 €</b>	I6 : Throughput 20mb/s GARANTED FLOW LANDLINE Internet connexion	<b>694,00€</b>
I7 : Throughput : 20mb/s NO GARANTEED WIRELESS connexion	<b>265,00 €</b>		

The access code will be communicated at the exhibitor's desk (Reception A).

**To find out more, please contact the Parc des Expositions de Montpellier:**

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## TECHNICAL SERVICES OF THE PARC DES EXPOSITIONS

# STAFF ON STAND

### Facilities

- Hostess Staff dressed, trained, and experienced.
- A lunch break is compulsory and not billed
- Guardian on stand: Trained, qualified and supervised staff with liaison facilities

### PRICE

Attention: these prices are EXCLUDING OF TAXE, any order includes a 20.00 % supplement corresponding to the VAT.

	PU excl. VAT		PU excl. VAT
<b>H1: Hostess on stand</b> Hourly rate with a minimum of 3 hours. Bilingual staff (language to be specified)	<b>32,50 €</b>	<b>G1: Guard on stand</b> Hourly rate with a minimum of 4 hours from 6:00 am to 9:00 pm	<b>31,50 €</b>
		<b>G2: Guard on stand - Night rate</b> Hourly rate with a minimum of 4 hours from 9:00 pm to 6:00 am	<b>34,00 €</b>

**To find out more, please contact the Parc des Expositions de Montpellier:**

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### Facilities

- The Montpellier Exhibition Centre provides parking facilities for exhibitors during the opening of the exhibition.
- On receipt of applications for parking spaces and the corresponding payment, the Exhibitors Department of the Exhibition Centre will dispatch entrance passes and parking permits by post against receipt or directly on site (north entrance) on your request.
- **Parking permits may only be used for private vehicles.**

### Regulations

- The French Highway Code is applicable within the grounds of the Exhibition Centre.
- Parking is prohibited on all thoroughfares within the Centre, around the buildings and on emergency access roads. Illegally parked vehicles will be removed and impounded.

### Advice

- **REMEMBER** to lock your car and do not leave anything of value inside.
- **ORDER** your parking permits in good time to be sure of a space.
- **STICK** your permit on the windscreen of your vehicle so that it is immediately visible to avoid hold-ups at the entrances.

### IMPORTANT

- Unused permits cannot be refunded or exchanged.
- The Exhibition Centre can accept no responsibility whatsoever for damage caused to vehicles.
- Parking is at the owner's own risk. The fee only covers parking and not security.
- During the exhibition, only private vehicles displaying an entry permit may park in the exhibitors' car parks. During build-up and breakdown periods, access to the exhibitors' car parks is not restricted.

### TURNKEY FITTED STAND & PREMIUM STAND

- The Turnkey Fitted stand and the Premium stand offers include a parking space (for stands of 12 to 24 sq.m) or 2 parking spaces (for stands > 24 sq.m). **To benefit from it, please make your request before October 25<sup>th</sup>, 2023 by using the "CLE EN MAIN" form.**
- Exhibitors wishing to receive additional tickets should contact the Exhibitor Services of SPL OCCITANIE EVENTS (Parc des Expositions).

## PARKING

2/2

## PRICE

Attention: these prices are EXCLUDING OF TAXES; any order includes a 20.00 % supplement corresponding to the VAT.

	PU HT		PU HT
<b>P1:</b> Exhibitors' Parking A (with acknowledgement of receipt)	36,00 €	<b>P2:</b> Exhibitors' Parking on your disposal at the welcome desk (Reception A)	28,50 €
<b>P1B:</b> Exhibitors' Parking B (with acknowledgement of receipt)		<b>P2B:</b> Exhibitors' Parking on your disposal at the welcome desk (Reception A)	

*Attention: as parking spaces are limited, orders are subject to availability.*

***No parking order will be sent without payment.***

**To find out more, please contact the Parc des Expositions de Montpellier:**

**EXHIBITORS SERVICE**

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TECHNICAL SERVICES OF THE PARC DES EXPOSITIONS

## SLINGING

Concerning any rigging points, we invited you to send directly your enquiry request to our approved provider listed below:

### SCENEXPO – PARC EXPOSITIONS

M. Reginald PELLEGRINI

Tel.: +33 (0)6 82 87 51 83

Email: [r.pellegrini@scenexpo.fr](mailto:r.pellegrini@scenexpo.fr)

### S GROUP – SUD DE FRANCE ARENA

M. Nicolas CANTIER

Tél. : +33 (0)6 77 39 97 57

Email: [nicolas@sgroup.fr](mailto:nicolas@sgroup.fr)

All primary rigging points (rigging point taken directly on our building structures) will have to be performed by one of the providers listed above.

They will be subject to inspection by an approved certified agency appointed by the Technical Service Operating Organizer.

The service provider has to prepare the complete file and send it to Technical service Operating Organizer for review and approval.

**In contrast, all secondary rigging points (marking heavy elements, bridge light, scenery, etc.) which will be attached to the primary attachment points may be performed by a provider approved by the Parc, or a provider of your choice. They will be subject to inspection by a certified agency appointed by you or your provider.**

**A certificate of conformity issued by this organization will have to be presented at the safety commission which, without this document, reserves his right to close the stand.**

### REMINDER

**Some buildings are suitable and can receive HEAVY HANGINGS:** HALL A1 or Sud de France Arena, HALL A2, HALL B2, HALL B5 (please note that in some halls hanging points are possible according to the hanging plan provided)

**Others are only suitable for LIGHT HANGINGS:** HALL A3, HALL A4, HALL A5, HALL B1, HALL B3, HALL B4, Entrances A & B

**NO GRIP IS POSSIBLE in the following halls:** HALL A6, HALL B6, CONFERENCES CENTER

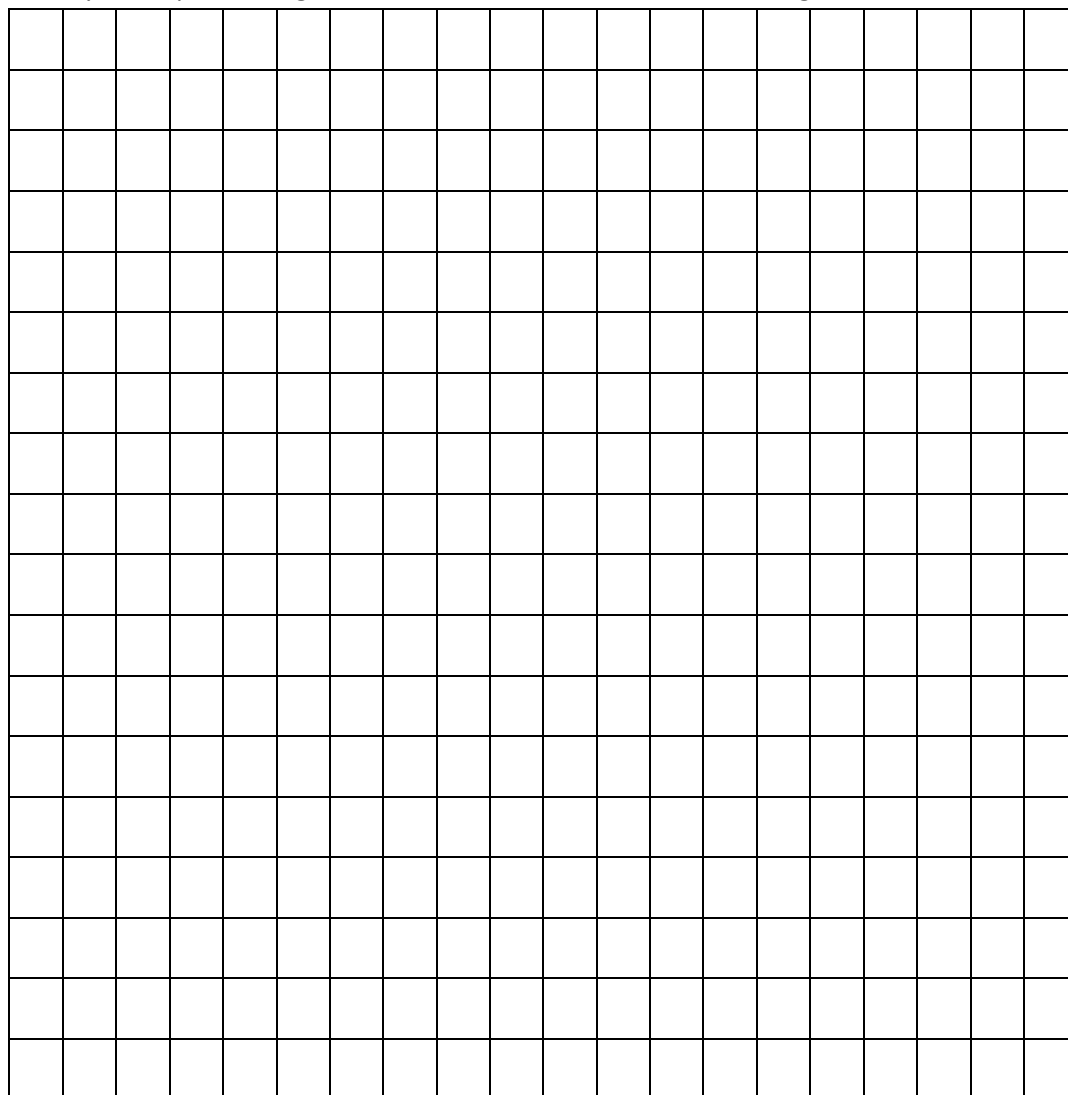
TECHNICAL SERVICES OF THE PARC DES EXPOSITIONS

# SCALE DRAWING

Exhibitor name: .....

Stand number : .....

Thank you for positioning the services ordered on the scale drawing below.



1 square = 1 meter

PLACE \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/2023

COMPANY STAMP & SIGN

# SITEVI

**The international exhibition  
for the vine, wine, fruit  
and olive growing sectors**

**28>30 NOVEMBER 2023**

**MONTPELLIER • FRANCE**

COMEXPOSIUM

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SAS au capital de 60 000 000 € - 316 780 519 RCS Nanterre  
Société mandataire d'intermédiaire d'assurance n°10058581 ORIAS ([www.orias.fr](http://www.orias.fr))  
La société Comexposium est soumise au Contrôle Prudentiel (ACP)