

1. GENERAL INFORMATION

The exhibitor must comply with the safety rules on the prevention of fire and panic in establishments open to the public fixed by the 25 June 1980 order (general provisions). The 18 November 1987 order defines the particular provisions applicable to exhibition Halls. The text below is made up of aspects from this legislation and is designed to facilitate understanding. Any significant projects must be submitted for approval to the Show Security Manager. Furthermore, some structures are subject to approval by the Departmental Consultative Commission on Safety.

Further information regarding fire safety is available from:

A.F.S. Conseils & Sécurité
56 rue Roger Salengro -93110 Rosny-Sous-Bois
tel: 06 70 61 95 11 - afs@afsconseils.fr

2. ACCESSIBILITY FOR PERSONS OF REDUCED MOBILITY

The exhibitor must comply with French regulations.

- **All premises and facilities open to the public must allow access to the disabled and to people with reduced mobility.** Applied to the show, this means that:
 - minimum width = 0,90 m,
 - chamfer 33 %, if the height of the floor < 4 cm,
 - ramp 4 % (no restriction on the length)
 - or ramp 5 % on a length < 10 m,
 - or ramp 10 % on a length < 0,50 m.
- **People with reduced mobility can use the registration desks** (H maximum of 0.80 m, 30 cm gap allowing passage of knees 0.70 m high).
- **Elevated stand:** The first floor must be accessible to people with reduced mobility.
- if the activity on the first floor is not proposed on the ground floor, **a disabled access system on the first floor will be installed** (elevator or stair lift)

3. FIRE REGULATIONS AS THEY RELATE TO THE FITTING OUT OF STANDS

3.1. MATERIALS, RATING REQUIREMENTS

3.1.1. General information

All materials used must have a specific fire rating (French class or Euroclass).

3.1.2. Requirements

- Stand structure and partitions with **M3** or **D** minimum rating (European classification system).
- Large furniture items (cash till, counter, display unit, separator screens, etc.) with **M3** or **D** minimum rating.
- Wall coverings (natural or plastic materials) with **M2** or **C** minimum rating.
- Curtains, hangings or loose voiles with **M2** or **C** minimum rating.
- Firmly fixed floor coverings with **M4** or **D** minimum rating.
- Draped decorative or stand-dressing items (advertising panels if surface area >0.5m², string decorations, small decorative objects etc.) with **M1** or **B** minimum rating.
- Ceiling fabrics with **M2** or **C** minimum rating.
- Ceilings and false ceilings with **M1** or **B** minimum rating.
- Mesh canopies must be CNPP (French test laboratory) certified.

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3.1.3. Equivalence

- Non resinous solid wood: if thickness > 14 mm, rated **M3** or **D**.
- Resinous solid wood: if thickness > 18 mm, rated **M3** or **D**.
- Wood-based panels (plywood, boarding, particleboard and fibreboard): if thickness > 18 mm, rated **M3** or **D**.

ATTENTION: Have the fire resistance test reports for materials used available on each stand. Failing this, have the equivalent fireproofing certificates available on each stand.

3.2. CONSTRUCTION AND FIT-OUT RULES

3.2.1. Prohibited

- Curtains, hangings and voiles in front of exits.
- Paints and varnishes classified as fire (for example nitrocellulose or glycerophthalic paint).
- The use of signs or advertising panels which feature white letters on a green background.
- Stands with several raised levels.
- Covered upper levels

Only mesh "smoke out" ceiling fabrics allowed

3.2.2. Covered stands (ceiling, false ceiling or ceiling fabric)

- Area < 300sq.m.
- If area >50sq.m:
 - Appropriate extinguishers.
 - **One security guard holding the "SSIAP1" qualification present.**
 - Equipped with autonomous unit security lighting. This security lighting must be put on standby when the normal lighting is intentionally switched off.
 - the velum, if used, must be attached securely and supported by a network of perpendicular wires (minimum mesh 1sq.m).

3.2.3. Stand with a raised level.

Exhibitors must send a dossier to the Cabinet A.F.S. Conseils & Sécurité for his opinion and approval.

Respect the following constraints:

- One upper floor only.
- It's not allowed to cover the raised level except if this cover is a velum with meshes.
- **If area accessible to the public is greater than 19sq.m, there must be 2 stairways.**
- Railings must conform to French standards NF P 01-012 and NF P 01-013 (see the attached file).
- **The solidity and stability of the structure must be verified by an authorized French inspection service. The surface area of this level may not exceed 300 m². There must be at least a 4 m distance between two covered stands or two multi-level 300 m² stands.**

Each stand must be fitted with the following fire extinguishers:

- A water mist fire extinguisher, located at the bottom of each staircase
- A CO₂ extinguisher, located close to the electrical board.

If the upper-level surface area exceeds 50 m², appropriate additional extinguishers need to be manned permanently by at least one security guard while the site is open to the public.

• Access and exits

Upper levels need to be accessible by carefully distributed staircases, with the number and width calculated depending on the surface area of these upper levels:

- Up to 19sq.m: 1 staircase at 0.90 m
- 20 - 50sq.m: 2 staircases, one at 0.90 m and one at 0.60 m,
- 51 - 100sq.m: either 2 staircases at 0.90 m, or 2 staircases, one at 1.40 m and the other at 0.60 m,
- 101 - 200sq.m: 2 staircases, one at 1.40 m and one at 0.90 m,

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- 201 - 300sq.m: 2 staircases at 1.40 m

Staircases shall only be counted if they are at least 5 metres apart. Exits must be marked with "EXIT" or "EMERGENCY EXIT" in clearly visible white lettering on a green background or self-contained emergency lighting units.

- **Straight staircases (see appended drawing)**

Straight staircases for the public must be built so that the steps meet industry standards:

- no more than 25 steps per flight of stairs.
- the flights of stairs should lead in opposite directions where possible.
- the step height should be 13 cm minimum and 17 cm maximum.
- the step width should be at 28 cm minimum and 36 cm maximum.
- the height and width of steps are correlated using the following formula: $0.60\text{ m} < 2H + G < 0.64\text{ m}$

These heights and widths must be regular within a single flight of stairs, but this requirement does not apply to the first step. Landings must be the same width as the staircases, and where flights of stairs do not lead in opposite directions, the width should exceed the staircase by 1 m.

Staircases at least as wide as one unit width must be fitted with one handrail (1 UW = 0.90 m)

Those wider than two unit widths must have one handrail on each side.

- **Spiral staircases**

Normal or additional spiral staircases must be continuous, without any other landings than on the stories themselves. The step run and height along the walking line, 0.60 meters from the solid newel or central void, must comply with the industry standards set out in the previous article. Moreover, the exterior step run may not exceed 0.42 meters. For staircases that measure one unit width, the handrail must be located on the exterior side.

- **Staircases with straight and spiral parts**

Providing that a staircase complies with the industry standards set out above in its various straight and spiral parts, said staircase is considered to comply with regulations and nothing prevents it from being used in venues open to the public.

- **Ground rails and handrails (see appended drawing)**

In accordance with French standards NF P 01-012 and NF P 01-013, ground rails must be able to withstand a pressure of 100 kg per linear meter. Protective glass panels must be made of safety glass or shatterproof glass. "Securit" glass is prohibited.

3.2.4. Closed stands or rooms

- Send dossier to cabinet A.F.S. Conseils & Sécurité to obtain their opinion and approval.
- Number and width of exits:
 - If area < 20sq.m: 1 of 0.90m.
 - 20sq.m ≤ area < 50sq.m: 1 x 0.90m and 1 x 0.60m.
 - 50sq.m ≤ area < 100sq.m: 2 x 0.90m or 1 x 1.40m and 1 x 0.60m.
 - 100sq.m ≤ area < 200sq.m: 1 x 1.40 m and 1 x 0.90 m or 3 x 0.90m.
 - 200sq.m ≤ area < 300sq.m: 2 x 1.40m.
- Area > 300sq.m, contact cabinet A.F.S. Conseils & Sécurité.
- Exits suitably spaced.
- Exits signage required.

3.3. FIREPROOFING

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Fireproofing can give materials, which are normally fairly or easily flammable M2 or C rating qualities. Spraying, applying with a paintbrush or soaking the material can carry out fireproofing. To obtain certified applicators' contact details, contact:

Groupement Technique Français de l'Ignifugation :

10, rue du Debarcadere – FR 75852 Paris cedex 17

Tel: 00 33 1 40 55 13 13

3.4. FIRE CERTIFICATES

Exhibitors must have fire resistance test certificates for floor and wall coverings and materials used or failing this hold equivalent fireproofing certificates on the stand. It is in the exhibitors' interest to obtain these floor and wall coverings and materials from specialised suppliers or shops, which will avoid the issues associated with on-site fireproofing (the salts used attack metals and the fireproofing is only valid for 3 months).

Contact:

Groupement NON FEU

37-39, rue de Neuilly BP 121 – FR 92113 Clichy Cedex

Tel: 00 33 1 47 56 30 80

4. ELECTRICITY

4.1. EXHIBITORS' GENERAL OBLIGATIONS

Exhibitors must ensure that the following regulations are applied:

- only fixed wiring may be used for electrical systems,
- cables and wires must be Category C2,
- conduits and wire mouldings used for cable troughs, wire ways and cable ducts must be made of flame-retarding material, in compliance with European standards,
- all electrical apparatus, cables and conduits must be earthed,
- if class 0 equipment is to be powered up (exceptionally), it must be equipped with a residual current (maximum 30 mA) differential switch or safety device,
- class I equipment must be connected to the earth wire of the main supply line,
- the use of individual ground plates is forbidden.

4.2. ELECTRICAL EQUIPMENT CABINETS AND BOXES. MUST COMPLY WITH LEGISLATION, NAMELY:

- must have a metal casing,
- must not be accessible to the public,
- must be easily accessible to staff and emergency services,
- must be located a safe distance from all flammable and combustible materials.

IMPORTANT: if total power rating > 100 kVA:

- cabinets and boxes are to be installed in closed premises reserved exclusively for this purpose,
- the premises must be clearly indicated,
- a dry chemical or CO2 extinguisher must be available on the premises,
- partitions must have an M3 fire rating,
- the premises must not be located under a mezzanine that is accessible to the public.

4.3. HALOGEN LAMPS (EN 60 698 STANDARD). STAND LIGHTING THAT INCLUDES HALOGEN LAMPS MUST:

- be a minimum of 2.25 meters from the ground,
- be located a safe distance from all flammable materials (at least 0.50 meters from wood and other decorative material),
- be well secured,

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- be fitted with safety glass or fine mesh wire, providing protection against the consequences of a bulb blowing.

4.4. HIGH VOLTAGE NEON SIGNS:

- must be protected by a screen made of material with an M3 fire rating,
- the power switch must be clearly marked,
- transformers must not be within reach,
- a sign marked "Danger: high voltage" should be visible.

5. HELIUM BALLOONS

- **No helium balloons (empty or full) are to be stocked in the Hall.**
- Balloons must not be filled whilst the public is present.
- Balloons must be kept within the confines of the stand.
- If the balloon is lit, the exterior must be M2-rated.

6. MACHINERY

Operational equipment and machinery for demonstration. Must comply with the following rules:

- the Organizer must receive a list of all equipment and machinery that is to be operational at the Show, at least 30 days before the Show begins (see form in annexe),
- such equipment must not present any risks to public safety,
- stationary equipment or machinery (whether or not operational):
- any dangerous parts must be more than 1 meter from the public thoroughfare or protected by a rigid screen,
- dangerous parts: moving parts, hot surfaces, blades and sharp

objects;

- moving equipment or machinery:
- must be presented in a protected area where members of the public are kept at a distance of at least one meter from the equipment itself;
- hydraulic jacks presented in a raised static position:
- the equipment's hydraulic safety mechanisms must be supplemented by a mechanical safety device preventing any untimely activation;
- all equipment must be properly stabilized.

6.2 DEMONSTRATION VEHICLES

- any vehicles presented should have empty fuel tanks (new vehicles) or contain little fuel
- fuel tanks should be fitted with locking caps
- battery terminals should be protected, rendering them inaccessible, or unplugged

7. SPECIAL EFFECTS

If technical installations are set up at the stand in order to create special effects ("smoke machine", "effects using carbon dioxide" and "lasers" equipment), they must conform to the technical instructions on using particular installations (French Decree of 11 December 2009, JORF of 16 February 2010).

- Furthermore, the presence of automatic smoke detectors in some Halls or pavilions imposes restrictions on using this type of technical installation.
- These installations must, 30 days before the Show opens, be declared or a request to authorise their use (laser) must be made to the competent administrative authority (contact Cabinet A.F.S. Conseils & Sécurité).

Important : the machines or the appliances comprising of the lasers with protections (cutting, reading, measurement...), which are operational at the show, are authorized by the Departmental Safety Commission at

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the Prefecture. But the Organizer must receive a list of this equipment and machinery, at least 30 days before the Show begins.

8. RADIOACTIVE SUBSTANCES -X-RAYS

Any system using radioactive source or X-rays generator must be declared and submitted to the French Nuclear safety Authority (Autorité de Sureté Nucleaire - ASN). Specific regulations will apply to the stand. For further information on regulations, **contact Cabinet A.F.S. Conseils & Sécurité**. The exhibitors will transmit to the organiser/Safety Manager :

- **The form joined, "exhibit working machines and appliances",**
- **A technical data sheet,**
- **the ASN authorisations.**

9. PROHOBITED EQUIPMENT, PRODUCTS, GASES

The following are prohibited at the Show:

- distribution of samples or products containing an inflammable gas,
- balloons inflated with a flammable or toxic gas,
- articles made of celluloid,
- the presence of pyrotechnic or explosives devices,
- the presence of ethyl oxide, carbon sulphide, sulphuric ether and acetone,
- the use of acetylene, oxygen, hydrogen or equivalent high-risk gases (note: a request for dispensation can be submitted to the French authorities. Apply through Cabinet A.F.S. Conseils & Sécurité, two months before the exhibition opens)
- pyrotechnic effects devices producing detonations, sparks or flames.

10. FLAMMABLE LIQUIDS

The use of flammable liquids on a stand is limited to the following quantities:

- 10 liters for 2nd category flammable liquids
- 5 liters for 5th category flammable liquids

11. FIREFIGHTING EQUIPMENT

- The RIA (fire hose), on the stand, will have to remain visible and accessible. The formwork of the RIA (fire plug) is prohibited.
- But, exceptionally, in front of the fire hose, a curtain is authorized? A sign above the curtain (a panel with pictogram or letters RIA, 40 cm x 15 cm) will remind the presence of the fire plug.
- A passage, 1,00 m wide minimum, will be made available to the closest aisle.

12. SAFETY AND CLEANING

- it is prohibited to leave crates, cartons, boxes or pieces of wood on the stands and in the aisles.
- the premises must be cleaned on a daily basis.

13. OUTDOOR CONSTRUCTIONS

Pavilions and outdoor constructions (tents, solid structures $S > 300$ sq.m or with storey) must be covered by safety documentation submitted to Seine-Saint-Denis Prefecture (as well as a copy to the Town Hall) for consultation by the Departmental Advisory Commission for Safety. This must be done one month before the start of the build-up period. This documentation comprises:

- a safety briefing,
- plans to help understand the project which define the interior fittings.

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This documentation must be validated by a qualified Fire Safety Advisor. We advise you to solicit the services of the Cabinet A.F.S. Conseils & Sécurité, Fire Safety Officer for the show and the Organizer's partner.

14. CTS- MARQUEES, TENTS AND STRUCTURES

CTS have one or two levels: establishments that are intended by design to be completely or partially enclosed and mobile with a soft cover.

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Marquees, Tents and Temporary Structures (CTS) are subject to specific regulations against fire and panic risks.

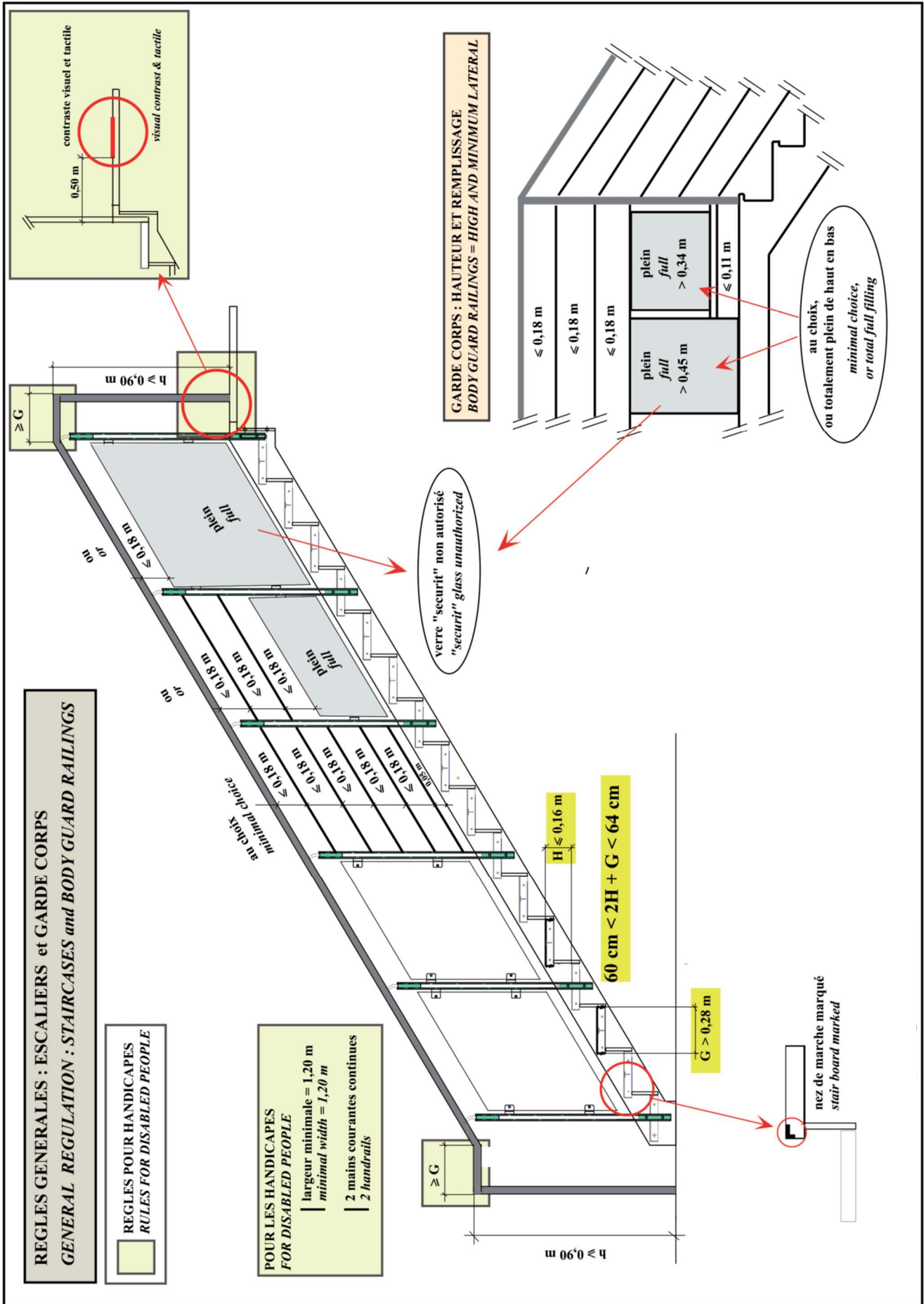
The primary measures are as follows:

- the CTS must be certified in France. A copy of the safety register, testifying to this certification, should be submitted to the Safety Officer. A sticker stuck to the canvas will show the certification number indicated on the safety register
- it is forbidden to erect a ceiling or a suspended ceiling. Only mesh or "smoke-out" awnings classified as M2 or C (and not M1 or B as it is in "hard-standing" buildings) are allowed,
- an interior area 6 m deep opposite each CTS exit will be left free of any construction or fittings,
- transparent tarpaulin must be classified as M2 or C (proof to be provided),
- electric generators or combustion refrigeration units must be placed at least 5 m from the structure. If this is not possible, a 1-hour fireproof screen will be placed between the appliance and the structure.
- This screen will be 1m taller than the appliance. Hydrocarbon tanks supplying these appliances, they will be placed at least 10 m from the structure,
- kitchens are forbidden

15. DOUBLE DECKER MARQUEES, TENTS AND TEMPORARY STRUCTURES (CTS)

Double decker CTS are allowed (floor, partial floor or mezzanine) and must be certified in France. A copy of the safety register testifying to this certification, should be submitted to the Safety Officer. A sticker stuck to the canvas will show the certification number indicated on the safety register.

Contact Cabinet A.F.S. Conseils & Sécurité.



OPERATIONAL EQUIPMENT & MACHINERY FORM

To be returned by 30 days before the opening of the exhibition to:

CABINET AFS Conseils & Sécurité
56, rue Roger Salengro
93110 ROSNY-SOUS-BOIS - France
Tel : +33 (0)6 70 61 95 11
afs@afsconseils.fr

Company:

Hall 7 Stand n°:

Contact:

Tel.: Fax:

E-mail:

1. OPERATIONAL EQUIPMENT AND MACHINERY

Type or machine or appliance:

Risks involved:

IMPORTANT: Equipment exhibited in operation must include either screens or fixed and effective protective casing which places any dangerous part out of the public reach, or must be settled in such a way the dangerous parts are out of the public reach, or at least at a distance of one meter from circulation aisles. Demonstrations will be carried out under the full and complete responsibility of the exhibitor.

2. USE OF PRODUCTS REQUIRING DECLARATION

● Source of electrical power in excess of 100 kVA:

Power:

● Flammable liquids (other than those in the tanks of motor vehicles):

Nature: Quantity:

Use:

3. USE OF EQUIPMENTS REQUIRING AUTHORIZATION

CAUTION: If you intend to use a product below, please see the article dealing with that product in « FIRE SAFETY REGULATIONS » of this document.

Heat or combustion engine:

Smoke generator:

Liquefied gas (acetylene, oxygen, hydrogen, or any other gas involving the same risks):

Nature: Quantity:

Laser:

Note: Cabinet AFS Conseils & Sécurité will notify the exhibitor of the relevant authorities' decisions regarding authorization requests.

Date:

Signature:

REITERATION OF FRENCH CLASSIFICATION AND EUROPEAN EQUIVALENT

- **M0** or European **A** standards: Fireproof
- **M1** or European **B** standards: Flame retardant
- **M2** or European **C** standards: Flameproof
- **M3** or European **D** standards: Moderately inflammable
- **M4** or European **E** standards: Highly inflammable

MATERIALS	AUTHORISED	DOCUMENT TO BE PROVIDED
Wood (or wood-based composite) > 18 mm non-laminated	Pressed wood chipboard (non-laminated)	None (material equated to M3)
Wood < 18 mm and > 5 mm Wood > 18 mm, laminated	Originally M3 or European D standards	Official M3 reports (or material quality labels)
Plywood - Chipboard < 5 mm or wood-based composite	M1 or treated on both sides with fireproof painting, varnishing, fire-inhibiting salts or European B standards	Official M1 reports or fireproofing certificate mentioning the name of the product, specification sheet, date of application
Floor carpeting	Natural: M4 or European E standards Synthetic: M3 or European D standards	Official reports
Wall covering and fabrics	M1 or fireproofed or European B standards	Official reports or fireproofing certificate mentioning the name of the product, specification sheet, date of application
Plastic materials (plaques, letters)	M1 or European B standards	Official M1 reports
Painting	On M0, M1 or authorized wood supports (nitrocellulose painting forbidden)	Official back-up reports
Suspended décoration (paper, cardboard)	M1 or fireproofed or European B standards	Official reports or fireproofing certificate mentioning the name of the product, specification sheet, date of application
Floral decorations made of synthetic materials	Originally M1 (fireproofing forbidden) or European standards	Official M1 reports
Affixed or stapled decorations (paper)	Without support documentation if affixed along the entire area or stapled every 5 cm Separate installation	
Furnishing	Large pieces of furniture: M3 or C Light-weight structures: M3 or C Upholstery filling: M4 or D Covering: M1 or B	Official reports or fireproofing certificate (without support documentation if furniture is rented from the Palais)
Glass partitions	Reinforced, tempered, laminated	Official reports, certificates or with a supporting document such as the invoice
Other materials	Approval to be requested	Written reply from the Head of Safety

NB: Official reports: Reports issued by approved French laboratories solely as the statutory controls dated November 1998 now stand or by officially recognized equivalence by any report corresponding to European standards applicable to member countries of the economic union.