

EXHIBITORS GUIDE



[Click on the logotype to log into
the Exhibitor's area](#)

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

USER
GUIDE

USEFUL
INFORMATION

FITTINGS

REGULATIONS
& FORMALITIES



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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 EXHIBITOR SPACE**

From your Exhibitor's Area, section "My Store", you can order all of the technical services you need Until Wednesday 25th January 2023 at midnight.

Please note: from Saturday January 28th, 2023, from 2pm technical services must be ordered directly on-site at the Exhibitor Office located Pavilion 1.



[Click on the logotype to log into the Exhibitor's area](#)

USEFUL INFORMATION

- Access/traffic & parking
- Events/activities at stands
- Architecture & Decoration
- Complementary insurance
- Access pass
- Useful contacts
- Exhibitor timetables
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

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ACCESS TO THE EXHIBITION CENTRE PARIS EXPO PORTE DE VERSAILLES



USEFUL INFORMATION

ACCESS / TRAFFIC & PARKING

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ACCESS TO PAVILIONS

Instructions for access to RETROMOBILE 2023 show

FROM 01/28/2023 TO 02/31/2023, 5pm

ASSEMBLY				
PERIOD	VEHICLE TYPE	STATIONNEMENT	ACCES GATES	EXIT GATES
From 01/28/2023 at 8am, to 02/31/2023, 5pm	All Types	By Pavilion 1	M	M & T
	All Types	By Pavilion 2/2	D	D
	All Types	By Pavilions 2/3 et 3	D	D
OPENING TO THE PUBLIC				
From 02/01/2023 to 02/05/2023	<ul style="list-style-type: none">- Deliveries authorized from 7am to 9.30am at gate M for Pavilion 1 and gate D for other pavilions.- No parking or storage of any kind is authorized inside the Exhibition center Paris Expo Porte de Versailles.- Delivery time limited to 1 HOUR with Pass timestamp when passing doors D and M.- Stopping and parking forbidden on the traffic movement corridors.- No parking on the safety perimeters, as soon as open to the public.- EXHIBITOR & VISITOR CAR PARKS OPEN from 8am to 11pm.- Come before the opening time of the doors of Paris expo-Porte de Versailles, it's wasting time and jamming up the neighbourhood.			
DISMANTLING				
From 02/05/2023 7pm, to 02/06/2023, 5pm	All Types	By Pavilion 1	M	M & T
	All Types	By Pavilion 2/2	D	D
	All Types	By Pavilions 2/3 et 3	D	D

IMPORTANT: Any vehicle in breach of these instructions will be removed without notice and at the expense and risk of its owner. Free parking ends on the 01/31/2023 at 7pm.

VIPARIS reserves the right to direct all light vehicles (under 1m90) towards a free car park to ease traffic flow around the pavilion during the setting up and taking down of the event.

The Heliport car park will also be available to park the light commercial vehicles and trucks during assembly and dismantling periods.

A MAKE MANDATORY APPOINTMENT ON THE WEB SITE FOR THE ASSEMBLY AND DISMANTLING PERIODS:

<http://www.logipass.viparis.com>

PARIS EXPO – PORTE DE VERSAILLES :

Respect for the Highway Code. Speed limited to 20 km/h. Stopping and parking are forbidden on the traffic movement corridors. CAMPING AND CARAVANNING ARE FORBIDDEN.

OUR ADVICE:

During assembly, avoid the period between 10am and 1pm. Avoid deliveries on the day before the exhibit opens. Send your vehicles away as soon as they are unloaded.

USEFUL INFORMATION

ACCESS / TRAFFIC & PARKING

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TRAFFIC IN THE EXHIBITION CENTER

There are strict rules for driving through the Exhibition Centre grounds. You must respect them and inform all your installation workers, transporters, and suppliers about them.

Do not forget to tell them your stand and hall numbers.

- Obey the highway code
- Limit your speed to 20kmh (12mph)
- Do not stop or park any vehicles on thoroughfares
- Do not drive any vehicle inside the exhibition pavilions

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

Parking is free during assembly and dismantling.

Attendants are on site to help you move around and park: please follow their advice carefully.



USEFUL INFORMATION

ACCESS / TRAFFIC & PARKING

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PARKING

> During assembly

It is free to park on Exhibition Centre grounds as long as the regulations regarding parking times and areas are respected. Car parks will no longer be free after 7pm on January 31st.

Campervans and mobile homes are not allowed within the Exhibition Centre grounds.

Lorry access is subject to special conditions depending on traffic levels around the pavilion(s) in question.

No motor vehicles apart from exhibition vehicle may enter the pavilions on Tuesday, January 31st 2023 (except where special permission has been granted by the organizer).

- During assembly periods, try not to park between 10am and 1pm.
- Avoid ordering deliveries for the day before the exhibition.
- As soon as you have emptied your vehicles, move them on.

> On dismantling evening

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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> During opening times

Deliveries are authorised from 7am to 9.30am once vehicles have been approved for entry into the Exhibition Centre grounds and given a temporary delivery permit.

Gate M for Pavilion 1, gate D for other Pavilions.

Delivery time limited to 30 min with Pass timestamp when passing gates D and M.

No parking or vehicle storage of any kind is authorised within the Exhibition Centre grounds. Parking is not permitted on traffic movement corridors or safety perimeters once the exhibition has been opened to the public.

Please note: as of **Tuesday 31st January at 5 pm**, all vehicles parked beside the pavilions must have been moved to the specified car park, failing which the vehicle may be removed and impounded.

RESERVING A PARKING SPACE

Parking subscriptions can be taken out for a fee (car park 1, car park 6).

They can be reserved via your [online exhibitor's space](#).

While the show is open, you can buy car parking spaces at the Exhibitor Reception Area at the entrance to Pavilion 1.

- Exhibitors' car parks are open from 8am to 11pm every day during the show.
- **Be careful: car park will be charge from Tuesday, January 31st at 7pm.**

DELIVERIES ON STAND / ACCESS INTO HALL REGULATION

> During assembling and dismantling

To ease assembling without congesting halls, only vehicle smaller than 20m³ capacity might be allowed into the halls.

Maximum time authorized is 1 hour and a deposit check of 300€ will be asked in exchange of a TEMPORARY PASS. This PASS will be stamped by security staff at the exit gates to prove it is out.

The check will be given back once the vehicle's out.

USEFUL INFORMATION

EVENTS / ACTIVITIES AT STANDS

The RETROMOBILE SHOW 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.

MUSICAL ENTERTAINMENT

Exhibitors who want to use music on their stands must inform the organiser beforehand. Any musical entertainment will only be authorised after the Organiser's agreement of a precise project proposal (sound source and equipment, type of entertainment).

If you wish to use recorded music on your stand (e.g.: CDs or DVDs), you need to obtain prior authorisation from SACEM. Make your declaration online:

<http://www.sacem.fr/cms/home/utilisateurs/diffuser/stands/sonorisation-stand>

Make your payment before the show begins.

Speakers must face inwards towards the stand and lean downwards. Volume must be no higher than **80 dB**.

If these provisions are not respected, the organizer will close down the exhibitor's stand or event without warning. The exhibitor agrees not to hold events for more than **two hours** per day and only to hold events at times agreed in advance with the organizer.

PLEASE NOTE: NON-AUTHORISED ACTIVITIES

- Distributing or leaving brochures in aisles, at the show entrance, in the central aisle or any other part of the Exhibition Centre.
- Promotional activities in the aisles (with robots, hostesses, sandwich boards...).

USEFUL INFORMATION

ARCHITECTURE & DECORATION

> GO TO YOUR EXHIBITOR'S AREA

- Rules for Architecture & Decoration at the show
- Special regulations

The RETROMOBILE 2023 show architecture and decoration regulations cover all the presentation standards for stand fittings, which have been established to ensure the show runs properly and visitors are comfortable. These standards also cover the Safety & Fires rules applicable to shows, fairs and exhibitions.

The RETROMOBILE 2023 show has special regulations relating to its specific characteristics. Plans for any bare stands, reused or fitted and equipped by the RETROMOBILE SHOW but supplemented with new, extra decorations must be submitted **for approval by 6th January 2023 at the latest.**

Any bare stand fitting draft must be submitted **for approval by the show architecture department before 6th January 2023:**

COMEXPOSIUM – Operation Department**Clement GAILLOURDET**

70, avenue du General de Gaulle - 92058 Paris la Defense - Cedex

Tel. : +33 (0)7 64 72 28 34

E-mail : clement.gaillourdet@comexposium.com

EACH PLAN MUST INCLUDE

- Floorplan “seen from above” with scale, dimensions and positioning of borders (shared walls and aisles),
- Cross-section plan along with scale and dimensions of the projected lengths and volumes.

ESSENTIAL

- Any stands which do not respect established rules will be refused. Any stands set up without the agreement of the RETROMOBILE 2023 can be dismantled at the exhibitor's own expense.

USEFUL INFORMATION

COMPLEMENTARY INSURANCE

> FIND OUT MORE VIA THE EXHIBITOR'S AREA

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

COMPLEMENTARY INSURANCE AGAINST DAMAGE TO PROPERTY

Exhibitors may take out complementary insurance provided by **RETROMOBILE 2023** 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 7pm on 01/31/2023) to the evening on which the show closes to the public (7pm on 02/05/2023).

The premium will be equal to 0.27% of the value of the insured goods.

PLASMA SCREEN & LCD INSURANCE

Exhibitors have the option of taking out specific insurance from the **RETROMOBILE SHOW** for plasma screens and LCD fixed or securely wired to the stand's frame.

This cover takes effect from the day on which the show opens to the public (at 7pm on 01/31/2023) to the evening on which the show closes to the public (7pm on 02/05/2023).

The premium will be equal to 4% of the value of the equipment.

LOSSES

No losses may be accepted as valid without having been declared to the show's exhibitor reception within 2 working days (in the event of theft) or 5 working days for other damage.

All damage claims must state the date, the circumstances and the approximate amount of damages and must be accompanied by the original police report in the event of theft.

COMMISSARIAT DE POLICE DU XV^e

1/3, rue Jean Fourgeaud

250, rue de Vaugirard – 75015 PARIS - FRANCE

Tel.: +33 (0)1 53 68 81 00

A simplified complaint procedure is available directly at the General Security Post (PGS) of the exhibition, at the bottom of Pavilion 5.1, for theft committed without violence and without aggravation.

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 RETROMOBILE** 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 pavilions being denied.

EXHIBITOR PASS

- The exhibitor access pass grants access to the Exhibition Centre during the assembly, opening and dismantling periods in accordance with the timetables that feature on the exhibitor timetable. (See Exhibitor Timetable document –[Click here](#))
- During **the opening stage**, the number of daily transits permitted is restricted with an interval of **30 minutes** minimum between two transits.

ASSEMBLY/DISMANTLING BADGES

- The badge for setting up and dismantling is given out at the entrances of the exhibition pavilions by the organizer's security department. This badge permits persons wearing safety footwear to access the exhibition pavilions exclusively during the set-up and dismantling periods. **It is not valid during the opening times or the last day of set-up, Tuesday, 31st January, from 5pm.**
- **On Tuesday 31st January, from 5pm:** Access to the pavilions is regulated by means of a wristband distributed before the fair by the exhibitors or the organizer. Only persons who are wearing this wristband are authorized to enter the pavilions on Tuesday 31st January.

The badge for setting up and dismantling is not valid from Tuesday, January 31st to Sunday, February 5th 2023 at 7pm.

USEFUL INFORMATION

USEFUL CONTACTS

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FOR FURTHER INFORMATION, CONTACT HOTLINE: **+33 (0)1.40.68.23.00**

Monday to Friday, 9.00 am – 6.00 pm

TO SEE THE COMPLETE LIST OF SERVICE PROVIDERS.

On-site access for people with disabilities	POINT INFO Paris expo Porte de Versailles	+33 (0)1 57 25 15 15
Architecture & Decoration (Layout control)	COMEXPOSIUM	Contact : Clement GAILLOURDET Tél. : +33 (0)7 64 72 28 34 E-mail : clement.gaillourdet@comexposium.com
Complementary insurance	SIACI	Philippe HUET 18, rue de Courcelles - 75008 Paris -France Tél : + 33 (0)1 44 20 29 81 Fax : + 33 (0)1 44 20 29 80 E-mail : philippe.huet@s2hgroup.com
French Customs	INFO DOUANES SERVICE	From France: 08 11 20 44 44 (0.06 €/mn) From abroad : + 33 1 72 40 78 50 Website : http://www.douane.gouv.fr/
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 Website: http://www.sacem.fr/
Stand Security	GPS	22, rue de Rottembourg Tél +33 (0)1 53 02 01 03 - Fax : + 33 (0)1 53 02 01 17 E-mail : njaffrezic@gps-securite.fr Website: http://www.gps-securite.com
Health and Safety	SOCIÉTÉ D.O.T.	Contact : Martin JOUET 81, rue de Paris 92100 Boulogne - France Tél : + 33 (0)1 46 05 17 85 Fax : + 33 (0)1 46 05 76 48 E-mail : sps@d-o-t.fr
Hospital	HÔPITAL GEORGES POMPIDOU	20 rue Leblanc 75015 – Paris – France Tél. : + 33 (0)1 56 09 20 00
Hostess	MAHOLA	Contact : Alix de BUTTET 21, rue de la Boétie - 75008 Paris -France Tél : + 33 (0)1 70 38 28 80 - Fax : + 33 (0)1 53 58 61 01 E-mail : commercial@mahola-hotesses.fr Website: http://www.mahola-hotesses.fr
Ignifugation	GROUPEMENT NON FEU	37-39 rue de Neuilly - BP 121 92582 Clichy - France Tél : + 33 (0)1 47 56 30 80 Fax : + 33 (0)1 47 37 06 20 Website: http://www.securofeu.com/ E-mail : securofeu@textile.fr

USEFUL INFORMATION

USEFUL CONTACTS

Parc des Expositions	DELIVERIES OF GOODS	Salon RETROMOBILE 2023 Paris expo Porte de Versailles Your company name pavilion / Booth number Porte de Versailles - 75015 Paris - France
Parc des Expositions	Paris expo Porte de Versailles	Tél. : + 33(0)1 40 68 16 16
Police station	COMMISSARIAT DE POLICE DU XV^e ARRONDISSEMENT	250, rue de Vaugirard 75015 Paris - France Tél. : + 33 (0)1 53 68 81 81
VAT refund	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 E-mail : mail@tevea.fr Website: www.tevea-international.com
Stand catering	HORETO	Sales service Tél. : +33 (0)1 57 25 10 00 Email : commercial@horeto-paris.com Website: www.horeto.com
Stand catering (external suppliers declaration)	VIPARIS	Myriam MOTTIN Tél. : +33 (0)1 40 68 14 46 E-mail : myriam.mottin@viparis.com
Fire Safety	CABINET SÉCURITÉ & INCENDIE GUILMIN	50 RUE GILBERT CESBRON - 75017 PARIS- France Thierry GUILMIN Portable : + 33 (0)6 60 87 27 43 E-mail : cabinetguilmin@gmail.com
First Aid Service	PGS First Aid Service Pavilion 1	+ 33(0)1 72 72 16 80 +33 (0)1 72 72 16 48
Carriers and movers	CLAMAGERAN	Paris expo Porte de Versailles - 75015 Paris Tél : +33 (0)1 57 25 18 01 Email : paris@clamageran.fr http://www.clamageran.com

USEFUL INFORMATION

EXHIBITORS TIMETABLES

ASSEMBLY / OPENING / DISMANTLING

1/2

WORKING HOURS, SET UP, DISMANTLING, POWER SUPPLY

	Dates	Exhibitors timetables	Power Supply
BUILD UP			
Bare stands	Saturday January 28 th	2pm – 8pm	No power supply
	Sunday January 29 th	8am – 8pm	No power supply
All stands	Monday January 30 th	8am – 10pm	2pm – 8pm
	Tuesday January 31 st	8am – 5pm	8am - Midnight
OPENING	Tuesday January 31 st (pre-opening)	7pm – 11pm	
	Wednesday February 1 st	8.30am – 11pm	8.30am – 10.30pm
	Thursday February 2 nd	9am – 8pm	9am – 7.30pm
	Friday February 3 rd	9am – 11pm	9am – 10.30pm
	Saturday February 4 th	9am – 8pm	9am – 7.30pm
	Sunday February 5 th	9am – 7pm	9am – 7.30pm
DISMANTLING			
All stands	Sunday February 5 th	7pm - Midnight	No power supply after 7.30pm
Bare stands	Monday February 6 th	8am – Midday	No power supply

- **For safety reasons, it is forbidden to work in the Pavilions outside of the hours indicated.**
- **Fitted stands are dismantled from 7pm on Sunday February 5th, 2023.**
- **Storage spaces and furnishings have to be emptied between 7pm and 0pm on Sunday February 5th, 2023.**

PLEASE NOTE

If you are ordering an electrical cabinet **before Monday January 30th, 2023**, please use your Exhibitor's Area to request an estimate for electrical power connections.

NB: There is no electrical connection on the RETROMOBILE show. You must order a permanent (24/24) or intermittent electrical connection (subject to power-up times). You can order a power increase later if you want to go from a 3 KW to a 4 KW for example.

INFORMATIONS PRATIQUES

EXHIBITORS TIMETABLES

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ASSEMBLY / OPENING / DISMANTLING

ASSEMBLY PERIOD INFORMATION FOR EXHIBITORS

Empty goods and packaging must be removed from the site by 5pm on Tuesday January 31st, 2023.

Otherwise, pallets and other identified material not cleared away will be stocked outside the buildings. Unidentified elements will be stored outside the buildings. The removal and the delivery of these elements to the stand will be charged to the Exhibitor.

Final assembly work (including cleaning) has to be finished on Tuesday January 31st, 2023 at 6pm.



No motorised vehicles will be allowed into the pavilions on Tuesday January 31st, 2023, except exhibition vehicle, which is the final day for assembly (except where special permission has been granted by the organiser).

USEFUL INFORMATION

HEALTH AND SAFETY

> FIND OUT MORE VIA THE EXHIBITOR'S AREA

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

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 RETROMOBILE 2023 (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.

USEFUL INFORMATION

CLEANING

VACATING THE STAND

> FIND OUT MORE VIA THE EXHIBITOR'S AREA

To order cleaning skips, check the "**My Store**" section in your Exhibitor Space.

PAVILIONS CLEANING

- Pavilions and aisles must be cleaned every morning before opening or every evening after the show has been closed to visitors and exhibitors.
- Exhibitors may choose to order a cleaning service or may take responsibility for the cleaning of their stand themselves, or use a cleaning company of their choice (exhibitors are reminded that these companies must be issued with a service provider access pass in order to gain entry to the pavilions).
- Cleaning is prohibited during the show opening hours, as is placing waste and rubbish in the aisles in the mornings after 9.00 am.

DURING ASSEMBLY AND DISMANTLING

- Show cleaning service providers are on hand to provide you with an estimate for supplying a skip for your materials and waste/rubbish.
- All stands, materials, merchandise and waste of any kind (adhesives, carpeting, etc.) must be removed for the assembly and dismantling periods.
- The exhibitor undertakes to remove and process their waste in compliance with the regulations in force.
- Once the assembly deadline has passed, the RETROMOBILE may take any measures it deems useful to remove the materials and waste that remain on the stand site at the exhibitor's expense, risk and peril, as well as measures useful to destroying structures and décor of any kind which the exhibitor may have failed to dismantle.

- **Tip:** If you call upon the services of a decorator/designer for your stand, make sure that the quote you agree upon includes waste removal.

DURING THE OPENING PERIOD

Pre-opening day refurbishment and daily maintenance of stands

This service is not included in the rental price of your empty stand.

You may order this service in the '[My Shop](#)' section of you Exhibitors' Area

Fitted stands are provided with a refurbishment service, but not with daily cleaning services.

The service includes refurbishment of the stand and daily cleaning of the stand every morning before opening (Removal of protective plastic cover, wiping of partition walls, hoovering of floors, emptying of paper waste bins, dusting of furniture within reach).

USEFUL INFORMATION

CATERING FOR EXHIBITORS

SET AND PROVISIONAL CATERING

RETROMOBILE 2023 makes restaurants available to you and your clients some catering stands and restaurants in the pavilions.

RECEPTIONS AND COCKTAIL RECEPTIONS

The concessionaire is at your service to organise receptions: meals, buffets, cocktails.

Caterers are authorised to provide their services in the exhibition centre upon notifying VIPARIS and finalising a temporary intervention contract.

For further details, contact:**Exhibition Centre Concessionaire**

HORETO

Sales department

Tel.: + 33(0)1 57 25 10 00

Email: commercial@horeto-paris.com

Website: www.horeto.com

External caterer declaration

VIPARIS

Concession department

Myriam MOTTIN

Tel.: +33(0)1 40 68 14 46

E-mail : myriam.mottin@viparis.com

USEFUL INFORMATION

MEETING/CONFERENCE ROOMS

> FIND OUT MORE VIA THE EXHIBITOR'S AREA

Conference/meeting rooms are available to hire during the duration of the show.

If you'd like to see our room hire offers, please send your email to:

Sandrine.schmitt@viparis.com

In order to ensure your request is processed as quickly as possible, please supply us with the following information:

- Your contact details,
- The subject of your request (team meeting/general meeting/cocktail reception/events, internal, other, etc.)
- The size of the room (in number of people)
- If you need a rental for a specific time or day.

USEFUL INFORMATION

PAVILION MONITORING & STAND SECURITY

> FIND OUT MORE VIA THE EXHIBITOR'S AREA

To order a security service, check the "**Practical info**", **list of suppliers** in your Exhibitor's Area.

PAVILION MONITORING

General surveillance of the show is the responsibility of the organiser 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 organiser 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 assembly, 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.



[Click on the logotype to log into
the Exhibitor's area](#)

FITTINGS

- BARE SURFACE
- Fitted stand
- RETROMOBILE stand
- RETROMOBILE CLUB
- VILLAGE CLUBS stand
- ARTS & CRAFTS stand

FITTINGS

BARE SURFACE

1/2

STAND LAYOUT PREP STEPS, BARE & BASIC SURFACE

> 1st step: stand allocation

- RETROMOBILE 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.

> 2nd step: checking your plan

Your stand's decoration and design plan must be submitted for approval by the show's Architecture & Decoration department **before 6th January 2023** to:

COMEXPOSIUM – Operation Department

Clement GAILLOURDET

70, avenue du General de Gaulle - 92058 Paris la Défense – Cedex

Tel.: +33 (0)7 64 72 28 34

Email: clement.gaillourdet@comexposium.com

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

> 3rd step: ordering technical services (electric cabling/wiring, phone services, parking, etc.)

All services can be ordered directly on your **Exhibitor's Area**.

> 4th step: your stand at the fair

Please check the assembly schedule in your Exhibitor's Area in the "Timetables" document – ([Click here](#)) to view the document. During assembly, suppliers will be on hand at the Exhibitor Welcome Desk located in Pavilion 1.

FITTINGS

BARE SURFACE

2/2

IF YOU HAVE RESERVED A BARE SURFACE

- *Minimum surface area: 60 sqm*
- *You may take possession of your stand on Saturday 01/28/2023 at 2pm.*

Fitting includes:

- Bare floor.
- Layout of your stand marked on the floor

FITTINGS

FITTED STANDS

IF YOU HAVE RESERVED AN FITTED STAND

STAND LAYOUT PREP STEPS FOR YOUR FITTED STAND

> 1st step: equipment approval included in your stand

SERVICES TO BE ORDERED PRIOR TO ASSEMBLY VIA YOUR EXHIBITOR'S AREA

A – Add-on facilities and services

Lighting (spots), stockroom, furniture/furnishing, coffee machine, floral decorations.

B – Technical services

Additional electrical cables, parking spots, internet connections, phone lines, etc.

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

Consult the "**list of suppliers**" in your **Exhibitor's Area**

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, colour, 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 fitted stand (signs above the stand, balloons, etc.) you must ensure your plan is approved by the RETROMOBILE show.

Your stand's decoration and design plan must be submitted for approval by the logistic team **before January 6th, 2023.**

Clement GAILLOURDET

Email: clement.gaillourdet@comexposium.com

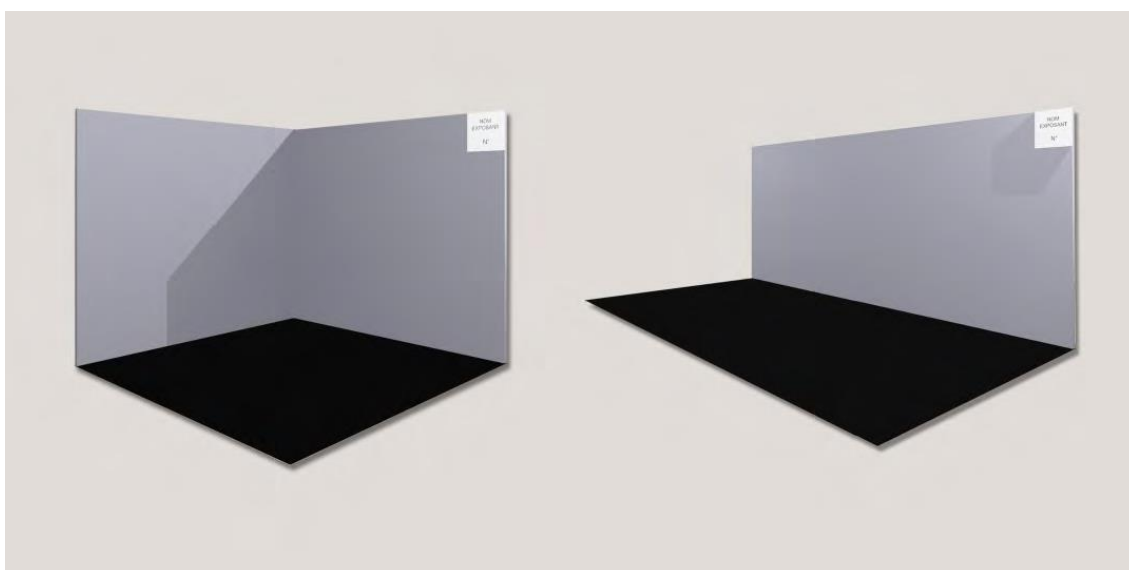
For the characteristics to be provided, see the **Architecture & Decoration Regulations**.
([Click here](#)).

FITTINGS

RETROMOBILE STAND

IF YOU HAVE RESERVED A RETROMOBILE STAND

- *Minimum surface area: 9 sqm*
- *You may take possession of your stand on Monday 01/30/2023 at 8.00 am.*



Example of a 9 sqm stand open on one angle
No partitions on island stands.
(Non-binding pictures)

Example of an 18 sqm stand open on two angles

Fitting includes:

- Fitted carpet flooring - choice of two colours (black/dark grey depending on the choice you made while signing up for RETROMOBILE)
- Wooden partitions (not included for island stands) covered with brushed cotton – choice of two colours (black/grey depending on the choice you made while signing up for RETROMOBILE)
- One-sided PVC sign with the name of your company, which you specified while signing up for RETROMOBILE.
- Refurbishment before opening

Fitting does not include:

- Electrical connection and power supply
- Daily cleaning
- Supplementary services: furniture, flower decoration, etc. Order from the [My Store](#) section of your Exhibitor's Area.

FITTINGS

RETROMOBILE CLUB STAND

IF YOU HAVE RESERVED A NAÇO EQUIPED STAND (Non-binding picture)

- Minimum surface area: 18 sqm (Maximum one stand for a club)

You may take possession of your stand on Monday 01/30/2023 at 8.00 am



Example of a stand open on one angle
No partitions on island stands. (Non-binding pictures)

Example of an 18 sqm stand open on two angles

Fittings include:

- Fitted carpet flooring - choice of two colours (black/dark grey depending on the choice you made while signing up for RETROMOBILE)
- Wooden partitions (not included for island stands) covered with brushed cotton – choice of two colours (black/grey depending on the choice you made while signing up for RETROMOBILE)
- One-sided PVC sign with the name of your company, which you specified while signing up for RETROMOBILE.
- Refurbishment before opening

Fitting does not include:

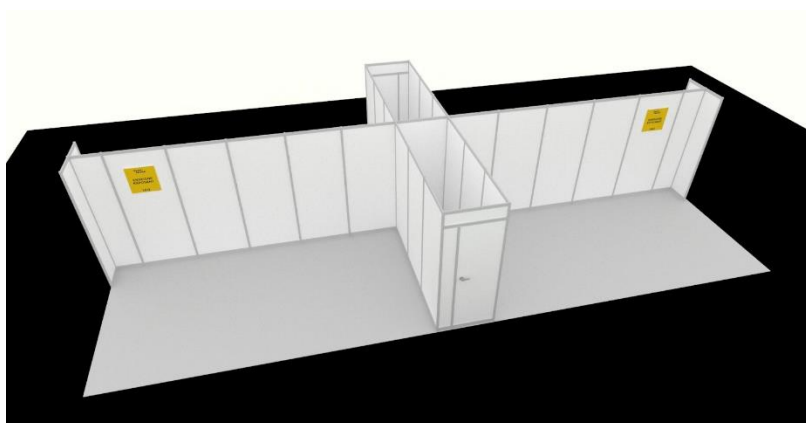
- Electrical connection and power supply
- Daily cleaning
- Supplementary services: furniture, flower decoration, etc. Order from the [My Store](#) section of your Exhibitor's Area.

FITTINGS

VILLAGE CLUBS FITTED STAND

IF YOU HAVE RESERVED A VILLAGE CLUBS FITTED STAND

- *Minimum surface area: 18 sqm (Maximum one stand for a club)*
You may take possession of your stand on Monday 01/30/2023 at 8.00 am



(Non-binding pictures)

Fittings include:

- Light grey fitted carpet flooring
- White melamine partition (height 2.50 m), grey aluminum structure
- Storage space shared among the Village
- One-sided PVC sign with the name of your company, which you specified while signing up for RETROMOBILE.
- Lighting common to Village
- Refurbishment before opening

Fitting does not include:

- Electrical connection and power supply
- Daily cleaning
- Supplementary services: furniture, flower decoration, etc. Order from the [My Store](#) section of your Exhibitor's Area.

FITTINGS

VILLAGE ARTS & CRAFTS

IF YOU HAVE RESERVED AN ART & CRAFT FITTED STAND

- *Minimum surface area: 7,5 sqm (Maximum one stand for an exhibitor)*
You may take possession of your stand on Monday 01/30/2023 at 8.00 am



(Non-binding pictures)

Fittings include:

- Light grey fitted carpet flooring
- White melamine partition (height 2.50 m), grey aluminum structure with a peripheral band
- Two-sided flag sign with the name of your company, which you specified while signing up for RETROMOBILE.
- 1 line of 2 spotlights
- Refurbishment before opening

Fitting does not include:

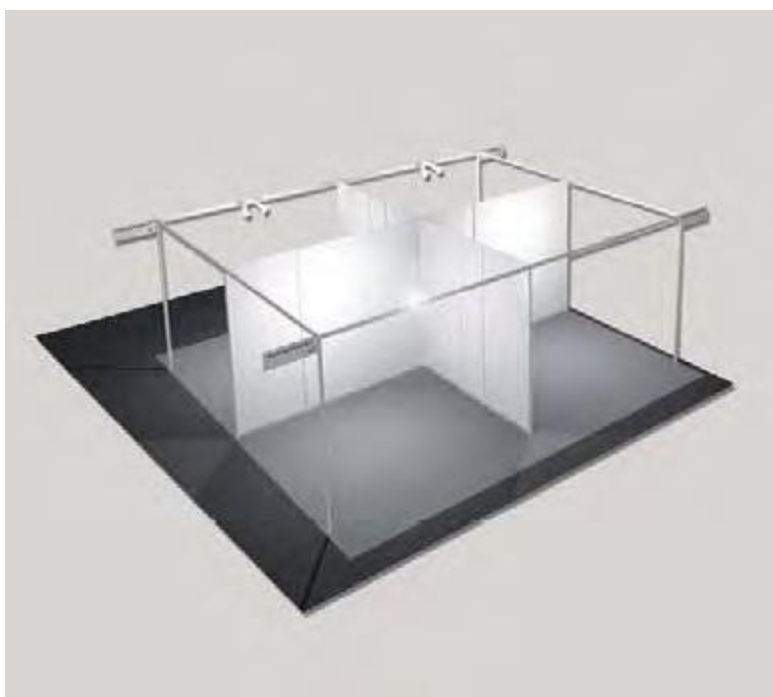
- Electrical connection and power supply
- Daily cleaning
- Supplementary services: furniture, flower decoration, etc. Order from the [My Store](#) section of your Exhibitor's Area.

FITTINGS

VILLAGE TOURISM

IF YOU HAVE RESERVED AN ART & CRAFT FITTED STAND

- *Minimum surface area: 7,5 sqm (Maximum one stand for an exhibitor)*
You may take possession of your stand on Monday 01/30/2023 at 8.00 am



(Non-binding pictures)

Fittings include:

- Royal Blue fitted carpet flooring
- White melamine partition (height 2.50 m) with a peripheral band
- Two-sided flag sign with the name of your company, which you specified while signing up for RETROMOBILE.
- 1 line of 2 spotlights
- Refurbishment before opening

Fitting does not include:

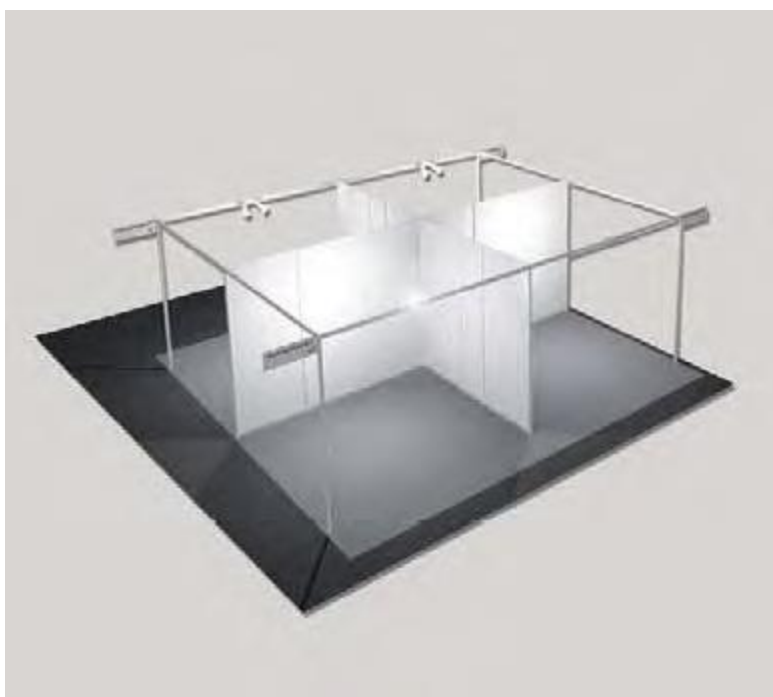
- Electrical connection and power supply
- Daily cleaning
- Supplementary services: furniture, flower decoration, etc. Order from the [My Store](#) section of your Exhibitor's Area.

FITTINGS

VILLAGE MODELISM

IF YOU HAVE RESERVED AN ART & CRAFT FITTED STAND

- *Minimum surface area: 7,5 sqm (Maximum one stand for an exhibitor)*
You may take possession of your stand on Monday 01/30/2023 at 8.00 am



(Non-binding pictures)

Fittings include:

- Dark green fitted carpet flooring
- White melamine partition (height 2.50 m) with a peripheral band
- Two-sided flag sign with the name of your company, which you specified while signing up for RETROMOBILE.
- 1 line of 2 spotlights
- Refurbishment before opening

Fitting does not include:

- Electrical connection and power supply
- Daily cleaning
- Supplementary services: furniture, flower decoration, etc. Order from the [My Store](#) section of your Exhibitor's Area.

REGULATIONS & FORMALITIES

REGULATIONS

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

READ OTHER REGULATIONS IN YOUR EXHIBITOR SPACE

- General terms and conditions of surface space hire and stand layout
- General regulations of sales events
- Regulations for Rental Risk Insurance, Damages to property
- Special Regulations
- General Terms and Conditions for the Sale of Communication Tools

FORMALITIES

- Customs
- Exhibitor safety instructions
- Using foreign service providers
- Refound 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

- Stands on upper floors are forbidden.

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 RULES

1/2

RETROMOBILE show 202 decoration regulations cover all the presentation standards for stand fittings, which have been established to ensure the show runs properly and visitors are comfortable.

These standards also include the applicable safety rules for trade fairs and shows and are listed in the Exhibitor's Guide. All fittings and decorations must observe the "Decoration Regulations."

Some areas of the RETROMOBILE show 2023 are governed by specific rules, according to the particular nature of the show. Go to the decoration regulations to see these specifications, or contact your sector manager.

Before they are constructed, all plans for bare stands at RETROMOBILE show 2023 must be submitted by **6th January 2023** at the latest. It must compulsorily include the following items:

- **Plan "seen from above"** with scale, dimensions, and setback positioning (shared walls and aisles)
- **Cross-section plan** with scale, dimensions, and heights for projecting volumes.

Any plans that do not respect the rules will be rejected and any stand constructed without authorisation from RETROMOBILE show 2023 may be dismantled at the exhibitor's expense.

Your project shall be submitted to:

COMEXPOSIUM

Clement GAILLOURDET

70, avenue du General de Gaulle - 92058 Paris la Défense -

Tel. : +33 (0)7 64 72 28 34

E-mail : clement.gaillourd@comexposium.com

By signing their admission request, exhibitors are committing to respecting every clause in the decorations and events regulations detailed hereafter. They also commit to ensuring any other invited parties (installation workers, decorators, etc.) respect them.

Agreements between exhibitors are not authorised. Only the organiser is able to make exemptions, once a written request has been submitted.

HALLS' FLOORS, WALLS AND PILLARS

1. The floors, walls and pillars in pavilions are concrete or clad in wood. It is prohibited to drill or make fixing holes, grooves or cuts in them. It is also prohibited to paint them. The height of pillars' cladding must respect decoration regulations. Exhibitors with a post marked "height below cabinet" (in French, HSC) on their stand allow for access to the electrical cabinet.

- The heights of pillars must respect regulations (see below).
- The exhibitor's location must be left in its initial state. The exhibitor responsible will be billed for any damage done during dismantling. Exhibitors are responsible for their service providers (decorators, installation workers, etc.).

HEIGHT OF STANDS, OPENINGS AND CLEARANCE LIMITS**1. Heights of maximum permissible constructions**

Exhibitors are required to respect the maximum heights for stands and signs fixed by the show organiser. The decoration of stands must not exceed these height limits. Any breach of this obligation may result in the immediate dismantling of the stand at the Exhibitor's expense.

From the building floor:

- 2.50 m without withdrawal
- 2.50 m to 3.50 m without withdrawal but the back of the partition wall overlooking a neighboring stand must be covered with black cloth.
- From 3, 50 m to 5, 00 m a compulsory withdrawal of 1 m must be respected in joint ownership. The back of your wall partition should be covered with black cloth.
- No obligation to withdraw for stands in blocks.

ATTENTION: the free height of construction may be less than 5.00 m depending on the location of your stand given the infrastructure of the Pavilions (ask the organizer).

2. Openings onto aisles

All stand facades opening onto an aisle must close off no more than 50% of the stand. The following are considered to be closures: curtains, windows, window films, blinds, etc. It must be possible to walk through openings. The backs of stands must be kept clean and covered in brushed cotton if in contact with adjoining partitions.

3. Reused stands / Fitted stands

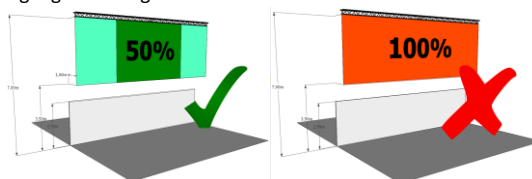
These are subject to Stand Design Regulations in the same way as newly built stands. They must conform to the prescribed clearance and height limits. Fitted stands are not subject to approval, so all extra fittings must respect decoration regulations.

SIGNS AND SIGNAGE

The sign must not exceed 7.00 m high maximum from the building floor. They must be fitted within a distance of 3.50 m to 7.00 m from the floor.

The sign and lighting bridges must be confined within the stand

It is forbidden to hinder completely visibility by hanging a signage covering more than 50% of the maximum size.



Sign must be set back of a minimum of 1.00 m from adjoining stands.

REGULATIONS

ARCHITECTURE
& DECORATION RULES

2/2

Flashing, strobe and revolving lights are prohibited.

Gobos must respect the stand area and lights must not be reflected on the ceiling, aisles and surrounding wall.

Green letters or white letters on a green background may not be used, as these colours are reserved for safety signs

SUSPENDED STRUCTURE (LIGHTING BRIDGES)

The top of the structure is limited to 7 m from the floor and 1m set back is mandatory from attached stands.

The maximum allowed heights of signs, lighting bridges and slung lights are defined in this way, subject to the technical feasibility of the Paris expo Porte de Versailles Exhibition Centre.

CEILINGS, SUSPENDED CEILINGS, CANOPIES)

As a general rule, full ceilings are prohibited at RETROMOBILE; however, the stands may be covered by:

- lattice-style elements made of M0 or M1 materials
- Alternating elements made of M0 or M1 materials arranged in the form of a "checkerboard" so as to create a slightly open ceiling (50%)
- vertical strips made of thin M0 or M1 materials spaced at least 0.20 m apart.
- horizontal strips made of M0 or M1 materials, provided they are not more than 1 m wide and are separated by free space at least equal to the width of the strips
- acoustic wallboard made of M0 or M1 materials, provided that the openings are equal to 50% of the surface of the boards.
- Wide-mesh fabrics that allow only limited resistance to water flow. These fabrics must be made of at least M0 or M1 materials. Stands which have a ceiling, a suspended ceiling or a full canopy must have a covered surface area less than 30 sqm. If the covered surface is more than 50 sqm, appropriate fire fighting equipment, manned continuously by at least one security guard, must be provided when the public is present.

STANDS WITH AN UPPER FLOOR)

Stands with an upper floor will be authorized only with request to your commercial contact and must be in accordance with the general rules and the safety and fire regulations.

ELECTRICAL FITTINGS ON STANDS

It is expressly forbidden to use VIPARIS Porte de Versailles' own fittings (pavilion drains, underground networks, hatches and trapdoors, etc.) as channels for your own electrical cables.

INSTALLATIONS ON STANDS AND PRESENTING EQUIPMENT

Any equipment presented must not block or inconvenience neighbouring stands. No equipment may extend beyond the stand's surface area.

INSTALLATIONS FROM BUILDING FRAMEWORKS**New regulation**

Attachment operations involving building structures are carried out solely by the specialist departments of VIPARIS Porte de Versailles.

Only the VIPARIS Porte de Versailles departments are authorised to intervene on pavilion frames.

Slings are designed for a maximum load of 50 kg to 80 kg per attachment point depending on the set-up of your stand (including loads for motors, electric cables, etc.) according to the sling attachment location plan, which can be ordered online on the exhibitors' platform.

Please refer to the table of authorised heights.

We would draw your attention to the provisions concerning the inspection of hung structures and self-supporting structures issued by the Paris Administrative Safety Commission.

The following are concerned:

- All temporary installations hung from attachment points at the exhibition centre by slings: lighting trusses, built structures, signage, etc.
- Self-supporting stage-type structures, as regards certification of correct mounting compliant with the manufacturer's instructions.

The safety specifications for the Paris Porte de Versailles exhibition centre have thus been modified to factor in the inspection procedures for these installations.

It is now mandatory to have installations inspected and certified before structures are hung from attachment points:

- Either by an approved inspection office (*) which checks your installations, in order to obtain a certification of solidity without reservations,
- Or by a technician whose qualifications are recognised by their employer. As the Safety Commission allows a qualified technician delegated by the establishment director to certify the compliance of the attachment. The qualified technician who carries out the work must therefore produce a self-inspection document certifying the solidity of the structure in line with professional standards and current regulations and standards in France.

In both cases, the certificate issued the approved control office or the self-inspection document should be given to the exhibition Safety Officer, and be available to this officer at your stand during the assembly period.

In both cases, the Safety Commission can ask for the calculation note provided to check the total weight of objects hung from slings. If a dossier is incomplete, the Safety Commission can close the stand until it has been made safe, at your expense, and certified as such by an approved inspection body.

To help you in these procedures, we have referenced the following inspection offices, though you are free to use any approved structure solidity inspection office you choose (and can ask for any advice you need from our Safety Officer).

QUALICONSLT

Email: contact@qualiconsult.fr

BUREAU VERITAS EXPLOITATION

Mr Olivier HOUILLÉ

Telephone : 06 21 93 51 84

Email : olivier.houille@bureauveritas.com

SOCOTEC

M Patrick Pereira

Téléphone : 06 08 12 08 21

Mail : patrick.pereira@socotec.com

(*) Body approved by the Ministry of Housing and Sustainable Habitat – Structure Solidity mission

EVENTS - DEMONSTRATIONS

All exhibitors wishing to use acoustic animation on their stand must do so in accordance with the following regulation:

The maximum sound level must not exceed 80dB(A) - in a 2,50 meters' area surrounding each stand.

Such standards have been set in order to avoid any inconvenience to visitors at neighbouring stands. A strict and permanent control will be assured throughout the exhibitions to insure that the stipulated sound level is respected. The exhibition's Organizer reserves all rights to stop any violation of this regulation.

Exhibitors who use music as part of their appearance at the show must inform SACEM of this directly. This is in no way the organiser's responsibility.

SACEM

Tel.: + 33(0)1 76 76 74 80

Website: <http://www.sacem.fr/>

The electric power supply of the sound system must be connected to the sound alarm of evacuation of the Pavilion: service to be ordered in your Exhibitor's Area.

REGULATIONS

FIRE & PANIC RISK
PREVENTION REGULATIONS

1/5

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:

CABINET SÉCURITÉ & INCENDIE GUILMIN

50 RUE GILBERT CESBRON - 75017 PARIS- France

Thierry GUILMIN Portable : + 33 (0)6 60 87 27 43

E-mail : cabinetguilmin@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 vehicles

Tanks with key plugs, lugs of protected battery packs, 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. STAND 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 sqm) 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

REGULATIONS

FIRE & PANIC RISK
PREVENTION REGULATIONS

2/5

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

- - each stand must be at a 4m distance,
If $S > 50$ sqm:
- * 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 (1sqm maximum).

3.2.3 – Stands with upper floors

(Send a file for opinion and approval to the cabinet GUILMIN)

- if $S < 50$ sqm, resistance of 250 kg/ sqm
- if $S > 50$ sqm, resistance of 350 kg/ sqm,
- 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 GUILMIN for approval and agreement of your plans

- number and width of exits:
- $S < 20$ sqm: 1 x 0.90m,
- 20 sqm $\leq S < 50$ sqm: 1 x 0.90m and 1 x 0.60m,
- 50 sqm $\leq S < 100$ sqm: 2 x 0.90m or 1 x 1.40m and 1 x 0.60m,
- 100 sqm $\leq S < 200$ sqm: 1 x 1.40m and 1 x 0.90m or 3 x 0.90m,
- 200 sqm $\leq S < 300$ sqm: 2 x 1.40m,
- $S > 300$ sqm, please contact the Cabinet GUILMIN,
- 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 Pavilion,
- 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 authorised in 13 kg cylinders (Propane is prohibited). A cylinder may supply one device only.
- if P > 20 kW, contact Cabinet GUILMIN,
- 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 10sqm, 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

4/5

9. SPECIAL EFFECTS

(Please contact the Cabinet GUILMIN)

- 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 GUILMIN).

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 10sqm 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 PREVENTION REGULATIONS

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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		
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)	1 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

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IMPORTANT: CUSTOMS INFORMATION[+33 \(0\)8 11 20 44 44 *](tel:+330811204444) (€0.06/min)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 the RETROMOBILE show, the Exhibition Centre of Paris expo Porte de Versailles granted temporary admission by customs.

This temporary admission starts the day the material enters the exhibition halls and ends 30 days 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 Space](#) 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

IMPORTANT: EXHIBITORS

SAFETY INSTRUCTIONS

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IMPORTANT PLEASE NOTE

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 Christophe MONNIER 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 RETROMOBILE 2023, 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 RETROMOBILE 2023.

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,
- Adapt work to humans, taking into account inter-individual differences, with the aim of reducing the effects of work on health.
- 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.
- Give appropriate instructions to workers. (The entrepreneur must train and inform employees so that they know the risks and preventive measures).

The Exhibitor has a duty and legal obligation to:

- 1°) Validate the 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.**
- 3°) Consult the event website for the sanitary protocol measures in force at the exhibition**

FORMALITIES

IMPORTANT: EXHIBITORS

SAFETY INSTRUCTIONS

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IF YOUR STAND IS:

- Installed by at least two independent companies (including sub-contractors)
- Includes a mezzanine floor
- Includes partitions walls/decorations more than 3.00 meters high

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 January 24th 2023**.

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

DÖT / RETROMOBILE 2023

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

OBLIGATORY

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

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. (Art. R 4412-70 of the Code of Work)

To be accepted into the halls, electrical tools, fixed or portable, must be equipped with a vacuum or dust collection system.

EVENT ASSEMBLY AND DISMANTLING DATES**BARE STANDS EXHIBITORS**

Building	Dismantling
January 28th and 29th 2023 from 8 am to 8 pm January 30 th 2023 from 8 am to 10 pm January 31st 2023 from 8 am to 5 pm	February 5 th 2023 from 7.30 pm to midnight February 6 th 2023 from 8 am to midday

FORMALITIES

IMPORTANT: EXHIBITORS
SAFETY INSTRUCTIONS

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EQUIPPED STANDS EXHIBITORS

Building	Dismantling
January 31 st 2023 from 8am to 10pm January 31 st 2023 from 8am to 5pm	February 5 th 2023 from 7.30pm to midnight

**On the last assembly day, no motorised vehicle will be allowed into the halls
(unless special dispensation has been granted by the Organizer).**

**In the dismantling period, on February 5th 2023, motorised vehicles may only work
after 8pm in the halls.**

FORMALITIES

IMPORTANT: EXHIBITORS SAFETY INSTRUCTIONS

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- II. ADMINISTRATIVE INFORMATION
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- VII. ACCESS CONTROL
- VIII. GENERAL SAFETY OBLIGATION FOR EACH WORKER
- IX. GENERAL RULES OF CONSTRUCTION
- X. FIRE SAFETY
- XI. ORGANIZATION OF EMERGENCIES
- XII. THE INDIVIDUAL HEALTH AND SAFETY PROTECTION PLAN

I. GENERAL INFORMATION ABOUT THE OPERATION

I.1. DEFINITION

The Exhibitors' 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 **RETROMOBILE 2023**.

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 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.

FORMALITIES

IMPORTANT: EXHIBITORS SAFETY INSTRUCTIONS

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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.

In addition, it is supposed that companies have:

- 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.

II. ADMINISTRATIVE INFORMATION

II.1. THE PARTICIPANTS

II.1.1. GENERAL ORGANIZATION

The COMEXPOSIUM Company acts as the general exhibition Organizer of **RETROMOBILE 2023**.

ORGANIZER / EMPLOYER	GENERAL SHOW DIRECTOR
COMEXPOSIUM 70 avenue du Général de Gaulle 92058 PARIS LA DEFENSE Cedex Tel: +33 (0)1 76 77 11 11	Romain Grabowski Tel : +33 (0)1 76 77 11 54 Email : romain.grabowski@comexposium.com
OPERATION MANAGERS	
Mr Clement GAILLOURDET Tel : +33 (0)7 64 72 28 34 Email : clement.gaillourdet@comexposium.com	
CONTACT RECEIVING EXHIBITORS' DEMANDS	
Ms Julie BARRET Tel : +33 (0)1 76 77 11 80 Email : julie.barret@comexposium.com	

FORMALITIES

IMPORTANT: EXHIBITORS

SAFETY INSTRUCTIONS

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INSURANCE AGENCY – Civil resp / Dam.to property	TOWN HALL
SIACI SAINT HONORÉ 18 rue de Courcelles 75384 PARIS Cedex 08 Monsieur Philippe HUET Tel: +33 (0)1 44 20 29 81 Email: philippe.huet@s2hgroup.com	MAIRIE DU XV^{ème} Arrondissement 31 rue Peclet 75015 PARIS Tel : +33 (0)1 55 76 75 15

II.1.2. HSP COORDINATION / FIRE SAFETY

HSP COORDINATOR	FIRE SAFETY REPRESENTATIVE
D.Ö.T 93 rue du Château 92100 BOULOGNE BILLANCOURT Tel +33 (0)1 46 05 17 85 - Fax: +33 (0)1 46 05 76 48 Email: sps@d-o-t.fr	Cabinet GUILMIN 50 rue GILBERT CESBRON 75017 PARIS Thierry GUILMIN Portable : + 33 (0)6 60 87 27 43 E-mail : cabinetguilmin@gmail.com

Fire safety will be present during assembling.

Date of passage of safety commission is unknown.

FIRE PROOFING	EXPERT IN THE SOUNDNESS OF MAJOR STRUCTURE
Groupelement NON FEU 37-39, rue de Neuilly BP 249 - 92113 CLICHY Tel: +33 (0)1 47 56 31 48 Groupelement Technique Français de l'ignifugation 10 rue du Débarcadère 75017 PARIS Tel: +33 (0)1 40 55 13 13	Not Defined

II.2. DEFINITION OF WORK AREAS

VENUE	HALLS
VIPARIS – Porte de Versailles 1 Place de la Porte de Versailles 75015 PARIS Accueil : Tel : +33 (0)1 40 68 22 22 Service Exposants : Tel : +33 (0)1 40 68 16 16	1, 2/2, 2/3 & 3

FORMALITIES

IMPORTANT: EXHIBITORS SAFETY INSTRUCTIONS

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II.3. THE OFFICIAL BODIES

INSPECTION OF WORK	CRAMIF
Section 15 A 46-52 rue Albert 75640 PARIS Cedex 13 Tel: +33 (0)1 40 45 36 50	Service des Risques Professionnels 17/19 avenue de Flandre 75954 PARIS Cedex 19 Tel : +33(0)1 40 05 38 16
O.P.B.T.P.	GLOSSARY
25 avenue du Général Leclerc 92100 BOULOGNE BILLANCOURT Tel: +33 (0)1 46 09 27 00	CRAMIF : Caisse Régionale d'Assurance Maladie d'Ile de France OPPBTP : Organisme Professionnel de Prévention du Bâtiment et des Travaux Publics

II.4. EMERGENCY SERVICES

ON THE SHOW SITE:

EMERGENCY POST	GENERAL SURVEILLANCE POST
Information displayed at the halls entrances	Tel : + 33 (0)1 72 72 18 18
	FIRE SAFETY
	Tel : + 33 (0)1 72 72 15 32

OFF SITE:

FIRE SERVICE	POLICE STATION
6 place Violet 75015 PARIS Tel : 18 ou 112 (mobile) ou +33 (0)1 45 78 74 52	250 rue de Vaugirard 75015 PARIS Tel : 17 ou +33 (0)1 53 68 81 00
SAMU	NEAREST HOSPITAL
149 rue de Sèvres 75015 PARIS Tel : 15 ou +33 (0)1 45 67 50 50	Hôpital Georges Pompidou 20 rue Leblanc 75015 PARIS Tel : +33 (0)1 56 09 20 00

III. GENERAL EVENT ORGANIZATION

III.1. GENERAL PRESENTATION OF THE SHOW

Cf. Exhibitor's Guide.

IMPORTANT: EXHIBITORS

SAFETY INSTRUCTIONS

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III.2. SCHEDULE OF USE OF HALLS

Public opening:

DATES & TIME
January 31 st 2023 preview from 7 pm to midnight
February 1 st 2023 from 10 am to 10 pm
February 2 nd 2023 from 10 am to 7 pm
February 3 rd 2023 from 10 am to 10 pm
February 4 th 2023 from 10 am to 7 pm
February 5 th 2023 from 10 am to 7 pm

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 halls and in the Park.

Any vehicle even parked, must be able to be identified.
Private vehicles must not approach the surroundings of the halls.

III.4.2. TRAFFIC MOVEMENTS INSIDE THE HALLS

No delivery or private vehicles will be allowed in the halls, during the assembly and dismantling periods, without access authorisation from the Organizer.

Means of transporting people (motorised or not) such as: scooter, bicycle, roller blades, electric vehicles, etc... are prohibited in the halls. Plans showing traffic movement areas, position and contact details of emergency services, the location of open toilet facilities, access schedules for machines and the storage areas will be posted at the entries.

FORMALITIES

IMPORTANT: EXHIBITORS

SAFETY INSTRUCTIONS

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The free movement (of men and lifting equipment) around the stands must be possible at all times during assembly and dismantling.

The security aisles defined on the exhibition general plan must be respected and kept free of any materials or crates.

There must be no storage or parking on the traffic movement areas defined on the plan of the halls.

RESPECT: INSIDE

- The paths marked out for fire services and traffic movement areas
- The storage areas
- The environment by using non-polluting machines

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...).

FORMALITIES

IMPORTANT: EXHIBITORS

SAFETY INSTRUCTIONS

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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. Workers must wear protections when handling the glass panels. As soon as the glass parts are installed, specific signage is required on the windows to avoid shocks and the risk of injuries.

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.

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 respected for any movement outside the halls. It must be reduced and appropriate inside the halls.

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.

For any use of a crane, a special request must be made to the Organizer.

This request must specify where the crane will be operating 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.

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

These constraints must appear in the company I.H.S.P.P.

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.

FORMALITIES

IMPORTANT: EXHIBITORS

SAFETY INSTRUCTIONS

10/19

It is forbidden to lift loads above the circulation aisles, except when an operation manager can signal the operation to the pedestrians.

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.

IV.4. STORAGE

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 halls. 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 halls.

IMPORTANT: EXHIBITORS

SAFETY INSTRUCTIONS

11/19

V. CLEANING

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.

An organization must be set up around the skips so as to prevent any risk in the event of falling waste during filling (Guide, signage, etc ...).

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 ask the Venue to open additional communal toilet facilities in the exhibition halls 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 halls 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.

IMPORTANT: EXHIBITORS

SAFETY INSTRUCTIONS

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VII. ACCESS CONTROL

Access to the show site is only possible for persons and vehicles carrying authorisation 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 halls 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.

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 enterprise 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.

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

FORMALITIES

IMPORTANT: EXHIBITORS

SAFETY INSTRUCTIONS

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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.

No double storey building is planned on this exhibition. Refer to the Chapter IX. of this document: "General rules of construction": IX.2. "Working at height".

VIII.3.2. INDIVIDUAL PROTECTIONS

Individual protection against falls from a height should only be considered when temporary collective protection equipment cannot be used or when it is not possible to use equipment for access and work at a height that provides collective protection.

It is mandatory to have equipment that complies with the regulations in force.

Workers must be protected by means of fall arrest systems.

Hanging points, anchor points and lifelines must be safe and allow the use of this equipment in complete safety. The strength of the support must be assessed by a competent person and checked before use. They must be safely accessible and located above the workstation.

An organisation must be put in place to ensure that the user never works alone.

The organisation of rapid assistance in the event of a fall must also be anticipated.

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.

FORMALITIES

IMPORTANT: EXHIBITORS

SAFETY INSTRUCTIONS

14/19

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.

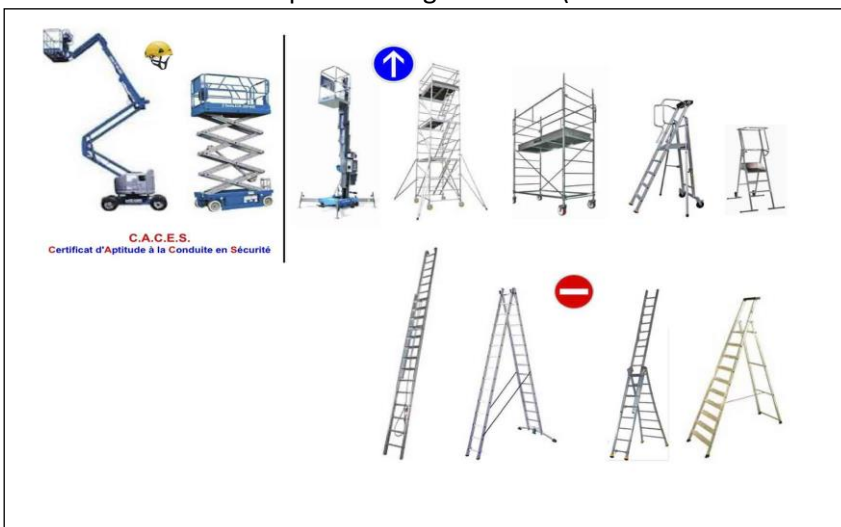
It is strictly forbidden to « blow out » panels and partitions during dismantling.

IX.2. WORKING AT HEIGHTS

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 R 4323-90).

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 non-repetitive length of time (Article R 4323-63 of the Code of Work).



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

FORMALITIES

IMPORTANT: EXHIBITORS
SAFETY INSTRUCTIONS

15/19

Approved personnel must assemble scaffolding, respecting the directives or instructions of the manufacturer; 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 scaffolding must be level when it is used.

The wheels of mobile scaffolding must be locked in position when the scaffolding is in use.

No worker must remain on mobile scaffolding while it is being moved.

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. by their personnel is effective.

These equipments must include progressively secured floors and access to the upper levels by guard rails. These protections must remain in place until dismantling is complete.

Legal restrictions concerning work at heights must be respected.

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.

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

These resources may be shared by several participants or companies.

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

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.

These equipments and works must be completed, made safe and accepted before any intervention or use by another company.

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.

FORMALITIES

IMPORTANT: EXHIBITORS
SAFETY INSTRUCTIONS

16/19

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. These personnel can only work from the electrical boxes or cabinets provided by the site personnel.

The technical traps of the halls must be correctly closed or protected in case of temporary opening to avoid any risk of falling of people.

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.

The assembly and dismantling of decors may obscure the light in the halls (roofing, canopy, stretched ceiling, mezzanine floor...), so provisional lighting must be provided.

FORMALITIES

IMPORTANT: EXHIBITORS

SAFETY INSTRUCTIONS

17/19

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.

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 halls, 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.

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 unauthorised person must be able to have access to them.

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

IMPORTANT: EXHIBITORS

SAFETY INSTRUCTIONS

18/19

IX.7.2. EXTINGUISHING MEANS

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 halls 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.

FORMALITIES

IMPORTANT: EXHIBITORS SAFETY INSTRUCTIONS

19/19

In case of accident precise:

- The hall
- 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: Information displayed at the halls entrances

FIRE SAFETY: +33 (0)1 72 72 18 18

GENERAL SURVEILLANCE POST: +33 (0)1 72 72 15 32

THE EMERGENCY PHONE NUMBERS ARE DISPLAYED AT THE TECHNICAL OFFICE.

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.

FORMALITIES

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*) by logging to the French Labor Ministry website: [Téléservice « SIPSi » \(click on the link\)](#)

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

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 on the French Labor Ministry website:

[Téléservice « SIPSI » \(click on the link\)](#)

**FORM MANDATORY AFFIDAVIT WHEN USING A SERVICE PROVIDER IN FRANCE
REDISING OR ESTABLISHED ABROAD SOCIAL SECURITY**

This form must be completed and returned to:

COMEXPOSIUM – Direction Logistique & Sécurité

Clement GAILLOURDET

70, avenue du General de Gaulle F - 92508 Paris la Défense Cedex

SOCIAL CARE

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

Tel: + 33(0)8 20 39 56 70 - Fax: + 33(0)3 88 18 52 74

Email: cnfe.strasbourg@urssaf

FORMALITIES

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

RETURN BEFORE 6TH JANUARY 2023 TO:

COMEXPOSIUM – Direction Logistique & Sécurité
 Clement GAILLOURDET
 70, avenue du Général de Gaulle F - 92508 Paris la Défense Cedex

EXHIBITOR

Company name:
 Pavilion: Aisle: Stand No:
 Stand name:
 Address:
 Postcode: Town/City:
 Country:
 Tel: Fax: E-mail:
 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

REFUND OF FRENCH VAT (TVA)

1/2

PLEASE FIND IN THE EXHIBITOR'S AREA PLATFORM

- To print the VAT refund form, see next page
- or look in your Exhibitor's 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

129-31, rue Saint Augustin – 75002 Paris – France

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

E-mail: mail@tevea.fr - Website: 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 the RETROMOBILE show, offers a simplified, secure and fast procedure for your company.

To benefit from this simplification, please fill in, sign and return the form available in your [Exhibitor Space](#) 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.
- 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 intermediary to the Tax Authority, deduction made for the VAT on purchases.

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

Please note: 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

Tel: +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:

**RETROMOBILE show 2023 from February 01, 2023 to the February 05, 2023– Paris expo
Porte de Versailles**

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

☐ FRENCH

☐ ENGLISH

☐ GERMAN

☐ ITALIAN

☐ SPANISH

Company name:

Address:

Postcode: City: Country:

Tel: Fax: Email:

Contact name:

Date and signature:



Une



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SAS au capital de 60 000 000 € - 316 780 519 RCS Nanterre
Société mandataire d'intermédiaire d'assurance n°10058581 ORIAS (www.orias.fr)
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