

EXHIBITORS GUIDE

CONSTRUCTION

Days 14 > 16 SEPT. 2021
EUREXPO-LYON

**THE CONSTRUCTION EQUIPMENT
AND SOLUTIONS SHOW**

> Interactive
browsing, click
on the titles to
access the
information
you need

**USER
GUIDE**

**USEFUL
INFORMATION**

FITTINGS

**REGULATIONS &
FORMALITIES**

**TECHNICAL SERVICES
OF THE EXHIBITION CENTER**

USER GUIDE

TWO TOOLS TO HELP YOU GET READY FOR THE SHOW

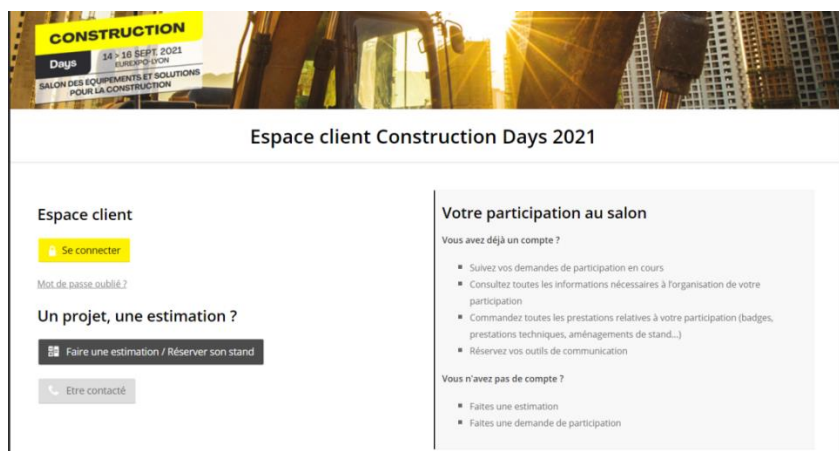
- **THIS INTERACTIVE EXHIBITOR GUIDE**

With this document, you can easily access all the information needed to get you up and running.

- **THE ONLINE STORE**

In this store, you can order all of the technical | services you need until **Tuesday 07th September 2021**.

<https://event.construction-days.com/2021/>



For all requests concerning access to your exhibitor area, please send us an email to:

constructiondays@comexposium-services.com

Please note: from Wednesday 8th November 2021, technical services must be ordered directly on-site at the Exhibitor Office.

Technical services:

Electricity/Internet connections and parking spaces (during construction/dismantling and opening of the show) should be ordered directly from the Lyon EUREXPO exhibition centre by clicking on this link:

<https://www.eurexpo.com/espace-exposants>

NB: Exhibition centre services will be increased by 30% from the morning of 23/08/2021

For any questions regarding the technical services provided by EUREXPO, please contact:

Exhibitor Services EUREXPO

EMail: services@eurexpo.com

Phone: +33 (0)4 72 22 30 30

USEFUL INFORMATION

- Access/traffic & parking
- Events/activities at stands
- Architecture & Decoration
- Complementary insurance
- Access Pass
- Useful contacts
- Exhibitor time tables Assembly/Opening/Dismantling
- Health and safety
- Cleaning/Vacating the stand
- Catering for exhibitors
- Meeting/Conference rooms
- Pavilion monitoring/Stand security

USEFUL INFORMATION

ACCESS/TRAFFIC & PARKING

1/8

EUREXPO LYON ACCESS BY THE ROAD

> By Car

Close to the A43 and A46, Eurexpo Lyon is at the heart of Europe's motorway network, a 4-hour drive from Paris, 3 hours from Marseille, an hour and a half from Geneva, and 3 hours from Turin.

Eurexpo is easy to access by car, and is just a 20-minute drive from both Saint-Exupéry International Airport and the city centre., and is just a 20-minute drive from both Saint-Exupéry International Airport and the city centre.

> Visitors Access

To Lyon: **West Visitors Door**

A43, Eurexpo Exit, Boulevard de l'Europe - 69680 Chassieu

To Paris/Geneve: **North Visitor Door**

A46 (East Ring road), exit n°8: Eurexpo Visitors, Rue Marius Berliet - 69680 Chassieu

To Chambéry/Grenoble: **South Visitors Door**

A46 (East ring road) exit n°10: Eurexpo Visitors - Boulevard des Expositions - 69680 Chassieu

> Exhibitors Access

Exhibitors Access: **East Exhibitors Door**

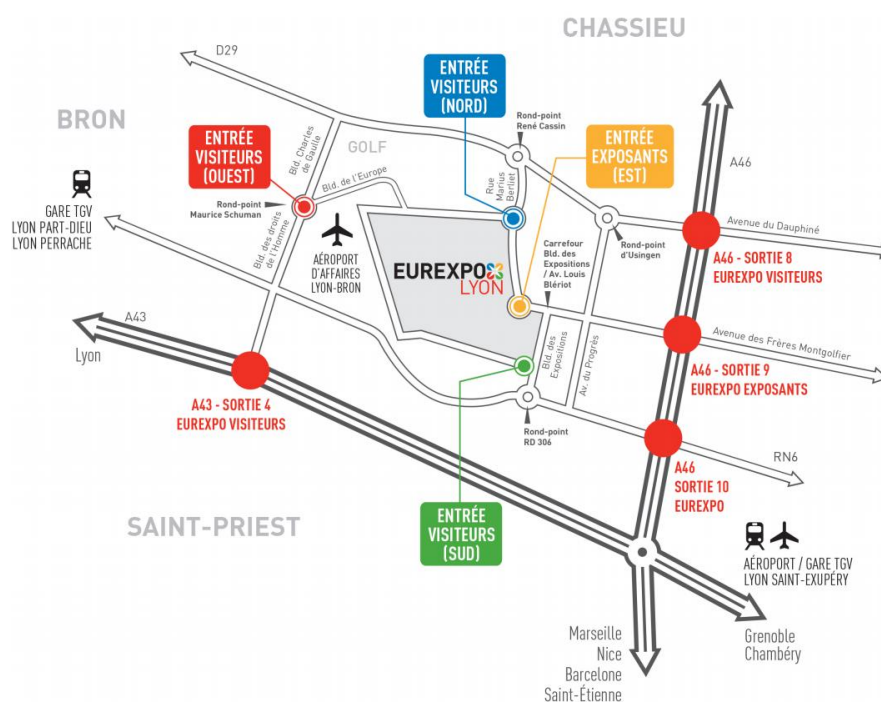
A46 (East Ring road) exit n°9: Eurexpo Exhibitor - Avenue Louis Bleriot - 69680 Chassieu

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To Paris/Geneve: **North Visitor Door**

A46 (East Ring road), exit n°8: Eurexpo Visitors, Rue Marius Berliet - 69680 Chassieu



USEFUL INFORMATION

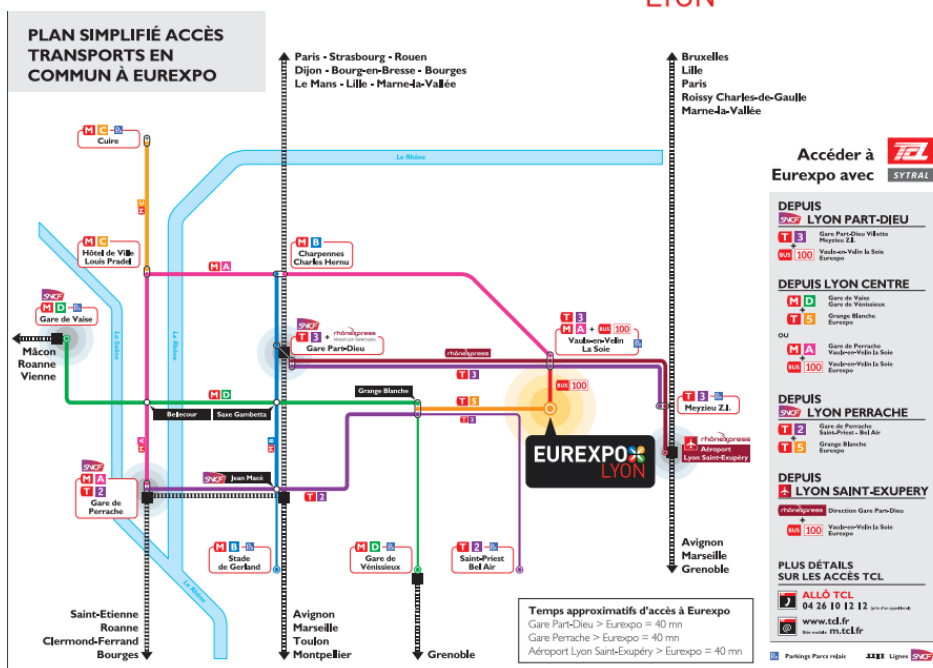
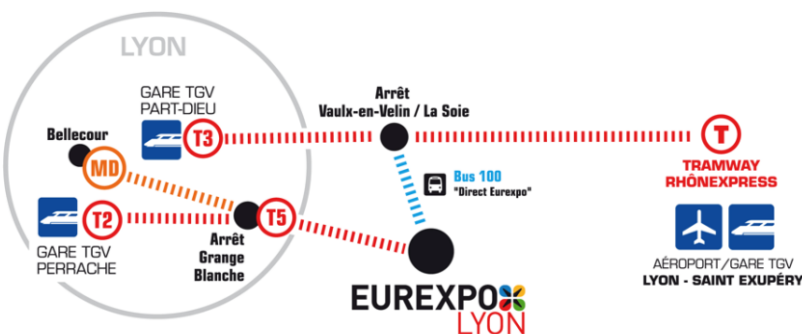
ACCESS/TRAFFIC & PARKING

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EUREXPO LYON ACCESS BY PUBLIC TRANSPORT

> By Public transport

- **Tramway T5 and line 100 "Direct EUREXPO" during exhibition opening periods only.** Information line: 04 72 22 33 44. Urban fares zone for the entire journey.
- **From Part-Dieu railway station (Vilette exit) :** 30 minutes. Tram line T3 to Vaulx-en-Velin La Soie then direct Eurexpo shuttle
- **From Lyon Center:** 30 minutes Métro D to Grange Blanche then Tram T5 to Eurexpo
- **From Perrache railway station and the Lyon centre:** 35 to 40 minutes. Tram T2 to Grange Blanche then Tram T5 to Eurexpo
- **From Saint-Exupéry railway station:** 35 minutes. Rhônexpress tramway to Vaulx-en-Velin La Soie station, then Direct Eurexpo Shuttle buses to Eurexpo (line 100)



USEFUL INFORMATION

ACCESS/TRAFFIC & PARKING

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EUREXPO LYON ACCESS BY AIR

> By Air

Saint Exupéry Airport is 20km from Eurexpo Lyon. It offers direct flights to more than 100 destinations in more than 30 countries, of which 86 are scheduled services.

For information, dial 0826 800 826. From outside France, dial + 33 (0) 4 72 22 74 71: www.lyon.aeroport.fr

> EUREXPO Access:

Rhonexpress: LYON-SAINT EXUPERY AIRPORT – VAULX EN VELIN LA SOIE – GARE LYON PART DIEU this fast line links Lyon Saint-Exupery international airport to Lyon Part Dieu railway station, with a stop at Vaulx-en-Velin la Soie station where a Direct Eurexpo Shuttle Bus Service is implemented during exhibition opening periods.

Information on: <http://www.rhonexpress.fr>

USEFUL INFORMATION

ACCESS/TRAFFIC & PARKING

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EUREXPO LYON ACCESS BY AIR continuation



AIR FRANCE & KLM Global Meetings

Event: CONSTRUCTION DAYS

ID Code: 37668AF

Travel Valid Period: 07/09/2021 to 23/09/2021

Event location: Lyon, France

CONSTRUCTION DAYS and its partner Air France KLM offer you discounts on the reservation of your plane tickets, up to -15% on the lines of metropolitan France**.

Use the website of this event or visit

http://globalmeetings.airfranceklm.com/Search/promoDefault.aspx?vendor=AFR&promo_code=37668AF

Pour:

- Access the preferential fares granted for this event*,
- Make your booking,
- Issue your electronic ticket*,
- Select your seat**.

If you buy your ticket via AIR FRANCE & KLM Global Meetings website, your electronic ticket will carry a special mention which justifies the application of the preferential fares. Should you prefer to process your reservations and ticket-purchase directly with an Air France and KLM sales outlet, you must keep this current document which serves to justify the application of the preferential airfares.

Keep the document to justify the special fares with you as you may be asked for it at any point of your journey.

Frequent flyer / loyalty programs of Air France and KLM partner airlines are credited with "miles" when Air France or KLM flights are used.

* Subject to conditions

** Not available in certain countries

USEFUL INFORMATION

ACCESS/TRAFFIC & PARKING

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TRAFFIC IN EUREXPO LYON

- Obey the highway code
- Limit your speed to 20 km/h (12 mph),
- No stopping and no parking in traffic lanes,
- Light duty vehicles won't be allowed into the Halls,
- Lorries will be allowed access under specific conditions and subject to traffic control (located on parking 8).

We thank you in advance to comply with these measures and we ask you to notify your installers, carriers and various suppliers. **Do not forget to give them your stand and hall number.**

PARKING

To access Eurexpo, each vehicle should have a valid nominative pass during the mounting and dismantling period.

To download your access to Construction Days 2021, https://venues-webservices.gl-events.com/GLWebTickets_Venues/?OrgCode=38&Target=EXH&EvtId=9466&LangCode=FRA&Key=0x9BD3C211A655308DA954364AF1C08B02

This pass should be printed and set behind your car windshield during the whole period it is valid. Every vehicle without any valid pass would not be allowed to enter Eurexpo. Do not forget to transfer this link to your collaborators, sub-contractors, suppliers...

If you have problems by downloading your passes, you can contact the Exhibitors Service: services@eurexpo.com

During the assembly and disassembly, parking is free on the exhibiting car parks. Free car parks will cease on Monday 13th September 2021 at Midnight for fitting



CAMPING AND CARAVANNING ARE PROHIBITED!

USEFUL INFORMATION

ACCESS/TRAFFIC & PARKING

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TRAFFIC AND PARKING DURING OPENING

EUREXPO proposes to the exhibitors fixed parking subscriptions ("entering exhibitors" access and car-park in the nearest parking to your stand).

To order, go directly to the EUREXPO LYON website at the following address
<https://www.eurexpo.com/espace-exposants>

> Instructions for access, traffic and parking during the public opening period:

- Deliveries are authorized from 7:00 am to 8:30 am
- No parking or vehicle storage of any kind is authorized within EUREXPO, except the places provided for this purpose.
- Prohibited parking on safety perimeters, from the time of public opening.

- Any vehicle which contravenes these rules will be removed without notice, at the expense and risk of its owner or party responsible.

> On dismantling evening

To download your access to **CONSTRUCTION DAYS 2021**, [click on the link](#)

Only trolleys and platform trolleys may be used when the show is closed. Motor vehicles may enter the pavilions two hours after public closing time, as long as the space is in such a condition as to permit this.

If you arrive before the exhibition ground gates have been opened, you are wasting your time and causing congestion in the local area.

USEFUL INFORMATION

ACCESS/TRAFFIC & PARKING

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ACCESS PLAN ASSEMBLY DISMANTLING

> Exhibitors Access

Exhibitors Access: **East Exhibitors Door**

A46 (East Ring road) exit n°9: Eurexpo Exhibitor - Avenue Louis Bleriot - 69680 Chassieu

To Lyon: **West Visitors Door**

A43, Eurexpo Exit, Boulevard de l'Europe - 69680 Chassieu

To Paris/Geneve: **North Visitor Door**

A46 (East Ring road), exit n°8: Eurexpo Visitors, Rue Marius Berliet - 69680 Chassieu



USEFUL INFORMATION

ACCESS/TRAFFIC & PARKING

8/8

ACCES PLAN DURING OPENING

> Exhibitors Access

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USEFUL INFORMATION

EVENTS / ACTIVITIES AT STANDS

The CONSTRUCTION DAYS has established standards to prevent problems during the trade show and ensure optimal visitor comfort.

Exhibitors may promote their stands as they wish provided they adhere to the conditions below and respect the exhibitor timetable.

PLEASE NOTE: NON-AUTHORISED ACTIVITIES

- Distributing or leaving brochures in aisles of CONSTRUCTION DAYS, at the show entrance (unless prior agreement has been granted by the organiser).
- Promotional activities in the aisles (with robots, hostesses, sandwich boards...).
- Offering tastings on the edges of the aisles or in the aisles themselves. There are allowed in the stands.
- Musical promotion
- The image walls must respect shrinkage of 2.00 m from the edge of the aisle.

EVENTS ARRANGED WITHOUT THE AUTHORISATION OF ORGANISER ARE PROHIBITED AT THE EXHIBITION

USEFUL INFORMATION

ARCHITECTURE & DECORATION

CONSTRUCTION DAYS 2021 is subject to special rules, according to the specific features involved. Each project for a bare stand, reused stand, or stand equipped and fitted out by COMEXPOSIUM but to which new decorative components are to be added must be **submitted for approval by e-mail by 1 September at the latest.**

COMEXPOSIUM

Mr Laurent DIALLO

E-mail: laurent.diallo@comexposium.com**EACH PLAN MUST INCLUDE**

- The file of layout of your stand
- A 3D layout with dimensions
- An elevation plan with the different heights
- Coloured visual(s)

ESSENTIAL

- Any stands which do not respect established rules will be refused. Any stands set up without the agreement of the CONSTRUCTION DAYS can be dismantled at the exhibitor's own expense..

USEFUL INFORMATION

COMPLEMENTARY INSURANCE

> FIND OUT MORE VIA THE ONLINE EXHIBITOR AREA

- To find out what rules and regulations govern your insurance during the show, check the "**Regulations**" section in your Online Exhibitor Area and order complementary insurance in the "**My Store**" section.

ADDITIONAL PROPERTY INSURANCE

Exhibitors may take out complementary insurance provided by the Salon CONSTRUCTION DAYS to cover their property if the latter's value exceeds the amount covered by the insurance policy taken out as part of the registration application.

This cover takes effect from the day on which the show opens to the public (at 9.00am on 14/09/2021) to the evening on which the show closes to the public (6.00 pm on 16/09/2021). The premium will be equal to 0,27% of the value of the equipment.

LOSSES

The warranty of the good and the guarantee of the stand material will expire on 16th September 2021 at 6.00pm.

No losses may be accepted as valid without having been declared to the show's exhibitor reception within 24 hours and at the latest on 16th september at 6.00pm.

Cases of theft that are not covered by the exhibition CONSTRUCTION DAYS but are insured by the exhibitor's own policy must be documented in a complaint form sent within the required time-frame to the police station of Chassieu or to the police station of the exhibitor's home town (if in Metropolitan France).

USEFUL INFORMATION

ACCESS PASS

VERY IMPORTANT: COMPULSORY PASS-WEARING

- In order to be granted access to the exhibition halls, **all individuals must have been issued a CONSTRUCTION DAYS access pass**, which must be worn during the assembly, opening and dismantling periods.
- **Identity checks** will take place around the pavilions.
- **Security equipment** and the wearing of safety footwear is **compulsory**, failure to comply shall result in access to the show being denied.

EXHIBITOR PASS

- The exhibitor access pass grants access to EUREXPO during the assembly, opening and dismantling periods in accordance with the timetables that feature on the exhibitor's timetable. (See Exhibitor Timetable document below).
- Your badges must be created in your **Exhibitors Area**: <https://event.CONSTRUCTIONDAYS.fr/2021/>
- **You will be able to print them after the payment of the balance of your stand.**
- The exhibitor declares and personalizes his badges in his Exhibitor Area.
- The badges are to be printed or sent by e-mail in the form of an electronic badge. For additional badge requests, an order form is available in your Exhibitor Area.
- **Quota of free badges per exhibitor:**

12,00 m ² – 30,00 m ²	31,00 m ² - 50,00 m ²	51,00 m ² - 100,00 m ²	101,00 m ² - 150,00m ²	151,00 m ² - 250,00m ²	251,00 m ² - 350,00m ²	> 351m ²
5 badges	9 badges	12 badges	15 badges	20 badges	15 badges	30 badges

ASSEMBLY/DISMANTLING BADGES

The assembly-dismantling badge is distributed to the doors of the halls by the security service set up by the organizer. It allows anyone with safety shoes to access the exhibition halls only during the period of assembly and disassembly. **It is not valid during the opening period from Tuesday 14th to Saturday 16th September 2021.**

THE CARRY OF THE IS MANDATORY.

Badge readers licence

This year the badge reader is integrated into the salon's mobile app to download directly to your equipment (mobile or tablet)

To use the player, the purchase of a license is required and will give you unlimited access once identified with your dedicated exponent account in the application "To order or obtain additional information, please refer to the "badges and reader of badges" section in the online store.

USEFUL INFORMATION

CONSTRUCTION DAYS CONTACTS

COMEXPOSIUM, organizer of the CONSTRUCTION DAYS exhibition		
EXHIBITIONS DIRECTOR		
Isabelle ALFANO isabelle.alfano@comexposium.com		
Commercial Direction	Commercial Team	
Céline GSTADLER Directrice Commerciale Celine.gstalder@comexposium.com	Valentine de BALSAC Responsable Commercial E-mail : valentine.debalsac@comexposium.com Tél. : +33 1 76 77 11 75 Sylvie Monichon Responsable Commercial E-mail : sylvie.monichon@comexposium.com Tél. : +33 (0)1 76 77 11 47 Chargé de relation client E-mail: constructiondays@comexposium-services.com	
Operations Team		
Laurent DIALLO Responsable Technique & Logistique laurent.diallo@comexposium.com		
Communication Team / Press		
Laura SANCHEZ Directrice Communication Laura.SANCHEZ@comexposium.com	Claire SCHLOSSER Responsable communication +33 1 76 77 15 81 claire.schlosser@comexposium.com Coline POIROT Chargée de communication +33 1 76 77 15 76 coline.poirot@comexposium.com	Claire RICHARD Responsable Communication digitale Tél. : +33 (0)1 76 77 12 84 claire.richard@comexposium.com
Parc EUREXPO Services		
Exhibitors department (electricity, water, telephone etc.) Tél. : + 33 (0)4 72 22 30 30 services@eurexpo.com		
Catering	Rooms reservation	
Pauline BONNASSIEUX Tél. : + 33 (0)4 72 22 31 31 pauline.bonnassieux@eurexpo.com	Laureen CAMUS Tél : + 33 (0)4 72 22 32 40 laureen.camus@eurexpo.com	

USEFUL INFORMATION

USEFUL CONTACTS

Go to your ONLINE Exhibitor AREA to see the complete list of service providers

Security Officer	CFPS	Stéphane Remillieux Tel: 04.78.93.32.03 E-mail: cfpsformationlyon@gmail.com
French customs	INFO DOUANES SERVICE	Depuis la France: 08 11 20 44 44 (0.06 €/mn) Depuis l'étranger: + 33 1 72 40 78 50 Site web: http://www.douane.gouv.fr/
Complementary Insurances	SIACI	39 rue Mstislav Rostropovitch 75815 PARIS Cedex 17 Tel : +33 (0)1 44 20 29 81 Email : philippe.huet@s2hgroup.com
Copyrights	SACEM	Délégation Régionale de St Gratien 16 avenue Gabriel Péri - BP 103 -95210 St Gratien – France Tél.: +33 (0)1 76 76 74 80 Site internet: www.sacem.fr
Health and Safety	D.Ö.T	93, rue du Chateau - 92100 Boulogne - France Tel:+ 33 (0)1 46 05 17 85 Fax: + 33 (0)1 46 05 76 48 E-mail: sps@d-o-t.fr
VAT Refund	TEVEA INTERNATIONAL	29-31 rue Saint Augustin 75002 - Paris 6 - France Tel: +33(0)1 42 24 96 96 - Fax.: +33(0)1 42 24 89 23 E-mail: mail@tevea.fr Site web: www.tevea-international.com
FORWARDER EUREXPO	CLAMAGERAN EXPOSITIONS	Anne-Gaëlle Turin Tel: + 33 (0)4 78 90 06 00 Fax: + 33 (0)4 78 90 51 61 E-mail: lyon@clamageran.fr
FORWARDER EUREXPO	GONDRAND LYON	Service Foires-Expos Tél: 04 78 69 50 02 42 avenue du PROGRES – 69680 CHASSIEU
STAND CATERING	PIBOLO c/o EUREXPO	Avenue Louis Blériot - 69 680 CHASSIEU Tél: +33 (0)4 72 22 30 33 - Fax: +33 (0)4 72 22 30 32 Contact: Françoise Seytre E-mail: info@pibolo.fr Site web: www.eurexpo-restauration.fr
Declaration of detachment of foreign workers	DIRECCTE	8-10 rue du nord 69 625 VILLEURBANNE CEDEX - FRANCE Tél : + 33 (0)4 72 65 58 17 -Fax: +33 (0)4 72 65 57 47 E-mail: dd-69.inspection-section18@direccte.gouv.fr




USEFUL INFORMATION

EXHIBITORS TIMETABLES

ASSEMBLY/OPENING/DISMANTLING

1/2

WORKING HOURS, SET UP, DIMANTLING, POWER SUPPLY

		Dates	Exhibitors timetable	Power Supply timetable
Montage	Bare Stand	Wednesday 8 september	7.00am– 7.00pm	
		Thursday 9 september	7.00am– 8.00pm	
		Friday 10 september	7.00am– 8.00pm	
		Saturday 11 septembre	7.00am– 8.00pm	
		Sunday 12 september	7.00am– 6.00pm	
	Bare Stand Equipped Stands	Monday 13 september	7.00am– 0.00pm	
Ouverture salon		Tuesday 14 september	7.00am – 7.00pm	
		Wednesday 15 september	8.00am – 7.00pm	
		Thursday 16 september	8.00am – 7.00pm	
Démontage	Bare Stand Equipped Stands	Thursday 16 september	7.00am – 0.00pm	
	Bare Stand	Friday 17 september	7.00am –8.00pm	
		Saturday 18 september	7.00am –8.00pm	
		Sunday 19 september	7.00am –8.00pm	

Outside of the times indicated, work in the halls is forbidden for safety reasons.

The equipped stands are dismantled on Thursday 16 september 2021 from midnight.

The reserves and furniture must be emptied on Thursday 16 september 2021 between 7.00p.m and 11.30p.m.

USEFUL INFORMATION

EXHIBITORS TIMETABLES

ASSEMBLY/OPENING/DISMANTLING

2/2

ASSEMBLY PERIOD INFORMATION FOR EXHIBITORS

The exhibition site P7 et la demonstration area will be accessible to exhibitors and their installers every day between Thursday 8th September and Monday 13th september 2021.

For the equipped stands, the delivery of the stands will be made on Monday 13th september 2021 starting at 7:00am.

The evacuation of the goods and empty containers must be completed by Monday 13th september 2021 at 10.00pm 19.00 at latest.

Otherwise, pallets and other materials identified and not cleared will be stored outside the building. Removal and delivery of these items to the stand of the exhibitor will be at the expense of the exhibitor.

Final assembly operations including cleaning must be completed by Monday 13th september 2021 no later than midnight.

Outside of the times indicated, work in the halls is forbidden for safety reasons.



- No motorized vehicles, apart from the exhibition vehicles, will be accepted in the exhibition site Monday 13th September 2021, last day of assembly (unless exceptional exemption of the organizer).

Delivery of goods and materials

The consignments of goods intended for the installation of the stand must be made in such a way that they reach EUREXPO imperatively at least 48 hours before the opening of the event. The day before must be regarded as a time-limit.

Shipments are carried out at the exhibitor's own risk, directly on his stand. It is his responsibility to be present or represented at the arrival of the packages. These must be properly labeled on each side at the following address:

SALON CONSTRUCTION DAYS 2021 / EUREXPO LYON

Company name + Contact + Phone number

P7 / Aisle letter / Booth number

Avenue Louis Blériot

BP 190 – 69686 Chassieu Cedex - France

France

**THE EXHIBITOR HOST OF THE SHOW CAN NOT IN ANY WAY TO ENSURE THE RECEIPT,
OR RESPONSIBILITY**

USEFUL INFORMATION

HEALTH AND SAFETY

FIND OUT MORE VIA THE ONLINE EXHIBITOR AREA

- To read the Health & Safety regulations, check the 'Regulations' section
- Fill in your Health & Safety certificate directly online in the 'My Forms' .

HEALTH AND SAFETY GUIDELINES

PPPS: Plan Particulier de Sécurité et de Prévention de la Santé
[Health & Safety Specific Floor Plan].

To enjoy access to the exhibition halls, all individuals must be equipped with an access pass for the CONSTRUCTION DAYS 2021 (Exhibitor pass, Assembly/Dismantling pass) and must wear safety equipment, including in particular safety footwear.

Failure to do so shall result in access to the Exhibition halls being refused.

IMPORTANT

- The Health & safety guidelines must be shared with all of your sub-contractors.

BARE STAND

If you have a bare stand, you must assign a SAFETY & PROTECTION coordinator of health Law of 31/12/93 N ° 93-1418 and Decree of 26/12/94 N ° 94-1159 for the assembly and dismantling periods and to communicate its coordinates as well as its PGGSPS (General Plan of Co-ordination in the matter of Security And Health Protection).

D.Ö.T / SALON CONSTRUCTION DAYS 2021

93 rue du Château - 92100 BOULOGNE

Tel: +33 (0) 1 46 05 17 85

Fax: +33 (0)1 46 05 76 48

E-mail : sps@d-o-t.fr

USEFUL INFORMATION

CLEANING / VACATING THE STAND

1/2

GENERAL CLEANING

Cleaning of the halls and aisles is done every morning before the opening of the halls to the exhibitors.

STANDS CLEANING

This service is marketed in your Espace Expositant at the following address <https://event.construction-days.com/2021> . Refer to the tab "Installation and services on stand" under "Cleaning and removal of waste". It consists of daily cleaning of the stand every morning before opening to the public and the day before the opening of the exhibition on Monday 13th September 2021.

Description of cleaning: Removal of protective plastic films - dumping of waste bins - vacuum of floors.

The following services are excluded: cleaning of exposed machines and / or equipment - provision of small skips - recovery of used waste fluids

- All stands, materials; goods and rubbish of any kind (adhesives, carpet, etc.) must be removed for dismantling.
- If he does not use the services offered by the organizer, the exhibitor undertakes to evacuate and treat his products in accordance with regulations in force.
- Expired assembly times may be taken by the Organizer at the expense and risk of the exhibitor whenever he deems it necessary to evacuate the materials and debris remaining on the site and to destroy the structures and decors of any kind which have not been dismantled.

EVACUATION OF STANDS

The evacuation of the stands will start on Thursday 16th september 2021 starting 7.00pm.

The evacuation of the stands and the goods must be completed at the dates and times stipulated in the schedule of exhibitors.

All the equipped stands will be dismantled as from Thursday 17th september 2021 at 7.00am. Exhibitors are therefore requested to collect their goods and personal effects on the evening of the closing of the event, or on Thursday 16th september 2021 between 6.00pm and 11.30 pm.

- Warning: motorized equipment will not be able to intervene until 7.30pm on the area on Thursday 16th september 2021.

INFORMATIONS PRATIQUES

CLEANING / VACATING THE STAND 2/2

RECOVERY OF PLACES – STANDARD WASTE FOR DISMANTLING

Exhibitors must respect the dismantling periods.

The site must be completely free of any decors, materials and waste (empty packaging, wood waste, empty crates, empty paint pots ...) by Sunday 19th september 2021 at 8.00pm.

On the request of the exhibitor or his decorator, CONSTRUCTION DAYS will issue a **certificate of release of the site**.

This certificate releases the exhibitor from any liability in case of damages on the surface and the services rented after his departure. This certificate must be produced no later than 12 pm on Sunday 19th September.

You can order a waste disposal service at m3 or tipper rental at www.eurexpo.com under "Exhibitors" - "Exhibitor Services"

- **WARNING:** all equipment and decors must be removed from the halls at the dates and times scheduled.
- If not, all installations and structures of decoration will be deposited and dumped by SOLUTRANS, by the companies designated by the Commissariat, at the expense, risks and perils of the exhibitor. The packaging will always be considered empty and no claim will be accepted for loss or theft of objects, tools, accessories, etc., which may be inside
- Evacuation of stands and goods must be completed by the dates and times specified in the schedule of exhibitors.

OUR COUNCIL: If you use the services of a decorator outside your company, make sure that its specifications include the notions of "installation" and "removal" of the decoration of your stand and removal of waste. If "Deposit" is not listed, impose it.

TO REMEMBER, CLEANING IS INCLUDED FOR EQUIPPED STANDS

USEFUL INFORMATION

CATERING FOR EXHIBITORS

PROVISIONAL CATERING

Two temporary food service areas will be created for CONSTRUCTION DAYS 2021.

CATERING

For your receptions and cocktails, you have the choice between the caterer of EUREXPO, the company PIBOLO, or among the 5 caterers selected for you by EUREXPO.

For more details please visit the EUREXPO website at www.eurexpo.com under the heading "Exhibitors" - "Caterers"

Or by contacting directly:

Société PIBOLO c/o EUREXPO LYON

Avenue Louis Blériot

69680 Chassieu

Françoise Seytre

Tél. : 04 72 22 30 33

Email : info@pibolo.fr

Web : <http://www.pibolo.com/>

USEFUL INFORMATION

MEETING / CONFERENCE ROOMS

MEETING ROOMS

Book your meeting rooms for the duration of the exhibition directly on the EUREXPO LYON website at the following address www.eurexpo.com "Exhibitors" - "Meeting Room"

Or by contacting directly:

Mme Laureen Camus

Tél.: +33 (04) 72 22 32 40

E-mail: laureen.camus@eurexpo.com

USEFUL INFORMATION / SERVICES

PAVILION MONITORING & STAND SECURITY

À RETROUVER DANS VOTRE ESPACE EXPOSANT

- To order a security service, please connect to Eurexpo's website

EXHIBITION AREA MONITORING

General surveillance of the show is the responsibility of the organizer and is carried out in the very best conditions, yet this is an obligation of means and not of results.

The show's security company is aware of an increase in thefts and will ensure increased surveillance in the common areas.

Car parks are not monitored; objects of value inside vehicles must not be left out to ensure they do not attract interest.

STAND SURVEILLANCE

Exhibitors who choose to use special surveillance for their stands are asked to inform the organizer of this fact by providing a list of the people who will be intervening on the stand as well as the name and contact details of the chosen surveillance company.

Exhibitors are responsible for their own stands and must take all necessary precautions to ensure their equipment is protected and removed in the evening upon closing if no surveillance has been put in place.

Imported goods must be cleared by the Customs Service before being placed on the Exhibitor's stand.

Please note: Stand stockrooms are not secure premises.

THEFT PREVENTION

Due to an increase in theft noted during the exhibition, opening and dismantling periods, some basic rules must be applied by the exhibitor:

- Avoid leaving invite boxes on exhibition furnishing units, tidy them away in a lockable unit,
- Do not leave your personal belongings out (wallets, handbags, bags, etc.)
- Do not leave mobile phones unattended,
- In the evening, tidy away any valuable items (computers, laptops, tablets) in a lockable unit or take them home with you,
- During the assembly and dismantling periods, one person must continuously be present at the stand.

This person serves as your only guarantee against theft.

FITTINGS

- Bare surface
- Additional services
- Equipped stands
- Outdoor receptive space

FITTINGS

BARE SURFACE

Services included in your bare stand

- Ground tracing of your surface without dividing wall,
- General guarding of the hall.

Stand layout prep steps, bare surface

1^{ère} étape: votre affectation de stand

- CONSTRUCTION DAYS will send you a floor plan for you to consider before accepting your site offer.
- Once approved, this floor plan will allow you to plan for your stand layout with the decorator/designer of your choice.

2^{ème} étape: le contrôle de votre plan

Your stand's decoration and design plan must be submitted for approval **by email before: 1st September 2021**

COMEXPOSIUM

Mr Laurent DIALLO

E-mail: laurent.diallo@comexposium.com

For the characteristics to be provided, see the Architecture & Decoration Regulations.

3rd step : ordering technical services (electric cabling/wiring, phone services, parking...) All services can be ordered directly on your Online Exhibitor Area:
<https://www.eurexpo.com/espace-exposants>

4th step: your installation on the assembly

Please consult the schedule on your Exhibitor Area, "Timetables" - [au-dessus](#). During the assembly, the suppliers will be present at the Exhibitor's office.

FITTINGS

ADDITIONAL SERVICES

ADDITIONAL SERVICES TO BE ORDERED BEFORE SETTING-UP

CONSTRUCTION DAYS offers you a complete range of services to improve the organization of your stand [and](#) optimize your presence at the show in your Exhibitor Area <https://event.CONSTRUCTION DAYS.fr/2021/>

- Additional fittings (carpet, technical floor, storage room, partitions, lighting, etc.)
- Furniture
- Floral decoration,
- Coffee machine, fridge

The technical services must be ordered as soon as possible, before the opening of the exhibition, in order to guarantee you the best service in range, volume and delivery time.

The technical services ordered during assembly will be provided within the limit of available stocks and subject to accessibility to your stand.

Other additional services:

Stand Security, hostesses, caterer etc.

Consult the list of service providers in your Exhibitor Area

<https://www.eurexpo.com/espace-exposants>

FITTINGS

EQUIPPED STANDS

1/4

IF YOU RESERVED AN EQUIPPED STAND

STAND LAYOUT PREP STEPS FOR YOUR EQUIPPED STAND SCHOOLS

1st step: equipment approval included in your stand

SERVICES TO BE ORDERED PRIOR TO ASSEMBLY VIA YOUR EXHIBITOR PLATFORM

A – Add-on facilities and services

Lighting (spots), stockroom, furniture/furnishing, coffee machine:

<https://event.construction-days.com/2021/>

B – Technical services

Additional electrical cables, parking spots, internet connections, etc.:

<https://www.eurexpo.com/espace-exposants>

C – Other complementary services: Surveillance, caterers, unpackers, etc.

Consult the:

<https://www.eurexpo.com/espace-exposants>

Tips

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

2nd step: checking your plan

If you add additional decorative components to your equipped stand (signs above the stand, balloons, etc.) you must ensure your plan is approved before : 1st September 2021:

Laurent DIALLO

Email: laurent.diallo@comexposium.com

For the characteristics to be provided, see the **Architecture& Decoration Regulations** ([ici](#)).

FITTINGS

OUTDOOR RECEPTIVE SPACE

2/4

IF YOU RESERVED AN EQUIPPED STAND PAGODE 18 or 32sqm

- **Surface: 20sqm minimum**
- **You may take possession of your stand from Monday 13th September at 7.00am**



**Pictures for illustration purposes only*



The electrical box and cleaning are not included in this formula, to order directly from your customer area in the shop.

***NB: If you select this equipment, the price will be added to the amount of your booth's bare space.**

Warning : The electric box and the cleaning are not included in this stand

SERVICES TO ORDER BEFORE THE EXHIBITION

Find all the services to be purchased or additional services (furnitures, sign...) in your Exhibitor Area:

<https://event.construction-days.com/2021/>

For your orders of electrical boxes, cleaning find the services on the site of Eurexpo Lyon:

<https://www.eurexpo.com/espace-exposants>

FITTINGS

OUTDOOR RECEPTIVE SPACE

3/4

IF YOU RESERVED AN EQUIPPED STAND BUNGALOW 18, 36 ou 54sqm

▪ *You may take possession of your stand from Monday 13th September at 7.00am*

OUTDOOR RECEPTION SPACES	Simple Module 18 sq.m	Double Module 36 sq.m	Triple Module 54 sq.m
Metal structure(1)	3 bays/1 double glass door/ 1 access ramp	6 bays/1 double glass door / 1 access ramp	8 bays/2 double glass doors / 2 access ramp
Ballast floor	YES		
Carpet (2)	YES		
High signboards 2385x820	8 boards	10 boards	12 boards
Decoration package of 520€ Excl.Tax(3)	YES		
Electric connection	3 Kw	4 Kw	6 Kw
Lighting	YES		
Heating	YES		



**Pictures for illustration purposes only*



The cleaning is not included in this formula, to order directly from your customer area in the shop.

***NB: If you select this equipment, the price will be added to the amount of your booth's bare space.**

Warning : The electric box and the cleaning are not included in this stand

SERVICES TO ORDER BEFORE THE EXHIBITION

Find all the services to be purchased or additional services (furnitures, sign...)

in your Exhibitor Area:

<https://event.CONSTRUCTION DAYS.fr/2021/>

For your orders of electrical boxes, cleaning find the services on the site of Eurexpo Lyon:

<https://www.eurexpo.com/espace-exposants>

FITTINGS

OUTDOOR RECEPTIVE SPACE

4/4

IF YOU RESERVED AN EQUIPPED STAND GARDEN :

- **Surface: 9sqm minimum**
- **You may take possession of your stand from Monday 13th September at 7.00am**

Included services:	9sq.m	≥ 27sq.m
Carpet (1)	Choice of 3 colors: red, green, grey	
Signboard	Stand sign first side with name and stand number	
Spotlights	1 spot	
Electricity box (2)	3kw	4kw
Furniture allowance (3)	350€ HT	550€ HT
Coffee machine	150 servings	300 servings
Refrigerator(4)	140L	
Final cleaning before opening	Included	

A form is to be completed before 31/07/2021, in your exhibitor area in order to validate the choice of your carpet color, the positioning of your reserve, the text of the sign and the various services included in your stand. An email to confirm your elements will be sent to you at the beginning of July 2021.



REGULATIONS & FORMALITIES

REGULATIONS

- Disabled access at the show
- Architecture & decoration rules
- Fire & panic risks prevention rules

FORMALITIES

- Customs
- Exhibitor safety instructions
- Using foreign service providers
- Refund of French VAT (TVA)

REGULATIONS

DISABLED ACCESS AT THE SHOW

PREAMBULE

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

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

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

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

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

ACCESS TO SINGLE-LEVEL STANDS

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

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

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

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

PATHWAYS

- Width of 1.4 m minimum.

ACCESS TO STANDS ON UPPER FLOORS

1) When the numbers of general public hosted on the upper floor does not exceed 50 people, the services on the upper floor must be equivalent to the ground floor.

- If this is not the case, and/or if the numbers of the public hosted on the upper floor exceeds 50 people, the upper floor will be accessible via a lift in compliance with the standard NF EN 81-70. This installation must be verified by an organisation approved by the Ministry of the Interior before its use.

2) Respect the provisions of article 7.1 of the aforementioned order, regarding staircases.

Width of 1.20 m between hand rails.

- Two continuous hand rails, extended at the top and the bottom of the staircase, horizontally, returning on a partition or extended by the length of the tread of a step.
- A maximum step height of 16 cm and a minimum tread of 28 cm – step edges in contrasting colours
- 0.5 m width tactile foot strip at the top of the stairs.
- Respect the staircase design good practice: $60 \text{ cm} < 2 H + T < 64 \text{ cm}$ (H = step height, T = step tread).
- Hand rails and safety rails must

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

Areas reserved for wheelchair users will be provided.

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

WELCOME AND INFORMATION DESKS

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

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

REGULATIONS

ARCHITECTURE & DECORATION

1/2

IMPORTANT

In order to avoid disputes, it is **mandatory** to submit the stand layout plans by post or by e-mail for approval by **September 1st**.
The stand layout plans must necessarily include the following elements:

- **Plan view including scale, dimensions, and positions of setbacks (from neighboring stands and aisles);**
- **Elevation view including scale, dimensions and heights of projected volumes.**
- **3D view**

Any project that will not comply with the Regulations will be rejected, and any stand that would be erected without the approval of CONSTRUCTION DAYS Logistics Service will be dismantled at the exhibitor's expense.

COMEXPOSIUM
Mr Laurent DIALLO

E-mail: laurent.diallo@comexposium.com

The CONSTRUCTION DAYS Architectural Regulations cover the stand fitting-out and construction rules which have been set out to guarantee the proper operation of the exhibition and optimum visit comfort. Re-used stands are subject to the Architectural Regulations 2021 like newly constructed stands. They must comply with the required setbacks and heights, and must be approved by COMEXPOSIUM.

No agreement made between exhibitors will be authorized; only the organizer is entitled to grant dispensation upon submission of a written request.

1- FLOORS AND LIGHTING POLES ON SITE

It is strictly forbidden to drill, screw, nail, dig into or paint the floors, lighting poles or kerbs in exhibition area P6 – P7. A lump sum will be invoiced to any exhibitors who flout these instructions:

Title	Rates ex VAT
price of asphalt per sqm (including stripping before reworking)	100,00 €
anti-piercing	70,00 €
replacement of lamppost	3 500,00 €
wheel chaser around lamppost	300,00 €
price hole in the ground	50,00 €

- **Allowed floor loading::**

- Parking 7 : 3.5 t par m²
- Piste 4*4 : 3.5 t par m²

Your space must be restored to its original condition.

All waste materials (e.g. carpeting, adhesives) must be removed. Any damage reported on stand dismantling will be charged to the exhibitor who is liable for the damage.

The exhibitor is personally responsible for his suppliers, i.e. decorators, installers, contractors....

2- STAND INSTALLATION AND DISPLAY OF EXHIBITS

Exhibits on display must not disturb nor damage neighboring stands. Equipment and machinery must not project beyond the stand boundaries.

3- SOUND PRESENTATIONS

Exhibitors who wish to use sound equipment on their stands must comply with the following rules:

The sound power reflected by the decoration or presentation items shall not exceed: 80 dB(A) when measured within a 2.50 meters area surrounding the stand.

The rules laid down for the use of sound equipment on stands are intended to minimize inconvenience to neighboring stands.

Moreover, for playing music or organizing musical presentations on your stand, you must pay fees before the exhibition opening to the following French music rights body:

SACEM

14, avenue Georges POMPIDOU
B.P. 3178 – 69212 LYON CEDEX 3
Tel: +33(0)4 72 91 54 00
dl.lyon@sacem.fr

Please comply with the above sound level without exception and even for a short time. Continuous and severe inspection will be carried out to ensure that these rules are strictly observed.

The organizer reserves the right to take all appropriate measures to stop any sound presentation performed in violation of the above rules.

4- ELECTRICAL INSTALLATIONS ON STANDS

For obvious safety reasons, it is strictly forbidden to use the private installations of the exhibition centre "Parc des Expositions d'EUREXPO" (e.g. hall ducts, water ducts) for laying electrical cables to the stands or for any other purpose.

5- Maximum authorized height

Construction & decoration: No restrictions

Materials on display: Maximum height: 38.00 m (see paragraph 11).

REGULATIONS

ARCHITECTURE & DECORATION

2/2

6 - DOUBLE-DECK STANDS

The structure of double-deck stands in halls (including signs or towers) **must not be higher than 4.00 m**. The upper level must absolutely be **set back 2.00 meters** from aisles and from adjoining stands.

No floor and/or overhead structures can link two stands across an aisle, except for interior aisles within island booths.

It is mandatory to send the stand structural stability certificate issued by an authorized body (*), as well as the drawings and strength calculations (not later than August 14st, 2021) together with assembly instructions to the following address :

CFPS

Mr. Stéphane REMILLEUX
9 avenue Barthélémy Thimonnier
69300 CALUIRE – FRANCE
Tél.: +33 (0)4.78.93.32.03
Fax: +33 (0)4.78.94.16.25
Email: cfpslyon@gmail.com

BUREAU ALPES CONTROLES

M. CHRISTOPHE ROBBE
Avenue Condorcet
69100 VILLEURBANNE
Tel: +33(0)6 88 84 25 76
Fax: +33 (0)4 72 43 98 15
Email: crobbe@alpes-controles.fr

(**Expert in the solidity of structures, double-deck stands*)

7- REGULATIONS ON CRANES AND OUTDOOR LIFTING EQUIPMENT

The maximum crane height authorised is 38.00 metres.

As exhibited equipment, only cranes are allowed to exceed the stand boundaries, due to the nature of their boom and counter-boom. At least 50.00 % of the length of the crane unit must be contained within the stand boundaries.

Marking is required for all machines exceeding a height of 38.00 m or 240 m FOD:

- Day marking: alternating red and white painted bands must cover the upper part of the shaft as well as the entire boom and counter-boom (bands approximately 7.00 m wide); the bands at the ends must be in the darkest colour.

- Night marking: this must consist of three fixed red low intensity type A lights. They must be installed at the end of the boom and counter-boom as well as on the highest central part. These lights must be made of materials approved by the civil aviation technical department (reference on request).
- This marking must be permanent and backed up by an adequate system.
- With telescopic cranes, the day and night marking must take the form of an orange rotating light. These machines must never be left in the upright position outside exhibition opening times.

Each exhibitor presenting a crane must send a file including:

- A plan of the crane's position at the stand
- An elevation plan of the crane in its configuration for the exhibition
- A description summarising the characteristics of the crane (height under hook, summit height (FOD), length of boom and counter-boom, etc.).
- A detailed handling plan for putting the boom into free rotation in the event of high winds, or when dismantling the crane.

All cranes exceeding 234m FOD will need a height exemption, to be applied for using the DGAC form (click here) one month before the exhibition, and must comply with the order of 23 April 2018

(<https://www.legifrance.gouv.fr/loda/id/JORFTEXT000036868993/?isSuggest=true>).

Mobile cranes used for installing exhibition cranes are also concerned.

Please send crane installation and height exemption requests to:

Mr DIALLO Laurent

Comexposium
70 av du général De Gaulle
92800 Puteaux
laurent.diallo@comexposium.com

Subject to the safety committee's approval, signage hung from crane hooks is authorised within the limits of the stand concerned.

REGULATIONS

FIRE & PANIC RISK PREVENTION REGULATIONS

1. GENERAL REMARKS

The safety regulations to prevent risk of fire and panic in establishments open to the public are determined by the Decree of 25 June 1980 (general provisions). The Decree of 18 November 1987 defines the special provisions applicable in exhibition pavilions. The text below highlights extracts of these regulations in order to make them easier to understand.

Any large project must be submitted for the approval of the Security Officer assigned to the trade show. All plans and technical information must be sent for this purpose to the organiser at least one month before the show opens.

During the assembly period, the Safety Officer oversees the application of the safety measures mentioned above. All further information concerning fire safety can be obtained from

CFPS - Mr. Stéphane REMILLEUX

Tél.: +33 (0)4.78.93.32.03

les jours ouvrables, de 9h à 12h 30 et de 14h à 18h

Fax: +33 (0)4.78.94.16.25

E-mail: cfpslyon@gmail.com

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

1.1 - Vehicles - Motorized equipment

- Tanks equipped with keyed plugs, protected battery terminals, so as to be inaccessible or disconnected.

2. DISABLED ACCESS

Exhibitors must carefully apply articles L.111-7, L.111-7-3 and R 111-19 to R.111-19-8 of the Construction and Habitation Code (Code de la Construction et de l'Habitation) and the Decree of 1 August 2006 regarding disabled access to establishments which are open to the public and with facilities which are open to the public:

Pathways will be horizontal and will not have steps or steeper inclines than decreed by law:

- minimum width = 0.90m,
- 33% bevel threshold strip, if floor has a rise of < 4cm,
- 4% inclinations, whatever the length of pathway,
- 5% inclinations over lengths of < 10m,
- 10% inclinations over lengths of < 0.50m.

Reception desks must be usable by people in wheelchairs (maximum height of 0.80m, with a gap of 30cm to make room for knees at a height of 0.70m).

Stands with two levels must have disabled access if they have staff on the upper level of > 50 people or if activities on the upper floor are not available on the lower floor. Stairs must comply with accessibility regulations (see attached document).

3. STANDS FITTINGS

3.1. MATERIALS CLASSIFICATION REQUIREMENTS

3.1.1 - General remarks

The materials used must meet fire resistance characteristics (French or European classification).

3.1.2 - Requirements

- stand frame and partitions with at least a minimum **M3 classification**,*
- wall coverings (natural or plastic textiles with at least **M2 classification**,*
- curtains, hangings and free-hanging net curtains with at least **M2 classification**,*
- firmly fixed floor covering with at least **M4 classification**,*
- coverings for podiums, platforms or terraces (if h > 0.30 metres and if S > 20 m²) with a minimum of M3 classification,*
- decorative items with at least M1 classification,*
- full velums with at least M2 classification,*
- ceilings and suspended ceilings, with at least M1 classification.*.
- *M1 classification, EU class B
- M2, EU class C
- M3, EU class D
- M4, EU class D

3.1.3 – Equivalences

- Solid non-resinous wood: if thickness >14 mm, classified M3* or D,
- solid resinous wood: if thickness >18 mm, classified M3* or D,
- panels derived from wood (plywood, slats, fibres, particles): if thickness >18 mm, classified M3* or D.

IMPORTANT: Each stand must keep its records of its materials' fire ratings or the equivalent fireproofing certificates.

3.2. CONSTRUCTION AND OUTFITTING RULES

3.2.1 – Are forbidden:

- curtains, hangings and net curtains in front of exits,
- paints and varnishes classified flammable (nitrocellulose or glycerophthalic paints for example),
- use of signs or billboards in white letters on a green background.
- stands with several levels.
- ceilings for upper levels (ceiling, suspended ceiling, velum fabric). Only mesh velum or "smoke out" velum is authorised

3.2.2 – open stands (ceiling, velum, upper floors)

- each stand must be at a 4m distance, If S>50 m²:
* appropriate extinguishers,
- presence of one SSIAP1 qualified fire safety officer,
- be fitted with standalone emergency lighting units. This emergency lighting must be placed in sleep mode when the normal lighting installation is intentionally turned off.
- for canopies, secure attachment and crossed wire-mesh support (1m² maximum).

REGULATIONS

FIRE & PANIC RISK

2/5

PREVENTION REGULATIONS

3.2.3 – Stands with upper floors**(Send a file for opinion and approval to the cabinet ATH)**

- if $S < 50 \text{ m}^2$, resistance of 250 kg/ m^2
- if $S > 50 \text{ m}^2$, resistance of 350 kg/ m^2 ,
- handrails compliant with standards NF P 01-012 and NF P01-013 (see diagrams in appendix)
- following assembly, **solidity and stability** of the mezzanine to be checked by a certified inspection body,
- if **capacity > 19 people**, 2 evacuation staircases,
- extinguishers suited to the risks will be available on each mezzanine
- no **electrical box** (energy and distribution) with total power > 100kVA under the mezzanine,
- use of mesh canopy or "smoke out" canopy for any **cover above the mezzanine**.

3.2.4 – closed stands or rooms:

Please contact the Cabinet ATH for approval and agreement of your plans

- number and width of exits:
- $S < 20 \text{ m}^2$: $1 \times 0.90 \text{ m}$,
- $20 \text{ m}^2 \leq S < 50 \text{ m}^2$: $1 \times 0.90 \text{ m}$ and $1 \times 0.60 \text{ m}$,
- $50 \text{ m}^2 \leq S < 100 \text{ m}^2$: $2 \times 0.90 \text{ m}$ or $1 \times 1.40 \text{ m}$ and $1 \times 0.60 \text{ m}$,
- $100 \text{ m}^2 \leq S < 200 \text{ m}^2$: $1 \times 1.40 \text{ m}$ and $1 \times 0.90 \text{ m}$ or $3 \times 0.90 \text{ m}$,
- $200 \text{ m}^2 \leq S < 300 \text{ m}^2$: $2 \times 1.40 \text{ m}$,
- $S > 300 \text{ m}^2$, please contact the Cabinet ATH,
- exits must be appropriately spread out through the stand,
- exits must be marked.

3.3 - FIRE-PROOFING

Fire-proofing may give M2 quality to materials that are normally moderately or highly flammable. A list of approved fireproofing firms may be obtained from:

GROUPEMENT TECHNIQUE FRANCAIS DE L'IGNIFUGATION

10, rue du Débarcadère, 75017 PARIS - France
Tel.: +33 (0)1 40 55 13 13

3.4 – MATERIAL FIRE REACTION REPORTS

Exhibitors must keep fire reaction reports at their stands for coverings and materials used, or failing that, be in possession of the equivalent fireproofing certificates.

Exhibitors should obtain these coverings and materials from specialist suppliers or retailers, thus avoiding the need for fire-proofing on site, which involves some drawbacks (the salts used attack metals and the fireproofing is valid for only 3 months).
Contact:

GROUPEMENT NON FEU

37-39, rue de Neuilly - BP 121 - 92113 Clichy Cedex - France
Tel.: +33 (0)1 47 56 30 81 or +33 (0)1 47 56 31 48

4. ELECTRICITY**4.1 - GENERAL REMARKS**

- installations must comprise only fixed cable runs,
- cables or conductors must be category C 2,
- ducts and sections used for the cable runs and cable masks must be of the type that does not propagate flame, in compliance with current standards,
- all ducts must comprise an earth conductor connected to the cabinet earth terminal.
- if, in exceptional cases, class 0 materials on display have an electrical supply, they must be protected by residual current devices with a differential of 30mA maximum,
- class I appliances must be connected to the earth conductor of the duct supplying them.
- use of individual earthing protection is prohibited.

4.2 – ELECTRICITY CABINETS

- inaccessible to the public,
- easily accessible for staff and the emergency services,
- a safe distance from all inflammable and combustible materials or products.

IMPORTANT: if P > 100 kVA

Electrical cabinet in a closed room reserved for this use only, room signposted, CO₂ or powder type extinguisher installed, M3 partitions, not located under a mezzanine accessible to the public.

Send back the "declaration of appliances and equipment in operation" form, attached in the appendix.

4.3 – HALOGEN LAMPS (STANDARD EN 3 60,598)

Any stand lights consisting of halogen lamps must:

- be placed at a minimum height of 2.25 metres,
- must be kept away from all combustible materials (at least 0.50m from wood and other decorative materials),
- must be fixed solidly,
- be equipped with a safety screen (glass or fine mesh grill) to protect against any risk should the light bulb burst.

4.4 – HIGH VOLTAGE ILLUMINATED SIGNS

- protected by a screen made of M3 or D category material.
- off switch indicated,
- transformers located out of normal reach,
Danger, high voltage" signs, if necessary.

REGULATIONS

FIRE & PANIC RISK PREVENTION REGULATIONS

3/5

5. HELIUM BALLOONS

- Do not store helium cylinders (empty or full) in the hall,
- Do not blow up balloons near members of the public,
- Balloons must not go beyond the limits of the stand, If you are using light-up balloons, they must have an M2 or European C standards covering-

6. TEMPORARY COOKING APPLIANCE INSTALLATIONS FOR CATERING

- One cooking point per stand only,
- Total power of cooking and/or heating equipment < 20 kW (stove, hotplate, oven, gas burner etc.),
- If cooking produce greasy vapours filtering hood with 3 filters to trap grease and odour,
- If liquefied gas is used: only Butane is authorized in 13 kg cylinders (Propane is prohibited). A cylinder may supply one device only.
- if P > 20 kW, contact Cabinet ATH,
- a "Declaration of installation of cooking or heating appliances for catering" form describing the nature and power of cooking devices to be installed, will be sent to the organizer one month before the show open.

7. USING LIQUEFIED HYDROCARBONS

- Only receptacles containing no more than 13kg of liquefied gas are allowed into the halls.

BUTANE

- Bottles in use must be placed out of reach of the general public and protected from impact,
- Bottles must be separated from each other by a rigid, non-combustible screen, or kept at least 5m apart from each other,
- 1 bottle for at least 10m², with a maximum of 6 bottles per stand,
- No empty or full bottles can be stored on the stand while unconnected,
- Ductile or flexible connection tubes must be renewed once their expiry date for use has been reached,
- Bottles must be kept upright, with the stop valve accessible at all times.

8. MACHINES AND APPLIANCES USED FOR DEMONSTRATION PURPOSES (INCLUDING COOKING AND HEATING APPLIANCES AND BURNERS)

8.1 – GENERAL REMARKS

- Must be declared to the organiser 30 days before the show opens (see appendix for model),
- Must not present any risk to the public,

- if working machines or appliances are presented in at-rest status:

*dangerous parts must be more than 1m from the public or protected by a rigid screen.

*dangerous parts = moving parts, hot surfaces, sharp edges/points/blades

- if machines or appliances are presented in a moving status:
- *protected area placing the public at least 1m from the machines.
- if a machine presents exposed hydraulic cylinders in static raised position:
- *hydraulic safety systems with a mechanism which prevents the cylinders from working unwarranted.
- correctly stabilised positions.

8.2 – HEATERS

Heaters presented in operation must respect the following measures:

- open fires are not allowed. Only heaters with front panels can be presented in operation.
- fumes from burned gases must be extracted away from the inside of the building via extractor ducting which complies with French standards.
- a 2m security perimeter around the appliance (the stand partitions must also respect this perimeter),
- the declaration must be handed in to the organiser and safety officer (see appendix: declaration of machines and appliances in operation [Operating machine declaration]).

8.3 – BIOETHANOL HEATERS

All containers of flammable liquids on stands (cans of paint, polish, bottles, aerosol canisters, etc.) must be empty except for a few samples containing limited quantities used for demonstrations.

8.4 – PROHIBITED MATERIALS, PRODUCTS AND GASES

Ethanol heaters presented in operation will respect the following measures:

- appliances must be complaint with standards,
- there must be a 2m security perimeter around the apparatus (the stand partitions must also respect this perimeter),
- surface temperatures must be < 40°C,
- there must be no more than 5 litres of combustible liquid on the stand and it must be held in storage,
- drums containing ethanol will be kept closed and labelled with the relevant standardised pictograms,
- tanks will only be filled away from the public, direct contact between the public and the flame will be impossible.

REGULATIONS

FIRE & PANIC RISK PREVENTION REGULATIONS

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9. SPECIAL EFFECTS

(Please contact the Cabinet **CFPS**)

- If technical installations are fitted on the stand to create special effects (smoke machines, dry ice machines using carbon dioxide and laser machines), they must be compliant with technical instructions for using such equipment (decree of 11 December 2009, Journal officiel de la République française of 16 February 2010).
- Due to the presence of automatic fire detection systems in some halls or pavilions, the use of these types of technical installations is sometimes restricted.
- At least 30 days before the show opens, these installations must be declared (or in the case of lasers, usage must be requested) via the relevant authority (please contact the Cabinet **CFPS**).

IMPORTANT: Machines which use enclosed lasers (e.g.: for cutting, reading, or measuring) as part of demonstrations for exhibition purposes only can be used without the prior agreement of the administrative authority. However, they must be declared to the organiser 30 days before the show opens.

10. PROHIBITED MATERIALS, PRODUCTS AND GASES

Prohibited:

- distributing samples or products containing flammable gas
- balloons inflated with inflammable or toxic gas

- items made of celluloid
 - the presence of fireworks or explosives
 - the presence of ethylene oxide, carbon disulphide, sulphuric ether or acetone
- Pyrotechnical effects, firecrackers, sparks and flames

11. FLAMMABLE LIQUIDS

Each stand may only use flammable liquids in the following quantities:

- 10 litres of Class 2 flammable liquids for every 10m² within the stand, to a maximum of 80 litres
- 5 litres of Class 1 flammable liquids.

12. SAFETY EQUIPMENT

- Must remain visible at all times
- Must be accessible at all times
- Fire hoses must not be covered by housing, other encumbrances or decoration

They must be accessible: there must be a pathway of at least 1m in width leading to the hose from the nearest gangway

13. INSTRUCTIONS FOR OPERATION

- Crates, cardboard boxes and wood may not be left on stands and in passages.
- Daily cleaning necessary.

REGULATIONS

FIRE & PANIC RISK

5/5

PREVENTION REGULATIONS

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

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

FORMALITIES

CUSTOMS

1/2

IMPORTANT: CUSTOMS INFORMATION

+33 (0)8 11 20 44 44* (0,06€mn)

<http://www.douane.gouv.fr/>

Economic Regimes Office

Customs and excise duties

Open: Monday to Friday

Time: 9am – 5pm

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

During CONSTRUCTION DAYS 2021, the Parc des Expositions EUREXPO Lyon exhibition grounds are granted temporary admission by customs.

This temporary admission starts the day the material enters the exhibition halls and is valid until the last day of the dismantling after the exhibition closes.

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

GENERAL COMMON LAWS

Arrival of goods:

Goods must be presented to the Bureau de Paris Principal - rue Léon Jouhaux – 75015 Paris by an accredited customs clearance officer with one of the following documents:

1) Transit document:

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

Documents to provide with the transit document:

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

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

FORMALITIES

CUSTOMS

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Temporary admission:

Under no circumstances do the above documents confer temporary admission. Upon arrival at the exhibition's customs office, goods must be immediately declared for temporary admission via an on-site customs clearance agent (go to your online Exhibitor Area for a list of official agents).

After the declaration has been recorded, goods may potentially be checked by customs officers. They cannot be sent on to the exhibitor's stand until all these formalities have been completed. For the duration of the event, goods must be presented at the stand whenever customs authorities request it.

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

Outgoing goods:

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

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

1/ Re-export

2/ Transit under the continuous control of customs officials to another customs warehouse on French national territory

3/ Use on French metropolitan territory

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

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

ATA Carnet systems for exhibitions

(Excludes food products)

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

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

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

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

FORMALITIES

Exhibitor Health & Safety Instructions

WARNING: IMPORTANT

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

The Exhibitor Health & Safety Instructions communicated to you defines all the measures set in place to prevent risks arising from the interference of the activities of the various people working on this event. This document was drawn up at the request of the show Organizer by the Coordinator Mr Yves DEGUSSEAU in accordance with the provisions defined by the texts in force and in particular the following Law:

**31.12.1993 nr 93-1418 and the Decree of 26.12.1994 nr 94-1159
Modified and complemented by the Decree nr 2003-68 of 24.01.2003**

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

For CONSTRUCTION DAYS 2021, this coordination mission is carried out by the COMEXPOSIUM Company via a delegated Coordinator assisted by a team of experts who make up the safety group of CONSTRUCTION DAYS 2021.

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

- To avoid risks,
- To evaluate risks which cannot be avoided,
- To combat risks at source,
- To take account of technical developments,
- To replace what is dangerous by what is not or by what is less dangerous,
- To plan prevention measures by coherent integration of techniques, work organization and working conditions,
- To take collective protection measures giving them priority over individual protection measures.

FORMALITIES

Exhibitor Health & Safety Instructions

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The Exhibitor has a duty and legal obligation to:

- 1°) Validate the Health & Safety Instructions Notice on the website of the show.
- 2°) Pass on the information about these instructions to all service providers appointed by himself who work during the assembly and dismantling periods on his stand..

IF YOUR STAND IS:

- Installed by several independent companies.
- Installed by a decorator/stand designer using at least two sub-contractors.
- Includes a mezzanine floor.

If YES to at least one of these:

You must appoint an Health and Safety Coordinator for the assembly and dismantling periods and communicate his contact details together with his GHSPCP (General Health and Safety Protection Coordination Plan) to the D.Ö.T Company before August 6th 2021.

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

D.Ö.T / CONSTRUCTION DAYS 2021

93, rue du Château - 92100 BOULOGNE

Fax: +33 (0)1 46 05 76 48 - E-mail : sps@d-o-t.fr

OBLIGATOIRE

During the assembly and dismantling periods, access to the exhibition site will be authorized only to people wearing an Assembly/Dismantling badge.

Obligation of protection reminder Cf. Chapter VIII.3. of this document.

You are reminded that wearing safety shoes (reinforced toe caps + anti-perforation soles) is obligatory for anyone who enters the show site during these periods.

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

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

FORMALITIES

Exhibitor Health & Safety Instructions

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DEFINITION OF INTERVENTION AREAS

PARC	SITE
EUREXPO LYON Avenue Louis Blériot 69680 CHASSIEU Service Exposants: Tel : +33 (0)4 72 22 30 30	Parking 7

BARE STANDS EXHIBITORS

Building	Dismantling
September 8th to 12th 2021 from 7:00am to 8:00pm September 13th 2021 from 7:00am to midnight	September 16th 2021 from 7:00pm to midnight September 17th to 19th 2021 from 7:00am to 8:00pm

EQUIPPED STANDS EXHIBITORS

Building	Dismantling
September 13th 2021 from 7:00am to midnight	September 16th 2021 from 7:00am to 11:00pm

WARNING

On the last assembly day, no motorised vehicle will be allowed into the site (unless special dispensation has been granted by the Organizer).
 In the dismantling period, on 16/09/2021, motorised vehicles may only work after 8:00pm in the site.

FORMALITIES

Exhibitor Health & Safety Instructions

4/14

SOMMAIRE

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| I. GENERAL INFORMATION ABOUT THE OPERATION | VIII. GENERAL SAFETY OBLIGATION FOR EACH WORKER |
| II. ADMINISTRATIVE INFORMATION | IX. GENERAL RULES OF CONSTRUCTION |
| III. GENERAL ORGANIZATION OF THE SHOW | X. FIRE SAFETY |
| IV. HANDLING CONDITIONS | XI. ORGANIZATION OF EMERGENCIES |
| V. CLEANING | XII. THE INDIVIDUAL HEALTH AND SAFETY PROTECTION PLAN |
| VI. INSTALLATIONS AVAILABLE DURING ASSEMBLY AND DISMANTLING | |
| VII. ACCESS CONTROL | |

I. GENERAL INFORMATION ABOUT THE OPERATION**I. 1. DEFINITION**

The Exhibitors' Health & Safety Instruction is a document written and devised by the Coordinator defining all appropriate measures to prevent hazards arising from the interference of the activities of different companies during assembly and dismantling of CONSTRUCTION DAYS 2021.

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

I. 2. COMPOSITION

The Health & Safety Instructions that must be validated on the website show.

The safety regulations of the Venue and the Fire Safety instructions are available from the Organizer.

I.3. DEFINITION OF THE COMPANY

Any firm that provides services to the Exhibitor, and is charged with creating the infrastructures of the stand is considered as a company. The Exhibitor is responsible for his own suppliers and sub-contractors.

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

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

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

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

a) Taken note of plans and documents useful in carrying out the work, and of event technical files, and that they have taken due note of the sites, places and installation areas of major structures and of all general or local elements relating to the execution of the work.

b) Perfectly understood all the conditions for carrying out the work and have been made fully aware of their importance and their particular features.

c) Made a detailed visit of the site and taken note of all the physical conditions and all constraints pertaining to the places of work, accesses and surroundings, to the ready execution of the work, and to the on-going organization and operation of the worksite.

FORMALITIES

Exhibitor Health & Safety Instructions

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II. ADMINISTRATIVE INFORMATION**II.1. THE PARTICIPANTS****II.1.1. GENERAL ORGANIZATION**

The COMEXPOSIUM Company acts as the general exhibition Organizer of CONSTRUCTION DAYS 2021.

ORGANIZER / EMPLOYER	GENERAL SHOW DIRECTOR
COMEXPOSIUM 70, avenue du Général de Gaulle Immeuble le Wilson 92058 PARIS LA DEFENSE Cedex - France Tel: +33 (0)1 76 77 11 11	Mme Isabelle ALFANO Email : isabelle.alfano@comexposium.com
TECHNICAL & LOGISTICAL MANAGER	CONTACT RECEIVING EXHIBITORS' DEMANDS
M. Laurent DIALLO Tel : +33 (0)1 76 77 12 68 Email : laurent.diallo@comexposium.com	M. Laurent DIALLO Tel : +33 (0)1 76 77 12 68 Email : laurent.diallo@comexposium.com
INSURANCE AGENCY – Civil resp / Dam.to property	TOWN HALL
SIACI Monsieur Philippe HUET 39 rue Mstislav Rostropovitch 75815 PARIS Cedex 17 Tel : +33 (0)1 44 20 29 81 Email : philippe.huets2hgroup.com	CHASSIEU TOWN HALL Services Techniques 27 chemin de l'Afrique - 69680 CHASSIEU Tel: +33 (0)4 78 90 04 44

II.1.2. HSP COORDINATION / FIRE SAFETY

HSP COORDINATOR	FIRE SAFETY REPRESENTATIVE
D.Ö.T / CONSTRUCTION DAYS 2021 93, rue du Château - 92100 BOULOGNE Fax: +33 (0)1 46 05 76 48 – E-mail : sps@d-o-t.fr	Société CFPS – M. Stéphane REMILLIEUX 9 Avenue Barthelemy THIMONNIER - 69300 CALUIRE Tel : +33 (0)6 85 01 57 23 Fax : +33 (0)4 78 93 32 03 Email : cfpsformationlyon@gmail.com
The fire safety representative will be present throughout the duration of the work. The date of the safety committee tour of inspection hasn't been defined.	
FIRE PROOFING	
Groupement NON FEU 37-39, rue de Neuilly - BP 249 - 92113 CLICHY - France Tel : + 33 (0)1 47 56 31 48	Groupement Technique Français de l'ignifugation 10 rue du Débarcadère - 75017 PARIS - France Tel: + 33 (0)1 40 55 13 13
EXPERT IN THE SOUNDNESS OF MAJOR STRUCTURE	
Bureau ALPES CONTROLES Monsieur Christophe ROBBE Avenue Condorcet - 69100 VILLEURBANNE Tel: +33 (0)6 88 84 25 76 ou +33 (0)4 72 43 98 15 Email: crobbe@alpes-controles.fr	

FORMALITIES

Exhibitor Health & Safety Instructions

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II.2. DEFINITION OF WORK AREAS

INSPECTION OF WORK	CRAM
8ème Section d'arrondissement 8/10 rue Nord 69625 VILLEURBANNE Cedex Tel: +33 (0)4 72 65 58 17	Service Prévention des risques Professionnels. 26 rue Aubigny 69003 LYON Tel: +33 (0)4 72 91 96 96
O.P.P.B.T.P.	GLOSSARY
45 avenue Leclerc 69007 LYON Tel: +33 (0)4 78 37 36 02 Fax: +33 (0)4 78 37 69 23	CRAMIF: Caisse Régionale d'Assurance Maladie OPPBT: Organisme Professionnel de Prévention du Bâtiment et des Travaux Publics

II.4. EMERGENCY SERVICES

ON THE SHOW SITE:

EMERGENCY POST	FIRE SAFETY	GENERAL SURVEILLANCE POST
Tel: + 33 (0)4 72 22 30 78	Tel: + 33 (0)4 72 22 33 32	Tel: + 33 (0)4 72 22 33 04

OFF SITE:

FIRE SERVICE	POLICE STATION
27 chemin de l'Afrique - 69680 CHASSIEU Tel: 18 ou 112 (mobiles) ou + 33 (0)4 78 40 64 99	76 route de Lyon 69680 CHASSIEU Tel: 17 ou + 33 (0)4 78 40 18 59
SAMU	NEAREST HOSPITAL
Tel: 15 ou + 33 (0)4 72 11 63 87	HPEL (Hôpital Privé de l'Est Lyonnais) 140 rue André Lwoff 69800 SAINT PRIEST Tel : +33 (0)8 99 86 53 66

III. GENERAL EVENT ORGANIZATION

III.1. GENERAL PRESENTATION OF THE SHOW Cf. Exhibitor's Guide.

III.2. SCHEDULE OF USE OF SITE Public opening:

AREA	DATES & TIME
P7	September 14th 16th 2021 from 9:00am to 6:00pm

FORMALITIES

Exhibitor Health & Safety Instructions

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III.3. VARIOUS SERVICE PROVISIONS

Cf. Exhibitor's Technical Guide.

III.4. SITE CONSTRAINTS**III.4.1. TRAFFIC MOVEMENTS INSIDE THE PARK**

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

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

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

Any vehicle even parked, must be able to be identified.

Private vehicles must not approach the surroundings of the site.

RESPECT: OUTSIDE

- Access routes for fire services
- Parking areas
- Unloading areas
- Access gates

IV. HANDLING CONDITIONS**IV.1. GENERAL REMARKS**

The movement of machines presents risks and must be reduced to a minimum by strict management and distribution of the equipment. Companies listed by the Exhibitor are asked to set up means of identifying the machines and the men (stickers, identification jackets, etc.).

Lifting and handling equipment must satisfy the requirements of current regulations. They must be kept in good working order and have satisfied regular inspections in conformity with the Article R 4535-7 of the Code of Work.

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

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

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

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

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

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

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

The staff must be trained in the risks of handlings.

The load must not split when it is moved.

For the handling of glass panels, it is recommended to use suction cups. In the same way, for handling plywood sheets, the use of handling clips or panel carriers is recommended.

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

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

IV.2. USE OF MACHINES WITH AN ENGINE

The drivers must be at least 18 years of age and hold driving permits issued by the employer as well as the CACES (safe driving aptitude certificate) and the Special Medical Fitness Certificate.

The speed limit must be respected for any movement outside the site. It must be reduced and appropriate inside the site.

These documents must be available for inspection on the site. The users of these machines must comply with the manufacturer's instructions. No carrying a passenger, no lifting a person if the machine is not intended for the purpose, USE OF NON-POLLUTING MACHINES adapted to the tasks, places, loads and configuration of the ground.

The speed limit must be reduced and respected for any movement outside the site.

FORMALITIES

Exhibitor Health & Safety Instructions

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IV.3. LIFTING REGULATIONS

Lifting machines must be used only for transportation and lifting of equipment and material.

Lifting and transportation of people must be done only with specially designed equipment.

If a crane is used, a special request must be made to the Organizer.

This request must specify the place of intervention of the crane and the technical constraints of use and installation. The resistance of the soil for positioning the crane must be checked before installation.

Stalling on a plate or on a slab of unknown strength should be avoided.

The risk of interference between lifting devices (area liable to be swept by the load and / or the crane and common to at least two cranes) and the risk of overflight of areas presenting particular dangers must be taken into account.

It is forbidden to transport loads over people. (The public and intervening staff).

An authorization prior to the installation of a device likely to fly over the public domain must be requested from the Town Hall by the organizer and supplied to the installer.

It is therefore advisable to set up an organization, a planning and an installation plan which takes into account the materials and the men. Management of interfering, prohibited or restricted areas must be defined and implemented.

For night work, artificial lighting of at least 100 lux will be used. This lighting should not cause annoying shade areas or glare.

In the event of a blind crane, a duly trained guide will be present and will have a good quality radio link with the crane operator.

Equipment fitted with an anti-collision device should be preferred.

These constraints must appear in the company's IHSP.

The use of a crane is only possible within the permissible wind ranges in service. Out of service, Instructions must be given regarding the measures to be taken by the crane operator so that it is maintained in safe conditions at the end of service.

An anemometer must be available on site.

In stormy weather, the crane will have to be shut down.

On the car parks or the outside exhibition area, the motion space of the crane in relation to the surrounding high-tension cables must be taken into account. The jib must not approach these cables at less than 5 meters (Article 4534-108 of the Code of Work).

The presence of cranes in an airport area necessarily requires lighting equipment at the head of the boom

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

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

Whatever the means of lifting used, the users must take care not to work over any other workers and to take all necessary safety provisions.

Movements with loads in high position are banned, except with the presence of a guide who must warn the people of this operation.

The maximum load indications of each strap must be respected. The lifting works must be done in accordance with the Articles R 4534-95 à 102 of the French Code of Work.

REMINDER**It is forbidden:**

§ To drive a truck without a driving licence.

§ To allow your truck to be driven by an unauthorised person.

§ To lift a load greater than the machine's capacity.

§ To increase the value of the truck's counterweight.

§ To lift a poorly balanced load.

§ To lift a load with only one arm of the fork.

§ To move around with a high load.

§ To brake sharply.

§ To take corners at high speed.

§ Not to observe traffic signs.

§ To use traffic lanes other than those established.

§ To carry people on trucks not specially designed for the purpose.

§ To leave the engine running in the absence of the driver.

§ To lift people with trucks not specially designed for the purpose.

§ To abandon a truck in the movement aisles or on a slope.

§ To leave the ignition key in the vehicle when the driver is absent.

§ To park or go under a fork in the high position, even unloaded.

§ To smoke near a charging battery or while thermal trucks are being filled.

§ To place metal parts on accumulator batteries.

FORMALITIES

Exhibitor Health & Safety Instructions

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IV.4. STOCKAGE

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

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

All workers are asked to respect these plans scrupulously.

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

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

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

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

V. NETTOYAGE

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

Exhibiting companies are responsible for cleaning their site and removing their rubble and waste of all kinds.

They must plan the reservation and removal of skips and organise how they are filled. It is the responsibility of each worker either to cover the skips, or to weigh down the rubble to prevent it from flying around.

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

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

VI. INSTALLATIONS AVAILABLE DURING ASSEMBLY AND DISMANTLING PERIODS**VI.1. TOILETS**

To ease the general organization of assembly and dismantling, and improve working conditions, the Organizer will provide shared toilets on the exhibition site from the first day of assembly to the end of dismantling. A maintenance service will see to the cleaning of these facilities.

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

VI.2. CLOAKROOMS / CANTEEN

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

There will be no canteen for meals.

VI.3. TELEPHONE ON SITE

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

VI.4. ACCOMMODATION

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

VII. ACCESS CONTROL

Access to the show site is only possible for persons and vehicles carrying authorization or a badge given by the Organizer.

Badges will be distributed to each worker in the event.

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

These accesses will be guarded. Visits to the worksite by persons other than the authorised workers (children, friends, family, pets...) are strictly forbidden.

VIII. GENERAL SAFETY OBLIGATIONS OF EACH WORKER**VIII.1. WORKFORCE****VIII.1.1. MEDICAL FITNESS**

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

FORMALITIES

Exhibitor Health & Safety Instructions

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VIII.1.2. SAFETY TRAINING

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

VIII.2. REGISTERS**VIII.2.1. LEGAL REGISTERS**

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

All employers based outside France with the intention of providing services in France must submit a prior declaration of posting of its workers to the work inspectorate branch of the place where the service is to be provided, before the posting gets underway as well as a certificate of filing a SPSI declaration.

Access to the online declaration portal: www.sipsi.travail.gouv.fr

VIII.2.2. JOINT SITE VISITS

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

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

VIII. 3. PROTECTIONS

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

VIII.3.1. COLLECTIVE PROTECTIONS

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

This collective protection must be rigid composed of a high and low hand rail and a baseboard, safely attached and must be installed from the outside with appropriate means, before any work is purchased on a storey or at height during assembly or dismantling. It must be removed only after the installation of the definitive protection or partition.

The stairs must be assembled as a priority and made safe by guardrails as soon as they are set up.

The stairs cavities must be protected (closed or with a guardrail).

Material deliveries access must be secured.

For the dismantling all these protections must be reinstalled.

Each company must describe the collective protection planned in his Individual Health and Safety Protection Plan.



The company must see to the maintenance of collective protections and will be held responsible if work is carried out in areas not prepared and not protected. It must intervene immediately at any direct request from the stand Coordinator to restore or supplement these protections.

Article R 4323-65: The collective protection devices must be designed and installed in order to avoid a gap at workstation access points namely when a ladder or staircase is used. However when such a gap is unavoidable measures must be taken to ensure equivalent safety.

If a company fails to establish collective protection, the absence of which constitutes a risk for other trades and its own staff, the exhibiting company will have these collective protective measures set up by a company of its choice, at the expense of the defaulting company.

Any ensuing work stoppage will also be charged to the defaulting company.

VIII.3.2. INDIVIDUAL PROTECTIONS

When collective protection system cannot be implemented, the workers protection must be ensured by appropriate "stop falling" system that cannot permit a free fall as more as one meter. When this kind of equipment is used, the worker must never leave alone.

FORMALITIES

Exhibitor Health & Safety Instructions

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

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

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

Wearing safety shoes (safety toe-caps + anti-perforation soles) is compulsory for any person entering the show site during the assembly and dismantling periods. For all people working from elevated platforms and any task presenting a risk, wearing a hard hat is compulsory

IX. GENERAL RULES OF CONSTRUCTION

IX.1. DECORATIONS

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

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

IX.2. WORKING AT HEIGHTS

Décret n°2004-924 du 01.09.2004 relatif à l'utilisation des équipements de travail mis à disposition pour les travaux temporaires en hauteur et intégrant dans le code du travail des nouvelles dispositions (articles R.4323-58 à R 4323-90)

Decree nr 2004-924 of 01.09.2004 concerning the use of work equipment made available for

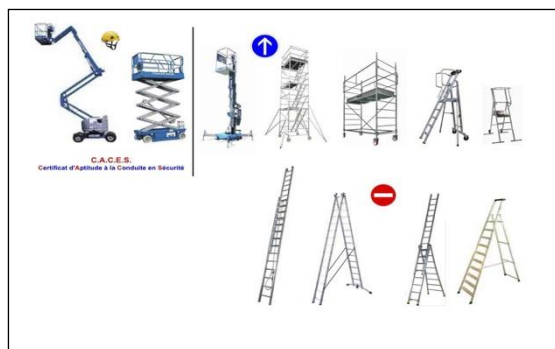
temporary work at a height and integrating new provisions in the labour code (Articles R 4323-58 to R4323-90).

It is obligatory for companies installing MARQUEES, TENTS or STRUCTURES or STANDS, during the assembly, maintenance and dismantling periods, to set up collective protection measures appropriate for any work on ROOFS or TERRACES by their staff. The methods considered for carrying out this work must appear in the company I.H.S.P.P.

In any case the people working for these building and dismantling periods must have a certificate for works at height and a valid authorization of their employer.

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

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



The companies may work at heights with scaffoldings or mobile platforms..

the platforms must be correctly positioned, guardrails and stability props must be in place.

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

the platforms must be correctly positioned, guardrails and stability props must be in place.

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

For the assembly of scaffolding, steps, etc..., it is essential for companies to equip their personnel with hard hats and safety harness, in addition to safety shoes and gloves. They must make sure that the use of these I.P.E. by their personnel is effective. These equipments must include progressively secured floors and access to the higher levels by guard rails.

Legal restrictions concerning work at heights must be respected.

FORMALITIES

Exhibitor Health & Safety Instructions

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IX.3. MEASURES TAKEN CONCERNING CO-ACTIVITY

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

Any work which might create a situation placing workers over each other must be resolved by carrying out the work at different times, or with special protection arrangements.

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

The Exhibitor or his project manager must set up a work schedule taking into account a chronological order of assembly, to avoid tasks at different levels in the same site and to carry out these tasks using suitable means.

These means can be common to several workers or companies.

In the case of mutualisation of the material resources (scaffolding, forklift, lift, etc.), a loan and supply agreement must be drawn up between the parties before use.

The equipment must be completed and approved before any intervention on it by another company.

This chronological order will be in the same way adapted to dismantling.

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

IX. 4. SITE CONNECTIONS / LIGHTING**IX. 4. 1. REGULATIONS**

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

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

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

From this box, the enclosures and the connected electrical installations must be checked by a person or an approved

organization before being put into service. The report of this inspection must be available and kept on the site for the duration of assembly and dismantling.

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

The electrical installations will be carried out according to the French regulations in force. The supply, installation and maintenance of the installations are the responsibility of the installation company.

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

The plugs must be unbreakable.

Personnel involved in electrical installations will have received training and must have a credential as part of publication UTE C 18510.

IX. 4. 2. LIGHTING

The general lighting in the work areas must be compliant with lighting regulations determined by Decree

nr 83.721 of 2 August 1983 and repeated in the Code of Work in Articles R 4223-1 to 12.

Light intensity in working areas must be at least 120 Lux, and 60 Lux in traffic movement aisles.

IX.5. PREVENTION OF RISKS OF PROFESSIONAL DISEASES**IX. 5. 1. HAZARDOUS MATERIALS**

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

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

IX.5. 2 NOISE DISTURBANCE

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

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

FORMALITIES

Exhibitor Health & Safety Instructions

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

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

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

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



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

IX.7 WORK INVOLVING HEAT

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

IX.7. 1 INFLAMMABLE MATERIALS AND PRODUCTS

Gas bottles under pressure must be protected from knocks, falls and heat, and no unauthorized person must be able to have access to them.

It is forbidden to keep or store gas bottles, full or empty, in the hall.

IX.7. 2 EXTINGUISHING MEANS**Moyens communs:**

Communal means:

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

Specific means for each worker:

Each company must plan in his IHSP the means of prevention suited to his activity and his work zone

If necessary, the worker complete by specific means the common means of extinguishing.

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

X. FIRE SAFETY

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

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

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

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

At the time of this Committee's tour of inspection, the stand installation must be complete.

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

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

XI. ORGANIZATION OF EMERGENCIES**XI. 1. COMPANY EMERGENCY MEASURES**

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

The first-aid worker present within each company on the site will provide first aid in the event of an accident. (1 first-aid worker for 10 workers)

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

In case of accident precise:

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

XI. 2. COLLECTIVE ORGANIZATION OF THE SHOW**REMINDER OF THE EMERGENCY PHONE NUMBERS**

EMERGENCY POST: +33 (0)4 72 22 30 78

FIRE SAFETY: +33 (0)4 72 22 33 32

GENERAL SURVEILLANCE POST: +33 (0)4 72 22 33 04

THE EMERGENCY PHONE NUMBERS ARE DISPLAYED AT THE TECHNICAL OFFICE.

FORMALITIES

Exhibitor Health & Safety Instructions

14/14

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

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

- Within 30 days before any assembly for main contracts.
- Within 8 days for work of short time and/or finishing work.

The working company must send this IHSP to the Health and Safety Coordinator and to the stand employer

AT LEAST 8 DAYS BEFORE THE START OF WORK on the stand.

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

XII. 1 . THE EXHIBITOR

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

XII. 2. COMMUNICATION OF THE DOCUMENT

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

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

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

USING FOREIGN SERVICE PROVIDERS

1/2

MANDATORY

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

1 - PRELIMINARY DECLARATION OF SECONDMENT

Whatever their nationality, non-French service providers must complete a preliminary declaration of secondment (*déclaration préalable de détachement*) using the [Téléservice « SIPSI »](#) (International Service Delivery Information System) of the Ministry of Labor.

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

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

- For more than 48 hours a week: please note that a week starts at midnight (00.00am) on Monday and ends at midnight on Sunday (24.00pm)
- For more than 10 hours a day
- For more than 6 hours without a break (of at least 20 minutes)
- For more than 6 days in a single week.

In addition, the legal remuneration to be paid to any employee working on French soil is indicated on the website of the Ministry of Labor

FORMALITIES

USING FOREIGN SERVICE PROVIDERS

2/2

2. PROVISIONAL WORK PERMIT

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

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

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

Requests for provisional work permits must be made in French and declared on the Telléservice "SIPSI" website of the Ministry of Labor.

3. MANDATORY CERTIFICATE IN THE CASE OF AN APPEAL TO A PROVIDER IN France HOME ABROAD

This form have to be completed and returned to:

COMEXPOSIUM – Direction Opérations et Achat
Madame Lisa CHAUVIN
70, Avenue du Général de Gaulle F – 92508 Paris la Défense CEDEX

4. SOCIAL SECURITY

Foreign service providers must also be able to prove that they have up-to-date social security protection for each of their employees on secondment in France:

If service providers from the European Union are not staying in France for more than two months, seconded workers will continue to contribute to and be protected by social security in their home country. Service providers from outside the European Union must provide evidence that they have organised social security protection:

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

URSAFF – 16 rue Contades - 67307 Schiltigheim – France
 Tél.: + 33(0)8 20 39 56 70 - Fax.: + 33(0)3 88 18 52 74 - cnfe.strasbourg@urssaf

FORMALITÉS

FORM MANDATORY AFFIDAVIT when using a service provider in France redising or established abroad

Return before September 30th 2021 to:

**COMEXPOSIUM – Direction Logistique & sécurité
Monsieur DIALLO Laurent
70, Avenue du Général de Gaulle F – 92508 Paris la Défense CEDEX**

EXHIBITOR

Compagny name:

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

Region: Stand name:

Adress:

Postcode: Town/city:

Country:

Tel.:Fax: Email:

Cellphone :

IMPORTANT : sworn affidavit

I the undersigned:

Acting as:

For the company:

Located:

Solemnly declare that I:

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

Mandatory Corporate Seal

Drawn up and signed in: on:

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

FORMALITIES

REFOUND OF FRENCH VAT (TVA)

1/2

PLEASE FIND IN THE ONLINE EXHIBITOR AREA PLATFORM

To print the VAT refund form, see next page or look in your Online Exhibitor Area under "My Forms"

To receive further information about the refund claim and the refund procedure, exhibitors can contact directly our French Tax Representative .

TEVEA INTERNATIONAL

Claudia PRAMS

29-31, rue Saint Augustin – 75002 Paris – France

Tél.: + 33(0)1 42 24 96 96 - Fax: + 33(0) 1 42 24 89 23

E-mail: mail@tevea.fr

Internet: www.tevea-international.com

Siret: 331 270 280 00067

TEVEA International is specialized in handling TVA refund claims and will take care of the entire procedure until payment of your refunded amount. The procedure will be simple and easy for your company.

TEVEA International, in cooperation with SOLUTRANS 2021, offers a simplified, secure and fast procedure for your company.

To benefit from this simplification, please fill in, sign and return the form below to TEVEA International.

IMPORTANT:

- Only original invoices are accepted by tax authorities for VAT refunds, so keep them in a safe place. If you lose them, you will not be able to reclaim the VAT amount in question.
- Ni Copies, duplicates and certified copies will be refused by the French Tax Authorities. It is also prohibited for the organizer to make a second original of the invoice .

FOREIGN SERVICE PROVIDERS WORKING FOR EXHIBITORS:

Stand construction contractors, lessors of equipment rental agencies, decorators, etc. cannot take advantage of this procedure. Services undertaken in France are subject to the French VAT.

These foreign service providers must invoice their clients with the French VAT and pay the VAT collected through the French tax representative

FORMALITIES

REFOUND OF FRENCH VAT (TVA)

2/2

According to European Tax Legislation, organisers of international exhibitions may invoice certain services with TVA.

Foreign companies (EU or non-EU) are, under certain conditions, entitled to a refund of the TVA paid.

IMPORTANT

Companies not belonging to the European Union must appoint a French tax representative in order to apply for a tax refund.

For more information on the refund claims and procedures, exhibitors can contact our French Tax Representative, TEVEA INTERNATIONAL (see reply coupon below).

TEVEA International specialises in the handling of TVA refund claims, and will take care of the entire procedure on behalf of your company.

FAX REPLY FORM – PLEASE RETURN TO : TEVEA INTERNATIONAL

29-31 rue Saint Augustin– 75002 Paris - FRANCE

Tél.: +33 (0)1 42 24 96 96 – Fax: +33 (0)1 42 24 89 23

Email: mail@tevea.com - www.tevea-international.com

We are attending the following French trade show:

Salon SOLUTRANS 2021 from the 16 to the 20/11/2021 – EUREXPO LYON

Please send us all information and documents concerning your TVA refund claim in the following languages:

FRENCH ENGLISH GERMAN ITALIAN SPANISH

Compagny name:

Adress:

Post code: City:.....Country:.....

Tél.:.....Fax:..... Email:

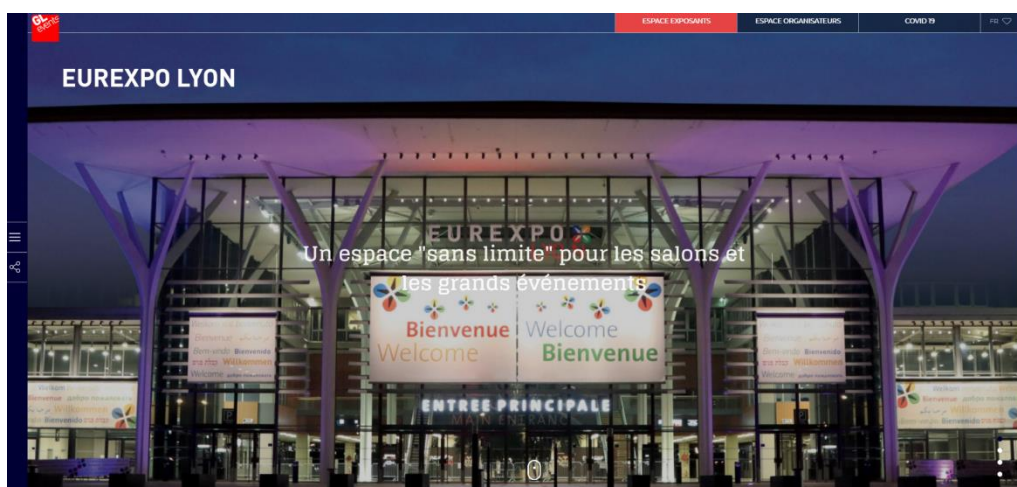
Contact name:

Date and signature:

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ORDER ONLINE YOUR TECHNICAL SERVICES
FROM YOUR EXHIBITOR AREA:

<https://www.eurexpo.com/espace-exposants>



Opening: ?

Closing: 6 Septembre 2021

Hotline: +33(0)4 72 22 30 30

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