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# Practical information

## Stand security



### Stand security

The organiser is responsible for general security during the trade show. This is an obligation of means and not of results. Exhibitors are responsible for maintaining a supervisor on their stand for as long as there is equipment on it. We recommend that you have security on your stand, especially at night.

Computer or audiovisual equipment (such as cameras, camcorders, microphones, excluding TV screens fixed to the stand structure or on a floor stand) must be kept in a locked storage room during the hours when the show is closed to the public and to exhibitors.

We remind you that there is a high risk of theft during build-up and dismantling, please don't leave your stand unsupervised. The exhibitor must ensure that his stand is supervised during build-up, during the opening hours of the exhibition and during dismantling. Please keep a close eye on your personal effects.

See Stand Security Guard in your online Exhibitor Portal.



### Accidents and theft

Any accidents must be declared in writing to the organiser and, under penalty of losing the right to insurance, and must be declared to their insurance company using the standard forms available to the exhibitor: [Claim form](#)

This claim must be made within twenty-four hours in the event of theft or within five days in other cases, indicating the circumstances of the accident and the approximate amount of the losses.

Any theft must be reported by the exhibitor to the police authorities in the jurisdiction of the trade show. The original of the complaint must be attached to the claim form. For compensation purposes, the exhibitor is required to produce detailed inventories of the equipment on display and the equipment in the exhibition area (fittings, decoration, lighting, etc.).

#### Within 24 hours:

Report the theft to the local police:

Police Station - 250 rue de Vaugirard - 75015 PARIS - Tel.: +33 (0)1 53 68 81 00

#### Within 48 hours:

Give a copy of the police report to the organiser or after the exhibition, post it to:

AXA FRANCE - DURAND SMAGGHE ASSOCIÉS

5 RUE DES PONTS - 78290 CROISSY SUR SEINE

# Practical information

## Build-up



### Empty packaging – material disposal

Exhibitors or their decorators must quickly remove empty packaging and store it outside the pavilions.

There is no storage space in the pavilion.

Handling companies are selected to work at the show.

You'll find their order forms in your Exhibitor Portal.



### Handling

Handling companies are selected to work and handle your parcels at the show.

You'll find their order forms in your Exhibitor Portal.



### Customs

It is the responsibility of each exhibitor to complete the customs formalities for materials and products coming from abroad. The organiser cannot be held responsible for any difficulties that may arise during these formalities.

# Practical information

## During the opening



### Sound animations and illuminated signs

Animations (sounds, videos, mascots, etc.) must be declared to the organiser for approval. The maximum noise level is set at 70 decibels, measured at 1 meter from the stand. The organiser reserves the right to lower this threshold if the noise emission causes a significant disturbance to surrounding stands.

Exhibitors are solely responsible for adhering to intellectual property rights related to music. Therefore, exhibitors must obtain a licence for the music they plan to use at their stand from SACEM and ensure payment is made before the show.

<https://clients.sacem.fr/autorisations/manifestation-avec-de-la-musique-en-fond-sonore>  
The exhibitor must hold the organiser harmless against any recourse and/or any third-party claims due to non-fulfilment of its obligations.

All forms of attractions/events and sales activities are strictly prohibited outside the stand unless the exhibitor has reserved this type of visibility with the organiser.

All light and sound advertising must be submitted to the organiser for approval, who may revoke the authorisation granted in the event of a disturbance to neighbouring exhibitors, the flow of visitor traffic or the trade show.

Rotating and similar lights are not permitted.  
Illuminated signs or signage are permitted.  
Under no circumstances may they have strobe or flashing lights.

# Practical information

## During the opening



### Distribution of advertising

Distributing advertising documents and goodies outside your stand is strictly prohibited. Handing flyers out in aisles is not allowed.



### Car park

Car park at the exhibition center will be charged during the opening of the exhibition. VIPARIS proposes for the exhibitors, parking places for the all duration of the event. This parking pass allow you to access unlimited time in and out for your vehicle. To order, go directly to: <https://www.viparisstore.com/en/>



### Caterers

Exhibitors may use either the caterers at the site (Horeto) or caterers approved by the VIPARIS administration. All caterers are authorized to provide services in the exhibition center, provided they register with VIPARIS before providing the service and sign a one-off-fee based contract.

Contact: VIPARIS - Myriam MOTTIN

Tel: +33 (0)1 40 68 14 46 / [myriam.mottin@viparis.com](mailto:myriam.mottin@viparis.com)

**Without this authorization, access to the exhibition center will be denied.**



### Adopt sustainable food service practices

Prevent food waste by ordering the right amount.

Choose organic, local and seasonal products.

Eliminate plastic by using reusable or recyclable tableware and by bringing your own water bottle.

Select a caterer that has a CSR policy and kitchens near the reception venue.

# Practical information

## Dismantling

**We recommend that you pass on this information to your transport companies, carriers and decorators.**



### Turnkey stands and additional fittings

The storage spaces of these stands and rental furniture must be emptied of all their contents on the evening when the trade show closes, by 7:30pm at the latest, so that the installation crews can take down the stand.



### Bare stands – Cleaning

Exhibitors and their service providers must follow the schedule established by the organiser. Stand dismantling will begin on Thursday 07 November from 5:30pm and will end on Friday 08 November at 12:00 PM for Pav. 4 and at 8:00 PM for Pav. 7.1 / 7.2 / 7.3.

#### **The non-respect of this schedule will lead to:**

- the dismantling of the booth, with costs at the charge of the exhibitor,
- the payment of a compensation for overstaying in proportion of the space (price per sqm),
- the payment of damages to the renter of the space.

**The exhibitor is bound to pay every costs caused by his default, his decorator/installer's default or by every physical or legal person under his responsibility.**

Please remove any advertising, multimedia, valuable products, or any other items you want to recover from your stand as soon as you start dismantling it.

**You must return your stand to its original condition. All rubbish (carpet, demolition rubble, adhesives, etc.) must be removed by Friday 08 November at 12:00 PM for Pav. 4 and at 8:00 PM for Pav. 7.1 / 7.2 / 7.3. We will dispose of goods and materials that are not removed in time and will invoice the exhibitor for this at a later date.**

**Exhibitors must dispose of their own rubbish and may not use the organiser's dumpster under any circumstances.**

For waste removal, we advise you to contact the companies in charge of cleaning the pavilion. See Cleaning Service in your online Exhibitor Portal.

# Foreign workers

## Reminder of rules

### Article L 341-6 of the French Labour Code:

"No one may, directly or through an intermediary, hire, keep in their service, or employ for any period whatsoever, a foreigner who does not hold a permit authorising them to work in France." (translated from the French)

**NOTE:** if you use foreign decorators or stand designers to work on your stand, they must ensure that all foreign workers working on French soil are declared via the **SIPSI portal**: [www.sipsi.travail.gouv.fr](http://www.sipsi.travail.gouv.fr)

Use of the **SIPSI TeleService** became **mandatory** on 1 October 2016. It is the only method authorised for submitting the preliminary declaration concerning the posting of foreign service providers.

As an exhibitor at the trade show and as a service client, you are responsible for ensuring that this is complied with. You must be given a copy of **the declaration of the posting**.

If these formalities are not complied with, the labour inspectorate may suspend your on-site work, or even cancel your participation in the trade show.

For more information on this subject, please visit the SIPSI website: Sipsi ([travail.gouv.fr](http://travail.gouv.fr)), or : [Professional immigration: recruitment of foreign workers - Direccte Ile-de-France](#)

In accordance with French legislation, any contractor working on the site must keep regulatory employee registers available to the Labour Inspectorate, as well as the duplicates of work permits for foreign workers. Companies using temporary staff must ensure that:

- the person is fit to perform the work for which they were hired
- the fit to work certificate for the occupation in question has been issued
- the person concerned is legally entitled to work (work permit, residence permit)
- the staff has undergone safety training

Any employer established outside of France who plans to provide a service in France must submit a **PRELIMINARY DECLARATION CONCERNING THE POSTING** of employees to the labour inspectorate of the place where the service is to be provided before starting work in France.

# Worker safety

## Reminder of rules



During build-up and dismantling periods, access to the exhibition and event areas is restricted. You must follow the instructions given by the organisers and anyone in charge of access and security.

- PPE (Personal Protective Equipment) must be worn throughout the exhibition build-up and dismantling periods.
- Safety shoes mandatory during build-up and dismantling.
- The emergency exits must remain clear and accessible.
- Fire hose reels (RIA) must remain accessible at all times.

Ladders, stepladders and step stools must not be used as a workstation.



The use of aerial work platforms is subject to regulations in force. The use and operating conditions for aerial work platforms must be posted on the platforms. The driver and spotter **must wear a helmet**. The driver must have a **CACES license or any equivalent** permit: driving permit issued by the employer after verification of medical fitness (annual certificate) and practical training test. The driver must be at least 18 years of age.