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the exhibitor's area

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

USER
GUIDE

USEFUL
INFORMATION

FITTINGS

REGULATIONS
& FORMALITIES

Click [here](#) to go to
the exhibitor's area

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 run.

- THE EXHIBITOR SPACE

From your [Exhibitor's Area](#), section “**My Store**”, you can
order all the technical services you need Until Tuesday 20th
January 2026, 5 pm.

*Please note that starting Saturday, January 24, 2026,
at 2 p.m., technical services must be ordered directly
on-site at the Exhibitor Office located in the ATRIUM
of Pavilion 7.2.*

Click [here](#) to go to
the exhibitor's area

USEFUL INFORMATION

- Access / Traffic & parking
- Events / Stand activities
- 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

> BY PUBLIC TRANSPORT

Metro : Line 12 to Porte de Versailles station

Tramway : Lines T2 & T3 to Porte de Versailles station

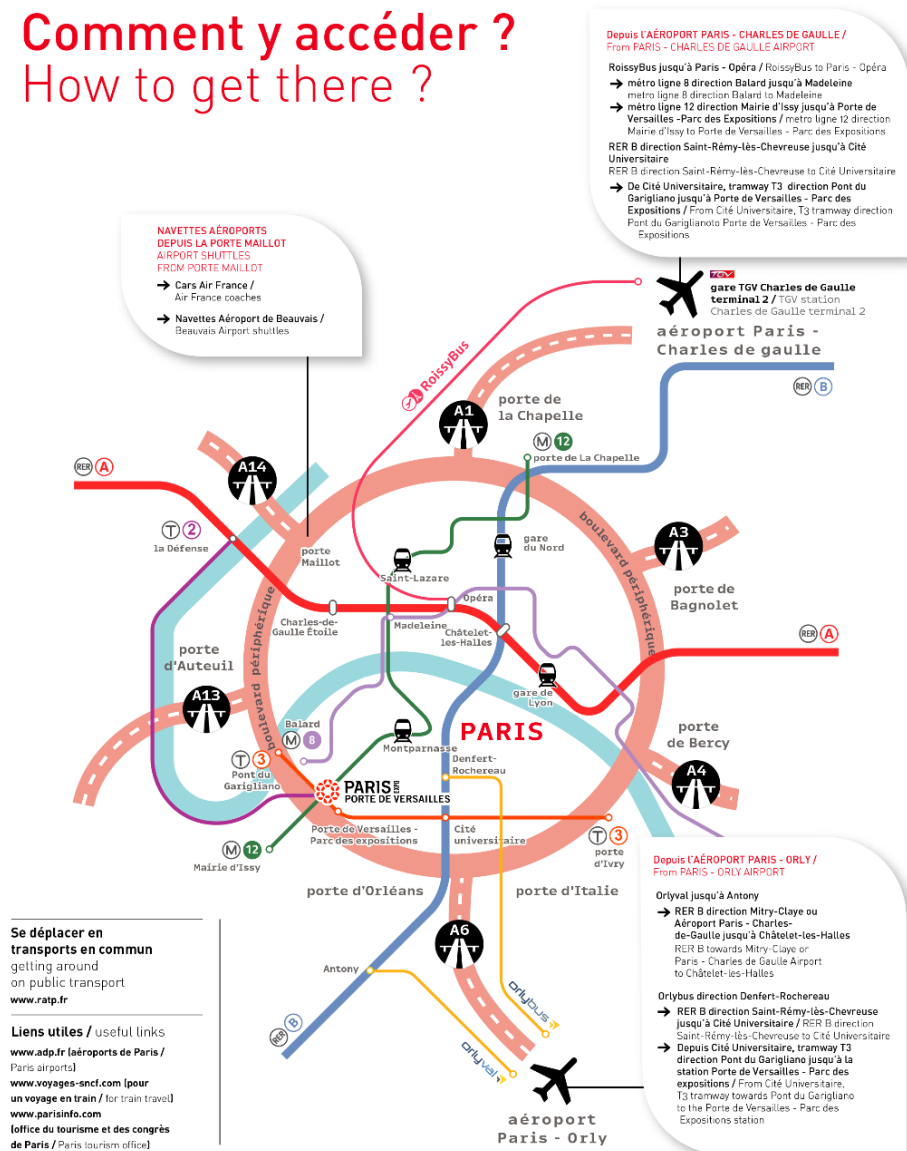
Bus : Lines 80 & 39 Porte de Versailles station

> BY ROAD

From the ring road: Exit at Porte de Versailles or Porte de Brancion

→ Your route on www.google.com/maps

Comment y accéder ? How to get there ?



USEFUL INFORMATION

ACCESS / TRAFFIC & PARKING

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YOUR TICKETS AT THE BEST PRICE WITH AIR FRANCE AND KLM GLOBAL MEETINGS

AIRFRANCE  **KLM** 
Global Meetings & Events

10% discount on the Air France or KLM airfare for attendees of Rétromobile 2026

Discount is only available if booked in **EURO (€)** currency via the Air France or KLM website. If you book from a non € currency country, please change to a website of one of the € currency countries.

3 steps to claim your unique discount:

1. Follow the regular booking process, when asked if "travelling for business" select **YES** and use **MICE** as "contract name", this ensures the Air France-KLM corporate recognition associated with "Global Meetings and Events" program during your flights.
2. After completing your personal details click on "Proceed to payment details" at the bottom of the page and enter in the "Your discount code" field the discount code:

GME60081AF

3. Click on 'Send discount code' and if conditions are met* the discount will be applied.

Good to know:

* The IDC code will only work if the minimum airfare value of your ticket will be higher than € 140,00

* By entering the corporate OIN or MICE in the contract name, you will get free standard seat selection, Priority boarding and depending on the booking class a free passenger name change



* Please scan the QR code to read the general conditions
which are applicable to the usage of this event Internet Discount Code (IDC)



Important dates

Booking as from 26/06/25 to 01/02/26
Departures from 21/01/26 to 01/02/26
Return flights from 28/01/26 to 08/02/26

USEFUL INFORMATION

ACCESS / TRAFFIC & PARKING

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ACCESS TO PAVILIONS

Instructions for access to RETROMOBILE 2026 show

Instructions for access to REFRIGERATED CASE SHOW

ASSEMBLY				
PERIOD	VEHICLE TYPE	STATIONNEMENT	ACCES GATES	EXIT GATES
From 01/24/2026 at 2 pm, to 01/27/2026, 5 pm	All Types	By Pavilion 4 / Area: 4.A	GATE D	GATE D
	All Types	By Pavilion 7.1 Areas: 7.1.A & 7.1.C	GATE D	GATES D & H*
	All Types	Pavilions 7.2 et 7.3 Areas : 7.2.A et 7.2C 7.3.A, 7.3B et 7.3.C	GATE D	GATE D & G*
	Light-duty vehicles	<u>Exhibitor car parks:</u> Pavilion 4: Parking P6 Pavilion 7: Parking P7		
OPENING TO THE PUBLIC				
From 01/27/2026 at 5 pm to 02/01/2026 at 7 pm	- Deliveries are authorized from 7am to 9.30 am at gate D for Pavilion 4 & 7. - 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 door D. - 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 8 am to 11 pm. - Come before the opening time of the doors of Paris expo-Porte de Versailles, it's wasting time and jamming up the neighborhood.			
DISMANTLING				
From 02/01/2026 7 pm, to 02/02/2026, noon	All Types	By Pavilion 4 / Area: 4.A	GATE D	GATE D
	All Types	By Pavilion 7.1 Areas: 7.1.A & 7.1.C	GATE D	GATES D & H*
	All Types	Pavilions 7.2 et 7.3 Areas: 7.2.A et 7.2C 7.3.A, 7.3B et 7.3.C	GATE D	GATE D & G*
	Light-duty vehicles	<u>Exhibitor car parks:</u> Pavilion 4: Parking P6 Pavilion 7: Parking P7		

*Gates G & H are reserved exclusively for vehicles weighing less than 3.5 tons.

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 01/27/2026 at 6 pm.

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 light commercial vehicles and trucks during assembly and dismantling periods.

MANDATORY APPOINTMENT ON THE WEBSITE FOR THE ASSEMBLY AND DISMANTLING PERIODS:

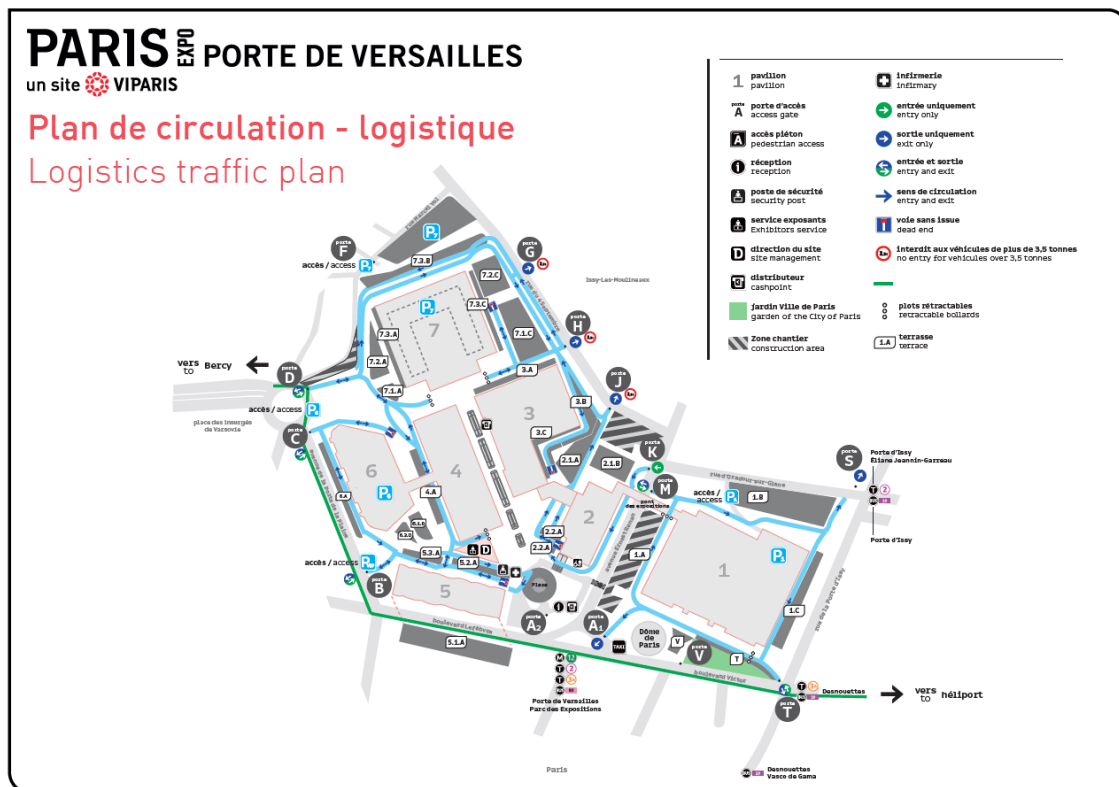
<http://www.logipass.viparis.com>

USEFUL INFORMATION

ACCESS / TRAFFIC & PARKING

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TIP: Remember to specify the delivery address to all your carriers and deliverers:
Parc des Expositions de Paris Expo Porte de Versailles - Salon RETROMOBILE 2026
Pavillon n° - Stand n° (letter + number)
1, place de la Porte de Versailles - 75015 Paris - France



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

Parking is free in car parks P6 and P7 and at the heliport.

Unloading at logistics areas is time-limited:

- 30 minutes for light vehicles,
- 1 hour for light commercial vehicles
- 2 hours for HGVs

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 6 pm on Tuesday, January 27th, 2026.

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 vehicles may enter the pavilions on Tuesday, January 27th, 2026 (except where special permission has been granted by the organizer).

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

> The evening of dismantling

Only trolleys and platform trolleys can 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.

> During opening times

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

Gate D for Pavilions 4 & 7.

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

No parking or vehicle storage of any kind is authorized 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 **January Tuesday 27th, 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.

USEFUL INFORMATION

ACCESS / TRAFFIC & PARKING

6/6

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 of 300€ will be asked for 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.

RESERVING A PARKING SPACE

Parking subscriptions can be taken out for a fee (car park P6, car park P7).

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

While the show is open, you can buy parking spaces at the Exhibitor Reception Desk Pavilion 7.2.

- Exhibitors' car parks are open from 8 am to midnight every day during the show.
- **Be careful: car park will be charged from Tuesday, January 27th, 2026, at 6 pm.**

REGISTER YOUR VEHICLE ON LOGIPASS

All vehicles involved in setting up and dismantling, or during delivery times when the show is open to the public, must register with [Logipass](#) to gain access to the exhibition center.

Light-duty-vehicles going directly to car park P1 or car park P6 during set-up and dismantling (and not to the logistics zones) do not need to register with Logipass.

Each company or participant can create their own account. This account allows you to sign up for specific time slots. The duration of the delivery is limited to 1 hour for vans and 2 hours for HGVs, so that everyone can make their deliveries in good condition.

A hotline has been set up for exhibitors / stakeholders who have a question at:

+33(0)1 40 68 11 30 / Infos-exposants@viparis.com

<https://logipass.viparis.com/Content/Files/en/ModeEmploiExposantLogipass.pdf>

USEFUL INFORMATION

EVENTS / STAND ACTIVITIES

The **RETROMOBILE 2026** 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's timetable.

MUSICAL ENTERTAINMENT

Exhibitors who want to use music on their stands must inform the organizer beforehand. Any musical entertainment will only be authorized after the Organizer'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 authorization from SACEM. Make your declaration online:

<https://societe.sacem.fr/en>

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 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 2026** 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 2026** show has special regulations relating to its specific characteristics. Plans for any bare stands, reused or fitted and equipped by the **RETROMOBILE 2026** show but supplemented with new, extra decorations must be submitted **for approval by January 9th, 2026, at the latest.**

Any bare stand fitting draft must be submitted **for approval by the show architecture department before January 9th, 2026.**

Your login and password will be sent to you by e-mail by our partner **ASTECH-PROD** so that you can submit your stand project on its platform.

Comments will be directly accessible on the page dedicated to your stand.

ASTECH-PROD

Pascal REDON

Tél. : +33 (0)6 83 25 95 12

E-mail: pascal.redon@astech-prod.com

Plans to be submitted to: www.astech-prod.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 2026** 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's area](#) and order complementary insurance in the "**My Store**" section.

COMPLEMENTARY INSURANCE AGAINST DAMAGE TO PROPERTY

Exhibitors may take out complementary insurance provided by **RETROMOBILE 2026** 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 6 pm on 01/27/2026) to the evening on which the show closes to the public (7 pm on 02/01/2026).

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 2026** 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 6 pm on 01/27/2026) to the evening on which the show closes to the public (7 pm on 02/01/2026).

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's 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

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 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](#))
- The exhibitor access pass is nominative and personal. It cannot be given to a third party.
- During **the opening stage**, the number of daily transits **is limited to 3**.
- Access to Pavilion 4 is via the reception area, while access to Pavilion 7 is via PAV 7.1 and level 7.4.

ASSEMBLY/DISMANTLING BADGES

- Access to set-up and dismantling will only be allowed to people with a badge. This pass can be obtained by registering in advance on our dedicated platform. Registration can also be done on site, but without guarantee of waiting times. You will have to prove that you belong to a company working team related to an exhibitor.

This badge permits people 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 January 27th, 2026, from 5 pm.**

The badge for setting up and dismantling is not valid from Tuesday, January 27th, 5pm to Sunday, February 1st, 2026, at 7 pm.

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)	ASTECH-PROD Pascal REDON	Mr Pascal REDON Tel: +33 (0)6 83 25 95 12 E-mail: pascal.redon@astech-prod.com
Control Office	SOCOTEC	Mr Patrick PEREIRA Tel : +33 (0)1 45 18 21 90 Mobile : +33 (0)6 08 12 08 21 E-mail : patrick.pereira@socotec.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 Saint-Gratien - France Tel: + 33 (0)1 76 76 74 80 Website: http://www.sacem.fr/
Health and Safety	SOCIÉTÉ D.O.T.	Mr Martin JOUET 81, rue de Paris - 92100 Boulogne - France Tel: + 33 (0)1 46 05 17 85 Fax: + 33 (0)1 46 05 76 48 E-mail: sps@d-o-t.fr
Hospital	HÔPITAL GEORGES POMPIDOU	20 rue Leblanc 75015 Paris - France Tel: + 33 (0)1 56 09 20 00
Fireproofing	GROUPEMENT NON FEU	37-39 rue de Neuilly - BP 121 92582 Clichy - France Tel: + 33 (0)1 47 56 30 80 Fax: + 33 (0)1 47 37 06 20 Website: http://www.secufofeu.com/ E-mail: secufofeu@textile.fr

USEFUL INFORMATION

USEFUL CONTACTS

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Accommodation / Hotel reservations	B-NETWORK	Tel: +33 (0)1 58 16 20 10 E-mail: clients.paris@bnetwork.com Website: www.retromobile.bnetwork.com/
Parc des Expositions	DELIVERIES OF GOODS	Salon RETROMOBILE 2026 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	Tel: + 33(0)1 40 68 16 16
Police station	COMMISSARIAT DE POLICE DU XV ^e ARRONDISSEMENT	250, rue de Vaugirard 75015 Paris - France Tel: + 33 (0)1 53 68 81 81
VAT refund	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 E-mail: mail@tevea.fr Website: www.tevea-international.com
Stand catering (external suppliers declaration)	VIPARIS	Mrs. Myriam MOTTIN Tel: +33 (0)7 60 86 65 23 E-mail: myriam.mottin@viparis.com
Fire Safety	CABINET SECURITE ET INCENDIE HERVE PIERRE CONSULTING	2, rue Maurice Utrillo 95110 SANNOS Tel : + 33 (0)6 75 71 56 98 E-mail : herve@hervepierre.com
First Aid Service	PGS Viparis (General Security Office)	Tel: + 33(0)1 72 72 16 80

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 24 th	2 pm – 8 pm	No power supply
	Sunday January 25 th	8 am – 8 pm	No power supply
All stands	Monday January 26 th	8 am – 10 pm	2 pm – 8 pm
	Tuesday January 27 th	8 am – 4 pm	
OPENING	Tuesday January 27 th (pre-opening)	6 pm – 11 pm	8 am – 11 pm
	Wednesday January 28 th	8.30 am – 8 pm	9 am - 7.30 pm
	Thursday January 29 th	9 am – 9.30 pm	9 am – 9 pm
	Friday January 30 th	9 am – 11 pm	9 am - 10.30 pm
	Saturday January 31 st	9 am – 9.30 pm	9 am – 9 pm
	Sunday February 1 st	9am – 7 pm	9 am - 7.30 pm
DISMANTLING			
All stands	Sunday February 1 st	7 pm - Midnight	No power supply after 7.30 pm
Bare stands	Monday February 2 nd	8 am - 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 7 pm on Sunday February 1st, 2026.

Storage spaces and furnishings must be emptied between 7 pm and 8 pm on Sunday February 1st, 2026 .

PLEASE NOTE

If you require electricity outside of the power-up dates, please use your [Exhibitor's Area](#) to request an estimate for electrical power connections.

ATTENTION: if you require electricity beyond the specified times, you will need to order a permanent connection for the period (24-hour power supply). Uninterrupted power supply from Monday 26th January 2026, 2 pm until Sunday 1st February 2026, 7.30 pm.

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 4 pm on Tuesday January 27th, 2026.

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) must be finished on Tuesday January 27th, 2026 at 4 pm.



No motorized vehicles will be allowed into the pavilions on Tuesday January 27th, 2026, except for the exhibition vehicle, which is the final day for assembly (except where special permission has been granted by the organizer).

USEFUL INFORMATION

HEALTH AND SAFETY

> FIND OUT 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 2026** (Exhibitor pass, Assembly/Dismantling pass) and must wear safety equipment, including 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 subcontractors.

USEFUL INFORMATION

CLEANING

VACATING THE STAND

> FIND OUT VIA THE [EXHIBITOR'S AREA](#)

To order cleaning skips, check the "My Store" section in your [Exhibitor's area](#).

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 to gain entry to the pavilions).
- Cleaning is prohibited during the show opening hours, as there is placed waste and rubbish in the aisles in the mornings after 9 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 2026** 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

Refurbishment the day before opening and daily maintenance of stands.

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

You can order it in the "My Shop" section of your [Exhibitor's area](#).

The service includes daily refurbishment and cleaning of the booth every morning before opening (removal of protective plastic sheeting, wiping down partitions, vacuuming floors, emptying paper bins, dusting furniture at eye level).

[Equipped booths benefit from refurbishment, but not daily cleaning.](#)

USEFUL INFORMATION

CATERING FOR EXHIBITORS

SET AND PROVISIONAL CATERING

The RETROMOBILE 2026 show offers you and your customers restaurants in the Pavilions.

Exhibition Centre concession holder

HORETO

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

Website: www.horeto.com

RECEPTIONS AND COCKTAIL RECEPTIONS

"Traiteur activities" are services for which there is no charge to the end consumer (payable on invoices, no collection on site). They may include coffee breaks, cocktails, buffets, lunches, catering, snacks, entertainment, lunch boxes, refreshments, etc. offered by the exhibitor to its teams and customers on a stand or in a room on the site.

There is no exclusivity. Caterers are authorized to provide services on the exhibition site provided that they declare themselves before the service is provided and finalize a one-off contract on the basis of a fee of 10% of turnover for services provided on the site (catering, equipment and staff).

For further details, contact:**External caterer declaration**

VIPARIS

Concession department

Myriam MOTTIN

Tel: +33(0)7 60 86 65 23

E-mail: myriam.mottin@viparis.com

PROCEDURE FOR OUTSIDE CATERERS

- Declaration to Myriam MOTTIN - VIPARIS
- VIPARIS issues register caterers with access authorization for their vehicles.

USEFUL INFORMATION

MEETING/CONFERENCE ROOMS

> FIND OUT VIA THE [EXHIBITOR'S AREA](#)

Conference/meeting rooms are available for rent during the trade show.

You can place your order directly on the Viparis store: <https://www.viparisstore.com/>

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

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

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

STAND SURVEILLANCE

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

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

Imported goods must be cleared up 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 [here](#) to go to
the exhibitor's area

FITTINGS

- BARE SURFACE
- EQUIPPED STAND
- EQUIPPED STAND FORMULE CLUB
- EQUIPPED STAND GENUINE PARTS & AUTOMOBILIA
- VILLAGE CLUB
- STARTER VILLAGE
- MOTORBIKE AREA MANUFACTURER'S PACKAGE
- MOTORBIKE AREA ACCESSORIES PACKAGE

FITTINGS

BARE SURFACE

YOU HAVE RESERVED A BARE SURFACE

- *Minimum surface area: 60 sqm*
- *You may take possession of your stand on Saturday 01/24/2026 at 2 pm.*

Fitting includes:

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

STAND LAYOUT PREP STEPS, BARE & BASIC SURFACE

> **1st step: stand allocation**

- The sales department will send you a map of your location.
- This plan will enable you to prepare the layout of your booth with the decorator 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 9th January 2026**, to:

ASTECH-PROD

Pascal REDON

Tel: +33 (0)6 83 25 95 12

E-mail: pascal.redon@astech-prod.com

Plans to be submitted to: www.astech-prod.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 7.2.

FITTINGS

FITTED STANDS

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), storeroom, 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, color, volume and delivery dates.*
- *Ordered services will be supplied subject to stock availability on-site during show assembly*

> 2nd step: checking your plan

If you add additional decorative components to your fitted stand (signs above the stand, balloons, etc.) you must ensure your plan is approved by the **RETROMOBILE 2026** show.

Your stand's decoration and design plan must be submitted for approval by the logistic team **before January 9th, 2026**.

ASTECH-PROD

Pascal REDON

Tel: +33 (0)6 83 25 95 12

E-mail: pascal.redon@astech-prod.com

Plans to be submitted to: www.astech-prod.com/

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

FITTINGS

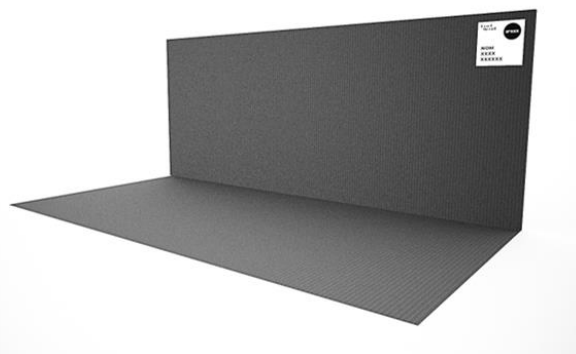
EQUIPPED STAND

YOU HAVE RESERVED AN EQUIPPED STAND

- *Minimum surface area: 9 sqm*
- *You may take possession of your stand on Monday 01/26/2026 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:

- Black carpet flooring
- Wooden partitions (not included for island stands) covered with black brushed cotton
Height 2,50m. It is strictly forbidden to screw into or drill holes in these partitions.
- Single-sided PVC sign displaying your company name, as you requested when registering for **RETROMOBILE 2026**. You can add or change your name directly in your exhibitor space.
- 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

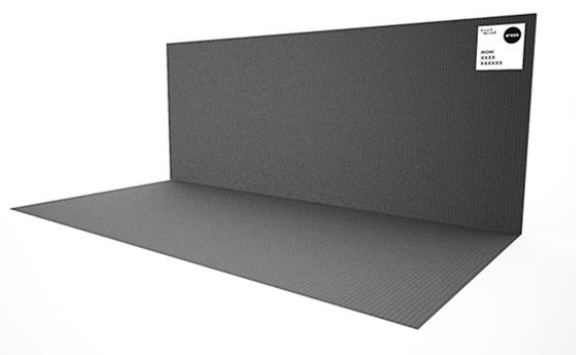
EQUIPPED STAND FORMULE CLUB

YOU HAVE RESERVED AN EQUIPPED STAND FORMULE CLUB

- *Minimum surface area: 18 sqm (Maximum one stand for a club)*
- *You may take possession of your stand on Monday 01/26/2026 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:

- Black carpet flooring
- Wooden partitions (not included for island stands) covered with black brushed cotton
Height is 2,50m. It is strictly forbidden to screw into or drill holes in these partitions.
- Single-sided PVC sign displaying your company name, as you requested when registering for **RETROMOBILE 2026**. You can add or change your name directly in your exhibitor space.
- 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

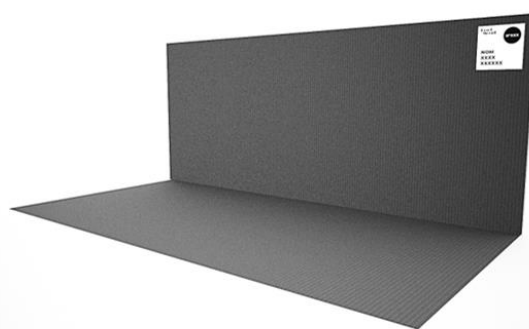
EQUIPPED STAND GENUINE PARTS & AUTOMOBILIA

YOU HAVE RESERVED AN EQUIPPED STAND GENUINE PARTS & AUTOMOBILIA

- *Flat-rate surface area: 15 sqm or 25 sqm*
You may take possession of your stand on Monday 01/26/2026 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:

- Black carpet flooring
- Wooden partitions (not included for island stands) covered with black brushed cotton
 Height is 2,50m. It is strictly forbidden to screw into or drill holes in these partitions.
- Single-sided PVC sign displaying your company name, as you requested when registering for **RETROMOBILE 2026**. You can add or change your name directly in your exhibitor space.
- Refurbishment before opening

Fitting does not include:

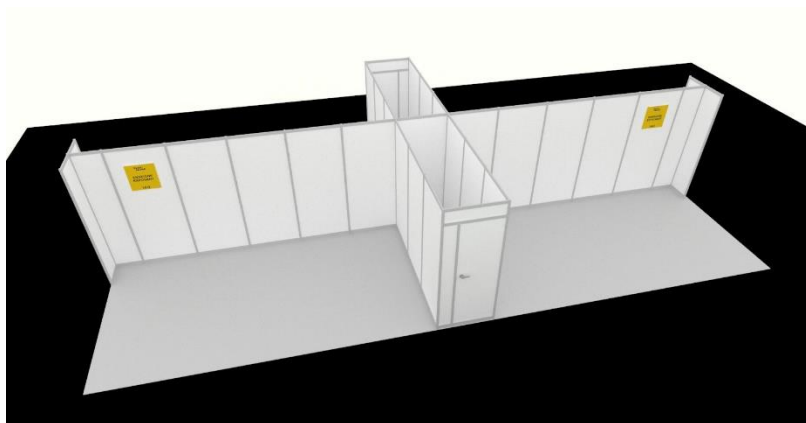
- Electrical connection and power supply
- Daily cleaning
- Supplementary services: furniture, flower decoration, etc. Order from the **My Store** section of your [Exhibitor's Area](#).

FITTINGS

VILLAGE CLUBS FITTED STAND

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 01/26/2026 at 8.00 am*



(Non-binding pictures)

Fittings include:

- Light grey carpet flooring
- Grey melamine partition (height 2,50 m), grey aluminium structure. It is strictly forbidden to screw into or drill holes in these partitions.
- Storage space shared among the Village
- Single-sided PVC sign displaying your company name, as you requested when registering for **RETROMOBILE 2026**. You can add or change your name directly in your exhibitor space.
- LED spotlight lighting. 1 spotlight per 3 m²
- Refurbishment before opening

Fitting does not include:

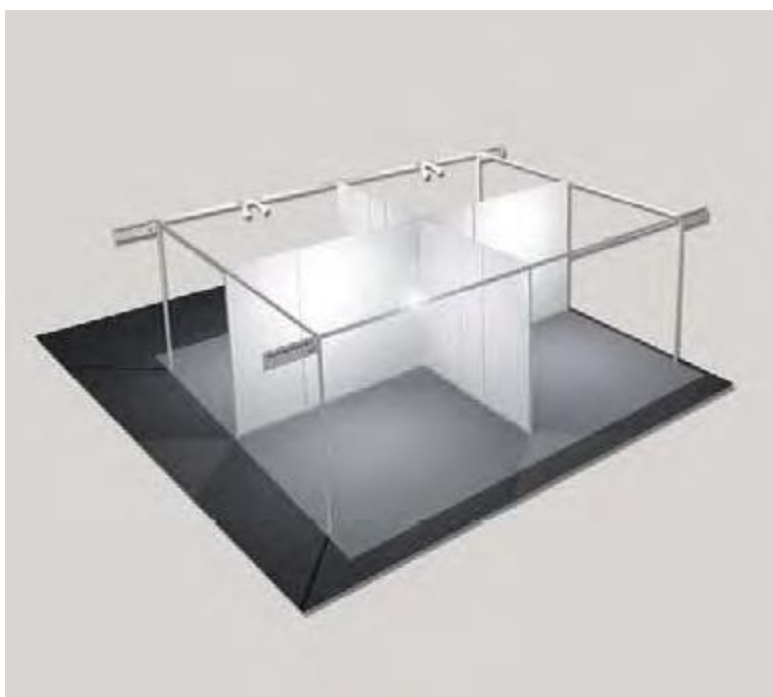
- Electrical connection and power supply
- Daily cleaning
- Supplementary services: furniture, flower decoration, etc. Order from the **My Store** section of your [Exhibitor's Area](#).

FITTINGS

EQUIPPED STAND STARTER VILLAGE

IF YOU HAVE RESERVED AN EQUIPPED STAND STARTER VILLAGE

- *Minimum surface area: 7,5 sqm (Maximum one stand for an exhibitor)*
You may take possession of your stand on Monday 01/26/2026 at 8.00 am



(Non-binding pictures)

Fittings include:

- Light grey carpet flooring
- Grey melamine partition (height 2.50 m), grey aluminium structure with a peripheral band. It is strictly forbidden to screw into or drill holes in these partitions.
- Two-sided flag sign displaying your company name, as you requested when registering for **RETROMOBILE 2026**. You can add or change your name directly in your exhibitor space.
- 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

MOTORCYCLE AREA MANUFACTURER'S PACKAGE

YOU HAVE RESERVED AN EQUIPPED STAND MANUFACTURER'S PACKAGE

- *Surface area: 80 sqm*

You may take possession of your stand on Monday 01/26/2026 at 8.00 am

Fittings include:

- 80 m² plot (open on 3 sides)
- Technical floor (height 14.6 cm) covered with carpet.
- Freestanding stage structure. Color Black
- Spotlights on the structure
- Partition wall of **3m height** covered with cotton brush
- 4 sqm storeroom
- Double-sided tarpaulin sign
- Refurbishment before opening

Fitting does not include:

- Electrical connection and power supply (8 kW mandatory for lighting)
- Daily cleaning
- Supplementary services: furniture, flower decoration, etc. Order from the **My Store** section of your [Exhibitor's Area](#).

FITTINGS

MOTORCYCLE AREA

ACCESSORIES PACKAGE 30 sqm

IF YOU HAVE RESERVED AN ART & CRAFT FITTED STAND

- *Surface area: 15 sqm or 30 sqm*

You may take possession of your stand on Monday 01/26/2026 at 8.00 am

Fittings include:

- 15 or 30 sqm stand
- Carpeted floor
- Suspended light truss
- Spotlights on the truss
- Partition wall of 2.50m height covered with cotton brush
- 2 sqm storeroom for the 15 sqm stand, 4 sqm storeroom for the 30 sqm stand
- double-sided flag sign
- Refurbishment before opening

Fitting does not include:

- Electrical connection and power supply (3 kW mandatory for lighting)
- 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
- 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 centers 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 organized 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 maneuvering 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

1/3

RETROMOBILE 2026 show 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 2026 show are governed by specific rules, according to the 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 2026 show must be submitted by 9th January 2026 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 authorization from RETROMOBILE 2026 show may be dismantled at the exhibitor's expense.

Your project shall be submitted to:

ASTECH-PROD

Pascal REDON

Tél: +33 (0)6 83 25 95 12

E-mail: pascal.redon@astech-prod.com

Plans to be submitted to: www.astech-prod.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 authorized. Only the organizer is able to make exemptions, once a written request has been submitted.

ACCESS TO EMERGENCY EQUIPMENT AND EXITS

Stands must be arranged so as not to obstruct access to fire hydrants, fire extinguishers, and manual smoke extraction controls.

If fire hydrants are located inside stands, they must remain visible and accessible.

Exit markings and emergency equipment signage (fire hose reels, smoke extraction controls, security intercoms, manual triggers, etc.) must always remain clearly visible.

PLEASE NOTE: many of the posts in Pavilion 7 on all three levels are affected by the presence of this safety equipment.

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.).

• White wheels are mandatory in Hall 7.3

- **To maintain the quality and cleanliness of the floor, access to Hall 7.3 is now prohibited for vehicles with black wheels.**
- **If necessary, tire covers can be purchased at the information desk at the park entrance.**

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 organizer. 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.

REGULATIONS

ARCHITECTURE
& DECORATION RULES

2/3

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 5.00 m high maximum from the building floor. They must be fitted within a distance of 3.00 m to 5.00 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.

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 colors are reserved for safety signs

SUSPENDED STRUCTURE (LIGHTING BRIDGES)**Maximum height for attachment:**

The top of the structure is limited to 5.00 m from the ground and must be built at least 1.00 m back from the adjoining property.

(Maximum height of sling points: 5.50 m)

PLEASE NOTE: Pavilions 4, 7.1, 7.2, and 7.3 have specific requirements regarding ceiling heights.

PAVILION 7.1

Maximum height: 5.50 m in direct hitch sling point and 5.20 m in a two-leg sling configuration.

Stands located under HVAC ducts are subject to a feasibility study. Proposal to shift the highest point or install a lifting beam. [See PLAN P.39](#)

PAVILION 7.2

Certain stands located around the blocks in the hall are subject to specific hanging restrictions. A feasibility request must be submitted to VIPARIS. [See PLAN P.40](#)

PAVILION 7.3

Stands located under the glass roof are subject to review and may require the addition of a lifting beam if the project requires it. The lifting height is limited to 4.00 m. Above this height and up to a limit of 5.00 m, a feasibility request must be submitted to VIPARIS. [See PLAN P.41](#)

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 2026**; 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

Two-story booths are not permitted.

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

Only VIPARIS Porte de Versailles services are authorized to work on the pavilion structures. Slings are designed for a maximum load of 40 kg to 80 kg per attachment point, depending on the layout of your stand (including temporary loads such as motors, electrical cables, etc.) and the sling attachment location plan (to be ordered from your Exhibitor Area).

REGULATIONS

ARCHITECTURE
& DECORATION RULES

3/3

In all cases, suspended elements must comply with the exhibition decoration rules mentioned above.

Please note that the sling point control will be authorized at a maximum of 5.50 m and no exceptions will be granted.

We would like to bring to your attention the provisions concerning the inspection of suspended structures issued by the Paris Departmental Safety Commission.

This applies to all temporary installations suspended from the exhibition center's attachment points by slings: lighting bridges, wooden structures, signage, etc.

The security specifications for the Paris Porte de Versailles Exhibition Center have therefore been amended to take into account the procedures for monitoring these facilities.

It is therefore mandatory to have the installation inspected and certified by an approved inspection agency (*) before mounting the fixtures. The agency may request the calculation note provided to the exhibition center in order to verify the weight of the fixtures. This inspection will result in a report on the stability of the installations, which must be presented to the safety officer before the exhibition opens.

To assist you with these procedures, we have listed an inspection agency, although you are free to appoint the inspection agency of your choice:

SOCOTEC

M Patrick Pereira

Tél : 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 neighboring stands. A strict and permanent control will be assured throughout the exhibitions to ensure 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 organizer's responsibility.

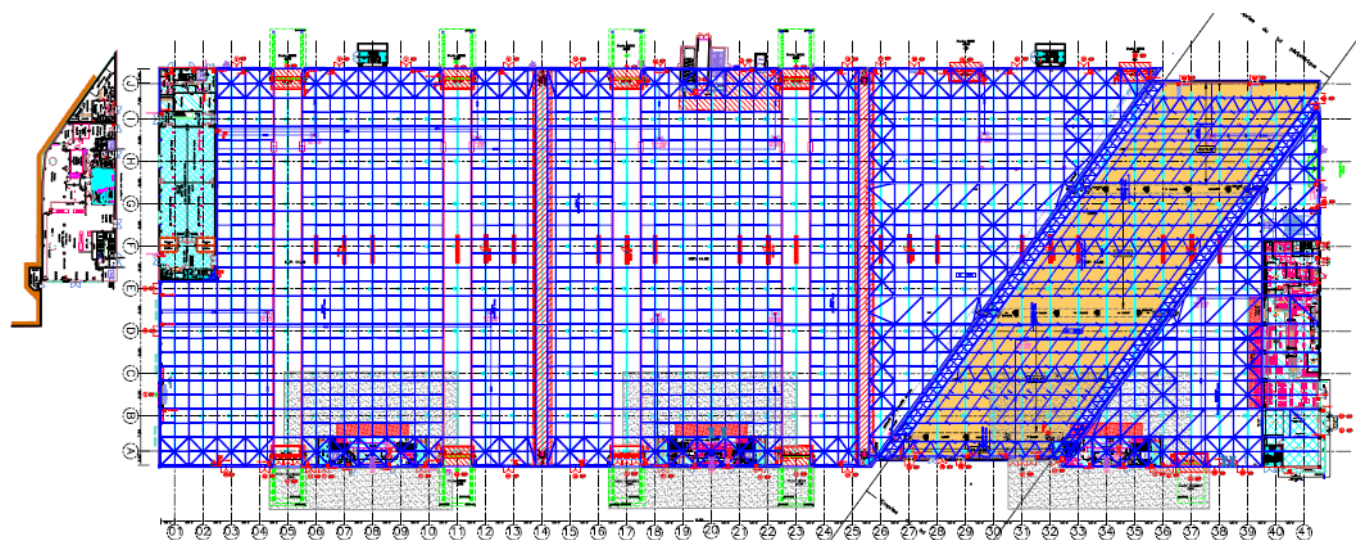
SACEM

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

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

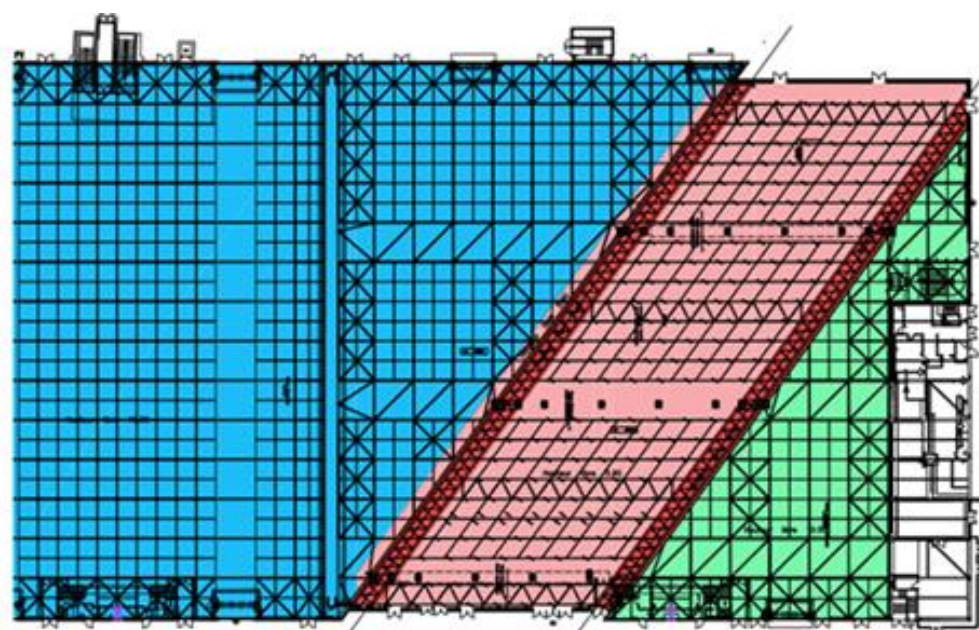
The electric power supply of the sound system must be connected to the sound alarm of evacuation of the Pavilion: service to be ordered in your [Exhibitor's Area](#).

PAVILION 4



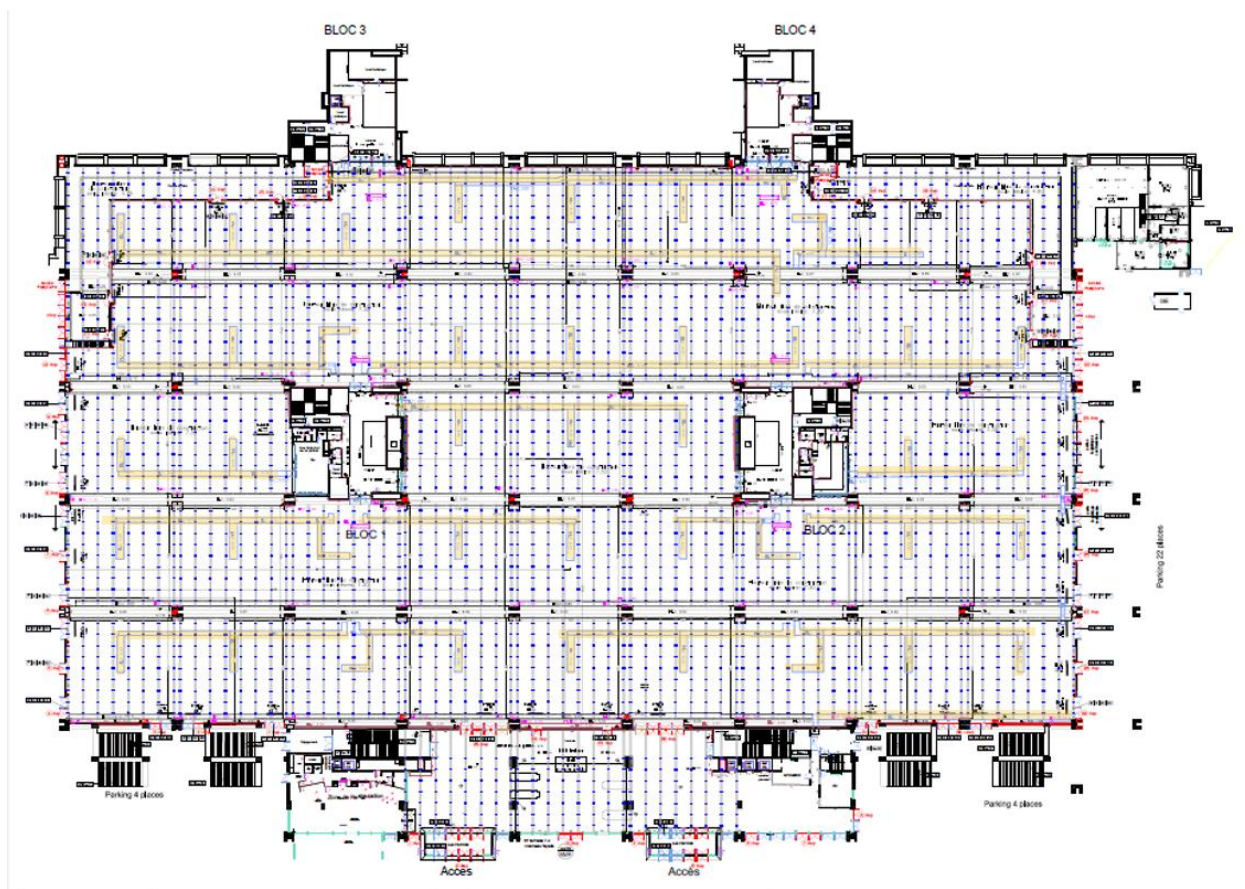
Maximum height under perimeter: 5.50 m direct sling and 4.5 m subject to feasibility.
Maximum 40 kg direct sling or in two-leg sling configuration.

Dynamic lifting prohibited (manual and motorized hoists)



	Résile Elingues		Hauteur libre 10.30m
			Hauteur libre 10.50m
	Hauteur libre 5.90m	Zone sous périphérique, Hauteur limitée et levage moteur interdit. Utilisation de chèvre de levage obligatoire (prévoir coût supplémentaire).	
	Hauteur libre 5.60m	Charge maximale autorisée par Elingue de 80kg en direct	

PAVILION 7.1

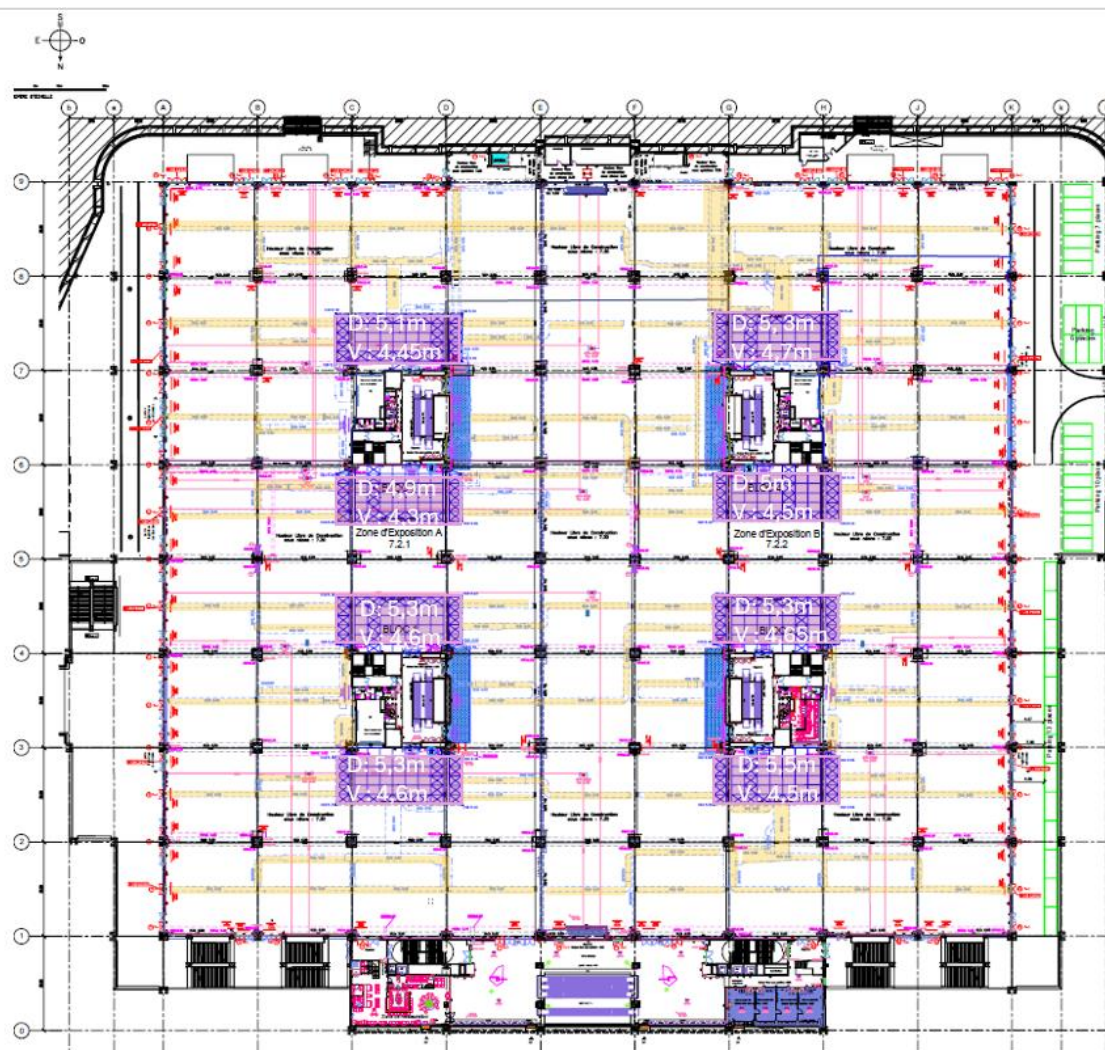


Hauteur Max:
Point direct 5,5m
Point en V 5m20



Gaine et Clim projet
soumis à étude de
faisabilité.
Proposition de
décalage de point
ou installation
palonnier.

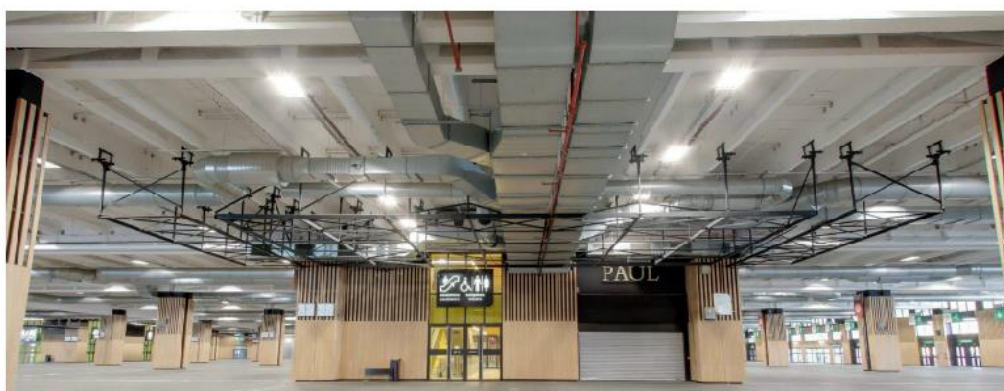
PAVILION 7.2



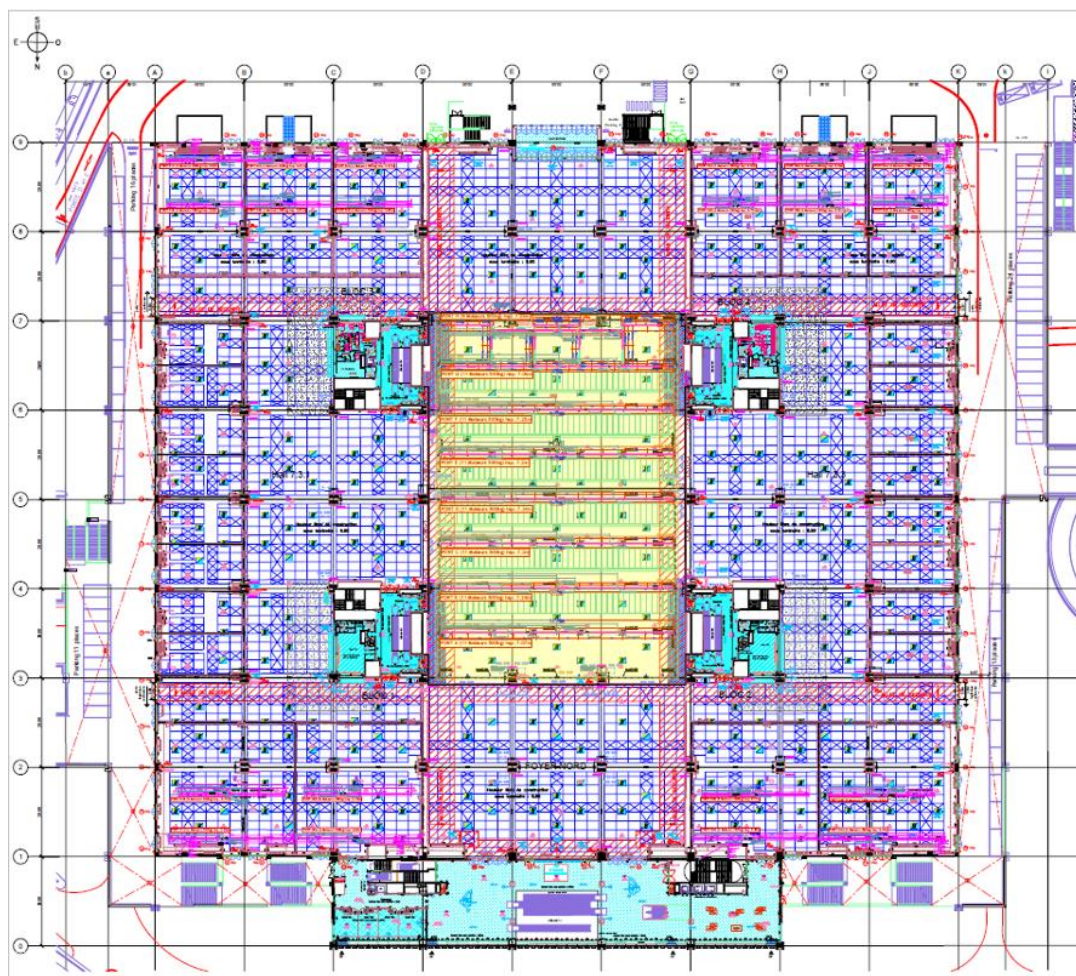
Gaine et Clim projet soumis à étude de faisabilité. Proposition de décalage de point ou installation palonnier.



Résille noir hauteur max garantie variable



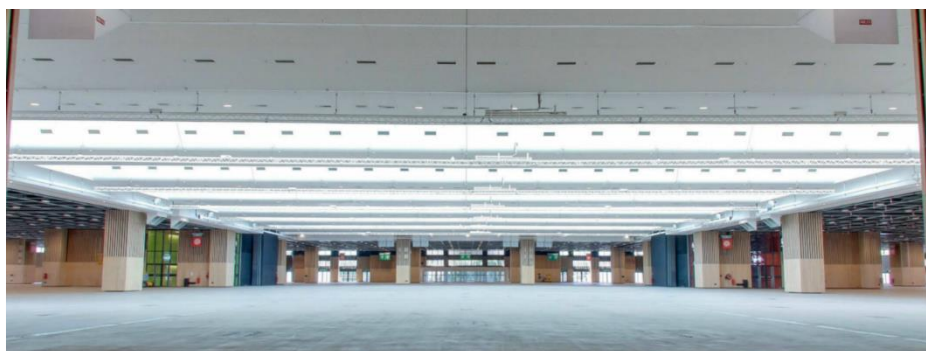
PAVILION 7.3



Point direct et en V 5,5m



Verrière donc
palonnier obligatoire



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 organizer at least one month before the show opens.

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

CABINET SECURITE ET INCENDIE**HERVE PIERRE CONSULTING**

2, rue Maurice Utrillo 95110 SANNOIS

Portable : + 33 (0)6 75 71 56 98

E-mail : herve@hervepierre.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

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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 HERVE PIERRE CONSULTING)

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 HERVE PIERRE CONSULTING for approval and agreement of your plans
number and width of exits:

S < 20sqm: 1 x 0.90m,

20sqm < 50sqm: 1 x 0.90m and 1 x 0.60m,

50sqm < 100sqm: 2 x 0.90m or 1 x 1.40m and 1 x 0.60m,

100sqm < 200sqm: 1 x 1.40m and 1 x 0.90m or 3 x 0.90m,

200sqm < 300sqm: 2 x 1.40m,

S > 300sqm, please contact the Cabinet HERVE PIERRE CONSULTING,

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 earth terminal cabinet.

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 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 meters,
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

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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 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 produces greasy vapors filtering hood with 3 filters
to trap grease and odor,
If liquefied gas is used: only Butane is authorized in 13 kg
cylinders (Propane is prohibited). A cylinder may supply one
device only.
if P > 20 kW, contact Cabinet HERVE PIERRE CONSULTING,
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 organizer 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 stabilized 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 organizer 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 liters 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 standardized pictograms,

tanks will only be filled away from the public,

direct contact between the public and the flame will be
impossible.

REGULATIONS

FIRE & PANIC RISK PREVENTION REGULATIONS

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9. SPECIAL EFFECTS

(Please contact the Cabinet HERVE PIERRE CONSULTING)
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 January 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 HERVE PIERRE CONSULTING).

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 organizer 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 liters of Class 2 flammable liquids for every 10sqm within the stand, to a maximum of 80 liters
5 liters of Class 1 flammable liquids.

12. SAFETY EQUIPMENT

Must always remain visible
Must always be accessible
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 is 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

1/2

IMPORTANT: CUSTOMS INFORMATION

+33 (0)8 11 20 44 44* (€0.06/min)

www.douane.gouv.fr/

Economic Regimes Office

Customs and excise duties

Open: Monday to Friday from 9am to 5pm

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

During the **RETROMOBILE 2026** 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 on the Prevention of accidents at work requires coordination in terms of health and safety for any construction site involving at least two companies or self-employed workers.

The Exhibitor Health and Safety Notice, which has been provided to you, sets out all the measures designed to prevent risks arising from the interference of the activities of the various parties involved in this event.

This document was established at the request of the Exhibition Organiser by the Coordinator Mrs Sindy ZAGLIA in accordance with the requirements set out in the applicable legislation, in particular Law of 31.12.1993 N° 93-1418 and Decree 26.12.1994 N°94-1159, amended and supplemented by Decree n° 2003-68 of 24.01.2003.

You are therefore requested to **study it and apply the regulatory measures defined** in this document.
This General Coordination Plan cannot replace the provisions of the **Labour Code**.
It in no way diminishes the **responsibilities and duties of the companies operating on the site**.

For RETROMOBILE 2026, this coordination mission is carried out by the company COMEXPOSIUM through a delegated coordinator, supported by a team of experts who make up the safety group of RETROMOBILE 2026 security unit.

This document is a General Health and Safety Protection Plan intended for the Exhibitor, its suppliers and subcontractors.

It is based on general principles of prevention, namely:

- **AVOID RISKS**, by eliminating the hazard or exposure to hazard,
- **ASSESS RISKS** that cannot be avoided,
- **COMBAT RISKS** at source,
- **ADAPT WORK TO PEOPLE**, taking into account inter-individual differences, with the aim of reducing the effects of work on health,
- **TAKE INTO ACCOUNT THE STATE OF TECHNICAL DEVELOPMENT**,
- **REPLACE WHAT IS DANGEROUS** with what is not dangerous or less dangerous,
- **PLAN PREVENTION** by integrating technology, work organisation and working conditions into coherent whole,
- **TAKE COLLECTIVE PROTECTIVE MEASURES**, giving them priority over individual protective measures,
- **GIVE APPROPRIATE INSTRUCTIONS TO WORKERS** (the contractor must train and inform employees so that they are aware of the risks and preventive measures).

The Exhibitor has a duty and legal obligation to:

- 1 - VALIDATE THE HEALTH & SAFETY INSTRUCTIONS NOTICE** on the exhibition website.
- 2 - FORWARD THE INFORMATION IN THIS NOTICE to all service providers** (appointed by you) working on your stand during the assembly and dismantling periods.
- 3 - CONSULT THE HEALTH MEASURES IN FORCE** (on the exhibition website).

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.

If your stand meets at least one of these characteristics:

You must appoint a HEALTH AND SAFETY Coordinator (Law of 31/12/93 N° 93-1418 and Decree of 26 December 1994 N° 94-1159) give us his contact details and his G.H.S.P.P. (General Health and Safety Protection Plan) at DÖT before: December 23rd, 2026.

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 2026

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.

FORMALITIES

IMPORTANT: EXHIBITORS
SAFETY INSTRUCTIONS

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EVENT SET-UP AND DISMANTLING DATES

EXHIBITORS	ASSEMBLY	DISMANTLING
BARE STANDS	January 24 th , 2026, from 2.00 pm to 8.00 pm January 25 th , 2026, from 8.00 am to 8.00 pm January 26 th , 2026, from 8.00 am to 10.00 pm January 27 th , 2026, from 8.00 am to 5.00 pm	February 1 st , 2026, from 7.30 pm to midnight February 2 nd , 2026, from 8.00 am to noon
EQUIPPED STANDS & READY TO EXHIBIT	January 26 th , 2026, from 8.00 am to 10.00 pm January 27 th , 2026, from 8.00 am to 5.00 pm	February 1 st , 2026, from 7.30 pm to midnight

On the last assembly day, no motorized vehicle will be allowed into the halls

(unless exceptional permission is granted by the organizer).

During dismantling, on February 1st 2026, motorized vehicles will only be allowed in the halls from 9 pm onwards.

MANDATORY DURING ASSEMBLY AND DISMANTLING**ASSEMBLY/DISMANTLING BADGE**

to access the exhibition halls

- ☒ **SAFETY SHOES (reinforced toecaps + puncture-resistant soles)**
for anyone entering the exhibition site during these periods
- ☒ **HELMETS MUST BE WORN**
by all aerial platform and for any task involving a risk of working at height
- ☒ **CUTTING OR SANDING EQUIPMENT (fixed or portable electric)**
EQUIPPED WITH A VACUUM OR DUST COLLECTION SYSTEM
to be accepted in the halls (Art. R 4412-70 of the Labour Code)

FORMALITIES

IMPORTANT: EXHIBITORS
SAFETY INSTRUCTIONS

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 V. CLEANING
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 DISMANTLING
 VII. ACCESS CONTROL

VIII. GENERAL SAFETY OBLIGATION FOR EACH
 PARTICIPANT
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 X. FIRE SAFETY
 XI. EMERGENCY RESPONSE ORGANISATION
 XII. THE INDIVIDUAL HEALTH AND SAFETY
 PROTECTION PLAN

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

The Exhibitors' Health & Safety Instruction is a document written and established by the Health & Safety Coordinator which defines all the measures to be taken to prevent risks arising from the interference of the activities of the various companies during the assembly and dismantling of **RETROMOBILE 2026**.

It must be communicated to all Exhibitors, who must forward it to their stand builders / suppliers (if they have any). It enables them to inform all companies involved of the special measures to be applied in terms of occupational safety.

I.2. COMPOSITION

The Health & Safety Instructions includes a **certificate**.

The Site Safety Regulations, the Fire Safety Instructions and the Technical Guide for the exhibition are available from the Organiser.

I.3. DEFINITION OF THE COMPANY

Any company providing services to the Exhibitor, and responsible for constructing the stand infrastructure is considered a company.

The Exhibitor is responsible for its own suppliers, service providers and subcontractors.

Companies, as well as their suppliers and subcontractors, are responsible for their own employees and for providing them with the means to work in the best possible conditions.

The company manager remains responsible for the safety of its employees and is required to implement the necessary measures to prevent and control risks.

The courts impose heavy penalties for breaches of employee health and safety. Company managers may be held civilly and/or criminally liable.

Companies declare that they have read the texts cited in this document, as well as the general terms and conditions for organising the exhibition filed with the Organiser, and must have:

- Taken note of the plans and documents useful for carrying out their work, the technical files for the event, and familiarised themselves with the sites, working hours, locations and areas where the works are to be carried out, and all general or local factors relating to the execution of the works.
- Acutely assessed all the conditions for carrying out the works and be fully and completely aware of their importance and specific features.
- Conducted a detailed site visit and familiarised myself with all the physical conditions and constraints relating to the locations of the work, access, surroundings, the execution of the work on site, and to organisation and operation of the ongoing construction site.

IMPORTANT: EXHIBITORS SAFETY INSTRUCTIONS

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II. ADMINISTRATIVE INFORMATION

II.1. THE PARTICIPANTS

II.1.1. GENERAL ORGANIZATION

COMEXPOSIUM is the general commissioner of **RETROMOBILE 2026**.

ORGANIZER / EMPLOYER	GENERAL SHOW DIRECTOR
17, quai du Président Paul Doumer CS 60160 92672 COURBEVOIE Cedex - France	Romain Grabowski Email: romain.grabowski@comexposium.com
OPERATION MANAGER	
M. Gilles CRESPON Tel: +33 (0)7 87 33 29 30 Email: gilles.crespon@comexposium.com	
CONTACT RECEIVING EXHIBITORS' DEMANDS	
Mrs Inès BRZECKA Tel: +33 (0)1 76 77 11 60 Email: retromobile.exposants@comexposium.com	

INSURANCE AGENCY – Civil resp / Dam.to property	TOWN HALL
SIACI SAINT HONORÉ 18 rue de Courcelles 75384 PARIS Cedex 08 - FRANCE 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 - FRANCE 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 - FRANCE Tel: +33 (0)1 46 05 17 85 - Fax: +33 (0)1 46 05 76 48 Email: sps@d-o-t.fr	Cabinet SECURITE ET INCENDIE HERVE PIERRE CONSULTING 2, rue Maurice Utrillo 95110 SANNOIS Portable : + 33 (0)6 75 71 56 98 E-mail : herve@hervepierre.com

The dates of the safety officer's presence have not been defined.

The date of the safety commission's visit has not been set.

IMPORTANT: EXHIBITORS SAFETY INSTRUCTIONS

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FIRE PROOFING	FIRE PROOFING
Groupement NON FEU 37-39, rue de Neuilly BP 249 - 92113 CLICHY - FRANCE Tel: +33 (0)1 47 56 31 48	Groupement Technique Français de l'ignifugation 10 rue du Débarcadère 75017 PARIS - FRANCE Tel: +33 (0)1 40 55 13 13

EXPERT IN STRUCTURAL STRENGTH	
SOCOTEC Mr Patrick PEREIRA Phone number: +33 (0)6 08 12 08 21 Email: patrick.pereira@socotec.com	

II.2. DEFINITION OF INTERVENTION AREAS

VENUE	HALLS
VIPARIS – Porte de Versailles 1 Place de la Porte de Versailles 75015 PARIS - FRANCE Accueil : +33 (0)1 40 68 22 22 Service Exposants : +33 (0)1 40 68 16 16	4 – 7.1 – 7.2 – 7.3

II.3. INSTITUTIONAL BODIES

INSPECTION OF WORK	CRAMIF
DRIEETS – SITE ALBERT 11 rue de Cambrai 75019 PARIS Phone number : +33 (0)1 40 45 36 81 Email: drieets-idf-ud75.uc15@drieets.gouv.fr	Service des Risques Professionnels 17/19 avenue de Flandre 75954 PARIS Cedex 19 - FRANCE 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

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II.4. EMERGENCY SERVICES

ON SITE:

EMERGENCY POST	CENTRAL MONITORING STATION
Poste Général de Sécurité (PGS) Phone number: +33 (0)1 72 72 16 80 <u>Attendance:</u> From January 23 rd to 27 th , 2026 from 8.00 am to 10.00 pm From February 1 st to 2 nd , 2026 from 7.00 pm to 12.00 pm	Tel: + 33 (0)1 72 72 18 18
	FIRE SAFETY
	Tel: + 33 (0)1 72 72 15 32

OFF SITE:

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

III. GENERAL EVENT ORGANIZATION

III.1. GENERAL OVERVIEW OF THE EXHIBITION

See. Exhibitor's Guide.

III.2. HALL USAGE SCHEDULE

Public opening:

DATES & OPENING HOURS TO THE PUBLIC
January 27 th , 2026, from 6.00 pm to 11.00 pm (Preview evening) From January 28 th , 2026, to February 1 st , 2026, from 10.00 am to 7.00 pm

III.3. MISCELLANEOUS SERVICES

See. Exhibitor's Guide.

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III.4. SITE USAGE

III.4.1. TRAFFIC WITHIN THE PARK

Temporary occupation of this area requires compliance with the standards and conditions (access times, parking, speed limits, etc.) defined by the regulations in force within and around the site. These regulations, as well as the site specifications, can be consulted at the Organiser's offices.

Parking management (and duration), traffic management (separate lanes for pedestrians and vehicles with markings on the ground) and access for delivery vehicles will be organised by the Organiser around the halls and within the park.

In order to facilitate access, all vehicles (delivery vehicles or those belonging to contractors) entering the Exhibition Centre must be registered in advance and have reserved a slot on the Viparis website:

<http://logipass.viparis.com>

Personal vehicles belonging to assembly/dismantling contractors may park in the Viparis car parks free of charge. Contractors are encouraged to use public transport and to organise carpooling arrangements.

Trucks must be unloaded outside the halls in the designated areas. They may not drive or unload inside the pavilions unless the organiser grants special permission.

All vehicles, even those parked, must be identifiable.
Private vehicles must not park **near the halls**.

III.4.2. TRAFFIC MOVEMENTS INSIDE THE HALL

No delivery vehicles or private vehicles will be allowed in the halls during set-up and dismantling periods without access authorization from the Organizer.

Means of transport for people (motorized or otherwise) such as scooter, bicycle, skateboards, rollerblades, electric vehicles, etc. **are prohibited in the halls**. Bicycles are permitted outside but prohibited inside the pavilions.

Carts with a rear tipper are permitted in the pavilions, but those carrying passengers only will not be allowed to enter the halls and must be driven at walking pace. They may be parked near the entrances as long as they do not obstruct the movement of vehicles and pedestrians.

Plans showing the traffic lanes, the location and contact details of emergency services, the location of open toilets, vehicle access times and storage areas, **will be displayed at the entrances**.

Traffic (of people and lifting equipment), around the stands, **must be able to always move freely during assembly and dismantling**.

The safety aisles, as defined in the general exhibition plan, must be respected and **kept clear of all equipment and packaging**.

No storage or parking is permitted on the traffic routes defined in the hall plan.

Signs reminding visitors of essential safety and prevention rules will be displayed at the entrances to the pavilions:

RESPECT – **INDOORS** :

- Fire lanes and red routes
- Storage areas
- The environment by using non-polluting vehicles
- Fire-fighting equipment

RESPECT – **OUTDOORS**:

- Fire lanes and access routes
- Parking areas
- Unloading areas
- Access doors

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IV. HANDLING CONDITIONS

IV.1. GENERAL INFORMATION

The movement of equipment presents risks, and it is necessary to limit these as much as possible through rigorous management and distribution of materials.

Lifting and handling equipment must comply with the requirements of the regulations in force.

It must be kept in good working order and undergo periodic inspections in accordance with Article R 4535-7 of the Labour Code.

The following documents must be available on site (Article L 4711-1 of the Labour Code):

- a valid insurance certificate,
- a valid certificate of conformity (lifting equipment inspection report).

Pallet trucks must not be overloaded. The centre of gravity of the load and the condition of the ground must be taken into account to prevent the load from tipping over.

It is prohibited to climb onto equipment not designed for transporting people.

Priority should be given to mechanical handling and the necessary organisational measures should be taken to minimise the use of manual handling (Article R 4541-3 of the Labour Code).

However, when this cannot be avoided, the employer must take appropriate organisational measures or provide workers with suitable equipment to limit physical effort and reduce the risk involved in this operation (mechanical aids, gripping devices).

The weight of loads should be reduced and the workstation should be adapted to ensure that handling is carried out in the best possible conditions (workspaces, reduction of distances over which loads are moved, etc.).

Employees should be trained in the risks associated with manual handling.

During handling, it must not be possible for the load to become detached.

When handling glass panels, it is recommended to use suction cups.

Workers must wear **protective equipment** when handling glass panels.

Once the glass panels are in place, **specific signage** must be installed on the windows or glass to prevent collisions and the risk of injury.

Similarly, when handling plywood sheets, it is recommended to use handling clamps or panel holders.

Containers for bulk loads intended to be attached to lifting equipment must be capable of withstanding the stresses incurred during loading, transport, handling and storage of the load and must prevent the load or part of it from collapsing during these operations.

The use of straps to secure bulk loads on forklift forks is mandatory.

IV.2. USE OF MACHINES WITH AN ENGINE

Drivers must be at least **18 years of age** hold a **driving licence issued by their employer**, as well as the **driving licence** (safe driving aptitude certificate) and the **Special Medical Fitness Certificate**.

These documents must be available on site in case of inspection.

No passengers may be transported, and no persons may be lifted if the vehicle is not designed for this purpose. NON-POLLUTING VEHICLES must be used that are suitable for the tasks, locations, loads and terrain configuration.

The **speed limit** must be observed for all travel outside the halls.

Observe the Highway Code.

Speed must be **reduced and adapted** inside the halls.

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IV.3. LIFTING REGULATIONS

Lifting equipment may only be used for transporting and lifting equipment and materials.

The lifting and transport of personnel may only be considered using equipment specifically designed for this purpose.

The certificate of conformity for lifting equipment and its accessories must be available for inspection.

The maintenance and operation of each piece of lifting equipment must be carried out exclusively by the company supplying the equipment. This equipment is the sole responsibility of that company.

Regardless of the lifting equipment used, users must ensure that they **do not work above each other and take all necessary safety precautions** (no standing or walking under the load).

The movement of handling equipment with loads raised is prohibited, except in the presence of a foreman who will signal their passage to the public present.

The maximum load specifications for each strap must be respected.

Assembly and lifting operations shall be carried out in accordance with Articles R 4534-95 to 102 of the Labour Code.

REMINDER – IT IS PROHIBITED TO:

- drive a rider-type forklift truck without a driving license,
- allow an unauthorized person to drive your forklift truck,
- lift a load exceeding the capacity of the machine,
- increase the counterweight value of the forklift trucks,
- lift an unbalanced load,
- lift a load with only one fork arm,
- drive with a high load,
- brake suddenly,
- take corners at high speed,
- fail to obey traffic signs,
- use traffic routes other than those established,
- place metal parts on the storage batteries
- transporting people on vehicles not specially designed for this purpose,
- leaving the engine running when the driver is not present,
- lifting people with vehicles not specially designed for this purpose,
- leaving the truck in traffic lanes or on a slope,
- leaving the ignition key in the truck when the driver is absent,
- parking or passing under a raised fork, even if it is not loaded,
- smoking near a charging battery or while refueling thermal trucks

IV.4. STORAGE

Materials must be stored on the walkways (or parts of walkways) reserved for this purpose, within the site perimeter or in storage areas where provided.

Carpet rolls must not be stored on traffic routes.

It is prohibited to store loads on buildings or structures without the organizer's authorization.

To this end, traffic plans will be displayed at the entrances to the halls. The schedules and restrictions on use will be specified therein.

All participants are requested to strictly adhere to these plans.

Once assembly is complete, racks, pallets, etc. may not be stored inside the exhibition hall or in areas behind the cladding (unless authorised by the Organiser).

During the assembly/dismantling period, vehicles may not be parked in the aisles but must be parked in a storage area designated by the Organiser's technical managers.

The companies involved in setting up the stand (and their subcontractors) shall plan the arrival of their equipment and materials, their distribution and the removal of empty containers so that they do not interfere with the movement of vehicles and people in the aisles at any time.

During the period when the exhibition is open to the public, no vehicles will be allowed inside the halls.

Stacked racks, crates, etc. must not exceed the height of the site's cladding or fencing.

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V. CLEANING

The site must be maintained at all times to avoid any risks that could arise from cluttering the stand and its surroundings with waste.

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

They must arrange for the reservation and removal of skips if necessary and manage their filling. It is the responsibility of each participant to either cover the skips or weigh down the rubble to prevent it from flying away.

An organisation must be put in place around the skips to prevent any risk in the event of waste falling during filling (guides, markings, etc.).

It should be noted that no worker should climb into a skip or wagon.

When dismantling the stand, **the removal of the various decorative elements must not obstruct the movement of people and equipment** in the aisles surrounding the stand.

VI. FACILITIES AVAILABLE DURING SET-UP AND DISMANTLING**VI.1. TOILETS**

In order to facilitate the general organisation of set-up and dismantling, and to improve working conditions, the Organiser will have the Park open additional shared toilet facilities in the exhibition halls from the first day of set-up until the end of dismantling. A maintenance service will ensure the cleanliness of the premises.

The sanitary facilities that are open will be indicated on the plans displayed at the entrance doors to the halls.

VI.2. CHANGING ROOMS / CANTEEN

The company is responsible for providing its staff with changing rooms (if necessary), in accordance with the legal texts in force, which can be consulted at the Organiser's premises.

There is no dining hall provided for meals.

It is prohibited to consume alcohol or illegal substances on the site and to smoke in the premises (halls, marquees, bungalows, etc.).

VI.3. ON SITE TELEPHONE

Each company shall provide its staff with a telephone that is accessible during the site's opening hours.

VI.4. ACCOMMODATION

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

VII. ACCESS CONTROL

Access to the exhibition is only permitted to persons and vehicles with authorisation (or a badge) provided by the Organiser.

To this end, badges are distributed to each participant in the event.

Signs prohibiting public access, reminding visitors of the essential safety rules to be followed on site, will be posted at the doors of the halls. **These entrances will be guarded.**

Visits to the site by persons other than authorised participants (children, friends, family, pets, etc.) are **strictly prohibited unless agreed by the organiser** and under certain conditions (visit itinerary to be followed, wearing of personal protective equipment, etc.).

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VIII. GENERAL SAFETY OBLIGATIONS OF EACH PARTICIPANT

VIII.1. PARTICIPATING STAFF

VIII.1.1. MEDICAL FITNESS

All personnel working on the site must be medically fit and have undergone the medical examinations and vaccinations required for the profession, as well as those required by occupational health services. **These fitness certificates must be available on site.**

VIII.1.2. SAFETY TRAINING

In accordance with the regulations in force, and under its own responsibility, the company must ensure that all workers arriving on site have undergone safety training (presentation of specific risks, traffic conditions outside and inside the site, safety measures applicable during the execution of work, specific safety instructions, explanation of operating procedures, monitoring of preventive measures defined for each task in the Specific Health and Safety Plan).

All employees using tools must be trained in their use.

VIII.2. RECORDS

VIII.2.1. REGULATORY RECORDS

The company must keep (on site) the mandatory legal documents and records that may be requested by administrative control services.

Any employer based outside France who plans to provide services on French territory must comply with the provisions of the Labour Code and submit (before commencing work in France):

- a Certificate A,
- a Prior Declaration of Posting of its employees,
- a Certificate of Filing with the Labour Inspectorate of the place where the service is to be provided.

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

VIII.2.2. JOINT INSPECTION VISITS

Upon arrival at the assembly/disassembly site, companies that have never worked on the site before must carry out a joint inspection visit with the Safety Coordinator for their stand. A visit report will be established by the Safety Coordinator and signed by each company manager.

Protection and safety measures are defined with the site managers and the stand Safety Coordinator in accordance with the G.H.S.P.P. established by the latter, taking into account the G.H.S.P.P. for the event based on the condition of the site at the time of the visit and the terms of the visit.

VIII.3. PROTECTIONS

Stakeholders are reminded to **prioritise COLLECTIVE protections** over INDIVIDUAL protections whenever technically possible.

VIII.3.1. COLLECTIVE PROTECTIONS

Definition : Standardised protective measures put in place by a company (barriers, nets, floors, cladding, guardrails, etc.) designed to ensure the collective safety of personnel working at height or on a 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".

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VIII.3.2. INDIVIDUAL PROTECTION EQUIPMENT

It should be noted that **personal protection against falls from height** can only be considered in cases where temporary collective protection equipment cannot be used or where it is not possible to use equipment for access and work at height that provides collective protection.

It is mandatory to have equipment that complies with current regulations.

Workers must be protected by means of a **fall arrest system**.

Attachment points, anchor points and lifelines must be secure and allow the equipment to be used safely.
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.
Rapid rescue procedures in the event of a fall must also be planned in advance.

Companies working during assembly and dismantling periods must provide their staff with the following Personal Protective Equipment (PPE), among other things:

- Work clothes,
- Gloves suitable to the work,
- Safety helmets that meet standards,
- Safety shoes (toecaps + puncture-resistant soles),
- Safety harnesses that comply with standards when collective protective equipment cannot be used (Art R 4223-61 of the Labour Code),
- Welding masks and protective goggles when welding, deburring or grinding.

Safety footwear (toecaps + puncture-resistant soles) must be worn by anyone entering the exhibition site during set-up and dismantling periods.

Wearing a helmet is mandatory for all platform operators and for any task involving risk.

Working alone is prohibited.

Compliance with these provisions, maintenance and proper care of this equipment are the **responsibility of each company. Each company manager must provide the equipment and ensure that it is worn.**

VIII.3.3. WORKING IN SPECIAL WEATHER CONDITIONS

Specific weather conditions (cold, wind, rain, extreme heat, sun) can pose health risks.

Anticipate the effects of these weather conditions by implementing appropriate preventive measures.

When faced with difficult temperatures, the business manager must:

- Assess the risk and include it in the Single Document,
- Plan appropriate preventive measures,
- Inform employees about the specific risks associated with particular weather conditions and the means of protection,
- Do not expose young workers under the age of 18 to difficult temperatures.

Below 5°C, the cold can pose a risk: increased fatigue, numbness, clumsiness, loss of dexterity, difficulty moving and handling objects, hypothermia, falls on slippery floors, musculoskeletal disorders, etc.

Exposure to cold should be limited by planning ahead, adjusting work schedules and rhythms, and adapting the work environment.

Employers must provide employees with clothing and personal protective equipment to protect them from the cold and bad weather.

COLOUR SCALE	Type of heat wave
GREEN ALERT	Seasonal monitoring without particular vigilance
YELLOW ALERT	Heatwave: short-term exposure (1 or 2 days) to intense heat posing a risk to human health, particularly for vulnerable or overexposed populations, especially due to their working conditions or physical activity. Prolonged heatwave: sustained high temperatures (bio-meteorological indices (BMI) close to or below departmental thresholds).
ORANGE ALERT	Heatwave period: period of intense, sustained heat during which the bio-meteorological indices reach or exceed the departmental thresholds and which is likely to pose a health risk for the entire exposed population, also taking into account any aggravating factors (humidity, pollution, early onset of heat, etc.).
RED ALERT	Extreme heatwave: heatwave that is exceptional in terms of its induration, intensity and geographical extent, which has a significant impact on the health of the entire population, or which could lead to collateral effects, particularly in terms of business continuity

IX. GENERAL CONSTRUCTION RULES

IX.1. DECORATIONS

Wherever possible, sets should arrive on site pre-built, ready to be assembled, in order to minimize on-site construction work and the associated risks. They should be designed so that they can be dismantled cleanly and safely.

It is strictly forbidden to use compressed air to remove panels and partitions during dismantling.

IX.2. WORKING AT HEIGHT

Decree No 2004-924 of 01.09.2004 on the use of work equipment provided for temporary work at height and incorporating new provisions into the Labour Code. (Articles R 4323-58 to R 4323-90).

IT IS PROHIBITED TO USE LADDERS, STEPS AND STEP STOOLS AS WORKSTATIONS.
(Article R 4323-63 of the Labour Code)

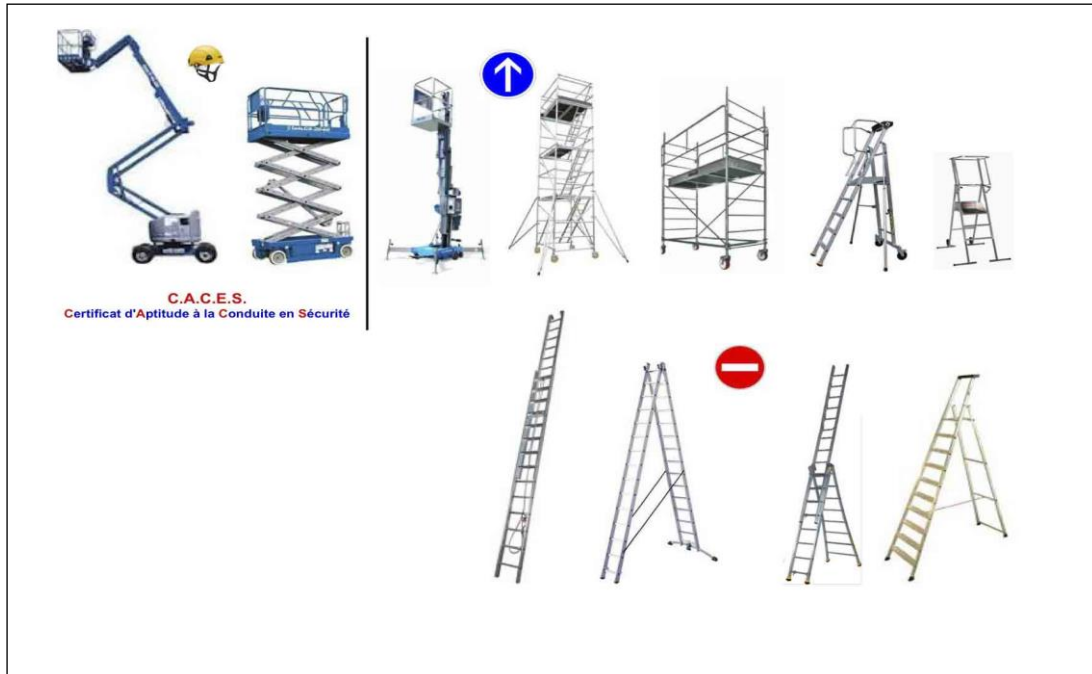
However, this equipment may be used when it is technically impossible to use equipment that provides collective protection for workers, or when the risk assessment has established that the risk is low and the work is of short duration and not repetitive in nature (Article R 4323-63 of the Labour Code).

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Companies may work at height from scaffoldings or mobile platforms, taking into account the floor strength values.

Scaffolding must be erected by authorised personnel in accordance with the manufacturer's instructions or guidelines, with platforms at the correct height and **guardrails and stability struts in place in accordance with the rules in force. Art. R 4323-77: Scaffolding must be equipped on the outer sides with collective protection devices as provided for in paragraph 2 of Article R 4323-59.**

Before use, scaffolding must always be level.
The wheels of mobile scaffolding must be locked when in use.
No worker should remain on a rolling scaffold while it is being moved.

When erecting scaffolding, bleachers, etc., companies must equip their staff with safety harnesses and helmets, in addition to safety shoes and gloves. They must ensure that their staff use this PPE effectively.

As assembly progresses, this equipment must include landings and means of access to upper levels, secured by collective protection measures.
These protective measures must remain in place until dismantling is complete.

Legal restrictions concerning work at height must be observed.

IX.3. MEASURES TAKEN WITH REGARD TO CO-ACTIVITY

Companies shall provide a detailed assembly and dismantling schedule in their IHSP.

Any intervention that would create a situation of overlapping tasks must be resolved by a time lag or special protective measures.

When the planning of companies' interventions leaves a risk of coactivity, the company generating the risk must put in place collective protection measures to avoid it, and the company working on the structure or space at risk is required to check that it does not present a danger before allowing its personnel to work there.

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The Exhibitor or its Project Manager must put in place a work schedule that takes into account a chronological order of assembly in order to avoid overlapping tasks and to carry them out using appropriate means. This chronological order shall also be adapted to dismantling.

These means may be shared by several contractors or companies involved.

In the event of shared use of equipment (scaffolding, forklift truck, cherry picker, etc.), a **loan and provision agreement** must be established between the parties before use.

As part of the assembly and dismantling schedule, companies working at the same site must take all appropriate special protective measures to prevent overlapping risks. This is particularly important when installing and removing bridges, signage, adjusting altimeter readings and assembling/dismantling large equipment.

Equipment and structures must be completed, secured, accepted and verified before any intervention or use by another company (before first use, following any dismantling followed by reassembly or modification).
When part of a structure is unfinished and may present a danger, access to it shall be prohibited by any means or device.

IX.4. CONSTRUCTION SITE CONNECTION / 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 supplied must be sufficient to meet the needs of the companies, close to the workstations, during assembly, operation and dismantling.

Companies using the installation are required to immediately report any defects or damage to those responsible.

From this box, the connected electrical cabinets and installations must be inspected by an approved person or body before being put into service. The report of this inspection must be available and kept on site throughout the assembly and dismantling process.

The boxes shall include a manual cut-off and restart warning device and a 30mA differential protection device.

The electrical installations on the site shall be carried out in accordance with current French regulations, in compliance with regulatory requirements and standard NF C 15-100. The supply, installation and maintenance of the installations shall be the responsibility of the installation company.

All site cables must be of the HO7 RNF type. Extension cords and extension cables must be fully unrolled before use, unless otherwise specified by the manufacturer, and must comply with standards. Sockets must be unbreakable. All construction cables must be HO7 RNF. Extenders and extension cords 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 working on electrical installations must have received training and hold a qualification in accordance with publication UTE C 18510.

These personnel may only work on electrical boxes or cabinets provided by site personnel.

It is prohibited to work on electrical installations installed by the site concessionaire.

The technical hatches in the hall must be properly closed or protected
 if temporarily opened to prevent any risk of people falling
 or any danger to machinery and mobile scaffolding.
In the event of obstruction, the strength of the material obstructing the hatch
must be at least equal to the strength of the floor.
If temporarily opened, protection must be put in place to prevent any risk of falling.
The use of generators is prohibited.

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Networks should preferably avoid circulation areas. If this is not possible, cables crossing circulation areas must be protected (mechanical protection, arches, etc.).

IX.4.2. SLINGS

Slings equipment must be ordered from the Exhibition Centre. The Exhibition Centre is responsible for the attachment points on the building.

Light bridges and attachment points on structures must comply with permissible loads and be checked:

- By an approved body if the height is greater than or equal to 6.20 m and/or if the weight is greater than or equal to 1,000 kg,
- By a competent technician if the height is less than 6.20 m, up to 3.50 m and the weight less than 1000 kg,
- By the installer if the height is less than 3.50 m.

IX.4.3. LIGHTING

General lighting in work areas shall comply with the lighting and illumination rules set out in Decree No. 83.721 of 2 August 1983 and included in the Labour Code under Articles R 4223-1 to 12.

WORK PREMISES and their ancillary rooms	MINIMUM VALUES for lighting
Internal traffic routes	40 lux
Stairs and warehouses	60 lux
Workrooms, changing rooms, toilets	120 lux
Windowless rooms used for permanent work	200 lux

OUTDOOR AREAS	MINIMUM illumination VALUES
Outdoor areas and traffic routes	10 lux
Outdoor areas where permanent work is carried out	40 lux

Additional lighting must be provided for work carried out at times when there is insufficient natural light.
When assembling and dismantling sets that may block the light (roof, stage, stands, etc.),
temporary lighting must be installed.

IX.5. PREVENTION OF OCCUPATIONAL HEALTH RISKS

IX.5.1. HAZARDOUS MATERIALS

Companies that use hazardous products must provide the Safety Coordinator and Fire Safety Officer with safety data sheets, keep them available at all times on site, and implement the **protective measures specified in the sheet.**

Companies are advised that the **adhesives, resins, paints and products used must be free of solvents, ether and glycol, odourless and hypoallergenic.**
Spray painting is prohibited.

IX.5.2. NOISE NUISANCES

The use of noisy machinery or equipment must strictly comply with current regulations.

All necessary measures and provisions shall be implemented (covers, screens, silencers, etc.) to ensure that regulatory noise level limits are not exceeded.

It is recommended that individual noise protection be worn when assembling light bridges and metal structures.

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IX.6. RULES FOR USING FIXED OR POWER TOOLS

In order to prevent dust, smoke or harmful fumes from being emitted when using fixed or power tools (saws, sanders, blowtorches, welding equipment, etc.), effective protective measures must be put in place (extraction system, masks, goggles, etc.).

Only water-cooled angle grinders may be used for cutting tiles, stones, etc.

To be accepted on site, **electric cutting or sanding tools, whether fixed or portable, must be equipped with a dust extraction or collection system.**
(Art. R 4412-70 of the Labour Code)



They must comply with standards (CE), be in good condition and equipped with protective covers.
Under no circumstances may they be placed in walkways.
The power supply must be turned off when they are not in use.
Cutting may not be carried out in the common walkways of the exhibition hall.
It must be carried out on the stand (private area).

IX.7. WORK INVOLVING HEAT

Any use of hot work (cutting, grinding or welding) must be organised by the contractor as part of the **'FIRE PERMIT'** procedure requested from site managers.

IX.7.1. INFLAMMABLE MATERIALS AND PRODUCTS

Pressurised gas cylinders must be protected against impact, falls and heat, and no unauthorised persons must have access to them.
It is prohibited to keep or store cylinders (full or empty) in an enclosed space, including halls.
They must be stored in racks in the open air.

It is prohibited to place fuel tanks near the halls.
These must comply with standards, be isolated in a location marked with specific fire hazard information signs, and have appropriate fire-fighting equipment nearby.
Vehicles and equipment must be refuelled on an impermeable surface.
The ground beneath the tanks must be protected against any possible leaks.
It is forbidden to light fires on the site. Barbecues of any kind are prohibited.

IX.7.2. FIRE EXTINGUISHING EQUIPMENT

Common resources:

The layout of the stands must not obstruct access to emergency and fire-fighting equipment, such as fire hose reels, emergency telephones, smoke vents and fire extinguishers. All such equipment must remain visible and completely unobstructed at all times.

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Resources specific to each operator:

Each operator shall include in their IHSP the prevention measures appropriate to their activity and working environment. Where necessary, the operator shall reinforce the common fire extinguishing equipment with specific equipment:

- Water spray extinguisher with additive (general case).
- CO2 extinguisher (in or in the immediate vicinity of electrical rooms).

X. FIRE SAFETY

Fire safety regulations are filed with the Organiser and available in the Exhibitor's Guide.

The Official Safety Commission is very strict when it comes to the construction of stands (building and decoration materials, structural strength and stability, floors, emergency equipment, electrical installations, etc.). Any decisions taken by the Commission during its visit are immediately enforceable.

A safety inspection is carried out in the facilities by the Official Safety Commission or the ERP Safety Officer. During this inspection, the exhibitor's qualified representative is required to be present at their stand. The Exhibitor undertakes to comply with the instructions of the personal safety expert, as well as those of the fire safety expert and the Safety Coordinator.

The stands must be fully installed when the Commission carries out its inspection.

The Exhibitor (or their representative) must be present at the stand and be able to provide fire reaction reports, issued by an approved laboratory, for all materials used, as well as inspection reports for electrical installations, structural integrity, etc.

Failure to comply with these rules may result in the removal of materials or the stand being closed to visitors.

XI. EMERGENCY RESPONSE ORGANISATION**XI.1. COMPANY EMERGENCY RESOURCES**

The company must keep a first aid kit available on site.

The contact details for the exhibition's first responders are indicated on the hall maps.

The first aiders (SST) present in each company on site will provide first aid in the event of an accident (**1 first aider required for every 10 employees**).

They must wear an identification badge on an armband or on their helmet. Their names will be listed in the I.H.S.P.P.

XI.2. COLLECTIVE ORGANIZATION OF THE OPERATION**REMINDER OF EMERGENCY NUMBERS**

MEDICAL EMERGENCY: +33 (0)1 72 72 16 80

CENTRAL MONITORING STATION: +33 (0)1 72 72 18 18

FIRE SAFETY: +33 (0)1 72 72 15 32

The procedure to follow in the event of an accident and the emergency numbers will be displayed on the construction site.

IN THE EVENT OF AN ACCIDENT, PLEASE SPECIFY:

- The hall,
- The name of the stand,
- The aisle and stand number,
- The number of people involved and the nature of their injuries.

XII. THE INDIVIDUAL HEALTH AND SAFETY PROTECTION PLAN

This document must be completed by all of the Exhibitor's service providers:

- **Within 30 days** before any work for main contracts,
- **Within 8 days** for short-term tasks or work and/or finishing work.

This document must be provided by all of the Exhibitor's service providers to the client and the Stand Safety Coordinator, if applicable, before any work is carried out on the stand.

It analyses in detail the construction and execution processes as well as the operating procedures adopted when they have a particular impact on the health and safety of workers on the site.

XII.1. THE EXHIBITOR

A copy of the Safety Notice, established by the exhibition's Safety Coordinator, will be provided by the exhibiting company to its service providers or to the Safety Coordinator assigned to its stand. This document covers the general organisational measures that have been adopted and which are likely to have an impact on the health and safety of workers.

XII.2. DOCUMENT COMMUNICATION

The Stand Safety Coordinator is required to provide any company working on the site (upon request) with the names and addresses of other contracting companies, as well as 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

REFOUND 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 2026** 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's Area](#) 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, organizers 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 specializes 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 2026 show from January 28th, 2026 to February 1st, 2026 – 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:

SALON RETRO MOBILE

THE PAST STILL HAS A FUTURE

COMEXPOSIUM

COMEXPOSIUM – 17 quai du président Paul Doumer – CS 60160 – 92672 Courbevoie Cedex - France
SAS au capital de 60 000 000 € - 316 780 519 RCS Nanterre
Société mandataire d'intermédiaire d'assurance n°10058581 ORIAS (www.orias.fr)
La société Comexposium est soumise au Contrôle Prudentiel (ACP)