

2018

EUROSATORY

11 – 15 JUNE 2018 / PARIS

**EXHIBITOR
MANUAL
2/3**



Part 2 - Prepare your stand

- Services for exhibitors on the Exhibition site
- Build-up and dismantling: general organization
- How to exhibit - Surfaces and stands - Technical rules
- Rules on the prevention of fire and panic
- Health and security at work - measures
- Technical facilities provided by the exhibition center
- 2018 technical time table
- Useful contacts
- Forms necessary to prepare your stand

Part 2 – Prepare your stand

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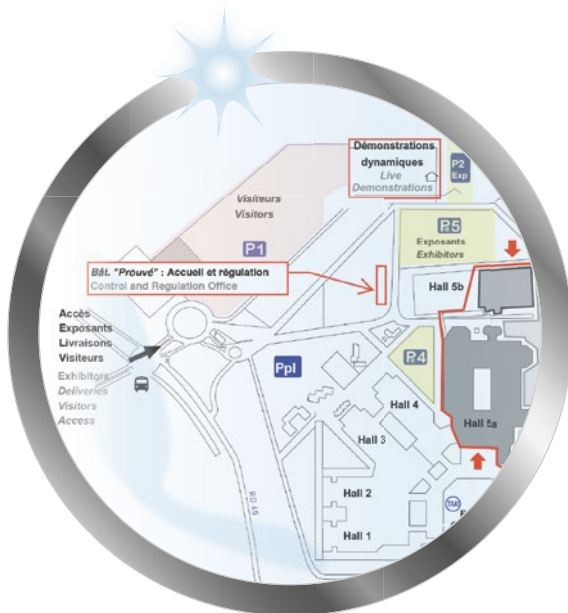
A. Services for exhibitors on the Exhibition site

A.1. Exhibitors reception service

The Organizer (COGES) and the Exhibition site provide **reception and support services for exhibitors**, located at the Eurosatory 2018 "secure area" main entrances.

A.1.1. The entrances from car parks

Located in a tent at the outdoor exhibition area entrance (P3a/b).



During build up and dismantling periods, exhibitors, stand builders and delivery persons have to go to the Organizer and Exhibition site main checkpoint for vehicles and persons regulation. The checkpoint is located at the "Jean Prouvé" building (car park P10), between the Exhibition site entrance and the secure area. This checkpoint will remain open during the Exhibition, in particular for coordinating on-site deliveries.

You will find the following services at the checkpoint:

■ Exhibitors, providers, and deliveries access control

Pedestrians and vehicles - and the delivery of badges. All vehicles entering the site must be registered and any person entering the Exhibition site must have a personal badge.

■ Information for exhibitors

Traffic, car parks, means of access to the Eurosatory 2018 secure area.

Documents available:

- exhibitors booklet,
- visitors guide (during the opening of the Exhibition).

■ Freight handling operation in the "secure area" **CLAMAGERAN EXPOSITIONS, CLASQUIN FAIRS & EVENTS, ESI**

are located in the vicinity of the exclusive freight handlers area car park P10 "Jean Prouvé" building.

These companies only, accredited by the Organizer, are authorised to operate in the Eurosatory secure area.

■ Taxis must be booked

During build up and dismantling at the exhibition park bus station, near the RER train access.

During the Exhibition, the taxi station will be located in front of hall 8, near the RER train station.

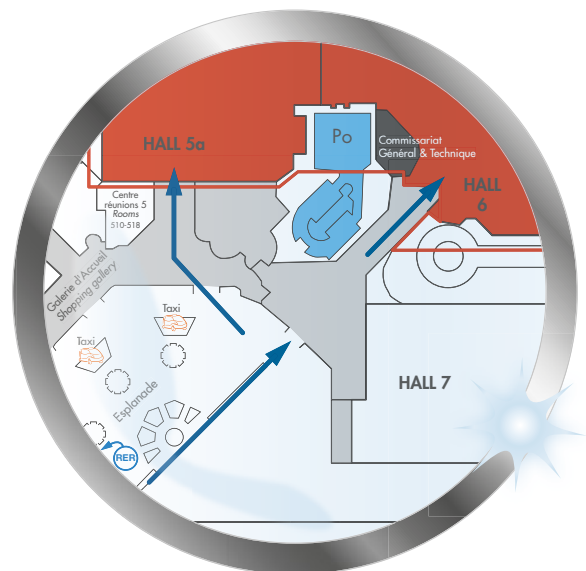
■ Badges

During the Exhibition, the exhibitor welcome device is reinforced. The Organizer will deliver exhibitor badges at the entrance of Hall 5B and 5A (left entrance) next to PE4.

A.1.2. The pedestrian entrances from RER and taxis (halls 6 et 5a)

Grouped at the hall 6 main entrance, the Organizer offices are located on two levels:

- 1st floor (mezzanine): **Commissariat général**,
- ground floor: **Technical office**.



A.1.2.1. The Organizer's office or « Commissariat général »

Situated in hall 6, upper mezzanine on left side, it houses the following services:

Reception and information for exhibitors and visitors
Directorate General
Sales Department
Exhibitor Support Department
Safety Department
Accounting and finance office
Official reception cell

On the right side of hall 6 entrance, in the press center::

Communication office

and, located near the Ministry of the Armed Forces (hall 5a):

Official Delegations visits office
GICAT – French Land Defence Manufacturers Association

A.1.2.2. The technical office or « Commissariat technique »

Situated in hall 6, ground floor, it offers the following services:

The COGES' technical office in charge of:

- site take-over and hand back arrangements,
- all technical information concerning the Organizer stands (Business, Prestige, Classique),
- any technical information and logistics for the stand decorators and fitters.

The “exhibitor services” from **VIPARIS Paris Nord Villepinte**: this is the point of contact with the management company of the exhibition center (VIPARIS Paris Nord Villepinte) which is the exclusive provider of connections to utility services.

The reception desks for sub-contractors: installers/ decorators/furniture, floral decorations, cleaning and waste removal, electric car renting, etc.

The health and safety protection/HSP coordinator (DÔT) and the **“fire safety officer” (Cabinet RAILLARD)** for the Eurosatory 2018.

The medical first aid post (staffed by a doctor and a nurse, with resuscitation and evacuation equipment).

B. Build-up and dismantling: general organization

B.1. General time table

B.1.1. Build-up

- Dates and hours of opening and closure of the construction site

Outdoor exhibition area		Indoor exhibition area	
28 May to 6 June 2018	7am – 9pm	4 to 6 June 2018	7am – 9pm
7 to 10 June 2018	7am – 10pm	7 to 10 June 2018	7am – 10pm

- Implementation of the exposed equipments

- From 28 May 2018, outdoors.
- From 4 June 2018, indoors.

Note - Sunday, 10 June:

- no empty packaging in halls after 12pm,
- forklifts and lift platforms are forbidden in halls.

B.1.2. Dismantling

Indoor exhibition area		Outdoor exhibition area	
15 June 2018	5pm – 11pm	15 June 2018	5pm – 11pm
16 to 19 June 2018	7am – 9pm	16 to 21 June 2018	7am – 9pm
20 June 2018	7am – 4pm	22 June 2018	7am – 12pm

No derogation will be granted for taking out material or equipment, or closing of a stand before 4:30 pm on Friday 15 June.

As a security measure, access for **light vehicles** to the Eurosatory 2018 secure area, near the halls and stands is only authorized from 7pm (two hours after the dismantling beginning), under control of the Organizer COGES / Technical office.

Heavy goods vehicles (articulated lorries and vehicles of 10 tons or more) are not allowed on site before 7am on Saturday 16 June.

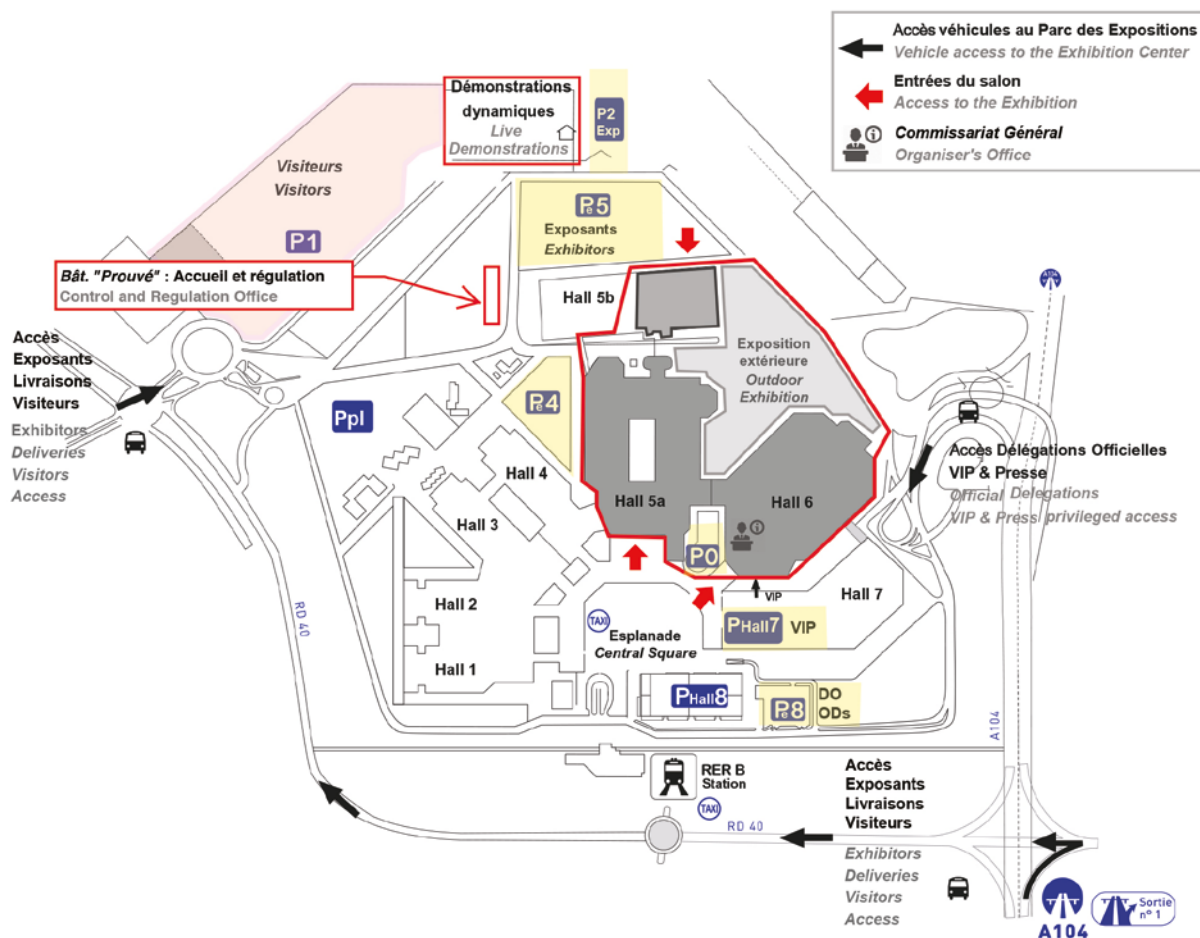
Stand dismantling and cleaning must be finished:

- **indoors:** on 20 June at 4pm,
- **outdoors:** on 22 June at 12pm.

Note – Exhibitors are reminded that the dismantling period is also the time when thefts are most likely to occur. The only effective preventative measure is constant stand surveillance by exhibitors themselves. When thefts occur, details should be reported to the Villepinte police station.

B.2. Access conditions to the exhibition center

B.2.1. General organization



	Access to exhibition parc	Access to Eurosatory 2018 secure area
Build-up 28 May to 10 June	Exhibitors/deliveries access with preregistration with VIPARIS www.logipass.viparis.com Free car park (Pe5 and Pe4)	Stickers delivered by the Organizer at the "Jean Prouvé" building (car park P10) to attach to the Logipass badge (VIPARIS) (7am to 9pm from 28 May to 6 June) (7am to 10pm from 7 to 10 June)
Exhibition 11 to 15 June	Exhibitors/deliveries access Payable access Paris Nord Villepinte magnetic card (Pe5, Pe4) 1 week access, to buy directly at the exhibition parc	Paris Nord Villepinte magnetic card + Logipass badge (VIPARIS) (7am access to 8:30am and 5pm to 7pm) Access but no parking
Dismantling 15 evening to 21 June	Exhibitors/deliveries access Free car park after online registration at www.logipass.viparis.com (Pe5 and Pe4) On 15 June from 5pm to 11pm	Stickers delivered by the Organizer at the "Jean Prouvé" building (car park P10) to attach to the Logipass badge (VIPARIS) Friday 15 June: from 7pm to 11pm (except articulated lorries and vehicles of 10 tons or more)

The access in vehicle of exhibitors, fitters, deliverers, is made from the A 104, gate 1, then RD 40, by **the access the North "exhibitors /deliveries"**.

The park is closed at night from 10pm till 7am (any dispensation must be requested 24hrs previously to the Organizer technical office).

B.2.2. The VIPARIS “Logipass” system

In order to guarantee security and traffic flow around and within the exhibition park, **VIPARIS** has created an online service for registration of vehicle access requests during build-up and dismantling:

www.logipass.viparis.com

Once this request is done, please print the access pass and place it against the vehicle windshield before presenting yourself at the indicated gate.

HOTLINE Logipass: +33 (0)1 40 68 11 30

B.2.3. Exhibitors vehicles subscription to access exhibition park

During the only duration of the exhibition, no vehicle can access the exhibition site without a subscription.

Order and download a subscription **E-ticket (subscriptions for both light vehicles and utility vehicles)** from the **VIPARIS** order platform online before the show then collect your magnetic pass from the terminal at the car park entrance. Exhibitors can then park in the site.

For **heavy goods vehicle**, please buy a special sticker **online and collect it on-site, at the exhibitors reception.**

It is recommended that registered exhibitors (who already have ID and password given by the Organizer) directly access the **VIPARIS** order platform:

<https://exhibitorspace.eurosatory.com/exhibitor-space-login.aspx?returnurl=%2f>

before **28 May 2018**

Or directly www.viparis.com/epex

Exhibition center services



Paris Nord Villepinte

*Place an order online
before 28 May 2018*



B.2.4. Visitors car parks

All visitors must buy their daily car park ticket directly at the car park entrance terminal.

Access from the A 104, then RD 40, by the “exhibitors/deliveries/visitors” access. The visitors car park P1 is fully automated (ticket at the entrance, pay when leaving).

B.3. Traffic regulations inside the exhibition center

Road traffic regulations must be observed within the exhibition center boundaries.

Parking is prohibited on all thoroughfares within the exhibition center, on approaches to buildings and on emergency access roads. Improperly parked vehicles may be towed away and impounded.

During setting-up and dismantling periods, exhibitors' car parks are free.

The exhibition center will not accept any responsibility whatsoever for damages caused to vehicles. Parking is at the owner's own risk, the fees charged cover parking only and not security.

Do not forget to lock the car and do not leave any valuable inside.

Traffic circulation is governed by exhibition center rules.

Traffic circulation inside the Eurosatory 2018 secure area is regulated by the specific rules described below.

All vehicles within the Eurosatory 2018 secure area are required to comply with:

- the speed limit of 20 km/h,
- traffic signs,
- the direction of movement.

Vehicles may only enter halls 6, 5a and 5b when the Organizer COGES / Technical office has given prior permission.

Vehicles may only stay for the time necessary to unload or load freight.

Practical information



From Sunday 10 June, 6pm the traffic circulation inside the Eurosatory 2018 secure area is strictly forbidden.

Except dispensation, vehicles must be parked on car parks outside the secure area.

Organizer saves himself the possibility of making proceed to removal of vehicles which hinder the traffic or vehicles without access cards.

Vehicles can be put down on a deposit zone of the exhibition center or in the municipal pound of Villepinte.

The expenses of removal are chargeable to the offenders and the Organizer could not be held responsible for consequences resulting from this operation.

B.4. Facilities during built-up and dismantling

B.4.1. Check on individuals and vehicles within Eurosatory secure area

■ Individuals

The access badge must be worn and visible at all times. Within the Eurosatory 2018 secure area, the Organizer COGES reserves the right to make identity checks on employees involved in setting up or dismantling stands or chalets. Those concerned must be able to prove that they belong to the company undertaking the work, by producing a **badge** issued in their name, plus an **identity document**. Offenders will be escorted from the Eurosatory 2018 secure area.

■ Vehicles

Each vehicle driver must be able to produce an authorization on company paper, signed by the person responsible for the stand or chalet. As a minimum, the driver must be able to produce his identity card and vehicle registration document. Failing this, he will be referred to the security staff.

B.4.2. Surveillance

The Organizer COGES will arrange for access control, traffic regulation (indoors and outdoors), surveillance and security staff to ensure compliance with the rules laid down for the Exhibition.

B.4.3. Medical aid post

A first aid post, staffed by a doctor and a nurse from 28 May to 22 June 2018, will provide first aid cover, emergency treatment and access to an ambulance.

The post is located on the ground floor by the hall 6 entrance, and is open while work is in progress on the exhibition site.

Tel.: **+33 (0)1 48 63 35 44**

or the **security center (PCC)** - Tel.: **+33 (0)1 48 63 30 49**

B.4.4. Connections to utilities

The staff of the Paris Nord Villepinte exhibition center controls the use of the facilities (electricity, water supplies, compressed air, telephone lines, etc.) by stand constructors during the setting-up and the dismantling phases, in accordance with site working regulations. Orders for all types of connection should be submitted to the exhibition center by consulting the catalogue (description, prices) on

www.viparis.com/epex

Before **28 May 2018** (later than this an extra 20% charge will be made) by the exhibition center.



■ Schedule for switching on of “intermittent” voltage network indoors

Voltage 240/400 V available on one same meter.

Date	Period (build-up, public opening, dismantling)	Start of switching on of voltage	End of switching on of voltage
Build-up	6 until 8 June 2018	8am	8pm
Build-up	9 and 10 June 2018	8am	10pm
Exhibition	11 until 14 June 2018	7am	7pm
Exhibition + Dismantling	15 June 2018	7am	10pm

■ Schedule for switching on of “permanent” voltage network indoors

Voltage 240/400 V available on one same meter.

- From Wednesday 6 June 2018 at 8am until Friday 15 June 10pm.

■ Schedule for switching on of voltage network outdoors

Voltage 240/400 V available on one same meter.

- From Monday 4 June 2018 at 9am until Friday 15 June at 10pm.

B.4.5. Freight handling in the Eurosatory area

A freight handling service is available for the collection of packages and freight, and their movement within the **Eurosatory 2018 secure area**.

For work safety reasons and access control, bearing in mind the sensitivity of the Exhibition, only handling companies accredited by the Organizer and included in the list of:

- approved service providers, are authorized to operate in the **Eurosatory 2018 secure area**.

These companies are the followings:

CLAMAGERAN EXPOSITIONS, CLASQUIN FAIRS & EVENTS, ESI - EXPO SERVICES INTERNATIONAL

Their references and commercial offer are in **part 1** of the **Exhibitor Manual**.

Freight handling companies must be physically represented at the “Jean Prouvé” building, during build-up and dismantling periods and during the exhibition in order to welcome and provide information to exhibition customers.

These companies, located in the “Jean Prouvé” building, have all the mechanical handling equipment to deal with exhibitors’ requirements. They act independently and contract directly with exhibiting companies.

No unauthorized service provider may perform any services or handling operations in the Eurosatory 2018 secure area.

Storing transit cases and packing material in the Exhibition area is not allowed.

NEW

Vehicles and motor vehicles are not allowed in halls on Sunday 10 June 2018.

B.4.6. Cleaning

In order to maintain a high standard of appearance at the Exhibition, and in the interest of site security, a free general cleaning service is provided by the Organizer (up to accessible areas of stands).

To complete it, the exhibitor may contact the cleaning company approved by the Organizer (**MILLENIUM** for the halls 6, 5a and 5b). Moreover, it is the exhibitor's responsibility (or that of his stand constructor) to make his own arrangements to dispose of stand construction material.

Environmental impact compensation and reduction measures are adopted on the Exhibition by reducing and managing construction site waste, the Organizer requires that site waste be sorted to permit selective waste collection and transfer, and advises the exhibitors and stand constructors to keep their packaging.

■ Build-up period: from 28 May to 10 June 2018

The exhibitor and/or his stand constructor is/are responsible for the conveyance of all kind of surplus construction material and rubbish to the waste collectors.

The Organizer will keep the alleys clean. A selective waste collection will be ensured during the build-up period.

After 12pm on Sunday 10 June, no empty packaging or exhibitor vehicle will be allowed inside the Eurosatory 2018 secure area. The approved cleaning company will ensure:

- **the cleaning of common areas:** alleys, rest areas, etc.,
- **the cleaning of accessible areas of stands, chalets and pavilions:** vacuum cleaning of floors, desk cleaning and waste paper baskets - with the exception of equipment and objects on display.

■ During the Exhibition: from 10 June to 15 June 2018

The Organizer insures the general cleaning of the Exhibition before 8hrs daily. This cleaning covers:

- **the cleaning of common areas:** alleys, rest areas, etc.,
- **the cleaning of accessible areas of stands, chalets and pavilions:** vacuum cleaning of floors, desk cleaning and waste paper baskets - with the exception of equipment and objects on display.

For non-accessible stands, rubbish must be removed at evening closing time.

■ Dismantling period: from 15 June to 22 June 2018

It is the exhibitor's responsibility (or that of his stand constructor) to make his own arrangements to evacuate stand construction material (special fittings/decorations, sand, gravel, flower arrangements, etc.).

For this purpose, the exhibitor or his stand constructor (depending on their contractual arrangements) may make use of Organizer approved cleaning company:

- hiring of skips/containers possible: 1 m³, 30 m³,
- **the waste load by the cleaning company will lead to a 40% increase of the container price.**

Removal of carpets **on request**.

Sites should be handed back clean and free from waste:

- halls: by **4pm on 20 June**,
- outdoors: by **12pm 22 June**.

If these arrangements are not respected, COGES reserves the right to remove any offending rubbish or rubble at the exhibitor's expense. Prices are as follows:

- **250 euros per m³:** surplus material (wood, decoration elements, waste...),
- **300 euros per m³:** soil, rubble.

Fees will be deducted from the exhibitor's security deposit.

Important – The sorting area access is strictly reserved to the Organizer. No stand construction material will be dumped by the exhibitor and/or stand constructor into the sorting area which is under surveillance.

B.4.7. Lavatories

These will be available from 28 May to 22 June outdoors and from the 4 June until 20 June in the halls (permanent toilet facilities (halls 6, 5a and 5b) and mobile toilets (outdoor).



B.4.8. Catering

During the setting-up period (from 4 to 10 June) and the dismantling period (16 to 18 June), approved on-site caterers, will provide a rapid, fixed price self-service meal in each of the restaurants or bars open during these periods.

B.4.9. Taxis

Taxis journeys to and from the Paris Nord Villepinte exhibition center are covered by parisian taxis. To leave the «parc des expositions», four radio-taxi firms can provide the required service. **When leaving Paris Nord Villepinte, radio-taxi firms are authorized to collect customers:**

- during build up and dismantling at the exhibition park bus station, near the RER train access,
- during the Exhibition, the taxi station will be located in front of hall 8, near the RER train station.

Taxis	
	
Taxis G7	: +33 (0)1 47 39 47 39
Taxis Bleus	: +33 (0)1 49 36 10 10
Alpha Taxis	: +33 (0)1 45 85 85 85
ABC Taxis 93	: +33 (0)1 43 83 64 00

B.5. Customs and freight handling

Customs formalities are chargeable to the exhibitors and their providers. The exhibitors must endorse their documents by customs before access the Exhibition park. The main customs office in charge of Villepinte is located in Aulnay-sous-Bois.

Every person or vehicle circulating on the exhibition center has to be in order towards the customs and excise.

Bureau des douanes de Blanc-Mesnil

Bâtiment Z - GARONOR - BP 784
93614 Aulnay-sous-Bois Cedex
France
Tel.: +33 (0)9 70 27 22 30
Fax: +33 (0)1 48 67 17 49
r-blanc-mesnil@douane.finances.gouv.fr



The exhibitor is fully responsible for such procedures and the Organizer COGES shall not be held liable for any problems that may result from these formalities.

B.5.1. Temporary import of military equipment

The equipments from foreign countries (except European Union) must be placed under the customs system of temporary import of military equipment.

Prior to obtaining this classification, exhibition equipment and material sent to France are to be covered by transit regulations (EU common transit documents, TIR carnet or the ATA carnet blue sheet) until arrival at the exhibition site.

The exhibitor is responsible for requesting **“temporary admission”** by submitting either a customs declaration (DAU), or, when the equipment is covered by an ATA carnet, by having the carnet white importation sheet stamped.

Temporary admission for non-military exhibition material travelling with an ATA carnet can be arranged at the point of entry to the EU. In all other cases, the customs declaration (DAU or ATA carnet white importation sheet) can be submitted to the local **customs office** through the selected forwarding agent.

Choice of the forwarding agent is left to the exhibitor's discretion.

The exhibitor is required to give his forwarding agency advance notice of equipment arrival details (place and date of entry into France, vehicle registration/aircraft flight number, name of ship, etc.); regulations in force in the country of origin must be applied for military equipment exports.

The exhibitor must complete the documents listed in the table below.

As military equipment is involved, exhibitors are reminded that COGES applies to the appropriate french authorities for a waiver of the **military equipment temporary import authorization (AITMG)** and an exemption **from surety bond**.

The Organizer sends this waiver to approved forwarding agencies to facilitate the customs procedures referred to above, with which the exhibitor is required to comply in all circumstances. A customs declaration for category 1, 2 and 3 materials is still required.

Military equipment in categories 1, 2 and 3 (weapons) may not be transported within the European Union unless an import declaration FRA-type has been submitted (decree n° 95-589 dated 6 May 1995) depending on the country of origin within the European Union.

B.5.2. Warning

Potential exhibitors from countries subject to embargo or restrictions on imports and exports (Belarus, Burma, Central African Republic, People's Republic of China, Democratic Republic of Congo (Congo-Kinshasa), Democratic People's Republic of Korea (North Korea), Côte d'Ivoire, Eritrea, Iraq, Iran, Lebanon, Liberia, Libya, Russia, Somalia, Sudan, South Soudan, Syria, Zimbabwe) must get in contact with the Organiser as soon as they register in order to examine the feasibility of importation or reexportation of their equipment. This will prevent equipment being stuck in customs before or after the exhibition.

B.5.3. Customs clearance: documents to be provided

Military equipment, weapons and ammunition		
within the European Union	from outside the European Union	
	Countries using the ATA carnet	Countries not using the ATA carnet
All types of military equipment <ul style="list-style-type: none"> Pro-forma invoice List of packages Weapons in categories 1, 2 and 3 <ul style="list-style-type: none"> Customs declaration from country of origin, if required Instructions to french forwarding agency (place and date of entry into France) Customs documents accompanying the shipment passed to the french forwarding agency, who prepares the FRA customs declaration 	<ul style="list-style-type: none"> ATA carnet (blue and white sheets) Pro-forma invoice Forwarding agency authorization List of packages Instructions to french forwarding agency (place and date of entry into France) 	<ul style="list-style-type: none"> Customs declaration (DAU) and transit documents Pro-forma invoice List of packages Instructions to the EU french forwarding agency
Other equipment		
within the European Union	from outside the European Union	
	Countries using the ATA carnet	Countries not using the ATA carnet
<ul style="list-style-type: none"> List of packages 	<ul style="list-style-type: none"> ATA carnet (white importation sheet) Pro-forma invoice Forwarding agency authorization List of packages 	<ul style="list-style-type: none"> Customs declaration (DAU) and transit documents Pro-forma invoice List of packages

C. How to exhibit – Surfaces and stands – Technical rules

C.1. Exhibition site – Technical data

Eurosatory 2018 Exhibition takes place at the Paris Nord Villepinte exhibition center. The exhibition center is run by **VIPARIS Paris Nord Villepinte**.

The “Eurosatory 2018 secure area” consists of:

- an indoor exhibition area: halls 6, 5a and 5b,
- an outdoor exhibition area: Pe6a, Pe6b car parks.

C.1.1. Indoor exhibition area: halls

General description of halls 6, 5a and 5b

Hall 6 covers 46,097 sqm and hall 5a has 48,420 sqm and hall 5b has 8,820 sqm of its total surface available. Both have a concrete floor that can resist floor loads up to 5 tons/sqm (a 10 x 10 cm area can absorb an impact of 6 tons).

Note – While handling, the loads are on a reduced surface and provoke stamping which can lead to damaging the ground: the exhibitors must ensure that these loads must be spread by interposition on plane, rigid and tough surfaces.

The ceiling height in both halls is **9 metres**.

The thirty-one lifting doors in hall 6 (M1 to M18 and P1 to P21), the twenty-six doors in hall 5a (L1 to L11, K1 to K8 and J1 to J11) and in the lifting doors in hall 5b (R1 to R9) are available during the build-up and dismantling time.

Halls 6, 5a and 5b are equipped with a **network of under floor ducts** approximately every 5 metres that are connected to the following:

- electricity (50 hertz mono-phase 230 V and tri-phase 400 V),
- drinking water,
- compressed air,
- television,
- telephone, ISDN cables (Internet access).

The network will also dispose of waste water. halls 6, 5a and 5b are air-conditioned.

Special constructions

“**Special constructions**” refers to all works undertaken to modify the standard installations provided for exhibitors. These include:

■ **Fire hose on columns/walls**

Fire hoses must always be reachable for the security services. 1 meter from the hose to the alley must be free from any equipment. It is **strictly forbidden** to hide the fire hose and the alarm with any post or any kind of fabric. Each column is surrounded by a wooden wall with a height of 3 meters.

■ **Wooden floor strengthening**

The standard wooden floor supplied by the Organizer COGES can support pressures of up to 500 kg per sqm for a height of 0.12 to 0.15 metres. Additional reinforcement can be provided at the exhibitor’s expense, by a company appointed by the Organizer. **It is forbidden to cut or drill holes in hired planks. Otherwise this will be charged to the exhibitor.**

■ **Installation of aerials on hall 6, 5a and 5b roofs**

An exhibitor must first obtain technical approval from the exhibition center and then apply to the Organizer COGES for this facility. The Organizer will arrange for the work to be done, at the exhibitor’s expense, by a site contractor specially appointed for this purpose. The exhibitor will be required to pay the exhibition center authorities in advance for this service.

■ **Installation of heavy machinery, engines, wheeled or tracked vehicles**

The exhibitor must contact the Organizer COGES well in advance in order to plan dates, access routes, etc.

■ **The construction of concrete platform**

This may be undertaken, at the exhibitor’s expense, by a company appointed by the Organizer COGES.

C.1.2. Outdoor exhibition area

General description

The 24,500 sqm outdoor exhibition area is to the north of hall 6 (on areas Pe6a, Pe6b). An asphalt surface covers most of the area. It is equipped with the following:

- electricity supply connection floor ducts (230 V mono-phase and 400 V tri-phase),
- water supply and disposal connection floor ducts.

Construction work / Buildings

Girders or cross beams must be used to provide a level foundation for buildings.

Restrictions – Any type of digging, construction of underground foundations or soil anchorages, **is forbidden**.

C.2. Exhibition area and services

The Organizer COGES can make any or all of the following available to exhibitors: halls areas, outdoor area, hospitality chalets.

Companies can exhibit on their own, or as part of their national pavilion, or with an organization such as a chamber of commerce, local authority or trade association.

Each site allocated to a direct exhibitor is given a stand number, which also appears on the exhibition floor plan.

C.2.1. Halls area

The exhibitor may book a bare surface or a stand in a hall.

Read and download the descriptive sheets in the commercial brochure www.eurosatory.com	
Exhibition spaces and stands	Exhibiting in a cluster
<p>Bare surface, from 12 sqm</p> <p>"Business" stand, 6, 9 or 12 sqm</p> <p>"Classic" stand, from 12 sqm</p> <p>"Prestige" stand, from 12 sqm</p>	<p>Training and simulation</p> <p>Intelligence</p> <p>UAVs & UGVs</p> <p>Civil security, crisis management and people security</p> <p>Critical infrastructures and sensitive facilities security</p> <p>CBRNe</p> <p>Embedded Electronics</p> <p>Tests, measurements and engineering</p>

C.2.2. Outdoor area

The exhibitor may book a bare surface or a pavilion or a chalet outdoor.

Read and download the descriptive sheets in the commercial brochure www.eurosatory.com
<p>Bare surface, from 50 sqm</p> <p>"Pavilion", 25 sqm</p> <p>"Chalet", 72 sqm</p>

Exhibitors reserving stands must remember to order the necessary technical support and services (electricity, telephone, water supplies and drainage, etc.) consulting the catalogue (description, prices) on

www.viparis.com/epex

before **28 May 2018** (later than this an extra 20% charge will be made by the exhibition center).

Exhibition center services



Paris Nord Villepinte

*Place an order online
before 28 May 2018*



C.2.3. Sign for stands

■ Halls area

For bare surfaces, no sign will be provided by the Organizer.

For furnished stands "Business", the details necessary for the construction of signs are to be provided by the direct exhibitor.

■ Outdoor area

For 50 to 300 sqm surfaces, only the direct exhibitor is entitled to a standard sign erected by the Organizer.

It consists of a 6 m mast with a design on a banner 0.8 m wide and 3 m high, with the exhibitor company name, the stand number and the flag of the country.

Exhibitors should provide the necessary information on adequate **form** to reach COGES **by 13 April 2018**, so the sign can be made.

The text inscribed on the standard sign will reproduce exactly the information on the form submitted by the exhibitor (**a maximum of 18 characters**), but excludes any logo, special letters or markings.



C.3. Exhibition stand location: information

C.3.1. Space allocation

The Organizer remains free to determine the allocation of spaces.

The spaces are allocated taking into account the general lay-out chosen for the Exhibition, local requirements, the type of equipment to be displayed and, as far as possible, any wishes expressed by the exhibitor, taken into consideration in the order in which registrations are received after payment.

The Organizer reserves the right, until 11 May 2018, to change the initial distribution and the location of the space already allocated or to change the dimensions thereof. It shall not be held responsible for any differences that may arise, following the lay-out of the place or new rights of way, between the dimensions announced on the plans and the space(s) actually made available to the exhibitor.

The participation of an exhibitor in a previous Eurosatory Exhibition will not grant any preferential or special right to the allocation, size, location or lay-out of an exhibition space.

It shall be forbidden to exhibitors to assign or sublet all or any part of the allocated space (except to their co-exhibitor(s)) without the prior, written consent of the Organizer.

Exhibitors may not, under any circumstances, use the space allocated to them to promote, in any form, any companies not registered for the Exhibition.

Any exhibitor accommodating on its stand a company that is not registered may be immediately excluded, without

compensation and without prejudice to the Organizer's other rights and actions. The Organizer shall retain the amounts paid by the exhibitor.

C.3.2. Stands location availability schedule

■ Stands location are available

- Outdoor: from 28 May 2018.
- In halls: from 4 June 2018.

■ Installation of equipment to be exhibited

- Outdoor: from 28 May 2018.
- In halls: from 4 June 2018.

■ Stands must be set up and exhibits are to be in place by: 10 June at 10pm.

■ Heavy machinery and vehicles must be in place by: 7 June at 8pm.

Note – Any work taking place outside the official build-up or dismantling dates (see above) will require a special contract with the exhibition center for hiring the space involved. Please liaise with the Organizer COGES for procedural advice.

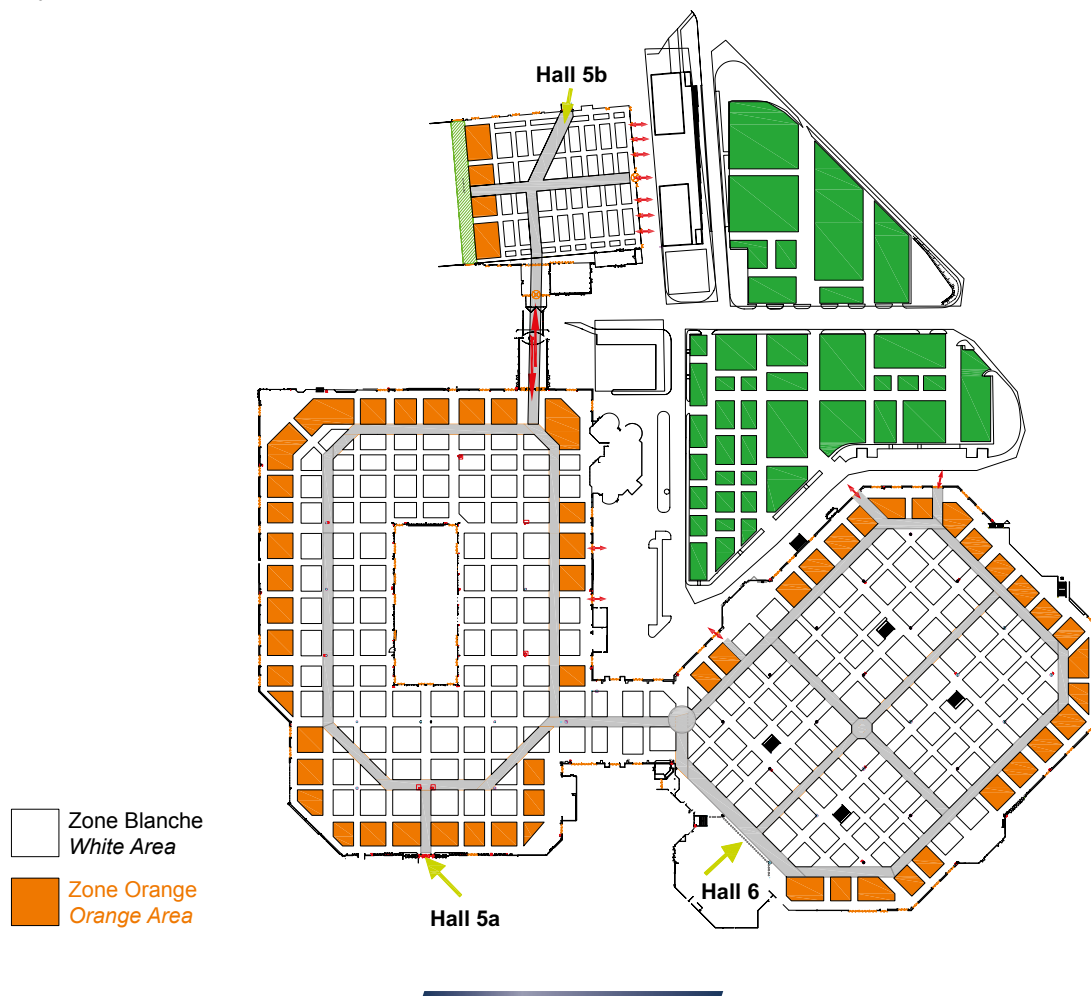
C.4. Technical rules for stand construction: halls and outdoor

C.4.1. Technical rules for stand construction: halls ("white zone", "Orange zone")

In the halls, technical and decoration rules are different depending on your stand location zone.

The **"White zone"** follows the usual technical rules of Eurosatory.

The **"Orange zone"** located along the hall walls profits of more attractive rules with some derogations (contact the Organizer / Technical office).



C.4.1.1. Technical rules for stand construction: halls "White zone"

■ General design

The Organizer COGES is responsible for the overall design of the Exhibition. The exhibitor is responsible for the design of his own stand(s) and structures.

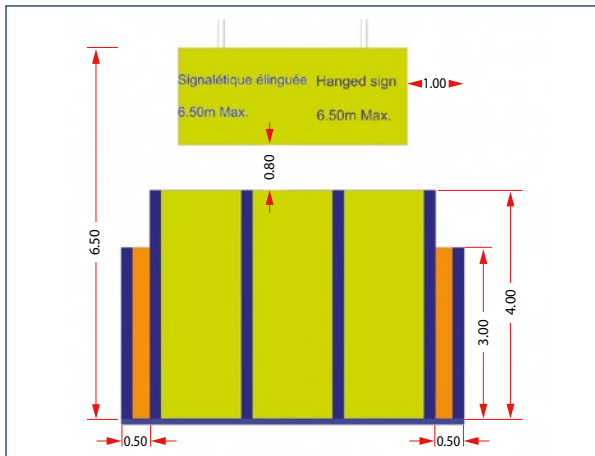
■ Design of national pavilions

Lighting supports (truss) or high structures must not cover the whole pavilion if it is in several blocks - they cannot pass over the alleys.

No decorative material may connect two blocks of a pavilion, whether on high or low part (arch, truss, wooden floor, etc.).

Alleys between the blocks of a pavilion belong to the Exhibition Organizer; the agent or pavilion designer cannot use personalized carpet or connect different blocks, without the Organizer's agreement.

■ Height stand construction, hanging and setbacks



- Maximum height of the partition walls including signs adjoining the structure of the stand: **4 metres**.
- Maximum height of hanging signs: **6.5 metres**.

Important – Leave an open space of **0.80 m** minimum between the construction and the hanging sign or the autocarried signalling system. This not to block the visibility of the nearby stands.

The Organizer's authorization must be sought to exceed the height limits.

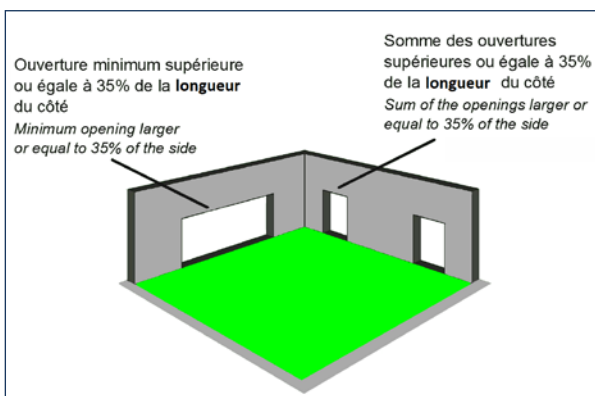
Setback: partition walls above **3 metres** high must be setback **0.5 metres** from the alleys.

■ Dividing partition walls

Each stand must have its own dividing walls and it is forbidden to use the neighbouring exhibitor's dividing walls. On an exhibition island, the stand with the highest dividing wall must leave clean the side of the wall that faces onto the adjoining stand. The dividing wall may be painted or covered with cotton flock.

■ Opening rate of a stand

Partition walls, signs and decorations installed along the alleys must respect an opening rate of **35%** minimum of the length of each side of the stand. If several openings: the sum of the openings must correspond to the minimum of **35%** of the length of each side of the stand (see picture).



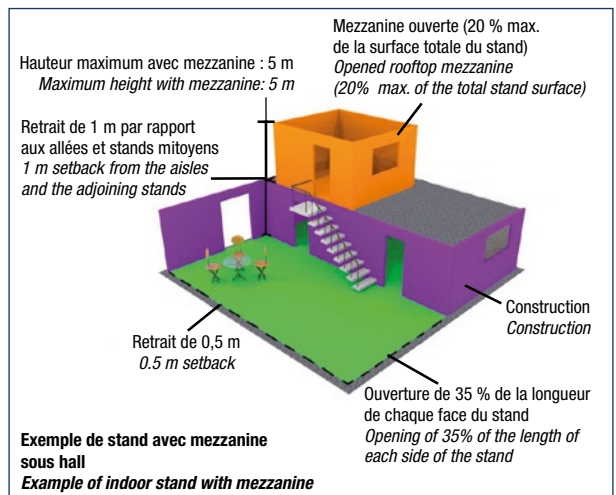
■ Construction of an additional floor (mezzanine)

Building an additional floor, in the halls, incurs a specific charge and must have the prior approval from the Organizer / Technical office (see registration contract).

Rules:

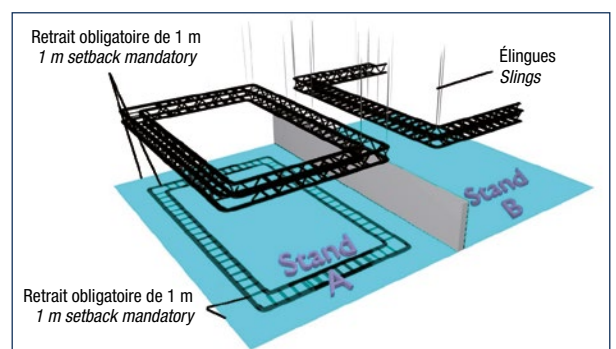
- maximum height with mezzanine: **5 m**,
- setback mandatory for mezzanine from the alleys and the adjoining stands (if there's an adjoining stand): **1 m**,
- covering of stand/false ceiling: **20%** maximum of the total surface of the stand,
- maximum mezzanine surface: **20%** maximum of the total surface of the stand,
- if a mezzanine is greater than **19 sqm**, two stairways are obligatory (derogation with plan),
- a mezzanine within a hall cannot be covered.

Important – Once the plans for the stand are finalized, do not forget to change your registration contract to declare the surface area developed and mezzanine in the halls.



■ Signs banners, truss and batten lights

If an exhibitor has two or more islands, it is formally forbidden to hang a sign, batten lights or a truss across an alley belonging to the Organizer, i.e. the exhibitor must put a truss or a batten light on each island at a distance of **1 m** from the alleys and adjoining stands.



■ Hanged rigging banners and signs

On an island, a banner or a sign must have a setback of **1 m** from the alleys and adjoining stands.

Maximum height of **6.50 m** in the "White zone" and **7 m** in the "Orange zone".

Rigging (to stabilize structures, hanged signs or batten lights) is possible but under certain circumstances. This can only be undertaken by the exhibition center specialist services: consulting the catalogue (description, prices) on

www.viparis.com/epex

before **28 May 2018** (later than this, an extra 20% charge will be made by exhibition center).

Warning - Request for slings superior than 6.50 m will be subject to a feasibility study (need to use the frame directs points and/or spreaders).

The use of spreaders will be charged. For more information, please contact VIPARIS.



■ Flooring and access ramp

It is mandatory that all flooring must have a disabled access ramp.

No access ramp must hinder the alleys.

The inclination of the ramp must comply with the text (5% gradient) with a rest platform on each side of the tilted floor.

An exhibitor having 2 islands must not, under any circumstances, lay flooring to connect the two stands together as the alleys belong to the Organizer.

Within halls it is forbidden:

- to make holes in the floors of buildings,
- to hang on or to damage the covering of columns and peripheral walls of the halls,
- to paint the floor,
- to leave adhesive on floors after dismantling.

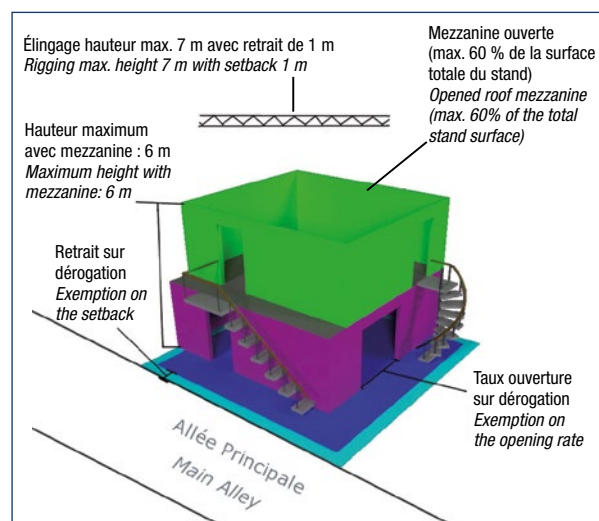
In case of an offense, an estimate will be made and will be charged to the exhibitor.

C.4.1.2. Technical rules for stand construction: "Orange zone"

The technical rules from the "White zone" also apply to the "Orange zone" except for:

- maximum height of stands and constructions (mezzanine included): **6 m**,
- maximum height hanged sign/truss: **7 m**,
- setback hanged sign/truss: **1 m**,
- opening rate: derogation from the Organizer / Technical office,
- construction setback: derogation from the Organizer / Technical office,
- mezzanine construction: not to exceed **60%** of the total surface of the stand.

Every single "Orange zone" stand project will be examined by the Organizer's technical office.



C.4.2. Technical rules for stand construction: outdoor

■ Stand construction and heights limits

Construction is any covered structure built by an exhibitor to host visitors: building, bungalow, tent, shelter, caravan, container, etc. This built area will be separately charged (see registration contract).

- **Maximum** height of stands and constructions: **8 m**.

Any exceeding height request must be submitted to the COGES / Technical Office.

The overall height of masts and antennas is limited to 40 m (with warning beacon, illuminated day and night).

The Organizer reserves the right to exclude or modify anything which might detract from the general appearance of the Exhibition, inconvenience visitors or neighbouring exhibitors, or which fails to comply with previously submitted plans or with Exhibition rules and safety regulations.

■ Construction of an additional floor (mezzanine)

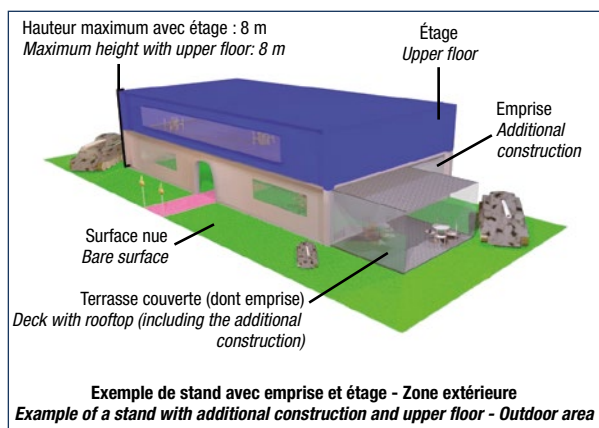
Any additional floor built by the exhibitor must be approved by the Organizer / Technical office and will be the subject of a specific price setting (see registration contract).

Important – Once the plans for the stand are finalized, do not forget to change your registration contract to declare the surface area developed and upstairs space outdoors.

In the outdoor exhibition area it is forbidden:

- to make holes or to anchor structures in the ground,
- to paint the ground surface.

If case of an offense, an estimate will be made and will be charged to the exhibitor for any noticeable hole.



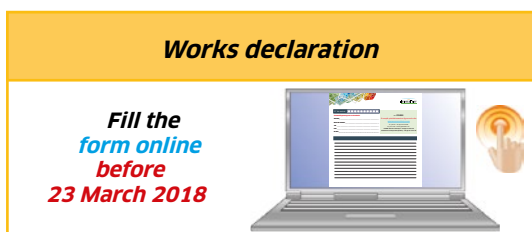
C.4.3. Inflatable balloons

Inflatable balloons for advertising **are forbidden**. For other balloons, contact the Organizer and refer to safety instructions (D.1.5).

C.4.4. Submission and approval of stand plans

C.4.4.1. Submission of stand plans

For all stands built on bare surface whether in the halls or outdoor: the exhibitor is required to forward his **“works declaration”** form and the layout plan to the Organizer / Technical office **before 23 March 2018**.



The access to the build-up area depends on the plans being approved by the Organizer's technical office, any delay in submitting the plans may result in a temporary denial of access to the assembly area.

These plans, together with any supporting cross sections or elevations necessary for clarification, must include all key dimensions (in particular partition heights).

They should also include all technical information on stand construction together with the comments and calculations necessary to understand them.

The plans must include the following:

- detailed dimensions,
- internal and external layout,
- special structures,
- special decorations,
- heavy machinery on display.

The stand plan must distinguish clearly between exhibits and construction work. The exhibitor must also specify the type of materials being used, which must comply with the fire safety regulations. Exhibitors must also declare any bulky or specific equipment that needs to be set up at the stand in advance.

The **“works description”** form is the means by which information passes between the exhibitor and the Organizer on problems concerning installation and stand inventories at the end of the Exhibition.

Important – Once the plans for the stand are finalized, do not forget to change your registration stand order to declare the surface area developed, upstairs space outdoors and/or mezzanine space in the halls.

After validation of the stand plan, if change, please to resubmit it to the technical office. If on site, construction is not in compliance with validated project, the technical office can make stop or modify the construction.

C.4.4.2. Layout for 25 sqm pavilion (outdoor)

Exhibitors who have ordered one or more pavilions must attach to their **“works declaration”** form a copy of a plan with dimensions, and:

- the exact location of the pavilion(s) on the stand surface,
- the direction in which the pavilion is to face (indicate where the door is to be situated),
- connection instructions (when pavilions are joined together),
- the type of partitions (panels or glass).

In the absence of any plan, the Organizer will determine how pavilions should be set up. Once the stand construction is completed, any change of positioning or orientation that needs dismantling and/or rebuilding will be charged to the exhibitor.

C.4.4.3. Approval of stands plans

Plans, modified if necessary, are approved by the Organizer / Technical office and the Exhibition fire safety officer (**Cabinet RAILLARD**).

Each exhibitor shall be given an individual opinion (favourable or not) for his stand project as soon as the COGES technical office analyses the stand plans.

Once the stand plans (with any modifications) have been approved, an exhibitor wishing to make any further changes must apply beforehand in writing to the Organizer.

Important – Outdoor constructions of a surface greater than 300 sqm or with an upper floor will have to file a security form to the police department (Prefecture), 2 months and a half before the opening of the Exhibition or to file the form **cabinet RAILLARD**, 2 months before the build-up of the Exhibition.

The form will be gathered with the general security form of the Exhibition and will be handed over to the security committee.

It is recommended to contact the **cabinet RAILLARD**, Eurosatory 2018's fire safety officer.

In absence of a security form, the Organizer will appoint the approved.

C.4.5. Derogations request for build-up or dismantling dates

Derogation request for the build-up and dismantling dates must be addressed to the Organizer COGES / Technical office at a minimum of 15 days before the date of occupation.

If the derogation is granted, the technical office will send a written agreement and an additional cost of **0.60 euros excl. VAT/sqm per day** will be charged for the enclosed surface areas.

C.4.6. Installation in the halls of heavy machines, engines, wheeled or tracked vehicles

Important – These equipment must be pointed out to the Organizer / Technical office at the time of handing in the plans, which sets the exhibitor's entry date, possibly by advance access. The exhibitor is responsible for the installation, the handling and the taking out of his equipment whatsoever.

■ Heavy machinery to exhibit

Any equipment needing a handling device (greater than 5 tons, lift truck, cranes...) to be set up on the stand and/or any equipment longer or larger than 4 m.

■ Wheeled or tracked vehicle to exhibit

To smooth the way of the transportation of any vehicle to its location, the exhibitor must come forward to the Organizer COGES' technical office to determine the set up terms.

Important – Tracked vehicles must be equipped of rubber wheels to operate in the exhibition area.

Beware – The ground resistance is 5 tons/sqm.

While handling, the loads are on a reduced surface and provoke stamping which can lead to damaging the ground: the exhibitors must ensure that these loads must be spread by interposition on plane, rigid and tough surfaces.

■ Conditions of access

Build-up period: the arriving date must be set with the Organizer COGES / Technical office and the installation must be done with the technical office staff. Exhibitors may set up exhibition material outdoor from 28 May 2018 and in the halls from 4 June 2018 at the earliest (unless a special case is made to the Organizer COGES).

Heavy machinery and vehicles must be in place by: **7 June at 8pm**.

Dismantling period: to move out the engines from the halls while the dismantling period, you must contact the technical office who will set the time, well-knowing that no authorisation will be given before 4:30pm on Friday 15 June 2018.

C.4.7. Delivery

Each exhibitor or his representative must make his own arrangements for the shipping and reception of his packing cases and identification of their contents. If an exhibitor or his representative is not present to receive his packing cases at the Exhibition site, COGES may not be held responsible for any loss of or any damage to part or all of the packing cases.

All packing cases, boxes, etc., must be unpacked on arrival. Empty or used packing material must be removed by exhibitors or their forwarding agents and disposed of outside the Exhibition area before 12pm 10 June 2018.

The Organizer COGES reserves the right to take such measures as are considered necessary to ensure compliance with these instructions, at the exhibitor's expense and risk lease refer.

During build-up and dismantling periods, exhibitors **should not obstruct the alleys and traffic lanes**. In any circumstances, exhibitors mustn't inconvenience neighbouring stands.

C.4.8. Inventory “security deposit”

For each exhibitor having a bare surface stand in a hall or outdoor, **it is an obligation to sign an entry and exit inventory** with a person from the technical office. The exhibitor can be represented by his stand builder committing the responsibility of the exhibitor.

The inventory certificate will be signed by the exhibitor or his representative when arriving on site and then leaving. Any exhibitor taking over his stand location without doing the entry inventory will have an access denied to his stand area.

Before the draw up of the entry inventory, the stand responsible who is present (exhibitor, stand builder, or the person designated by the exhibitor) will have to pay a security deposit in order to assure the good holding of these obligatory inventories.

After payment, a “voucher of security deposit” with an official number will be put back and must be kept to get back the deposit during the exit inventory.

This security deposit will be returned after the report of the stand exit inventory done with a person from the technical office and the exhibitor or the authorized representative (even if damages and/or waste are noticed on the stand area or not).

If the exhibitor or his authorized representative is not present for the exit inventory, the security deposit will be kept by the Organizer.

If damage and/or waste are noticed during the exit inventory, the cost loaded by the exhibitor will be deducted from his security deposit (see TCS) paid with the invoice balance or will be the object of an additional invoice.

The amount of the “inventory” security deposit is:

- **500 euros** for a surface smaller than 50 sqm,
- **1,000 euros** for a surface between 51 sqm and 250 sqm,
- **2,000 euros** for a surface bigger than 251 sqm.

The security deposit will have to be paid by credit card (print VISA, MASTERCARD or AMEX) or by check at the technical office on site. We won't accept cash.

It will only be collected if there is a breach of the exit inventory procedure.

C.4.9. Entry inventory – Stand takeover

A stand area in the **halls and outdoor** is handed over to the exhibitor in working order.

While arriving on site, exhibitors having ordered a bare surface stand must sign an entry inventory and hand a security deposit.

Arrangements to obtain this inventory should be made by the exhibitor (or his representative) with the staff of the COGES on-site technical office (hall 6 entrance, ground floor).

Failing this entry inventory, the location is deemed to comply with the exhibitor's request, and any damage noticed when the “exit inventory” certificate is issued shall be charged to the exhibitor.

The exhibitor will not deny of any observation made by the Organizer, if non present.

C.4.10. Exit inventory – Restoring stands surface to its original condition

An “exit inventory” certificate is compulsory for exhibitors having hired bare stand surfaces.

If the inventory is not done, the exhibitor may be liable to penalties and may not, on any account, contest the findings of the Organizer, if non present.

In the absence of an “exit inventory” certificate signed by the exhibitor (or his representative), the Organizer reserves the right to withhold the exhibitor's **security deposit, even in case no damage is observed on the location.**

All costs involved in rectifying damages or deterioration to a stand surface or building, whether caused by setting-up or by material or equipment belonging to the exhibitor, will be calculated by the Organizer COGES and deducted from the security deposit.

Exhibitors must clear all exhibits, equipment, special fittings/decorations and rubbish from their stands:

- by 4pm, 20 June 2018 for halls stands,
- by 12pm, 22 June 2018 for outdoor stands.

Exhibitors are requested to leave sites, installations and fittings provided for their use during the Exhibition in the same state as they found them.

Stands surface are to be handed back **clean and with all waste removed** (rental of skips: see officially-approved cleaning contractor).

If this is not done, the Organizer COGES will arrange for waste removal and will charge the exhibitor as follows (refer charts below).

Holes in the floor / Anchorage of structures in the floor: **it is strictly forbidden** to install anchorages in the floor for the support of structures; **ballasting is obligatory** (exhibition center rule). The repair costs for damage noted and caused by the constructors will be retained from the security deposit.

Important - From 20 June 2018, 4pm for halls stands, and from 22 June, 12pm for outdoor stands, the Organizer COGES may:

- remove to a storage warehouse of his choice or a waste reception centre any items still on stands, at the exhibitor's expense and risk - should this occur, COGES cannot be held responsible for any resulting loss or damage, whether total or partial, from whatever cause,
- use his own contractor to restore the stand surface to its original condition at the exhibitor's expense.

Hall repair fees

Services	Price excl. VAT	Units
Paint on floor	180 euros	sqm
Removal: adhesive on floor	45 euros	ml
Removal: adhesive on shell scheme partition wall	55 euros	per wall
Removal: wood, paper, carpet or boxes	250 euros	m ³
Removal: sand, rubbles, earth/ground	300 euros	m ³
Removal fixed price (mixed of all kind of waste)	1,400 euros	-
Damaging of Organizer's technical wooden floor	70 euros	sqm
Damaging of hall or column wooden wall	65 euros	per board
Hole in hall floor	700 euros	unit
Hole in hall wall	450 euros	unit
Damaging wall on shell scheme stands	150 euros	unit

Outdoor repair fees

Services	Price excl. VAT	Units
Paint on floor	180 euros	sqm
Dried cement on floor	220 euros	sqm
Removal: wood, paper, carpet or boxes	250 euros	m ³
Removal: sand, rubbles, earth/ground	300 euros	m ³
Removal fixed price (mixed of all kind of waste)	1,400 euros	-
Undeclared hole in the ground	700 euros	unit

D. Rules on the prevention of fire and panic

D.1. Halls

D.1.1. General information

The exhibitor must apply the safety regulations against fire and panic risks in public establishments laid down by the decree of 25 June 1980 order (general rules). The decree of 18 November 1987 sets the specific rules that apply to exhibition halls.

The following text is made up of extracts from these regulations in order to aid their comprehension.

During the assembly period, the safety office will ensure that everything complies with the following security measures. All information concerning fire safety can be requested to:

Cabinet RAILLARD

10, rue Frédéric Passy
92200 Neuilly-sur-Seine - France
Tel.: +33 (0)1 47 22 72 18
Mobile: +33 (0)6 07 91 37 72
Contact: **G rard Raillard**
email: eurosatory@cabinet-raillard.com



D.1.2. Access on stands for disabled visitors

The exhibitor must respect the requirements of articles L.111-7, L.111-7-3 and R 111-19 to R 111-19-8 of the french construction and housing code. Also the exhibitor must comply with the decree of 1 August 2006, regarding access for persons with deduced mobility to public establishments:

- **pathways** will have no overhang and be horizontal or have an incline in accordance with the following:
 - minimum width = 0.90 m,
 - a chamfer of 33%, if floor height is < 4 cm,
 - gradient of 4% for any length of pathway,
 - gradient of 5% if length is < 10 m,
 - gradient of 10% if length is < 0.50 m;
- **reception desks** will be available for wheelchair users maximum height of 0.80 m, gap of 30 cm allowing access for knees at 0.70 m,

- **raised stands** if there will be more than 50 people upstairs or if the service provided upstairs is not available downstairs, the floor must be accessible for people with reduced mobility.

* one of the stairs must conform to the accessibility regulations: 1st August 2006 decree concerning people with reduced mobility in establishments open to the public (see the attached file),

* an access system must be available (lift or stairlift).

D.1.3. Fitting out stands

Materials, rating requirements

■ General information

All materials used must have a specific fire rating (french class or euroclass).

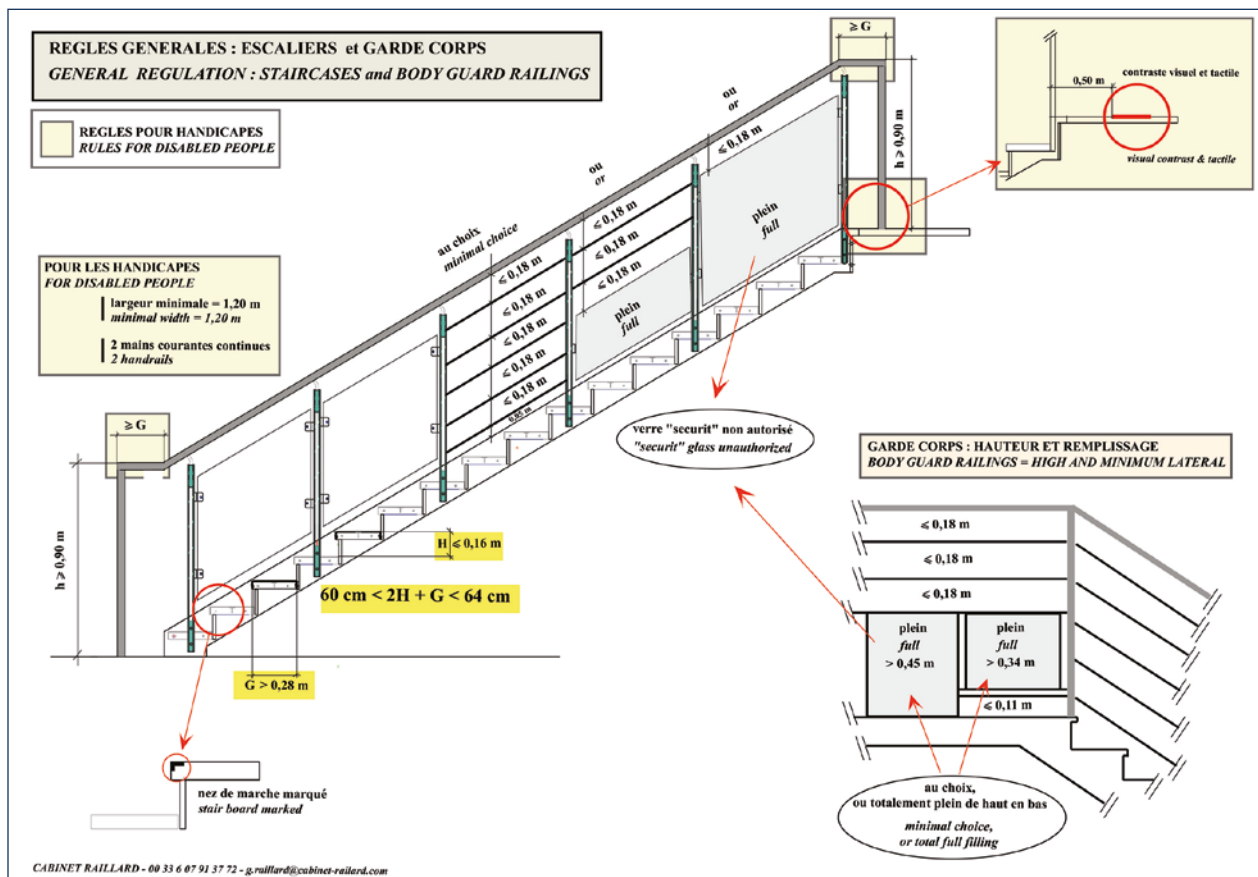
■ Requirements

- Stand structure and partitions with **M3** or **D** minimum rating (european classification system).
- Large furniture items (cash till, counter, display unit, separator screens, etc.) with **M3** or **D** minimum rating.
- Wall coverings (natural or plastic materials) with **M2** or **C** minimum rating.
- Curtains, hangings or loose voiles with **M2** or **C** minimum rating.
- Firmly fixed floor coverings with **M4** or **D** minimum rating.
- Draped decorative or stand-dressing items (advertising panels if surface area > 0.5 sqm, string decorations, small decorative objects, etc.) with **M1** or **B** minimum rating.
- Full canopies with **M2** or **C** minimum rating.
- Ceilings and false ceilings with **M1** or **B** minimum rating.
- Mesh canopies must be CNPP (french test laboratory) certified.

■ Equivalence

- Non resinous solid wood: if thickness > 14 mm, rated **M3** or **D**.
- Resinous solid wood: if thickness > 18 mm, rated **M3** or **D**.
- Wood-based panels (plywood, boarding, particleboard and fibreboard): if thickness > 18 mm, rated **M3** or **D**.

ATTENTION: have the fire resistance test reports for materials used available on each stand. Failing this, have the equivalent fireproofing certificates available on each stand.



Construction and fit-out rules

■ Prohibited

- Curtains, hangings and voiles in front of exits.
- Paints and varnishes classified as flammable (for example nitrocellulose or glycerophthalic paint).
- The use of signs or advertising panels which features white letters on a green background.
- Stands with several raised levels.
- Covered upper levels (ceiling, false ceiling or complete canopy). Only mesh canopies are authorized.

■ Covered stands (ceiling, canopy, raised level)

- Area < 300 sqm.
- 4 m between stands.
- If area > 50 sqm:
 - appropriate extinguishers,
 - one security guard holding the "SSIAP1" qualification present.
- Equipped with autonomous unit security lighting. This security lighting must be put on standby when the normal lighting is intentionally switched off.
- Canopies, if used, must be attached securely and supported by a network of perpendicular wires (minimum mesh 1 sqm).

■ Raised stands

Exhibitors must send a dossier to the **cabinet RAILLARD** for his opinion and approval.

Respect the following constraints:

- one upper floor only,
- **if area accessible to the public is greater than 19 sqm, there must be 2 stairways,**
- railings must conform to french standards NF P 01-012 and NF P 01-013 (see the attached file),
- **the solidity and stability of the structure must be verified by an authorized french inspection service.**

■ Closed stands or rooms

Send dossier to **cabinet RAILLARD** to obtain their opinion and approval.

- Number and width of exits:
 - if area < 20 sqm: 1 of 0.90 m.
 - 20 sqm ≤ area < 50 sqm: 1 x 0.90 m and 1 x 0.60 m,
 - 50 sqm ≤ area < 100 sqm: 2 x 0.90 m **or** 1 x 1.40 m and 1 x 0.60 m,
 - 100 sqm ≤ area < 200 sqm: 1 x 1.40 m and 1 x 0.90 m **or** 3 x 0.90 m,
 - 200 sqm ≤ area < 300 sqm: 2 x 1.40 m,
 - Area > 300 sqm, contact **cabinet RAILLARD**.
- Exits suitably spaced.
- Exits signed.

Fireproofing

Fireproofing can give materials, which are normally fairly or easily flammable M2 or C rating qualities.

Spraying, applying with a paintbrush or soaking the material can carry out fireproofing.

To obtain certified applicators' contact details, contact:

Groupeement Technique Français de l'Ignifugation

10, rue du Débarcadère - 75852 Paris Cedex 17
Tel.: +33 (0)1 40 55 13 13

Fire certificates

Exhibitors must hold fire resistance test certificates for floor and wall coverings and materials used, or failing this hold equivalent fireproofing certificates on the stand.

It is in the exhibitors' interest to obtain these floor and wall coverings and materials from specialised suppliers or shops, which will avoid the issues associated with on-site fireproofing (the salts used attack metals and the fireproofing is only valid for 3 months). Contact:

Groupeement NON FEU

37-39, rue de Neuilly BP 121 - 92113 Clichy Cedex
Tel.: +33 (0)1 47 56 30 80 or +33 (0)1 47 56 31 48

D.1.4. Electricity

General information

Exhibitors must respect the following rules and ensure they are applied:

- only fixed cabling must be used for installations,
- cables and conductors must be category C2,
- conduits and trunking used to route cables ducting and cable guards must be of types which do not spread flames, in accordance with current standards,
- all cabling must include an earthing conductor connected to the electrical box earth terminal,
- if, in exceptional circumstances exhibited M0-rated materials are connected to the electricity supply, they must be protected by assigned residual differential current devices of a maximum of 30 mA,
- class I equipment must be connected to the earthing conductor of the cabling supplying them,
- the use of individual earths **is prohibited**.

Electrical boxes and cabinets

Must conform to legislation, i.e.:

- be inaccessible to the public,
- easily accessible to staff and emergency services,
- placed away from all flammable and combustible materials and products.

If the total power output is larger than 100 kVA.

- electrical cabinet in a closed area reserved for this purpose only,
- area signed with a pictogram,
- CO₂ or powder extinguisher in place,
- M3-rated partitions,
- not be situated beneath a mezzanine which is accessible to the public.

Fill in on your exhibition area the **declaration of operational equipment and machinery** (provided by **Cabinet RAILLARD**).

Halogen lamps (EN 60 698 standard)

Light that includes halogen lamps must:

- be placed at minimum height of 2.25 m,
- be kept away from all flammable materials at least 0.50 metres from wood and other decorative material,
- be securely fixed,
- be equipped with a security screen glass or fine-mesh grid, to provide protection should the lamp explode.

High voltage illuminated signs

Illuminated signs must:

- **be equipped with an M3 or D rated material screen,**
- have a marked cut-off switch,
- have transformers located out of people's reach,
- have a "danger: high pressure" sign if necessary.

D.1.5. Helium balloons

- **No helium cylinders (empty or full) are to be stocked in the hall.**
- Balloons must not be filled whilst the public is present.
- Balloons must be kept within the confines of the stand.
- If the balloon is lit, the exterior must be M2-rated.

D.1.6. Temporary installation of cooking devices for catering

- One single set per stand.
- Cooking and heating devices total power < 20 kW (oven, electric plate, fryer, gas burners).
- Odour and grease filter above the cooking devices.
- If use of liquid gaz: 13 kg bottle. One bottle per device only.

A form for "declaration of installation of cooking and eating devices for catering" with detailed description (power, type of devices...) must be sent to the Organizer one month before the show.

D.1.7. Machines and equipment running

Machines and equipment running when exhibited:

- **a declaration must be made to the Organizer, 30 days before the Show opens,**
- must not pose any risk for the public,
- if machines and equipment are running or not exhibited in a fixed place:
 - the dangerous part must be at least 1 m from public aisles or protected by a rigid screen,
 - are considered as dangerous parts: moving parts and hot, pointed or sharp surface;
- if machines and equipment exhibited moves protected:
 - area which keeps the public at a minimum distance of 1 m from the machines;
- if equipment with hydraulic jacks are exhibited in a fixed raised position:
 - hydraulic safety devices must be backed up by a manual system which prevents any untimely movement;
- equipment must be stabilised correctly.

Application to exhibit working machines

**Fill the
form online
before
10 May 2018**



D.1.8. Radioactive substances – X-rays

- The use of equipment containing radioactive sources or electrical generators of ionizing radiation at a Show is subject to authorization from the french nuclear safety authority (ASN), as required by the public health code.
- Exhibitors using such equipment must provide the Organizer with the following, 30 days before the Show opens (contact **cabinet RAILLARD**):
 - **a declaration of operational equipment and machinery declare online on your exhibitor area,**
 - **description of equipment exhibited,**
 - **relevant authorization issued by the ASN.**
- The use of such equipment may imply specific requirements concerning the fitting-out of stands. The safety manager will communicate these as soon as the documents listed above are received.

D.1.9. Special effects

- If technical installations are set up at the stand in order to create special effects ("**smoke machine**", "**effects using carbon dioxide**" and "**lasers**" equipment), they must conform to the technical instructions on using particular installations (french decree of 11 December 2009, JORF of 16 February 2010).
- Furthermore, the presence of automatic smoke detectors in some halls or pavilions imposes restrictions on using this type of technical installation.
- These installations must, 30 days before the Show opens, be declared or a request to authorise their use laser must be made to the competent administrative authority (contact **cabinet RAILLARD**).

Important – Machines or equipment having lasers under case (for cutting, reading, measurement...), shown on demonstration, do not need an authorization. However, the declaration must be made to the Organisation within 30 days before the opening.

D.1.10. Prohibited equipment, products, gases

The following are prohibited:

- distribution of samples or products containing an inflammable gas,
- balloons inflated with flammable or toxic gases,
- articles made of celluloid,
- the presence of pyrotechnic or explosives devices,
- the presence of ethyl oxide, carbon sulphide, sulphuric ether and acetone,
- the use of acetylene, oxygen, hydrogen or equivalent high-risk gases (note: a request for dispensation can be submitted to the french authorities. Apply through **cabinet RAILLARD**, two months before the exhibition opens),
- pyrotechnic effects devices producing detonations, sparks or flames.

D.1.11. Emergency equipment

- Must be kept at all times.
- Must be kept accessible at all times.
- **If there is a fire hose cabinet on the stand, it must be permanently accessible, with a 1 m passage for access from the aisle, and its signage must not be obstructed.**

D.2. Pavilions: traditional or modular construction, MTS

D.2.1. General information

The exhibitor must apply the safety regulations against fire and panic risks in public establishments laid down by the decree of 25 June 1980 order (general rules and specific rules applied to certain activities) and the specifications for temporary external constructions, reviewed by the department safety commission of Seine-Saint-Denis and imposed by the prefect of Seine-Saint-Denis.

The 18 November 1987 order defines the particular provisions applicable to exhibition halls.

During the assembly period, the safety office will ensure that everything complies with the following security measures.

All information concerning fire safety can be requested to:

Cabinet RAILLARD

10, rue Frédéric Passy
92200 Neuilly-sur-Seine - France
Tel.: +33 (0)1 47 22 72 18
Mobile: +33 (0)6 07 91 37 72
Contact: **G rard Raillard**
email: eurosatory@cabinet-raillard.com



D.2.2. Access on stands for disabled visitors

The exhibitor must respect the requirements of articles L.111-7, L.111-7-3 and R 111-19 to R 111-19-8 of the french construction and housing code. Also the exhibitor must comply with the decree of 1 August 2006, regarding access for persons with deduced mobility to public establishments:

- **pathways** will have no overhang and be horizontal or have an incline in accordance with the following:
 - minimum width = 0.90 m,
 - a chamfer of 33%, if floor height is < 4 cm,
 - gradient of 4% for any length of pathway,
 - gradient of 5% if length is < 10 m,
 - gradient of 10% if length is < 0.50 m;
- **reception desks** will be available for wheelchair users maximum height of 0.80 m, gap of 30 cm allowing access for knees at 0.70 m,
- **first floor** if there will be more than 50 people upstairs or if the service provided upstairs is not available downstairs, the floor must be accessible for people with reduced mobility.

* one of the stairs must conform to the accessibility regulations: 1st August 2006 decree concerning people with reduced mobility in establishments open to the public (see the attached file),

* an access system must be available (lift or stairlift).

D.2.3. Traditional or modular outdoor constructions

Interior fittings: materials, rating requirements

■ General information

All materials used must have a specific fire rating (french class or euroclass).

■ Requirements

- Structure and partitions with **M3** or **D** minimum rating (european classification system).
- Large furniture items (cash till, counter, display unit, separator screens, etc.) with **M3** or **D** minimum rating.
- Wall coverings (natural or plastic materials) with **M2** or **C** minimum rating.
- Curtains, hangings or loose voiles with **M2** or **C** minimum rating.
- Firmly fixed floor coverings with **M4** or **D** minimum rating.
- Draped decorative or stand-dressing items (advertising panels if surface area > 0.5 sqm, string decorations, small decorative objects, etc.) with **M1** or **B** minimum rating.
- Full canopies with **M2** or **C** minimum rating.
- Ceilings and false ceilings with **M1** or **B** minimum rating.
- Mesh canopies must be CNPP (french test laboratory) certified.

■ Equivalence

- Non resinous solid wood: if thickness > 14 mm, rated **M3** or **D**.
- Resinous solid wood: if thickness > 18 mm, rated **M3** or **D**.
- Wood-based panels (plywood, boarding, particleboard and fibreboard): if thickness > 18 mm, rated **M3** or **D**.

Fireproofing

Fireproofing can give materials, which are normally fairly or easily flammable M2 or C rating qualities.

Spraying, applying with a paintbrush or soaking the material can carry out fireproofing.

To obtain certified applicators' contact details, contact:

Groupeement Technique Fran ais de l'Ignifugation

10, rue du D barcad re - 75852 Paris Cedex 17
Tel.: +33 (0)1 40 55 13 13

Fire certificates

Exhibitors must hold fire resistance test certificates for floor and wall coverings and materials used, or failing this hold equivalent fireproofing certificates on the stand.

It is in the exhibitors' interest to obtain these floor and wall coverings and materials from specialised suppliers or shops, which will avoid the issues associated with on-site fireproofing (the salts used attack metals and the fireproofing is only valid for 3 months).Contact:

Groupeement NON FEU

37-39, rue de Neuilly BP 121 - 92113 Clichy Cedex
Tel.: +33 (0)1 47 56 30 80 or +33 (0)1 47 56 31 48

Compliance of constructions

- The solidity and the stability of the constructions (traditional or modular) of more than 300 sqm in floor, must be checked by a certificated office.
- The electrical installations must be check by a certificated office.

Electricity

Main electrical cabinets must in an area reserved solely for this purpose (not used for storage, as a cloakroom or as a control room).

The area must be easily accessible to electricians and emergency services, and must be indicated by a pictogram on the door.

A CO₂ or powder extinguisher must be placed at the entrance of the area.

If the total power output is larger than 100 kVA:

- the room must be located on the ground floor,
- the room (walls and ceiling) must be insulated with a 1/2hr fireproof cover and the door must be 1/2hr resistant; self-closing and have a lock,
- the room must be ventilated,
- there must be a pictogram on the door into the room.

Kitchen

- The room must have adequate ventilation.
- If using liquefied gas: only butane is authorized in 13 kg bottles. Each bottle may be used to supply one appliance only.
- Water and CO₂ extinguishers must be placed at the entrance of the room.
- **An electricity or gas supply emergency shut-off must be located at the entrance of the room.**
- **If the installed cookers have a power rating over 20 kW:**
 - the room must be located on the ground floor,
 - the room (walls and ceiling) must be insulated with a 1/2hr fireproof cover, and the door must be 1/2hr fire resistant and self closing,
 - service hatches are **prohibited**.

A **"cooking/reheating appliances installed for catering purposes"** declaration form stating the nature and power rating of cooking appliances to be installed must be sent to the Organizer no later than one month before the show opens (form to request at **cabinet RAILLARD**).

Passageways on the ground floor

The number of people is calculated on the basis of 1 person per 2 sqm of floor accessible to the public.

The number of exits minimum is as follows:

- less than 20 people: 1 exit, 0.90 m wide,
- between 20 and 100 people: 2 exits, each 0.90 m wide,
- between 101 and 200 people: 2 exits 1 x 0.90 m wide at 1 x 1.40 m wide,
- between 201 and 300 people: 2 exits, each 1.40 m wide,
- between 301 and 400 people: 2 exits 1 x 1.40 m wide at 1 x 1.80 m wide,
- between 401 and 500 people: 2 exits, each 1.80 m wide.

The exits will be strategically placed (opposite).

Passageways upstairs

The number of people is calculated on the basis of 1 person per 2 sqm of floor accessible to the public.

The number of stairways minimum upstairs is as follows:

- less than 50 people: 1 stairway, 0.90 m wide,
- between 50 and 100 people: 2 stairways, each 0.90 m wide,
- between 101 and 200 people: 2 stairways (1 x 0.90 m wide at 1 x 1.40 m wide),
- between 201 and 300 people: 2 stairways, each 1.40 m,
- between 301 and 400 people: 2 stairways (1 x 1.40 m wide at 1 x 1.80 m wide),
- between 401 and 500 people: 2 stairways, each 1.80 m wide.

The stairways will be strategically placed (opposite).

Safety equipment

■ Alarm

A loud alarm system should be installed by the exhibitor in the pavilion based on: autonomous safety alarm units (BAAS) connected to each other (by wire or radio).

■ Exit lighting

Safety lighting must be installed by the exhibitor general lighting and signs, with a minimum lighting level of 5 lumens per sqm.

■ Extinguishers

Extinguishers will be placed in the pavilion in line with the instructions expressed by the Organizer during the furnishing plan validation.

D.2.4. Recap table

What	Field	Rules
Kitchen < 20 kW	Insulation	A 1/2hr fireproof lining, a 1/2hr fire door
	Kitchen > 20 kW on second floor	Forbidden
	Extinguishers	CO₂ and APW
	Interruption in energy supply	Cutting system in the entrance
Electric closet > 100 kVA	Insulation	A 1/2hr fireproof lining, a 1/2hr fire door
	On second floor	Forbidden
	Extinguishers	CO₂
	Signage	Pictogram on access door
Evacuation	Headcount calculation	1 pax per 2sqm (bar/reception) 1 pax per sqm (exhibition)
	Release calculation	See paragraph "release on ground floor"
	Alarm system	Autonomous safety alarm unit (BAAS) connected to each other by wire only
	Security lighting	Autonomous safety lighting unit (BAES)
Control	Control	Verification of stability and solidity on construction with a second floor or a ground floor over 300 sqm Verification of inside installations

D.2.5. CTS (marquees, tents and temporary structures)

CTS have one or two levels: **establishments that are intended by design to be completely or partially enclosed and mobile with a soft cover.**

General regulations

Marquees, tents and temporary structures (CTS) are subject to particular regulations against fire and panic risks. The primary measures are as follows:

- the **CTS must be certified in France**. A safety register copy, as evidence of this certification, should be given to the safety office. A sticker stuck to the canvas will show the certification number found on the safety register,
- it is forbidden to erect a ceiling or a suspended ceiling. Only mesh or "smoke-out" awnings classified as **M2** or **C** (and not M1 or B as it is in "hard-standing" buildings) are allowed,
- an interior area of 6 m in depth opposite each exit of the CTS will be left free of any construction or furnishing,
- transparent tarpaulin** must be classified as **M2** or **C** (proof to be provided),
- electric generators or combustion refrigeration** units must be placed at least 5 m away from the structure. If this is not possible, a 60 minute fireproof screen will be placed between the appliance and the structure. This screen will be 1 m taller than the appliance. As for hydrocarbon tanks supplying these appliances, they will be placed at least 10 m from the structure,
- office: only one heating and temperature control point, powered wholly by electricity and with a total power output of < 20 kW** is allowed inside a CTS. A specific request must be made to the safety office (**cabinet RAILLARD**) for validation,
- cooking: it is forbidden to cook under the tent open to the public.**

Multi-storey marquees, tents and temporary structures

Multi-storey CTS are allowed (floor, partial floor or mezzanine) and **must be certified in France**. A copy of the safety register, as evidence of this certification, should be sent to the safety office. A sticker stuck to the canvas will show the certification number found on the safety register.

- **installation: a soil strength test on the area** where the CTS will be placed should be carried out by a specialist company before installation. The report should be given to the safety office before the assembly period.
- **COOKING OR REHEATING APPLIANCES ARE BANNED IN MULTI-STOREY CTS** (a “back kitchen” can be created under a common CTS).
- Technical documentation for the projects should be given, as early as possible, to the Show’s safety office for consultation. The following points should be explicitly mentioned:
 - smoke extraction system on ground floor,
 - confinement screen for internal stairways,
 - alarm system which should be type **3** (central alarm and manual triggers, certified CMSI (central fire safety unit),
 - location of technical rooms (electricity, air conditioning) and the planned safety measures.

Inspections

- **All electrical equipment should be checked by an approved french inspection office.**
- **Multi-storey CTS should be inspected by the BVCTS** (marquees, tents and temporary structures inspection office) before being opened to the public.

Electricity

- The general electric cabinets should be situated in a room specifically intended for this use only (not a store room, nor cloakroom, nor control room, etc.).
- The room should be easily accessible to the service electrician and to the emergency services and should be marked by a pictogram on the door.
- A dry chemical or CO₂ fire extinguisher must be placed at the entrance of the room.

Safety equipment

■ Alarm

A loud alarm system should be installed by the exhibitor in each CTS as follows:

- **CTS with only one floor:** autonomous safety alarm units (BAAS),
- **CTS with multiple floors:** type 3 alarm (contact **cabinet RAILLARD**).

■ Exit lighting

Safety lighting must be installed by the exhibitor (general lighting and signs), with a minimum lighting level of 5 lumens per sqm.

■ Fire extinguishers

Extinguishers will be placed in each CTS in line with the instructions expressed by the Organizer during the furnishing plan validation.

D.2.6. Submission of safety documentation (pavilions)

For these types of constructions (S > 300 sqm or with storey) there must be safety documentation to the Seine-Saint-Denis prefecture for consultation by the departmental commission for safety. This must be done one month before the start of the assembly period.

This documentation consists of:

- a safety briefing,
- plans so that the project can be understood and which outline the interior furnishings.

This documentation must be validated by a fire safety advisor, qualified as a trade show regulation safety officer.

We advice you to solicit the services of the **cabinet RAILLARD**, safety office.

E. Health and security at work - measures

E.1. Legal requirements: aims and obligations

Health and safety at work regulations on the site comply with the legal requirements of the law of 31 December 1993. The law lays down that official organizations such as the labour inspector, CRAM⁽¹⁾, OPPBTP⁽²⁾ are to supervise the coordination of all activities associated with civil engineering, buildings and works involving **two or more companies or independent workers**. This obligation to integrate and coordinate health and safety at work measures applies to all phases of Eurosatory 2018.

(1) CRAM : Caisse Régionale d'Assurance Maladie.

(2) OPPBTP : Organisme Professionnel de Prévention du Bâtiment et des Travaux Publics.

■ Contractors declarations

Exhibitors are at liberty to contract out some or all the work involved in the preparation of their stands.

When this occurs, exhibitors must give COGES the names of the companies concerned: stand constructor, decorator and also shipping, freight handling and catering contractors. This information is to be provided on forms **"badge request"**.

Exhibitors and international participants are reminded that once in France, they are subject to the laws and regulations of the host country.

E.1.1. General organization of safety on Eurosatory 2018 site

Maître d'ouvrage-Organisateur

COGES EUROSATORY

65, rue de Courcelles
75008 Paris
Tel.: +33 (0)1 44 14 51 59



- supervises the correct use of the co-ordination measures he has drafted and the work practices they entail.

Essential rules regarding safety

The essential rules. The exhibitor, provider or fitter must:

- have a policy holder of insurance "Civil Liability",
- follow hygiene and current safety instructions.

He has to stay up:

- in the observations of rules of traffic,
- in the conformity of his scaffolds,
- in the conformity of its freight handling machines and the driver's capacity to conduct them,
- in the respect for the standard NFC 15.100 on the electric connections,
- in the respect for regulatory measures on connection in water,
- in the individual protections (gloves, masks, belts, helmets, shoes, glasses),
- in the collective protections: lifelines and baseboards, canopies ranges, floors, nets, ways of access,
- in the protection against the fire: equipment will be of access,
- in the medical aid: to locate the closest first-aid post and to spread this information to all worker; an emergency first-aid box must be present on its construction site.

The french labour inspectorate regularly visits the site during Exhibition set-up and removal and sanctions any breach in accordance with applicable legal provisions.

E.1.2. Organizer's responsibility and coordination

E.1.2.1. Health and safety at work (SPS)

In general terms, COGES is responsible for the coordination of all on-site construction work and stand setting-up. To fulfil this task, the Organizer COGES appoints a Eurosatory 2018 coordinator covering **health and safety at work (SPS)** who:

- is involved in all phases of building and setting up the Exhibition,
- drafts the **General Health and Safety at Work Co-ordination Plan (PGCSPS)** for the general installation and **safety instructions for the exhibitors**,

E.1.2.2. Safety cell

To ensure that the activities of different sub-contractors are properly co-ordinated, the Organizer COGES also sets up a Eurosatory 2018 safety cell covering **“health and safety at work – site supervision and assistance”**. Its members include the following specialist agencies:

- for health and safety at work: **DÖT**,
- for compliance checks on all constructions and electrical installations: **SOCOTEC**,
- for fire protection: **Cabinet RAILLARD**,
- for medical assistance: **MIP / Medical international presence**,
- as legal adviser: **TRINCEA Lawyers office**.

A **“construction site coordination meeting”** will take place on **mid-April 2018** at the exhibition center, involving the coordinator, the specialist agencies (health and safety at work assistance, checking of constructions, fire prevention, and the legal adviser). All contractors are welcome to attend.

The Organizer COGES may at any time carry out or make arrangements for inspections to be carried out to ensure compliance with health and safety at work regulations. It will employ supervisory staff tasked with ensuring that the rules are obeyed.

PGCSPS and safety instructions may be seen at any time in the COGES office or its technical office on the Exhibition site.

E.1.3. Exhibitor's and stands fitter's responsibilities for safety

E.1.3.1. Coordination and declaration

At the working level, each exhibitor and/or service provider undertakes all construction, fitting-out and dismantling work on his own responsibility. An exhibitor may be required to appoint a **coordinator** to ensure that the work involved in setting-up and building his stand is properly coordinated.

Such an appointment would be required if several companies were working on his behalf. It would also be influenced by the size and scope of the work concerned. In these circumstances, an exhibitor should require the companies and sub-contractors working for him to prepare their own Health and Safety at Work Plans (**PPSPS**). He will then instruct his own Health and Safety at Work Coordinator to incorporate these PPSPS into his own Health and Safety at Work Coordination Plan (**PGCSPS**).

An exhibitor is responsible for ensuring that his PGCSPS complies with the overall PGCSPS held by the Organizer COGES, in particular where it concerns collective protection arrangements and movement on the site. An exhibitor's PGCSPS and contractors' PPSPS are kept on his stand, where it may be consulted at any time.

Labor code (art. L 4531-3) compels the coordinator SP indicated by the exhibitor to get in touch with the Organizer's coordinator for a preliminary dialogue at the beginning of works. The PGCSPS of the exhibitor and the timetable on site of the coordinator must be communicated one month before the beginning of the works.

If necessary, the Eurosatory 2018 health and safety at work coordinator may, on his own initiative or at an exhibitor's request, provide such assistance or information as he considers helpful.

If the characteristics of its stand layout (see **works declaration form**) are such that a health and safety coordinator and/or an inspector (compliance office) is required, the exhibitor (or its stand fitter) must send the Organizer, COGES, its stand layout plans together with the name of the health and safety coordinator and/or inspector chosen by the exhibitor. If no names are provided, the Organizer will appoint the Eurosatory 2018 approved coordinator and/or inspector, and its/their service(s) will be charged directly to the exhibitor.

E.1.3.2. Actions to be taken by exhibitors and stand fitters

Each company working on site is responsible for the health and safety at work of those working on its behalf and for any third parties involved. It is repeated that the public is not allowed onto the site. The exhibitor is solely responsible to the Organizer COGES for companies working on his behalf. Sub-contractors employed by exhibitors are to comply with instructions issued by the Eurosatory 2018 coordinator and ensure that he has unrestricted access to their work sites.

An exhibitor and all sub-contractors working on site on his behalf must:

- hold a list of employees (name, first name, date and place of birth),
- hold a “Civil Liability” insurance policy,
- comply with the health and safety at work regulations contained in the Organizer' PGCSPS and the PGCSPS for his stand, as well as current french legislation.

An exhibitor with contractors working for him is required on his own responsibility to confirm that each contractor:

1) has given him:

- a statement, issued within the last year, that the social security office responsible for recovering welfare payments confirms that all payments have been made,
 - a notice confirming payment of professional taxes for the previous fiscal year,
- if required:
- a statement confirming his compliance with articles 52, 53, 54 and 259 of the french public contracts code,
 - a statement of financial security as required by article L.124-8 of the french employment code.

2) has prepared a solemn declaration that:

- work is carried out on the Exhibition site by workers correctly employed under articles L. 143-8, L. 143-5 and L.620-3 of the employment code,
- each worker has been correctly hired and the breakdown of hours worked is regularly and fully recorded on pay slips,
- when foreign workers are employed, they are authorized to work in France;

3) has submitted a list of names, first names, date and place of birth, and qualifications of all on-site employees;

4) has taken out the necessary insurance cover for his work and has provided the civil liability insurance certificate applicable to the professional activities undertaken, showing the following:

- insurance company name,
- period covered by the policy,
- risks covered (material, third party, etc.),
- any limits on liability.

E.1.3.3. Specialist advice: accident prevention – safety at work

When setting-up and dismantling work is in progress, **DÖT** is appointed by the Organizer COGES to ensure that the appropriate legal requirements are complied with at all times.

Exhibitors may get in touch with DÖT for expert advice and information.

DÖT

81, rue de Paris
92100 Boulogne - France
Tel.: +33 (0)1 46 05 17 85
Fax: +33 (0)1 46 05 76 48
Contact: **Martin Jouët**
e-mail: **sps@d-o-t.fr**



E.2. Mandatory inspections and checks

E.2.1. Mandatory checks

The soundness and stability of all constructions, works and structures is inspected by an **officially appointed agency SOCOTEC**. This inspection covers:

- solid MTS built outside the exhibition halls,
- banks of lights, broadcasting equipment or towers,
- stands with additional level floor inside hall 6.

SOCOTEC - Contrôle Construction

Zone Paris Nord 2 - Bâtiment Le Rostand
22, avenue des Nations
CS 12044 Villepinte
95926 Roissy Charles de Gaulle Cedex
France
Contact : **Antoine Nguyen** - Agency Head
Tel. : +33 (0)1 49 43 60 01
Mobile : +33 (0)6 22 50 37 66
e-mail : **antoine.nguyen@socotec.com**



Temporary electrical fittings such as those installed in MTS/CTS or in solid structures are also inspected by an officially-appointed agency.

In the Eurosatory 2018 area, all Organizer constructions are checked by a specialist agency.

The Organizer COGES strongly advises exhibitors to appoint **SOCOTEC** to verify that their installations comply with french safety regulations.

If the characteristics of its stand layout are such that an inspector (compliance office) is required, the exhibitor (or its stand fitter) must send the Organizer COGES, its stand layout plans together with the name of the inspector chosen by the exhibitor.

If no name is provided, the Organizer will appoint the Eurosatory 2018 approved compliance office, and its service will be charged directly to the exhibitor.

E.2.2. Official safety commission

For Eurosatory 2018, the Seine-Saint-Denis departmental safety and accessibility consultative commission advises the mayor of Villepinte, as the competent authority, on the application of the appropriate safety rules and regulations.

All decisions taken by this commission during its visit - which will take place the day before or early in the morning of the opening day - must be carried out immediately. All stand installations must be completed by the time of this visit.

The exhibitor or his representative must be present on the stand and should be able to produce all official reports concerning the fire resistance/reaction of any material used.

E.3. Acceptation of regulations and other responsibilities

E.3.1. Acceptation of regulations

The relevant texts on general rules are permanently available for consultation at the COGES office at 65, rue de Courcelles - 75008 Paris (France); later at the Organizer's office, Paris Nord Villepinte exhibition center.

The application to register implies the exhibitor's unconditional acceptance of:

- applicable legislation and regulations and particularly those concerning Trade Fairs and Exhibitions held in France,
- the **terms and conditions of sale**,
- the **registration stand order**,
- all the instructions contained in the **Exhibitor's Manual** and mostly **rules and regulations**,

and particularly:

- the **french regulations on labour** (particularly the employment of foreign workers and the fight against undeclared work),
- the safety rules, the provisions of the **Individual Health & Safety Protection Plan / IHSP** and the **exhibitor safety instructions**, as well as any memos or rules relating to safety on the construction site sent to the exhibitor after the Organizer has received the contract,
- the rules specific to the Exhibition relating to the construction of the stands, and specific provisions concerning upstairs Exhibition spaces and rights of way,
- the environmental impact compensation and reduction measures, particularly by reducing and managing construction site waste,
- the security arrangements concerning site access in the Eurosatory 2018 "secure area", surveillance and guarding of premises and displayed equipment,
- the obligation to feature in the **Exhibition catalogue** produced by the Organizer, such entry being free of charge,
- any new provisions that may be dictated by circumstances and that the Organizer reserves the right to notify to the exhibitor, even verbally.

E.3.2. Responsibilities

Direct exhibitors are held liable for any non-fulfilment of their contractual obligations and for those of any sub-contractors working on their behalf, as described in the **registration stand order** and all other documents available for their consultation, together with all obligations resulting from compliance with safety regulations required by law and the resulting french administrative decisions.

An exhibitor with one or more co-exhibitors is responsible for ensuring that these co-exhibitors comply fully with the terms of the registration stand order.

Should an exhibitor be prevented from participating in the Exhibition, or from presenting certain equipment, whether by strikes (held outside COGES's area of responsibility), public disorders or by the imposition of a ban or refusal of an authorization by the french authorities, the exhibitor shall have no claim against the Organizer COGES.

The Organizer COGES is not liable for any property damage and consequential loss (including loss of possession and/or commercial prejudice) suffered by exhibitors, and in particular resulting from:

- a modification of the date and/or the venue and/or the duration and/or the opening times of the Exhibition,
- if the Exhibition cannot open, is banned, or cancelled for administrative reasons or force majeure, or because of incidents abroad beyond the Organizer's control,
- the allocation of a site or the provision of a facility which does not correspond with the exhibitor's requirements,
- a modification to the Exhibition plans and/or of the distribution and/or of the location of sites allocated to an exhibitor,
- a modification of the area and/or in the number of units and/or of the type of reception area allocated to an exhibitor,
- a closure of the stands whatever the reason, and in particular on the orders of the french public authorities, or for failure to comply with regulations concerning health and safety at work,
- a failure in the supply of telecommunications and/or electricity and/or water and/or caretaking services,
- all infringements of copyright and all unauthorized reproduction by whatever means of exhibited material,
- all consequences of measures taken by the Organizer COGES, or which COGES is required to take by the french administrative authorities, in order to ensure safety and hygiene at the Exhibition.

E.3.3. Services and foreign labour

The exhibitors and their stand fitters may have recourse to non-french service-providers.

The Organizer informs them of the french regulations on the employment of foreign workers in France, notably during the Exhibition setting-up and dismantling phases, and makes them aware of the importance of the declarations relating thereto.

E.3.3.1. Prior declaration of secondment

Employers from foreign countries who send employees on the French territory must, before the start of the working period, complete a **prior declaration of secondment** and transmit it to the Labor Inspectorate.

Foreign companies must complete and transmit their declaration in a simple and secure manner by using the **new SIPSI service** (provided by the Ministry of Labour) online:

www.sipsi.travail.gouv.fr

It is important to stress that french law and, in particular, the provisions relating to working hours and minimum remuneration, apply to foreign service-providers right from their employees' first day of work on french soil, whatever the length of the employees' secondment.

Thus, in particular, under the legal provisions in force, an employee in France cannot work:

- more than 48 hours per week,
- more than ten hours per day,
- more than six continuous hours (a 20-minute break is obligatory),
- more than six days per week in any given week.

In addition, a representative in France must be appointed in order to liaise with the control officers (Urssaf and work inspection) during the working period.

E.3.3.2. Temporary work permit

Since 31st October 2016, non-EU foreigners entering France for employed activity for a duration of less than or equal to 3 months **do not need a work permit** (French labour legislation Art. L 5221-2) for the following activities:

- conferences, seminars and **trade shows**.

E.3.3.3. Social protection

Foreign service-providers must, in addition, prove that each of their employees seconded to France is covered by up-to-date social protection as follows:

- in the case of service-providers belonging to the European Union, if the activity does not exceed two months, their seconded employees continue to contribute to and benefit from the social security regime of their country of origin,
- service-providers located outside the European Union must produce an attestation certifying that their situation with regard to social security is in order:
 - either issued by their country of origin if the latter has signed a bilateral social security agreement with France; the countries concerned are listed on an official website called **Cleiss** (www.cleiss.fr)
 - or if its not the case, issued by the french organization for the collection of social contributions; any contributions must be paid to this organisation, and to that end, please contact

I'URSSAF du Bas-Rhin

16, rue Contades - 67307 Schiltigheim Cedex - France

Tel.: +33 (0)3 88 18 52 44

cnfe.strasbourg@urssaf.fr

www.alsace.urssaf.fr

For any assistance in carrying out these formalities concerning the declaration of secondment and the temporary work permit application, please contact

Cabinet Trincéa Avocats

Maître Sophie Trincéa

13, rue Tronchet - 69006 Lyon

Tel.: +33 (0)6 21 51 22 03

sophie.trincea@trincea-avocats.com

E.4. Summary table of checks to be made and rules to be respected according to construction type

Subject	Obligation	Who
All construction site (outdoor and indoor)	Compliance with safety regulations	Cabinet DÔT
	Compliance with labour code	
All constructions (outdoor and indoor)	Compliance with fire prevention and crowd safety	Cabinet RAILLARD
Stand with upper floor (in halls)	Check stability and cold solidity	SOCOTEC
Electric installations in outdoor constructions	Check by accredited office	SOCOTEC
Electric installations in outdoors CTS (simple or with upper floor)	Check by accredited office	SOCOTEC
Outdoor marquees, tents and temporary structures (CTS) With floor	Check ground solidity	Bureau Géologique agree
	Check BCVTS (marquees, tents, and temporary structures) inspection office	MERVIL
Traditional or modular outdoors construction With floor	Check solidity and stability by an authorized french technical office	SOCOTEC
Traditional or modular outdoors construction Over 300 sqm	Check solidity and stability by an authorized french technical office	SOCOTEC

F. Technical facilities provided by the exhibition center

F.1. Order your facilities and services



VIPARIS federates the activities of the 10 principal conference, exhibition and events venues in the french capital, including the Paris Nord Villepinte exhibition center.

Each of the technical facilities and services listed below is provided by **VIPARIS**:

- electricity supply, compressed air, gas and water connections, telephone, Internet, slings and suspensions, car parks,
- other services: computer, audio or video equipment, flower arranging, furniture.

The exhibition center acts independently and each exhibitor orders the facilities and services he requires directly **online** on

www.viparis.com/epex
(Paris Nord Villepinte ► Eurosatory 2018
► Exhibitor space)

It is recommended to registered exhibitors (with ID and password issued by the Organizer COGES) to directly access the **VIPARIS** order platform via

[www.eurosatory.com/Exhibitor space 2018/Forms/
Booth equipment/Viparis technical facilities](http://www.eurosatory.com/Exhibitor space 2018/Forms/Booth equipment/Viparis technical facilities)

Orders must be placed **before 28 May 2018**. Later than this an extra 20% charge will be made by the exhibition center on some facilities and services.

VIPARIS Paris Nord Villepinte Exhibitors relations service

2, place de la Porte Maillot
F75853 Paris Cedex 17

Tel.: +33 (0)1 40 68 22 33 (dedicated line to Eurosatory)
email: infos-exposants@viparis.com

Exhibition center services



Paris Nord Villepinte

**Place an order online
before 28 May 2018**



F.2. Electrical supplies

50 Hz three phase electricity is supplied by the exhibition center, mean voltage 400 volts between phases or 240 volts between phase and neutral.

Current is fed to each stand through a supply cable, terminating in a **secure switchbox** fitted with a circuit-breaker and a differential switch (30 mA) to which the exhibition center's representatives must have access at all times.

An exhibitor has a choice of **two types of power** supply available:

■ **Intermittent electrical circuit**

Power supply for use where power is not necessary outside normal Exhibition hours (supply is not provided by night):

- **Hall build-up:** 6 June to 8 June 2018: 8am-8pm, 9 and 10 June: 8pm-10pm.

- **Exhibition:** Monday 11 June to Thursday 14 June: 7am-7pm, Friday 15 June: 7am-10pm.

Note – The following stands are provided as standard with a 3 kW switchbox with “Intermittent” power supply: “Business”, “Classic”, “Prestige” and more, according to the hired surface.

■ **Permanent electrical circuit**

A 24-hour power supply during the whole period of the Exhibition necessary for equipment such as refrigerators or computers:

- **Outdoor:** from 4 June 2018: 9am to Friday 15 June 2018: 10pm.
- **Hall:** from 6 June 2018: 8am to Friday 15 June: 10pm.

Note – Power supplied to the outdoor exhibition area is “permanent”.

Electricity supply to the stands indoors (halls 6, 5a and 5b)

The Paris Nord Villepinte exhibition center is equipped with **electrical switchboxes**.

Each 3 to 20 kW switchbox is fitted with 3 monophased 240 V sockets each one providing 16 A given 3 kW per socket and 1 female three-phase 400 V P17 socket 32 A.

Each switchbox is Wi-Fi controlled.



Size of switchboxes 3 to 20 kW

Height	69 cm
Width	30 cm
Depth	36 cm

■ Location of the switchbox

This will be installed in accordance with the layout plan, completed and attached to the order form sent to the exhibition center.

Where no plan is provided, the switchbox will be installed on the wall nearest to a supply duct.

Any change of the location of the switchbox during the setting-up will be charged by the exhibition center. Electricity will be provided by the **electrical switchbox** as soon as the exhibitor's payment is registered.

Electricity supply to the stands outdoors (outdoor exhibition)

The **electrical switchboxes** are not available for stands outdoors.

Supplying electricity will be done through standard electrical cabinets and boxes, **not provided with sockets**.

■ Schedule for switching on of "intermittent" voltage network indoors

Voltage 240/400 V available on one same meter.

Date	Period (build-up, public opening, dismantling)	Start of switching on of voltage	End of switching on of voltage
Build-up	6 until 8 June 2018	8am	8pm
Build-up	9 and 10 June 2018	8am	10pm
Exhibition	11 until 14 June 2018	7am	7pm
Exhibition + Dismantling	15 June 2018	7am	10pm

■ Schedule for switching on of "permanent" voltage network indoors

Voltage 240/400 V available on one same meter.

- From Wednesday 6 June 2018 at 8am until Friday 15 June 10pm.

■ Schedule for switching on of voltage network outdoors

Voltage 240/400 V available on one same meter.

- From Monday 4 June 2018 at 9am until Friday 15 June at 10pm.

The exhibition center recommendations

Calculate the electrical power supply needed on the stand keeping in mind the general lighting installation, machinery's motive power, power supply for the small electrical material.

Use the supply duct to position the electrical material and avoid having the cables on the floor.

Turn off the stand's power supply each night.

Important – Security rules in force for all professional exhibitions require that one power supply can only supply one stand.

After the final settlement to the exhibition center the switching on of the switchboxes can be made.

For specific quotations, contact:

VIPARIS Paris Nord Villepinte - Exhibitors relations service

Tel.: +33 (0)1 40 68 22 33

email: infos-exposants@viparis.com

As well as connecting stands to the electricity supply, **the exhibition center can also install electrical equipment, such as:**

- power points, wiring, lighting.

Exhibitors should contact one of the exhibition center's exhibitor advisors to discuss their requirements.

During the exhibition, the exhibition center technicians are available day and night to service anything installed by them:

infos-exposants@viparis.com

F.3. Compressed air and water connections

F.3.1. Water supply and sanitary equipment

■ Facilities

Water is supplied to the stands by the exhibition center. Water installation will consist of:

- one 15/21 (or 20/27 on request) diameter hose terminating in 15/21 stopcock with external thread,
- one waste water pipe, 35 mm inside diameter,
- the water consumed.

■ Water supply to the stands

Water is supplied to the stands at a minimum pressure of 4 bars. There is no guarantee against fluctuations in pressure. Supply times are the same as for electricity supply. Degree of hardness stands at 35°TH (french).

■ Location of pipes

These will be installed in accordance with the layout plan attached to the facilities & services order sent to the exhibition center. Where no plan is provided, the water supply point will be installed on the wall nearest to the electrical switchbox.

Any change of the location during the set-up will be charged by the exhibition center, if achievable.

■ Filter container / Grease trap

It may be necessary at some exhibitions to clean used water coming from installations such as kitchens in order to prevent any obstruction.

A filtration container can be rented from the exhibition center to collect waste water. The centre will maintain and empty the container daily.

The exhibition center recommendations

Use the supply duct to position water outlets.

Avoid putting any matter in the sinks which can obstruct the waste pipe.

Notify the exhibition center exhibitors service department if hot water is used.

Attention – Provide protective covers if the service duct is more than one metre from the water point.

VIPARIS is at your service for any quotation for the rental of the sanitary equipment for the outdoor.

F.3.2. Compressed air supply

■ Facilities

The compressed air supply to the stands is provided by the exhibition center, at an effective pressure of 6 bar. The supplied compressed air is of industrial quality, i.e not dried and not oil free. The compressed air installation consists of an air supply point on the stand near the machine, terminating in a gate valve with a female gas thread. The exhibition center may assume responsibility for connecting up the equipment on display. **For specific requests such as helium, nitrogen and steam: please consult the exhibition center Eurosatory advisor.**

■ Compressed air supply to the stands

The times during which compressed air is available are the same as for supply of electricity. This service can be provided during Exhibition opening hours, but not on a 24hrs a day basis.

■ Connections

Basic services do not include the connection between the gate valve and the equipment to be supplied.

Where the connection to the machine exceeds 1 metre, please contact the exhibitor department for an estimate.

■ Location of air lines

Installation can only be carried out if it is accompanied by a drawing showing the location of the compressed air lines.

Where no plan is supplied, the compressed air supply will be installed near the electrical switchbox.

Any change of the location during the set up will be charged by the exhibition center, if achievable.

For specific quotations, contact

**VIPARIS Paris Nord Villepinte
Exhibitors relations service**

Tel.: +33 (0)1 40 68 22 33

email: infos-exposants@viparis.com

F.4. Telephone

Telephone communications are provided through the exhibition center's PABX. The system provides:

- direct and unrestricted access to telephone networks,
- complimentary internal phone calls (between stands, catering units, hostesses, repairs),
- a fixed telephone charge,
- a complimentary telephone delivered to the exhibitors two days prior the opening of the Exhibition (the set remains the exhibitors' property).

You are recommended to use the fixed telephone set, as massive use of cell phones in the exhibition center may cause delay in the access to the network and does not allow a good level of communications.

■ Facilities available

- Different options can be associated with our posts and telephone lines (according to the model). *Examples:* special line in/special line out, line groups, parallel posts, secret code, restricted service.

- Small digital PABX: installation for 5 to 20 digital telephone sets in interconnection.

■ Rental of additional equipment

Fax machines for A4 or A3 paper + data line: thermal or laser, sorting machines also available.

Power supply is required at less than 1 metre. Fax machines are ready for use: papers and ink are provide

■ General conditions of installation

Telephone lines will be connected 2 days prior the opening of the Exhibition.

Telephone lines will be cut off on the last evening of the Exhibition at 5pm, one hour after the Exhibition closes to visitors.

Digital telephone sets and fax machines will be connected directly on the stand and an appointment with the exhibitor will be arranged to hand the equipment over.

NEW

All analog telephone lines have been modified by IP lines.

WARNING - A fax, payment terminals EPT or analog phone do not work with IP lines.

Please make sure your payment terminal is compatible with our IP lines.

The exhibition center recommendations

The rental of a small switchboard will make things easier for all connections involving five lines or more.

Put telephone sets in a safe place before leaving the stand.

For specific quotations, contact

VIPARIS Paris Nord Villepinte - Exhibitors relations service

Tel.: +33 (0)1 40 68 22 33

email: infos-exposants@viparis.com

F.5. Internet

The exhibition center can help you with computer installation on your stand:

- Internet high capacity access from 1 MPBS SYMMETRICAL,
- network access: set-up and cabling,
- rental and installation of computers: PC and MAC, peripheral (switch, monitor),
- the Internet connection depends on the electricity supply's schedule.

■ Maintenance

These equipment are covered by a **exhibition center maintenance** staff by contacting them for the whole duration of the Exhibition.

■ Insurance

Exhibitors are held responsible for equipment hired during the Exhibition: it is strongly recommended that it is included in the **insurance policy** taken out by the exhibitor to cover the whole stand and the equipment exhibited.

NEW

Emergency service HOTLINE: +33 (0)1 48 63 31 13

The exhibition center recommendations

Order your computer equipment and services at the same time (electricity, telephone, water, air): cabling must be indicated by your services on the drawing and done before floors are installed and carpet laid.

For specific quotations, contact

VIPARIS Paris Nord Villepinte - Exhibitors relations service

Tel.: +33 (0)1 40 68 22 33

email: infos-exposants@viparis.com

F.6. Slings and suspensions

F.6.1. Slings and hanging

Insofar as structures suspended from the framework are permitted under Exhibition fitting-out regulations, work involving hanging on the structure of the exhibition center buildings **can only be done by the exhibition center's own specialist staff.**

The exhibition center services include:

- prior study and adaptation of the slinging plan supplied by the exhibitor,
- fitting of slings ready to receive loads, positioned in accordance with the plan supplied by the exhibitor,
- removal of slings at the end of the Exhibition.

Please note that the exhibition center will obtain clearance from the **Organizer COGES** for all work involving the suspension of items from the halls 6, 5a and 5b.

The exhibition center services do not include:

- installation and removal of objects to be suspended: signs, lighting structures, stand decoration can be provided by the exhibition center.

Warning - Request for slings superior than 6.50 m will be subject to a feasibility study (need to use the frame directs points and/or spreaders).

The use of spreaders will be charged. For more information, please contact VIPARIS.

Ask the exhibition center for an estimate for any other kind of service.

For specific quotations, contact

VIPARIS Paris Nord Villepinte
Exhibitors relations service
 Tel.: +33 (0)1 40 68 22 33
 email: infos-exposants@viparis.com

F.6.2. Lighting structure

To create an eye-catching stand lighting system, the exhibition center can provide, on request, a made-to-measure lighting system using Prolyte 300 suspended light banks.

Each system can be installed in a variety of configurations, and can be used to house projectors or to hang canopies or other decorations.

The system is based on kits: aluminium structure type X30D, spotlights, overhead power supply and slings. It includes the setting up and the removal of the structure and the spotlights adjustments.

Power supply will depend on the exact quantity of watts requested. For further information, please contact the Eurosatory adviser for a quotation.

G. 2018 technical time table

March 2018	Sending by the Organizer of the allocation plans	from 03 March
April 2018	Sending by exhibitors to Organizer	Deadlines
	1. Stand plans and form: "declaration of works" 2. Forms "Sign wording" "Application to exhibit working machines" "Exhibitor badges and company visitors badges" "Car passes for secure area"	23 March 13 April 10 May 31 May No deadline
	"Coordination of construction site" meeting	mid-April (to be confirmed)

May / June 2018	Outdoor build-up	from 28 May to 6 June from 7 to 10 June	from 7am to 9pm from 7am to 10pm
	Halls build-up	from 4 to 6 June from 7 to 10 June	from 7am to 9pm from 7am to 10pm
	Official safety commission	Monday 11 June am	(to be confirmed)
	Access "exhibitors"	from 11 to 14 June	from 7am to 7pm
	Access "visitors"	from 11 to 14 June 15 June	from 9am to 5pm from 9am to 4pm
	Dismantling halls	15 June from 16 to 19 June 20 June	from 5pm to 11pm from 7am to 9pm from 7am to 4pm
	Outdoor dismantling	15 June from 16 to 21 June 22 June	from 5pm to 11pm from 7am to 9pm from 7am to 12pm

Note 1 - As from Monday 28 May 7am, people and vehicles penetrating into the secure area must have the sticker delivered by the Organizer at the "Jean Prouvé" building (car park P10) attached to the Logipass badge (**VIPARIS**) (see Exhibitor Manual Eurosatory 2018 Part 1.)

Note 2 - Light vehicles are not authorized to enter the secure area before Friday 15 June at 7pm.

Note 3 - For dismantling, heavy trucks (more than 10 T) are not authorized in the secure area before Saturday 16 June 7am.

The official safety commission will visit stands on Monday 11 June 2018 in the morning (to be confirmed). The presence of exhibitors or representative is mandatory.

The check of conformity of the presented materials will be managed by the Organizer COGES on Sunday 10 June.

H. Useful contacts

Organizer office – Technical office		
COGES - Technical director 65, rue de Courcelles 75008 Paris - France	+33 (0)1 44 14 51 50 +33 (0)1 42 30 70 88 (Fax) coges@eurosatory.com	Christina Gudin du Pavillon
Electricity, water.. Hooks and slings. Lightning/audio..Computing. Telephone. Car parcs		
VIPARIS - Exhibitors service Paris Nord Villepinte	+33 (0)1 40 68 22 33 infos-exposants@viparis.com	Eurosatory exhibitor's helpdesk 2018
Conference and meeting rooms		
VIPARIS Paris Nord Villepinte Conferences & events department	+33 (0)1 48 63 31 12 karine.pascal@viparis.com	Karine Pascal
Catering on permanent restaurants and bars		
Information still to come		
Catering services		
VIPARIS – Catering services Paris Nord Villepinte	+33 (0)1 40 68 14 46 myriam.mottin@viparis.com	Myriam Mottin
Freight handling and lifting		
CLAMAGERAN EXPOSITIONS BP 60137 - 95976 Roissy CDG Cedex - France	+33 (0)1 48 63 32 40 d.filiberti@clamageran.fr	Dominique Filiberti
CLASQUIN FAIRS & EVENTS Parc des expositions de Paris Nord Villepinte - Bâtiment M2 93420 Villepinte - France	+33 (0)1 48 63 33 81 fairs-events@clasquin.com	Abdi El Houari
ESI - EXPO SERVICES INTERNATIONAL ZAC du Moulin - 95700 Roissy-en-France - France	+33 (0)1 39 92 87 88 contact@group-esi.com	Emmanuel Pitchelu
Cleaning (indoors an outdoors)		
MILLENIUM – Exponet 14, rue Ampère 91430 Igny - France	+33 (0)1 60 19 72 72 – 72 73 +33 (0)1 60 19 72 79 (Fax) cyril.jagoury@millenium-sas.com	Cyril Jagoury
Health and safety at work (Coordinator)		
DÔT 81, rue de Paris 92100 Boulogne - France	+33 (0)1 46 05 17 85 +33 (0)1 46 05 76 48 (Fax) sps@d-o-t.fr	Martin Jouët
Fire precautions (Fire safety officer)		
Cabinet RAILLARD 10, rue Frédéric Passy 92200 Neuilly-sur-Seine - France	+33 (0)1 47 22 72 18 +33 (0)6 07 91 37 72 (mobile) eurosatory@cabinet-raillard.com	Gérard Raillard
Structural and electrical safety and compliance (checking agency)		
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I. Forms necessary to prepare your stand

Online access to forms on

www.eurosatory.com *“Exhibitor space 2018”*

FORM	DESCRIPTION	DEADLINE
SECONDMENT OF EMPLOYEES BY A COMPANY GOVERNED BY FOREIGN LAWS	Obligations for non-French service providers performing a professional activity on the French ground	02/05/2018
USE OF FREQUENCIES AND APPLIANCES	You will be using radio frequencies on your booth ?	04/05/2018
SIGN WORDING	For stands Business, the Organizer supplies the stand sign following the exhibitors prescriptions (mandatory). For outdoor raw surfaces between 50 and 300 sqm, this service is optional	13/04/2018
WORKS DECLARATION	For all raw surfaces (under halls and outdoor), the exhibitor has to supply necessarily to the Organizer a development plan of the stand	23/03/2018
APPLICATION TO EXHIBIT WORKING MACHINES	The presentation on the site of machines in demonstration or working order must be declared to insure the safety of the public	10/05/2018
VIPARIS TECHNICAL FACILITIES	Specific requirements and technical facilities	28/05/2018
EXHIBITOR BADGES AND COMPANY VISITORS BADGES	Request badges	15/06/2018
PROVIDER BADGES	Request badges	19/06/2018