

# SIA'PRO

SALON INTERNATIONAL DE L'AGRICULTURE  
TECHNOLOGIES ET SOLUTIONS AGRICOLES

23>25  
FEV 2025  
Paris Expo  
Porte de  
Versailles

CONJOINTEMENT AU :



22 FEV > 02 MARS 2025  
PARIS EXPO PORTE DE VERSAILLES



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**ACCESS, TRAFFIC & PARKING**

**ACCES TO THE EXHIBITION CENTER**

**Paris expo Porte de Versailles**  
**Comment y accéder**  
**How to get there**

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

**Navettes aéroport depuis la Porte Maillot / Airport shuttles from Porte Maillot :**  
 → Cars Air France  
 Air France Coaches  
 → Navettes Aéroport de Beauvais  
 Beauvais Airport Shuttles

**Depuis l'AÉROPORT D'ORLY OUEST ou SUD / From ORLY AIRPORT WEST or SOUTH**  
**Orlyval jusqu'à Antony / Orlyval to Antony**  
 → RER B direction Mitry-Claye ou Aéroport Roissy - Charles-de-Gaulle jusqu'à Cité Universitaire  
 RER B direction Mitry-Claye or Roissy - Charles-de-Gaulle Airport to Cité Universitaire  
 → Depuis Cité Universitaire, tramway T3 direction Pont du Garigliano jusqu'à la station Porte de Versailles - Parc des expositions / From Cité Universitaire, T3 tramway direction Pont du Garigliano to the Porte de Versailles - Parc des Expositions station  
**Orlybus direction Denfert-Rochereau / Orlybus to Denfert-Rochereau**  
 → RER B direction Saint-Rémy-lès-Chevreuse jusqu'à Cité Universitaire  
 RER B direction Saint-Rémy-lès-Chevreuse to Cité Universitaire  
 → Depuis Cité Universitaire, tramway T3 direction Pont du Garigliano jusqu'à la station Porte de Versailles - Parc des expositions / From Cité Universitaire, T3 tramway direction Pont du Garigliano to the Porte de Versailles - Parc des Expositions station

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

**Liens utiles / Useful links**  
 www.adp.fr  
 (Aéroports de Paris / Paris Airports)  
 www.voyages-sncf.com  
 (pour un voyage en train for train travel)  
 et www.parisinfo.com  
 (Office du Tourisme et des Congrès de Paris / Paris Tourism Office)

More information about the access solutions to SIA'PRO (car, train, fly),

[LINK HERE](#)

**ACCESS, TRAFFIC & PARKING**

**ACCESS TO PAVILION 7.2**

<b>Delivery address</b>	<p>SIA'PRO 2025  <b>EXHIBITOR – STAND NUMBER</b>  <b>CONTACT ON SITE FOR THE RECEPTION (WITH MOBILE PHONE NUMBER)</b>          PARIS EXPO - PORTE DE VERSAILLES          1, place de la Porte de Versailles          75015 PARIS</p>
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Plan arrêté au 15/09/2024, susceptible de modifications / Plan as at 2024/09/15, subject to modifications.

## ACCESS, TRAFFIC & PARKING

### ACCESS TO PAVILION 7.2

	Stands	Dates	Vehicles	Pavilion	Access gate	Parking	Exit gate
Build-up	Bare stands	20/02: 2.00 pm – 7.00 pm 21/02: 8.00 am – 7.00 pm 22/02: 8.00 am – 10.00 pm	LCVs and HGVs	7.2	D	Close to the pavilion	D
	Equipped stands	22/02: 8.00 am – 10.00 pm	LCVs and HGVs	7.2	D	Close to the pavilion	D
Opening days		from 23 to 25/02	<ul style="list-style-type: none"> <li>▪ Deliveries authorized from 7.30 am to 8.30 am at Gate D</li> <li>▪ <b>Deliveries must be completed within one hour</b></li> <li>▪ No parking or storage of any kind is authorized inside the Parc des Expositions</li> <li>▪ Stopping and parking forbidden on the traffic movement corridors</li> <li>▪ No parking on the safety perimeters, as soon as open to the public</li> <li>▪ EXHIBITOR &amp; VISITOR CAR PARKS OPEN 7.00 am TO 11.00 pm</li> </ul>				
Dismantling	Equipped stands	25/02: 7.00 pm – midnight	LCVs and HGVs	7.2	D	Close to the pavilion	D
	Bare stands	25/02: 7.00 pm – midnight 26/02: 7.00 am – 2.00 pm	LCVs and HGVs	7.2	D	Close to the pavilion	D

## ACCESS, TRAFFIC & PARKING

### TRAFFIC IN THE PARK

Traffic inside the Park is subject to measures. You must comply with them and inform your installers, transporters and various suppliers.

- Don't forget to give them your stand and Pavilion number.
- Compliance with the highway code
- Speed limited to 20 km/hr
- No stopping or parking on traffic lanes
- All vehicles are prohibited from entering the pavilions.

Any offending vehicle will be removed without notice, at the owner's/offender's expense and risk.

The Parc des Expositions will have agents on hand to help you get around and park: follow their instructions carefully.

### REGISTER YOUR VEHICLE ON LOGIPASS

All vehicles involved in setting up and dismantling the event, or during delivery times when the show is open to the public, must register with **Logipass** to gain access to the exhibition centre.

Only empty light vehicles going to the car parks (and not to the logistics zones) during the assembly and dismantling phase do not need to register with Logipass.

Each company or stakeholder can create its own account. This account allows you to sign up for specific time slots. The duration of a delivery is **limited to 2 hours for vans and 4 hours for HGVs, so that** everyone can make their deliveries in good conditions.

A hotline has been set up for exhibitors / speakers who have a question at  
+ 33(0)1 40 68 11 30 / [infos-exposants@viparis.com](mailto:infos-exposants@viparis.com)

**Procedure:** <https://logipass.viparis.com/>

## ACCESS, TRAFFIC & PARKING

### PARKING

#### During set-up

Set-up / Dismantling: free parking subject to compliance with access times and the parking areas and car parks reserved for this purpose by the Exhibition Centre.

- The free car parks (P7) will close at midnight on February 22<sup>nd</sup>.
- Passenger vehicles are not allowed inside the park.
- Access for lorries will be subject to special conditions depending on how busy it is around the pavilions concerned.

During assembly, avoid the 10.00 a.m. / 1.00 p.m. period.  
Avoid deliveries the day before the exhibition opens.  
Drive your vehicles away as soon as they have been unloaded.

#### The evening of dismantling

When the show closes, only hand trolleys and flat-bed trolleys are permitted. Access to the pavilions by wheeled vehicles is authorised 2 hours after the show closes to the public, subject to the progress of the site.

Coming before the Exhibition Centre doors open means wasting time and jamming up the area.

#### During the opening period

Deliveries are authorised from 7.00 am to 8.30 am after checking at the entrance to the Exhibition Centre and obtaining a temporary delivery badge.

No parking or storage of any kind is permitted inside the Exhibition Centre. Parking is prohibited on the traffic lanes and on the safety perimeters from the time the Exhibition Centre opens to the public.

**Please note:** from **8.00 am on Sunday 23 February**, all vehicles parked in the vicinity of the pavilions must leave this area and park in the designated car park, failing which they will be removed and impounded.

### BOOK A CAR PARK

Flat-rate car park passes are available (P7) and can be booked in your Exhibitor Area.

During the show, you will be able to buy parking spaces for cars at the pay stations located in the car parks and for light commercial vehicles and trucks at the Exhibitors' Reception.

Exhibitor car parks are open from 8.00 am to 11.00 pm every day during the event.

## TIMETABLES

### ASSEMBLY/OPENING/DISMANTLING

#### EXHIBITORS TIMETABLES

		Arrival date	Timetables	Power supply timetables
Assembly	Bare stands	February 20 <sup>th</sup> , 2025	2.00 pm – 7.00 pm	X
		February 21 <sup>st</sup> , 2025	8.00 am – 7.00 pm	X
	All stands <sup>(1)</sup> (bare, basic, turnkey)	February 22 <sup>nd</sup> , 2025	8.00 am – 10.00 pm	8.00 am – 10.00 pm
Opening days		February 23 <sup>rd</sup> , 2025	7.00 am – 10.00 pm	8.00 am – 10.00 pm
		February 24 <sup>th</sup> , 2025	7.00 am – 10.00 pm	8.00 am – 10.00 pm
		February 25 <sup>th</sup> , 2025	7.00 am – 7.00 pm	8.00 am – 7.00 pm
Dismantling	All stands <sup>(2)</sup> (bare, basic, turnkey)	February 25 <sup>th</sup> , 2025	7.00 pm - midnight	7.00 pm – 8.00 pm
	Bare stands	February 26 <sup>th</sup> , 2025	7.00 am – 2.00 pm	X

(1) Delivery of Basic and Turnkey from February 22, 2025 at 8:00 a.m.

(2) The dismantling of the Basic and Turnkey stands starts at 9:00 pm, please do not leave anything in the storage rooms after this time.

#### VISITORS TIMETABLES

	Date	Timetables
Opening days	February 23 <sup>th</sup> , 2025	9:00 am – 7:00 pm
	February 24 <sup>th</sup> , 2025	9:00 am – 7:00 pm
	February 25 <sup>th</sup> , 2025	9:00 am – 7:00 pm



## ACCESS PASS

### VERY IMPORTANT: BADGES MUST BE WORN

- To enter the Exhibition Pavilions, **all visitors must be in possession of a SIA'PRO access badge**, which must be worn during the set-up, opening and dismantling periods.
- **Identity documents will be checked** at the entrance to the pavilions.
- **Safety equipment** and safety shoes must be worn, otherwise access to the pavilions will be refused during the assembly and dismantling periods.

## EXHIBITOR PASS

The exhibitor E-badge allows access to the Exhibition Centre during the set-up, opening and dismantling periods, according to the times indicated on the exhibitor timetable. (See Exhibitor Timetable - [Click here](#))

- During the **opening period**, the number of daily accesses is limited to **3** with a minimum interval of **30 minutes** between two accesses.
- You are entitled to a quota of 3-day badges calculated automatically on the basis of the surface area of your stand according to the scale shown below
- **For safety reasons, photos are compulsory.**

## ASSEMBLY/DISMANTLING PASS

Register your service providers directly online in your Exhibitor Area so that they can issue their assembly and dismantling badges.

**For safety reasons, photos are compulsory.**

The set-up/dismantling badge gives your service providers access to the Exhibition Centre during the set-up and dismantling periods at the times indicated on the badge.

**It is not valid during the opening period from Sunday 23 to Tuesday 25 February 2025**, during which time your suppliers must have an exhibitor badge.

## DECORATION RULES

The architecture and decoration regulations for the SIA'PRO set out the standards for the presentation and layout of stands, established to ensure that the show runs smoothly and that visitors are comfortable. These standards also include the fire and safety regulations in force for shows, fairs and exhibitions.

Each project for a bare stand, a reused stand or a stand fitted out by the SIA'PRO but to which new decorative elements are added must be submitted **for approval by 31<sup>th</sup> January 2025 at the latest.**

### BOOTH STAND APPROVAL

your stand plan must be submitted for approval before **31 January 2025:**

#### DECOPLUS

Architecture service

Contact: Elisabeth TOUGARD

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

### EACH PLAN MUST INCLUDE

- Plan "top view" with indications of scale, dimensions and positioning of recesses (party walls and driveway)
- Cross-section plan showing the scale, dimensions and height of the proposed volumes
- 3D views

### VERY IMPORTANT

Any project that does not comply with the rules laid down will be rejected and, a fortiori, any stand set up without the agreement of the SIA'PRO may be dismantled at the exhibitor's expense.

### EVENTS / STAND ACTIVITIES

The SIA'PRO as set standards to ensure that the show runs smoothly and that visitors are as comfortable as possible.

Exhibitors are free to organise their own events, subject to compliance with the provisions below and the exhibitors' timetable.

#### ANIMATION MUSICALE

Exhibitors wishing to provide musical entertainment on their stand must inform the Organiser in advance. Any musical entertainment will only be authorised with the Organiser's agreement, on presentation of a precise project (equipment and sound source used, type of entertainment, etc.).

To use recorded media (CDs, DVDs, etc.) on a stand and obtain prior authorisation from SACEM, all you have to do is make your declaration online:

<https://clients.sacem.fr/en>

and send payment before the show.

In all cases, the power of the loudspeakers may not exceed **30 watts**. They must face the inside of the stand and be angled towards the ground. The sound volume must not exceed **80 decibels**.

Failure to comply with these provisions will result, without prior notice, in the closure of the stand or the exhibitor's stand activities by the Organiser.

#### IMPORTANT: SERVICES THAT ARE NOT AUTHORISED

- Distributing or depositing leaflets in the exhibition aisles, at the exhibition entrance, on the central aisle and throughout the Exhibition Centre (unless agreed by the Organiser).
- Entertainment in the aisles (robots, hostesses, sandwich man, etc.)

# HYGIENE & HEALTH PROTECTION

### TO BE FOUND IN THE PLATFORM, EXHIBITOR AREA

- To find out about the Health & Safety regulations, go to "Practical information" > "Regulations".
- Fill in your Health & Safety Certificate directly online in the "Participation" section > "My forms".

### HYGIENE AND HEALTH PROTECTION LEAFLET

#### **PPPS: Plan particulier de Sécurité et de Prévention de la Santé (Specific Health and Safety Prevention Plan)**

To enter the Exhibition Pavilions, all visitors must be in possession of a SIA'PRO access badge (exhibitor badge, assembly/disassembly badge) and must wear safety equipment, in particular safety shoes.

Otherwise, access to the Exhibition Pavilions will be refused.

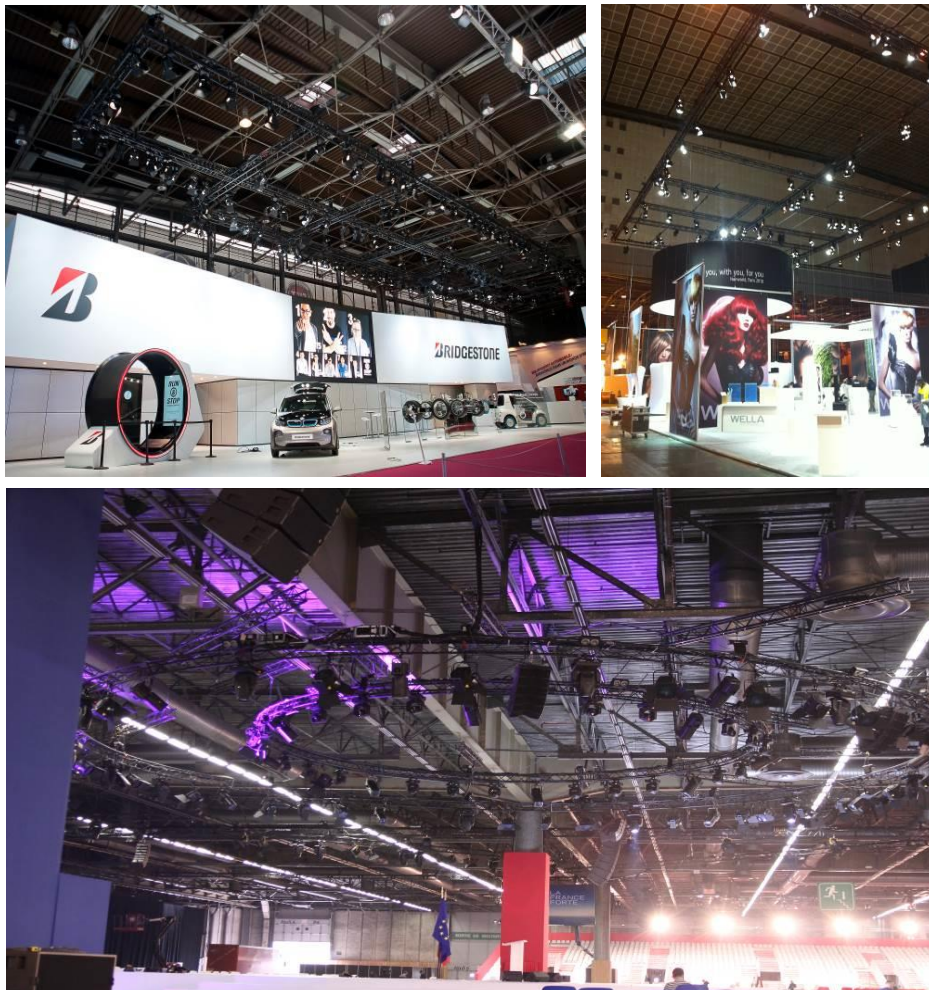
### IMPORTANT

The Hygiene and Health Protection leaflet should be distributed to all your subcontractors.

## HANGINGS & OVERHEAD POWER SUPPLY TRUSSES & LIGHT

**Hanging and overhead power supply. Bridges and lighting kits**

COMEXPOSIUM works with its partner **VERSANT EVENEMENT** to provide a comprehensive service for staging your event. Its varied stock of stage structures means it can meet all your requirements. From the largest to the most elaborate surface, VERSANT will support you at every stage of your project: advice, technical studies, choice of structures, lighting, etc.



**Contact & informations :**

Tel.: + 33 (0)1 48 63 32 51

E-mail: [contact@versantevenement.com](mailto:contact@versantevenement.com)

Website: <https://versant-groupe.com/pole-evenementiel/>

# PAVILION MONITORING STAND SECURITY

## PAVILION MONITORING

The Organiser is responsible for the general supervision of the exhibition in the best possible conditions, but this is an obligation of means and not of results.

The show's security company has been made aware of the increase in thefts and will be extra vigilant in communal areas.

Car parks are not guarded, and valuables inside vehicles must not be left in plain view to avoid attracting unwanted attention.

## STAND SECURITY

Exhibitors planning to have their stand specially guarded are requested to inform The Organiser, giving the names of the persons present and the name and contact details of the security company chosen. The exhibitor is responsible for these operations on his stand and must take all necessary steps to protect his equipment and remove it from the stand on the evening of closing time if he does not plan to have it supervised.

**Please note:** stand storage areas are not secure premises.

## THEFT PREVENTION

In view of the increase in thefts during the set-up, opening and dismantling periods, exhibitors must follow a few basic rules:

- Don't leave your invitation cards on the exhibition furniture, store them in a locked cabinet
- Do not leave your personal belongings in plain view (wallets, handbags, purses, etc.)
- Do not leave mobile phones unattended
- In the evening, store all valuables (computers, laptops, tablets) in a locked place or take them with you.
- One person must be present on the stand at all times during set-up and dismantling.

**This person is your only guarantee against theft.**

## SUPPLEMENTAL INSURANCE

### TO BE FOUND UN THE EXHIBITORS' PLATEFORM

To find out about the rules governing your insurance during the show, go to the **"Rules"** section of your Exhibitor space and, to order additional insurance, go to the **"My shop"** section.

### ADDITIONNAL PROPERTY INSURANCE

Exhibitors have the option of taking out additional insurance with the Organiser of the SIA'PRO to cover their goods if the value of the latter exceeds the amount guaranteed by the insurance offer taken out in the participation file.

This cover will take effect from the day of opening to the public (9.00 am on 23/02/2025) until the evening of closing to the public (7.00 pm on 25/02/2025). The premium will be 0.27% of the value of the insured goods.

### PLASMA & LCD SCREEN INSURANCE

Exhibitors may take out specific insurance with the Organiser of the SIA'PRO for plasma and LCD screens that are firmly attached or wired to the stand structure.

This guarantee will take effect from the morning of the opening to the public (9.00 am on 23/02/2025) to the evening of the closing to the public (7.00 pm on 25/02/2025).

The premium will be 4% of the value of the equipment, with a minimum of €250 per screen covered.

### CLAIMS

No claim will be accepted if it has not been reported to the exhibition reception desk within 2 working days in the case of theft, and within 5 working days in the case of other damage.

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

#### **XV° ARRONDISSEMENT POLICE STATION**

250, rue de Vaugirard - 75015 PARIS - FRANCE

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

#### **PGS VIPARIS (located in front of pavilion 5)**

Only if a third party has not been identified and there has been no violence.

You can also register a preliminary complaint online at <https://www.pre-plainte-en-ligne.gouv.fr/>. You will then need to make an appointment at the police station or gendarmerie of your choice to sign the complaint.

## **CLEANING SERVICES RESTORATION**

### **TO BE FOUND IN THE PLATFORM, EXHIBITOR AREA**

To order cleaning skips, go to the **"Shop"** section in your Exhibitor Area.

### **CLEANING THE PAVILIONS**

- The pavilions and aisles are cleaned every morning before the show opens and every evening after it closes to visitors and exhibitors.
- Exhibitors can order a cleaning service or have their stand cleaned by themselves or by a company of their choice (remember that these companies must have a service provider access badge to enter the pavilions).
- It is forbidden to carry out cleaning work during the show's opening hours and to dump waste in the aisles after 9.00 am.

### **DURING ASSEMBLY AND DISMANTLING**

- The show's cleaning service provider will be happy to provide you with a quote for tipping your materials and waste at the Exhibitor Reception desk.
- All stands, equipment, goods and rubbish of any kind (adhesives, carpets, etc.) must be removed for the set-up and dismantling period.
- The exhibitor undertakes to dispose of and treat waste in accordance with current regulations.
- Once the set-up deadlines have expired, the SIA'PRO may take, at the exhibitor's expense, risk and peril, any measures it deems necessary for the removal of equipment and rubbish remaining on the site as well as the destruction of structures and decorations of any kind whatsoever that have not been dismantled.
- Tip: if you use the services of a decorator, make sure that their estimate includes the removal of waste.

### **DURING OPENING PERIOD (PRE-EQUIPPED STANDS)**

For the equipped stands mentioned above, daily cleaning of the stand is included.

It includes:

- Setting up on the eve of the opening
- Removal of plastic film to protect the carpet
- Daily cleaning in the morning before opening: emptying rubbish bins, vacuuming floors, wiping counters and furnishings at ground level.

**Please note: cleaning is not included for bare surfaces and Basic stands.**



## RESTAURATION FOR EXHIBITORS

### FIXED AND TEMPORARY RESTORATION

The SIA'PRO has restaurants in the exhibition pavilion for you and your customers.

Bars are also available.

A list of restaurants and bars open during the set-up and dismantling periods will be posted on the show website.

### RECEPTIONS AND COCKTAILS

The concessionaire is available to organise your receptions: meals, buffets and cocktails.

All caterers are authorised to provide services in the park, provided they register with VIPARIS and finalise a one-off contract.

### For further details, please contact:

#### Caterer

##### **MAISON POIRIER**

Tara COLSY

125-129 rue Casimir Périer

95870 Bezons

Tel.: +33 (0)1 39 13 42 42

E-mail: [tcolsy@poirier.fr](mailto:tcolsy@poirier.fr)

Website: <https://www.poirier.fr>

#### Declaration by external caterers

##### **VIPARIS**

Service Concession

Myriam MOTTIN

E-mail: [myriam.mottin@viparis.com](mailto:myriam.mottin@viparis.com)

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

## USEFUL CONTACT

**YOU NEED HELP: [siapro@comexposium-services.com](mailto:siapro@comexposium-services.com)**





<b>Delivery Address</b>	<p><b>SIA'PRO 2025</b>  <b>EXHIBITOR NAME – BOOTH NUMBER</b>  <b>CONTACT ON SITE (WITH TELEPHONE NUMBER)</b>          PARIS EXPO - PORTE DE VERSAILLES          1, place de la Porte de Versailles          75015 PARIS</p>
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Additional fittings for equipped stands / Customisation / Signage		
<b>Turnkey Stand</b>		Exhibitor service: Léa MENDOLA: +33 (0)6 76 42 57 26 Anissa DRIFF: + 33 (0)6 42 21 22 63 E-mail: <a href="mailto:sia@creatifs.fr">sia@creatifs.fr</a>
<b>Basic</b>		
VIPARIS technical services		
<b>Technical services on the stand</b> Connections (electricity, internet, water) Parking places Slings		<p><b>VIPARIS EXHIBITORS' HOTLINE: +33 (0)1 40 68 16 16</b>  <b>From Monday to Friday (9:00 am to 6:00 pm)</b>          Website: <a href="http://VIPARISTORE SIA'PRO 2025">VIPARISTORE SIA'PRO 2025</a>          E-mail: <a href="mailto:contact@e-viparisstore.com">contact@e-viparisstore.com</a></p>
<b>Conference &amp; meeting rooms</b>		
<b>Audiovisual &amp; IT equipment</b> Screen, computers, sound system, ...		
<b>Floral decoration</b>		
Hanging & overhead power supply, trusses & lights		
Signs and hanging signage, Hanging and lifting services, Trusses and lighting		<p>Tel: + 33 (0)1 48 63 32 51          E-mail: <a href="mailto:contact@versantevenement.com">contact@versantevenement.com</a>          Website: <a href="https://versant-groupe.com/pole-evenementiel/">https://versant-groupe.com/pole-evenementiel/</a></p>
Furniture		
<b>Furniture</b> Counter, reception desk, high stool, table, chair, desk, sofa, ...		<p>Website : <a href="https://camerUS.com/salon/sia-pro-2025/">https://camerUS.com/salon/sia-pro-2025/</a>          E-mail : <a href="mailto:exposant@camerUS.com">exposant@camerUS.com</a>          Tel.: +33 (0)1 57 14 25 25</p>
<b>Refrigeration furniture</b> Fridge, freezer, ...		<p>Website: <a href="https://www.graindemalice.net/">https://www.graindemalice.net/</a>          E-mail: <a href="mailto:infos@graindemalice.net">infos@graindemalice.net</a>          Tel.: +33 (0)1 43 08 60 87 / +33 (0)1 43 08 60 89</p>
<b>Hot drinks / Cold drinks</b> Coffee machine, water fountain, ...		
Catering – Reception on site		
<b>Caterer</b> <b>Reception/Catering on stand</b>		<p>Tara COLSY          Tel.: +33 (0)1 39 13 42 42          E-mail: <a href="mailto:tcolsy@poirier.fr">tcolsy@poirier.fr</a>          Website: <a href="https://www.poirier.fr">https://www.poirier.fr</a></p>
<b>Declaration of external caterers</b>		<p>Myriam MOTTIN          Service Concession          Tel.: +33(0)1 40 68 14 46          E-mail: <a href="mailto:myriam.mottin@viparis.com">myriam.mottin@viparis.com</a></p>

**USEFUL CONTACT**

**YOU NEED HELP: [siapro@comexposium-services.com](mailto:siapro@comexposium-services.com)**

<b>Delivery Address</b>	<p><b>SIA'PRO 2025</b>                  EXHIBITOR NAME – BOOTH NUMBER                  CONTACT ON SITE (WITH TELEPHONE NUMBER)                  PARIS EXPO - PORTE DE VERSAILLES                  1, place de la Porte de Versailles                  75015 PARIS</p>
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<b>Safety</b>		
<b>Stand Safety</b>	 <p><b>GPS</b>  <small>100% HOTEL.COM</small></p>	<p>Emmanuel GUEDES                  Tel.: +33 (0)6 68 51 40 24                  E-mail: <a href="mailto:eguedes@gps-securite.fr">eguedes@gps-securite.fr</a>                  Website: <a href="https://www.gps-securite.com">https://www.gps-securite.com</a></p>
<b>Stand Safety</b>	 <p><b>Stand'Up</b></p>	<p>Allan ZEIGER                  Tel. +33 (0)1 47 35 71 01                  E-mail: <a href="mailto:commercial@ga-standup.fr">commercial@ga-standup.fr</a>                  Website: <a href="https://www.ga-standup.fr">https://www.ga-standup.fr</a></p>
<b>Hosts/Hostesses</b>		
<b>Reception staff</b>	 <p><b>MAHOLA</b>  <small>Accueil &amp; expériences uniques</small></p>	<p>Barbara GRANDSIRE                  Tel.: +33 (0)1 70 38 28 80                  E-mail: <a href="mailto:bgrandsire@armonia.team">bgrandsire@armonia.team</a>                  Website: <a href="https://www.mahola.fr">https://www.mahola.fr</a></p>
<b>Material Handler/Freight Forwarder</b>		
<b>Delivery/Material Pick-up On-site loading/unloading Storage of empty packaging ...</b>	 <p><b>CLAMAGERAN EXPOSITIONS</b></p>	<p>Laurent PATARD                  Bouchaib EL OUADI                  Tel: +33 (0)1 48 63 32 53                  E-mail: <a href="mailto:l.patard@clamageran.fr">l.patard@clamageran.fr</a>                  Website: <a href="https://www.clamageran-expositions.fr">https://www.clamageran-expositions.fr</a></p>

# SIA'PRO

SALON INTERNATIONAL DE L'AGRICULTURE  
TECHNOLOGIES ET SOLUTIONS AGRICOLES

23>25  
FEV 2025  
Paris Expo  
Porte de  
Versailles

CONJOINTEMENT AU :



22 FEV > 02 MARS 2025  
PARIS EXPO PORTE DE VERSAILLES



# STAND FITTINGS

## CONTENTS

### BARE STAND

### EQUIPPED STAND

- BASIC STAND
- TURN KEY STAND

## BARE STAND

### YOU HAVE RESERVED A BARE SURFACE

**Minimum surface area >36.00 sq.m**

**Equipment included in your surface area hire:**

- Demarcation of your surface area on the floor, without partition wall.
- A sign on the floor with your stand number.

**Not included:** Removal of protective plastic cover from carpet, set-up the night before opening, cleaning exhibited machines/items, bins. Removal of spent fluids is mandatory.

### STAND LAYOUT PREP STEPS, BARE SURFACE

#### > Step 1 : checking your plan

Your stand's decoration and design plan must be submitted for approval by the show's Architecture & Decoration department **before 31 January 2025** to:

#### **DECOPLUS**

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

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

For information on the details to be supplied, check the **Architecture & Decoration Regulations**

#### > Step 2: order any technical services (electric connections, phone lines, parking facilities, etc.)

### SERVICES TO BE ORDERED PRIOR TO ASSEMBLY VIA YOUR EXHIBITOR PLATFORM

#### **Add-on facilities and services**

Lighting (spots), storage unit, carpet, ...

### SERVICES TO BE ORDERED PRIOR TO ASSEMBLY VIA YOUR VIPARISTORE PLATFORM

#### **Technical services**

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

Video/audio material (screen, computer, sound system, ...), floral decorations, ...

### SERVICES TO BE ORDERED PRIOR TO ASSEMBLY VIA OUR PARTNERS

**Other complementary services:** Surveillance, hostesses, caterers, unpackers, furniture/furnishing, coffee machine, etc.

Consult the "**list of suppliers**" in your **Exhibitor's area**

Find all available services in your Exhibitor Area, under "Store".

#### > Step 3: Health and Safety

The Health and Safety Notice must be completed on your Exhibitor Area under "Forms".

#### > Step 4: your stand at the fair

You will be able to access your booth location from Thursday, February 20, 2025 at 2:00 p.m.

## BARE STAND

### MANDATORY: HEALTH & SAFETY NOTICE

(IHSPP: *Individual Health and Safety Protection Plan*).

- The Individual Health and Safety Protection Notice should be completed by Exhibitors and can be found in your Exhibitor Area under “My Forms”.
- The Notice must be distributed to all suppliers and sub-contractors.
- You must be wearing a SIA'PRO access badge (Exhibitor/Service Provider Badge) as well as proper safety equipment (safety boots, helmet, etc.) in order to enter the hall. Failure to meet these conditions will result in you being refused entry to the hall.
- The HSP must be validated before receiving authorization to enter the hall.

### ADDITIONAL SERVICES

SIA'PRO provides a full range of services to improve the organization of your stand and to optimise your presence at the fair. Details can be found in your Exhibitor Area, under “My Store”.

### HANGINGS AND OVERHEAD POWER SUPPLIES, TRUSSES AND LIGHTS

COMEXPOSIUM is available to support you along with its partner **VERSANT EVENEMENT** which offers a total service package for setting up your presentation space. Its varied stock of display structures will meet all your requirements. From the biggest of spaces to the most elaborate, VERSANT can help you at every stage of your project, from advice to engineering plans, your choice of structures, lighting and more.

#### VERSANT EVENEMENT:

Tel.: + 33 (0)1 48 63 32 51

E-mail: [contact@versantevenement.com](mailto:contact@versantevenement.com)

Website: <https://versant-groupe.com/pole-evenementiel/>

### ADDITIONAL SERVICES TO BE ORDERED BEFORE THE STAND IS FITTED:

- Additional fittings (carpet, technical floor, storage room, partitions, lighting, etc.)
- Furniture, refrigerated furniture, Coffee machine
- Floral decoration
- Video/Audio material, office equipment

Be sure to order in advance as stock is limited once fitting has begun.

### OTHERS ADDITIONAL SERVICES

Stand security, hostesses, caterer, handler... in your Exhibitor Area, section “**Logistics**”

## BARE STAND

### CLEANING/WASTE REMOVAL

#### **During fitting and dismantling:**

SIA'PRO is available and more than happy to provide you with an estimate for disposing of your equipment and wastes.

We are at your disposal at the Exhibitors Desks.

To order clean-up skips, see your Exhibitor Area, "My Store".

### IMPORTANT

All stands, equipment, merchandise and waste (stickers, carpet, etc.) must here absolutely be removed before the end of dismantling.

If you do not make use of the services provided by the organizer, then you are responsible for removing and disposing of all products, in line with current legislation.

Once the dismantling deadlines have passed, the Organizer may, at the cost and liability of the Exhibitor, take any measures deemed useful to dispose of the remaining equipment and waste on the pitch, as well as the destruction of structures and decoration of any kind that have not been dismantled.

#### **Recommendation**

If you outsource decorator services, be sure that your quote includes "fitting", "dismantling", and waste removal, and add them if they are not featured on the quote.

A written proof will be required to insure off waste processing during assembly and dismantling periods.



## EQUIPPED STAND

### STAND LAYOUT PREP STEPS FOR YOUR EQUIPPED STAND

> **Step 1: equipment approval included in your stand**

Approval of your stand sign in your Customer Zone, under "Participation" -> "**stand**".  
 A SITEVI fitted stand advisor will contact you directly about your choice of colour scheme, the positioning of your storage unit and (or) your office, the text on your sign and the various services included with your stand.

> **Step 2: ordering add-on technical facilities and services**

#### SERVICES TO BE ORDERED PRIOR TO ASSEMBLY VIA YOUR EXHIBITOR PLATFORM

##### Add-on facilities and services

Lighting (spots), storage unit, ...

#### SERVICES TO BE ORDERED PRIOR TO ASSEMBLY VIA YOUR VIPARISTORE PLATFORM

##### Technical services

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

Video/audio material (screen, computer, sound system, ...), floral decorations, ...

#### SERVICES TO BE ORDERED PRIOR TO ASSEMBLY VIA OUR PARTNERS

**Other complementary services:** Surveillance, hostesses, caterers, unpackers, furniture/furnishing, coffee machine, etc.

Consult the "**list of suppliers**" in your Exhibitor's area

#### Tips

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

> **Step 3: Health and Safety**

The Health and Safety Notice must be completed on your Exhibitor Area under "Forms".

> **Step 4: delivery of your stand on Saturday 22 February from 9:00 am**

## BASIC STAND

**YOU HAVE RESERVED A BASIC STAND**

*Stand occupancy start date: from Saturday February 22<sup>nd</sup> at 9:00 am*



### FITTING INCLUDES

FITTINGS	
Carpet	Blue
Melamine partition panels	Melamine white partitions panels (2,40m high)
Structure	White aluminium frame
Sign	One-sided sign (one per aisle) with the Company name and booth number

## TURN KEY STAND

YOU HAVE RESERVED A TURN KEY STAND

Stand occupancy start date: from Saturday February 22<sup>nd</sup> at 9:00 am



### FITTING INCLUDES

FITTINGS	From 12,00 to 24,00 sq.m	> 24,00 sq.m
Carpet <sup>(1)</sup>	Brushed carpet covered by protective film. 2 colour choices (grey, red)	
Melamine partitions panels	Melamine white partitions panels (2,40 m high)	
Structure	White aluminium frame	
Storage unit	2,00 sq.m with 3 shelves & 1 hook	
Sign	One-sided sign (one per aisle) with the Company name and booth number	
Lighting	100W Spotlight (1 spot / 3,00 sqm)	
Electricity <sup>(2)</sup>	3 kWh intermittent	6 kWh intermittent
Partially glazed office	Not-included	6,00 sq.m
Parking place	1	2
Furniture <sup>(3)</sup>	€ 350,00 € excl. VAT	€ 550,00 € excl. VAT
Coffee machine	150 serving	300 serving
Fridge <sup>(4)</sup>	140 L	
Cleaning the day before opening	Included	
Daily cleaning	Included	

<sup>(1)</sup> by default, the carpet colour will be grey

<sup>(2)</sup> located in the storage unit

<sup>(3)</sup> to be chosen in the CAMERUS catalogue (<https://camerus.com/salon/sia-pro-2025/>)

<sup>(4)</sup> supplied without beverage

## TURN KEY STAND

### STAND LAYOUT PREP STEPS FOR YOUR TURN KEY STAND

> [Step 1: equipment approval included in your stand](#)

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

> [Step 2: ordering add-on technical facilities and services](#)

#### SERVICES TO BE ORDERED PRIOR TO ASSEMBLY VIA YOUR EXHIBITOR PLATFORM

##### Add-on facilities and services

Lighting (spots), storage unit, ...

#### SERVICES TO BE ORDERED PRIOR TO ASSEMBLY VIA YOUR VIPARISTORE PLATFORM

##### Technical services

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

#### SERVICES TO BE ORDERED PRIOR TO ASSEMBLY VIA OUR PARTNERS

**Other complementary services:** Surveillance, hostesses, caterers, unpackers, furniture/furnishing, coffee machine, floral decorations etc.

Consult the "**list of suppliers**" in your Exhibitor's area

#### Tips

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

> [Step 3: Health and Safety](#)

The Health and Safety Notice must be completed on your Exhibitor Area under "Forms".

> [Step 4: delivery of your stand on Saturday 22 February from 9:00 am](#)

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# REGULATIONS & FORMALITIES

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### REGULATION

- **DISABLED ACCESS AT THE SHOW**
- **DECORATION RULES**
- **FIRE & PANIC RISKS PREVENTION REGULATIONS**

### *READ OTHERS REGULATIONS IN YOUR EXHIBITOR AREA*

- *STANDARD TERMS AND CONDITIONS OF EXHIBITION FLOOR SPACE LETTING AND STAND EQUIPMENT*
- *GENERAL RULES AND REGULATIONS GOVERNING EXHIBITIONS*
- *TENANT RISK/PROPERTY DAMAGE INSURANCE POLICY*
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### FORMALITIES

- **CUSTOMS**
- **EXHIBITOR HEALTH & SAFETY INSTRUCTIONS**
- **USING FOREIGN SERVICE PROVIDERS**
- **REFUND OF FRENCH VAT (TVA°)**

## DISABLED ACCESS AT THE SHOW

### PREAMBULE

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

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

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

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

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

### ACCESS TO SINGLE-LEVEL STANDS

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

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

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

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

### PATHWAYS

- Width of 1.4 m minimum.

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

Areas reserved for wheelchair users will be provided.

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

### WELCOME AND INFORMATION DESKS

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

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

## DECORATION RULES

### IMPORTANT

The SIA'PRO architectural regulations list the standards for the presentation and layout of the stands established to guarantee the smooth running of the show and optimal visitor comfort.

In order to avoid any disputes, it is mandatory to submit, for agreement, the layout plans of the stand before **January 31, 2025** to:

**Elisabeth TOUGARD**

**DECOPLUS**

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

They must include the following elements:

- Top view plan with the references to the ladder, the dimensions and the positioning of the setbacks (adjoining + driveway)
- Cross-sectional plan with the scale, dimensions and heights of the projected volumes.

Any project that does not comply with the rules will be refused and a fortiori, any stand set up without the agreement of the SIA'PRO architecture department may be dismantled, at the expense of the exhibitor.

## A- GENERAL

### 1) FLOORS, POSTS AND WALLS OF THE HALLS

It is forbidden to drill, screw, nail or seal the walls, cladding, pillars and floors of the halls, in particular to attach the exhibition machines. On the other hand, it is forbidden to paint or mark the walls, pillars and floors of the halls

Otherwise, the costs of restoration will be borne by the exhibitor. For any exceptional request, please send your request accompanied by a site plan in order to establish a quote at the Parc des Expositions.

For any infraction, you will be invoiced at the end of the inventory of fixtures.

### 2) AISLES

The aisles of the show are non-buildable surfaces and no exhibitor signage can be installed there.

Only the organizer is entitled to use these areas.

### 3) ACCESSIBILITY FOR PEOPLE WITH REDUCED MOBILITY (PRM)

In accordance with the regulations, for stands with a floor height of more than 2.00 m, it is necessary to provide access for people with reduced mobility. (See regulations "Accessibility of disabled people in lounges").

### 4) DISMANTLING

Your pitch must be returned to its original state. All rubbish (stand structure, carpet, adhesive, etc.) must be removed. Damage observed during the dismantling of the stands will be invoiced to the exhibitor in charge. The exhibitor is responsible for his service providers and subcontractors: decorators, installers, contractors, etc.

## B- CONSTRUCTION RULES

### 1) CONSTRUCTION HEIGHTS / SETBACKS

The maximum permitted construction height is 5.00 m.

Any construction or decorative element greater than 2.50 m must respect a setback of 1.00 m with the adjacent stand and the aisles (see sketch on the next page / Paragraph E).

### 2) DOUBLE-DECKER STANDS

Double-decker stands are not permitted.

### 3) SIGNS / TRUSS & LIGHT

The hanging sign must be located in a space between 3.50 m and 5.00 m from the ground. Light bridges must not exceed the height of 5.50 m from the ground of the building.

The sign and the light bridge must be integrated within the limits of the stand and respect a setback of 1.00 m from the neighbouring stands (see sketch on the next page / Paragraph E).

The self-supporting structures will have to respect a setback of 1.00 m from the neighbouring stands.

The banners must respect a setback of 1.00 m from the neighbouring stands and must not encroach on the aisles.

Flashing lights and flashing lights are prohibited.



## DECORATION RULES

### 4) PILLAR WRAPPING

Maximum height 3.00 m from the ground. It can be supported on the pillar, but must be set aside or, at the very least, insulated by a soft material (felt, hardboard, foam, etc.) placed at the points of contact.

For the adjoining pillars, the maximum height will be 2.50 m.

### 5) PARTITIONS AND CONSTRUCTIONS AT THE EDGE OF ALLEYS

The sides of desks, sets or panels overlooking neighbouring stands must be smooth, plain, painted or covered with M1 fireproof wall textile. Any construction or decorative element greater than 2.50 m and within the limit of 5.00 m from the floor of the building must respect a setback of 1.00 m from the aisle and the neighbouring stands.

The construction of walls or screens consisting of partitions or walls of offices or ancillary premises, which impede the overall view of the halls, obscure neighbouring stands or impede the free movement of visitors on the stand is prohibited.

**Any façade development must respect an opening equal to 50% on each of the faces overlooking a traffic alley, within the limit of 5.00 m maximum closure.**

**Any façade development must be submitted to the organization for approval.**

**The installation of transparent structures, allowing the inside of the stand to be clearly visualized (glass, transparent textiles, etc.) can be considered as open partitions.**

**The positioning and type of materials used must be specified, in order to accept the project.**

**The height will be limited to 2.50 m at the edge of the alley.**

## C – SECURITY

### 1) ELECTRICAL INSTALLATIONS OF THE STANDS

It is strictly forbidden to use the private facilities of the exhibition centre (hall gutters, underground networks, hatches, etc.) for the passage of your electrical cables. Only the technical services of the exhibition centre are authorised to do so.

### 2) USE OF GAS CYLINDERS

The number of gas cylinders must be reduced as much as possible.

Their storage on the stand is strictly prohibited.

Their connection and attachment to the machine are mandatory.

### 3) LIGHT

Flashing lights and flashing lights are prohibited.

## D – ANIMATIONS

### 1) EQUIPMENT IN OPERATION

All equipment presented in operation during the show must be declared to the organizer under penalty of having to be neutralized. (Form available on your Customer Area).

All presentations and demonstrations are carried out under the full responsibility of the exhibitor.

On the other hand, only machines or equipment whose installations have been recognized as compliant by the Safety Commission will be allowed to be presented in working order.

### 2) INSTALLATION OF STANDS AND PRESENTATION OF EQUIPMENT

The equipment presented must not cause any inconvenience or damage to the neighbouring stands.

No material must protrude from the surface of the stand.

### 3) SOUND ANIMATIONS

The power radiated by the animation elements (sound system, video, etc.) must in no case exceed 80dB(A) – a value measured in an area of 2.50 m around the stand, without any exception, even for a short time.

In the event of disagreement, the organizer remains the final decision-maker for the holding, or not, of the animation.

In order to avoid any disputes, we ask you to contact the organizer the day before the opening for the calibration of your installation.

### 4) PROSPECTUS

The distribution of leaflets, leaflets, etc. is strictly forbidden outside the stands, including around the halls (public spaces, car park, forecourt)

## DECORATION RULES

### E – DECORATION RULES ANNEXE

IMAGE 1: HEIGHT OF CONSTRUCTIONS / SETBACKS

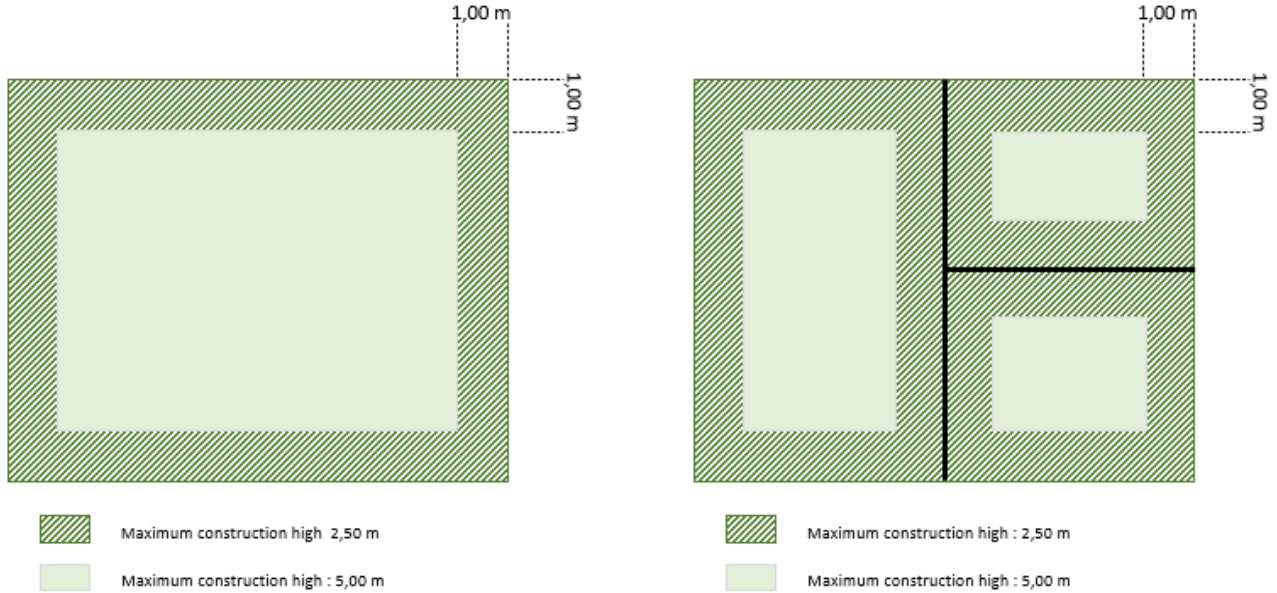
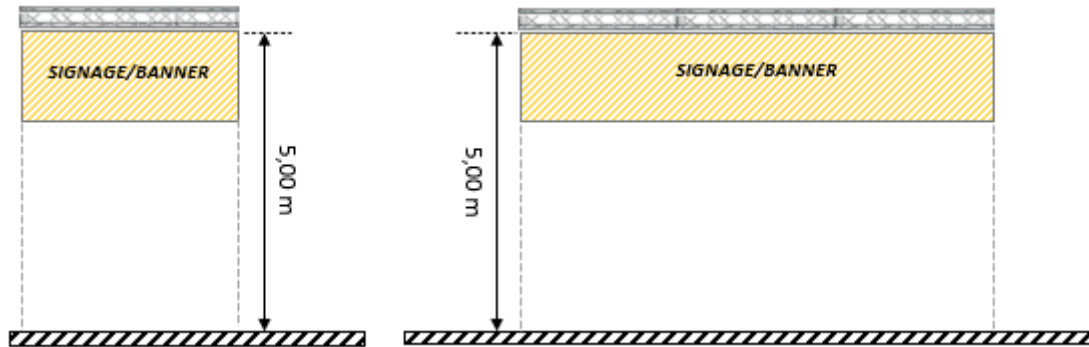
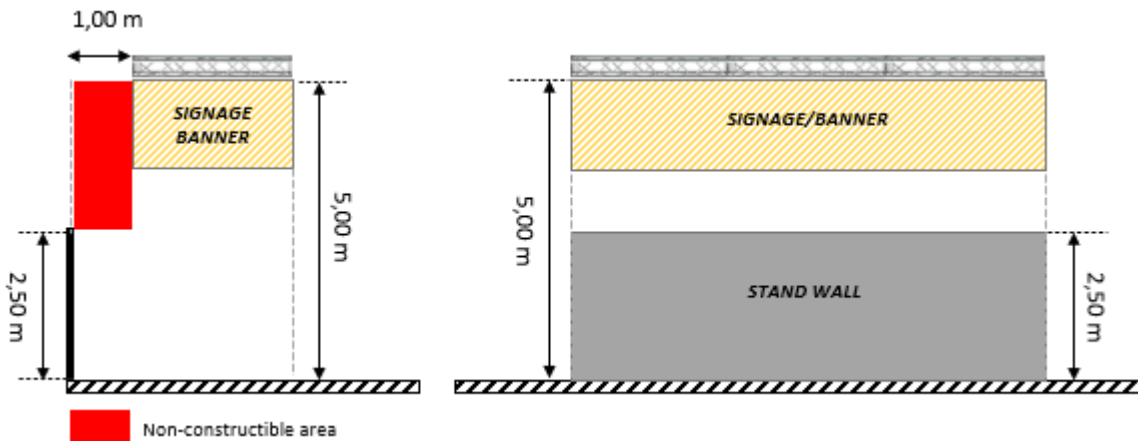


IMAGE 2: SIGNS / TRUSS & LIGHT

#### Island stands



#### Stand with neighbour



## FIRE & PANIC RISK PREVENTION REGULATIONS

### 1. OVERVIEW

Safety rules regarding risks of fire and panic in establishments open to the public have been established by the Order dated June 25th, 1980 (general provisions). The Order dated November 18th, 1987 sets forth the specific provisions applicable to exhibition Halls.

The text below is excerpted from said regulations in order to facilitate understanding.

The Safety Board is quite severe regarding stand construction (stability, construction and decoration materials, electrical installations, etc.).

The decisions made during Safety Board inspections, the day before or the morning the event opens must be immediately implemented. Stand installation must be completed for Safety Board inspections.

The exhibitor (or his representative) must be present at the stand and be prepared to provide flammability reports for all materials used. Non-compliance with this rule may lead to the removal of such materials or a prohibition on opening the stand to the public.

All large projects (> 40 sq.m) must be submitted to the trade show's Safety Supervisor for approval. Drawings and technical information must be submitted to the organizer at least one month before the trade show opens.

**During the assembly period, the Safety Supervisor shall monitor application of the safety rules indicated hereinafter. Moreover, all information regarding fire safety may be obtained by calling:**

#### AFS Conseils et Sécurité

M. Alain FRANCONI

56 rue Roger Salengro – 93110 - Rosny-sous-Bois – France

Tel.: + 33 (0)6 70 61 95 11

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

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

### 2. STANDS FITTING-OUT

#### 2.1 – Stand framework and partitions – Large furniture

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

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

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

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

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

#### 2.2 - Surfacing Materials

##### 2.2.1 - Wall Surfacing

Wall surfacing (natural textiles or plastics) must be composed of M0, M1, or M2 (1) class materials. They may be stretched or attached with clips. Various very thin (1 mm max.) surfacing (fabric, paper, plastic films) may be used bonded directly on M0, M1, M2, or M3 material support surfaces. However, embossed or relief paper must be bonded directly to M0 materials only. Exhibited materials may be presented in the stands without required fire-reaction testing.

Nevertheless, if said materials are used for decorating partitions or fake ceilings, and if they represent more than 20% of the total surface of said elements, the provisions contained in the preceding paragraphs shall apply to them. However, said provisions shall not apply to trade shows and stands specifically for interior decoration in which textiles and wall surfacing are presented.

*(1) Or made so by fireproofing*

##### 2.2.2 - Curtains - Wall Hangings - Sheer Curtains

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

##### 2.2.3 - Paints and Varnishes

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

##### 2.2.4 - Floor, Podium, Stage, and Tier Surfacing

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

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

## FIRE & PANIC RISK PREVENTION REGULATIONS

### 2.3 - Decorative Elements

#### 2.3.1 - Free-Hanging Elements

Decorative elements or free-hanging decor panels (advertising panels with a surface area greater than 0.5 sq.m, garlands, light decorative items, etc.) must be composed of M0 or M1 class materials. The use of signs and advertising containing white letters on a green background is strictly prohibited, as said colours are exclusively reserved for indicating exits and emergency exits.

#### 2.3.2 - Floral Decorations

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

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

#### 2.3.3 - Furniture

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

### 2.4 - Canopies - Ceilings - Suspended Ceilings

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

#### 2.4.1- Canopies

Canopies shall be authorised under the following conditions:

- in establishments protected by an automatic water based fire suppression system (2), the canopies must be composed of M0, M1, or M2 (1) materials,
- in establishments not protected by an automatic water based fire suppression system, they must be composed of M0 or M1 class materials.

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

#### 2.4.2 - Ceilings and Suspended Ceilings

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

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

### 2.5 – Handicapped Person Access

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

### 2.6 – Fireproofing

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

Surfacing and materials fulfilling the safety requirements are available for purchase from specialized merchants who must provide certificates corresponding to material classification.

To obtain a list of such merchants, contact:

#### GROUPEMENT NON-FEU

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

Fireproofing may confer an M2 fire rating on materials that are moderately or highly inflammable in their normal state. This may be done by spraying them with a special liquid, by brushing on a special paint or varnish, or by soaking in a special bath. Fireproofing may be performed either by decorators, who must be able to provide all information concerning the treatment of the material, or by a certified application specialist, who must give the exhibitor a certificate of an approved model, which includes all the following information: the nature, area and colour of the covering, the product used, the date of operation, and the seal and signature of the operator. A list of certified application specialists can be obtained from:

#### GROUPEMENT TECHNIQUE

##### FRANCAIS DE L'IGNIFUGATION

10 rue du Débarcadère 75017 Paris – France  
 Tel.: +33 (0)1 40 55 13 13

(2) This is the case for Halls 5 and 6 of the Paris Nord Villepinte Exhibition Centre NOTE: Fireproofing may only be carried out on wood panels and natural fabrics or fabrics containing a high proportion of natural fibres. It may not be carried out on synthetic and plastic fabrics.

## FIRE & PANIC RISK PREVENTION REGULATIONS

### VERY IMPORTANT:

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

#### 2.7 – Exterior Stands and Marquees, Tents, and Structures

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

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

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

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

**This type of establishment must have an attestation of conformity delivered by a Marquee, Tent, and Structure Verification Office.**

**Contact the Security Supervisor (M. Alain Francioni - Cabinet AFS Conseils & Sécurité) for information regarding the steps to take.**

### TRÈS IMPORTANT

Les procès-verbaux d'origine étrangère ne peuvent être pris en considération. Seuls les procès-verbaux émanant de laboratoires agréés français sont acceptés (Tableau des classifications EUROCLASS en fin de règlement)

## 3 – ELECTRICITY

### 3.1 - Electrical Facilities

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

### 3.2 - Electrical Equipment

#### 3.2.1 - Electric Wiring

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

#### 3.2.2 – Conductors

The use of conductors with a cross-section less than 1.50 sq.m is prohibited.

#### 3.2.3 - Electric Devices

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

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

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

#### 3.2.4 - Multi-sockets

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

#### 3.2.5 - Halogen bulbs (EN 60598 standard)

- Lighting fixtures containing halogen bulbs must be:
  - placed at a height of at least 2.25 m,
  - kept away from flammable materials (at least 0.50 m from wood and other decorative materials),
  - solidly attached,
  - fitted with safety screens (glass or fine mesh) providing protection against the effects of exploding blubs.

#### 3.2.6 - High-Voltage Lighted Signs

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

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

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

### 4.1 - Closed Stands

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

- Less than 20.00 sq.m: one 0.90 m exit
- from 20.00 to 50.00 sq.m: 2 exits, one 0.90 m, the other 0.60 m
- from 51.00 to 100.00 sq.m: either two 0.90 m exits or 2 exits, one 1.40 m, the other 0.60 m
- from 101.00 to 200.00 sq.m: either two exits, one 1.40 m, the other 0.90 m, or three 0.90 m exits

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

## FIRE & PANIC RISK PREVENTION REGULATIONS

### 4.2 - Rooms Setup in the Halls

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

Platforms and tiers for standing must have a resistance of 600 kilos per sq.m. Platforms and tiers with seats must have a resistance of 400 kilos per sq.m.

Stairs accessing tiers must have a height of at least 0.10 m and at most 0.20 m with a going of at least 0.20 m. In this case flights of stairs are limited to 10 and nose alignment must not exceed 45°.

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

## 5 - LIQUEFIED GASES

### 5.1 - General Remarks

Bottles of gas, butane or propane, shall be allowed up to one 13 kilo bottle at most for every 10.00 sq.m of stand with a maximum of six per stand. The following measures must be taken:

There must be at least 5 metres of space between two bottles, unless they are separated by a rigid, non-combustible, 1 cm thick screen.

No bottle, empty or full, must remain within the exhibition hall if it is not connected to a working line.

Bottles must be connected to the device by a standard-compliant flexible hose.

Such hoses must:

- be replaced at their expiration date,
- be appropriate in connector diameter and fitted with clamping collars,
- not exceed 2.00 meters in length,
- be inspectable for their entire length and move freely without clamping,
- not be reachable by burner flames or by combustion products.

### 5.2 - Device Supply

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

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

### 5.3 - Installing Cooking Equipment

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

- The floor (or table) supporting the cooking equipment must be composed of non-combustible material or surfaced with M0 materials.
- Cooking equipment must be kept at an appropriate distance from any combustible material and be installed so as to prevent any fire danger.
- If such devices are located near a partition, M0 surfacing must be provided up to a height of one metre beside the device.
- Hood vents must be installed above devices producing emanations or condensation.
- Electricity metres must be at least one metre from water faucets.

**Each facility must:**

- have safety instructions (steps to take in case of fire, numbers for emergency services...).
- be fitted with one or more extinguishers.

## 6 - OPERATING EQUIPMENT - INTERNAL COMBUSTION ENGINES

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

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

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

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

### 6.1 - Equipment Presented in Operation at a Permanent Station

Equipment presented in operation at a permanent station must include appropriate permanent screens or casings,

preventing the public from accessing dangerous parts, or be placed such that the dangerous parts are kept away from the public, and at the least, at a distance of one metre from traffic circuits.

### 6.2 - Equipment Presented in Movement

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

## FIRE & PANIC RISK PREVENTION REGULATIONS

### 6.3 - Equipment with Hydraulic Cylinders

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

### 6.4 - Internal Combustion Engines

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

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

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

## 7 - FLAMMABLE LIQUIDS

### 7.1 - General Remarks

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

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

### 7.2 - Exhibiting Automobiles inside the Halls

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

### 7.3 - Presenting Flammable Products

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

### 7.4 – Prohibited Materials, Products, Gases

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

#### 7.4.1 – The following shall be prohibited in the exhibition Halls (pursuant to Article T45 of the safety regulations)

distributing samples or products containing flammable gas;

- balloons inflated with flammable or toxic gas;
- celluloid items;
- the presence of pyrotechnics or explosives;
- the presence of ethylene oxide, carbon disulphide, ethyl ether, or acetone.

#### 7.4.2 – The use of acetylene, oxygen, hydrogen, or a gas presenting the same risks is prohibited, unless a specific waiver is granted by the appropriate administrative authority (Prefecture, Safety Board).

Contact the Safety Supervisor:

#### AFS Conseils et Sécurité

M. Alain FRANÇIONI

56 rue Roger Salengro – 93110 - Rosny-sous-Bois – France

Tel.: + 33 (0)6 70 61 95 11

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

at least one month before the start of the event for the required regulatory administrative procedure.

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

### 7.5 – Smoke Production

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

## FIRE & PANIC RISK PREVENTION REGULATIONS

### 8 - RADIOACTIVE SUBSTANCES - X-RAYS

#### 8.1 - Radioactive Substances

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

- 37 kilobecquerels (1 microcurie) for those composed of Group I (4) radioelements,
- 370 kilobecquerels (10 microcuries) for those composed of Group II (4) radioelements,
- 3,700 kilobecquerels (100 microcuries) for those composed of Group III (4) radioelements.
- Waivers may be granted for the use of substances with higher activity subject to the following measures:
- radioactive substances must be effectively protected,
- their presence must be indicated using the ionisation radiation schematics defined in standard NF M 60-101, as well as their type and radioactivity,
- their removal by the public must be made materially impossible either by attachment to a device requiring the use of a tool to remove or by distance,
- they must be under constant surveillance by one or more Exhibitors designated by name. When such surveillance ends, even in the absence of the public, the radioactive substances must be stored in a fireproof container, bearing very clearly the conventional symbol for ionizing radiation,
- the equivalent dose rate, at all points in the stand, must remain under 7.5 micro-sieverts per hour (0.75 millirad equivalent in man per hour).

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

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

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

#### 8.2 - X-rays

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

In particular, the following measures must be taken:

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

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

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

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

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

#### AUTORITÉ DE SURETÉ NUCLÉAIRE (ASN) - Nuclear Safety Authority

6, place du Colonel Bourgoïn

75572 Paris Cedex 12

Tel: +33 (0) 1 43 19 70 75

Fax: + 33 (0) 1 43 19 71 40



## FIRE & PANIC RISK PREVENTION REGULATIONS

### 10 – LASERS

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

in no case shall the public be subjected to the direct or reflected laser beam, the device and its ancillary equipment must be solidly attached to stable elements,

- the device's surroundings and the area covered by the beam must not contain elements reflecting the relevant wavelengths,
- the housing containing the laser and its optical deviation system must be class I or II (in accordance with standard NF C 20-030),

Exhibitors must ensure, during testing outside the presence of the public, the absence of reaction from materials used for fitting-out and decorating the stand, and the fire protection equipment to the heat energy produced by the light beams

A declaration for the all laser installations must be sent to the administrative authority (Prefecture, Safety Board) at least one month before the start of the event.

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

### 11 - EMERGENCY RESOURCES

Emergency resources must remain constantly visible.

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

### 12 - OPERATING INSTRUCTIONS

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

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

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

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

## FIRE & PANIC RISK PREVENTION REGULATIONS

SUMMARY OF FRENCH AND EUROPEAN EQUIVALENCES		
<p><b>M0 or A</b> European Standards = Non combustible  <b>M1 or B</b> European Standards = Non flammable  <b>M2 or C</b> European Standards = Flammable with difficulty  <b>M3 or D</b> European Standards = Moderately flammable  <b>M4 or E</b> European Standards = Easily flammable</p>		
AUTHORISED		DOCUMENT TO BE SUBMITTED
Wood (or wood composite) > 18 mm not laminate	Wood (not laminate) agglomerated plywood lath	None - (M3 assimilated materials)
Wood < 18 mm &> 5 mm Wood > 18 mm, laminate	M3 original or D European Standards	Report M3(or Labels on materials)
Plywood Agglomerate < 5 mm wood based composite	M1 or fireproofed on both sides with paint, varnish, salts by an approved applicator B European standards	Reports M1 or fireproofing certificate with name of the product, descriptive leaflet, application date
Carpets on the ground	Natural: M4 or E European Standards Synthetics: - M3 or D European standards	Reports
Fabrics and surfacing wall textiles	M1 or fireproofed or B European Standards	Reports or fireproofing certificate with name of the product, descriptive leaflet, application date
Plastic materials (plaques, letters)	M1 or B European Standards	Reports M1
Paint	Permitted on M0, M1 supports or wood (nitrocellulose paint prohibited)	Reports regarding supports
Free-hanging decoration (paper, cardboard)	1 or fireproofed or B European standards	Reports or fireproofing certificate with name of the product, descriptive leaflet, application date
Floral decorations made of synthetic materials	M1 originally (fireproofing prohibited) or B European standards	Reports M1
Bonded or clipped decoration (paper)	No substantiation required if bonded over the entire surface or clipped every 5 cm. Split Installation	
Furniture	Large furniture: M3 or D Light structures: M3 or D Padding: M4 or E Envelope: M1 or B	Reports or fireproofing certificate (so substantiation required if rented furniture)
Glazing	Reinforced, tempered, ply	Reports, certificates or substantiation such as an invoice
Other Materials	Request approval	Written response by the Safety Supervisor

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

## CUSTOMS

### IMPORTANT: CUSTOMS INFORMATION

From France: [0 800 94 40 40](tel:0800944040)

From foreign country and outside metropolitan France: [+33 \(0\)1 72 40 78 50](tel:+330172407850)

Website: <https://www.douane.gouv.fr/services-aide/infos-douane-service>

Open from 08:30 am to 6:00 pm, Monday to Friday, except public holidays.

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

During the SIA'PRO, the Paris Expo Porte de Versailles Exhibition centre are granted temporary admission by customs. This temporary admission starts the day the material enters the exhibition Halls and ends on the last day of dismantling after the exhibition closes.

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

#### GENERAL COMMON LAWS

##### Arrival of goods:

Goods must be presented to the Customs Office by an accredited customs clearance officer with one of the following documents:

##### 1/Transit document:

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

##### Documents to provide with the transit document:

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

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

##### Temporary admission:

Under no circumstances do the above documents confer temporary admission.

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

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

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

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

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

## CUSTOMS

### Outgoing goods:

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

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

- 1/ Re-export
- 2/ Transit under the continuous control of customs officials to another customs warehouse on French national territory
- 3/ Use on French metropolitan territory

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

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

### 2/ATA Carnet systems for exhibitions

(Excludes food products)

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

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

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

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

## EXHIBITOR HEALTH & SAFETY INSTRUCTIONS

### IMPORTANT PLEASE NOTE

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

The Exhibitor Health & Safety Instructions communicated to you defines all the measures set in place to prevent risks arising from the interference of the activities of the various people working on this event.

**This document was drawn up at the request of the show Organizer by the Coordinator José GOMES in accordance with the provisions defined by the texts in force and in particular the Law of 31.12.1993 N° 93-1418 and Decree 26.12.1994 N°94-1159. Modified and complemented by Decree n° 2003-68 of 24.01.2003.**

**You are therefore asked to study it and apply the regulatory measures defined in this document. This General Coordination Plan cannot replace the provisions of the Code of Work. It does not in any way reduce the responsibilities and duties of the companies working on the site.**

For SALON INTERNATIONAL DE L'AGRICULTURE PRO 2025, this coordination mission is carried out by the COMEXPOSIUM Company via a delegated Coordinator assisted by a team of experts who make up the safety group of SALON INTERNATIONAL DE L'AGRICULTURE PRO 2025.

**This document is a General Health and Safety Protection Plan intended for the Exhibitor, his suppliers and subcontractors. It is founded on general prevention principles, namely:**

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

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

**1°) VALIDATE THE HEALTH & SAFETY INSTRUCTIONS NOTICES ON THE WEBSITE OF THE EXHIBITION.**

**2°) PASS ON THE SAFETY INSTRUCTIONS TO EACH OF HIS SUBCONTRACTORS WHO ARE WORKING DURING ASSEMBLY AND DISMANTLING PERIODS ON HIS STAND.**

**3°) CONSULT THE EVENT WEBSITE FOR THE SANITARY PROTOCOL MEASURES IN FORCE AT THE EXHIBITION.**

**IF YOUR STAND IS:**

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

**You must appoint a HEALTH AND SAFETY COORDINATOR (Law of 31/12/93 N° 93-1418 and Decree of 26 December 1994 N° 94-1159) give us his contact details and his GHSP (General Health and Safety Protection Plan) before: January 21 2025**

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

DÖT / SALON INTERNATIONAL DE L'AGRICULTURE PRO 2025  
 Fax: +33 (0)1 46 05 76 48 - Email: [sps@d-o-t.fr](mailto:sps@d-o-t.fr)

## EXHIBITOR HEALTH & SAFETY INSTRUCTIONS

### OBLIGATORY

During the assembly and dismantling periods, access to the exhibition halls will be restricted. You are reminded that wearing safety shoes (reinforced toe caps + anti-perforation soles) is obligatory for anyone who enters the show site during these periods.

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

To be accepted into the halls, electrical cutting or sanding tools, fixed or portable, must be equipped with a vacuum or dust collection system.  
(Art. R 4412-70 of the Code of Work)

### EVENT ASSEMBLY AND DISMANTLING DATES

#### BARE STANDS EXHIBITORS

BUILDING	DISMANTLING
20 February 2025 from 2pm to 8pm 21 February 2025 from 8am to 7pm 22 February 2025 from 8am to 10pm	25 February 2025 from 7pm to midnight 26 February 2025 from 7am to 2pm

#### EQUIPPED STANDS EXHIBITORS

BUILDING	DISMANTLING
22 February 2025 from 8am to 10pm	25 February 2025 from 7pm to midnight

On the last assembly day, no motorised vehicle will be allowed into the halls (unless special dispensation has been granted by the Organizer).  
In the dismantling period, on February 25 2025, motorised vehicles may only work after 7.00 pm in the halls.

## EXHIBITOR HEALTH & SAFETY INSTRUCTIONS

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## I. GENERAL INFORMATION ABOUT THE OPERATION

### I.1. DEFINITION

The Exhibitors' Health & Safety Instruction is a document written and devised by the Health & Safety Coordinator defining all appropriate measures to prevent hazards arising from the interference of the activities of different companies during assembly and dismantling of SALON INTERNATIONAL DE L'AGRICULTURE PRO 2025.

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

### I.2. COMPOSITION

The Health & Safety Instructions including a certificate.

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

### I.3. DEFINITION OF THE COMPANY

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

The Exhibitor is responsible for his own suppliers and subcontractors.

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

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

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

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

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

## EXHIBITOR HEALTH & SAFETY INSTRUCTIONS

### II. ADMINISTRATIVE INFORMATION

#### II.1. THE PARTICIPANTS

##### II.1.1 GENERAL ORGANIZATION

The COMEXPOSIUM Company acts as the general exhibition Organizer of SALON INTERNATIONAL DE L'AGRICULTURE PRO 2025.

ORGANIZER / EMPLOYER	GENERAL SHOW DIRECTOR
<b>COMEXPOSIUM</b> 17 quai du Président Paul Doumer CS 60160 92672 COURBEVOIE Cedex	<b>Mr Christophe LECHARPENTIER</b> Tel : +33 (0)1 76 77 11 11 Email : <a href="mailto:christophe.lecarpentier@comexposium.com">christophe.lecarpentier@comexposium.com</a>
TECHNICAL MANAGER	LOGISTICAL MANAGER
<b>Mr Jean-Marc PIERRE</b> Tel : +33 (0)1 76 77 13 67 Email : <a href="mailto:jean-marc.pierre@comexposium.com">jean-marc.pierre@comexposium.com</a>	<b>Mr Fabrice DIGLE</b> Tel : +33 (0)1 76 77 12 71 Email : <a href="mailto:fabrice.digle@comexposium.com">fabrice.digle@comexposium.com</a>

CONTACT(S) RECEIVING EXHIBITORS' DEMANDS	
Not yet available	Not yet available

INSURANCE AGENCY Civil responsibility / Damages to property	TOWN HALL
<b>SIACI</b> 39 rue Mstislav ROSTROPOVITCH 75815 PARIS Cedex 17 Tel : +33(0)1 44 20 29 81 Email : <a href="mailto:philippe.huet@s2hgroup.com">philippe.huet@s2hgroup.com</a>	<b>MAIRIE DU XV<sup>ème</sup> Arrondissement</b> 31 rue PECLET 75015 PARIS Tel : +33 (0)1 55 76 75 15

#### II.2.2. HSP COORDINATION / FIRE SAFETY

HSP COORDINATOR	FIRE SAFETY REPRESENTATIVE
<b>D.Ö.T</b> 93 rue du Château 92100 BOULOGNE BILLAN COURT Tel : +33 (0)1 46 05 17 85 – Fax : +33 (0)1 46 05 76 48 Email : <a href="mailto:sps@d-o-t.fr">sps@d-o-t.fr</a>	<b>AFS Conseils et Sécurité</b> 56, rue Roger Salengro 93110 ROSNY-SOUS-BOIS Tel : +33 (0)6 70 61 95 11 Email : <a href="mailto:afs@afsconseils.fr">afs@afsconseils.fr</a>
The dates of presence of the fire safety representative haven't been defined. The date of the safety committee tour of inspection hasn't been defined.	
FIRE PROOFING	
<b>Groupeement NON FEU</b> 37-39 rue de Neuilly BP 249 92113 CLICHY Tel: +33 (0)1 47 56 31 48	<b>Groupeement Technique Français de l'ignifugation</b> 10 rue du Débarcadère 75017 PARIS Tel: +33 (0)1 40 55 13 13
EXPERT IN THE SOUNDNESS OF MAJOR STRUCTURE	
Not defined	



## EXHIBITOR HEALTH & SAFETY INSTRUCTIONS

### II.2. DEFINITION OF WORK AREAS

VENUE	HALLS
<p><b>VIPARIS – Porte de Versailles</b> 1 Place de la Porte de Versailles 75015 PARIS Accueil : Tel : +33 (0)1 40 68 22 22 Service Exposants : Tel : +33 (0)1 40 68 16 16</p>	<p><b>7/2</b></p>

### II.3. THE OFFICIAL BODIES

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

### II.4. EMERGENCY SERVICES

#### ON THE SHOW SITE:

EMERGENCY POST	GENERAL SURVEILLANCE POST
<p><b>MS2C</b> Madame Shirley BALLISTRERI Tel: +33 (0)6 12 29 17 82</p>	<p>Tel : + 33 (0)1 72 72 18 18</p>
	<p style="text-align: center;"><b>FIRE SAFETY</b></p> <p>Tel : + 33 (0)1 72 72 15 32</p>

#### OFF SITE:

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

## EXHIBITOR HEALTH & SAFETY INSTRUCTIONS

### III. GENERAL EVENT ORGANIZATION

#### III.1. GENERAL PRESENTATION OF THE SHOW

Cf. Exhibitor's Guide.

#### III.2. SCHEDULE OF USE OF HALLS

Public opening:

DATES & TIME
From 23 to 25 February 2025 from 9am to 7pm

#### III.3. VARIOUS SERVICE PROVISIONS

Cf. Exhibitor's Technical Guide.

#### III.4. SITE CONSTRAINTS

##### III.4.1. TRAFFIC MOVEMENTS INSIDE THE VENUE

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

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

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

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

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

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

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

##### III.4.2. TRAFFIC MOVEMENTS INSIDE THE HALL

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

Means of transporting people (motorised or not) such as scooter, bicycle, roller blades, electric vehicles, etc... are prohibited in the halls. Bicycles are permitted outside the halls but not inside them. Carts with a skip at the rear are permitted in the halls but those carrying only passengers will not be allowed to enter the halls. They must keep to a walking pace. They may park close to the entrances as long as they do not impede the movement of machines or pedestrians.

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

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

Signs reminding people of the essential rules of safety and prevention will be posted at the access gates to the site.

## EXHIBITOR HEALTH & SAFETY INSTRUCTIONS

### RESPECT: INSIDE

The paths marked out for fire services and traffic movement areas,  
The storage areas,  
The environment by using non-polluting machines,  
Fire-fighting equipment,

### RESPECT: OUTSIDE

Access routes for fire services,  
Parking areas,  
Unloading areas,  
Access gates.

## IV. HANDLING CONDITIONS

### IV.1. GENERAL REMARKS

The movement of machines presents risks and must be reduced to a minimum by strict management and distribution of the equipment.

Companies listed by the Exhibitor are asked to set up means of identifying the machines and the men (stickers, identification jackets, etc...).

Lifting and handling equipment must satisfy the requirements of current regulations.

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

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

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

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

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

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

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

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

The staff must be trained in the risks of handlings.

The load must not split when it is moved.

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

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

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

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

## EXHIBITOR HEALTH & SAFETY INSTRUCTIONS

### IV.2. USE OF MOTORIZED MACHINES

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

These documents must be available for inspection on the site.

The users of these machines must comply with the manufacturer's instructions.

**No carrying a passenger, no lifting a person if the machine is not intended for the purpose, USE OF NON-POLLUTING MACHINES adapted to the tasks, places, loads and configuration of the ground.**

The speed limit must be respected for any movement outside the halls.  
 Respect the highway code. It must be reduced and appropriate inside the halls.

### IV.3. LIFTING REGULATIONS

**Lifting machines must be used only for transportation and lifting of equipment and material. Lifting and transportation of people must be done only with specially designed equipment.**

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

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

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

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

The maximum load indications of each strap must be respected.

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

#### REMINDER: IT IS FORBIDDEN

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

### IV.4. STORAGE

**It is imperative for materials to be stored on the aisles (or parts of aisles) reserved for this purpose, in the enclosure of the worksite or the storage areas when they are provided.**

**The carpet rolls must not be stored in the traffic movement aisles. It is forbidden to store loads on buildings or structures without the organiser's authorisation.**

## EXHIBITOR HEALTH & SAFETY INSTRUCTIONS

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

**All workers are asked to respect these plans scrupulously.**

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

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

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

For the period when open to the public, no machine will be allowed in the enclosure of the halls.

Stored racks, crates, etc. may not be stacked higher than the site's cladding or fencing.

## V. CLEANING

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

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

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

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

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

## VI. INSTALLATIONS AVAILABLE DURING THE ASSEMBLY AND DISMANTLING PERIODS

### VI.1. TOILETS

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

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

### VI.2. CLOAKROOMS / CANTEEN

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

There will be no canteen for meals.

It is forbidden to consume alcohol or illegal substances on the site and to smoke on the premises (halls, marquees, bungalows, etc.).

### VI.3. TELEPHONE ON SITE

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

### VI.4. ACCOMMODATION

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

## EXHIBITOR HEALTH & SAFETY INSTRUCTIONS

### VII. ACCESS CONTROL

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

Badges will be distributed to each worker in the event.

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

**These accesses will be guarded. Visits to the worksite by persons other than the authorised workers (children, friends, family, pets...) are strictly forbidden except with the organizer's agreement and subject to certain conditions (itinerary to be respected, personal protective equipment to be worn, etc.).**

### VIII. GENERAL SAFETY OBLIGATIONS OF EACH WORKER

#### VIII.1. WORKFORCE

##### VIII.1.1. MEDICAL FITNESS

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

These certificates must be available on the site.

##### VIII.1.2. SAFETY TRAINING

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

Any employee using a tool must be trained in its use.

#### VIII.2. REGISTERS

##### VIII.2.1. LEGAL REGISTERS

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

All employers based outside France with the intention of providing services in France must comply with the provisions of the French Labour Code and transmit submit a prior declaration of posting of his workers and a certificate A 1, a certificate of deposit to the Work Inspectorate branch of the place where the service is to be provided, before the start of his intervention in France.

**Access to the online declaration portal: [www.sipsi.travail.gouv.fr](http://www.sipsi.travail.gouv.fr)**

##### VIII.2.2. JOINT SITE VISITS

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

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

#### VIII.3. PROTECTIONS

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

## EXHIBITOR HEALTH & SAFETY INSTRUCTIONS

### VIII.3.1. COLLECTIVE PROTECTIONS

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

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

### VIII.3.2. INDIVIDUAL PROTECTIONS

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

**It is mandatory to have equipment that complies with the regulations in force.**

**Workers must be protected by means of fall arrest systems.**

**Hanging points, anchor points and lifelines must be safe and allow the use of this equipment in complete safety. The strength of the support must be assessed by a competent person and checked before use. They must be safely accessible and located above the workstation.**

**An organisation must be put in place to ensure that the user never works alone.  
 The organisation of rapid assistance in the event of a fall must also be anticipated.**

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

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

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

**Wearing safety shoes (safety toe-caps + anti-perforation soles) is compulsory for any person entering the show site during the assembly and dismantling periods.**

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

Lone working is prohibited.

Each company is responsible for ensuring that these provisions are complied with and that the equipment is maintained and kept in good order. Each company manager supplies the equipment and ensures that it is worn.

### VIII.3.3. WORKING WITH PARTICULAR CLIMATIC CONDITIONS

Particular climatic conditions (cold, wind, rain, high heat, sun) can pose health risks.

Anticipate the effects of these climatic conditions by implementing appropriate means of prevention.

Faced with difficult temperatures, the employer must:

- Assess the risk and integrate it into the Risk Assessment
- Provide appropriate prevention measures
- Inform employees about the specific risks related to particular climatic conditions and the means of protection
- Do not expose young workers under the age of 18 to harsh temperatures

Below 5°C, the cold can constitute a risk: Increased fatigue, numbness, clumsy gestures, loss of dexterity, difficulty in moving and handling, hypothermia, falling on slippery ground, musculoskeletal disorder, etc.

## EXHIBITOR HEALTH & SAFETY INSTRUCTIONS

It will be necessary to limit exposure to cold by organizing upstream, by adjusting working hours and rhythms, by adjusting the working environment.

The employer must provide employees with individual clothing and equipment against the cold and bad weather.

In all seasons, storms, hail, heavy rain, strong winds... can be dangerous to health and cause serious accidents.

The risks encountered can be:

- Fall of a worker due to a slippery floor or roof or a slippery scaffolding floor.
- Tilting of scaffolding
- Overturning of cranes...

It is therefore the responsibility of the employer to suspend work on the roof until conditions become favorable again.

Exposure to work in strong heat and direct sunlight can have health consequences.

The risks encountered can be: Fatigue, headaches, nausea, dizziness, muscle cramps, dehydration, heat stroke, sunburn, sunstroke, skin cancer...

It will be necessary to limit exposure to heat and sun by organizing upstream (provide 3 liters of fresh water per day and per person), by arranging working hours and rhythms, by arranging the working environment work.

It is recommended to wear covering but light clothing and in light colors to promote the evaporation of perspiration, cover the head, neck and torso. Working bare-chested is not recommended because it is dangerous. If the employer tolerates these behaviors, he may be held liable.

## IX. GENERAL RULES OF CONSTRUCTION

### IX.1. DECORATIONS

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

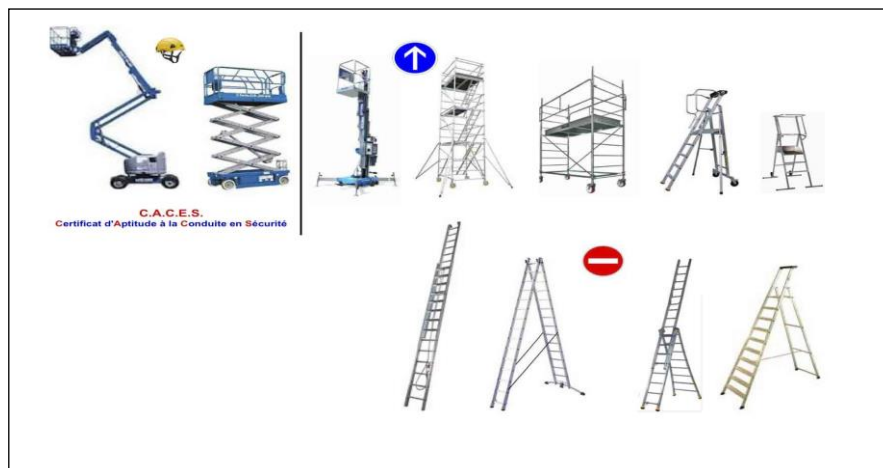
**It is strictly forbidden to « blow out » panels and partitions during dismantling.**

### IX.2. WORKING AT HEIGHTS

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

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

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





## EXHIBITOR HEALTH & SAFETY INSTRUCTIONS

**Companies may work at height with scaffoldings or mobile platforms, taking into account the strength values of the floors.**

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

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

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

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

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

**This equipment must include progressively secured floors and access to the upper levels by guard rails.  
These protections must remain in place until dismantling is complete.**

Legal restrictions concerning work at heights must be respected.

### IX.3. MEASURES TAKEN CONCERNING CO-ACTIVITY

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

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

**When the planning of work carried out by different companies leaves a risk of co-activity, the company that generates the risk must put in place collective protection measures to avoid it, and the company that comes to work on the structure or area at risk must check that it does not present a danger before having its personnel work there.**

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

**These resources may be shared by several participants or companies.**

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

Within the framework of the timetable of assembly and dismantling of the stand, companies acting on the same site must take all appropriate individual protection measures to prevent hazards caused by superimposed work, particularly during the installation and dismantling of gantries, signposting, light adjustments of the altimetric readings, and assembly/dismantling of large equipment.

**The equipment and works must be completed, made safe, approved and checked before any work is carried out or used by another company, before it is used for the first time, following any dismantling followed by reassembly or conversion.**

**Where a part of the work is not completed and may present a danger, access to it must be prevented by any means or device.**

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

## EXHIBITOR HEALTH & SAFETY INSTRUCTIONS

### IX.4. SITE CONNECTIONS / LIGHTING

#### IX.4.1. REGULATIONS

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

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

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

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

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

The electrical installations will be carried out according to the French regulations in force. complying with regulatory requirements and Standard NF C 15-100.

The power controlled must be sufficient to supply the companies according to their needs, close to the workstations, during assembly, operation and dismantling.

The supply, installation and maintenance of the installations are the responsibility of the installing company.

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

Personnel involved in electrical installations will have received training and must have a credential as part of publication UTE C 18510. These personnel can only work from the electrical boxes or cabinets provided by the site personnel. It is forbidden to work on the electrical installation installed by the site concessionaire.

**The technical traps of the halls must be correctly closed or protected in case of temporary opening to avoid any risk of falling of people or any danger to engines and rolling scaffolds. In the event of obstruction, the strength of the material obstructing the hatch must be at least equal to the strength of the floor. If the hatch is opened momentarily, protection must be provided to prevent any risk of falling.**

### THE USE OF GENERATORS IS PROHIBITED

Networks should preferably avoid traffic routes. If this is not possible, cables running through passageways should be protected (mechanical protection, arches, etc.).

#### IX.4.2. SLINGS

Slings must be ordered from the Exhibition Centre. The Exhibition Centre is responsible for the attachment points on the building.

Truss and structure attachment points must comply with the admissible loads and be cheif the height is less than 3.50 m.

#### IX.4.3. LIGHTING

WORK PLACES and their outbuilding	MINIMUM illumination VALUES
Internal circulation	40 lux
Staircases and warehouses	60 lux
Workrooms, changing rooms, toilets	120 lux
Blind rooms used for permanent work	200 lux

OUTDOOR AREAS	MINIMUM illumination VALUES
Exterior traffic areas and routes	10 lux
Outside areas where permanent work is carried out	40 lux

**Additional lighting must be provided for work carried out at times when there is insufficient natural light.**

**The assembly and dismantling of decors may obscure the light in the hall (roofing, canopy, stretched ceiling, mezzanine floor...), so provisional lighting must be provided.**

## EXHIBITOR HEALTH & SAFETY INSTRUCTIONS

### IX.5. PREVENTION OF RISKS OF PROFESSIONAL DISEASES

#### IX.5.1. HAZARDOUS MATERIALS

It is imperative for any company that needs to use hazardous products to send the safety data sheets to the Health & Safety Coordinator and to the Fire Safety Representative, and **put in place the protection measures specified on the sheet.**

**Companies are informed that any glue, resins, paint and products used must be free from solvent, ether, glycol, and be odourless and antiallergic.**

**The spray-painting process is prohibited**

#### IX.5.2. NOISE DISTURBANCE

The use of noisy machines or equipment must adhere strictly to current regulations.

All necessary methods and provisions must be used (hood, screen, silencer etc...) so as not to exceed the regulatory limits as regards acoustic levels.

It is recommended that personal noise protectors be worn when assembling truss and steel structures.

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

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

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

**To be accepted into the halls, electrical cutting or sanding tools, fixed or portable, must be equipped with a vacuum or dust collection system.  
 (Art. R 4412-70 of the Code of Work)**



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

**They can only be done on the stand (private area).**

### IX.7. WORK INVOLVING HEAT

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

#### IX.7.1. INFLAMMABLE MATERIALS AND PRODUCTS

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

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

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

## EXHIBITOR HEALTH & SAFETY INSTRUCTIONS

### IX.7.2. EXTINGUISHING MEANS

#### **Communal means:**

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

#### **Specific means for each worker:**

Each company must plan in his IHSPP the means of prevention suited to his activity and his work zone  
If necessary, the worker complete by specific means the common means of extinguishing.

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

## X. FIRE SAFETY

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

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

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

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

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

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

## XI. ORGANIZATION OF EMERGENCIES

### XI.1. COMPANY EMERGENCY MEASURES

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

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

**(1 first-aid worker for 10 employees).**

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

### XI.2. COLLECTIVE ORGANIZATION OF THE SHOW

#### REMINDER OF THE EMERGENCY PHONE NUMBERS

**EMERGENCY POST: +33(0)6 12 29 17 82**

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

**FIRE SAFETY: +33(0)1 45 78 74 52 ou 18 ou 112 (mobile)**

**In case of accident precise:**

- The hall
- The stand's name
- The lane and the stand number
- Number of people involved and injuries kinds

**INSTRUCTIONS ON WHAT TO DO IN THE EVENT OF AN ACCIDENT AND EMERGENCY NUMBERS  
MUST BE POSTED ON THE SITE AND MAY BE PRINTED ON WORKERS' BADGES**

## EXHIBITOR HEALTH & SAFETY INSTRUCTIONS

### XII. THE INDIVIDUAL HEALTH AND SAFETY PROTECTION PLAN

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

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

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

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

#### XII.1. THE EXHIBITOR

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

#### XII.2. COMMUNICATION OF THE DOCUMENT

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

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

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

## USING FOREIGN SERVICE PROVIDERS

### MANDATORY

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

### 1 - PRELIMINARY DECLARATION OF SECONDMENT

Whatever their nationality, non-French service providers must complete a preliminary declaration of secondment (*prior notice of secondment*) using [Téléservice « SIPSI »](#) (information system on international services) from the Ministry of Labour.

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

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

- For more than 48 hours a week: please note that a week starts at midnight (00.00 am) on Monday and ends at midnight on Sunday (12.00 pm)
- For more than 10 hours a day
- For more than 6 hours without a break (of at least 20 minutes)
- For more than 6 days in a single week.

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

### 2- PROVISIONAL WORK PERMIT

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

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

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

Requests for provisional work permits must be made on the website of [Téléservice « SIPSI »](#) from the Ministry of Labour.

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

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

**COMEXPOSIUM** – Operations Department

Fabrice DIGLE

E-mail: [fabrice.digle@comexposium.com](mailto:fabrice.digle@comexposium.com)

### 4- SOCIAL SECURITY

Foreign service providers must also be able to prove that they have up-to-date social security protection for each of their employees on secondment in France: If service providers from the European Union are not staying in France for more than two months, seconded workers will continue to contribute to and be protected by social security in their home country.

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

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

**URSSAF** – 16, rue Contades - 67307 Schiltigheim – France

Tel.: + 33 (0)8 20 39 56 70 / Email: [cnfe.strasbourg@urssaf.fr](mailto:cnfe.strasbourg@urssaf.fr)

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

**RETURN BEFORE 31 JANUARY 2025 TO :**

**COMEXPOSIUM**

Direction des Opérations

Fabrice DIGLE

E-Mail : [fabrice.digle@comexposium.com](mailto:fabrice.digle@comexposium.com)

**EXHIBITOR**

Company name: .....

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

Stand name: .....

Address: .....

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

Country: .....

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

Cellphone: .....

**IMPORTANT: certificate of honour**

I the undersigned: .....

Acting as: .....

For the company: .....

Located: .....

Solemnly declare that I: .....

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

**Mandatory Corporate Seal**

Drawn up and signed in:..... on:.....

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

## REFUND OF FRENCH VAT (TVA)

The VAT treatment of most trade fair services falls under the general rule, i.e., **the services are taxable at the place of establishment of the recipient** (art. 44 of the EU Directive 2006/112/EC) if the customer has a valid VAT number in his country of establishment.

**However, some services**, may they be invoiced by the organiser or other suppliers, **remain taxable in France**:

- services in connexion with access (sales of entrance fees, participation at a congress...)
- services directly linked to the venue (security...)
- rental of parking spaces
- catering, restaurant expenses
- accommodation

Foreign companies with the status of taxable persons can obtain under certain conditions the **refund of the VAT**. **Services supplied to non-taxable persons** (organisations not engaged in an economic or commercial activity) will still be charged with VAT **without any refund possibility**.

For more detailed information and to facilitate the VAT refund procedure for your company, please contact TEVEA International, our partner for VAT issues (see reply coupon below).

Success fees = 12% of the refunded amount + 90€ of fixed fees

### REPLY COUPON:



29-31 rue Saint-Augustin 75002 Paris – France

Tel.: + 33 (0)1 42 24 96 96

E-mail: [vatrefund@tevea.fr](mailto:vatrefund@tevea.fr) – Website: [www.tevea-international.com](http://www.tevea-international.com)

We will be exhibiting at the following trade fairs: **SIA'PRO from 23/02 to 25/02/2025 – Paris Porte de Versailles**

Please send us information and documents concerning the TVA refund in the following language

- FRENCH       ENGLISH

Company: .....

Address: .....

ZIP Code: .....City: .....Country: .....

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

Contact:

Date et sign:

Scan me if you prefer fill this form online →

