

Decoration AND architectural rules

SIRHA 2019

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1. General information

This document compiles the rules that apply to the creation and presentation of the stands. They are designed to ensure the smooth running of the event and optimal comfort.

The rules include the standard safety regulations that apply to exhibitions, shows and trade fairs that are mentioned in the Fire Safety Regulation that you must familiarize yourself with.

All stand constructions and decorations must respect:

- The architecture rules
- Fire Safety Regulations
- The PGCSPS (Overall coordination plan for safety and health protection)
- The EUREXPO venue regulations

Obligations for exhibitors and/or stand designers concerning waste disposal

Exhibitors who rent a bare stand (or their stand designer / subcontractor) are responsible for the condition of the rented space and its condition when leaving. In particular they must leave the rented space free of any waste (stand structure elements, boxes, carpets, magazines, flyers, etc.).

A certificate attesting that you commit to leaving your stand space in its initial state of cleanliness after removal of your stand must be sent to DECOPLUS (SIRHA interior architecture firm) before December 19th 2018.

(Document available page 13)

Note: to rent a skip please contact Eurexpo exhibitors' department:

Tel.: +33 (0)4 72 22 30 30

Fax: +33 (0)4 72 22 32 32

Email : services@eurexpo.com

2. Stand construction files

All **stand construction projects** must be submitted to DECOPLUS - interior architecture firm - that will allow of refuse their assembly at the venue. Projects that fail to comply with the rules will be refused and any stand set up without authorization may be dismantled at the exhibitors' expense.

No agreements between exhibitors are allowed. Only the organisers or DECOPLUS will be authorized to deliver dispensations, and only in response to requests presented in writing.

Stand construction projects must be submitted to DECOPLUS by **December 19th, 2018** at the latest.

Reminder for pre-fitted and outfitted stands:

Any features added to pre-fitted or fully out fitted stands by **contractors other the GL Events** must comply with the architectural rules regarding height, recesses and masking.

All stand construction projects must be submitted to DECOPLUS Architecture Department that will allow of refuse their assembly at the venue.

Details for SIRHA architecture firm

DECOPLUS – 13 rue de Fourqueux – 78100 Saint Germain en Laye

Tel: +33 (0)9 67 78 93 85

w.decoplus@free.fr

2.1 Mandatory documents to include in your stand construction files :

- Bare stand construction form duly completed and signed (P10, P11)
- Floor plan (from above) mentioning the scale, dimensions and positioning of the recesses (common walls + pathways)
- Section plan mentioning the scale, dimensions and height for the planned volumes.



If the files is incomplete, the plans will not be approved and you will not be granted access to EUREXPO.

3. Specific stand constructions

3.1 Stands split into several islands

When a stand is composed of several islands set up on either side of an alley it is possible to build a scenic bridge over the alley under the following conditions:

- No signage and no lighting is allowed over the alleys
- You must order one electrical cabinet (power supply) per island.

3.2 Stand with double-decker* / stand with full ceiling / stand with velum

(cf article T23, page 5 'Fire safety regulations')



*** Construction of stands featuring a double-decker is subject to reservations and prior approval by GL Events Exhibitions (cf Participation contract)**

Stands with double-decker are allowed under the following conditions:

- > Stand floor area > 24m²
- > Double-decker area limited to 80% of stand floor area with a maximum of 300m²
- > Maximum height for the double-decker: 5 m

Important: A double –decker must respect a minimum withdrawal of one metre from the aisles and in case of a terrace. Two double-deckers must be at least 4 metres away, the second to register will need to be aware of the neighbour's project with Decoplus in order to determine the withdrawal to be applied.

a) Exhibitors must prepare their projects, including all plans and load resistance calculation notes, and send them to the Architecture Department of the trade exhibition (who will review the documents for final approval and will forward a copy thereof to the person in charge of safety).

(cf 'Request for construction of stands with double-decker, full ceiling / velum')

b) An approved firm/body will control the assembly on site in order to deliver a compliance attestation. Without this attestation, the organizer reserves the right to refuse access to the double-decker to the public.

c) List (non-exhaustive) of approved companies/bodies:

APAVE : 4 rue des Draperies, 69450 ST CYR AU MONT D'OR
Tel : +33 (0)4 72 32 52 52 – Fax : +33 (0)4 37 64 08 00

BUREAU ALPES CONTROLE : 17 avenue Condorcet, 69100 VILLEURBANNE
Tel : +33 (0)4 78 89 73 88 – Fax : +33 (0)4 72 43 98 15

SOCOTEC : 11 rue St Maximin, 69003 LYON
Tel : +33 (0)4 72 11 45 00 – Fax : +33(0)4 72 11 45 67

3.3 Raised floors

Stands that feature a raised floor or any type of flooring that entails an elevation equal or **in excess of 2 cm must create one or several inclined sections** in order to allow access to the stands for persons with reduced mobility (cf p9 of the 'specifications list for exhibitors and stand renters').

The standard slope must be 5% maximum for a minimum width of 1 metre.

If this is not possible, 2 cases will be exceptionally allowed as follows:

- > 8% over a length shorter than 2 metres
- > 12% over a length shorter than 0.50 metres

3.4 Construction for hall pillars / posts

Construction for pillars and posts is allowed up to a height of 5 metres measured from the ground level. Decorations may rest against the pillars but should be separated or insulated using a layer of soft fabric (felt, hardboard, foam...) placed at the point of contact. Any damage will be invoiced to the exhibitor. Important: some pillars / posts are fitted with Fire Hose Reels (cf §4 'Reminder concerning the Eurexpo venue).

3.5 Structures (cf plan P9)

3.5.1 Floor structures

Heights and recess distances are understood as measured from the floor of the building.

- > Construction height limited to 5 metres, respecting the required recesses, except for:
 - passageways 21/3/34/45/5 limited to 4 metres
 - passageway 22 limited to 2.80 metres
 - gallery 2 limited to 4 metres
 - gallery 4 limited to 3.90 metres
- > Maximum height for stand partition walls: **2.50 metres**

Recess distances

Stands constructions must respect the following requirements concerning recess distances:

➤ **Partition walls, height 2.50 m**

> Partitions or construction elements < or equal to 3.00 m set up on alongside the alleys = no recess required with respect to the alleys.

> Partitions or construction elements from 3.00 to 5.00 m set up on alongside the alleys = a distance of 1 m is required with respect to the alleys and to the neighbouring stands.

➤ **Stand construction requirements alley-side / Stand openings facing the alleys**

> Stands that open up onto one or several alleys (stand façades) must not mask more than 50% of their surface opening onto alleys and must not exceed 6.00 m in one uninterrupted stretch. Curtains, veils, frosted adhesives... are not considered as openings. **Only partitions set at half-height will be accepted and with a maximum height of 1.30 m.**

Partition walls

Partition walls separating adjoining stands must be smooth, plain, painted in white or covered with white or grey wall fabric **with no type of signage or cables.**

3.5.2 Hanging structures (suspended from the framework for the signs / décor structures) SIGNAGE / SIGNS / STRUCTURES

Heights

Heights and recess distances are understood as measured from the floor of the building

> **Height of the hanging sign is limited to 6 m** from the ground respecting the required recess distances, except for the following

- | | |
|----------------------------|------------------------|
| - halls 2.2/2.3/3.2/5.2 | limited to 5 metres |
| - passageways 21/3/34/45/5 | limited to 4 metres |
| - passageway 22 | limited to 2.80 metres |
| - gallery 2 | limited to 4 metres |
| - gallery 4 | limited to 3.90 metres |

> **Maximum height for the signs themselves = 2 metres and independent of the building height. In no case can it be connected and no derogation will be granted.**

Recess distances

- > A distance of 1.00 m must be respected with respect to neighbouring stands.
- > Stand-alone structures (self-supported) = distance of 1.00 m with respect to the alleys and neighbouring stands. Totems or columns are authorized on both sides of the alleys and over a width of 1.00 m maximum. However, they must not be linked by an overarching banner. Maximum height is 5.00 m

Zones where rigging (hanging) is strictly forbidden (see layout on page 7)

- > Gallery 4
- > gallery 2 (over the whole width and over a length of 12 m measured from the Place des Lumières)
- > gallery 6 (over the whole width and over a length of 8.50 m measured from the Place des Lumières)
- > Passageways 21/22/3/34/45/5
- > Passageway between hall 4.1 and hall 4.2B over a width of 15 metres
- > Around the perimeter of most of the halls over a width of 3 metres
- > The centre of Place des Lumières
- > The reception area
- > North footbridge
- > South footbridge

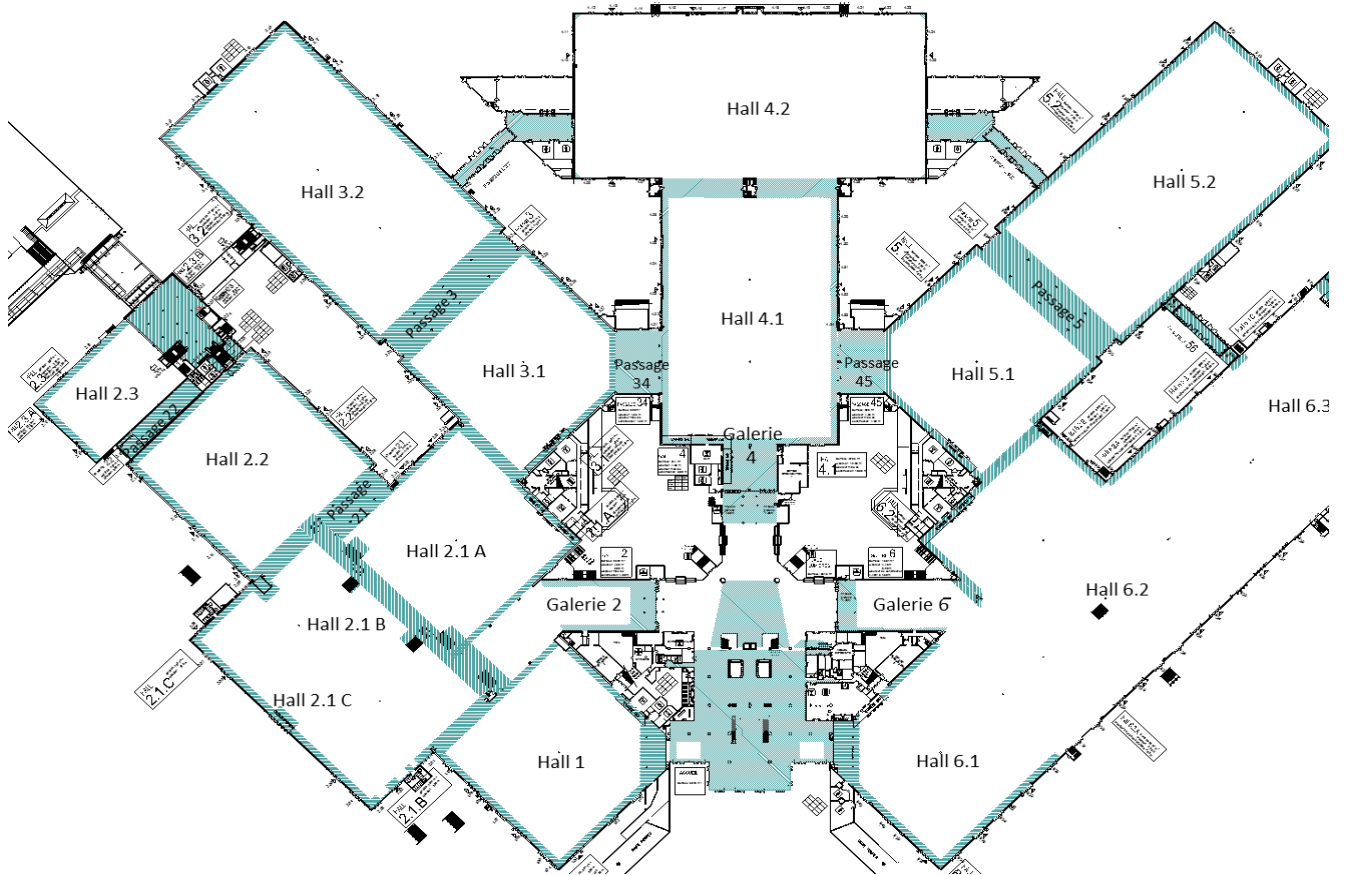


All projects that require hanging signs/rigging must be subjected to Eurexpo for a feasibility study:

Contact EUREXPO Prestations suspendues / Rigging
accrochage@eurexpo.com - Phone.: + 33 (0)4 72 22 31 00

ZONE INTERDITES POUR L'ACCROCHAGE EN CHARPENTE – NO RINGGING AERAS

EURI



4. Reminder concerning EUREXPO venue

4.1 Loads accepted on:

- Hall floor: 1.5 tonne/m²
- Floor in the Espace Lumière: 500 kg /m²
- Floor in the reception area: 500 kg/m²

4.2 Elevated constructions set against the hall wall:

These are only authorized provided the vertical structures of the halls (steel posts, bracing) are not solicited.

4.3 Fire hose reels

- The venue halls are fitted with fire hose reels with 30 m fire hoses
- These reels are fitted onto the central pillars of the halls and next to the emergency exits
- Access to these fire hoses must be cleared at all times over a perimeter of 1m in front and to either side
- Dressing posts/pillars that are fitted with a hose reel is possible only under the following conditions:
 - No elements must overlap onto the hatched area,
 - There must be an opening allowing access to each hose reel (door, curtain, etc.)
 - Signage must be in place next to the accesses to indicate the location of the hose reel.

4.4 Doors and gates

Doors and gates must never be cluttered or blocked in any way. They must be operated by the staff in charge of safety.

For information: electric gates are 6 m wide and clearance varies from 4.50 to 8 metres depending on the hall.

4.5 Electrical installation for the stands

It is strictly forbidden to use EUREXPO's private technical installations (in particular the technical channels running under the hall floors) to run electrical cables through to the stands.

4.6 Access to the halls: Forbidden to all vehicles (except when these are part of the exhibition)

4.7 Handling of heavy loads: must be carries out by specialised contractors



It is forbidden to:

- insert screws, paint and/or mark the floor surface
- insert screws, paint, drill holes into the walls, partition walls, posts and pillars.

REQUEST FORM: CONSTRUCTION OF NON-OUTFITTED STAND

Requests must be submitted to the Architecture Department by **December 19th, 2018** at the latest

Address of SIRHA 2019 architecture department
DECOPLUS – 13 rue de Fourqueux – 78100 Saint Germain en Laye - FRANCE
Tel: +33 (0)9 67 78 93 85
w.decoplus@free.fr

STAND

Stand number..... HALL N°.....

EXHIBITOR

Exhibitor's company name.....

Address.....

Post code City

Country

Name of person in charge of the dossier First name

Email Phone

Mobile (mandatory).....

Function.....

If you use the services of a decorator / stand designer:

Company name of contractor

Address.....

Post code City

Country.....

Name of person in charge of the dossier First name

Email Phone

Mobile (mandatory).....

Function.....

Mandatory documents to attach with this request form:

- Floor plan (from above) mentioning the scale, dimensions and positioning of the recesses (common walls + pathways)
- Section plan mentioning the scale, dimensions and height for the planned volumes
- Where applicable, the request for authorization to create a stand with mezzanine / full ceiling / velum

The Exhibitor and/or Stand designer:

1. Hereby declare:

- That we have read and will comply with the dispositions set forth in the following documents:
- Architecture rules and guidelines
 - Fire Safety Regulations
 - PGCSPPS - Overall coordination plan for safety and health protection

2. Agree to provide at the venue (for stands featuring a mezzanine / full ceiling / velum) a certificate delivered by a Technical Control firm attesting to the resistance and stability of the structure.

3. Agree to fill out and return – before December 19th 2018 THE CERTIFICATE ATTESTING WE WILL RETURN THE SPACE TO ITS INITIAL CONDITION after removal of the stand.



If the dossier is incomplete, the plans will not be approved and you will not be granted access to EUREXPO venue.

Signature and stamp of exhibitor and/or
stand design contractor (mandatory)

AUTHORIZATION REQUEST FOR CONSTRUCTION OF

- Stand with double-decker Stand with full ceiling Stand with velum

Important

> All stands featuring a full ceiling (including velums using cotton fabric) as defined under articles T22 and T23 of the Fire Safety Regulations MUST be approved first, using this form.

> Requests will be processed in the order they are received and will take into account the dispositions that already apply to the overall installation.

> **It is imperative that you include with this request:** an installation plan for your stand, calculation notes and the certificates corresponding to the different materials you wish to use.

> Note: mesh type velums that are Sprinkler-approved do not fall into this category.

Your contact details

Company name of exhibitor

VAT number (ref fiscal law art. 17 2001/11/CE)

Address

Post code City

Country

Name of person in charge of the dossier First name

Email.....

Phone Fax.....

Function.....

Your stand..... Hall N°.....

Floor surface of the stand

Surface of the double-decker

Surface of the full ceiling

Type of fabric used

This document must be returned to

Service architecture du salon SIRHA 2019

DECOPLUS

13 rue de Fourqueux – 78100 SAINT GERMAIN EN LAYE - FRANCE

Tel : +33 (0)9 67 78 93 85

Email : w.decoplus@free.fr

Note: as acceptance is subject to approval by the Safety Committee, additional measures may be requested, at the exhibitor's expense.

**CERTIFICATE ATTESTING YOU WILL RETURN
THE SPACE TO ITS INITIAL CONDITION
AFTER REMOVAL OF THE STAND**



MANDATORY DOCUMENT TO BE RETURNED TO

DECOPLUS – 13 Rue de Fourqueux - 78100 Saint Germain en Laye - FRANCE
Phone: +33(0)9 67 78 93 85 - w.decoplus@free.fr

YOU MUST INCLUDE THE PROJECT FOR YOUR STAND

After a compliance review that will verify that your project respects all the architectural rules, you will receive an “approval confirmation” for the construction of the stand(s) listed hereunder.

STAND		Hall :	Alley:	N° :
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Company name:

Person in charge: Function:

Address:

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

Phone: Fax:

Email:

OUR STAND WILL BE SET UP BY: ourselves a design/decoration firm

Contact details of your decorator/designer (mobile phone number MANDATORY):

Company name:

Person in charge: Function:

Address:

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

Mobile phone: Fax:

Email:

IMPORTANT

In compliance with the architecture rules that apply to stand constructions, I, the undersigned:

Mr – Mrs

Company

agree to return the stand space in its initial state of cleanliness, and in particular, free of any waste (carpets, rubble, adhesive tape, flyers, structures, etc....)

We fully understand that failure to comply with the Rules will entail additional invoicing as follows:

- 55 € ex vat/m² stand for the removal of adhesive tape
- 160 € ex vat /m³ for the removal of waste and rubble
- Base on estimate for other damages

Stamp of the company (mandatory)

Date: Signature: