

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

**USER
GUIDE**

**USEFUL
INFORMATION**

FITTINGS

**REGULATIONS
& FORMALITIES**

USER
GUIDE

TWO TOOLS TO HELP YOU GET READY FOR THE SHOW

- **THIS INTERACTIVE EXHIBITOR'S GUIDE**

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

- **THE ONLINE STORE**

In this store, you can order all the technical services you need until Wednesday September 11, 2024, midnight.

(Please note from Saturday 14th September 2024 2 p.m., technical services must be ordered directly on-site at the Exhibitor's reception desk located Pavilion 7.3).

USEFUL INFORMATION

- Access/traffic & parking
- Architecture & Decoration
- Complementary insurance
- Access pass
- Useful contacts
- Exhibitor timetables
Assembly/Opening/Dismantling
- Health and safety
- Cleaning/Vacating the stand
- Pavilion monitoring/Stand security
- Catering for exhibitors

USEFUL INFORMATION

ACCESS / TRAFFIC & PARKING

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ACCESS TO THE EXHIBITION CENTRE PARIS EXPO PORTE DE VERSAILLES

> BY PUBLIC TRANSPORT

- Metro** : Line 12 Porte de Versailles station
- Tramway** : Lines T2 & T3 stop at Porte de Versailles station
- Bus** : Line 80 to Porte de Versailles or line 39

> PAR LA ROUTE

From the ring road: Exit Porte de Versailles or Porte de Brancion

→ Your route on www.mappy.fr

Comment y accéder ? How to get there ?

**NAVETTES AÉROPORTS
DEPUIS LA PORTE MAILLOT
AIRPORT SHUTTLES
FROM PORTE MAILLOT**

- Cars Air France / Air France coaches
- Navettes Aéroport de Beauvais / Beauvais Airport shuttles

Depuis l'AÉROPORT PARIS - CHARLES DE GAULLE / From PARIS - CHARLES DE GAULLE AIRPORT

- RoissyBus jusqu'à Paris - Opéra / RoissyBus to Paris - Opéra
- métro ligne 8 direction Balard jusqu'à Madeleine / métro ligne 8 direction Balard to Madeleine
- métro ligne 12 direction Mairie d'Issy jusqu'à Porte de Versailles - Parc des Expositions / métro ligne 12 direction Mairie d'Issy to Porte de Versailles - Parc des Expositions
- RER B direction Saint-Rémy-lès-Chevreuse jusqu'à Cité Universitaire
- RER B direction Saint-Rémy-lès-Chevreuse to Cité Universitaire
- De Cité Universitaire, tramway T3 direction Pont du Garigliano jusqu'à Porte de Versailles - Parc des Expositions / From Cité Universitaire, T3 tramway direction Pont du Garigliano Porte de Versailles - Parc des Expositions

gare TGV Charles de Gaulle terminal 2 / TGV station Charles de Gaulle terminal 2

aéroport Paris - Charles de Gaulle

Depuis l'AÉROPORT PARIS - ORLY / From PARIS - ORLY AIRPORT

- Orlyval jusqu'à Antony
- RER B direction Mitry-Claye ou Aéroport Paris - Charles-de-Gaulle jusqu'à Châtelet-les-Halles / RER B towards Mitry-Claye or Paris - Charles de Gaulle Airport to Châtelet-les-Halles
- Orlybus direction Denfert-Rochereau
- RER B direction Saint-Rémy-lès-Chevreuse jusqu'à Cité Universitaire / RER B direction Saint-Rémy-lès-Chevreuse to Cité Universitaire
- Depuis Cité Universitaire, tramway T3 direction Pont du Garigliano jusqu'à la station Porte de Versailles - Parc des expositions / From Cité Universitaire, T3 tramway towards Pont du Garigliano to the Porte de Versailles - Parc des Expositions station

Se déplacer en transports en commun
getting around on public transport
www.ratp.fr

Liens utiles / useful links
www.adp.fr (aéroports de Paris / Paris airports)
www.voyages-sncf.com (pour un voyage en train / for train travel)
www.parisinfo.com (office du tourisme et des congrès de Paris / Paris tourism office)

USEFUL INFORMATION

ACCESS / TRAFFIC & PARKING

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ACCES TO PAVILION

HINT: When preparing the tag for the forwarder, don't forget to mention delivery address and stand credentials.

Parc des Expositions de Paris Porte de Versailles – Salon PARIS RETAIL WEEK 2024

Pavilion 7.3 / Stand number (Aisle + booth #)

1, place de la porte de Versailles – 75015 Paris – France

Vehicle access through GATE D

PARIS EXPO PORTE DE VERSAILLES

entrées / sorties entrances / exits

- A porte A, gate A.
- B porte B, gate B.
- A1 porte A, gate A.
- V porte V, gate V.

services sur le site services

- Handicap Accessible
- Accessibility for work
- Public space
- Relaxation area
- Parking

transports transports

- M Métro
- BUS
- T TAXI

hub des services

- Relaxation area
- monop'daily

café de l'innovation

Free parking will end on September 16th at 11 p.m.

USEFUL INFORMATION

ACCESS / TRAFFIC & PARKING

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CIRCULATION WITHIN THE EXHIBITION CENTER

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

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

- Obey the highway code.
- Limit your speed to 20km/h (12mph).
- Do not stop or park any vehicles on thoroughfares.
- Do not drive any vehicle inside the exhibition pavilions.

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

Parking is free during assembly and dismantling.

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

USEFUL INFORMATION

ACCESS / TRAFFIC & PARKING

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PARKING

> During assembly

It is free to park on Exhibition Centre grounds as long as the regulations regarding parking times and areas are respected. Car park will no longer be free as of 11 p.m. on September 16th, 2024.

Campervans and mobile homes are not allowed within the Exhibition Centre grounds.

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

No motor vehicles may enter the pavilion on Monday September 16th, 2024 (except where special permission has been granted by the organiser).

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

> On dismantling evening

Parking is free inside the Exhibition Centre, as long as the access times to the parking areas and parking lots reserved for this purpose by the Exhibition Centre are respected. Free parking will begin on September 19th at 5:30 p.m.

Light vehicles are not allowed inside the Exhibition Center.

Access for trucks will be subject to special conditions depending on the number of visitors to the pavilions concerned.

No motorized vehicles will be allowed to enter pavilion 7.3 on September 19th, 2024, before 7 p.m. (unless exceptionally exempted by the organizer).

USEFUL INFORMATION

ACCESS / TRAFFIC & PARKING

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> During opening times

Deliveries are authorised from 7 a.m. to 9 a.m. once vehicles have been approved for entry into the Exhibition Centre grounds and given a temporary delivery permit.

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

Please note as of **Tuesday, September 17th at 8 a.m.**, all vehicles parked beside the pavilion must have been moved to the specified car park, failing which the vehicle may be removed and impounded.

RESERVING A PARKING SPACE

Parking subscriptions can be taken out for a fee and can be reserved via your [online exhibitor space](#).

While the show is open, you can buy car parking spaces at the Exhibitor Reception Area at the back of Pavilion 7.3.

The exhibitors' car parks are open from 8 a.m. to 11 p.m. every day throughout the event.

USEFUL INFORMATION

ACCESS / TRAFFIC & PARKING

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REGISTER YOUR VEHICLE ON LOGIPASS

All vehicles entering the Exhibition Centre during build-up, dismantling or during the delivery time on opening days, must be registered on **Logipass** to access to the exhibition centre. During build-up and dismantling, small cars going to car park (and not on logistic areas) do not have to register on Logipass.

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

For any help, please contact the hotline:

+ 33(0)1 40 68 11 30 / Infos-exposants@viparis.com

Process:

<https://logipass.viparis.com/Content/Files/en/ModeEmploiExposantLogipass.pdf>

USEFUL INFORMATION

ARCHITECTURE & DECORATION

> FIND OUT MORE VIA THE EXHIBITOR SPACE PLATFORM

- The show's Architecture & Decoration rules

The architecture and decoration rules for PARIS RETAIL WEEK incorporate standards and norms for stand layout display, established to ensure that the exhibition is rolled out smoothly and that it is easy to navigate. These norms and standards also include the Security & Fire rules applicable to shows, fairs and exhibitions.

PARIS RETAIL WEEK is governed by specific regulations in accordance with its own special characteristics. All proposals for bare space stands, reused stands or equipped stands fitted out by PARIS RETAIL WEEK to which new decorative items are to be added, must be submitted **for approval by the Exhibition's Architecture department before July 15th, 2024 :**

DECOPLUS

Contact: Elisabeth TOUGARD

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

Email: elisabeth.decoplus@gmail.com

EACH FLOOR PLAN MUST INCLUDE

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

VERY IMPORTANT

Any proposals that do not comply with the set rules shall be rejected and any stand assembled without PARIS RETAIL WEEK agreement may be dismantled at the exhibitor's expense.

USEFUL INFORMATION

COMPLEMENTARY INSURANCE

> FIND OUT MORE VIA THE EXHIBITOR SPACE PLATFORM

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

COMPLEMENTARY INSURANCE AGAINST DAMAGE TO PROPERTY

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

This cover takes effect from the day before the show opens to the public (at 7 p.m. on 09/16/2024) to the evening on which the show closes to the public (5 p.m. on 09/19/2024).

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

PLASMA SCREEN & LCD INSURANCE

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

This cover takes effect from the day on which the show opens to the public (at 9:30 a.m. on 09/17/2025) to the evening on which the show closes to the public (5 p.m. on 09/19/2024).

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

LOSSES

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

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

Cases of theft that are not covered by PARIS RETAIL WEEK are insured by the exhibitor's own policy must be documented in a complaint form sent within the required timeframe to the Commissariat de Police du XV^e or the exhibitor's hometown (if in Metropolitan France):

COMMISSARIAT DE POLICE DU XV^e

250, rue de Vaugirard – 75015 PARIS - FRANCE

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

USEFUL INFORMATION

ACCESS PASS

VERY IMPORTANT: COMPULSORY PASS-WEARING

- In order to be granted access to the exhibition pavilions, **all individuals must have been issued a PARIS RETAIL WEEK 2024** access pass, which must be worn during the assembly, opening and dismantling periods.
- **Identity checks** will take place around the pavilions.
- **Security equipment** and the wearing of safety footwear is **compulsory during the assembly and dismantling**, failure to comply shall result in access to the pavilions being denied.
- **Assembly/Dismantling badges** will be delivered at the entrance of Pavilion 7.3 by security.

EXHIBITOR PASS

- The exhibitor pass grants access to the Exhibition Centre during the assembly, opening and dismantling periods in accordance with the timetables that feature on the exhibitor timetable. (See Exhibitors Timetable document – [Click here](#))

USEFUL INFORMATION

USEFUL CONTACTS

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FOR FURTHER INFORMATION, CONTACT HOTLINE: +33 (0)1.40.68.23.00

Monday to Friday, 9.00 a.m. – 6.00 p.m.

Hangings and overhead power supply - Bridges and light kits	VERSANT EVENEMENTS	Tel.: +33(0)1 46 38 58 71 Email: contact@versantevenement.com Website: www.versantevenement.com
On-site access for people with disabilities	POINT INFO VIPARIS	Tel.: +33 (0)1 57 25 15 15
Architecture & Decoration (Layout control)	DECOPLUS	Contact: Elisabeth TOUGARD Tel.: +33 (0)9 67 78 93 85 E-mail: elisabeth.decoplus@gmail.com
Complementary Insurances	SIACI	18, rue de Courcelles - 75008 Paris -France Tel.: +33(0)1 44 20 29 81 Email: philippe.huet@s2hgroup.com
Control agency	SOCOTEC	Patrick PEREIRA Tel : +33 (0)1 45 18 21 90 Phone : +33 (0)6 08 12 08 21 E-mail : patrick.pereira@socotec.com
French customs	INFO DOUANES SERVICE	From France: 08 11 20 44 44 (0.06 €/mn) From abroad: Tel.: +33 (0)1 72 40 78 50 Website: http://www.douane.gouv.fr/
Copyrights	SACEM	Délégation Régionale de St Gratien 16 avenue Gabriel Péri - BP 103 95210 ST Gratien – France Tel.: +33(0)1 76 76 74 80 Website: http://www.sacem.fr/en
Health and Safety	SOCIÉTÉ D.O.T.	93 rue du Château - 92100 Boulogne Billancourt Tel.: +33(0)1 46 05 17 85 Fax: +33(0)1 46 05 76 48 Email: sps@d-o-t.fr
Hospital	HÔPITAL GEORGES POMPIDOU	20 rue Leblanc - 75015 – Paris – France Tel.: + 33(0)1 56 09 20 00
Fireproofing (Textile)	GROUPEMENT NON-FEU	37-39 rue de Neuilly - BP 121 92582 Clichy - France Tel.: +33(0)1 47 56 31 48 Website: http://www.secufofeu.com/ Email: secufofeu@textile.fr

GO TO YOUR EXHIBITOR SPACE TO SEE THE COMPLETE LIST OF SERVICE PROVIDERS.

USEFUL INFORMATION

USEFUL CONTACTS

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Exhibition Centre	DELIVERY ADDRESS	PARIS RETAIL WEEK 2023 VIPARIS- Porte de Versailles Your Company name. Pavilion 7.3 / booth number Porte de Versailles - 75015 Paris- France
Exhibition Centre	VIPARIS PORTE DE VERSAILLES	Tel.: +33(0)1 40 68 23 00
Reception staff Hosts and hostesses	MAHOLA	Emmanuelle LEBRETON Phone : +33(0)6 72 93 00 27 21 rue la Boétie 75008 paris E-Mail : elebreton@mahola-hotesses.fr Site web : www.mahola-hotesses.fr
Police	COMMISSARIAT DE POLICE DU XV ^e ARRONDISSEMENT	250, rue de Vaugirard 75015 Paris - France Tel.: +33(0)1 53 68 81 81
VAT Refund	TEVEA INTERNATIONAL	29-31 rue Saint Augustin 75002 - Paris 6 - France Tel.: +33(0)1 42 24 96 96 Email: mail@tevea.fr Website: www.tevea-international.com
Catering concessionaire	HORETO	Tel.: +33 (0)1 57 25 10 00 Website: www.horeto.com
Catering on stand (External suppliers declaration)	VIPARIS	Myriam MOTTIN Tel.: +33 (0)1 40 68 14 46 Email: myriam.mottin@viparis.com
Fire Safety	Cabinet GUILMIN	Cabinet GUILMIN Tél : +33 (0)6 60 87 27 43 E-Mail: cabinetguilmin@gmail.com
Catering	La Maison Poirier	Madame Tara COLSY Phone : +33 (0)1 39 13 42 42 E-mail : tara@poirier.fr Site web : www.poirier.fr
Carriers and movers	SCHENKER FRANCE SAS Fairs & Events	Tél : 01 48 63 32 81 E-mail : sally.al-salman@dbschenker.com E-mail : vanessa.jacques@dbschenker.com Site web : foires.expositions@dbschenker.com
Booth Installer / Decorator	GALIS	4 rue Louis de Broglie 77400 Saint Thibault des Vignes Noémie PAQUET – 06 43 18 50 89 Email : noemie.paquet@galis.fr

USEFUL INFORMATION

EXHIBITORS TIMETABLES

ASSEMBLY / OPENING / DISMANTLING

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ONE STOP SERVICES PORTAL, A FACILITY TO IMPROVE SERVICE

Place all your orders, including the services provided by the Exhibition Centre, in your Exhibitors Area, rubric “[My Store](#)”

EXHIBITOR SERVICE DESK ON SITE

The whole exhibition team will be gathered in the same place on pavilion 7.3.

EXHIBITION AND CONFERENCES OPENING HOURS

Dates	Exhibition opening hours
Tuesday, September 17 th	9:30 a.m. – 6:30 p.m.
Wednesday, September 18 th	9:30 a.m. – 6:30 p.m.
Thursday, September 19 th	9:30 a.m. – 5 p.m.

WORKING HOURS (BUILD UP – DISMANTLING – POWER SUPPLY HOURS)

		Dates	Exhibitors' hours	Power supply hours
BUILD UP	Bare stands	Saturday, September 14 th	2 p.m. – 10 p.m.	---
		Sunday, September 15 th	8 a.m. – 10 p.m.	---
	DESIGN fitted Stands Start-up Stands	Monday, September 16 th	8 a.m. – 10 p.m.	8 a.m. – 10 p.m.
OPENING	All kind of stands	Tuesday, September 17 th	7 a.m. – 7:30 p.m.	8 a.m. – 7 p.m.
		Wednesday, September 18 th	8:30 a.m. – 7:30 p.m.	9 a.m. – 7 p.m.
		Thursday, September 19 th	8:30 a.m. – 5:30 p.m.	9 a.m. – 5:30 p.m.
DISMANTLING	DESIGN fitted Stands Start-up Stands	Thursday, September 19 th	5:30 p.m. – 11 p.m.	----
	Bare Stands	Friday, September 20 nd	7 a.m. – 2 p.m.	----

Advice

To get power supply outside these hours, don't forget to order 24hour power supply on your online store.

ATTENTION: if you want to have electricity beyond the determined time slots, you will have to order a **permanent** connection for the period (24-hour power supply). The power supply will be under tension from Monday September 16th at 8 a.m. until Thursday September 19th at 5:30 p.m., without interruption.

USEFUL INFORMATION

EXHIBITORS TIMETABLES

ASSEMBLY / OPENING / DISMANTLING

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IMPORTANT

- During installation and dismantling, exhibitor's car park is free, and the access is from **Gate D**.
- **No Tourist Car** will be allowed inside the pavilions.
- **Lorrie's traffic** will be controlled.
- Empty packaging must be removed without delay and stored by the exhibitors or their carriers.
- Storage space on stands must not be used to **keep packing materials or any other goods that could constitute a fire hazard**.
- Setting up must be completed by the time the **Safety Commission** makes its inspection. The person in charge of your stand must be present at this time. Date and time will be announced later.
- No motor vehicles will be allowed into the pavilions on Monday, September 16th, 2024 (unless special dispensation is granted by the organiser)
- To enter the exhibition pavilion during installation and dismantling, **all personnel must wear personal safety equipment**, in particular safety shoes. Otherwise, access to the exhibition will be refused.
- For safety reasons, work in the pavilions is forbidden outside the specified hours on "**Working hours**".

USEFUL INFORMATION

HEALTH AND SAFETY

> FIND OUT MORE VIA THE EXHIBITOR SPACE PLATFORM

- To read the Health & Safety regulations, check the 'Regulations' section.
- Fill in your Health & Safety certificate directly online in the “[My Forms](#)” section.

HEALTH AND SAFETY GUIDELINES

- **PPSPS : Plan particulier de Sécurité et de Prévention de la Santé [Specific Safety and Health Prevention Plan].**

To enjoy access to the exhibition pavilions, all individuals must be equipped with an access pass for PARIS RETAIL WEEK (Exhibitor pass, Assembly/Dismantling pass) and must wear safety equipment, including in particular safety footwear.

Failure to do so shall result in access to the Exhibition pavilions being refused.

IMPORTANT

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

USEFUL INFORMATION

CLEANING VACATING THE STAND

> FIND OUT MORE VIA THE EXHIBITOR SPACE PLATFORM

To order cleaning skips, check the "[My Store](#)" section in your Online Store.

PAVILION CLEANING

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

DURING ASSEMBLY AND DISMANTLING

- Show cleaning service providers are on hand at the Exhibitor reception area located in Pavilion 7.3 to provide you with an estimate for supplying a skip for your materials and waste/rubbish.
- All stands, materials, merchandise, and waste of any kind (adhesives, carpeting, etc.) must be removed for the assembly and dismantling periods.
- The exhibitor undertakes to remove and process their waste in compliance with the regulations in force.
- Once the assembly deadline has passed, PARIS RETAIL WEEK may take any measures it deems useful to remove the materials and waste that remain on the stand site at the exhibitor's expense, risk and peril, as well as measures useful to destroying structures and décor of any kind which the exhibitor may have failed to dismantle.

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

USEFUL INFORMATION

PAVILION MONITORING & STAND SECURITY

> FIND OUT MORE VIA THE EXHIBITOR SPACE PLATFORM

To order a security service, check the "[Useful information/List of suppliers](#)" section in your [Online Store](#).

PAVILION MONITORING

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

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

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

STAND SURVEILLANCE

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

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

Please note: Stand stockrooms are not secure premises.

THEFT PREVENTION

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

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

This person serves as your only guarantee against theft.

USEFUL INFORMATION

CATERING FOR EXHIBITORS

CATERING FOR EXHIBITORS

The organizer provides restaurants and bars in the exhibition halls for you and your customers. A list of open catering areas will be available on the exhibition website.

Exhibition Centre Concessionnaire

HORETO

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

Website: www.horeto.com

RECEPTIONS AND COCKTAILS

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

External caterer declaration

VIPARIS

Concession department

Myriam MOTTIN

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

E-mail : myriam.mottin@viparis.com

PROCEDURE FOR OUTSIDE CATERERS

1. Declaration to Myriam MOTTIN - VIPARIS
2. VIPARIS issues an access authorization for their vehicles to declared caterers.
3. The exhibitor must apply to the Organizer for a pedestrian service badge for the catering staff working on their stand.

FITTINGS

- **Bare surface**
 - ➔ Steps to prepare your bare surface
- **DESIGN stand designed by Marcelo Joulia**
 - ➔ Steps to prepare your DESIGN Stand
- **Start up Stand**

FITTINGS

BARE SURFACE

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Services included:

- Demarcation of your surface area on the floor, **without dividing structures**.

Reminder: Security and Health Protection

Please sign and validate The Safety, Hygiene and Health Protection Form in your Exhibition Area, rubric "[my forms](#)"

STAND LAYOUT PREP STEPS FOR BARE SURFACE**> 1st step: stand allocation.**

- PARIS RETAIL WEEK sends you a notification of your booth location, which allows you to prepare the layout of your stand with the decorator of your choice.

Our advice:

Facilitate stand build up: **reserve a "fitted stand" package** in our Exhibitions Area, rubric "[My store](#)" or contact the sales team to know about our **customised stand** service.

> 2nd step: checking your plan.

Your stand's decoration and design plan must be submitted for approval by the show's Architecture & Decoration department **before July, 15th 2024** to:

DECOPLUS

Contact: Elisabeth TOUGARD

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

Email: elisabeth.decoplus@gmail.com

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

FITTINGS

BARE SURFACE

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- > **3rd step: ordering technical services (electric cabling/wiring, phone services, parking, etc.)**

All services can be ordered directly on your [Online Store](#).

- > **4th step: your set-up at the show**

Please check the assembly schedule in your [Exhibitor space](#) in the "Timetables" document - [Click here](#) to view the document. During assembly, suppliers will be on hand at the Exhibitor Reception Area located in Pavilion 7.3.

SECURITY AND HEALTH PROTECTION

MANDATORY: The Safety, Hygiene and Health Protection document (PPSPS: Specific Safety and Health Risk Prevention Plan)

- The Safety, Hygiene, and Health Protection Form must be filled inside your Exhibitors Area, rubric "[My Forms](#)" before August, 11th 2024, and distributed to all your suppliers and subcontractors.
- To enter the exhibitions pavilions, all personnel must have a PARIS RETAIL WEEK 2024 access badge (Exhibitor Badge – Service Provider Badge) and must wear personal safety equipment in particular safety shoes. Should this not be the case, access to the exhibition pavilion will be refused.

FITTINGS

BARE SURFACE

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ADDITIONAL SERVICES

PARIS RETAIL WEEK offers you a complete range of services that will allow you to improve the organisation of your stand and optimise your participation in the exhibition, rubric "[My Store](#)".

> Additional services that must be ordered before the set up:

- Carpet, wooden floor, partitions storage unit, separating partition, lights...
- Furniture, plants and flowers, coffee machine, Refrigerator...
- Audio visual
- Stand Cleaning

Additional services must be ordered at the earliest opportunity, and before the start of the exhibition, to ensure optimal service in terms of the products used, colour choices, availability, and timely delivery for the exhibition.

Additional services ordered during the construction stage will be supplied subject to available stock.

> Other services:

Stand security, hostesses, catering, carriers, and movers...

Have a look to **the suppliers list**, in your Exhibitor's Area, rubric "[Useful Information](#)".

All materials and decorative items must be removed by the end of the dismantling period. If the exhibitor does not use the services proposed by the organiser, the exhibitor undertakes to evacuate and treat its products **in compliance with the regulations**. Assembly time expired, the organiser may take, **at the expense and risk of the exhibitor**, any action it deems useful for the removal of material and debris remaining on site and the destruction of structures and decorations of any kind that have not been dismantled.

Advice

If you use the services of a decorator outside your company, make sure that its estimation performs well the words "laying", "removal" and "waste removal", otherwise have them added.

FITTINGS

DESIGN FITTED STAND

By Marcelo Joulia

1/2



Non-contractual image

Fittings include:

- Carpet tiles (0,96m x 1m), choice of two colours (grey or burgundy red)
- Structure, bright white partitions (height: 2.70m – thickness 10cm), wings (partition head) in anodized aluminium.
- 1 sq.m. storeroom
- Digital signboard (tablet format) with exhibitor name and stand number, located at partition head
- Back-lit partition signboard
- Wall lighting and brackets, grey metal + led (2 per 9 sq.m)
- Stand dimensions: Length from 3 to 12 m (multiple of 1 m) by depth of 2, 3 or 4 m. Maximum surface 36 sq.m.
- Integrated plugs in the bottom of partitions
- 3 kW non-permanent electrical connection in the storeroom (show schedule)
- 480€ Excl VAT decoration package (give you the right to order furniture, plants, etc. on the show online shop)
- Daily cleaning of your stand (including the evening before opening): removal of the protective film from the carpet, emptying the wastepaper baskets and vacuum-cleaning of the floor, furniture dusting

FITTINGS

DESIGN FITTED STAND

By Marcelo Joulia

2/2

STAND LAYOUT PREP STEPS FOR YOUR EQUIPPED STAND

> 1st step: equipment approval included in your stand.

You will be contacted by one of PARIS RETAIL WEEK exhibitor consultants to define the positioning of your storeroom and sign.

> 2nd step: ordering add-on technical facilities and services

SERVICES TO BE ORDERED PRIOR TO ASSEMBLY VIA YOUR EXHIBITOR PLATFORM

A – Add-on facilities and services

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

B – Technical services

Increase power or change electrical mode, additional electrical cables, parking spots, internet connections, phone lines, etc.

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

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

Tips

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

> 3rd step: safety & health protection

Validate the safety notice in your exhibitor area, rubric "[my forms](#)" before **August 11th 2024**.

> 4th step: stand approval.

If you add additional decorative components to your equipped stand (signs above the stand, balloons, etc.) you must ensure your plan is approved by PARIS RETAIL WEEK;

Send you project before August 11th, 2024, to:

DECOPLUS

Tél. : +33 (0)9 67 78 93 85

E-mail : w.decoplus@free.fr

> 5th step: Delivery of your stand on Monday, September 16th, 2024, at 8.00 a.m.

FITTINGS

START UP PACK



Non-contractual image

FITTINGS INCLUDE:

- Dedicated space
- Carpet
- Lighting
- 1 counter & 2 tall stools
- Power socket
- Daily cleaning of your stand (including the evening before opening)
- Wireless connection

> Safety & health protection

Validate the safety notice in your exhibitor area, rubric “my forms” before **August 13th, 2023**.

> Delivery of your stand on Monday, September 16th, 2024, at 8.00 a.m.

REGULATIONS & FORMALITIES

REGULATIONS

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

READ OTHER REGULATIONS IN YOUR EXHIBITOR SPACE

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

FORMALITIES

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

REGULATIONS

DISABLED ACCESS AT THE SHOW

PREAMBULE

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

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

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

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

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

ACCESS TO SINGLE-LEVEL STANDS

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

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

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

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

PATHWAYS

- Width of 1.4 m minimum.

ACCESS TO STANDS ON UPPER FLOORS

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

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

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

Width of 1.20 m between hand rails.

- Two continuous hand rails, extended at the top and the bottom of the staircase, horizontally, returning on a partition or extended by the length of the tread of a step.
- A maximum step height of 16 cm and a minimum tread of 28 cm – step edges in contrasting colours
- 0.5 m width tactile foot strip at the top of the stairs.
- Respect the staircase design good practice: $60 \text{ cm} < 2 H + T < 64 \text{ cm}$ (H = step height, T = step tread).
- Hand rails and safety rails must respect the standards NF P 01-12 and NF P 01-013.

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

Areas reserved for wheelchair users will be provided.

These areas must be located outside of alleyways and corridors and close to exits. The number will be calculated enabling two places for the first 50 seats and one place per additional 50 seats.

WELCOME AND INFORMATION DESKS

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

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

REGULATIONS

ARCHITECTURE
& DECORATION RULES

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IMPORTANT

To avoid disputes, it is mandatory to submit for approval the scaled stand layout before, July 15th, 2024, with the following items:

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

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

DECO PLUS

Tel.: 00 33 9 67 78 93 85

Email: elisabeth.decoplus@gmail.com

The architecture regulations for PARIS RETAIL WEEK 2024 include a list of presentation and layout standards for the stands which have been established to ensure that the exhibition runs smoothly, and that people are able to visit it in optimum comfort.

Agreements between exhibitors are not allowed, the organiser and DECO PLUS are the only one authorised to give derogation after written request.

FLOORS, WALLS & PILLARS

It is strictly forbidden to drill, screw, nail, or embed the walls, cladding panels, pillars, and floor of the pavilions. Attaching machines to be exhibited to these elements is also forbidden. Exceptional request can be sent with layout in order to price quotation. A lump sum of 500.00 € excl. VAT per hole will be charged to the exhibitor for non-compliance with these regulations. Exhibitors must not paint or mark on the walls, pillars and floors of the pavilions.

Resistance to puncture: 6,35 tons maxi per 10/10 cm.

Your stand area must be restored to its original condition.

Any rubbish (carpet, adhesive, etc.) must be removed. Any damage reported during dismantling of the stand will be charged to the liable exhibitor.

Exhibitor is responsible itself for its providers and subcontractor: designers, installers, entrepreneurs...

SETTING-UP OF STANDS AND PRESENTATION OF EXHIBITS

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

ACOUSTIC ANIMATION

All exhibitors wishing to use acoustic animation on their stand must do so in accordance with the following regulation:

The maximum sound level must not exceed 80dB (A) – in a 2.50 meters area surrounding each stand. Even for short period, there will be no exception.

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

ELECTRICAL FITTINGS ON STANDS

For obvious reasons of safety, it is strictly forbidden to use the exhibition park's private installation (pavilion raceways, water gutters, etc) as a passageway for the stands' electrical cables.

MAXIMUM HEIGHTS ALLOWED

(From the building floor)

Pavilion 7.3 : maximum height: 5 m, except under glass roof 4.00 m (HLC 4.90m) subject to feasibility with VIPARIS +33 (0)1 40 68 23 00.

All construction or decoration item **above 2.80 m must respect a 0.50 meters recess from the aisles and 1.00 meter with the adjoining stands.**

PERIPHERAL CONSTRUCTION

The sides of desks, decorations or panels facing adjoining stands must be smooth, plain, and painted in neutral colours or covered in neutral colours wall covering (M1 Fireproof). Walls or screens negatively affecting the global view of the show or other stand are prohibited.

Every façade of stand will have to respect an opening of 50% on every face giving onto an aisle with a maximum of 5 continuous meters.

The glass, curtains, adhesive ... will not be accepted as an opening. For all the closing representing more than 50%, a recess of 2.00 m will have to be respected.

Low-walls or gates which delimit public access to machinery in motion are allowed if they measure max 1.10m and respect safety and evacuation rules.

REGULATIONS

ARCHITECTURE
& DECORATION RULES

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STAND SIGN / LIGHT BRIDGE

REGULATIONS FOR THE YELLOW ZONE

The sign must be located in an area between : 3.00 m and 5.00 m above the building floor.

Bridge light should respect a high of 5.00m from the ground. Sign and light bridge should be incorporated into stand limits and respect a recess 1.00 m from adjoining stands. Self-supporting truss should respect a recess of 0.50 m from the aisles and 1.00 m from adjoining stands.

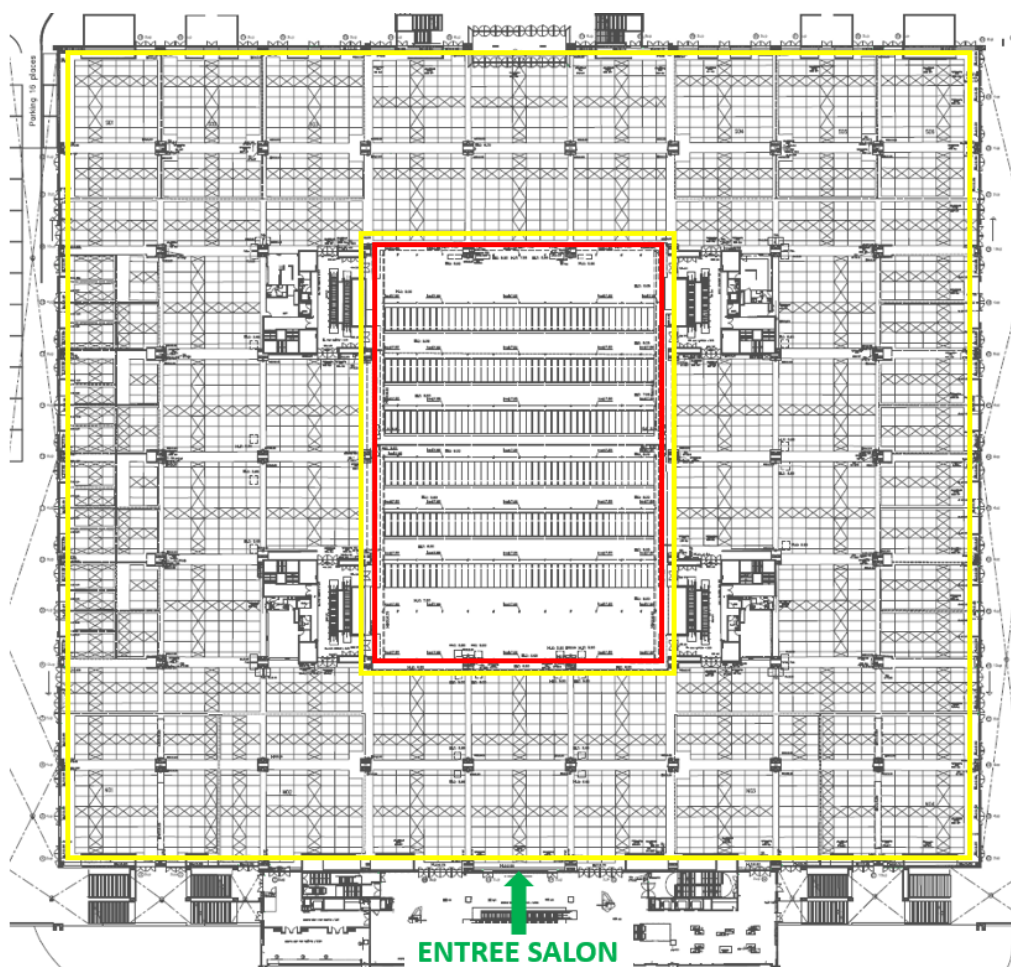
Pictures walls should respect a recess of 0.50m from the aisles. The banners over 2.80m should respect a recess of 1m from the adjoining stands and 0.5m from the aisles. Balloons and inflatable elements have to be situated into the limits of the stand in a space between 3.00 and 5.00 m from the ground. They must respect a recess of 0.50 m from the aisles and 1.00 m from the adjoining stands.

REGULATIONS FOR THE RED ZONE

The sign must be located in an area between : 3.00 m and 4.00 m above the building floor.

Bridge light should respect a high of 4.00m from the ground. Sign and light bridge should be incorporated into stand limits and respect a recess 1.00 m from adjoining stands. Self-supporting truss should respect a recess of 0.50 m from the aisles and 1.00 m from adjoining stands.

Pictures walls should respect a recess of 0.50m from the aisles. The banners over 2.80m should respect a recess of 1m from the adjoining stands and 0.5m from the aisles. Balloons and inflatable elements have to be situated into the limits of the stand in a space between 3.00 and 4.00 m from the ground. They must respect a recess of 0.50 m from the aisles and 1.00 m from the adjoining stands.



REGULATIONS

ARCHITECTURE
& DECORATION RULES

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professional standards and current regulations and standards in France.

LIGHTING

The use of revolving or flashing lights is forbidden.

COVERING OF PILLARS

A maximum height of 5.00 m from the floor is allowed. It can be supported by the pillar, but must be separated or, at the very least, insulated with soft material (felt, hardboard, sponge etc) placed over the point of contact.

INSTALLATIONS FROM BUILDING FRAMEWORKS



New regulation

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

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

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

Please refer to the table of authorised heights.

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

The following are concerned:

- All temporary installations hung from attachment points at the exhibition centre by slings: lighting trusses, built structures, signage, etc.
- Self-supporting stage-type structures, as regards certification of correct mounting compliant with the manufacturer's instructions.

The safety specifications for the Paris Porte de Versailles exhibition centre have thus been modified to factor in the inspection procedures for these installations.

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

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

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

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

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

SOCOTEC

Patrick PEREIRA

Tél : +33 (0)1 45 18 21 90

Mobile phone : +33 (0)6 08 12 08 21

patrick.pereira@socotec.com

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

RAISED LEVEL

Raised levels are prohibited.

USE OF GAS CYLINDERS

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

The use of empty bottles or dummies is desired; these must be identified and marked by the exhibitor.

REGULATIONS

ARCHITECTURE & DECORATION RULES

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LEAFLET

Without our agreement, it is strictly prohibited to distribute leaflets, flyers or any other such material outside the stands or in the area around the pavilion (reception gallery, car parks and square).

OPERATED MACHINERY

All machines shown in operation during the exhibition must be declared to the organizer.

Forms are available on your exhibitor's area.

Exhibitors accept full responsibility for all presentations and demonstrations made by them, under penalty of being activated.

Nevertheless, only machines and equipment certified by the Safety Commission as being in accordance with the regulations will be authorized to be displayed in working order.

Whenever equipment is presented in motion, a protected area should be reserved for these manoeuvres so that there will always be a minimum distance of 1.00 meter between the equipment and visitors; this minimum distance can be increased according to the characteristics of the equipment on display. These regulations will be valid for all stands, including stands located outdoor.

ACCESSIBILITY FOR PERSONS OF REDUCED MOBILITY

In accordance with the regulations and technical guide for all stand with a technical raised floor with the height greater than 2.00 cm it is necessary to realize an access for disabled people. This access ramp shall be 0.90 m wide with a gradient of 2% to 5%.

REGULATIONS

FIRE & PANIC RISK PREVENTION REGULATIONS

1/5

1. GENERAL REMARKS

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

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

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

Cabinet GUILMIN

Mobile phone : +33 (0)6 60 87 27 43

E-mail : cabinetguilmin@gmail.com

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

2. DISABLED ACCESS

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

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

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

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

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

3. STAND FITTINGS

3.1. MATERIALS CLASSIFICATION REQUIREMENTS

3.1.1 - General remarks

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

3.1.2 - Requirements

- stand frame and partitions with at least a minimum **M3 classification**, *
- wall coverings (natural or plastic textiles with at least **M2 classification**, *
- curtains, hangings and free-hanging net curtains with at least **M2 classification**, *
- firmly fixed floor covering with at least **M4 classification**, *
- coverings for podiums, platforms or terraces (if h > 0.30 metres and if S > 20 m²) with a minimum of M3 classification, *
- decorative items with at least M1 classification, *
- full velums with at least M2 classification, *
- ceilings and suspended ceilings, with at least M1 classification.*.
- *M1 classification, EU class B
- M2, EU class C
- M3, EU class D
- M4, EU class D

3.1.3 – Equivalences

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

IMPORTANT: Each stand must keep its records of its materials' fire ratings or the equivalent fireproofing certificates.

3.2. CONSTRUCTION AND OUTFITTING RULES

3.2.1 – Are forbidden:

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

REGULATIONS

FIRE & PANIC RISK PREVENTION REGULATIONS

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

- - each stand must be at a 4m distance, if $S > 50 \text{ m}^2$:
- * Appropriate extinguishers,
- -presence of one SSIAP1 qualified fire safety officer,
- be fitted with standalone emergency lighting units. This emergency lighting must be placed in sleep mode when the normal lighting installation is intentionally turned off.
- for canopies, secure attachment, and crossed wire-mesh support (1m² maximum).

3.2.3 – Stands with upper floors.

(Send a file for opinion and approval to the cabinet GUILMIN)

- if $S < 50 \text{ m}^2$, resistance of 250 kg/ m²
- if $S > 50 \text{ m}^2$, resistance of 350 kg/ m²,
- handrails compliant with standards NF P 01-012 and NF P01- 013 (see diagrams in appendix)
- following assembly, **solidity and stability** of the mezzanine to be checked by a certified inspection body,
- if **capacity > 19 people**, 2 evacuation staircases,
- extinguishers suited to the risks will be available on each mezzanine
- no **electrical box** (energy and distribution) with total power > 100kVA under the mezzanine,
- use of mesh canopy or "smoke out" canopy for any **cover above the mezzanine**.

3.2.4 – closed stands or rooms:

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

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

3.3 - FIREPROOFING

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

GROUPEMENT TECHNIQUE FRANCAIS DE L'IGNIFUGATION
10, rue du Débarcadère, 75017 PARIS - France
Tel.: +33 (0)1 40 55 13 13

3.4 – MATERIAL FIRE REACTION REPORTS

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

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

GROUPEMENT NON-FEU

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

4. ELECTRICITY**4.1 - GENERAL REMARKS**

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

4.2 – ELECTRICITY CABINETS

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

IMPORTANT: if P > 100 kVA

Electrical cabinet in a closed room reserved for this use only, room signposted, CO₂ or powder type extinguisher installed, M3 partitions, not located under a mezzanine accessible to the public.

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

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

Any stand lights consisting of halogen lamps must:

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

4.4 – HIGH VOLTAGE ILLUMINATED SIGNS

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

REGULATIONS

FIRE & PANIC RISK PREVENTION REGULATIONS

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5. HELIUM BALLOONS

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

6. TEMPORARY COOKING APPLIANCE INSTALLATIONS FOR CATERING

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

7. USING LIQUEFIED HYDROCARBONS

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

BUTANE

- Bottles in use must be placed out of reach of the general public and protected from impact,
- Bottles must be separated from each other by a rigid, non-combustible screen, or kept at least 5m apart from each other,
- 1 bottle for at least 10m², with a maximum of 6 bottles per stand,
- No empty or full bottles can be stored on the stand while unconnected,
- Ductile or flexible connection tubes must be renewed once their expiry date for use has been reached,
- Bottles must be kept upright, with the stop control device accessible at all times.

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

8.1 – GENERAL REMARKS

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

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

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

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

- if machines or appliances are presented in a moving status:
*Protected area placing the public at least 1m from the machines

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

*Hydraulic safety systems with a mechanism which prevents the cylinders from working unwarranted

- correctly stabilised positions

8.2 – HEATERS

Heaters presented in operation must respect the following measures:

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

8.3 – BIOETHANOL HEATERS

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

8.4 – PROHIBITED MATERIALS, PRODUCTS AND GASES

Ethanol heaters presented in operation will respect the following measures:

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

REGULATIONS

FIRE & PANIC RISK PREVENTION REGULATIONS

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9. SPECIAL EFFECTS

(Please contact the Cabinet GUILMIN)

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

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

10. PROHIBITED MATERIALS, PRODUCTS AND GASES

Prohibited:

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

11. FLAMMABLE LIQUIDS

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

- 10 litres of Class 2 flammable liquids for every 10m² within the stand, to a maximum of 80 litres
- 5 litres of Class 1 flammable liquids.

12. SAFETY EQUIPMENT

- Must always remain visible.
- Must be always accessible.
- Fire hoses must not be covered by housing, other encumbrances or decoration.

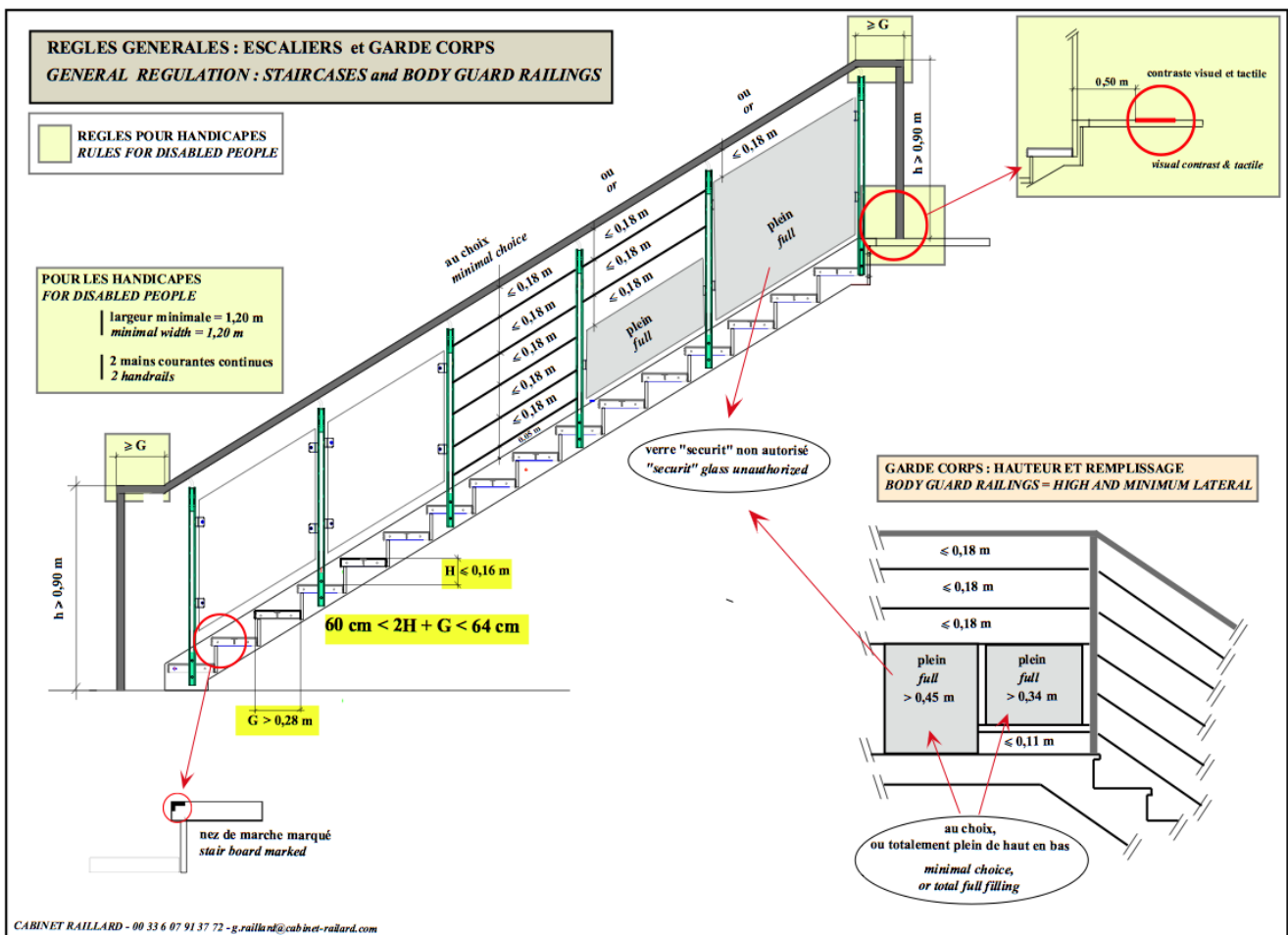
They must be accessible: there must be a pathway of at least 1m in width leading to the hose from the nearest gangway.

13. INSTRUCTIONS FOR OPERATION

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

REGULATIONS
**FIRE & PANIC RISK
 PREVENTION REGULATIONS**

STAIRCASES & BODY GUARD RAILINGS



FORMALITIES

CUSTOMS

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IMPORTANT: CUSTOMS INFORMATION

Tel.: +33 (0)8 11 20 44 44* (€0.06/min)

www.douane.gouv.fr/

Economic Regimes Office

Customs and excise duties

Open: Monday to Friday

Time: 9 a.m. – 5 p.m.

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

During PARIS RETAIL WEEK, the Parc des Expositions de Paris Porte de Versailles exhibition grounds is under temporary admission regime by French customs.

This temporary admission can be granted from the first day of set up till the exhibition closes and dismantling ends.

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

GENERAL COMMON LAWS**Arrival of goods:**

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

1) Transit document:

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

Documents to provide with the transit document:

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

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

Temporary admission:

Under no circumstances do the above documents confer temporary admission.

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

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

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

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

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

Outgoing goods:

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

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

1/ Re-export

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

3/ Use on French metropolitan territory

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

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

FORMALITIES
CUSTOMS

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ATA Carnet systems for exhibitions

(Excludes food products)

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

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

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

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

FORMALITIES

EXHIBITORS SAFETY

INSTRUCTIONS: **IMPORTANT**

1/14

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

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

**31.12.1993 nr 93-1418 and the Decree of 26.12.1994 nr 94-1159
Modified and complemented by the Decree nr 2003-68 of 01.24.2003**

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

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

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

This document is a General Health and Safety Protection Plan Intended for the exhibitor, his suppliers and sub-contractors founded on general prevention principles, namely:

- **To avoid risks,**
- **To evaluate risks** which cannot be avoided,
- **To combat risks** at source,
- **Adapt work to humans**, considering inter-individual differences, with the aim of reducing the effects of work on health.
- **To take account** of technical developments,
- **To replace what is dangerous by what is not or** by what is less dangerous,
- **To plan prevention** measures by coherent integration of techniques, work organization and working conditions,
- **To take collective protection measures** giving them priority over individual protection measures.
- **Give appropriate instructions to workers.** (The entrepreneur must train and inform employees so that they know the risks and preventive measures).

The exhibitor has a duty and legal obligation to:

1°) Validate the Safety Instructions Notice on the website of the show.

2°) Pass on the information about these instructions to all service providers appointed by himself who work during the assembly and dismantling periods on his stand.

3°) Consult the event website for the sanitary protocol measures in force at the exhibition.

IF YOUR STAND IS:

- **Installed by at least two** independent companies (including sub-contractors).
- **Includes partitions walls/decorations more than 3.00 meters high.**

You must appoint a HEALTH AND SAFETY COORDINATOR (Law of 31/12/93 N° 93-1418 and Decree of 26 December 1994 N° 94-1159) give us his contact details and his GHSPP (General Health and Safety Protection Plan) before: August 12th, 2024.

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

DÖT / PARIS RETAIL WEEK 2024
Fax : +33 (0)1 46 05 76 48 –
Email : sps@d-o-t.fr

FORMALITIES

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OBLIGATORY

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

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

For all people working from elevated platforms and any task presenting a risk, wearing a hard hat is compulsory.
(Art. R 4412-70 of the Code of Work)

To be accepted into the hall, electrical cutting or sanding tools, fixed or portable, must be equipped with a vacuum or dust collection system.

EVENT ASSEMBLY AND DISMANTLING DATES

BARE STANDS EXHIBITORS

Building	Dismantling
September 14 th , 2024, from 2 p.m. to 10 p.m. September 15 th , 2024, from 8 a.m. to 10 p.m. September 16 th , 2024, from 8 a.m. to 10 p.m.	September 19 th , 2023, from 5.30 p.m. to 11 p.m. September 20 th , 2023, from 7 a.m. to 2 p.m.

DESIGN & START UP EQUIPPED STANDS EXHIBITORS

Building	Dismantling
September 16 th , 2024, from 8 a.m. to 10 p.m.	September 19 th , 2024, from 5.30 p.m. to 11 p.m.

On the last assembly day, no motorised vehicle will be allowed into the Pavilion.

(Unless special dispensation has been granted by the Organizer).

In the dismantling period, on September 19th, 2024, motorised vehicles may only work after 7:30 p.m. in the hall.

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

I. GENERAL INFORMATION ABOUT THE OPERATION

I.1. DEFINITION

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

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

I. 2. COMPOSITION

The Health & Safety Instructions including a certificate.

The safety regulations of the venue, the Fire Safety Instructions and the Exhibitor's Guide are available from the Organizer.

I.3. DEFINITION OF THE COMPANY

Any firm that provides services to the Exhibitor and is charged with creating the infrastructures of the stand is considered as a company.

The Exhibitor is responsible for his own suppliers and subcontractors.

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

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

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

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

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

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EXHIBITORS SAFETY

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II. ADMINISTRATIVE INFORMATION

II.1. THE PARTICIPANTS

II.1.1. GENERAL ORGANIZATION

The COMEXPOSIUM Company acts as the general exhibition Organizer of **PARIS RETAIL WEEK 2024**.

ORGANIZER / EMPLOYER	GENERAL SHOW DIRECTOR
COMEXPOSIUM 70 avenue du Général de Gaulle 92058 PARIS LA DEFENSE Cedex Tel: +33 (0)1 76 77 10 00	Arnaud GALLET Email: arnaud.gallet@comexposium.com
TECHNICAL LOGISTICAL MANAGER	
Floriane BARA Tel : +33 (0)1 76 77 15 15 Email : floriane.bara@comexposium.com	Jean-Marc PIERRE Email : jean-marc.pierre@comexposium.com
CONTACT RECEIVING EXHIBITORS' DEMANDS	
Camille LEGRAND Tel : +33 (0)1 76 77 15 80 Email : camille.legrand@comexposium.com	

INSURANCE AGENCY – Civil resp / Dam.to property	TOWN HALL
SIACI SAINT HONORÉ 18 rue de Courcelles 75384 PARIS Cedex 08 Monsieur Philippe HUET Tel: + 33 (0)1 44 20 29 81 Email: philippe.huet@s2hgroup.com	MAIRIE DU XV^{ème} Arrondissement 31 rue Peclet 75015 PARIS Tel: +33 (0)1 55 76 75 15

II.1.2. HSP COORDINATION / FIRE SAFETY

HSP COORDINATOR	FIRE SAFETY REPRESENTATIVE
D.Ö.T 93 rue du Château - 92100 BOULOGNE BILLANCOURT Tel: + 33 (0)1 46 05 17 85 Fax: +33 (0)1 46 05 76 48 Email: sps@d-o-t.fr	Cabinet GUILMIN Tel : +33 (0)6 60 87 27 43 Email: cabinetguilmin@gmail.com

The fire safety representative will be present on site at the assembly.
 The date of the safety committee tour of inspection hasn't been defined.

FIRE PROOFING	EXPERT IN THE SOUNDNESS OF MAJOR STRUCTURE
Groupement NON-FEU (Textile) 37-39, rue de Neuilly BP 249 - 92113 CLICHY Tel : + 33 (0)1 47 56 31 48 Groupement Technique Français de l'ignifugation 10 rue du Débarcadère 75017 PARIS Tel: + 33 (0)1 40 55 13 13	Not applicable.

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EXHIBITORS SAFETY

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II.2. DEFINITION OF WORK AREAS

VENUE	PAVILION
PARIS EXPO – Porte de Versailles 1 Place de la Porte de Versailles 75015 PARIS Welcome center: Tel: +33 (0)1 40 68 22 22 Exhibitor's center: Tel: +33 (0)1 40 68 16 16	7.3

II.3. THE OFFICIAL BODIES

INSPECTION OF WORK	GRAMIF
Section 15 A 46-52 rue Albert 75640 PARIS Cedex 13 Tel: +33 (0)1 40 45 36 50	Service des risques Professionnels. 17/19 avenue de Flandre 75954 PARIS Cedex 19 Tel: + 33(0)1 40 05 38 16
O.P.B.T.P.	GLOSSARY
25 avenue du Général Leclerc 92100 BOULOGNE BILLAN COURT Tel: +33 (0)1 46 09 27 00	GRAMIF : Caisse Régionale d'Assurance Maladie d'Ile de France OPPBTP : Organisme Professionnel de Prévention du Bâtiment et des Travaux Publics

II.4. EMERGENCY SERVICES

ON THE SHOW SITE:

EMERGENCY POST	GENERAL SURVEILLANCE POST
MIP Information displayed at the hall entrances	Tel: +33 (0)1 72 72 18 18
	FIRE SAFETY
	Tel: +33 (0)1 72 72 15 32

OFF SITE:

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

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

Cf. Exhibitor's guide.

III.2. SCHEDULE OF USE OF HALL

Public opening:

DATES & TIME
September 17 th & 18 th 2024 from 9.30 a.m. to 6.30 p.m. September 19 th , 2024, from 9.30 a.m. to 5 p.m.

III.3. VARIOUS SERVICE PROVISIONS

Cf. Exhibitor's technical guide.

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

The temporary occupation of this site implies compliance with the standards and conditions (times of access, parking, speed etc...) defined by the regulations in force in this enclosure and its surroundings.

These regulatory texts, as well as the site specifications, can be consulted by contacting the Organizer.

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

In order to facilitate access, all delivery vehicles or vehicles belonging to companies entering the Exhibition Centre must first have registered and reserved their parking slot on the Viparis website: <http://logipass.viparis.com>.

The personal vehicles of those setting up or dismantling the exhibition may park in the Viparis car parks free of charge. Speakers are invited to use public transport if possible and to organise car pooling.

Trucks must be unloaded outside the halls in the areas provided for this purpose. They may not circulate or be unloaded inside the pavilions unless exceptional dispensation is granted by the organiser.

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

III.4.2. TRAFFIC MOVEMENTS INSIDE THE HALL

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

Motorised and non-motorised means of transport such as scooters, bicycles, scooters, rollerblades, electric vehicles, etc. are prohibited in the halls. Bicycles are permitted outside the pavilions but not inside them. Carts with a skip at the rear are permitted in the pavilions but those carrying only passengers will not be allowed to enter the halls. They must keep to a walking pace. They may park near the entrances as long as they do not impede the movement of machinery or pedestrians.

Means of transporting people (motorized or not) such as scooter, bicycle, roller blades, electric vehicles, etc.... are prohibited in the hall.

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

The free movement (of men and lifting equipment) around the stands must be possible at all times during assembly and dismantling. The security aisles define on the exhibition general plan must be respected and kept free of any materials or crates. There must be no storage or parking on the traffic movement areas defined on the plan of the hall.

Signs outlining the essential rules of safety and prevention will be posted at the pavilion entrances.

RESPECT: INSIDE

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

RESPECT: OUTSIDE

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

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IV. HANDLING CONDITIONS

IV.1. GENERAL REMARKS

The movement of machines presents risks and must be reduced to a minimum by strict management and distribution of the equipment. Companies listed by the Exhibitor are asked to set up means of identifying the machines and the men (stickers, identification jackets, etc...). Lifting and handling equipment must satisfy the requirements of current regulations.

They must be kept in good working order and have satisfied regular inspections in conformity with Article R 4535-7 of the Code of Work.

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

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

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

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

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

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

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

The staff must be trained in the risks of handlings.

The load must not split when it is moved.

For handling glass panels, it is recommended to use suction cups. Workers must wear protections when handling the glass panels. As soon as the glass parts are installed, specific signage is required on the windows or windows to avoid shocks and the risk of injury.

In the same way, for handling plywood sheets, the use of handling clips or panel carriers is recommended.

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

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

IV.2. USE OF MOTORIZED MACHINES

The drivers must be at least 18 years of age and have the employer's driving agreement and as well as the driving licence (safe driving aptitude certificate) and the Special Medical Fitness Certificate.

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

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

IV.3. LIFTING REGULATIONS

Lifting machines must be used only for transportation and lifting of equipment and material.

Lifting and transportation of people must be done only with specially designed equipment.

If a crane is used, a special request must be made to the Organizer.

This request must specify the place of intervention of the crane and the technical constraints of use and installation.

It is forbidden to transport loads over people. (The public and intervening staff).

These constraints must appear in the company's IHSPP.

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

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

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Whatever the means of lifting used, the users must take care not to work over any other workers and to take all necessary safety provisions (staying or circulating under the load is forbidden). No parking and driving under load. When lifting or lowering structures or light bridges, no operator should be under the load.

It is forbidden to lift loads above the circulation aisles, except when an operation manager can signal the operation to the pedestrians.

The maximum load indications of each strap must be respected.

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

REMINDER

It is forbidden:

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

IV.4. STORAGE

Materials must be stored in the aisles (or parts of aisles) reserved for this purpose, within the worksite or in the storage areas where these are provided. Carpet rolls must not be stored on traffic lanes. It is forbidden to store loads on buildings or structures without the organiser's permission.

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

All workers are asked to respect these plans scrupulously.

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

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

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

During the public opening, no machine will be allowed in the enclosure of the hall. Stored racks, crates, etc. may not be stacked higher than the site's cladding or fencing.

V. CLEANING

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

Exhibiting companies are responsible for cleaning their site and removing their rubble and waste of all kinds. They must plan the reservation and removal of skips and organise how they are filled. It is the responsibility of each worker either to cover the skips, or to weigh down the rubble to prevent it from flying around.

An organization must be set up around the skips to prevent any risk in the event of falling waste during filling (Guide, signage, etc ...).

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

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

VI. INSTALLATIONS AVAILABLE DURING THE ASSEMBLY AND DISMANTLING PERIODS

VI.1. TOILETS

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

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

VI.2. CLOAKROOMS / CANTEEN

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

There will be no canteen for meals. It is forbidden to consume alcohol or illegal substances on the site and to smoke on the premises (halls, marquees, bungalows, etc.).

VI.3. TELEPHONE ON SITE

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

VI.4. ACCOMMODATION

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

VII. ACCESS CONTROL

**Access to the venue is only possible for persons and vehicles carrying authorisation.
or a badge given by the Organizer.**

Badges will be distributed to each worker in the event.

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

These access points will be guarded. Visits to the site by persons other than authorised personnel (children, friends, family, pets, etc.) are strictly forbidden unless agreed by the organiser and subject to certain conditions (itinerary to be respected, personal protective equipment to be worn, etc.).

VIII. GENERAL SAFETY OBLIGATIONS OF EACH WORKER

VIII.1. WORKFORCE

VIII.1.1. MEDICAL FITNESS

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

VIII.1.2. SAFETY TRAINING

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

VIII.2. REGISTERS

VIII.2.1. LEGAL REGISTERS

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

All employers based outside France with the intention of providing services in France must submit a prior declaration of posting of his workers and a certificate of deposit to the Work Inspectorate branch of the place where the service is to be provided, before the start of his intervention in France.

Access to the online declaration portal: www.sipsi.travail.gouv.fr

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VIII.2.2. JOINT SITE VISITS

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

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

VIII.3. PROTECTIONS

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

VIII.3.1. COLLECTIVE PROTECTION

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

No double deck building is planned on this exhibition. Refer to the Chapter IX. of this document: "General rules of construction": IX.2. "Working at height".

VIII.3.2. INDIVIDUAL PROTECTIONS

Individual protection against falls from a height should only be considered when temporary collective protection equipment cannot be used or when it is not possible to use equipment for accessing and working at a height that provides collective protection.

The equipment must comply with current regulations.

Workers must be protected by fall arrest systems.

The attachment points, anchorage points and lifelines must be safe and allow the equipment to be used in complete safety.

The strength of the support must be assessed by a competent person and checked before use.

They must be safely accessible and located above the workstation.

An organisation must be put in place to ensure that the user never works alone.

The organisation of rapid rescue in the event of a fall must also be anticipated.

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

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

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

Lone working is prohibited.

Compliance with these provisions and the maintenance and upkeep of this equipment are the responsibility of each company. Each company manager supplies the equipment and ensures that it is worn.

Wearing safety shoes (safety toecaps + anti-perforation soles) is compulsory for any person entering the venue during the assembly and dismantling periods.

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

FORMALITIES

EXHIBITORS SAFETY

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IX. GENERAL RULES OF CONSTRUCTION

IX.1. DECORATIONS

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

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

IX.2. WORKING AT HEIGHTS

Decree nr 2004-924 of 01.09.2004 concerning the use of work equipment made available for temporary work at a height and integrating new provisions in the labour code (Articles R 4323-58 to R 4323-90). Any work carried out in a stairwell must be carried out using equipment that is suitable for the environment and complies with regulations.

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

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



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

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

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

The scaffolding must be level when it is used. The wheels of mobile scaffolding must be locked in position when the scaffolding is in use.

No worker must remain on mobile scaffolding while it is being moved.

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

This equipment must include progressively secured floors and access to the higher levels by guard rails

Legal restrictions concerning work at heights must be respected.

IX.3. MEASURES TAKEN CONCERNING CO-ACTIVITY

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

The companies must provide a detailed assembly and dismantling schedule in their PPSPS.

Any intervention that would create a situation of overlapping tasks must be resolved by a time shift or special protection measures.

The Exhibitor or his project manager must set up a work schedule that takes into account the chronological order of assembly in order to avoid overlapping tasks and to carry them out using suitable means. This chronological order will also be adapted for dismantling.

These resources may be shared by several participants or contractors.

In the event of pooling of equipment (scaffolding, forklift trucks, aerial platforms, etc.), a loan and availability agreement must be drawn up between the parties prior to use.

FORMALITIES

EXHIBITORS SAFETY

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The Exhibitor or his project manager must set up a work schedule that considers the chronological order of assembly in order to avoid overlapping tasks and to carry them out using suitable means. This chronological order must also be adapted for dismantling.

These resources may be shared by several participants or companies.

In the case of mutualisation of the material resources (scaffolding, forklift trucks, aerial platforms, etc.), a loan agreement must be drawn up between the parties before use.

The equipment and works must be completed, made safe and accepted before any intervention or use by another company.

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

IX.4. SITE CONNECTIONS / LIGHTING

IX.4.1. REGULATIONS

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

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

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

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

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

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

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

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

These personnel may only work from electrical boxes or cabinets provided by site personnel. It is forbidden to work on the electrical installation installed by the site concessionaire.

The technical hatches in the hall must be properly closed or protected in the event of momentary opening in order to avoid any risk of people falling or any danger to machinery and rolling scaffolding. In the event of obstruction, the strength of the material obstructing the hatch must be at least equal to the strength of the floor.

If the hatch is opened momentarily, protection must be provided to prevent any risk of falling.

The use of generators is prohibited in the halls.

Networks should preferably avoid traffic areas. If this is not possible, cables crossing corridors must be protected (mechanical protection, arches, etc.).

IX.4.2. LIGHTING

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

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

FORMALITIES

EXHIBITORS SAFETY

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IX.5. PREVENTION OF RISKS OF PROFESSIONAL DISEASES

IX.5.1. HAZARDOUS MATERIALS

It is imperative for any company that needs to use hazardous products to send the safety data sheets to the Safety Coordinator and to the Fire Safety Representative and **put in place the protection measures specified on the sheet. Companies are advised that the glues, resins, paints and products used must be free of solvents, ethers and glycol, odourless and non-allergenic. Spray painting is prohibited.**

IX.5.2. NOISE DISTURBANCE

The use of noisy machines or equipment must adhere strictly to current regulations. All necessary methods and provisions must be used (hood, screen, silencer etc...) so as not to exceed the regulatory limits as regards acoustic levels. It is recommended that personal noise protectors be worn when assembling truss and steel structures. It is advisable to wear personal noise protection when assembling light bridges and metal structures.

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

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

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

To be accepted into the hall, electrical tools, fixed or portable, must be equipped with a vacuum or dust collection system.

(Art. R 4412-70 of Code of Work)



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

IX.7. WORK INVOLVING HEAT

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

IX.7.1. INFLAMMABLE MATERIALS AND PRODUCTS

Pressurised gas cylinders must be protected against impacts, falls and heat, and no unauthorised person must have access to them. It is forbidden to keep or store full or empty cylinders in an enclosed area, and therefore in the pavilions. They must be stored in racks in the open air.

It is forbidden to place fuel tanks, used to fill handling equipment, near changing rooms and refectories or alongside structures and buildings. They must comply with standards and be isolated in a location indicated by specific fire risk information signs, with the appropriate fire-fighting equipment in place nearby. The filling of tanks for machinery or equipment must be carried out on an impermeable area.

The ground beneath the tanks must be protected from any leaks.

It is forbidden to light fires on the site. Barbecues of any kind are prohibited.

Communal means:

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

Specific means for each worker:

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

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

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

FORMALITIES

EXHIBITORS SAFETY

14/14

X. FIRE SAFETY

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

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

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

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

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

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

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

XI. ORGANIZATION OF EMERGENCIES**XI.1. COMPANY EMERGENCY MEASURES**

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

The first-aid worker present within each company on the site will provide first aid in the event of an accident.

(1 first-aid worker for 10 employees).

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

In case of accident precise:

The stand name

The lane and the stand number

Number of people involved and injuries kinds.

XI.2. COLLECTIVE ORGANIZATION OF THE SHOW**REMINDER OF THE EMERGENCY PHONE NUMBERS:**

EMERGENCY POST: Information displayed at the hall entrances.

GENERAL SURVEILLANCE POST: +33 (0)1 72 72 18 18

FIRE SAFETY: +33 (0)1 72 72 15 32

THE EMERGENCY PHONE NUMBERS ARE DISPLAYED AT THE TECHNICAL OFFICE.

XII. THE INDIVIDUAL HEALTH AND SAFETY PROTECTION PLAN

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

- Within 30 days before any work for principal contracts.
- Within 8 days for short time or finishing work.

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

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

XII.1. THE EXHIBITOR

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

XII.2. COMMUNICATION OF THE DOCUMENT

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

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

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

FORMALITIES

USING FOREIGN SERVICE PROVIDERS

1/2

MANDATORY

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

1 - PRELIMINARY DECLARATION OF SECONDMENT

Whatever their nationality, non-French service providers must complete a preliminary declaration of secondment (*déclaration préalable de détachement*) from the Ministry of Labour.

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

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

- For more than 48 hours a week: please note that a week starts at midnight (00:00 a.m.) on Monday and ends at midnight on Sunday (24:00 p.m.)
- For more than 10 hours a day
- For more than 6 hours without a break (of at least 20 minutes)
- For more than 6 days in a single week.

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

2- PROVISIONAL WORK PERMIT

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

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

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

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

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

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

COMEXPOSIUM – Operations Department

Floriane BARA floriane.bara@comexposium.com

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

SOCIAL SECURITY

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

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

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

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

URSAFF – 16 rue Contades - 67307 Schiltigheim – France

Tel: + 33(0)8 20 39 56 70 - Fax: + 33(0)3 88 18 52 74 –

Email: cnfe.strasbourg@urssaf.fr

FORMALITIES

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

RETURN BEFORE 22ND JULY 2024 TO:

COMEXPOSIUM – Operations department
 Florian BARA
floriane.bara@comexposium.com
 70, avenue du Général de Gaulle F - 92508 Paris la Défense Cedex

EXHIBITOR

Company name:
 Pavillon: Aisle: Stand No:
 Stand name:
 Address:
 Postcode: Town/City:
 Country:
 Tel: Fax: E-mail:
 Cellphone:

IMPORTANT: SWORN AFFIDAVIT

I the undersigned:
 Acting as:
 For the company:
 Located:
 Solemnly declare that I:

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

Mandatory Corporate Seal

Drawn up and signed in: on:

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

FORMALITIES

REFOUND OF FRENCH VAT (TVA)

1/2

PLEASE FIND IN THE EXHIBITOR SPACE PLATFORM

- To print the VAT refund form, see next page.
- or look in your Exhibitor Space under “[My Forms](#)”

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

TEVEA INTERNATIONAL

Claudia PRAMS

129-31, rue Saint Augustin – 75002 Paris – France

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

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

Siret: 331 270 280 00067

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

TEVEA International, in cooperation with PARIS RETAIL WEEK 2024, offers a simplified, secure, and fast procedure for your company.

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

IMPORTANT:

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

FOREIGN SERVICE PROVIDERS WORKING FOR EXHIBITORS

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

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

FORMALITIES

REFOUND OF FRENCH VAT (TVA)

2/2

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

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

IMPORTANT

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

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

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

FAX REPLY FORM – PLEASE RETURN TO:

TEVEA INTERNATIONAL

29-31 rue Saint Augustin– 75002 Paris - FRANCE

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

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

We are attending the following French trade show:

PARIS RETAIL WEEK 09-17-24 to 09-19-2024 – Parc des Expositions de Paris Porte de Versailles

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

FRENCH ENGLISH GERMAN ITALIAN SPANISH

Company name:

Address:

Postcode: City: Country:

Tel: Fax: Email:

Contact name:

Date and signature:

**PARIS
RETAIL
WEEK**

COMEX POSIUM

COMEXPOSIUM – 70, avenue du Général de Gaulle – 92058 Paris la Défense Cedex - France
SAS au capital de 60 000 000 € - 316 780 519 RCS Nanterre
Société mandataire d'intermédiaire d'assurance n°10058581 ORIAS (www.orias.fr)
La société Comexposium est soumise au Contrôle Prudentiel (ACP)