

Our recommendations for exhibiting safely

STAND DESIGN

Please design your stand in line with the following recommendations:

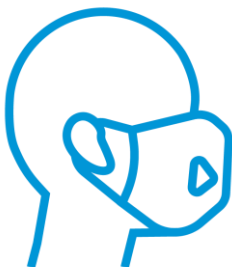
- **Simplify design in order to:**
 - o Limit the number of persons working at the same time and reduce the number of people required to build the stand
 - o Facilitate stand cleaning
 - o Encourage open spaces and avoid closed offices
- **Install a protective screen** on reception counters
- **Apply floor markings** to help people keep their distance
- **Consider a one-way system** to reduce contact at your stand
- For larger stands, **separate the entrance and exit** in order to encourage physical distancing
- **Position your reception desk back from the aisle** so that visitors don't stop in the aisle
- **Use screens** to communicate about your products and services
- Promote products **without touching them whenever it is possible**

PREPARING THE EVENT

Prepare for the show stress free by following these recommendations:

- **Appoint a stand health officer:** he/she will need to be present for each stage of the show (build-up / opening / breakdown). Its duties are:
 - o Responsible for implementation of the health protocol on the stand
 - o Organiser's and Health and Safety Coordinator's main contact for health issues
 - o In the event of a problem, he / she will be the contact for the healthcare authorities
- **Plan your orders ahead** of time to avoid having to make changes or place orders on site
- **Limit the number of employees** on the stand
- **Organise appointments with clients and prospects** in order to better manage traffic through the stand
- **Supply masks, wipes, tissues, hand sanitiser, etc.** on the stand
- **Provide trash bins fitted with a hands-free lid**, especially for collecting used masks, paper tissues, disinfectant wipes, etc.
- **Do not provide goodies and leaflets for visitors to pick up themselves.**
- **Communicate with your employees:**
 - o About the protective measures to be followed and the health rules in force at the show
 - o Anyone with symptoms (fever, cough, loss of smell or taste, etc.) should stay at home and contact their doctor

INSTRUCTIONS FOR BUILD-UP AND BREAKDOWN



- **Face masks must be worn**
- **Pre-register anyone working** on build-up and/or breakdown of the show.
- **Limit the number of people working at the same time**
- **Keep the same teams and limit equipment sharing**
- **Maintain physical distancing**
- **Require teams to regularly disinfect their hands**

IMPORTANT: By signing up the registration form, the Exhibitor agrees to respect by all the clauses mentioned in the general regulations and to ensure that any decorators, installers or contractors also abide by them. The Exhibition Organiser reserves its right, for any installation which does not comply with the stand design regulations or which disturbs neighbouring exhibitors or the public, to modify or remove the stand by the stand contractor.

The stand project: "Overhead view" plans showing scales, dimensions and positions of perimeters. Cutaway, plans showing scales, dimensions & heights of volumes depicted and 3D views must be submitted for approval **before July 16th, 2021 to:**

DECOPLUS

Tel : +33 (0)9 67 78 93 85 - Email : w.decoplus@free.fr

The operation department will check all the stand installations and may reject those that are not conforming to the approved plan. The operation department reserves its right to commission a report certifying the stability of the stand structure by an approved supervisory body, at the exhibitor's expense.

HEIGHT OF STANDS, CLEARANCE LIMITS AND OPENINGS ONTO AISLES

MAXIMUM HEIGHT LIMITS

By construction, stand structures and decoration items are to be understood.
For exhibited materials/products over 5.00m high, please consult us for an agreement.



- Maximum height from the ground for constructions: 5.00m
- Maximum height for signs: 5.00m
- Back wall/partition wall: Minimum height 2.40m / maximum height 3.50m
- Maximum height for lighting trusses without any signage: 5.30m (depending of the pavilion feasibility)

CLEARANCE LIMITS

Stand structures must take into account the following clearance limits:



Clearance limit from aisles

- Up to 5.00m high: **no clearance limit**

Clearance limit from separating partitions

- Constructions up to 3.50m high: **no clearance limit**
- Constructions from 3.50m to 5.00m high: **clearance limit 1.00m**
- Sign : **clearance limit 1.00m**
- Lighting trusses: **clearance limit 1.00m**

SEPARATING PARTITIONS

Partitions overlooking neighbouring stands must be smooth, plain, painted white or grey, or covered in white or grey wall fabric, **without any sign, electrical cable of any kind** or wooden braces for assembling partitions.

LIGHTING TRUSS

Lighting trusses (**without signage**) must respect the limited height of **5.30m**. They are permitted when independently hung over the stand structure **with 1m clearance from the neighbouring stands**, but none from aisles.

The set-up of a velum is possible once percentage of coverage is approved by our safety manager. Besides, the stand area must be less than 299sqm and the velum material must be mesh net fabric.

STANDS OPENING ONTO AISLES

Stand sides opening onto an aisle must have a minimal opening of 50%.

Is considered as "closing", any item or plain partition (ex: podium, low partitions) that would keep someone out from access, as well as transparent or translucent partitions (ex: glazed partitions, glazed doors/windows).

On the opposite, **is considered as "opening" any physical unit allowing access**. Decorations and installations must be designed in order to allow a full access to aisles and to avoid visibility troubles for neighbouring stands as well as allowing a maximum amount of visibility of the show through the stands.

For any admissible claim of a neighbour exhibitor, the Organiser reserves its right to ask for the required changes.

Only low partitions will be accepted and with a maximum height up to 1.30m). All closings over 50% must respect a setback of 2.00 m from the aisles

RE-USED STANDS

Re-used stands are subjects to the **EXPOPROTECTION SECURITY 2021** Stand Design Regulations in the same way as newly built stands. They must conform to the prescribed clearance and height limits, and be approved by the organiser.

STAND BOUNDARIES

No decorative items, furniture, signage, floor covering or light fittings must outstrip the boundaries of the stand.

SIGNAGE / SIGNS / LEVEL

SIGNS/STRUCTURE

A sign is an openwork superstructure featuring the exhibitor's illuminated name or logo. Signs must be suspended thanks to a hatch or riggings, or attached to the stand framework with a light frame.

The sign structure may not exceed a height of 5.00m from the ground and must be respect at least a clearance limit of 1.00m back from the edges of the neighbour stand.

RIGGING – SLINGS (NEW)

The hanging from the exhibition's center's floor, ceiling or any part of the structure can only be carried out by Viparis approved personnel. You must send a quote request to Viparis 30 days before the show at the latest, detailing the weight and, nature of the load for each sling (website: www.viparisstore.com - Tel : +33 (0)1 40 68 16 16 - Mail: contact@e-viparistore.com).

The rigging of slings will mandatorily be done by Viparis approved vendors.

IMPORTANT : The Paris Departmental Safety Council has recently made new decisions concerning the control of suspended structures (all elements using slings). The Paris Expo Porte de Versailles safety provisions have hence been amended accordingly.

It is now compulsory to have such structures tested and certified by an approved expert before lifting the slings with a view to obtaining à certificate confirming the stability of such installations.

Such a document will be required by the Head of Security and Safety before the show opening. Reed Expositions France has referenced ANCO company for that purpose but you may contact other companies at your best convenience. However, we recommend ANCO whose staff will be present on the show site during the build-up period. ANCO company is at your disposal for advice and quotations: M. Frédéric JOUCREAU - Mail: frederic@anco75.fr

TETHERED BALLOONS

Balloon signs inflated with a gas lighter than air must not exceed the prescribed height and clearance limits.

Authorised gas: air and helium.

Tethers must be maintained at a constant height (maximum 5.00m). Failure to comply with this requirement will give EXPOPROTECTION SECURITY Organiser the right to remove them.

The balloon must be settled into the stand boundaries and must be set at least at 0.50m back from the aisles and 1.00m back from the edges of the neighbour stand.

Once the balloon is inflated with helium, no helium storage bottles (empty or full) will be authorised in the hall. It is also forbidden to put pressure during the presence of the public in the hall.

If the balloon is lit, the envelope must have a B reaction to fire.

SOUND SYSTEMS AND ILLUMINATED SIGNS

Any advertising using lighting or sound must be submitted for approval to the EXPOPROTECTION SECURITY Operation team, who can withdraw this permission in case the event would cause nuisances to neighbouring exhibitors or an obstruction to the appearance of the exhibition.

Flashing signs and similar are not permitted. Illuminated signs are permitted but they must not be intermittent or of a flashing nature. We remind you that marketing campaigns or sales promotions are strictly forbidden outside the boundaries of your stand. The noise level coming from the stand must not exceed 70dB at the stand boundary. The Organizers reserve the right to determine the acceptable sound level in the event of complaints from other Exhibitors.

SAFETY ADVISER

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EQUIPPED STAND

BARE STAND

