

Exhibitor Guide

EXPOPROTECTION
Exhibitions Centre – Pavilion 1
Paris - Porte de Versailles

November 5th to 7th 2024

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.).

2- You have received your username and password for your online Exhibitor Portal by e-mail: no-reply@rxglobal.com Remember to check your spam.

You haven't received your login details?

Contact our customer service:

[Helpdesk Form \(expoprotection.com\)](https://expoprotection.com/helpdesk-form)

We're looking forward to seeing you very soon!

Exhibitor Guide

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1. Preparing for the Trade Show



A - General information

Your contacts

ORGANISER

RX FRANCE

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

TRADE SHOW MANAGEMENT

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Exhibition Director

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service.technique.iftm@rxglobal.com

CUSTOMER SERVICE

[Helpdesk Form \(expoprotection.com\)](https://expoprotection.com)

EXPOPROTECTION 2024 - Schedule

	Friday Nov 1st	Saturday Nov 2nd	Sunday Nov 3rd	Monday Nov 4th	Tuesday Nov 5th	Wednesday Nov 6th	Thursday Nov 7th	Friday Nov 8th
	BUILD UP				EXHIBITION			DISMANTLING
7.00 am					7.30 am			7.00 am
8.00 am	8.00 am	8.00 am	8.00 am	8.00am		8.00 am		
9.00 am					EXHIBITORS ACCESS			
10.00 am					9.30 am	9.30 am	9.30 am	
11.00 am					PUBLIC PERIOD			DISMANTLING
12.00 pm								
1.00 pm	BUILD UP							
2.00 pm				2.00 pm Equipped Stands				
3.00 pm								
4.00 pm							5.00 pm	
5.00 pm					6.00 pm		VISITORS EXIT	
6.00 pm					EXHIBITORS EXIT		6.00 pm - 7.00 pm DISMANTLING Equipped Stands	
7.00 pm	8.00 pm	8.00 pm				8.00 pm	6.00 pm- midnight DISMANTLING Bare Stands	
8.00 pm			9.00 pm	9.00 pm		EXHIBITORS EXIT		9.00pm
9.00 pm								
10.00 pm								
11.00 pm								
12.00 am							midnight	

Taking possession of the Bare Stand :

Friday, November 1st at 8.00 am

Taking possession of Equipped Stands (Présence, Easy, Essentiel, Identity, Business, Villages,..) :

Monday, November 4th at 2.00 pm

ELECTRICITY SCHEDULE (limited period power supply)

BUILD UP

Friday, November 1st : 2.00 pm – 8.00 pm

Saturday, November 2nd : 8.00 am – 8.00 pm

Sunday, November 3rd : 8.00 am – 9.00 pm

Monday, November 4th : 8.00 am – 9.00 pm

PUBLIC PERIOD

Tuesday, November 5th : 7.30 am – 6.45 pm

Wednesday, November 6th : 8.45 am – 8.45 pm

Thursday, November 7th : 8.45 am – 6.00 pm

Important :

No power supply on 1st November from 8.00 am to 2.00 pm, and 7th November from 6.00 pm to 8th November.

If necessary, you can order an additional electrical connection to Viparis during these periods:

[Manifestation home \(viparistore.com\)](https://www.viparistore.com)

Reverse schedule

ACTIONS	TO BE DONE NO LATER THAN	CONTACT	
Choose furniture (Easy, Identity and Business)	You will be redirected to Camerus from your exhibitor platform to order your furniture endowment.		
Park services (Electricity, Water supply, Parking, Sling,Wifi)	Increase 20% from October 29 th 2024	VIPARIS website	Manifestation home (viparisstore.com)
Services (screen, catering, floral decoration, ..)		Trade show exhibitor area	Espace Exposant (expoprotection.com)
Submit your stand design (Bare stands only)	October 4 th 2024	DECOPLUS	w.decoplus@free.fr elisabeth.decoplus@gmail.com
Exhibitor badges	As soon as possible when access is available	Trade show exhibitor area	Espace Exposant (expoprotection.com)
Safety instructions	October 1 st 2024	Trade show exhibitor area	Espace Exposant (expoprotection.com)
Fire safety		Trade show exhibitor area	Espace Exposant (expoprotection.com)
Submit the name of your decorator	As soon as possible when access is available	Trade show exhibitor area	Espace Exposant (expoprotection.com)
LOGIPASS		Online (opening 1 month before the show)	www.logipass.viparis.com
Supplementary insurance	October 20 th 2024	Customer service	helpdesk.expoprotection@rxglobal.com

B- How to get to the site

Site map

HOW TO GET TO THE SITE:

By vehicle:

« Paris Expo Porte de Versailles » : 1, place de la Porte de Versailles, Paris

Parking 1 : 2 rue d'Oradour-sur-Glane, 75015 Paris

Public transport:

***SUBWAY**: line 12, Porte de Versailles station - exit 1 to access
(exit 2 to access access to pavilion 1)

***TRAMWAY**: T2 and T3a, Porte de Versailles - Parc des Expositions station

***BUS**: line 80, Porte de Versailles - Parc des Expositions station and line 39, Desnouettes station

***BICYCLE**: Vélib' station on avenue Ernest Renan

- **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 - Pavillon 1
75015 PARIS



Important

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

Site map

PAVILION 1

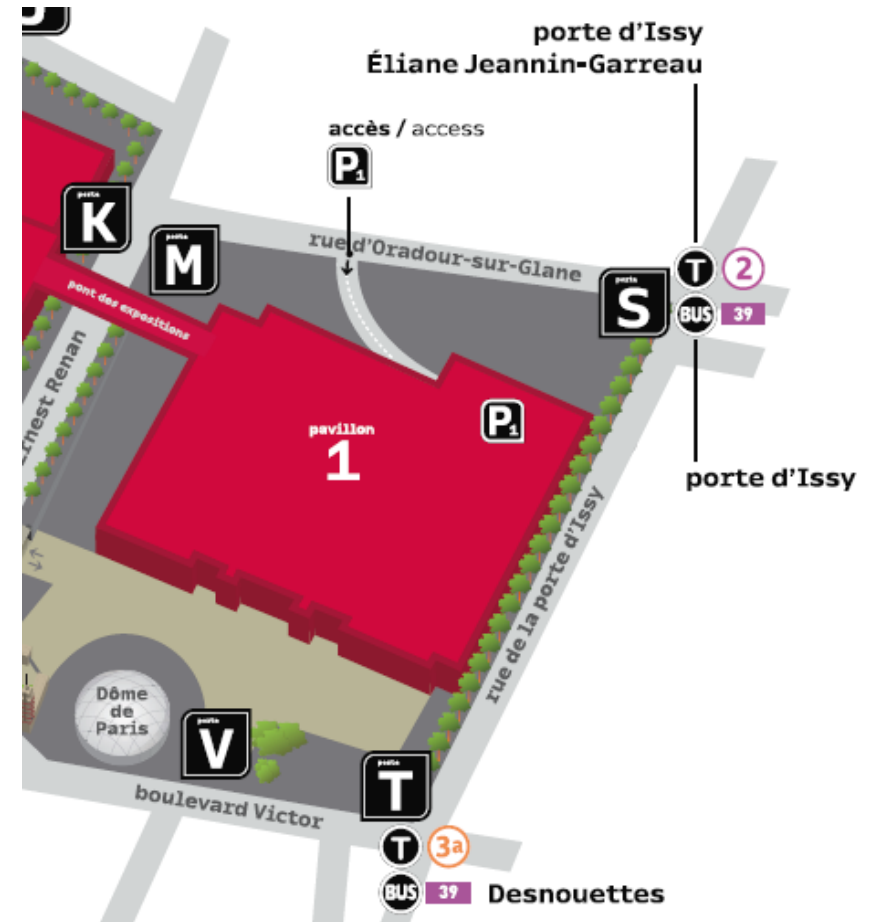
Vehicle entry:
CAUTION !!! - NEW
Through door **T**

Vehicle exit:
CAUTION !!! - NEW
Through door **M & S**

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

During setup and takedown, only light vehicles loaded with boxes will be allowed to park (for one hour).
All vehicles will be directed to the parking lot.



Vehicle access & deliveries

Access to **delivery areas** is free, but vehicles **must be registered on the LOGIPASS platform**:

<https://logipass.viparis.com/en>

For all enquiries about **LOGIPASS**, please contact:
infos-exposants@viparis.com
Tel: +33 (0)1 40 68 11 30

Exhibitors are in charge of their deliveries and must be present on their stands. The organizer will not be in charge of the delivery of the parcels.

ADDRESS FOR YOUR DELIVERIES

VIPARIS – Porte de Versailles

Salon EXPOPROTECTION -Pavilion1

Stand n° + Contact+ phone number

1, place de la Porte de Versailles – 75015 Paris

Reminder : During the event, it will be necessary to have an exhibitor parking card.

Order on: [PARKING AND LOGISTICS \(viparisstore.com\)](http://viparisstore.com)

Tel : +33(0)1 40 68 16 16

Build-up, dismantling and daily deliveries



LOGIPASS concerns all requests for vehicle access during build-up, dismantling and for daily deliveries.

Parking in delivery areas is only authorized for delivery purposes.

Trucks and passenger vehicles are not allowed inside the pavilion. Only handling equipments is permitted.

1 – 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

2 – 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) subject to availability.

Deliveries during the opening period

Exhibitors delivery access: from 8:30am to 9:00am, door T.



During deliveries, 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.

Access badges

NEW

Unidentified persons **WILL NOT BE ALLOWED TO ACCESS THE SITE**

During build-up / dismantling, the venue is a worksite closed to the public.



DECORATORS / DRIVERS: SETUP/TAKEDOWN BADGES

To **gain access to the pavilion during build-up and dismantling**, each person must be registered beforehand and have their build-up / dismantling badge and proper ID. You will need to print it after our approbation.

Maintenance badges : access during the trade show

To **gain access to the pavilion during the trade show**, each person must be registered beforehand and have their build-up / dismantling badge and proper ID. **Maintenance badges are subject to moderation.**

To register, please click on the following link:

<https://solar.rxfrance.fr>

Procedure: [SOLAR user guide](#)

For any questions, please contact: operations.registration@rxglobal.com



EXHIBITORS: EXHIBITOR BADGES

Exhibitor badges are mandatory for exhibitor access during the **trade show**. **Exhibitor badges are also valid during build-up and dismantling periods.**

To register, you need to go to your online Exhibitor Portal:

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:

<https://www.expoprotection.com/en-gb/exhibitor-hub.html>



Presence of minors

Minors (except declared young workers) are prohibited on build-up and dismantling of the show.

C – Practical information

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.

We remind you that there is a high risk of theft during build-up and dismantling. Please keep a close eye on your personal effects.

See Stand Security Guard in your online Exhibitor Portal.

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

EXPOPOTECTION

52-54 Quai de Dion Bouton

92800 PUTEAUX

During the building

Empty packaging – material disposal



Exhibitors or their decorators must quickly remove empty packaging and store it outside the pavilion.

There is no storage space in the pavilion.

Handling companies are selected to work at the show.
You'll find their order forms in your Exhibitor Portal.
(**Clamageran**, **Clasquin** and **ESI** companies)

Handling



Handling companies are selected to work and handle your parcels at the show.

You'll find their order forms in your Exhibitor Portal.

Customs



It is the responsibility of each exhibitor to complete the customs formalities for materials and products coming from abroad.

The organiser cannot be held responsible for any difficulties that may arise during these formalities.

Setup

Sound animations and illuminated signs

Animations (sounds, videos, mascots, etc.) must be declared to the organiser for approval. The maximum noise level is set at 70 decibels, measured at 1 meter from the stand.

The organiser reserves the right to lower this threshold if the noise emission causes a significant disturbance to surrounding stands.

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 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.

Distribution of advertising

Distributing advertising documents and goodies outside your stand is strictly prohibited. Handing flyers out in aisles is not allowed.

Car park

Car park at the exhibition center will be charged during the opening of the exhibition. VIPARIS proposes for the exhibitors, parking places for the all duration of the event. This parking pass allow you to access unlimited time in and out for your vehicle. To order, go directly to: [PARKING AND LOGISTICS \(viparisstore.com\)](https://viparisstore.com)

Caterers

Exhibitors may use either the caterers at the site (Horeto) or caterers approved by the VIPARIS administration.

All caterers are authorized to provide services in the exhibition center, provided they register with VIPARIS before providing the service and sign a one-off-fee based contract.

Contact: VIPARIS – Myriam MOTTIN

Tel: +33 (0)1 40 68 14 46 / myriam.mottin@viparis.com

Without this authorization, access to the exhibition center will be denied.

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.

Breakdown

Turnkey stands and additional fittings

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 **5.00pm** at the latest, so that the installation crews can take down the stand.

Bare stands – Cleaning

Exhibitors and their service providers must follow the schedule established by the organiser.

Stand dismantling will begin on Thursday November 7th from 6.00pm to midnight and on Friday, November 8th from 7.00am to 9.00pm

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 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.

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.

You must return your stand to its original condition.

All rubbish (carpet, demolition rubble, adhesives, etc.) must be removed by Friday, 8th November at 9.00pm.

We will dispose of goods and materials that are not removed in time **and will invoice the exhibitor for this at a later date.**

Exhibitors must dispose of their own rubbish and may not use the organiser's dumpster under any circumstances.

For waste removal, we advise you to contact the companies in charge of cleaning the pavilion : **MILLENIUM**
See Cleaning Service in your online Exhibitor Portal.

WE RECOMMEND THAT YOU PASS ON THIS INFORMATION TO YOUR TRANSPORT COMPANIES, CARRIERS AND DECORATORS.

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

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), 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

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



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



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**, **CLASQUIN** 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.



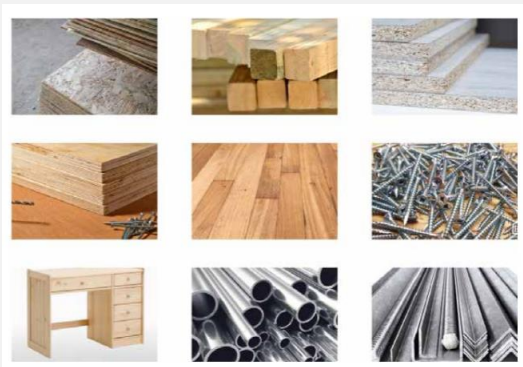
Use responsible advertising

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.



BUILD UP/ DISMANTLING

Responsible exhibitor: Best practices



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

We organize the reuse of your materials by our eco-responsible channels. Let us know as soon as you set up if you identify materials or stands that can be recycled! set-up if you identify any materials!

Arrange for your waste to be collected:

I have LESS than 1m³ of waste on my booth

Please identify 4 waste categories whose be sorted and place them in front of your stand:

- Packaging
• Paper
• Magazines 
- Wood 
- Scrap metal 
- PE Plastic– Film
Clear plastic 
- Other waste
(excluding hazardous waste and waste electrical / electronic equipment) 

I have MORE than 1m³ of waste on my booth

I order the disposal of my waste with the service provider **MILLENIUM**.

They will be used in treatment centres

TO ORDER DISPOSAL OF MY WASTE

Online before the start of the build-up
<https://www.expoprotection.com/en-gb/exhibitor-hub.html>

EXHIBITION

Responsible exhibitor: Best practices



Waste sorting

Thank you for dropping each evening in front of your stand, the diverse waste separated, thus the glass which we will also retrieve. You will be also able to drop directly your waste in the sorting boxes placed in the hall entrance and in the organization areas.



Reuse, sorting follow-up

RE'UP

lamine.kagny@bereup.com

Cleanness, waste disposal

MILLENIUM

Tel: +33 (0)1 60 19 72 72

I share my best ideas and practices:
service.technique.expoprotection@rxglobal.com

E – Architectural technical regulations

1 – For all exhibitors (Equipped stands, bare stands, My Stand Maker):
Please consult our safety regulations on your Exhibitor Area.

2 – For space-only stands:

a) TECHNICAL FLOORPLAN

If you have technical restrictions on your location, please contact our exhibitor technical department before starting your stand design to receive your technical floorplan (Fire Hose Reel, connection channel, pillars, construction headroom...)

Contact : service.technique.expoprotection@rxglobal.com

b) COMPLIANCE WITH ARCHITECTURAL REGULATIONS → before 4th October 2024

Once your project is complete, send two dimensioned drawings showing the floor plan and elevation to:
DECOPLUS - elisabeth.decoplus@gmail.com - tel: +33 (0)9 67 78 93 85

Our service provider will check compliance with architectural regulations.

c) TECHNICAL SERVICE ORDER / FEASIBILITY

Order your slings, fluids... to VIPARIS: [Manifestation home \(viparisstore.com\)](http://Manifestation home (viparisstore.com))

To finalize your order, a technical drawing will be requested.

This drawing is necessary not only to install your order, but also to study the feasibility of your project (especially for slinging).

The order will not be validated until the feasibility has been confirmed by VIPARIS.

d) FINAL APPROVAL

Your project will only be validated upon receipt of the DECOPLUS validation and confirmation of the project feasibility by VIPARIS.



Architectural technical regulations

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 dismantling.

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:

The suspended items to the Pavilion ceiling must only be installed by the VIPARIS technical service.

Orders must be taken on **VIPARISSTORE** :

[Slings \(viparisstore.com\)](https://viparisstore.com)

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.

Virtual Visit 360:

Discover Paris Expo Porte de Versailles with the virtual visit:

[Paris Expo Porte de Versailles - Explore Viparis](#)

(click on Paris Expo Porte de Versailles – Virtual visit, then on the drop-down menu in Pavilion 1)

Architectural technical regulations

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

	HEIGHT	ADJOINING CLEARANCE	RULES
Construction	5.00 m	1.00 m	Clearance from the edges of the neighbour stand only, for constructions between 3.50m and 5m high
Partitions/shared partition walls	2.40min 3.50max	/	The partitions facing neighbouring stands must be smooth, plain, painted white or covered with white or grey wall fabric, without any type of signs.
Signs / Halyards	5.00 m	1.00 m	NEW : The hanging of signs on halyards can only be done by VIPARIS. This service can be ordered at Slings (viparisstore.com) Clearance from the edges of the neighbour stand only.
Hanging sign structures	5.00 m	1.00 m	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.
Lighting fixtures or truss lighting	5.30 m	1.00 m	Independent lighting fixtures hung above the stand structures are authorised. Clearance from the edges of the neighbour stand only. Please contact VIPARIS' exhibitor service on 01 40 68 16 16 for any feasibility of your project.
Multi-level stands	5.00 m	2.00 m	Clearance from the edges of the neighbour stand only. 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 opening of 50%**, in order to allow easy access to the stand, avoid disturbing neighbouring stands and to allow proper visibility and flow of visitor traffic.

The following may be considered as openings:

- Any decorative elements or furniture not exceeding 1.00m in height, excluding low partitions (e.g.: plants, reception counters, etc.)
- Any mobile elements, up to the full height of the stand, allowing physical access to the stand.

STANDS OVER 200M²

Please contact the trade show's technical and safety advisor.

REUSED STANDS

Reused stands are subject to the trade show's Architectural Regulations, just like newly built stands.

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.

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.

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 without carpet with the exception for stands installed by RX France (Ex Easy, Identity, Village ..)

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

The cladding on pillar has a height of **4m**, **however it is possible to cover them up to 5m**. 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. Pillars 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.

EQUIPMENT IN OPERATION

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

SMOKE VENTILATION CONTROL SYSTEMS AND FIRE FIGHTING SYSTEMS

Smoke ventilation control systems or fire extinguishers are placed on the peripheral walls or posts. Fire hose reels must be visible and accessible within a 1m radius. Intercoms must be kept clear at all times. Signs for these systems must always be visible.

TETHERED BALLOONS

Balloons inflated with a lighter-than-air gas (air or helium) and used as signs must comply with authorized heights and clearances with a minimum setback of 0.50m from the aisles and 1.00m setback from the neighbour partitions. If the balloon is inflated with helium, no storage of helium requirement will entitle the organizer cylinders (empty or full) will be authorized in the pavilion. It is also forbidden to re-pressurize the balloon while the public is present. If the balloon is illuminated, the envelope must have a M2 reaction to fire.

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 exhibition opens.

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.

THE FIRE HOSE REEL

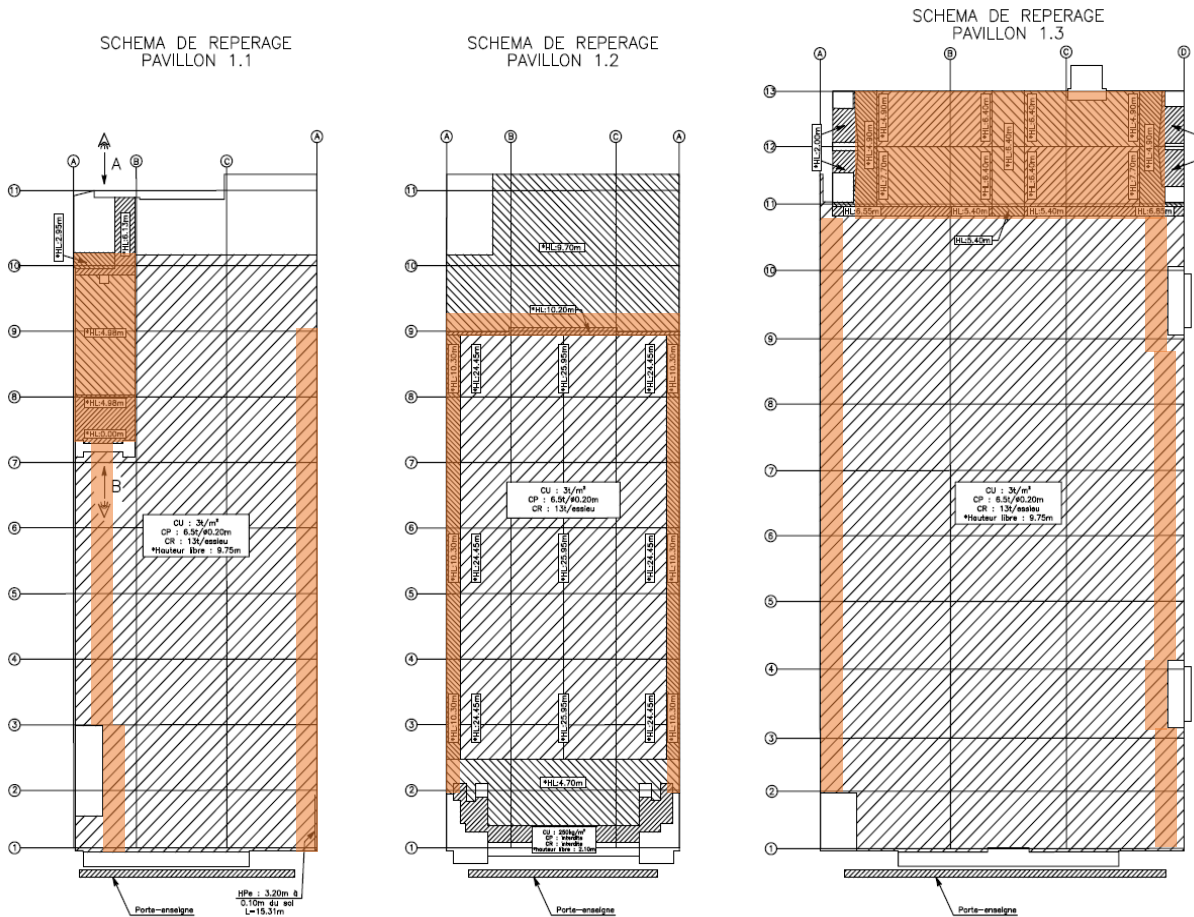
The fire hose reel must remain visible and accessible, and therefore must not be blocked by any casing, doors, curtains or decorative elements. However, a floating curtain of neutral colour will be tolerated in front of the device. A sign will be placed above the curtain (red plate, RIA in white lettering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

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

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.

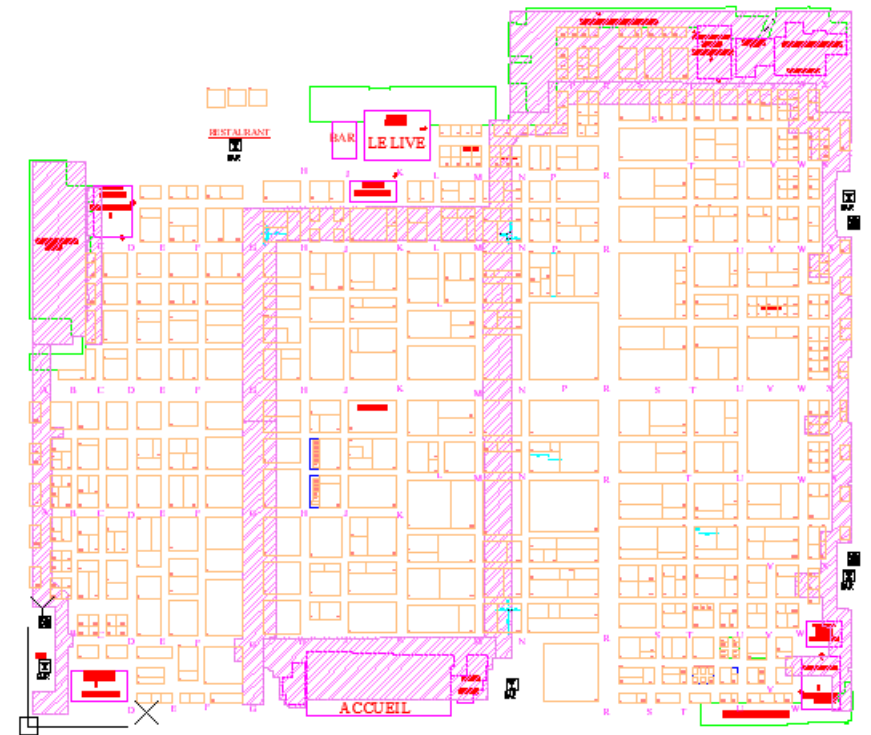
Architectural technical regulations

Special feature of pavilion 1 : technical ducts

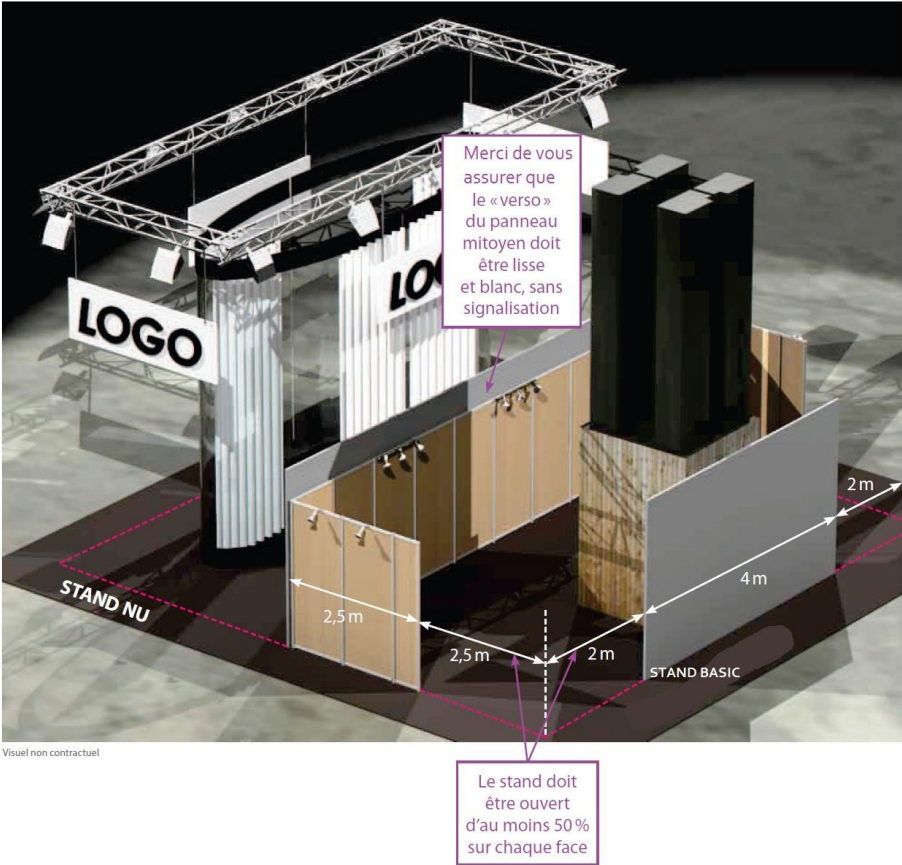
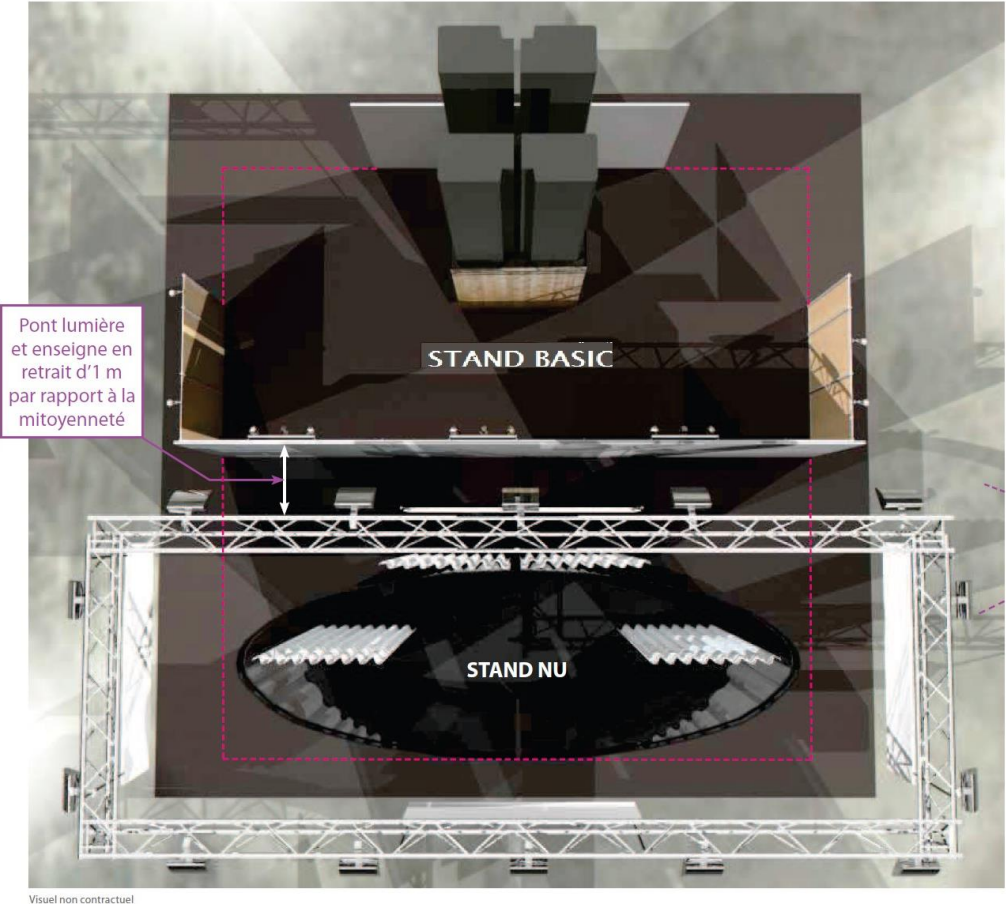


Please check with your commercial contact for height restrictions specific to your location

Stands located under the technical ducts of pavilion 1 must be accompanied by the VIPARIS exhibitors service to validate the feasibility of their projects for hanging at height and hanging signs on halyards.
Contact : Mr Loick Kuntz – loick.kuntz@viparis.com

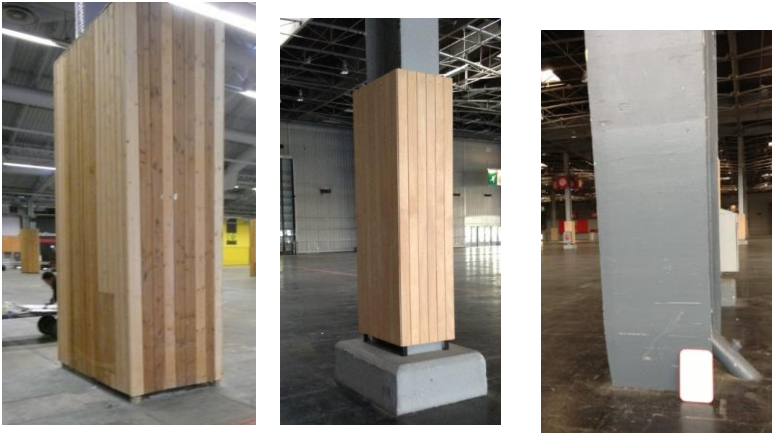


Architectural technical regulations



Architectural technical regulations

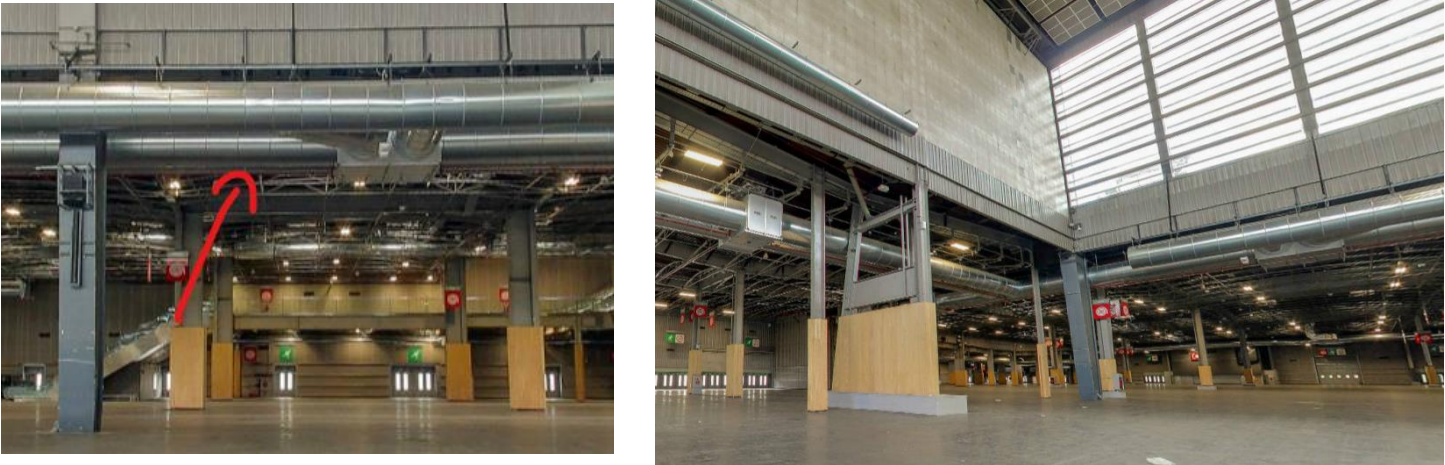
HALL POST CLADDING



FIRE HOSE REEL



CEILING AIR CONDITIONING DUCT
(requiring a feasibility study from Viparis if you wish to sling a structure)



All floors are concrete



POWER SUPPLY
(power ≤ 20kW)



TECHNICAL HATCH



ELECTRICAL CABINET

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.

For all exhibitors (turnkey stands, space-only stands, My Stand Maker)

Complete the fire safety form hereafter

You can declare the **equipment operating on your stand** directly using the fire safety form hereafter.

For any questions relating to fire safety and equipment in operation, please contact:

AFS Conseils & Sécurité

Tél : +33 (0)6 70 61 95 11

afs@afsconseils.fr

afrancioni@afsconseils.fr

CONSIGNES DE SECURITE			
INCENDIE SERVICE SECURITE N° POMPIERS N° NE PAS RACCROCHER SANS AVOIR VERIFIE QUE VOTRE APPEL A ETE COMPRIS.	ATTAQUEZ LE FEU AU MOYENS DES EXTINCTEURS APPROPRIES 	DANS LA FUMEE BAISSÉZ-VOUS L'AIR FRAIS EST PRES AU SOL 	N'UTILISEZ PAS LES ASCENSEURS FACILITEZ L'ACCES DES POMPIERS N'ENCOMBEZ PAS LES MOYENS DE SECOURS
EVACUATION DES L'AUDITION DU SIGNAL SONORE GARDEZ VOTRE SANG-FROID	FERMEZ LES PORTES ET LES FENETRES EN QUITTANT VOTRE POSTE DE TRAVAIL. 	DIRIGEZ-VOUS CALMEMENT VERS LE POINT DE RASSEMBLEMENT 	N'UTILISEZ PAS LES ASCENSEURS LOCALISATION DU POINT DE RASSEMBLEMENT
ACCIDENT PREMIERS SECOURS N° AMBULANCE N° NE PAS RACCROCHER SANS AVOIR VERIFIE QUE VOTRE APPEL A ETE COMPRIS.	PRECISEZ LA NATURE DE L'ACCIDENT BLESSURES BRULURES ASPHYXIE FEU SUR UNE PERSONNE ? EMPECHEZ-LA DE COURIR, COUCHEZ-LA, ENVELOPEZ-LA AVEC UNE COUVERTURE OU EN VETEMENT.	RESPONSABLES DE SECURITE M. TEL. M. TEL. M. TEL. M. TEL. M. TEL.	
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>			

B – Form to be returned to the dedicated service providers

Declaration of equipment in operation 1/2

Form to be completed and returned before October 15th, 2024

By email : afs@afsconseils.fr

By post : AFS Conseils

56 rue Roger Salengro
93110 Rosny sous Bois - France

Company name:.....

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

Address:.....

Postcode :.....

Town/City:

Country:.....

Tel.: Contact :.....

Email :

Type of equipment or device in operation:

.....
.....
.....
.....
.....
.....

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 :

C – Specific health and safety plan

Please read carefully the **Exhibitor Health & Safety Instructions** which you will find in full in your exhibitor area.

For Start up / Essential / Easy / Identity / Business/ Villages stands and My Stand Maker bare stands,
=> Tick the box "my stand is built by the Organiser".

The form should be sent by email to: sps@d-o-t.fr

IF YOUR STAND IS:

- Built by the Organizer or by yourself or by only one company without subcontractor



YOU MUST return this certificate to the DÖT Company on or before October 1st 2024 and pass on this document to all contractors who you have appointed to work on your stand during the build-up and breakdown of the exhibition.

For bare stands:

Fill in the requested information and return the form with a view of your stand.

The form should be sent by e-mail to: sps@d-o-t.fr

C – Additional coverage (optional)

Reminder of the general rules of the show

Article 18 – Exhibitor’s comprehensive Insurance

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

This comprehensive insurance covers casual loss or damage to goods belonging to an exhibitor or goods under his or her responsibility.

The coverage shall take effect from the moment said items are deposited at the exhibition space of the exhibitor. The coverage shall be terminated from the moment said items leave the exhibition space at the end of the event.

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

- Items exhibited, display equipment, furniture, and all other goods intended for inclusion within the exhibition space;
- Hired or borrowed property, including the exhibition space or the exhibition module supplied by the exhibition organisers
- Audiovisual material and plasma/LCD screens.

The exhibitor may take out additional optional coverage (see terms in the Exhibitor Guide) by contacting the insurer.

Find the application form for this optional insurance in your Exhibitor Area

To be completed and returned, **before October 20th 2024**,

By email to our customer service:

helpdesk.expoprotection@rxglobal.com

3. Preparing your stand.



A – Turnkey stands

Our turnkey stand services are managed by our official partners.

- **HOW DOES IT WORK?**

1

You have confirmed the location of your stand
A stand number is assigned to you, as well as your login details for your online [Exhibitor Space](#)
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 and on 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.

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 (1KW, 3KW or 4KW depending on the type of stand)
- Lighting adapted to the size of the space
- Signs
- Furniture
- Cleaning (before opening and daily)

Turnkey stands

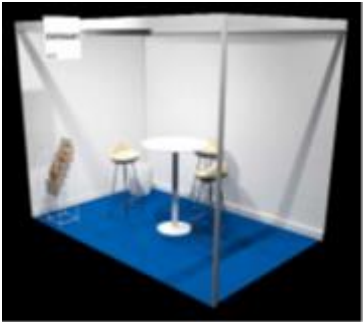
➤ **IMPORTANT INFORMATION ABOUT EASY, IDENTITY AND BUSINESS FORMS:**

You will be redirected to **Camerus** from your exhibitor platform to order your furniture endowment.

You can choose between different types of options, however you cannot change the content of an option.

If you have a Presence formula, the furniture is already included; no steps need to be taken.

If you have an Essentiel formula, the furniture is not included in the formula. You can order it through your Exhibitor Portal.



PRESENCE



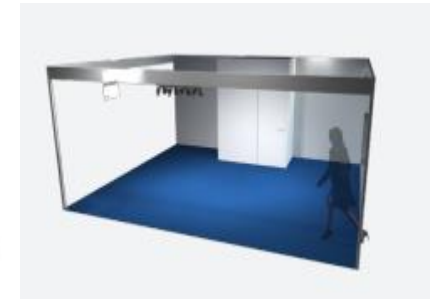
EASY



BUSINESS



IDENTITY



ESSENTIEL

➤ Our service provider **CREATIFS by GL Events** will contact you to help you choose the layout and design of your stand.

➤ Our service provider **CREATIFS by GL Events** will contact you to help you choose the layout and design of your stand.

➤ Our service provider **STAND-ING** will contact you to help you choose the layout and design of your stand.

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

➤ Our service provider **CREATIFS by GL Events** will contact you to help you choose the layout and design of your stand.

Village formulas (Expert - Start up)

➤ Our service provider **Crétifs by GL** will contact you to help you choose the layout and design of your stand



VILLAGE EXPERT



VILLAGE START-UP

B – Space-only stands

You have confirmed the location of your stand
A stand number is assigned to you as well as your login details for your online Exhibitor Space

**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
- Your parking places

[Manifestation home \(viparisstore.com\)](https://www.viparisstore.com)

• SEVERAL OPTIONS

Option 1: 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.

Option 2: 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.

Option 3: Design your stand using catalogue of additional options

Find all the services in the catalogue of additional options available in your online Exhibitor Space and proposed by our supplier **CREATIFS by GL EVENTS**.

IMPORTANT

- You must have your stand design approved by our service provider **DECOPLUS** elisabeth.decoplus@gmail.com -
tél : +33 (0)9 67 78 93 85
- Please return mandatory forms to RX France 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.



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.

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.

More information on:

www.mystandmaker.com

Contact:

mystandmaker.france@rxglobal.com



C – Referenced service providers

FURNITURE

CAMERUS

+33 (0)1 57 14 25 25

<https://camerus.com/salon/expoprotection-2024>
exposant@camerus.com

IDENTITY STAND

LINKS EVENT

identity@linkseventgroupe.com

EASY / ESSENTIAL / PRESENCE / VILLAGES STANDS

CREATIFS by GL events

expoprotection@creatifs.fr

STAND BUSINESS

STAND-ING

configureur@stand-ing.com

STANDS VALIDATION

DECO PLUS

+33 (0)9 67 78 93 85

w.decoplus@free.fr
elisabeth.decoplus@gmail.com

HANDLING / TRANSPORT

CLAMAGERAN

+33 (0)1 57 25 18 01 / 18 03

paris@clamageran.fr

CLASQUIN

+33 (0)1 48 63 33 81

parisevents@claquin.com

ESI

+33 (0)130 11 93 48

laurent.labarrere@group-esi.com

FLORAL DECORATIONS

GALLY

+33 (0)1 39 63 48 33

location@gally.com

CATERING

POIRIER

+33 (0)1 39 13 42 42

info@poirier.fr

EQUIPMENT RENTALS COMPUTER & AUDIOVISUAL EQUIPMENT

A-LOC

+33 (0)1 71 16 19 80

salon@a-loc.com

RECEPTION MATERIAL

G.D.M (GRAIN DE MALICE)

+33 (0)1 43 08 60 87

infos@graindemalice.net

www.graindemalice.net

CLEANING

MILLENIUM

+33 (0)1 60 19 72 72

stand@millenium-sas.com

MEET & GREET STAFF HOSTESS

MAHOLA

+33 (0)1 70 38 28 80

commercial@mahola-hotesses.fr

GUARDIANSHIP

GPS

+33 (0)1 53 02 01 18

assistantstand@gps-securite.fr

EXHIBITIONS CENTRE

VIPARIS (Electricity, water supply, parking places, wifi)

+33 (0)1 40 68 16 16

[Manifestation home \(viparisstore.com\)](http://Manifestation home (viparisstore.com))

SECURITY / HEALTH PROTECTION

DOT

+33 (0)1 46 05 17 85

sps@d-o-t.fr

SAFETY ADVISER

AFS Conseils & Sécurité

+33 (0)6 70 61 95 11

afs@afsconseils.fr

afrancioni@afsconseils.fr

POLICE STATION

250, rue de Vaugirard - 75015 Paris

+3430