

# EUROPEAN AEROSOL CONFERENCE

## Tours, Septembre 4 - 9, 2016

*Vinci*  
Centre International de Congrès de Tours

  
Tours  
événements

### EXHIBITORS' GUIDE

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#### OBLIGATORY & OPTIONAL FORMS

Annexes: Forms to be returned before **13 JULY 2016**

## INTERLOCUTORS

### GENERAL INFORMATION

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#### 1. INFORMATION ON THE EVENT

Type of activity: **Professional**

Number of people expected: **800 participants**

#### 2. HOURS

##### OPENING HOURS :

**MONDAY, SEPTEMBER 5, 2016 :**

**TUESDAY, SEPTEMBER 6, 2016 :**

**WEDNESDAY, SEPTEMBER 7, 2016 :**

**THURSDAY, SEPTEMBER 8, 2016 :**

**FRIDAY, SEPTEMBER 9, 2016 :**

##### SETTING UP HOURS

**SUNDAY, SEPTEMBER 4, 2016 : 14:00 / 18:00 : EXHIBITORS**

##### DISMANTLING HOURS

**FRIDAY, SEPTEMBER 9, 2016 : 14:00 / 16:00**

### 3. EXHIBITION VENUE / ACCESS

The exhibition will be held in Hall Daniel Bourdu on level -2 of the International Congress Centre:

**Exhibitor access** to Tours International Congress Centre is via the Delivery Bay in Boulevard Heurteloup, Tours (in the A 10 > Tours Centre direction) just before the VINCI International Congress Centre.

**By air:**

Tours Val de Loire Airport

**By rail – 2 possible stations:**

TOURS railway station

The station is located in the city centre, 200 metres from Tours International Congress Centre.

SAINT PIERRE DES CORPS station

The station is located 5 km from Tours International Congress Centre.

From Paris	- TGV: 1 hour
From Bordeaux	- TGV: 3 hours
From Lyon	- TGV: from 3¼ to 4½ hours

**By road:**

From Paris	: 240 km – A 10 motorway	: 2½ hours
From Bordeaux	: 347 km – A 10 motorway	: 3½ hours
From Lyon	: 489 km – A 71 – A 85 motorways	: 4 hours 50 minutes

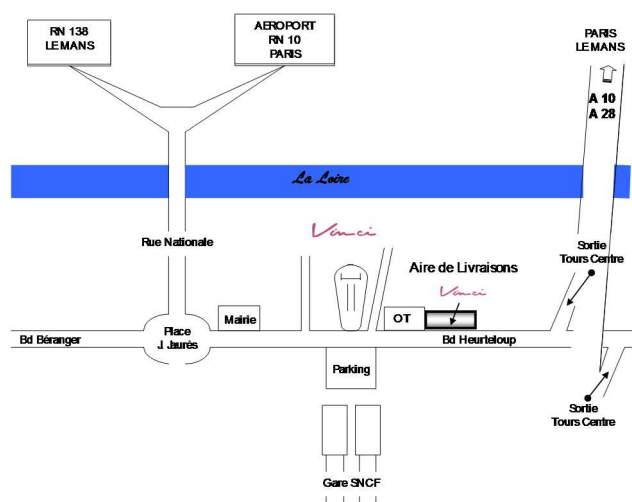
Arriving from PARIS along the A10:

- Exit 21 Tours Centre,  
then turn right and  
take Boulevard Heurteloup

Arriving from BORDEAUX along the A10:

- Exit 21 Tours Centre,  
then turn left and  
take Boulevard Heurteloup.

### 4. TRAFFIC FLOW PLAN



## 5. ACCESS CONDITIONS AND REGULATIONS

### Access is via the Delivery Bay:

- Delivery bay ceiling height: 4.50 m

All materials leaving the delivery bay are carried down to Level -2 by load-hoists:

- 2 nine-tonne load-hoists: H=2.85 m, W=2.90 m, Depth=5.75 m
- 1 one-tonne load-hoist: H=2 m, W=1 m, Depth=2 m

A control point will direct you to the exhibitor reception area, in the VINCI International Congress Centre access tunnel (located on level -2).

## 6. STAND INSTALLATION

No exhibitor may be admitted to the event area outside the above-mentioned hours.

Exhibitors must identify all persons they authorise to work on their stands during installation and dismantling. Wearing of badges is obligatory. No minor person may be present within VINCI during exhibitors' assembly and dismantling hours, with the exception of young people aged 16 or over under an apprenticeship contract. Persons over 16 years of age must be able to show proof of the reason for their presence on the site.

Due to the very considerable amount of activity taking place during installation and dismantling, effective security surveillance cannot be provided during such periods. Exhibitors are therefore strongly recommended to take steps to guard against any possible risks, theft in particular.

It is each exhibitor's responsibility to ensure surveillance of their stand during event opening hours and during assembly and dismantling periods.

Stands must be fully installed when the exhibition is opened to the public, and no delivery or removal of materials will be permitted until the exhibition closes. After unloading their materials, exhibitors are asked to clear the delivery bay (Article 8 below).

All packages must be unpacked upon arrival and empty packaging removed from the event area as rapidly as possible, before its opening to the public. Tours Evénements reserves the right to take all necessary measures to ensure compliance with this requirement, at exhibitors' own expense and risk.

Exhibitors must leave locations and materials made available to them in the state in which they found them. Any damage caused by their installations or merchandise, whether to materials, the hall or the floor space occupied, will be subject to expert assessment and invoiced to them along with the cost of any required repairs.

Exhibitors will see to it that these obligations are complied with by all those acting on their behalf on their stands.

Exhibitors must provide for transport, reception and dispatch of their packages in compliance with the instructions set down in this guide. Tours Evénements will in no case take responsibility for reception and/or dispatch of packages. In the event of an exhibitor's absence, Tours Evénements may have them automatically re-dispatched or unwrapped at the exhibitor's own expense and risk.

Exhibitors must be present on their stands during the Safety Committee's visit.

During dismantling, exhibitors shall ensure that stands, merchandise and other items, including decorations belonging to them, are removed within the above-mentioned deadlines.

Any materials, products or equipment left behind may be removed by Tours Evénements at exhibitors' own risk and expense, and may be destroyed without recourse against Tours Evénements.

Exhibitors may not clear their stands or remove any of their products before the end of the exhibition, including in the event of extension of its duration, or before all members of the public have left.

## GENERAL REGULATIONS GOVERNING THE EXHIBITION

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### 7. REMOVAL OF MATERIALS AND DISMANTLING OF STANDS

Stands will be dismantled on **Friday, September 9** after the end of the exhibition **from 14.00 to 16.00**.

No materials may be removed without the organizer's authorisation.

Removal of stands, merchandise, articles and decorative items belonging to exhibitors is the responsibility of the exhibitors themselves, and must be carried out within the specified deadline.

Beyond such deadline, Tours Evénements may have any items remaining in the building transported to a furniture storehouse of its choice, at exhibitors' expense and risk, and shall not be held responsible for any total or partial damage resulting therefrom, without prejudice to any compensation that might be claimed by Tours for abusive occupation.

Exhibitors must identify all persons they authorise to work on their stands during their removal.

As during installation, exhibitors are strongly recommended to take steps to guard against possible risks during removal of stands.

### 8. DELIVERY AND COLLECTION OF MATERIALS

Exhibitors are responsible for the transport of their material, and for reception and re-dispatch of their packages. VINCI Congress Centre accepts no responsibility in the event of theft, loss or degradation of stored merchandise.

**Delivery** of merchandise by a carrier is only authorised on **Friday 2 September from 09:00 to 12:30 and from 13.30 to 17.00**.

**Despatch** of merchandise may be carried on **Friday 9 September 30 from 14.00 to 16.00**

**PLEASE NOTE: VINCI CONGRESS CENTRE IS NOT EQUIPPED WITH AN UNLOADING DOCK.**

#### 1. Delivery procedures

Packages will be unloaded immediately upon arrival of the transporting vehicle, following which the vehicle must leave the delivery bay immediately.

At their own expense, vehicles may park in the underground car park beneath Place de la Gare. Vehicles up to 1.90 m high are admitted throughout the car park. Vehicles between 1.90 m and 2.60 m in height can also access the car park, but only in the section specifically assigned to them (25 spaces).

## **2. Processing of packages**

Trolleys are available to exhibitors; their use is monitored by Tours Evénements staff.

If delivery takes place before the event, packages received will be stored in the delivery bay. We remind you that any deliveries made in the absence of the exhibitors concerned is under their entire responsibility

## **3. Removal of materials**

When the exhibition is being dismantled, packages must be prepared on stands and then transported to the delivery bay **by the exhibitor**. Vehicles will be permitted to enter the delivery bay when packages are ready for loading.

If, for any unavoidable reason, packages can only be removed after the exhibition has been dismantled, they can be stored for a maximum of 2 days. **Storage will be invoiced to the exhibitor at €100 per m<sup>3</sup> per day. If the deadline is not met, packages will be destroyed.**

Destinations of all packages must be clearly marked with:

SENDER, COMPANY NAME  
ADDRESSEE, NAME OF TRANSPORTER AND DATE OF REMOVAL

They will be stored in the delivery bay.

**In no case can the International Congress Centre be held responsible for materials left by exhibitors, or for their return.**

## **9. UPKEEP OF STANDS**

Exhibitors are expressly forbidden to cede, sublet or exchange, for any reason whatsoever, all or part of the location they have been assigned.

### 9.1. Stand presentation

Stands must be permanently occupied by exhibitors during hours in which the exhibition is open to them as well as during public opening hours. Stand upkeep must be impeccable.

Exhibitors must see that their stands are cleaned daily during opening hours and before the exhibition opens to the public, or reserve requisite cleaning services from Tours Evénements.

Exhibitors may not clear their stands or remove any of their products before the end of the exhibition, including in the event of extension of its duration, or before all members of the public have left.

Empty packaging must be removed from the event area as rapidly as possible, before its opening to the public.

In no case may aisles and thoroughfares be obstructed, nor may stand fittings encroach upon these areas.

Tours Evénements reserves the right to take all necessary measures to ensure these requirements are complied with.

## 9.2. Decoration and fittings

Exhibitors are reminded that all materials and equipment (power supply, etc.) ordered by and hired out to them must be returned to Tours Événements administration at the end of the exhibition. Any lost or damaged material or equipment will be invoiced.

All decorations and fittings for stands must be submitted to Tours Événements for approval beforehand. Exhibitors are responsible for the individual decoration of their stands, which must nonetheless harmonise with overall decoration.

Tours Événements reserves the right to remove or modify any installation that detracts from the overall appearance of the exhibition or which inconveniences neighbouring exhibitors or visitors, or which does not conform to the plan and model initially submitted.

Individual decorations and fittings desired by exhibitors will only be permitted upon written agreement on the part of Tours Événements following presentation of dimensioned drawings thereof. Tours Événements reserves the right to remove or modify any installation that detracts from the overall appearance of the exhibition or which inconveniences neighbouring exhibitors or visitors. Exhibitors are also reminded that they must comply with all safety measures imposed by the public authorities (in particular, those regarding materials used and rules governing fixtures and fittings).

Exhibitors are reminded that it is prohibited to carry out any work that might affect smoke, air or compressed-air ducts, electrical circuits or telephone lines, water or sewage disposal pipes, or piping trenches. It is also prohibited to drill holes for hanging or sealing purposes, remove doors or set up antennae, etc.

It is prohibited to use staples, drawing-pins, pins or glue for display of merchandise or documents on stand panels. Use of Velcro dots, chains or picture rails is recommended.

## 9.3. Advertising

The use of any sound apparatus for demonstration or advertising purposes, or of any other means designed to attract visitors' attention, is at the discretion of Tours Événements, which also reserves the right to withdraw any authorisation granted in the event of nuisance caused to other exhibitors or visitors.

No leaflets relating to items not on exhibit may be distributed in the exhibition area. Distribution of leaflets in the aisles is subject to prior authorisation on the part of Tours Événements.

Tours Événements reserves the exclusive right to put up posters throughout the building. All exhibitors are assumed to have given their authorisation for reproduction and sale of any overall views of the event in whatever medium.

Exhibitors may bring in photographers to take pictures of their stands only. They may call upon the services of the photographer recommended by Tours Événements.

## 9.4. General Rules and formalities

Exhibitors alone are responsible for all obligatory declarations, information and formalities concerning safety rules and commercial rules (Customs clearance, for example). Among other things, it is their responsibility to ensure industrial protection of materials or products they exhibit, in compliance with the legal provisions in force (such as submission of request for a French patent). All necessary measures must be undertaken before display of such materials or products, and Tours Événements accepts no responsibility in this regard.

Exhibitors must also ensure that all formalities regarding transport of merchandise for materials and products imported from abroad are complied with. In no case may Tours Événements be held responsible for any problems encountered in carrying out such formalities.

If the exhibition area is placed under customs control for the duration of the event, it is each exhibitor's responsibility to complete customs formalities for materials and products imported from abroad. Tours Événements cannot be held responsible for any problems encountered in carrying out such formalities.

Exhibitors must deal direct with SACEM if they wish to make use of music inside the event area, even if only for demonstration of audio equipment.

No alcoholic drinks may be distributed, whether free of charge or for payment, without prior authorisation on the part of Tours Evénements and only in full compliance with applicable French legislation.

Exhibitors shall ensure compliance with all conditions, declarations and regulations relating to employment of staff brought in to work either for them or for any other bodies likely to be present on their stands (including during assembly and dismantling periods). To this effect, they shall take care to comply with all legal provisions and regulations designed to combat unfair social competition.

Exhibitors are also responsible for application of laws and regulations relating to the French Commercial Code and having to do with sales made at Trade Fairs and Exhibitions.

In particular, exhibitors must comply with regulations on labelling, use of the French language, posting of prices, and any special directions bearing on certain types of products or merchandise. Prior to any sale, they shall inform consumers in writing of the absence of any withdrawal period, in compliance with Article L.121-97 of the French Commercial Code (Article 13 below).

Exhibitors guarantee Tours Evénements against any recourse on the part of inspection bodies and public authorities.

Unless expressly provided for otherwise, distribution or sale of newspapers, periodicals, leaflets, tombola tickets, etc. is prohibited.

#### 9.5. Receptions - Catering

No meals may be taken or prepared on stands.

Exhibitors are reminded that serving drinks free of charge does not require a special licence. The services of the event caterers approved by Tours Evénements may be called upon.

No cocktail party or reception may be held at the exhibition outside opening hours.

## 10. STAND SPECIFICATIONS

### Flooring:

- Level -2: Volvic lava stone. 500 Kg per m<sup>2</sup>

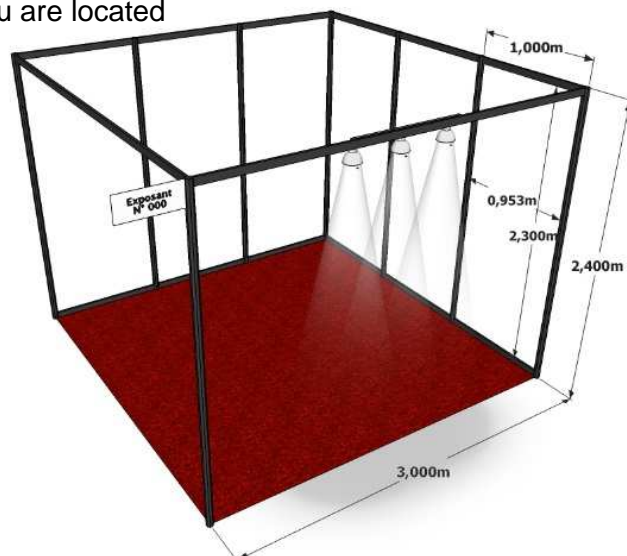
### Structure:

- Total wall height = 2.40 m
- Grey-lacquered fluted steel poles
- White laminated wood panels. Hanging system: Blu-Tack, chain or picture rail.
- 1 rail of 3 spots for a 9 m<sup>2</sup> booth
- Each booth will be provided with 1 table, 2 chairs, sign, carpet and an electrical input

### Maximum authorised height:

Items on exhibition must not exceed panel heights, except upon special request. Ceiling heights are from 3.15 to 4.40 m depending where you are located

### Example of complete 9-m<sup>2</sup> stand with open corner:





## 11. SAFETY RULES

### 11.1. Attestation

By signing the admission request, exhibitors undertake to comply with the regulatory provisions applicable to events held in France, and must comply in particular with the safety measures required by the Public Authorities as well as with the provisions bearing on installations and safety instructions to be followed at VINCI Congress Centre.

The "Safety Specifications" that exhibitors must comply with are attached to these regulations, and include an attestation of acknowledgment of receipt and acceptance that must be returned by XXXXX at the latest.

The Safety Officer's decisions are immediately enforceable and without appeal, even in the event of an exhibitor not being authorised to open his stand. No compensation may be claimed in this regard.

Exhibitors are reminded that the Organiser is under the obligation to prohibit use of a stand and refuse supply of electricity and water to any stand that does not comply with these regulations.

### 11.2. Electrical installations

These are submitted for approval by Tours Evénements' Technical and Safety Departments.

For safety reasons, all electrical connections furnished by VINCI Congress Centre may only supply a single stand. Each delivery box is equipped with a single socket and it is recommended that exhibitors provide themselves with multi-sockets meeting regulatory standards (see fire safety specifications).

All orders for electricity supply must take full account of the power required to run the electrical devices you wish to use on your stand.

Examples of electrical powers consumed in KW:

- Rail of 3 spots : 300 w
- Computer : 100 w
- Coffee machine : 800 à 4000 w
- Refrigerator : 300 w

**IMPORTANT:** The delivery box must always be accessible to technical staff but remain out of the public's immediate reach.

## 12. INSURANCE

In addition to insurance covering objects exhibited and, more generally, any items belonging to them, portable or otherwise, exhibitors are required, at their own expense, to take out full insurance covering risks that they themselves and their staff are exposed to or may expose third parties to.

They must be able to show confirmation of their having taken out such policies by production of ad hoc certificates. In no case, whether concerning materials exhibited or materials contributing to stand presentation or decoration, may action be taken against Tours Evénements for any reason whatsoever, with regard to theft, damage or destruction incurred during the event or during its installation and dismantling.

Exhibitors and their insurers expressly waive any right to recourse against Tours Evénements (and assistants of any kind whose services it calls upon), the City of Tours, the French State, or any other exhibitor following damage to goods of whatever kind that exhibitors use during the event. They also undertake to guarantee the above-mentioned individuals and legal entities against any action or complaint of which they might be the object in such cases on the part of any interested party.

Upon demand by Tours Evénements, exhibitors must be able to show proof of cover by an operational civil liability insurance policy appropriate to their activities. Tours Evénements' and the organisers' insurers reserve the right of appeal in the event of damage responsibility for which falls upon an exhibitor's activity during the event.

Materials in the exhibition area are covered by Tours Evénements up to €3,049 per exhibitor. In compliance with French Insurance Law, however, the proportional rule will be applied if the real value of goods on exhibition is in excess of this sum.

The contract(s) subscribed to in this regard must obligatorily contain an unconditional undertaking to forfeit right of appeal on the part of the exhibitor's insurers with regard to the Organiser (and to assistants of whatever kind whose services he calls upon), Tours Evénements, the City of Tours, the French State, and all exhibitors.

In the event of theft, a complaint must be made within 24 hours to Tours Central Commissariat (see useful addresses).

### 13. LIST OF APPROVED CATERERS

#### **CHAMBORD PRESTIGE**

4, route de Montlouis  
37270 ST MARTIN LE BEAU  
Tél : +33 2 47 55 15 86  
Fax : +33 2 54 56 19 22  
[info@chambordprestige.com](mailto:info@chambordprestige.com)  
[www.chambordprestige.fr](http://www.chambordprestige.fr)

#### **COUSIN Traiteur**

Rue Marcellin Berthelot  
86000 POITIERS  
Tél : +33 5 49 41 09 14  
Fax : +33 5 49 41 15 58  
[info@cousin-traiteur.fr](mailto:info@cousin-traiteur.fr)  
[www.cousintraiteur.com](http://www.cousintraiteur.com)

#### **HARDOUIN Traiteur**

L'Etang Vignon  
37210 VOUVRAY  
Tél : +33 2 47 40 40 40  
Fax : +33 2 47 52 66 54  
[contact@hardouin.fr](mailto:contact@hardouin.fr)  
[www.hardouin.fr](http://www.hardouin.fr)

#### **SARL MARCEUL Réceptions**

1, rue Aristide Briand  
37390 NOTRE DAME D'OE  
Tél : +33 2 47 85 46 46  
Fax : +33 2 47 85 46 40  
[marceulreceptions@marceulreceptions.com](mailto:marceulreceptions@marceulreceptions.com)  
[www.marceul-receptions.fr](http://www.marceul-receptions.fr)

#### **DELICAT & SCENE TRAITEUR**

59, rue de la Corne  
45650 SAINT JEAN LE BLANC  
Tél : +33 2 38 66 33 50  
Fax : +33 2 72 68 62 63  
[alex@delicatetscene.fr](mailto:alex@delicatetscene.fr)  
[www.delicatetscene.fr](http://www.delicatetscene.fr)

#### **CHEVALIER Traiteur**

Marché de Gros de Rochepinard  
Avenue Vatel  
37000 TOURS  
Tél : +33 2 47 85 20 30  
Fax : +33 2 47 67 11 82  
[f.chevaliertraiteur@wanadoo.fr](mailto:f.chevaliertraiteur@wanadoo.fr)  
[www.chevaliertraiteur.com](http://www.chevaliertraiteur.com)

#### **FREDEVILLE Organisation**

La Ferme du Boulay  
37270 ST MARTIN LE BEAU  
Tél : +33 2 47 50 27 07  
Fax : +33 2 47 50 29 09  
[contact@fredevilleorganisation.fr](mailto:contact@fredevilleorganisation.fr)  
[www.fredevilleorganisation.fr](http://www.fredevilleorganisation.fr)

#### **LA PETITE France**

Claude et François LAFOND  
42, route de Saumur  
86440 MIGNE AUXANCES  
Tél : +33 5 49 51 75 94  
Fax : +33 5 49 51 55 75  
[contact@lapetitefrance.fr](mailto:contact@lapetitefrance.fr)  
[www.lapetitefrance.fr](http://www.lapetitefrance.fr)

#### **GREGORY COUTANCEAU TRAITEUR**

1, rue de la Chaîne  
17000 LA ROCHELLE  
Tél : +33 5 46 41 90 79  
Fax : +33 5 46 41 90 80  
[contact@gregorycoutanceau.com](mailto:contact@gregorycoutanceau.com)  
[www.gregorycoutanceau.com](http://www.gregorycoutanceau.com)

## SAFETY SPECIFICATIONS

The specifications drawn up between the organiser and exhibitors and stand lessees comply with the decree of 18 November 1987 amended as regards type-T establishments.

### SAFETY OFFICER

#### Art. 1

The Safety Officer, holder of the risk prevention course certificate defined by Articles 1 and 14 of the decree of 28 December 1983, and up-to-date on his training, is appointed Safety Officer for Tours Evénements' two sites: Tours Exhibition Park and VINCI Congress Centre. In compliance with Article T.6 of the special provisions of the safety regulations for type T Buildings Open to the Public (ERPs).

The Safety Officer will be onsite **permanently** whenever the public is present and during the event installation period.

#### Art. 2

The Safety Officer's mission includes:

- **Studying**, along with the event organiser, the event's overall organisation file, and participating in the drafting of a safety file to be submitted to the public authorities for their opinion. Such file, which must contain full details of the locations and outfitting of the various parcels of floorspace, shall be jointly signed by the organiser and safety officer;
- **Ensuring** that the organiser follows all directions issued by the public authorities;
- **Informing** and **advising** exhibitors with regard to the technical safety measures required for their fixtures and fittings;
- **Examining** declarations and requests for authorisation of operational machines, and keeping the list of stands on which such machines are located;
- **Monitoring**, from start of stand assembly to the closing of the event to the public, application of fire safety measures included in these regulations, with the exception of constructional features;
- **Making sure** that any dual-storey stands have been checked for soundness by an accredited body or person;
- **Ensuring a permanent presence** whenever the public is on the event site, in compliance with Article 1;
- **Informing** the public authorities in good time of any problems arising in the application of safety regulations;
- If necessary, **supplying** emergency services with information on location of radioactive sources and of installations covered in

Sections VII and X of the special provisions for type-T establishments contained in ERP safety regulations, and of location of areas that include large numbers of stands using bottles of liquefied hydrocarbon gas;

- **Informing** the organiser and venue owner of any circumstance occasioned by other of the establishment's permanent amenities (cafeteria, restaurant, canteens, etc.) likely to impact safety levels for the event underway;
- **Making sure** that the establishment's safety equipment is in no danger of being neutralised by the current event's installations;
- **Examining** any document confirming that safety equipment maintenance visits are carried out in good order;
- **Monitoring** the presence and qualifications of the event's safety service staff;
- **Authorising** the event to be opened to the public, and **closing** it if he deems that there is a real identified danger.
- **Drafting** a final report on compliance with these regulations and the directives issued by the public authority that authorised the holding of the event. Such report shall be sent simultaneously to the event organiser and venue owner before the event is opened to the public. It must make it clear whether or not all or part of the event should be opened to the public, and must be made available to the public authorities by the organiser.

### EXHIBITORS' OBLIGATIONS

#### Art. 3

**Upon the security officer's recommendation, the organiser will prohibit the opening of any stands not in compliance with the safety regulations' provisions and these specifications.**

In such a case, the organiser will refuse to supply the stands concerned with electricity and water and other liquids.

#### Art. 4

Exhibitors and stand lessees must **comply** with these specifications, and have them **complied with**.

#### Art. 5

Fitting out of stands must be **completed** by the time the Safety Officer makes his reception visit.

All measures must be taken to ensure that the latter can carry out a detailed **examination** of all fixtures and fittings.

#### **Art. 6**

Exhibitors or their qualified authorised representatives **must be present** on their stands during the reception visit.

They must be ready to supply committee members with full information on installations and materials mentioned in Article 13 ff., with the exception of those bearing quality markings.

#### **Art. 7**

Exhibitors and stand lessees using **machines**, heat or combustion engines, lasers, or any other dangerous products, must address a **declaration** to the Organiser **one month** before the event opens to the public.

#### **Art. 8**

All measures bearing on event operation (outfitting of stands, storage, water supply, etc.) apply to all establishments, whether existing or yet to be built.

#### **Art. 9**

Only traditional partitioning is authorised (in application of Article CO. 1 §2)

### **PREMISES AT RISK**

#### **Art. 10** (in application of Article CO. 27 §2)

The following are classified as high-risk premises:

- reserves and depots with volumes greater than 500 m<sup>3</sup> ;
- areas for reception of materials and merchandise;
- Packaging and waste-handling areas.

Medium-risk premises:

- reserves and depots with volumes less than 500 m<sup>3</sup>;
- Maintenance and repair workshops.

#### **Art. 11**

**At least one third of exhibition hall surface areas must be devoted to visitor thoroughfares.**

#### **Art. 12**

Interior fittings such as ceilings, suspended ceilings or canopies must not impede the good operation of installations (safety PA system, smoke extractors, fire detectors, etc.) or mask safety signs.

### **CONSTRUCTION & OUTFITTING OF STANDS**

Classification reports must be supplied to the Safety Officer before the event opens to the public.

See annex

**For information, wall and floor coverings and canopies are all subject to a reaction-to-fire report, which must comply with the articles below. M1 – M2 – M3 – M4 – correspond to reactions of products used in the face of a growing fire (M1 resists better than M2, etc.)**

#### **Art. 13**

Stand composition and fittings, partitioning and frameworks in particular, must be in M3 category materials (see Article AM. 15).

#### **Art. 14**

Artificial floral decorations must be kept to a minimum.

Decorative wall coverings must be category M2 or C-s3, d0, and carpeting category M4 or A2 FL – s1.

#### **Art. 15**

Coverings, whether horizontal or otherwise, of podiums, platforms or tiers higher than 30 centimetres must be composed of category M3 materials.

If their total surface area is 20 m<sup>2</sup> or less, such coverings may be composed of category M4 materials.

#### **Art. 16**

Materials exhibited may be displayed on stands without any reaction-to-fire requirements.

Nonetheless, if such materials are used for decorating partitioning or false ceilings, and if they account for more than 20% of such features' total surface area, the provisions set down in the preceding Articles are applicable.

However, these latter provisions do not apply to interior decoration exhibitions and stands displaying textiles and wall coverings.

#### **Art. 17**

Horizontal canopies are authorised throughout the event.

They must be composed of category M1 or B-s3, d0 materials.

The same goes for free-hanging decorative features or cladding such as advertising panels with surface areas greater than 0.50 m<sup>2</sup>, garlands and light decorative items.

#### **Art. 18**

Stands or premises with full ceilings, false ceilings or canopies, as well as those with a measure of extra height and those not meeting the conditions set down in Articles 12 to 16 must fulfil all of the following conditions:

- have a surface area less than 300 m<sup>2</sup> ;
- be at least 4 metres away from each other;
- have a total full ceiling or false ceiling surface area (including that on raised

levels) equal at most to 10% of the surface area of the level in question.

#### **Art. 19**

If the entire volume of space is not used, partitioning in M3 category materials not required to be highly resistant to fire, will delimit the area actually in use.

Their degree of mechanical stability must enable them to withstand any jostling on the part of visitors.

However, this provision must not in any way lead to a decrease in the number and width of areas required for reception of the public.

Surface areas of unused spaces must be free of any stored or deposited items for the duration of the event.

If they are not, the Safety Officer must make a point of ensuring the following in their regard:

- that there is adequate clear space;
- that such deposited or stored items are stowed in good order;
- that watch is kept on them by the establishment's staff;
- that unimpeded access by emergency services is maintained.

### **ELECTRICAL INSTALLATIONS**

#### **Art. 20**

Electricity supply installations must be divided up into easily insulatable zones.

#### **Art. 21**

Design of fixed installations must ensure reduction of semi-permanent installations to a minimum.

Electrical power supplied to exhibitors must be carried from the switchboard or electrical room via circuits distinct from those dedicated to general services and normal lighting.

At the connection point between fixed and semi-permanent installations, each duct must be supplied with one or more devices performing disconnect functions and ensuring protection against current overload.

Such protective devices' ratings and settings are to be determined during setup of each event, depending on circuits connected downstream of them.

#### **Art. 22**

In the ground plan, the length of each circuit from the required protective device between fixed and semi-permanent installations must not exceed 30 metres.

Location of supply points on the one hand and stands on the other should therefore be planned without taking length limitations into account.

The same duct may supply several switchboards or delivery boxes up to a total power of 36 kVA.

Stands requiring more power than this must be supplied individually.

On each stand, semi-permanent installations must lead to a switchboard or delivery box including apparatus performing the following functions:

- Integral control of all active conductors;
- Protection against current overload;
- Protection against indirect contacts.

Current-overload protection devices must be sealed and the various devices' terminals must be made inaccessible, with the exception of downstream terminals.

Protection against indirect contacts is ensured by residual current devices (RCDs) on the switchboard or in the delivery box mentioned in the previous paragraph, so arranged that exhibitors can check from time to time that they are functioning correctly and inform the operator of any apparent faults, which it is the latter's responsibility to rectify.

Each switchboard (or delivery box) must include a terminal connected to the general earthing network.

In no case may such installations impede movement on the part of visitors.

#### **Art. 23**

Any special stand installations must be carried out by professionals fully aware of the particular risks incurred by the event in question, and possessing the skills to design the required features and have them installed in compliance with the Safety Regulations.

Delivery boxes must be inaccessible to the public while remaining easily accessible to stand personnel.

Ducts may be attached to temporary stand fittings.

Any flexible cabling used must be for a nominal voltage of at least 500 volts.

Electrical sockets must be connected to protected circuits by devices protecting against current overload, with nominal currents of at least 16 A.

Any apparatus requiring greater power must be supplied via specially adapted circuits.

Notwithstanding the provisions of Article EL. 6 (Paragraph 5), use of a multi-adaptor or multiple box supplied via a fixed socket is authorised.

All ducts must include a protective conductor connected to the terminal provided for in Art. 22 (earth).

Class O apparatus must be protected by devices with a nominal differential current of at least 30 mA.

Class I apparatus must be connected to the protective conductor of the duct supplying it.

Individual protective earthing is prohibited.

Gas-discharge lamps requiring high voltages must be installed in compliance with NF C 15-150 standard rules.

If they are enclosed in insulating envelopes, these latter must be composed of category M3 materials.

The switch required by Article 5 of the NF C 15-150 standard may be combined with the corresponding stand's control device mentioned in Art. 22.

#### **Art. 24**

All apparatus ensuring the establishment's normal lighting must be fixed on or hung from the buildings sidewalls, ceilings or framework.

Such apparatus must be connected to fixed ducts, either directly or via a semi-permanent installation not governed by the provisions of Art. 22

Stand lighting apparatus may be portable.

Its power supply must comply with the provisions of Art. 23

### **MACHINES PRESENTED ON STANDS**

#### **Art. 25**

Exhibitors alone are responsible for all presentations and demonstrations carried out.

Machines and devices exhibited in operation must present no risk to the public and are subject to declaration to the organiser.

#### **Art. 26**

If machines or devices, whether in operation or otherwise, are displayed in stationary positions, fittings must be included that ensure any dangerous parts are kept out of the reach of visitors in the aisles (either 1 metre away from them or separated by a rigid screen).

#### **Art. 27**

With regard to machines with heat or combustion engines and automobiles:

The list of stands displaying machines and devices in operation must be supplied to the organiser and the Safety Committee; the Safety Officer mentioned in Article T6 must have checked them beforehand under the deadline conditions provided for in Article T5 (§1).

In all cases, combustion gases must be evacuated outside the exhibition hall.

Tanks of engines presented in non-operational state must be emptied or supplied with lockable caps. Storage battery leads must be protected in such a way as to render them inaccessible.

When power is required to operate devices exhibited on stands, such power must be electrical; nonetheless, machines with heat or combustion engines are authorised subject to their compliance with the articles of Section V of

the title of Book II, following approval by the Safety Committee.

### **DISTRIBUTION OF LIQUIDS ON STANDS**

Apart from water (at a temperature lower than 60° C), air and neutral gases, liquids must be distributed at a pressure less than 0.04 MPa (0.4 Bar).

### **GAS BOTTLES**

#### **Art. 28**

Bottles of gas are strictly prohibited at the VINCI Congress Centre

### **LASERS**

#### **Art. 29**

Use of lasers is authorised in the event area, subject to the following provisions:

- Members of the public must on no account be exposed to the laser's direct or reflected beam;
- The apparatus and its ancillary equipment must be securely fixed on to stable supports;
- The apparatus' surroundings and the space swept by the laser beam must not contain any surfaces reflecting the beam in question;
- During trials carried out when the public is not present, exhibitors must make sure that stand outfitting and decoration materials and fire protection equipment do not react to the heat energy given off by beams;
- Exhibitors must supply the competent authority with the following documents for all installations before their implementation:
  - a declaration;
  - a technical note along with a plan of the installation ;
  - a document drawn up and signed by the installer, certifying compliance with these provisions.

### **PROHIBITIONS**

#### **Art. 30**

The following are prohibited in establishments of this type:

- distribution of samples or products containing inflammable gas;
- balloons filled with inflammable or toxic gas;
- celluloid items;
- pyrotechnical and explosive devices;

- ethyl oxide, carbon disulphide, sulphuric ether and acetone;

Use of acetylene, oxygen and hydrogen or other gases with the same risks is prohibited except in the event of a special dispensation being granted exhibitors concerned by the competent authority.

#### **Art. 31**

Use of inflammable liquids is limited to the following quantity per stand:

- 5 litres of 1<sup>st</sup> category inflammable liquids.

#### **Art. 32**

Smoking is prohibited inside the building.

#### **Art. 33**

Any stand fixture or fitting obstructing aisles and thoroughfares is strictly prohibited.

#### **Art. 34**

It is strictly prohibited to leave vehicles on the emergency-services lane around the building when it is open to the public.

Exhibitors undertake to ensure that the lane is clear before the event is opened to the public; the exhibition cannot be opened if any vehicles are on the emergency-services lane; the venue owner will take full responsibility in this regard vis-à-vis the organiser.

#### **Art. 35**

It is prohibited to store items behind stand partitions.

#### **Art. 36**

No cooking point may exceed 20 KW

#### **Art. 37**

Minors are strictly prohibited from entering the event area during assembly and dismantling periods.

#### **Art. 38**

### **AUTHORISED**

### **PROHIBITED**

### **PROTECTION AGAINST FIRE**

#### **Art. 39**

Fire safety equipment comprises:

- Portable water-spray extinguishers;
- Extinguishers designed for special risk situations.

All stand occupants must make sure of the presence and location of the emergency apparatus protecting them against the risks they incur.

In extension of the provisions of Article MS. 8 (Paragraph 1), mixed connections are prohibited.

#### **Art. 40**

Fire safety systems are defined in Article MS. 53, Alarm systems are defined in Article MS. 62. Safety services and first-aid are carried out by SSIAP 1 personnel present in the event area.

There missions are as follows:

- General organisation of safety;
- Making safety-check rounds of the exhibition and its periphery;
- Setting off the alarm if required;
- Alerting public emergency services if required;
- Helping evacuate the public;
- Assisting the public;
- Administering first aid while awaiting the public emergency services;
- Operating emergency fire protection apparatus while awaiting the Fire Brigade.

#### **Art. 41**

The establishment is provided with a type 1 alarm system

The general alarm must interrupt the background sound system with a pre-recorded message clearly ordering the building to be evacuated.

#### **Art. 42**

In application of Article MS.71, connection with the Fire Brigade is via urban telephone line.

### **CLEANING - STORAGE**

#### **Art. 43**

It is prohibited to leave crates, boxes, wood, straw, cardboard, etc. on stands or in the aisles. Regular cleaning must clear all areas of dust and waste materials of all kinds.

All waste materials and litter left after cleaning and sweeping must be removed before the event is opened to the public and transported outside the event area (delivery bay).

Stands may not be dismantled until all members of the public have left the event area.

### **CATERING – KITCHEN**

#### **Art. 44**

The building contains an insulated kitchen reserved for use by approved caterers; nonetheless, depending on the event's venue, cookware may be accepted provided it meets the provisions of Art. 28 above and does not exceed 20 kW.

## DOCUMENTS REGARDING REACTION TO FIRE

Proof of reaction-to-fire classification must be provided:

- Either by identification on the edge of the fabric if treatment has been carried out in a factory or workshop;
- Or by a stamp or seal placed directly on the fabric if treatment has been carried out outside.

Such identification must be:

- A certifying body's quality marking;
- Or identification affixed by the manufacturer, clearly stating (in abbreviated form or code if desired):
  - the manufacturer's name;
  - the name of the fibres used;
  - the reference of the fireproofing product used;
  - The reaction-to-fire classification obtained following tests carried out by an accredited laboratory;
- Or identification affixed by the applier, clearly stating (in abbreviated form or code if desired):
  - The applier's name;
  - the reference of the fireproofing product used;
  - identification of the treatment batch or date of application if treatment was carried out on fabric already in place;
  - The reaction-to-fire classification obtained following tests carried out by an accredited laboratory;

In all cases, such information must be included on any invoices and fireproofing certificates.

## EXAMPLE OF A REACTION-TO-FIRE REPORT TO BE SUPPLIED

The image shows a French fireproofing certificate from CSTB. The title is "PROCÈS-VERBAL DE CLASSEMENT DE REACTION AU FEU D'UN MATERIAU". It includes the number "N° RAD8-0258" and a classification of "M1". A red arrow points to the "M1" classification box. The document also contains fields for manufacturer and applicator information, and a date of 20 June 2008.

Example  
REACTION CATEGORY (M1)



ACKNOWLEDGEMENT OF RECEIPT

Exhibitor:		Stand No.:
Event:	<b>EUROPEAN AEROSOL CONFERENCE</b>	
Dates:		

I the undersigned, Mr .....

Representing Company .....

And acting as .....

Acknowledge reception from the organizer of a copy of the Specifications applying the provisions of the decree of 18 November 1987 (published in the OJFR of 14 January 1988) and including safety provisions and measures to be complied with by exhibitors and stand lessees.

I undertake to comply with these event safety specifications and to ensure that they are complied with by my company and any subcontractor acting on my behalf.

Date:

Signature:

Attestation to be returned before **13/07/2016**

<b>Tours Evénements</b>
<b>Vinci International Congress Centre</b>
26 boulevard Heurteloup
CS 24225
37042 TOURS CEDEX 1
Email: <a href="mailto:lmaillet@tours-evenements.com">lmaillet@tours-evenements.com</a>