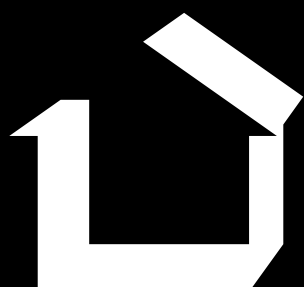

18-22
JAN. 2024

MAISON&OBJET PARIS

#MAISON
ETOBJET

EXHIBITOR TECHNICAL MANUAL



WWW.MAISON-OBJET.COM

Welcome

to the Maison&Objet's Exhibitor Manual.

Interactive summary: click on the title to access to the corresponding chapter.

**IMPORTANT
DATES &
INFORMATION**

**STANDS
TECHNICAL
SHEETS**

**PRACTICAL
INFORMATION**

REGULATIONS

STANDS PROJECTS

Submit your stand project before 15th december on your Exhibitor Portal.

Junior Pre-equipped stands, stand packs and stands craft are not concerned.



If your stand's surface is more than **99 sqm**,
also send your project by email to Isabelle FERRANDES :

safisalons@handisecur.com

[+33 \(0\)6 87 99 86 59](tel:+330687998659)

NEW!

TECHNICAL SERVICES

Order all your technical services on our
Technical Online Ordering :

<https://exhibitors.maison-objet.com>

>> Technical Online Ordering

IMPORTANT AND NEW

As a reminder, the safety specifications of Viparis Nord Villepinte (paragraph 6.4.5) prohibits any flying object (drones, model aircraft,...) in any space without protection to the public and technical facilities.

The use of any flying object must therefore be submitted to the approval of SAFI/M&O organizer and its fire and safety officer, at least one month before the opening of the show to the public.

15th december 2023

>> 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 2023

>> From this date, orders of technical services may only be supplied while **stocks last**.

15th december 2023

>> **Stand project** to download on your Exhibitor Portal before this date (only for Standard package stands).

29th december 2023

>> From this date, a **supplement** will be applied on electrical switchboxes, parking places and all technical orders.

>> All orders placed before this date will be **delivered** on Monday 15th january 2024 at 8.00 a.m. After that date, they will be delivered between Monday 15th january 2024 and Wednesday 17th january 2024.

IMPORTANT

Installation of the separating partitions as Exhibitor's request.

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

Equipment is rented for the duration of the exhibition, including installation and dismantling.

Electrical switchboxes will not be activated if the payment of the whole services has not been done to our sales administration service.

In a global context marked by accelerating climate changes and an energy crisis, Maison&Objet is committed to energy conservation measures and sustainability to contribute to the national effort. Key measures that will help lower energy consumption at the January 2024 edition of the fair and optimize our impact include :



ENERGY CONSERVATION

- Heating control and optimization.
- Systematic use of low-consumption LED lightbulbs and favoring intermittent electrical switchboxes
- Reducing night-time lighting



TRANSPORTATION

- The implementation over the past few sessions of electric shuttle buses for transfers between PARIS Porte Maillot and Maison&Objet.



USE, REUSE, RECYCLE

- Reuse of wood and furniture from previous editions of the fair
- Partnerships with aid organizations dedicated to the retrieval and solidary reuse of various materials used in the common areas and booths
- Digital conversion of our various types of communication media
- Signage and other items printed on recycled materials or materials from sustainable forestry sources.
- Sorting and recycling throughout all 3 stages of the fair (build-up, opening and dismantling)
- Carpet recycling



CATERING

- Confronting food waste by collecting all unsold items from our 40+ outlets catering to over 60000 people, and donating them to the local Red Cross (95th Department)
- Localized supply chain from within the Ile-de-France region such as our "French potato crisps/chips" which are delivered by a farmer located less than 100 km away, no middleman.
- Favoring small, local artisans and growers.

18-22
JAN. 2024

MAISON&OBJET PARIS

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STANDS TECHNI- CAL SHEETS

WWW.MAISON-OBJET.COM

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 area / Projects)

>> Bare stand - Signature area / Projects

>> Junior Standard Stand package (except Signature area / Projects)

>> Junior Standard Stand package - Signature area / Projects

>> Junior Pre-equipped Stand package (except Signature area / Projects)

>> Stand Pack (except Signature area / Projects)

all halls - all sectors*

* except Craft Métiers d'Art , Signature area / Projects

floor		
Description	To be scheduled	Requirement
Your surface is marked out on the floor by tape at the corners. The floor is bare - black concrete.	Fireproofed floor covering (carpet or other...)	Do not stick materials on the floor, paint or drill it.
wall		
Description	To be scheduled	Requirement
Separating partition for adjoining stands, hollow wooden partition, 57 mm thick, 2.50 m high, placed on square with maximum bearing capacity: 2 kg per lm. Raw partition - color: grey	Partition wall laid only on request for bare stands. To mount elements exceeding the authorised load: use a self-bearing structure (not mounted on the wall). Partitions covering is strongly recommended.	Partition: rented equipment to be returned in its initial condition. Do not paste, paint or drill.
stand structure and decor		
Description	To be scheduled	Requirement
Construction limit height: 5.00m.	Submit your stand project on your Exhibitor Portal on our website : https://exhibitors.maison-objet.com , section "your stand" before the 15 th december 2023 Stands > 99 sqm: also send your project to Mrs Isabelle Ferrandes : safisalons@handisecur.com	If the structure is going over 2.50m, the backside of the stand should be covered properly in black. Obligation to use fireproofed materials to make all the stand decors. See : Fire Safety Regulations
signboard		
Description	To be scheduled	Requirement
1 front-back flag signboard on the aisle, with stand's name and number, and country's flag. Provided and installed by the organisation. Deadline for modification 15 th december 2023.	Optional: additional signboard.	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.

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

Description	To be scheduled	Requirement
Bare stand: not supplied. Junior standard stand package: 1 x 3 kw electrical switchbox (3000 watts).	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 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.

all halls - all sectors*

* *except Craft Métiers d'Art, "Signature" area, and Projects*

NON PROVIDED SERVICES, TO PLAN

>> Slings and hangings from the ceiling: you can order them directly to VIPARIS on their website www.viparisstore.com.

>> 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").

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.

NO MODIFICATION OF THE KIND OF STAND WILL BE ACCEPTED AFTER 15TH DECEMBER 2023

hall 7 - Signature / Projects

floor		
Description	To be scheduled	Requirement
Your surface is marked out on the floor by tape at the corners. The floor is bare - black concrete	Fireproofed floor covering (carpet or other...)	Do not stick materials on the floor, paint or drill it.
wall		
Description	To be scheduled	Requirement
Separating partition for adjoining stands, hollow wooden partition, 57 mm thick, 3.50 m high, placed on square with maximum bearing capacity: 2 kg per lm. Raw partition - color: grey	Partition wall laid only on request for bare stands. To mount elements exceeding the authorised load: use a self-bearing structure (not mounted on the wall). Partitions covering is strongly recommended.	Partition: rented equipment to be returned in its initial condition. Do not paste, paint or drill.
stand structure and decor		
Description	To be scheduled	Requirement
Construction height: 5.00m.	Submit your stand project on your Exhibitor Portal on our website : https://exhibitors.maison-objet.com , section "your stand" before the 15 th december 2023 Stands > 99 sqm: also send your project to Mr Michel RAPHAEL : safisalons@handisecur.com	If the structure is going over 3.50m, the backside of the stand should be covered properly in black. Obligation to use fireproofed materials to make all the stand decors. See : Fire Safety Regulations
signboard		
Description	To be scheduled	Requirement
1 front-back flag signboard on the aisle, with stand's name and number, and country's flag. Provided and installed by the organisation. Deadline for modification 15 th december 2023.	Optional: additional signboard.	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.
electrical switchbox: switchboxes will not be activated if the payment of the whole services has not been done to our Sales Administration Service.		
Description	To be scheduled	Requirement
Bare stand: not supplied. Junior standard stand package: 1 x 3 kw electrical switchbox (3000 watts).	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 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.

halls 7 - Signature / Projects

NON PROVIDED SERVICES, TO PLAN

>> Slings and hangings from the ceiling: you can order them directly to VIPARIS on their website www.viparisstore.com.

>> 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").

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.

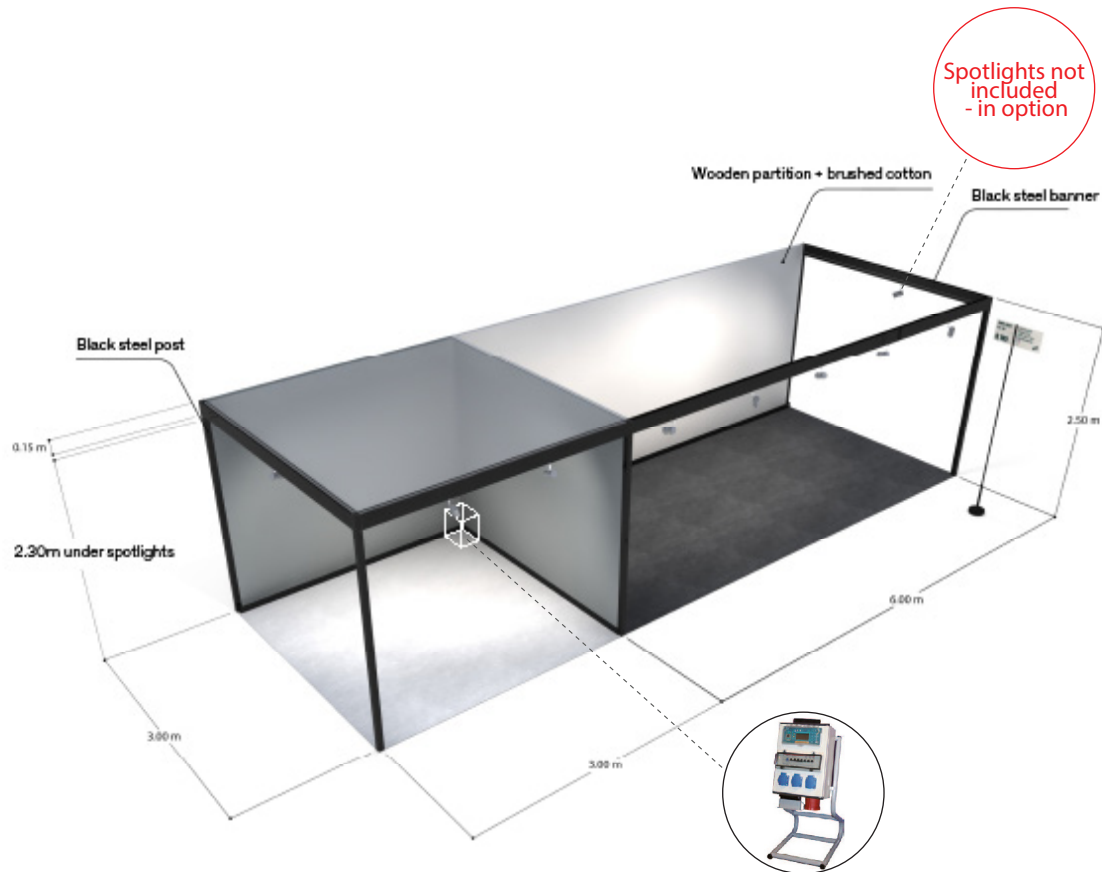
>> **The measurements of your stand** are taken "between axes" of the separating partitions. These separating partitions between adjoining stands are installed by our teams "astride" the limit between 2 stands. Consequently, you need to take into account the thickness of a partition - 57mm - when fitting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

NO MODIFICATION OF THE KIND OF STAND WILL BE ACCEPTED AFTER 15TH DECEMBER 2023

all halls - all sectors*

* except Craft Métiers d'Art Signature area / Projects



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

NO MODIFICATION OF THE KIND OF STAND WILL BE ACCEPTED AFTER 15TH DECEMBER 2023

all halls - all sectors*

* *except Craft Métiers d'Art*

floor		
Description	To be scheduled	Requirement
<p>Carpet directly on the floor of your surface.</p> <p>Choice of 3 colours: BLACK, WHITE or GRAPHITE GREY</p>	<p>Removal of plastic film by the client.</p> <p>Optional : removal of the carpet.</p>	<p>Colour reference to be sent before 15/12/23.</p> <p>By default, the colour of the carpet will be: GRAPHITE GREY.</p> <p>Do not stick materials on the floor, paint or drill it.</p>
wall		
Description	To be scheduled	Requirement
<p>Hollow wooden partition, 57mm thick, 2.50m high, covered with brushed cotton and equipped with black low plinth, height: 70mm.</p> <p>Choice of brushed cotton colour: BLACK, WHITE or LIGHT GREY.</p> <p>Separating partition with adjoining stand, with maximum bearing capacity: 2kg per lm.</p>	<p>To mount elements exceeding the authorised load: use a self-bearing structure (not mounted on the wall).</p>	<p>Colour reference to be sent before 15/12/23.</p> <p>By default, the colour of the brushed cotton will be: WHITE</p> <p>Partition : rented equipment to be returned in its initial condition. Do not paste, paint or drill.</p> <p>HEIGHT for structure and stand decor: 2.50m maximum.</p>
banner		
Description	To be scheduled	Requirement
<p>Black steel banner, 15cm high, 57mm thick, supported by square posts (57mm x 57mm) spaced out 6.00m maximum.</p> <p>In excess of 6 lm, intermediate posts and banners will be needed to make the structure rigid.</p>	<p>Optional: banner removal.</p>	<p>Rented equipment to be returned in its initial condition.</p> <p>Do not paste, paint or drill.</p>
signboard		
Description	To be scheduled	Requirement
<p>1 front-back flag signboard mounted on the banner on aisle, with stand's name and number, and country's flag.</p> <p>Supplied and installed by the organisation.</p> <p>Deadline for modification 15th december 2023.</p>	<p>Optional: additional signboard.</p>	<p>The signboard should under no circumstances be hidden or modified by overlaid text or colour.</p> <p>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.</p>
electrical switchbox		
Description	To be scheduled	Requirement
<p>1 x 3 kW electrical switchbox (3000 watts).</p>	<p>To increase the power supply: calculate the power needed by adding together the power of all spotlights and connected appliances.</p> <p>1 kW = 1000 watts</p> <p>Additional outlets (optional).</p>	<p>IMPORTANT: The electrical swichbox 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.</p> <p>Any requests to move the box on site will be invoiced.</p> <p>The electrical switchbox should remain accessible for all interventions.</p>

all halls - all sectors*

* *except Craft Métiers d'Art*

optional lighting (additionnally to the pre-equipped stand price):

- 38.99 € Ex.VAT per unit until 28/12/23 included (same price for the 3 references)

- 50.69 € Ex.VAT per unit from 29/12/23 (same price for the 3 references)

Description	To be scheduled	Requirement
Spotlights fixed on a rail which is integrated in the banner. 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. LED 10W- (L : 21 cm, H : 6.1 cm, P : 6.1 cm)		Rented equipment to be returned in its initial condition. Spots to order on the technical online ordering in the stand pack section.

EN COURS DE MAJ



Ref. LED 15W
White light



Ref. HQI 70W
White light



LED 10W
White light

NON PROVIDED SERVICES, TO PLAN

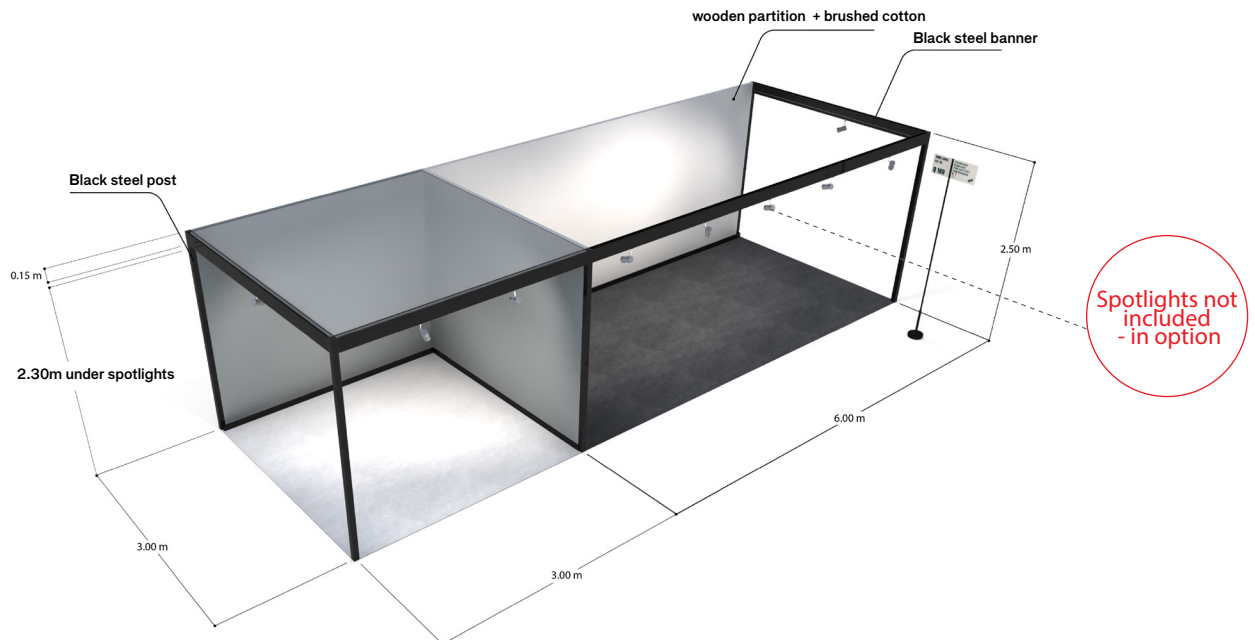
>> **Slings and hangings** from the ceiling: you can order them directly to VIPARIS on their website : www.viparisstore.com.

>> **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 Signature area / Projects



FEATURES

STAND PACK : 54 € EXCL. VAT/SQM (NOT SUBJECT TO THE -10% DISCOUNT)
ORDER DEADLINE: 15TH DECEMBER 2023

Your "stand pack" includes :

- >> The wooden separating partitions, height = 2.50m,
- >> The carpet (choice of 3 colours : black, white or graphite grey)
- >> The brushed cotton on the partitions (choice of 3 colours : black, white or light grey),
- >> A black low plinth
- >> The banner and posts in black steel
- >> The signboard

NON PROVIDED SERVICES, TO PLAN

>> **Electrical switchbox:** you can order it on our Technical Online Ordering, accessible via your Exhibitor Portal on our website <https://exhibitors.maison-objet.com>.

>> **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.viparisstore.com.

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all halls - all sectors*

* except Craft Métiers d'Art, Signature area

floor		
Description	To be scheduled	Requirement
<p>Carpet directly on the floor of your surface.</p> <p>Choice of 3 colours: BLACK, WHITE or GRAPHITE GREY</p>	<p>Removal of plastic film by the client. Optional : removal of the carpet.</p>	<p>Colour reference to be sent before 15/12/23. By default, the colour of the carpet will be: GRAPHITE GREY.</p> <p>Do not stick materials on the floor, paint or drill it.</p>
wall		
Description	To be scheduled	Requirement
<p>Hollow wooden partition, 57mm thick, 2.50m high, covered with brushed cotton and equipped with black low plinth, height: 70mm.</p> <p>Choice of brushed cotton colour: BLACK, WHITE or LIGHT GREY.</p> <p>Separating partition with adjoining stand, with maximum bearing capacity: 2kg per lm.</p>	<p>To mount elements exceeding the authorised load: use a self-bearing structure (not mounted on the wall).</p>	<p>Colour reference to be sent before 15/12/23. By default, the colour of the brushed cotton will be: WHITE</p> <p>Partition : rented equipment to be returned in its initial condition. Do not paste, paint or drill.</p> <p>HEIGHT for structure and stand decor: 2.50m maximum.</p>
banner		
Description	To be scheduled	Requirement
<p>Black steel banner, 15cm high, 57mm thick, supported by square posts (57mm x 57mm) spaced out 6.00m maximum.</p> <p>In excess of 6 lm, intermediate posts and banners will be needed to make the structure rigid.</p>	<p>Optional: banner removal.</p>	<p>Rented equipment to be returned in its initial condition.</p> <p>Do not paste, paint or drill.</p>
signboard		
Description	To be scheduled	Requirement
<p>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. Deadline for modification 15th december 2023.</p>	<p>Optional: additional signboard.</p>	<p>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.</p>

all halls - all sectors*

* *except Craft Métiers d'Art Signature area*

optional lighting (additionnally to the pre-equipped stand price):

- 38.99 € Ex.VAT per unit until 28/12/23 included (same price for the 3 references)

- 50.69 € Ex.VAT per unit from 29/12/23 (same price for the 3 references)

Description	To be scheduled	Requirement
Spotlights fixed on a rail which is integrated in the banner. 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. LED 10W- (L : 21 cm, H : 6.1 cm, P : 6.1 cm)		Rented equipment to be returned in its initial condition. Spots to order on the technical online ordering in the stand pack section.



Ref. LED 15W
White light



Ref. HQI 70W
White light



LED 10W
White 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

NO MODIFICATION OF THE KIND OF STAND WILL BE ACCEPTED AFTER 15TH DECEMBER 2023

18-22
JAN. 2024

MAISON&OBJET PARIS

#MAISON
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PRACTICAL INFOR- MATION

WWW.MAISON-OBJET.COM

Interactive summary : click on the title to access the corresponding chapter.

access to the Exhibition Centre

show Exhibitor badges

exhibition schedule

transport - handling - storage of empties

shuttles

VAT reimbursement

your contacts

useful addresses and services

ACCESS TO PARIS NORD VILLEPINTE EXHIBITION CENTRE

anticipated build-up: from 08th january to 14th january 2024

(subject to authorisation and invoicing)

official build-up: from 15th to 17th january 2024

show: from 18th to 22nd january 2024

All individuals must have been issued a Maison&Objet access badge, which must be customized and print from your exhibitor portal and be worn during the build-up, fair and dismantling periods.

<https://exhibitors.maison-objet.com> -> "manage your badges" -> "exhibitor set-up/dismantling".

OPENING DATE IN ANTICIPATED ASSEMBLY	HALLS
Monday 08 th january 2024	5A - 6 - 7 - 8
Thursday 11 th january 2024	2 - 3 - 4

EN COURS DE MAJ

The exhibitor badge allows to access the exhibition center during the build-up, opening, and dismantling periods in accordance with the timetables that feature on the schedules (see « show schedule »).

Requests for additional badges, the order is available in your technical online ordering, « Other orders ».

SUPPLIERS BADGES

Declare your suppliers directly online on your exhibitor portal so they can create their own set-up/dismantling badges.

The set-up/dismantling badge allow your suppliers to access to the exhibition center during the set-up/dismantling period.

The set-up/dismantling badge is not valid during the opening period of the fair from the 18th to the 22th january 2024.

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 08th january to 14th january 2024
(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.

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

2 hours for vehicles under 3T5

4 hours for vehicles over 3T5

OPENING DATE IN ANTICIPATED ASSEMBLY	HALLS
Monday 08 th january 2024	5A - 6 - 7 - 8
Thursday 11 th january 2024	2 - 3 - 4

EN COURS DE MAJ

Access during the show installation from 08th january to 14th january 2023 is restricted and subject to a daily invoicing (112 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 15th to 17th january 2024

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 on the charged parking area located at the entrance of the Paris-Nord Villepinte Exhibition Centre. Location to be ordered from Viparis' website www.viparisstore.com.

>> 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.viparisstore.com.

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 18th to 22nd january 2024

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, Thursday 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 : Monday 22nd january 2024 – 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 22nd january 2024, 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 Monday 22nd january 2024, 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

HGV accessing the Paris Nord Villepinte Exhibition Centre on the 22nd january will be placed in the parking P11. They will be able to access the loading zones from 10:30 pm, as soon as they are accessible. The vehicles will be positioned according to the availability of spaces and in order to optimize traffic circulation in the logistic zones.



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 badges.

As part of an eco-responsible approach, **we will no longer use PVC badges on Maison&Objet.**

Remember to print your paper badge before going to the Villepinte exhibition centre.

This badge will give you access to the show.

These badges will not be activated if your booth balance has not been paid, and you will not be able to access the show.

exhibitor badges quota

FOR A STAND MEASURING UP TO (SQM INCLUSIVE)	NUMBER OF BADGES
9 sqm	3
15 sqm	4
20 sqm	5
25 sqm	6
30 sqm	7
40 sqm	8

FOR A STAND MEASURING UP TO (SQM INCLUSIVE)	NUMBER OF BADGES
50 sqm	9
75 sqm	10
100 sqm	12
120 sqm	14
150 sqm	16
180 sqm	18

FOR A STAND MEASURING UP TO (SQM INCLUSIVE)	NUMBER OF BADGES
200 sqm	20
250 sqm	25
300 sqm	30
350 sqm	35
351 sqm and more	40

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 18th to 22nd January 2024, 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.

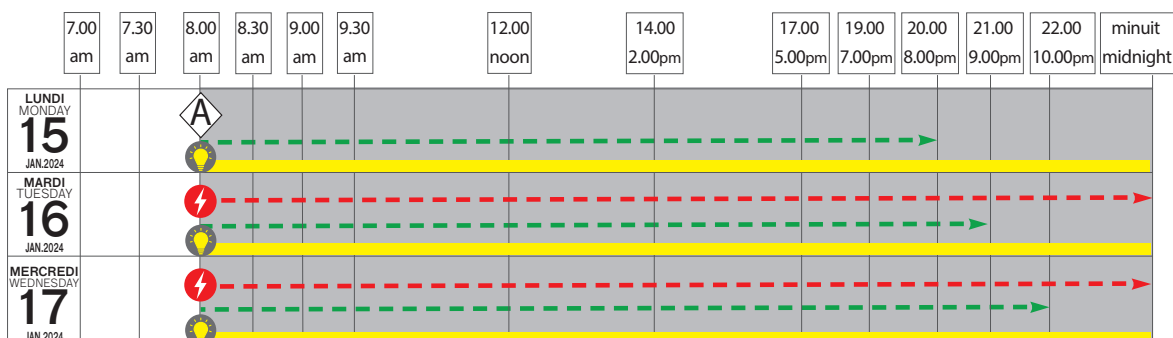
This badge gives access only to the exhibitors' companies' staff, it is non-transferable.

>> 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.

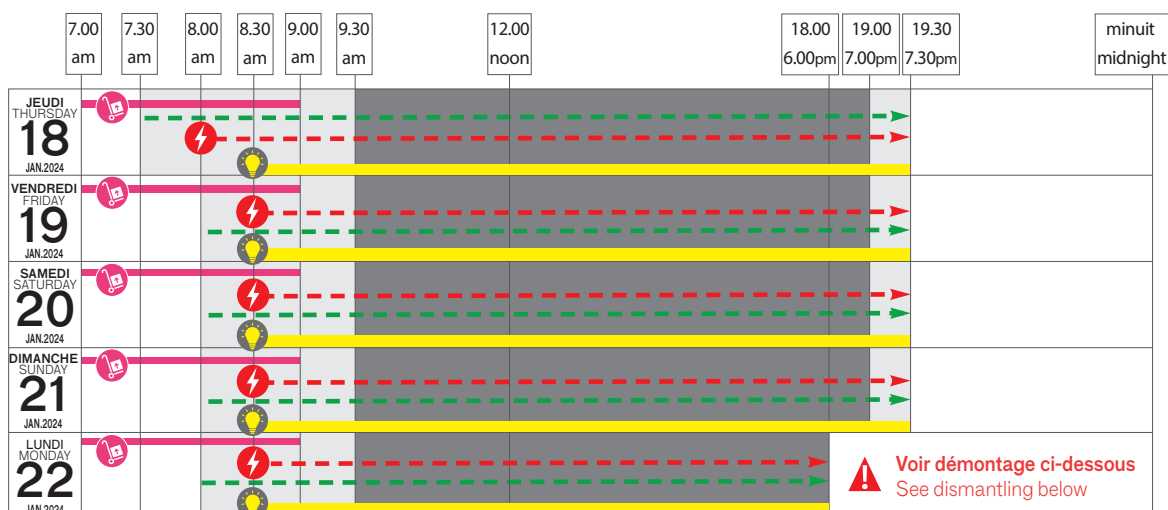
>> The street hawking of badges has become a crime, liable to pay a fine of 3750 € and prison sentence of 6 months (law 2011-267 of 14 March 2011).

PLANNING DU SALON – SHOW SCHEDULE

MONTAGE SET UP



SALON EXHIBITION



DEMONTAGE DISMANTLING



- Horaires accès exposants
Exhibitors access hours
- Horaires montage - démontage
Set-up - Dismantling hours
- Horaires ouverture visiteurs
Visitors opening hours

- Alimentation électrique sur stands
Electrical supply on stands
- Horaires éclairage des halls
Halls lighting hours
- Horaires livraison
Delivery hours
- Horaires Accueils exposants
Exhibitors welcome desk opening hours

- Prise en charge assurance**
du 15/01/2024 à 8h00 au 23/01/2024 à 12h00.
Insurance coverage from 15/01/2024, 8.00 am
until 23/01/2024, 12.00 pm.

transport, handling, storage of empties

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 exhibitor's 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 Wednesday 17th January 2024 at 7.00 pm to enable the aisles carpet laying in all halls, towards opening of the show on Thursday 18th January 2024.

Regarding dismantling, the entrance of your small empties will be allowed in the halls on Monday 22th January 2024 from 6.00 pm onwards, only through manual transportation.

The access of your large empties will be allowed in the halls, from 8.00 pm onwards, with forklifts, following the Security Regulation set up and controlled by our Security Coordination.

CLAMAGERAN

Tel.: +33 (0)1 48 63 32 58

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-mail : 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.

ROISSY CDG AIRPORT - PARIS NORD VILLEPINTE EXHIBITION CENTRE

DEPARTURE EVERY 30 MN FROM EACH TERMINAL
FROM THURSDAY 18TH JANUARY TO MONDAY 22ND JANUARY.

From 8.30 am to 7.30 pm Thursday to Sunday
From 8.30 am to 6.30 pm Monday 22nd january

Terminal 2B : level "Arrivals", between Relay and Carl's JR
Terminal 2F : passage between Terminal 2F and Terminal 2E

EN COURS DE MAJ

PARIS PORTE MAILLOT - PARIS NORD VILLEPINTE EXHIBITION CENTRE

FROM PARIS PORTE MAILLOT TO EXHIBITION CENTER / DEPARTURE EVERY 30 MN

FROM THURSDAY 18TH JANUARY TO MONDAY 22ND JANUARY.

- First departure: 8.15 am
- Last departure: 11.00 am

Bus stop : Avenue de la Porte des Ternes

FROM EXHIBITION CENTER TO PARIS PORTE MAILLOT

FROM THURSDAY 18TH JANUARY TO SUNDAY 21ST JANUARY

- First departure: 5.00 pm
- Last departure: 8.00 m

MONDAY 22nd JANUARY

- First departure: 4.00 pm
- Last departure: 7.00 m

Non contractual schedules

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 REIMBURSEMENT 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 base 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 base 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
Tel : +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>.

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

HALLS	TECHNICAL MANAGER
Halls : 2 - 3 - 8	Laure TOUZEAU
Halls : 4 - 5A et Craft	Marie HERPIN
Halls : 6 et 7	Ingrid CARTON

EN COURS DE MAJ

SAFI - TECHNICAL DEPARTMENT

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

STAND BUILDERS

DECORAMA

Contact : Régis deVilloutreys
regis.devilleoutreys@gl-events.com
Tél : + 33 (0)6 89 84 39 42

C'DESIGN EXHIBITION

Contact : CaroleTurianskiregis
c.turianski@cdesignexhibition.com
Tél : +33 (0)6 11 04 90 39

BAILIFF SERVICE

SOCIETE CIVILE
PROFESSIONNELLE
F.A. SZENIK - P. MARTIN - S.
CAILLE - P. BEDDOUK 22-24
Boulevard Jules Guesde
93200 SAINT-DENIS
from 18/01/24 to 22/01/24 :
11.00 am to 4.00 pm, at the back of
CRAFT space, hall 5A.
huissiers@bsmc93.com

LAWYER SERVICE

Service of lawyer regarding
copyright.
Lawyers from the Hoffman law firm:
from 18/01/24 to 22/01/24, all day
long.
Office located on the Ateliers d'Art
de France's stand, at the back of the
CRAFT space, hall 5A.
Tél : +33 (0)1 45 00 75 75
phoffman@cabinet-hoffman.com
www.cabinet-hoffman.com

BUSINESS AREA

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

CATERER

FLEUR DE METS

Contact : Sarah GUILLOTEAU
59, rue Saint Denis
93400 Saint Ouen, France
Tél : +33 (0)1 85 17 05 14
Port : + 33 (0)6 07 86 51 31
s.guilloteau@fleurdemets.com

CATERING

DELIVERY ON STAND

HORETO

Parc d'Expo. de Paris Nord Villepinte
BP 60136 - Paris Nord II
95976 Roissy Charles-de-Gaulle
Cedex, France
Contact : Adam Khensous
akhensous@horeto.com
Tél : +33(0)6 40 74 75 07

COMPUTER SUPPLIER

LENI

Contact : Candy
Tél : +33 (0)4 93 00 10 07
sales@leni.fr

FRENCH CUSTOMS

INFO DOUANES SERVICE

From France :
08 11 20 44 44
From abroad :
+33 (0)1 72 40 78 50
www.douane.gouv.fr

EQUIPMENT RENTAL

NS CAFE

Coffee machine, water cooler...
11 rue du Plessis
95120 ERMONT
Tél : +33 (0)9 81 70 37 75
Mob : +33 (0)6 66 32 71 45
contact@nscafe.fr
www.nscafe.fr

FIREPROOFING

SAPTIA

Contact : M. Corniere
Le Val Girard
28210 Villemeux sur Eure, France
Tél : +33 (0)2 37 82 67 90
saptia@orange.fr

GTFI

(Groupement Technique
Français de l'Incendie)
Contact: Mme Vinit
10, rue du Débarcadère
75852 Paris Cedex 17, France
Tél : +33 (0)1 40 55 13 13 / 26

FLORAL DECORATION

GALLY LOCATION

Contact: Sophie Massot
Ferme de Vauluceau
78870 Bailly, France
Tel: +33 (0)1 39 63 48 20
smassot@gally.com

HOSTESSES

MAHOLA

Contact : Stéphane GUERY
21, rue de la Boétie
75008 Paris, France
Tél : +33 (0)1 70 38 28 80
sguery@mahola-hotesses.fr

FURNITURE RENTAL

GL EVENTS SERVICES

Contact : Benjamin BRISSET
ZAC des Tulipes Nord
Avenue du XXI^{ème} siècle
95500 Gonesse
Tél : +33 (0)1 30 11 98 31
info.mobilier@gl-events.com
www.gl-events-mobilier.com

CAMERUS

Contact : Malvina Becquart
26/28 Rue Gay Lussac
95501 Gonesse cedex, France
Tél : +33 (0)1 57 14 25 25
contact@camerus.fr

MOBILE PHONES RENTAL

CELL HIRE

Contact : Simon Schoch
Tél : +33 (0)1 41 43 79 65
paris@cellhire.com
www.cellhire.fr

STAND CLEANING

SAFI - Technical Online Ordering :
<https://exhibitors.maison-objet.com/>

STAND SECURITY

SAFI - Technical Online Ordering
<https://exhibitors.maison-objet.com/>

FIRE SECURITY

SAFETY MANAGERS HANDI'SECUR

Isabelle FERRANDES

Email : safisalons@handisecur.com

Téléphone : +33 (0)6 87 99 86 59

Michel RAPHAEL

Email : handisecur@icloud.com

Telephone : +33 (0)6 43 42 52 96

34 rue Henri Dunant – 55100 VERDUN

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 send an e-mail to :

location-evenementiel@rot-incendie.com

+33 (0)1.64.25.44.00

or

contact Enrick BEZY:

+33 (0)6.15.02.90.83

7days/7

18-22
JAN. 2024

MAISON&OBJET PARIS

#MAISON
ETOBJET

REGULA- TIONS

WWW.MAISON-OBJET.COM

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

official set-up period

beginning of stand set-up

From Monday 15th to Wednesday 17th January 2024 : from 8.00 am to midnight for all stands.

lighting during the set-up period

To facilitate the job of exhibitors and fitters, lights in the exhibition halls will be on during the 3 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 15th January 2024, 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.

Either way, general contractors must ensure that the total amount of rated capacity matches the power provided. In any case, the Safety Manager will verify, as much as possible, the extent of heating of electrical construction cables; if necessary, he may order disconnections, for obvious fire prevention purposes.

aisle carpeting

Aisles must be clear at 5.00 pm on Wednesday 17th January 2024 in order to let the carpet-laying proceeds.

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 Wednesday 17th January 2024 at 5.00 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 buildup, show 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 Monday 15/01/24 (8.00 am - midnight all days) to Tuesday 23/01/24 (7.00 am - noon).

official 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 show 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

	EXHIBITORS	VISITORS
Thursday 18 th January 2024	7.30 am - 7.30 pm	9.30 am - 7.00 pm
Friday 19 th January 2024	8.00 am - 7.30 pm	9.30 am - 7.00 pm
Saturday 20 th January 2024	8.00 am - 7.30 pm	9.30 am - 7.00 pm
Sunday 21 st January 2024	8.00 am - 7.30 pm	9.30 am - 7.00 pm
Monday 22 nd January 2024	8.00 am - 6.00 pm	9.30 am - 6.00 pm

The show will open on Thursday 18th January 2024 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 Thursday 18th January 2024 to 6.00 pm on Monday 22nd January 2024.

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 Monday 22nd January 2024. 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 Monday 22nd January 2024.

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 Tuesday 23th January 2024 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 Monday 22nd January 2024 to noon on Tuesday 23th January 2024.

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 fitting 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: Standard stand package (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 18th july 2023** Junior pre-equipped stands, stand packs and stands craft are not concerned.

If the surface of your stand is >99 sqm, also send your stand project to Mrs Isabelle FERRANDES: safisalons@handisecur.com
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. Unless previously agreed by SAFI, suspended structures must be between 3.50m and 6.20m high in reference to the floor of the hall. Their installation above the aisle is strictly forbidden.

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

VERY IMPORTANT: Trusses must be inspected and certified to be in compliance with the directives laid down in the following areas in Chapter 6.3.1.3 : (Hanging in frame or on existing structures) of the Specifications of the Exhibition center of Paris Nord Villepinte and in accordance with article T4 of the Fire and Safety regulations in force.

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.

A technical file made by a knower in solidity of the scenic structures presenting his notes of calculations of load descents and their distributions remains at your expense and must be presented to the Safety Officer on request.

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 Slings 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. The operator of a stand who would like the study, must make a written request to SAFI for study by 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 fall.

With reference to, and as a supplement to the best practices guide to dismountable equipment and assemblies issued by the Paris Prefecture of Police on 6th November 2019, special repetitive rigging points that support dismountable assemblies such as lighting trusses, gantries, ceilings and canopies with a total load of over 1,000 kg or requiring more than 13 slings, will be checked by an inspection office (BC) or an office that inspects tent-like structures (BV CTS).

Removable sets (trusses...) with a total load of less than 1,000 kg, and where the uppermost point of the suspended material is higher than 6.2m, shall be checked by a BC or BV CTS.

Removable sets (Trusses...) with a total load of less than 1,000kg, and where the uppermost point of the suspended material is between 6.20 m and 3.50 m, are not necessarily checked by an accredited control body but at least certified by a TC** "Competent technician, qualified and experimented with french regulations" who directed on site the installation.

This TC** will have to complete and sign a certificate attesting his respect of french regulations of the art of rigging, downloadable at the following link:

<https://e2s.j-doc.com/s/9bntLxHRcNCKgj5>

As appropriate, the report of the approved Inspection office or the attestation made by the competent technician, qualified and experimented with french regulations, who was in charge of the installation will have to be sent to the Safety Manager at least 3 days before the date of the stand's public opening : safisalons@handisecur.com

Removable sets (trusses...)s with a total load of less than 1,000 kg, and where the uppermost point of the suspended material is lower than 3.50 m, shall necessitate a certificate of good assembly drawn up by the installer (this certificate is equivalent to an inspection document).

Special non-repetitive rigging points must be checked by a BC or BV CTS, regardless of the total load and suspension height.

"Special non-repetitive rigging points" means non-industrial, "in-house" rigging systems for maintaining the frames of stands that provide support for decorative elements, ceilings, walls, lighting, sound systems, screens, video displays, advertising and signage.

These provisions are summarised in the following table:

Installations	Total load and height (h)	Inspection body		
		BC / BV CTS*	TC**	INST ***
Repetitive rigging points	< 1000 kg and h < 3.50 m			X
	< 1000 kg and h < 6.20 m		X	
	< 1000 kg and h > 6.20 m	X		
	>1000 kg	X		
Non-repetitive rigging points	Regardless of the total load or height	X		

* Inspection office (BC) or office that inspects tent-like structures (BV CTS): person or body that is accredited either by the ministry with responsibility for construction (Section A1 or B1), or by the Ministry for the Interior.

Useful link: [list of accredited bodies](#)

** Competent technician (TC): a competent technician is a person with professional experience or certified training in the area of assembly and inspection of dismountable assemblies.

*** Installer (INST): a person who sets up a stand for the exhibitor or the exhibitor him-or herself.

individual decoration of stands

However, the competent technician must carry out the inspection under the following conditions:

- The points listed below must be checked by the competent technician in charge of installing the slings:
 - The installation must be in accordance with the plan provided;
 - The rigging thimbles must be checked for any irregularities;
 - Visual inspection of the cable (pinching, twisting, etc.);
 - Verification that quick links are properly closed;
 - Quick links must be positioned in the right direction;
 - Compliance with authorised sling points;
 - Compliance with the maximum sling usage angles

According to the case, at the end of these checks, the certificates drawn up by the Competent technician, qualified and experimented with french regulations, skilled and qualified (TC**) or by a control body accredited by the Ministry for the Interior (red section on below diagram) shall be issued to:

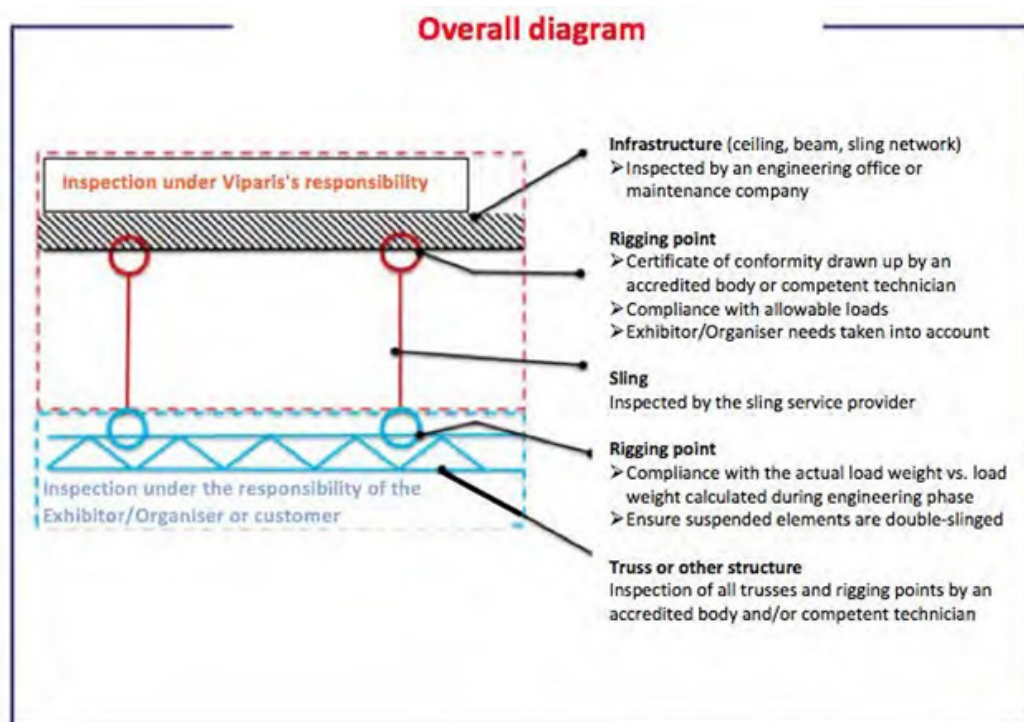
safisalons@handisecur.com (Fire & Safety manager for SAFI), at least 3 days before the opening of the booth with public. This certificate must be at disposal of our French fire authorities ;

- The points listed below must be checked by the competent technician, qualified and experimented with french regulations from the installer of the suspended structures:
 - Conformity of the installation with specifications in the manufacturer's technical notice and, in particular, compliance with the load charts and any calculation notes, light bridges installed in the proper direction, inspection of installation of rigging clips, etc.;
 - Use of hoisting equipment that have been duly checked (periodic

inspection according to the standards in force) and that are of equal power and synchronised;

- Compliance with the technical specifications established by the event organiser;
- Compliance with the specifications indicated on the plan provided and compliance with the site's technical specifications;
- Use and implementation of hoisting accessories (cables, slings, shackles, quick links...) in compliance with the standards in force;
- Compliance of the rigging points on the suspended structures with the standards in force in coherence with the loads to be supported;
 - Installation of safety slings in a taut position, particularly for electric hoists;
 - Double securing of technical elements installed on the lighting truss or the suspended structure, e.g. spotlights, screens, speakers, signage elements, etc.

At the end of these checks, dated and signed certificates (blue portion on below diagram), comprising the aforementioned points and drawn up by the body or bodies accredited by the Ministry for the Interior or the competent technicians, shall be provided to the mandated Safety Officer (see "Fire Safety Regulations - Important prelude") who, in accordance with the provisions of the Fire Safety Regulations, shall be responsible for ensuring compliance with the requirements of the specifications referred to in Articles T 4 and T 5. This handover shall be carried out prior to the opening to the public of the event in question.



individual decoration of stands

stand openings and recessed partitions

You are reminded that you cannot enclose stands enjoying a corner position (stand islands) in the interests of neighbouring exhibitors. Stands must be broadly open-sided, all individual stand decoration 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 1,80m
- 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 hall 7).
- 3.50 m on hall 7.

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

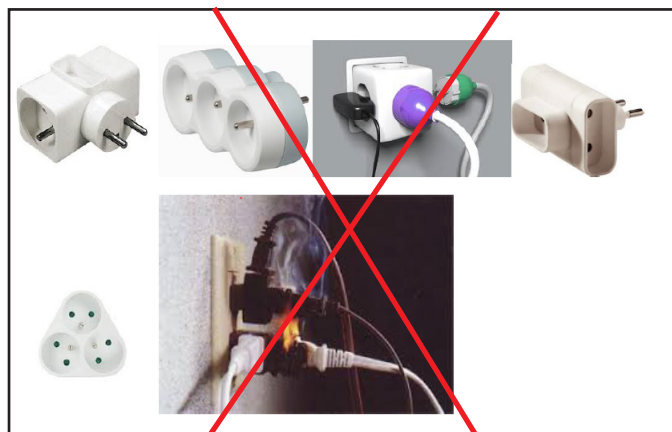
Maximum construction height is 5m in all the halls.

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.

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.



general decoration

stand boundaries

It is imperative that no exposed product, decoration element, furniture, signboard, structure, electrical switchbox, 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 3m (except the metal pillars in the central portion of the exhibition).

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

miscellaneous

insurance

Your stand reservation includes insurance coverage, for the period of Monday 15th january 2024 at 8.00 am to Tuesday 23th january 2024, at 12.00 pm, 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.

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>

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

Mrs Isabelle FERRANDES 06 87 99 86 59
safisalons@handisecur.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

ATTESTATIONS & CONFORMITY CONTROL

Certificates to be returned to the Security Officer by e-mail mentioning the name of the stand, the Hall number, the stand number

Certificate of electrical conformity
<https://e2s.j-doc.com/s/2PwrxeZ6a4oQTfw>

Attestation of proper assembly and strength of a booth
<https://e2s.j-doc.com/s/pD6fGi4j5kxZJiC>

Certificate of compliance for the hanging of any work suspended from the slings
The certificate of strength of the suspended structures can be, depending on the case, a self-checking document or necessarily a regulatory report established by an Approved Control Office

The self-checking certificate can be downloaded below and explains the limits of its use.
<https://e2s.j-doc.com/s/9bntLxHRcNCkgj5>

Certificate of strength for suspended elements supported by the structure of the stand
<https://e2s.j-doc.com/s/9bntLxHRcNCkgj5>

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:

Mrs Isabelle FERRANDES 06 87 99 86 59

Port. : +33 (0)6 43 42 52 96

safisalons@handisecur.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.

Exhaustive list of approved laboratories in Europe :

https://ec.europa.eu/growth/tools-databases/nando/index.cfm?fuseaction=directive.notifiedbody&dir_id=33&locale=en

construction and fitting-up of stands

fire resistance classification

Partition walls and bulky furniture

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.

Euroclass of the product to be implemented			Regulatory requirement
A1			Non-combustible
A2	s1	d0	M0
A2	s1	d1	M1
A2	s2 / s3	d0 / d1	M1
B	s1 / s2 / s3	d0 / d1	M1
C	s1 / s2 / s3	d0 / d1	M2
D	s1 / s2 / s3	d0 / d1	M3 / M4 (Non-drip)
E	E-d2 to F		M4
BFI	s1 / s2		M4

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 M1. 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 : safisalons@handisecur.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

obligations of exhibitors

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 and the requirements set out in VIPARIS Specifications. 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 finishings, 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.).

The use of wall hangings, curtains and veiling is prohibited across exit accesses. They can be used in other cases, provided they are made of Category M2 materials. Given the temporary nature of events, horizontally-deployed awnings are permitted throughout the length of events. Horizontal awnings shall be supported by a wire mesh on a grid measuring at least 1 m x 1 m.

covered stands and stands with upper floors

Stands and premises with ceilings, drop ceilings or solid awnings, must meet all three of the following conditions:

- They must have a surface area of less than 300 sqm,
- There must be at least 4 metres between each such stand,
- The total surface area of all ceilings and solid drop ceilings (including those at stands with upper floors) must not exceed 10% of the hall's surface area.

The reaction-to-fire ratings of installation materials must be able to be demonstrated:

- either via an NF reaction-to-fire rating ;
- or through the presentation of a reaction-to-fire report drawn up by an accredited French laboratory ;
- or by meeting the fire classification conditions set out in Appendix 21 of the Order of 30 June 1983.

Stands with upper are not authorized on the exhibition.

specific declarations and permits

1. machinery and equipment displayed in operation

The Exhibitor is wholly liable for all presentations and demonstrations. Machinery and equipment displayed in operation must not pose any risk to the public and must be reported in writing to the Organiser.

If machinery and equipment is displayed at a fixed location, whether in operation or otherwise, it must include devices for keeping hazardous elements out of the reach of visitors moving through the aisles.

This requirement is considered met if the hazardous element is more than one meter from the aisle designated for the public or if it is protected by a rigid screen.

The following are considered hazardous components:

- moving parts ;
- hot surfaces ;
- pointed ends and sharp edges.

If machinery or equipment is displayed in action, members of the public should be restricted to a protected area at least one meter from the machinery; this distance may be increased upon a recommendation from the safety committee, based on the risks posed. If equipment with a hydraulic actuator is displayed in a raised static position, there must be multiple hydraulic safety devices or they must be supplemented by a mechanical device to prevent any unexpected collapse. All equipment must be properly stabilised to prevent it falling over.

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

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 are 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

use of the spaces

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 must 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.

3. DECORATIVE ELEMENTS

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

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 ;
- include a framework classified C-s3, dO or be made of Category M3 materials ;
- be fully contiguous, including the steps and, if any, the risers of the stairways and tiered seats ;
- the lower parts must be free of any combustible materials. They must be made unusable and inaccessible to the public by means of an outer partition classified C-s3, dO or Category M3, and only comprising openings for inspections.

These lower parts must be divided into cells of a maximum surface area of 300 sqm by partitions classified B-s2, dO or Category M1. Removable technical floors will be classified BFL-s1 or Category M1. The reference service load values are those indicated in standard NF P 06-001, based on the nature of the premises in which the flooring is installed.

The provisions contained in standards NF P 01-012 and NF P 90-500 relating to handrails are applicable to these constructions and the steps used to access them, in order to prevent falls and withstand pressure from the crowd. However, the handrail requirement does not apply to the front of a stage, so long as the number of persons using the construction is strictly limited to the number of people necessary for the show or event.

These requirements do not apply to movable or openwork steps.

Gaps between tiered seats or along lanes, shall comply with the dimensions laid down in the standard governing railings: a gap no more than 0.18m in height between two levels of tiered seating, and a horizontal distance of not more than 0.05m between two levels of stepped flooring.

These installations must be capable of withstanding 250 kg/m³ if their surface area does not exceed 50 sqm and 350 kg/sqm if they do. They and their access stairs must be fitted with handrails to prevent falls and to withstand pressure from the crowd. They must comply with standard P 01-012 whenever the difference in elevation is greater than or equal to 1 m.

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.

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.

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.

access to emergency equipment (fire hoses, etc..) and exits

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.

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:

list of accredited inspection bodies

You will find below the list of Inspection offices (BC) or offices that inspect tent-like structures (BV CTS) that are accredited either by the ministry with responsibility for construction, or by the Ministry for the Interior.

ORGANISMES AGRÉÉS / ACCREDITED BODIES			
ORAGNISMES / BODIES	ADRESSE / ADDRESS	TELEPHONE /PHONE NUMBER	AGREMENTS*
APAVE ALSACIENNE SAS	2 rue Thiers BP 1347 68056 MULHOUSE Cedex	+33 3 89 46 43 11	A1 + D
APAVE NORD-OUEST SAS	340 av de la Marne 59700 MARCQ EN BAROEUL	+ 33 3 20 42 76 42	A1 + D
APAVE PARISIENNE SAS	13-17 rue Salneuve 75854 PARIS Cedex 17	+ 33 1 40 54 58 16	A1 + D
APAVE SUDEUROPE SAS	310 Rue de la sarriette 34130 SAINT AUNES	+33 4 67 15 60 10	A1 + D
BATIPLUS	261 rue de Paris 93100 MONTREUIL	+ 33 1 43 43 37 34	A1 + D
BUREAU VERITAS CONSTRUCTION	9 cour Triangle de l'Arche 92800 PUTEAUX	+ 33 1 55 24 70 00	A1 + D
CONTRÔLE G	8, rue Charles Deguy 91230 MONTGERON	+ 33 9 82 50 61 49	A1 + D
DEKRA INDUSTRIAL	rue Stuart Mill ZI magre BP 308 87008 LIMOGES Cedex 1	+ 33 5 55 58 44 45	A1 + D
JPS CONTROLE	52 rue du capitaine guynemer 92400 COURBEVOIE	+ 33 1 43 34 90 24	A1 + D
POINT CONTROLES	1, allée Emile Cohl - 77200 TORCY	+ 33 9 87 57 05 50	A1 + B1
PREVENTEC	Bâtiment HERMES 407 rue Salvador Allende 59120 LOOS	+ 33 3 20 42 10 10	A1 + D
QUALICONSLT	1 bis rue du Petit Clamart 78140 VELIZY VILLACOUBLAY	+ 33 1 40 83 75 75	A1 + D
RISK CONTROL	38 rue de villiers 92300 LEVALLOIS PERRET	+ 33 1 83 75 00 00	A1 + D
SOCOTEC	90-112 Avenue de la liberté - 8/12 sur Parc 94700 MAISONS-ALFORT	+ 33 1 41 79 34 10	A1 + D
SUD-EST PREVENTION	17, Chemin Louis Chirpaz 69134 ECULLY	+ 33 4 72 19 21 30	A1 + E4

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 wheel chair. 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:

Isabelle FERRANDES

safisalons@handisecur.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

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.

- Decree of 27 February 2019 amending various provisions relating to the accessibility to people with disabilities of collective residential buildings and individual houses during their construction, establishments open to the public during their construction and installations open to the public during their development, establishments receiving the public located in an existing built environment and existing facilities open to the public.

Link to the version annotated by the Safety Manager in terms of expectations for booths:

<https://e2s.j-doc.com/s/JdgSorcdXFbdK8H>

general regulatory requirements

In compliancy 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.

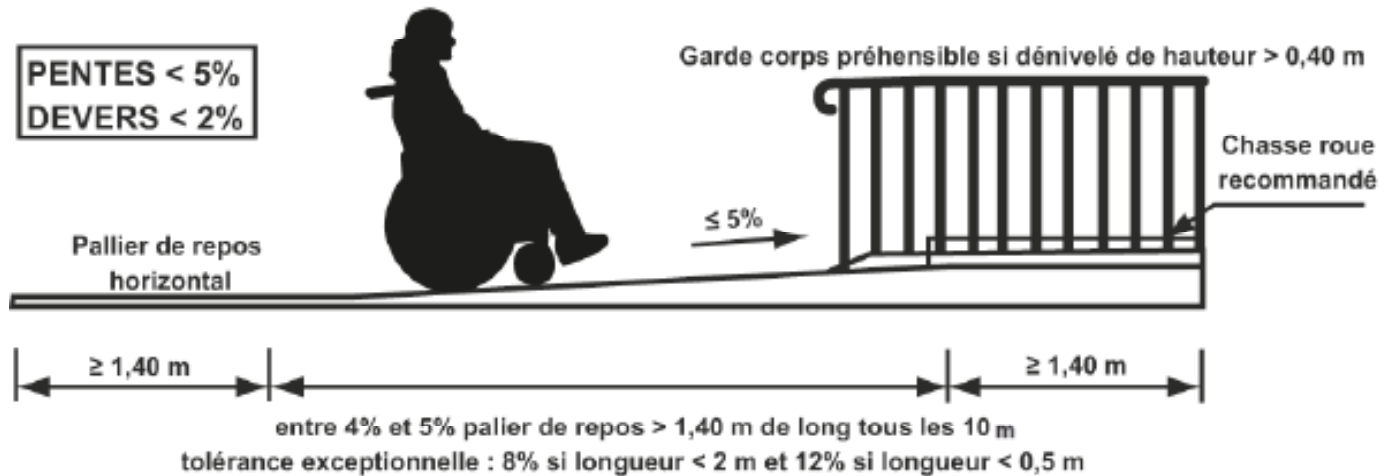
- All booths with raised flooring of more than 2 cm must include an inclined accessibility slope (ramp) which conforms to the following specifications: 5% over 10 m, 8% over 2 m, and 10% over 0.50 m.
- Internal circulation within booths must allow for a minimum width

of accessibility of 1.40 m free of any obstacles, to facilitate visitor traffic flow.

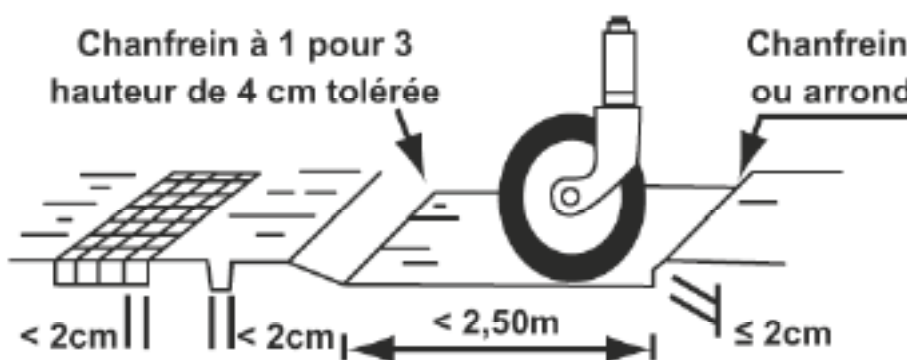
- When a temporary narrowing of space is unavoidable, the minimum width of accessibility may, over a short length, be between 1.20 m and 1.40 m to maintain proper visitor traffic flow between a pedestrian and a person in a wheelchair.
- Flooring or floor coverings on the accessible pathway must be free 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

CHEMINEMENTS : USUELS ET LES PLUS DIRECTS

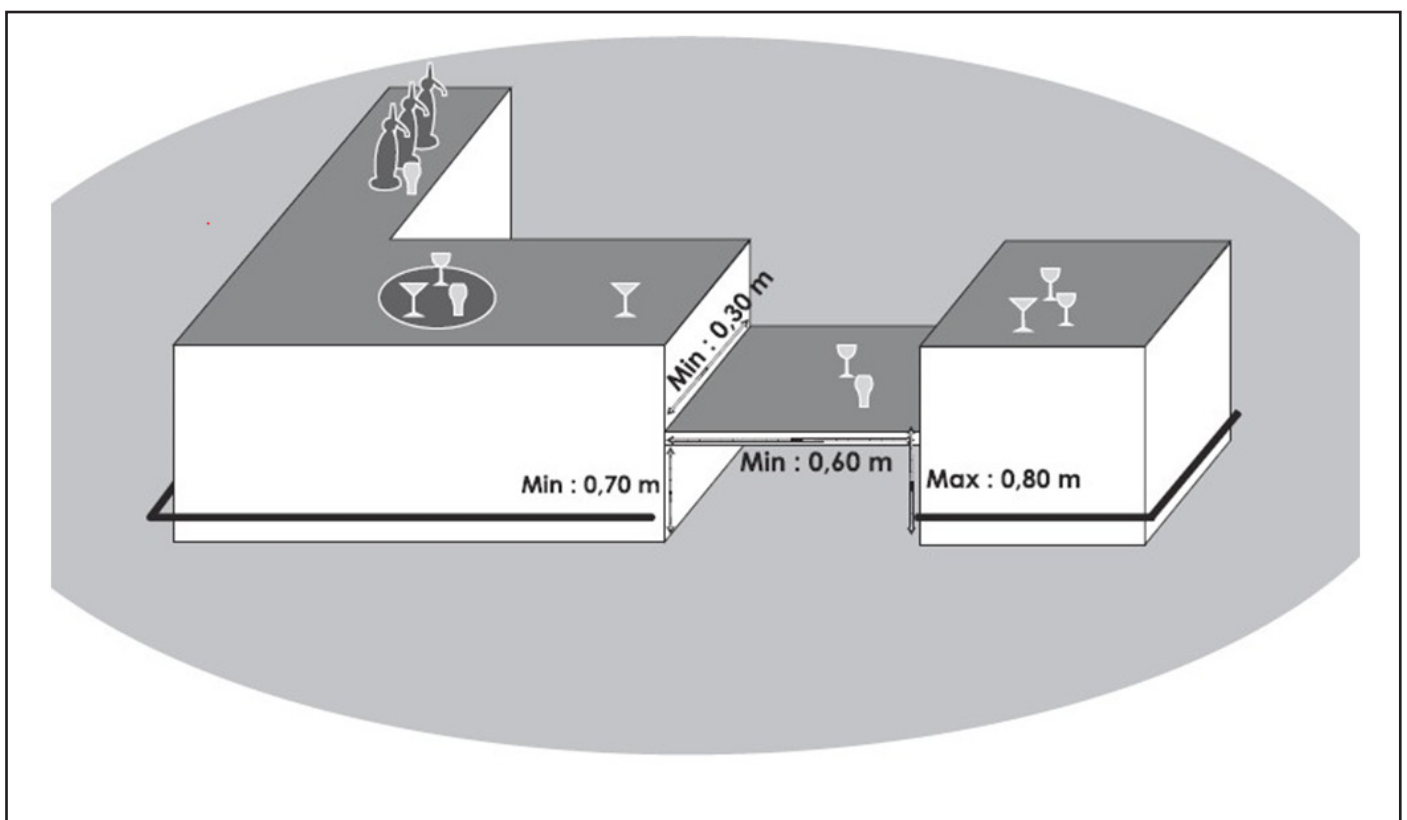
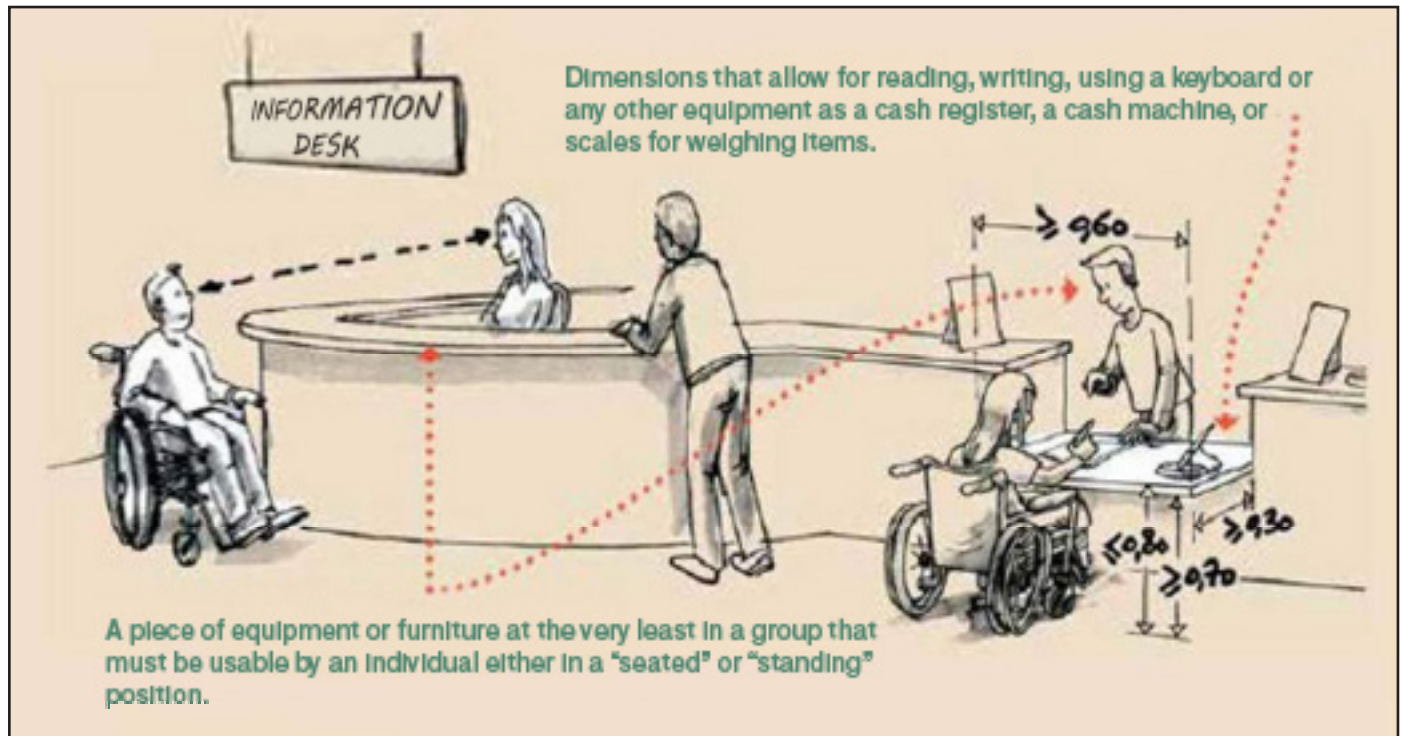


GRILLES TROUS OU FENTES ET RESSAUTS



**SOL NON MEUBLE ET NON GLISSANT
SANS OBSTACLES A LA ROUE**

dimensional and quality requirements



GENERAL RULES OF MAISON&OBJET

Exhibitor admissions procedure (Document to be kept)

GENERAL PROVISIONS

Article 1 – General

The exhibitor acknowledges the organiser's role as overall coordinator of the show with respect to its participants (exhibitors, visitors, etc.) and other associates (public authorities, service providers, etc.).

The terms and conditions of organisation of the show, notably the dates the show will be held, the opening and closing times of the show, the venue where the show is held, and the visitors authorised to attend are determined by SAFI, hereinafter "the organiser" and may be unilaterally modified by it.

The exhibitor acknowledges that the organiser must be able to adapt the show as circumstances dictate.

Should the organiser be obliged cancel or postpone the show if he observes an insufficient amount of registrations and unless this cancellation or this postponement is the result of circumstances laid down in the paragraph below, the exhibitor will be reimbursed the amounts paid to the organiser.

The exhibitor declares to be aware of the possibility of a cancellation or postponement and in all cases 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.

If the organiser observes that the show cannot take place within the conditions foreseen owing to exceptional circumstances, whether or not these constitute a case of force majeure as per article 1218 of the French Civil Code and, in particular, whether or not these are entirely unpredictable (such as fire, flood, storm, destruction or unavailability of the venue(s) or location(s) where the show is to be held, accident, incidental case, strike action at the local or national level, riots, risk of safety, terrorist threat, administrative ban or closure, health situation, potential consequences of the Covid-19 epidemic, cancellation of the participation of a significant proportion of the exhibitors, restriction of movements of exhibitors or visitors, etc.), the organiser may notify the cancellation of the show. In this case, the application forms will be cancelled and any amounts paid to the organiser that are still available after the external costs incurred by the organiser as at the date of notification of the cancellation, will be divided among the exhibitors, on a pro-rata basis according to the amounts paid by each of them.

This paragraph applies notwithstanding article 1218 of the French Civil Code, which it expressly derogates from as necessary.

As a result of the terms provided above, in the event of modification, postponement, or cancellation of the show, the Parties agree that there shall be no recourse to application of the legal provisions relative to breach of contract (articles 1219 and 1220 of the French Civil Code).

The exhibitor entrusts to the organiser the task of assessing whether the show must be suspended or evacuated in the event of a threat to visitors' safety and agrees to not subsequently lodge a complaint as a result.

The exhibitor shall undertake to respect and shall ensure that are respected, the instructions contained in the Exhibitor Services Manual which shall be transmitted to him or shall be available for consultation on the internet and/or exhibitor extranet.

The exhibitor is responsible to the organiser for non-observance 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, focuses its activities on maintaining development and the qualitative aspects of the areas which it represents (arts & crafts, decoration, giftware, tableware).

As an exhibitor, you can take advantage of the member 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 category list is at all times available to exhibitors and applicants at the head office of SAFI, 8 rue Chaptal 75009 Paris.

It is featured in the catalogue 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 is the representative or dealer; in the latter case, it appends to its attendance request the list of brands whose products or services it proposes to promote.

The organiser may, after examination, exclude products and/or services that it deems do not meet the aim of the show or include products and/or services not included on its list but that are of interest for the show.

Sales including immediate on-site delivery to the buyer are prohibited.

In accordance with the provisions relating to trade events, an exhibitor may neither present products that do not comply with French regulations, except products intended for foreign markets, nor carry out any misleading or abusive advertising.

The offer presented by exhibitors must comply with public policy and current laws. Accordingly, 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 regulated activities. Legal action may be brought against exhibitors who breach these provisions without prejudice to any measures taken by the organiser in order to end this breach.

Exhibitors accept full liability for their products and actions in relation to third parties: the organiser cannot, under any circumstances, be held liable. In case of request made by a third party against the organizer concerning an act or product of an exhibitor, the exhibitor shall indemnify the organizer for all costs reasonably incurred by the organizer for his defense and possible court ruling he may incur.

4.2. Surveillance of equipment - Liability

Artworks and all of the elements and equipment brought to its stand throughout the fair shall remain the exhibitor's sole responsibility and risk 24 hours a day, 7 days a week, during transport to and from the venue (stand included), handling, installation, and dismantling included. Under no circumstances shall the exhibitor be held liable concerning any of these elements.

The exhibitor expressly accepts sole responsibility for all of the risks that the above-mentioned elements and equipment may be exposed to. While respecting the security regulations, (s)he 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 notably the exhibitor'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, etc.).

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

Article 5 – Applications form

5.1 Any person wishing to exhibit must present an application form to the organiser. Unless selection 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, including in case of modifications by the organizer of the area and / or sector and the characteristics of the exhibition space solicited.

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 organizer of the area and / or sector and the characteristics of the exhibition space solicited.

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

Once the application form has been submitted on line, 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 use of the username and password (or encrypted URL where applicable) by the exhibitor for the online submission of an application form equates to the exhibitor's signature as defined by the provisions of section 1316-4 of the French Civil Code and hence acceptance of the provisions of said application form, which includes the provisions of the present general regulations. By express agreement between the Parties, it is agreed that this signature is to be conclusively deemed reliable.

Article 6 - Control of admissions

The selection committee is not obliged to justify his decisions concerning applications.

In the event that participation is refused, any sums paid by the party having presented an application of participation will be repaid, after deduction of administrative expenses incurred by the organiser and which remain due to him. The same provision applies to a party having presented an application of participation placed on the waiting list, to whom an exhibition space cannot be allocated for lack of available space when the Exhibition opens.

Acceptance of the application is certified by an unequivocal reply from the organiser to the exhibitor.

This reply may consist of an invoice addressed to the exhibitor. However, under no circumstances may it be an automatic email reply addressed to the exhibitor following an online submission. Despite initial acceptance by the organiser and even after allocation of an exhibition space, 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 bankruptcy.

This applies notably to any application by a company apparently in cessation of payments between the date of the application and the Exhibition opening date.

However, where a company is authorised by a court to continue its operations, the organiser may, of his will, decide to maintain the application.

Article 7 – Use of the exhibition space

Without the organiser's prior consent in writing, an exhibitor, within the framework of the organisation services he acquired, shall not transfer, sub-let or share, with or without payment, all or part of his space or services which he has within the Exhibition.

Nonetheless, several exhibitors may be authorised to make a joint presentation, on condition that each of them has obtained prior permission from the organiser and has submitted a joint attendance request.

Article 8 – Withdrawal

In the event of withdrawal or non-occupancy of the exhibition space for any reason whatsoever, the sums paid by the exhibitor for the organisation service and ancillary costs shall be automatically carried over to one of the two next editions of the show under the following conditions:

- If cancellation of the exhibitor's participation is made 42 or more days before the show opening date: carry-over of 100% of the sums paid by the exhibitor to the organiser to one of the two next editions of the show.
- If cancellation of the exhibitor's participation is made 41 or fewer days before the show opening date: 15% of the amount including VAT of the organisation service and ancillary costs shall, under all circumstances, be retained by the organiser. The sums paid by the exhibitor to the organiser shall therefore be carried over to one of the two next editions of the show, less the sums equal to 15% of the total amount including VAT of their participation which shall be permanently retained by the organiser.

Cancellation by the exhibitor of their participation shall take effect on the receipt date by SAFI of the written request by the exhibitor requesting cancellation (by email with acknowledgement of receipt or by registered letter with acknowledgement of receipt).

It is furthermore stated that any sums carried over in the event of withdrawal by the exhibitor, under the above conditions, may not, in any case, be refunded for whatever reason. Were the exhibitor not to participate in one of the two next editions of the show, as of the edition from which it has withdrawn, the sums paid by the exhibitor would then be permanently retained by the organiser.

An exhibitor shall be deemed to have withdrawn if, for any reason whatsoever he should fail to take possession of his exhibition space 24 hours before the day on which the Exhibition is due to open. The organiser may therefore dispose of the defaulting exhibitor's exhibition space and the latter shall have no right to claim 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 revised by the organiser if there is a modification to tax charges.

Article 10 – Terms of payment

Payment for the organisation services and other associated costs is to be made by the settlement dates and by methods fixed by the organiser.

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 belatedly allocated an exhibition space.

Article 11 - Failure to pay

If an exhibitor should fail to pay on due dates and by the specifications stipulated in the preceding article, the organiser shall be entitled to apply the conditions contained in article 6 "Withdrawal". Moreover, any late payment shall also entail the application of interest at the Eonia rate increased by five (5) points. This interest shall be due as of right, and shall be calculated against the aforementioned sum from the date upon which the payment should have been made until the effective date of payment.

A recovery fee of 40 euros will be automatically due to the organiser in case of any failure to pay on due dates. Such fee will be due in addition to any indemnity due to the debtor.

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 requests made by the exhibitor, of 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.

Due to its role in coordinating or organising, the organiser may be forced to modify the size and layout of the areas requested by the exhibitor. Such modification shall not entitle the exhibitor to unilaterally terminate his engagement to participate.

An exhibitor is notified of the location of the exhibition space and as a result the visual communication allocated to him by means of a layout. This layout gives the characteristics of the exhibition space as precisely as possible. Where possible, it is the exhibitor's responsibility to verify the conformity of the layout before setting up his exhibition space.

The organiser is not liable for any difference between the characteristics given on the layout and the actual measurements of the exhibition space.

The layout shows the general layout of the other exhibition spaces surrounding the site allocated.

These indications, valid on the date the layout is drawn up, are given for information only and are liable to modifications which may not be able to be communicated to the exhibitor.

Any complaints about the position shown on the plan must be submitted within eight days of receipt of the plan by the exhibitor. Beyond this deadline, the proposed position is considered to have been accepted by the exhibitor.

The organiser cannot under any circumstances either reserve a position or guarantee 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

Exhibition spaces installation is in accordance with the plans drawn up by the organiser.

Exhibitors are solely responsible for the specific decoration of their own exhibition spaces. They shall comply with safety regulations issued by the public authorities and adhere to the general layout for decoration and signage drawn 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 may make its permission dependent on the signing, by the attendee, of an agreement to transfer to it the rights for the promotion of the show.

The height of the exhibition spaces must not exceed 2,50 m.

The organiser reserves the right to require that any fitting detrimental to the general appearance of the Exhibition, to neighbouring exhibitors or the public, or which does not conform to the layout and model submitted for his prior approval, shall be removed or modified. The organiser may withdraw an authorisation already given in the event of hindrance caused to neighbouring exhibitors, to circulation or to the running of the Exhibition.

Promotional announcements and recruitment, irrespective of the fashion in which they are carried out, are formally prohibited.

Prospectuses, brochures, catalogues and/or documents relating to the products and brands exhibited, may only be distributed by exhibitors on their stand. Their distribution on the event site and in its immediate surroundings is strictly prohibited.

Article 14 - Deinstallation

The organiser declines all responsibility 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 venue halls 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 show (carpets, scotch-tapes, sand, coverings etc.).

Any damage to the Exhibition Centre 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 after the show.

ASSEMBLY / DISASSEMBLY DEADLINES

Article 15 - Assembly and disassembly of the exhibition space

The organiser sets the schedule for 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 tidying after the show.

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 deadline set by the organiser.

The organiser may have carried out, at the exhibitor's expense and risk, work that has not been carried out by the exhibitor within the deadlines set and without being held liable for total or partial damage or losses, which the exhibitor unreservedly accepts.

In the event of non-disassembly of the stand by the exhibitor within the given deadlines, the organiser 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, failure by an exhibitor to meet the booth occupancy deadline authorises the organiser to claim the payment of late-occupancy penalties and damages.

Article 16 - Specific authorisations

Any installation of machines, equipment or structures which cannot be carried out without using exhibitor space allocated to another exhibitor may only be done with the authorisation of the organiser and on the date fixed by him.

Article 17 - Goods

Each exhibitor personally provides for the transport and receipt of goods delivered to it. It must follow the organiser's instructions regarding goods delivery and pick-up regulations, particularly regarding movement of vehicles and service providers on the show premises.

Products and equipment installed on the show premises cannot, on any grounds whatsoever, be removed during the show.

CLEANING

Article 18 - Cleaning

Each exhibition space is cleaned in accordance with the conditions and at times notified by the organiser to the exhibitor.

INSURANCE

Article 19 - Public liability insurance

19.1 - Organiser's public liability insurance

The organiser subscribes to an insurance policy covering the financial consequences of its public liability in his role as organiser.

Exhibitors may ask the organiser to provide them with an insurance attestation specifying the nature of the risks covered the limits of the cover and the period of cover.

19.2 - Exhibitor's public liability insurance

The exhibitor must take out an insurance policy covering the financial consequences of its public liability as exhibitor and, particularly, liability it is likely to incur to any third parties including the companies that own and manage the premises on which the show is held, during the entire show (including assembly and disassembly). This insurance must be taken out with a company well known to be solvent and cover the exhibitor for sufficient amounts.

The exhibitor agrees to send a copy of this policy to the organiser upon first request therefrom.

Article 20 - Exhibitor's comprehensive Insurance

Exhibitors must be insured via the organiser against risks to the items presented.

This comprehensive insurance coverage casual loss or damage to goods belonging to an exhibitor or of which he has charge. The coverage shall take effect from the moment said items are deposited at the exhibition space of the exhibitor. The coverage shall take termination from the moment said items leave the exhibition space at the end of the exhibition.

The following are covered, within the coverage limit of 15,000€:

- items exhibited, display equipment, furniture and all other goods intended for inclusion on the exhibition space;
 - property hired or lent, including the exhibition space or the exhibition module supplied by the exhibition organisers,
 - Audio-visual material and Plasma/LCD screens.
- The exhibitor is entitled, by contacting the insurer, to take out additional optional coverage (see terms in the Exhibitor Guide).

Article 21 - Exemption clauses and exclusions

A - For the coverage stated in paragraph "Comprehensive risk insurance for exhibition spaces and items exhibited" of article 20, the exemption per claim is :

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

B - The main exclusions from coverage are (no exhaustive list) :

- (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, supersonic bang.
 - (b) Loss or damage to goods in the open air, caused by theft or bad weather.
 - (c) Financial loss, including loss of money and indirect loss.
 - (d) Variation in temperature deliberately caused by a supplier.
 - (e) Electrical or mechanical break-down or malfunction.
 - (f) Staff injury.
 - (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) Inventory deficiency.
 - (i) Personal effects and objects, jewellery and master pieces, cameras, radios, electronic pocket calculators and all other objects which belong to natural persons directly or indirectly participating in an event.
 - (j) Telephones plugged into or connected to the telecommunication network.
 - (k) removable software programs and packages.
 - (l) Theft of audio-visual equipment used for advertising purposes (such as VCR's, laptop computer, cameras, camcorders) when these goods, during closing hours, are not stored in a specific piece of furniture and/or a room equipped with a safety lock.
 - (m) Theft of cash and paper securities, cheques and of any means of payment.
 - (n) Drones and Robots.
 - (o) Scratches, chips and scuffs.
- (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 may be covered by exhibitors' multi-risk insurance, within the limit 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 fuel or equipped with lockable fuel tank caps (and in this precise instance only contain a small amount of fuel).
- For 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 alone take precedence in the settlement of any claims.

Excluding malicious mischief by the lessor of the premises on which the show is held, the exhibitor shall waive any recourse against the lessor and its insurers,

- for any material damage caused to the exhibitor as a result of fire, explosion, electrical damage or water damage for which the lessor is liable,

- as well as for any consequential and/or non-consequential non-material damage, and particularly operating losses, suffered by the exhibitor and for which the lessor is liable, irrespective of the cause thereof.

The exhibitor irrevocably agrees that the insurance policies that it takes out include an identical waiver of recourse by its insurers.

Furthermore, the exhibitor and its insurance company abandon rights of recourse against SAFI, its insurance company, any other exhibitor and any company acting in their name, due to any corporal, material and/or immaterial, direct or non-direct, fire, explosion or water damage or "business loss".

Article 22 - Operation of the coverage

Any claim must be notified in writing to the organiser.

Failing which the insured party loses his right to claim from the insurer, all claims must be moreover notified to the insurance company, on the standard forms which are available to the exhibitor, within

twenty-four hours in the case of a theft or within five days in the other cases, stating the circumstances of the claim and the approximate total sum of the loss.

All thefts must be notified by the exhibitor to the police department having territorial jurisdiction over the exhibition premises. The statement to the police must be attached to the claim.

To obtain payment in compensation, the exhibitor must produce detailed inventories 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 organiser cannot be held responsible for any difficulties arising during these formalities.

Article 25 - Intellectual property rights

The exhibitor ensures the organiser that he holds or had obtained all Intellectual Property Rights held in equipment or products/ creation/ trade mark which he exhibits or permission for this exhibition. The organiser will accept no responsibility in this regard.

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

The exhibitor entitles the Organiser 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/ trademarks exhibited, for all communication tools of the trade show (Internet website show's, official catalogue, invitations, plan, promotional video, newsletter, etc.) and for all tools used to promote the exhibition (picture taken on the exhibition destined to be published in a newspaper or on Internet, TV program dealing with or shoot on the exhibition...), without this list being exhaustive.

The exhibitor guarantees the organiser that it has obtained from the holders of intellectual property rights to the goods / creations / brands and others (plans, concepts, services, etc.) that it exhibits, all the rights and/or licenses necessary for the aforementioned uses. The organiser will accept no responsibility in this regard.

Article 26 – Society of collective management

The exhibitor directly deals 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.

Article 27 - Privacy and Data Protection:

The personal data provided by the exhibitor to the organiser is necessary for the fulfillment, administration, management and execution of the contract. The individual identified in the application form and later communications as the contact person for the exhibitor may be contacted by the organiser, the venue and their subcontractors for the purposes of facilitating the participation of the exhibitor at the show and appropriate marketing of related services which may also include entry of the Exhibitor on the Event website and in the Event directory, arranging introductions to or appointments with certain Event visitors, and appropriate marketing of related services and products, subject to the Event's privacy policy which is displayed on the Event website.

Regarding the personal data that the exhibitor may have access to and process as part of its participation in the show, the exhibitor agrees to comply with all applicable obligations as a "data controller" under the " *Data Protection Laws* " without this involving any transfer of rights, such as copyrights on the organiser databases or on the databases of any other owner. The term " *Data Protection Laws* " means any laws, rules, regulations, directive, decrees, orders or other legal requirements relating to the protection or processing of Personal Information, including General Data Protection Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 ("GDPR"), and any implementing, derivative or related legislation, rule or regulation of the European Union, a member state of the European Economic Area, Switzerland, or the United Kingdom, as may be applicable.

The exhibitor shall implement and maintain appropriate technical and organizational security measures in such a way as to meet all of the applicable requirements of the GDPR (including all measures required pursuant to Article 32 of the GDPR), 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*.

Article 28 – Badge scanners

It may be possible to reserve badge scanners and/or Smartphones equipped with a badge scanner application (hereafter referred to as "scanners") for a fee. These scanners are tested by the supplier before being made available to the exhibitor and are deemed to be in good working order. The exhibitor is responsible for using the scanner properly during the event (i) to allow proper data backup and (ii) for returning the equipment to the supplier at the close of the event. The organiser shall accept no liability in the event of improper handling of the equipment by the exhibitor.

The scanner shall be used by the exhibitor for scanning the badges of show visitors and attendees who visit their stand at the event. The exhibitor will receive the visitors or attendees name, company and contact details that the exhibitor may use for the purposes of promoting the exhibitor's products and services. The exhibitor shall not share the personal data of the show visitors or attendees with its affiliates or with third parties for their marketing purposes unless the visitor or attendee consents.

CATALOGUES

Article 29 - Catalogues

The organiser reserves the 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, in paper and electronic form, is provided by exhibitors at their sole risk on the show's website. The organiser cannot be held liable for omissions or errors in reproduction, typesetting 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 materials (visit guides, site plans on the walls, etc.).

The exhibitor guarantees that the names, logos and, more generally, all the content provided by it for publication on the show's website or in the official catalogue or another document (visit guides, site plans on the walls, etc.), do not infringe upon the intellectual property rights of a third party and are not libellous, obscene, indecent, blasphemous or illegal.

The exhibitor agrees to indemnify the organiser and cover any damages, losses of profits, losses of reputation, incidents, costs and expenses suffered or incurred by the organiser due to a breach of the aforementioned guarantee.

The organiser reserves the right to modify, remove or group entries wherever he judges this to be useful as well as to refuse an entry to or modify texts for paid advertisements if they may cause harm to other exhibitors.

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 exhibitors.

Unused "exhibitors passes" may be neither returned nor reimbursed after the organiser has issued them against payment.

Article 31 - Invitation cards

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

Any unfair request and/or any other use may be result in legal proceedings.

Cards which remain unused may be neither returned nor reimbursed after the organiser 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 160 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 interrogation and arrest by the police. The penalties incurred range from a fine of 3,750€ to 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 regulatory provisions on the policing of these places (Art. 446-1. of the French Criminal Code (*Code Pénal*)).

SAFETY

Article 34 - Safety

The exhibitor must comply with the security measures imposed by the administrative or judicial authorities, as well as any security measures taken by the organiser and must also enable their verification. The organiser reserves the right to verify that these measures are respected.

Surveillance is exclusively incumbent to the exhibitor and performed under the organiser's supervision ; its decisions regarding the implementation of the security rules must be executed immediately.

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-conformity 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 exhibitor grants as a guarantee to the organiser a lien 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 meaning of the French version of the General Rules.

Article 36 - Modification of the regulations

The organiser 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 insofar as possible an equivalent effect.

Article 37 - Limited liability

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, is limited, all damages included, to the sum of 15,000€ (fifteen thousand euros) plus a sum equivalent to the attendance fee paid by the exhibitor in question.

The aforementioned attendance fee includes, definitively, the amount excl. VAT featured on the attendance request signed by the exhibitor, irrespective of subsequent circumstances, such as amendments made in accordance with article 7, or the termination of the contract.

In the event that the exhibitor receives benefits in accordance with the insurance policy mentioned in article 20, these benefits are accordingly deducted from any sum due by the organiser to the exhibitor; if a sum has already been paid by the organiser to the exhibitor, the aforementioned benefits are paid on by the exhibitor to the organiser.

This clause applies even if the third party or member of staff for which the organiser is liable has committed gross negligence, wilful or even intentional misconduct.

This clause applies even in the event of termination of the contract.

Article 38 - Objections - Time-barring

In the event of objection or dispute, irrespective of the grounds thereof, 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.

The parties expressly relinquish the enjoyment of the provisions laid down in article 1195 of the French Civil Code relative to unpredictability and in article 1223 of the French Civil Code relative to the reduction of prices in the event of breach of contract.

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-barring 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 EXCLUSIVELY GOVERNED BY FRENCH LAW. ANY DISPUTE SHALL BE SUBMITTED TO THE EXCLUSIVE JURISDICTION OF THE PARIS'S COURT AND THE FRENCH VERSION OF THIS TEXT WILL BE REFERRED TO.

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 posting of employees

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 Direccte (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.

More information on:

<https://travail-emploi.gouv.fr/droit-du-travail/detachement-des-salaries>

Declaration prior to posting of employees:

<https://www.sipsi.travail.gouv.fr/#/auth/login>

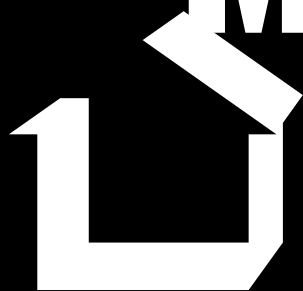
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