

BOOTH DESIGN REGULATIONS

IMPORTANT NOTE

By signing up the registration form, the Exhibitor agrees to abide by all the clauses mentioned in the general regulations and to ensure that any decorators, installers or contractors also abide by them.

The Exhibition Organiser reserves its right, for any installation which does not comply with the booth design regulations or which disturbs neighbouring exhibitors or the public, to modify or remove the booth by the booth contractor.

Two dimensioned booth layouts, indicating a ground and an elevation view, and the document “agreement to leave booth in its original conditions” must be submitted for approval, before February 5th, 2016 to Cabinet d’Architecture DECOPLUS:

DECOPLUS - 13, rue de Fourqueux - 78100 SAINT-GERMAIN-EN-LAYE

Phone: +33 (0)1 47 63 94 84 – Fax: +33 (0)9 52 44 80 92 – Email: jecplan@free.fr

The technical department will check all the booth installations and may reject those that are not conformed to the approved plan.

The technical department reserves its right to commission a report certifying the stability of the booth structure by an approved supervisory body, at the exhibitor’s expense.

YOU MAY TAKE POSSESSION
OF YOUR BOOTH:

BARE BOOTHS:

Sunday, March 6th, 2016
from 7.00 a.m.

EQUIPPED BOOTHS:

Monday, March 7th, 2016
from 8.00 a.m.

HEIGHT OF BOOTHS, CLEARANCE LIMITS AND OPENINGS ONTO AISLES (cf. page 3)

Booths must be built in compliance with the following heights and clearance limits:

MAXIMUM HEIGHT LIMITS

Construction maximum height from the ground: **5 m**

Maximum height for signs: **5 m**

Separating partitions maximum height: **5 m (minimum: 2.40 m)**

Lighting trusses maximum height (exempt of signs): **6 m**

CLEARANCE LIMITS

Booths structures must take into account the following clearance limits:

Clearance limit from aisles: **no clearance limit**

Clearance limit from separating partitions: **1 m for any sign**

PARTITIONS

Minimum height: **2.40 m**, maximum: **5 m**

Partitions overlooking neighbouring booths must be clean, smooth, even or covered with white or grey wall fabric, and **contain no sign of any kind**.

LIGHTING TRUSSES

Lighting trusses (exempt of signs) must respect the limited height of 6m.

They are permitted when independently hung over the booth structure without clearance relative to neighbour booths and the aisles.

The set-up of a velum is possible once percentage of coverage is approved by our safety manager. Besides, the booth area must be less than 299 sqm and the velum material must be mesh net fabric.

OPENING ONTO AISLES

Booth must be as open as possible with a maximum amount of visibility. Any special decorations must be designed so as to keep aisles clear, and not obstruct neighbouring booths and allow maximal visibility through the booths, in other words, no more than 50% of the length of each side can be closed.

Transparent closing tolerated (subject to the organizer’s approval).

Each booth frontage opening onto an aisle must retain a maximum closure of 50% without exceeding a total of 6 continuous linear meters. Curtains, net curtains and frosted adhesives are not considered to be opening.

Only partitions no more than 1.30m high are accepted.

The General Organiser reserves its right to refuse or modify any booth project which can disturb the visibility of closed neighbouring.

RE-USED BOOTHS

Re-used booths are subjects to JECWorld 2016 Booth Design Regulations in the same way as newly built booths. They must conform to the prescribed clearance and height limits, and be approved by DECOPLUS.

BOOTH BOUNDARIES

No decorative items, furniture, signage, floor covering or light fittings must outstrip the boundaries of the booth.

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SIGNAGE

SIGNS/STRUCTURE

A sign is an openwork superstructure featuring the exhibitor's illuminated name or logo.

Signs must be suspended thanks to a hatch or riggings, or attached to the booth framework with a light frame.

The sign structure may not exceed a height of 5m from the ground and must be set at least at 1m back from the edges of the neighbour booth.

TETHERED BALLOONS

Authorised gas: air and helium.

The balloon must be implanted in booth boundaries and must be set at least at 0,5m back from the aisles and 1m back from the edges of the neighbour booth.

If the balloon is inflated the helium, no helium storage bottles (empty or full) will be authorised in the hall. It is also forbidden to put pressure during the presence of the public in the hall.

If the balloon is lit, the envelope must have a reaction to fire C.

SOUND SYSTEMS, ILLUMINATED SIGNS AND PRESENTATION OF EQUIPMENT

All kinds of promotion or sales canvassing are strictly forbidden outside the limit of the booth area.

Flashing signs and similar are not permitted.

Illuminated signs are permitted but they must not be intermittent or of a flashing nature.

Noisy equipment or sound systems may be used no more than 15 minutes per hour and on condition that they do not disturb neighbours. A statement to JEC (« Declaration for machines or equipment exhibited in operation ») must be done in order to analyse the risks generated and possibly to determine specific security measures.

SLINGING FROM THE ROOF STRUCTURE

Only Viparis technical personnel are permitted to hang items from the roof structure.

EXHIBITION HALLS FLOORS, PILLARS AND WALLS

To avoid damage to the floors, pillars and walls of the exhibition halls, it is strictly forbidden to make holes or use markers, paint, secure fixings, etc. Your site must be handed back in the state in which you found it. All refuse (carpeting, waste materials, adhesives, etc.) must be removed. Any damage noticed during breakdown will be billed to the responsible exhibitor. The cleaning contractor shown on the form can be contacted to arrange removal.

Important: It is strictly forbidden to drill into the concrete floor of the exhibition halls.

UPPER FLOOR

Exhibitors may design booths with upper stories within the space limits defined by the exhibition safety officials. ATTENTION: Booths with upper story will be charged please contact the sales manager in charge of your fill.

Any space with an upper floor must, at the time of inspection by the Safety Department, have a certificate of stability issued by a competent and approved organization.

For any high-rise construction, you must contact our Safety Manager:

Cabinet Gérard RAILLARD

10, rue Frédéric Passy - 92200 NEUILLY-SUR-SEINE

Phone: +33(0)1 47 22 72 18 - Fax: +33 (0)9 70 61 25 82

Mobile: 06 07 91 37 72 - Email: g.raillard@cabinet-raillard.com

PERMANENT WALL CLADDING AND COLUMNS CLADDING OF HALLS

Permanent wall surfaces must be neither painted, drilled or pasted on.

In Halls 5A and 6 the poles are wood or metal siding (see document columns).

AISLE CARPET

Hall aisles are covered with Sommer brand needle punched blue carpet and black carpet on the "peripheral" aisles.

BOOTHS ACCESS BUILD-UP AND DISMANTLING PERIOD

All Bare booths or exhibitors with voluminous on-booth demonstration machinery that requires the use of crane operations for assembly and installation will be allowed to bring it into the hall on Friday, March 4th 2016 (according to a specific schedule).

Agility Fairs & Events (see "Suppliers and Useful Addresses" page), **will be the exclusive on site agent for handling, he is the only authorized to unload the trucks and enter in the halls with forklifts or cranes.**

NO MACHINERY WILL BE ALLOWED TO ENTER WITHOUT AN ENTRY PERMIT ISSUED BY THE SHOW'S ORGANIZER.

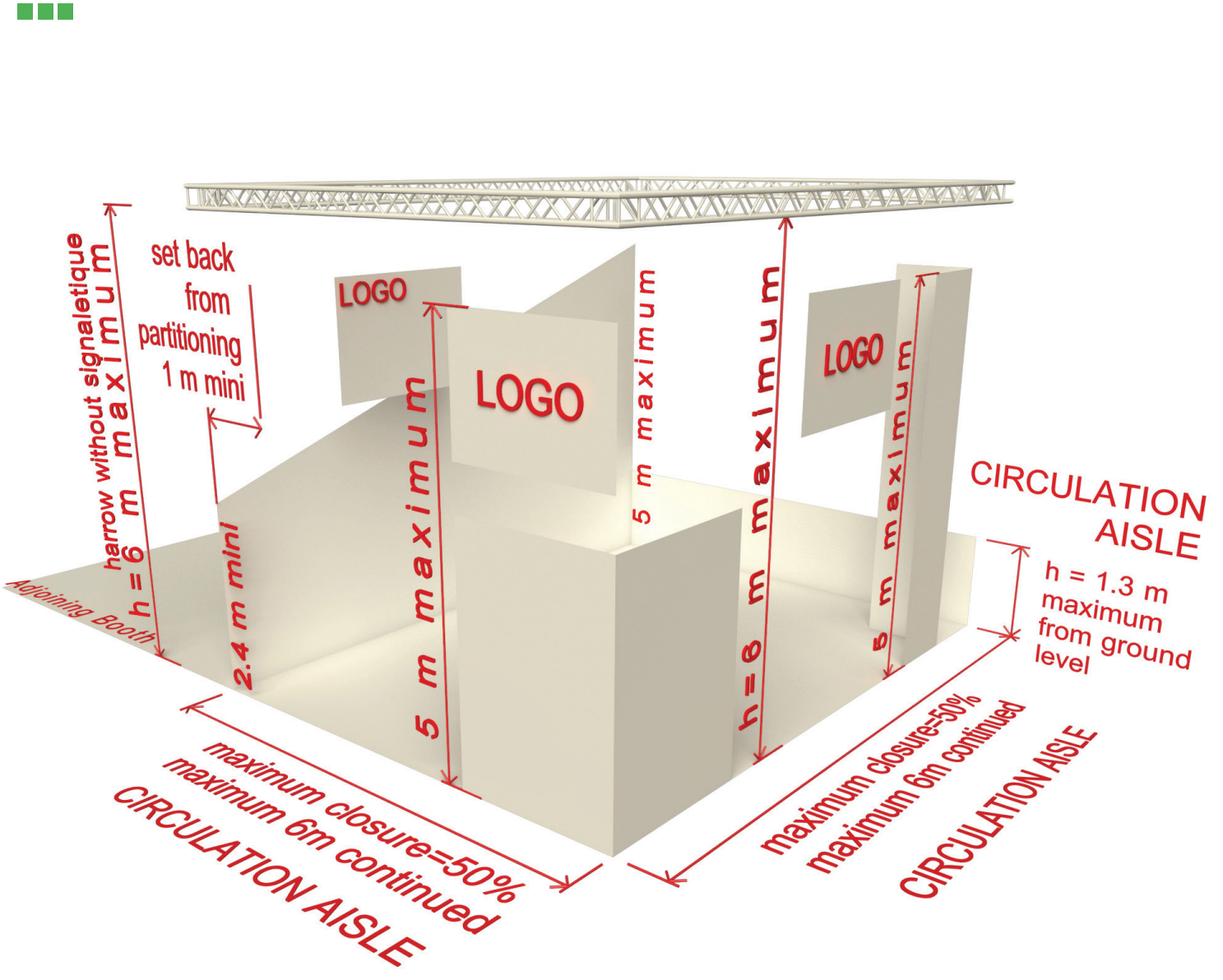
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Paris Nord Villepinte

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FIRE SAFETY REGULATIONS

YOUR CONTACT

Cabinet RAILLARD

10 rue Frédéric Passy - 92200 Neuilly sur Seine

Phone & Fax: +33 1 47 22 72 18 - Cellular: 06 07 91 37 72

Email: g.raillard@cabinet-raillard.com

GENERAL INFORMATION

The exhibitor must apply the regulations pertaining to fire safety and panic prevention on premises open to the public laid down by the Order of 25 June 1980 (general clauses). The Order of 18 November 1987 sets out the special clauses that apply to exhibitions and trade shows in France. Parts of the aforesaid regulations are explained below for ease of reference. All projects involving significant construction work must be submitted to the Show's Safety Manager for approval. Plans and technical information must be provided at least two months before the Show begins. During installation, the Safety Manager will ensure that all safety measures listed below are implemented on site.

RECALL OF SOME IMPORTANT RULES FOR THE EXHIBITION

ACCESSIBILITY FOR PERSONS OF REDUCES MOBILITY (PRM)

The exhibitor must comply with French regulations and with the accessibility order.

- All premises and facilities open to the public must allow access to the disabled and to people with reduced mobility. Applied to the show, this means that ;

- minimum width = 0,90 m,
- chamfer 33 %, if the high of the floor < 4 cm,
- ramp 4 % (no restriction on the length)
- or ramp 5 % on a length < 10 m,
- or ramp 10 % on a length < 0,50 m.

- The registration banks could be used by people with reduced mobility (h maximum of 0.80 m, empty of 30 cm allowing the passage of the knees 0.70 m height).

- The elevated stands must be accessible to people with reduced mobility.

- A staircase must comply with the accessibility order (see the file attached)

RADIOACTIVATE SUBSTANCES -X-RAYS

(contact Cabinet RAILLARD)

Any system using radioactive material must be declared and submitted to the French Nuclear safety Authority (Autorité de Sureté Nucléaire - ASN).

Specific regulations will apply to the booth. Before the opening, the exhibitors will transmit to the organiser/Safety Manager;

- The form 12, "exhibit working machines and appliances";

- A technical data sheet ;
- The ASN authorisations.

LASERS: CLASS 3 AND 4 ARE FORBIDDEN IN THE HALL

(contact Cabinet RAILLARD)

If lasers are installed, to create special effects on the booth, they will have to be in conformity with the French Technical Instruction (arrêté du 11 décembre 2009).

- Only the lasers class 1 or 2 are authorized indoor.
- Any system using lasers must be submitted to the Departmental Safety Commission at the Prefecture for approval at least 30 days before the Show begins (contact Cabinet RAILLARD)

Important: the machines or the appliances comprising of the lasers with protections (cutting, reading, measurement ...), which are operational at the show, are authorized by the Departmental Safety Commission at the Prefecture. But the Organizer must receive a list of this equipment and machinery, at least 30 days before the Show begins.

BOOTH CONSTRUCTION AND FITTING OUT

MATERIALS AND FIRE RATING REQUIREMENTS

Exhibitors' obligations

- Exhibitors must have available on site all official reports on the fire resistance classification of all materials used on their booths.
- If official reports are not available, exhibitors must have all fireproofing certificates available on site at each of their booths.

Materials and fire rating requirements

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

Requirements

- Stand framework and partitioning: minimum rating **M3 or D (Euroclass)**.
- Large furniture (cashdesk, counter, showcase, dividing partition, etc.): minimum rating **M3 or D**.
- Wall covering (natural fabrics or plastic coatings): minimum rating **M2 or C**.
- Curtains, draperies and net curtains: minimum rating **M2 or C**.
- Fixed floor covering: minimum rating **M4 or D**.
- Material covering the surface of podiums, platforms or tiered seating (if height > 0.30 m and surface (S) > 20 sq.m): minimum rating **M3 or D**.
- Loose decorative items (advertising billboards if S > 0.50 sq.m, garlands, light decorative items etc.): minimum rating **M1 or B**.
- Canopies, if building equipped with an automatic sprinkler system,

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minimum rating M2; if not, minimum rating **M1 or B**.- Ceilings and false ceilings: minimum rating **M1 or B**.

- Mesh canopies must be certified by the CNPP (a French test laboratory).

◆ **Equivalents**

- Non resinous solid wood: if thickness > 14 mm, rated **M3 or D**.

- Resinous solid wood: if thickness > 18 mm, rated **M3 or D**.

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

BUILDING AND FITTING RULES

◆ **Covered booths (ceiling, canopy, raised level)**

- Area must be less than 300 sq.m.

- Area > 50 sq.m: requirements:

- Appropriate fire extinguishers;
- Officially qualified fire safety officer present (with a French SSIAP1 qualification or equivalent training in fire safety for public premises);
- Independent security lighting fitted. Independent security lighting must be on standby when the main lighting system is intentionally switched off;

- Canopies must be effectively suspended from a crossed wire mesh (with gaps of 1 sq.m maximum).

◆ **Stands with a raised level**

Exhibitors must submit a dossier seeking the advice and approval of the Cabinet RAILLARD.

The following constraints apply:

- Only one raised level is authorized;
- Area < 50 sq.m: strength 250 kg/sq.m ;
- Area > 50 sq.m: strength 350 kg/sq.m ;
- If the area accessible to the **public > 19 persons**: two staircases must be provided;
- Handrails must comply with the French standards NF P 01-012 and NF P 01-013;
- **Checks to determine the strength and stability of the raised level must be carried out by an approved inspection agency.**

◆ **Enclosed booths: submit a dossier seeking the advice and approval of the Cabinet RAILLARD.**

If the enclosed area is greater than 19 persons, two judiciously sited and marked exits must be provided..

FIREPROOFING

By means of different procedures or applications, any material which normally would be of medium or high flammability, may obtain the flame resisting qualification of M2. These procedures would be: inflammable

liquid spraying, brush application of a paint or special varnish or immersion in a special bath solution.

An officially qualified person may perform these operations of fireproofing or contracting company who may issue a homologated certificate giving the following specifications. The exact names, addresses and telephones may be obtained from the:

Groupement Technique Français de l'ignifugation:

10, rue du Débarcadère - 75852 Paris cedex 17

Phone: **+33 (0)1 40 55 13 13**

FIRE CERTIFICATES

At any time, the Show Security Manager may demand exhibitors the official report giving the fire classification of materials used in booth construction or failing this, the equivalent fireproofing certificates.

All coatings, coverings and material meeting the requirements of security are sold in specialized shops, where the quality certificates as regards the classification of fire resistance may be obtained:

Groupement NON FEU

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

Phone: **+33 1 47 56 30 80** or **+33 1 47 56 31 48**

ELECTRICITY

EXHIBITORS' GENERAL OBLIGATIONS

Exhibitors must ensure that the following regulations are applied:

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

ELECTRICAL EQUIPMENT CABINETS AND BOXES

Must comply with legislation, namely:

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



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IMPORTANT if total power rating > 100 kVA:

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

HALOGEN LAMPS (EN 60 698 STANDARD)

- Be a minimum of 2.25 metres from the ground;
- Be located a safe distance from all flammable materials (at least 0.50 metres from wood and other decorative material);
- Be well secured;
- Be fitted with safety glass or fine mesh wire, providing protection against the consequences of a bulb blowing.

HIGH VOLTAGE SIGNS

- Protection by a screen (M3 or D rated material)
- The switch off button has to be visible,
- Transformers have to be out of reach of the public,
- Signage indicating of any «danger - high voltage».

HELIUM BALLOONS

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

MACHINERY

OPERATIONAL EQUIPMENT AND MACHINERY FOR DEMONSTRATION

Must comply with the following rules:

- The Organizer must receive a list of all equipment and machinery that is to be operational at the Show, at least 30 days before the Show begins (see form in annexe);
- Such equipment must not present any risks to public safety;
- Stationary equipment or machinery (whether or not operational):
 - Any dangerous parts must be more than 1 meter from the public thoroughfare or protected by a rigid screen,
 - Dangerous parts: moving parts, hot surfaces, blades and sharp objects;
- Moving equipment or machinery:
 - Must be presented in a protected area where members of the public are kept at a distance of at least one meter from the equipment itself,

- Hydraulic jacks presented in a raised static position:

- The equipment's hydraulic safety mechanisms must be supplemented by a mechanical safety device preventing any untimely activation;

- All equipment must be properly stabilized.

PROHIBITED EQUIPMENT, PRODUCTS, GASES

The following are prohibited at the Show:

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

FLAMMABLE LIQUIDS

The use of flammable liquids is limited to the following quantities per booth:

- 10 litres of category 2 flammable liquids per 10 sq.m of exhibition space, up to a maximum of 80 litres;
- 5 litres of category 1 flammable liquid.

FIREFIGHTING EQUIPMENT

- Must remain visible and accessible at all times.
- If there is a fire hose cabinet on the booth, it must not be covered with any door, decoration, ... and has to be visibly marked and remain accessible at all times via a 1m. wide passageway leading from the closer aisle.

SAFETY AND CLEANING

- It is **prohibited** to leave crates, cartons, boxes or pieces of wood on the booths and in the passageways.
- The premises must be cleaned on a daily basis.



