TECHNICAL EXHIBITOR MANUAL
Welcome to the MAISON & OBJET Exhibitor Manual.

Interactive summary: click on the title to access the corresponding chapter.
STAND PROJECTS
Submit your stand project on your Exhibitor Portal.

⚠️ If your stand's surface is more than 199 sqm, also send your project by email to Mr Michel RAPHAEL: charge.de.securite@icloud.com

TECHNICAL SERVICES
Order all your technical services on our Technical Online Ordering.

www.maison-objet.com >> M&O PARIS >> Exhibitor Portal >> Technical Online Ordering

IMPORTANT
Installation of the separating partitions as Exhibitor's request.
In case of request to add separating partitions between adjoining stands during the build-up, these partitions will be invoiced.

Please find detailed information on the stand technical sheet corresponding to your kind of stand.
1st December 2019
Up until this date, -10% off on your technical orders, excluding electricity, lighting trusses (truss kits, grill kits, cerce kits and made-to measure trusses), parking places and stand packs.

15th December 2019
From this date, orders of technical services may only be supplied while stocks last.

26th December 2019
From this date, a supplement will be applied on electrical switchboxes, parking places and all technical orders.

Electrical switchboxes will not be activated if the payment of the whole services has not been done to our Sales Administration Service.

28th December 2019
Stand project to download on your Exhibitor Portal before this date.

30th December 2019
- All orders placed before this date will be delivered on Monday 13th January 2020 at 8.00 a.m. After that date, they will be delivered between Monday 13th January 2020 and Thursday 16th January 2020.
Equipment is rented for the duration of the exhibition, including installation and dismantling.
Links to the stands technical sheets: in the below table, click on the kind of stand you chose to see the detailed stand’s technical sheet.

**all halls - all sectors**
* except Craft Métiers d'Art (hall 5A)

Bare stand (except "Signature" areas)
Bare stand - "Signature" areas

Junior Standard Stand package (except "Signature" areas)
Junior Standard Stand package - "Signature" areas

Junior Pre-equipped Stand package (except "Signature" areas)

Stand Pack (except "Signature" areas)
### floor

<table>
<thead>
<tr>
<th>Description</th>
<th>To be scheduled</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your surface is marked out on the floor by tape at the corners. The floor is bare - black concrete (except halls 7 &amp; 8: light grey concrete).</td>
<td>To be scheduled</td>
<td>Fireproofed floor covering (carpet or other...) Do not stick materials on the floor, paint or drill it.</td>
</tr>
</tbody>
</table>

### wall: installation of the partitions according to the information indicated in the Exhibition’s Application Form.

In case of request to add separating partitions between adjoining stands during the build-up, these partitions will be invoiced.

<table>
<thead>
<tr>
<th>Description</th>
<th>To be scheduled</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Separating partition for adjoining stands, hollow wooden partition, 57 mm thick, <strong>2.50 m high</strong>, placed on square with maximum bearing capacity: 2 kg per lm. Matt grey paint finish.</td>
<td>To mount elements exceeding the authorised load: use a self-bearing structure (not mounted on the wall). <strong>Partitions covering is strongly recommended</strong></td>
<td>Partition: rented equipment to be returned in its initial condition. Do not paste, paint or drill.</td>
</tr>
</tbody>
</table>

### stand structure and decor

<table>
<thead>
<tr>
<th>Description</th>
<th>To be scheduled</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction height: 2.50 m.</td>
<td>To be scheduled</td>
<td><strong>Submit your stand project on your Exhibitor Portal on our website:</strong> <a href="https://exhibitors.maison-objet.com">https://exhibitors.maison-objet.com</a>, section &quot;your stand&quot; before the 28th December 2019. <strong>Stands &gt; 199 sqm:</strong> also send your project to Mr Michel RAPHAEL: <a href="mailto:charge.de.securite@icloud.com">charge.de.securite@icloud.com</a></td>
</tr>
</tbody>
</table>

### signboard

<table>
<thead>
<tr>
<th>Description</th>
<th>To be scheduled</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 front-back flag signboard on the aisle, with stand’s name and number, and country’s flag. Provided and installed by the organisation.</td>
<td>Optional: additional signboard.</td>
<td>The signboard should under no circumstances be hidden or modified by overlaid text or colour. <strong>No logo or signboard should go over the height of the stand structure. No logo, picture, or company name should be hanged from the ceiling above the stand.</strong></td>
</tr>
</tbody>
</table>

### electrical switchbox: switchboxes will not be activated if the payment of the whole services has not been done to our Sales Administration Service.

<table>
<thead>
<tr>
<th>Description</th>
<th>To be scheduled</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bare stand: not supplied. Junior standard stand package: 1 x 3 kw electrical switchbox (3000 watts).</td>
<td>Compulsory: to be ordered (except for Junior standard stand packages). To increase the power supply: calculate the power needed by adding together the power of all spotlights and connected appliances. 1 KW = 1000 watts</td>
<td><strong>Electrical switchbox must now be ordered on our Technical Online Ordering, accessible from your Exhibitor Portal on our website:</strong> <a href="https://exhibitors.maison-objet.com">https://exhibitors.maison-objet.com</a>, “Order your services” section. Any requests to move the box on site will be invoiced. The electrical switchbox should remain accessible for all interventions.</td>
</tr>
</tbody>
</table>
**IMPORTANT REMINDERS**

- **Separating partitions** between stands are now provided on exhibitor’s demand. You can choose the installation of the separating partitions on your stand when you validate your application form to the exhibition. 

  *Any change regarding this choice will be invoiced, if your request is done during the build-up period.*

- **The measurements of your stand** are taken "between axes" of the separating partitions. These separating partitions between adjoining stands are installed by our teams "astride" the limit between 2 stands. Consequently, you need to take into account the thickness of a partition - 57mm - when fitting the floor and walls and allow sufficient margin for measurements of materials used.

- **Additional fittings** ordered and/or provided (partitions, lighting truss kits, projectors, spotlights on tracks, etc.) must be returned in their initial condition. These elements remain the property of the organiser. It is formally forbidden to: nail, paste, paint, drill, cut out or perforate this equipment. Any damage observed will be invoiced to the exhibitor.

**THE MODIFICATION OF THE KIND OF STAND WILL NOT BE ACCEPTED AFTER 30TH DECEMBER 2019.**

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**NON PROVIDED SERVICES, TO PLAN**

- **Slings and hangings from the ceiling:** you can order them directly to VIPARIS on their website www.viparis.com/epex.

- **Stand individual lighting:** you can order it on our Technical Online Ordering, accessible via your Exhibitor Portal on our website https://exhibitors.maison-objet.com.

- **Stand cleaning:** you can order it on our Technical Online Ordering, accessible via your Exhibitor Portal on our website https://exhibitors.maison-objet.com, "Order your services" section.

  The Exhibitor has to return the stand space in its initial condition after dismantling (see Exhibition's General Regulations, Article 14: "Desinstallation").
## Bare Stand & Junior Standard

### halls 5A, 6 & 8 - "Signature" areas

<table>
<thead>
<tr>
<th>floor</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description</strong></td>
</tr>
<tr>
<td>Your surface is marked out on the floor by tape at the corners. The floor is bare: - black concrete in hall 5A &amp; 6  - grey concrete in hall 8</td>
</tr>
<tr>
<td><strong>Requirement</strong></td>
</tr>
<tr>
<td>Fireproofed floor covering (carpet or other...)</td>
</tr>
<tr>
<td>Do not stick materials on the floor, paint or drill.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>wall:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description</strong></td>
</tr>
<tr>
<td>Separating partition for adjoining stands, hollow wooden partition, 57 mm thick, 3.00 m high, placed on square with maximum bearing capacity: 2 kg per lm. Matt grey paint finish.</td>
</tr>
<tr>
<td><strong>Requirement</strong></td>
</tr>
<tr>
<td>To mount elements exceeding the authorised load: use a self-bearing structure (not mounted on the wall). <strong>Partitions covering is strongly recommended</strong></td>
</tr>
<tr>
<td>Partition: rented equipment to be returned in its initial condition. Do not paste, paint or drill.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>stand structure and decor</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description</strong></td>
</tr>
<tr>
<td>Construction height: 3.00m.</td>
</tr>
<tr>
<td><strong>Requirement</strong></td>
</tr>
<tr>
<td>Submit your stand project on your Exhibitor Portal on our website: <a href="https://exhibitors.maison-objet.com">https://exhibitors.maison-objet.com</a>, section &quot;your stand&quot; <strong>before the 28th December 2019.</strong></td>
</tr>
<tr>
<td><strong>If the structure is going over this height, the backside of the stand should be covered properly in black.</strong></td>
</tr>
<tr>
<td><strong>Obligation to use fireproofed materials to make all the stand decors.</strong></td>
</tr>
<tr>
<td><strong>See:</strong> Fire Safety Regulations</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>signboard</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description</strong></td>
</tr>
<tr>
<td>1 front-back flag signboard on the aisle, with stand’s name and number, and country’s flag. Provided and installed by the organisation.</td>
</tr>
<tr>
<td><strong>Requirement</strong></td>
</tr>
<tr>
<td>Optional: additional signboard.</td>
</tr>
<tr>
<td>The signboard should under no circumstances be hidden or modified by overlaid text or colour. <strong>No logo or signboard should go over the height of the stand structure. No logo, picture, or company name should be hanged from the ceiling above the stand.</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>electrical switchbox: switchboxes will not be activated if the payment of the whole services has not been done to our Sales Administration Service.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description</strong></td>
</tr>
</tbody>
</table>
| Bare stand: not supplied.  
Junior standard stand package: 1 x 3 kw electrical switchbox (3000 watts). |
| **Requirement** |
| Compulsory: to be ordered (except for Junior standard stand packages). **To increase the power supply: calculate the power needed by adding together the power of all spotlights and connected appliances. 1 KW = 1000 watts** |
| **Electrical switchbox must now be ordered on our Technical Online Ordering, accessible from your Exhibitor Portal on our website: https://exhibitors.maison-objet.com, "Order your services" section.** |
| Any requests to move the box on site will be invoiced. The electrical switchbox should remain accessible for all interventions. |

<table>
<thead>
<tr>
<th>parking:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1 LV (Light Vehicle) exhibitor parking place (free option on request). FOR BARE STAND ONLY. NOT INCLUDED IN THE JUNIOR STANDARD STAND PACKAGE</strong></td>
</tr>
</tbody>
</table>
halls 5A, 6 & 8 - "Signature" areas

NON PROVIDED SERVICES, TO PLAN

■ **Slings and hangings from the ceiling:** you can order them directly to VIPARIS on their website [www.viparis.com/epex](http://www.viparis.com/epex).

■ **Stand individual lighting:** you can order it on our Technical Online Ordering, accessible via your Exhibitor Portal on our website [https://exhibitors.maison-objet.com](https://exhibitors.maison-objet.com), "Order your services" section.

■ **Stand cleaning:** you can order it on our Technical Online Ordering, accessible via your Exhibitor Portal on our website [https://exhibitors.maison-objet.com](https://exhibitors.maison-objet.com), "Order your services" section. The Exhibitor has to return the stand space in its initial condition after dismantling (see Exhibition's General Regulations, Article 14: "Desinstallation").

IMPORTANT REMINDERS

■ **Separating partitions** between stands are now provided on exhibitor’s demand. You can choose the installation of the separating partitions on your stand when you validate your application form to the exhibition.

Any change regarding this choice will be invoiced, if your request is done during the build-up period.

■ **The measurements of your stand** are taken "between axes" of the separating partitions. These separating partitions between adjoining stands are installed by our teams “astride” the limit between 2 stands. Consequently, you need to take into account the thickness of a partition - 57mm - when fitting the floor and walls and allow sufficient margin for measurements of materials used.

■ **Additional fittings** ordered and/or provided (partitions, lighting truss kits, projectors, spotlights on tracks, etc.) must be returned in their initial condition. These elements remain the property of the organiser. It is formally forbidden to: nail, paste, paint, drill, cut out or perforate this equipment. Any damage observed will be invoiced to the exhibitor.

all halls - all sectors*
* except Craft Métiers d'Art (hall 5A) and "Signature" areas

IMPORTANT REMINDERS

■ The measurements of your stand are taken "between axes" of the separating partitions. These separating partitions between adjoining stands are installed by our teams "astride" the limit between 2 stands. Consequently, you need to take into account the thickness of a partition - 57mm - when fitting the floor and walls and allow sufficient margin for measurements of materials used.

■ Additional fittings ordered and/or provided (partitions, lighting truss kits, projectors, spotlights on tracks, etc.) must be returned in their initial condition. These elements remain the property of the organiser. It is formally forbidden to: nail, paste, paint, drill, cut out or perforate this equipment. Any damage observed will be invoiced to the exhibitor.

# JUNIOR PRE-EQUIPPED PACKAGE

**all halls - all sectors**

* * except Craft Métiers d'Art (hall 5A) and "Signature" areas

## floor

<table>
<thead>
<tr>
<th>Description</th>
<th>To be scheduled</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpet directly on the floor of your surface.</td>
<td>Removal of plastic film by the client. Optional : removal of the carpet.</td>
<td>Colour reference to be sent before 30/12/19. By default, the colour of the carpet will be: GRAPHITE GREY. Do not stick materials on the floor, paint or drill it.</td>
</tr>
<tr>
<td>Choice of 3 colours: BLACK, WHITE or GRAPHITE GREY</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## wall

<table>
<thead>
<tr>
<th>Description</th>
<th>To be scheduled</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hollow wooden partition, 57mm thick, 2.50m high, covered with brushed cotton and equipped with black low plinth, height: 70mm.</td>
<td></td>
<td>Colour reference to be sent before 30/12/19. By default, the colour of the brushed cotton will be: WHITE. Partition : rented equipment to be returned in its initial condition. Do not paste, paint or drill. HEIGHT for structure and stand decor: 2.50m maximum.</td>
</tr>
<tr>
<td>Choice of brushed cotton colour: BLACK, WHITE or LIGHT GREY. Separating partition with adjoining stand, with maximum bearing capacity: 2kg per lm.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## banner

<table>
<thead>
<tr>
<th>Description</th>
<th>To be scheduled</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black steel banner, 15cm high, 57mm thick, supported by square posts (57mm x 57mm) spaced out 6.00m maximum. In excess of 6 lm, intermediate posts and banners will be needed to make the structure rigid.</td>
<td>Optional: banner removal.</td>
<td>Rented equipment to be returned in its initial condition. Do not paste, paint or drill.</td>
</tr>
</tbody>
</table>

## signboard

<table>
<thead>
<tr>
<th>Description</th>
<th>To be scheduled</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 front-back flag signboard mounted on the banner on aisle, with stand’s name and number, and country’s flag. Supplied and installed by the organisation.</td>
<td>Optional: additional signboard.</td>
<td>The signboard should under no circumstances be hidden or modified by overlaid text or colour. No logo or signboard should go over the height of the stand structure. No logo, picture, or company name should be hanged from the ceiling above the stand.</td>
</tr>
</tbody>
</table>
all halls - all sectors*  
* except Craft Métiers d'Art (hall 5A) and "Signature" areas

electrical switchbox: will not be activated if the payment of the whole services has not been done to our Sales Administration Service.

<table>
<thead>
<tr>
<th>Description</th>
<th>To be scheduled</th>
<th>Requirement</th>
</tr>
</thead>
</table>
| 1 x 3 kW electrical switchbox (3000 watts). |  | IMPORTANT  
The electrical switchbox is installed by default in a corner. If you want a specific place, send a sketch to the SAFI technical department via your Exhibitor Portal.  
Any requests to move the box on site will be invoiced.  
The electrical switchbox should remain accessible for all interventions. |

optional lighting (additionnally to the pre-equipped stand price):
- 36.51€ Ex.VAT per unit until 25/12/19 included (same price for the 3 references)
- 47.46€ Ex.VAT per unit from 26/12/19 (same price for the 3 references)

<table>
<thead>
<tr>
<th>Description</th>
<th>To be scheduled</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spotlights fixed on a rail which is integrated in the banner.</td>
<td></td>
<td>Rented equipment to be returned in its initial condition.</td>
</tr>
</tbody>
</table>
| Choice of 3 spotlights references:  
  ■ Ref. LED 15W  
  (Ht: 17,5cm, L: 13,1cm, W: 7cm)  
  ■ Ref. HQI 70W  
  (Ht: 22cm, L: 23cm, W: 13cm)  
  ■ Ref. PAR 30 100W  
  (Ht: 23cm, L: 15cm, W: 18cm) |  |  |

Non Provided Services, to plan

- Slings and hangings from the ceiling: you can order them directly to VIPARIS on their website www.viparis.com/epex.
- Stand individual lighting: choice of 3 references of spotlights in preferential rate are proposed to you. You can place your order on our Technical Online Ordering, accessible via your Exhibitor Portal on our website https://exhibitors.maison-objet.com.
- Stand cleaning: you can order it on our Technical Online Ordering, accessible via your Exhibitor Portal on our website https://exhibitors.maison-objet.com, "Order your services" section.  
The Exhibitor has to return the stand space in its initial condition after dismantling (see Exhibition's General Regulations, Article 14: "Desinstallation").
all halls - all sectors*
* except Craft Métiers d'Art (hall 5A) and "Signature" areas

FEAURES

STAND PACK : 48 € EXCL. VAT/SQM (NOT SUBJECT TO THE 10% DISCOUNT)
ORDER DEADLINE: 30TH DECEMBER 2019

Your "stand pack" includes:
- The wooden separating partitions, height = 2.50m,
- The carpet (choice of 3 colours)
- The brushed cotton on the partitions (choice of 3 colours),
- A black low plinth
- The banner and posts in black steel
- The signboard

NON PROVIDED SERVICES, TO PLAN

- Stand individual lighting: choice of 3 references of spotlights in preferential rate are proposed to you. You can place your order on our Technical Online Ordering, accessible via your Exhibitor Portal on our website https://exhibitors.maison-objet.com, "Order your services" section.
- Slings and hangings from the ceiling: you can order them directly to VIPARIS on their website www.viparis.com/epex.
- Stand cleaning: you can order it on our Technical Online Ordering, accessible via your Exhibitor Portal on our website https://exhibitors.maison-objet.com, "Order your services" section.

The Exhibitor has to return the stand space in its initial condition after dismantling (see Exhibition's General Regulations, Article 14: "Desinstallation").
## Floor

<table>
<thead>
<tr>
<th>Description</th>
<th>To be scheduled</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpet directly on the floor of your surface.</td>
<td>Removal of plastic film by the client. Optional: removal of the carpet.</td>
<td>Colour reference to be sent before 30/12/19. By default, the colour of the carpet will be: GRAPHITE Do not stick materials on the floor, paint or drill.</td>
</tr>
<tr>
<td>Choice of 3 colours: BLACK, WHITE and GRAPHITE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Wall

<table>
<thead>
<tr>
<th>Description</th>
<th>To be scheduled</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hollow wooden partition, 57mm thick, 2.50m high, covered with brushed cotton and equipped with black low plinth, height: 70mm.</td>
<td>To mount elements exceeding the authorised load: use a self-bearing structure (not mounted on the wall).</td>
<td>Colour reference to be sent before 30/12/19. By default, the colour of the brushed cotton will be: WHITE Partition : rented equipment to be returned in its initial condition. Do not paste, paint or drill. HEIGHT for structure and stand decor: 2.50m maximum.</td>
</tr>
<tr>
<td>Choice of brushed cotton colour: BLACK, WHITE or LIGHT GREY.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Separating partition with adjoining stand, with maximum bearing capacity: 2kg per lm.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Banner

<table>
<thead>
<tr>
<th>Description</th>
<th>To be scheduled</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black steel banner, 15cm high, 57mm thick, supported by square posts (57mm x 57mm) spaced out 6.00m maximum. In excess of 6 lm, intermediate posts and banners will be needed to make the structure rigid.</td>
<td></td>
<td>Rented equipment to be returned in its initial condition. Do not paste, paint or drill.</td>
</tr>
</tbody>
</table>

## Signboard

<table>
<thead>
<tr>
<th>Description</th>
<th>To be scheduled</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 front-back flag signboard on aisle, with stand’s name and number, and country’s flag. Supplied and installed by the organisation.</td>
<td>Optional: additional signboard</td>
<td>The signboard should under no circumstances be hidden or modified by overlaid text or colour. No logo or signboard should go over the height of the stand structure. No logo, picture, or company name should be hanged from the ceiling above the stand.</td>
</tr>
</tbody>
</table>
optional lighting (additionally to the stand pack price):
- 36.51 € Ex.VAT per unit until 25/12/19 included (same price for the 3 references)
- 47.46 € Ex.VAT per unit from 26/12/19 (same price for the 3 references)

<table>
<thead>
<tr>
<th>Description</th>
<th>To be scheduled</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spotlights fixed on a rail which is integrated in the banner.</td>
<td></td>
<td>Rented equipment to be returned in its initial</td>
</tr>
<tr>
<td>Choice of 3 spotlights references:</td>
<td></td>
<td>condition.</td>
</tr>
<tr>
<td>■ Ref. LED 15W (Ht: 17.5cm, L: 13.1cm, W: 7cm)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>■ Ref. HQI 70W (Ht: 22cm, L: 23cm, W: 13cm)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>■ Ref. PAR 30 100W (Ht: 23cm, L: 15cm, W: 18cm)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Ref. LED 15W
White light

Ref. HQI 70W
White light

Ref. PAR 30 100W
Halogène
Yellow light

IMPORTANT REMINDERS

■ The measurements of your stand are taken “between axes” of the separating partitions. These separating partitions between adjoining stands are installed by our teams “astride” the limit between 2 stands. Consequently, you need to take into account the thickness of a partition - 57mm - when fitting the floor and walls and allow sufficient margin for measurements of materials used.

■ Additional fittings ordered and/or provided (partitions, lighting truss kits, projectors, spotlights on tracks, etc.) must be returned in their initial condition. These elements remain the property of the organiser. It is formally forbidden to: nail, paste, paint, drill, cut out or perforate this equipment. Any damage observed will be invoiced to the exhibitor.

all halls - all sectors*
* except Craft Métiers d’Art (hall 5A) and "Signature" areas
PRACTICAL INFORMATION
access to the Exhibition Centre
show Exhibitor badges
exhibition schedule
transport - handling - storage of empties
shuttles
travel discounts
VAT reimbursement
your contacts
useful addresses and services
wifi
people access

anticipated build-up: from 6th to 12th January 2020 (subject to authorisation and invoicing)

All person entering the Paris Nord Villepinte site, by car, truck, 2-wheeled vehicle, LUV or RER must have a badge, which can be printed directly via the exhibitor’s portal on the MAISON&OBJET website: https://exhibitors.maison-objet.com -> "manage your badges" ->"exhibitor set-up/dismantling".

<table>
<thead>
<tr>
<th>OPENING DATE</th>
<th>HALLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 6th January 2020</td>
<td>5A - 5B - 6 - 7 - 8</td>
</tr>
<tr>
<td>Thursday 9th January 2020</td>
<td>1 - 2 - 3 - 4</td>
</tr>
</tbody>
</table>

Access during the show installation from 6th to 12th January 2020 is restricted and subject to a daily invoicing (108 euros Excl.VAT).
Request to be done on your Exhibitor Portal, tab "your stand" -> "request of dispensation".
Then you will find the Technical Department's agreement and the anticipated build up documents directly on your Exhibitor Portal.
For any request done after the beginning of the anticipated build-up, the price will be increased.

⚠️ To be able to make your anticipated access request, you first need to submit your stand project on your Exhibitor Portal.

official build-up: from 13th to 16th January 2020

All person entering the Paris Nord Villepinte site, by car, truck, 2-wheeled vehicle, LUV or RER must have a badge, which can be printed directly via the exhibitor's area on the MAISON&OBJET website: https://exhibitors.maison-objet.com -> "manage your badges" ->"exhibitor set-up/dismantling".

show: from 17th to 21th January 2020

Anyone entering the MAISON&OBJET show must have a personal nominative badge.
Each exhibitor pre-registered from the online exhibitor portal ("manage your badges" ->" exhibitor show") can print-out a temporary pass.
From 13th January 2020, exhibitors should go to the exhibitors welcome desk with this temporary pass to print-out the definitive badge.

Fire Safety: During use, in other words, when open to the public, it is strictly prohibited to leave passenger or transport vehicles parked less than 8 meters from buildings. Only catering vehicles may be left close to buildings, upon the express authorization of SAFI, the Fire Safety department of the Exhibition Center, and the Safety Manager.
**vehicle access**

As the Villepinte Exhibition Centre is not equipped with unloading platforms, please plan the necessary material to unload your vehicles (forklift or truck with tailgate).

**anticipated build-up: from 6th to 12th January 2020** (subject to authorisation and invoicing)

All utility or heavy goods vehicles will be subject to an identification and registration procedure to access the unloading zones alongside the halls.

The identification of vehicle should be done and print online from your exhibitor portal: https://exhibitors.maison-objet.com -> "Manage your badges" -> "set-up vehicle".

It could also be edit on site at the P10 parking, from Prouvé Building.

<table>
<thead>
<tr>
<th>OPENING DATE</th>
<th>HALLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 6th January</td>
<td>5A - 5B - 6 - 7 - 8</td>
</tr>
<tr>
<td>Thursday 9th January</td>
<td>1 - 2 - 3 - 4</td>
</tr>
</tbody>
</table>

Access during the show installation from 6th to 12th January 2020 is restricted and subject to a daily invoicing (108 euros Excl.VAT).

Request to be done on your Exhibitor Portal, tab "your stand" -> "request of dispensation".

Then you will find the Technical Department's agreement and the anticipated build up documents directly on your Exhibitor Portal.

For any request done after the beginning of the anticipated build-up, the price will be increased.

To be able to make your anticipated access request, you first need to submit your stand project on your Exhibitor Portal.

**official build-up: from 13th to 16th January 2020**

All utility or heavy goods vehicles will be subject to an identification and registration procedure to access the unloading zones alongside the halls.

The identification of vehicle should be done and print online from your exhibitor portal: https://exhibitors.maison-objet.com -> "Manage your badges" -> "set-up vehicle".

It could also be edit on site at the P10 parking, from Prouvé Building.

After registration, all LUVs and HGVs will be identified and time-stamped:

- 2 hours for vehicles under 3T5
- 4 hours for vehicles over 3T5

Access to the halls is possible from 8:00 am after inspection, identification and time-stamping.

Vehicles will then be directed to their unloading areas, positioned so as to allow free traffic circulation in the logistic zones. They will then be able to unload in the time assigned to them.

For light utility vehicles (LUV): as soon as they have finished unloading, they must vacate the unloading zone.

They then have 3 options:
- leave the Paris Nord Villepinte Exhibition Centre
- park in the storage parking area until the end of the show (PVUL Parking area - free)
- park on the exhibitors parking near the halls
For heavy vehicles: they must be accompanied in the logistic areas by the forwarder in charge of the unloading. As soon as they finish the unloading, they must vacate the unloading zone. They then have 4 options:
- leave the Paris Nord Villepinte Exhibition Centre
- park in the heavy vehicle storage parking area, located at the Paris Le Bourget exhibition centre until the end of the show (free parking, to be ordered on the Viparis website www.viparis.com/epex) from 14/01/20.
- park on the charged parking area located at the entrance of the Paris-Nord Villepinte Exhibition Centre. Location to be ordered from Viparis’ website www.viparis.com/epex.
- rent a container or tractor trailer parking place located around the halls or on specific areas. Attention, there is a very limited number of these kind of places and they are allocated in terms of the requests receptions dates. For this, contact Viparis Exhibitors Department from www.viparis.com/epex.

For light vehicles (LV): the exhibitor’s area available and free of charge during installation. LV cannot access the logistic zones alongside the halls.
An exception is made for exhibitors in the craft zone of hall 5A, who will be given access to a specific parking area closed to the Hall 5A for unloading. It is the Po6 parking area and the access to the hall will be possible by the L11 door (see the map on next pages).

Show: from 17th to 21th January 2020

During the show, only vehicles with the following access badges will be allowed to enter the Paris Nord Villepinte Exhibition Centre:
- Exhibitor’s Parking Badge passenger vehicles
- Exhibitor’s Parking Badge LUVs
- Official’s Parking Badge
- Press Parking Badge
- Visitor’s Parking Badge

All vehicles without a parking badge behind the windscreen, all vehicles that are not parked in designated parking places, all utility vehicles that use a passenger vehicle parking badge, are at risk of being towed away and impounded.

Fire Safety: During use, in other words, when open to the public, it is strictly prohibited to leave passenger or transport vehicles parked less than 8 meters from buildings. Only catering vehicles may be left close to buildings, upon the express authorization of SAFI, the Fire Safety department of the Exhibition Center, and the Safety Manager.

IMPORTANT NOTE

LUVs wishing to access exhibitor LUV parking areas close to the halls during the show must have a LUV parking badge and a magnetic pass. These 2 documents must be displayed permanently behind the windscreen, clearly visible, to avoid the risk of the vehicle being towed and impounded.

LUVs can also be left onsite during the show free of charge, in the PVUL storage parking area located at the entrance to the Exhibition Centre only. Any vehicles parked elsewhere will be impounded.

No HGVs are allowed to remain at the Paris Nord Villepinte Exhibition Centre during the show. HGVs are forbidden in the exhibitor parking areas. If a vehicle remains longer than planned within the logistic zone, the driver will be called by the control office and asked to move the vehicle, failing which it will be impounded. A sticker will also be placed on the windscreen to notify the exhibitor that the vehicle is to be impounded.

The exhibitor must go to the PCC (centralised control room) (phone +33 (0)1 48 63 30 49 – access via visitor reception desk in Hall 1) to recover the vehicle and pay the impounding charge, 200 € for a passenger vehicle or LUV and 300 € for a HGV.

All unloading zones must be vacated before the opening of the show, Friday morning. To ensure this, the impounding service will be in operation every day.

The presentation of an exhibitor’s parking pass does not authorise vehicles to enter the unloading areas. They are valid only while the show is open and allow the exhibitor to park in the exhibitor parking areas.
dismantling: 21st January 2020 – 6:00 pm

⚠️ As the Villepinte Exhibition Centre is not equipped with loading platforms, please plan the necessary material to load your vehicles (forklift or truck with tailgate).

⚠️ Fire Safety: No vehicles may be pre-positioned less than 8 meters from buildings prior to public opening hours; these hours are subject to delay if the public remains on site after the expected closing time.

**Light Vehicles Procedure**

On 21st January 2020, passenger vehicles with parking access badges will have free access to the exhibitor parking areas.

All vehicles without parking badges will be directed to the P1 visitor parking area.

Light Vehicles will not be able to approach the halls or access the loading zones.

An exception is made for exhibitors in the craft sector of hall 5A, who will be given access to a specific parking area closed to the Hall 5A for loading. It is the Po6 parking area and the access to the hall will be possible by the L11 door (see the map on next pages).

**Light Utility Vehicles Procedure**

LUVs parked in exhibitor parking areas and possessing parking badges will be given priority for vacating their parking areas and accessing the halls.

All LUVs entering the Paris Nord Villepinte Exhibition Centre on Tuesday, 21st January 2020, without parking badges will be directed to the PVUL Parking area situated at the entrance to the exhibition centre. Release of these LUVs from the free storage parking area will start once the paid Exhibitor LUV parking areas located around the halls have been vacated.

LUVs are the only vehicles permitted to enter the logistic zones before access is allowed to heavy goods vehicles.

**Heavy Goods Vehicles Procedure**

Heavy goods vehicles parked at the Paris Le Bourget Exhibition Centre will be permitted to start moving towards and enter the Paris Nord Villepinte Exhibition Centre at 8:00 pm. They will then be parked in a storage parking area to wait until they can access the halls. These HGV will be the first to approach the halls after the LUVs. This will begin around 10:30 pm.

The release of the other HGVs present at the Paris Nord Villepinte Exhibition Centre will follow, and will be possible after the HGVs from Bourget have vacated.

The vehicles will be permitted to enter the loading zones following the same procedures as applied during installation. The vehicles will be positioned according to the availability of spaces and to optimise traffic circulation in the logistic zones.

In parallel, vehicles present in storage parking areas will be released gradually as space becomes available in the logistic zones around the halls.
access map during set-up and dismantling periods
Exhibitor badges are nominative and should be ordered before the show, such as the build-up badges.

To edit your badges, proceed as follow:
- go online on https://exhibitors.maison-objet.com
- connect on your exhibitor portal with your login and password
- go to the section 'manage your badges'
- select 'exhibitor show'

While registering your badges you would be able to modify them anytime.

Near the opening of the show, we will send you an email to inform you that you can upload and print your temporary badges.

This badge does not grant access during the opening of the fair.

From Monday 13th January 2020, exhibitors should go to their hall’s exhibitors welcome desk with this temporary pass to print out the PVC badge.

All invoices should be settled to print out your definitive PVC badge.

For people who will arrive on Friday 17th January 2020, opening day of the show, some devices will be available also at all the visitors entrances to allow them to print their badge to enter in the show.

<table>
<thead>
<tr>
<th>For a stand measuring up to (sqm inclusive)</th>
<th>Number of badges</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 sqm</td>
<td>3</td>
</tr>
<tr>
<td>15 sqm</td>
<td>4</td>
</tr>
<tr>
<td>20 sqm</td>
<td>5</td>
</tr>
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<td>25 sqm</td>
<td>6</td>
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<tr>
<td>30 sqm</td>
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</tr>
<tr>
<td>40 sqm</td>
<td>8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>For a stand measuring up to (sqm inclusive)</th>
<th>Number of badges</th>
</tr>
</thead>
<tbody>
<tr>
<td>50 sqm</td>
<td>9</td>
</tr>
<tr>
<td>75 sqm</td>
<td>10</td>
</tr>
<tr>
<td>100 sqm</td>
<td>12</td>
</tr>
<tr>
<td>120 sqm</td>
<td>14</td>
</tr>
<tr>
<td>150 sqm</td>
<td>16</td>
</tr>
<tr>
<td>180 sqm</td>
<td>18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>For a stand measuring up to (sqm inclusive)</th>
<th>Number of badges</th>
</tr>
</thead>
<tbody>
<tr>
<td>200 sqm</td>
<td>20</td>
</tr>
<tr>
<td>250 sqm</td>
<td>25</td>
</tr>
<tr>
<td>300 sqm</td>
<td>30</td>
</tr>
<tr>
<td>350 sqm</td>
<td>35</td>
</tr>
<tr>
<td>351 sqm and more</td>
<td>40</td>
</tr>
</tbody>
</table>
additional badges

You can buy additional exhibitors badges: 20.91€ Excl. VAT / 23.00 € Incl. VAT - VAT 10%.

To order your additional badges, you should:
- go online on https://exhibitors.maison-objet.com
- connect on your exhibitor portal with your login and password
- go to the section "Technical Online Ordering".
- select ‘Other orders’
- use the order form ‘Additional exhibitor show badges’

Access checks are applied at the hall entrance and exit. Please follow the regulations set out below to facilitate access to the exhibition halls. Wearing the badge is a simple means of identification, facilitating business contacts.

fraud

From 17th to 21st January 2020, access to the exhibition will only be authorised to people wearing a badge. To guarantee safety and prevent any fraudulent use, badges will be checked by our services at the halls’ entrance and exit. In this way, badge categories will be scanned at each exhibitor entrance and exit point and your badge may be requested at any time at the exhibitions.

This badges gives access only to the exhibitors' companies' staff, it is non-transferable.

- In case of fraudulent use it may be confiscated, and the exhibitor is liable to a civil fine of 160€ without prejudice to any damages payable to the organiser.
- The street hawking of badges has become a crime, liable to pay a fine of 3750 € and prison sentence of 6 months (law 2011-267 of 14 march 2011).
**EXHIBITION SCHEDULE**

**Alimentation électrique sur stands**
Electrical supply on stands

**Horaires éclairement des halls**
Halls lighting hours

**Horaires livraison**
Delivery hours

**Horaires Accueils exposants**
Exhibitors welcome desk opening hours

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**Prise en charge assurance**
Insurance coverage from 3/09/2019, 8.00 am until 11/09/2019, 12.00 am.

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**Retrait badge exposant**
Exhibitor badge withdrawal from 13/01/2020, 8.00 am.

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**Retrait catalogue**
Catalogue withdrawal from 14/01/2020, 8.00 am.

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**SAUF stand packs, juniors formule pré-équipée et stands CRAFT**
EXCEPT stand packs, junior pre-equipped packages and CRAFT stands

---

**Voir démontage ci-dessous**
See dismantling below
You have the opportunity to call one of the transport/handling companies based on the Paris Nord Villepinte Exhibition Centre for dealing your logistic on MAISON&OBJET exhibition.

We selected 3 companies which details are indicated below.
These companies can propose you several services:
- Transport / delivery
- Loading and unloading of your trucks
- Storage of your materials, your products,...
- Storage of your empty boxes during the show period
- Provision of handler to help you on your stand.

You can contact them for any request regarding logistic, transport and handling.

During the build-up, a checking procedure for packaging exiting the halls is set up in all the halls. The aim is to ensure that no exhibitors' products leave the halls in packaging that is supposed to be empty, thus reducing the occurrence of thefts in the halls.

For this purpose our safety teams need to be able to check the contents of all packaging leaving these halls. To make it easier for you, you can ask the security firm in charge of your hall to come to your stand and check all of your packaging directly before it leaves.

This packaging will be marked and may then be removed from the halls immediately without waiting at the hall exit gates. Please inform your stand builder and your handler so that they can contact the security firm directly.

The removal from the halls of all empty boxes will have to be done before Thursday 16th January 2020 at 7.00 pm to enable the aisles carpet laying in all halls, towards opening of the show on Friday 17th January 2020.

Regarding dismantling, the entrance of your small empties will be allowed in the halls on 21st January 2020 from 6.00 pm onwards, only through manual transportation.

The access of your large empties will be allowed in the halls, from 7.00 pm onwards, with forklifts, following the Security Regulation set up and controlled by our Security Coordination.

► CLAMAGERAN
Tel.: +33 (0)1 48 63 32 47
Email: villepinte@clamageran.fr

► CLASQUIN FAIRS & EVENTS
Tel.: +33 (0)1 48 63 33 81
Email: fairs-events@clasquin.com

► DB SCHENKER Fairs & Exhibitions France
Tel: +33 (0)1.48.63.32.41
E-mails: pauline.villemaine@dbschenker.com
foires.expositions@dbschenker.com
free shuttle buses

Free shuttle buses to and from Paris Charles-de-Gaulle Airport and the Paris Nord Villepinte Exhibition Centre
See timetable below.

free MAISON&OBJET shuttle buses timetable

<table>
<thead>
<tr>
<th>Departure</th>
<th>Destination</th>
<th>Friday 17/01</th>
<th>Saturday 18/01</th>
<th>Sunday 19/01</th>
<th>Monday 20/01</th>
<th>Tuesday 21/01</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIRPORT ROISSY CDG &gt; PARC D’EXPOSITIONS DE PARIS NORD VILLEPINTE</td>
<td>Paris Charles-de-Gaulle Airport*</td>
<td>From 9.00 am to noon : departure every 30 mn from each terminal* (Terminal 1 -2D -2F).</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PARC D’EXPOSITIONS DE PARIS NORD VILLEPINTE &gt; AIRPORT ROISSY CDG</td>
<td>Exhibition Centre Paris Nord Villepinte</td>
<td>From 6.00 pm to 7.30 pm : departure every 30 mn.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Non contractual schedules

* Terminal 1 : level "Departures", gate n°8
Terminal 2D : level "Arrivals", gate n°9
Terminal 2F : level "Arrivals", path between Terminal 2F and Terminal 2E
Event: MAISON&OBJET
Special offer code: 36129AF
Offer valid for travel from 10/01/2020 to 28/01/2020
Event location: Villepinte, France

Attractive discounts, up to -15%, on a wide range of public fares on all AIR FRANCE, KLM and their code-shared flights worldwide.

Use our website or visit:
http://globalmeetings.airfranceklm.com/Search/promoDefault.aspx?vendor=AFR&promocode=36129AF to:
• access the preferential fares granted for this event*,
• make your booking,
• and issue your electronic ticket**

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

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

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

* subject to conditions
** not available in certain countries
access map
reminder of applicable laws

Fairs, trade shows, exhibitions, or other events may give rise to the provision of various services for participants. In compliance with European legislation, the purchase of some of these services by foreign firms gives them the right to recover VAT.

VAT reimbursement procedure

foreign firms that have permanent facilities in France
If your firm possesses permanent facilities in France, you are under the same obligations as are French firms.

You’ll find all the useful details for obtaining VAT reimbursement on the following website: https://www.impots.gouv.fr/portail/professionnel/les-entreprises-etrangeres, under the heading “Professionnel”, then “Gérer mon entreprise/association” and “Je demande un remboursement (TVA, impôt sur les sociétés, crédit d’impôt)".

foreign firms that do not have permanent facilities in France

FIRMS UNDERTAKING TRANSACTIONS THAT ARE SUBJECT TO VAT IN FRANCE

• If you are based in the European Union, you must register, then submit your VAT declarations to the following department:

Service des impôts des entreprises étrangères (SIEE)
10, rue du Centre TSA 20011
93 465 NOISY-LE-GRAND CEDEX
Tél : 01 57 33 85 00
E-mail : siee.dinr@dgfip.finances.gouv.fr

Through the following website, you can find all the details you need to create your professional online space: https://www.impots.gouv.fr/portail/professionnel/les-entreprises-etrangeres, under “Professionnel”, then “Créer mon entreprise” and “Je crée mon espace professionnel”.

• If you are not based in the European Union, you must designate a tax agent in France, who will take care of submitting your VAT reimbursement requests to their relevant “Service des impôts des entreprises (SIE)” office (Business Tax Department).

COMPANY NOT UNDERTAKING TRANSACTIONS SUBJECT TO FRENCH VAT, BUT WHO WISH TO OBTAIN A REMBURSEMENT OF THE VAT PAID IN FRANCE

• If you are based in the European Union, you must contact your tax authorities

As part of the procedure outline in directive 2008/9/CE, foreign companies based in the European Union but not based in France and who do not undertake transaction that are taxable under the VAT in France must submit their request directly via an online portal provided by the member State where they are based.

• If you are not based in the European Union, requests to reimburse VAT paid in France must be sent to the department at the following address:

Service de Remboursement de la TVA aux entreprises étrangères (SR TVA)
10 Rue du Centre
TSA 60015
93465 NOISY LE GRAND CEDEX
Tél : +33 (0)1 57 33 84 00
E-mail : sr-tva.dinr@dgfip.finances.gouv.fr

You’ll find all the useful details you may need on this website: https://www.impots.gouv.fr/portail/professionnel.
# YOUR CONTACTS

<table>
<thead>
<tr>
<th>Halls</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>1, 2, 3 &amp; 4</td>
<td>Nicolas ANGLEZI</td>
</tr>
<tr>
<td>5A</td>
<td>Marie HERPIN</td>
</tr>
<tr>
<td>5B &amp; 6</td>
<td>Annick SOTTO</td>
</tr>
<tr>
<td>7 &amp; 8</td>
<td>Ingrid CARTON</td>
</tr>
</tbody>
</table>

Contact us connecting to your Exhibitor Portal with your login and password on:

https://exhibitors.maison-objet.com
> Your account
> Send a message to the M&O teams
► SAFI - TECHNICAL DEPARTMENT
8, rue Chaptal
CS 50028
75442 PARIS Cedex 09
Tél : +33 (0)1 44 29 04 42

► AIR FRANCE
Booking, ticket office, passengers / luggage check-in, left-luggage office, luggage transfer
At the Exhibition Centre
Tel: +33 (0)1 48 63 33 99*

► BAILIFF SERVICE
Bailiffs from the SCP SZENIK-MARTIN-CAILLE-BEDDOUK law firm
22-24 Boulevard Jules Guesde
93200 SAINT-DENIS: from 17/01/20 to 21/01/20 : 11.00 am to 4.00 pm, at the back of CRAFT space, hall 5A.
Tel : 0033 (0)1 48 63 35 14 / 15
Email: huissiers@bsmc93.com

► BUSINESS AREA
Stamps, photocopies, fax, business cards, internet
At the Exhibition Centre
Tel : +33 (0)1 48 63 32 67*

► CATERER
FLEUR DE METS
Contact : Barbara ROQUEL
59, rue Saint Denis
93400 Saint Ouen, France
Tél : +33 (0)1 40 12 75 77
Port : +33 (0)6 76 63 91 47
b.roquel@fleursdemets.com

► CATERERS
GALLY LOCATION
Contact: Sophie MASSOT
Ferme de Vauluceau
78870 Bailly, France
Tél: +33 (0)1 39 63 48 20
smassot@gally.com

► COMPUTER SUPPLIER
LENI
Contact : Nadine PIAN
Tél : +33 (0)1 49 20 45 12
npien@leni.fr

► CUSTOMS CLEARANCE
contrôle-bp.aulnay-sous-bois@douane.finances.gouv.fr

► EQUIPMENT RENTAL
COFFEE MACHINE, WATER COOLER...
NS CAFE
11 rue du Plessis
95120 ERMONT
Tel : 09 82 42 97 70
contact@nscafe.fr
www.nscafe.fr

► EXHIBITION CENTRE DELIVERY ADDRESS
Salon MAISON&OBJET
Parc des Expositions de Paris Nord Villepinte
« Stand’s name » « Hall’s number»
« Stand’s number »
« Name and mobile phone number of the contact on stand»
ZAC de Paris-Nord II
CD 40
93420 VILLEPINTE
FRANCE

► FIREPROOFING
SAPTIA
Contact : M. CORNIERE
Le Val Girard
28210 Villemeux sur Eure, France
Tél : +33 (0)2 37 82 67 90
sapbia@orange.fr

► FIREPROOFING
GTFI
(Groupement Technique Français de l’Ignifugation)
Contact: Mme VINI
10, rue du Débarcadère
75852 Paris Cedex 17, France
Tel: +33 (0)1 40 55 13 13 & 13 26
Fax: +33 (0)1 40 55 13 19

► FLORAL DECORATION
GALLY LOCATION
Contact: Sophie MASSOT
Ferme de Vauluceau
78870 Bailly, France
Tél: +33 (0)1 39 63 48 20
smassot@gally.com

► FURNITURE RENTAL
GL EVENTS SERVICES
Contact : Michael MOUTINHO
ZAC des Tulipes Nord
Avenue du XXème siècle
95500 Gonesse
Tél : +33 (0)1 30 11 98 87
info.mobillier@gl-events.com

► HOSTESSES
MAHOLA
Contact : Alix DE BUTTET
21, rue de la Boétie
75008 Paris, France
Tél : +33 (0)1 70 38 28 40
adebuttet@mahola-hotesses.fr

► LAWYER SERVICE
Service of lawyer regarding copy right.
Lawyers from the Hoffman law firm:
from 17th to 21st September, all day long.
Office located on the Ateliers d’Art de France's stand, at the back of the CRAFT space, hall 5A.
Tel : 0033 (0)1 45 00 75 75
phoffman@cabinet-hoffman.com
www.cabinet-hoffman.com

► MEDICAL CENTRES
At the Exhibition Centre (VIPARIS)
Hall 1 : Tel: +33 (0)1 48 63 31 15*
Hall 6 : Tel: +33 (0)1 48 63 31 16*
Hall 5B : Tel: +33 (0)1 46 63 50 15*
Cell phone : +33 (0)6 20 70 27 02*

► MOBILE PHONES RENTAL
CELL HIRE
Contact : Simon SCHOC!
Tél : +33 (0)1 41 43 79 65
paris@cellhire.com
www.cellhire.fr

* Phone numbers marked with an asterisk can only be used during exhibition period.
USEFUL ADDRESSES & SERVICES

► POLICE
Commissariat de Police de Villepinte
1/3, rue Jean Fourgeaud
93420 Villepinte, France
Tel: +33 (0)1 49 63 46 10

► SHUTTLE BUSES
QUADRIPLAY
Contact: Olivier MASCHINO
50/52, rue Reinhardt
92773 Boulogne-Billancourt, France
Tel: +33 (0)1 78 16 09 51

► STAND BUILDING
SAFI
8, rue Chaptal
CS 50028
75442 PARIS Cedex 09
Tél: +33 (0)1 44 29 04 42

► STAND CLEANING
SAFI - Technical Online Ordering: https://exhibitors.maison-objet.com/

► STAND SECURITY
SAFI - Technical Online Ordering
https://exhibitors.maison-objet.com/

► SECURITY
SAFETY MANAGER
Technical Advisor to exhibitors
Michel RAPHAEL
Prevention Specialist certified by the Ministry of the Interior
E2S - EVENT SAFETY SERVICE
1, Rue Raymond Boulogne, B17
31500 Toulouse, FRANCE

Email: charge.de.securite@icloud.com
Email de secours: michel.raphael.creation@gmail.com
Telephone: +33 (0)6 43 42 52 96

SUMMARY OF HIS REGULATED MANDATE
Advises exhibitors
Verifies compliance with general rules and regulations during build-up
Provides an Opinion on the option of opening booths to the public
Participates in the Safety Commission conducted by the authorities before opening to the public.
Verifies the good conduct of security during use/an event

► FIRE EXTINGUISHERS RENTING
The company ROT proposes a fire extinguishers renting service.
To order fire extinguishers, please come to the office n°216, located on the mezzanine of hall 2.

* Phone numbers marked with an asterisk can only be used during exhibition period.
How does Wifi work?

Wifi is like radio.

If everyone is transmitting on the same frequency, it quickly turns into a lot of noise!

Be aware: some equipment, like microwave ovens and lighting consoles...

...use the same frequency as Wifi and can also disrupt Wifi transmissions.

So in order for it to work, you need to follow a few simple rules.
Choosing the channel

Note: in order to use your Wifi equipment, you must first submit a request to your Viparis contact so that he can assign you a radio channel.

Wifi operates on two frequencies.

- 2.4 GHz frequency: only use Channel 1.
- 5 GHz frequency: only use Channel 44.

Viparis technical department: at your service!

Each network must be customized with a network name in three parts:
- aisle number
- stand number
- brand name

Set the transmission power to 5 dbm in order to limit your Wifi equipment’s transmission power to your own space*.

Set the transmission power to the minimum.

Remember: Wifi can’t replace a wired Internet connection, which is the only option that provides guaranteed stability and security.

* Do not hesitate to contact us for a technical assistance to configure it.
I ordered Wifi, but I can’t see a network.
That’s because you haven’t activated the Wifi card.
My Wifi stopped working after four hours.
That’s right! You were using the free Wifi. It’s limited in time.

I ordered a Wifi Expert account, but I’m not seeing any *EXPERT_WIFI...
Your equipment doesn’t work with 5 GHz frequency. Try this 5 GHz USB key, provided by Viparis.
I ordered a Wifi Expert+ account, but I’m not seeing it displayed.
Same solution! You need to use a 5 GHz USB key.

I ordered a Wifi Expert account, but my page says I’ve used up my four hours of connection time.
Check that you’re on *EXPERT_WIFI and not *WIFI_GRATUIT.
I ordered a Wifi Expert+, but when I try to log in, it tells me that I’m already connected.
Make sure you’re not trying to connect more devices than the number of connections you ordered. Otherwise, disconnect a device and try again.

I installed my Wifi hotspot on my stand, but my tablet won’t connect to it.
You need to set your Wifi hotspot to Channel 1 or Channel 44.
I installed my Wifi hotspot so that it’s set to the channel Viparis indicated, but it’s not working very well.
I see the problem. Your neighbour is on the same channel, but hasn’t set the right transmission power.
Our technical assistance will liaise with them to solve the issue.
WiFi Guide

*EXPERT_WIFI and *EXPERT_WIFI+ 5 GHz

Reminder: you can get help through technical assistance by calling VIPARIS:

PNV: +33 (0)1 48 63 31 13
PLB: +33 (0)1 48 63 31 13
PDV: +33 (0) 1 72 72 11 11
1- Description of the offer WiFi VIPARIS

*Expert_WiFi  5GHz

Product Description

- *EXPERT_WIFI ex accounts are sold individually
- The validity of the connection is unlimited on the duration of the event
- The debit is 4Mbps and it is symmetrical (same speed in receiving and sending)
- Automatic logout after 30 minutes if no traffic

A single device can be connected at the same time with the same account

It is possible to use the same wifi account on multiple devices but not at the same time. For example, you are connected with your PC, you can disconnect your PC and then connect your smartphone, disconnect your smartphone and then connect your tablet.
**EXPERT_WIFI + 5GHz**

**Product Description**

- * EXPERT_WIFI + accounts are sold in package
- The validity of the connection is unlimited on the duration of the event
- The debit is symmetrical (same speed reception and sending)
- No automatic disconnection if no traffic
- 802.1X protocol connection (standard related to the security of computer networks)
- Each package includes a wired connection (*) associated with WiFi accounts

(*) the wired connection is installed by default in the reserve. It can be installed in another space but it’s necessary to have a stand plan oriented with the location of the wired connection

**EXPERT_WIFI + 5GHZ is proposed with:**

- **4 WiFi accounts** associated with Internet bandwidth 2Mbps

- **8 WiFi accounts** associated with Internet bandwidth 4Mbps

- **20 WiFi accounts** associated with Internet bandwidth 10Mbps

Depending on the package, you can simultaneously connect 4, 8 or 20 wireless devices
Frequently Asked Questions (FAQ)

a. How many equipments can I connect to a *EXPERT_WIFI account?
   One at the same time

b. How many equipments can I connect to a *EXPERT_WIFI + account?
   4, 8 or 20 devices simultaneously according to selected package

c. Why WiFi VIPARIS accounts only work in 5GHz and 2.4GHz not?
   There are two bands of radio frequencies reserved for WiFi: 2.4GHz band and 5GHz
   Historically the 2.4 GHz band is the oldest. She has few channels that overlap each other, so it is most disturbed by interference in a dense environment such as fairgrounds and convention centers.
   The 5GHz band is the most recent. It has a greater number of channels thereby avoid interference. It is for this reason that VIPARIS chose to sell to its customers WiFi only in the 5GHz band to be sure of the quality of connections.

d. Can I order several *EXPERT_WIFI accounts?
   Yes, but from 4 accounts it is more interesting to order a *EXPERT_WIFI + account

e. How will I receive my login / password?
   Login, Password will be sent by email when ordering.
   Be careful to transmit this information to people who will be present on the booth.

f. On my device, I don’t see *EXPERT_WIFI or *EXPERT_WIFI + networks, why?
   Your device is not compatible with the frequency band 5 GHz. You can not access the internet or use your email.
   You can request Viparis without additional cost a 5GHz wireless USB key to install on your computer.
   Contact our technical support
   PNV/PLB : +33 (0)1 48 63 31 13
   PDV : +33 (0)1 72 72 11 11

g. What is the wired connection in *EXPERT_WIFI + package?
   It allows you to connect a wired device like printer, computer, switch. In case of strong radio interference, we can also install easily a wi-fi access point on your booth.

h. Can I have the same login/password if I purchase multiple accounts *EXPERT_WIFI?
   Yes, login/password may be the same.

i. From when *EXPERT_WIFI + and *EXPERT_WIFI accounts are they into operation?
   The day before the public opening.
2- *EXPERT_WIFI 5Ghz Guide

Reminder product description

- *EXPERT_WIFI accounts are sold individually
- The validity of the connection is unlimited on the duration of the event
- The debit is 4Mbps and it is symmetrical (same speed in receiving and sending)
- Automatic logout after 30 minutes if no traffic

PROCEDURE FOR CONNECTION

Activate your Wifi and open the page of discovery networks.
Select the network « *EXPERT_WIFI »
Enter the security key "0123456789" and confirm.
The connection is successful, you are connected to the network

*EXPERT_WIFI
You are automatically redirected to the VIPARIS portal.

Enter your username and password. Click "LOGIN".

⚠️ Be care to comply the uppercase, lowercase and numbers
You are now connected on site Internet VIPARIS.

You are now connected to the Internet.
3- **EXPERT_WIFI+ 5 GHz Guide**

Reminder product description

- *EXPERT_WIFI + accounts are sold in package
- The validity of the connection is unlimited on the duration of the event
- The debit is symmetrical (same speed reception and sending)
- No automatic disconnection if no traffic
- 802.1X protocol connection (standard related to the security of computer networks)
- Each package includes a wired connection (*) associated with WiFi accounts
  - 4 WiFi accounts associated with Internet bandwidth 2Mbps
  - 8 WiFi accounts associated with Internet bandwidth 4Mbps
  - 20 WiFi accounts associated with Internet bandwidth 10Mbps
(*the wired connection is installed by default in the reserve. It can be installed in another space but it’s necessary to have a stand plan oriented with the location of the wired connection

**PROCEDURE FOR CONNECTION**

Activate your Wifi and open the page of discovery networks.
Select the network « *EXPERT_WIFI+ »
Then click on "Connect"

Enter your login and password and click "OK"

⚠️ Be care to comply the uppercase, lowercase and numbers
The setup is now complete, you can verify that you are connected to the internet by clicking the wireless icon in the lower right of your screen.

You should see this:
REMINDER

Internet access through Wi-Fi network is not meant to replace the internet cable. Internet cable is the only solution with all the guarantees of speed and security.

The transmission of wireless data over WiFi network can be severely disrupted, can become impossible because of sources of interference or/and because of external causes. VIPARIS has no influence or responsibility on these points.
Interactive summary: click on the title to access the corresponding chapter.

build-up and dismantling instructions
exhibition's technical regulations
fire safety in the exhibitions
accessibility for disabled persons
general rules of MAISON&OBJET
temporary assignment of staff by a foreign company
health safety and protection
BUILD-UP & DISMANTLING INSTRUCTIONS

set-up period

beginning of stand set-up
Monday 13th January 2020: from 8.00 am to midnight (for Bare stands only).
On 14th, 15th and 16th January 2020: from 8.00 am to midnight.

lighting during the set-up period
To facilitate the job of exhibitors and fitters, lights in the exhibition halls will be on during the 4 days set-up period from 8.00 am to midnight.

access and movement in the halls
No truck or passenger car may enter into the halls. Only handling equipment is permitted. For security reasons, badges must be worn at all times during the show by any person having access to the event (we advise to wear it during the set-up and dismantling periods).
From Monday 6th January 2020, SAFI security staff will be authorised to make any check they find necessary.
Doorways in the exhibit halls must be kept open and unobstructed throughout the entire build-up period.

safety and security Committee
All fittings and installations must comply with the instructions issued by the Préfecture. The Show Office will check all stand fittings and installations and refuse all those who do not comply with the show regulations. Fitting work must be completed prior to the Safety Committee inspection. The person in charge of your stand must be present.

electrical connections
Electrical connections that are needed by booth builders must comply with the following major points, not limited to the regulations in effect:
- Connections to power sources provided for this purpose and made available by VIPARIS
- They must use equipment that complies with expected norms as decreed by labor laws in force in France.
- Multi-socket plugs are prohibited.
- Units with multiple outlets are permitted.
- Cascade connections are limited to three, starting from the originating outlet, which is itself connected to a power source supplied by VIPARIS.

Aisle carpeting
Aisles must be clear at 7.00 pm on Thursday 16th January 2020 in order to let the carpet-laying proceed.
We rely on your co-operation to ensure that the aisle in front of your stand is clear. The removal from the halls of all empty boxes will have to be done before Thursday 16th January 2020 at 7.00 pm.

Carpeting on the stands
Delivered with protective film, their surface must remain unobstructed for compulsory removal of the aforementioned film before the show opens. This carpeting is in compliance with fire safety regulations only when the protective film has been removed.

empty packaging - storage of equipment
We do not provide storage of empty boxes at the show. Empty packaging must be removed immediately and stored by the exhibitor, their carrier, or their contractors.
For the duration of the show, empty packaging may be stored by the handling companies present at the Exhibition Centre.
Packaging saved for re-use during breakdown must also be removed from booths and from behind booths, even if it is hidden.

Waste
During build-up, waste must be removed as you go along or stored within the designated areas for booths in order to maintain traffic flow suitable for everyone in the aisles connecting booths.

stand surveillance
General surveillance of the exhibition is the organisers’ responsibility, however, we cannot ensure the security on each individual stand. We remind you that the risk of theft is particularly great during the set-up and dismantling phases and during the night before the show opens to the public. It is the exhibitor’s responsibility to ensure that a responsible person or security guard is on their stand while equipment remains on it. We advise you to ensure surveillance of all your equipment and materials.
Exhibitors are required to supervise their stand during the set-up and dismantling opening hours. When goods or property are left without supervision and theft occurs during exhibitor opening hours, they are not covered by the exhibitor policy.

Set-up and dismantling periods: please try to avoid leaving your stand (material, tools, boxes,...) without any supervision.
A checking procedure for packaging exiting the halls is set up in all the halls. The aim is to ensure that no exhibitors’ products leave the halls in packaging that is supposed to be empty, thus reducing the occurrence of thefts in the halls. For this purpose our safety teams need to be able to check the contents of all packaging leaving these halls. To make it easier for you, you can ask the security firm in charge of your hall to come to your stand and check all of your packaging directly before it leaves. This packaging will be marked and may then be removed from the halls immediately without waiting at the hall exit gates.
Please inform your stand fitter and handler so that they can contact the security firm directly.

During the show: If you would like to secure your stand during the night, you can close it with a net, but not with a cloth.
The reason for this is to avoid that someone can hide behind the cloth and damage your stand and/or goods. It also allows the night guards to perform better surveillance.

INSURANCE COVERAGE:
Insurance coverage from Tuesday 14/01/2020 (8.00 am - midnight all days) to Wednesday 22/01/2020 (7.00 am - noon).
set-up period

damage and theft
Complaints must be reported to the Police Station within 24 hours or the exhibitor will not be covered by the insurance.
Commissariat de Police de Villepinte - 1/3, rue Jean Fourgeaud 93420 Villepinte, France - Tel.: + 33 (0)1 49 63 46 10
When making a claim on the show insurance, take the original of your police report and an invoice to the Show Office, or send it within 2 days to:
SAFI - 8, rue Chaptal - CS 50028 - 75442 PARIS Cedex 09
Any false notification will be punished.
See General Regulations of the show Exhibition Articles 19 and 20.

customs clearance
Refer to Article 24 of General Regulations of the shows.
The Customs Service is open from 9.00 am to noon and from 2.00 pm to 6.00 pm Tel.: + 33 (0)1 48 63 32 50 / 26 15
Removal on request for Saturdays, Sundays and Public Holidays, presented beforehand.

miscellaneous
As a reminder, the show is prohibited for children during build-up and dismantling for security reasons as this is a construction site. The show floor is also not allowed to children during the fair as this is a professional trade show.
You are reminded that animals are not permitted in the shows area.
We reserve the right to refuse admission to any person accompanied by an animal.
Please note that smoking is prohibited within the exhibit halls, including during build-up, breakdown, and general public use (or not). This prohibition has been required by French law since February 1st, 2007. It specifies total prohibition from smoking in all closed and covered venues hosting the public or that constitute work spaces.

exhibition period

opening hours for exhibitors and visitors

<table>
<thead>
<tr>
<th></th>
<th>Exhibitors</th>
<th>Visitors</th>
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<tbody>
<tr>
<td>Friday 17th January 2020</td>
<td>7.30 am - 7.30 pm</td>
<td>9.30 am - 7.00 pm</td>
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<tr>
<td>Saturday 18th January 2020</td>
<td>8.00 am - 7.30 pm</td>
<td>9.30 am - 7.00 pm</td>
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<td>Sunday 19th January 2020</td>
<td>8.00 am - 7.30 pm</td>
<td>9.30 am - 7.00 pm</td>
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<td>Monday 20th January 2020</td>
<td>8.00 am - 7.30 pm</td>
<td>9.30 am - 7.00 pm</td>
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<tr>
<td>Tuesday 21st January 2020</td>
<td>8.00 am - 6.00 pm</td>
<td>9.30 am - 6.00 pm</td>
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The show will open on Friday 17th January 2020 at 9.30 am.
You are reminded, that to comply with the general regulations, fitting equipment, packaging etc. must be removed from the show halls half-an-hour before visitors are admitted, by 9.00 am at the latest.

distribution of advertising material /activities
The distribution of advertising or promotional literature and objects outside the confines of the stand is strictly prohibited. Any commercial activity or soliciting of any type outside the stand is prohibited.

access of sales agents
You have to declare your sales agents on your Exhibitor Portal in order that they can receive their nominative badges by email.

deliveries during the show
Exhibitors deliveries are permitted between 7.00 and 9.00 am.

purchases and exchanges between exhibitors
You are reminded that sales, with immediate and on site delivery to the purchaser, are prohibited (Article 4 of General Regulations of the shows).

Our trade show is strictly for professionals coming to place orders. Kindly respect this rule and ensure that visitors also comply with this Article. A systematic check of proof of trade status is done at all entrances.

You are also informed that no goods may be taken off the premises while the show is open, i.e.: between 9.30 am on Friday 17th January 2020 to 6.00 pm on Tuesday 21st September 2020.

During set-up and dismantling, security staff are authorised to ask you for proof of the contents of packages you are taking out. Therefore, please ask for a declaration for each item you acquire.

If, however, you sell samples or exchange items with another exhibitor, inform your customers that they may only take the goods from 6.00 pm on Tuesday 21st January 2020. Our security staff will be instructed to refuse goods to be taken out during the show. There will be no exception to this rule. Exhibitors who do not comply with this rule may be punished and banned from the show.

To improve your working conditions and help us limit the admission of non-trade visitors, we thank you for your understanding on this policy and count on your professionalism.
dismantling period

dismantling times and instructions
Stands may be taken down by exhibitors or their staff from 6.00 pm on Tuesday 21st January 2020. It is strictly forbidden to move out before this time.
We strongly advise exhibitors to remove their goods on the evening the show closes to prevent disappearances during dismantling. Exhibitors are asked to ensure that a responsible person from their company is present while the doors are open to provide surveillance of their stand until the carrier arrives.
All equipment, materials and decorations must have left these halls by noon, on Wednesday 22nd January 2020 at the latest. Goods and fittings not removed by this time will be stored at the exhibitor’s own expense and risk.

removal of goods and equipment from the premises
The removal of goods and equipment will be permitted from 6.00 pm on Tuesday 21st January 2020 to noon on Wednesday 22nd January 2020.
You are reminded that taking out any goods is prohibited at all times while the show is in progress.

cleaning and restoration of stands location
The area occupied by the stand must be restored to its condition as found. All waste (carpeting, rubbish, adhesives etc.) must be removed.

CAUTION ! Charts displayed in the halls and dumpsters around the halls are not dedicated to evacuate your waste.
Please organize the evacuation of your waste out of the Exhibition Centre from your hand or by ordering this service through your exhibitor portal from “technical online ordering” -> “Other orders” -> “Cleaning”. You could also contract this service, on site, at your exhibitors welcome desk.

Any damage to the Exhibition Centre properties and installations will be charged to the exhibitor concerned. The exhibitor will also be responsible for all the service providers it contracted with (see Article 14 of the General Regulations of the shows).
EXHIBITION'S TECHNICAL REGULATIONS

VERY IMPORTANT

By signing his application form to exhibit, the exhibitor agrees to comply with all the clauses of the General Regulations and to ensure that any third party involved in the show participation complies with them including decorators, fitters, business contacts.

The organisers reserve the right to have any fitment modified or removed by the general exhibition fitter in particular any fitment or installation likely to cause annoyance to neighbouring exhibitors or the public.

These regulations have been drawn up in order to let the public visit every part of the show halls and to make visiting the show easy and convenient. Stands must be contained within their designated limits and be broadly open-sided. All decor and fittings must be designed in such a way as to ensure that the aisles remain clear and that they not interfere with neighbouring stands, and permit the show to be clearly seen through the stands.

provided care of fixtures and fittings

When you register with MAISON&OBJET, you chose your stand fittings: Bare stand, Junior standard stand package and Junior pre-equipped stand package.

You are reminded that any damage noted on site (holes in panels or floor covering, fire alarm glass panes broken, damaged paintwork etc.) in the dividing partitions, floors, banners and stand posts (holes in post supports) from fitting either equipment or objects exhibited, shall be assessed by the exhibitor’s office and the cost of repair will be charged to the exhibitor.

We kindly ask you for your understanding. If you fail to do so, we shall take necessary measures to ensure compliance with these instructions (removal of stand in case of infringement of regulations regarding: stand height, partitioning of corners etc.).

IMPORTANT: It is forbidden to paint, stick paper, cut out, damage or take items forming part of the general decoration. All damage caused by their fittings or goods, to equipment, to the building or to the floor-space occupied, shall be paid for by the exhibitor concerned.

See: General Regulations of the shows Article 14.

individual decoration of stands

stand drawings: submission of proposed design

See: General Regulations of the shows Exhibition Article 13.

Drawings: for all individual decoration, submit your stand project on your Exhibitor Portal on our website, section: “Your stand” before 28th December 2019.

If the surface of your stand is >199 sqm, also send your stand project to Mr Michel RAPHAEL:
charge.de.securite@icloud.net

The technical committee will check all stand fittings on site and may refuse those that do not comply with the submitted stand drawing.

stand signs, posts, banners and signage

- **Signboard:** One per aisle, supplied by the organisers.
- **Posts and banners forming part of the general decor** must remain separate from the individual decor and must not therefore be painted nor decorated.
- **Stand signboards and banners** shall under no circumstances be modified by the superimposition of text or colour (paint, fabric, self-adhesive items etc.).
- **Stand signage:** no logo or signboard should go over the height of the stand structure. No logo, picture, or company name should be hanged from the ceiling above the stand.

lighting

**Lighting trusses:** Lighting trusses are permitted (but with not sign element), on slings and separate above the stand structure. **Their installation above the aisle is strictly forbidden.**

The use of iodine lamps for lighting, high voltage and laser circuits is prohibited.

rigging, slings

All frame attachment projects must be done through an application submission with a drawing to the technical department of Viparis. The organisers reserve the right to remove any fitting attached to the rigging installed without prior permission. Traction stress must be vertical. Any horizontal traction on the anchor plates is strictly prohibited.

The organisers reserve the right to have any fitment modified or removed by the general exhibition fitter in particular any fitment or installation likely to cause annoyance to neighbouring exhibitors or the public.
individual decoration of stands

concentrated loads
During handling, loads that are generally permissible are sometimes shifted onto smaller surface areas. The resulting pressure may seriously damage the ground surface, regardless of the nature of the surface. The Organiser is responsible for ensuring that these loads are appropriately distributed by having the handling personnel place flat, rigid surfaces on the route taken by the lifting machinery.

Attachments may only be attached to a hall's ceiling or structural components at identified sling locations. Attachments to the Complex's building structures may be made only by VIPARIS's Sling and Attachments Department.

The Organiser must prohibit all suspended items and any signage attached to ducts for fluids, the automatic sprinkler system, ventilation and smoke removal ducts and in general any existing device or ductwork.

Any loads that exceed the live load limits specified above may, if they are essential, be transported and installed by means of exceptional modifications to the site. Any Organiser who wishes to consider such an option must submit a written request to VIPARIS accompanied by the necessary technical data, one month prior to the date by which a response is needed.

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

By analogy with Type L (L57) and GEEM (Art. 7), inspections of repetitive attachment systems as well as inspections of technical structures should be designed in such a way as to ensure that the aisles remain clear and permit the show to be clearly seen through the stands. If the erection of partitions around the perimeter of the stand proves necessary, each facade must allow free access over at least one third of its length.

In addition, the exhibitor must provide on the aisle side of such partitions an opening of window size at least every 5 meters at a height of 1.10 m above the floor. The stands should have a set number of exits.

Their number and size depend on the stand floor surface:
- less than 20 sqm: one 0.90 m exit,
- 20 to 49 sqm: 2 exits, one 0.90m and the other 0.60 m,
- 50 to 99 sqm: 2 x 0.90 m exits or one 1.40 m and one 0.60 m exit,
- 100 to 199 sqm: 2 exits: one 1.40 m and the other 0.90 m, or 3 x 0.90 m exits,
- 200 to 299 sqm: 2 x 1.40 m exits,
- 300 to 400 sqm: 2 exits: one 1.80 m and the other 1.40 m,
- 400 à 500 sqm : 2 exits of 1,80 m
- 501 à 600 sqm : 3 exits of 1,40 m
- 601 à 700 sqm : 3 exits (1,40+1,40+1,80 m)
- 701 à 800 sqm : 3 exits (1,40+1,80+1,80 m)
- 801 à 900 sqm : 3 exits of 1,80 m

Only exits which are at least 5 meters away will be considered.

Exits must be carefully positioned and, if possible, at opposite ends.

Exit signage is required: green panel, white lettering with the word SORTIE (EXIT). For stands measuring over 50sqm or covered with an awning, special exit signs with stand-alone lighting should be installed.

In the interest of adjoining stands and for better visibility of the show, any enclosed structure (offices, restaurant, VIP area etc.) should be positioned in the central portion of each stand (or stand island).

Recessing of partitions and signboards: partitions supplied by the organisers are delivered without recessing at the aisle edges.

heights of the separating partitions
Heights of the separating partitions provided by the Organizer:
- 2.50 m on all halls (except on "Signature" areas).
- 3.00 m on "Signature" areas.

We ask to each exhibitor to respect these heights for safety reasons and to limit their presentation to the pitch allocated to them.

Exhibitors with a structure rising over the walls of the neighbour stand have to cover in black the rising part of their back wall on neighbour's side.

The organiser reserves the right to ask to uninstall a structure not complying with this regulation.

construction height
Maximum construction height is 5m in all the halls.
During the build-up, the Organizer and the Technical committee, reserve the right if they deem it necessary, to arrange for the safekeeping building elements that may cause a risk to the public, by the establishment of slings.

To download, fill-up and return to: charge.de.securite@icloud.com
https://e2s-j-doc.com/s/Yi5xwypnCcsNsIiN
individual decoration of stands
multi-socket plugs (multiple socket)

ANY MULTI-SOCKET PLUGS (MULTIPLE SOCKETS) ARE PROHIBITED FOR USE AT BOOTHS AS THEY ARE FOR ANY ESTABLISHMENT THAT HOSTS THE PUBLIC.

Whether they are connected to a wall or horizontal outlet, as for any other electrical equipment:

Article EL 11, paragraph 7: The use of multi-socket plugs is prohibited. The number of outlets is designed to limit the use of movable bases. Outlets are set up so that movable ducts may have as short a length as possible and will not be likely to obstruct traffic.

Safety regulations protecting against fires, in terms of establishments that host the public - Book II: Provisions applicable to establishments from the first four categories - First title: General regulations - Chapter VII: Electrical installations – Decree of November 19, 2001 appearing in the “Journal Officiel” on February 7, 2002 - Section II – Rules for Installation.

UNITS WITH MULTIPLE SOCKETS ARE PERMITTED AT YOUR BOOTHS, WITH A GROUNDED CONNECTION CABLE:

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general decoration
stand boundaries
It is imperative that no exposed product, decoration element, furniture, signboard, structure, spotlight, projector, lighting truss, velum (...) exceed the stand’s boundaries and encroach in the aisles.

Our Safety Manager will be able to ask for the desinstallation of each element that exceeds in the aisles, on floor or in height.

hall pillars and peripheral walls
The hall pillars and peripheral walls are timber clad to a height of 3 m (except the metal pillars in the central portion of the exhibition).

miscellaneous
insurance
Your stand reservation includes insurance coverage, for the period of Tuesday 14th January 2020 at 8.00 am to Wednesday 22nd January 2020, at 12 noon, for all risks of loss or direct material damage up to a ceiling of 15 000,00 € for goods exhibited without application of the proportional rule. (see Articles 20, 21 and 22 of General Regulations of the shows). Do not forget to obtain insurance cover for additional risks by completing the form.

stand musical animation
If you would play musical animation on your stand, you should get the legal licences following the rules of code dela propriété intellectuelle, contacting the Sacem.
Sacem: 16, avenue Gabriel Péri 95120 Saint-Gratien FRANCE
Tel. : +33 (0)1 39 34 19 10. Website : www.sacem.fr
During the set-up and dismantling, music on stand must not become inconvenient for any other worker. The organiser may ask the volume to be lowered down even to be turned.

activities
Any commercial activity or soliciting of any type outside the stand is prohibited. Audio and video demonstrations should not cause any annoyance or disturbance to neighbouring stands, and permission in writing must be obtained for all demonstrations from the technical department of the show.

photographs of stands
Permission must be granted by exhibitors before taking any pictures.
Exhibitors who wish to have their stand photographed must apply to the Show Office stating the name and address of their photographer, who will then obtain a special permission.

IMPORTANT
It is forbidden to paint, stick paper, cut out, damage or take for one’s own use items forming part of the general decoration. All damage caused by their fittings or goods, whether to equipment, the building or to the floorspace occupied, shall be paid by the exhibitor concerned.
See General Rules of the shows - Art.14
FIRE SAFETY PRECAUTIONS AT EXHIBITIONS

important prelude

The statutory information provided hereafter is not comprehensive. The totality of French fire regulations currently in force can be retrieved for free on the following website:

All ERP regulations: http://www.sitesecurite.com

Specific Provisions related to T-type exhibition spaces:
http://www.sitesecurite.com/contenu/portail/ad_erp/erp_03.php?id=top

Specific Provisions: CTS Tents/Marquees, SG inflatable structures:
http://www.sitesecurite.com/contenu/portail/ad_erp/erp_05.php?id=top

Common Provisions applicable to all establishments:
http://www.sitesecurite.com/contenu/portail/ad_erp/erp_01.php?id=top

General Provisions applicable to establishments from the 1st to the 4th categories (MAISON&OBJET = 1st Category):
http://www.sitesecurite.com/contenu/portail/ad_erp/erp_02.php?id=top

Any further explanations on the texts below or those online may be provided by our Safety Manager:

Michel RAPHAEL
charge.de.securite@icloud.com

Prevention specialist AP2
- certified by the Ministry of the Interior - ENSOSP
Currently undergoing certification for Nebosh:
HSE, National UK and International Fire & Safety Risk Management

AUTO CONTROL AND COMPLIANCE CERTIFICATES

Certificates to download and fill-out and send back by email to the « Chargé de Sécurité »
Mentioning the name of booth, the Hall and stand numbers

Electrical compliancy
https://e2s.j-doc.com/s/cB5s2oWmgefhe3

Strength compliancy of the booth
https://e2s.j-doc.com/s/kMpxwmyfk3idNH9la

Strength compliancy of any material hooked on slings or truss by your company or his own contractors (Except for those ordered and hooked by SAFI/Viparis official contractors under his control)
https://e2s.j-doc.com/s/Y6xwyprCcsNisN

general observations

Safety precautions against risks of fire and panic resulting from it inside buildings open to the public have been stated in the decree of June 25th, 1980 (General regulations). The decree dated November 18th, 1987 stipulates the special precautions to be applied within exhibition halls. The following text is made up of extracts from these regulations so as to facilitate their comprehension.

The Security Commission is very strict as to the set-up and installation of stands (stability, construction material, decoration, electric fittings and so on). All decision taken by this commission during its inspection - which will take place the day before or early in the morning of the opening day - will have to be carried out immediately. All stand installations must be terminated by the time of this inspection visit. The exhibitor or his representative is obliged to be present on the stand and should be able to produce all official reports as concerns the fire resistance/reaction of any material applied. Any non-observation of this regulation might result in the removal of material or the interdiction of opening the stand to visitors.

All projects of a certain importance receive the approval of the person in charge of fire safety in all exhibitions. All drawings and technical information in this respect should be passed on to the organizers of the show at least one month before the opening of the event.

During the installation period, the person in charge of fire safety will supervise the application of the security regulations mentioned hereafter. In addition, all further information regarding fire safety and security may be obtained from:
Mr Michel RAPHAEL
Port.: +33 (0)6 43 42 52 96
charge.de.securite@icloud.com

Classification of fire resistance of material
(Decree dated 30th June 1983)
Material may be classified in 5 categories:
M0, M1, M2, M3 and M4.
M0 corresponds to a fireproof material.

VERY IMPORTANT

Fire reaction reports established by a laboratory approved by a European country are accepted (EN xxx... or NF EN xxx...)

Nevertheless, in case of a non-French report, only those giving the fire reaction using the Euroclasse classification established by a laboratory certified ISO 17025 will be accepted.

The link below points to a file giving the full transposition between older French M classification and new Euroclasse
https://drive.google.com/drive/folders/1XQOxvQ5yQUR2ndXo6pPDrXJ9R2MDI?usp=sharing
construction and fitting-up of stands

fire resistance classification

Any material of categories M0, M1, M2 or M3 (1) is authorized for construction purposes of stand framework, wall partitions as well as for the construction of bulky stand furniture and fittings (case, bar, counter, shelves and display shelves separating screen, and so on).

Standard classification of wood based materials (Decree dated June 30th, 1983).

The following materials are deemed to fall under the heading of category M3 materials:
- non resinous solid wood of thickness greater than or equivalent to 14 mm,
- resinous solid wood of thickness greater than or equivalent to 18 mm,
- panel derived from wood (plywood, boarding, particle and fibre woods) of thickness greater than or equivalent to 18 mm.

WARNING: It is strictly forbidden to place any equipment over the alleys (structure or identification banners, gangway, etc.)

A transposal decree establishes equivalences between the Euroclasses and the former M classification.

<table>
<thead>
<tr>
<th>Euroclass of the product to be implemented</th>
<th>Regulatory requirement</th>
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<tr>
<td>A1</td>
<td>Non-combustible</td>
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<tr>
<td>BFI</td>
<td>s1 / s2</td>
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fireproofing

At any time, the person in charge of security shows may demand exhibitors to produce the guarantee of the degree of fire resistance of any material applied on their stands, either by official reports or certificates. All coatings, coverings and material meeting the requirements of security are sold in specialised shops, where the quality certificates as regards the classification of fire resistance may be obtained.

By means of different procedures or applications, any material which normally would be of medium or high inflammability, may obtain the flame resisting qualification of M2. These procedures would be: inflammable liquid spraying, brush application of a paint or special varnish or immersion in a special bath solution. These operations of fireproofing may be performed by:
- decorators, who must be able to provide all information regarding the treatment of the material,
- an officially qualified person or contracting company who may issue a homologated certificate giving the following specifications: nature, surface and colour or the coating/covering treated, product applied, date of working operation, stamp and signature of the work operator. Officially qualified companies will normally be found on exhibition premises and may perform such operations on behalf exhibitors during the period of installation of the shows.

The names, addresses and telephones may be obtained from the GROUPEMENT TECHNIQUE FRANCAIS CONTRE L’INCENDIE 10, rue du Débarcadère, 75017 PARIS - Tél : +33 (0)1 40 55 13 26 Email: infos@gtfi.org - www.gtfi.org (products and services addresses)

PLEASE NOTE: Operations of fireproofing may only be performed on wood panels or pure fabrics, or on fabrics with a large proportion of pure fibers (impossible on synthetics or plastics).

fire reaction certificates

They must be submitted before the opening to the public at the request of the Fire & Safety consultant or the French authorities during a control of your stand. You can send them to our Safety Manager in advance at the following email address: charge.de.securite@icloud.com mentioning the booth name, the lobby and your full contact information.

Current regulations require that fire-response certificates are drawn up by an approved European laboratory mentioning reaction in EUROCLASS, according to standard NF EN 13501-1 to be admissible by the authorities.

European laboratory must be certified ISO 17025 or the certificate is non acceptable.
obligations of exhibitor

Exhibitors must strictly comply with the provisions of the safety rules provided by the Organiser as part of the “Exhibitor’s Specifications”. The obligations of exhibitors and stand lessees are set out in Articles T8 and T9 of the Order of 11 January 2000. Exhibitors and stand lessees must apply the Specifications referred to in Articles T4 § 1 and T5 § 2, respectively.

installation of the stands

Following approval by the appropriate Safety Committee, the Organiser may call on the companies of its choosing to perform all outfitting and decorative activities that do not require work on the existing buildings, facilities or networks. The Organiser must ensure that the stands are installed in accordance with the provisions of Articles T21 to T24 of the Order of 18 November 1987. Pursuant to the provisions of the Order of 30 June 1983, a reaction-to-fire certificate must be established for all materials that make up the stands as well as the general decor for the event. These certificates must be submitted to the Safety Officer, who will make them available to the appropriate Safety Committee.

Stands must be fitted out using materials covered by the Order of 30 June 1983 classifying the products into 5 categories of MO to M4 (with MO corresponding to a non-combustible material) or by equivalence, in accordance with standard NF EN 13501-1.

- Interior finishes, such as suspended ceilings and awnings, must not obstruct smoke removal systems, nor the automatic fire detection and sprinkler systems.
- Stands must be installed and fitted out using Category M3 materials, particularly as regards their frames and partitions.
- The use of synthetic floral arrangements should be limited. If not, they must be made of Category M2 materials. These provisions do not apply to trade shows and stands that are devoted to floral activities.
- Cladding, whether horizontal or not, for podiums, platforms and stands that is larger than 0.3 meter, can be made from Category M3 materials. If the total surface area of this cladding does not exceed 20 sqm, it can be made from Category M4 materials.
- The materials displayed may be presented at the stands without the reaction-to-fire requirement.
- Nevertheless, the provisions of this article shall apply if these materials are used on partitions or false ceilings, and if their surface area accounts for more than 20% of the total of these elements. These provisions do not apply, however, to trade shows and stands devoted to interior decoration at which textiles and wall claddings are presented.

awnings

Awnings must be made of Category M1 materials for Halls 1 to 4, and Category M2 materials for Halls 5A, 5B, 6, 7 and 8. In addition, they must have enough attachment systems or safety fittings to prevent them from falling during evacuation of the public. The attachment system may consist of a wire grid. Awnings must not interfere with the effectiveness of the sprinkler, smoke removal and fire detection systems.

To this end, only approved awnings (CNPP, etc.) are allowed (examples of brands: Smoke Out, Crocfeu, Maillés, etc.).
obligations of exhibitor

2. machinery with heat or combustion engines / automotive vehicles

The Organiser and the Safety Manager must be notified in advance in writing of all machinery to be displayed in operation within the confines of the event at least 60 days prior to the event's opening day. Only those installations declared in advance will be authorised. In any case, combustion gases must always be evacuated to the hall's exterior. The fuel tanks of engines shown at rest must be emptied or equipped with a screwdriver cap. Battery terminals must be rendered inaccessible using a protective device. When power is needed to activate certain equipment displayed at stands, it should be electrical in origin. However, heat or combustion engines are permitted provided that they comply with the articles in Chapter V, Part I, Book II of France's safety regulations governing establishments open to the public, after approval by the safety committee.

No vehicles or trailers used as stands, including food trucks, shall be allowed within the halls.

inspection by the safety committee

All installations must be completed when the acceptance inspection is carried out by the safety officer or the safety committee. All provisions must be made to ensure that these installations can be examined in detail.

The Exhibitor or a qualified representative must be present at each stand during this acceptance inspection. The Exhibitor must be prepared to provide the committee members with all information concerning the installations and materials, except for those bearing a quality mark. In particular, the report on the reaction-to-fire of the materials used to construct the stands must be issued by an accredited French laboratory. Exhibitors and stand lessees that use machines, heat or combustion motors, lasers or any other hazardous product must submit a declaration before the Organiser files an application with the administrative authorities for a permit to open to the public (two months minimum). The Exhibitor shall be fully liable for the services and demonstrations provided at his or her stand. He or she shall take all useful measures to ensure the safety of the public admitted there. Exhibitors must comply with all operating instructions given by the Organiser.

All measures relating to operation (stand installation, storage, distribution of fluids, etc.) shall apply to all of current establishments and those to be built.
regulations concerning installations

**ELECTRICAL INSTALLATIONS AT STANDS**

Each electrical connection can only serve one stand. Electrical power is supplied to the stand of each exhibitor via a power cable ending in a terminal box. Any specific electrical installations beyond the terminal box are the sole responsibility of the Exhibitor, and shall be performed by a contractor chosen by him or her. Each terminal box consists of:

- an emergency shutoff device,
- an overcurrent protection device,
- protection against indirect contact (30 mA).

For specific needs, and for certain machines, the sensitivity of the differential switches may be increased up to 300 mA, provided that:

- only the terminal boxes that have been installed by VIPARIS and that have been checked by a qualified technician are used;
- the installation is only to be used for a specific piece of equipment (such as a machine). It is forbidden to use this installation for other equipment at the stand. Over 300 mA, a technical verification must be performed by an accredited body.

Electrical switchboards with a capacity greater than 100 kVA must be those installed by VIPARIS and must consist of materials (circuit breakers, disconnectors, etc.) bearing a CE marking. These switchboards must be checked on an annual basis by an accredited body.

If equipment specific to the stands is installed by the Organiser, they must be placed in rooms with a 1-hour fire resistance rating and whose doors have a 1/2 hour fire resistance rating. This room must ventilated by baffle grills. The equipment must not be installed beneath stands with upper floors. VIPARIS must be allowed to check the terminal boxes and switch boxes at all times. They must be inaccessible to the public but accessible to VIPARIS staff. Ducts providing power to safety devices must be kept separate from other electrical ductwork. Special installations at stands must be performed by individuals who are aware of the specific risks of the event and who have the ability to plan and carry out the work in accordance with the fire safety regulations in the ERP. The switch box must be inaccessible to the public, but must be easily accessible to stand personnel.

The applicable regulatory provisions are as follows:

- Decree no. 88-1056 of 14 November 1988 concerning the protection of workers against electrical currents;
- safety regulations of public access buildings per the Order of 25 June 1980, as amended;
- Standard NF C 15-100 concerning low-voltage electrical installations;
- Standard NF C 15-150 concerning the installation of high-intensity discharge lamps.

**ELECTRICAL INSTALLATIONS AT STANDS**

Electrical wiring may be attached to temporary stand installations. Flexible cables must have a rated voltage of at least 500 volts. The installations must under no circumstances impede movement by members of the public. Socket-outlets must be connected to circuits protected by overcurrent protection devices equal to 16 A at most.

Any device that requires a higher rated capacity must be powered by a specially-adapted circuit. The use of a single multiple adaptor or box supplied by a fixed socket-outlet is permitted. All wiring must include a protective conductor that is individually connected to the main protective conductor for the stand’s service box or distribution box. Class 0 electrical devices are not permitted except in the case of lamps displayed to the public as part of the exhibition and powered by circuits that include high-sensitivity residual current safety devices.

The use of individual protective grounding connections is prohibited. High-voltage discharge lamps must be installed in accordance with standard NFC 15-150, specifically with regard to insulation of the supply conductors. If they are wrapped in insulating jackets, the jackets must be made of Category M3 materials. Devices that provide lighting for the stands may be mobile; their power supply must comply with the foregoing stipulations.

Article T 35 § 3.

At each stand, semi-permanent installations must lead to a switchboard or service box that includes equipment which must perform the following functions:

- integral control of all active conductors,
- overcurrent protection,
- protection against indirect contact. Overcurrent protection devices must be leaded, and the terminals for the various devices, excluding downstream terminals, must be made inaccessible.

The electrical equipment must comply:

- either with French standards
- or with harmonised standards
- or with the equivalent foreign standards, if this equivalence has been recognised by France’s Official Journal.

Participants must comply with the following obligations:

- the electrical equipment and its connecting components must be adapted to the relevant conditions with regard to external influences. Electrical power cables must be used in accordance with installation regulations (NF C 15-100 standard), notably with respect to the routing of power cables in aisles and under flooring and ground coverings;
- electrical connections must be placed inside junction boxes;
- stand lighting equipment that contains halogen bulbs must be placed out of reach of the public, either by installing such equipment at a height of at least 2.25 meters, or by placing a barrier between it and the public. This equipment must be kept away from flammable materials and solidly anchored in place;
- electrodes and conductors for high-voltage lighted signs must be electrically insulated. The signage must be mechanically protected using a high-quality screen with a reaction-to-fire rating of at least M3. Power supply circuits must be identified, and high- and low-voltage wiring must be kept separate.

**Public Address System**

If the event Organiser wishes to install a public address system that covers the entire event area, the installation must include a remote control circuit connected to the General Security Post for the priority broadcast of safety messages. To prevent any interference, an order of precedence will be established among the various sources, with safety always taking priority.
regulations concerning installations

**GENERAL INSTALLATIONS RULES**

1. **AWNINGS**
   In principle, the use of awnings is prohibited. However, when authorised as provided by law (Type T) or after approval by the appropriate Safety Committee (Type L), they may be made of Category M1 material for halls that lack sprinklers (halls 1 to 4) and Category M2 materials for halls fitted with sprinklers (halls 5A, 5B, 6, 7 and 8); in addition, they must include an adequate number of attachments or sufficiently strong safety reinforcement to ensure they do not fall if the public is being evacuated. When a net is installed, and the surface area between the mesh of the net exceeds 10 cm² and its weight does not exceed 25% of the net's total surface area, the net is not subject to any reaction-to-fire requirement. Otherwise the net is considered a decorative element and is subject to the corresponding reaction-to-fire requirements.

2. **EXTENDABLE PARTITIONS**
   Extendable partitions, whether sliding or removable, must be made of Category M2 materials.

3. **FURNITURE**
   Furniture must under no circumstances block or narrow the aisles. All necessary steps should be taken to ensure that this furniture cannot be moved by pressure applied by the public. It must be made of Category M3 material.

4. **STANDS, PODIUMS, PLATFORMS, TIERED SEATING**
   Raised lightweight floors that can accommodate people, such as galleries, towers, stands, podiums, platforms, terraces, stages, etc., installed within buildings, must:
   - be classified CFL-sl or Category M3;
   - have any upper surface cladding classified DFL-sl or Category M3;
   - have any lower surface cladding classified B-s2, dO or Category M1.

5. **DECORATIVE ELEMENTS**
   These items should be made of Category M1 materials if their surface area exceeds 0.50 square meters.

6. **STORAGE AREAS**
   The storage of flammable and hazardous materials (explosive or toxic substances, etc.) in exhibition areas is prohibited. This includes the stand storerooms, the exits and the immediate vicinity of the halls. The use of areas in the halls for the storage of empty packaging may be authorised only upon submitting a request to VIPARIS (as described in Section 3.5 of these Safety Specifications) which must also be included in the application requesting permission to open to the public.

7. **INSTALLATIONS SUBJECT TO PRIOR APPROVAL**
   All other work is subject to the prior approval of VIPARIS, which, upon authorising this work, shall entrust it to companies of its choosing and will oversee the work itself. This applies in particular to:
   - work related to the heating and flue system equipment;
   - any use of the walls and structural elements;
   - wall openings in the halls’ fixed construction;
   - trenches for pipes or wiring;
   - foundations intended for machinery, and in general any work that involves the subflooring;
   - any installations that call for materials or technology other than those used for routine installation of lightweight stands.
   In addition, access to the roof and activities that affect the roof of the building are prohibited.

8. **EXIT ACCESSES**
   Large stands must be designed so as not to impede evacuation of the public. In the case of partial use of the halls, the exits that are rendered unusable as a result of the area in use being partitioned must not be visible to the public. Halls 5B and 8 have moveable partitions allowing Hall 5B to be split into two sections (1/3, 2/3) and Hall 8 to be separated into equal parts. Their location will be based on the use of the premises.

9. **PROHIBITED ACTIVITIES IN ALL SPACES**
   The following are prohibited in establishments of the present type:
   - distribution of samples or products that contain a flammable gas;
   - balloons inflated with a flammable or toxic gas;
   - items made of celluloid;
   - the presence of fireworks or explosives;
   - the presence of diethyl ether, carbon disulphide, ethyl ether and acetone;
   - remote-controlled aircraft (scale-model airplanes, helicopters, drones, etc.);
   - the presence of any vehicles or trailers used as stands, including food trucks, within the halls.

10. **ACCESS TO EMERGENCY EQUIPMENT**
    Access to emergency equipment (fire hoses, etc.) and exits are subject to prior approval by VIPARIS.
regulations concerning installations

smoke generators
The use of smoke generators in the halls is authorised provided that they comply with chapter 3 of the technical notice on using special installations, as well as the following provisions:

- the use of the generator must not accidentally trigger the automatic fire detection system;
- the device must be out of the reach of the public;
- while the generator is being used, at least two light sources for safety lighting must remain visible at all times;
- only products for which the device is intended may be used. No adjuvant may be added to the product normally used;
- under no circumstances may flammable products be used to clean the devices;
- the smoke generator must be filled at a location where the public is not present;
- the Exhibitor using the generator must submit a certificate of compliance with the device’s NIT [Technical instructions] related to the use of special installations (Order of 11 December 2009) to the administrative authorities, accompanied by a technical description of the device, at least 60 days prior to the event’s opening.

temporary installation of cooking devices
a) Cooking and warming devices with a total wattage of less than 20 kW per stand are allowed within the exhibition halls. Nevertheless, the following provisions must be complied with:

- a filter must be placed over the cooking devices;
- cooking and/or warming devices must not pose a risk to the general public;
- the appropriate emergency equipment must be present (extinguishers).

b) Given the temporary nature of exhibitions, as a mitigating factor to Articles GC, cooking and warming devices whose total wattage exceeds 20 kW are authorised under the following conditions:

- the device must be isolated from the hall either in a separated kitchen pursuant to sections I and II of article GC, or in accordance with the conditions of article GC 18.

Cooking and warming devices presented at certain trade shows that emit water vapour are allowed without filters. Other devices that emit other substances (fats, etc.) must have a filtering extraction hood over the devices. All combustion devices must have an outlet to the outside, similar to those referred to in Chapter 4.3.2.

Temporary kitchens installed in temporary structures outside the perimeter of the hall whose total wattage exceeds 20 kW must comply with the following provisions:

- they must be housed within structures that are at least 3 metres away from the halls and outside any fire lanes (for halls fitted with sprinkler systems, temporary kitchens may be installed in abutting structures);
- category 1 flammable liquids (flash point < 55°C or 131°F) and combustible gases are prohibited;
- exhaust, steam and airborne grease must be evacuated outside of the building via a duct;
- mechanical exhaust fans must be able to operate for a minimum of 1 hour with smoke at 400°C (or 752°F);
- a steel duct must be used to connect the fan to the hood;
- an emergency shutoff device to cut power to all devices except the extractor must be installed near the entrance to the structure.

gas-powered installations
Notwithstanding the provisions of Article G2 11, individual meters may be installed at the stands. In such a case, the shut-off device must be labelled and easily accessible at all times by stand personnel. An easily accessible standby outlet equipped with a shut-off device must be included on the network to provide a connection to temporary installations at the stand. The outlet at the stands must be protected either with a casing coupled with a plate that is built into the ground, or by any other device that offers the same safety guarantees. Prior to use of the gas, the installer must verify that the installation is watertight. As an exemption from the provisions of Articles G2 7 and G2 8, cylinders that hold a maximum of 13 kg of liquefied gas are authorised in the exhibition halls, subject to compliance with the provisions set forth in “LIQUIFIED HYDROCARBONS” Section below.

the use of gas
The use of acetylene, oxygen, hydrogen or a gas having the same characteristics may be authorised upon approval by the appropriate authorities, subject to the following conditions:

- no more than one cylinder of oxidizer or fuel per stand may be present at any one time;
- cylinders for different stands must be 8 meters apart. No cylinder storage is permitted inside the halls.

The use of inert gases is permitted, subject to the following conditions:

- the quantity of gas at the stand is limited to daily consumption;
- the stability of the equipment and cylinders has been verified;
- mechanical protection has been provided for ductwork and connections;
- all cylinders are connected to or equipped with a manometer.

Any stand that uses liquefied or compressed gas must be installed in areas that can be easily ventilated.

In each case, a statement must be submitted to the Safety Manager before the final documentation is sent to the government authorities. In all other cases, a request for authorization must be submitted to the appropriate government authorities at least 60 days before the event opens to the public.

hydrocarbons
LIQUID HYDROCARBONS
The use of flammable liquids at each stand is limited to the following quantities:

- 10 litres of category two flammable liquids per 10 square meters, with a maximum of 80 litres,
- 5 litres of category one flammable liquids.

LIQUIFIED HYDROCARBONS
The use of liquefied hydrocarbons (butane or propane gas) is permitted subject to compliance with the following requirements:

- the cylinder capacity must not exceed 13 kg;
- the use of cylinders without a pressure regulator is prohibited;
- cylinders in service must be placed out of the public’s reach and must be protected against shocks.

In addition, they must comply with one of the following measures:

- cylinders must be separated from each other by a rigid, non-combustible screen, and must be installed at a density of 1 cylinder per 10 sqm, with no more than 6 cylinders per stand;
regulations concerning installations

- cylinders must be at least 5 meters apart, with no more than 6 cylinders per stand;
- no unconnected cylinder, whether empty or full, may be stored inside the exhibition pavilions;
- the use of mobile devices connected by flexible hose may be permitted, on the condition that this hose complies with one of the following standards and the sizes indicated are appropriate to the connection:
  - Standard NF D 36-101: Elastomer-based flexible tubing with 6 mm internal diameters for domestic appliances burning butane or propane
  - Standard NF D 36-102: Elastomer-based flexible tubing with 12, 15 and 20 mm internal diameters for domestic appliances burning combustible gases distributed by network
  - Standard NF D 36-103: Reinforced flexible hoses with mechanical connectors for connecting domestic appliances burning combustible gases
  - Standard NF D 36-104: Elastomer-based flexible hoses with connectors for connecting domestic appliances burning certain combustible gases
  - Standard NF D 36-107: Reinforced polyamide 11- or 12-based hoses with mechanical connectors, for connecting household appliances burning combustible gases. These tubes or hoses must be renewed prior to the applicable use-by date pursuant to the application of the above standards.

lasers

The use of Class 3 and 4 lasers is prohibited. Class 1 or 2 lasers may be authorised upon approval by the Safety Committee, pursuant to the conditions set forth in the EN 60825 standard and subject to compliance with the following requirements:

- members of the public must under no circumstances be subjected to a direct or reflected laser beam;
- the device and its related equipment must be solidly anchored to stable elements;
- the area surrounding the device and the area swept by the beam must not reflect the relevant wavelengths;
- the housing containing the laser and any optical deviation device it may have must be Class I or II (to comply with the NFC 20-030 standard);
- exhibitors must ensure, by means of tests carried out when the public is not present, that the materials used for fitting out and decorating the booth and the fire protection equipment do not react to the heat energy given up by the light beams;
- prior to the use of any laser installation, a permit application must be filed with the appropriate (government) authorities no later than 60 days prior to the event's opening, accompanied by:
  - technical instructions along with a diagram of the installation,
  - a document prepared and signed by the installer, certifying compliance with these requirements. In addition, the Safety Department will be notified of the hours when the installation will be used, given the risks of unexpected activation of the servo controls during installation of the absorption-based linear optical detector. Machinery with enclosed lasers (for cutting, reading, etc.) presented for exhibition purposes is authorised without the approval of the administrative authorities. However, the safety manual, prepared by the safety officer, must indicate its use.
- in all cases, the provisions in chapter 4 of the Technical instructions related to the use of special installations (Order of 11 December 2009) shall be respected.

radioactive materials - X-rays

To display any machines or equipment using radioactive or X-ray generating substances, the exhibitor must first receive authorisation from the competent administrative authorities (with a copy for the safety officer). The request must be filed with the authorities (the Safety and Services Directorate of the firm BDSC and the Industrial and Transport Activities Department of the ASN) no later than 60 days before the trade show opens to the public.

Permission to present radioactive substances at exhibitors' stands may be granted only for the demonstration of devices and only when the activities of these substances are less than:

- 1 microcurie for those composed of or containing group I radionuclides;
- 10 microcurie for those composed of or containing group II radionuclides;
- 100 microcurie for those composed of or containing group III radionuclides.

Exemptions may be granted for the use of substances with higher activity, on the condition that the following measures are taken:

- radioactive substances must be properly protected;
- their presence must be indicated with basic schemas of the ionizing radiations defined by the standard NF M 60-101, as well as their nature and activity;
- their removal by the public must be physically impossible, either by being fastened to a device requiring disassembly with a tool, or by being kept at a distance;
- they must be continually monitored by one or more Exhibitors designated for this purpose.
- when this monitoring terminates, even if the public is not present, the radioactive substances must be stored in a fireproof container very clearly marked with the conventional sign indicating the presence of ionizing radiation;
- the dose equivalent rate, in all parts of the stand, must remain below 7.5 micro-sievert per hour (0.75 thousand rad-equivalent- man per hour). In aggravation of the provisions of article T. 21, category M1 materials must be used to construct and decorate stands at which radioactive substances are presented. Permission to display X-ray emitting devices at the stands shall be granted only when these devices and their accessories comply with the rules set out in standard NF C 74-100.

Specifically, the following measures must be taken:

- removal of unnecessary objects from the area around the generator of X-rays and from the sample to be examined;
- closure of the area concerned from public access and display of adequate signage;
- the leakage radiation exposure rate must not exceed 0.258 microcoulombs per kilogram and per hour (1 milli-rontgen per hour) at a distance of 0.10 meter from the X-ray emitting object.
regulations concerning installations

Declaration of Risks specific to booth activities

Article T39 of safety regulations in force compel booth users to declare to the organizer, no later than thirty days prior to the event, any risks, listed on the form hereafter, named “Declaration form for machines and equipment in operation”.

Reminder of Article T39, currently in force: Machines and equipment presented for operation:

§ 1. All presentations or demonstrations are carried out under the full responsibility of the exhibitor.

§ 2. Machines and equipment presented for operation must present no risk to the public and a declaration to the organizer must be provided in compliance with the provisions provided in the appendix (Declaration form for machines or equipment in operation) of this chapter.
APPENDIX

Declaration Form for machines or equipment in operation
(This form must be submitted to the organizers of the show or exhibition no later than thirty days before the start of the event)

Show or Exhibition: ........................................................................................................................................................................
Venue: ................................................................................................................................. Building or Exhibit Hall: .................................................................
Booth name: ......................................................................................................................... Booth number: .................................................................
Exhibitor Business Name: ........................................................................................................
Address: .................................................................................................................................................................
Name of Booth Manager: ................................................................................................................
Telephone number: ................................................................................................................

Type of machine or equipment presented for operation

Specific risks for evaluation by safety manager

Electrical power source greater than 100 kVa: .................................................................
Liquefied gas: ........................................................................................................................
Flammable liquids (other than those contained within automotive vehicle tanks):
Type: ......................................................................................................................... Quantity: .................................................................
Usage: ........................................................................................................................................................
Butane gas only for use outdoors: ........................................................................................
Open-flame fire, candles: ........................................................................................................
Fireplaces or stoves in use: ....................................................................................................
Cooking equipment (hot plates, crêpe-makers): .................................................................

Risks requiring authorization requested by exhibitors from the competent authorities (see notes)

Date of authorization request: ..........................................................................................
Thermal or combustion engine: ...........................................................................................
Smoke machine: ....................................................................................................................
Propane, outdoors only: .....................................................................................................
Other hazardous gases: ......................................................................................................
Please specify: .....................................................................................................................
Radioactive source: .............................................................................................................
X-Rays: ..............................................................................................................................
Lasers: ........................................................................................................................................
Other unanticipated cases: ..............................................................................................
Please specify: .....................................................................................................................

Please note: the equipment presented for use must include either screens or set or customized casings that make any hazardous components inaccessible, so that they are set up in a way to make the hazardous sections out of reach of the public and at least at a distance of one meter from general traffic zones. Demonstrations are to be carried out under the full responsibility of the exhibitor.

Date sent: .......................................................................................................................... Signature: .................................................................. Company stamp: ................................................................

Notes: Relevant administrative authority:

Fire Prevention regulations under the supervision of the Safety Manager
ACCESSIBILITY FOR DISABLED PERSONS

preamble

Making a location accessible means to enable persons in a temporary or prolonged condition of handicap to exercise their rights as citizens, and offer well-being for all.

Accessibility forms part of the general building rules, in the same way as safety does. The dimensional aspects that characterise it have been defined on the basis of a standard occupied wheelchair. This size makes it possible to make arrangements likely to satisfy the functional requirements of all persons with reduced mobility.

In accordance with the legislative and regulatory provisions in force, the effective implementation of accessibility must be translated by the possibility:
- of moving around without knocking into obstacles created by designers or other building professionals,
- of accessing buildings of all descriptions,
- of using all the service provisions placed at the disposal of the general public.

Accessibility does not eliminate physical deficiency but it should contribute to abolishing disadvantages. It makes it possible to preserve a degree of independence for those who are affected by a motor deficiency.

Accessibility is an essential condition for safety, independence and the social integration of persons with reduced mobility. Accessibility to public access premises and amenities open to the public.

Any further explanations related to handicapped accessibility below or online may be provided by our Safety Manager:

Michel RAPHAEL  
charge.de.securite@icloud.com
Prevention specialist AP2 - certified by the Ministry of the Interior - ENSSP
Currently undergoing certification for Nebosh: HSE, National UK and International Fire & Safety Risk Management

Legislation:
- Law Number 2005-102 of February 11, 2005 related to equal right and access, participation, and citizenship of handicapped individuals (NOR: SANX0300217L): Starting on January 1st, 2015, all Establishments Receiving the Public (E.R.P) must be accessible for handicapped and reduced-mobility individuals, or, failing this, equivalent quality of use.

- Decree of April 20, 2017 related to accessibility for handicapped individuals to establishments receiving the public during their construction, and installations open to the public, during their build-up.

Link to the version annotated by the Safety Manager in terms of expectations for booths:
https://drive.google.com/file/d/13oXne4fsZjKpTb7d3gKndVsJLRi4E2ZI/view

As a reference made within the April 20, 2017 decree: Decree of August 1st, 2006 setting provisions made for the application of articles R.111-19 to R. 111-19-3 and R. 111-19-6 from the construction and housing law related to handicapped accessibility of establishments receiving the public and installations open to the public during their construction or creation.

general regulatory requirements

In compliance with the law Loi 2005-102 February 2005 for equal rights and opportunities, the participation and citizenship of persons with disabilities (NOR: SANX0300217L), decrees and implementing decrees mentioned above, all booths must be accessible to disabled persons.

- All booths with raised flooring of more than 2 cm must include an inclined accessibility slope (ramp) which conforms to the following specifications: 5% over 10 m, 8% over 2 m, and 10% over 0.50 m.
- Internal circulation within booths must allow for a minimum width of accessibility of 1.40 m free of any obstacles, to facilitate visitor traffic flow.
- When a temporary narrowing of space is unavoidable, the minimum width of accessibility may, over a short length, be between 1.20 m and 1.40 m to maintain proper visitor traffic flow between a pedestrian and a person in a wheelchair.
- Flooring or floor coverings on the accessible pathway must be free of furniture, non-slip, non-reflective, and free of obstacles for wheels. They should have no parts jutting out more than 2 cm.
dimensional and quality requirements
dimensional and quality requirements

Dimensions that allow for reading, writing, using a keyboard or any other equipment as a cash register, a cash machine, or scales for weighing items.

A piece of equipment or furniture at the very least in a group that must be usable by an individual either in a “seated” or “standing” position.
GENERAL RULES OF MAISON&OBJET

Exhibitor admissions procedure (keep the regulations)

GENERAL PROVISIONS

Article 1 - General

The terms and conditions for the organisation of the show, particularly the opening date, closing date, location, prices and authorised visitors are set by the SAFI, hereinafter “the organiser” and may be unilaterally modified by it.

The organiser may cancel or postpone the show if it notes an insufficient number of registered attendees. The exhibitor’s down-payment or attendance fee is then refunded. The exhibitor declares to be aware of the possibility of a cancellation and accepts all risks relating to the possibility of the show not being held and particularly exclusive liability for the costs it incurs in preparation for the show.

In the event that, for major, unforeseeable or economic reasons (such as fire, flooding, default of the owner, accidents of God, local or national strikes, riot, security risks, storms, terrestrial threats, health emergencies, whether local, national or international), the show cannot be held, the show organiser, up to the amounts paid, after payment of the expenses incurred, are divided between the exhibitors, in proportion to the amounts paid by each of them. The exhibitor authorises the organiser to take the necessary measures to compensate exhibitors for conservation on the internet and/or exhibitor extranet.

The organiser is for the benefit of the exhibitor for non-attendance of the schedule of conditions (“le cahier des charges”) established by the owner or the tenant of the site placed at the disposal of the Exhibition organiser.

The organiser is not liable for any consequences arising from the enforcement of the provisions of these general regulations.

Article 2 - Special Services

The “Ateliers d’Art de France”, as part of its mission as sponsor of the MAISON&OBJET show, focus on art to coordinate or organise the requirements of the areas and sectors of the show. This area therefore represents (arts & crafts, decoration, giftware, tableware).

As an exhibitor, you are required to manage the services for the duration of one year, provided you have submitted a duly completed membership file.

PARTICIPATION

Article 3 - Category listing of the show

The organiser defines the exhibitor categories and draws up the category listing of products and/or services presented. This list is at all times available to exhibitors and applicants at the head office of SAFI, 8 rue Chapel 75009 Paris.

It is featured on the new product and category list registration form.

Article 4 - Conditions for participation

4.1. An exhibitor may only present goods or services manufactured or designed by it or for which it has the necessary authorisation, and which are not prohibited.

An exhibitor may also present products and/or services that do not comply with French regulations, except products intended for foreign markets, or carry out certain activities in the show space.

The offer presented by exhibitors must comply with public policy and current laws. Accordingly, the organiser is allowed, without restriction, to cancel an application of participation from an exhibitor whose affairs are, for whatever reason, administered by, or with the assistance of a trustee in insolvency.

The organiser is allowed, without restriction, to cancel an application of participation from an exhibitor whose affairs are, for whatever reason, administered by, or with the assistance of a trustee in insolvency.

4.2. Surveillance of equipment - Liability

Artworks and all of the elements and equipment brought to its stand throughout the fair shall remain the sole responsibility of the exhibitor, as from its arrival on the site and up to the time of departure and from the venue (stand included), handling, installation, and dismantling included. Under no circumstances shall the organiser be held liable for these elements.

The exhibitor explicitly accepts sole responsibility for all of the risks that the above-mentioned elements and equipment may be exposed to. While respecting the security regulations, the exhibitor must take all measures likely to protect the artworks and equipment against said risks; under no circumstances shall these measures be incumbent to the organiser. It is not the organiser’s role to decide the conditions of surveillance of said artworks and equipment (safe, secure glass case, assigning of its own guards at the stand).

Insofar as necessary, of all the above shall apply through express exemption from any conflicting legislation(s).

Article 5 – Applications form

5.1. Any person wishing to exhibit must present an application form to the organiser. Unless otherwise stated, the committee does not accept the application; the submission thereof shall be a binding and commitment to pay the totality of the cost of the provision of the coordination services and related costs, in case of any modifications by the organiser of the area and / or sector and characteristics of the exhibition space presented.

The selection committee decides on the applications without having to justify its decision.

5.2. Applications form online

Any person that wishes to exhibit must submit an application form. Unless the selection committee refuses the application, the registration of this application form constitutes a firm and irrevocable commitment to pay the totality of the cost of the provision of the coordination services and related costs, including in case of modifications by the organiser of the area and / or sector and characteristics of the exhibition space presented.

The selection committee decides on the applications without having to justify its decision.

Once the application has been validated, the exhibitor must ensure that the user name and password (or encrypted URL where applicable) that was communicated by the organiser are in fact used by a representative of the exhibitor who is duly authorised to engage the exhibitor’s liability. The user name and password (or encrypted URL where applicable) are strictly personal and cannot therefore be shared with any third parties. The exhibitor must ensure that it is kept safe and confidential. Any submission of an application undertaken by means of the user name and password (or encrypted URL where applicable) shall be deemed to have been made by a duly authorised representative of the exhibitor. By express agreement between the Parties, it is agreed that the exhibitor and the exhibitor’s exhibitor and the organiser and the organiser shall not be held liable concerning any of these elements.

Due to its role in coordinating or organising, the organiser may be forced to modify the size and format of the exhibition space that it proposes to install as well as, if necessary, the date of registration of the requests made by the exhibitor, of the type of products and/or services it presents, the layout of the exhibition space as precisely as possible. Where possible, the exhibitor’s exhibitor and the organiser and the organiser shall have no right to reclaim a refund or compensation, and take off any visual communication regarding the defaulting exhibitor’s products.

FINANCIAL CONDITIONS

Article 9 – Price of the organisation services

The price of the organisation services is decided by the organiser and may be reviewed by the exhibitor if there is a modification to tax charges.

Article 10 – Terms of payment

For any late attendance request, the first payment is equal to the sums already payable on the attendance request date. The same applies to exhibitors on the waiting list who are allocated established at exhibition space.

The organiser may, after examination, exclude products and/or services that it deems do not meet the exhibition’s characterisation of the exhibition space.

Exhibitors are formally prohibited from exhibiting illegal products or products from illegal activities. It is also prohibited for any persons not authorised by law to propose services or products from illegal activities.

The organiser may, after examination, exclude products and/or services that it deems do not meet the exhibition’s characterisation.

The exhibitor expressly accepts sole responsibility for all of the risks that the above-mentioned circumstances shall the organiser be held liable concerning any of these elements.

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EXHIBITION SPACES

Article 12 - Allocation of exhibition spaces

The organiser draws up the show plan and allocates the areas freely, taking account if possible of the requirements of the exhibitors by the type of products and/or services it presents, the layout of the exhibition space that it proposes to install as well as, if necessary, the date of registration of the attendance request.

The exhibitor expressly accepts sole responsibility either reserve a position or guarantees the same position from year to year. Furthermore, attendance of previous events does not give the exhibitor any rights based on this previous attendance.

Article 13 - Installation and decoration of exhibition spaces

BACK TO SUMMARY
Exhibition spaces installation is in accordance with the plans draw up by the organiser. The organiser decides the specifications of how visual information is displayed and the conditions governing the use of all sound, light or audio-visual techniques, as well as the conditions under which all promotional activities, surveys may be carried out within the confines of the Exhibition.

In the same way, the organiser decides on the conditions in which photography or sound recording is authorised within the confines of the Exhibition. The organiser will not be held responsible for any difficulties arising during these formalities.

Furthermore, failure by an exhibitor to meet the booth occupancy deadline authorises the exhibitor to claim the payment of late-occupancy penalties and damages.

Article 14 - Deinstallation
The exhibitor is responsible for structures or installations built by exhibitors. Exhibitors shall accept and leave the sites as delivered, and shall be liable for any damage, in particular to stands and venue equipment, caused by themselves or by their installations, equipment or goods. Exhibitors who have reserved a standard stand package must arrange the disposal of any stand equipment after the exhibition has closed. Any damage to the Exhibition properties and installations will be charged to the exhibitor concerned.

Any exhibitor who ignores the regulations of this article by causing damage will be invoiced for the restoration of these items.

ASSAMLY / DISASSEMBLY DEADLINES
Article 15 - Assembly and disassembly of the exhibition space
The organiser decides the assembly and disassembly of the exhibition spaces prior to the opening of the show and for the removal of products, as well as the deadlines for laying out and clearing the exhibition stands.

The exhibitor guarantees that its installer will arrive in sufficient time, prior to the disassembly deadline, in order to enable the proper return of the position in its initial condition, within the deadlines fixed by the organiser for this purpose. The exhibitor agrees that any dismantling carried out by the exhibitor within the deadlines set and without being held liable for total or partial removal of the stand, in which the exhibitor unreasonably delays his work.

In the event of non-disassembly of the stand by the exhibitor within the given deadlines, the exhibitor shall be entitled to destroy the stand without being held liable to the exhibitor for the value for the goods and components of the stand that are destroyed.

Furthermore, the exhibitor specifically agrees to meet the disassembly deadline according to the organisation of the stand, thereby making it impossible to start them. The exhibitor irrevocably agrees that the insurance policies that it takes out include an identical coverage for the insurance company, any other exhibitor and any company acting in their name, due to any personal injury, corporeal, material and/or immaterial, direct or non-direct, fire, explosion or water damage for which the exhibitor is liable, as well as for any consequential and/or non-consequential non-material damage, and particularly occurring losses, suffered by the exhibitor and for which the exhibitor is liable, irrespective of the causes thereof.

The exhibitor irrevocably agrees that the insurance policies that it takes out include an identical waiver of recoveries by the insurer.

Furthermore, the exhibitor and its insurance company abandon rights of recourse against SAFI, its insurance company, any other exhibitor, advertising agencies (by their name, due to any consequential and/or non-consequential non-material damage, and particularly occurring losses, suffered by the exhibitor and for which the exhibitor is liable).

Article 22 - Operation of the coverage
Any claim must be notified in writing to the insurer. Failure which the insurer does not correctly declare a claim from the insurer, all claims must be more notified to the insurance company, on the forms which are available to the exhibitor within twenty-four hours of the theft or within five days in the other cases, stating the circumstances of the claim and the approximate total sum of the loss.

All claims must be notified by the exhibitor, within twenty-four hours of the theft or within five days in the other cases, stating the circumstances of the claim and the approximate total sum of the loss. The statement to the policy must be attached to the claim.

The premium paid in compensation, the exhibitor must produce detailed invoices indicating the values of the equipment exhibited and the exhibition space equipment (fittings, decoration, lighting, etc.).

SERVICES
Article 23-Fluids
Connections to electricity, telephone, water and compressed air mains are charged as stated in the Exhibitor Services Manual to exhibitors who must request connection within the time limits specified and within the technical possibilities offered by the exhibition site. Any request concerning these services must be addressed to the distributor designated on the appropriate forms made available to exhibitors.

Article 24 - Customs
It is the responsibility of each exhibitor to complete customs formalities for equipment and products arriving from abroad. The organisation cannot be held responsible for any difficulties arising during these formalities.

Article 25 - Intellectual property rights
The exhibitor ensures that he holds or has obtained all Intellectual Property Rights held in equipment or products/ creation / trade mark which he exhibits or permission for this exhibition. The exhibitor will accept no responsibility in this regard.

The exhibitor will be allowed to exclude the exhibitors condemned in Intellectual Property matter, such as counterfeiting.

The exhibitor entitles the Organisation as a favour, free of charge and for the duration of the concerned rights, to reproduce and use, in any territories, the equipment or products/ creation / trade mark which he exhibits or permission for this exhibition. The exhibitor will accept no responsibility in this regard.

The exhibitor guarantees that it has obtained from the holders of intellectual property rights the goods / creations / trades and others (plans, programs, software, etc.) for which the exhibitor, all the rights and/or licences necessary for the aforementioned uses. The exhibitor will accept no responsibility in this regard.

A - For the coverage stated in paragraph “Comprehensive risk insurance for exhibition spaces and items exhibited” of article 13, the minimum per claim is:

- Euros 500 per exhibitor (in case of theft).
- Euros 250 per claim and per exhibitor (in case of breakdown of fragile items).

B - The main exclusions from coverage are:

(a) War, civil war, Foreign enemy invasion, revolution, confiscation of property, nationalisation, orders given by any government or any public or local authority, radioactive contamination, super sonic band or conventional weapons.

(b) All forms of theft or goods lost during the Exhibition or during transport by road, air, sea, rail or inland transport caused by theft or bad weather.

(c) Financial loss, including loss of money and indirect loss.

(d) Variation in temperature, humidity, lighting, pressure.

(e) Electrical or mechanical breakdown or malfunction.

(f) Faulty or improper use.

(g) Theft of property or goods on the site of the Exhibition, where this property or these goods have been left without supervision and the theft has taken place at a time when the site is open for occupation or use by the exhibitors, as defined or stated by the organisers of the Exhibition.

(h) Environmental deficiency.

(i) Personal effects and objects, jewellery and master pieces, cameras, radars, electronic pocket calculators and all other objects which belong to natural persons directly or indirectly participating in an event.

(j) Exposures exploited into or connected to the illumination network.

(k) Insurance programs used and pacakges.

(l) Inventory deficiency.

(m) Theft or robbery.

(n) Removable software programs and packages.

(p) Vehicles and motorised equipment that are in use, being operated and/or being used as tools.

Other than in these instances and if the vehicles and motorised equipment are merely exhibited, they can be covered by exhibitors by means of a coverage cap of a coverage cap of €15,000 and subject to strict compliance with the following conditions:

- All exhibited vehicles and equipment of all types must compulsorily be “immobilised” by the exhibitor, thereby making it impossible to start them.

- In accordance with the legislation in force, exhibited vehicles and equipment must be emptied of all radioactive fuel tanks (and in this precise instance only contain a small amount of fuel).

- All exhibited vehicles and equipment that weigh less than 3.5 tonnes with a value of more than €70,000 the exhibitor must strictly prohibit access to the public.

- For exhibited vehicles and equipment that weigh more than 3.5 tonnes: if the vehicle is accessible to the public (if the cabin can be accessed, for example), the exhibitor must be present at all times during the exhibitors’ opening hours.

The aforementioned list mentions only the main exceptions and constitutes only an abstract of the General and Special Terms of the insurance policy which shall take place in the respective contract any claims.

The premium paid in compensation, the exhibitor must produce detailed invoices indicating the values of the equipment exhibited and the exhibition space equipment (fittings, decoration, lighting, etc.).
Article 26 – Society of collective management

The exhibitor shall implement and maintain appropriate technical and organizational security measures against the unauthorized or unlawful processing of personal data and against accidental loss or damage to personal data to meet the requirements of the GDPR (including all measures required pursuant to Article 32 of the GDPR) as applicable, ensure the protection of the rights of the data subjects, and provide a standard of protection that is at least as comparable to the protection required under the Data Protection Laws.

CATALOGUES

Article 29 - Catalogues

The exhibitor shall have full and exclusive right to publish and sell the catalogue of exhibitors, together with the advertising which appears in the catalogue. He may subcontract all or part of this right.

The information required to produce and publish the catalogue, and the statuar y and electronic fees to be provided by exhibitors at their sole risk on the show’s website. The organiser cannot be held liable for copyright, reproduction, formatting, or other, that might occur. Exhibitors authorise the organiser to publish in electronic and printed form, the information provided, on the show’s website, in the official catalogue of exhibitors and/or on any other show publication or website, and the organiser reserves the right to select the exhibitor's publication.

The exhibitor shall implement and maintain appropriate technical and organizational security measures against the unauthorized or unlawful processing of personal data and against accidental loss or damage to personal data to meet the requirements of the GDPR (including all measures required pursuant to Article 32 of the GDPR) as applicable, ensure the protection of the rights of the data subjects, and provide a standard of protection that is at least as comparable to the protection required under the Data Protection Laws.

ADMISSION PASSES

Article 30 – “Exhibitors passes”

"Exhibitors passes" giving right of entry to the exhibition subject to the conditions fixed by the organiser are issued to exhibitor.

Unpaid “exhibitors passes” may be neither returned nor reimbursed after the exhibitor has issued them against payment.

Article 31 - Invitation cards

Invitation cards intended for visitors whom the exhibitor wishes to invite are issued to exhibitor subject to the conditions fixed by the organiser.

Any unfurled request and/or any other use may be result in legal proceedings. Acceptance of such requests may be neither returned nor reimbursed after the exhibitor has issued them against payment.

Only passes, invitation cards and entrance tickets issued by the organiser give right of entry to the exhibition.

Article 32 - Consequences of non-compliance with the visiting and access rules of the exhibition

Any exhibitor or visitor who, through voluntary action observed by the organiser, lets in one or several persons to the exhibition in contravention of the visiting and access rules defined by the organiser is liable to a fine of Euros 150 per observed breach of the rules, without prejudice to any damages payable subsequently, as set out in Article 35 below.

Article 33 - Unauthorised street trading of admission documents

Admission documents (tickets, invitations, badges, passes, etc.) cannot be sold on pain of legal action.

The unauthorised street trading of admission documents is a criminal act punishable by imprisonment and fine. The penalty ranges from a fine of 15,000€ and from 6 months to 1 year in prison.

Unauthorised street trading is the fact, without proper authorisation or declaration, of offering, putting up for sale or exhibiting goods for sale or doing any other business in public places in breach of the organising powers on the postponing of these rules (Art. 446-1. of the French Criminal Code [Code Pénal]).

SAFETY

Article 34 - Safety

The organiser, in agreement with the copyright royalty collection and payment collectives (SACEM, etc.) if it uses music in any fashion whatsoever on the show premises: the organiser disclaims any liability on these grounds. The organiser can verify all these agreements.

The organiser reserves the right to refuse admission to or have removed any person, visitor or exhibitor, whose presence or behaviour presents a risk to the security, tranquillity or image of the show and/or the integrity of the site.

The exhibitor agrees to comply with all the usage restrictions and health and safety standards applicable to the Exhibition Centre and particularly the provisions of the Security Specifications and Code of Conduct, a copy of which shall be made available by the organiser on site, during the entire show.

APPLICATION OF THE REGULATIONS - DISPUTES

Article 35 - Application of the regulations

Any breach of the provisions of these rules and, if applicable, the code of conduct issued by the organiser, may result in the exclusion of the offending exhibitor, even without formal notice, if necessary assisted by the law enforcement authorities. This applies, specifically, to non-compliance of exhibition space fittings, failure to comply with safety regulations, failure to occupy the exhibition space, display of products which do not conform to those stated in the initial application, sale of goods with immediate on-site delivery to the purchaser.

Compensation is then due by the exhibitor as damages for the damage caused to the event. This compensation is at least equal to the attendance fee, which remains the property of the organiser, without prejudice to any additional damages claimed. The client shall agree to the client's own action on the exhibited items, furniture and decorations belonging to it. In the event of contradiction between the provisions of these General Rules and the terms of purchase of an exhibitor, it is agreed that the provisions of these General Rules prevail.

Any difficulties in interpreting the English version of these General Rules are resolved by referring to the mean of the French version of the General Rules.

Article 36 - Modification of the regulations

The exhibitor reserves the right to rule on any cases not covered by these rules and to add new provisions whenever it deems this necessary for the smooth running of the show.

The nullity, for any reason whatsoever, of all or part of one of the provisions of these rules shall not affect in any manner the other provisions thereof; in such event, the Parties agree to negotiate in good faith to agree on a provision having insurmountable as an equivalent effect.

Article 37 - Limited liability

The exhibitor agrees that the organiser is likely to incur, either as a result of its own actions, even of a member of staff, or as a result of the actions of a third party, irrespective of the cause thereof, is limited to gross damages, damages, reparation or loss, amount which equals the amount paid by the exhibitor as damages for the damage caused to the event. This compensation is at least equal to the attendance fee, which remains the property of the organiser, without prejudice to any additional damages claimed. The exhibitor agrees to negotiate in good faith to agree on a provision having insurmountable as an equivalent effect.

Article 38 - Objections - Time-barring

In the event of objection or dispute, irrespective of the grounds therefor, the exhibitor agrees to submit its complaint to the organiser, prior to any proceedings, by registered letter with acknowledgement of receipt. Any legal action brought prior to the expiry of a period of 15 days following receipt of the aforementioned letter shall be inadmissible.

In accordance with article 2254 of the French Civil Code (Code Civil), the parties agree to set at one year (1 year) the limit for the time-barri ng of rights and legal action relating to the liability that the organiser is likely to incur either as a result of its own actions, even of a member of staff, or as a result of the actions of a third party, irrespective of the cause thereof. This period shall run from the expiry of the period of 15 days specified in the previous paragraph.

THE BOND BETWEEN THE EXHIBITOR AND THE ORGANISER IS ENTIRELY AND SOLELY GOVERNED BY FRENCH LAW; ANY DISPUTE SHALL BE SUBMITTED TO THE EXCLUSIVE JURISDICTION OF THE PARIS COURT AND THE FRENCH VERSION OF THIS TEXT WILL BE REFERRED TO.
TEMPORARY ASSIGNMENT OF STAFF BY A FOREIGN COMPANY

A company, whose registered office is established abroad, may temporarily assign staff for a specific mission to another company situated in France. Any employer based outside of France, who is to perform work in France, should, before the start of his work, send a prior declaration of transnational assignment to the labor inspection bureau which covers the place of his work.

Activities involved
The activities opening up entitlement to temporary assignment are the following:

- provision of services (as outsourcing): industrial, commercial craft, freelance or agricultural activity, performed within the framework of a contract concluded with a service provider
- intra-group mobility: provision without charge of staff between companies of the same group for a task or training,
- provision of temporary staff: a temporary employment company may assign staff to a user company in France, for specific tasks,
- operation on its own behalf (self-service): a company established abroad, whether or not it is the owner of an establishment in France, may temporarily assign its staff there for specific tasks (client delivery for example).

Obligations of the original company
The employer, during the period its staff is assigned in France, is subject to French rules (employment code, laws, regulations, collective agreements...) in terms of remuneration, professional equality, working times, employment conditions...
Conversely, the provisions of French labor law relating to the concluding and breaking of the employment contract, training, social insurance, etc., do not apply to assigned workers. It is the law of the employees’ country of origin which applies.

The assigned worker remains under contract with his employer established abroad, which continues to pay him. There is no contractual link with the French hosting establishment.
Employers established outside the EU must obtain a work permit for the duration of their activity in France.
For employers established within the EU but whose employees are citizens of a non-EU State, the latter can be assigned without having to show a work permit, if they are the holders of a document authorizing them to work in the country where their employer is based.

Once the task has been completed, the employees resume their work within the original company.

Declaration prior to assignment
Before the start of the work, the employer who is established abroad must send an assignment declaration, which must be written in French, to the regional office of Directe (Regional directorate for companies, competition, consumption, work and employment), in the place where the work is to be carried out, by registered letter with return receipt, by fax or e-mail.
In it, the employer must specify the identity of all the staff he wishes to assign to France, whether they are citizens of the EU or of another State.

Transport companies who temporarily assign drivers or cabin crew to France are not subject to this obligation.

On line
On line Service
Prior online assignment declaration for a foreign company - SIPSI (information system on international service provision)

By post
Provision of services or operation for own account:
Cerfa n°15420*01 - https://www.formulaires.modernisation.gouv.fr/gf/cerfa_15420.do
Intra-group mobility, excluding transport:
Cerfa n°15421*01 - https://www.formulaires.modernisation.gouv.fr/gf/cerfa_15421.do
Provision of temporary staff for a temporary employment company:
Cerfa 15422*01 - https://www.formulaires.modernisation.gouv.fr/gf/cerfa_15422.do
TEMPORARY ASSIGNMENT OF STAFF BY A FOREIGN COMPANY

The file must include:

- letter justifying the recruitment of the employee and detailing the functions carried out,
- employment authorization request (for non-EU countries),
- justification of the links between the companies based in France and abroad,
- copy of the last payment slip of contributions to the paid leave fund,
- copy of the employee’s passport or identity card,
- CV of the employee if the activity is subject to specific statutory conditions (or other supporting evidence of his qualification: diploma, document...).

The declaration must also indicate, with regard to the employing company and the contractor:

- name, business name, details of contractors, references, main activity, etc.,
- place of the services,
- name and contact details of the representative in France,
- name, contact details and nationality, qualification, employment, remuneration of each assigned employee,
- place of accommodation for employees.

Namely:
The Macron law makes the on-line prior declaration of assignment mandatory in 2016. While waiting for the decree which should specify the methods, sending by post or fax remains valid.

Transport companies: assignment certificate
Transport companies not based in France, who temporarily assign driving staff or cabin crew to France for one or more journeys, must draw up 2 copies of an assignment certificate:

- 1 copy must be provided to the assigned employee and kept on board the means of transport being used for the service,
- 1 copy should be kept either by the representative of the foreign company, or by the company making use of the temporary driving staff or cabin crew.

Certificate to provide depending on the case:

- Provision of services by a transport company: Cerfa 15553*01
- Provision of temporary staff for a temporary employment company: Cerfa 15554*01
- Assignment between establishments from the same company or between companies from the same group (for inter-group mobility): Cerfa 15552*01

This certificate must be prepared in French before the start of the first assignment activity.

The validity period for this certificate is the one indicated by the company and is valid for a maximum period of 6 months with effect from the date it is prepared. During this validity period, the certificate can cover several assignment missions or activities.

Transport companies which complete the assignment certificate for their driving staff or cabin crew are not subject to the obligation to make a prior assignment declaration.

The certificate must include the following information:

- name or company name, address, e-mail address, telephone number, legal status of the company or establishment that usually employs the employee,
- last names, first names, date and place of birth of the manager(s),
- description of the social security institutions or similar organizations to which the company makes the social security or other similar contributions,
- last names and first names, date and place of birth, address of normal residence, nationality, professional qualifications of the assigned employee, and signature date and employment law applicable to the employment contract,
- gross hourly salary rate paid to the assigned employee and converted into Euros if necessary, manner in which accommodation and subsistence costs are processed by the company, per day of assignment,
TEMPORARY ASSIGNMENT OF STAFF BY A FOREIGN COMPANY

- company name, or first and last name, address, e-mail address, telephone number of the representative in France of the employer located abroad,
- for road transport companies, references to their registration in the national electronic register of road transport undertakings.

Labor inspection bureau verification
Where an inspection is carried out by the Labor Inspection Bureau, the following documents can be requested of the employer:
- document attesting to the regularity of the employer’s social situation,
- work permit for staff who are citizens of non-EU countries, if the employer is based outside of the EU,
- employment contract,
- pay slips for each assigned worker or any equivalent document (for an assignment of more than 1 month),
- time sheet for each day worked,
- copy of the appointment of the representative in France,
- any document attesting to the law applicable to the contract linking the employer and the client,
- documents attesting to the number of contracts performed and the employer’s turnover,
- when the duration of the assignment is under 1 month, any document showing evidence of compliance with minimum wage.

NB:
These documents must be kept at the assigned employee’s workplace or in a location that is accessible to the representative appointed by the employer.

Appointment of a representative in France
The employer based abroad shall appoint a representative in France in writing, in French, specifying:
- last names, first names, date and place of birth,
- e-mail or postal address in France,
- acceptance of the appointment by the interested party,
- duration of the appointment,
- the place the documents are kept,

The representative shall:
- communicate with the Labor Inspection Bureau, the Police and gendarmerie services, tax authorities and Customs,
- keep the documents at the disposal of the Labor Inspection Bureau.

Obligations of the host company
Verification of the subcontractor’s declarations
The client or the contractor using staff assigned in France shall check that the original employer has fulfilled its obligations.
To do this, it shall request a copy:
- of the assignment declaration,
- of the document designating the representative in France.

If its subcontractor has not sent it a copy of the assignment declaration, the contractor or the client must, without 48 hours from the start of the assignment, send a declaration to the Labor Inspection Bureau in place where the work is to begin.

Unique staff register
The host company must include as an annex the assignment declarations on its unique staff register.
This register must remain at the disposal of labor inspectors.
The host company must send the Labor Inspection Bureau its annual report showing the number of:
- staff assigned outside of France,
- hosted assigned staff.
TEMPORARY ASSIGNMENT OF STAFF BY A FOREIGN COMPANY

Supervision in terms of accommodation and employment law
Moreover, the contractor or the client has an obligation of supervision regarding the accommodation conditions of the service provider’s staff in case they are incompatible with human dignity.

Accommodation is assessed by a screening official who sends an order to the employer. The latter has 24 hours in which to inform the contractor of the measures taken to bring this situation to an end.

If the offence continues, the client shall arrange for staff to be re-accommodated.

If a subcontractor does not comply with employment legislation, the screening officer sends an order to the employer, who must inform the contractor within 15 days. The latter has 15 days to ask the employer to cease the offence.

Joint liability in the event of breaches
If he is informed by the Labor Inspection Bureau of any breaches regarding accommodation conditions which are deemed incompatible with human dignity, or concerning the minimum salary (Smic) or wages due to the employee, the employer must bring about an end to this situation, and the contractor or client must be informed of this. If it is not rectified, the employer can order the services to be suspended for a maximum period of one month.

If he is informed by the Labor Inspection Bureau of any breaches regarding accommodation conditions which are deemed incompatible with human dignity, or concerning the minimum salary (Smic) or wages due to the employee, the employer must bring about an end to this situation, and the contractor or client must be informed of this. If it is not rectified, the employer can order the services to be suspended for a maximum period of one month.

Where these obligations are breached, the contractor or the client is jointly liable with the staff member’s employer to pay remunerations, indemnities and charges due, unless he denounces the services agreement.

Please note:
In the event of any breaching of their obligations, the employer established abroad and the client, or contractor, are liable to an administrative fine of 2 000 euros per assigned employee (or 4 000 euros in the case of a repeat offence) up to a total maximum amount of 500 000 euros.
TEMPORARY ASSIGNMENT OF STAFF BY A FOREIGN COMPANY

Where to enquire?

Unité départementale
Direction régionale des entreprises, de la concurrence, de la consommation, du travail et de l’emploi (Direccte) - Paris
On site:
19-21 rue Madeleine-Vionnet
93300 Aubervilliers

Opening hours:
From Monday to Friday: from 09.30 am to 12.00 pm et de 1h30 pm à 4h30.

By post:
Unité départementale
Direction régionale des entreprises, de la concurrence, de la consommation, du travail et de l’emploi (Direccte) - Paris
19-21 rue Madeleine-Vionnet
93300 Aubervilliers
Fax : +33 1 70 96 18 00

Online:
Website : http://www.ile-de-france.direccte.gouv.fr
Email : idf-ut75.direction@direccte.gouv.fr

Phone:
+33 1 70 96 20 00

Unité territoriale
Direction régionale des entreprises, de la concurrence, de la consommation, du travail et de l’emploi (Direccte) - Seine-Saint-Denis
On site:
1 avenue Youri-Gagarine
93016 Bobigny Cedex

By post:
Unité territoriale
Direction régionale des entreprises, de la concurrence, de la consommation, du travail et de l’emploi (Direccte) - Seine-Saint-Denis
1 avenue Youri-Gagarine
93016 Bobigny Cedex
Fax : +33 1 41 60 53 01

Online:
Website: http://www.direccte.gouv.fr
Email: dcd-93.direction@direccte.gouv.fr

Phone:
+33 1 41 60 53 00
DECLARATION PRÉALABLE DE DÉTACHEMENT
Posting of worker’s declaration
(Hors mobilité intragroupe et travail temporaire)
(Excepting intragroup mobility and temporary work)

DÉTACHEMENT TRANSNATIONAL DE TRAVAILLEURS PAR UN EMPLOYEUR ÉTABLI
HORS DE FRANCE DANS LE CADRE DE L’EXÉCUTION D’UNE PRESTATION DE
SERVICES INTERNATIONALE OU D’UNE OPÉRATION POUR SON PROPRE COMPTE (1)
TRANSNATIONAL POSTING OF WORKERS BY EMPLOYERS BASED OUTSIDE FRANCE IN THE FRAMEWORK
OF THE PROVISION OF SERVICES, OR OF AN OPERATION ON THEIR OWN BEHALF (1)

A remplir par l’entreprise prestataire (employeur)
To be filled by the employer

Article R.1263-3 du code du travail

Veuillez remplir toutes les rubriques
Please complete all headings

ENTREPRISE ÉTRANGÈRE (EMPLOYEUR) Foreign company (employer)

Nom ou raison sociale :
Business name :

Adresse complète dans le pays d’établissement (n°, voie, ville et pays):
Full address in country of establishment (number, street, postal code, town and country):

N° de téléphone : N° de télécopie :
Telephone number: Fax number:

Courriel :
Email :

Forme juridique :
Legal status:

Immatriculation ou enregistrement de l'employeur à un registre professionnel dans le pays
d’établissement (ou équivalents équivalents) :
Registration number of employer in country of establishment, or other equivalent references :

Registre professionnel (ou équivalent) :
Professional Register, Trade Register or equivalent :

Références de l'immatriculation ou de l'enregistrement :
Registration references :

Activité principale (cocher la case correspondante) :
Main activity :

☐ Agriculture ☐ Bâtiment et Travaux Publics ☐ Hôtels Cafés Restaurants
Agriculture sector Building and Public works sector Hotel/café/restaurant sector

☐ Tour opérateur ☐ Industrie ☐ Spectacle
Tour operator Industry sector Show and entertainment sector

☐ Autre activité (préciser) : Other activity

NOM(S) DU/DES ORGANISME(S) DE RECOUVREMENT DES COTISATIONS DE SÉCURITÉ SOCIALE
Name(s) of body/bodies collecting social security contributions
## TEMPORARY ASSIGNMENT OF STAFF BY A FOREIGN COMPANY

<table>
<thead>
<tr>
<th><strong>DIRIGEANT(S) DE L’ENTREPRISE ÉTRANGÈRE</strong> Directors(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Identité du dirigeant de l’entreprise:</strong> Identity of the company’s director:</td>
</tr>
<tr>
<td><strong>Nom:</strong> Name: ___________________________</td>
</tr>
<tr>
<td><strong>Date de naissance:</strong> Date of birth: ________________</td>
</tr>
<tr>
<td><strong>Le cas échéant, identité des autres dirigeants:</strong> Identity of others directors, where applicable: ________________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>REPRÉSENTANT EN FRANCE DE L’ENTREPRISE ÉTRANGÈRE</strong> Foreign company’s representative in France</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Identité du représentant en France pour la durée de la prestation:</strong> Identity of representative in France for the period of the service:</td>
</tr>
<tr>
<td><strong>Nom ou raison sociale (le cas échéant):</strong> Name or Business name (where appropriate): ________________________________</td>
</tr>
<tr>
<td><strong>Prénom:</strong> First name: __________________</td>
</tr>
<tr>
<td><strong>Adresse complète postale en France (n°, voie, code postal et ville):</strong> Full address in France (number, street, postal code, town): ________________________________</td>
</tr>
<tr>
<td><strong>N° de téléphone :</strong> Telephone number: __________________</td>
</tr>
<tr>
<td><strong>Courriel:</strong> Email: __________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>DONNEUR D’ORDRE/ COCONTRACTANT/ CLIENT</strong> Principal / co-contractor / customer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>En cas d’opération pour le propre compte de l’employeur, renseigner les informations relatives à l’employeur:</strong> In the event of an operation on the employer’s own behalf, please provide the information concerning the employer</td>
</tr>
<tr>
<td><strong>Nom ou raison sociale:</strong> Business name: ________________________________</td>
</tr>
<tr>
<td><strong>Adresse complète (n°, voie, code postal, ville et pays):</strong> Full address (number, street, postal code, town and country): ________________________________</td>
</tr>
<tr>
<td><strong>Courriel:</strong> Email: __________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Activité principale:</strong> Main activity:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Agriculture</td>
</tr>
<tr>
<td>Agriculture sector</td>
</tr>
<tr>
<td>□ Tour opérateur</td>
</tr>
<tr>
<td>Tour operator</td>
</tr>
<tr>
<td>□ Autre activité (préciser): Other activity</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Numéro d’identification SIRET (si entreprise française):</strong> SIRET Number (French company):</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIRET Number (french company): __________________</td>
</tr>
</tbody>
</table>
## PRESTATION Service

**Activité principale exercée dans le cadre de la prestation en France :**
Main activity carried out in France in the framework of the provision of services:

- ☐ Agriculture  
  Agriculture sector

- ☐ Bâtiment et Travaux Publics  
  Building and Public works sector

- ☐ Hôtels Cafés Restaurants  
  Hôtel/café/restaurant sector

- ☐ Tour opérateur  
  Tour operator

- ☐ Industrie  
  Industry sector

- ☐ Spectacle  
  Show and entertainment sector

- ☐ Autre activité (préciser) : __________________________________________
  Other activity

**Lieu(x) de la prestation en France, adresse(s) complète(s) (du chantier, de l’entreprise) :**
Place(s) of service performance in France, full address(es) (of the site / company):

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

**Date du début de la prestation :** ________________________________________________
Date of start of service in France :

**Date de fin prévisible :** _______________________________________________________
Foreseeable End date of service :

**Utilisation de matériel ou procédé dangereux :**
Use of dangerous materials or procedures:

- ☐ Oui  
  Yes

- ☐ Non  
  No

If yes, which :

**HORAIRES ET REPOS Working hours and time off**

**Horaire de début de travail :** ________________________________________________
Work start time :

**Horaire de fin de travail :** ________________________________________________
Work end time :

**Nombre de jours de repos par semaine :** __________________________________________
Number of days off per week :

**HÉBERGEMENT COLLECTIF (LE CAS ÉCHÉANT) Collective Lodging (where appropriate)**

**Adresse(s) complète(s) (n°, voie, code postal, ville et pays) :**
Full address(es) (number, street, postal code, town and country):

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

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N° 15420*01 – Modèle 1
FRAIS DE VOYAGE, DE NOURRITURE ET, LE CAS ÉCHEANT, D’HEBERGEMENT ENGAGÉES DU FAIT DU DÉTACHEMENT Travel, Meals and Lodging expenses of the workers

Frais de voyage (cocher la case correspondante) :
Travel costs (check the relevant box) :

☐ Prise en charge directe par l’employeur
Directly paid by the employer :

☐ Remboursement des frais avancés par le travailleur
Reimbursement of expenses advanced by the workers :

☐ Versement d’une somme forfaitaire
Lump-Sum payment :

Préciser son montant (en euros) :
Specify the amount of the reimbursement, in € :

□ Prise en charge directe par l’employeur
Directly paid by the employer :

□ Remboursement des frais avancés par le travailleur
Reimbursement of expenses advanced by the workers :

□ Versement d’une somme forfaitaire
Lump-Sum payment :

Préciser son montant (en euros) :
Specify the amount of the reimbursement, in € :

□ Prise en charge directe par l’employeur
Directly paid by the employer :

□ Remboursement des frais avancés par le travailleur
Reimbursement of expenses advanced by the workers :

□ Versement d’une somme forfaitaire
Lump-Sum payment :

Préciser son montant (en euros) :
Specify the amount of the reimbursement, in € :

□ Prise en charge directe par l’employeur
Directly paid by the employer :

□ Remboursement des frais avancés par le travailleur
Reimbursement of expenses advanced by the workers :

☐ Versement d’une somme forfaitaire
Lump-Sum payment :

Préciser son montant (en euros) :
Specify the amount of the lump-sum, in € :

Frais de nourriture (cocher la case correspondante) :
Meals expenses (check the relevant box) :

☐ Prise en charge directe par l’employeur
Directly paid by the employer :

☐ Remboursement des frais avancés par le travailleur
Reimbursement of expenses advanced by the workers :

☐ Versement d’une somme forfaitaire
Lump-Sum payment :

Préciser son montant (en euros) :
Specify the amount of the reimbursement, in € :

□ Prise en charge directe par l’employeur
Directly paid by the employer :

□ Remboursement des frais avancés par le travailleur
Reimbursement of expenses advanced by the workers :

□ Versement d’une somme forfaitaire
Lump-Sum payment :

Préciser son montant (en euros) :
Specify the amount of the reimbursement, in € :

□ Prise en charge directe par l’employeur
Directly paid by the employer :

□ Remboursement des frais avancés par le travailleur
Reimbursement of expenses advanced by the workers :

□ Versement d’une somme forfaitaire
Lump-Sum payment :

Préciser son montant (en euros) :
Specify the amount of the reimbursement, in € :

□ Prise en charge directe par l’employeur
Directly paid by the employer :

□ Remboursement des frais avancés par le travailleur
Reimbursement of expenses advanced by the workers :

□ Versement d’une somme forfaitaire
Lump-Sum payment :

Préciser son montant (en euros) :
Specify the amount of the lump-sum, in € :

Le cas échéant, frais d’hébergement (cocher la case correspondante) :
Lodging expenses (check the relevant box) :

☐ Prise en charge directe par l’employeur
Directly paid by the employer :

☐ Remboursement des frais avancés par le travailleur
Reimbursement of expenses advanced by the workers :

☐ Versement d’une somme forfaitaire
Lump-Sum payment :

Préciser son montant (en euros) :
Specify the amount of the reimbursement, in € :

□ Prise en charge directe par l’employeur
Directly paid by the employer :

□ Remboursement des frais avancés par le travailleur
Reimbursement of expenses advanced by the workers :

□ Versement d’une somme forfaitaire
Lump-Sum payment :

Préciser son montant (en euros) :
Specify the amount of the reimbursement, in € :

□ Prise en charge directe par l’employeur
Directly paid by the employer :

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Reimbursement of expenses advanced by the workers :

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Lump-Sum payment :

Préciser son montant (en euros) :
Specify the amount of the reimbursement, in € :

□ Prise en charge directe par l’employeur
Directly paid by the employer :

□ Remboursement des frais avancés par le travailleur
Reimbursement of expenses advanced by the workers :

□ Versement d’une somme forfaitaire
Lump-Sum payment :

Préciser son montant (en euros) :
Specify the amount of the reimbursement, in € :

□ Prise en charge directe par l’employeur
Directly paid by the employer :

□ Remboursement des frais avancés par le travailleur
Reimbursement of expenses advanced by the workers :

□ Versement d’une somme forfaitaire
Lump-Sum payment :

Préciser son montant (en euros) :
Specify the amount of the lump-sum, in € :

Faît à _____________ le _____________
Signed in , on

Signature et cachet de l’employeur :
Employer’s signature and stamp

(1) Le formulaire de déclaration préalable doit être transmis avant le début du détachement, en langue française, via le site de déclaration en ligne sur Internet du ministère chargé du travail, par lettre recommandée avec avis de réception, par télécopie ou par transmission électronique, à l’unité départementale du lieu où s’effectue la prestation ou du premier lieu de l’activité si la prestation se poursuit dans d’autres lieux (adresse disponible sur le site www.direccte.gouv.fr).

(1) The prior declaration form must be transmitted, before start of posting of workers, in the French language, on the Internet site of the French labour Ministry, by recorded delivery, by fax, or by email, to the departmental unit of the French labour department responsible for the place where the service is to be performed (addresses available on www.direccte.gouv.fr), or for the first place of activity if the service is to be performed in more than one place.
Informations on posted workers

A remplir par l’entreprise étrangère (employeur)
To be filled by the employer

Article R.1263-3 du code du travail

Cette annexe doit être complétée par l’employeur pour chacun des salariés qu’il souhaite détacher en France, qu’ils soient ressortissants de l’Union européenne ou d’un Etat tiers.
The employer must complete this appendix for each worker posted in France, whether they are Community or third-country nationals.

Nom: ___________________________ Prénom: ___________________________
Name: ___________________________ First name: ___________________________

Date de naissance : ________________ Lieu de naissance (ville et pays) : ________________________
Date of birth : ___________________________ Place of birth (town and country) : ________________________

Nationalité : _______________________
Nationality: _______________________

Adresse de résidence habituelle : __________________________________________________________
Address of ordinary residence : __________________________________________________________

Date de signature du contrat de travail : _______________
Date of signature of work contract : _______________

Date du début du détachement : _______________
Start date for the current posting : _______________

Date de fin de détachement prévisible : _______________
End date for the current posting : _______________

Emploi occupé en France :
Post occupied in France / Job held in France :

Réalisation par le salarié de travaux de bâtiment ou de travaux publics (1) (cocher la case correspondante) :
Employee works in building sector or public works sector (1) (check the relevant box):
☐ Oui
☐ Yes
☐ Non
☐ No

Qualification professionnelle : _______________________
Professional qualification : _______________________

(intitulé de la convention collective applicable : _______________________
(non-mandatory) Name of the relevant collective agreement : _______________________

Position du salarié dans la classification conventionnelle (ou coefficient) : _________
(non-mandatory) Position or coefficient, in the conventional classification, of the workers

Rémunération brute mensuelle en France (€), ou équivalente si le détachement est inférieur à un mois :
Gross monthly salary in France, in €, or equivalent if the posting lasts less than a month:

(1) Si le salarié réalise des travaux de bâtiment ou de travaux publics, une carte d’identification professionnelle lui sera délivrée par l’Union des caisses de France Congés Intempéries BTP.
(1) If the employee works in the building or public works sector, s/he will be issued a professional ID card by the Union des caisses de France Congés Intempéries BTP (Association of funds compensating leave on account of bad weather in the construction sector).
# TEMPORARY ASSIGNMENT OF STAFF BY A FOREIGN COMPANY

## DECLARATION PREALABLE DE DETACHEMENT

### Posting of worker’s declaration

#### (Mobilité intragroupe)

#### (Intragroup mobility)

**DÉTACHEMENT TRANSNATIONAL DE TRAVAILLEURS ENTRE ÉTABLISSEMENTS D’UNE MÊME ENTREPRISE OU ENTREPRISES D’UN MÊME GROUPE (1)**

**TRANSNATIONAL POSTING OF WORKERS BETWEEN ESTABLISHMENTS BELONGING TO THE SAME COMPANY OR COMPANIES OF THE SAME GROUP (1)**

*A remplir par l’entreprise prestataire (employeur)*

*To be filled by the employer*

**Veuillez remplir toutes les rubriques**

*Please complete all headings*

### ENTREPRISE ÉTRANGÈRE (EMPLOYEUR)  
*Foreign company (employer)*

<table>
<thead>
<tr>
<th><strong>Nom ou raison sociale</strong></th>
<th>______________________________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Adresse complète dans le pays d’établissement (n°, voie, ville et pays):</strong></td>
<td>______________________________________________________</td>
</tr>
<tr>
<td><strong>N° de téléphone :</strong></td>
<td>_______________________</td>
</tr>
</tbody>
</table>

**Courriel :**

**Email :**

**Forme juridique :**

**Legal status :**

**Immatriculation ou enregistrement de l’employeur à un registre professionnel dans le pays d’établissement (ou références équivalentes) :**

**Registre professionnel (ou équivalent) :**

**Professional Register, Trade Register or equivalent :**

**Références de l’immatriculation ou de l’enregistrement :**

**Registration references :**

### Activité principale (cocher la case correspondante) :

*Main activity :*

- [ ] Agriculture  
  - **Agriculture sector**

- [ ] Bâtiment et Travaux Publics  
  - **Building and Public works sector**

- [ ] Tour opérateur  
  - **Tour operator**

- [ ] Industrie  
  - **Industry sector**

- [ ] Hôtels Cafés Restaurants  
  - **Hotel/café/restaurant sector**

- [ ] Spectacle  
  - **Show and entertainment sector**

- [ ] Autre activité (préciser) : __________________________________

### NOM(S) DU/DES ORGANISME(S) DE RECOUVREMENT DES COTISATIONS DE SÉCURITÉ SOCIALE Name(s) of body/bodies collecting social security contributions

| ______________________________________________________ |
TEMPORARY ASSIGNMENT OF STAFF BY A FOREIGN COMPANY

**DIRIGEANT(S) DE L’ENTREPRISE ÉTRANGÈRE Directors(s)**

<table>
<thead>
<tr>
<th>Nom :</th>
<th>Prénom :</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>First name:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date de naissance :</th>
<th>Lieu de naissance (ville et pays) :</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of birth :</td>
<td>Place of birth (town and country):</td>
</tr>
</tbody>
</table>

Le cas échéant, identité des autres dirigeants :  
Identity of others directors, where applicable:

**REPRÉSENTANT EN FRANCE DE L’ENTREPRISE ÉTRANGÈRE Foreign company’s representative in France**

<table>
<thead>
<tr>
<th>Nom ou raison sociale (le cas échéant) :</th>
<th>Prénom :</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name or Business name (where applicable):</td>
<td>First name:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date de naissance :</th>
<th>Lieu de naissance (ville et pays) :</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of birth :</td>
<td>Place of birth (town and country):</td>
</tr>
</tbody>
</table>

Adresse complète postale en France (n°, voie, code postal et ville) :  
Full address in France (number, street, postal code, town):

<table>
<thead>
<tr>
<th>N° de téléphone :</th>
<th>N° de télécopie :</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone number:</td>
<td>Fax number:</td>
</tr>
</tbody>
</table>

Courriel : 
Email :

**ENTREPRISE/ETABLISSEMENT D’ACCUEIL DU/DES SALARIE(S) Company/establishment receiving the employee(s)**

Liens avec l’employeur :  
Employer links with the company receiving the employee(s):

Numéro d’identification SIRET :  
SIRET Number :
**TEMPORARY ASSIGNMENT OF STAFF BY A FOREIGN COMPANY**

**PRESTATION Service**

**Nature des services accomplis en France :**

Nature of the activity in France :

- Agriculture
- Tour opérateur
- Autre activité (préciser) :________________________________

- Bâtiment et Travaux Publics
- Industrie

- Hôtels Cafés Restaurants
- Spectacle

**Lieu(s) de la prestation en France, adresse(s) complète(s) (du chantier, de l’entreprise) :**

Place(s) of service performance in France, full address(es) (of the site / company):

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

**Date du début de la prestation :**

Date of start of service in France :

_____________________________________________________________________________________

**Date de fin prévisible :**

Foreseeable End date of service :

_____________________________________________________________________________________

**Utilisation de matériel ou procédé dangereux :**

Use of dangerous materials or procedures:

□ Oui
□ Non

Si oui, lesquels :  _________________________________________________________________

**HORAIRES ET REPOS Working hours and time off**

**Horaire de début de travail :**

Work start time :

_____________________________________________________________________________________

**Horaire de fin de travail :**

Work end time :

_____________________________________________________________________________________

**Nombre de jours de repos par semaine :**

Number of days off per week :

_____________________________________________________________________________________

**HÉBERGEMENT COLLECTIF (LE CAS ÉCHÉANT) Collective Lodging (where appropriate)**

**Adresse(s) complète(s) (n°, voie, code postal, ville et pays) :**

Full address(es) (number, street, postal code, town and country):

_____________________________________________________________________________________
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**N°15421*01 – Modèle 2**
TEMPORARY ASSIGNMENT OF STAFF BY A FOREIGN COMPANY

FRAIS DE VOYAGE, DE NOURRITURE ET, LE CAS ÉCHEANT, D’HEBERGEMENT ENGAGÉES DU FAIT DU DÉTACHEMENT Travel, Meals and Lodging expenses of the workers

Frais de voyage (cocher la case correspondante) :
Travel costs (check the relevant box):

☐ Prise en charge directe par l’employeur
Directly paid by the employer:

☐ Remboursement des frais avancés par le travailleur
Reimbursement of expenses advanced by the workers:

☐ Versement d’une somme forfaitaire
Lump-Sum payment:

Préciser son montant (en euros) :
Specify the amount of the reimbursement, in € :

Frais de nourriture (cocher la case correspondante) :
Meals expenses (check the relevant box):

☐ Prise en charge directe par l’employeur
Directly paid by the employer:

☐ Remboursement des frais avancés par le travailleur
Reimbursement of expenses advanced by the workers:

☐ Versement d’une somme forfaitaire
Lump-Sum payment:

Préciser son montant (en euros) :
Specify the amount of the reimbursement, in € :

Le cas échéant, frais d’hébergement (cocher la case correspondante) :
Lodging expenses (check the relevant box):

☐ Prise en charge directe par l’employeur
Directly paid by the employer:

☐ Remboursement des frais avancés par le travailleur
Reimbursement of expenses advanced by the workers:

☐ Versement d’une somme forfaitaire
Lump-Sum payment:

Préciser son montant (en euros) :
Specify the amount of the reimbursement, in € :

Fait à ________________ le ________________
Signed in ____________, ________

Signature et cachet de l’employeur :
Employer’s signature and stamp

(1) Le formulaire de déclaration préalable doit être transmis avant le début du détachement, en langue française, via le site de déclaration en ligne sur Internet du ministère chargé du travail, par lettre recommandée avec avis de réception, par télécopie ou par transmission électronique, à l’unité départementale du lieu où s’effectue la prestation ou du premier lieu de l’activité si la prestation se poursuit dans d’autres lieux (adresse disponible sur le site www.direccte.gouv.fr).

(1) The prior declaration form must be transmitted, before start of posting of workers, in the French language, on the Internet site of the French labour Ministry, by recorded delivery, by fax, or by email, to the departmental unit of the French labour department responsible for the place where the service is to be performed (addresses available on www.direccte.gouv.fr), or for the first place of activity if the service is to be performed in more than one place.
Annexe 1
Appendix 1

INFORMATIONS RELATIVES AUX SALARIES DÉTACHÉS
Informations on posted workers

_A remplir par l’entreprise étrangère (employeur)_
_To be filled by the employer_

Article R.1263-4 du code du travail

Cette annexe doit être complétée par l’employeur **pour chacun des salariés** qu’il souhaite détacher en France, qu’ils soient ressortissants de l’Union européenne ou d’un État tiers.

_The employer must complete this appendix for each workers posted in France, whether they are Community or third-country nationals._

| Nom : ___________________________________ | Prénom: _____________________________________ |
| Date de naissance : ________________ | Lieu de naissance (ville et pays) : ________________________ |
| Nationalité : _______________ | Nationality : ____________________ |
| Adresse de résidence habituelle : __________________________________________________________ |
| Date de signature du contrat de travail : _______________ |
| Date du début du détachement : _______________ | Start date for the current posting : _______________ |
| Date de fin de détachement prévisible : _______________ | End date for the current posting : _______________ |
| Emploi occupé en France : ____________________ | Post occupied in France / Job held in France : ____________________ |
| Réalisation par le salarié de travaux de bâtiment ou de travaux publics (1) (cocher la case correspondante) : | Employee works in building sector or public works sector (1) (check the relevant box) : |
| ☐ Oui Yes | ☐ Non No |
| Qualification professionnelle : _______________ | Professional qualification : _______________ |
| (facultatif) Intitulé de la convention collective applicable : ___________________________________________ | (non-mandatory) Name of the relevant collective agreement : _______________ |
| (facultatif) Position du salarié dans la classification conventionnelle (ou coefficient) : _______________ | (non-mandatory) Position or coefficient, in the conventional classification, of the workers |
| Rémunération brute mensuelle en France (€), ou équivalente si le détachement est inférieur à un mois : | Gross monthly salary in France, in €, or equivalent if the posting lasts less than a month : |

(1) Si le salarié réalise des travaux de bâtiment ou de travaux publics, une carte d’identification professionnelle lui sera délivrée par l’Union des caisses de France Congés Intempéries BTP.

(1) If the employee works in the building or public works sector, s/he will be issued a professional ID card by the Union des caisses de France Congés Intempéries BTP (Association of funds compensating leave on account of bad weather in the construction sector).
DECLARATION PREALABLE DE DETACHEMENT
 Posting of worker’s declaration
 (Travail temporaire)
 (Temporary work)

A remplir par l’entreprise prestataire (employeur)
To be filled by the employer

Veuillez remplir toutes les rubriques
Please complete all headings

Entreprise de travail temporaire étrangère
Foreign company (employer)

Nom ou raison sociale :
Business name :

Adresse complète dans le pays d’établissement (n°, voie, ville et pays):
Full address in country of establishment (number, street, postal code, town and country):

N° de téléphone :
Telephone number:

N° de télécopie :
Fax number:

Courriel :
Email :

Forme juridique :
Legal status :

Immatriculation ou enregistrement de l'employeur à un registre professionnel dans le pays
d’établissement (ou références équivalentes) :
Registration number of employer in country of establishment, or other equivalent references :

Registre professionnel (ou équivalent) :
Professional Register, Trade Register or equivalent :

Références de l'immatriculation ou de l'enregistrement :
Registration references :

Identité de l’organisme auprès duquel a été obtenue une garantie financière :
Identity of the body from which a financial guarantee has been obtained:

Nom(s) du/ des organisme(s) de recouvrement des cotisations de sécurité sociale
Name(s) of body/bodies collecting social security contributions

Ministère en charge du travail
Ministry of Employment
TEMPORARY ASSIGNMENT OF STAFF BY A FOREIGN COMPANY

DIRIGEANT(S) DE L’ENTREPRISE ÉTRANGÈRE Directors(s)

Identité du dirigeant de l'entreprise : Identity of the company's director:

Nom : Prénom: Name: First name:

Date de naissance : Lieu de naissance (ville et pays) :

Date of birth : Place of birth (town and country):

Le cas échéant, identité des autres dirigeants : Identity of others directors, where applicable :

REPRÉSENTANT EN FRANCE DE L’ENTREPRISE ÉTRANGÈRE Foreign company’s representative in France

Identité du représentant en France pour la durée de la prestation : Identity of representative in France for the period of the service :

Nom ou raison sociale (le cas échéant) : Name or Business name (where appropriate) :

Prénom: First name:

Date de naissance : Lieu de naissance (ville et pays) :

Date of birth : Place of birth (town and country):

Adresse complète postale en France (n°, voie, code postal et ville) :

Full address in France (number, street, postal code, town):

N° de téléphone : N° de télécopie :

Telephone number: Fax number:

Courriel :

Email :

ENTREPRISE UTILISATRICE User company

Nom ou raison sociale :

Business name :

Adresse complète (n°, voie, code postal, ville et pays) :

Full address (number, street, postal code, town and country):

N° de téléphone : N° de télécopie :

Telephone number: Fax number:

Courriel :

Email :

Numéro d’identification SIRET (si entreprise française) :

SIRET Number (french company):
TEMPORARY ASSIGNMENT OF STAFF BY A FOREIGN COMPANY

MISSION Mission

Lieu(x) de la mission en France, adresse(s) complète(s) (du chantier, de l’entreprise) :
Place(s) of service performance in France, full address(es) (of the site / company):
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Date du début de la mission :
Date of start of the mission in France :
_____________________________________________________________________________________

Date de fin prévisible :
Foreseeable End date of the mission :
_____________________________________________________________________________________

Nature de la mission (cocher la case correspondante) :
Nature of the mission :
□ Agriculture
□ Tour opérateur
□ Autre activité (préciser) :
[ ] Agriculture sector
[ ] Tour operator
[ ] Other activity
□ Bâtiment et Travaux Publics
□ Industrie
□ □ Oui
□ Hôtels Cafés Restaurants
□ Industry sector
□ Spectacle
[ ] Yes
[ ] No
□ Building and Public works sector
□ Show and entertainment sector

Si oui, lesquels :
If yes, which :
_____________________________________________________________________________________

HORAIRES ET REPoS Working hours and time off

Horaire de début de travail :
Work start time :
_____________________________________________________________________________________

Horaire de fin de travail :
Work end time :
_____________________________________________________________________________________

Nombre de jours de repos par semaine :
Number of days off per week :
_____________________________________________________________________________________

HÉBERGEMENT COLLECTIF (LE CAS ÉCHÉANT) Collective Lodging (where appropriate)

Adresse(s) complète(s) (n°, voie, code postal, ville et pays) :
Full address(es) (number, street, postal code, town and country) :
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

N°15422*01 – Modèle 3
FRAIS DE VOYAGE, DE NOURRITURE ET, LE CAS ÉCHEANT, D’HEBERGEMENT ENGAGÉES
DU FAIT DU DÉTACHEMENT Travel, Meals and Lodging expenses of the workers

Frais de voyage (cocher la case correspondante) :
Travel costs (check the relevant box) :

☐ Prise en charge directe par l’employeur
Directly paid by the employer :

☐ Remboursement des frais avancés par le travailleur
Reimbursement of expenses advanced by the workers :

☐ Versement d’une somme forfaitaire
Lump-Sum payment :

Préciser son montant (en euros) :
Specify the amount of the reimbursement, in € :

Frais de nourriture (cocher la case correspondante) :
Meals expenses (check the relevant box) :

☐ Prise en charge directe par l’employeur
Directly paid by the employer :

☐ Remboursement des frais avancés par le travailleur
Reimbursement of expenses advanced by the workers :

☐ Versement d’une somme forfaitaire
Lump-Sum payment :

Préciser son montant (en euros) :
Specify the amount of the reimbursement, in € :

Le cas échéant, frais d’hébergement (cocher la case correspondante) :
Lodging expenses (check the relevant box) :

☐ Prise en charge directe par l’employeur
Directly paid by the employer :

☐ Remboursement des frais avancés par le travailleur
Reimbursement of expenses advanced by the workers :

☐ Versement d’une somme forfaitaire
Lump-Sum payment :

Préciser son montant (en euros) :
Specify the amount of the lump-sum, in € :

(1) Le formulaire de déclaration préalable doit être transmis avant le début du détachement, en langue française, via le site de déclaration en ligne sur Internet du ministère chargé du travail, par lettre recommandée avec avis de réception, par télécopie ou par transmission électronique, à l’unité départementale du lieu où s’effectue la prestation ou du premier lieu de l’activité si la prestation se poursuit dans d’autres lieux (adresse disponible sur le site www.direccte.gouv.fr).

(1) The prior declaration form must be transmitted, before start of posting of workers, in the French language, on the Internet site of the French labour Ministry, by recorded delivery, by fax, or by email, to the departmental unit of the French labour department responsible for the place where the service is to be performed (addresses available on www.direccte.gouv.fr), or for the first place of activity if the service is to be performed in more than one place.
INFORMATIONS RELATIVES AUX SALARIES DETACHÉS
Informations on posted workers

A remplir par l’entreprise étrangère (employeur)
To be filled by the employer

Article R.1263-6 du code du travail

Cette annexe doit être complétée par l’employeur pour chacun des salariés qu’il souhaite détacher en France, qu’ils soient ressortissants de l’Union européenne ou d’un État tiers.
The employer must complete this appendix for each worker posted in France, whether they are Community or third-country nationals.

Nom : ___________________________________ Prénom : _____________________________________
Name: _______________________________ First name: _______________________________

Date de naissance : ________________ Lieu de naissance (ville et pays) : ________________________
Date of birth : ________________ Place of birth (town and country) : ________________________

Nationalité : ________________________
Nationality: ________________________

Adresse de résidence habituelle : __________________________________________________________
Address of ordinary residence: __________________________________________________________

Date de signature du contrat de travail : _______________
Date of signature of work contract: _______________

Date du début du détachement : _______________
Start date for the current posting: _______________

Date de fin de détachement prévisible : _______________
End date for the current posting: _______________

Emploi occupé en France : ________________________
Post occupied in France: ________________________

Réalisation par le salarié de travaux de bâtiment ou de travaux publics (1) (cocher la case correspondante) :
Employee works in building sector or public works sector (1) (check the relevant box): 
□ Oui □ Non 
Yes No

Qualification professionnelle : ________________________
Professional qualification: ________________________

(facultatif) Intitulé de la convention collective applicable : ________________________
(non-mandatory) Name of the relevant collective agreement: ________________________

(facultatif) Position du salarié dans la classification conventionnelle (ou coefficient) : __________ 
(non-mandatory) Position or coefficient, in the conventional classification, of the workers

Rémunération brute mensuelle en France (€), ou équivalente si le détachement est inférieur à un mois : 
Gross monthly salary in France, in €, or equivalent if the posting lasts less than a month: 

______

(1) Si le salarié réalise des travaux de bâtiment ou de travaux publics, une carte d’identification professionnelle lui sera délivrée par l’Union des caisses de France Congés Intempéries BTP.
(1) If the employee works in the building or public works sector, s/he will be issued a professional ID card by the Union des caisses de France Congés Intempéries BTP (Association of funds compensating leave on account of bad weather in the construction sector).
ATTENTION DE DÉTACHEMENT
Attestation relating to the posting of a worker

DÉTACHEMENT D’UN TRAVAILLEUR ROULANT OU NAVIGANT DANS LE CADRE DE L’EXÉCUTION D’UNE PRESTATION DE SERVICES PAR UNE ENTREPRISE DE TRANSPORT

POSTING OF A ROAD AND INLAND WATERWAY TRANSPORT MOBILE WORKER IN THE FRAMEWORK OF THE PROVISION OF SERVICES BY A TRANSPORT COMPANY

Modèle 1

A remplir par l’employeur
To be filled out by the employer

Article R.1331-2 du code des transports

Cette attestation est valable pour une durée maximale de six mois à compter de sa date d’établissement

This attestation is valid for a maximum period of six months after its date of issue

Le formulaire d’attestation est établi en deux exemplaires dont l’un est remis au salarié détaché afin d’être conservé à bord du moyen de transport avec lequel est assuré le service et l’autre est détenue par le représentant de l’entreprise.

The attestation form is drawn up in two copies, one is given to the posted worker to be kept in the vehicle which the service is provided with, the other is kept by the company’s representative.

Veuillez remplir toutes les rubriques
Please complete all headings

<table>
<thead>
<tr>
<th>EMPLOYEUR (employer)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nom ou raison sociale : __________________________</td>
</tr>
<tr>
<td>Business name : ________________________________</td>
</tr>
<tr>
<td>Forme juridique de l’entreprise : ____________________</td>
</tr>
<tr>
<td>Legal form : __________________________________</td>
</tr>
<tr>
<td>Adresse complète dans le pays d’établissement (n°, voie, ville et pays) : ____________________________</td>
</tr>
<tr>
<td>Full address in country of establishment (number, street, postal code, town and country) : ____________________________</td>
</tr>
<tr>
<td>N° de téléphone : __________________________</td>
</tr>
<tr>
<td>Telephone number : __________________________</td>
</tr>
<tr>
<td>Courriel : __________________________</td>
</tr>
<tr>
<td>email : __________________________</td>
</tr>
</tbody>
</table>

NOM(S) DU/DES ORGANISME(S) DE RECOUVREMENT DES COTISATIONS DE SÉCURITÉ SOCIALE

Name(s) of body/bodies collecting social security contributions

Registration number in the national electronic register of road transport undertakings (regulation (EC) n°1071/2009 of 21 October 2009)

N°15553*01 – Modèle 1
# TEMPORARY ASSIGNMENT OF STAFF BY A FOREIGN COMPANY

**DIRIGEANT(S) DE L’ENTREPRISE** Directors(s)

<table>
<thead>
<tr>
<th>Nom :</th>
<th>Prénom:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>First name:</td>
</tr>
</tbody>
</table>

**Identité du dirigeant de l'entreprise**

Identity of the company’s director:

**Date de naissance :** Date of birth:

**Lieu de naissance (ville et pays) :** Place of birth (town and country):

**Le cas échéant, identité des autres dirigeants :** Identity of others directors, when applicable:

---

**REPRÉSENTANT EN FRANCE DE L’ENTREPRISE** Company’s representative in France

**Identité du représentant en France**

Identity of representative in France:

**Nom ou raison sociale (le cas échéant) :** Name or Business name (when appropriate):

**Prénom :** First name:

**Adresse complète postale en France (n°, voie, code postal et ville) :** Full address in France (street number, postal code, town):

---

**N° de téléphone :** Telephone number:

**Courriel :** Email:

---

**FRAIS DE NOURRITURE ET, LE CAS ÉCHEANT, D’HEBERGEMENT ENGAGÉS PAR JOUR DE DÉTACHEMENT** Meals and Lodging expenses per day of posting

**Frais de nourriture (cocher la case correspondante) :**

Meals expenses (check the relevant box):

- ☐ Prise en charge directe par l’employeur
  
  Directly paid by the employer:

- ☐ Remboursement des frais avancés par le travailleur
  
  Reimbursement of expenses advanced by the worker:

  **Préciser son montant (en euros) :** Specify the amount of the reimbursement, in €:

- ☐ Versement d’une somme forfaitaire
  
  Lump-Sum payment:

  **Préciser son montant (en euros) :** Specify the amount of the lump-sum, in €:
TEMPORARY ASSIGNMENT OF STAFF BY A FOREIGN COMPANY

Le cas échéant, frais d’hébergement (cocher la case correspondante) :

Lodging expenses (check the relevant box) :

☐ Prise en charge directe par l’employeur

Directly paid by the employer :

☐ Remboursement des frais avancés par le travailleur

Reimbursement of expenses advanced by the worker :

Préciser son montant (en euros) : ____________

Specify the amount of the reimbursement, in € :

☐ Versement d’une somme forfaitaire

Lump-Sum payment :

Préciser son montant (en euros) : ____________

Specify the amount of the lump-sum, in € :

DATE D'EXPIRATION DE L'ATTESTATION (au plus tard 6 mois après sa date d'établissement)

Expiry date of the attestation (no later than six months after its issue)

Date d’expiration (expiry date) : _______________________

Fait à _______ le _______

Signed in _______, on

Signature et cachet de l'employeur :

Employer’s signature and stamp
INFORMATIONS RELATIVES AU SALARIE ROULANT OU NAVIGANT DETACHE

Information relating to the mobile posted worker

Cette annexe doit être complétée par l’employeur du salarié roulant ou navigant détaché en France, qu’il soit ressortissant de l’Union européenne ou d’un État tiers.

The employer must complete this appendix for the mobile worker posted in France, whether he is a Community or third-country national.

Nom : __________________________________   Prénom: _____________________________________
Name:       First name:
Date de naissance : ________________ Lieu de naissance (ville et pays) : ________________________
Date of birth : Place of birth (town and country) :
Nationalité : _______________ Nationality :
Adresse de résidence habituelle : __________________________________________________________
Address of ordinary residence :
_______________________________________________________________________________________
_______________________________________________________________________________________
Date de signature du contrat de travail : _______________
Date of signature of work contract :
Droit du travail applicable au contrat de travail :
Labor law applicable to the work contract :
Qualification professionnelle : _______________________________
Professional qualification :
Taux de salaire brut appliqué pendant le détachement (converti en euros le cas échéant) : ________
Gross hourly wage for the time of posting (in €) :
TEMPORARY ASSIGNMENT OF STAFF BY A FOREIGN COMPANY

ATTESTATION DE DÉTACHEMENT
Attestation relating to the posting of a worker
(Travail temporaire)
(Temporary work)

DÉTACHEMENT D’UN TRAVAILLEUR ROULANT OU NAVIGANT PAR UNE ENTREPRISE EXERCANT UNE ACTIVITÉ DE TRAVAIL TEMPORAIRE ÉTABLIE HORS DE FRANCE
POSTING OF A ROAD AND INLAND WATERWAY TRANSPORT MOBILE WORKER BY A TEMPORARY EMPLOYMENT AGENCY ESTABLISHED OUTSIDE FRANCE

A remplir par l’entreprise de travail temporaire ou à défaut par l’entreprise de transport accueillant le salarié
To be filled out by the temporary employment agency or failing that, by the transport company hosting the worker

Article R. 1331-2 du code des transports

Cette attestation est valable pour une durée maximale de six mois à compter de sa date d’établissement
This attestation is valid for a maximum period of six months after its date of issue

Le formulaire d’attestation est établi en deux exemplaires dont l’un est remis au salarié détaché afin d’être conservé à bord du moyen de transport avec lequel est assuré le service et l’autre est détenu par l’entreprise utilisatrice du salarié roulant ou navigant détaché.
The attestation form is drawn up in two copies, one is given to the posted worker to be kept in the vehicle which the service is provided with, the other is kept by the borrowing company of the road or inland waterway transport mobile worker.

ENTREPRISE DE TRAVAIL TEMPORAIRE
TEMPORARY EMPLOYMENT AGENCY

Nom ou raison sociale : ________________________________
Business name : ______________________________________

Forme juridique : ____________________________________________________________________________
Legal form : ________________________________________________________________________________

Adresse complète dans le pays d’établissement (n°, voie, ville et pays):
Full address in country of establishment (number, street, postal code, town and country):

__________________________________________________________________________________________
__________________________________________________________________________________________

N° de téléphone : ________________________________
Telephone number : ______________________________

Courriel : ________________________________________________________________________________
Email : __________________________________________

Immatriculation ou enregistrement de l’employeur à un registre professionnel dans le pays
d’établissement (ou références équivalentes) :
Registration number of employer in country of establishment, or other equivalent references :

Registre professionnel (ou équivalent) :
Professional Register, Trade Register or equivalent :

Références de l’immatriculation ou de l’enregistrement :
Registration references :

N°15554*01 – Modèle 2
**TEMPORARY ASSIGNMENT OF STAFF BY A FOREIGN COMPANY**

### Identité de l’organisme auprès duquel a été obtenue une garantie financière :

Identity of the body from which a financial guarantee has been obtained:

| ____________________________________________ | ____________________________________________ |
| ____________________________________________ | ____________________________________________ |
| ____________________________________________ | ____________________________________________ |

### NOM(S) DU/DES ORGANISME(S) DE RECOUVREMENT DES COTISATIONS DE SÉCURITÉ SOCIALE Name(s) of body/bodies collecting social security contributions

| ____________________________________________ | ____________________________________________ |
| ____________________________________________ | ____________________________________________ |
| ____________________________________________ | ____________________________________________ |

### DIRIGEANT(S) DE L’ENTREPRISE Directors(s)

Identity of the company director:

| Nom : ________________________________ | Prénom : ________________________________ |
| Name : ________________________________ | First name : ____________________________ |

**Date de naissance : ________________**

**Lieu de naissance (ville et pays) : ______________________**

**Date of birth :**

**Place of birth (town and country) :**

Identity of others directors, when applicable:

| ____________________________________________ | ____________________________________________ |
| ____________________________________________ | ____________________________________________ |
| ____________________________________________ | ____________________________________________ |

### REPRÉSENTANT EN FRANCE DE L’ENTREPRISE ÉTRANGÈRE Foreign company’s representative in France

Identity of representative in France:

| Nom ou raison sociale (le cas échéant) : ____________________________________________ |
| Name or Business name (when appropriate) : ____________________________________________ |

**Prénom : ________________________________**

**First name : ____________________________**

**Adresse complète postale en France (n°, voie, code postal et ville) : ____________________________________________**

**Full address in France (street number, postal code, town):**

| ____________________________________________ | ____________________________________________ |
| ____________________________________________ | ____________________________________________ |
| ____________________________________________ | ____________________________________________ |

**N° de téléphone : ________________________________**

**Telephone number:**

**Courriel : ____________________________________________**

**Email : ____________________________________________**

### ENTREPRISE UTILISATRICE / HOST COMPANY

**Nom ou raison sociale : ____________________________________________**

**Business name : ____________________________________________**

**Adresse complète (n°, voie, ville) : ____________________________________________**

**Full address (street number, postal code, town):**

| ____________________________________________ | ____________________________________________ |
| ____________________________________________ | ____________________________________________ |
| ____________________________________________ | ____________________________________________ |
TEMPORARY ASSIGNMENT OF STAFF BY A FOREIGN COMPANY

N° de téléphone : _______________________
Telephone number:

Courriel : ______________________________________________________________________________
Email:

Numéro d’identification SIRET : ________________________________
SIRET number:

HÉBERGEMENT COLLECTIF (LE CAS ÉCHÉANT) Collective Lodging (when appropriate)

Adresse(s) complète(s) (n°, voie, code postal, ville et pays) :
Full address(es) (number, street, postal code, town and country):

FRAIS DE VOYAGE – FRAIS DE NOURRITURE ET, LE CAS ÉCHÉANT, D’HEBERGEMENT ENGAGÉS PAR JOUR DE DÉTACHEMENT Travel expenses – Meals and lodging expenses per day of posting

Frais de voyage (cocher la case correspondante) :
Travel costs (check the relevant box):

☐ Prise en charge directe par l’employeur
Directly paid by the employer:

☐ Remboursement des frais avancés par le travailleur
Reimbursement of expenses advanced by the worker:

Préciser son montant (en euros) : ____________
Specify the amount of the reimbursement, in €:

☐ Versement d’une somme forfaitaire
Lump-Sum payment:

Préciser son montant (en euros) : ____________
Specify the amount of the lump-sum, in €:

Frais de nourriture (cocher la case correspondante) :
Meals expenses (check the relevant box):

☐ Prise en charge directe par l’employeur
Directly paid by the employer:

☐ Remboursement des frais avancés par le travailleur
Reimbursement of expenses advanced by the worker:

Préciser son montant (en euros) : ____________
Specify the amount of the reimbursement, in €:
TEMPORARY ASSIGNMENT OF STAFF BY A FOREIGN COMPANY

☐ Versement d’une somme forfaitaire

Lump-Sum payment:

Préciser son montant (en euros) : __________

Specify the amount of the lump-sum, in €:

Le cas échéant, frais d’hébergement (cocher la case correspondante):

Lodging expenses (check the relevant box):

☐ Prise en charge directe par l’employeur

Directly paid by the employer:

☐ Remboursement des frais avancés par le travailleur

Reimbursement of expenses advanced by the worker:

Préciser son montant (en euros) : __________

Specify the amount of the reimbursement, in €:

☐ Versement d’une somme forfaitaire

Lump-Sum payment:

Préciser son montant (en euros) : __________

Specify the amount of the lump-sum, in €:

Dates de début et de fin du détachement

Dates of start and end of posting in France

Date du début du détachement : ______________________________________________________________

Date of start of posting in France:

Date de fin du détachement : ______________________________________________________________

End date of posting:

Fait à __________ le ____________

Signed in, on

Signature et cachet de l'employeur:

Employer’s signature and stamp
INFORMATIONS RELATIVES AU SALARIE ROULANT OU NAVIGANT DETACHE
Information relating to the mobile posted worker

Cette annexe doit être complétée par l’entreprise de travail temporaire ou à défaut par l’entreprise utilisatrice, que le salarié soit ressortissant de l’Union européenne ou d’un Etat tiers.
The temporary employment agency, or failing that, the host company, must complete this appendix for the mobile worker posted in France, whether he is Community or third-country national.

Nom : _____________________________  Prénom: _____________________________
Name: _____________________________  First name: _____________________________

Date de naissance : ________________ Lieu de naissance (ville et pays) : ________________
Date of birth : ________________  Place of birth (town and country) : ________________

Nationalité : ______________________
Nationality: ______________________

Adresse de résidence habituelle : _________________________________________________
Address of ordinary residence : _________________________________________________

Date de signature du contrat de travail : ________________
Date of signature of work contract: ________________

Droit du travail applicable au contrat de travail :
Labor law applicable to the work contract :

Qualification professionnelle : ______________________________
Professional qualification : ______________________________

Taux de salaire brut appliqué pendant le détachement (converti en euros le cas échéant) : ______
Gross hourly wage for the time of posting (in €) : ______
TEMPORARY ASSIGNMENT OF STAFF BY A FOREIGN COMPANY

ATTESTATION DE DETACHEMENT
Attestation relating to the posting of a worker
(Mobilité intragroupe)
(Intra-corporate transfer)

DÉTACHEMENT D’UN TRAVAILLEUR ROULANT OU NAVIGANT ENTRE ÉTABLISSEMENTS D’UNE MÊME ENTREPRISE OU ENTRE ENTREPRISES D’UN MÊME GROUPE

POSTING OF A ROAD OR INLAND WATERWAY TRANSPORT MOBILE WORKER BETWEEN ESTABLISHMENTS BELONGING TO THE SAME COMPANY OR COMPANIES OF THE SAME GROUP

A remplir par l’entreprise employant habituellement le salarié ou à défaut par l’entreprise d’accueil
To be filled out by the lending company or failing that, by the borrowing company

Cette attestation est valable pour une durée maximale de six mois à compter de sa date d’établissement
This attestation is valid for a maximum period of six months after its date of issue

Le formulaire d’attestation est établi en deux exemplaires dont l’un est remis au salarié détaché afin d’être conservé à bord du moyen de transport avec lequel est assuré le service et l’autre est détenu par l’entreprise d’accueil du salarié roulant ou navigant détaché.
The attestation form is drawn up in two copies, one is given to the posted worker to be kept in the vehicle which the service is provided with, the other is kept by the borrowing company of the road or inland waterway transport mobile worker.

Veuillez remplir toutes les rubriques
Please complete all headings

EMPLOYEUR HABITUEL (lending employer)

Nom ou raison sociale :
Business name :

Forme juridique :
Legal form :

Adresse complète dans le pays d’établissement (n°, voie, ville et pays):
Full address in country of establishment (number, street, postal code, town and country):

N° de téléphone :
Telephone number:

Courriel :
Email:

Références d’immatriculation au registre électronique national des entreprises de transport par route prévu par l’article 16 du règlement européen (CE) n° 1071/2009 du 21 octobre 2009:
Registration number to the national electronic register of road transport undertakings (regulation (EC) n°1071/2009 of 21 October 2009):

NOM(S) DU/DES ORGANISME(S) DE RECOUVREMENT DES COTISATIONS DE SÉCURITÉ SOCIALE Name(s) of body/bodies collecting social security contributions

15552*01 – Modèle 3
TEMPORARY ASSIGNMENT OF STAFF BY A FOREIGN COMPANY

**DIRIGEANT(S) DE L’ENTREPRISE Directors(s)**

Identité du dirigeant de l'entreprise :
Identity of the company's director:

Nom : ___________________________________ Prénom: ___________________________________
Name: First name:

Date de naissance : _______________ Lieu de naissance (ville et pays) : _______________________
Date of birth : Place of birth (town and country):

Le cas échéant, identité des autres dirigeants :
Identity of others directors, when applicable:

**REPRÉSENTANT EN FRANCE DE L'ENTREPRISE Company's representative in France**

Identité du représentant en France :
Identity of representative in France:

Nom ou raison sociale (le cas échéant) : _____________________________________________________
Name or Business name (when appropriate):

Prénom : __________________
First name :

Adresse complète postale en France (n°, voie, code postal et ville) :
Full address in France (street number, postal code, town):

______________________________________________________________________________________
______________________________________________________________________________________

N° de téléphone : _______________________
Telephone number:

Courriel : ______________________________________________________________________________
Email :

**ENTREPRISE/ETABLISSEMENT D’ACCUEIL DU SALARIE EN FRANCE / Borrowing company in France**

Nom ou raison sociale :
Business name:

Adresse complète (n°, voie, ville):
Full address (street number, postal code, town):

______________________________________________________________________________________
______________________________________________________________________________________

N° de téléphone : _______________________
Telephone number:

Courriel : ______________________________________________________________________________
Email :

Numéro d’identification SIRET :
Siret number

**HÉBERGEMENT COLLECTIF (LE CAS ÉCHÉANT) Collective Lodging (when appropriate)**

Adresse(s) complète(s) (n°, voie, code postal, ville et pays) :
Full address(es) (number, street, postal code, town and country):
FRAIS DE VOYAGE – FRAIS DE NOURRITURE ET, LE CAS ÉCHEANT, D’HÉBERGEMENT ENGAGÉS DU FAIT DU DÉTACHEMENT Travel expenses – Meals and Lodging expenses of the workers

Frais de voyage (cocher la case correspondante) :

□ Prise en charge directe par l’employeur

Directly paid by the employer :

□ Remboursement des frais avancés par le travailleur

Reimbursement of expenses advanced by the worker :

Préciser son montant (en euros) : ____________

Specify the amount of the reimbursement, in € :

□ Versement d’une somme forfaitaire

Lump-Sum payment :

Préciser son montant (en euros) : ____________

Specify the amount of the lump-sum, in € :

Frais de nourriture (cocher la case correspondante) :

□ Prise en charge directe par l’employeur

Directly paid by the employer :

□ Remboursement des frais avancés par le travailleur

Reimbursement of expenses advanced by the worker :

Préciser son montant (en euros) : ____________

Specify the amount of the reimbursement, in € :

□ Versement d’une somme forfaitaire

Lump-Sum payment :

Préciser son montant (en euros) : ____________

Specify the amount of the lump-sum, in € :

Le cas échéant, frais d’hébergement (cocher la case correspondante) :

Lodging expenses (check the relevant box) :

□ Prise en charge directe par l’employeur

Directly paid by the employer :
TEMPORARY ASSIGNMENT OF STAFF BY A FOREIGN COMPANY

☐ Remboursement des frais avancés par le travailleur

Reimbursement of expenses advanced by the worker:

Préciser son montant (en euros) : ___________

Specify the amount of the reimbursement, in €:

☐ Versement d’une somme forfaitaire

Lump-Sum payment:

Préciser son montant (en euros) : ___________

Specify the amount of the lump-sum, in €:

Dates de début et de fin du détachement

Dates of start and end of posting in France

Date du début du détachement : __________________________

Date of start of posting in France:

Date de fin du détachement : ____________________________

End date of posting:

Fait à __________ le __________

Signed in, on

Signature et cachet de l'employeur :

Employer’s signature and stamp
**Annexe**  
**Appendix**

**INFORMATIONS RELATIVES AU SALARIE ROULANT OU NAVIGANT DETACHE**  
*Information relating to the mobile posted worker*

Cette annexe doit être complétée par l'employeur habituel ou à défaut par l'entreprise d'accueil du salarié détaché, qu'il soit ressortissant de l'Union européenne ou d'un Etat tiers.  
The employer, or failing that, the host company, must complete this appendix for the mobile worker, whether he is Community or third-country national.

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<thead>
<tr>
<th>Nom :</th>
<th>Prénom:</th>
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<tbody>
<tr>
<td>Name:</td>
<td>First name:</td>
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<thead>
<tr>
<th>Date de naissance :</th>
<th>Lieu de naissance (ville et pays) :</th>
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<tr>
<td>Date of birth :</td>
<td>Place of birth (town and country) :</td>
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<th>Nationalité :</th>
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<td>Nationality :</td>
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<table>
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<tr>
<th>Adresse de résidence habituelle :</th>
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<tr>
<td>Address of ordinary residence :</td>
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<table>
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<tr>
<th>Date de signature du contrat de travail :</th>
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<tbody>
<tr>
<td>Date of signature of work contract :</td>
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</tbody>
</table>

<table>
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<tr>
<th>Droit du travail applicable au contrat de travail :</th>
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<tbody>
<tr>
<td>Labor law applicable to the work contract :</td>
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</table>

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<tr>
<th>Qualification professionnelle :</th>
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<tbody>
<tr>
<td>Professional qualification :</td>
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<table>
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<tr>
<th>Taux de salaire brut appliqué pendant le détachement (converti en euros le cas échéant) :</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross hourly wage for the time of posting (in €) :</td>
</tr>
</tbody>
</table>
HEALTH SAFETY AND PROTECTION

MAISON & OBJET 2020

EXHIBITOR SAFETY INSTRUCTIONS
Certificate to be returned to D.Ö.T

D.Ö.T / MAISON & OBJET 2020
93 rue du Château - 92100 BOULOGNE BILLANCOURT
Fax: +33 (0)1 46 05 76 48
Email: sps@d-o-t.fr

Stand N°: …………………
EXHIBITOR: …………………………………………………………………………………………………
Represented by the person in charge of the stand Mrs / Mr,…………………………………………………
Phone number:……………………………………………… Email:………………………………………………

STAND BUILDER INFORMATION
Name: ……………………………………………………………………..
Tel: ………………………………………………………………………
Email: ……………………………………………………………………..

Declares that she/he has read the document relating to the prevention of accidents at work and health protection concerning her/his participation in MAISON & OBJET 2020 and undertakes to conform to it without reserve or restriction.

PLEASE FILL THE SECTION THAT APPLIES TO YOU

IF YOUR STAND IS:
- Built by the Organizer or by yourself or by only one company without subcontractor …

Please return this certificate (page 1) to the DÖT Company on or before December 2nd 2019 and pass on this document to all contractors who you have appointed to work on your stand during the build up and breakdown of the show.

OR

IF YOUR STAND IS:
- Installed by at least two independent companies (including sub-contractors). … Quantity …
- Includes a mezzanine floor.
- Includes partitions walls/decorations more than 3.00 meters high. …

You must:
- Return this certificate to the D.Ö.T Company on or before December 2nd 2019 with a visual of your stand
- Appoint a HEALTH AND SAFETY COORDINATOR


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.

In observance of current legislation, the Health and Safety Protection Coordinator appointed by the Exhibitor is obliged to send to the DÖT Company the G.H.S.P.C.P of the stand at least 30 days before the event assembly begins including the schedule of visits.

□ You have appointed your Health & Safety Coordinator - Name: ……………………………………………………..
   - Phone Number: +33 (0) … … …
   - E-mail : …………………………………………………………

□ You don’t have an Health & Safety Coordinator

Commercial stamp and signature

Place and date …………………………………
………………………………………………
IMPORTANT PLEASE NOTE

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

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

<table>
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<tr>
<td>Modified and complemented by the Decree nr 2003-68 of 24.01.2003</td>
</tr>
</tbody>
</table>

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 MAISON & OBJET 2020, this coordination mission is carried out by the SAFI Company via a delegated Coordinator assisted by a team of experts who make up the safety group of MAISON & OBJET 2020.

This document is a General Health and Safety Protection Plan intended for the Exhibitor, his suppliers and subcontractors,

Founded on general prevention principles, namely:

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

The Exhibitor has a duty and legal obligation to:

1°) COMPLETE THE SAFETY INSTRUCTIONS CERTIFICATE (Page 1). And send it by fax or email to:

DÔT - MAISON & OBJET 2020
93 rue du Château 92100 BOULOGNE BILLANCOURT
Fax: +33 (0)1 46 05 76 48
Email : sps@d-o-t.fr

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.
OBLIGATORY

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

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

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

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

To be accepted into the halls, 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

<table>
<thead>
<tr>
<th>HALLS</th>
<th>BUILDING</th>
<th>DISMANTLING</th>
</tr>
</thead>
<tbody>
<tr>
<td>All HALLS</td>
<td>From 13th to 16th January 2020 from 7:00 am to midnight</td>
<td>The 21st January 2020 from 6:00 pm to midnight The 22nd January from 7:00 am to 12:01 pm</td>
</tr>
</tbody>
</table>

EQUIPPED STANDS EXHIBITORS

<table>
<thead>
<tr>
<th>HALLS</th>
<th>BUILDING</th>
<th>DISMANTLING</th>
</tr>
</thead>
<tbody>
<tr>
<td>All HALLS</td>
<td>From 14th to 16th January 2020 from 7:00 am to midnight</td>
<td>The 21st January 2020 from 6:00 pm to midnight The 22nd January from 7:00 am to 12:01 pm</td>
</tr>
</tbody>
</table>

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

In the dismantling period, on 21st January 2019, motorised vehicles may only work after 6:00 pm in the halls.
I. GENERAL INFORMATION ABOUT THE OPERATION

I.1. DEFINITION

The Exhibitors’ Safety Instruction is a document written and devised by the Coordinator defining all appropriate measures to prevent hazards arising from the interference of the activities of different companies during assembly and dismantling of MAISON & OBJET 2020.

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

I.2. COMPOSITION

The Safety Instructions 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:

a) Taken note of plans and documents useful in carrying out the work, and of event technical files, and that they have taken due note of the sites, places and installation areas of major structures and of all general or local elements relating to the execution of the work.

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

c) Made a detailed visit of the site and taken note of all the physical conditions and all constraints pertaining to the places of work, accesses and surroundings, to the ready execution of the work, and to the on-going organization and operation of the worksite.
## II. ADMINISTRATIVE INFORMATION

### II.1. THE PARTICIPANTS

#### II.1.1 GENERAL ORGANIZATION

The SAFI Company acts as the general exhibition Organizer of MAISON & OBJET 2020.

<table>
<thead>
<tr>
<th>ORGANIZER / EMPLOYER</th>
<th>GENERAL SHOW DIRECTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAFI</td>
<td>Mrs Dominique BLANCHARD</td>
</tr>
<tr>
<td>8, rue Chaptal</td>
<td>Email: <a href="mailto:dominique.blanchard@safisalons.fr">dominique.blanchard@safisalons.fr</a></td>
</tr>
<tr>
<td>CS 50028</td>
<td></td>
</tr>
<tr>
<td>75442 PARIS Cedex 09 France</td>
<td></td>
</tr>
<tr>
<td>Tel : +33 (0)1 44 29 02 00</td>
<td></td>
</tr>
</tbody>
</table>

#### TECHNICAL & LOGISTICAL MANAGER

<table>
<thead>
<tr>
<th>Mr BALDINI</th>
<th>Tel : +33 (0)1 44 29 03 91</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email: <a href="mailto:franck.baldini@safisalons.fr">franck.baldini@safisalons.fr</a></td>
<td></td>
</tr>
</tbody>
</table>

**Contact(s) receiving exhibitors' demands**

- **HOT LINE SERVICE TECHNIQUE**
  - Tel : +33 (0)1 44 29 04 42
  - [https://exhibitors.maison-objet.com](https://exhibitors.maison-objet.com)

### II.2.2. HSP COORDINATION / FIRE SAFETY

<table>
<thead>
<tr>
<th>HSP COORDINATOR</th>
<th>FIRE SAFETY REPRESENTATIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>D.Ô.T</td>
<td>E2S</td>
</tr>
<tr>
<td>93 rue du Château</td>
<td>Résidence le Bourdieu</td>
</tr>
<tr>
<td>92100 BOULOGNE BILLANCOURT</td>
<td>9, allée Bourdieu</td>
</tr>
<tr>
<td>Tel: +33 (0)1 46 05 17 85 - Fax: +33 (0)1 46 05 76 48</td>
<td>Tel : +33 (0)6 43 42 52 96</td>
</tr>
<tr>
<td>Email: <a href="mailto:sps@d-o-t.fr">sps@d-o-t.fr</a></td>
<td>Email: <a href="mailto:charge.de.securite@icloud.com">charge.de.securite@icloud.com</a></td>
</tr>
</tbody>
</table>

The dates of presence of the fire safety representative haven’t been defined.
The date of the safety committee tour of inspection is scheduled on 17th January 2019.

#### FIRE PROOFING

- **Groupement NON FEU**
  - 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

#### EXPERT IN THE SOUNDNESS OF MAJOR STRUCTURE

- **ANCO ATLANTIQUE**
  - 126, rue de Verdun
  - 33000 BORDEAUX
  - Tel : +33 (0)5 59 41 17 36
## II.2. DEFINITION OF WORK AREAS

<table>
<thead>
<tr>
<th>VENUE</th>
<th>HALLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>VIPARIS PARIS NORD VILLEPINTE</td>
<td>1 - 2 - 3 - 4 - 5A - 5B - 6 - 7 - 8</td>
</tr>
<tr>
<td>BP 68004 95970 ROISSY CHARLES DE GAULLE Cedex Welcome Center: +33 (0)1 40 68 22 22</td>
<td></td>
</tr>
<tr>
<td>Exhibitor's Center: +33 (0)1 40 68 16 16</td>
<td></td>
</tr>
</tbody>
</table>

## II.3. THE OFFICIAL BODIES

### INSPECTION OF WORK

<table>
<thead>
<tr>
<th>Inspection du travail - Unité de contrôle n°5</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 rue de La Haye</td>
</tr>
<tr>
<td>Roissypôle – Le Dôme Bât. 2</td>
</tr>
<tr>
<td>BP 13102 95701 ROISSY CDG CEDEX</td>
</tr>
<tr>
<td>Email: <a href="mailto:ldf-ut93.uc5@direccte.gouv.fr">ldf-ut93.uc5@direccte.gouv.fr</a> Tel: Secrétariat UC 5 01 48 62 78 92</td>
</tr>
</tbody>
</table>

### CRAMIF

<table>
<thead>
<tr>
<th>Service des Risques Professionnels - Antenne 93</th>
</tr>
</thead>
<tbody>
<tr>
<td>17/19 avenue de Flandre</td>
</tr>
<tr>
<td>75954 PARIS Cedex 19 Tel: +33 (0)1 44 65 54 50</td>
</tr>
</tbody>
</table>

### O.P.P.B.T.P.

| 1 rue Heyrault 92660 BOULOGNE Cedex Tel: +33 (0)1 40 31 64 00 |

### GLOSSARY

**CRAMIF**: Caisse Régionale d'Assurance Maladie d'Ile de France  
**OPPBTP**: Organisme Professionnel de Prévention du Bâtiment et des Travaux Publics

## II.4. EMERGENCY SERVICES

### ON THE SHOW SITE:

#### EMERGENCY POST

**ACESO**  
Mr Guillaume DAPOIGNY / Sylvain GAUFFRE  
Halls: 1 (access gallery) - 5B - 6  
Tel: +33 (0)1 46 43 69 69  
Mobile: +33 (0)6 20 70 27 02  
Email: contact@aceso.fr  
From 6th January 8:00 am to 12th January 7:00 pm  
From 21st January 6:00 pm to 23rd January 7:00 pm

**GENERAL SURVEILLANCE POST**  
Tel: +33 (0)1 48 63 30 49

**SÉCURITÉ INCENDIE**  
Tel: +33 (0)1 48 63 30 49

### OFF SITE:

#### FIRE SERVICE

| 1 Chemin des Vaches 93290 TREMBLAY EN FRANCE Tel: 18 or 112 (mobile) ou +33 (0)1 48 60 69 48 |

#### POLICE STATION

| 1/3 rue Jean Fourgeaud 93420 VILLEPINTE Tel: 17 or +33 (0)1 49 63 46 10 |

#### SAMU NEAREST HOSPITAL

| 125 rue de Stalingrad 93000 BOBIGNY Tel: 15 or +33 (0)1 48 96 44 44 |
| Hôpital Intercommunal Robert Ballanger Bd Robert Ballanger 93602 AULNAY SOUS BOIS Tel: +33 (0)1 49 36 71 23 / 22 |
III. GENERAL EVENT ORGANIZATION

III.1. GENERAL PRESENTATION OF THE SHOW

Cf. Exhibitor’s Guide.

III.2. SCHEDULE OF USE OF HALLS

Public opening:

<table>
<thead>
<tr>
<th>HALLS</th>
<th>DATES &amp; TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>All HALLS</td>
<td>From 17th to 20th January 2020 from 9:30 am to 7:00 pm</td>
</tr>
<tr>
<td></td>
<td>The 21st January 2020 from 9:30 am to 6:00 pm</td>
</tr>
</tbody>
</table>

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.

Any vehicle, even parked, must be able to be identified.

Private vehicles must not approach the surroundings of the hall.

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.

Means of transporting people (motorised 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 each hall.

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

RESPECT: OUTSIDE
- Access routes for fire services
- Parking areas
- Unloading areas
- Access gates
IV. HANDLING CONDITIONS

IV.1. GENERAL REMARKS

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

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

Lifting and handling equipment must satisfy the requirements of current regulations. They must be kept in good working order and have satisfied regular inspections in conformity with 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 the handling of glass panels, it is recommended to use suction cups. In the same way, for handling plywood sheets, the use of handling clips or panel carriers is recommended.

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

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

IV.2. USE OF MOTORIZED MACHINES

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

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.

For any use of a crane, a special request must be made to the Organizer.
This request must specify where the crane will be operating and the technical constraints of use and assembly. These constraints must appear in the company Individual Health and Safety Protection Plan (I.H.S.P.P.).

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

The certificate of conformity of the lifting equipment and accessories must be available for inspection.

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

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

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

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

The maximum load indications of each strap must be respected.

Building and lifting operations must be carried out in conformity with Articles R 4534-95 to 102 of the 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**

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

For this purpose, traffic movement plans will be posted at the 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.

**V. CLEANING**

The worksite must be kept clean at all times to prevent hazards that could be caused by rubbish blocking the aisles around the stand.
Exhibiting companies are responsible for cleaning their site and removing their rubble and waste of all kinds. They must plan the reservation and removal of skips and organise how they are filled. It is the responsibility of each worker either to cover the skips, or to weigh down the rubble to prevent it from flying around.

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

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

VI. INSTALLATIONS AVAILABLE DURING THE ASSEMBLY AND DISMANTLING PERIODS

VI.1. TOILETS
To ease the general organization of assembly and dismantling, and improve working conditions, the Organizer will ask the venue to open additional communal toilet facilities in the exhibition 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.

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

VIII. GENERAL SAFETY OBLIGATIONS OF EACH WORKER

VIII.1. WORKFORCE

VIII.1.1. MEDICAL FITNESS
All personnel called upon to work on the site must be recognised as being medically FIT, and have undergone the obligatory medical examinations and vaccinations associated with the exercise of their profession, as well as those required by Medicine of Work.

These certificates must be available on the site.
HEALTH SAFETY AND PROTECTION

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).

VIII.2. REGISTERS

VIII.2.1. LEGAL REGISTERS

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

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

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

VIII.2.2. JOINT SITE VISITS

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

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

VIII.3. PROTECTIONS

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

VIII.3.1. COLLECTIVE PROTECTIONS

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

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

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

The stairs cavities must be protected (closed or with a guardrail).

Material deliveries access must be secured.

For the dismantling all these protections must be reinstalled.

Each company must describe the collective protection planned in his Individual Health and Safety Protection Plan.
The company in charge of the building and dismantling of the double decker marquee must put in place for the delivery access, a system that provide at anytime a collective protection for the people working on the mezzanine.

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

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

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

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

**VIII.3.2. INDIVIDUAL PROTECTIONS**

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

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

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

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

**Wearing safety shoes (safety toe-caps + 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.**
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 90).

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

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

Ladders, stepladders and footsteps 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).

Companies may work at height with scaffoldings or mobile platforms.

Approved personnel must assemble scaffolding, respecting the directives or instructions of the manufacturer; the platforms must be correctly positioned, the guardrails and the 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 it is in use.
No worker must remain on mobile scaffolding while it is being moved.

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

These equipments must include progressively secured floors and access to the higher levels by guard rails.
Legal restrictions concerning work at heights must be respected.

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

Companies must provide a detailed assembly and dismantling schedule in their I.H.S.P.P.
Any work which might create a situation placing workers over each other must be resolved by carrying out the work at different times, or with special protection arrangements.

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

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

These means can be common to several workers or companies. In the case of mutualisation of the material resources (scaffolding, forklift, lift, etc.), a loan and supply agreement must be drawn up between the parties before use.

The equipment must be completed and approved before any intervention on it by another company.
This chronological order will be in the same way adapted to dismantling.

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

**IX.4. SITE CONNECTIONS / LIGHTING**

**IX.4.1. REGULATIONS**

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

The electrical boxes must be ordered from the Organizer or the Exhibition Center. The power ordered must allow supplying the needs of the companies during assembly, exhibition and dismantling.
It is obligatory for the companies that use the installation to report immediately to the responsible persons any defect or degradation noted.

From this box, the enclosures and the connected electrical installations must be checked by a person or an approved organization before being put into service. The report of this inspection must be available and kept on the site for the duration of assembly and dismantling.
The enclosures will include a manual cutoff and reset switch and a 30mA differential protection device.

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

All construction cables must be HO7 RNF. Extenders and extension cords 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.
HEALTH SAFETY AND PROTECTION

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

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

IX.4.2. LIGHTING

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

Light intensity in working areas must be at least 120 Lux, and 60 Lux in traffic movement aisles.

The assembly and dismantling of decors may obscure the light in the hall (roofing, canopy, stretched ceiling, mezzanine floor…), so provisional lighting must be provided.

IX.5. PREVENTION OF RISKS OF PROFESSIONAL DISEASES

IX.5.1. HAZARDOUS MATERIALS

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

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

IX.5.2. NOISE DISTURBANCE

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

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

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

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

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

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

(Art. R 4412-70 of the Code of Work)
These appliances must be compliant with the standards (CE), be in good operating condition and equipped with their protective shields. They must in no circumstances be placed in the movement aisles, and the electricity supply must be disconnected when they are not in use.

**IX.7. WORK INVOLVING HEAT**

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

**IX.7.1. INFLAMMABLE MATERIALS AND PRODUCTS**

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

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

**IX.7.2. EXTINGUISHING MEANS**

**Communal means:**

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

**Specific means for each worker:**

- Each company must plan in his IHSPP the means of prevention suited to his activity and his work zone.
- If necessary, the worker complete by specific means the common means of extinguishing.
  - Spray water extinguisher with additive (general case).
  - CO2 extinguisher (Inside or near the electrical rooms).

**X. FIRE SAFETY**

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

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

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

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

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

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

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

**XI. ORGANIZATION OF EMERGENCIES**

**XI.1. COMPANY EMERGENCY MEASURES**

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

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

*1 first-aid worker for 10 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 hall
The stand name
The lane and the stand number
Number of people involved and injuries kinds

XI.2. COLLECTIVE ORGANIZATION OF THE SHOW

REMINDER OF THE EMERGENCY PHONE NUMBERS

EMERGENCY POST: Halls 1, 5B & 6 : +33 (0)6 20 70 27 02
GENERAL SURVEILLANCE POST: +33 (0)1 48 63 30 49

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 IHSPP to the Health and Safety Coordinator and to the stand employer AT LEAST 8 DAYS BEFORE THE START OF WORK on the stand.

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

XII.1. THE EXHIBITOR

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

XII.2. COMMUNICATION OF THE DOCUMENT

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

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

A copy of the I.H.S.P.P. must be available at all times on site for consultation by the companies concerned.
NEXT EXHIBITION
M&O PARIS
04-09 SEPTEMBER
2020