

54th

INTERNATIONAL PARIS AIR SHOW

Paris • Le Bourget • **19 > 25 June 2023**

EXHIBITORS & SERVICE PROVIDERS



TECHNICAL GUIDE

Fitting your space

PREAMBLE



Welcome to the 54th International Paris Air Show (PAS).

Whether you're an Exhibitor or a Service Provider, you'll find all the information you need for a successful Show in this Technical Guide.

The unprecedented international situation does not affect the essential need for networking which the Show provides.

Whatever the circumstances, we look forward to welcoming you warmly and offering you high-quality services to ensure the success of what has always been YOUR event.

This year, we are once again focusing on your safety in the fullest sense of the word, which may sometimes be restrictive but is always worthwhile.

Respecting these guidelines and the staff who enforce them is vital for everything to run smoothly.

THE APPLICABLE TEXTS THAT MUST BE ADHERED TO

- **The French Labour Code**, and more specifically the sections on Security, Health & Safety, personal protection measures, work hours and foreign labour,
- **Decrees** relating to establishments hosting the public referred to as ERPs (decree of 18 November 1987, amended on 11 January 2000, 2004 and 2009),
- **Specific construction** Site regulations implemented by the Organiser.

This Guide sets out all the technical details of our event and media for correctly interpreting them, and provides you with explanations about the key points of French law with which you must comply.



This Technical Guide is based on rules found in French Labour Law, decrees relating to establishments receiving the public (ERPs) and the Organiser's own specific regulations designed to help hundreds of different trades work together, with thousands of participants completing over 2 million hours of work for the event.

Understanding and assimilating all the obligations and schedules listed here is no easy task. In these very unusual circumstances we find ourselves in, our staff are more motivated than ever and available to answer all your questions.

Whether you are an Exhibitor or a Service Provider, we wish you all the best in your preparation and sincerely hope your event is a resounding success that will mark the return of great air shows.

*Sincerely,
the PAS team.*

KEY POINTS 2021

- 1** **It's compulsory to wear a bib** (with the company's name) in order to access the Site during the build-up/dismantling period, in addition to its personal protective equipment (PPE).
- 2** **The build-up/dismantling badge** is not valid on Sunday June 18th, the day before the opening of the Show. Only service badges and Exhibitor badges will ensure access to the Site on this day.
- 3** For safety reasons, **the 1-day Exhibitor badge**, which is not personalised, is not valid during build-up/dismantling. It is valid for the opening of the Show, and the pre-opening day (18 June) where it will not be counted.

NEW IN 2023

NB: This guide does not take into account any healthcare measures for May and June 2023. Any such measures will be communicated through other means, newsletters or additional guides, such as the Access and Traffic Guide.

- **Handling Pool:** Pool pricing: will be made more flexible, meaning you can now anticipate your costs based on m³ pricing instead of unloading time, which can be difficult to gauge. In addition, our CSR commitments require us to limit incoming material flows by relying more on the Handling Pool, which is responsible for delivering your goods exactly when you need them from our storage tent.
- **The rules of dismantling have changed for the first days:** specific badges and the use of the Villepinte car parks will be necessary to access the interior of the Site until Tuesday 27th June. The normal rules of dismantling will apply thereafter.
- **Construction rules:**
- **"Circular Economy Form" (mandatory Deadline 17 April):** This form which must be completed online, has two steps.
 - Qualify and quantify the inward and outward flow of materials used to fit out your stand.
 - Select a method for managing the waste you have identified.



Cf. description p. 36

- **Setback policy in Halls:** It is no longer compulsory to observe a 50cm setback from adjoining Stands for partitions over 3m tall. However, this withdrawal remains compulsory in relation to the aisles.



Cf. p. 44

- **Hanging structures:** In accordance with the new prefecture directives and the CCS VIPARIS update, inspection rules for mounting systems on hanging structures have been specified.



Cf. recap chart p. 43

- **Badges:** Exhibitor (photo required) and Trade Visitor badges are becoming electronic and must be print in color before your arrival to the Site.

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		FEBRUARY				MARCH				APRIL				MAY				JUNE				JULY			
GENERAL	Opening of the Show																		19 TO 25						
	Trade days																		19 TO 22						
	General Public days																		23 TO 25						
	Dress rehearsal day / pre-opening day																	18							
	Safety Commission																	15 TO 17							
YOUR ORDERS AND RESERVATIONS	Chalet options order								31 MARCH																
	Flooring order (Halls)												30 APRIL												
	Barrier hire (Static Display)												30 APRIL												
	Golf-car hire during the Show (Chalets)								31 MARCH																
	Advertising and sponsorship (Date depending on product ordered)																								
FORMS	Upload of decoration plans (All surface areas)						15 MARCH																		
	Request for dispensation of build-up/dismantling date (All surface areas)								31 MARCH																
	On sign wording (Chalets)												30 APRIL												
	Coordinator declaration (All surface areas)												30 APRIL												
	Declaration of operational equipment and machinery (Hall + Static Display)										15 APRIL														
BADGES	Badge order																								
	Last badges shipped*													12 MAY											
HALLS	Bare Stand build-up																	5 TO 17							
	Power boxes switched on																		16 TO 26						
	Turnkey Stands delivery																		16 TO 17						
	Dismantling of Stands																					26 JUNE TO 30 JUNE			
CHALETS	Chalets build-up													22 MAY TO 16 JUNE											
	Power boxes switched on																	9 TO 26							
	Dismantling																					26 JUNE TO 30 JUNE			
OUTDOOR STATIC DISPLAY SURFACE AREA	Static Display build-up													22 MAY TO 12 JUNE				17 JUNE							
	Power boxes switched on																	9 TO 26							
	Aircraft arrival on Site																	13 TO 17							
	Aircraft rehearsal																	14 TO 17							
	Aircraft depart																		25/26						
	Static Display Dismantling																					26 JUNE TO 13 JULY			
PROVIDERS VILLAGE	Space made available to Service Providers													22 MAY TO 30 JUNE											

* Book and order services online from your Exhibitor Area.
Print in color your electronic badges before your arrival on Site
and, come to pick up your service badges on Site.

Dress rehearsal day

Opening of the Show

Stand delivery

Power boxes switched on

Deadlines for reply

Safety Commission

Build-up/Dismantling

Movement of aircraft

Refer to paragraph 1.1 p.9

- Chalets
- Halls
- Static Display
- Show ground limits





A INFORMATION

01 DATES, TIMES & BASIC RULES

The Show will open its doors from 19 to 25 June, at: Parc d'Expositions Paris-le Bourget. Aéroport Paris-93350 Le Bourget-France.

1.1 DURING THE BUILD-UP AND DISMANTLING

The build-up period will start on 22 May for Chalets and Static Display, and 5 June for Halls.

The dismantling will start on Monday 26 June and will end on 30 June for Halls and Chalets, and 13 July for the Static.

BUILD-UP AND DISMANTLING TIMES

Monday to Saturday: 7am-7pm
Sunday and public holidays: 7am-5pm

☆ IMPORTANT POINTS

13 JUNE AT THE STATIC DISPLAY AREA

When the aircraft start to arrive, all fit-out work must be complete. HGVs, machinery and containers will no longer be admitted. Last-minute deliveries can still be made but only via the Handling Pool, which has the necessary insurance.

18 JUNE - PRE-OPENING

Conditions for circulation and access are the same as those once the Show opens: build-up badges are not valid. Installation work must be completed by the evening of 17 June at the very latest.

FOR SECURITY REASONS, THE PAS WILL NO LONGER BE GRANTING SPECIAL DISPENSATIONS FOR NIGHT WORK DURING THE BUILD-UP PERIOD FOR THE SHOW, EXCEPT FOR SURVEILLANCE STAFF WITH NIGHT SHIFT BADGES.

You will find further information in the following chapter Rules (p.13) and in the Access and Traffic Guide (first quarter 2023).

Some basic rules

- › The public is not allowed to access during the build-up and dismantling period, including during the pre-opening day on 18 June,
- › Badges must be worn and must be visible,
- › Safety shoes must be worn and a high-visibility vest is compulsory,
- › Helmets must be worn in areas where firms are working at height,
- › Traffic and parking are regulated, private vehicles are prohibited.



CAUTION

Safety boots and a high-visibility vest (yellow or orange, with the company's name) must be worn to access the Site during the build-up/dismantling period.

1.2 DURING THE SHOW

SHOW OPENING TIMES

The Show will open from 19 to 25 June 2023,
6.30am-7pm for Exhibitors
8.30am-6pm for Visitors

- › General Public days will be from 23 to 25 June 2023,
- › Children under the age of 16 years are not admitted on Trade days (19-22 June 2023),
- › Animals are prohibited on Site (except guide dogs),
- › Safety measures, frisking, the opening of bags or luggage and checking of vehicles, will be implemented at the Show gates. Anyone not submitting to these measures will not be allowed access to the Show.

INFORMATIONS

02 SHUTTLE BUS

The Show provides 3 shuttle bus services that regularly offer the following trips:

RER line B

Bourget station to Gate L of the Show and return, from 17 June to 25 June.

Roissy-Charles-de-Gaulle airport

To Gate L and return, from 19 to 23 June.

Shuttle bus to Porte Maillot

From Gate L, from 19 to 22 June.

On days open to the General Public (23 to 25 June), two additional trips will be available from:

- Parc des Expositions parking/ParisNord Villepinte RER station
- Fort d'Aubervilliers station
Metro line 7

These shuttle buses are free of charge.

Also, regular bus lines 152 and 350 will run an increased service during the Show, and will stop at Gate O. Further information, or even some modification, will be available in the Access and Traffic Guide (first quarter of 2023).

03 HEALTH AND EMERGENCIES - FIRE RISK

3.1 MEDICAL EMERGENCIES

A first aid post will be open from 22 May to 30 June between Halls 2 and 3 during build-up and dismantling.

During the Show, other first aid posts will be open on the Site (see the Access & Traffic Guide – first quarter of 2023). You can contact any of the first aid posts by calling:

 +33(0)1 41 69 22 15

3.2 FIRE

A fire team will be in place from the start of build-up and during the Show and the dismantling period. The number to call is:

 +33(0)1 41 69 22 18



CAUTION

INFORMATION TO BE COMMUNICATED TO THE EMERGENCY SERVICES

- Nature of the damage: Fire/accident,
- A number where you can be reached,
- How many injured people,
- Hall / Stand or Chalet number,
- Or position on: Static Display/Parking.

3.3 OTHER USEFUL PHONE NUMBERS

The PAS numbers mentioned below are active during the build-up opening times and 24 hours a day two weeks before and during the Show. Outside the hours and days previously mentioned, the emergency services can be contacted by calling the usual numbers:

112

EMERGENCIES
All emergencies

By calling 112, you will reach a service that will redirect you to the relevant emergency service.

18

FIRE BRIGADE
Fire, accidents and medical emergencies

15

SAMU
Medical emergencies

This number allows you to contact a doctor from the SAMU 24 hours a day.



CAUTION

If you call emergency services external to the Show (usual emergency numbers), do not forget to mention the Site's address:

- Parc des Expositions du Bourget (93), access via Gate O (near to the Lindbergh roundabout),
- If possible, contact the Command and Control Center (or C3 see next paragraph) on +33 (0)1 41 69 22 16 to help us guide the emergency service to the exact Site of the incident (accident, fire, etc.),

The external emergency services do not know the Site and even less the notion of "Chalets" or "Static Display", for example.



INFORMATIONS

04 SECURITY-POLICE

Security, i.e. the protection of property and people from deliberate attempts to harm them (theft, vandalism, attack, etc.), at the Show is managed by the Organiser's private security service, called C3 – the Command and Control Center. The C3 is open from 22 May to 30 June, 7am to 7pm, then 24 hours a day two weeks before and during the Show. However, this protection only applies to shared locations at the Show, and does not concern private areas, such as Stands, Chalets, buildings or Exhibitors' aircraft, which remain on the exhibitor responsibility.

Contact

C3

Organiser's Office - Building Official

P: +33 (0)1 41 69 22 16

Email: C3@siae.fr

From January, you can contact the C3 by email for any queries concerning the Site's safety-security.

POLICE OFFICE

As for previous Shows, the PAS will ask the Police Service to provide an office for filing complaints at the Show, in Gate L4.

05 ON-SITE SERVICES

5.1 TEMPORARY WORK SERVICE

In order to:

- › Facilitate the administrative procedures of Exhibitors and providers,
- › Reduce logistics costs (transport, accommodation, etc.),
- › Reinforce the Show's implication in the local economy,
- › Limit the CO₂ emissions of workers from far.

The PAS offers a range of skills adapted to the Show's activities. CRIT, Paris Air Show's partner, offers 10 profiles from 2 trade sectors: Industry/Logistics and Tertiary.

Contact

CRIT

Located in Gate L4

Contact: **available soon**

Tel: **available soon**

Email: **available soon**

5.2 HARDWARE

During the build-up and dismantling periods, a hardware service will be available by phone or email.

Email: ducatillon.b@wanadoo.fr

M: +33 (0)6 68 83 19 27

5.3 ON-SITE CATERING

Various snacks and fast food outlets will be provided during build-up and dismantling by companies licensed to operate at Le Bourget. The Organiser will provide a self-service cafeteria for build-up, dismantling and operations technical teams from 22 May to 30 June, allowing them to eat on-Site with a limited budget. It is located in the Galilée Area behind Hall 4 and is open for self-service from 11am to 3pm. A wide range of menus are available. For your booking or further information, please contact:

Email: catering@siae.fr

5.4 TOILETS

Mobile toilet facilities will be available from 22 May in the handling area, on the Static Display and on the Chalet areas. The sanitary facilities in the Halls will be open from June 5, the opening day of build-up in the Halls.

5.5 CONCIERGE SERVICE

The Concierge Service is exclusively dedicated to Exhibitors and ELITE members.

This free service offers high range Concierge Services such as transport and accommodation bookings, events organisation, a laundry service, etc. During the Show, the Concierge Service will be located in Organiser's Office, will be open from 12 to 25 June 2023.

5.6 VISITOR TRAIN

From 22 May to 30 June, a free Visitor train will circulate around the Show Site, for workers during build-up, then when the Show is open for Visitors or Exhibitors.

5.7 GENERAL TABLE OF SERVICES

NAME OF SERVICE	DESCRIPTION	LOCATION	DATE	CONTACT
C3	Command and Control Center: Safety, Surveillance and specific requests relating to Site safety & security	Organiser's Office- Official Building	22 May to 30 June (by email from January to June)	C3@siae.fr +33 (0)1 41 69 22 16
EXHIBITOR SUPPORT PAS	A team help you prepare for exhibiting at the Show	Organiser's Office- Official Building	January - July	support@siae.fr +33(0)1 41 69 22 83
VIPARIS SERVICES	All the services proposed By VIPARIS: Electricity, water, Internet, parking, slings...	Organiser's Office- Official Building	22 May to 30 June	infos-Exposants@viparis.com +33(0)1 40 68 24 44
HANDLING SERVICE	Management of Exhibitors' freight on Site (and only on Site)	Antenna within the Contractor's Office, near to Gate L2	9 May to 30 June	 See Appendix 1 & 2 p.25, 26, 27, 28
EXHIBITOR BADGES OFFICE	Collection and purchase of badges and invitations ordered	Gate L4	15 May to 25 June	siae@badgeonline.net +33 (0)1 73 03 47 99
EXHIBITOR SERVICE PROVIDER OFFICE	Badge accreditation for build-up and dismantling of the Show. Possibility of also purchasing service badges for the duration of the Show	Contractor's Office Near Gate L2	9 May to 30 June	accueil-montage@siae.fr +33 (0)1 41 69 22 93
ORGANISER SERVICE PROVIDER OFFICE	Badge accreditation for build-up and dismantling of the Show. Possibility of also purchasing service badges for the duration of the Show	Contractor's Office Near Gate L2	9 May to 30 June	servorg@siae.fr
GOLF-CARS BUILD-UP/ DISMANTLING	Possibility of hiring golf-cars with platforms for build-up and dismantling logistics These golf-cars must be returned during the Show's opening times. To be ordered on Site	Contractor's Office Near Gate L2	During Build-up/ Dismantling. 22 May to 17 June 26 to 30 June	Clemence@liberty-electric- motion.com +33 (0)1 34 94 23 10
SHOW GOLF-CARS	Golf-cars hire during the Show for Exhibitors with Chalets. Order via the online Exhibitor Area	Outside along Hall 3 (side of Gate L)	Order up until 31 March	expo2023@siae.fr
BPV/HANDLING	Flying Display Office/Ground assistance service for aircraft	Above Hall 2C	22 May to 30 June (by email from October 2022)	BPV: bpv@siae.fr Handling: seandrais@geh.aero +33 (0)6 73 29 93 68
HARDWARE STORE	For your tool requirements	By Phone or Email	22 May to 30 June	ducatillon.b@wanadoo.fr +33(0)6 68 83 19 27
EMERGENCY STATION	For medical emergencies	Between Hall 2 and Hall 3	22 May to 30 June	C3@siae.fr +33(0)1 41 69 22 15
FIRE TEAM	In the event of a fire	Mobile team	22 May to 30 June	c3@siae.fr +33(0)1 41 69 22 18
GALILÉE CAFETERIA	Catering for your Service Providers	Galilée Area, behind Hall 4	22 May to 30 June	catering@siae.fr
SERVICE PROVIDERS VILLAGE	Possibility of hiring Sites, bungalows and parking spaces for Service Providers	Gate K	9 May to 30 June (by email from November)	village-prestataires@siae.fr
CRIT	Possibility of hiring Sites, bungalows and parking spaces for Service Providers	Gate L4	From 22 May	Available soon

B RULES

01 ACCESS CONDITIONS FOR BUILD-UP/DISMANTLING

1.1 INTRODUCTION

Build-up and dismantling for the 54th Paris Air Show at Paris Le Bourget are covered by regulations, and all persons must adhere to these rules in order to:

- Access the Site,
- Move around the Site,
- Bring equipment into the Site or store it.

We advise Exhibitors and their Service Providers to prepare their arrival on Site:

- By reading the information in this section,
- By completing all the required forms online in order to obtain build-up/ dismantling badges, and the handling service shuttle form,
- By making themselves aware of the specific conditions concerning arrival and the installation of equipment on Site.

We also invite you to read the risk management and safety at work rules in the dedicated chapter and provide the various departments concerned with the documents and certificates they require.



CAUTION

We would like to remind you that access to build-up and dismantling is strictly forbidden to the public and any person not wearing a badge or personal safety equipment (high visibility vest - yellow or orange, with the company name - and safety shoes) including if you are an Exhibitor.

IMPORTANT DATES FOR BUILD-UP

TUESDAY 13 JUNE-Arrival of aircraft

From this date, Static area is prohibited from vehicles to allow aircraft to safely fly on their locations.

Also, containers and articulated trucks still present in the Exhibitor areas must also be removed before this date. Late deliveries will need to go through the Handling Service.

WEDNESDAY 14 JUNE-Aircraft rehearsals

The first aerial rehearsals start. The aircraft present may move around the Static Display, it is advised to be extremely vigilant and careful. This is also the day Government forces take up their roles and where the presence of police and gendarmerie officers becomes effective.

SUNDAY 18 JUNE-Pre-opening

On the day before the opening of the Show, the PAS organises a full dress rehearsal. This is a "Show configuration" day, designed to:

- Become familiar with the traffic organisation around and on the Site (different from build-up),
- Judge the time required at the Gates,
- Acquaint yourself with the various badges and their validity,
- Get used to driving the golf-cars,
- Adapting to Safety-Security.



CAUTION

The build-up/dismantling badge is not valid this day (18 June). We invite you to use the service or Exhibitor badges if you have one. The Show will not yet be open to Visitors.

1.2 BUILD-UP/DISMANTLING CALENDAR

Find the complete build-up/dismantling schedule in the Schedules section of the Technical Guide.



See schedule p. 7

RULES

! CAUTION

The day service badge, necessary for Exhibitor Service Providers during the opening of the Show, is subject to a charge (in contrast to the build-up/dismantling badge). The badge day service is also valid during the period of build-up and dismantling but only on the time slot from 7am to 7pm.

See the Access & Traffic Guide (to be published first quarter 2023)

! CAUTION

Night service badges (paying) are valid during build-up and dismantling for the security service only. They do not, under any circumstances, allow further Show construction outside of build-up and dismantling periods, particularly at night. During the Show and the pre-opening day, the night service badge is devoted solely to security, cleaning, and catering services and to some technical staff (on justification).

1.3 GENERAL PRINCIPLES OF ACCESS DURING THE BUILD-UP/DISMANTLING PERIODS

To access the Site, a specific badge is required during the build-up and dismantling periods. The badge must be visible and print in color.

Exhibitors, and their staff, must wear a high-visibility vest (yellow or orange, with company name) and safety shoes.

Also in areas still under construction involving work at heights, it is compulsory to wear a safety helmet.

In order for Service Providers to obtain their build-up/dismantling badges, Exhibitors must declare their Service Providers via their Exhibitor Area. Once declared, Service Providers will be responsible for making their own requests for badges.

However, Exhibitors will have 48 hours to oppose requests made by Service Providers for which they are responsible.

! CAUTION

Any work at night is prohibited on the Site. All workers must leave the Site at 7pm Monday to Saturday and at 5pm on Sundays and public holidays.



1.4 BUILD-UP/DISMANTLING BADGES AND ACCESS TO OTHER SERVICES

+ NOUVEAU

Build-up/Dismantling badges must be printed in color before your arrival on the Site.

Badges for Exhibitor Service Provider and Organiser Service Provider-Providers should be collected at the Contractor's Office-located Gate L2.

The other PAS services are located mainly in the Organiser's Office, near Gate L4.

If you arrive with a personal vehicle, the only access is Gate L where there is also free parking near pedestrian Gates L4 (or L2 from 5 June).

By foot, you can use public transport that will bring you close to the Pedestrian Gate O.

Note



Build-up/dismantling badges must be visible at all times and print in color. The holder's name and photograph must feature on the badge, and it cannot be passed to a third party, and does not entitle the holder to bring non badge-holders into the Site.

! CAUTION

For security reasons, identification may be requested during access checks and vehicle (boot and passenger compartment) checks when entering or leaving the Site. Please plan for this in your build-up or visit time.



RULES

1.5 VEHICLES DURING BUILD-UP/DISMANTLING

For security reasons, only the Organiser's vehicles and Exhibitor's trucks from the Handling Service will be admitted to the Site.

All other vehicles, and in particular private vehicles, motorcycles and thermal scooters are prohibited on the Site.

Exceptions will be allowed only after very close examination, for transporting small exhibition material which is very sensitive and fragile, or build-up material which forms an integral part of the vehicle (workshop vans) or for group visits to the Site (driver, hostesses, etc.).

 **See also chapter Handling Service p.21**

Requests must be made at least 48 hours in advance to the Contractor's Office at the following address:

Email: accueil-montage@siae.fr

Bicycles are tolerated on Site under the user's responsibility and provided that the user respects the traffic direction, the Highway Code and vehicle parking regulations that apply to other vehicles.

Note

Other vehicles, such as electric scooters, segway, hoverboard, electric unicycle, etc., are strictly forbidden on the Show Site. Only electric scooters will be tolerated on request and after validation by the Organiser.

1.6 OCCASIONAL DELIVERIES OF SMALL PARCELS AND EXPRESS SHIPPING

A service dedicated to package deliveries on Site will be offered by the Organiser at the Handling Service.

 **See also chapter Handling Service p. 21**

1.7 TRAFFIC AND PARKING

Specific traffic flows will be in place during build-up and dismantling. You will find this information in the Access & Traffic Guide, which will be issued at a later date and available at the Contractors Office. Traffic wardens will be on Site to guide you and provide you with information.

We encourage all vehicle users to be extremely cautious, owing to the number and type of vehicles present (fork-lift trucks, articulated lorries, etc.) and to respect the speed limit (20 kph) and the French highway code which are in force at the Show.

Authorised vehicle parking is time-limited according to the traffic conditions.

NB: Therefore, we recommend that you start build-up as soon as areas are made available (see schedule), when there is less traffic. Unless otherwise stipulated, vehicles may not be parked on the build-up Site overnight - with the exception of the Service Providers' Village (guarded and paying) or the Villepinte exhibition park for heavy trucks.

The Organiser reserves the right to impound any vehicle whose owner has not observed parking time limits, has parked in front of an emergency exit or has parked in an area where parking is forbidden, and which is signposted as such. Impounded vehicles may not be accessed until the owner and/or driver has paid the sums due.

Traffic regulations also apply to golf-cars hired for build-up.

To compensate for these restrictive measures that are necessary for the security of all, the Organiser provides the following services:

- Parking next to the Site,
- Loan of courtesy golf-cars for Exhibitors: 2 seats, limited duration, depending on availability,
- Small train service for your movements on the Site.*

*Email: accueil-montage@siae.fr



CAUTION

The Organiser reserves the right to exclude, temporarily or permanently, any person contravening the French Highway Code or the Site regulations. In the event of a serious or repeated breach, this exclusion may be renewed automatically to the following session.

1.8 SERVICE PROVIDER VILLAGE

Sites, car parks and bungalows are available for hire at the Service Providers Village for the duration of the build-up, the Show, and the dismantling periods.

To order your Site or bungalow, please contact (between 14 November 2022 and 31 March 2023):

Email: village-Prestataires@siae.fr

RULES

1.9 MEASURES SPECIFIC TO DISMANTLING

The dismantling of the Show is divided into several stages: night of dismantling, "black" period of Monday 26 and Tuesday 27 June, and normal period until 30 June (13 July for the Static Display). The management of the stages will be the subject of an information meeting on Wednesday 14 June in the BPV briefing room.

Note



Exhibitors who wish to take small material out of the Site whilst the Show is still open can obtain a goods-out note. However, in order to minimize inconvenience for the security guards on the gate, these documents are only valid on the afternoon of Sunday 25 June (4pm to 6pm). The goods-out note will be available on your Exhibitor Area. For any further information regarding dismantling, please contact the Contractors Office from 9 May 2023.

Email: accueil-montage@siae.fr

DISMANTLING NIGHT

Access to dismantling is free for pedestrians with build-up/dismantling, service, or Exhibitor badges from 6pm on Sunday 25 June.

Access to the Site by vehicle is however very limited and is subject to conditions according to:

- The nature of the goods,
- The type of vehicle.

In addition, access must be made obligatorily from Villepinte and requires a specific badge.

See chapter Handling Service p. 21

BLACK PERIOD

The first two days of dismantling are very intense and need to be regulated. If pedestrian access does not create any problems and is identical with the rules of the build-up, vehicle access is still limited as during the Night of the dismantling and must pass through the Villepinte car parks before any access to the Site and require a specific badge.

For both periods, people wishing to leave their vehicles around the Site on the free car parks are not impacted by these rules

1.10 OTHER BUILD-UP/DISMANTLING RULES

- PAS will prohibit access to or evacuate and confiscate the badge of any person who appears to be in a state of inebriation. If necessary, a breath test will be offered to the person in question, who will either have to leave the Site or no longer be permitted entry if this is refused,
- Additionally, it is formally prohibited for any person not in the "caterer" or "Exhibitor" category to bring alcohol onto the Site,
- It is also prohibited to sleep overnight at the Site, whether in a vehicle or building,
- It is prohibited to use flame barbecues due to fire risks (significant quantity of sawdust and packaging in build-up and dismantling phase) and the event's proximity with the airport, which prohibits the emission of smoke,
- PAS reserves the right to prohibit access to the Show or to confiscate the badge of any individual that does not respect the rules detailed in the present guide, or any person who displays an attitude deemed aggressive, inappropriate or abusive to a third person, or, to an PAS agent tasked with ensuring these rules are respected.

02 ACCESS CONDITIONS AND REGULATIONS DURING THE SHOW

2.1 INTRODUCTION

Access to the Site during the Show is restricted:

- All pedestrians must hold a badge or ticket (during General Public days) and the vehicle access is also subject to holding a badge,
- Except in some very specific cases Chalet, line and delivery periods, the circulation of thermal or electric vehicles is forbidden on Site, unless the Organiser's express agreement has been obtained.

Note



Bicycles are tolerated on Site under their user's responsibility. Outside of General Public days, their use is restricted to the Chalet line under the condition that these users respect the Highway Code and parking regulations that apply to other vehicles. Other vehicles (electric scooters, Segway, hoverboards, electric unicycles, etc.) used by Service Providers or Exhibitors are strictly forbidden on the Show Site.

2.2 EXHIBITORS, VISITORS AND PRESS

The Show is accessible only for Trade Visitors from Monday 19 to Thursday 22 June, from 8.30am to 6pm. Children under the age of 16 are not admitted during this time.

Exhibitors may arrive at 6.30am and may remain on-Site until 7pm. The media may arrive at 7am and may remain on-Site until 7pm.

The Show is open to the General Public from Friday 23 to Sunday 25 June 2023 from 8.30am to 6pm.

During this time, the Chalet sector will be closed to the General Public.

ACCESS TO THE CHALET SECTOR DURING THE GENERAL PUBLIC DAYS:

If you would like to receive your Visitors in the Chalet line while the Show is open to the General Public, please fill in the online form to give your guests access to the Chalet line. Your guests should present this form to the security agents at the entrance of the Chalet line. Failing this, people must be accompanied by an Exhibitor badge holder. Visitors holding a trade badge will have unrestricted access to the Chalet sector.

No animals (except guide dogs) will be admitted on Site at any time.

The Show has several access gates, for pedestrian or vehicle use.

Vehicles may enter via the following gates:

- **Gate L:** leads to the paid parking for Exhibitors and visitors. Payment should be made on exit. For further information, please consult the website www.viparis.com,
- **Gate 52:** access to the Chalet line. To purchase a pedestrian or vehicle badge providing you access to the Chalet line, please go to the Badges section of your Exhibitor Area,
- **Gate M:** provides access to parking areas reserved for Official Delegations, the Press and ELITE Visitors. To obtain ELITE badges, go to your Exhibitor Area.

All pedestrians and drivers must hold their individual badges. These three gates are strictly forbidden to pedestrians.

The main pedestrian entry Gates are: O, L (pedestrian), L2, and L4.

2.3 EXHIBITOR SERVICE PROVIDERS

Service Providers will have to obtain day time or night time service badges. Service badges are paying, unique, feature names and photographs and are valid during the build-up, dismantling and Show periods. Remember that for build-up (and dismantling) the night time service badge may only be used by a security service.

In the same way as for build-up, it is the Exhibitor's responsibility to declare his Service Providers, who will then have the opportunity to order their pedestrian or vehicle access badges directly. Exhibitors have 48 hours to oppose orders placed by their own Service Providers should they wish to do so, bearing in mind that they are held liable for them. As the Show period approaches, Exhibitors only have 12 hours to oppose orders.

Once Exhibitors have declared their Service Providers, the Service Providers will receive an email indicating how to go about ordering badges which are valid for build-up and dismantling and during the Show.

Access times and conditions will be outlined in the Access & Traffic Guide and also on the Show website:

Website: www.siae.fr

Note



Only security, catering and cleaning staff, as well as some technical support staff (with justification) can hold a night time service badge during the Show.

CURFEW

From 11pm to 5am, all movement on the Site is forbidden. Only the Organiser's vehicles and those equipped with a vehicle night time badge are allowed to move during curfew.

LIMOUSINE FLEET

For hired limousine companies with drivers, or any other company wishing to obtain a limousine or minibus badge allowing access and passenger set-down on the Chalet line, a specific and compulsory information meeting will be organised to explain how to operate in the Chalet line during the Exhibitors' Service Providers meeting in April.

Long stay parking in the Chalet line with a Limousine/Minibus badge is forbidden. It can only be used as drop off and pick up point.



RULES

SERVICE PROVIDERS WORKING FOR SEVERAL EXHIBITORS

Badges must give the name of the Exhibitor, followed by the one of the Service Provider. Should a Service Provider represent several Exhibitors, it will be possible for this Service Provider to display its own company name only, following a specific process presented on the online badge order platform in your Exhibitor Area and the Exhibitor Service Provider Area.

ADMINISTRATIVE SURVEY FOR CONTRACTORS

Security is of extreme importance at the Paris Air Show. The Show is classed as a “Grand Événement” by the “Préfecture de Police”, as it was in 2019. This means that, in accordance with article L211-11-1 of the French Internal Security Code, all staff members requesting a permanent or service (day or night) badge will be subject to an administrative investigation carried out by the “Service Nationale des Enquêtes Administratives de Sécurité”-or SNEAS-at the request of the “Préfecture de Police” de Paris.

This investigation requires the collection of various pieces of personal information, such as the identity, date and place of birth and address of any person working on the Show Site. If the staff member refuses to share this information, it will not be possible to provide them with a badge. Data protection is ensured by PAS and the SNEAS in accordance with the requirements of the French Data Protection Act (“Informatique et libertés”) no. 78-17 of 6 January 1978 and the (EU) Regulation 2016/679 of the European Parliament and Council of 27 April 2016 (GDPR).

Applications may be refused by the “Préfecture de Police” following this administrative investigation without any explanation being provided to PAS or the applicant.

Consequently, any request concerning a refusal should not be addressed to PAS but instead made directly to the “Préfecture de Police”. PAS may in no event be held liable for the rejection of a badge application in these circumstances.

2.4 LIST OF PROHIBITED OBJECTS

Consult the list supplied in the Safety Notice to be published on our website.

2.5 MEASURES PREVENTING ACCESS AT THE GATES OF TO THE SHOW

Access to the Show may be prohibited to any person:

- Accompanied by an animal (except guide dogs),
- In a state of inebriation,
- In possession of prohibited objects and afore-mentioned lists (to be consulted in the Safety Notice to be published) who refuse to be separated from them,
- Displaying behaviour or dress that is incompatible with respect for others and their or sensitivities refusing to submit to controls of safety and security.

2.6 RULES FOR LEAVING OBJECTS AT LEFT LUGGAGE

Objects which it is forbidden to own or carry in public places (weapons, drugs) may not be deposited at left luggage. If they are found, the police services will be called.

Any object not collected on the same day will be handed to the Command and Control Center (C3), where its owner May come and collect it throughout the entire Show period. Beyond that, the objects will be handed over at the Courneuve Police Station.

Animals cannot be deposited at left luggage.

Note



A general information meeting for Exhibitors and Contractors will be organised in April 2023. Details will be sent to you by email.

03 MANDATORY INVENTORY

An entry and exit inventory between the Organiser and the Exhibitor (or its representative) is compulsory. Organised on receipt of the area, it protects the Exhibitor from any possible damages which may be noticed during the dismantling period. On arrival, the Exhibitor (or its representative) must make contact with the Exhibitor Support in order to carry out the entry inventory. No unloading will be allowed until an inventory has been completed.

If an inventory is not taken, the Exhibitor is liable for fixed penalties and cannot dispute any of the Organiser's findings.



CAUTION

After the Show, Exhibitors and Stand fitters are required to return the space in the condition as defined in the incoming inventory.



RULES

04 EXHIBITOR PRIVATE SECURITY REGULATIONS

The Exhibitor is responsible for the security of all areas rented by him, whether there are buildings on them or not, and whether under cover or outdoor, and at all times, during build-up, dismantling and during the Show.

We strongly recommend to secure your Stand wherever sensitive material (such as plasma screens or IT equipment), even if rented from a third party, is present on the Stand.

In order to carry out its mission without any constraints, the Exhibitor's private security Service Provider must adhere to the following requirements:

- Be declared by the Exhibitor,
- Submit badge requests, in the knowledge that should security personnel also be required to work at night during build-up and dismantling, they must obtain a service badge which is valid at all times (build-up, Show, dismantling, day and night),
- In the case of a non-French Service Provider, authorised by the Préfecture de Police or the Conseil National des Activités Privées de Sécurité (CNAPS) to work in France, the regulations specified in Chapter E, entitled "Foreign Labour", must be adhered to.

Also, security staff must display their badges and carry their valid professional license and a form of identification at all times and submit to controls by the PAS security staff. Failure to fulfil these requirements could result in immediate exclusion from the Site.

05 OCCUPATION OF IN-STAND SPACES

In accordance with the Terms & Conditions of Sale, exhibition space must be occupied throughout the duration of the Show, up until Sunday 25 June at 6pm.

Outside opening hours, all events, receptions, cocktail parties, symposia and Press conferences are prohibited within the Show grounds, unless special prior consent has been obtained from the Show's Sales Department.

Email: expo2023@siae.fr

06 DISTRIBUTION AND ADVERTISING AT THE IN-STAND SPACE

The Organiser reserves the exclusive right to display posters within the Show grounds. Therefore, the Exhibitor shall only display its own corporate posters and signs and those of its Indirect Exhibitors within its own Stand (Stand, Chalet, Static Display). Any aerostat-type signage or advertising is prohibited for safety reasons.

Exhibitors shall not approach Visitors if this leads to crowding in the aisles which could cause inconvenience or be dangerous to neighbouring Exhibitors.

The distribution of any kind of marketing material, brochures, catalogues and leaflets of all kinds is prohibited outside the Exhibitor's Stand (including journals, magazines, and multimedia products, etc.), unless a waiver to this rule has been granted by the Organiser, and subject to compliance with distribution guidelines.

07 LIABILITIES AND GUARANTEES

The Exhibitor is solely responsible to the Organiser for companies working for it.

As a result, the Exhibitor or any Service Provider working for it on the Site must:

- Be covered by a Employer's liability insurance,
- Adhere to the health and safety instructions mentioned in the Organiser's General Health and Safety Coordination Plan and in the PGCSPS relating to its own work,

 **See appendix 1 p.33**

- Adhere to the French regulation and legislation in force.

EXHIBITORS THAT USE SERVICE PROVIDERS ARE RESPONSIBLE FOR ENSURING THAT EACH SERVICE PROVIDER IS PROVIDED WITH THE FOLLOWING:

IF THE SERVICE PROVIDER IS LOCATED IN FRANCE

As regards labour law

- A document, issued by the social protection body in charge of collecting Social Security payments and contributions certifying that the Service Provider has made the social declarations incumbent on it and has paid Social Security payments and contributions in accordance with article L243-15,
 - "DUE" (Pre-Hire Declarations) for the staff employed,
 - A list of employees who might work for the Service Provider.
- This list must include the information provided for in D.8254-2 of the Labor Code: date of employment, nationality, order type and the number of the certificate constituting a work permit.

RULES

As regards company law

- An excerpt of registration with a trade and companies register ("K" or "K bis" document),

OR

- An identity card proving registration in the Trades Directory,

OR

- An estimate, publicity document or business letter indicating the name or company name, the complete address and registration number with the Trade and Companies Register and Trades Directory, or the list or table of a professional order, or the approval reference number issued by the relevant authority,
- A deposit receipt for a declaration currently being processed, issued by a business formalities center for natural persons and legal entities,

As regards insurance

- A certificate providing proof, together with the amount and the period covered, of legal liability insurance (physical injury and material damage) for any loss of any kind caused by any of the Service Provider's staff to the Principal, its property or staff, or any third parties.

IF THE SERVICE PROVIDER IS LOCATED OUTSIDE FRANCE

As regards labour law

- A document certifying the legality of the co-contractor's labour situation with regard to EC Regulation no. 883/2004 of 29 April 2004 or an international Social Security agreement, and if the country of residence requires it, a document issued by the body in charge of the obligatory Social Security scheme, indicating that the co-contractor is up-to-date with its social security declarations and payment of any relevant contributions, or an equivalent document, or a document certifying the submission of Social Security declarations and payment of social security contributions in accordance with article L243-15 of the French Social Security Code,
- An acknowledgement of receipt of your electronic preliminary declaration of employee postings can be obtained from the SPSI website (<https://www.sipsi.travail.gouv.fr/>) for direct and indirect Service Providers (subcontractors),
- Form A1 (certificate concerning the Social Security legislation applicable to the holder) for each employee concerned.

As regards tax law

- A document indicating its individual identity number allocated by virtue of Article 286 ter of the French General Tax Code. If the subcontractor is not obliged to have such a number, a document indicating its identity and address, or the details of its occasional tax representative in France.

As regards company law

- A document issued by the authorities holding the professional register, or an equivalent document certifying this registration,

OR

- For companies in the process of being set up, a document dated less than six months previously, issued by the authority authorised to receive the registration in the professional register, certifying the request for registration in this register,

OR

- An estimate, publicity document or business letter indicating the name or company name, full address and the nature of the registration in a professional register.

As regards insurance

- A certificate providing proof, together with the amount and the period covered, of legal liability insurance (physical injury and material damage) for any loss of any kind caused by any of the Service Provider's staff to the Principal, its property or staff, or any third parties,
- The Organiser is exonerated from any liability concerning damage (including disturbance and any commercial loss) that may be experienced by Exhibitors for any reason whatsoever, and this includes delay in opening, early closure of the Show, closure or destruction of Stands, fire or any other accident that may arise during the Show,
- The Organiser's liability can under no circumstances be sought or brought into question because a Exhibitor, or any of its agents, representatives, employees, Service Providers or indirect Exhibitors, has failed to respect any French and/or foreign legislation or regulations, regardless of whether or not a direct Exhibitor, or any of its agents, representatives, employees, Service Providers or Indirect Exhibitors, or any aspect of their presence on the Show's premises, have been chosen, approved or accepted by the Organiser,
- Exhibitors and their insurers shall expressly waive any recourse they may have the right to exercise against the Organiser and its insurers (and any assistants they may use) following an accident to any kind of property they exhibit or use during the event.

C HANDLING SERVICE AND CUSTOMS

01 HANDLING SERVICE DURING BUILD-UP/DISMANTLING

For security and safety reasons, the Organiser has entrusted the management of handling at Le Bourget exhibition Site to a Handling Service consisting of two companies, which are the only companies approved to work on Site.

The Handling Service is located at the Contractors Office, and has the same opening and closing times.

The Handling Service benefits from prerogatives concerning:

- Directing freight vehicles on Site,
- Unloading of vehicles,
- Storage of empty packaging,
- Supply management,
- Management of parcels from express courier services.

CAUTION

All of the Exhibitor's merchandise and freight will be handled by the Handling Service, without exception. No container or articulated lorry can remain on Site and in the car parks overnight, in particular the night before the Show opens. The outdoor exhibition's alleys and Halls and the shared pathways must be kept free of any Exhibitor's material even for a very short period of time.

Any containers or articulated lorries remaining on Site and in the parking will be removed at their owners' expense. Paid parking solutions near the Site are available to Exhibitors' Service Providers who wish to do so.

Free parking during build-up is also available on request, but in Villepinte.

Contact the Contractors Office or Village, before the event.

Email: accueil-montage@siae.fr or village-prestataires@siae.fr

If material needs to be brought into the exhibition area gradually, the Handling Service will store and deliver it for you (management of refills).

The Exhibitor (or its representative) is free to choose the handling company with which they wish to work from among those selected by the Organiser.

 See service price list in appendices 1 & 2, p.25, 26, 27, 28 & 29

These measures concern handling on Site only, and not transport to the Show.

Contact

CLAMAGERAN EXPOSITIONS

Email: paris.air.show@clamageran.fr

Contacts: Dominique FILIBERTI / Laurent Patard

P.: +33 (0)1 48 63 32 20 / +33 (0)1 48 63 33 34

Email: d.filiberti@clamageran.fr / l.patard@clamageran.fr

Website: www.clamageran-expositions.fr

GROUP ESI

T.: +33 (0)1 39 92 87 88

Contacts: Florentin FASOLI / Ambre REGNIER

M.: +33 (0)6 07 03 18 78 / +33 (0)6 50 27 90 56

E-mail: florentin.fasoli@group-esi.com /

ambre.regnier@group-esi.com

Website: www.group-esi.com

02 ON SITE HANDLING INSTRUCTIONS

During the four weeks of build-up, during the Show and the week of dismantling, all the professionals and traffic on Site, pedestrians, various types of machinery, vehicles, and trucks, along with aircraft, generate a great deal of activity. This may become unmanageable, dangerous, and contrary to labour regulations and work Site rules unless the activity is controlled and coordinated by the Show's Organiser. Between 5,000 and 9,000 people will be on-Site daily during the build-up phase, for a total of some 20,000 participants.

Handling on Site when the trucks arrive, at unloading of freight, and at storage of empty packaging will represent a substantial if not crucial part of this activity and traffic.

In order to secure the entire Site, for the 54th Paris Air Show, the Organiser has selected CLAMAGERAN and GROUP ESI, brought together within the Handling Service, the functioning of which is supervised by the PAS.

WHO DOES THIS CONCERN?

From 9 May to 30 June 2023, **this concerns all freight - exhibition and decorative elements** - belonging to Exhibitors and their Service Providers, regardless of the size of the vehicle, whether it is a heavy goods vehicle or a vehicle under 3.5 tons. This directive also applies during exemption periods.

It also applies to **express courier** services, who must drop packages off at the Handling Service, who will receive these and then deliver them directly to the Stand. This service is free-of-charge (excluding customs fees) for up to three shipments of 10kg max per Exhibitor.

HANDLING SERVICE AND CUSTOMS

The following are not necessarily fully supported by the Handling Service:

- Workshop vehicles not transporting freight,
- “Delicate” Service Providers:
 - Caterers and culinary art services,
 - Floral decorations,
 - Office furniture.

Except in the case of mixed transport, for example floral decorations and decorative elements for Stands.

- Lifting equipment deliveries,
- Exhibitors with small, fragile exhibition equipment (contained in a passenger vehicle) to be delivered to their Stand.

For all of these categories, specific procedures are in place:

Heavy goods vehicles (over 3.5 tons) must be escorted by the handling for access and parking. Lifting equipment deliveries are restricted to the Site's opening hours and cannot be completed without prior consent from the Service Providers Reception and without the equipment itself being approved by the PAS SPS Coordinator. Exhibitors will have a two-hours time slot for entering with their vehicle or will be provided with a courtesy golf-cars (where available) if the as delicate nature of their exhibition material can be proven (a coffee machine is not, for example, considered delicate exhibition material...).

For all additional information or requests, please contact the Exhibitor Service Providers Reception by emailing:

Email: accueil-montage@siae.fr

WHAT ARE THE BENEFITS FOR THE EXHIBITOR?

Exhibitors and their Service Providers are guaranteed a quick, high-quality service, especially during build-up and dismantling, as well as potential storage of their equipment before and after the Show. The Handling Service can also offer the storage of materials, or even ensure daily supplies, as well as the storage and management of empty packaging, an operation that only approved handlers can carry out.

Exhibitors (and their Service Providers) also have the assurance that they are contracting to staff with in-depth knowledge of the Site and its many constraints, in full accordance with French legislation and at all times in conjunction with the other PAS services, including Accreditation, Caretaking and Circulation.

Additionally, the Handling Service will manage all customs formalities on behalf of the Exhibitor on Site. In the event of any issues, Exhibitors have the assurance that they will be able to get in immediate direct contact with workmen, without having to go through an intermediary, as Clamageran and the ESI Group will be physically present on Site.

This year, the Technical Guide includes a shuttle form for Exhibitors and their Service Providers, to be returned to one of the two Handling Services in order to facilitate access for their vans.

All Exhibitors and Exhibitor Service Providers that have completed and returned this shuttle form will receive a reply from the Handling Service and be dealt with as a priority.

This shuttle form will only be available during Show set up, from 22 May to 17 June (9 May for exemptions). Using the Handling Service will also enable faster and easier access to the Site during the first two days of dismantling.



[See handling Service shuttle form p. 30](#)

WARNING

As part of its ISO20121-certified CSR commitment and with the aim of reducing a business's environmental and social impact while ensuring its long-term economic life, PAS takes particular care to ensure the rules set out in the previous paragraph are respected. As such, all Handling Service clients will be given special priority for accessing the Site via a shuttle form, as explained above, that Exhibitors and their Service Providers will find both in the appendix to this guide and at their Exhibitor Area.

Handling clients will also be prioritized for the supply of vehicle badges.

Also in the context of our CSR policy, heavy goods vehicles (vans over 3.5 tons) with loads below or equal to 5 m³ will not be able to enter the Site and must instead entrust their small loads to the Handling Service. All vans of 3.5 tons or less must entrust their freight to the Handling Service for the same reasons.

These measures are designed to reduce the Site's carbon footprint and to increase worker security through a noticeable reduction in vehicle flows and by freeing up shared aisles which are often congested with goods.

These measures will also have an impact on the quality of the services provided to Exhibitors and their Service Providers, enabling considerable time-savings.

OPERATIONS

From Gate L, any vehicle carrying freight is sent to the holding parking lot, where it is processed by the Handling Service as quickly as possible. Response time depends on the space available near the unloading area and is regulated by both the Handling Service and the Traffic Service.



HANDLING SERVICE AND CUSTOMS

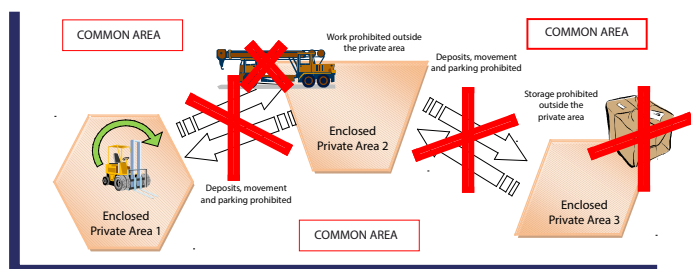
The Handling Service staff then transports the freight to and unloads it at its destination which will be:

- Either a common area provided for this purpose*,
- Or a private area (Exhibitor's space).

During dismantling, only the Handling Service will be authorised to reload equipment in these same areas.

** Air freight is subject to this procedure.*

HANDLING DIAGRAM



WHAT IS AUTHORISED

Once the freight is unloaded by one of the contractors in the Handling Service, the Exhibitor's contractor responsible for carrying out the work and/or installing the exhibited equipment can freely carry out their handling within their space when it is on the Static Display or Chalet zone. To that end, the private space leased to the Exhibitor must meet the criteria of French legislation and correspond to an enclosed area (mandatory) in the same way as a proper worksite. Failing this, no distinction will be made with common areas and the Handling Service staff will be the only ones authorised to work. The space must be large enough to enable operation of the machinery without encroaching on the common area. For Stands located in the Halls, freight cannot be unloaded in the main aisles (commonly called RED ROUTES) and a storage area will be set out and enforced by the Organiser in the event of overflow into the aisles. Moreover, all machinery intended for these private enclosed areas must be registered and numbered at the Accreditation Office to enable their mandatory identification. The drivers of this machinery must also be identified and badged.



WHAT IS PROHIBITED

It is prohibited to encroach on and/or park in the common areas (traffic areas, storage areas, Handling Service) or to leave one's private area. To that end, and due to the tight quarters and sensitive nature of the Site, the Halls in their totality will be considered as a common area.

Therefore, should an Exhibitor's contractor have several private work areas separated by common passageways, under no circumstances may the contractor move handling equipment from one area to another as this could jeopardize the safety of the Handling Service's activities.

REMINDER OF DOCUMENTS TO BE PROVIDED

For drivers

CACES (Certificate of Aptitude in Safe Driving) or driving license from driver's country of origin, driving permission from employer and annual medical visit certificate.

For vehicles

MOT certificate less than 6 months old. The worksite manager must sign a declaration with the company stamp certifying that the equipment (and the people operating it) are in compliance with French law, and agree to work in their area only.

It is also reminded that the vehicle drivers must wear their personal safety equipment (E.P.I.-Safety shoes, gloves, glasses and helmets for certain building sites).

STORAGE

Storage is prohibited at the Site outside private areas or areas managed by the Handling Service, and it is strictly prohibited during Exhibition opening hours-outside of the Service's spaces. In order to avoid continuous truck traffic which might compromise safety at the Site, the PAS provides the Handling Service with a storage area of more than 5,000sq. meters, right next to the Halls. This ensures fast collection of equipment, particularly during dismantling.

COLLECTION OF MATERIAL

Stored empty packaging will be delivered to the Stands when the Show closes. It will be delivered as quickly as possible according to the authorised time slots, and by authorised handling agents only. These agents will remove exhibited material from the Stand and store it until it is loaded or dispatched. The Handling Service is also responsible for communication with the various forwarding agents and the French Customs Service present at the exhibition.



HANDLING SERVICE AND CUSTOMS

SANCTION

Offenders who do not comply with these rules may be excluded from the exhibition Site.

 [See handling diagram p.23](#)

SPECIFIC MEASURES FOR DISMANTLING

The short duration of the dismantling period makes it particularly dense. There are three different periods with various levels of preparation:

Dismantling night: 25 June at 6pm, all Service Providers and Exhibitors can access the Site on foot, without any restrictions except the wearing of badges. Exhibitors will even be able to remove small materials from 4pm, in exchange for a goods issue document. Vehicle access will, however, be strictly controlled: although it will be possible to leave vehicles in the car parks around the Show without incurring additional costs after 7pm, entry near to the Halls and other sectors will only be possible with a special dismantling Night badge. Entry will only be possible via Gate M.

This badge should be requested from the Service Providers Reception, including for Organiser services, and can only be provided to delicate Service Providers ([see list p.22](#)) and vehicles under 3.5 tons.

In the event that permission is given by the Service Providers Reception, the dismantling Night badge will only be provided for car parks in the Villepinte exhibition Site which become an obligatory passage way before entering the Show through Gate M. It will only be provided to beneficiaries half an hour before the “top” delivered by the C3, which will be tasked with overseeing the evacuation of all Visitors to the Site, at around 7.30pm. The Villepinte car park will nonetheless be open from 4.30pm.

Exhibitors' Service Providers must leave the Site by midnight.

Peak period from Monday, 26 to Tuesday, 27: the Site will be accessible during build-up hours, ie. 7am - 7pm, but vehicle access will be strictly controlled. Only vehicles with peak period badges will be authorized. These should be requested from the Service Provider Reception. Only delicate Service Providers, the Organiser's Service Providers and Handling Service clients will be able to acquire these in the morning. Other Service Providers will have to wait until Monday or Tuesday afternoon. In all cases, heavy goods vehicles will only be able to enter the Site if they are escorted by the Handling Service, for the purposes of coordination and parking. The Site can be accessed via Gate L, as during build-up.

"Normal" dismantling period from 28 to 30 June (13 July for Static): the Site is subject to the same rules as for the build-up.

03 CUSTOMS

There is a customs office at the Show, located close to the Contractors Office and the Handling Service.

GENERAL PRINCIPLE

The Show is overseen by customs authorities. Without exception, all merchandise originating from a country outside the EU must be presented at the Customs Office.

Material exhibited is not subject to duty or tax, provided of course that it is re-exported after the Show. Formalities can be entrusted to any certified Customs Agent. Some of these agents are located very close to the Customs Office, at the Handling Service.

DURING BUILD-UP

Lorries transporting merchandise from abroad must report to the Customs Office as soon on arrival, before unloading. Customs bonds are not generally required for temporary admission customs declarations (IMA regime 53) established via the Delta online system by certified customs agents provided that the declaration is marked “material to be presented at an exhibition supervised by the Customs Service”. Holders of ATA and T1 carnets must present their carnet, or their transit permit, to the Customs office as soon as the merchandise arrives at the Show. Consignments arriving at Le Bourget by air must be declared to the Customs Office immediately (presentation of manifest).

DURING DISMANTLING

No imported merchandise can leave the Site without a re-exportation declaration (and for dispatches by road, an appropriately-bonded T1 community transit permit), or an ATA carnet which has not already been recorded and signed by Customs.

Any party wishing to destroy foreign merchandise must present this merchandise to Customs which will oversee the destruction operation. Anything missing in these merchandise will be subject to payment of duties and taxes on the full value of the material, regardless of an offense against the declarant.



HANDLING SERVICE AND CUSTOMS

04 HANDLING SERVICE PRICE LIST

As a result of the necessary changes to the Handling Services outlined in the previous chapters, the Handling Service is now offering five handling and storage packages, one of which is mandatory for loads of less than 5m³.

MANDATORY INTEGRATED PLATFORM FOR LOADS OF LESS THAN 5 CUBIC METRES (RECOMMENDED UP TO 20 CUBIC METRES):

- › Materials receipt with quantity and quality inspections,
- › Storage in a secure warehouse pending delivery,
- › Delivery to your stand in accordance with your instructions and access provisions,
- › Management of empty packaging,
- › Collection of goods from your stand at the end of the event (PAS approval is required for removal before the end of the event),
- › Storage after collection from the stand pending dispatch,
- › Vehicle reloading.

This package is mandatory for all loads of less than 5m³.

For loads in excess of 5m³, the choice of package is at your discretion. You can use either the Handling Service's integrated package or an alternative option of your choice.

DIRECT UNLOADING ON SITE

Prices are now calculated based on volume. This pricing method, already used for international services, is advantageous because your costs are transparent in advance rather than being calculated on an unpredictable time-spent basis after the event.

ADDITIONAL HANDLING

Experienced staff (holding the mandatory and required certifications) with suitable loading equipment are available to assist you.

SELF-DRIVE LIFT PLATFORM AND CHERRY PICKER RENTAL

So you no longer need to rent this equipment from external companies.

STORAGE

Even if you do not opt for the integrated package, you can still use our storage facility. As it is located close by, you can depend on quick and secure delivery and collection to and from your stand. The storage facility is managed in its entirety by the handling service.



Note



Complete the liaison form and send it to the Handling Service staff for prompt, high-quality service.



See Appendix 3 - Handling Pool p.30



HANDLING SERVICE AND CUSTOMS

APPENDIX 1 – PRICELIST FROM CLAMAGERAN

(Pour les opérations réalisées en dehors des heures et jours ouvrables, se reporter au tableau majoration.)

A) INTEGRATED PLATFORM

FLAT-FEE HANDLING OPERATIONS INCLUDING MATERIALS LOADING OR UNLOADING ⁽⁴⁾	VOLUME (1m ³ = 300 kg)	PRICE	MINIMUM
PAS SERVICE PLATFORM ⁽¹⁾	Less than 5 m ³ ⁽¹⁾	€220,00 VAT per m ³	€560,00
	More than 5 m ³ and maximum 10 m ³	€200,00 VAT per m ³	
	More than 10 m ³ and maximum 20 m ³	€185,00 VAT per m ³	
		Please send us details of packages (number, dimensions and weight) in advance of arrival on the event Site	

B) DIRECT UNLOADING ON SITE (LOADS IN EXCESS OF 5 M³)

			MINIMUM
DIRECT LOADING/UNLOADING ON STAND (First Lift)	More than 5 m ³ and maximum 10 m ³	€25,00 VAT per m ³ Exemple for 8 m ³ : (8 x €25,00) = €200,00	€190,00
	Over 10 m ³ or complete truckload	1/ Shipped entirely packed on pallets or in cases	€390,00
		2/ Shipped partly packed on pallets or in cases + bulk	€505,00
		3/ Shipped entirely bulk	€615,00

C) ADDITIONAL HANDLING

GENERAL HANDLING RATE WITH MACHINERY ⁽⁴⁾		FROM 05.01 TO 06.04.2023 & FROM 06.26.2023		FROM 06.05 TO 06.13.2023 & NIGHT OF 06.25.2023	
		PER HOUR	MINIMUM CHARGE	PER HOUR	MINIMUM CHARGE
FORKLIFT	From 1 to 3 T	€100.00	€60.00	€115.00	€70.00
	From 4 to 5 T	€110.00	€65.00	€135.00	€85.00
	From 7 to 8 T	€165.00	€85.00	€180.00	€95.00
	From 12 to 16 T	€240.00	2 hours	€255.00	2 hours
CRANE	30 to 35 T	€300.00	4 hours	€315.00	4 hours
	50 T	€335.00		€355.00	
RING-MAN		€50.00		€55.00	

D) PROVISION OF LIFT PLATFORMS AND CHERRY PICKERS, WITH OR WITHOUT DRIVERS

PROVISION OF SCISSOR LIFTS AND CHERRY PICKERS WITH OR WITHOUT QUALIFIED DRIVERS		FLAT RATE WITHOUT DRIVER ⁽²⁾	FLAT RATE WITH DRIVER ⁽⁴⁾
		DIESEL OR ELECTRIC ACCORDING TO AVAILABILITY	
CHERRY PICKER WITH WORKING HEIGHT	12 À 14 METERS	1/2 day: €235 - Full day: €315	1/2 day: €465 - Full day: €725
	14 À 16 METERS	1/2 day: €300 - Full day: €390	1/2 day: €545 - Full day: €880
SCISSOR LIFT WITH WORKING HEIGHT	8 METERS (without driver: hire by the full day only) ⁽³⁾	Full day: €300	1/2 day: €375 - Full day: €600
	12 METERS (without driver: hire by the full day only) ⁽³⁾	Full day: €380	1/2 day: €390 - Full day: €630

(1) IMPORTANT: Vehicles carrying shipments with an actual volume of less than 5 cubic metres will not under any circumstances be authorised to access the show's secure zone and are required to entrust the materials being transported to the show's official exclusive handling companies. These companies will take the material in hand at the designated handling platform and use their own equipment to transport it to the stands, chalets and exhibition areas indicated, and do the same in reverse when returning the material.

(2) Half-days: mornings start from 7am or 8am, afternoons from 1pm or 2pm.

(3) Electrical platform – delivery to or collection from stands = €55.00 excl. VAT per operation.

(4) Surcharges may apply according to the time or day the operation is carried out.



HANDLING SERVICE AND CUSTOMS

E) STORAGE

STORAGE OF EMPTY PACKAGING DURING THE SHOW (PER INDIVISIBLE CUBIC METRE)	FROM 05.22 TO 06.04.2023		FROM 06.05 TO 06.30.2023	
	PER M ³ (5)	MINIMUM CHARGE	PER M ³ (5)	MINIMUM CHARGE
FROM 1 TO 20 M ³	€60	2 m ³	€65	2 m ³
FROM 21 TO 50 M ³	€55		€62	
FROM 51 TO 99 M ³	€50		€60	
OVER 100 M ³	€48		€55	
WITH RUSH SERVICE (6)	€80		€80	

STORAGE AND HANDLING OF FULL PACKAGES DURING THE SHOW (PER INDIVISIBLE CUBIC METRE)	PER M ³ (5)	MINIMUM CHARGE	PER M ³ (5)	MINIMUM CHARGE
FROM 1 TO 20 M ³	€65	2 m ³	€75	2 m ³
FROM 21 TO 50 M ³	€60		€70	
FROM 51 TO 99 M ³	€55		€65	
OVER 100 M ³	€53		€60	

F) SCHEDULE OF SURCHARGES/ADMINISTRATIVE FEES/DISCOUNTS

SURCHARGE ON COMPLETE FLAT-RATE PACKAGES OR ADDITIONAL HANDLING WITH DRIVER	FROM 7 AM TO 10 PM (7)	OVER 10 PM (7)
FROM MONDAY TO FRIDAY	From 7 am to 6 pm: 0% From 6 am to 10 pm + 30 %	75 %
SATURDAY	From 7 am to 6 pm + 30% From 6 am to 10 pm + 35%	80 %
SUNDAY AND HOLIDAYS	From 7 am to 6 pm + 70 % From 6 am to 10 pm + 75 %	80 %

G) ADMINISTRATION FEES

ADMINISTRATION FEES	PER BILL FROM 05.01 TO 06.04.2023		PER BILL AFTER THE 06.05.2023	
	€23	Per file	€27	Per file

H) POTENTIAL DISCOUNTS FOR ADDITIONAL HANDLING OPERATIONS

SCHEDULE OF DISCOUNTS BY OPERATION (NON-CUMULATIVE) APPLICABLE TO THE STANDARD PRICE LIST FOR MACHINE HANDLING OPERATIONS		PERCENTAGE DISCOUNT ON THE GENERAL PRICE LIST FOR MACHINE HANDLING WITH QUALIFIED DRIVER
OPERATION LASTING PER EXHIBITOR OR PER STAND (NON-CUMULATIVE)	LESS THAN 2 HOURS	0 %
	FROM 2 TO 4 HOURS	5 %
	FROM 4 TO 6 HOURS	10 %
	MORE THAN 6 HOURS	15 %

Contact

CLAMAGERAN – EXPOSITIONS

Paris Nord – BP. 64 137

95 976 ROISSY CDG Cedex France

Contacts: Dominique FILIBERTI / Lucien LAWSON

P.: +33 (0) 1 48 63 33 71 / +33 (0) 1 48 63 32 53

Email: d.filiberti@clamageran.fr / l.lawson@clamageran.fr /
villepinte@clamageran.fr

Website: www.clamageran-expositions.fr

(5) Price includes collection from stand, storage on-Site and delivery back to stand at the end of the event.

(6) Delivery to the stand guaranteed within two hours of show closure (subject to directives and instructions from the organiser).

(7) After 7pm on weekdays and 5pm on Sundays and public holidays, special dispensation must be obtained from the organiser.



HANDLING SERVICE AND CUSTOMS

APPENDIX 2 - ESI

1) HANDLING SERVICE PLATFORM

PHANDLING SERVICE PLATFORM	
From 0 m ³ to 5 m ³	€224,00 VAT / m ³
From 5 m ³ to 10 m ³	€202,00 VAT / m ³
From 10 m ³ to 20 m ³	€185,00 VAT / m ³

2) "DIRECT UNLOADING ON SITE" HANDLING (IN EXCESS OF 5 CUBI METRES)

- Direct deliveries of less than 5 cubic metres to stands are prohibited. These loads must pass through the platforms.

RECEPTION AND UNLOADING DIRECTLY ON THE STAND		
Beyond 5 m ³ and maximum 10m ³	€28 / m ³	Minimum billing: €196,00
Over 10 m ³ or Truck or Semi-trailer	1/ Shipment fully palletized or in crates	€392,00 VAT / LumpSum
	2/ Shipment partially palletized or in crate	€504,00 VAT / LumpSum
	3/ Shipment entirely in bulk	€616,00 VAT / LumpSum

3) ADDITIONAL HANDLING

GENERAL HANDLING RATE WITH MACHINERY		FROM 05.22 TO 06.04.2023		FROM 06.05 TO 06.17	
COMPREHENSIVE SERVICES WITH RENTAL OF LIFTING GEAR WITH QUALIFIED DRIVER		STARTING 26 JUNE 2023		NIGHT OF 25 JUNE 2023	
		PER HOUR	MINIMUM CHARGE	PER HOUR	MINIMUM CHARGE
FORKLIFT	1 to 3 T	€101	€60	€119	€72
	4 to 5 T (OU AVEC POTENCE)	€114	€65	€137	€85
	7 to 8 T	€168	€84	€180	€95
	12 to 16 T	€239	4 hours	€254	4 hours
CRANE	30 to 35 T	€302		€314	
	50 T	€336		€355	
RING-MAN		€53		€56	

	WORKING HEIGHT	LUMP SUM WITHOUT DRIVER	LUMP SUM WITH DRIVER
DIESEL OR ELECTRIC DEPENDING ON AVAILABILITY			
TELESCOPIC LIFT	12 TO 14 METERS	1/2 day: €230 - Full-time: €314	1/2 day: €466 - Full-time: €722
	14 TO 16 METERS	1/2 day: €308 - Full-time: €392	1/2 day: €543 - Full-time: €879
SCISSOR LIFT	8 METERS	1/2 day: €246 - Full-time: €370	1/2 day: €376 - Full-time: €603
	12 METERS	1/2 day: €280 - Full-time: €426	1/2 day: €391 - Full-time: €626

STORAGE OF EMPTY PACKAGING DURING THE FAIR (PER CUBIC METER STARTED)		FROM 05.22 TO 06.04.2023		FROM 06.05 TO 06.26.2023	
		PER M ³ STARTED	MINIMUM CHARGE	PER M ³ STARTED	MINIMUM CHARGE
FROM 1 TO 20 M ³		€60	2 m ³	€68	2 m ³
FROM 21 TO 50 M ³		€58		€65	
FROM 51 TO 99 M ³		€54		€62	
OVER 100 M ³		€50		€56	



HANDLING SERVICE AND CUSTOMS

SUPPLY*	PER M ³ STARTED	MINIMUM CHARGE	PER M ³ STARTED	MINIMUM CHARGE
FROM 1 À 20 M ³	€67	2 m ³	€75	2 m ³
FROM 21 À 50 M ³	€64		€72	
FROM 51 À 99 M ³	€59		€67	
OVER 100 M ³	€56		€62	

ADMINISTRATION FEES	FROM 05.22 TO 06.04.2023		FROM 06.05 TO 06.26.2023	
	€22	Per file	€25	Per file

4) SCHEDULE OF DISCOUNTS AND SURCHARGES

SURCHARGES	7 AM TO 10 PM (AFTER 7 PM, 6 PM ON SUNDAYS AND PUBLIC HOLIDAYS, EXEMPTION TO BE OBTAINED FROM THE PAS)	AFTER 10 PM. (DEROGATION TO BE OBTAINED FROM THE PAS)
WEEK	From 7 am to 6 pm = 0 % From 6 pm à 10 pm = 30 %	75 %
SATURDAY	From 7am to 6 pm = 30 % From 6 pm à 210 pm = 35 %	80 %
SUNDAY & HOLLIDAYS	From 7am to 6 pm = 70 % From 6 pm à 210 pm = 75 %	80 %

DISCOUNT PER OPERATION	% DISCOUNT ON GENERAL FORKLIFT HANDLING RATES
LUMPSUM OF 2 CONSECUTIVE HOURS	0 %
LUMPSUM OF 4 CONSECUTIVE HOURS	5 %
LUMPSUM OF 8 CONSECUTIVE HOURS	15 %

Contact

GROUP ESI
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 Contacts: Florentin FASOLI / Ambre REGNIER
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 Email: florentin.fasoli@group-esi.com /
 ambre.regnier@group-esi.com
 Website: www.group-esi.com

*If no specific value has been declared by the customer, cover will not be extended beyond that specified in the terms and conditions

APPENDIX 3 - HANDLING POOL

54th PAS HANDLING SERVICE SHUTTLE FORM

FOR (official selected handler): _____

CATEGORY
☐ SEMI ☐ HOLDER ☐ LESS 3,5T OTHERS (specify) _____
EXHIBITOR NAME:
☐ CHALET N° _____ ☐ STATIC ☐ HALL/STAND N° _____

Manager. Material Carried _____ Number: _____

DESIRED ARRIVAL DATE: _____ ☐ AM ☐ PM

APPROVED ARRIVAL DATE*: _____ ☐ AM ☐ PM
** To be filled and stamped by the Handling Service*FREIGHT: TOTAL WEIGHT: _____ T TOTAL VOLUME: _____ m³☐ Decorator material Decorator's Name: _____
☐ Exhibition Material. ☐ With reusable packaging.

☐ Pallets. Number: _____ ☐ Parcel. Number: _____
☐ Others (specify): _____SPECIFIC NEEDS:

Such as: handling, unpacking, crane machine, build-up...

D HEALTH & SAFETY AT WORK

01 WORKING CONDITIONS DURING BUILD-UP AND DISMANTLING

We strongly advise you to read the paragraphs relating to labour law, fire prevention and safety, completing the related forms and producing the requested documents. Regular checks will be carried out by the relevant authorities throughout Show build-up/dismantling, before the arrival of the security commissions. Failure to comply with legislation, in particular concerning illegal workers, could have very serious consequences on your participation in the exhibition.

We remind you that the public and Visitors are not admitted to the Site during build-up and dismantling. It can only be accessed by accredited persons holding a completed badge with a photo. Badges must be visible at all times.

Moreover, all build-up and dismantling badge holders under take to conform to Site hours, the specific points below, and more generally French law, as relating to concealed employment and labour law.

Night work is not authorised, and the Exhibitor Service Provider, Exhibitors and the Press must leave the Show area by 7pm.

The Organiser reserves the right to exclude, temporarily or permanently any person in breach of these rules or whose behaviour is not compatible with a successful build-up/dismantling period, and may request that the Exhibitor's worksite be closed.

02 PREVENTION OF OCCUPATIONAL ACCIDENTS - SAFETY AND PROTECTING HEALTH

2.1 LEGISLATION, PRESENTATION AND SPS COORDINATION

LEGISLATION: AIMS AND OBLIGATIONS

To prevent accidents at work, the system implemented by the 31 December 1993 law (statutory order n°94-1159 - 26/12/1994) requires coordination for work Sites, buildings and Civil Engineering, under the control of official organisations such as: the work inspectorate, the CRAM (Regional Sickness Insurance Office), and the OPPBTP (Professional organization for risk prevention in building and civil works) for all work Sites where at least two companies or self-employed workers are present. This is a continuous obligation and applies during the build-up and dismantling phase.

GENERAL ORGANISATION OF WORK SITE SAFETY FOR THE 54TH PARIS AIR SHOW:

Nomination of the SPS Coordinator

On a general level, the Organiser is responsible for coordinating the work Site and installations within the various areas for which it is responsible. In order to do this, the Organiser has designated a SPS Coordinator for the 54th Paris Air Show - Paris Le Bourget. The firm D.O.T. will be responsible for ensuring that all relevant legislation is observed and respected during the operation.

Contact

Paris Air Show - Organiser:

PAS

13-15 rue des Sablons

75 116 Paris - France

P.: +33 (0)1 53 23 33 33

SPS Coordinator

Cabinet D.Ö.T

93, rue du Château, 92 100 Boulogne Billancourt

Email: sps@d-o-t.fr

P.: +33 (0)1 46 05 17 85

+33 (0)1 41 69 20 20 (may be contacted from 9 May)

Safety coordination for the work Site will be provided by the "Aero Sécurité" cell.

The "Aero Sécurité" cell which has been mandated by the Organiser and which brings together the following experts is available for you to consult, with the aim of optimising the harmonisation of working conditions for Exhibitors and their sub-contractors:

- › **Work Safety:** +33 (0)1 46 05 17 85
- › **Fire Safety:** +33 (0)6 60 87 27 43
- › **Technical Verifications:** +33 (0)6 08 12 08 21
- › **Insurance:** +33 (0)1 41 43 68 85 / +33 (0)6 30 48 68 42
- › **Legal Advice:** +33 (0)4 28 29 03 52

For more information, refer to the Health & Safety at work Notice you must download to your Exhibitor Area.

+ NEW

The transmission of the certificate duly completed, contained in the Health & Safety at work Notice is mandatory. It conditions the access to the download of the plans of your surface's decorations. SPS notice has an essential legal character for the safety of all



HEALTH & SAFETY AT WORK

MISSIONS OF THE SPS COORDINATOR

- The Safety and Health Protection Coordinator's mission Interventions and controls at all stages: construction Site preparation, build-up and dismantling,
- Writing the Health & Safety at work Notice (SPS notice),

 See appendix 1 - p.34

- Supervision that the coordination measures defined in the Health & Safety at work Notice communicated to all companies and available from the Organiser's head office, and in the working procedures resulting from them are applied correctly.

A plenary meeting bringing together all members of the 54th Show's "Aéro Sécurité" cell will be held in April 2023 for Exhibitors & Service Providers. A meeting for Exhibitors (or their agents) only will be organised in April. The "Aéro Sécurité" cell will also be present. The interested parties will receive notification.

SERVICE PROVIDER DECLARATION

Any Exhibitor using subcontractors for any part of their layout must inform the Organiser of the company's name. The information to be provided is available on the online form found in your Exhibitor Area.

2.2 COORDINATION TO BE IMPLEMENTED BY THE EXHIBITOR

YOU ARE NOT AFFECTED BY THE SPS COORDINATION MISSION IF:

- You are setting up your own Stand (electricity, carpentry, carpets, etc.),
- You use only one company (decorator or Stand fitter) which is using its own employees (no sub-contractors),
- You opt for an equipped Stand offered by the Organiser.

YOU MUST ALSO USE AN SPS COORDINATOR IF:

- Your Stand or Chalet is being assembled by two or more independent companies (including sub-contractors),
- You have a two-storey Stand,
- Your Stand is built with walls higher than 3 metres.

The Exhibitor must have its own Coordinator write a General Coordination Plan for Safety and Health Protection (PGCSPS). This Coordinator will bring together the Specific Safety and Health Protection Plans (PPSPS) of the companies and sub-contractors working on the stand.

 See appendix 1 - p.34

The Coordinator appointed by the Exhibitor will take into account the PAS' Health & Safety at work Notice and will coordinate the safety of your construction during build-up and dismantling. Each Exhibitor must ensure that their General Coordination Plan for Health and Safety Protection (PGCSPS) corresponds to the PAS' Health & Safety at work Notice.

 See appendix 1 - p.34

The Exhibitor is required to communicate the Health & Safety at work Notice to its Coordinator in order to draft the Stand's specific PGC so that it takes account of specific aspects required by the Organiser.

The Exhibitors' PGCSPS must be sent by email to the PAS's SPS Coordinator fifteen days before the start of Stand build-up accompanied by the visit schedule for the Stand's Coordinator and it must be possible to consult him on-Site.

Email: sps@d-o-t.fr

If necessary, the PAS Coordinator can provide information or additional help.

Contact

SPS Coordinator:
Cabinet D.Ö.T
93, rue du Château, 92 100 Boulogne Billancourt
Email: sps@d-o-t.fr
P.: +33(0)1 46 05 17 85
+33(0)1 41 69 20 20 (May be contacted from 9 May)

2.3 MEASURES TO BE TAKEN BY THE EXHIBITOR AND SERVICE PROVIDER COMPANIES

Companies sub-contracted by the Exhibitors and the Organiser must conform to the requirements decreed by "Aéro Sécurité" cell's Safety and Health Protection Coordinator, and allow the Coordinator and its representatives free access to the Site.

As a result, each Exhibitor or any Service Providers working for it on the Site must:

- Have an insurance covering their "public liability as manager of a company",
- Hold a list of employees working on the Site (first name, surname, date and place of birth),
- Adhere to the health and safety instructions mentioned in the PAS' General Health and Safety Coordination Plan (PGCSPS) and in the PGCSPS relating to its own work,
- Adhere to the French legislation in force,



HEALTH & SAFETY AT WORK

- › Abide by the rules concerning movement around the Site and the French Highway Code, which is in force on the Site, especially while driving golf-cars,
- › Ensure that material handling equipment (within their own zone) complies with regulations and that drivers are properly trained,
- › Ensure that material handling equipment (within their own zone) complies with regulations and that drivers are properly trained,
- › Abide by security measures concerning electricity, water, collective risk prevention and fire prevention,
- › Abide by legislation concerning personal protective equipment (PPE).
- › Abide by compliance concerning scaffolding as well as all the rules concerning work-at-height.

It is also recalled that access by the public to the Site during build-up and dismantling is strictly forbidden.

Any failure to abide by the rules will result in sanctions as provided for by the French legislation in force.



CAUTION

All companies working on the Site are responsible for health and safety on their own worksite and in relation to third parties. The Organiser considers the Exhibitor to be solely responsible for companies working for them.

WHEN USING FORKLIFT TRUCKS, IT IS FORBIDDEN TO:

- › Drive a driver-aboard truck without holding an authorization to drive, CACES or equivalent,
- › Allow an unauthorised person to drive the truck,
- › Lift a load which exceeds the machine's capacity,
- › Increase the value of the machine's counterweight,
- › Lift an unbalanced load,
- › Lift a load using one fork only,
- › Sudden braking,
- › Take corners at high speed,
- › Fail to respect signs,
- › Move around outside of the designated routes,
- › Transport people on trucks which have not been fitted out specifically for this purpose,
- › Leave the motor running in the absence of the driver,
- › Lift people on trucks which have not been designed specifically for this purpose,
- › Leave the truck in the aisles used for moving around or on a slope,
- › Leave the key on the truck in the absence of the driver,
- › Stop or move under a fork in the high position, even if it is not loaded,

- › Smoke next to a battery which is on charge or whilst refuelling engine-powered trucks,
- › Finally, wearing a high visibility vest is compulsory.

03 VERIFICATIONS AND CONTROLS

3.1 COMPULSORY VERIFICATIONS FOR THE EXHIBITOR

The Organiser recommends that Exhibitors mandate an approved building inspection organisation to check the stability and solidity of constructions and structures.

This concerns:

- › "Solid" constructions built outdoors and temporary electrical installations serving them,
- › Supported and self-supporting structures,
- › Stands with upper floors in the Halls.

3.2 OFFICIAL SAFETY COMMISSION

The Organiser will organise a visit from this Commission, as required by current legislation.

The opening of the Show is subject to orders being issued by Le Bourget and Dugny Town Halls. These orders are issued after the departmental consultative commission on safety and accessibility, chaired by the Préfet of Saint-Seine-Denis, has given its opinion.

In the days before the Show opens, the Seine-Saint-Denis Departmental Safety Commission to prevent the risk of fire or panic will examine, check and express its opinion on the conditions of application of and respect of the current legislation.

This Commission is made up of:

- › Representatives from Le Bourget and Dugny Town Halls,
- › A safety architect,
- › A risk prevention specialist from the French fire brigade.

CONSTRUCTION SITE INSTALLATIONS

- › Common installations,
- › Locker rooms, canteens,
- › Specific measures,
- › Construction Site phone,
- › Workers' accommodation.

APTITUDE TESTS

- › Workers' protection (medical test, safety training),
- › Registers (regulatory register, Site visits),
- › Measures taken to restrict access to the worksite.



04 APPENDICES HEALTH AND SAFETY

APPENDIX 1 - CONTENTS OF THE GENERAL HEALTH AND SAFETY COORDINATION PLAN (PGCSPS)

SUBCONTRACTOR OBLIGATIONS

- › Construction constraints,
- › Site constraints,
- › Coordination measures.

CONSTRUCTION SITE INSTALLATIONS

- › Common installations,
- › Locker rooms, canteens,
- › Specific measures,
- › Construction Site phone,
- › Workers' accommodation.

TRAFFIC - OPERATION

- › Plans and information,
- › Handling conditions (general conditions, specific lifting rules),
- › Cleaning,
- › Individual protection,
- › Collective protection,
- › Working at heights,
- › Construction Site utilities,
- › Measures taken for interactions (general measures, fences),
- › Dangerous materials,
- › Portable electronic equipment,
- › Authorisation for driving safety vehicles.

FIRE SAFETY - EMERGENCY PLANNING

- › Company emergency measures,
- › Collective organisation for the Bourget 54th International Paris Air Show.

APPENDIX 2- CONTENTS OF THE SPECIFIC SAFETY AND HEALTH PROTECTION PLAN (PPSPS)

REMINDER OF THE MAIN TOPICS TO COVER WHEN CREATING YOUR SPECIFIC HEALTH PROTECTION SAFETY PLAN (PPSPS):

- › Mention the name and address of the Exhibitor, Indicate the projected number of workers on the construction Site,
- › Specify, if necessary, the name and job title of the person in charge of managing the work.

IT MUST ALSO INCLUDE IN DETAIL, SECURITY AND EVACUATION ARRANGEMENTS, IN PARTICULAR:

- › The procedures to follow so that people receive first aid following an accident or in case of illness,
- › The number of first-aid trained workers on Site in case of an emergency,
- › Any medical equipment or medication on Site,
- › The measures taken to ensure, as soon as possible, the transport to a hospital,
- › Measures taken to ensure hygienic working conditions.

THE SPECIFIC HEALTH PROTECTION AND SAFETY PLAN:

- › Analyses in detail the construction and implementation procedures as well as operating methods to identify any potential adverse effects on the safety or health of the workers on Site,
- › Defines any foreseeable risks linked to the operating methods, the materials, the machinery and infrastructure used, the use of any substances or chemicals, the movement of personnel and the construction Site's organisation,
- › Indicates the collective protection measures or, failing that, the individual ones adopted to counter these risks. Also, the controlled conditions under which these measures are taken and the maintenance of any materials/equipment linked to them,
- › Explains the steps taken to ensure that the collective protection solutions are maintained when they need specific adaptations.



FOREIGN LABOUR

01 REMINDER OF OBLIGATIONS

Exhibitors and their installers may wish to use non-French Service Providers. The PAS provides information regarding French legislation concerning the employment of foreign workers in France during the Show build-up and dismantling, and stresses the importance of the declarations resulting from this.

1.1 PRIOR NOTICE OF POSTING

Whatever their nationality, non-French Service Providers must complete a prior posting declaration Employment of foreign workers in France on the SIPSI government Website:

Website: www.sipsi.travail.gouv.fr

Service providers must send the SIPSI acknowledgment of receipt of their preliminary declaration of employee postings to their exhibiting client and any subcontractor working on their behalf before the start of the service provision. If the original posting dates change, Service Providers will have to amend their declaration to SIPSI and provide a copy of the new proof of submission.

It is important to note that French law, and in particular legal and contractual provisions relating to working time and minimum remuneration, applies to foreign Service Providers from the first day that their employee works on French territory, however long the posting is to last.

Consequently and in particular, as stipulated by legal provisions currently in force, in France, no employee can work:

- More than 48 hours per week. The week is considered to run from midnight on Monday until midnight on the following Sunday,
- More than 10 hours per day,
- Continuously for more than 6 hours (a 20 minute break is mandatory),
- More than 6 days in any given week.

Also, the legal minimum remuneration to be paid to any employee working on French soil is €1,678.95 gross for 151.67 hours worked per month, giving an hourly rate of €11.07 gross (rates as at 1st January 2022). Employees on detachment must now benefit from the provisions of the conventions and agreements applicable to the workplace and to employees hired by a company in France having the same activity as its employer based abroad in terms of remuneration.

Their remuneration must be at least equal to the one that would be received by an employee in France with equivalent qualification and position (C. trav., art. R. 1262-16). Allowances specific to the detachment are considered to be part of the remuneration (expatriation bonus, etc.)

1.2 SOCIAL PROTECTION

Foreign Service Providers must also be able to justify that each of their employees posted to France has up to date social security protection: for European Union Service Providers, if work will last less than two months, posted employees continue to pay into and benefit from the social security system in their country of origin, (Form A1), Service Providers based outside of the European Union must produce a certificate proving that they have fulfilled all their obligations concerning social security:

- Either from their country of origin, if the country concerned has signed a bilateral social security agreement with France; these countries are listed on an official Website known as CLEISS:

Website: www.cleiss.fr

- Or from a French social contribution collection agency.

In all other cases, contributions must be paid to this organisation. To that end, please contact:

Contact

URSSAF du Bas-Rhin
16, rue Contages
67307 Schiltigheim Cedex France
P.: +33 (0)8 90 06 26 53 ou 39 57
Email: cnfe.strasbourg@urssaf.fr

For any assistance required in completing formalities relating to prior notice of posting and temporary work authorisation requests, you may wish to contact:

Contact

TRINCEA Lawyers
Contact: Maître Sophie TRINCÉA
13, rue Tronchet 69006 Lyon
P.: +33(0)4 28 29 03 52
M.: +33(0)6 21 51 22 03
Email: sophie.trincea@trincea-avocats.com

F CSR APPROACH OF THE SHOW

The pandemic has had a profound effect on the events sector. Despite its recent recovery, the industry still lacks clear prospects and is faced with unprecedented social, economic and environmental challenges.

With hindsight, this polycrisis calls into question our model of production and consumption. So, despite the interruption to its business, the PAS seized this opportunity to rethink and improve its sustainable development strategy.

It has established ambitious new guidelines for 2030, aligned with the United Nations Sustainable Development Goals. The deployment of this strategy is based on three main pillars:

SOCIAL:

To guarantee the best health, safety and comfort conditions for all our stakeholders.

ENVIRONMENTAL:

To promote the responsible consumption of resources and reduce our environmental impact.

ECONOMIC:

To set a good example and expand economic activity in our area.

The PAS has made the circular economy its priority for this year's air show. Therefore, we are asking all exhibitors to review the composition of the materials used in their fit-out design and their waste management at the end of the event.

The data collected will be strictly confidential and used as part of a study into the show's material footprint.

Our aim for this show is to recover at least 50% of the waste generated and we need the commitment of all participants to achieve this.



CAUTION

This form must be submitted and will be used by the PAS to assess your proposed fit-out.

01 CIRCULAR ECONOMY FORM

A guide to the circular economy form is available to explain the process and to help you submit your application. You will find below a brief introduction.

The circular economy form consists of two steps.

Step 1: qualify and quantify input and output of materials flows used to design your fit-out.

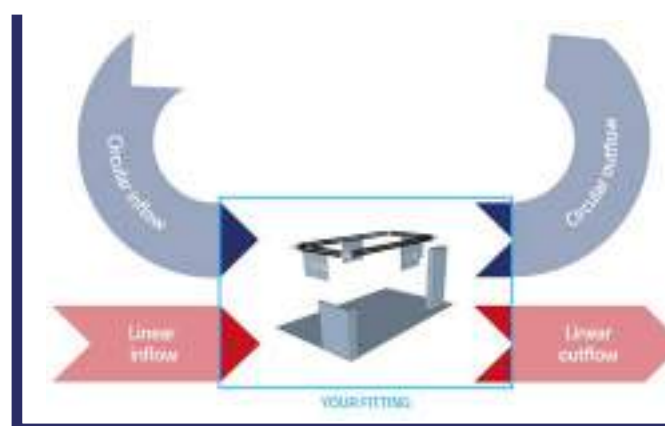
Step 2: select a method for managing the waste you have identified.

STEP 1: DESIGNING YOUR FIT-OUT

For this step, we ask you to quantify the flows of materials and qualify them by origin (circular or linear incoming flows) and by destination (circular or linear outgoing flows).

By circular flows, we mean all flows of materials from reuse or recycling that will be reused or recycled.

By linear flows, we mean all flows of materials from previously unused virgin resources, whose design has no potential for recovery or which cannot be recovered and reinjected into the economy.



We have created a list of the most frequently used fit-out materials.

CSR APPROACH

STEP 2: WASTE MANAGEMENT

Based on the amount of waste estimated in the first step, you are asked to choose the method of managing your building materials and waste in the second step. There are three waste management methods available:

- > **1.** You take charge of the management of your waste.
- > **2.** Our service provider takes charge of the management of your waste on your behalf. Also, you choose to sort your waste yourself beforehand and order single-material skips.
- > **3.** Our service provider takes care of the management of your waste on your behalf. However, you choose not to sort your waste yourself beforehand and to order mixed-material skips (NHIW). In this case, the skips will be sorted by our Service Provider at an additional cost.

SKIPS		UNIT RATE EXCLUDING VAT Available soon
SINGLE MATERIAL	1 wood skip + NHIW trolley	Available soon
	1 cardboard skip + 1 NHIW trolley	
	1 plastic skip + 1 NHIW trolley	
NHIW	1 NHIW trolley	Available soon

EXAMPLE

In the form, you estimate that fitting out your space will generate 5 tonnes of waste.

Scenario 1: You remove the 5 tonnes of waste.

Scenario 2: You order 2x30m³ single-material skips from our service provider at a total cost of €1,600* + VAT. Two NHIW trolleys will be included in your order.

Scenario 3: You order 1x30m³ NHIW skip from our service provider at a total cost of €2,400* + VAT. Your waste will then be sorted on Site by our service provider.

At this stage, the amount of waste you select is for guidance purposes only. You can change this later if needed.

02 SUMMARY OF THE WASTE MANAGEMENT PROCESS



BEFORE THE SHOW

Complete the circular economy form by 17 april 2023.

Choose your waste management method at step 2:



> **1.** You are responsible for managing your own waste.



> **2.** You sort your waste and order single-material skips.



> **3.** You do not sort your waste and order mixed-material skips..



Our exhibitor support team will acknowledge receipt of your form.



DURING SETUP

Regular collection and sorting of waste will be carried out (sorting off the Site) during the setup period (eco-contribution). Voluntary disposal points will be made available to complete the collection scheme: from 5 June for the halls.

The four main waste streams are wood, cardboard, plastic and mixed. Exhibitors (or their representatives) are asked to pre-sort their waste to make collection easier.

Do not neglect the cleanliness of your Site, it reinforces the safety of your workers.



DURING THE OPERATIONAL PHASE

Skips will be provided in front of each chalet. Their number and size will depend on the number of chalet units ordered.











PENDANT LA PHASE D'EXPLOITATION

The Organiser will be responsible for maintaining the aisles and roads to ensure the free circulation of goods and people. The waste management process will be organised in accordance with what you selected on the form or afterwards.

* prices subject to change.

03 RULES AND CRITERIA

As well as completing the circular economy form, all exhibitors must include eco-design criteria in their fit-out specifications. The criteria are at least the following:

-  The light sources installed in the fit-out must be LEDs. Stands must be turned off at night or put on a timer.
-  The wood used in the fit-out must be PEFC® or FSC® certified.
-  The carpets, excluding those in the Re-Use scheme, must be recyclable or reusable (carpet tile type).
-  The finishing products (paint, solvent, varnish) must have the NF Environnement European Eco-label or an equivalent label.
-  As a minimum, electronic equipment must have a Class A energy label. Equipment that does not have an energy classification must have a European Eco-label or Energy Star label.
-  Signage solutions must be manufactured with eco-design materials and printed with eco-friendly inks (plant-based, latex or eco-solvent).
-  Air conditioning solutions must be energy-efficient (EER of at least 3), not use refrigerant gas and have Eurovent certification.
-  The space must be accessible to people with special needs. Accessibility requirements are specified in section 4.2 of the guide - Access for people with specific needs.
-  All printing must be done on recycled paper from sustainably managed FSC® or PEFC® certified forests. Printing must be done by an environmentally certified or Imprim'vert printer using plant- or water-based ink.
-  Black plastic stretch film for palletizing is prohibited.

04 AVAILABLE SERVICES

As part of its CSR policy, the PAS has introduced different tools for exhibitors and their decorators.

2.1 THE RE-USE SCHEME

This scheme aims to collect building materials that exhibitors do not wish to recover in order to encourage their re-use and recycling by manufacturers and distributors.

This scheme allows you to benefit from a preferential rate negotiated in advance with the manufacturers and distributors. It also allows you to reduce the production of waste generated by the construction of your space and to reduce your waste processing costs through the free recovery of materials.

To order materials through the Re-Use scheme and benefit from the special rates and product recovery service, contact the company Armstrong.

Contact

Armstrong
Contact: Geoffroy BANEL
M.: +33 (0)6 87 85 02 19
Email: banel.geoffroy@knaufarmstrong.com

If you would like your materials to be recovered as part of the Re-Use scheme, you must complete the appended Re-Use charter and return it signed to the following address:

Email: rse@siae.fr

2.2 THE AMAT SCHEME

To promote the use of eco-materials during your fit-out, the PAS has partnered with Créaliens through the AMAT materials library. The AMAT catalogue is a database of eco-materials that can be used to design your space.

AMAT provides a technical description for each product, including the composition and environmental features of each material.

 **Rendez-vous on:**
<http://amat-materiautheque.fr/>

Login: siae-amat
Password: SIAE2023

G SURFACE FITTING IN HALLS

FORMS TO BE COMPLETED ONLINE

+ NEW

CIRCULAR ECONOMY

Mandatory, 17 April deadline.

This form consists of two steps:

- Qualify and quantify the inward and outward flow of materials used to fit out your stand.
- Select a method for managing the waste you have identified.

UPLOADING YOUR LAYOUT PLAN

Compulsory, deadline 15 March

This form allows you to send us the layout plans for your Stand so that we can confirm that they comply with the Show's regulations.

ORDER FOR TECHNICAL FLOOR

Optional, deadline 30 April

You can use this form to order technical floor (non-decorative) which allows you to run utilities beneath your Stand. This order is free until 30 April and will only be processed if your installation plan has been uploaded in the required format. Beyond this date, you must order and pay for your flooring through our contractor GL Events Services (€15 excl.VAT /sq.m).

 See appendix 7 p. 54

REQUEST FOR DATE DISPENSATION DURING BUILD-UP/DISMANTLING

Mandatory, if you want to intervene before 5 June and/or after 30 June, deadline set at 31 March.

In the event that the Exhibitor (or his representative) cannot intervene within the time limit, a request for a derogation build up/dismantling will have to be done and approved by the Organiser.

SPS - SAFETY AND HEALTH PROTECTION COORDINATOR

Compulsory under certain conditions, deadline 30 April

If your Stand is:

- Built by at least two independent companies (including subcontractors), and/or,
 - Includes a mezzanine/second floor, and/or,
 - Includes elements measuring over 3m high, you must appoint a Health Protection and Safety Coordinator.
- This declaration is compulsory.

CONTRACTOR DECLARATION

Compulsory, deadline 31 March.

You must declare all your contractors who will be working on Site

during the periods of build-up and dismantling of your Stand as well as the running of the Show.

DECLARATION OF OPERATIONAL EQUIPMENT AND MACHINERY

Compulsory under certain conditions, deadline 15 April.

This form is compulsory if you will be using machinery and aircraft on your Stand, whether it be for display purposes only or when running.



CAUTION

Your Foreign Service Providers must comply with French labour regulations.

Contact

Hall Exhibitor Support (Decoration rules, decoration plan validation, logistics, online forms)

Halls 1 & 2

P.: +33 (0)1 53 23 33 43

Email: support@siae.fr

Halls 3,4,5

P.: +33 (0)1 53 23 33 44

Email: support@siae.fr

Viparis (Electricity, water, internet, parking, cabling, etc. Exhibitor service)

Exhibitor service

P.: +33(0)1 40 68 24 44

Email: infos-exposants@viparis.com

Show Coordinator (Organisation and safety of construction Site, specific health protection and safety plan)

Cabinet DÖT - Martin JOUËT

P.: +33 (0)1 46 05 17 85

Email: sps@d-o-t.fr

Fire and Safety Officer (Prevention of fire and panic risks, regulation checks, etc.)

Société Cabinet GUILMIN

Contact: Thierry GUILMIN

M.: +33 (0)6 60 87 27 43

Email: cabinetguilmin@gmail.com

Compliance office (Mezzanines, buildings, infrastructure, electrical installations, etc.)

Socotec

Contact: Patrick PEREIRA

M.: +33 (0)6 08 12 08 21

Email: patrick.pereira@socotec.com



SURFACE FITTING IN HALLS

01 BARE STAND

1.1 INSTALLATION AND OCCUPATION OF THE IN-STAND SPACE

SCHEDULE

The build-up of bare Stands starts on 5 June and ends on 17 June.

17 JUNE

The security commission will visit Halls and only completion work will be allowed on your Stand.

18 JUNE

This is a "Show layout" day, which allows the Site to be secured, the final adjustments to be made to Stands and traffic and circulation tests to be carried out. The Exhibitor (or its representative) must comply with the build-up and dismantling schedule.



CAUTION

Build-up/dismantling badges will no longer be valid on Sunday 18 June. Only service badges and Exhibitor badges will ensure access to the Show on this day.

REQUEST FOR DISPENSATION DURING BUILD-UP AND DISMANTLING

In the event that the Exhibitor (or their representative) cannot work within the allotted time period, a build-up/dismantling exemption request must be submitted and approved by the Organiser. The price of this dispensation will be invoiced €0.85 excl. VAT per sq.m per additional day. Visit your Exhibitor Area to make your dispensation request.



CAUTION

Any work at night is prohibited on the Site. All workers must leave the Site at 7pm Monday to Saturday and at 5pm on Sundays and Public holidays.

STAND PLANS

Three sets of plans, including ground level, elevated and 3D views, must be submitted to the Organiser before 15 March.

- The plans must be sent via your online Exhibitor Area,
- Plans must comply with decorations regulations and fire safety regulations,
- The technical department will check all Stand installations and may reject any which do not correspond to the approved plans,

- The technical department reserves the right to carry out work, at the Exhibitor's (or its representative's) expense, to ensure the Stand is compliant or to have the necessary safety and structural stability reports, and any other studies, carried out by a certified organisation.

INVENTORY

An entry and exit inventory between the Organiser and the Exhibitor (or its representative) is compulsory. Organised on receipt of the area, it protects the Exhibitor from any possible damages which may be noticed during the dismantling period. Upon arrival, the Exhibitor (or its representative) must, make contact with Exhibitor Support in order to carry out the entry inventory. No unloading will be allowed until an inventory has been completed. When departing, the Exhibitor (or its representative) must again make contact with the Exhibitor Support in order to carry out their exit inventory. If an inventory is not taken, the Exhibitor is liable for fixed penalties and cannot dispute any of the Organiser's findings.



See list of fees for repair services in Halls, p.42

Email: support@siae.fr



CAUTION

Safety boots and a high-visibility vest (with the company's name) must be worn to access the Site during the build-up/ dismantling period.

HEALTH & SAFETY COORDINATION

If your Stand is:

- Fitted by at least two independent Providers (including sub-contractors) and/or,
- Has a mezzanine/ a storey and/or,
- Includes elements measuring over 3m high.

You must appoint a Health Protection and Safety Coordinator (French law of 31/12/1993) for build-up and dismantling periods.

This coordination mission cannot be held by you or your Stand fitter/ or design office. It has to be done by a Health and Security Coordinator that has official authority in France.



SURFACE FITTING IN HALLS

Your Build-up badges will only be given once the SPS Health Protection and Safety Coordinator of the Show has received the details of your PGCSPS (Overall Safety and Health Protection Plan) and your Coordinator's presence schedule via your Exhibitor Area.

 **Please refer to the Hygiene and Safety chapter on p.31**

For further information, please contact the Show's Coordinator.

Contact

Cabinet DÖT

Contact: Martin Jouët

P.: +33(0)1 46 05 17 85

Email: sps@d-o-t.fr

NUMBERING OF STANDS

Each Stand will have a number indicated on the Stand Allocation Certificate sent to the Exhibitor once their Stand is validated. This Stand number will then be used in all official Show documents, including signs for turnkey Stands and on a floor tile for bare Stands.

AISLE CARPET

Due to the environmental necessities of the Show, it has been decided to lay reusable carpet in the Halls in place of the usual carpet. This carpet is made up of tiles. Thicker it will be more comfortable for Visitors.

The aim of this change is to significantly reduce the ecological footprint of the Show (3rd aim of the Show's ISO 20121 policy). It is estimated that the equivalent of 82.8 tonnes of CO₂ will be saved compared to the previous carpet. To avoid deterioration to the material cutting into the tiles and therefore a negative impact, the Organiser suggests leaving some free space around the edge of the Stand. To further explain this, you will find a carpet laying. The carpet's colour is grey.

 **See appendix 5 p. 53**

Note



The carpet will be installed before the build-up. It will be protected by a polyane film. It is forbidden to cut this carpet to fill the space between the aisle carpet and your Stand. Offenders will be charged €100 excl. VAT per piece of carpet that is cut.

CLEANING

The Exhibitor is responsible for the cleaning of his space during all periods of build-up, operation and dismantling. Do not neglect the cleanliness of your Site, it enhances the safety of your participants.

A special communication will be made to you at a later date on waste collection.

During Build-up

A regular collection of waste for selective sorting will be carried out (sorting carried out on or off Site) during the Build-up period (eco-participation). Voluntary drop-off points will be accessible to complete the collection system: from 5 June for the Halls.

The four main sources of collection are: wood, cardboard, plastic and "bulk". Exhibitors (or their representatives) are asked to pre-sort their waste in order to facilitate its collection.

During Dismantling

No skip is put in place by the Organiser during dismantling. The Organiser ensures the maintenance of the aisles and roads in order to ensure the free movement of goods and people.

The Exhibitors themselves order the skips or wagons they need for the disposal of their waste from the single service provider imposed by the Organiser, whose pricing policy will be differentiated according to their nature: single-material or mixed.

The Organiser will invoice a flat-rate charge of €2.500 excl.VAT for any waste left on Site and identified as belonging to the Exhibitor. An additional service will be invoiced according to the volume and nature of the goods left.

 **See Hall refurbishment rates p. 42**

STORAGE IN THE AISLES

The aisles are public areas intended for the transportation of goods, people, services and emergency services. It is strictly forbidden to store any items in the aisles (except in storage aisles, see plans in Halls during build-up). Failure to adhere to this rule, following a first warning, will result in the removal of the items concerned at the Exhibitor's expense.

If this occurs a second time, the construction Site will be closed down.



CAUTION

It is strictly forbidden to store any items in the aisles (except in storage aisles, see plans in Halls during build-up). Failure:

- to adhere to this rule, following a first warning, will result in,
- The removal of the items concerned at the Exhibitor's expense.

SURFACE FITTING IN HALLS

FLUIDS

Halls are supplied by a network of utility access points which distribute:

- Electricity (50 hertz single-phase 230V and three-phase 400V),
- Drinking water,
- Television,
- Telephone and Internet.

The network also disposes of waste water. A technical drawing can be sent to you on request indicating the presence of these access points on your Stand.

All these services can be ordered from Viparis Le Bourget (go to your Exhibitor Area and visit the Viparis Le Bourget Area).

ELECTRICAL SYSTEM

Halls are lit during build-up and dismantling. Bare spaces are delivered without a power box. Access Viparis Le Bourget online platform to book it, to reserve (from your Exhibitor Area).

! CAUTION

It is forbidden to use a generator inside Halls.

SWITCHING ON HALLS ENCLOSURES

INTERMITTENT POWER IN HALLS	
16-17-18 June	8.00am - 7.00pm
19-26 June	6.30am - 7.00pm
PERMANENT 24-HOUR POWER IN HALLS	
16 June	Start 6.30am
26 June	End 8.00pm

! CAUTION

Reduction of electrical consumption:

- It is mandatory to turn off the lighting on your stand at night (or reduce it if it is guarded). You need to adjust your electrical distribution accordingly,
- Checks will be carried out. In case of non-compliance with this obligation the lump sum of 250€ will be invoiced to you by observation.

LIST OF FEES FOR REPAIR SERVICES IN HALLS

Find below the list of fees for repair services invoiced by the PAS at the end of the Show in the event of damage or dumping of materials.

! CAUTION

Fight against the dumping of waste:

In the event of waste being abandoned during dismantling, you will be billed at a flat rate of €2.500 excl. VAT + €300 excl. VAT per m³ of abandoned waste.

SERVICES	PRICE EXCL. VAT	UNIT
CLADDING	€60	Board
ADHESIVE REMOVAL	€35	Linear M
LAYING TECHNICAL FLOOR DURING BUILD-UP	€15	Sq.m
WASTE REMOVAL	€2.500 + €300/M ³	
REMOVAL OF NAILS AND SCREWS	€50	Linear M
FLOOR PAINT	€300	Sq.m
RAISED FLOORING	€60	Sq.m
HOLE IN FLOOR HALL	€500	Unit
HOLE IN WALL HALL	€300	Item

1.2 RULES FOR FITTING OUT YOUR STAND

! CAUTION

Your Stand structures as well as their furnishing and decoration must comply with:

- Our building regulations,
- Our design rules described in the Chapter "SCR approach" p.36
- Our fire and safety regulations,
- Our safety instructions,
- The exhibition ground's regulations.

+ NEW

CIRCULAR ECONOMY

Mandatory, 17 April deadline.

This form consists of two steps:

- Qualify and quantify the inward and outward flow of materials used to fit out your stand.
- Select a method for managing the waste you have identified.



SURFACE FITTING IN HALLS

SPACE RESTRICTIONS

No item of decoration, furniture, signage or lighting must protrude beyond the boundaries of the Stand.

TECHNICAL FLOOR (FLOORING AT YOUR EXPENSE)

The order for technical floor is free until 30 April and will only be processed if your installation plan has been uploaded in the required format. This is not decorative flooring. Order technical floor via your Exhibitor Area and download the installation plan with the position of the access points and your access ramp (not supplied) for Persons with Reduced Mobility (PRM).

See appendix 7 p.54

Note



Do not hesitate to check the rules on the prevention of fire and panic.

See. 3 p.47

PERMITTED GROUND LOADS

- Halls 1, 2A (except on the platform: 500 kg/sq.m), 2B, 3, 4, 5: 1,000kg/sq.m.
- Halls 2C: 500kg/sq.m.



CAUTION

- This order for flooring will only be processed if your installation plan has been uploaded in the required format

See appendix 7 p.54

- This is not decorative flooring,
- The number of utility access points is limited to 10% of the total surface of the flooring ordered,
- The removal of raised flooring ordered and laid will be invoiced,
- The access ramp for PRM is compulsory and not supplied.



CAUTION

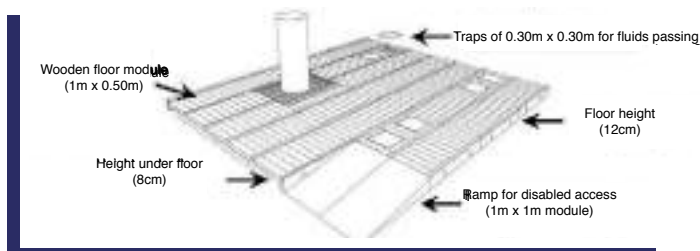
Platform of Hall 2A:

- Floor load limited to 500kg/sq.m,
- Lifting devices and vehicles cannot access this platform.

After this date, flooring will be supplied according to available stock and should be ordered from our Service Providers, GL Events Services and will be invoiced an additional €15 excl. VAT/sq.m.

ACCESSIBILITY: ACCESS FOR PRM COMPULSORY

All the Stands equipped with technical floor must include an access for Persons with Reduced Mobility (PRM). No access ramp should block the aisles. The ramp will have an inclination conform to regulations (slope of less than 5% to 8% over 2m or 10% over 0.50 m) with a resting area on both sides of the sloped surfaces.



SHARED PARTITIONS

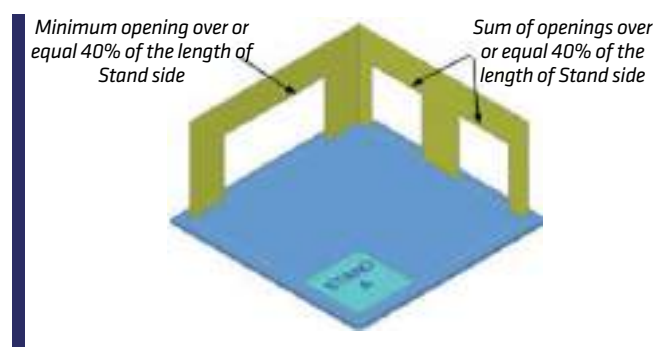
The Organiser will not erect any separating partitions. Each Stand is required to have its own partitions and may not, under any circumstances, use its neighbours' partitions.

On an island, the Stand with the highest partition must leave the side of the partition which gives on the neighbouring Stand presentable. The partitions of the Exhibitors overlooking the neighbouring Stands must be smooth, plain, painted or covered with wall textile, neutral color. No signage of any kind is permitted on shared partitions.

OPENING OF STANDS

Each Stand facade (partitions, signs and decorative structures installed on the floor) opening out onto an aisle must allow an opening of at least 40% of the length of its length even if the facade is set back from the aisle.

If there are several openings: the sum of the openings must correspond to at least 40% of the length of each side of the Stand.



SURFACE FITTING IN HALLS

HEIGHTS

All heights are defined without anything, from the ground of the Hall, including technical floor (12cm). Maximum height of constructions applicable to the height of Stands, signage and lighting battens:

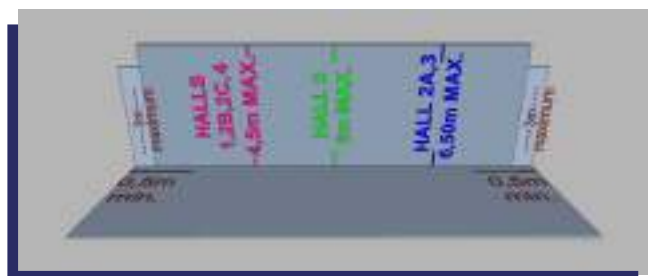
Maximum construction and signage height:

	HALLS 1, 2B, 2C, 4	HALL 5	HALL 2A, 3
MAX CONSTRUCTION HEIGHT	4,5m	6m	6,5m*
MAX SIGNAGE HEIGHT	4,5m	6m	6,5m*

*Except on two blocks on the platform.

Email: support@siae.fr

For partition walls higher than 3m, it is no longer mandatory to have a 0.5m setback from the shared partitions. However, this set-back remains mandatory in relation to the aisles.



COMPULSORY RECESSES OF CONSTRUCTIONS AND SHARED PARTITIONS

For any element on your Stand higher than 3m, a 0.50m (1m for lighting battens) clearance must be respected in relation to the shared boundary or aisles. This clearance applies to all the Stand's elements.

1 exception

For partition walls higher than 3 m, it is not mandatory to have a 0.5 m setback from the shared partitions. However, this set-back remains mandatory in relation to the aisles.

LIGHTING BATTENS

Lighting battens are permitted if suspended independently above the Stand's structures, with a minimum clearance of 1 m in relation to aisles and shared partitions.

All elements suspended from or hung on lighting battens must comply with a 0.50m clearance in relation to aisles and shared partitions.

	HALL 1	HALLS 2B, 2C, 4	HALL 5	HALL 2A, 3
MAX LIGHTING BATTEN HEIGHT	4,5m No rigging slings	4,5m	6m	6,5m*

*Except on two blocks on the platform

Email: support@siae.fr

RIGGING SLINGS

Rigging slings may only be installed by the Viparis Le Bourget's specialist teams. They are subject to maximum construction height restrictions.

 See heights p.44

CAUTION

No slings in Hall 1. Maximum load per sling:

- 50 kg in Halls 2B, 4.2 and 5,
- 80 kg in the other zones.

MEZZANINES (STANDS ON TWO LEVELS)

Stands with a mezzanine must comply with regulations governing height depending on the Hall and recess.

 See minimum distance and heights p.44

Authorized surface area: a maximum of 50% of the Stand's floor area and limited to 300sq.m.

This percentage may be revised depending on the number of mezzanine requests, safety rules and building restrictions construction headroom. For Mezzanines larger than 19sq.m: include two access stairways.

Note

You must mission an approved Building Inspection Organisation to verify the solidity and stability of your mezzanine at the end of build-up.



SURFACE FITTING IN HALLS

PAVILION IN HALLS

Lighting battens and high structures may not overhang aisles and may not cover the whole surface area of the pavilion if it is divided into blocks. The aisles between blocks in the same pavilion are the Show's property. The pavilion Organiser may not lay personalised carpet or connect the blocks (flooring, bridge, arch, etc.) to each other without the Organiser's approval. Contact the Organiser for any exception requests:

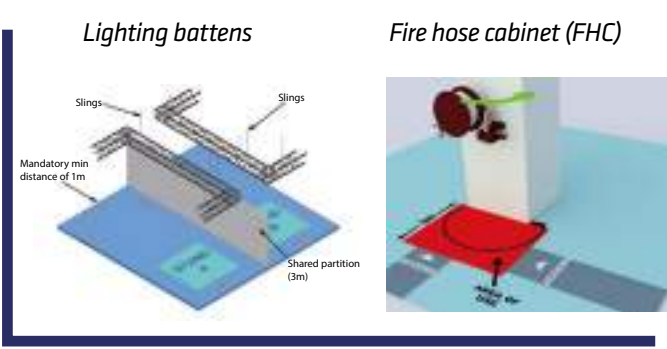
Email: support@siae.fr

PILLARS

Pillars are covered in wooden cladding to a height of 3m. If you want to decorate them, you must use a self-supporting structure and give free access for all the services located on the pole. We strongly recommend that you visit the Site before finalizing your designs, they must be returned in perfect condition at the end of the Show (without any nails, screws, etc.),

FIRE HOSE CABINET (FHC)

The FHC must remain accessible to emergency services at all times. A passage of 1m to the right of the appliance must be left clear of any materiel up to the public aisle. Panels or fabric hangings hiding the appliance are strictly forbidden.



INTERFERENCE

The installation and use of radio transmitting equipment which blocks mobile phone (jammers) is prohibited in public spaces. Any company installing or using this type of equipment and disrupting the sending or receiving of calls anywhere outside of their enclosure is liable to prosecution.

CAUTION

It is forbidden to:

- Use individual air-conditioning units in the Halls,
- Damage the cladding on posts and the outer walls of the Halls,
- Leave adhesive tape and paint marks on the floor,
- Prepare hot meals at Stands.

1.3 RECAP TAB

HEIGHTS TO RESPECT	HALL 1	HALL 2A, 3	HALLS 2B, 2C & 4	HALL 5
MAX. CONSTRUCTION HEIGHT	4,5m	6,5m*	4,5m	6m
MAX. LIGHTING BATTENS HEIGHT	4,5m	6,5m*	4,5m	6m
SLINGING	No	Yes	Yes	Yes
MINIMUM DISTANCE FOR ELEMENTS AT OVER 3M HEIGHT				
DECORATION, SIGNS, STRUCTURES...	0,5m/Alley and shared partitions			
SHARED PARTITIONS	0.5m/Alley			
LIGHTING BATTENS	1m/Alley and shared partition			
OPENING TO RESPECT IN PERIPHERY OF STAND				
PARTITIONS	40% min even if this element is pulled back from the alley			
STRUCTURES				
ONSIGN				
MEZZANINES				
MAX. CONSTRUCTION HEIGHT	4,5m	6,5m	4,5m	6m
SURFACE AREA	50% max of the total ground surface area of the Stand			

*Except on two blocks on the platform

Email: support@siae.fr

SURFACE FITTING IN HALLS

02 TURNKEY STAND FROM 12SQ.M

The Turnkey Stand can be customised to your requirements. Our partner GL Events Services will offer you a range of extra fittings: showcases, plasma screen support, plants, creation of a meeting room, and so on.



Non-contractual image

2.1 DESCRIPTION

The Turnkey Stand offering includes the following services:

STAND STRUCTURE

- Partition in white lacquered sheet-metal on aluminium frame,
- Upgradable reserves of 1sq.m with door, lock and two rows of shelves. 2sq.m for 25-30sq.m, 3sq.m from 31sq.m and over.

FLOOR COVERING

- Floor covering: carpet tiles*. Colours to be chosen from our range.

**In the frame of the PAS' undertakings in its CSR policy.*

FURNITURE

- 1 melamine reception desk,
- Furniture pack per featuring:
 - 3 chairs,
 - 1 stool,
 - 1 table,
- 1 document holder
- 1 waste-paper basket.

ELECTRICAL SYSTEM

One 3kW AC intermittent electrical box (power can be increased for larger Stands). Crossbars with 2 rows of LED spotlights.

SIGNAGE

- 1 sign measuring 954x814, with digital colour print of the Exhibitor's logo or image,
- 1 sign for 12-24sq.m Stands,
- 2 signs for 25sq.m Stands and over,
- 1 sign per aisle in forex text adhesive text on sheet metal, stating the Stand name and number, as well as the flag of the country of origin.

FLORAL DECORATION

- A green plant.



CAUTION

It is forbidden to:

- Damage, pierce or scratch the Stand walls,
- Damage the cladding on posts and walls around the edge of the Halls.

2.2 RULES FOR FITTING OUT YOUR STAND

SCHEDULE

Turnkey Stands are delivered on 16 and 17 June. Please make an appointment with your contact at GL Events Services.

Note



All of the information concerning the Turnkey Stand should be sent before 7 May 2023 to:

Contact

Fiona RUVICINI
Chargée de clientèle
M: +33 (0)7 86 24 27 10
Email: fiona.ruvicini@gl-events.com

LIGHTING BATTENS

Lighting battens are permitted if suspended independently above the Stand's structures, with a minimum clearance of 1m in relation to aisles and shared partitions and neighbouring Stands.

All elements suspended from or hung on lighting battens must comply with a 0.50m clearance in relation to aisles and shared partitions.

SPACE RESTRICTIONS

No item of decoration, furniture, signage or lighting must protrude beyond the boundaries of the Stand.



SURFACE FITTING IN HALLS

CLEANING

Turnkey Stands benefit from a cleaning service before and during the Show. However it is the responsibility of each Exhibitor to remove its own waste and documentation at the end of the Show. The Exhibitor risks being fined in the event of non-compliance with this instruction.



CAUTION

This offer does not include the removal of your waste and boxes at the end of the Show.

LIST OF FEES FOR REPAIR SERVICES IN HALLS

Find below the list of fees for repair services invoiced by the PAS at the end of the Show in the event of damage or dumping of materials.

SERVICES	PRICE EXCL. VAT	UNIT
CLADDING	€60	Board
ADHESIVE REMOVAL	€35	Linear M
LAYING TECHNICAL FLOOR DURING BUILD-UP	€15	Sq.m
WASTE REMOVAL	€2.500 + €300/M ³	
REMOVAL OF NAILS AND SCREWS	€50	Linear M
FLOOR PAINT	€300	Sq.m
RAISED FLOORING	€60	Sq.m
HOLE IN FLOOR HALL	€500	Unit
HOLE IN WALL HALL	€300	Item

03 RULES ON THE PREVENTION OF FIRE AND PANIC IN THE HALLS

3.1 GENERAL INFORMATION

The Exhibitor must apply the safety regulations against fire and panic risks in public establishments laid down by the Decree of 25 June 1980 (general rules). The Decree of 18 November 1987 sets out the specific rules that apply to exhibition Halls.

The following text is made up of extracts from these regulations in order to aid their comprehension.

During the build-up period, the Safety Office will ensure that everything complies with the following security measures.

Information concerning fire safety can be obtained from:

Contact

Cabinet GUILMIN

Contact: Thierry GUILMIN

50, rue Gilbert CESBRON 75017 PARIS

M.: +33(0)6 60 87 27 43

P.: +33(0)1 41 69 22 84

Email: cabinetguilmin@gmail.com

3.2 ACCESS FOR DISABLED VISITORS

The Exhibitor must respect the requirements of articles L.111-7, L.111-7-3 and R.111-19 to R.111-19-8 of the French Construction and Housing Code. Also, the Exhibitor must comply with the Decree of 1 August 2006, regarding access for Persons with Reduced Mobility to public establishments.

Pathways will have no overhang and be horizontal or have an incline in accordance with the following:

- › **Minimum width = 0.9m,**
- › Chamfer at 33%, if the height is < 4cm,
- › Slope at 4% without limitation of path length, gradient of 5% if length is < 10m,
- › Gradient of 10% if length is < 0.5m.

Reception desks must be available for wheelchair users (maximum height of 0.8m, gap of 30cm allowing access for knees at 0.7m). Raised Stands, should be accessible for the disabled. Stairs must conform to the accessibility regulations



See appendix 6 p.54

If there is more than 50 people upstairs, or if the activity is not offered on the ground floor, access for Persons with Reduced Mobility (PRM) must be provided: lift or stair lift.

3.3 FITTING OUT OF STANDS, RATING REQUIREMENTS

GENERAL INFORMATION

Materials used must have certain levels of fire resistance (French or European rating system).

SURFACE FITTING IN HALLS

REQUIREMENTS

- Stand structure and partitions with M3 or D minimum rating (European rating system),
- Large furniture items (cash till, counter, display unit, separator screens, etc.) with M3 or D minimum rating,
- Wall coverings (natural or plastic textiles) with M2 or C minimum rating,
- Curtains, hangings or loose voiles with M2 or C minimum rating,
- Firmly fixed floor coverings with M4 or D minimum rating,
- decorative or draped dressing items with M1 or B minimum rating,
- Full canopies with M2 or C minimum rating,
- Ceilings and false ceilings with M1 or B minimum rating,
- Mesh canopies must be CNPP (French test laboratory) certified.

EQUIVALENCES

- **Non-resinous solid wood:** if thickness $\geq 14\text{mm}$, M3 or D minimum rating,
- **Resinous solid wood:** if thickness $\geq 18\text{mm}$, M3 or D minimum rating,
- **Wood-based panels plywood, blockboard, fibres and particles:** if thickness $\geq 18\text{mm}$, M3 or D minimum rating.



CAUTION

You must have the fire resistance test reports for materials used available on each Stand. Failing this, have the equivalent fireproofing certificates available on each Stand.

CONSTRUCTION AND FIT-OUT RULES

Prohibited:

- Curtains, hangings and voiles in front of exits,
- Paints and varnishes classified as flammable (for example nitrocellulose or glycerophthalic paint),
- The use of signs or advertising panels which features white letters on a green background,
- Stands with several raised levels,
- Covered upper levels ceiling, false ceiling or complete canopy. Only mesh canopies or "smoke out" canopies are authorised,
- Covered Stands ceiling, canopy, upper level Area $< 300\text{sq.m}$,
- 4m between Stands.

If area $> 50\text{sq.m}$:

- Appropriate extinguisher,
- One security guard holding the "SSIAP1" qualification present,
- Equipped with autonomous unit security lighting. This security lighting must be put on stand by when the normal lighting is intentionally switched off,
- Canopies, if used, must be attached securely and supported by a network of perpendicular wires minimum mesh 1sq.m .

TEMPORARY HANGING STRUCTURE

Following new administration rules and Viparis Safety Specification, it is mandatory to inspect your temporary hanging structure from a French accredited organization, and get a report to Show upon request to the Safety Commission via the Health & Safety Controller of the event.

- **Installer:** person who carried out the set-up and take-down operations for the exhibitor or the exhibitor themselves.
- **Competent technician:** The technician tasked with checking the set-up and inspection during operation of a temporary assembly, who has the necessary skills for this work, acquired through specific training.
- **Accredited body:** body that meets the type A or type C requirements laid down in the NF EN ISO/IEC 17020 standard issued in October 2012 and which has not been involved in erecting the temporary assembly to be inspected.

FACILITIES	TOTAL LOAD AND HEIGHT	AUDITOR		
		ACCREDITED BODY	COMPETENT TECHNICIAN	INSTALLER
LIGHT BRIDGES, SOUND, CEILING AND VELUM SUPPORT, SIGNS	$< 1000\text{ kg}$ and $h < 3,50\text{ m}$ (OS1)			x
	$< 1000\text{ kg}$ and $h < 6,20\text{ m}$ (OS2)		x	
	$< 1000\text{ kg}$ and $h > 6,20\text{ m}$ (OS3)	x		
	$> 1000\text{ kg}$	x		
FASTENING SYSTEMS NOT USED REPEATEDLY	regardless of the weight or height	x		

RAISED STANDS (SEND A FILE FOR OPINION AND ACCEPTANCE TO CABINET GUILMIN)

- Railings must conform to French Standards NF P 01-012 and NF P 01-013,
- After build-up, the solidity and stability of the structure must be verified by an authorised French inspection service,
- If more than 19 pax, there must be 2 stairways,
- Appropriate fire extinguisher on each mezzanine,
- No electricity box (energy and distribution) with power over 100kVA under the mezzanine,
- Use of mesh canopies or "smoke out" canopies to cover the mezzanine.



See diagrams in Appendix 6 p.54

CLOSED STANDS OR ROOMS (SEND A FILE FOR OPINION AND ACCEPTANCE TO CABINET GUILMIN)

- Number and width of exits:
 - $S < 20\text{sq.m}$: 1 of $0,90\text{m}$,
 - $20\text{sq.m} \leq S < 50\text{sq.m}$: $1 \times 0,90\text{m}$ and $1 \times 0,60\text{m}$,
 - $50\text{sq.m} \leq S < 100\text{sq.m}$: $2 \times 0,90\text{m}$ or 1 of $1,40\text{m}$ and $1 \times 0,60\text{m}$,
 - $100\text{sq.m} \leq S < 200\text{sq.m}$: $1 \times 1,40\text{m}$ and $1 \times 0,90\text{m}$ or $3 \times 0,90\text{m}$,
 - $200\text{sq.m} \leq S < 300\text{sq.m}$: $2 \times 1,40\text{m}$,
 - $S > 300\text{sq.m}$, contact Cabinet Guilmin,
- Exits suitably spaced,
- Exits signed.



SURFACE FITTING IN HALLS

FIREPROOFING

Fireproofing can give materials which are normally fairly or easily flammable M2 or C rating qualities. Fireproofing can be carried out by spraying, applying with a paintbrush or soaking the material. Certified applicators usually work in the exhibition Halls. Their contact details can be obtained from "Groupeement Technique Français de l'Ignifugation":

Contact

Groupeement Technique Français de l'Ignifugation
10, rue du Débarcadère 75852 Paris Cedex 17
P.: +33 (0)1 40 55 13 13

MATERIALS FIRE RESISTANCE CERTIFICATES

Exhibitors must hold fire resistance test certificates for floor and wall coverings and materials used, or failing this hold equivalent fireproofing certificates on the Stand. It is in the Exhibitors' interest to obtain these floor and wall coverings and materials from specialised suppliers or shops, which will avoid the issues associated with on Site fireproofing (the salts used attack metals and the fireproofing is only valid for 3 months).

Contact

Fireproof grouping
37-39, rue de Neuilly BP 121 92113 Clichy Cedex
P.: +33(0)1 47 56 30 81

3.4 ELECTRICITY

GENERAL INFORMATION

- Only fixed cabling must be used for installations. Cables or conductors must be category C2,
- Conduits or trunking used to route cables, ducting and cable guards must be of types which do not spread flames, in accordance with current standards,
- All cabling must include an earthing conductor connected to the electrical box earth terminal,
- If, in exceptional circumstances exhibited M0-rated materials are connected to the electricity supply, they must be protected by assigned residual differential current devices of a maximum of 30mA,
- Class 1 equipment must be connected to the earthing conductor of the cabling supplying them,
- The use of individual earth-connectors is prohibited.

Electrical boxes and cabinets are:

- Inaccessible to the public,
- Easily accessible to staff and the emergency services,
- Placed away from all flammable and combustible materials and products.



CAUTION

If power > 100kVA:

- Electrical cabinet in a closed area reserved for this purpose only,
- Area indicated with a pictogram,
- CO₂ or powder extinguisher in place,
- M3-rated partitions,
- Not to be situated beneath a mezzanine which is accessible to the public.

You must complete the "declaration of operational equipment and machinery" online on your Exhibitor Area.

HIGH VOLTAGE ILLUMINATED SIGNS

High voltage illuminated sign installations require:

- Protection with a M3 or D rated material screen,
- Have a marked cut-off switch,
- Have transformers located out of people's reach,
- Have a "danger, high voltage" sign if necessary.

3.5 HELIUM BALLOONS

- No helium cylinders (empty or full) are to be stocked in the Hall,
- Balloons must not be filled whilst the public is present,
- Balloons must be kept within the confines of the Stand.

3.6 MACHINES AND EQUIPMENT PRESENTED AS DEMONSTRATIONS

Machines and equipment running when exhibited must:

- Be declared to the Organiser, in your online Exhibitor Area online 30 days maximum before the Show opens,
- Must not pose any risk for the public,
- If machines and equipment are running or not exhibited in a fixed place:
 - the dangerous part must be at least 1m from public aisles or protected by a rigid screen,
 - are considered as dangerous parts: moving parts and hot, pointed or sharp surfaces,

If machines and equipment exhibited moves protected: area which keeps the public at a minimum distance of 1m from the machines,

If equipment with hydraulic jacks are exhibited in a fixed raised position: hydraulic safety devices must be backed up by a manual system which prevents any untimely movement,

- Equipment must be stabilised correctly.

SURFACE FITTING IN HALLS

3.7 SPECIAL EFFECTS

If technical installations are set up at the Stand in order to create special effects ("smoke machine", "effects using carbon dioxide" and "laser" equipment) they must conform to the technical instructions on using specific installations (French Decree of 11 December 2009, JORF of 16 February 2010).

Furthermore, the presence of automatic smoke detectors in some Halls or pavilions imposes restrictions on using this type of technical installation.



CAUTION

Machines or equipment with lasers under casing (for cutting, reading or measurement, etc.) that is running as a demonstration for exhibition purposes, do not require an administrative authorisation. However, the declaration must be made to the Organiser within 30 days before the Show's opening.

These installations must be declared 30 days maximum before the Show opens, or a request to authorise their use (laser) must be submitted to the competent administrative authority (contact Cabinet Guilmin).

3.8 RADIOACTIVE SUBSTANCES X-RAYS

The use of equipment containing radioactive sources or electrical generators of ionizing radiation at a Show is subject to authorisation from the French Nuclear Safety Authority (ASN), as required by the Public Health Code and the Environment Code.

Exhibitors using such equipment must provide the Organiser with the following, 30 days before the Show opens:

- The declaration of operational equipment,
- The description of the machinery presented,
- Relevant authorisations issued by the ASN.

The use of such equipment may imply specific requirements concerning the fitting-out of Stands. These will be communicated by the Safety Manager as soon as the documents listed above are received.

Contact

Cabinet GUILMIN

Contact: Thierry GUILMIN

50, rue Gilbert CESBRON 75017 PARIS

M.: +33(0)6 60 87 27 43

P.: +33(0)1 41 69 22 84

Email: cabinetguilmin@gmail.com

3.9 PROHIBITED MATERIALS, PRODUCTS AND GASES

The following are prohibited

- The distribution of samples or products containing a flammable gas,
- Balloons inflated with flammable or toxic gases, articles made of celluloid,
- The presence of fireworks or explosives,
- The presence of ethylene oxide, carbon disulphide, sulphuric ether or acetone,
- Pyrotechnic effects, equipment which produces explosive noises, sparks or flames.

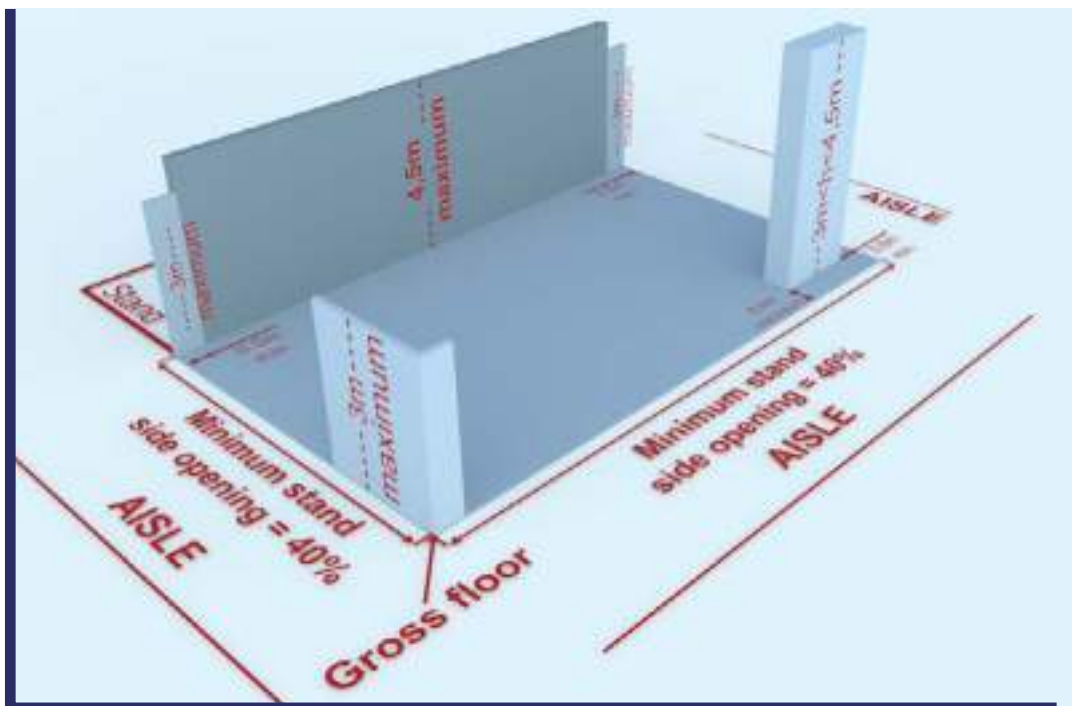
3.10 EMERGENCY EQUIPMENT

- Must be kept visible at all times,
- Must be kept accessible at all times,
- If there is a Fire Hose Cabinet (FHC) must be not have any box, door or decoration. It must be permanently accessible: a 1m minimum wide passage must be reserved from the nearest aisle.

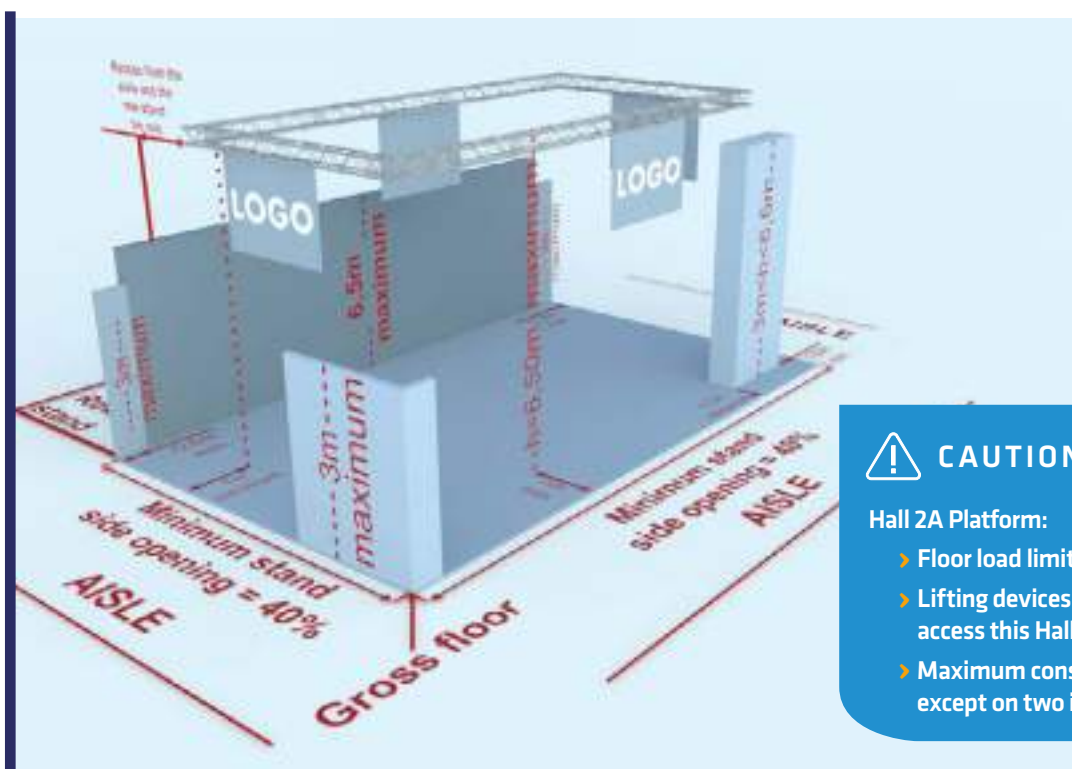


04 APPENDICES - HALLS

APPENDIX 1 - DIAGRAM OF TECHNICAL RESTRICTIONS HALLS 1



APPENDIX 2 - DIAGRAM OF TECHNICAL RESTRICTIONS HALL 2A-3



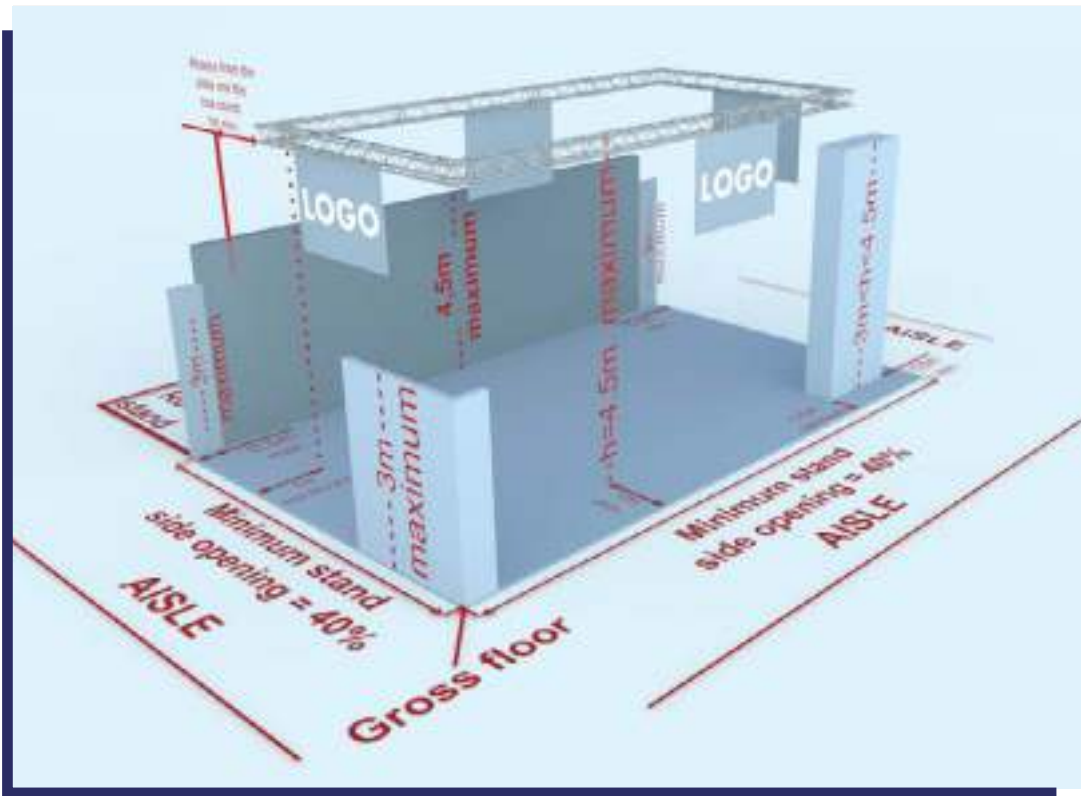
⚠ CAUTION

Hall 2A Platform:

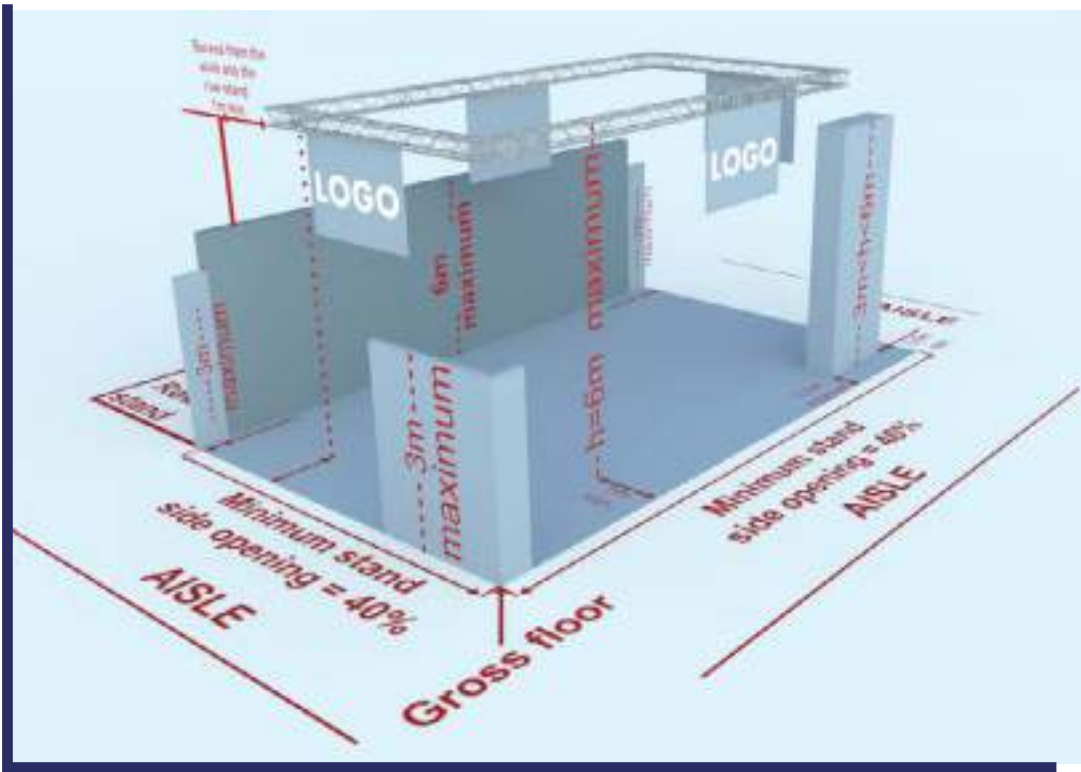
- Floor load limited to 500kg/sq.m,
- Lifting devices and vehicles cannot access this Hall,
- Maximum construction height= 6.50m except on two islands.

SURFACE FITTING IN HALLS

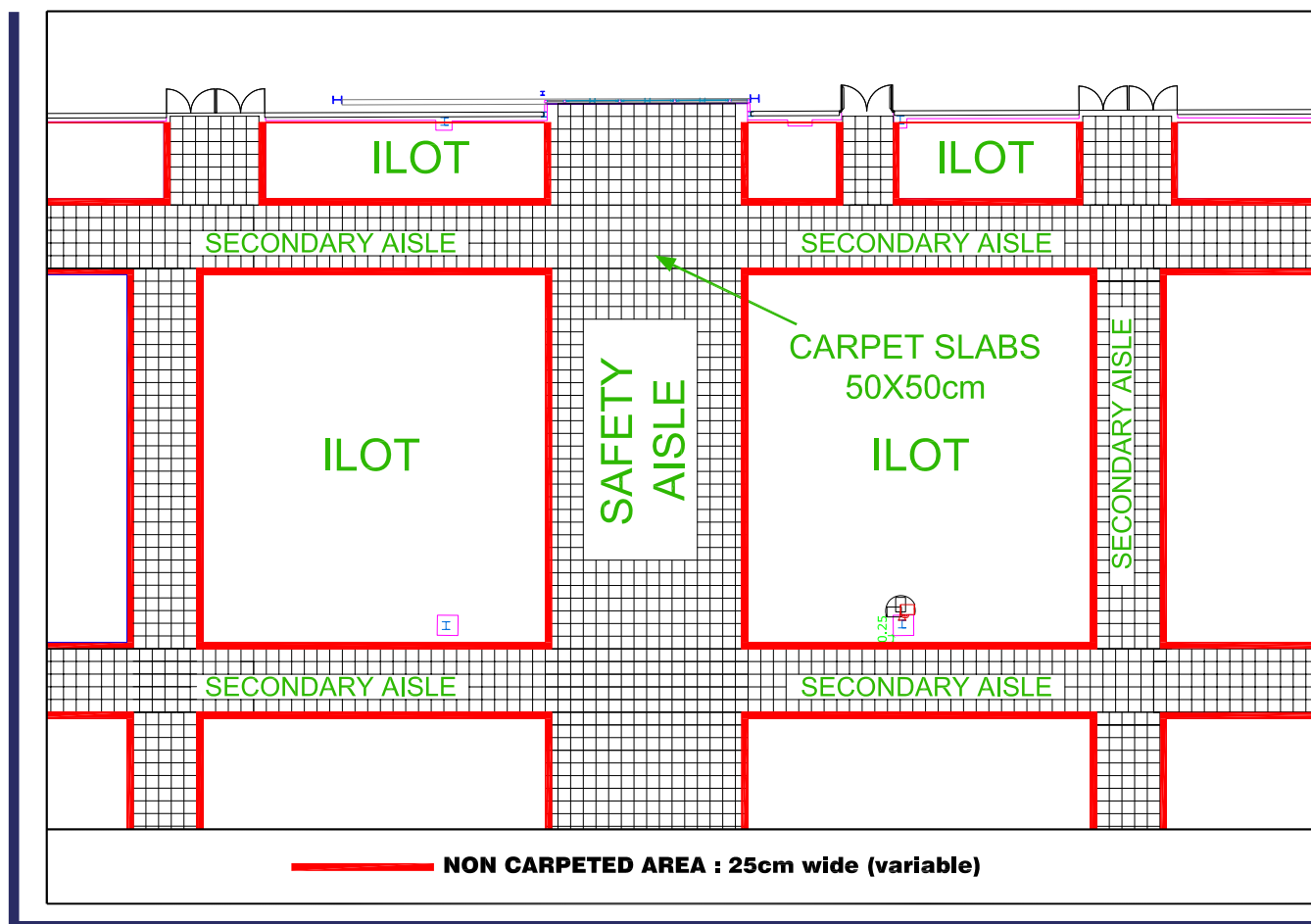
APPENDIX 3 – DIAGRAM OF TECHNICAL RESTRICTIONS HALLS 2B - 2C - 4



APPENDIX 4 – DIAGRAM OF TECHNICAL RESTRICTIONS HALL 5






APPENDIX 5 - DIAGRAM OF LAYING REUSABLE CARPET IN ALLEYS



APPENDIX 6 - STAIRS AND RAILINGS (CONSTRUCTION RULES)



-  PRM access
-  Boundaries of the raised floor surfacer
-  Position of floor trapdoors (for utilities)
0.50 m x 1.00 m.

H SURFACE FITTING IN CHALETS

FORMS TO BE COMPLETED ONLINE

+ NEW

CIRCULAR ECONOMY

Mandatory, 17 April deadline.

This form consists of steps:

- Qualify and quantify the inward and outward flow of materials used to fit out your stand.
- Select a method for managing the waste you have identified.

ORDER OF CHALET OPTIONS

Additional fittings, deadline 31 March

We also offer options such as terraces, shutters, steps, etc. in order to improve the conditions in which you will be receiving your customers.

CAUTION

- For Chalets with more than 1 unit, any changes to the main frontal elements on the parking side are free until 14 April. After this date, they will be charged €3,080,
- There is limited stock for options, remember to order them as early as possible.

UPLOADING YOUR LAYOUT PLAN

Compulsory, deadline 15 March

This compulsory form allows you to send us the layout plans for your Chalet so that we can confirm that they comply with the Show's regulations.

SIGN TEXT

Compulsory, deadline 30 April

This form allows you to tell us the text that you want to appear on your Chalet. The sign will be placed on each of the Chalet's units on the panoramic facade.

DECLARATION FOR THE INSTALLATION OF COOKING OR REHEATING EQUIPMENT

Compulsory under certain conditions, deadline 15 May

This form is compulsory if you fit a kitchen in your Chalet.

REQUEST FOR DATE DISPENSATION DURING BUILD-UP/DISMANTLING

Compulsory if you want to work before 22 May and/or after all 30 June, deadline 31 March

In the event that the Exhibitor (or their representative) cannot work within the allotted time period, a build-up/dismantling exemption request date must be submitted and approved by the Organiser.

SPS - SAFETY AND HEALTH PROTECTION COORDINATOR

Compulsory under certain conditions, deadline 30 April

If your Chalet is:

- built by at least two independent companies (including subcontractors), and/or,
- includes a mezzanine/a floor, and/or,
- includes elements measuring over 3m high.

You must appoint a Safety and Health protection Coordinator. This declaration is compulsory.

CONTRACTOR DECLARATION

Compulsory, deadline 31 March

You must declare all your contractors who will be working on Site during the periods of build-up and dismantling of your Stand as well as the running of the Show.

GOLF-CAR HIRE

You can reserve golf-cars for the duration of the Show. These are intended to make it easier to move yourself or your guests around the Site.

Please be aware that due to limited stock, your reservation will be subject to acceptance by the sales department.

CAUTION

**Obligations for your foreign Service Providers.
Your Foreign Service Providers must comply with French labour regulations.**

Contact

Chalet Cell (Construction, options, modification of facades, etc.)

Contact: Eugénie CREUWELS

M.: +33(0)6 79 88 68 69

Email: Chalet@siae.fr

Chalet Exhibitor Support (Decoration rules, decoration plan validation, logistics, online forms, etc.)

Contact: Alexandre DURAND

P.: +33(0)1 53 23 33 41

Email: support@siae.fr

Service Viparis (Electricity, water, Internet, parking, etc.)

M.: +33(0)1 40 68 24 44

Email: infos-exposants@viparis.com

SURFACE FITTING IN CHALETS

Contact

Show Coordinator (Organisation and safety of construction Site, Specific Health Protection and Safety Plan)
Cabinet DÔT - Martin JOUËT
 P.: +33 (0)1 46 05 17 85
 Email: sps@d-o-t.fr

Fire and Safety Officer (Prevention of fire and panic risks, regulation checks, etc.) Société

Cabinet GUILMIN
Contact: Thierry GUILMIN
 50, rue Gilbert CESBRON 75017 PARIS
 M.: +33 (0)6 60 87 27 43 / P.: +33 (0)1 41 69 22 84
 Email: cabinetguilmin@gmail.com

01 INSTALLATION AND OCCUPATION OF AREA

SCHEDULE

The official build-up period for Chalets is from 22 May to 16 June.

17 JUNE

Only finishing touches to the Chalets will be allowed in order for the safety commission to ensure that your installation conforms to regulations.

18 JUNE

this is a "Show layout" day, which allows the Site to be secured, the final adjustments to be made to Stands and traffic and circulation tests to be carried out.

The Exhibitor (or its representative) must comply with the build-up and dismantling schedule.

CAUTION

Build-up/dismantling badges will no longer be valid on Sunday 18 June.

Only service badges and Exhibitor badges will ensure access to the Show on this day.

REQUEST FOR DISPENSATION DURING BUILD-UP AND DISMANTLING

In the event that the Exhibitor (or their representative) cannot work within the allotted time period, a build-up/dismantling exemption request date must be submitted and approved by the Organiser.

The price of this dispensation will be invoiced €0.85 excl. VAT per sq.m per additional day.

The dispensation request form is available online via your Exhibitor Area.

VALIDATION OF THE CONSTRUCTION PLAN FOR YOUR CHALET (TQC) BY THE CHALET CELL

This plan, called "TQC" (as constructed), sets out how your Chalet will be built and then delivered to you by the Chalet cell.

This plan takes into account all the changes and options ordered.

This document must be signed and returned to the Chalet cell. There must be a 7-day wait between the validation of this document and the construction of your Chalet.

It will be sent to each Exhibitor for validation before 15 March 2023 subject to validation of your decoration plans by Exhibitor Support and our fire safety office.



CAUTION

For Chalets with more than 1 unit, the modification of the main frontal elements on the parking side are free until 14 April.

After that date, each modification will be invoiced €3,080 excl. VAT.

VALIDATION OF THE DECORATION PLANS FOR YOUR CHALET

- Three sets of plans, including ground level, elevated and 3D views, must be submitted to the Chalet Exhibitor Support before 15 March,
- Plans must comply with decorations regulations and fire safety regulations,
- The plans will have to comply both in terms of the rules technical and fire safety regulations,

The technical service reserves itself the right to have the following work carried out at the expense of the Exhibitor (or his representative): setting up the exhibition in accordance with the Chalet or the necessary reports in terms of safety, structural stability and any other study by an approved body.

INVENTORY

An entry and exit inventory between the Organiser and the Exhibitor (or its representative) is compulsory.

Organised on receipt of the area, it protects the Exhibitor from any possible damages which may be noticed during the dismantling period. Upon arrival, the Exhibitor (or its representative) must, make contact with Exhibitor Support in order to carry out the entry inventory. No unloading will be allowed until an inventory has been completed.



SURFACE FITTING IN CHALETS

When departing the Exhibitor (or its representative) must again make contact with the Exhibitor Support in order to carry out their exit inventory. If an inventory is not taken, the Exhibitor is liable for fixed penalties and cannot dispute any of the Organiser's findings.

CAUTION

After the inventory of fixtures at the entrance, the Chalets are delivered to the Exhibitors with collective protection (terraces, staircases, facades...). These protections must be put back in place before the exit inventory.

 See list of fees for repair services - Chalets in Appendix 4 p.73

CAUTION

Safety boots and a high-visibility vest (with the company's name) must be worn to access the Site during the build-up/ dismantling period.

RECEIPT OF KEYS - DEPOSIT

The Chalet keys will be provided by Exhibitor Support after the inventory has been taken and a deposit of €100 per key has been paid. If the keys are not returned at the end of the Show, the deposit will be forfeited. The same rules apply to the deposit for the remote controls for the sliding electric doors.


SPS COORDINATION

If your Chalet is:

- built by at least two independent companies (including subcontractors), and/or,
- includes a mezzanine/a floor, and/or,
- includes elements measuring over 3m high.

If YES to at least one of these items of information:

You must appoint a Health Protection and Safety Coordinator (French law of 31/12/1993) for build-up and dismantling periods. This coordination mission cannot be held by you or your Stand fitter/ or design office. It has to be done by a Health Protection and Security Coordinator that has official authority. Your Build-up badges will only be provided once your Coordinator's details and your PGC (Overall Coordination Plan) have been received via your Exhibitor Area. For further information, please contact the Show's Coordinator.

 Please refer to the Hygiene and Safety chapter on p.31

Contact

Show Coordinator
Cabinet DÔT - Martin Jouët
P.: +33(0)1 46 05 17 85
Email: sps@d-o-t.fr

CONNECTIONS DURING BUILD-UP/DISMANTLING

The use of utilities by the Stand fitters during build-up and dismantling is permissible subject to the conditions set out by the Exhibition Center of Paris - Le Bourget (Viparis).

Note

Electrical distribution cabinets will be installed in front of some Chalets on the parking side.

We recommend that the Exhibitors concerned ask their Stand fitter to integrate this into a double skin. To find out the positions of these distribution cabinets, please refer to your TQC. There are 2 types of cabinet: "1.345 x 1.000 x 700" and "2.145 x 1.100 x 700".

CHALET BOXES SWITCHED ON	
9 June	Start 8.00am
26 June	End 8.00pm

Orders for the various utilities must be made through Viparis.

CAUTION

Reduction of electrical consumption:

- It is forbidden to use a generator,
- Reduction of electricity consumption:
 - It is mandatory to turn off the lighting on your stand at night (or reduce it if it is guarded). You need to adjust your electrical distribution accordingly.
 - Checks will be carried out. In case of non-compliance with this obligation the lump sum of 250€ will be invoiced to you by observation

CLEANING

The Exhibitor is responsible for the cleaning of his space during all periods of build-up, operation and dismantling. Do not neglect the cleanliness of your Site, it enhances the safety of your participants. A special communication will be made to you at a later date on waste collection.

During Build-up

A regular collection of waste for selective sorting will be carried out during the build-up period (eco-participation). Voluntary drop-off points will be available to complete the collection system. The four main sources of collection will be: wood, cardboard, plastic and "bulk". Exhibitors or their representatives are asked to pre-sort their waste to facilitate collection.



SURFACE FITTING IN CHALETS

During the Exhibition

Containers are provided in front of each Chalet. Their number and size depend on the number of Chalet units ordered.

During Dismantling

No skip is put in place by the Organiser during Dismantling. The Organiser ensures the maintenance of the aisles and roads in order to ensure the free movement of goods and people.

The Exhibitors themselves order the skips or wagons they need for the disposal of their waste from the single service provider imposed by the Organiser, whose pricing policy will be differentiated according to their nature: single-material or mixed.

The Organiser will invoice a flat-rate charge of €2.500 exclusive of tax for any waste left on Site and identified as belonging to the Exhibitor.

An additional service will be invoiced according to the volume and nature of the goods left .

 See restoration rates - Chalet in appendix 4 p.73

STORAGE IN THE AISLES

The aisles are public areas intended for the transportation of goods, people, services and emergency services.

It is strictly forbidden to store any items in the aisles. Failure to adhere to this rule, following a first warning, will result in the removal of the items concerned at the Exhibitor's expense. If this occurs a second time, the construction Site will be closed down.

02 DESCRIPTION OF YOUR CHALET

All rubble must be removed from the installation areas, which must be cleaned.

2.1 CHALET INTERIOR

The interior height available: 3m in rows B, D and 2.50m on the ground floor and upstairs in rows A, C and S.

A double partition wall is installed between each Exhibitor. The flooring is made up of 106 mm steel sheets covered with 25mm floor tiles.

Chalets with floors are also equipped (rows A, C, S) with an interior staircase (for the first Chalet unit ordered): spiral for single-unit Chalets, and straight for two units or more.

You should order any extra staircases according to the number of people who will be present upstairs.

 See Chalet fitting rules p.62



CAUTION

Safety nets installed when installing Chalet flooring and roofs must not be removed or damaged. Their design makes it easier for the Service Providers to carry out their work. Repair fees: €660 excl. VAT/net



See surface fitting p.60

2.2 CHALET EXTERIOR

Panoramic facade of the Chalet is equipped with:

- A 9m deep garden,
- An exit to the garden (1 per Chalet unit) equipped with a double glass swing door and a staircase,
- Panoramic facade cladding entirely, a flag pole for the first Chalet unit ordered fixed in the roof on the right side of the panoramic facade, flag not provided.

Parking side of the Chalet is equipped:

- A Visitors' entrance (1 for the first Chalet unit ordered) with a hinged glazed door, 1 leaf for Chalets with only one unit and 2 for others, and access steps,
- A service entrance (1 for the first Chalet unit ordered) equipped with a composite sliding door and steps,
- an area 7m deep and 6m wide (per Chalet unit) intended for:
 - Your parking
 - Various furnishings: uncovered double skin of maximum, depth of 1.50m, space for waste bins, walkways, steps, etc.



CAUTION

The number and dimensions of your parking spaces will vary according to the number of Chalet units you ordered as well as the other fittings you will be install in your space on the parking side.

Multi-storey Chalets are also equipped (rows A, C, S) with a balcony with a balustrade with access via a manually-sliding double glass door.



SURFACE FITTING IN CHALETS

CAUTION

You are obliged to:

- Allow free access to the ground level of the two facades,
- Keep the garden side front glazed,
- Allow free access to the sliding door mechanisms,
- To have a safety alarm and lighting (refer to general regulations on Fire Prevention),
- Have electricity, kitchen area and extinguishers (refer to general regulations on Fire Prevention),
- Exhibitor must occupy the Chalet for the whole duration of the Show, from 19 June to 25 June,
- Equip the stairwell with collective protection measures before commencing any work upstairs.

Note

No partition walls or equipment will be provided in the Chalets when delivered.
Fitting work on the Chalet can only commence after validation by the Organiser.

03 FITTING OUT OF YOUR CHALET

CAUTION

All fittings and decorations must comply with:

- Our building regulations,
- Our design rules described in the Chapter "SCR approach" p.36
- Our fire and safety regulations,
- Our safety instructions,
- The exhibition ground's regulations.

We remind Exhibitors that any Chalet fitting work must be carried out following the instructions, regulations and decrees in force in France for public establishments. Any equipment that is inadequate or deemed to be incorrect may result in the Safety Commission preventing its opening.

The Stand fitters should refer to the safety instructions presented in the regulations.

Your three primary points of contact are:

- **The Chalet Office** for all work on the Chalet's structure: installation of exclusive options and changes to the facades that have been ordered, or any other work concerning the construction of your Chalet,
- **The Exhibitor Support** for all questions regarding: decoration regulations, logistics, the online Exhibitor Area, etc.,
- **The Viparis Services** for all utilities (water, electricity, telephone, internet, video, etc.).

NEW

CIRCULAR ECONOMY

Mandatory, 17 April deadline.

This form consists of steps:

- Qualify and quantify the inward and outward flow of materials used to fit out your stand.
- Select a method for managing the waste you have identified.

3.1 EXCLUSIVE OPTIONS AND FAÇADE ARRANGEMENT/STAIRS (ORGANISER SERVICES)

You want to book a terrace, automatic awnings, flagpoles, automatic doors, or change the layout of the main elements of your facades, etc.



SURFACE FITTING IN CHALETS

OPTIONS

The Organiser offers a wide range of additional fittings (terraces, awnings, flagpoles, doors, stairs, walkways, etc.). Some of these options are “exclusive”: their sale and implementation are reserved exclusively for the Chalet cell.

Place your orders on your Exhibitor Area online: deadline 31 March.

LAYOUT OF THE MAIN FACADES ON THE GROUND FLOOR

Parking side

You can change the layout of this facade (front doors, stairs, solid panels), within the limits of the construction.

Garden side

The garden side facade can be changed, but must remain glazed to comply with the emergency exit regulations.



CAUTION

- These changes will be carried out solely by the Chalet Office,
- There is limited stock for options, remember to order them as early as possible.

LAYOUT OF INTERIOR STAIRCASES

The placing of the interior staircases can be changed within the limits of the structure. To find out more about our offer and book our services, please refer to the brochure “Chalet Options” in your Exhibitor Area and complete the online form before 31 March.

3.2 RULES FOR FITTING OUT YOUR CHALET

Fitting work on the Chalet can only commence after validation of your plans by the Organiser.

CUSTOMISATION OF THE GROUND FLOOR FACADES ON THE PARKING SIDE

After adapting the layout of your facade to suit your needs, you can also personalise it in the following ways:

- Doubling the facade with a system that does not ruin the structural elements of the Chalet. The height of these customised elements should not exceed that of the ground floor,
- Addition of an uncovered double skin with a maximum depth of 1.5m in which you can put your bins, air-conditioning units, electric distribution cabinets,
- Possible entrance cover with a maximum depth of 2.5m.



Diagram in appendix 2b p. 66



CAUTION

Maximum height of the double skin on car park side = height of bracket + 30cm.



Diagram in appendix 2b p.66

GARDEN FITTING

- Height of decorative elements limited to 1.20m,
- Barbecues prohibited.



CAUTION

It is forbidden to:

- Remove the rainwater drainpipes,
- Access the roof or use it as a form of support*,
- Move, remove or pierce any structural elements,
- Interfere with the utilities and their connections,
- Cover the balconies, car parks or gardens,
- Place air conditioning units under the terraces,
- Remove the terrace balustrades without permission from the Organiser and without putting up temporary balustrades or scaffolding.

**Access to the roof is strictly forbidden, the Organiser declines all responsibility for waterproofing problems as a result of a failure to comply with this rule.*

If needed, access must be made using an aerial lift and under express permission of the Organiser.

AIR-CONDITIONING

In line with efforts to reduce greenhouse gas emissions, all air conditioning units must comply with the European regulations CEE No. 2037/2000 and CEE No. 2038/2000.

Consequently, CFC and HCFC coolant gases are strictly forbidden (Freon, Forane, Isceon, etc.).

The Organiser will carry out checks to ensure compliance with this European regulation.



SURFACE FITTING IN CHALETs

SIGN WORDING

The text provided must be exactly the text that will be on the sign. If the deadline is not adhered to, the Organiser will place the trading name as written in the Exhibitor's file.

Font: Helvetica Medium white. Rules:

- **Letters 30cm high**
= max. 7 characters, on one line,
- **Letters 20cm high**
= max. 12 characters, on one line,
- **Letters 15cm high**
= max. 15 characters per line, on 2 lines,
- **Letters 10cm high**
= max. 24 characters per line, on 2 lines.

Complete the form on your Exhibitor Area.

INTERFERENCE

The use and installation of any radio equipment which prevents the use of mobile telephones (jammers) is prohibited in the public domain. Any company installing or using this type of equipment and disrupting the sending or receiving of calls anywhere outside of their enclosure is liable to prosecution.

Note



Book online

Promotion mechanisms: Advertising and Sponsorship
The Advertising and Sponsoring brochure is available on your Exhibitor Area.

04 RULES ON THE PREVENTION OF FIRE AND PANIC RISK - CHALETs

4.1 GENERAL INFORMATION

The Exhibitor must apply the safety regulations against fire and panic risks in public establishments laid down by the Decree of 25 June 1980 general rules and specific rules applied to certain activities and the specifications for temporary external constructions, reviewed by the Departmental Safety Commission of Seine-Saint-Denis and imposed by the Prefect of Seine-Saint-Denis.

The following text is made up of extracts from these regulations and the specifications in order to aid their comprehension.

During the build-up period, the Safety Office will ensure that everything complies with the following security measures. Also, all information concerning fire safety can be obtained from Cabinet Guilmin.

Contact

Cabinet GUILMIN

Contact: Thierry GUILMIN

50, rue Gilbert CESBRON 75017 PARIS

M.: +33 (0)6 60 87 27 43

P.: +33 (0)1 41 69 22 84

Email: cabinetguilmin@gmail.com

4.2 ACCESS FOR DISABLED VISITORS

The Exhibitor must respect the requirements of articles L.111-7, L.111-7-3 and R.111-19 to R.111-19-8 of the French Construction and Housing Code. Also, the Exhibitor must comply with the Decree of 1 August 2006, regarding access for Persons with Reduced Mobility to public establishments.

Pathways will have no overhang and be horizontal or have an incline in accordance with the following:

- Minimum width = 0.9m,
- A chamfer of 33%, if floor height is < 4cm,
- Gradient of 4% for any length of pathway, gradient of 5% if length is < 10m,
- Gradient of 10% if length is < 0.5m.

Reception desks must be available for wheelchair users (maximum height of 0.8m, gap of 30cm allowing access for knees at 0.7m).

Raised Stands, should be accessible for the disabled. Stairs must conform to the accessibility regulations.



See appendix 3 p.72

If there is more than 50 people upstairs, or if the activity is not offered on the ground floor, access for Persons with Reduced Mobility (PRM) must be provided: lift or stair lift.

4.3 INTERIOR FITTING OUT OF CHALETs

MATERIALS, CLASSIFICATION REQUIREMENTS

Materials used must have certain levels of fire resistance (French or European rating system).



SURFACE FITTING IN CHALETs

REQUIREMENTS

- › Large furniture items (cash till, counter, display unit, separator screens, etc.) with M3 or D minimum rating,
- › Wall coverings (natural or plastic textiles) with M2 or C minimum rating,
- › Curtains, hangings or loose voiles with M2 or C minimum rating,
- › Firmly fixed floor coverings with M4 or D minimum rating.
- › Decorative or draped dressing items with M1 or B minimum rating,
- › Ceilings and false ceilings with M1 or B minimum rating,
- › Mesh canopies must be CNPP (French test laboratory) certified.

EQUIVALENCES

- › **Non-resinous solid wood:** if thickness is superior or equal to 14mm, classification of M3 or D,
- › **Resinous solid wood:** if thickness is superior or equal to 18mm, classification of M3 or D,
- › **Wood-based panels plywood, blockboard, fibres and particles:** if thickness ≥ 18 mm, M3 or D minimum rating.



CAUTION

You must have the fire resistance test reports for materials used available. Failing this, have the equivalent fireproofing certificates.

FIREPROOFING

Fireproofing can give materials which are normally fairly or easily flammable M2 or C rating qualities. Fireproofing can be carried out by spraying, applying with a paintbrush or soaking the material. Certified applicators usually work in the exhibition Halls. Their contact details can be obtained from:

Contact

French Technical Group for Fireproofing l'ignifugation
10, rue du Débarcadère 75852 Paris Cedex 17
P.: +33 (0)1 40 55 13 13

MATERIALS FIRE RESISTANCE CERTIFICATES

The Exhibitor must hold fire resistance test certificates for floor and wall coverings and materials used, or failing this hold equivalent fireproofing certificates on the Stand. It is in the Exhibitors' interest to obtain these floor and wall coverings and materials from specialised suppliers or shops, which will avoid the issues associated with on-Site fireproofing (the salts used attack metals and the fireproofing is only valid for 3 months). Their details can be obtained from:

Contact

Fireproof grouping

37-39, Rue de Neuilly BP 121 92113 Clichy Cedex
P.: +33 (0)1 47 56 30 81

4.4 ELECTRICITY

The general electric cabinets should be situated in a room specifically intended for this use only (not a store room, nor cloakroom, nor control room, etc.).

The room should be easily accessible by the service electrician and the emergency services and should be marked by a pictogram on the door. A dry chemical or CO₂ fire extinguisher must be placed at the entrance of the room.

If the total power output is larger than 100 kVA:

- › It must not be installed upstairs,
- › Room walls, ceiling insulated by a 30-minute fireproof lining, a 30-minute fire door, equipped with a door closer and lock,
- › Well-ventilated room,
- › Pictogram on the entry door to the room,
- › Electric installations must be checked by an approved French building inspection organisation (at the Exhibitor's expense).

4.5 KITCHEN

- › The room must be well-ventilated,
- › If using liquefied gas: 13kg cylinder. One gas cylinder for each appliance,
- › Both a water-spray and a CO₂ extinguisher must be placed at the entrance of the room,
- › An emergency stop for the electricity or gas supply must be placed at the entrance to the room,
- › If the installed power output of the cooking appliance is greater than 20kW:
 - › it must not be installed upstairs,
 - › room (walls, ceiling) insulated by a 1-hour fireproof lining, a 30-minute fire door, equipped with a door closer,
 - › serving hatches forbidden,
- › A "Cooking or reheating equipment intended for catering use" declaration form describing the nature and power output of the installed cooking equipment should be sent to the Organiser one month before the opening of the Show.

4.6 GROUND FLOOR EXITS

- › The number of people is calculated on the basis of 1 person per 2 sq.m of floor accessible to the public,
- › The number of exits (minimum) is as follows:
 - › **Less than 20 people: 1 exit, 0.90m wide,**
1 exit, 0.90m wide,
 - › **Between 20 and 100 people:**
2 exits, each 0.9 m,



SURFACE FITTING IN CHALETs

- › **Between 101 and 200 people:**
2 exits (1 x 0.90m wide at 1 x 1.40m wide),
- › **Between 201 and 300 people:**
2 exits, each 1.40m wide,
- › **Between 301 and 400 people:**
2 exits (1 x 1.40m wide at 1 x 1.80m wide),
- › **Between 401 and 500 people:**
2 exits, each 1.80m wide,
- › The exits will be strategically placed so that from all points on the ground floor, the maximum distance to reach an exit will not exceed 50m if there is a choice between several exits, and 30m if not.

4.7 UPPER FLOOR EXIT

- › The number of people is calculated on the basis of 1 person per 2sq.m of floor accessible to the public,
- › The number of staircases (minimum) upstairs is as follows:
 - › **Less than 50 people:**
1 staircase, 0.90m wide,
 - › **Between 50 and 100 people:**
2 staircases, each 0.90m wide,
 - › **Between 101 and 200 people:**
2 staircases (1 x 0.90m wide at 1 x 1.40m wide),
 - › **Between 201 and 300 people:**
2 staircases, each 1.40m wide,

- › **Between 301 and 400 people:**
2 staircases (1x 1.40 m wide at 1 x 1.80m wide),
- › **Between 401 and 500 people:**
2 staircases, each 1.80 m wide,

- › The staircases will be strategically placed so that from all points on the upstairs level the maximum distance to reach a staircase does not exceed 30m.

4.8 SAFETY EQUIPMENT

ALARM

A sound alarm system should be installed by the Exhibitor in each Chalet entity based on: Autonomous Safety Alarm Units (BAAS) connected to each other (wire).

EMERGENCY LIGHTING

Safety lighting must be installed by the Exhibitor (general lighting) with a minimum lighting level of 5 lumens per sq.m.

EXTINGUISHERS

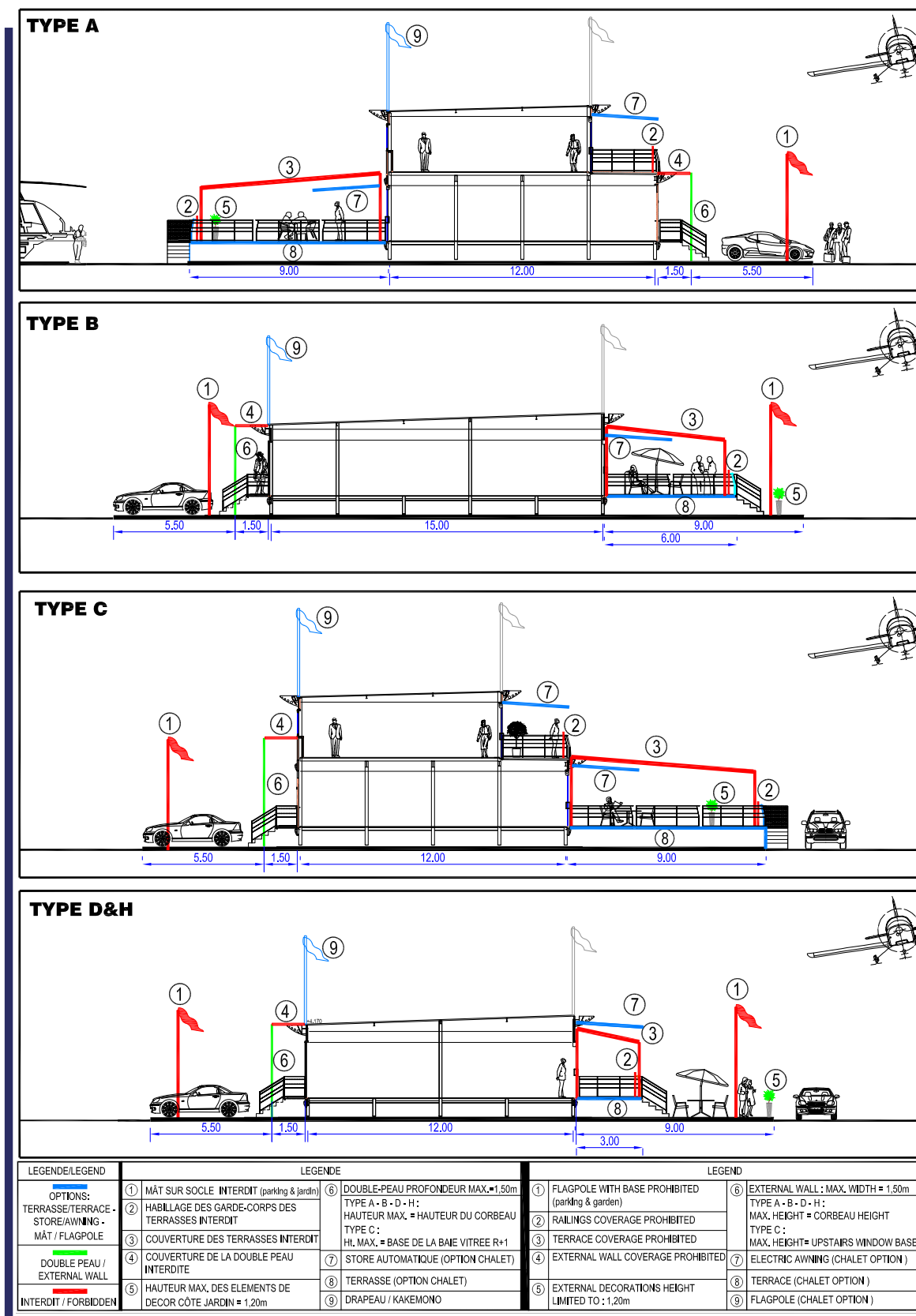
Extinguishers will be placed in each Chalet entity in line with the instructions of the Organiser during the layout plan validation step.

4.9 RECAP TABLE

WHAT	FIELD	RULES
KITCHENS > 20KW	Insulation	A 1 hour fireproof lining on the walls and ceiling A 1/2 hour Flameproof door
	Kitchen > 20kW on second floor	Forbidden
	Extinguishers	CO ₂ & EP
	Interruption in energy supply	Cut-off system at the entrance
ELECTRIC CABINETS > 100KVA	Insulation	A 1-hour fireproof lining on the walls and ceiling
	Upper floor	Forbidden
	Extinguishers	CO ₂
	Signage	Pictogram on access door
EVACUATION	Headcount calculation	1 person/2sq.m
	Calculation of exits	See paragraph "Ground floor exits"
	Alarm system	Type 4 BAAS connected to each other
	Security lighting	Atmosphere in partitioned circulation areas and blind rooms
CONTROL	Control	Verification of all inside installations for every unit if P>100 kVA

05 APPENDICES CHALET

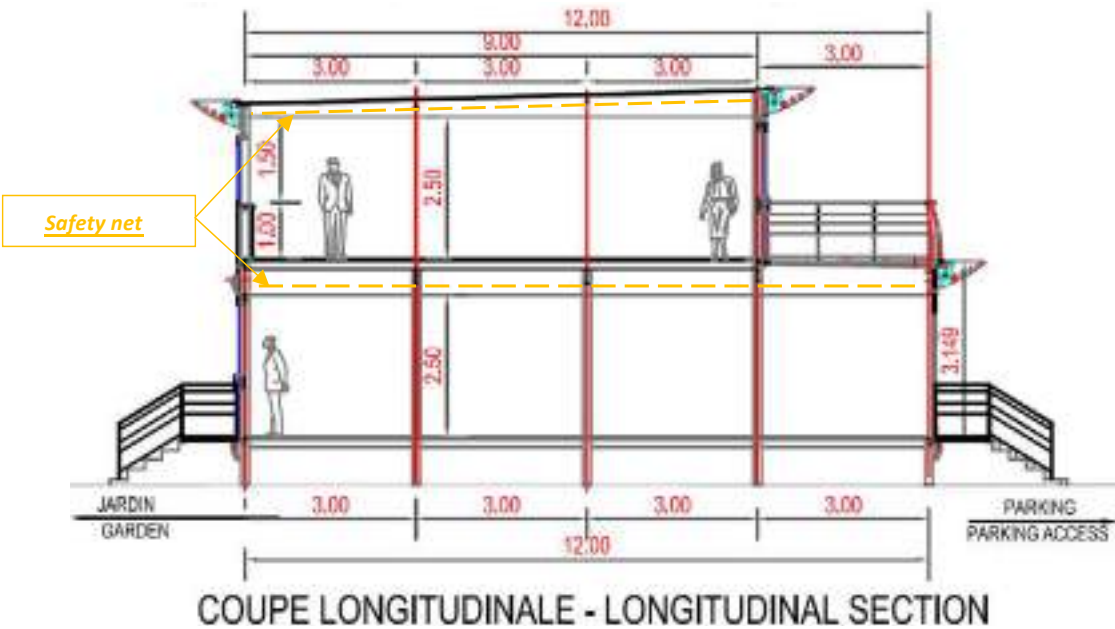
APPENDIX 1 - FITTING CONSTRAINTS ON THE EXTERIOR OF CHALET



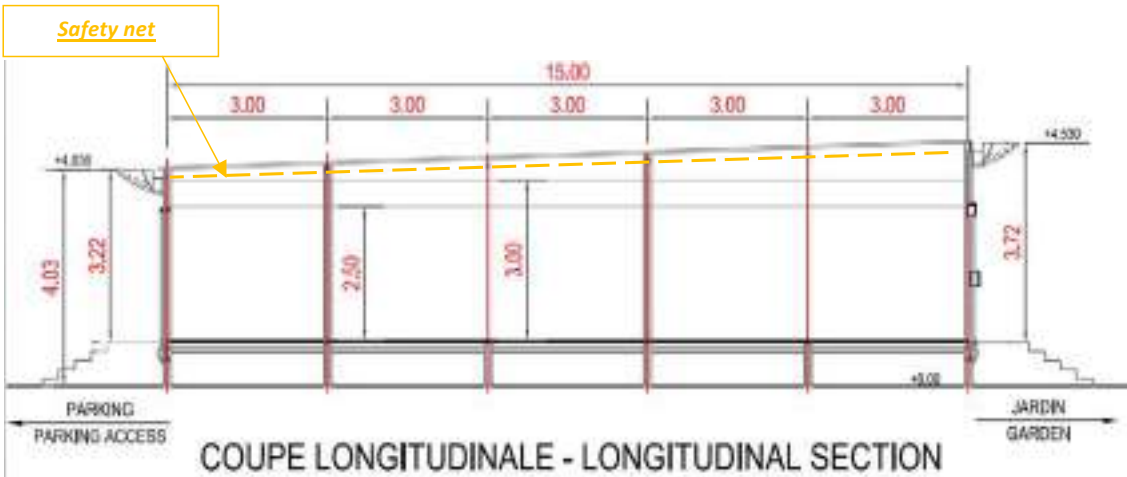
SURFACE FITTING IN CHALETs

APPENDIX 2d - POSITION OF SAFETY NETS

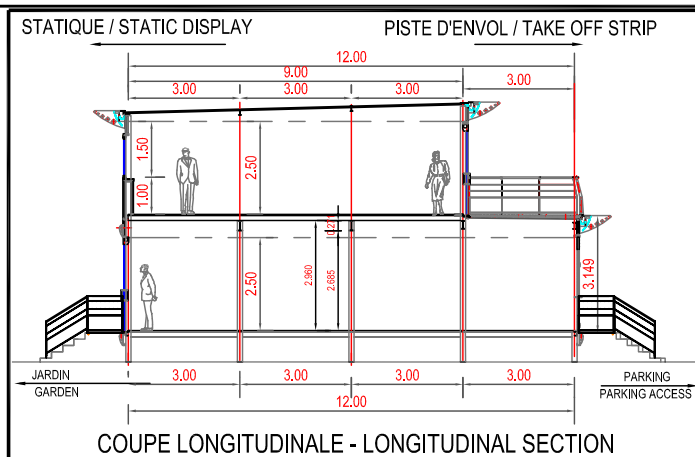
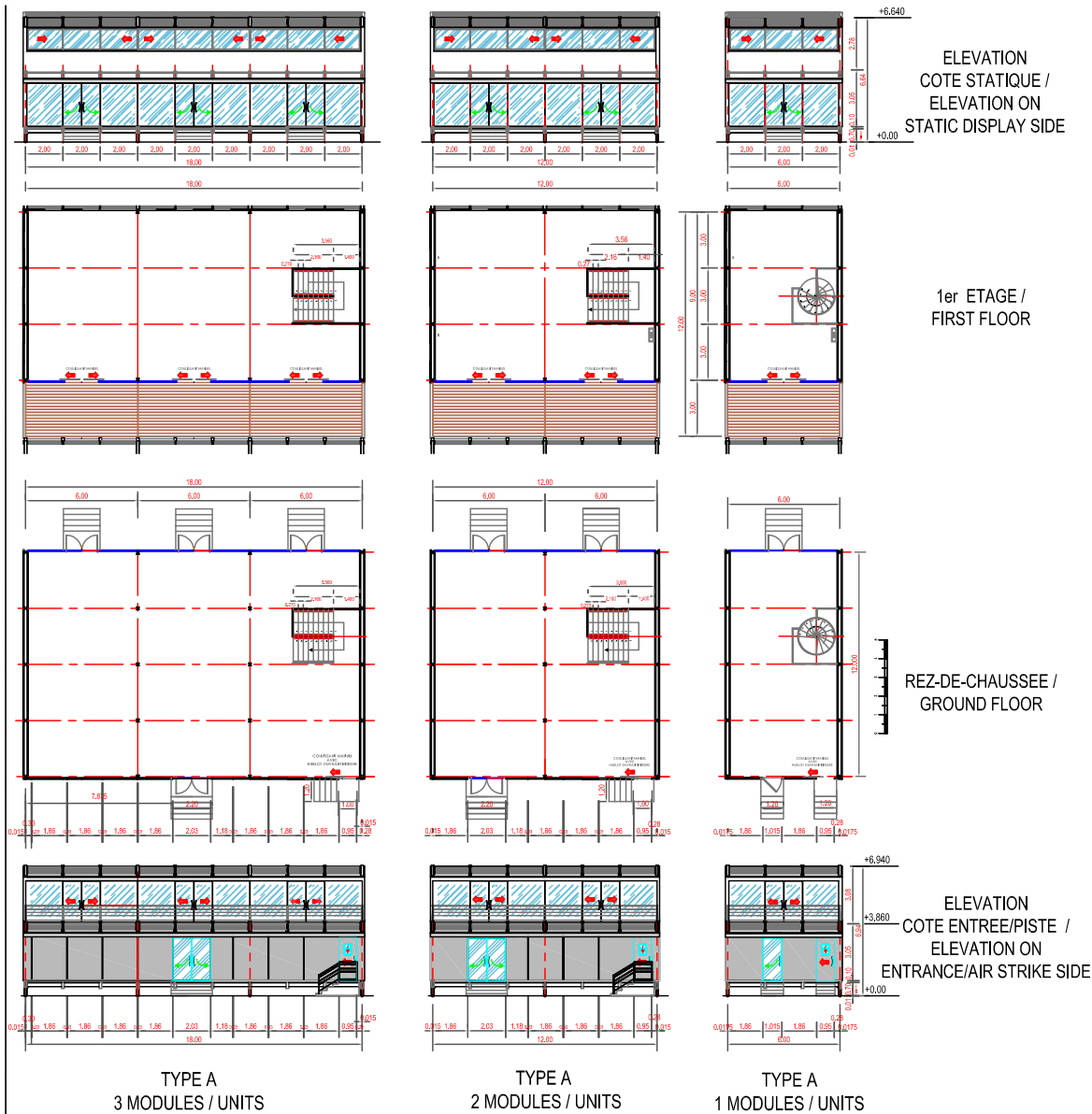
TWO-STOREY CHALET



SINGLE-STOREY CHALET

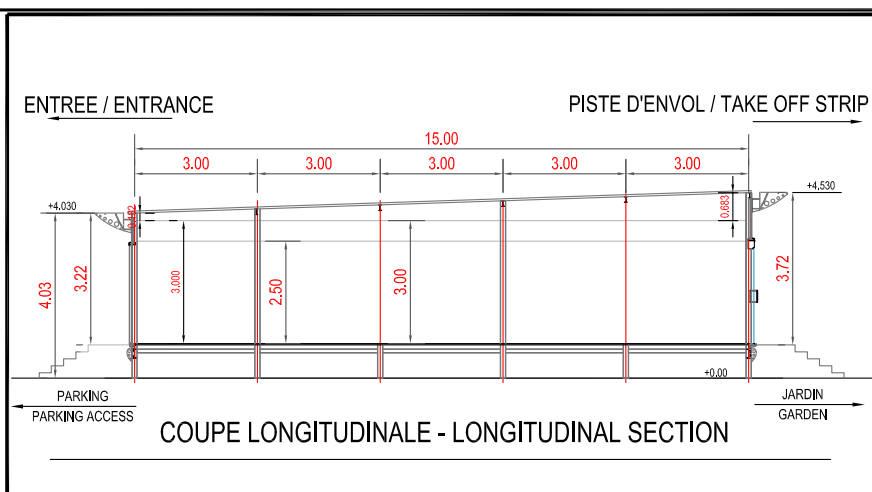
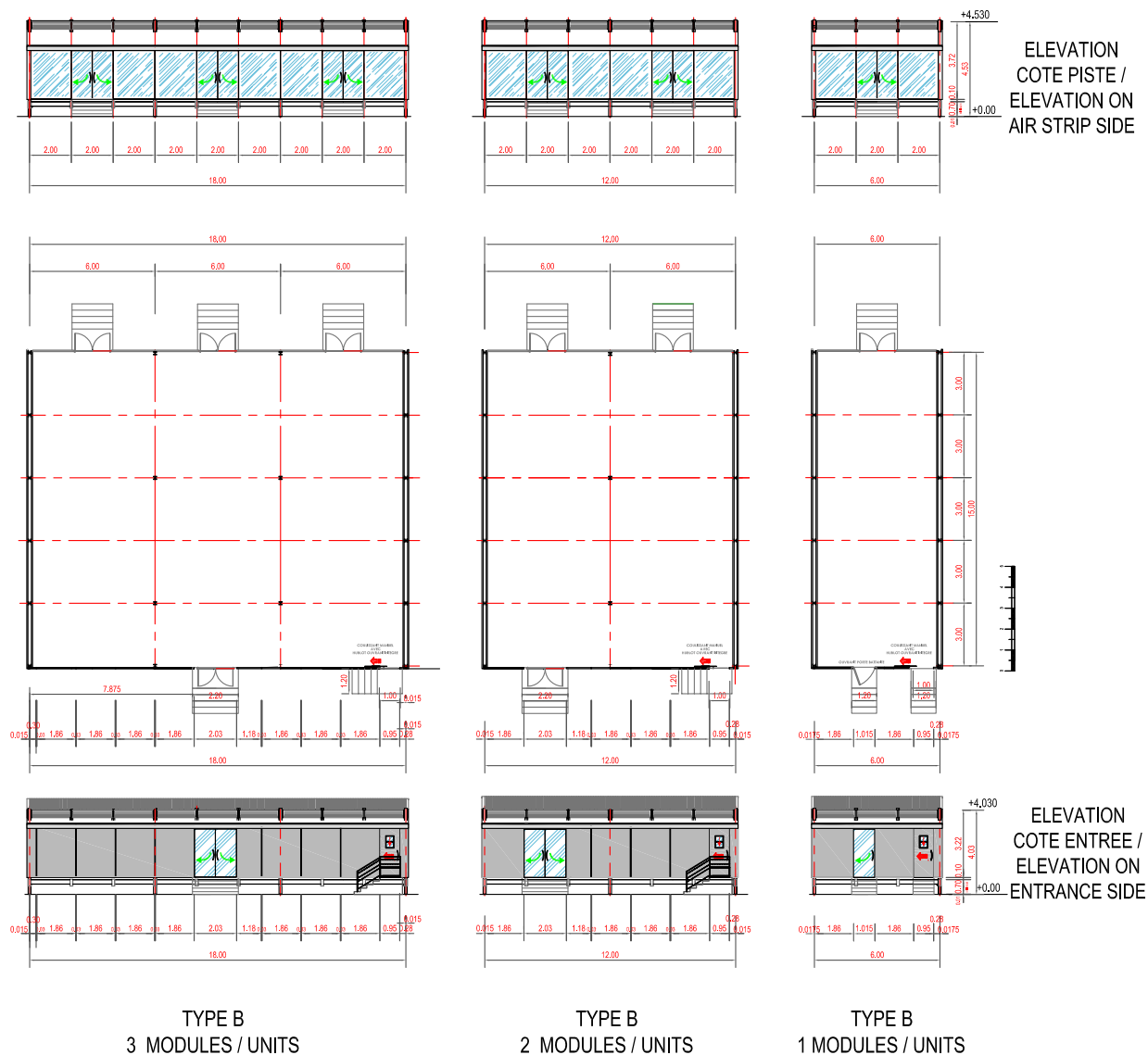


APPENDIX 3-1/5 - CHALET PLAN - TYPE A



LEGENDE / LEGEND
SWING DOORS PORTES BATTANTES
PORTES COULISSANTES SLIDING DOORS
HUBLOT COULISSANT SLIDING PORTHOLE

APPENDIX 3-2/5 - CHALET PLAN - TYPE B



LEGENDE / LEGEND
 SWING DOORS PORTES BATTANTES
 PORTES COULISSANTES SLIDING DOORS
 HUBLOT COULISSANT SLIDING PORTHOLE





SURFACE FITTING IN CHALETS

APPENDIX 4 - REPAIR FEES - CHALETS

EQUIPMENT			
TITLE	SUBTITLE	SERVICE	PRICE EXCL. VAT
UNDER WINDOW WALL PANEL (COMPOSITE)	HOLE, ADHESIVE, GLUE	Replacement	€2.000
ALUCOBON	SIGN HOLDER	Repair	€45
STEEL SHEET	HOLE < 50MM	Hole	€35
	HOLE > 50MM	Slab	€110
STEEL STRIP	GROUND FLOOR/UPPER FLOOR	Replacement	€375
DOORSTEP EDGING	-		€1.100
PADLOCK	(LOCK GLASS FACADES)		€100
SLATTED FLOOR	SLAT (SLATTED FLOOR/STAIRS)		€30
	STAIR STEP 1ML (3L)	Repair	€50
	STAIR STEP 2ML (3L)		€80
ALUMINIUM CABINET	-	Repair	€220
	6M	Replacement	€1.500
PARTITIONS (COMPOSITE)	PK FACADE 1ML		€300
	PK FACADE 2ML	Hole	€550
PARTITIONS (WOOD)	HOLE IN PARTITION		€30
	-	Replacement	€120
AUTOMATIC DOOR DETECTOR	-		€450
STAIRCASE	INTERNAL STRAIGHT	Repair	€210
	INTERNAL SPIRAL	Paint	€1.500
	TEMPORARY HANDRAILS MISSING	Handrails	€450
SAFETY NET	NET	Replacement	€660
RAILING	STAIRS, BALCONY, TERRACE	Repair	€230
PVC SKIRTING	THE Chalet MODULE	Replacement	€120
ROOFTOP FLAGPOLE	-		€300
STAIR LIFT	-		On quotation
DUMB WAITER	-		On quotation
CLEANING (GLUE, PAINT, ADHESIVE, ETC.)	DOOR, WINDOW, PARTITION, ETC.	Per ml	€100
CLEANING	WASTE REMOVAL		€2.500 + €300/cbm
GABLE	-	Hole	€450
FLOORING	HOLE < 50MM		€35
	HOLE > 50MM	Slab	€45
DOORS	HANDLES (ALL)	Replacement	€160
	KITCHEN PORTHOLE		€420
	GLASS		€620
	COMPOSITE		€790
BLINDS	-		€1.700
ROOF	STEEL SHEET		€190
GROUND CAR PARK AND GARDEN	DRILLING	Hole	€250
WINDOW	PANEL 1ML	Replacement	€380
	PANEL 2ML		€690



I FITTING OF OUTDOOR SURFACE AREAS

FORMS TO BE COMPLETED ONLINE

+ NEW

CIRCULAR ECONOMY

Mandatory, 17 April deadline.

This form consists of steps:

- Qualify and quantify the inward and outward flow of materials used to fit out your stand.
- Select a method for managing the waste you have identified.

UPLOADING YOUR LAYOUT PLAN

Compulsory, deadline 15 March

This form allows you to send us the layout plans for your Stand so that we can confirm that they comply with the Show's regulations.

REQUEST FOR DATE DISPENSATION DURING BUILD-UP/ DISMANTLING

Compulsory if you want to work before 22 May and/or after 13 July, deadline 31 March

In the event that the Exhibitor (or their representative) cannot work within the allotted time period, a build-up/dismantling exemption request date must be submitted and approved by the Organiser.

SPS COORDINATOR DECLARATION

Compulsory under certain conditions, deadline 30 April

If your Stand is:

- Built by at least two independent companies (including subcontractors), and/or,
- Includes a mezzanine/a floor, and/or,
- Includes elements measuring over 3m high.

You must appoint a Health Protection and Safety Coordinator. This declaration is compulsory.

ORDER FOR BARRIERS

Optional, deadline 30 April

Book barriers needed to protect your construction Site during build-up and your exhibition area during the Show.

CONTRACTOR DECLARATION

Compulsory, deadline 31 March

You must declare all your contractors who will be working on Site during. The periods of build-up and dismantling of your Stand as well as the running of the Show.

DECLARATION FOR THE INSTALLATION OF COOKING OR REHEATING EQUIPMENT

Compulsory under certain conditions, deadline 15 May

This form is compulsory if you fit a kitchen in your building.

DECLARATION OF OPERATIONAL EQUIPMENT AND MACHINERY

Compulsory under certain conditions, deadline 30 April

This form is compulsory if you will use be using machinery and aircraft on your Stand, whether it be for display purposes only or when running. Any coffee machines, computers, fridges, or other small appliances need not be included.



CAUTION

**Obligations for your Foreign Service Providers.
Your Foreign Service Providers must comply with
French labour regulations.**

Contact

Static Display Exhibitor Support (Decoration rules, decoration plan validation, logistics, online forms...)

Contact: Jean-Baptiste Honoré

P.: +33 (0)1 53 23 33 40

Email: jb.honore@siae.fr

Viparis services (Electricity, water, internet, parking, etc.)

P.: +33 (0)1 40 68 24 44

Email: infos-exposants@viparis.com

Show Coordinator (Organisation and safety of construction Site, specific Health Protection and Safety plan PPSPS)

Cabinet DÖT

Contact: Martin JOUËT

P.: +33 (0)1 46 05 17 85

Email: sps@d-o-t.fr

Fire and Safety Officer (Prevention of fire and panic risks, regulation checks, etc.)

Cabinet GUILMIN – Thierry GUILMIN

50, rue Gilbert CESBRON 75017 PARIS

M.: +33 (0)6 60 87 27 43

P.: +33 (0)1 41 69 22 84

Email: cabinetguilmin@gmail.com

Compliance office (Mezzanines, buildings, infrastructure, electrical installations, etc.)

SOCOTEC

Contact: Patrick PEREIRA

M.: +33 (0)6 08 12 08 21

Email: patrick.pereira@socotec.com



FITTING OF OUTDOOR SURFACE AREAS

01 INSTALLATION AND OCCUPATION OF AREA

CAUTION

Build-up/dismantling badges will not be valid on Sunday 18 June. Only service badges and Exhibitor badges will ensure access to the Show on this day.

SCHEDULE

22 May au 12 June:

Exterior structural works. 10 June at the very latest: all lifting equipment, containers, trucks, etc. must leave the Static Area.

12 June at the latest:

All raising material, containers or trucks must leave the Static area.

13 June to 16 June:

Only interior fitting of buildings or light exterior fittings will be allowed (not requiring heavy handling) will be allowed (arrival of aircraft in the Static Display area).

17 June:

Only finishing work will be allowed on your space (day of the security commission's visit).

18 June:

This is a "Show layout" day, which allows the Site to be secured, the final adjustments to be made to Stands and traffic and circulation tests to be carried out.

The Exhibitor (or its representative) must comply with the build-up/dismantling schedule.

CAUTION

Due to the arrival of aircraft, traffic in the Static display area is forbidden from Tuesday 13 June.

REQUEST FOR DISPENSATION DURING BUILD-UP AND DISMANTLING

In the event that the Exhibitor (or their representative) cannot work within the allotted time period, a build-up/dismantling exemption request date must be submitted and approved by the Organiser. The price of this dispensation will be invoiced €0.85 excl. VAT per sq.m per additional day.

The dispensation request form is available online via your Exhibitor Area.

VALIDATION OF PLANS

For Stands Built on Bare Surfaces, the Exhibitor must send the following to Exhibitor Support before 15 March:

- A set up plan with the position of the construction marked on the bare surface area,
- A plan of each side of the built surface with detailed dimensions, in particular construction heights, as well as all other information useful to providing a full understanding of the subject,
- The plans must comply with architectural regulations and fire safety regulations, the technical department will check all installations on Site and may reject any which do not correspond to the approved plans or which are not installed within the areas reserved for these constructions, in terms of safety, stability of structures and all other studies,
- The technical department reserves the right to carry out work, at the Exhibitor's or its representative's expense, to ensure the construction is compliant or to have the necessary reports carried out by a certified organisation.

For CTS (marquees and tents), only buildings certified in France are authorised.

External constructions taking up a surface area greater than 300sq.m or with an upper floor must submit a dossier to the Paris Police Prefecture in charge of airports - Roissy department two months before the trade Show opens.

Anchoring to the floor by drilling is forbidden. Breaches of this Halls result in a fixed amount being invoiced to the Exhibitor per hole identified.



[See rules on the prevention of fire & p.78](#)

INVENTORY

An entry and exit inventory between the Organiser and the Exhibitor (or its representative) is compulsory. Organised on receipt of the area, it protects the Exhibitor from any possible damages which may be noticed during the dismantling period.

Upon arrival, the Exhibitor (or its representative) must, make contact with Exhibitor Support in order to carry out the entry inventory. No unloading will be allowed until an inventory has been completed.

When departing the Exhibitor (or its representative) must again make contact with the Exhibitor Support in order to carry out their exit inventory.

FITTING OF OUTDOOR SURFACE AREAS

If an inventory is not taken, the Exhibitor is liable for fixed penalties and cannot dispute any of the Organiser's findings.

Email: support@siae.fr

 See repair fees p. 73

CAUTION

Safety boots and a high-visibility vest (yellow or orange, with the company's name) must be worn to access the Site during the build-up/dismantling period.

HEALTH AND SAFETY COORDINATION

If your construction/CTS:

- Is built by at least two independent companies (including sub-contractors), and/or,
- Includes a mezzanine/a floor, and/or,
- Includes partitions measuring over 3m high.

If YES to at least one of these items of information:

you must appoint a Health Protection and Safety Coordinator (French law of 31/12/1993) for build-up and dismantling periods.

This coordination mission cannot be held by you or your Stand fitter/or design office. It has to be done by a Health and Security Coordinator that has official authority.

Your Build-up badges will only be provided once your Coordinator's details and your PGC (Overall Coordination Plan) have been received via your Exhibitor Area. For further information, please contact the Show's Coordinator:

 Please refer to the hygiene and safety chapter on p.31

Contact

Show Coordinator
 Cabinet DÖT - Martin Jouët
 P.: +33(0)1 46 05 17 85
 Email: sps@d-o-t.fr

CONNECTIONS DURING BUILD-UP/DISMANTLING

The use of utilities by the Stand fitters during build-up and dismantling is permissible subject to the conditions set out by the Exhibition Center of Paris - Le Bourget.

CONNECTIONS STATIC BOX

9 June	Start 8.00am
26 June	End 8.00pm

Orders can be made on your Online Exhibitor Area to The Exhibition Center of Paris - Le Bourget on its website:

Website: www.viparis.com/en/

CAUTION

- It is forbidden to use a generator inside Halls,
- Reduction of electricity consumption. It is mandatory to turn off the lighting on your stand at night (or reduce it if it is guarded). You need to adjust your electrical distribution accordingly. Checks will be carried out. In case of non-compliance with this obligation the lump sum of 250€ will be invoiced to you by observation

NUMBERING

Each Stand in Halls have numbering allocated by the Organiser. The allocated number will be painted on the ground by the Organiser.

BARRIERS

The Exhibitor or service contractor can protect their area using the barriers available to rent from the Organiser. During the build-up period, a barrier will be installed around the main platforms where several Exhibitors are grouped together in the same area. The aim of this partitioning is to allow the Stand fitters to work more freely within a protected perimeter without the barriers getting in their way. Each area has only 1 access for bringing in and taking out supplies.

 See appendix 1 p. 83

Ordered barriers will be delivered on Site and the Organiser will ensure their correct installation. The service will be invoiced after the Show. Any damaged barriers will be charged. Book your barriers on your Exhibitor Area: Barriers and fencings rental.

 See repair fees p. 77

CAUTION

Barriers may not under any circumstances be used in the Show's common areas. Any misuse of barriers will lead to their confiscation without any compensation. Furthermore, during the build-up period, each construction Site must be fenced off (legal obligation).



FITTING OF OUTDOOR SURFACE AREAS



Note



In the Static Display area, the fencing of platforms is ensured by the Organiser. Specific barriers inside each platform should be ordered by the Exhibitor.

CLEANING

The Exhibitor is responsible for the cleaning of his space during all periods of build-up, operation and dismantling. Do not neglect the cleanliness of your Site, it enhances the safety of your participants. A special communication will be made to you at a later date on waste collection.

During Build-up

A regular collection of waste for selective sorting will be carried out during the installation period (eco-participation). Voluntary drop-off points will be available to complete the collection system. The four main sources of collection will be: wood, cardboard, plastic and "bulk". Exhibitors (or their representatives) are asked to pre-sort their waste to facilitate collection.

During Dismantling

No skip is put in place by the Organiser during dismantling. The Organiser ensures the maintenance of the aisles and roads in order to ensure the free movement of goods and people. The Exhibitors themselves order the skips or wagons they need for the disposal of their waste from the single Service Provider imposed by the Organiser, whose pricing policy will be differentiated according to their nature: single-material or mixed.

The Organiser will charge a flat-rate fee of €2.500 exclusive of tax for any waste left on Site and identified as belonging to the Exhibitor.

An additional service will be invoiced according to the volume and nature of the goods left.



See refurbishment rates below p.77

STORAGE IN THE AISLES

The aisles are public areas intended for the transportation of goods, people, services and emergency services.

It is strictly forbidden to store any items in the aisles. Failure to adhere to this rule, following a first warning, will result in the removal of the items concerned at the Exhibitor's expense. If this occurs a second time, the construction Site will be closed down.

REPAIR FEES

The Organiser will invoice the Exhibitor or its representative for the cost of repairs for any damages identified.



CAUTION

Fight against the dumping of waste:

- In the event of waste being abandoned during dismantling, you will be billed at a flat rate of €2.500 excl. VAT + €300 excl. VAT per m³ of abandoned waste.

SERVICES	TARIF HT	UNIT
PP TYPE BARRIER	€300	Unit
AERO TYPE BARRIER		
WASTE REMOVAL FIXED PRICE	€2.500 + €300/M ³	Package
FLOOR PAINT	€150	Sq.m
HOLE IN OUTDOOR FLOOR	€250	Unit

FITTING OF OUTDOOR SURFACE AREAS

02 TECHNICAL RULES

CAUTION

All your traditional Stands, CTS and their fittings and decorations must comply with:

- › our building regulations,
- › Our design rules described in the Chapter "SCR approach" p.38
- › our fire and safety regulations,
- › our safety instructions,
- › the exhibition ground's regulations.

+ NEW

CIRCULAR ECONOMY

Mandatory, 17 April deadline.

This form consists of steps:

- › Qualify and quantify the inward and outward flow of materials used to fit out your stand.
- › Select a method for managing the waste you have identified.

CONSTRUCTION HEIGHTS

The maximum construction height for exterior surface areas is 7m. The maximum height for flagpoles is 8m.

CONFORMITY OF CONSTRUCTIONS

The stability and solidity of the structure and the electrical installations must be verified by an authorised French building inspection organisation. Failing a control by an authorised organisation, the PAS reserves the right to organise this inspection at the Exhibitor's expense

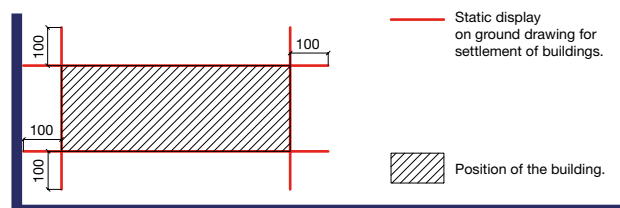
MARKING-OUT

The constructions must correspond to the plans submitted to and approved by the Organiser.

CAUTION

It is forbidden to install a building outside the constructions lines marked out on the ground by the Organiser's services (see mark-out diagram below).

In the event of a Stand not complying with the mark-out set down by the Organiser's services, the latter reserves the right to dismantle the structure at the expense of the Exhibitor or its representative and may not be held liable for any delay this causes for the project's construction.



SIGNAGE

The Organiser does not supply signs on external surfaces.

INTERFERENCE

The use of jammers is strictly prohibited at the Show. Any company installing or using this type of equipment designed to jam communications within or around the Show may be prosecuted.

INFLATABLE BALLOONS

The use of inflatable balloons is forbidden by the Show's rules.

03 RULES ON THE PREVENTION OF FIRE AND PANIC RISK

3.1 GENERAL INFORMATION

The Exhibitor must apply the safety regulations against fire and panic risks in public establishments laid down by the Decree of 25 June 1980 general rules and specific rules applied to certain activities and the specifications for temporary external constructions, reviewed by the Departmental Safety Commission of the Paris Police Prefecture in charge of airports - Roissy. The following text is made up of extracts from these regulations and these specifications in order to aid their comprehension. During the build-up period, the Safety Office will ensure that everything complies with the following security measures. Also, all information concerning fire safety can be obtained from the Cabinet Guilmin.

Contact

Cabinet GUILMIN
 Contact: Thierry GUILMIN
 50, rue Gilbert CESBRON 75017 PARIS
 M.: +33 (0)6 60 87 27 43
 P.: +33 (0)1 41 69 22 84
 Email: cabinetguilmin@gmail.com



FITTING OF OUTDOOR SURFACE AREAS

3.2 ACCESS FOR DISABLED VISITORS

The Exhibitor must respect the requirements of articles L.111-7, L.111-7-3 and R.111-19 to R.111-19-8 of the French Construction and Housing Code. Also, the Exhibitor must comply with the Decree of 1 August 2006, regarding access for Persons with Reduced Mobility to public establishments.

Pathways will have no overhang and be horizontal or have an incline in accordance with the following:

- Minimum width = 0.9m,
- A chamfer of 33%, if floor height is < 4cm,
- Gradient of 4% for any length of pathway,
- Gradient of 5% if length is < 10m,
- Gradient of 10% if length is < 0.5m.

Reception desks must be available for wheelchair users (maximum height of 0.8m, gap of 30cm allowing access for knees at 0.7m). Raised Stands should be accessible for the disabled. Stairs must conform to the accessibility regulations.

 **See appendix 2 p.84**

If there is more than 50 people upstairs, or if the activity is not offered on the ground floor, access for Persons with Reduced Mobility (PRM) must be provided: lift or stair lift.

3.3 TRADITIONAL OR MODULAR OUTDOOR CONSTRUCTIONS

INTERIOR FITTING OF PAVILLION: MATERIALS, CLASSIFICATION REQUIREMENTS

GENERAL INFORMATION

Materials used must have certain levels of fire resistance (French or European rating system).

REQUIREMENTS

- Large furniture items (cash till, counter, display unit, separator screens, etc.) with M3 or D minimum rating,
- Wall coverings (natural or plastic textiles) with M2 or C minimum rating,
- Curtains, hangings or loose voiles with M2 or C minimum rating,
- Firmly fixed floor coverings with M4 or D minimum rating,
- Decorative or draped dressing items with M1 or B minimum rating,
- Ceilings and false ceilings with M1 or B minimum rating,
- Mesh canopies must be CNPP (French test laboratory) certified.

EQUIVALENCES

- **Non-resinous solid wood:** if thickness is superior or equal to 14mm, classification of M3 or D,
- **Resinous solid wood:** if thickness is superior or equal to 18mm, classification of M3 or D,
- **Wood-based panels plywood, blockboard, fibres and particles:** if thickness ≥ 18 mm, M3 or D minimum rating.



CAUTION

You must have the fire resistance test reports for materials used available or hold equivalent fireproofing certificates.

FIREPROOFING

Fireproofing can give materials which are normally fairly or easily flammable M2 or C rating qualities. Fireproofing can be carried out by spraying, applying with a paintbrush or soaking the material. Certified appliers usually work in the exhibition Halls. Their contact details can be obtained from French technical group for fireproofing.

Contact

French Technical Group for Fireproofing l'ignifugation
10, rue du Débarcadère 75852 Paris Cedex 17
P.: +33 (0)1 40 55 13 13

MATERIALS FIRE RESISTANCE CERTIFICATES

Exhibitors must hold fire resistance test certificates for floor and wall coverings and materials used, or failing this hold fireproofing certificates on the Stand. It is in the Exhibitors' interest to obtain these floor and wall coverings and materials from specialised suppliers or shops, which will avoid the issues associated with on-Site fireproofing (the salts used attack metals and the fireproofing is only valid for 3 months). Their details can be obtained from fireproofing.

Contact

Groupement non feu
37-39, Rue de Neuilly BP 121 92113 Clichy Cedex
P.: +33 (0)1 47 56 30 81

CONTROL

The stability and solidity of the structures (traditional or modular) with an upper floor must be verified by an authorised French building inspection organisation. The electrical installations of the constructions with a surface area greater than 300 sq.m and/or with floor and the CTS will have to be checked by a control office.



FITTING OF OUTDOOR SURFACE AREAS

The general electric cabinets should be situated in a room specifically intended for this use only (not a store room, nor cloakroom, nor control room, etc.).

The room should be easily accessible by the service electrician and the emergency services and should be marked by a pictogram on the door. A dry chemical or CO₂ fire extinguisher at the entrance of the room.

If the total power output is greater than 100 kVA:

- It must not be installed upstairs,
- Room (walls, ceiling) insulated by a 30-minute fireproof lining, a 30-minute fire door, equipped with a door closer and lock,
- Well-ventilated room,
- Pictogram on the entry door to the room.

KITCHEN

- The room must be well-ventilated,
- If using liquefied gas: 13kg cylinder. One gas cylinder for each appliance,
- Both a water-spray and a CO₂ extinguisher must be placed at the entrance of the room,
- An emergency stop for the electricity or gas supply must be placed at the entrance to the room,
- If the installed power output of the cooking appliance is greater than 20kW:
 - It must not be installed upstairs,
 - Room (walls, ceiling) insulated by a 1-hour fireproof lining, a 30-minute fire door, equipped with a door closer,
 - Serving hatches forbidden.

A cooking equipment declaration form is provided in your Exhibitor Area and should be completed with details of the type and voltage of the cooking equipment installed. This form should be completed and returned one month before the Show's opening.

GROUND FLOOR CLEARANCE

- The number of people is calculated on the basis of 1 person per 2 sq.m of floor accessible to the public.
- The number of exits (at least) is as follows:
 - **Less than 20 people:**
1 exit, 0.90m wide,
 - **Between 20 and 100 people:**
2 exits, each 0.90m wide,
 - **Between 101 and 200 people:**
2 exits 1 x 0.90m wide at 1 x 1.40 m wide,
 - **Between 201 and 300 people:**
2 exits, each 1.40m wide,
 - **Between 301 and 400 people:**
2 exits 1 x 1.40 m wide at 1 x 1.80 m wide,
 - **Between 401 and 500 people:**
2 exits, each 1.80 m wide,

- The exits will be strategically placed so that from all points on the ground floor, the maximum distance to reach an exit will not exceed 50m if there is a choice between several exits, and 30m if not.

UPPER FLOOR EXIT

- The number of people is calculated on the basis of 1 person per 2 sq.m of floor accessible to the public,
- The number of staircases (minimum) upstairs is as follows:
 - **Less than 50 people:**
1 staircase, 0.90m wide,
 - **Between 50 and 100 people:**
2 staircases, each 0.90m wide,
 - **Between 101 and 200 people:**
2 staircases 1 x 0.90m wide at 1 x 1.40m wide,
 - **Between 201 and 300 people:**
2 staircases, each 1.40m wide,
 - **Between 301 and 400 people:**
2 staircases 1 x 1.40m wide at 1 x 1.80m wide,
 - **Between 401 and 500 people:**
2 staircases, each 1.80m wide,
- The staircases will be strategically placed so that from all points on the upstairs level the maximum distance to reach a staircase does not exceed 30m.

ACCESS FOR DISABLED VISITORS

If the traditional or modular construction has a floor, it should be accessible for the disabled. Stairs must conform to the accessibility regulations.



See Appendix 2 p.84 - Staircases and body guard railings - construction rules

If there is more than 50 people upstairs, or if the activity is not offered on the ground floor, access for Persons with Reduced Mobility (PRM) must be provided: lift or stair lift.

SAFETY EQUIPMENT

Alarm

A sound alarm system should be installed by the Exhibitor in each pavilion based on Autonomous Safety Alarm Units (BAAS) connected to each other (wire or radio).

Emergency lighting

Safety lighting must be installed by the Exhibitor (general lighting) with a minimum lighting level of 5 lumens per sq.m.

Extinguishers

Extinguishers will be placed in each pavilion in line with the instructions of the Organiser during the layout plan validation step.

FITTING OF OUTDOOR SURFACE AREAS

SUBMISSION OF SAFETY DOCUMENTATION

This type of construction ($S > 300\text{sq.m}$ or with storey) must be covered by safety documentation submitted to Seine-Saint-Denis Prefecture (as well as a copy to the Town Hall) for consultation by the Departmental Advisory Commission for Safety. This must be done one month before the start of the build-up period.

This documentation comprises:

- A safety briefing,
- Plans to help understand the project which define the interior fittings.

This documentation must be validated by a Fire Safety Advisor qualified as a Trade Show regulation Safety Officer.

We advise you to solicit the services of Cabinet Guilmin, Safety Office for the Paris Air Show and the Organiser's partner.

3.4 RECAP TABLE

WHAT	FIELD	RULES
KITCHENS > 20 KW	Insulation	A 1 hour fireproof lining on the walls and ceiling A 1/2 hour Flameproof door
	Kitchen > 20kW on second floor	Forbidden
	Extinguishers	CO ₂ & EP
	Interruption in energy supply	Cut-off system at the entrance
ELECTRIC CABINETS > 100 KVA	Insulation	A 1 hour fireproof lining on the walls and ceiling A 1/2 hour Flameproof door
	Upper floor	Forbidden
	Extinguishers	CO ₂
	Signage	Pictogram on access door
EVACUATION	Headcount calculation	1 pax per 2sq.m (bar/reception) 1 pax per sq.m (exhibition)
	Calculation of exits	See paragraph "ground floor exits"
	Alarm system	Type 4 BAAS connected to each other
	Security lighting	Signage only (considering opening times) atmosphere in partitioned circulation areas and blind rooms
CONTROL	Control	verification of stability/solidity of construction with an upper floor Verification of electrical installations of the construction with an upper floor or > 300 sq.m.

3.5 CTS- MARQUEES, TENTS AND STRUCTURES THAT ARE UPSTAIRS OR NOT

CTS have one or two levels: establishments that are intended by design to be completely or partially enclosed and mobile with a soft cover.

GENERAL REGULATIONS

Marquees, Tents and Temporary Structures (CTS) are subject to specific regulations against fire and panic risks. The primary measures are as follows:

- The CTS must be certified in France. A copy of the safety register, testifying to this certification, should be submitted to the Safety Officer. A sticker stuck to the canvas will show the certification number indicated on the safety register,

- It is forbidden to erect a ceiling or a suspended ceiling. Only mesh or "smoke-out" awnings classified as M2 or C (and not M1 or B as it is in "hard-standing" buildings) are allowed,
- An interior area 6m deep opposite each CTS exit will be left free of any construction or fittings,
- Transparent tarpaulin must be classified as M2 or C (proof to be provided),
- Electric generators or combustion refrigeration units must be placed at least 5m from the structure. If this is not possible, a 1-hour fireproof screen will be placed between the appliance and the structure. This screen will be 1m taller than the appliance. Hydrocarbon tanks supplying these appliances, they will be placed at least 10m from the structure,
- Office: contact the Cabinet Guilmin



FITTING OF OUTDOOR SURFACE AREAS

MULTI-STOREY MARQUEES, TENTS AND TEMPORARY STRUCTURES (CTS)

Multi-storey CTS are allowed (floor, partial floor or mezzanine) and must be certified in France. A copy of the safety register testifying to this certification, should be submitted to the Safety Officer. A sticker stuck to the canvas will show the certification number indicated on the safety register.

- › Installation: a soil strength test on the area where the CTS will be placed should be carried out by a specialist company before installation. The report should be submitted to the Safety Officer before the build-up period,
- › The report by a building inspection office testifying to the fact the marquee's load is compatible with the bearing pressure of the soil (see above),
- › Cooking or reheating appliances are banned in multi-storey CTS (a "back kitchen" can be created in an adjoining CTS),
- › Technical documentation for the projects should be submitted as early as possible, to the Show's Safety Officer for consultation. In particular, the following points will be clearly explained:
 - › Smoke extraction system on ground floor,
 - › Confinement screen for internal staircases,
 - › Alarm system which should be type 3 (central alarm and manual triggers, certified CMSI (Central Fire Safety Unit equipment),
 - › Location of technical rooms (electricity, air conditioning) and the planned safety measures.

CONTROL

- › The electrical installations must be verified by an authorised French building inspection organisation,
- › Multi-storey CTS should be inspected by the BVCTS before being opened to the public.

ELECTRICAL SYSTEM

The general electric cabinets should be situated in a room specifically intended for this use only (not a store room, nor cloakroom, nor control room, etc.).

The room should be easily accessible by the service electrician and the emergency services and should be marked by a pictogram on the door.

A dry chemical or CO₂ fire extinguisher must be placed at the entrance of the room:

- › Smoke control system on ground floor,
- › Confinement screen for internal staircases,
- › Alarm system of type 3 (central alarm and manual triggers, CMSI certified equipment), at the entrance of the room.

SAFETY EQUIPMENT

Alarm

A sound alarm system should be installed by the Exhibitor in each CTS as follows:

- › **CTS with only one floor:** Autonomous Safety Alarm Units (BAAS),
- › **CTS with multiple floors:** Type 3 alarm (see above).

Emergency lighting

Safety lighting must be installed by the Exhibitor (general lighting) with a minimum lighting level of 5 lumens per sq.m.

Extinguishers

Extinguishers will be placed in each CTS in line with the instructions of the Organiser during the layout plan validation step.

ACCESS FOR DISABLED VISITORS

If the CTS has a floor, it should be accessible for the disabled. Stairs must conform to the accessibility regulations.

 **See Appendix 2 p.84 - Staircases and body guard railings - construction rules**

If there is more than 50 people upstairs, or if the activity is not offered on the ground floor, access for Persons with Reduced Mobility (PRM) must be provided: lift or stair lift.

SUBMISSION OF SAFETY DOCUMENTATION

This type of construction must be covered by safety documentation submitted to the Paris Police Prefecture in charge of airports - Roissy for consultation by the Departmental Advisory Commission for Safety. This must be done one month before the start of the build-up period.

This documentation comprises:

- › A safety briefing,
- › Plans to help understand the project which define the interior fittings.

This documentation must be validated by a Fire Safety Advisor qualified as a Trade Show regulation Safety Officer.

We advise you to solicit the services of Cabinet Guilmin, Safety Office for the Paris Air Show and the Organiser's partner.

Contact

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