

# Exhibitor Guide

EXPOPROTECTION  
Porte de Versailles – Pavillon 1

November 15<sup>th</sup> – 17<sup>th</sup> 2022

**RX** France



# Welcome!

## The Exhibitor Guide lets you quickly find the information you need!

You'll find all the information required to prepare your time at Expoprotection.

### This guide has 3 parts:

- General information you'll need to read and steps to become an exhibitor.
- All the forms to read and/or complete.
- Information about preparing your stand.

Before you begin, make sure that:

1. The location you have reserved meets your needs (water hookup hatches, surface area, etc.). You can verify these aspects once you receive your Confirmation Form from your sales representative.
2. You have received your username and password for your online Exhibitor Space by email.

**We're looking forward to seeing you very soon!**

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# 1. Preparing for the Trade Show



# A.

## General information

### Your contacts

#### Organizer

**RX France**  
+33 (0)1 47 56 00 00  
52 quai de Dion Bouton  
92800 Puteaux

#### Trade show management

Jean-François SOL-DOURDIN

#### Technical Department

**Julien ALGOUD**  
Technical Director  
+33 (0)1 47 56 24 28  
[julien.algoud@rxglobal.com](mailto:julien.algoud@rxglobal.com)

Technical Exhibitor service

[service.technique.expoprotection@rxglobal.com](mailto:service.technique.expoprotection@rxglobal.com)

#### Marketing & communications Department

Marketing and communications Director  
[laila.bouddrar@rxglobal.com](mailto:laila.bouddrar@rxglobal.com)

Partnership and conference management  
+33 (0)1 47 56 24 75  
[sandrine.dos-santos@rxglobal.com](mailto:sandrine.dos-santos@rxglobal.com)

#### Customer service

Contact us [online](#).

# Schedule BUILD-UP / BREAKDOWN

	Friday 11 <sup>th</sup> of November	Saturday 12 <sup>th</sup> of November	Sunday 13 <sup>th</sup> of November	Monday 14 <sup>th</sup> of November	Tuesday 15 <sup>th</sup> of November	Wednesday 16 <sup>th</sup> of November	Thursday 17 <sup>th</sup> of November	Friday 18 <sup>th</sup> of November
7:00am					7am - EXHIBITORS			7:00am
8:00am	8:00am	8:00am	8:00am	8:00am		8:00am - EXHIBITORS		
9:00am					9:00am	9:00am	9:00am	
10:00am	<b>BUILD-UP</b>				<b>OPENING DAYS</b>			
11:00am								
12:00pm								
1:00pm								
2:00pm								
3:00pm								
4:00pm							5:00pm	
5:00pm							6pm - VISITORS	
6:00pm					6:00pm	6:00pm		
7:00pm	8:00pm	8:00pm			7:00pm - EXHIBITORS			
8:00pm			9:00pm	9:00pm				9:00pm
9:00pm								
10:00pm								
11:00pm								
12:00am							12:00am	

**Electricity Schedule**

**BUIL-UP**  
 Friday November the 11<sup>th</sup>: 2:00pm – 8:00pm  
 Saturday November the 12<sup>th</sup>: 8:00am – 8:00pm  
 Sunday November the 13<sup>th</sup>: 8:00am – 9:00pm  
 Monday November the 14<sup>th</sup>: 8:00am – 9:00pm

**OPENING**  
 Tuesday November the 15<sup>th</sup>: 7:00am – 7:00pm  
 Wednesday November the 16<sup>th</sup>: 8:00am – 7:00pm  
 Thursday November the 17<sup>th</sup>: 8:00am – 6:00pm



No power supply during the November 11<sup>th</sup> morning and November 18<sup>th</sup>

Remember to order a power supply from **VIPARIS**  
[www.viparisstore.com](http://www.viparisstore.com)

# Reverse schedule

Actions	To be done no later than	Contact	
Submit the name of your decorator	September the 12 <sup>th</sup> , 2022	Trade show exhibitor area	<a href="http://www.expoprotection.com/fr-fr/espace-exposants.html#">www.expoprotection.com/fr-fr/espace-exposants.html#</a>
Submit your stand design	September the 24 <sup>th</sup> , 2022	DECOPLUS	<a href="mailto:w.decoplus@free.fr">w.decoplus@free.fr</a>
Choose furniture	October the 3 <sup>rd</sup> , 2022	Trade show online Exhibitor Space	<a href="http://www.expoprotection.com/fr-fr/espace-exposants.html#">www.expoprotection.com/fr-fr/espace-exposants.html#</a>
Park services	October the 3 <sup>rd</sup> , 2022	VIPARIS website	<a href="http://viparisstore.com">viparisstore.com</a>
Services	October the 3 <sup>rd</sup> , 2022	Forms on the online Exhibitor Space	<a href="http://www.expoprotection.com/fr-fr/espace-exposants.html#">www.expoprotection.com/fr-fr/espace-exposants.html#</a>
Exhibitor badges	October the 10 <sup>th</sup> , 2022	Trade show exhibitor area	<a href="http://www.expoprotection.com/fr-fr/espace-exposants.html#">www.expoprotection.com/fr-fr/espace-exposants.html#</a>
Additional options	October the 10 <sup>th</sup> , 2022	Trade show online Exhibitor Space	<a href="http://www.expoprotection.com/fr-fr/espace-exposants.html#">www.expoprotection.com/fr-fr/espace-exposants.html#</a>
Fire safety	October the 24 <sup>th</sup> , 2022	Trade show online Exhibitor Space	<a href="http://www.expoprotection.com/fr-fr/espace-exposants.html#">www.expoprotection.com/fr-fr/espace-exposants.html#</a>
Equipment in operation	October the 24 <sup>th</sup> , 2022	Safety Officer	<a href="mailto:afs@afsconseils.fr">afs@afsconseils.fr</a>
Supplementary insurance	October the 24 <sup>th</sup> , 2022	Customer service	<a href="http://www.expoprotection.com/en-gb/helpdesk-form.html">www.expoprotection.com/en-gb/helpdesk-form.html</a>
Safety instructions	October the 24 <sup>th</sup> , 2022	Trade show online Exhibitor Space	<a href="http://www.expoprotection.com/fr-fr/espace-exposants.html#">www.expoprotection.com/fr-fr/espace-exposants.html#</a>
LOGIPASS	November the 1 <sup>st</sup> , 2022	Online	<a href="http://logipass.viparis.com">logipass.viparis.com</a>

# B.

## How to get to the site

### Site map

#### Important

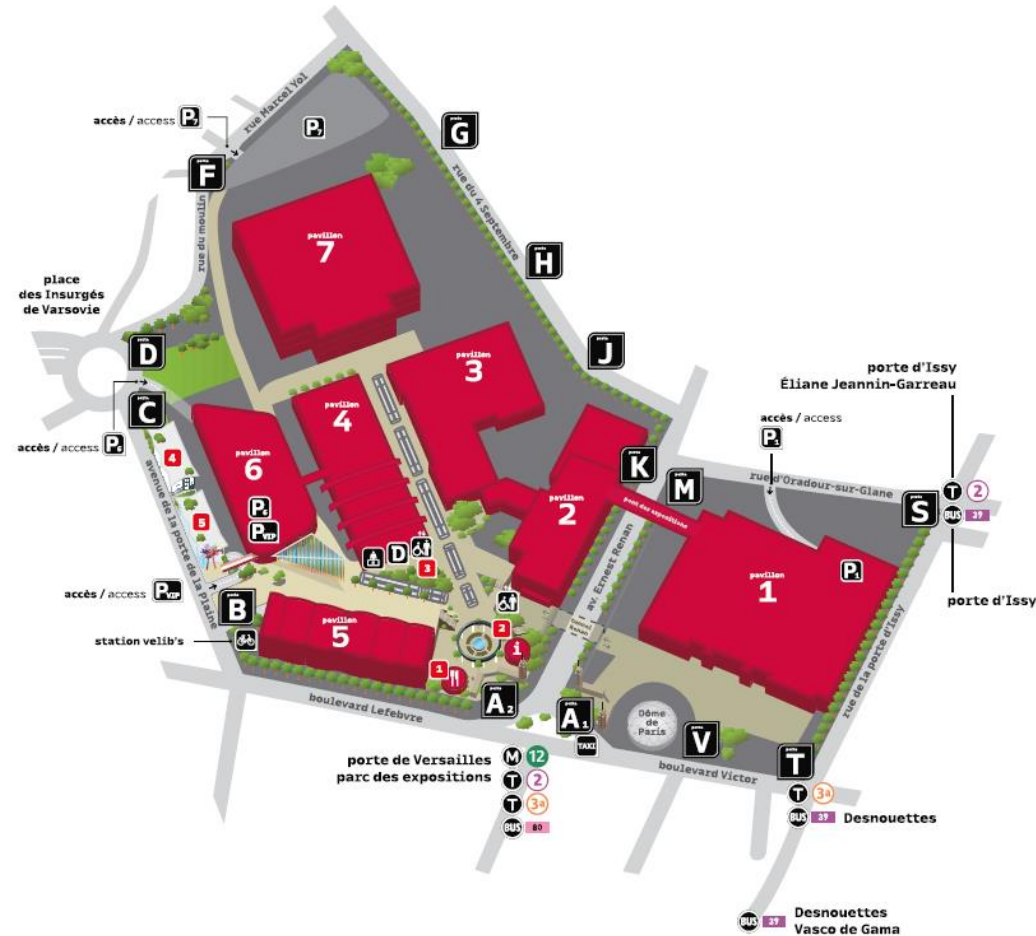
You will only be able to access your stand once you have paid RX France in full for your stand.

#### Please note

We will not be controlling access to the site during setup and takedown. Therefore, please keep an eye on your equipment and goods.



Location: parc des expositions Paris Porte de Versailles  
1, place de la porte de Versailles – 75015 PARIS



#### ACCÈS - ACCESS

entrées piétonnes - pedestrian entrances



transports - transports



#### SERVICES SUR LE SITE - SERVICES



hub des services



restauration et hôtels  
food and drink / accommodation





# Hall map

If there is too much traffic, the security team may be forced to temporarily close the entrance to the exhibition site. No vehicles will be allowed inside the building (unless special authorisation is given by the general commissioner).

Access, traffic, parking and removal information.  
Tel: +33 (0)1.40.68.16.16

## Hall 1

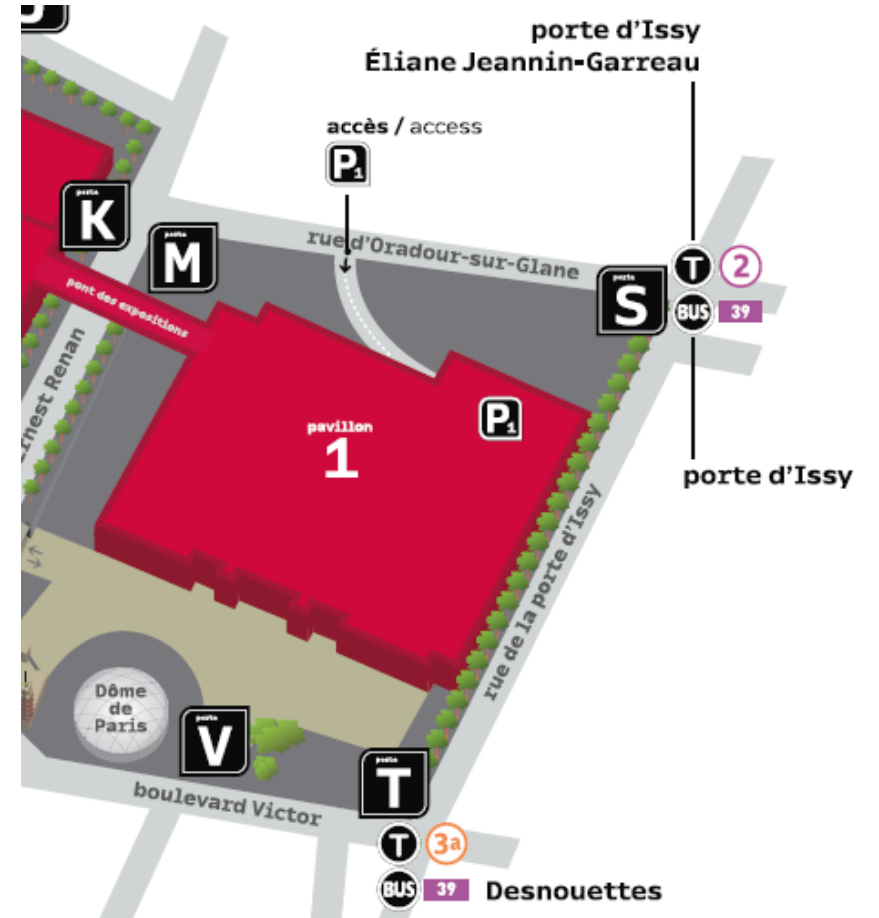
**Vehicle entry**  
Through door M.

**Vehicle exit**  
Through door L, S or T.



During setup and takedown, only light vehicles loaded with boxes will be allowed to park (for one hour) nearby the Hall 1.

Access to the Exhibitions centre will be closed from 8:30m the 15<sup>th</sup> of November, and authorized to LOGIPASS registered vehicles only.



## Logipass access

# Deliveries and vehicle registration

A dedicated website

[www.logipass.viparis.com](http://www.logipass.viparis.com)



The image shows two parts of the Logipass website. On the left is the main login page with the 'logipass' logo, a 'Bienvenue' message, and a form to identify the user with email and password. On the right is a red sidebar with a 'BESOIN D'AIDE ?' section containing links for help, a phone number, and an email address.

## Daily setup, takedown and delivery times

VIPARIS has developed a digital vehicle registration system to ensure better safety and traffic flow conditions. This concerns all requests for vehicle access during setup and takedown, and for daily deliveries.

Parking in delivery areas is only authorised for delivery purposes.

## How does the Logipass work?

### Events configuration

Viparis manages the configuration of the event in line with the organiser's needs and operational constraints.

### Creating an account and access request

Exhibitors must each create their own user account to create their access request. Use your account to track requests and print your entry pass.

### Request approval

Requests made in designated time slots for specific activities (installers / exhibitors / delivery persons) and vehicle type are automatically approved.

Other requests are subject to manual approval (special authorisations). The organiser may approve manual requests for the event subject to available space.

### Creating an account and access request

Viparis' service providers manage the event operationally by checking access requests and delivery times if necessary. They are equipped with Logipass tablets.

Some entries are automated with license plate readers. Entry and exit data is recorded and can be consulted online.

## Entry badges

New



Unidentified persons will not be allowed to access the site.



### Decorators/drivers

#### Setup/takedown badges

In order to **gain access to the hall(s) during setup and takedown**, each person must be registered beforehand and have their setup badge.

To register, you must go to your online Exhibitor Space.

#### Procedure:

In the My Account section, click Setup Badges then register each person by filling out all required fields. To add new people, click the ADD button.

You will need to print it after our approbation.



### Exhibitors

#### Exhibitor badges

Exhibitors must have a badge to enter the site during the **trade show and during setup and takedown**.

To register, you need to go to your online Exhibitor Space. *available at the end of July*

#### Procedure:

Order your exhibitor badges for access to the trade show before October the 10<sup>th</sup>, 2022.

To print your exhibitor badges, make sure you have paid for all your services with your billing manager. For any questions, please contact customer service [online](#).

# C.

## Practical information

### Setup



## Entry and traffic

### In the Halls

Trucks and passenger vehicles are not authorised in the halls. Only handling equipment is allowed. Access to parking areas is free of charge during setup but vehicles must be registered on the LOGIPASS platform: [logipass.viparis.com](https://logipass.viparis.com).

Please contact the dedicated hotline for any questions about Logipass: [infos-exposants@viparis.com](mailto:infos-exposants@viparis.com) / Tel: +33(0)1 40 68 11 30

However, you will need an exhibitor parking card for the duration of the event. (see "park services" at [viparisstore.com](https://viparisstore.com) Tel: +33(0)1 40 68 16 16).

### How to get to the site

By vehicle:

- **PARC** : 1, place de la Porte de Versailles, Paris
- **PARKING** : 2 rue d'Oradour-sur-Glane, 75 015 Paris

By public transports:

- **SUBWAY**: line 12, Porte de Versailles station – exit 2
- **TRAMWAY**: T2 et T3a, Porte de Versailles – Parc des Expositions station
- **BUS**: line 80, Porte de Versailles – Parc des Expositions station et line 39, Desnouettes station
- **BIKE**: Vélib' stand in Avenue Ernest Renan

# Setup



## Access control on site

During setup, the venue is a worksite closed to the public. A badge with your name is required to access the Expositions Centre. Your setup badges need to be ordered in your online Exhibitor Space.

### Important

We now need to be able to identify all staff on site during trade show setup and takedown. Anyone working on setup and/or takedown will therefore need to pre-register using the Setup/Takedown Badges form available in your online Exhibitor Space.

Only people who have registered using this form will be permitted to access the site during trade show setup and takedown.

During trade show opening hours, people must be registered as usual to access the site, in the online Exhibitor Space, under the Exhibitor Badge tab.

**Registration deadline:** 10<sup>th</sup> of November, 2022

# Setup

## CAUTION!

During build-up and breakdown, we strongly recommend exhibitors to watch their materials and goods to avoid theft, especially during the opening hours of the hall.



## Site opening hours

See the trade show schedule p.6.  
Stand decorators/designers must follow the schedule established by the organiser to access the site during setup.



## Empty packaging - material disposal

Exhibitors or their decorators must quickly remove empty packaging and store it outside the halls (see Handling Order in your online Exhibitor Space). Empty packaging can not be stored in the halls.



## Fire safety inspection

Your stand must be ready before the Fire Safety Inspection, with the person in charge of the stand present. Date and time to be announced.  
If your stand does not comply with the regulations, you will be asked to take the necessary measures to make your stand compliant before opening to the public.



## Handling

Handling companies are available inside the hall for a fee. See the Handling Order Form in your online Exhibitor Space.

## During the trade show



### Distribution of advertising

Distributing advertising documents and goodies outside your stand is strictly prohibited.



### Sound attractions and flyers

Attractions (sounds, videos, mascots, etc.) must be declared with the organiser for approval. The maximum sound level must not exceed 85 decibels.

Exhibitors are solely responsible for adhering to intellectual property rights related to music. Therefore, exhibitors must obtain a licence for the music they plan to use at their stand from SACEM and ensure payment is made before the show.

<https://clients.sacem.fr/autorisations/manifestation-avec-de-la-musique-en-fond-sonore>

The exhibitor must hold the organiser harmless against any recourse and/or any third-party claims due to non-fulfilment of its obligations.

All attractions and sales activities are strictly prohibited outside the stand. Handing flyers out in aisles is not allowed.

## During the trade show



### Exhibitor badges

Exhibitors must have a badge in their name for entry during the trade show, and during setup and takedown.



### Deliveries

**Exhibitor delivery access:** From 8:00am (7:00am the first day of opening) to 08:30am. Vehicles must be registered on the LOGIPASS platform: [logipass.viparis.com/](https://logipass.viparis.com/)

During delivery, parking at the site is limited to 1 hour.  
If exceeded, vehicles in violation will be removed without notice, at the expense of their owners.



### Caterers

There are no exclusive catering contracts at Paris Porte de Versailles. Therefore, exhibitors may use either the caterers at the site (Horeto) or caterers approved by the Viparis administration. All caterers are authorised to provide services at the Parc des Exhibitions, provided that they declare themselves to VIPARIS before the service is provided and sign a one-off fee-based contract.

Contact: VIPARIS - Mottin Myriam - Tel: + 33 (0)1 40 68 14 46 / [myriam.mottin@viparis.com](mailto:myriam.mottin@viparis.com)

**Without this authorisation, they will be denied access to the park.**



## During the trade show



### Stand security

The organiser is responsible for general security during the trade show. This is an obligation of means and not of results. We recommend that you have security for your stand, especially at night, and remind you that there is a high risk of theft during setup and takedown. Please keep a close eye on your personal effects (see Private Stand Security in your online Exhibitor Space).



### Accidents and theft

Any accidents must be declared in writing to the organiser and, under penalty of losing the right to insurance, must be declared to their insurance company using the standard forms available to the exhibitor. This claim must be made within twenty-four hours in the event of theft or within five days in other cases, indicating the circumstances of the accident and the approximate amount of the losses. Any theft must be reported by the exhibitor to the police authorities in the jurisdiction of the trade show. The original of the complaint must be attached to the claim form.

#### Within 24 hours

Report the theft to the local police:

Police Station

250 rue de Vaugirard - 75015 PARIS Tel.: +33 (0)1 53 68 81 00

#### Within 48 hours

Give a copy of the police report to the organiser or after the exhibition, post it to:

RX France - Equip'Hôtel

52-54 Quai de Dion Bouton - 92800 PUTEAUX

# Breakdown

**We recommend that you pass on this information to your transport companies, carriers and decorators.**

**Be vigilant! There is a high risk of theft during build-up and breakdown periods.**



## Breakdown times

Stand takedown will start on November 17<sup>th</sup> at 6:00pm (to midnight). It will continue the 18<sup>th</sup> of November from 7:00am to 9:00pm (see schedule p.6).

Please remove any advertising, multimedia, valuable products, or any other items you want to recover from your stand as soon as you start dismantling it.

During this time, stand security is not provided by the organiser. If you want security for your stand, please contact a specialised company (see « Security » Order Form).

### The non-respect of this schedule will lead to:

- the dismantling of the booth, with costs at the charge of the exhibitor,
- the payment of a compensation for overstaying on your stand in proportion of the space (price per sqm)
- the payment of damages to the renter of the space.

The exhibitor is bound to pay every costs caused by his default, his decorator/installer's default or by every physical or legal person under his responsibility.



## Access and parking lots

Trucks and passenger vehicles are not authorised in the halls. Only handling equipment is allowed.

Access to parking areas is free but vehicles must be registered on the LOGIPASS platform: [logipass.viparis.com](https://logipass.viparis.com).

However, you will need an exhibitor parking card for the duration of the event (see Park Services" at [viparisstore.com](https://viparisstore.com) - tel. + 33(0)1 40 68 16 16).

## Breakdown

**We recommend that you pass on this information to your transport companies, carriers and decorators.**



### Fully-equipped stands and additional options

The storage spaces of these stands and rental furniture must be emptied of all their contents on the evening when the trade show closes, by 6:00pm at the latest, so that the installation crews can take down the stand.



### Cleaning

**You must return your stand to its original condition. All rubbish (carpet, demolition rubble, adhesives, etc.) must be removed. We will dispose of goods and materials that are not removed in time and will invoice the exhibitor for this at a later date.**

For waste removal, we advise you to contact the companies in charge of cleaning the pavilions (see stand cleaning).

You will be invoiced for any deterioration or damage noted after your stand has been dismantled.

**Exhibitors are also responsible for all their service providers (see Takedown Certificate).**

# Foreign workers

## Reminder

### Article L 341-6 of the French Labour Code:

"No one may, directly or through an intermediary, hire, keep in their service, or employ for any period whatsoever, a foreigner who does not hold a permit authorising them to work in France." (translated from the French)

**NOTE:** if you use foreign decorators or stand designers to work on your stand, they must ensure that all foreign workers working on French soil are declared via the **SIPSI portal:** [www.sipsi.travail.gouv.fr](http://www.sipsi.travail.gouv.fr)

Use of the **SIPSI TeleService** became **mandatory** on 1 October 2016. It is the only method authorised for submitting the preliminary declaration concerning the posting of foreign service providers.

As an exhibitor at the trade show and as a service client, you are responsible for ensuring that this is complied with. You must be given a copy of **the declaration of the posting**.

If these formalities are not complied with, the labour inspectorate may suspend your on-site work, or even cancel your participation in the trade show.

For more information on this subject, please visit the SIPSI website: [Sipsi \(travail.gouv.fr\)](http://Sipsi(travail.gouv.fr)), or : [Professional immigration: recruitment of foreign workers - Direccte Ile-de-France](#)

In accordance with French legislation, any contractor working on the site must keep regulatory employee registers available to the Labour Inspectorate, as well as the duplicates of work permits for foreign workers. Companies using temporary staff must ensure that:

- the person is fit to perform the work for which they were hired
- the fit to work certificate for the occupation in question has been issued
- the person concerned is legally entitled to work (work permit, residence permit)
- the staff has undergone safety training

Any employer established outside of France who plans to provide a service in France must submit a PRELIMINARY DECLARATION CONCERNING THE POSTING of employees to the labour inspectorate of the place where the service is to be provided before starting work in France.

# Basic safety rules

## Reminders

During setup and takedown, access to the exhibition and event spaces is regulated. You must follow the instructions given to you by the organisers and anyone in charge of access and security.

- PPE (Personal Protective Equipment) must be worn throughout the trade show setup and takedown periods.
- The emergency exits must remain clear and accessible.
- Fire hose reels (RIA) must remain accessible at all times.



# Basic safety rules

## Reminders

Ladders, stepladders and step stools must not be used as a workstation.



The use of aerial work platforms is subject to regulations in force. The use and operating conditions for aerial work platforms must be posted on the platforms. The driver and spotter **must wear a helmet**. The driver must have a **CACES license or any equivalent** permit: driving permit issued by the employer after verification of medical fitness (annual certificate) and practical training test. The driver must be at least 18 years of age.



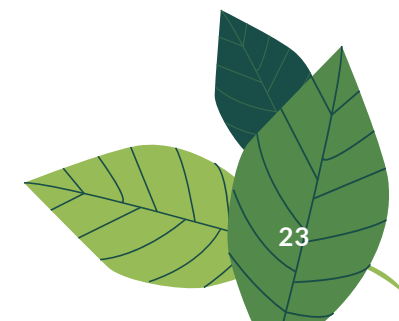
## D. Responsible exhibitors



## Let's work together towards a sustainable Trade Show

**Expoprotection** is conscious of environmental and social issues and committed to a sustainable development approach. **Let's work together.**

We've put together this tool to help you (re-)discover the best practices that you can follow to do your part.



# Responsible exhibitors



## Use low-carbon transportation

Whenever possible, use low-carbon transport (train, river and sea transport, bicycles, electric trucks, etc.)

Pool deliveries with other participants at the event.

The trade show's official service providers, **CLAMAGERAN** and **ESI**, organise grouped transport.



## Reduce packaging

Avoid extra packaging as much as possible.

Try to use materials that can be recycled or even better, reused.



## Think eco-design

Try to use reusable and recyclable materials, as well as LED lighting.

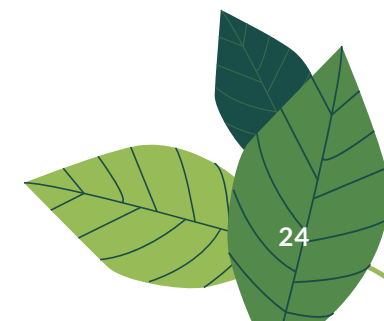
We offer custom-made eco-designed stands.

We use "recyclable" and "reusable" pictograms on our order forms for easy comprehension.



## Use responsible advertising

To avoid any risk of spreading the COVID virus, we recommend that you avoid flyers and goodies, replacing them with a nice experience at your stand. If you still want to use them, try to adapt the print run to your needs, use environmentally friendly materials, and ethical and or zero waste goodies.





# Responsible exhibitors



## Adopt sustainable food service practices

Prevent food waste by ordering the right amount.

Choose organic, local and seasonal products.

Eliminate plastic by using reusable or recyclable tableware and by bringing your own water bottle.

Select a caterer that has a CSR policy and kitchens near the reception venue.



## Reduce and recycle waste (packaging, magazines, flyers, bottles, etc.)

During setup and takedown, use one of the collection points to recycle your waste.

During the trade show, recycle your sorted waste in the bins available to the public.

For masks, gloves and wipes, please dispose of these consumables in the designated bins.



## Upcycle your waste (stand structures, heavy materials, carpets, etc.)

Please do not use handling equipment for two hours after the event ends so that we can recycle our carpets.

For space-only stands, organise the removal and recycling of your waste.

Use our takedown assistance option

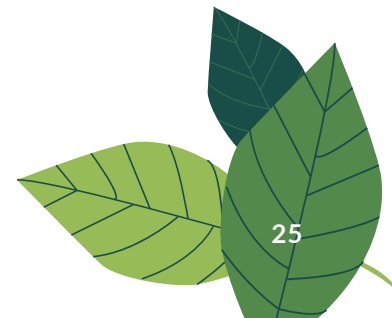


## Share your ideas

Do not hesitate to share your ideas, actions or strategies used at your own stand by contacting us at the following email address:

[service.technique.expoprotection@rxglobal.com](mailto:service.technique.expoprotection@rxglobal.com)

We look forward to hearing from you.



# E. Architectural technical regulations

**Very important:** by signing your application form, you have undertaken to comply with and to ensure that all decorators, installers or contractors comply with all the clauses of the general regulations, including the time allotted for setup and takedown.

The trade show organiser reserves the right to have the general installer modify or dismantle (at the exhibitor's expense) any installations that do not comply with the architectural regulations and which are likely to disturb neighbouring exhibitors or the public.

The technical team will check all the installations of the stands and may reject those that do not conform to the approved design.

Furthermore, the organiser reserves the right to have a certified inspection body issue a report certifying the stability of the stand structures at the exhibitor's expense.

### **Hanging elements/slings:**

Elements to be hung from the pavilion's rafters must be installed by the Parc des Expositions technical teams. Requests must be made to the park's exhibitor services (+33(0)1 40 68 16 16 or [contact@e-viparistore.com](mailto:contact@e-viparistore.com)). In all cases, hanging elements must comply with the architectural rules.

Your hanging structures (or strung elements) must be inspected by a certified company in order to obtain a stability report. Exhibitors must provide a certificate of compliance.

# Architectural technical regulations

**Before September the 24<sup>th</sup>, 2022**

Two drawings with dimensions showing floor plan and elevation views must be submitted to DECOPLUS, the service provider in charge of approving stand designs for study :

**DECOPLUS**

Email: [w.decoplus@free.fr](mailto:w.decoplus@free.fr)

Tél : +33 (0)9 67 78 93 85



# Architectural technical regulations

**Stand constructions** must take into account the following heights\* (from the ground) and clearances:

	Maximum high	Clearance	Rules
<b>Construction</b>	5.00m	1.00m	Clearance from the edges of the neighbour stand only, for constructions between 3m and 5m high.
<b>Partitions/Shared partitions walls</b>	2.40m min. 3.50m max.	/	The partitions facing neighboring stands must be smooth, plain, painted white or covered with white or grey wall fabric, without any type of signs, or wooden braces for assembling partitions.
<b>Signs</b>	5.00m	1.00m	Clearance from the edges of the neighbour stand only. <b>NEW</b> : <b>Hung signage on the ceiling</b> can only be installed by the VIPARIS technical services. Please, order to <a href="http://viparisstore.com">viparisstore.com</a>
<b>Hanging sign structures</b>	5.00m	1.00m	Open superstructure that can include the exhibitor's label or illuminated logo. Sign structures must be slung or only be attached to the structure by a light frame. Clearance from the edges of the neighbour stand only.
<b>Lighting fixtures or truss lighting</b>	5.30m	1.00m	Independent lighting fixtures hung above the stand structures are authorised. Clearance from the edges of the neighbour stand only
<b>Multi-level stands</b>	5.00m	2.00m	Clearance from the edges of the neighbour stand only Stands located on either side of the 6.00m safety aisles must respect a setback of 2.50m inside the stand.

\*Please ask your technical contact for the height restrictions specific to your spot. .

# Architectural technical regulations

## Stand boundaries

No decorations, furnishings, signs or lighting may protrude from the boundaries of your stand.

## Clear aisles

Exhibitors must leave **the aisles clear** of all pipes, cables/wires or decorative elements, both on the ground and overhead. However, pipes and cables meeting the requirements of the organiser, or the safety teams will be allowed to cross the stands if necessary.

## Stand openings

Each side of a stand facing an aisle must have a minimum 50% opening. Any decoration or installation must be designed in order to allow easy access to the stand, avoid disturbing neighbouring stands and to allow proper visibility through the stands.

The following may be considered as openings:

- Any decoration or furniture not exceeding 1m high, excluding low partitions (plant, reception desk, etc.);
- Any mobile element, over its entire height, allowing physical access to the stand.

## Equipment in operation

Exhibitors wanting to present equipment in operation, must return the "Equipment in operation" form to the safety officer.

## Damage

Exhibitors are responsible for any damage to the building's structures during the transport, installation or removal of their equipment made by themselves and/or companies working on their behalf.

Partitions/walls, floors, and pillars may not be drilled into, sealed, chased, cut or painted.

# Architectural technical regulations

## Reused stands

Reused stands are subject to the trade show's Architectural Regulations, just like newly built stands must be submitted and be approved to DECOPLUS.

## Multi-level stands

Multi-levels stands are allowed but must respect a 2.00m clearance from neighboring stands. Those located on either side of the 6.00m safety aisles must respect a setback of 2.50m inside the stand so that the multi-levels stands are 11.00m apart. All multi-levels stands must have a stability certificate issued by an approved and competent organization when they are examined by the prefectural safety commission.

## Awnings

If you wish to install an awning, you will first need to have the amount of coverage approved by our safety officer.

## Flooring

Stands are delivered with carpeting except for stands installed by a decorator who supplies, installs, and removes it. Exhibitors will be charged for any damage they cause to the existing floor. They are responsible for taking all necessary precautions (plastic, plywood, etc.) to protect the floor from risks, especially painting.

## Cladding on posts

Exhibitors may use any part of the cladding to hang signs or decorative elements. At the end of the trade show, exhibitors must remove any elements attached with staples and ensure that all staples have been removed from the cladding. Poles must not be drilled into or damaged. In the event of non-compliance, the exhibitor will be charged for repairs.

# Architectural technical regulations

## Attractions/events, sound systems and illuminated signs

All forms of attractions/events and sales activities are strictly prohibited outside the stand unless the exhibitor has reserved this type of visibility with the organiser. All light and sound advertising must be submitted to the organiser for approval, who may revoke the authorisation granted in the event of a disturbance to neighbouring exhibitors, the flow of visitor traffic or the trade show. Rotating and similar lights are not permitted. Illuminated signs or signage are permitted. Under no circumstances may they have strobe or flashing lights. Attractions/events must be declared to the organiser. The noise level coming from the stand must not exceed 70dB at the stand boundary. The organizers reserve the right to determine the acceptable sound level in the event of complaints from other exhibitors.

Those events are possible during the first 30 min of each hour. Within this time slot, the running time can last only for 10 min. Those 10 min can be divided in several periods. For example: 2 periods of 5 min each.

## Tethered balloons

Balloons inflated with a gas lighter than air and used as a sign must respect the authorised heights and clearances.

The length of their attachments must not change and follow the same clearances as hanging elements. Failure to comply with this obligation will authorise the organiser to remove them.

## Wheelchair accessibility

All stands equipped with a technical floor higher than 2 cm which the public may have to climb must have a wheelchair ramp. It must be 0.90 m wide and have a slope of between 2% and 5%. The ramp must be integrated into the stand and not extend into the aisles.

# Architectural technical regulations

**If you are using a stand designer, please send them this document so that they can take these regulations into account when designing your stand.**

## Smoke ventilation control systems and fire fighting systems

Smoke extraction controls and fire extinguishers are mounted on the side panelling or on pillars and are indicated on the plans. They must be visible and accessible from 1 metre all around. The intercoms must remain accessible anytime. Signs indicating fire control apparatus must be visible anytime..

## The fire hose reel

The fire hose reel must remain visible and accessible, and therefore must not be blocked by any casing, doors, curtains or decorative elements. However, a floating curtain of neutral colour will be tolerated in front of the device. A sign will be placed above the curtain (red plate, RIA in white lettering or pictogram, 40 cm x 15 cm).

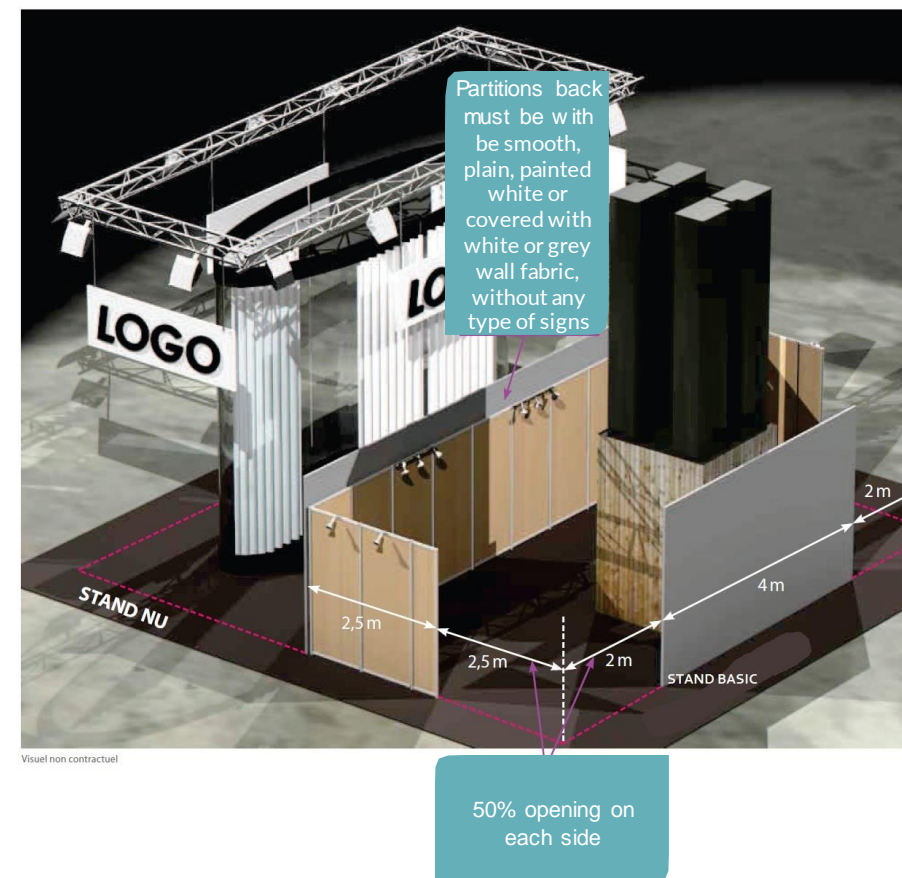
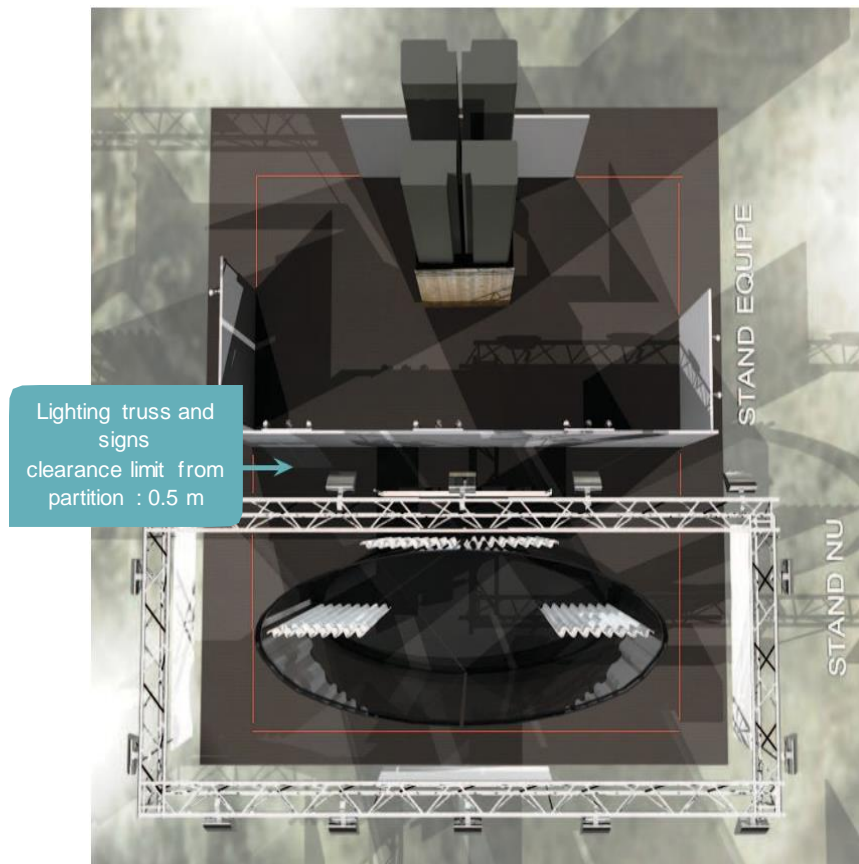
It must be fully accessible, with a 1 m wide path (at least) from the nearest aisle.

## Fire safety inspection

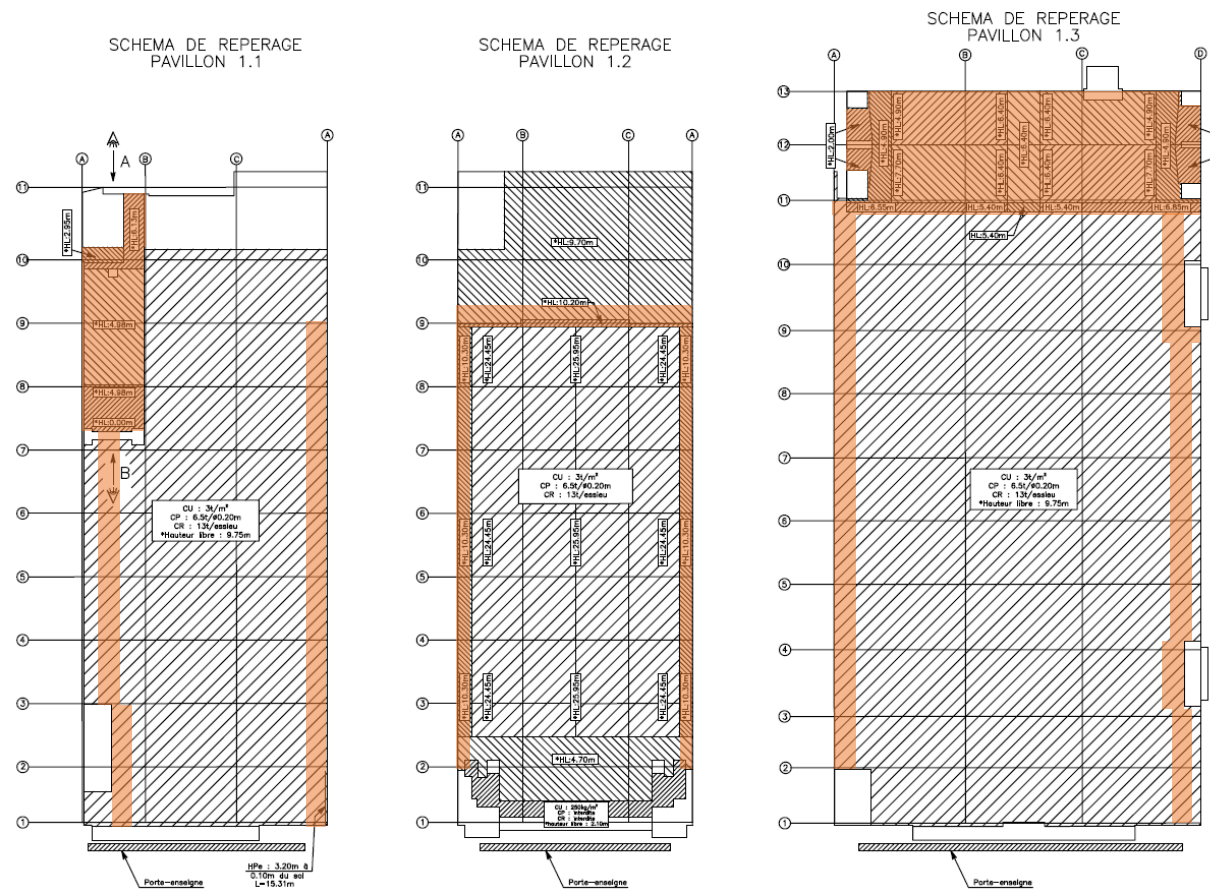
All installations must comply with the regulations issued by the Préfecture de Police. The General Commissioner will inspect all stand installations and may reject those that do not conform to trade show regulations. Due to the Fire Safety Inspection, stand setup must be completed the day before the opening.



# Architectural technical regulations



# Architectural technical regulations



Stands located under the technical ducts must be accompanied by the VIPARIS exhibitor service to validate the feasibility of their hanging project.

# Architectural technical regulations



## 2. Forms that need to be returned



# A. Fire safety regulations

Please carefully read the **Prevention rules for fire safety, mass panic and accessibility for disabled persons** which you will find in full in your online Exhibitor Space.

Please note: there is a form you will need to read in your online **Exhibitor Space**. The **Equipment in Operation** document (page 42) must be completed based on the equipment displayed at your stand.

CONSIGNES DE SECURITE				
<b>INCENDIE</b>  SERVICE SECURITE N° _____ POMPIERS N° _____ NE PAS RACCROCHER SANS AVOIR VERIFIE QUE VOTRE APPEL A ETE COMPRIS	<b>ATTACHEZ LE FEU</b> AU MOYENS DES EXTINCTEURS APPROPRIES 	<b>DANS LA FUMÉE</b> BASSEZ-VOUS L'AIR FRAIS EST PRES AU SOL 	<b>N'UTILISEZ PAS</b> LES ASCENSEURS 	FACILITEZ L'ACCES DES POMPIERS N'ENCOMBEZ PAS LES MOYENS DE SECOURS
<b>EVACUATION</b>  DES L'AUDITION DU SIGNAL SONORE <b>GARDEZ                      VOTRE SANG-FROID</b>	<b>FERMEZ LES</b> PORTES ET LES FENETRES EN QUITTANT VOTRE POSTE DE TRAVAIL 	 <b>DIRIGEZ-VOUS</b> CALMEMENT VERS LE POINT DE RASSEMBLEMENT	<b>N'UTILISEZ PAS</b> LES ASCENSEURS 	<b>LOCALISATION</b> DU POINT DE RASSEMBLEMENT 
<b>ACCIDENT</b>  PREMIERS SECOURS N° _____ AMBULANCE N° _____ NE PAS RACCROCHER SANS AVOIR VERIFIE QUE VOTRE APPEL A ETE COMPRIS	<b>PRECISEZ LA NATURE DE L'ACCIDENT</b> BLESSURES BRULURES ASPHYXIE FEU SUR UNE PERSONNE ? EMPECHEZ-LA DE COURIR, COUCHEZ-LA, ENVELOPPEZ-LA AVEC UNE COUVERTURE OU EN VETEMENT.	<b>RESPONSABLES DE SECURITE</b> M. _____ TEL. _____ M. _____ TEL. _____ M. _____ TEL. _____ M. _____ TEL. _____ M. _____ TEL. _____		

## **B.** **Specific health and safety plan**

Please carefully read the specific **health and safety plan** (AFS) which you will find in full in your online Exhibitor Space.

# C. Form to be returned to customer service

## Optional insurance 1/3

### Form to be returned before October 24<sup>th</sup>, 2022

By email: [helpdesk.expoprotection@rxglobal.com](mailto:helpdesk.expoprotection@rxglobal.com)

By mail: RX France - EQUIPHOTEL- Service Administration des Ventes  
52-54, quai de Dion Bouton - CS 80001 - 92806 Puteaux cedex - France

Company name:.....

Aisle:..... Stand number:.....

Adress:.....

Postcode:.....

Town/City: ..... Country:.....

Tel: ..... Contact: .....

Email : .....

# C.

## Form to be returned to customer service

### Optional insurance 2/3

The mandatory insurance covers your stand and the objects in it against theft, damage and destruction, for up to €15,000. Please refer to Articles 18, 19 and 20 of the General Regulations for trade shows organised by Reed Expositions France and to the detailed Terms and Conditions of the exhibitor insurance.

Exhibitors are responsible for monitoring their stands during trade show exhibitor opening hours. In the event of theft of property or goods left unattended during trade show exhibitor opening hours, it will not be covered by the exhibitor insurance.

The supplemental insurance lets you insure your stand and the objects in it if their value exceeds €15,000. The table below allows you to calculate the additional capital to be insured and the corresponding premium to be paid.

Items		Values
Total value of the stand and the items in it*	(A)	€ .....
Capital of the mandatory insurance	(B)	€ 15.000
Capital to be insured in supplement	(C) = (A) - (B)	€ .....
	Value of regular equipment* to be insured in supplement (D)	€ .....
Value of audiovisual equipment and plasma screens* to be insured in supplement	(E)	€ .....
(* See Definitions in the Exhibitor Guide)		
Premium to be paid incl. VAT	(F) = (D) x 0.208%	€ .....
	(G) = (E) x 1.26%	€ .....
Total premium to be paid	(F) + (G)	€ .....



# C. Form to be returned to customer service

## Optional insurance 3/3

In order for your application for supplemental insurance to be considered, you must include the following documents:

**1.** Payment by cheque, made out of Expoprotection/RX France ;

For money transfers from foreign exhibitors: the statement "payments must be made without cost for the beneficiary" (les règlements devront impérativement être faits sans frais pour le bénéficiaire) must be noted on the transfer. CIC SWIFT CODE: CMCIFRPP.

Banque Bank	Guichet Branch	No de compte Account number	Clé RIB Account verification No.	Motif Reason	Domiciliation Branch address	No TVA Intracommunautaire VAT identification No
30066	10947	00010067602	68	EXPOPROTEC TION	CIC 102 bld Haussmann 75008 PARIS	FR 92 410 219 364

**2.** A costed description of the equipment insured in supplement.

The undersigned hereby declares that they have read, understood and shall comply with the general regulations for trade shows organised by Reed Expositions France as well as with the documents to which they refer and, for cases not covered by the aforementioned documents, with the general regulations of the Fédération de Salons Spécialisés.

I, the undersigned, hereby certify that the information concerning the insurance policy subscribed to below is accurate and complete.

Company stamp:

Signature :

**D.**  
**Form to be returned to the dedicated service providers**  
**Declaration of equipment in operation 1/2**



**Form to be completed and returned before October the 24<sup>th</sup>, 2022**

By email : [afs@afsconseils.fr](mailto:afs@afsconseils.fr)

By post : **AFS Conseils**

56 rue Roger Salengro  
93110 Rosny sous Bois - France

Company name:.....

Aisle:..... Stand number:.....

Adress:.....

Postcode :.....

Town/City: .....

Country:.....

Tel.: ..... Contact :.....

Email : .....

Type of equipment or device in operation:

.....

.....

.....

# D. Form to be returned to the dedicated service providers Declaration of equipment in operation 2/2

## 1. Specific risks

**Electrical power source over 100 kW:**

Power : .....

**Flammable liquids:**

Type: .....

Quantity: .....

Method of use: .....

**Please note :** The organiser will notify the exhibitor of Administration decisions concerning requests for authorisation.

### Important

Equipment displayed in operation must either have fixed and well adapted screens or covers that keep any dangerous parts out of reach of the public, or be arranged so that the dangerous parts are kept out of reach of the public, and at a distance of at least one meter from the aisles.

Demonstrations are carried out under the sole responsibility of the exhibitor.

## 2. Risks requiring a special authorisation or declaration

**Thermal or combustion engine:** .....

**Smoke generator:** .....

**Liquefied gases (acetylene, oxygen, hydrogen or gases presenting the same risks):**

Type:.....

Quantity: .....

Radioactive Source:.....

**X-Ray:** .....

**Laser :** .....

Company stamp:

Signature :

# 3. Preparing your stand



# A. Turnkey stands

**Our turnkey stand services are managed by our official partners.**

## How does it work?

1. You sign your Confirmation Form and confirm the location of your stand. A stand number is assigned to you, as well as your login details for your online **Exhibitor Space**. **Please read this Exhibitor Guide and the health measures carefully.** The service provider responsible for your stand will contact you.
2. **Complete the form received from the service provider**  
Return this document with your layout/design choices (e.g. carpet and wall colours) and any additional orders (additional lighting or signs).
3. If you would like to order other services for your stand, please consult the list of our recommended service providers on page 54 and in your online **Exhibitor Space**.
4. Your turnkey stand will be ready the day before the trade show opens.  
The technical teams will be available on site for any requests concerning your stand.

## Health measures:

**Please refer to the health policy, which is updated regularly in line with the latest government regulations.**

# A. Turnkey stands

**Our turnkey stand services are managed by our official partners.**

## Services included

- Modular or wood with brushed cotton rental partitions (depending on the type of stand)
- Carpet (choice of colours on the form)
- 1 intermittent current power supply (3KW or 4KW depending on the type of stand)
- Lighting adapted to the size of the space
- Signs
- Furniture (to be selected for EASY and IDENTITY booths or a paid option for ESSENTIAL and ESSENTIAL + booths)
- Cleaning (before opening and daily)

## Information

- **EASY et Identity** : Don't forget to select your **furniture** in the My Stand section of your online **Exhibitor Space**. You can choose between different types of options, however you cannot change the content of an option.
- **Please note**: to complete the process, you should receive a confirmation email when the order is processed. (Remember to check your spam).

# A. Turnkey stands



## Easy

Our service provider, **CREATIFS**, will contact you to help you choose the layout and design of your stand.



## Identity

Our service provider, **LINKS EVENT** will contact you to help you choose the layout and design of your stand.



## Business

Our service provider, **STAND-ING**, will contact you to help you choose the carpet and assist you with your stand.

Furniture is not included with this stand. It can be ordered as a paid option from your online **Exhibitor Space**.



## Essentiel

Our service provider, **CREATIFS**, will contact you to help you choose the carpet and assist you with your stand.

Furniture is not included with this stand. It can be ordered as a paid option from your online **Exhibitor Space**.



## Présence

Our service provider, **CREATIFS**, will contact you to help you choose the layout and design of your stand.

## B. Space-only stands

The floor area  
is marked out  
on the ground.  
Partitions and  
carpeting are  
not provided.

### Several options

1. You sign your Confirmation Form and confirm the location of your stand.  
A stand number is assigned to you as well as your login details for your online **Exhibitor Space**. Please read this **Exhibitor Guide** and the health measures carefully.
2. **Option 1: Design your stand using our catalogue of additional options.**  
Find all our services in the catalogue of additional options available in your online **Exhibitor Space**.  
Please contact us! We will be pleased to advise and assist you:  
[service.technique.expoprotection@rxglobal.com](mailto:service.technique.expoprotection@rxglobal.com)
3. **Option 2 : Contact My Stand Maker**  
Our stand designers are at your disposal to help you create a customised stand that reflects your brand. Find out more about this solution on the following page.
4. **Option 3: You have your own stand designer/decorator.**  
Declare your service provider in your online **Exhibitor space**.  
Your stand design must comply with the architectural rules as well as fire safety regulations.



## B. Space-only stands

The floor area  
is marked out  
on the ground.  
Partitions and  
carpeting are  
not provided.

### Remember to reserve:

- Your electrical power supply
- Your fluids (air, water), if necessary
- Your internet and phone lines

From Parc des Expositions Paris Porte de Versailles : [www.viparisstore.com](http://www.viparisstore.com)

### Important

You must have your stand design approved by our service provider DECOPLUS.

Please return mandatory forms to RX and our service providers (you can find them in your [Exhibitor Space](#)).

On site, the safety officer will check the conformity of stands during setup. In the event of non-compliant layouts, furniture or materials, the exhibitor and their decorator will be required to make any necessary changes at their own expense in order to pass the Fire Safety Inspection on the opening day of the trade show.

Preparing your stand

# My Stand Maker



## My Stand Maker is an RX France service

### Our mission

To assist you with your project from A to Z - from design to setup and takedown at the trade show.

### Our goal

Maximize the visibility of your brand and give you a hassle-free exhibitor experience.

### Our method

Listen to your needs, stay within your budget, advise you.

For more information: [www.mystandmaker.com](http://www.mystandmaker.com)



# My Stand Maker



## One reliable contact person

Our sales representatives have extensive trade show experience and are ready to provide you with all the help, support and advice you need, from defining your needs to building your stand at the show.



## Customised support

We offer solutions that meet your exhibition goals and budget. We discuss your expectations with you so that we can offer you the stand and services that will best meet your needs.



## Affordable prices

We are committed to helping you stay within your budget. Moreover, with our experience in organising events, we have negotiated with our partners to get you optimum stand solutions at the best rates.

For more information: [mystandmaker@rxglobal.com](mailto:mystandmaker@rxglobal.com)

# C. Additional options

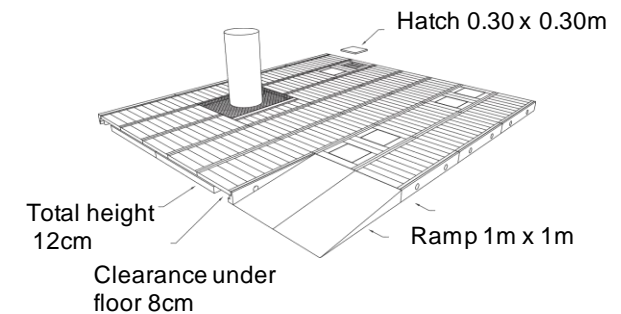
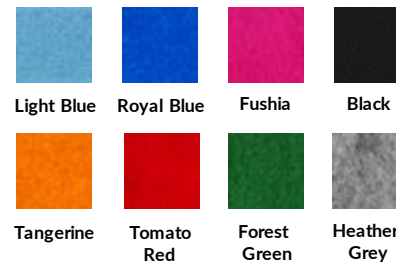
1/2

Design your own stand with our catalogue of design options. Please do not hesitate to contact us for a detailed estimate. We will be happy to help you.

[service.technique.expoprotection@rxglobal.com](mailto:service.technique.expoprotection@rxglobal.com)

## Flooring

Choose your carpeting from a wide range of colours. We also offer technical flooring for a high-quality look.



## Lighting

Don't forget the lighting for your stand: track lighting, spotlights on rods, truss lighting, etc.

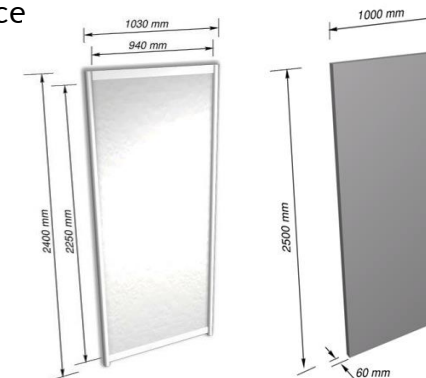
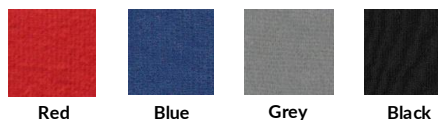


# C. Additional options

2/2

## Partitions

Choose from two types of partitions:  
modular or wood with brushed cotton in the colour of your choice



## Signs

Stand out and personalise your stand with customisable partitions or hanging signs.



# D.

## Referenced service providers

### 1/2

**Safety Management**  
AFS Conseils & Sécurité  
+33 (0)6 70 61 95 11  
[afrancioni@afsconseils.fr](mailto:afrancioni@afsconseils.fr)

**Furniture**  
Camerus  
+33 (0) 1 57 14 25 25  
[exposant@camerus.com](mailto:exposant@camerus.com)

**Turnkey stands**  
Créatifs (Essentiel - Easy)  
+33 (0)1 45 91 40 00  
[expoprotection@creatifs.fr](mailto:expoprotection@creatifs.fr)

**Links Event (Identity)**  
[identity@linkseventgroupe.com](mailto:identity@linkseventgroupe.com)

**Standing (Business)**  
[configureur@standing95.onmicrosoft.com](mailto:configureur@standing95.onmicrosoft.com)

**Layout approval**  
Decoplus  
+33 (0)9 67 78 93 85  
[w.decoplus@free.fr](mailto:w.decoplus@free.fr)

**Handling / transport**  
Clamageran expositions  
+33 (0)1 57 25 18 01  
[paris@clamageran.fr](mailto:paris@clamageran.fr)

**Clasquin fairs & events**  
+33 (0)1 48 63 33 81  
[fairs-events@clasquin.com](mailto:fairs-events@clasquin.com)

**Floral decoration**  
Gally  
+33 (0)1 39 63 20 20  
[smassot@gally.com](mailto:smassot@gally.com)

**Equipment rental**  
**Computer & audio-visual**  
ComLM  
+33 (0)9 77 84 24 94  
+33 (0)6 98 49 73 36  
[location-salon@comlm.fr](mailto:location-salon@comlm.fr)

# D.

## Referenced service providers

### 2/2

#### Coffee

**G.D.M (Grain de malice)**  
+33 (0)1 41 53 52 82  
[ladjakerrouche@wanadoo.fr](mailto:ladjakerrouche@wanadoo.fr)

#### Nafrane services café

+33 (0)9 82 42 97 70  
+33 (0)6 66 32 71 45  
[contact@nscafe.fr](mailto:contact@nscafe.fr)

#### Cleaning

**Millenium**  
+33 (0)1 60 19 72 72  
[stand@millenium-sas.com](mailto:stand@millenium-sas.com)

#### Police station

250, rue de Vaugirard  
75015 PARIS  
+3430 (numéro non surtaxé)

#### Catering

**Poirier**  
+33 (0)1 39 13 42 42  
[info@poirier.fr](mailto:info@poirier.fr)

#### Security

**Guard'events**  
+33 (0)1 56 08 01 39  
[info@guardevents.com](mailto:info@guardevents.com)

#### Hostess

**Mahola**  
+33 (0)1 70 38 28 80  
[commercial@mahola-hotesses.fr](mailto:commercial@mahola-hotesses.fr)



## **RX France**

52 quai de Dion Bouton  
92800 Puteaux

+33 (0)1 47 56 00 00  
[www.rxglobal.com](http://www.rxglobal.com)