

Exhibitor's guide

EQUIPHOTEL

Paris – Porte de Versailles
Pavilions 4 / 7.1 / 7.2 / 7.3

From 03 to 07 November 2024



RX France



Welcome!

The Exhibitor Guide lets you quickly find the information you need!

You'll find all the information required to prepare your time at EQUIPHOTEL.

This guide has 3 parts:

- General information you'll need to read and steps to become an exhibitor.
- All the forms to read and/or complete.
- Information about preparing your stand.

Before you begin, make sure that:

1. The location you have reserved meets your needs (water hookup hatches, surface area, etc.).
2. You have received your username and password for your online Exhibitor Portal by e-mail: no-reply@rxglobal.com Remember to check your spam!

You haven't received your login details?

Contact our customer service: <https://www.equiphotel.com/en-gb/helpdesk-form.html>

We're looking forward to seeing you very soon!

Contents

1. Preparing for the trade show

A. General information

- Contacts
- Trade show schedule
- Reverse schedule

B. How to get to the site

- Site map
- Vehicle access & Deliveries
- Access badges

C. Practical information

- Stand security
- Build-up
- During the opening
- Dismantling
- * Formalities for foreign workers (for stand designers and decorators).
- * Safety rules for people working on site

D. Responsible exhibitors

E. Architectural technical regulations

2. Forms that need to be read and returned

A. Fire safety regulations

- Equipment in operation

B. Exhibitor health & safety instructions

C. Additional coverage (optional)

3. Preparing your stand

A. Turnkey stands

B. Space-only stands

C. Referenced providers

1. Preparing for the Trade Show



A.

General information

Your contacts

Organiser

RX France
+33 (0)1 47 56 50 00
52 quai de Dion Bouton
92800 Puteaux

Trade show management

Béatrice GRAVIER
Exhibition director

Technical department

Amine OUNINI
Operations manager
amine.ounini@rxglobal.com

Angélique LEGRAND / Mathieu BLANCHAUD
Exhibitor's Service Manager
service.technique.equiphotel@rxglobal.com

Marketing & Communication Team

Juanita TORRES
Marketing & Communication Manager
juanita.torres-ceron@rxglobal.com

Customer service

Send your question through our link:
<https://www.equiphotel.com/en-gb/helpdesk-form.html>

Find the whole team on our website:

<https://www.equiphotel.com/en-gb/exhibit/Exhibitors-Contacts.html>

General information

Your contacts

Département commercial

Armelle GUILLOT
Commercial director

Souad ZERROUG
Head of sales

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Account Manager
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+33 (0)1 47 56 52 99

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mathieu.laurens@rxglobal.com
+33 (0)6 35 28 24 71

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rafika.benarous@rxglobal.com
+33 (0)1 47 56 50 98

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International account director
rim.belgacem@rxglobal.com
+33 (0)1 47 56 50 53

Ines MENNA
Sales coordinator
ines.menna@rxglobal.com
+33 (0)1 47 56 67 93

Preparing for the Trade Show

Build-up / dismantling schedule

	Wednesday 30 October	Thursday 31 October	Friday 01 November	Saturday 02 November	Sunday 03 November	Monday 04 November	Tuesday 05 November	Wednesday 06 November	Thursday 07 November	Friday 08 November		
	EXHIBITION											
7:00 AM		7:00 AM	7:00 AM	7:00 AM						8:00 AM		
8:00 AM		BUILD-UP Space-only stands	BUILD-UP Space-only stands & Turnkey stands ESSENTIEL ESSENTIEL+	BUILD-UP Space-only stands & Turnkey stands ESSENTIEL ESSENTIEL+ EASY IDENTITY WELLNESS	8:00 AM - Deliveries / Exhibitors access					DISMANTLING		
9:00 AM											END OF DISMANTLING HALL 4 12:00 PM	
10:00 AM							9:30 AM	9:30 AM	9:30 AM	9:30 AM		9:30 AM
11:00 AM												
12:00 PM												
1:00 PM												
2:00 PM	2:00 PM				OPENING HOURS					DISMANTLING Space-only stands H7.1/2/3		
3:00 PM												
4:00 PM	BUILD-UP Space-only stands								5:00 PM			
5:00 PM									6:30 PM - 7:30 PM DISMANTLING Turnkey stands			
6:00 PM					6:30 PM	6:30 PM	6:30 PM	6:30 PM				
7:00 PM	8:00 PM	8:00 PM							7:30 PM ALL NIGHT DISMANTLING Space-only stands H4 & H7.1/2/3			
8:00 PM									8:00 PM			
9:00 PM			10:00 PM									
10:00 PM												
11:00 PM												
12:00 AM				12:00 AM								
ELECTRICITY PLANNING	BUILD-UP				OPENING HOURS					DISMANTLING		
Intermittent power supply			7:00 AM --> 10:00 PM	7:00 AM --> 12:00 AM	8:30 AM --> 7:30 PM	8:30 AM --> 7:30 PM	8:30 AM --> 7:30 PM	8:30 AM --> 7:30 PM	8:30 AM --> 6:00 PM			
Permanent power supply			24h/24h	24h/24h	24h/24h	24h/24h	24h/24h	24h/24h	24h/24h	Until 6:00 PM		

All waste (carpets, demolition rubble, adhesives, etc.) must be removed before 12:00 PM on Friday 08 November for H4 and before 8:00 PM for H7.1 / 7.2 / 7.3.

The storage spaces and rental furniture of turnkey stands must be emptied of all their contents on the evening when the trade show closes, by 7:30 PM on Thursday 07 November at the latest.

Exhibitors and their service providers must follow the organiser schedule to access to the venue during the build-up and dismantling periods.

Warning! No power supply on Wednesday 30 & Thursday 31 October. If necessary, you can order an additional electrical connection to **VIPARIS**: www.viparisstore.com

You have booked a space-only stand? Remember to order an electrical connection from **VIPARIS**: www.viparisstore.com

Reverse schedule

Actions	To be done no later than	Contact	
Choose furniture (only for Turnkey stands)	13 September 2024	CAMERUS	Exhibitor Portal
Services	20 September 2024	Forms in the Exhibitor Portal	Exhibitor Portal → My stand
Submit the name of your decorator	20 September 2024	Exhibitor Portal	Exhibitor Portal → Declare my provider
Submit your stand design (only for space-only stands)	20 September 2024	DECOPLUS	elisabeth.decoplus@gmail.com
Fire safety regulations (page 39) Equipment in operation	27 September 2024	Fire safety officer AFS	Exhibitor Portal / afs@afsconseils.fr
Exhibitor health & safety instructions (page 40)	04 October 2024	Exhibitor Portal	Exhibitor Portal / sps@d-o-t.fr
VIPARIS technical services	11 October 2024	VIPARIS STORE	https://www.viparisstore.com/en/
LOGIPASS	18 October 2024	Online on the Internet	https://logipass.viparis.com/en

Preparing for the trade show

B.

How to get to the site

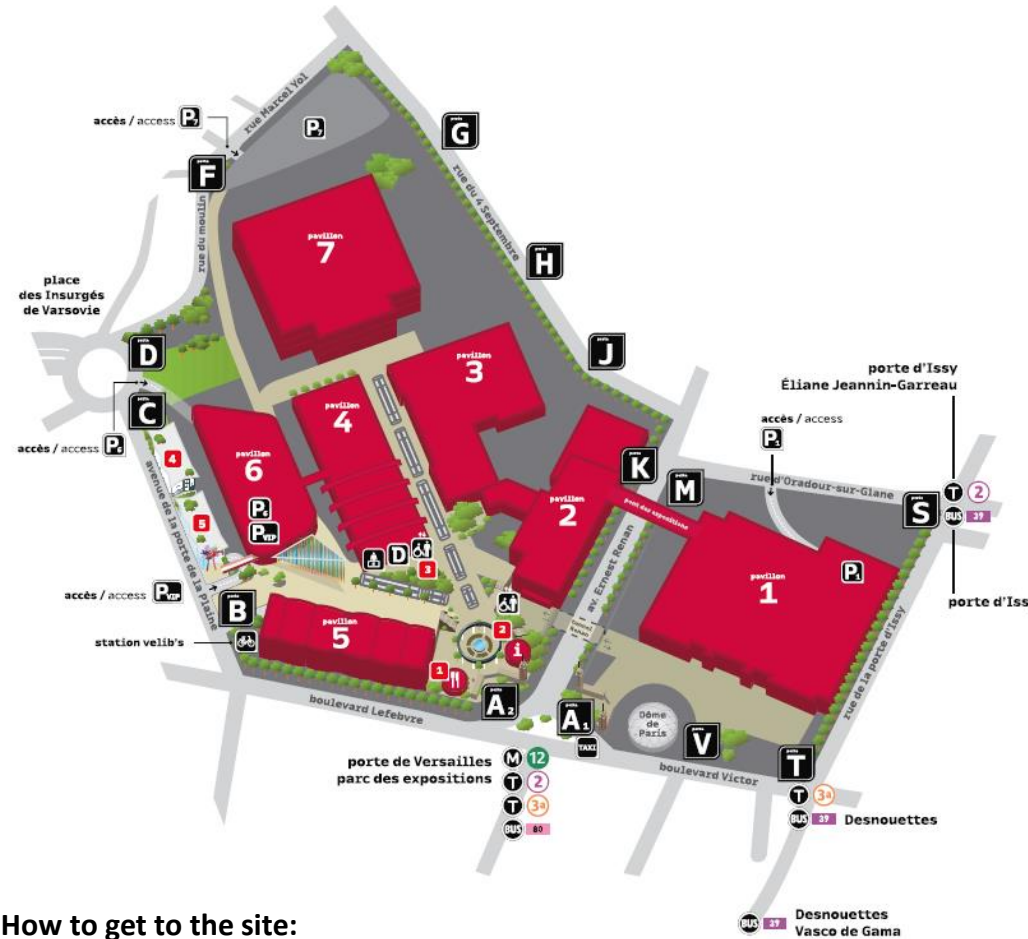
Site map

Important

You will only be able to access your stand once you have paid RX France in full for your stand.



Location: parc des expositions Paris Porte de Versailles
1, place de la porte de Versailles – 75015 PARIS



How to get to the site:

By Subway/Métro :

Station Porte de Versailles - Ligne 12 (Porte de la Chapelle -Mairie d'Issy)

Station Balard Ligne 8 (Balard Créteil)

Bus station: Porte de Versailles Lignes 39 et 80

Tramway station: Porte de Versailles

ACCÈS - ACCESS

entrées piétonnes - pedestrian entrances



transports - transports



SERVICES SUR LE SITE - SERVICES



hub des services



restauration et hôtels
food and drink / accommodation



Vehicle access Deliveries



Access to **delivery areas** is free, but vehicles **must be registered** on the **LOGIPASS** platform:

<https://logipass.viparis.com/en>

For all enquiries about LOGIPASS, please contact:
infos-exposants@viparis.com
tel : +33 (0)1 40 68 11 30



Build-up, dismantling and daily deliveries

LOGIPASS concerns all requests for vehicle access during build-up, dismantling and for daily deliveries.

Parking in delivery areas is only authorised for delivery purposes.

Trucks and passenger vehicles are not allowed inside the pavilions. Only handling equipments is permitted.

1 - Creating an account and access request

Exhibitors must each create their own user account to create their access request . Use your account to track requests and print your entry pass

2 - Request approval

Requests made in designated time slots for specific activities (installers / exhibitors / delivery persons) and vehicle type are automatically approved. Other requests are subject to manual approval (special authorisations) subject to availability.



Deliveries during the opening period

Exhibitors delivery access: from 03 to 07 November, from 8:00am to 9:30am, door D.

During deliveries, parking at the site is limited to 1 hour. If exceeded, vehicles in violation will be removed without notice, at the expense of their owners.

Vehicle access Deliveries

If there is too much traffic, the security services may be forced to temporarily close the entrance to the exhibition site.

No vehicles will be allowed inside the building (except with special authorisation from the organiser).

Information on access, traffic, parking:
Tel. : +33 (0)1 40 68 11 30

Pavilions 4 / 7.1 / 7.2 / 7.3

Vehicle entry:
Through door D.

Vehicle exit:
Through door D.



During build-up and dismantling, only light vehicles loaded with boxes will be allowed to park, with a time limit of one hour.

**Access to the site will be closed during the opening period.
All vehicles will be directed to the car park.**



Delivery address
VIPARIS - Porte de Versailles
Salon EQUIPHOTEL
Pavilion (to be filled in)
Company (to be filled in)
Stand n° (to be filled in)
Contact + phone number

← **Each exhibitor is responsible for his own deliveries.**

The exhibitor must be present on the stand at the time of delivery.

The organiser will not accept any deliveries.

Access badges



Unidentified persons will not be allowed to access the site.

During build-up / dismantling, the venue is a worksite closed to the public.

A badge with your name and proper ID are required to gain access to the pavilion during build-up / dismantling and during the trade show.



Decorators / drivers

Build-up / dismantling badges

To gain access to the pavilion during build-up and dismantling, each person must be registered beforehand and have their build-up / dismantling badge and proper ID. You will need to print it after our approbation.

Maintenance badges : access during the trade show

To gain access to the pavilion during the trade show, each person must be registered beforehand and have their build-up / dismantling badge and proper ID. Maintenance badges are subject to moderation.

To register, please click on the following link: <https://solar.rxfrance.fr>

Procedure: [SOLAR user guide](#)

For any questions, please contact: operations.registration@rxglobal.com



Exhibitors

Exhibitor badges

Exhibitor badges are mandatory for exhibitor access during the trade show. Exhibitor badges are also valid during build-up and dismantling periods.

To register, you need to go to your online Exhibitor Portal: <https://www.equiphotel.com/fr-fr/exhibitor-hub.html#/>

To print your exhibitor badges, make sure you have paid for all your services with your billing manager.

For any questions, please contact customer service: [helpdesk](#).



Presence of minors

Minors (except declared young workers) are prohibited on build-up and dismantling of the show.

C.

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

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

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), 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.

D. Responsible exhibitors



Let's work together towards a sustainable Trade Show

EQUIPHOTEL is conscious of environmental and social issues and committed to a sustainable development approach.

Let's work together. We've put together the following advice to help you (re-)discover the best practices that you can follow to do your part.



Use low-carbon transportation

Whenever possible, use low-carbon transport (train, river and sea transport, bicycles, electric trucks, etc.)

Pool deliveries with other participants at the event.

The trade show's official service providers, organise grouped transport.



Reduce packaging

Avoid extra packaging as much as possible.

Try to use materials that can be recycled or even better, reused.



Think ecodesign

Try to use reusable and recyclable materials, as well as LED lighting.

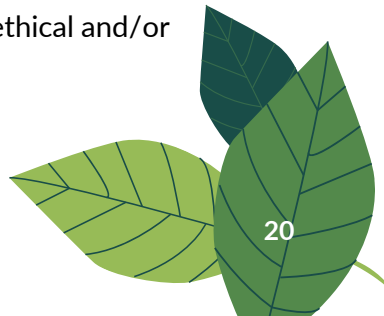
We offer custom-made eco-designed stands.

We use "recyclable" and "reusable" pictograms on our order forms for easy comprehension.

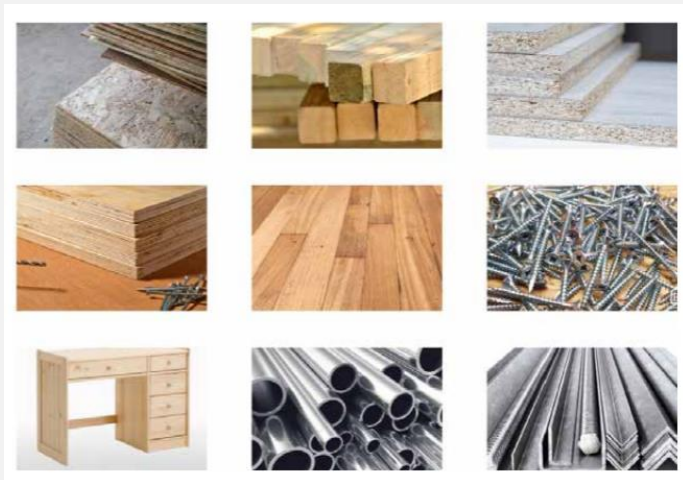


Use responsible advertising

Adapt the print run to your needs, use environmentally friendly materials, and ethical and/or zero waste goodies.



Responsible exhibitors



Upcycle your waste (stand structures, heavy materials, carpets, etc.)

Please do not use handling equipment for two hours after the event ends so that we can recycle our carpets.

Space-only stands: let us know as soon as you set up if you have materials or stands that can be recycled!

Organize your waste removal:

I have LESS than 1CBM of waste on my stand

I sort waste into piles according to its type:

- Cardboards
- Papers
- Catalogues



- Wood



- Scrap metal



- Plastic PE – clear plastic film



- Others
Excluding electrical waste and electronic equipment



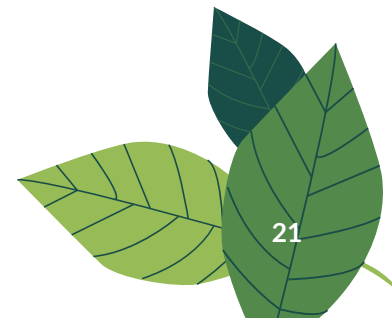
I have MORE than 1CBM of waste on my stand

I order waste collection from the service provider MILLENIUM. It will be recycled in a treatment centre.

TO ORDER WASTE COLLECTION:



You will find the order form for the cleaning service provider in your Exhibitor Portal.



Responsible exhibitors



Reduce and recycle waste (packaging, magazines, flyers, bottles, etc.)

During build-up and dismantling, use one of the collection points to recycle your waste. During the trade show, recycle your sorted waste in the bins available to the public. After visitors have left, put the waste in the aisles, sorted according to its type:



Reuse, sorting follow-up

Reuse manager

Lamine.kagny@bereup.com

Cleanliness, waste disposal

Millenium

stand@millenium-sas.com



Share your ideas

Do not hesitate to share your ideas, actions or strategies used at your own stand by contacting us at the following email address:

service.technique.equiphotel@rxglobal.com

We look forward to hearing from you.



E.

Architectural technical regulations



RX France

1 – For all exhibitors (turnkey stands, bare stands, My Stand Maker):
Declare the equipment operating on your stand **before September, 27 2024**
The form is available on your Exhibitor Portal.

2 – For space-only stands:

a) TECHNICAL FLOORPLAN

If you have technical restrictions on your location, please contact our exhibitor technical department before starting your stand design to receive your technical floorplan (Fire Hose Reel, connection channel, pillars, construction headroom...)

Contact: service.technique.equiphotel@rxglobal.com

b) COMPLIANCE WITH ARCHITECTURAL REGULATIONS → **before September, 20 2024**

Once your project is complete, send two dimensioned drawings showing the floor plan and elevation to: **DECOPLUS - elisabeth.decoplus@gmail.com - tel: +33 (0)9 67 78 93 85**

Our service provider will check compliance with architectural regulations.

c) TECHNICAL SERVICE ORDER / FEASIBILITY

Order your slings, fluids... to VIPARIS: <https://www.viparisstore.com/en/>

To finalize your order, a technical drawing will be requested.

This drawing is necessary not only to install your order, but also to study the feasibility of your project (especially for slinging).

The order will not be validated until the feasibility has been confirmed by VIPARIS.

d) FINAL APPROVAL

Your project will only be validated upon receipt of the DECOPLUS validation and confirmation of the project feasibility by VIPARIS.

Architectural technical regulations

Important: by signing your application form, you have undertaken to comply with and to ensure that all decorators, installers or contractors comply with all the clauses of the general regulations, including the time allotted for setup and dismantling.

The trade show organiser reserves the right to have the general installer modify or dismantle (at the exhibitor's expense) any installations that do not comply with the architectural regulations and which are likely to disturb neighbouring exhibitors or the public.

The technical team will check all the installations of the stands and may reject those that do not conform to the approved design. Furthermore, the organiser reserves the right to have a certified inspection body issue a report certifying the stability of the stand structures at the exhibitor's expense.

Hanging elements/slings:

The suspended items to the Pavilion ceiling must only be installed by the VIPARIS technical service.

Orders must be taken on VIPARIS STORE : <https://www.viparisstore.com/en/>

Hanging elements must comply with the architectural rules.

Your hanging structures (or strung elements) must be inspected by a certified company in order to obtain a stability report.

Exhibitors must provide a certificate of compliance.

Virtual Visit:

Discover Paris Expo Porte de Versailles with the virtual visit:

<https://explore.viparis.com/places/paris-expo-porte-de-versailles/>

Architectural technical regulations

If you use a decorator, remember to send him this document so that he can take these regulations into account when designing your stand.

Stand constructions must take into account the following heights* (from the ground) and clearances:

	MAXIMUM HEIGHT	RULES
Construction	5.00 m	<p>This rule applies to all the booths wherever the height and zone of the pavilion permits it.</p> <p>Clearance limit from aisles Up to 5.00m high: no clearance limit</p> <p>Clearance limit from separating partitions Up to 2.50m high: no clearance limit Constructions over 2.50m until 5.00m high : clearance limite 1.00m</p>
Partition / shared partition walls	2.50 m	<p>The partitions facing neighbouring stands must be smooth, plain, painted white or covered with white or grey wall fabric, without any type of signs, without any sign of any kind or wooden braces for assembling partitions.</p>
Signs	5.00 m*	<p>The sign structure may not exceed a height of 5 meters from the ground and must be set at least at 1.00m back from the edges of the neighbour stand.</p> <p>Hung signage on the ceiling can only be installed by the exhibition center technical services.</p>
Hanging sign structures	5.00 m*	<p>The sign structure may not exceed a height of 5.00m from the ground and must be set at least at 1.00m back from the edges of the neighbour stand.</p> <p>Open superstructure that can include the exhibitor's label or illuminated logo. Sign structures must be slung or be attached to the structure by a light frame.</p>
Lighting fixtures or truss lighting	6.00 m*	<p>Clearance from the edges of the neighbour stand only: 1.00m</p> <p>Independent lighting fixtures hung above the stand structures are authorised. Please contact VIPARIS at +33 (0)1 40 68 16 16 to validate the feasibility of your project.</p>



* Depending on the location of your stand, this height may be reduced.
Please ask your technical contact for the height restrictions specific to your spot.

Architectural technical regulations

Stand boundaries

No decorations, furnishings, signs or lighting may protrude from the boundaries of your stand.

Clear aisles

Exhibitors must leave **the aisles clear** of all pipes, cables/wires or decorative elements, both on the ground and overhead. However, pipes and cables meeting the requirements of the organiser, or the safety teams will be allowed to cross the stands if necessary.

Stands opening

Each side of a stand facing an aisle must have a **minimum opening of 50%**, in order to allow easy access to the stand, avoid disturbing neighbouring stands and to allow proper visibility and flow of visitor traffic.

The following may be considered as openings:

- Any decorative elements or furniture not exceeding 1m in height, excluding low partitions. (e.g.: plants, reception counters, etc.)
- Any mobile elements, up to the full height of the stand, allowing physical access to the stand.

The organiser reserves the right to have the layout of the project received modified for any purpose.

Damage

Exhibitors are responsible for themselves and for their suppliers for all damage caused to building structures during transport, installation or removal of their equipment.

Walls, floors, pillars: it is forbidden to drill, seal, bleed or cut them.

It is also forbidden to paint them.

Architectural technical regulations

Stands over 200 sqm

Please contact the technical team and our fire safety officer.

Reused stands

Reused stands are subject to the architectural technical regulations, just like newly built stands. The plans must be submitted to our service provider in charge of approving stand designs.

Multi-level stands

Multi-level stands are not allowed.

Velum

If you wish to install a velum, please confirm the percentage of coverage with our fire safety officer. A velum, classified M1 for reaction to fire, can be installed.

Flooring

Stands are delivered with carpet except for stands installed by a decorator who supplies, installs, and removes it. Exhibitors will be charged for any damage they cause to the existing floor. They are responsible for taking all necessary precautions (plastic, plywood, etc.) to protect the floor from risks, especially painting.

Post and pavilion cladding

Permanent wood cladding may not be painted, drilled or glued.

Permanent wood cladding has a height of:

* 4 metres for pavilion 4 (only for certain poles)

* 3 metres for pavilions 7.1 / 7.2 / 7.3

They may be used in their entirety by exhibitors to hang signs or decorative elements. All items fastened with staples must be removed by the exhibitor at the end of the show, and the cladding must be free of staples. It is forbidden to pierce, to paint, to coat or damage the pole. Otherwise, the restoration will be invoiced to the exhibitor.

The walls of pavilion 7.1 are fitted with permanent wood cladding 3.00 m high.

Architectural technical regulations

Accessibility for disabled people

Any stand equipped with a technical floor higher than 2 cm, on which the public may have to climb, must have an access ramp. The ramp must be 0.90 m wide and have a gradient of between 2% and 5%. The ramp must be integrated into the stand and must not extend into the aisles.

Fluid distribution channels

Fluids distribution in the pavilion is ensured by a set of channels . Channels and hatches are completely closed by cast iron plates that are forbidden to be handled. Only VIPARIS is authorised to use these channels.

For more information, please contact: contact@e-viparisstore.com

CAUTION!

Access to water is not guaranteed for all stands and must be validated by the Exhibitor service. It is strongly recommended to install a technical floor to cover the water inlet and drain pipes. In addition, the organiser cannot provide chutes on the stands.

Access to the pavilions

On the following pages, you'll find the weight limits for each pavilion.

Access to the pavilions can easily be done thanks to numerous side gates. Trucks and passenger vehicles are not allowed inside the pavilions. Only handling equipments is permitted.

A car park adjacent to the pavilion is available to stand builders during set-up and dismantling periods.

Comment préparer ma venue

Architectural technical regulations

Pavilion 4

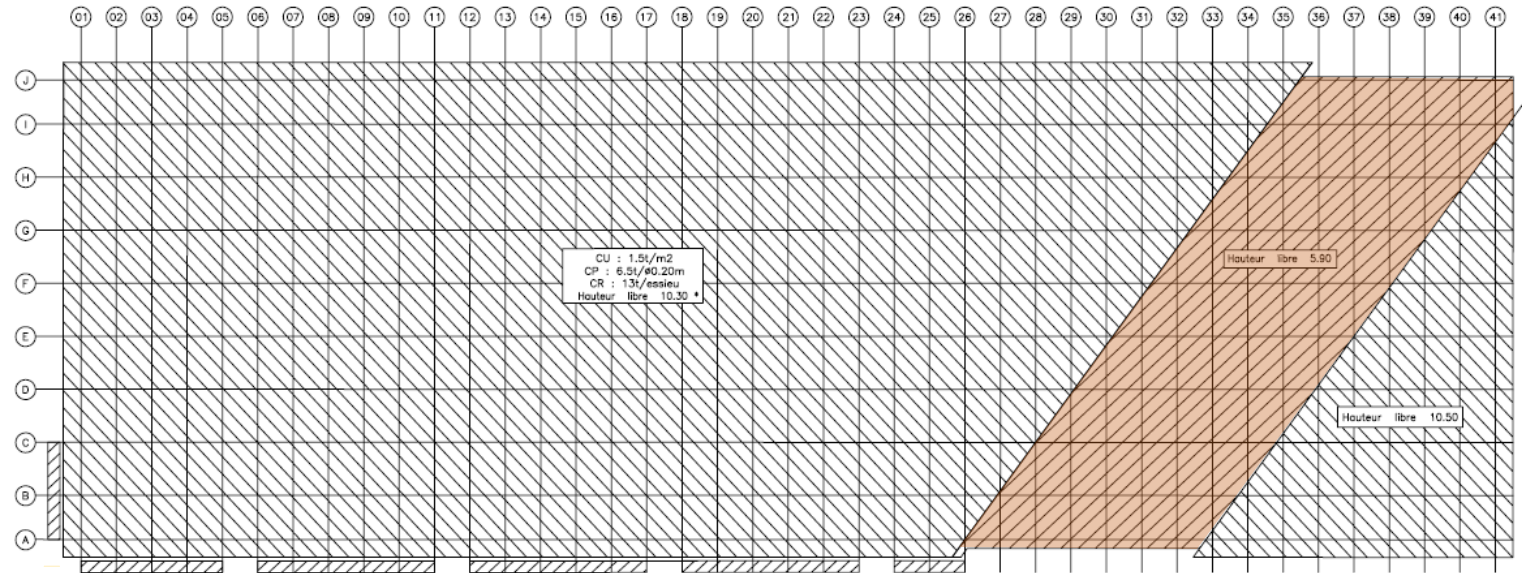
Uniformly distributed load: 1.5t/sqm
Point load: 6.5t/diam 0.20m

RX France

Exhibitor Guide - EQUIPHOTEL - November 2024

SCHEMA DE REPERAGE

* Sauf sous périphérique voir indication portée sur le plan



Pavilion 4 has **slinging restrictions**, particularly under the ring road, which may affect the feasibility of your project and/or lead to additional costs.

Please contact our exhibitor technical department before starting your stand design to receive your technical floorplan.

Contact: service.technique.equiphotel@rxglobal.com

If your stand project includes slings, it is essential to **have your slinging plan validated by VIPARIS**.

The slinging rules in Pavilion 4, under the ring road, are very strict:

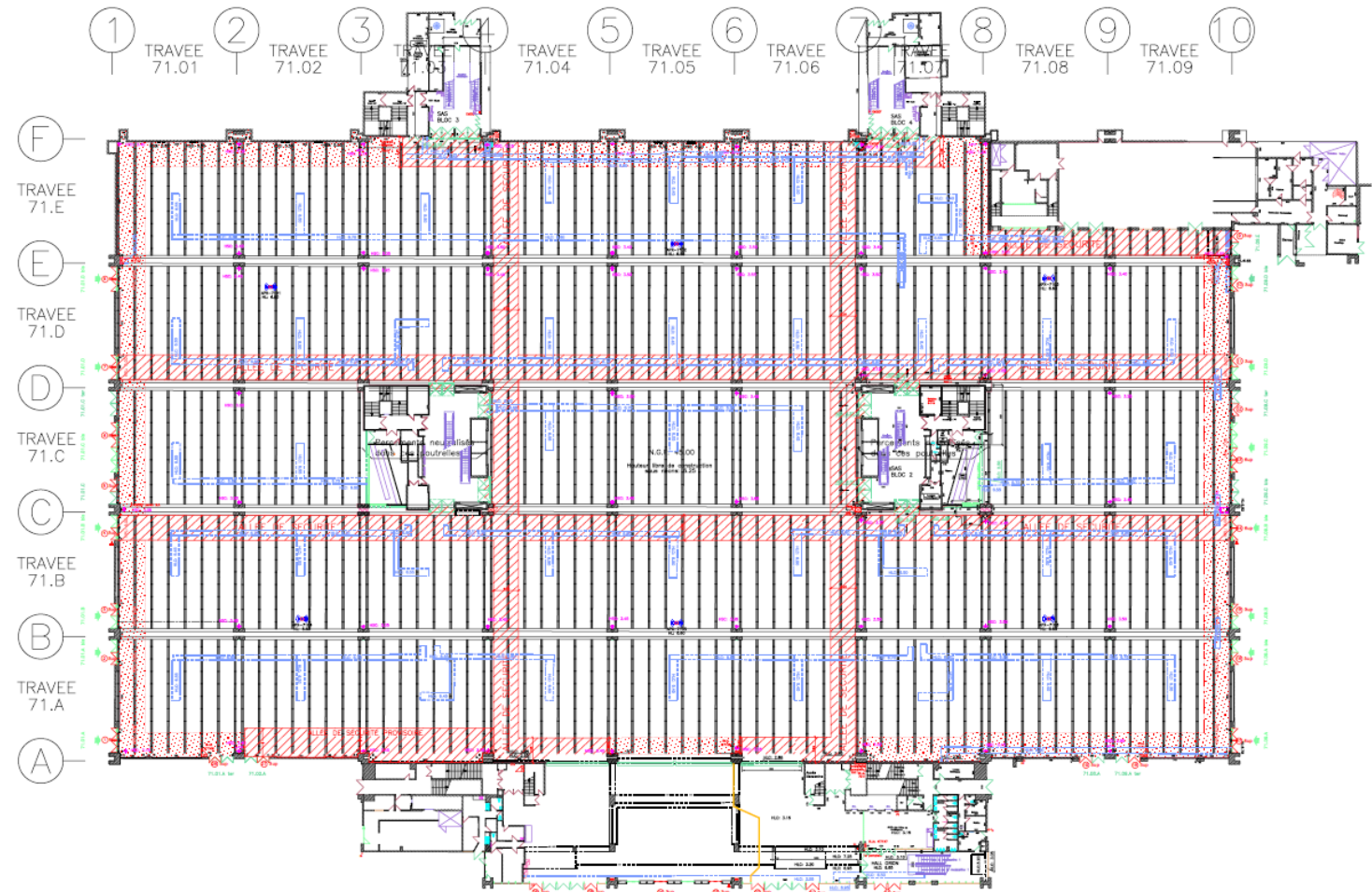
- 40 kgs per direct attachment point and V-slings,
- Dynamic lifting prohibited (no hoists). Manually installed equipment.

Comment préparer ma venue

Architectural technical regulations

Pavilion 7.1

Uniformly distributed load: 3t/sqm
Point load: 10t/diam 0.20m



Pavilion 7.2 has **many ducts**, which may affect the feasibility of your project and/or lead to additional costs.

Please contact our exhibitor technical department before starting your stand design to receive your technical floorplan.

Contact: service.technique.equiphotel@rxglobal.com

If your stand project includes slings, it is essential to **have your slinging plan validated by VIPARIS.**

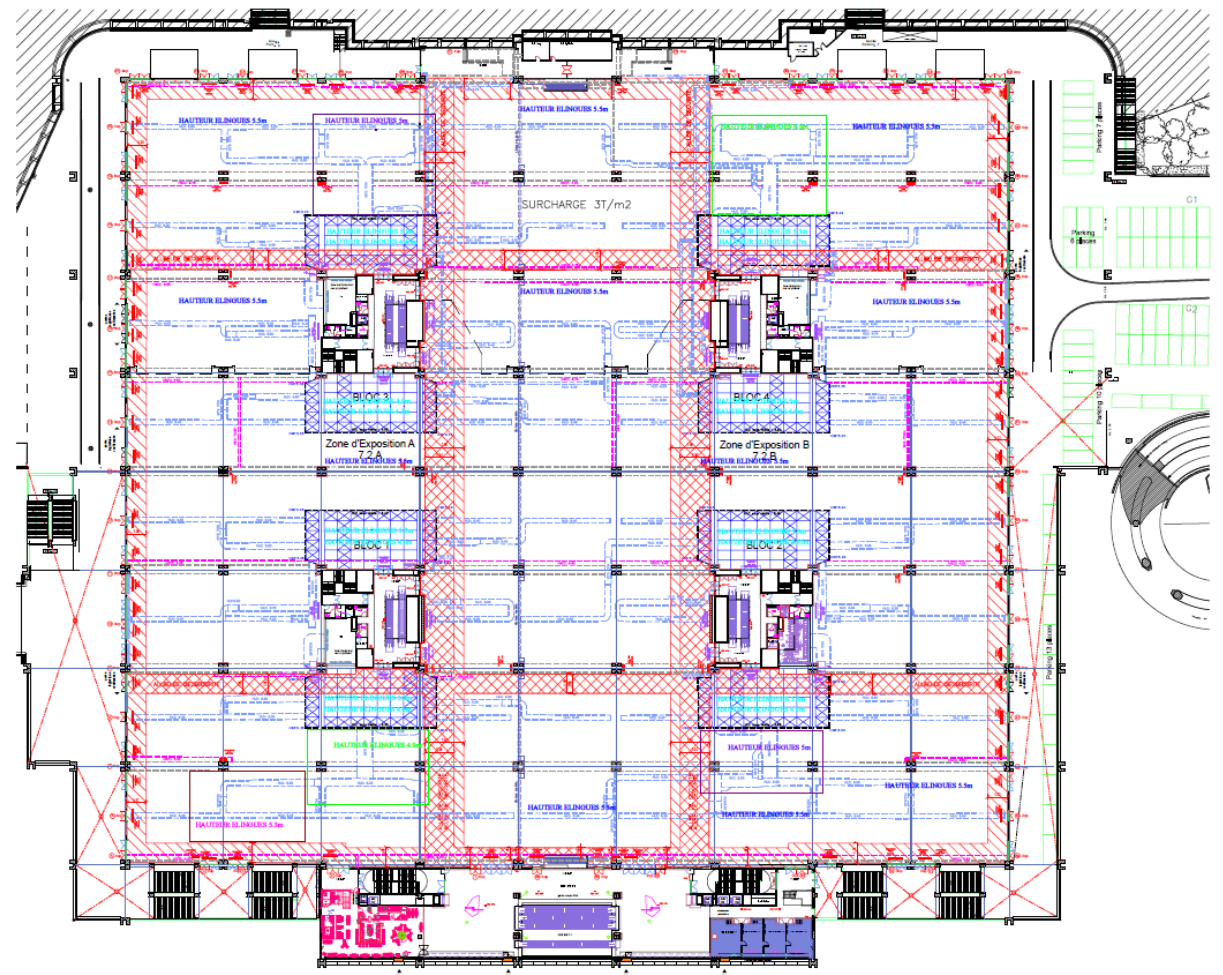
Comment préparer ma venue

Architectural technical regulations

Pavilion 7.2

Uniformly distributed load: 600kgs/sqm

Point load: 1,5t/diam 0.20m



Pavilion 7.2 has **slinging restrictions**, which may affect the feasibility of your project and/or lead to additional costs.

Please contact our exhibitor technical department before starting your stand design to receive your technical floorplan.

Contact: service.technique.equiphotel@rxglobal.com

If your stand project includes slings, it is essential to **have your slinging plan validated by VIPARIS.**

Comment préparer ma venue

Architectural technical regulations

Pavilion 7.3

Uniformly distributed load: 600kgs/sqm

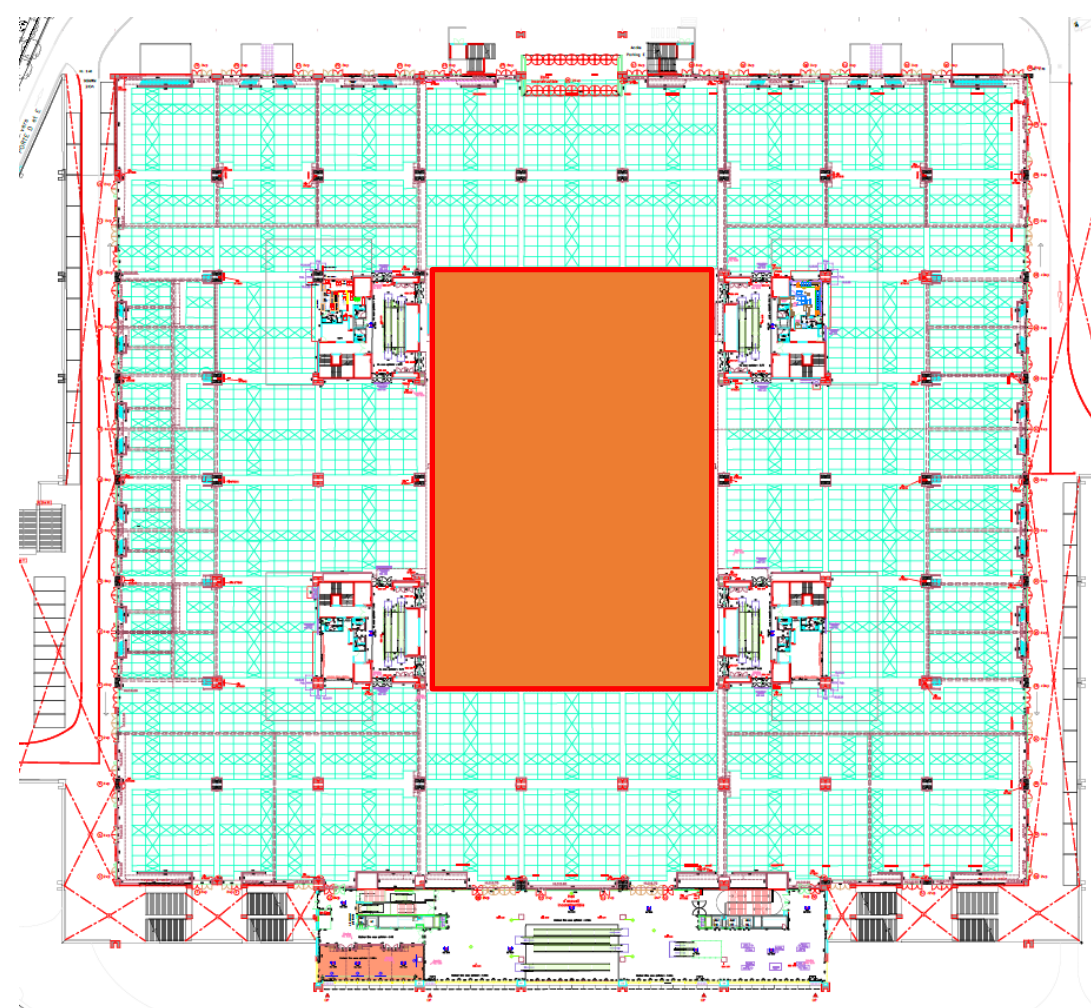
Point load: 1,5t/diam 0.20m

Suspended elements in the central orange zone may not exceed 4m in height without a spacer bar. An additional spacer bar will be required for suspended element between 4 and 5m high.

Please contact VIPARIS for more information:
contact@e-viparisstore.com

RX France

Exhibitor Guide - EQUIPHOTEL - November 2024



Pavilion 7.3 has **slinging restrictions**, which may affect the feasibility of your project and/or lead to additional costs.

Please contact our exhibitor technical department before starting your stand design to receive your technical floorplan.

Contact: service.technique.equiphotel@rxglobal.com

If your stand project includes slings, it is essential to **have your slinging plan validated by VIPARIS.**

Architectural technical regulations

Regulations for Large-Scale Kitchen

Installations less than 20 kW:

Installations of cooking (or reheating) appliances in which the total rated output is less than 20 kW are to be fitted with an enveloping cooker hood and a mechanical extraction device. Any steam should first be extracted and deodorized through 3 successive filters:

- The first a filter made of metallic material.
- The second with media or electrostatic finishing filter.
- The third with an active carbon deodoriser.

The filter section should be around 0.5 m per square meter of cooking surface. The rate of evacuation is to be 400 m³ per hour per sqm of cooking surface. The hood should be closed on 3 sides with a drop of 0.80m above the hob or stove top.

Installations 20 kW or greater:

Should food catering areas be set up and equipped with kitchen in which the total rated output of the appliance (cooking, reheating or group of appliances) is 20 kW or greater, the regulations prescribed in the Articles GC (in particular GC14 and GC15) of the amended Safety Regulations of 25 June 1980, would have to be respected. The appliances are to be installed in premises called «grandes cuisines» (large-scale kitchens). These large-scale kitchens are to be delimited by 1 hour fire partitions and flooring. The fire resistance of the materials used must be certified by an approved French testing laboratory.

Considering the technical requirements of the building, these kitchens are to be set up on the periphery of the building, in accordance with VIPARIS - Porte de Versailles. Each Kitchen must be fitted with a device for mechanically extracting polluted air, steam, and fat. This device should be made in category M0 materials.

Architectural technical regulations

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.

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.

Tethered balloons

Balloons inflated with a lighter-than-air gas (air or helium) and used as signs must comply with authorized heights and clearances. If the balloon is inflated with helium, no storage of helium cylinders (empty or full) will be authorized in the pavilion. It is also forbidden to re-pressurize the balloon while the public is present. If the balloon is illuminated, the envelope must have a M2 reaction to fire. The length of their attachments must be definitive and respect the same recesses as the slung elements. Failure to comply with this requirement will entitle the organizer to remove the balloon.

Exhibited vehicles

Vehicles set up on stand must have their fuel tank emptied, the battery inaccessible to the public and a fire extinguisher adapted to the vehicle.

For any further information, please contact our fire safety officer:

AFS Conseils & Sécurité - +33 (0)6 70 61 95 11 - afs@afsconseils.fr

Architectural technical regulations

Smoke control and fire-fighting systems / fire hose reel

Smoke control and fire-fighting systems are mounted on cladding or perimeter pillars. Intercoms must always remain accessible. Signs indicating fire-fighting systems must remain visible.

The fire hose reel must remain visible and accessible, and therefore must not be blocked by any casing, doors, curtains or decorative elements.

However, a floating curtain of neutral colour will be tolerated in front of the device. A sign will be placed above the curtain (red plate, R.I.A. in white lettering or pictogram, 40 cm x 15 cm).

It must be fully accessible, with a 1 m wide path (at least) from the nearest aisle.

Fire Safety Inspection

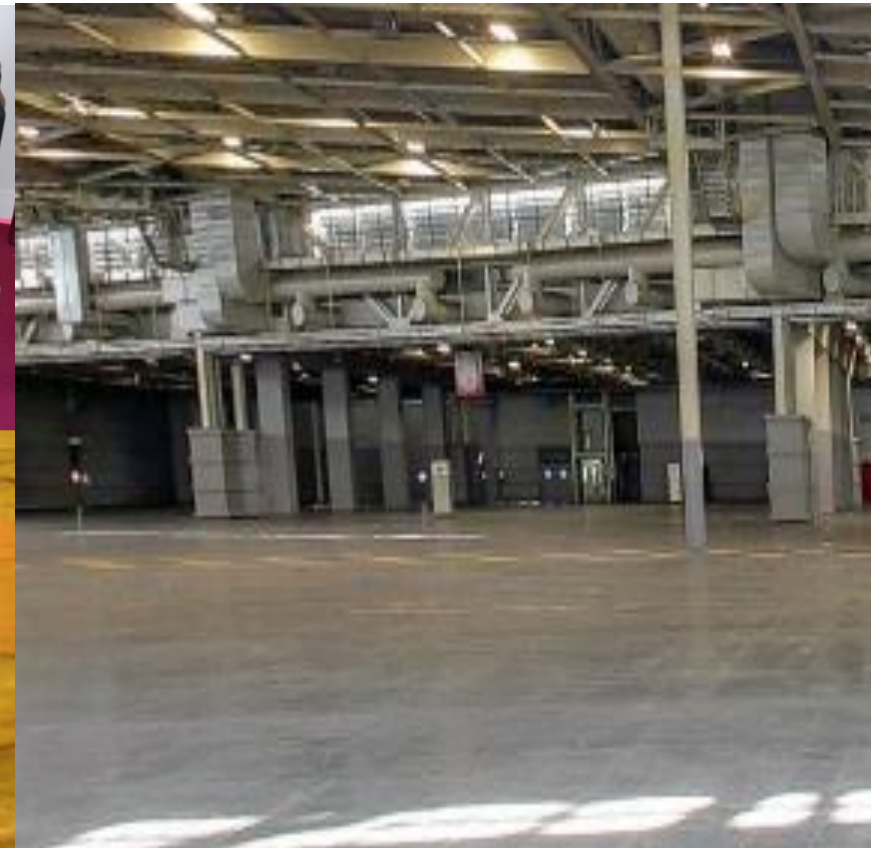
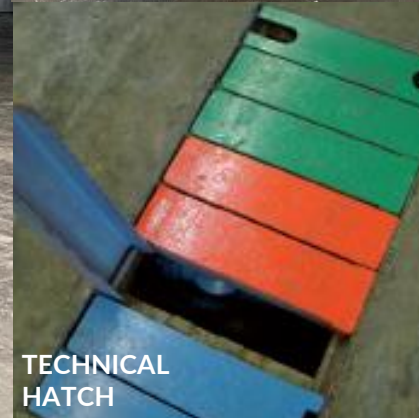
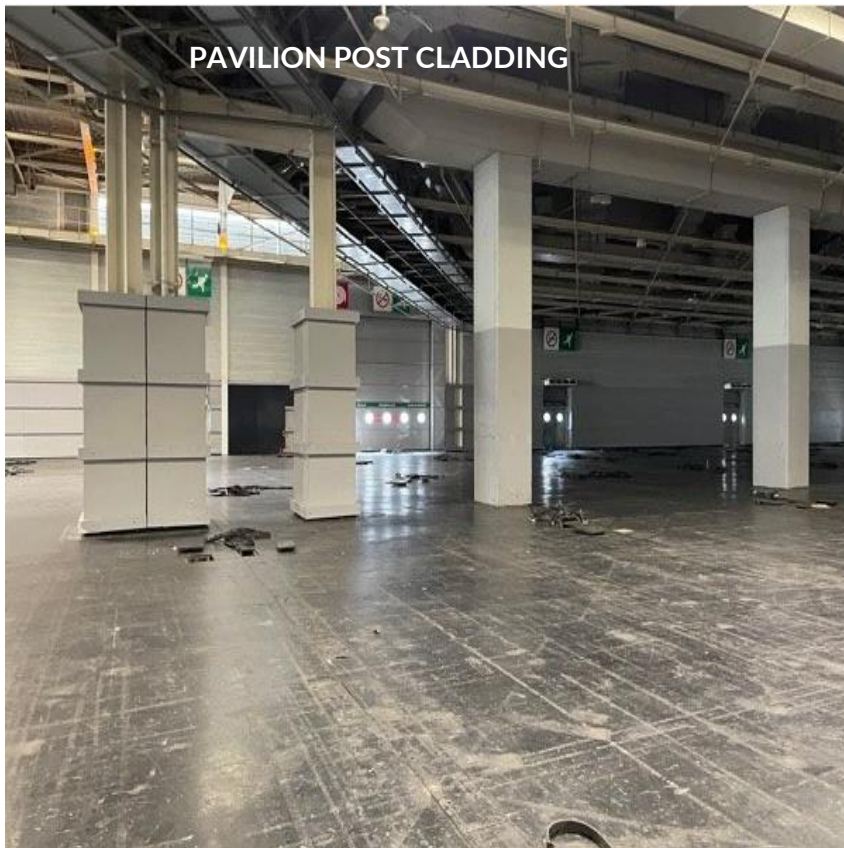
All installations must comply with the regulations issued by the Prefecture de Police. The General Commissioner will inspect all stand installations and may reject those that do not conform to the architectural technical regulations.

Due to the Fire Safety Inspection, stand build-up must be completed the day before the opening.

Preparing for the Trade Show

Architectural technical regulations

Pavilion 4



Preparing for the Trade Show

Architectural technical regulations Pavilions 7.1 / 7.2 / 7.3



2. Forms that need to be returned



Forms that need to be returned

A.

Fire safety regulations

Equipment in operation

Please read carefully the **Prevention rules for fire safety, mass panic and accessibility for disabled persons** which you will find in full in your online Exhibitor Portal.



You can declare the **equipment operating on your stand** directly using the form available on your Exhibitor Portal.

For any questions relating to fire safety and equipment in operation, please contact: **AFS Advice & Safety - +33 (0)6 70 61 95 11 - afs@afsconseils.fr**

B. Exhibitor health & safety instructions

Please read carefully the **Exhibitor health & safety instructions** which you will find in full in your online Exhibitor Portal.

For Turnkey stands: Essential / Essential + / Easy / Identity / Wellness and My Stand Maker stands

Tick the box built by the Organiser.

The form should be sent by e-mail to: sps@d-o-t.fr

IF YOUR STAND IS:

- Built by the Organizer or by yourself or by only one company without subcontractor



YOU MUST return this certificate to the DÖT Company on or before [] and pass on this document to all contractors who you have appointed to work on your stand during the build-up and breakdown of the exhibition.

For space-only stands

Complete the information requested and return the form with a drawing of your stand.

The form should be sent by e-mail to: sps@d-o-t.fr

C. Additional coverage (optional)

Reminder of the general exhibition regulations

Article 10.3 – Exhibitor’s comprehensive Insurance

Exhibitors must be insured via the organiser against risks to the items presented. This comprehensive insurance covers casual loss or damage to goods belonging to an exhibitor or goods under his or her responsibility.

The coverage shall take effect from the moment said items are deposited at the exhibition space of the exhibitor. The coverage shall be terminated from the moment said items leave the exhibition space at the end of the event.

The following are covered, within the coverage limit of €15,000:

- Items exhibited, display equipment, furniture, and all other goods intended for inclusion within the exhibition space;
- Hired or borrowed property, including the exhibition space or the exhibition module supplied by the exhibition organisers;
- Audiovisual material and plasma/LCD screens.

By contacting the insurance company, exhibitors can take out additional optional coverage.

The limits and details of basic coverage and optional supplementary coverage can be consulted at the following link: [APPLICATION FORM](#)

The application form for this additional optional coverage is available at the following link: [APPLICATION FORM](#)

Please complete the form and return it by e-mail to: helpdesk.equiphotel@rxglobal.com

3. Preparing your stand



A. Turnkey stands

Our turnkey stands are managed by our official partners.

The power supply for your stand
ESSENTIAL (3Kw),
ESSENTIAL + (3Kw),
EASY (3Kw) or
IDENTITY (4Kw)
is intermittent (day only).

How does it work?

1. You have been allocated a stand number and your login details for your **Exhibitor Portal**. You will be contacted by our service provider to assist you with your stand.
2. **Complete the form received from our service provider.**
Return this document with your layout/design choices (e.g. carpet and wall colours) and any additional orders (additional lighting or signs).
3. Would you like to order other services for your stand? Consult the list of our recommended service providers on page 47 or in your online **Exhibitor Portal**.
4. Your turnkey stand will be ready the day before the trade show opens (see schedule). The technical teams will be available on site for any requests concerning your stand.

Furniture (except ESSENTIAL stand)

- For EASY and IDENTITY stands:
You can select your **furniture endowment** from your **Exhibitor Portal**.
You can choose between different types of furniture.
However you cannot change the content of an endowment.
- **Please note:** your choice of furniture will only be finalised once you have received a confirmation e-mail indicating that the order has been considered. (Remember to check your spam.)

A. Turnkey stands



Easy

You will be contacted by our service provider **CREATIFS** to choose the layout and assist you with your stand.



Essential

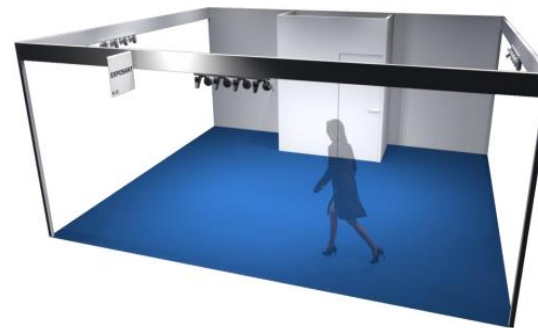
You will be contacted by our service provider **CREATIFS** to choose the colour of the carpet and assist you with your stand.

Furniture is not included with this stand. It can be ordered as a paid option from your online **Exhibitor Portal**.



Identity

You will be contacted by our service provider **LINKS EVENT** to choose the layout and assist you with your stand.



Essential +

You will be contacted by our service provider **CREATIFS** to choose the colour of the carpet and assist you with your stand.

Furniture is not included with this stand. It can be ordered as a paid option from your online **Exhibitor Portal**.

The power supply for your stand
ESSENTIAL (3Kw),
ESSENTIAL + (3Kw),
EASY (3Kw) or
IDENTITY (4Kw)
is intermittent (day only).

B. Space-only stands

The floor area
is marked out
on the ground.

Partitions and
carpeting are
not provided.

You have confirmed the location of your stand.
You have been allocated a stand number and your login details for your **Exhibitor Portal**.

Several options:

Option 1: Contact My Stand Maker

Our stand designers are at your disposal to help you create a customised stand that reflects your brand. Find out more about this solution on page 46 and at <https://www.mystandmaker.com/>

Option 2: You have your own stand designer/decorator

Declare your service provider in your online **Exhibitor Portal**.
Your stand design must comply with the architectural rules as well as fire safety regulations.

Option 3: Design your stand thanks to the additional fittings provided by our supplier Créatifs by GL.
For more information, visit your Exhibitor Portal.

Remember to reserve:

- Your electrical power supply
- Your fluids (air, water), if necessary
- Your Internet and phone lines

On the Parc des Expositions de Paris Porte de Versailles website: www.viparisstore.com/en/

Important

You must have your stand design approved by our service provider:
DECOPLUS - elisabeth.decoplus@gmail.com - tel : +33 (0)9 67 78 93 85

Please return mandatory forms to RX and our service providers (you can find them in your **Exhibitor Portal**).

On site, the safety officer will check the conformity of stands during setup. In the event of non-compliant layouts, furniture or materials, the exhibitor and their decorator will be required to make any necessary changes at their own expense in order to pass the Fire Safety Inspection on the opening day of the trade show.

Preparing your stand



For more information, visit www.mystandmaker.com

For all enquiries please contact:
mystandmaker.france@rxglobal.com
ou au +33 (0)1 47 56 21 10



Exhibitor Guide - EQUIPHOTEL - November 2024

My Stand Maker is an RX France service

Our mission

To assist you with your project from A to Z - from design to setup and takedown at the trade show.

Our goal

Maximize the visibility of your brand and give you a hassle-free exhibitor experience.

Our method

Listen to your needs, stay within your budget, advise you.

Affordable prices

We are committed to helping you stay within your budget. Moreover, with our experience in organising events, we have negotiated with our partners to get you optimum stand solutions at the best rates.



C. Referenced providers

Fire safety

AFS Conseils & Sécurité
+33 (0)6 70 61 95 11
afs@afsconseils.fr

Exhibitor health & safety

D.Ö.T.
+33 (0)1 46 05 76 48
sps@d-o-t.fr

Stands approval

DECO PLUS
+33 (0)9 67 78 93 85
elisabeth.decoplus@gmail.com

ESSENTIAL / EASY stand

Créatifs by GL
equiphotel@creatifs.fr

IDENTITY stand

Links Event
+33 (0)1 80 84 49 06
identity@linkseventgroupe.com

Technical services

(Electricity, Parking, Water,
Internet, Wi-Fi)

VIPARIS
+33 (0)1 40 68 16 16
<https://www.viparisstore.com/en/>

Technical services

(Lighting truss, stage performances)

VINCI Facilities
+33 (0)6 10 80 97 30
laurent.missonier@vinci-facilities.com

Furniture

Camerus
+33 (0)1 57 14 25 25
exposant@camerus.com

Floral decoration

Les Jardins de Gally
+33 (0)1 39 63 48 33
location@gally.com

Handling / Transport

Clamageran Foirexpo
+33 (0)1 57 25 18 01 ou 03
paris@clamageran.fr

ESI

+33 (0)6 07 03 18 78
florentin.fasoli@group-esi.com

Equipment rentals Computer & audiovisual

A-LOC
+33 (0)1 71 16 19 80
salon@a-loc.com

Cocktail / Catering

Poirier
+33 (0)1 39 13 42 42
info@poirier.fr

Fridges, coffee machines...

G.D.M (Grain de malice)
+33 (0)1 41 53 52 82
infos@graindemalice.net

Cleaning service

Millenium
+33 (0)1 60 19 72 72
stand@millenium-sas.com

Stand Security Guard

GPS
+33 (0)6 72 18 79 99
assistantstand@gps-securite.fr

Hosts / Hostesses

MAHOLA
+33 (0)1 70 38 28 80
commercial@mahola-hotesses.fr



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92800 Puteaux

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www.rxglobal.com