

# Exhibition rules and regulations

## GENERAL PROVISIONS

The exhibitor may not:

- carry out any work that affects the flues, water lines, compressed air lines, electrical circuits, phone lines or the water-supply or drain piping;
- make any holes for anchoring or sealing;
- remove doors, install antenna fixtures, etc.

The walls, pillars, staircases, doors and other elements of the exhibition halls may not, under any circumstances, be used for decorative purposes.

Repairs and damage following the failure to observe the above provisions shall be charged in full to the exhibitor.

The maximum floor load limit is 500 kg per square meter.

## PLACE OF DELIVERY OF THE EQUIPMENT

The equipment shall be delivered pursuant to the appended access plan, Monday to Friday between 8:30am and 12 noon and between 2pm and 5pm.

All equipment and packages must, in addition to the address of the Palais des Congrès, mandatorily bear the following indications:

- sender's full address
- recipient's address, specifying:
  - \* name and date of the convention
  - \* name of the exhibiting company and of the exhibitor
  - \* stand number

These indications must mandatorily be included.

## PARKING

Exhibitors' trucks and cars may not be parked in the unloading zones. They must be parked in the public car park.

## **CUSTOMS**

Each exhibitor is responsible for completing the customs procedures for materials and products from foreign countries. The Palais des Congrès shall not be held liable for any complications that may arise from said procedures.

Each exhibitor, or his/her authorised representative, shall be responsible for the transportation, acceptance and shipping of his/her packages as well as for recognising their contents.

## **HANDLING OF THE EQUIPMENT WITHIN THE PALAIS DES CONGRES**

Each exhibitor shall be responsible for providing the equipment and personnel required for transporting his/her packages and crates.

In general, the Palais des Congrès shall provide neither material-handling personnel nor equipment, unless expressly requested to do so.

## **REMOVAL OF THE EQUIPMENT AFTER THE EXHIBITION**

All equipment must be removed after the event.

The exhibitors shall take all necessary measures with respect to the removal and reshipment of their equipment, as the Palais des Congrès is unable to provide any storage.

The Palais des Congrès reserves the right to have any items, i.e. packages, crates, rugs, carpets, partitions, brochures, etc., left or unclaimed by the exhibitors at the end of the event removed and transported to a dump.

## CLEANING

The Palais des Congrès cleans the aisles and walkways every day.

The exhibitors are responsible for cleaning inside their stands; however, the Palais des Congrès's staff may do so, upon request.

## BUILDING SECURITY

General security guard services for the building are provided outside of the exhibition's opening hours. In any event, the Palais des Congrès shall not be held liable as a result of this security guard service, in case of theft or incidents.

Special security guard services for the exhibition may be provided upon request, either during or outside of the opening hours of the exhibition.

In spite of the security guard service, we strongly advise exhibitors to purchase comprehensive exhibition insurance for the equipment and merchandise on their stand.

It should be noted that the Palais des Congrès shall not be held liable for any theft of or damage to the exhibitors' property.

## LIABILITY AND INSURANCE

### General liability

The Palais des Congrès shall not be held liable for the risks incurred by the exhibitors, personally, or on account of their exhibited equipment or products.

Each participant must take all necessary steps to ensure the safety of the exhibited documents and the equipment used.

### Liability of the exhibitor

The exhibitors shall be liable for any damage that their facilities may cause to the Palais des Congrès. They must arrange their facilities so as not to inconvenience or adversely affect their neighbours.

### Insurance policy

The exhibitors must take out an insurance policy covering the risks and civil liability that they may incur throughout the entire duration of the exhibition, including during the phases of installation and removal. The exhibitor is free to choose the insurer at his/her discretion, and the exhibitor undertakes to send a copy of the policy or certificate from the insurance company to the Palais des Congrès, prior to setting up the stand.

All exhibitors are required to purchase civil liability insurance covering any loss or damage sustained by other exhibitors and/or visitors, including insurance against any loss or damage of any kind sustained by the Palais des Congrès.

### Use of technical facilities

The technical facilities of the Palais des Congrès may only be used by the technical personnel of the Palais des Congrès.

## **SAFETY PROVISIONS TO BE OBSERVED BY THE EXHIBITORS AND STAND LESSEES**

The exhibitor shall comply with all safety measures imposed by the Public Authorities, and in particular with respect to the safety, regulations and instructions concerning exhibitions, fairs and shows enacted by the Ministerial Order of 18 November 1987.

The exhibition organiser and the owner of the premises are both responsible for checking that the provisions of this article are fulfilled. They each have control over their respective interpretations of such fulfilment.

For each event, the Palais de la Musique et des Congrès has a Safety Officer who is in charge of ensuring that the safety measures described herein are taken. With respect to fire safety, the Safety Officer is your exclusive contact person.

In the event of a serious infringement, the Safety Officer may order any corrective measures necessary, including the removal of the proposed structures and equipment or interruption of the event, and the exhibitor shall not be entitled to claim any damages on such grounds, and the exhibitor's obligation to pay rent shall not cease on such grounds.

### **A. OBLIGATIONS OF THE EXHIBITORS AND THE STAND LESSEES**

#### **a) Inspection by the Administration**

Fitting-out of the stands must be completed when the Safety Officer conducts his/her inspection. The exhibitor or his/her qualified agent must be present at each stand during this inspection and provide all necessary information regarding the facilities and materials.

#### b) Special provisions

Machines in operation exhibited on the stands must be declared to the organiser one month prior to opening to the public. Heat or combustion engines, smoke generators, propane gas, hazardous gases, radioactive sources, x-rays and lasers presented on the stands must be the subject of a request for authorisation submitted to the competent authority prior to opening to the public. This request for authorisation shall be forwarded to the authority by the Safety Officer.

The appended document shall be used for drafting declarations and/or requests for authorisation. The Safety Officer shall indicate any special measures to be taken for stands subject to declarations and shall inform the exhibitor of the authority's decisions regarding stands subject to authorisation.

### B. FITTING-OUT OF STANDS

a) Depending on their reaction to fire, the fitting-out materials are broken down into 5 categories:

- M0: non-combustible
- M1: non-flammable
- M2: low flammability
- M3: moderate flammability
- M4: high flammability

b) Proof of the fire reaction classification must be provided:

- either through a test report from an approved laboratory;
- or through the NF standard certification marking.

For fireproof fabrics, proof of the fire reaction classification must be provided:

- either through the identification placed on the edge if the fireproofing treatment is done at the factory or in a workshop;
- or by a stamp or seal if the fireproofing treatment is carried out "on-site".

Traditional materials have the following conventional ratings (in this case, no proof of rating is required):

- M0 rating: glass, brick, plaster, slate, iron, steel, aluminium, ceramics;
- M3 rating: non-resinous solid wood with a minimum thickness of 14 mm, resinous solid wood and wood-derived board (plywood, blockboard, particle board, fibre board) with a minimum thickness of 18 mm;
- M4 rating: non-resinous solid wood with a thickness under 14 mm, resinous solid wood and wood-derived board with a thickness under 18 mm.

- c) The materials used must have the following ratings:
  - construction and fitting-out of stands, especially stand partitions and structure: M3
  - synthetic floral decorations in large quantities: M2
  - coverings for podiums, platforms or bleachers
    - M3 if higher than 0.30 m and if surface area is greater than 20 square meters,
    - M4 in any other case.
  - horizontal awnings: M1 (M2 rating, if the building is protected by an automatic fire sprinkler system).

Fireproofing of the facilities is compulsory. It must be carried out by a qualified company, providing a warranty certificate from an approved body.

Each stand manager must make available to the Safety Officer the fire reaction certificate of the materials used for the fitting-out or decoration of the stand.

## C. ELECTRICAL INSTALLATIONS

To have the stands connected to the power grid, exhibitors must refer to the company approved by the exhibition organiser.

The electrical installations on the stands are set up via an electrical cabinet to which the public must not have access, but which must be easy to reach by the stand's personnel. These installations must comply with the NFC15-100 standard; they are used under the responsibility of the exhibitors.

The main regulatory obligations are as follows:

- a) The installations must be protected by devices with a rated current no greater than 30 mA.
- b) All flexible cables must be of the HO7 RNF type or equivalent.
- c) All power circuits must include a protective conductor linked to the grounding terminal of the stand's electrical cabinet.
- d) Class 1 devices must be connected to the protective conductor.
- e) The supply circuits of the power sockets must be protected by current devices rated below or equal to 16A.
- f) The power sockets must have shutters.

## D. USE OF BUTANE OR PROPANE IN CYLINDERS

- a) Only cylinders containing a maximum of 13 kg are authorised.
- b) The cylinders must always be equipped with standardised holders.
- c) Connected cylinders must be placed out of the reach of the public and be protected from impacts.

The number of connected cylinders on each stand is limited to 6. Connected cylinders must be spaced at least 5 metres apart or separated by a rigid, non-combustible screen installed at a rate of one cylinder per 10 square metres.

- d) Flexible connection hose or tubing:
- must comply with the standard corresponding to their diameter,
  - must be no longer than 2 metres,
  - must not be used after the date indicated on the hose.
- e) Unconnected cylinders must not be stored in the building.

## E. SPACE HEATERS

The use in the buildings of electric, gas-fueled, liquid-fueled or solid-fueled space heaters is prohibited.

## F. FIREFIGHTING

The installation and fitting-out of the stands must not compromise access to the fire hose cabinet, fire extinguishers and/or smoke-extraction controls or other safety devices. All the above must be visible, accessible and usable at all times.

## G. FLAMMABLE LIQUIDS

On each stand, flammable liquids are limited to the following quantities:

- category 2 flammable liquids (fuel oil, gas oil, alcohol more than 40 degrees GL strong): 10 litres per 10 square metres with a maximum of 80 litres;
- category 1 flammable liquids (benzene, toluene, hexane, butanol, xylene, turpentine, etc.): 5 litres.

Especially flammable liquids (ethylene oxide, carbon disulfide and ether) are PROHIBITED.

## H. PROHIBITED ITEMS

The following items are prohibited on the stands:

- samples or products containing a flammable gas
- balloons inflated with a flammable or poisonous gas
- celluloid items
- pyrotechnic and explosive items
- ether, carbon disulfide, diethyl ether and acetone
- acetylene, oxygen and hydrogen (except with special authorization granted by the competent authorities)

The exhibitor shall be required in particular to guarantee, at all times, open access to exit doors, emergency exits and smoke extraction devices (pull handles and fire hose cabinets).

Foreign exhibitors using materials imported from their own country, which have not been inspected in FRANCE, must present the translation by a sworn expert of the official certificates from a Safety Manager in their country stating that said materials are allowed at similar events.

Do not install above the stands any elements liable to reduce the efficiency of the automatic fire sprinkler system and the smoke extraction devices.

The Safety Officer reserves the right to have removed any dangerous or unsanitary equipment or equipment emitting unpleasant, noxious or disturbing odours, as well as all facilities liable to adversely affect the overall look.

## TECHNICAL NOTE

### **FIRE BEHAVIOUR OF THE MATERIALS**

Knowledge of the fire behaviour of materials is crucial in determining the different fire prevention and safety measures.

The most important criteria for assessing hazards are:

➤ The calorific value

The calorific value is the quantity of heat released by one kilogram of this material in complete combustion.

➤ The reaction to fire

The purpose of the reaction-to-fire criterion is to “appreciate the degree to which the material may feed the fire and make it grow” (Art. R121.3 of the French Building and Housing Code). This criterion is determined through tests conducted by one of the approved laboratories.

There are two main categories of materials:

a) Non-combustible materials classified: MO

b) Combustible materials classified:

- M1 (non-flammable)
- M2 (low flammability)
- M3 (moderate flammability)
- M4 (high flammability)
- M5 (very high flammability)

➤ Fire resistance

Fire resistance is the period of time during which building elements are capable of continuing to play their role in spite of the action of a fire (Art. R 121.4 of the French Building and Housing Code). This resistance is determined by tests conducted in one of the approved laboratories.

The following ratings have been established:

- fire stable: depending on the duration of mechanical resistance during the test;
- fire retardant: depending on the time during which it also responds to the criteria of flame resistance and absence of flammable gases;
- firestop: depending on the time during which, in addition to the abovementioned criteria, the element acts as a thermal insulator.

The rating can be for 15 minutes, 30 minutes, etc., up to 6 hours.

## RATING OF A FEW CONSTRUCTION MATERIALS

### 1. MATERIALS OF NATURAL ORIGIN

MO (for the record): a certain number of structural materials: stones, concrete, bricks, plaster, glass, asbestos, usual metals.

M1: wood wool, wood fibre, glass wool, certain wood particle boards fireproofed at the factory.

### 2. SYNTHETIC MATERIALS

Due to their organic character, no products made of plastic materials may be classified in the MO category.

Depending on their nature, they are rated from M1 to M4, it being understood that there are always one or two degrees of deviation in the rating for a single product, depending on the details of its formulation. Thus, it is unadvisable to state, for example: "PVC is rated M1", because certain types of PVC are rated M2, or even M4.

This means that you should always request the fire reaction report from the manufacturer, as this is the only authoritative document for determining the rating.

Having said this, the ratings generally obtained by the most common plastics are:

- Rigid PVC (smooth or ribbed plates): M1 or M2
- Flexible PVC for wall coverings (coatings on papers or fabrics): M2 to M4
- Rigid foam PVC ("Klegecell"): M1
- Decorative laminate type M1: M1
- Formo-phenolic foams: M1
- Certain types of reinforced polyesters and PVC: M2
- Solid fibre polyamide ("Technyl", "Rylsan"): M1 to M4

- Polyesters: M2 to M4
- Standard quality decorative laminate: M3
- Certain types of PVC for floor covering: M3
- Polycarbonate ("Lexan", "Makrolon"): M3
- Polypropylenes and acrylic fibres: M4
- Polymethyl methacrylate ("Altuglas", "Plexiglas", etc.): M4
- Polyethylene: M4
- A few cellulosic and polyester formulations: M4
- Non-fireproofed expanded polystyrene: non-rated
- Rigid or flexible polyurethane foam: non-rated

### **3. SPECIAL CASE**

Wood and particle board

When it has not been treated, wood, a very common construction material, is in category M3 or M4 depending on its type (species), its presentation (solid wood, plywood boards, fibres, etc.) and its smallest dimension (i.e. thickness).

See the following table:

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#### **Reaction-to-fire rating of solid resinous woods, particle boards and plywood**

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Non fireproof:

Thickness of 18 mm and more (rating: M3)

Thickness under 18 mm (rating: M4)

Bulk-treatment fireproofed – depending on the treatment, submission of complementary proof by means of a test report – rating: M1 or M2)

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Any further changes in the condition of the surface must be subjected to a verification of the rating.

Thin materials, not applied to a support (floating).

In general the M4 rating for unrated fabrics, sheer curtains and paper.

## MAIN SAFETY MEASURES TO BE FOLLOWED

Below you will find the main points to follow so as to avoid the most flagrant nonconformities:

### 1. ELECTRICITY

- Make connections in suitable junction boxes;
- Connect metal objects and accessible devices to the grounding system with a grounding conductor;
- Protect each circuit against surges;
- Do not use multiple plugs (multiple sockets authorised);
- The electrical panel must be accessible and easy to reach by the stand's personnel, but out of the reach of the public;
- Sockets with shutters;
- Flexible cable of the type H07 RNF or the equivalent.

### 2. FIRE

- Butane or propane gas: protected canisters, compliant instrumentation, maximum 13 kg;
- No storage of gas inside of the buildings;
- Fabrics or sheer curtains used for decoration must be fireproofed (reminder: in general, untreated synthetic materials are unsuitable);
- Presentation of machines or appliances in operation, and any exhibition with special hazards: a full application needs to be filed with the organisers one month prior to the opening of the event;
- Exhibition tents must be set up over 8 metres away from the buildings.