

JEC WORLD

2023 The Leading International Composites Show



25-27 Avril, 2023 | PARIS-NORD
VILLEPINTE



EXHIBITOR'S GUIDE

JEC KNOWLEDGE & NETWORKING
DEVELOPING THE COMPOSITES INDUSTRY WORLDWIDE
GROUP WWW.JECCOMPOSITES.COM

PRACTICAL INFORMATION

ACCESS TO THE EXHIBITION	3
FREE SHUTTLES – EXHIBITOR'S SCHEDULE	4
AIRFARE TICKET DISCOUNTS	5
TRAFFIC, UNLOADING & PARKING	6
BADGES	10
SCHEDULE	12
DELIVERIES	14
CLEANING - RECONDITIONING	15
HALLS SECURITY	17
JEC CONTACTS	20
AUTHORIZED SUPPLIERS AND USEFUL ADDRESSES	21

MANDATORY DOCUMENTS

BOOTH DESIGN REGULATIONS & HALL DESCRIPTIONS	23
FIRE SAFETY REGULATIONS	30
EXHIBITOR HEALTH & SAFETY INSTRUCTIONS	36
OBLIGATORY INSURANCE FOR ALL EXHIBITORS	51

JEC WORLD 2023

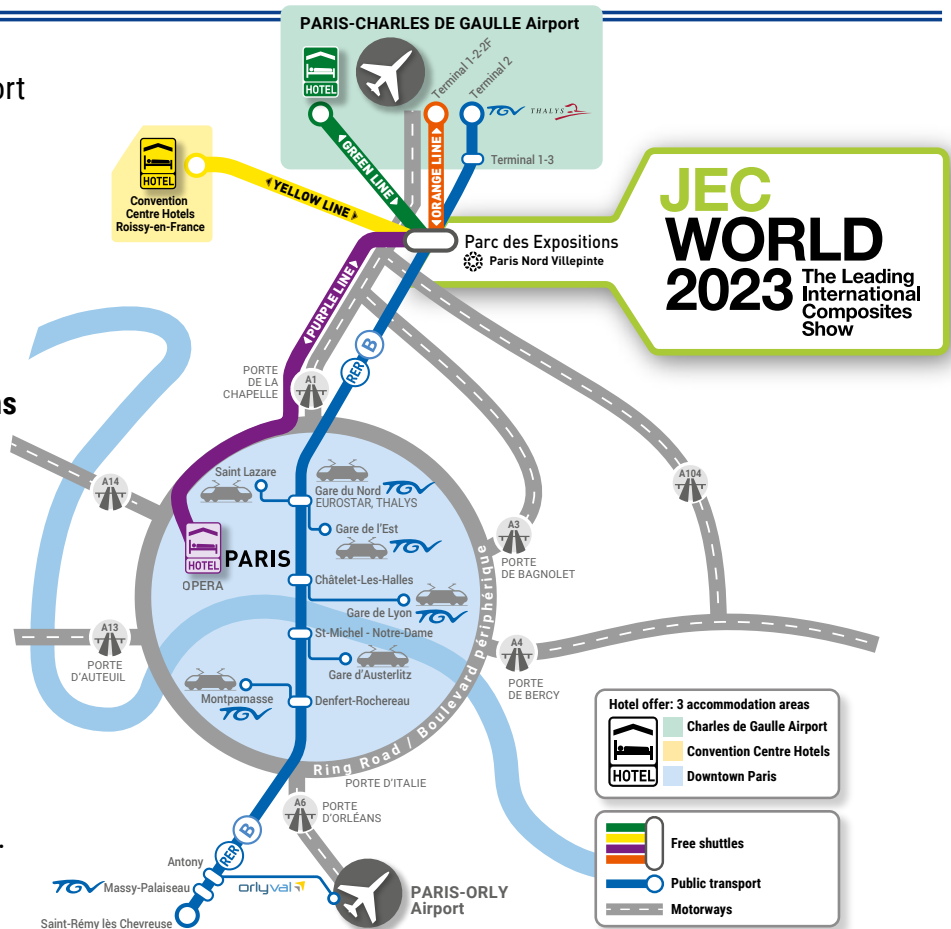
The Leading International Composites Show

ACCESS TO THE EXHIBITION

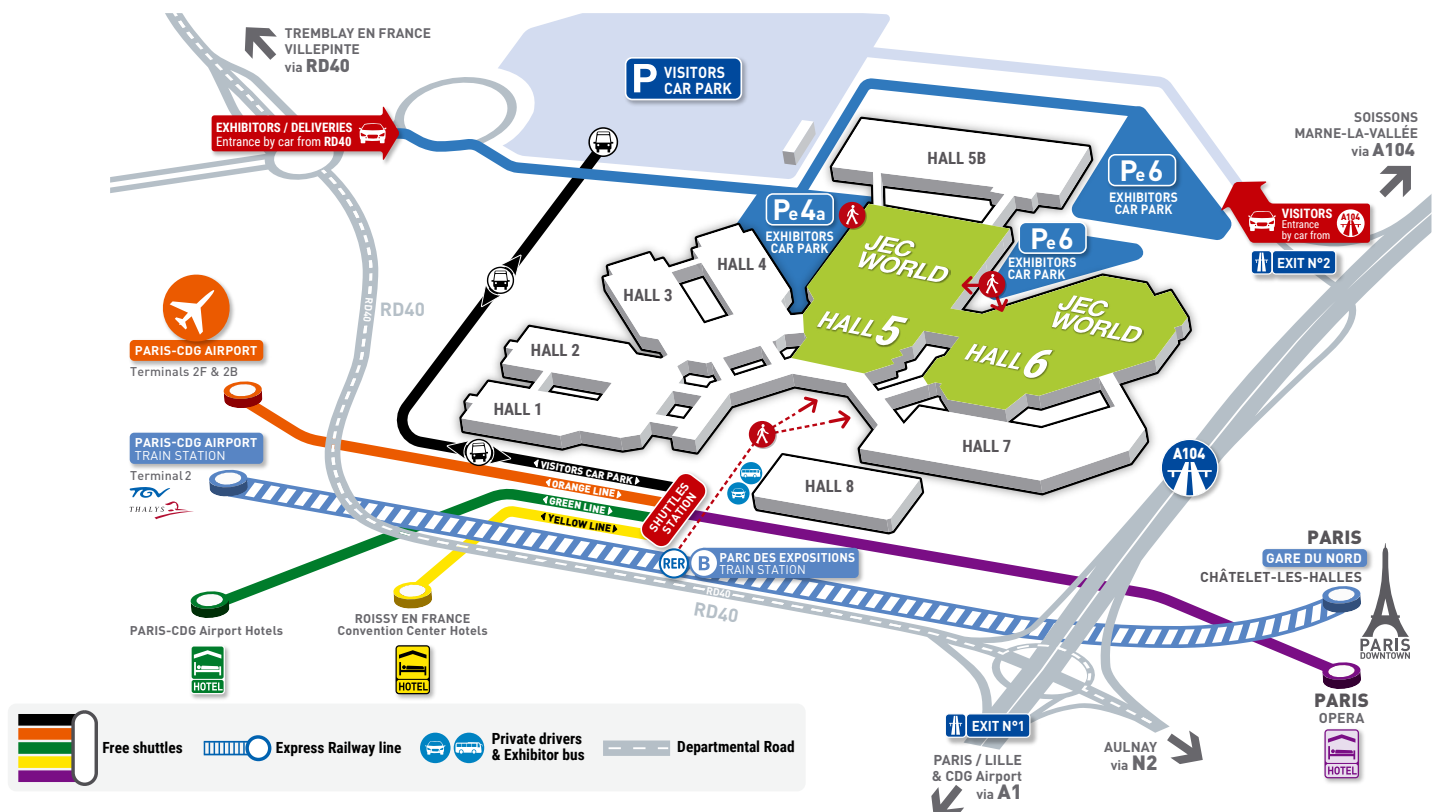
VU Jan. 18th, 2023



- 10 minutes from Charles de Gaulle Airport
- 30 minutes from TGV, Eurostar, Thalys train station, connecting France and Northern Europe
- 30 minutes express train ride from the center of Paris to **JEC WORLD**: **RER-B** line, station **Parc des Expositions**
- 45 minutes from Orly Airport
- **A free shuttle service** between **JEC WORLD** and:
 - Paris (Opera)
 - CDG Airport and its hotels
 - The Exhibition Center hotel zone
- **By car**:
From highway A1 take the Lille direction.
Exit n°1



HALLS AND ACCESS TO THE EXHIBITION CENTER



FREE SHUTTLES EXHIBITOR'S SCHEDULE

VU Jan. 18th, 2023 

EXCLUSIVELY RUNNING ON APRIL 25-26-27, 2023 FROM / TO PARC DES EXPOSITIONS



ALL DAY LONG TWO-WAY SHUTTLES 8:00 AM - 7:00 PM DEPARTURE EVERY 30 min		MORNING DEPARTURE 7:30 AM - 10:30 AM DEPARTURE EVERY 30 min		
PARIS CDG AIRPORT	DOWNTOWN PARIS	HOTELS PARIS CDG AIRPORT AREA	HOTELS CONVENTION CENTER AREA	
VILLEPINTE EXPRESS			5 DIRECT LINES:	
<p>TERMINAL 2B : DEPARTURES LEVEL Passage between "Relay" and "Carl's Jr." shops</p> <p>TERMINAL 2F : ARRIVALS LEVEL Passage between terminals 2F and 2E</p> <ul style="list-style-type: none"> HÔTEL AÉROPORT SHERATON PARIS 	<p>PARIS OPERA GLUCK STREET (SHUTTLES PARKING) NEARBY HOTELS:</p> <ul style="list-style-type: none"> 9HOTEL OPERA HILTON PARIS OPERA HOTEL LES THÉÂTRES HOTEL PULITZER PARIS LES PLUMES HOTEL ZE HOTEL PARIS 	<p>PÔLE ROISSY PICK-UP / DROP OFF IN FRONT OF THE HOTEL PULLMAN PARIS ROISSY CDG AIRPORT:</p> <ul style="list-style-type: none"> NOVOTEL PARIS CHARLES DE GAULLE AIRPORT HILTON PARIS CHARLES DE GAULLE AIRPORT <p>PICK-UP / DROP OFF IN FRONT OF THE HOTEL INSIDE PARIS CHARLES DE GAULLE AIRPORT:</p> <ul style="list-style-type: none"> HOLIDAY INN EXPRESS PARIS CDG MERCURE PARIS CDG AIRPORT & CONVENTION MOXY PARIS CHARLES DE GAULLE COURTYARD BY MARRIOTT PARIS CHARLES DE GAULLE CENTRAL AIRPORT RESIDENCE INN BY MARRIOTT PARIS CHARLES DE GAULLE CENTRAL AIRPORT 	<p>1 RDV / DÉPOSE DEVANT L'HÔTEL MERCURE PARIS ROISSY CHARLES DE GAULLE:</p> <ul style="list-style-type: none"> IBIS STYLES PARIS ROISSY CDG HOLIDAY INN PARIS CDG AIRPORT (IHG HOTEL) <p>2 RDV / DÉPOSE DEVANT L'HÔTEL PARIS MARRIOTT CHARLES DE GAULLE AIRPORT HOTEL</p> <ul style="list-style-type: none"> NOVOTEL SUITES PARIS ROISSY CDG ZENITUDE <p>3 RDV / DÉPOSE DEVANT L'HÔTEL HYATT REGENCY PARIS - CHARLES DE GAULLE</p> <ul style="list-style-type: none"> NOVOTEL SUITES PARIS CDG AIRPORT VILLEPINTE HYATT PLACE & HOUSE PARIS CDG AIRPORT B&B HOTEL PARIS NORD 2 CDG AIRPORT <p>4 RDV / DÉPOSE DEVANT L'HÔTEL NOVOTEL PARIS ROISSY CDG CONVENTION:</p> <ul style="list-style-type: none"> GOLDEN TULIP PARIS AÉROPORT CDG VILLEPINTE <p>5 RDV / DÉPOSE DEVANT L'HÔTEL NOMAD HOTEL - PARIS ROISSY CDG AIRPORT:</p> <ul style="list-style-type: none"> HÔTEL OCEANIA ROISSY CDG COURTYARD PARIS ROISSY CHARLES DE GAULLE AIRPORT HOTEL 	
JEC WORLD 2023 AVERAGE TRAVEL TIME 30 MIN	JEC WORLD 2023 AVERAGE TRAVEL TIME 50 MIN	JEC WORLD 2023 AVERAGE TRAVEL TIME 20 MIN	JEC WORLD 2023 AVERAGE TRAVEL TIME 20 MIN	
ALL DAY LONG TWO-WAY SHUTTLES 8:30 AM - 7:30 PM DEPARTURE EVERY 30 min				



EVENING DEPARTURE
APRIL 25 & 26: 4:30 PM - 7:30 PM
APRIL 27: 4:30 PM - 11:30 PM
DEPARTURE EVERY 30 min

AIRFARE TICKET DISCOUNTS

VU Jan. 18th, 2023 

AIRPLANE TICKETS



Attractive discounts, up to -15%, on a wide range of public fares on all AIR FRANCE, KLM and their code-shared flights worldwide**.

Visit AirFrance and KLM website [here](#) to access:

- Preferential fares for this event
- Book your trip
- Issue your electronic ticket*
- Select your seat**

If you buy your ticket via the AIR FRANCE & KLM Global Meetings website, your electronic ticket will carry a special mention that justifies the application of the preferential fares. Should you prefer to process your reservations and ticket purchase directly with an Air France and KLM sales outlet, you must keep this current document, which serves to justify the application of the preferential airfares. Be sure to keep the document with you when you travel, as you may be asked to justify the special fares at any point during your journey.

To locate your nearest Air France and KLM sales point, visit www.airfrance.com

Frequent flyer/loyalty programs of Air France and KLM partner airlines are credited with miles when Air France or KLM flights are used.

- Name of the Event: **JEC WORLD 2023**
- Event ID Code: **39212AF**
- Travel Dates Validity: **from April 18th, 2023 to April 27th, 2023** included
- Destination City: **Paris - Charles de Gaulle, France**

* not available in certain countries

** subject to conditions



SUMMARY

CIRCULATING DURING THE OPENING	7
CIRCULATING IN THE EXHIBITION CENTER	7
LIGHT VEHICLES - LIGHT UTILITY VEHICLES	8
LIGHT VEHICLES - LIGHT UTILITY VEHICLES ROUTE	8
HEAVY VEHICLES (PL) WEIGHING MORE THAN 3.5 TONS	9
HEAVY VEHICLES (PL) ROUTE	9

TRAFFIC, UNLOADING & PARKING



CIRCULATING DURING THE OPENING

You can order your parking spaces from **VIPARIS STORE**:
www.viparisstore.com.

If you are exhibiting in Hall 5

and your booth is between:

• aisles A to G

→ we advise you to park at the

Parking Pe4a

nearest to your booth and to access the hall via the
door J5.

If you are exhibiting in Hall 5

and your booth is between:

• aisles K to S

→ we advise you to park at the

Parking Pe6

nearest to your booth and to access the hall via the
door L6.

If you are exhibiting in Hall 6

→ we advise you to park at the

Parking Pe6

nearest to your booth and to access the hall via the
porte M14.

CIRCULATING IN THE EXHIBITION CENTER

For access to the delivery areas, all vehicles, regardless of type, must be registered in « **Logipass** ». You have from December 1st, 2022 to APRIL 30th, 2023 to do so. Once you have registered, print the entry pass and place it where it can be seen on the windshield before entering the Exhibition site. You must enter the Exhibition Center through the Exhibitors' entrance. From there, several doors open into the hall to facilitate access to the booths.

Within the Exhibition Center, please respect the traffic regulations. It is strictly forbidden to park on the road, near the buildings, and on the fire routes. If you do so, your vehicle is subject to impoundment at your expense. The Organizer and the Exhibition Center are not responsible in case of damages caused to the vehicles. Please inform your booth builders, suppliers and/or carrier.

Only **JEC WORLD 2023** official logistics provider **CLASQUIN FAIRS & EVENTS**, is authorized to bring motorized lifting equipment into the halls. No truck or passenger vehicle is authorized to enter the halls.

Consult the website

www.bison-fute.equipement.gouv.fr

to learn more about French restrictions
on the circulation of heavy vehicles (PL)
in France during weekends.

TRAFFIC, UNLOADING & PARKING DURING SETTING UP AND DISMANTLING



VU Dec. 2nd, 2022

LIGHT VEHICLES - LIGHT UTILITY VEHICLES

THESE VEHICLES MUST BE REGISTERED ONLINE IN LOGIPASS SYSTEM

<https://logipass.viparis.com>

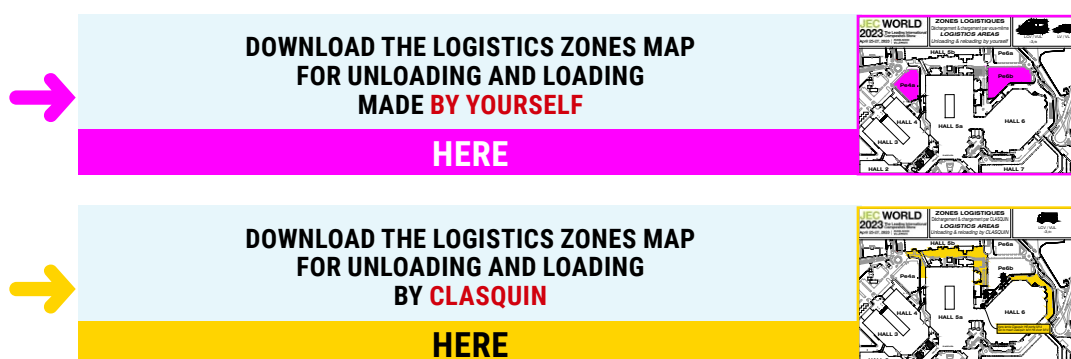
Logipass is validated by **VIPARIS**. This logipass gives access to the parking areas.



For light vehicles: access to exhibitor parking areas (**Pe4 & Pe6 Exhibitor parking**). Light vehicles can park for free in the exhibitor's car park during the setting-up and dismantling periods.

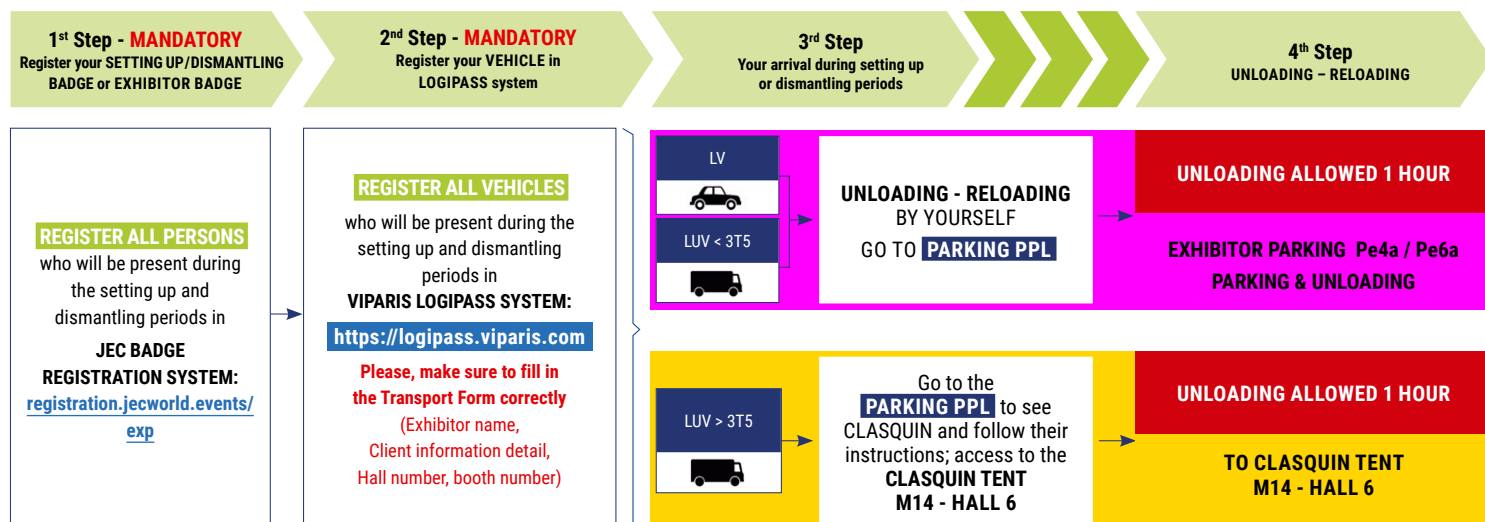


For light utility vehicles (less than 1.90 m high and weighing less than 3.5 tons): access to dedicated logistic area according to the booth number allocated by the **VIPARIS** logistics department.



LIGHT VEHICLES - LIGHT UTILITY VEHICLES ROUTE

THE FAST & RIGHT PROCESS THANKS TO LOGIPASS



TRAFFIC, UNLOADING & PARKING DURING SETTING UP AND DISMANTLING

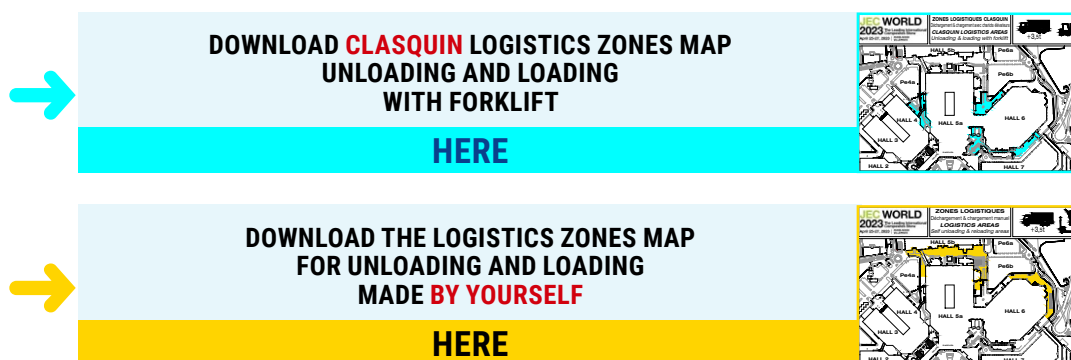


VU Dec. 2nd, 2022

HEAVY VEHICLES (PL) WEIGHING MORE THAN 3.5 TONS

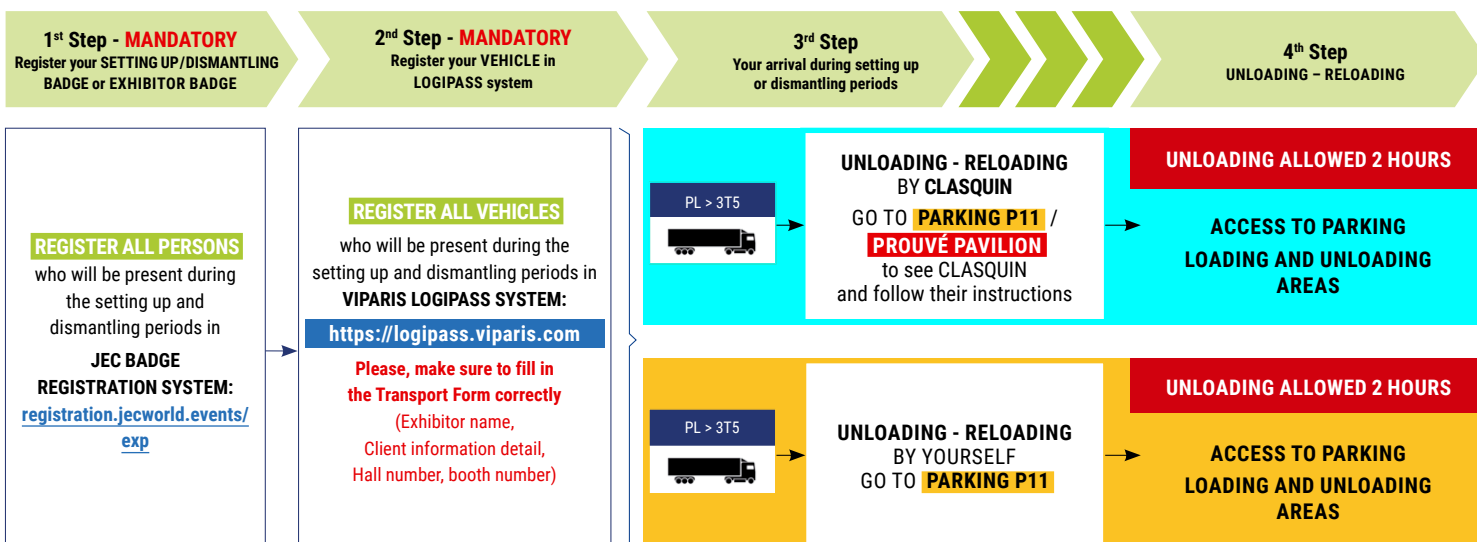
HEAVY VEHICLES MUST REGISTER WITH CLASQUIN

■ **Access to dedicated logistic area** are managed by **CLASQUIN** (retention area). The locations are given by the company **CLASQUIN FAIRS & EVENTS**. Exhibitors and booth decorators/assemblers either will be contacted or should themselves contact **CLASQUIN FAIRS & EVENTS** by phone or by e-mail no later than **March 17th, 2023** to indicate the type and number of trucks, volume, and handling/storage requirements involved. They will receive a running order number, a space, and an arrival time. Upon arrival, they should go directly to the temporary parking lot and identify themselves so they can be taken to their unloading space. (The temporary parking lot location will be given later.) Vehicles of this type should in no case remain parked near Halls 5 and 6 once they have been unloaded. This procedure gives you free access to the designated parking areas.



HEAVY VEHICLES (PL) ROUTE

THE FAST & RIGHT PROCESS THANKS TO LOGIPASS



VERY IMPORTANT

Anyone wishing to enter the exhibition halls must be in possession of a **JEC World** access badge. The badge must be worn during the setting up, opening, and dismantling periods. An ID control can be done during the event.

SETTING UP/DISMANTLING BADGE FOR SUPPLIERS

Register your suppliers directly online in your Exhibitor's section to enable them to obtain their setting up/dismantling badges. These badges give them access to the Exhibition Centre during the setting up and dismantling periods, during the hours indicated on the badge, **but are not valid during the trade-show opening period (From April 25th to 27th, 2023).**

PLEASE NOTE: For approval for an early set-up, the badges must imperatively be **created and printed beforehand** to facilitate access to the Halls.

Safety equipment and safety shoes are mandatory during set-up and dismantling, otherwise access to the Halls will be refused. There might be random checks of identity documents around the Halls.

SERVICE BADGES

This badge will allow your suppliers to enter the Exhibition hall during the official opening (catering, decorators...) from April 25th to 27th, 2023 (see the exhibition schedule).

EXHIBITOR'S BADGE

The Exhibitor's badge gives exhibitors access to the Exhibition Park for the setting up, opening and dismantling periods, during the hours indicated on the exhibitors' time schedule. The badges must be printed in color on A4 sheets beforehand. Due to security issues, all Exhibitor badges must include a photo of the exhibitor.

BADGES QUOTAS

Each exhibitor, co-exhibitor and partner receives a limited number of badges. Each extra Exhibitor Badge will be invoiced € 120 excl. VAT.

MAIN EXHIBITOR	From 0 to 25 sqm	From 26 to 89 sqm	From 90 to 149 sqm	>150 sqm
Exhibitors badges	10	25	50	120
Exhibitors badges VIP	3	5	10	10
Invited Visitors badges VIP (w/ individual code)	5	15	50	120
Invited Visitors badges	Unlimited with individual code per exhibitor *			
CO-EXHIBITORS / PARTNERS				
Exhibitors badges	10			
Exhibitors badges VIP	3			
Invited Visitors badges VIP (w/ individual code)	5			
Invited Visitors badges	Unlimited with individual code per co-exhibitor or per partner *			

Once the quota of badges has been reached, you can buy extra badges using the Extra badge form or register as a visitor using the following link: <http://registration.jec-world.events>

Caution, visitors badges only give access to the exhibition halls during the public opening hours.

* Only available until April 25th, 2023.

FRAUD

From April 21st to April 28th 2023, access to the show will only be allowed to those with a badge. To ensure security and to prevent any fraudulent use, badges will be checked in and out of the halls. Thus, all badges categories will be scanned at each entry and exit control point and your badge may be requested at any time in the exhibition area.

The exhibitor badge gives access rights only to the staff of exhibiting companies, it is non-transferable. In case of fraudulent use, the badge will be confiscated, and the exhibitor company will be liable to a €160 civil fine without prejudice to any damages payable to the organizer.

Badges street hawking is a criminal offence, liable to a € 3,750 fine and a six-month prison sentence (French law No. 2011-267 dated March 14th, 2011).

BADGE READER






Each visitor and exhibitor must wear a badge at the show. The badge contains a QR Code that you can scan with the "Badge Reader" mobile app, and then retrieve the main information about the participant (last name, first name, email, company, country), to which you can add your own comments and the participant's answers to previously established questions. All this data can be retrieved on a daily basis in a file available in your online platform.

SUMMARY

EXHIBITION SCHEDULE	12
SETTING UP	13
OPENING	13
DISMANTLING	13

EXHIBITION SCHEDULE

	FRIDAY APRIL 21 ST , 2023	SATURDAY APRIL 22 ND , 2023	SUNDAY APRIL 23 RD , 2023	MONDAY APRIL 24 TH , 2023	TUESDAY APRIL 25 TH , 2023	WEDNESDAY APRIL 26 TH , 2023	THURSDAY APRIL 27 TH , 2023	FRIDAY APRIL 28 TH , 2023
7 am								DISMANTLING
8 am	SETTING UP BARE BOOTHS > 200 SQM OR ON REQUEST MACHINE DELIVERY	SETTING UP BARE BOOTHS FROM 80 TO 199 SQM OR ON REQUEST	SETTING UP OFFICIAL BARE BOOTHS	SETTING UP BARE BOOTHS: 7 AM	EXHIBITORS ACCESS JEC WORLD 2023 EXHIBITION			
9 am				SETTING UP EQUIPPED BOOTHS: 9 AM				
12 pm								
6 pm								
7 pm							DISMANTLING	
8 pm								
10 pm				BOOTH MUST BE CLEANED FROM 8 PM TO 10 PM				
12 am								

	SETTING UP *		EXHIBITORS ACCESS		JEC WORLD 2023 EXHIBITION		DISMANTLING *
	INTERMITTENT ELECTRICAL SERVICES (see schedule above)						

PERMANENT NETWORK POWER SUPPLIES: from Sunday April 23rd, 2023 at 8 am to Thursday April 27th, 2023 at 7 pm.

If you want electricity outside those hours, please check with VIPARIS (additional service).

*** YOU ARE REMINDED THAT:**

› **COMPLIANCE WITH CURRENT HEALTH RULES** IS **MANDATORY**.

› WEARING **SAFETY SHOES** (REINFORCED TOE CAPS + ANTI-PERFORATION SOLES) IS **OBLIGATORY** FOR ANYONE WHO ENTERS THE SHOW SITE DURING THESE PERIODS.

› FOR ALL PEOPLE WORKING FROM ELEVATED PLATFORMS AND ANY TASK PRESENTING A RISK, WEARING A **HARD HAT** IS **COMPULSORY**.



SETTING UP

SETTING UP TIMES

**From Friday April 21st, 2023 – 7 am
to Monday April 24th, 2023 – 8 pm**

(depending on the booth formula, information below)

TAKING POSSESSION OF YOUR BOOTH

JEC GROUP now allows early setting up under certain circumstances (since JEC World 2018). The rules for **JEC WORLD** are as follows:

- **Bare booths >200 sqm:**
from 7 am on Friday April 21st, 2023 **on request only**
(early set-up free of charge on April 21st-22nd, 2023)
- **Bare booths from 80 to 199 sqm:**
from 7 am on Saturday April 22nd 2023, **on request only**
(early set-up free of charge on Saturday April 22nd, 2023
– cost of early set-up on Friday April 21st, 2023: indivisible flat rate of €1,120 excl. VAT per day)
- **Bare booths <80 sqm:**
from 7 am on Sunday, April 23rd, 2023
(you can ask for an early set-up for April 21st and 22nd, 2023.
Cost: indivisible flat rate of €1,470 excl. VAT per day)
- **Equipped booths:**
Monday April 24th, 2023 at 9 am **ONLY**

Caution: without approval for an early set-up by CLASQUIN FAIRS & EVENTS, bare booth exhibitors won't be able to access the halls before 7 am on Sunday April 23rd, 2023.

Notice: For machines that require lifting equipment, there is no additional charge for early arrival

You are cordially invited to stop by the Exhibitor's Office when you arrive to receive the Welcome Kit, available from Monday April 24th, 2023 until the end of the Exhibition.

SETTING UP BOOTHS

Please do not obstruct the aisles during the setting-up and dismantling processes, so that no one has any trouble getting by.

It is strictly forbidden to leave any materials or products on other booths.

SAFETY COMMITTEE

Booth fitting must be completed by the time the Safety Committee comes to make its inspection. The person responsible for your booth must be present to hand over the different documents, such as the fire certificates for products and materials. Date and time to be notified. Reminder: every booth decoration project must be sent to **DECOPLUS** for approval.

THE SETTING UP DEADLINE

All exhibitors must have finished setting up their booth and evacuating the halls before 8 pm on Monday April 24th, 2023.

Your booth must be cleaned, cleared and made ready for the opening between the hours of 8 pm and 10 pm on Monday April 24th, 2023, the day before the show opens to the public.

After this time, the material will be removed at the exhibitor's expense. Please inform your booth builders, suppliers and/or carrier, and any other person working on your booth.

OPENING

OPENING TIMES

From April 25th to April 27th, 2023

To the exhibitors: 8 am – 7 pm

To the visitors: 9 am – 6 pm

DISTRIBUTION OF PROMOTIONAL MATERIAL

The distribution of advertising and promotional documents, gifts, etc., and sales and marketing actions or events of any kind outside the booths is strictly prohibited.

DISMANTLING

DISMANTLING TIMES

**From Thursday April 27th, 2023 – 6:30 pm,
to Friday April 28th, 2023 – 6 pm**

EQUIPPED BOOTH DURING DISMANTLING

The storerooms and rented furniture on these booths must be emptied of their contents **on Thursday April 27th, 2023 by 7 pm at the latest on the evening the exhibition closes**, for dismantling by the supplier.

DELIVERIES

VU Jan. 18th, 2023



CUSTOMS

JEC WORLD enjoys the status of a standard bonded warehouse for customs purposes. Exhibitors are responsible for completing all customs formalities for the materials and products brought in from abroad.

The Organizer will take no responsibility for any difficulties encountered during those formalities.

The Garonor customs office will be open from 9 am to noon and from 2 pm to 5 pm, Monday through Friday. For Saturday and public holidays, forwarding agents must make the opening request the day before. For more information, please contact the customs service.

BUREAU D'AULNAY-SOUS-BOIS

BP 784 GARONOR EST

93614 AULNAY-SOUS-BOIS, FRANCE

☎ **From France:** 08 11 20 44 44 (0.06 €/mn)

☎ **From abroad:** + 33 (0)1 72 40 78 50

MACHINE DELIVERIES

CAUTION:

Delivery of machinery with dimensions greater than (L)200 x (W)150 x (H)200 cm or weighing more than 2 metric tons and which requires lifting equipment is **permitted only on April 21st, 2023**.

Please contact **CLASQUIN FAIRS & EVENTS** before **March 17th, 2023**.

CLASQUIN FAIRS & EVENTS

☎ +33 (0) 1 48 63 33 81

@ parisevents@clasquin.com

Notice: For machines that require lifting equipment, there is no additional charge for early arrival.

DELIVERIES

Either the exhibitor or the person in charge of the booth must be present on site for the delivery. The Organizer declines to accept any packages and cannot be held liable for the loss or damage of any packages. If no one is available to receive the package, please contact **CLASQUIN FAIRS & EVENTS**.

Please specify the address below for any delivery:

Parc des Expositions de Paris Nord Villepinte Salon JEC WORLD

Name of your company / Contact / Cellphone #

Hall #/ Booth# (letter and number)

ZAC de Paris Nord II – C.D.40

93420 VILLEPINTE – France

Delivery access for exhibitors is from 7 am to 8:30 am. Parking within the Exhibition Center for delivery purposes is limited to one hour. Any vehicle parked for longer than the allocated time will be removed without prior warning at the expense of the owner.

CATERING SERVICES

Exhibitors can use either the caterers recommended by **JEC WORLD**. All external caterers must apply for approval to:

VIPARIS

Contact: Myriam MOTTIN

☎ +33 (0)7 60 86 65 23

@ myriam.mottin@viparis.com

Unauthorized caterers will be refused access to the Exhibition Center.

To bring in an outside caterer, you must:

1. Declare the caterer to Myriam Mottin – VIPARIS
2. Request a service badge from the Organizer
3. Before arrival onsite: register the service provider in the Logipass

EMPTY PACKAGING – STORAGE OF MATERIALS

Empty packaging must be removed immediately and stored by the exhibitor or their carriers. For more information, please contact **CLASQUIN FAIRS & EVENTS** (See [SHIPPING – ONSITE HANDLING SERVICE](#)).

CLEANING DURING SETTING UP AND DISMANTLING

JEC WORLD has placed its official service provider **MILLENIUM** in charge of cleaning.

Under its environmental initiative, **JEC WORLD** is setting up selective waste collection for more categories of waste at the trade show (plastics, paper, cardboard, wood and mixed waste).

MILLENIUM proposes the rental of dumpsters to remove waste.

The supplier will bill the booth builder or the exhibitor directly, based on volume and according to the price list presented in the Exhibitors Section online, if any waste is not removed by the end of setting-up operations (**April 24th, 2023 at 8 pm**).

The cleaning service provider for the trade show is at your disposal for dumpster rental and remove waste, at the Exhibitor's Office located in Hall 6.

- All booths, materials, merchandise and waste of any kind (adhesive tape, carpet, etc.) must imperatively be removed.
- The exhibitor undertakes to have his/her waste removed and treated in compliance with the current regulations before Friday, **April 28th, 2023 at 6 pm at the end of dismantling operations** (waste, carpets, rubble).
- Past the dismantling deadlines, the Organizer will take all measures deemed necessary to remove any materials and waste observed at the booth site.
- Each booth has the **obligation** to return the:
« [CERTIFICATE OF COMMITMENT TO REPAIR THE MANDATORY SITE](#) » to jecplan@free.fr **before March 18th, 2022**.

Advice: If you use the services of a decorator, make sure that the estimate includes a quote for waste removal.

SERVICES INCLUDED IN THE DAILY CLEANING OF YOUR BOOTH

JEC GROUP takes care of the daily cleaning of bare and equipped booths.

The daily cleaning with vacuuming includes: Vacuuming the accessible floor, including at mezzanine level; emptying wastebaskets; dusting furniture and moveable items at breast height; and picking up and removing production waste.

This service does not include: Cleaning partitions and signs; cleaning the machines and/or other materials that are exhibited; cleaning windows and display cases; providing dumpsters; removing carpeting and adhesive tape at the end of the trade show (unless you ordered your carpeting from the Organizer).

Any complaints about booth cleaning must be directed to the Exhibitor's Office H6 **before 9 am**.

- The service provider will work through the night of April 24th to the morning of April 25th to clean the hall aisles and remove the plastic film from the aisles and the equipped booths.
- To ensure that the trade show is completely cleaned by the time of opening, it is imperative to remove any waste from the aisles before Monday, April 24th at 8 pm. Past that deadline, any material will be removed at the exhibitor's own expense.
- The halls and aisles are cleaned every morning before opening, or every evening after the show is closed to visitors and exhibitors.
- Your registration includes restoring only the equipped booths to their original state. **It does not include bare booths.**
- Cleaning during trade-show opening hours or placing waste in the aisles after 8 am is prohibited.

CLEANING - RECONDITIONING

VU Jan. 18th, 2023 

IMPORTANT

- **If you have booked a bare booth.** You can sign up for a day-before-restoration and/or specific cleaning of your booth by contacting our service provider "**MILLENIUM**". Includes only daily clearing on Tuesday evening and Wednesday evening.
- **If you have booked an equipped booth,** the daily cleaning of your booth is included (with day-before-opening restoration: removing plastic film on carpets and vacuuming the floors).

We remind you that in compliance with the decoration rules, you must provide a certificate of commitment to remove waste (the certificate is available in your space).

SCHEDULE *

SETTING UP	
APRIL 24 TH , 2023 - EXHIBITORS	APRIL 24 TH , 2023 - ORGANIZERS
8 pm End of bare booths assembly	Starting at 5 pm Millenium clears the aisles
10 pm End of the cleaning of the bare booths	7 pm Installation of aisle carpeting begins
8 pm Equipped booths by Millenium are restored	10 pm – 6 am Aisles are cleaned, carpet sweepers pass, recycling bins for visitors are installed

DISMANTLING	
APRIL 27 TH , 2023	APRIL 28 TH , 2023
Starting at 7 pm Disposal of your small waste Aisle carpeting removed	By no later than 6 pm Your booth is restored to its original state, no waste, adhesive tape, wood, etc. Disposal of your waste on pallet if ordered by Millenium. You must indicate on the pallet: " Millenium waste as ordered" > Company name / Booth number > Contact details

* For information only

HALLS SURVEILLANCE

The exhibition organizers take responsibility for general surveillance and do not provide individual booth security, from 7 am on April 23rd, 2023 to 6 pm on April 28th, 2023. Exhibitors who desire to provide for their own booth security at their own expense must inform the exhibition technical department in writing at least 24 hours in advance, giving the contact details of the security firm hired. We recommend that you have your facilities watched, especially at night. You can contact the official **JEC WORLD** supplier, **GPS** (see the online form « [BOOTH CARETAKING](#) »)

We would like to remind you that there is a significant risk of theft during the setting-up and dismantling periods, so we recommend that you keep valuable materials that are liable to be stolen (e.g. an unfixed TV screen, personal belongings or IT material). A storeroom is not secured. We recommend that exhibitors remove valuable materials as soon as the exhibition is over (Thursday April 27th, 2023) to minimize the risk of theft. Exhibitors are responsible for having a permanent manager or guardian at their booth as long as there is still some equipment there:

→ **THIS IS YOUR BEST GUARANTEE AGAINST THEFT!**

PREVENTING THEFT

Due to thefts that have been reported during the setting up, opening and dismantling periods, the Exhibitor must apply certain rules:

- **Avoid leaving** your invitation cards on the furniture; keep them in a locked piece of furniture.
- **Do not leave your personal items** lying around (wallets, handbags, satchels, etc.).
- **Keep an eye on your cellphones.**
- **In the evening**, put all items of value away (computers, laptops, tablet computers, etc.) in a location under lock and key, or take them with you.
- During the setting up and dismantling periods, **someone should be present on the booth at all times.**

ACCIDENTS & THEFT

In the event of an incident, the exhibitor must report it to the police (contact details of the Commissariat de Police in « [AUTHORIZED SUPPLIERS AND USEFUL ADDRESSES](#) »), within 24 hours. The concierge service located at the Exhibitor's Office will be able to help, otherwise they will lose their entitlement to insurance cover.

A copy of the original declaration must be handed in to the Organizer's Office, or sent by mail by May 4th, 2023 at the latest to:

JEC GROUP

251 Boulevard Pereire – 75017 PARIS – France.

Security - Safety Hotline:

+33 (0)1 48 63 35 35

(active phone number only during the event).

"TO DO" LIST

To help you set up your booth and get everything done within the deadlines, here is a **TO DO LIST** so that you don't forget anything. Some suppliers charge more on your order for services provided after the deadlines.

Please enter your login and password on <https://exhibitors.jec-world.events> before going on the different sections below.

ACTION	DEADLINE	WHO?	DONE	TO DO
MANDATORY				
BARE BOOTH ONLY	BEFORE			
Booth decoration project: Send your booth floor plan and views for approval and join the certificate: Certificate of commitment to repair the mandatory site	March 17th, 2023	DECOPLUS		
Exhibit working machines Submit your declaration for safety reasons.	March 17th, 2023	CABINET GUILMIN		
EQUIPPED BOOTH ONLY	BEFORE			
<ul style="list-style-type: none"> • SHELL SCHEME • ADVANCED • BE READY & BE READY NMR 	March 24th, 2023	GES		
<ul style="list-style-type: none"> • SMART 	April 17th, 2023	ALIVE EVENTS		
FOR ALL EXHIBITORS	BEFORE			
Mandatory form to participate to JEC WORLD 2023 Exhibitor Health & Safety Instructions	March 17th, 2023	D.Ö.T		
Registration to the JEC WORLD 2023 Buyer's Guide	March 27th, 2023	J2C COMMUNICATION		
Badges • EXHIBITOR • SETTING & DISMANTLING • SERVICE	April 22nd, 2023	JEC		
Form to be submitted on site: Compliance of hanging systems suspended structures	April 24th, 2023	CABINET GUILMIN		
Read the booth design regulations and hall descriptions Read the fire safety regulations	As soon as possible	JEC		
ADDITIONAL SERVICES	BEFORE			
Customs – Transport – Onsite handling – Empties storage	March 17th, 2023	CLASQUIN FAIRS & EVENTS		
Early set-up request If you wish to start the setting-up before the official date, you have to fill in the early set up request online. CLASQUIN FAIRS & EVENTS answer you positively or negatively.				
Bridges & Lights – Manual hoists or electric motors	April 14th, 2023	VERSANT		
Electricity / Water / Rigging Points / Parking / Pressurized Air / Telephone / Internet (Increase of 20% starting from April 18 th , 2023)	April 18th, 2023	VIPARIS		

"TO DO" LIST

VU Jan. 18th, 2023 

To help you set up your booth and get everything done within the deadlines, here is a **TO DO LIST** so that you don't forget anything. Some suppliers charge more on your order for services provided after the deadlines.

Please enter your login and password on <https://exhibitors.jec-world.events> before going on the different sections below.

ACTION		DEADLINE	WHO?	DONE	TO DO
ADDITIONAL SERVICES (continuation)					
FOR ALL EXHIBITORS		BEFORE			
Floral decoration		April 10th, 2023	AMBIANCE FLORALE		
			LES JARDINS DE GALLY LES ÉVÉNEMENTS		
			GARDEN EXPO		
Audiovisual, IT and video equipment		April 10th, 2023	NOVELTY		
Furniture		April 17th, 2023	ALIVE EVENTS		
Hostesses		April 17th, 2023	DECI BELLES		
Fridges, coffee machines, water fountains		April 17th, 2023	GRAIN DE MALICE		
Catering services	• Delivery on your booth	April 14th, 2023	HORETO		
			UN ZESTE DE GRAND CHEMIN		
	• Recommended caterers for cocktails on your booth	March 24th, 2023	BIOTIFUL		
			FLEUR DE METS		
			GRAND CHEMIN		
	Need help to organize your reception / cocktail/ event @ JEC WORLD and/or in Paris? @ jcastel@carle-organisation.fr Contact: Jennifer CASTEL SOUFFIR		CARLE		
Booth caretaking		April 20th, 2023	GPS		
Booth cleaning & waste disposal		April 17th, 2023	MILLENIUM		



INFORMATION – EXHIBITOR'S OFFICE

The exhibition team along with some official suppliers will be at the Exhibitor's Office. They will be at your disposal to answer your technical and commercial questions.

Technical Hotline: +33 (0)1 48 63 35 00 (active phone number only during the event).

JEC CONTACTS

JEC GROUP • 251 Boulevard Pereire 75017 PARIS France

☎ +33 (0)1 89 20 40 60 / @ exhibitors-jecworld@jeccomposites.com / Web: www.jeccomposites.com

EXHIBITOR SERVICES

Stella HOUAREAU

Exhibitor's support

@ exhibitors-jecworld@jeccomposites.com

☎ +33(0)1 89 20 40 64

COMMERCIAL SERVICE

Yohann CAILLEAU

Italy, Spain, Portugal, LATAM, MEAI, APAC, MENA

@ cailleau@jeccomposites.com

☎ +33 (0)7 70 12 78 18

Marie HOCHET

France

@ hochet@jeccomposites.com

☎ +33 (0)6 43 98 42 45

Guillaume VOUIOUX

DACH

@ vouioux@jeccomposites.com

☎ +33 (0)6 45 40 24 84

Diana HENRY-DJOLDOSHEVA

UK, Benelux, Scandinavia, Eastern Europe, Russia, CIS

@ henry@jeccomposites.com

☎ +33 (0)6 82 73 59 16

Lin ZHU

Greater China + ASEAN

@ zhu@jeccomposites.com

☎ +33 (0)7 85 57 93 04

Sun Eui KIM

South Korea

@ sekim@promosalons.com

Romain Yves DUBOIS

Japan

@ rydubois@promosalons.com

Cicki CAO

China, Hong Kong, Macau

@ cickicao@zczen3.com

Yana KOUNINSKI

North America

@ kouninski@jeccomposites.com

☎ +1 (917) 622-9354

TECHNICAL SERVICE

Emilie COELHO

JEC World Operations Manager

@ coelho@jeccomposites.com

☎ +33 (0)1 89 20 40 78

AWARDS & INNOVATION REPORT

@ media@jeccomposites.com

ACCOUNTING

Stéphane ATTARD

Accountant

@ compta.jec@jeccomposites.com

☎ +33 (0)1 89 20 40 81

PLANETS

@ innovation-planets@jeccomposites.com

COMMUNICATION AND MARKETING

@ communications@jeccomposites.com

MEDIA

JOB CENTER, WEB, E-LETTER, RESEAUX, INNOVATIONS PREVIEW, MAGAZINE

@ media@jeccomposites.com

Raheel MOHAMMAD

Media Sales

@ mohammad@jeccomposites.com

☎ +33 (0)6 46 39 21 49

CONFERENCES, STARTUP BOOSTER

@ programs@jeccomposites.com

AUTHORIZED SUPPLIERS AND USEFUL ADDRESSES



VU Dec. 2nd, 2022

IF YOU HAVE BOOKED AN EQUIPPED BOOTH

SHELL SCHEME, ADVANCED, BE READY & BE READY NMR (NO MEETING ROOM) BOOTH

Your advisors will take care of any questions regarding the booth equipment included in your package, and additional extras available (graphics, electrical fittings, furniture, audio-visual equipment, floral decoration,...)

Contact: GES Customer Care

+44 247 638 0190

(Dial "2")

@ jecworld@ges.com

Toutes informations disponibles
24H/24 sur la plateforme

[EXPRESSO online ordering portal](#)

SMART BOOTH

Your advisors will guide you along your booth preparation, take care of all services and accompany your project until booth delivery on site.

Contact: Anne DUVERNOIS

+33 (0)6 82 36 69 92

@ a.duvernois@group-alive.com

Contact: Astrid BARBOU

+33 (0)6 12 17 52 47

@ a.barbou@group-alive.com

IF YOU HAVE BOOKED A BARE BOOTH

BOOTH BUILDERS

CAPLINEA / FRANCE

+33 (0)1 42 71 20 05

@ didier.schott@caplinea.fr

Contact: Didier SCHOTT

EVENTS2EVENT / FRANCE

+33 (0)6 64 28 96 44

Contact: Eric DA CRUZ

@ edacruz@events2event.com

IN'TOUCH / FRANCE

+33 (0)6 86 74 26 84

@ ingrid@intouch.events

Contact: Ingrid WALLE GUÉRIN

MD / FRANCE

+33 (0)6 83 88 88 16

@ maudebusschere@gmail.com

Contact: Maud DEBUSSCHERE

COOK + ASSOCIATES / UK

+44 (0)1 527 880 099

@ info@cookandassociates.co.uk

Contact: Tom HAWES

GES EUROPE / THE NETHERLANDS

+31 (0)627 207 269

+31 20 760 39 90

@ mheld@ges.com

Contact: Menno HELD

GES CUSTOMER CARE is also ready to assist you with any **specific orders** (carpet, signage,...).

BOOTH VALIDATION

DECOPLUS

+33 (0)9 67 78 93 85

@ jecplan@free.fr

Contact: Elisabeth TOUGARD

BOOTH CLEANING & WASTE DISPOSAL

MILLENIUM

+33 (0)1 60 19 72 72

@ stand@millenium-sas.com

Contact: Aurélie BARBIER

BRIDGES & LIGHTS - MANUAL OR MOTOR ELECTRIC HOISTS

VERSANT

+33 (0)1 48 63 32 51

@ mco@versantevenement.com

Contact: Maati COURBE

AUDIOVISUAL / IT / VIDEO

NOVELTY

+33 (0)7 60 50 50 07

@ e.lecoq@novelty.fr

Contact: Emilie LECOQ

FURNITURE

ALIVE EVENTS

+33 (0)1 34 38 33 10

@ paris-nord@group-alive.com

FLORAL DECORATION

AMBIANCE FLORALE

+33 (0)1 30 43 51 61

@ contact@ambiancefloraleparis.fr

LES JARDINS DE GALLY LES ÉVÉNEMENTS

+33 (0)1 39 63 20 20

@ location@gally.com

GARDEN EXPO

+33 (0)6 30 28 33 42

@ diane@legroupegarden.fr

Contact: Diane ADAM

AUTHORIZED SUPPLIERS AND USEFUL ADDRESSES



VU Dec. 2nd, 2022

FOR ALL EXHIBITORS

TRANSPORT / HANDLING

CLASQUIN FAIRS & EVENTS

PARC DES EXPOSITIONS DE PARIS NORD
VILLEPINTE, BUREAU DES TRANSITAIRES,
93420 VILLEPINTE

+33 (0) 1 48 63 33 81

@ parisevents@clasquin.com

CUSTOMS

INFO DOUANES SERVICE

www.douane.gouv.fr

From France

08 11 20 44 44 (0.06 €/mn)

From abroad

+ 33 (0)1 72 40 78 50

ELECTRICITY / WATER / RIGGING POINTS / PARKING / PRESSURIZED AIR / TELEPHONE / INTERNET

EXHIBITOR'S SERVICE

VIPARIS - ZAC Paris Nord 2,
93420 VILLEPINTE

+33 (0)1 40 68 16 16

@ contact@e-viparisstore.com

SECURITY / HEALTH PROTECTION

D.Ö.T

+33 (0)1 46 05 17 85

@ sps@d-o-t.fr

Contact: Martin JOUET

SECURITY / FIRE SAFETY

CABINET GUILMIN

+33 (0)6 60 87 27 43

@ cabinetguilmin@gmail.com

Contact: Thierry GUILMIN

FIREPROOFING

GROUPEMENT NON FEU

+ 33 (0)1 47 56 31 48

COPYRIGHT

SACEM

www.sacem.fr

SECURITY GUARDS

GPS

+33 (0)1 53 02 01 18

@ assistantcommercial@gps-securite.fr

HOSTESSES

DECI BELLES

+33 (0)1 40 60 11 28

@ ana@deci-belles.com

Contact: Ana CALPE DEL ARCO

CONCIERGE

+33 (0)1 77 48 88 48

@ jeconcierge@gmail.com

Contact: Pierre-Paul MONNET

FRIDGES, COFFEE MACHINES...

GDM

+33 (0)1 41 53 52 82

@ ladjakerrouche@wanadoo.fr

Contact: Ladja KERROUCHE

CATALOG

J2C COMMUNICATION

+33 (0)1 49 85 62 22

@ jecworld@j2c-communication.fr

BUSINESS MEETINGS

BBCM

+33 (0)1 41 44 98 83

@ business-meetings@jeccomposites.com

Contact: Luke GEE

ACCOMMODATION

B NETWORK

+33 (0)1 58 16 20 10

@ sarah.david@bnetwork.com

Contact: Sarah DAVID

POLICE

1 Av. Jean Fourgeaud - 93420 VILLEPINTE

+33 (0)1 49 63 46 10

17

CATERING SERVICES

DELIVERY ON YOUR BOOTH (breakfast, meal tray)

HORETO

+33 (0)1 48 63 32 99

@ commercial@horeto.com

UN ZESTE DE GRAND CHEMIN

+33 (0)6 46 73 35 74

@ leslietimbert@grandchemin.fr

Contact: Leslie TIMBERT

RECOMMENDED CATERERS FOR COCKTAILS ON YOUR BOOTH

BIOTIFUL (Organic)

+33 (0)6 61 53 85 45

@ laureen@biotiful.fr

Contact: Laureen POPIELUCH

FLEUR DE METS

+33 (0)6 07 86 51 31

@ s.guilloteau@fleurdemets.com

Contact: Sarah GUILLOTEAU

GRAND CHEMIN

+33 (0)6 22 77 50 46

@ jessicaroger@grandchemin.fr

Contact: Jessica ROGER

Need help to organize your
reception / cocktail / event
@ JEC WORLD and/or in Paris?

CARLE

+33 (0)6 10 79 42 55

@ jcastel@carle-organisation.fr

Contact: Jennifer CASTEL SOUFFIR

BOOTH DESIGN REGULATIONS & HALL DESCRIPTIONS



VU Dec. 2nd, 2022

SUMMARY

BOOTH PROJECT VALIDATION	24
TAKING POSSESSION OF YOUR BOOTH	24
DECORATION	24
RE-USED BOOTHS	24
MAXIMUM HEIGHT LIMITS	24
CLEARANCE LIMITS	25
PARTITIONS	25
OPENING ONTO AISLES	25
LIGHTING TRUSSES	25
SUSPENDING FROM THE ROOF STRUCTURE	25
FALSE CEILING	26
BOOTH BOUNDARIES	26
SIGNS/STRUCTURE	26
TETHERED BALLOONS	26
ILLUMINATED SIGNS	26
SUSPENDING FROM THE ROOF STRUCTURE OR OTHER EXISTING STRUCTURES	26
THE HALL'S PERMANENT WALL AND COLUMN CLADDING	27
PERMANENT FIRE HOUSE POINT (PFHP) PILLARS	27
EXHIBITION HALL FLOORS, PILLARS AND WALLS	27
aisle CARPETING	27
UPPER FLOOR (MEZZANINE)	27
HEALTH AND SAFETY – STORAGE AREAS AND ACCEPTABLE OVERLOADS	27
DAMAGES	27
EXHIBITED WORKING MACHINES AND APPLIANCES	27
NOISE POLLUTION – MUSIC	27
BOOTH: VIEW FROM ABOVE	27
BOOTH: FRONT VIEW	29

BOOTH DESIGN REGULATIONS & HALL DESCRIPTIONS



VU Dec. 2nd, 2022

VERY IMPORTANT

By signing the registration form, the Exhibitor agrees to abide by all the clauses mentioned in the general regulations and to ensure that any decorators, installers or contractors also abide by them. The Exhibition Organizer reserves the right, for any installation which does not comply with the booth design regulations or which disturbs neighboring exhibitors or the public, to have the booth modified or removed by the booth contractor. This regulations has been established in order to allow visitors to discover the exhibition in the best conditions.

BOOTH PROJECT VALIDATION

To validate your booth project, you must submit two dimensional booth layouts indicating a ground and an elevation view, along with the document "[CERTIFICATE OF COMMITMENT TO REPAIR THE MANDATORY SITE](#)" to DECOPLUS for approval **before March 17th, 2023**:

DECOPLUS

+33 (0)9 67 78 93 85 – @ jecplan@free.fr

All exhibitors (of bare booths) need approval from **DECOPLUS** for the authorization to build their booth at the Exhibition.

The technical service will check all and could refuse any that are not compliant with the approved project. **A fine will be applied if the booth fails to comply with the validation of the project that was approved by Decoplus (€560 excl. VAT / sqm).** The technical service reserves the right to commission a report attesting to the structural stability of the a certified inspection body and at the exhibitor's expense.

TAKING POSSESSION OF YOUR BOOTH

JEC GROUP now allows early set-up under certain circumstances (since JEC World 2018). The rules for **JEC WORLD** are as follows:

■ Bare booths >200 sqm:

from 7 am on Friday April 21st 2023 **on request only**
(early set-up free of charge on April 21st and 22nd, 2023)

■ Bare booths from 80 to 199 sqm:

from 7 am on Saturday April 22nd 2023, **on request only**
(early set-up free of charge on Saturday April 22nd, 2023 – cost of early set-up on Friday April 21st, 2023: indivisible flat rate of €1,120 excl. VAT per day)

■ Bare booths <80 sqm:

from 7 am on Sunday, April 23rd, 2023
(you can ask for an early set-up for April 21st and 22nd, 2023.
Cost: indivisible flat rate of €1,470 excl. VAT per day)

■ Equipped booths:

Monday April 24th, 2023 at 9 am **ONLY**

CAUTION: without approval for an early set-up by **CLASQUIN FAIRS & EVENTS**, bare booth exhibitors won't be able to access the halls before 7 am on April 23rd, 2023.

NOTICE: For machines that require lifting equipment, there is no additional charge for early arrival. All exhibitors with a machine on their booth that requires lifting equipment to be installed must arrive on April 21st, 2023 (schedule to be determined). The official **JEC WORLD** supplier, **CLASQUIN FAIRS & EVENTS**, will be the only handler authorized to enter the halls with motorized and lifting equipment. **Every motorized engine needs an exemption from JEC WORLD, CLASQUIN FAIRS & EVENTS to access the hall.**

DECORATION

Each exhibitor is solely responsible for the decoration of their booth. The Organizer is in charge only of the hall decoration. Booth decorations must be kept within the limits of the booth.

RE-USED BOOTHS

Re-used booths are subject to **JEC WORLD** Booth Design Regulations in the same way as newly built booths. They must be approved by **DECOPLUS**.

MAXIMUM HEIGHT LIMITS

Booth structure must take into account the following height limits:

- Construction maximum height from the ground: 5 m
- Maximum height for signs: 5 m
- Maximum height for separating partitions: 5 m (minimum: 2.40 m)
- Maximum height for lighting trusses (without signs): 6 m.

BOOTH DESIGN REGULATIONS & HALL DESCRIPTIONS



VU Dec. 2nd, 2022

CLEARANCE LIMITS

Booth structures must take into account the following clearance limits:

- **From aisles:** no limit
- **From separating partitions:** 1 m for any sign.

PARTITIONS

Minimum height: 2.40 m; maximum: 5 m

MANDATORY:

Each booth must have its own partitions.

Exhibitors may not use the neighboring partition.

Partitions overlooking neighboring booths must be clean, smooth, even or covered with white or grey wall fabric, and contain no sign of any kind. In case of non-compliance with this rule, a penalty of € 3 000 excl. VAT will be applied

OPENING ONTO AISLES

Booth must be as open as possible with a maximum amount of visibility. Any special decorations must be designed so as to keep aisles clear, without obstructing neighboring booths and allowing maximal visibility through the booths, i.e. no more than 50% of the length of each side can be closed. Transparent closing tolerated (subject to the organizer's approval). Each booth frontage opening onto an aisle must retain a maximum closure of 50% without exceeding a total of 6 continuous linear meters.

Curtains, net curtains and frosted adhesives are not considered to be opening. Only partitions no more than 1.30 m high are accepted. The General Organizer reserves the right to refuse or modify any booth project which can disturb the visibility of neighboring booths.

LIGHTING TRUSSES

Lighting trusses (without signs) must respect the height limit of 6 m.

They are permitted when independently hung over the booth structure without clearance relative to neighboring booths and the aisles. A canopy may be set up, once our safety manager approves the percentage of coverage. The booth area covered must not exceed 299 sqm, and the canopy material must be made of mesh net fabric.

SUSPENDING FROM THE ROOF STRUCTURE

Only VIPARIS technical personnel are authorized to hang items from the roof structure. Exhibitors can order the service on www.viparisstore.com before **April 18th, 2023**. The price is raised by 20% after this date.

PLEASE NOTE : NEW AND MANDATORY

Any operations to hang items from the building's structures are to be carried out uniquely by the specialized services of Viparis Paris Nord Villepinte. Only Viparis Paris Nord Villepinte technical personnel are authorized to work on the framework of the pavilions. The slings are designed to support a maximum 50-80 kg load per load suspension point, depending on the layout of your booth (including temporary loads like motors, electric cables, etc.), in accordance with the schematic diagram for the sling suspension points.

We hereby inform you of the provisions enacted by the Seine-Saint-Denis County Safety Board on the inspection of suspension elements, concerning any temporary installation using sling suspension systems requiring the exhibition park's suspension points: light bridges, wood structures, signs, etc.

The safety specifications for the Parc Paris Nord Villepinte have been changed to take account of the terms and conditions for inspecting such installations.

Consequently, it is mandatory to have the installations inspected and certified by an accredited inspection body* before going up to suspend anything. The inspector is entitled to demand to see the design note provided to the exhibition park, in order to verify the weight to be suspended. The inspection will make it possible to obtain the stability report for the installations and present it to the safety officer before the trade show opens.

To help you through these procedures, we refer you to the inspection bodies listed below, although you can appoint any inspection body that you wish:

ICE

67 route d'Orléans, 45270 Quiers sur Bezone

Contact: Mr BEILLE DOMEQ

☎ +33(0)6 88 88 15 91

@ pierrebdq@gmail.com

copy to ICE office: ice@ice-inspection.com

(*) Organization accredited by the Ministry of Housing and Territorial Equality.
These rules are subject to change.

BOOTH DESIGN REGULATIONS & HALL DESCRIPTIONS



VU Dec. 2nd, 2022

FALSE CEILING

For the false ceiling, see document "[FIRE SAFETY REGULATIONS](#)".

BOOTH BOUNDARIES

No decorative items, furniture, signage, floor covering or light fittings

must outstrip the boundaries of the booth.

SIGNS/STRUCTURE

A sign is an openwork superstructure featuring the exhibitor's illuminated name or logo. Signs must be suspended using a hatch or riggings, or attached to the booth framework with a light frame. The sign structure may not exceed a height of 5 m from the ground, and must be set back at least at 1 m from the edges of the neighboring booth.

TETHERED BALLOONS

Authorized gas: air and helium.

The balloon must be installed within the booth boundaries and set back at least 0.5 m from the aisles and 1 m from the edges of the neighboring booth. If the balloon is inflated with helium, no helium storage bottles (empty or full) will be authorized in the hall. It is also forbidden to pressurize while the public is present in the hall. If the balloon is illuminated, its envelope must have Class C or M2 fire resistance.

ILLUMINATED SIGNS

Flashing signs and the like are not permitted. Illuminated signs are permitted, but they must not be intermittent or of a flashing nature. Nothing must be a nuisance for the neighbors.

SUSPENDING FROM THE ROOF STRUCTURE OR OTHER EXISTING STRUCTURES

The following conditions must be adhered to:

- 1. Obligation to use the anchorage points provided at each 3x3 grid node.
- 2. Obligation to use suspended trimmers in case of suspension points that are offset with respect to the node verticality, to avoid any oblique stresses.
- 3. Obligation to use:
 - slings;
 - cable grippers;
 - or ducted cables.
- 4. Obligation to limit the vertical loads directly underneath the anchorage points provided to 80 kg maximum.
- 5. Obligation to submit a report to the VIPARIS sling services for validation of any trimmer used, or any other arrangement used to comply with the performance obligation on the 80-kg vertical-load limit per anchorage point.
- 6. Obligation to submit a validated lifting plan if more than one pulley tackles are used simultaneously.
- 7. Obligation to comply with the double safety principle for each suspended assembly (factoring in the rupture of one of the loadsuspending components by the other load lines). The rupture of a fastening or suspending component must not cause any suspended equipment to fall.

In addition, by analogy with Type L (L57) and GEEM (Grand Equipement Exploitation Multiple, ou large-scale equipment for multiple use) (art 7), individual fastening systems that are non-repetitive and technical installations (light bridges, bleachers > 300 people, structures with mezzanines, gantries) must be inspected according to type of installation, by an organization that is accredited by the Ministry of Housing (heading A1), or by an organization accredited by the Ministry of the Interior (heading 15.4 on design/construction), and this applies whatever the activity of the event.

BOOTH DESIGN REGULATIONS & HALL DESCRIPTIONS



VU Dec. 2nd, 2022

THE HALL'S PERMANENT WALL AND COLUMN CLADDING

Permanent wall surfaces must be neither painted, drilled nor pasted on. In halls 5 & 6 the poles are wood or metal siding (<https://exhibitors.jec-world.events>)

PERMANENT FIRE HOUSE POINT (PFHP) PILLARS

PFHP are present in some pillars, indicated in the Hall 5 & 6 floor plan pillar online. A passage of 1 m must be left free in order to be able to access and use them in case of an emergency.

EXHIBITION HALL FLOORS, PILLARS AND WALLS

Pillar's wrapping is authorized up to 5m provided that the PFHP, technical boxes and other equipments remain fully accessible. Your site must be left in the state in which you found it. All refuse (carpeting, waste materials, adhesives, etc.) must be removed. Any damage noticed during breakdown will be billed to the responsible exhibitor. The cleaning contractor shown on the form can be contacted to arrange removal.

IMPORTANT: It is strictly forbidden to drill into the concrete floor of the exhibition halls.

AISLE CARPETING

Hall aisles will be covered with a blue carpet in the Hall 5 and green in hall 6. For safety reasons, the booths must be decorated in a different color from the carpet in the aisles.

UPPER FLOOR (MEZZANINE)

Exhibitors may design booths with mezzanines within the space limits defined by the exhibition safety officials.

ATTENTION: Booths with mezzanines will be charged. Please contact the sales manager in charge of your fill. At the time of inspection by the Safety Department, any space with a mezzanine must have a certificate of stability issued by an approved organization like SOCOTEC or VERITAS.

For any high-rise construction, you must contact our Safety Manager:

Cabinet GUILMIN

50, rue Gilbert-Cesbron 75017 PARIS

☎ 06 60 87 27 43

@ cabinetguilmin@gmail.com

HEALTH AND SAFETY – STORAGE AREAS AND ACCEPTABLE OVERLOADS

See layout at the website

<https://exhibitors.jec-world.events>

(Storage areas and acceptable overloads).

DAMAGES

Exhibitors are liable for any damage or deterioration to the Exhibition Center (Parc des Expositions Villepinte) that are due to their operations, from the start of set-up to the end of dismantling. Reminder: the exhibitor is responsible for all companies working for them (including booth builders/suppliers). Any damage to the Exhibition Center will be billed directly to the exhibitor, whether it was caused by the booth builder staff or by someone else. Please inform your booth builders, suppliers and/or carrier.

EXHIBITED WORKING MACHINES AND APPLIANCES

Noisy equipment or sound systems may be used no more than 15 min per hour and on condition that they do not disturb neighbors (80 dB maximum). These must be declared to **JEC WORLD 2023** for analysis of the risks generated and to determine any specific security measures (see online form "[EXHIBIT WORKING MACHINES AND APPLIANCES](#)").

NOISE POLLUTION – MUSIC

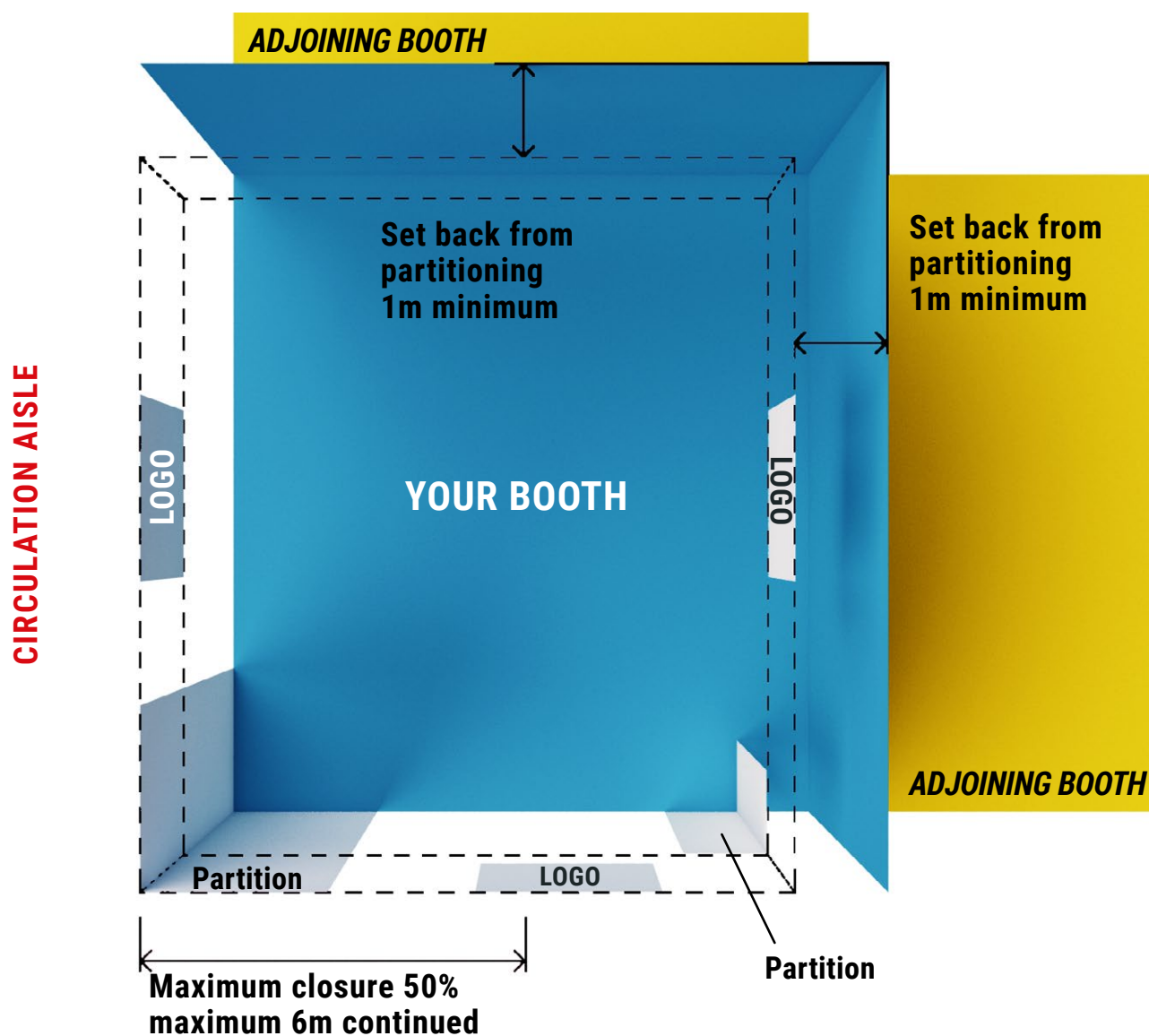
If you use music on your booth or create noise on your booth, the volume has to be low enough to avoid disturbing your neighbors. Otherwise, the Organizer reserves the right to stop any noise pollution created by the exhibitor. Moreover, if music is used, the exhibitor must submit a statement to the Society of Authors, Composers and Publishers of Music (SACEM) for copyright purposes before the exhibition opening, and if applicable, pay for authorization to use the music during the exhibition. The Organizer might ask for proof of authorization to use the music. Exhibitors who fail to submit the statement might receive a fine.

BOOTH DESIGN REGULATIONS & HALL DESCRIPTIONS



VU Dec. 2nd, 2022

VIEW FROM ABOVE



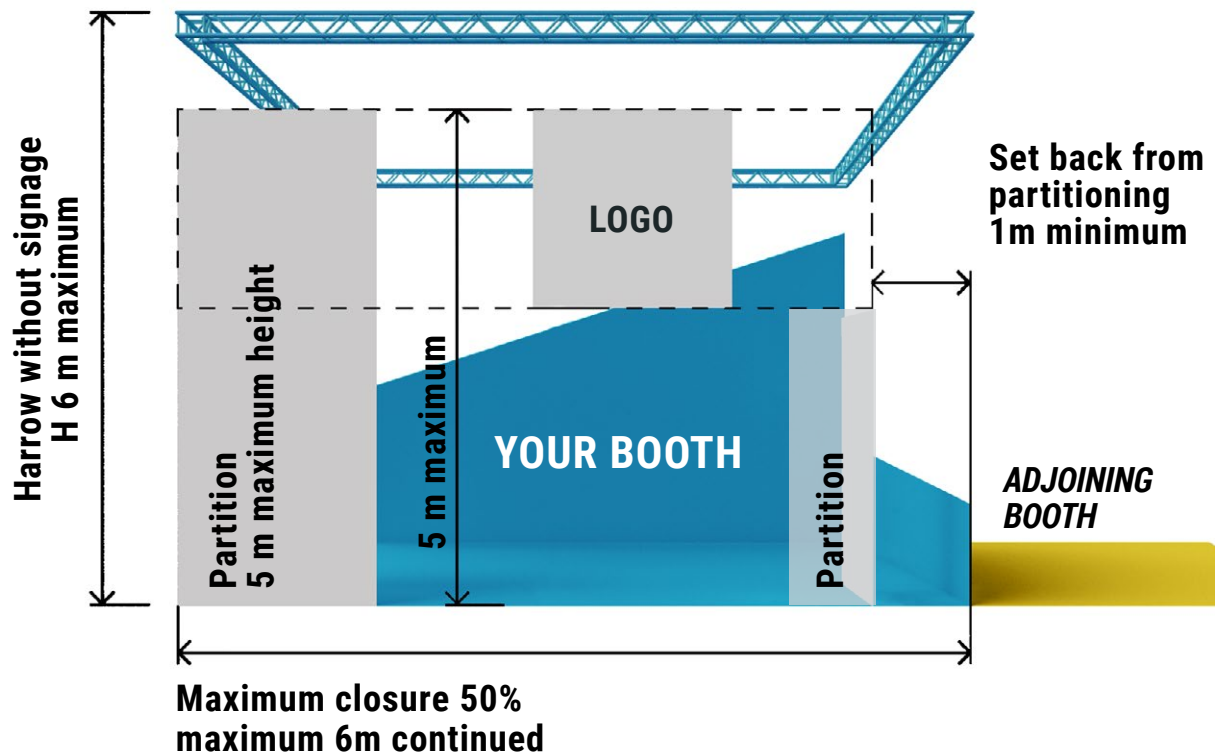
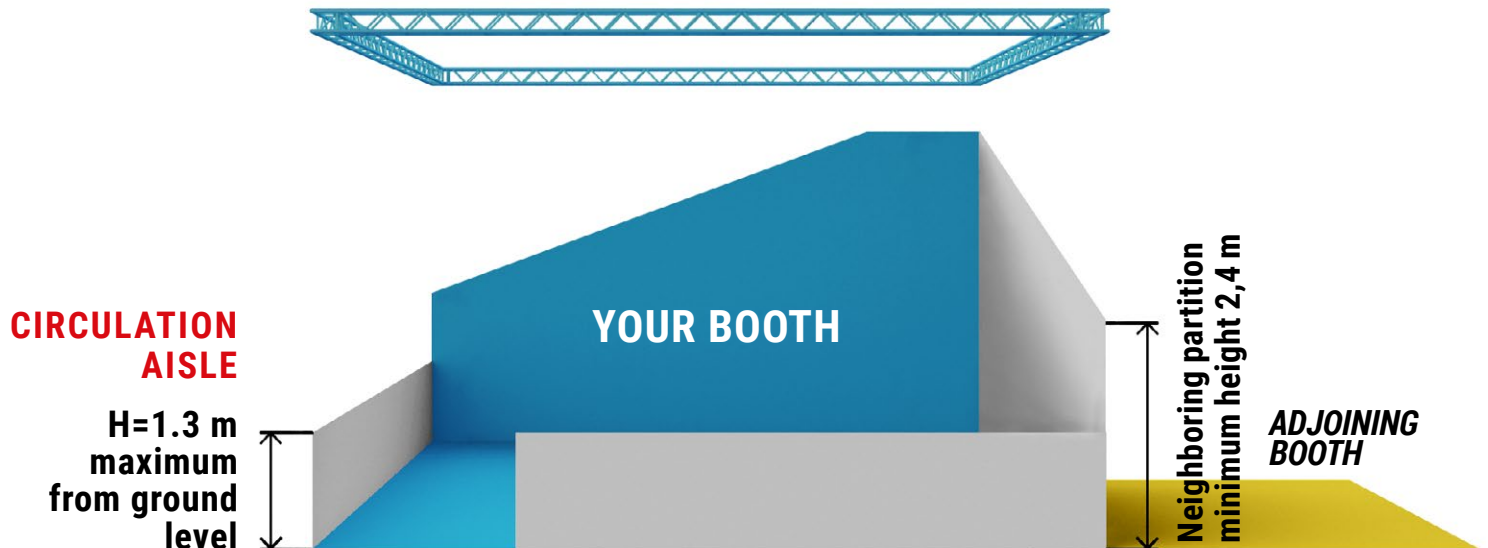
CIRCULATION AISLE

BOOTH DESIGN REGULATIONS & HALL DESCRIPTIONS



VU Dec. 2nd, 2022

FRONT VIEW



CIRCULATION AISLE

SUMMARY

1. GENERAL INFORMATION	31
2. RECALL OF SOME IMPORTANT RULES FOR THE EXHIBITION	31
2.1 ACCESSIBILITY FOR PERSONS OF REDUCED MOBILITY (PRM)	31
2.2 RADIOACTIVE SUBSTANCES – X-RAYS	31
2.3 LASERS: CLASS 3 AND 4 ARE FORBIDDEN IN THE HALL	31
3. BOOTH CONSTRUCTION, SETUP MATERIALS AND FIRE RATING REQUIREMENTS	32
3.1 MATERIALS AND FIRE RATING	32
3.2 BUILDING AND FITTING RULES	32
3.3 FIREPROOFING	33
3.4 FIRE CERTIFICATES	33
4. ELECTRICITY	33
4.1 EXHIBITORS' GENERAL OBLIGATIONS	33
4.2 ELECTRICAL EQUIPMENT CABINETS AND BOXES	33
4.3 HALOGEN LAMPS (EN 60 698 STANDARD)	33
4.4 HIGH VOLTAGE SIGN	34
4.5 HELIUM BALLOONS	34
5. MACHINERY OPERATIONAL EQUIPMENT AND MACHINERY FOR DEMONSTRATION	34
6. PROHIBITED EQUIPMENT, PRODUCTS, GASES	34
7. FLAMMABLE LIQUIDS	34
8. FIREFIGHTING EQUIPMENT	34
9. SAFETY AND CLEANING	34
GENERAL REGULATION: STAIRCASES AND BODY GARD RAILINGS	35

CABINET GUILMIN

50, rue Gilbert-Cesbron 75017 PARIS

Contact: Thierry Guilmin ☎ +33 6 60 87 27 43 @ cabinetguilmin@gmail.com

1. GENERAL INFORMATION

The exhibitor must apply the regulations pertaining to fire safety and panic prevention on premises open to the public, as laid down by the Order of 25 June 1980 (general clauses). The Order of 18 November 1987 sets out the special clauses that apply to exhibitions and trade shows in France. Parts of the aforesaid regulations are explained below for ease of reference. All projects involving significant construction work must be submitted to the Show's Safety Manager for approval. Plans and technical information must be provided at least two months before the Show begins. During installation, the Safety Manager will ensure that all safety measures listed below are implemented on site.

2. RECALL OF SOME IMPORTANT RULES FOR THE EXHIBITION

2.1 ACCESSIBILITY FOR PERSONS OF REDUCED MOBILITY (PRM)

The exhibitor must comply with French regulations and with the accessibility order.

All premises and facilities open to the public must allow access to the disabled and to people with reduced mobility. Applied to the show, this means that:

- Minimum width: 0.90 meters (m)
- Slope has to be 4% without any path limitation.
- Ramps must comply with legal requirements, i.e. a slope of less than 5% up to 10 m (maximum distance to go before reaching a level landing), or 8% up to 2 m, or 10% up to 0.50 m.
- All internal routes and exit signs must contrast visually with the surrounding environment.
- The reception desks must be wheelchair accessible (maximum height of 0.80 m, with 30 cm of clearance for knees at a height of 0.70 m).
- The mezzanine level must be accessible to people with reduced mobility.

- At least one staircase must comply with the accessibility order (see attached file).
- A disabled access system on the first floor will be installed (elevator or stair lift).

2.2 RADIOACTIVE SUBSTANCES – X-RAYS

(Contact **CABINET GUILMIN**)

- Any system using radioactive material must be declared and submitted to the French Nuclear Safety Authority (Autorité de Sureté Nucléaire - ASN) for authorization.
- Specific regulations will apply to the booth. At least 30 days before the opening, exhibitors will communicate the following to the Organizer/Safety Manager:
 - Form 12 on “exhibit working machines and appliances”;
 - a technical data sheet;
 - the ASN authorizations.

2.3 LASERS: CLASS 3 AND 4 ARE FORBIDDEN IN THE HALL

(Contact **CABINET GUILMIN**)

If lasers are installed to create special effects on the booth, they must comply with the French Technical Instructions (as per the Order of December 11th, 2009).

- Only Class 1 or 2 lasers are authorized indoors.
- At least 30 days before the Show begins, any system using lasers must be declared or submitted to the Departmental Safety Commission at the Prefecture for approval (contact **CABINET GUILMIN**).

IMPORTANT: No approval from the Departmental Safety Commission at the Prefecture is required for machines or appliances with enclosed lasers (cutting, reading, measurement, etc.) and which are exhibited or used in demos at the show. However, the exhibitor must still give the Organizer a list of such equipment and machinery at least 30 days before the Show begins.

FIRE SAFETY REGULATIONS

3. BOOTH CONSTRUCTION, SETUP MATERIALS AND FIRE RATING REQUIREMENTS

3.1 MATERIALS AND FIRE RATING REQUIREMENTS

➤ General

All materials used must have a specific fire rating (French class or Euroclass).

➤ Minimum rating requirements

- Booth frame and compartmentalization: M3 or D (European rating).
- Large furniture (cashdesk, counter, showcase, dividing partition, etc.): M3 or D.
- Wall covering (natural fabrics or plastic coatings): M2 or C.
- Curtains, draperies and net curtains: M2 or C.
- Fixed floor covering: M4 or D.
- Material covering the surface of podiums, platforms or tiered seating (if height > 0.30 m and surface (S) > 20 sq.m): minimum rating M3 or D.
- Loose decorative items (advertising billboards if S > 0.50 sq.m, garlands, light decorative items etc.): M1 or B.
- Canopies: M2 if building equipped with an automatic sprinkler system; M1 or B if not.
- Ceilings and false ceilings: M1 or B.
- Mesh canopies must be certified by the CNPP (a French test laboratory).

➤ Equivalents

- 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 fiberboard): if thickness > 18 mm, rated M3 or D.

➤ Exhibitor obligations

- Exhibitors must have available on site all official reports on the fire resistance classification of all materials used on their booths.
- If official reports are not available, exhibitors must have all fireproofing certificates available on site at each of their booths.

3.2 BUILDING AND FITTING RULES

➤ Prohibited:

- Curtains, hangings and veiling in front of the exit.
- Flammable-rated paints and varnishes (e.g. nitrocellulose or glycerophthalic).
- Use of white letters on green-background signs or advertising signs.
- Booths with more than one raised level.
- Covering on the upper level (ceiling, false ceiling, full canopy). Only mesh canopy is authorized.

➤ Exposed decoration materials

- No rating requirement if S < 20% of the support (ceiling, false ceiling).

➤ Covered booths (ceiling, canopy, raised level)

- Area must be less than 300 sq.m.
- Requirements if area > 50 sq.m:
 - Appropriate fire extinguishers; officially qualified fire safety officer present (with a French SSIAP1 qualification or equivalent training in fire safety for public premises);
 - Equipped with independent security lighting, which must be on standby when the main lighting system is intentionally switched off;
- Canopies must be effectively suspended from a crossed wire mesh (with gaps of 1 sq.m maximum).

➤ Booths with a raised level

Exhibitors must submit a dossier seeking the advice and approval of the **CABINET GUILMIN**.

The following constraints apply:

- Area < 50 sq.m: strength 250 kg/sq.m.
- Area > 50 sq.m: strength 350 kg/sq.m.
- If the area accessible to the public > 19 persons, two staircases must be provided.
- If the area accessible to the public > 19 persons, two staircases must be provided.
- Handrails must comply with the French standards NF P 01-012 and NF P 01-013.
- Checks to determine the strength and stability of the raised level must be carried out by an approved inspection agency.

FIRE SAFETY REGULATIONS

VU Dec. 2nd, 2022 

- Extinguishers adapted to the risks installed on every raised level.
- No electrical room (energy and distribution) with a total power > 100 kVA underneath the raised level.
- Use of a mesh or "smoke out" canopy for any covering on the raised level.

➤ Enclosed booths:

Submit a dossier seeking the advice and approval of the **CABINET GUILMIN**

Number and width of exits:

- S < 20 sq.m: 1 x 0.90-m wide;
- 20-50 sq.m: 1 x 0.90-m wide and 1 x 0.60-m wide;
- 50-100 sq.m: 2 x 0.90 m or 1 de 1.40 m wide and 1 x 0.60 m wide;
- 100-200 sq.m: 1 x 1.40-m wide and 1 x 0.90-m wide, or 3 x 0.90 m;
- 200-300 sq.m: 2 x 1.40 m;
- for over 300 sq.m, contact **CABINET GUILMIN** ;
- Exits must be judiciously distributed and marked.

3.3 FIREPROOFING

Fire-retardant treatments may be used to give any relatively or highly flammable material an M2 fire resistance rating. These treatments may be applied by spray, brush or immersion. Fireproofing operations must be performed by certified contractors. The names, addresses and telephone numbers of such contractors who usually work with exhibition halls may be obtained from the:

Groupement Technique Français de l'ignifugation :

10, rue du Débarcadère - 75852 PARIS cedex 17

☎ +33 (0)1 40 55 13 13

3.4 FIRE CERTIFICATES

At any time, the Show Security Manager may request exhibitors to provide the fire rating report for materials used in booth construction or, failing this, the equivalent fireproofing certificates. All fire-safety-grade coatings, coverings and material are sold in specialized shops, where the fire rating quality certificates may be obtained.

For more information, contact the:

Groupement NON FEU

37-39, rue de Neuilly BP 121 - 92113 CLICHY Cedex

☎ +33 (0)1 47 56 30 80 or +33 (0)1 47 56 31 48

4. ELECTRICITY

4.1 EXHIBITORS' GENERAL OBLIGATIONS

Exhibitors must ensure that the following regulations are applied:

- Only fixed wiring may be used for electrical systems.
- Cables and wires must be Category C2.
- Conduits and wire moldings used for cable troughs, wire ways and cable ducts must be made of flame-retardant material, in compliance with European standards.
- All electrical apparatus, cables and conduits must be earthed.
- If Class 0 equipment is to be powered up (exceptionally), it must be equipped with a residual current (maximum 30 mA) differential switch or safety device.
- Class I equipment must be connected to the earth wire of the main supply line.
- The use of individual ground plates is forbidden.

4.2 ELECTRICAL EQUIPMENT CABINETS AND BOXES

Must comply with legislation, namely:

- Must have a metal casing.
- Must not be accessible to the public.
- Must be easily accessible to staff and emergency services.
- Must be located a safe distance from all flammable and combustible materials.

IMPORTANT if total power rating > 100 kVA:

- Cabinets and boxes must be installed in closed premises reserved exclusively for this purpose.
- The premises must be clearly indicated.
- A dry chemical or CO2 extinguisher must be available on the premises.
- Partitions must have an M3 fire rating.
- The premises must not be located under a mezzanine that is accessible to the public.

4.3 HALOGEN LAMPS (EN 60 698 STANDARD)

- Must be at least 2.25 meters from the ground.
- Must be located a safe distance from all flammable materials (at least 0.50 meters from wood and other decorative material).

FIRE SAFETY REGULATIONS

- Must be well secured.
- Must be fitted with safety glass or fine mesh wire, providing protection against the consequences of a bulb blowing.

4.4 HIGH VOLTAGE SIGN

- Protection by a screen (M3 or D rated material).
- The switch-off button must be visible.
- Transformers must be out of reach of the public.
- Signage indicating "Danger - High Voltage" where applicable.

4.5 HELIUM BALLOONS

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

5. MACHINERY OPERATIONAL EQUIPMENT AND MACHINERY FOR DEMONSTRATION

- The Organizer must receive a list of all equipment and machinery that is to be operational at the Show, at least 30 days before the Show begins (see form in appendix).
- Such equipment must not present any risks to public safety.
- For stationary equipment or machinery (whether or not operational):
 - Any dangerous parts must be more than 1 meter from the public thoroughfare or protected by a rigid screen.
 - Dangerous parts include moving parts, hot surfaces, blades and sharp objects;
- For moving equipment or machinery:
 - Must be presented in a protected area where members of the public are kept at a distance of at least one meter from the equipment itself.
- Hydraulic jacks presented in a raised static position:
 - The equipment's hydraulic safety mechanisms must be supplemented by a mechanical safety device preventing any untimely activation.
 - All equipment must be properly stabilized.

6. PROHIBITED EQUIPMENT, PRODUCTS, GASES

The following are prohibited at the Show:

- distribution of samples or products containing an inflammable gas;
- balloons inflated with a flammable or toxic gas;
- articles made of celluloid;
- the presence of pyrotechnic or explosive devices;
- the presence of ethyl oxide, carbon sulfide, sulfuric ether and acetone;
- the use of acetylene, oxygen, hydrogen or equivalent high-risk gases (note: a request for exemption can be submitted to the French authorities. Apply through CABINET GUILMIN, two months before the exhibition opens);
- pyrotechnic-effect devices producing detonations, sparks or flames.

7. FLAMMABLE LIQUIDS

The use of flammable liquids is limited to the following quantities per booth:

- 10 liters of Category 2 flammable liquids per 10 sq.m of exhibition space, up to a maximum of 80 liters;
- 5 liters of Category 1 flammable liquid.

8. FIREFIGHTING EQUIPMENT

- Must remain visible and accessible at all times.
- If there is a fire hose cabinet on the booth, it must not be covered with any door, decoration, etc., and it must be visibly marked and remain accessible at all times via a 1m-wide passageway leading from the closest aisle.

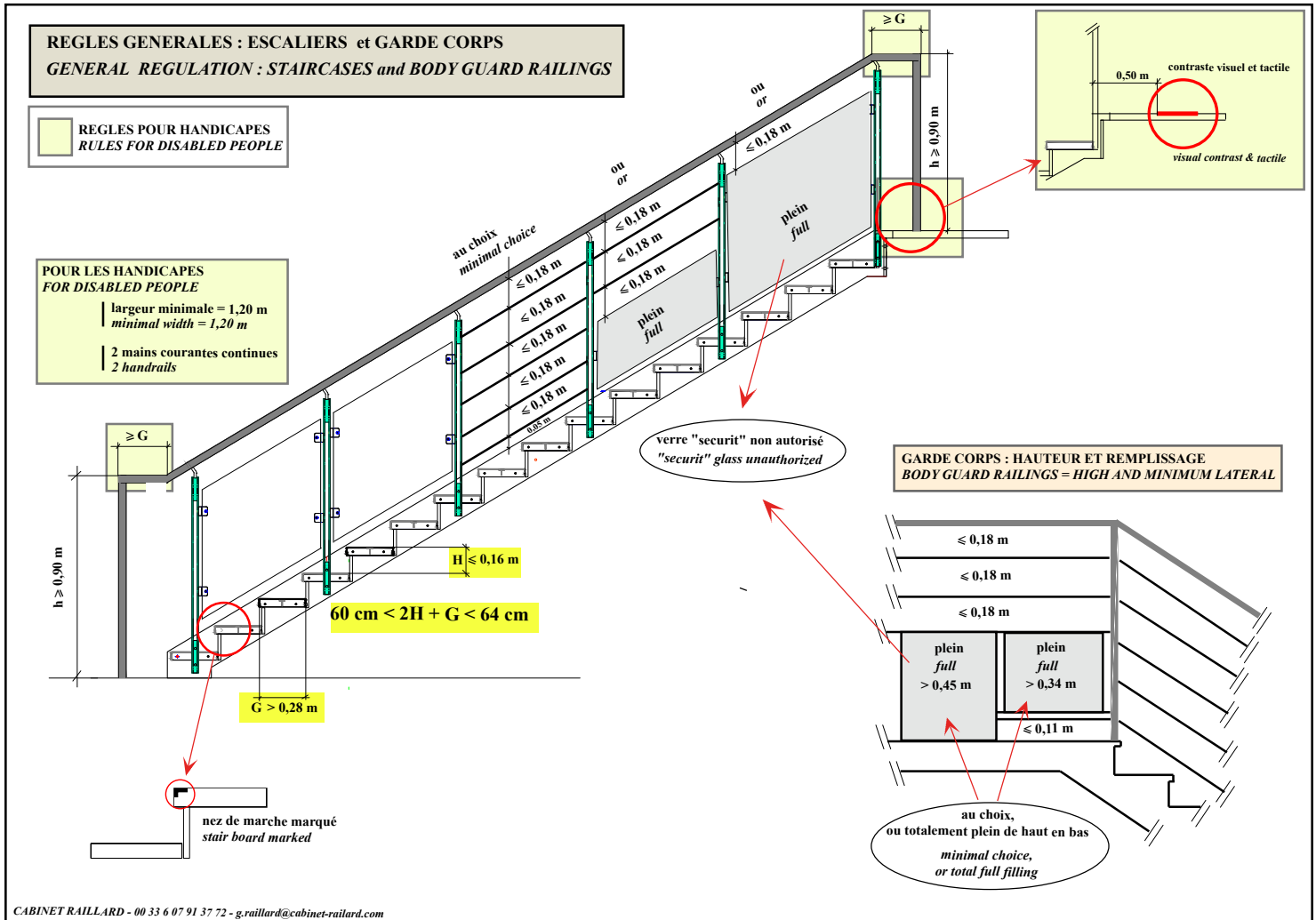
9. SAFETY AND CLEANING

- It is prohibited to leave crates, cartons, boxes or pieces of wood on the booths and in the passageways.
- The premises must be cleaned on a daily basis..

FIRE SAFETY REGULATIONS

VU Dec. 2nd, 2022 

GENERAL REGULATION: STAIRCASES AND BODY GARD RAILINGS



EXHIBITOR HEALTH & SAFETY INSTRUCTIONS



VU Dec. 2nd, 2022

IMPORTANT, PLEASE NOTE	37
OBLIGATOIRE	36
EVENT ASSEMBLY AND DISMANTLING DATES	38

SUMMARY

I. GENERAL INFORMATION ABOUT THE OPERATION	39
II. ADMINISTRATIVE INFORMATION	40
III. GENERAL EVENT ORGANIZATION	42
IV. HANDLING CONDITIONS	42
V. CLEANING	44
VI. INSTALLATIONS AVAILABLE DURING THE ASSEMBLY AND DISMANTLING PERIODS	44
VII. ACCESS CONTROL	45
VIII. GENERAL SAFETY OBLIGATIONS OF EACH WORKER	45
IX. GENERAL RULES OF CONSTRUCTION	47
X. FIRE SAFETY	49
XI. ORGANIZATION OF EMERGENCIES	50
XII. THE INDIVIDUAL HEALTH AND SAFETY PROTECTION PLAN (I.H.S.P.P.)	50

EXHIBITOR HEALTH & SAFETY INSTRUCTIONS



VU Dec. 2nd, 2022

D.Ö.T / JEC WORLD

93 rue du Château - 92100 BOULOGNE BILLANCOURT Fax: +33 (0)1 46 05 76 48 @ sps@d-o-t.fr

IMPORTANT, PLEASE NOTE

Legislation regarding the Prevention of accidents at work imposes health and safety protection coordination for any work site placing at least two companies or self-employed workers in the presence of one another.

The **Exhibitor Health & Safety Instructions** communicated to you defines all the measures set in place to prevent risks arising from the interference of the activities of the various people working on this event. This document was drawn up at the request of the show Organizer by the Coordinator M. Christophe MONNIER in accordance with the provisions defined by the texts in force and in particular the following Law of 31.12.1993 N° 93-1418 and the Decree of 26.12.1994 N° 94-1159. Modified and complemented by the Decree N° 2003-68 of 24.01.2003

You are therefore asked to study it and apply the regulatory measures defined in this document.
This General Coordination Plan cannot replace the provisions of the Code of Work.
It does not in any way reduce the responsibilities and duties of the companies working on the site.

For **JEC WORLD** exhibition, this coordination mission is carried out by the JEC SAS Company via a delegated Coordinator assisted by a team of experts who make up the safety group of JEC WORLD exhibition.

This document is a General Health and Safety Protection Plan intended for the Exhibitor, his suppliers and subcontractors.
It is founded on general prevention principles, namely:

- **To avoid risks**
- **To evaluate risks** which cannot be avoided
- **To combat risks** at source
- **Adapt work to humans**, taking into account inter-individual differences, with the aim of reducing the effects of work on health.
- **To take account of technical developments**
- **To replace what is dangerous by what is not** or by what is less dangerous
- **To plan prevention measures** by coherent integration of techniques, work organization and working conditions
- **To take collective protection measures** giving them priority over individual protection measures
- **Give appropriate instructions to workers.** (The entrepreneur must train and inform employees so that they know the risks and preventive measures).

THE EXHIBITOR HAS A DUTY AND LEGAL OBLIGATION TO:

1° _ COMPLETE AND SIGN THE SAFETY INSTRUCTIONS CERTIFICATE

(Fill in the form online at the Exhibitor's section) Send it by post, fax or email to:

DÖT - JEC WORLD

93 RUE DU CHÂTEAU

92100 BOULOGNE BILLANCOURT

Fax: +33 (0)1 46 05 76 48 / Email: sps@d-o-t.fr

2° _ PASS ON THE SAFETY INSTRUCTIONS TO EACH OF HIS SUBCONTRACTORS WHO ARE WORKING ON THE STAND DURING THE ASSEMBLY AND DISMANTLING PERIODS.

3° _ CONSULT THE EVENT WEBSITE FOR THE SANITARY PROTOCOL MEASURES IN FORCE AT THE EXHIBITION.

EXHIBITOR HEALTH & SAFETY INSTRUCTIONS



VU Dec. 2nd, 2022

OBLIGATORY

DURING THE ASSEMBLY AND DISMANTLING PERIODS, access to the exhibition halls will be authorised only to people wearing an **Assembly/Dismantling badge**.

OBLIGATION OF PROTECTION REMINDER (Cf. section "[VIII.3. PROTECTIONS](#)")

You are reminded that wearing **safety shoes** (reinforced toe caps + anti-perforation soles) is **obligatory** for anyone who enters the show site during these periods.

For all people working from elevated platforms and any task presenting a risk, wearing a **hard hat** is **compulsory**.
(Art. R 4412-70 of the Code of Work)

To be accepted into the halls, electrical cutting or sanding tools, fixed or portable, must be equipped with a vacuum or dust collection system.

EVENT ASSEMBLY AND DISMANTLING DATES

BARE BOOTHS EXHIBITORS

BUILDING	DISMANTLING
On April 21st 2023 from 7:00am to 10:00pm Bare booths > 200 m ² or exemption/delivery On April 22nd 2023 from 7:00am to 10:00pm Bare booths from 80 m ² to 199 m ² or exemption On April 23rd 2023 from 7:00am to 10:00pm On April 24th 2023 from 7:00am to 8:00pm	April 27th, 2023 from 6 pm to midnight April 28th, 2023 from 7 am to 6 pm

EQUIPPED BOOTHS EXHIBITORS

BUILDING	DISMANTLING
April 24th 2023 from 9 am to 8 pm	April 27th, 2023 from 6 pm to midnight April 28th, 2023 from 00.01 am to 6 pm

On the last assembly day, no motorised vehicle will be allowed into the halls (unless special dispensation has been granted by the Organizer).

In the dismantling period, on April 27th, 2023, motorised vehicles may only work **after 7 pm in the halls**.

EXHIBITOR HEALTH & SAFETY INSTRUCTIONS



VU Dec. 2nd, 2022

I. GENERAL INFORMATION ABOUT THE OPERATION

I.1. DEFINITION

The Exhibitors' Health & Safety Instruction is a document written and devised by the Coordinator defining all appropriate measures to prevent hazards arising from the interference of the activities of different companies during assembly and dismantling of **JEC WORLD** exhibition.

It must be communicated to all Exhibitors who must transmit it to their stand designer / suppliers when they have named them. It enables them to inform suppliers and subcontractors about the special measures to apply to ensure safety at work.

I.2. COMPOSITION

The Health & Safety Instructions including a certificate.

The safety regulations of the venue, the Fire Safety Instructions and the Exhibitor's Guide are available from the Organizer.

I.3. DEFINITION OF THE COMPANY

Any firm that provides services to the Exhibitor, and is charged with creating the infrastructures of the stand is considered as a company.

The Exhibitor is responsible for his own suppliers and subcontractors.

The companies, their contractors and subcontractors remain responsible for their own employees and for the means provided to work in the best conditions.

The company director remains responsible for the safety of his employees and is required to implement the means necessary to avoid and control risks.

The courts severely sanction any damage to the health or safety of employees and the civil and / or penal liability of the company director can be invoked.

The companies declare that they have taken note of the texts quoted in this document, as well as the general conditions of the show organization deposited with the Organizer.

In addition, it is supposed that companies have:

- **Taken note of plans and documents useful in carrying out the work, and of event technical files, and that they have taken due note of the sites, places and installation areas of major structures and of all general or local elements relating to the execution of the work.**
- **Perfectly understood all the conditions for carrying out the work and have been made fully aware of their importance and their particular features.**
- **Made a detailed visit of the site and taken note of all the physical conditions and all constraints pertaining to the places of work, accesses and surroundings, to the ready execution of the work, and to the on-going organization and operation of the worksite.**

EXHIBITOR HEALTH & SAFETY INSTRUCTIONS



VU Dec. 2nd, 2022

II. ADMINISTRATIVE INFORMATION

II.1. THE PARTICIPANTS

II.1.1. GENERAL ORGANIZATION

The **JEC SAS** company acts as the general exhibition organizer of **JEC WORLD**

ORGANIZER / EMPLOYER

JEC SAS

251 boulevard Pereire 75017 PARIS

☎ +33 (0)1 89 20 40 64

@ jec@jeccomposites.com

OPERATIONS DIRECTOR

Mrs Catherine BRANGER

☎ +33 (0)1 89 20 40 68

@ branger@jeccomposites.com

CONTACT RECEIVING EXHIBITORS' DEMANDS

Mrs Stella HOUAREAU

☎ +33 (0)1 89 20 40 64

@ exhibitors-jecworld@jeccomposites.com

Mrs Emilie COELHO

☎ +33 (0)1 89 20 40 78

@ coelho@jeccomposites.com

GENERAL SHOW DIRECTOR

Mr Eric PIERREJEAN

@ pierrejean@jeccomposites.com

TECHNICAL MANAGER

Mrs Nadia PREAU

Tel: +33 (0)1 89 20 40 71

☎ preau@jeccomposites.com

INSURANCE AGENCY CIVIL RESP. / DAM.TO PROPERTY

SIACI SAINT HONORE

Season

39 rue Mstislav Rostropovitch

75815 Paris cedex 17

☎ +33 (0)1 44 20 47 11

TOWN HALL

MAIRIE DE VILLEPINTE

Place de l'Hôtel de Ville 93240

VILLEPINTE

☎ +33 (0)1 41 52 53 00

II.1.2 HSP COORDINATION / FIRE SAFETY

The fire safety representative will be present on site at the assembly.

The date of the safety committee tour of inspection hasn't been defined

HSP COORDINATOR

D.Ö.T

93 rue du Château

92100 BOULOGNE BILLANCOURT

☎ + 33 (0)1 46 05 17 85

Fax: +33 (0)1 46 05 76 48

@ sps@d-o-t.fr

FIRE SAFETY REPRESENTATIVE

Cabinet GUILMIN

50, rue Gilbert-Cesbron

75017 PARIS

☎ +33 (0)6 60 87 27 43

@ cabinetguilmin@gmail.com

FIRE PROOFING

Groupement NON FEU

37-39, rue de Neuilly

BP 249 - 92113 CLICHY

☎ + 33 (0)1 47 56 31 48

Groupement Technique Français de l'Ignifugation

10 rue du Débarcadère 75017 PARIS

☎ + 33 (0)1 40 55 13 13

EXPERT IN THE SOUNDNESS OF MAJOR STRUCTURE

ICE

67, route d'Orléans

45270 QUIERS SUR BEZONDE

☎ + 33 (0)6 88 88 15 91

@ pierrebdq@gmail.com

@ ice@ice-inspection.com

EXHIBITOR HEALTH & SAFETY

INSTRUCTIONS



VU Dec. 2nd, 2022

II. 2. DEFINITION OF WORK AREAS

VENUE

VIPARIS PARIS NORD VILLEPINTE

BP 68004

95970 ROISSY CHARLES DE GAULLE Cedex

Reception: ☎ +33 (0)1 40 68 22 22

Exhibitor's Services: ☎ +33 (0)1 40 68 16 16

HALLS

5A & 6

II.3. THE OFFICIAL BODIES

INSPECTION OF WORK

1 avenue Youri Gagarine

93000 BOBIGNY

☎ +33 (0)1 41 60 53 00

CRAMIF*

Service des risques Professionnels. Antenne 93

17/19 avenue de Flandre

75954 PARIS Cedex 19

☎ +33 (0)1 44 65 54 50

O.P.B.T.P.**

25 avenue du Général Leclerc

92100 BOULOGNE-BILLANCOURT

☎ +33 (0)1 46 09 27 00

* **CRAMIF**: Caisse Régionale d'Assurance Maladie d'Ile de France

** **OPBTP**: Organisme Professionnel de Prévention du Bâtiment et des Travaux Publics

II.4. EMERGENCY SERVICES

ON SITE

EMERGENCY POST

MS2C - Shirley BALLISTRERI

☎ +33 (0)7 81 27 78 48

☎ +33 (0)1 48 63 31 16

Hall 6: April 21st to April 28th, 2023

GENERAL SURVEILLANCE POST

☎ +33 (0)1 48 63 30 49

FIRE SAFETY

☎ +33 (0)1 48 63 30 49

OFF SITE

FIRE SERVICE

1 Chemin des Vaches

93290 TREMBLAY EN FRANCE

☎ 18 ou 112 (mobile)

☎ +33 (0)1 48 60 69 48

POLICE STATION

1/3 rue Jean Fourgeaud

93420 VILLEPINTE

☎ 17

☎ +33 (0)1 49 63 46 10

SAMU

125 rue de Stalingrad

93000 BOBIGNY

☎ 15

☎ +33 (0)1 48 96 44 44

NEAREST HOSPITAL

Hôpital Intercommunal Robert Ballanger

Bd Robert Ballanger

93602 AULNAY SOUS BOIS

☎ +33 (0)1 49 36 71 23 / +33 (0)1 49 36 71 22

EXHIBITOR HEALTH & SAFETY INSTRUCTIONS



VU Dec. 2nd, 2022

III. GENERAL EVENT ORGANIZATION

III.1. GENERAL PRESENTATION OF THE SHOW

Cf. Exhibitor's Guide.

III.2. SCHEDULE OF USE OF HALLS

Public opening

HALLS	DATES & TIME
5A & 6	From April 25 th to 27 th , 2023 from 9 am to 6 pm

III.3. VARIOUS SERVICE PROVISIONS

Cf. Exhibitor's technical guide

III.4. SITE CONSTRAINTS

III.4.1 TRAFFIC MOVEMENTS INSIDE THE PARK

The temporary occupation of this site implies compliance with the standards and conditions (times of access, parking, speed etc...) defined by the regulations in force in this enclosure and its surroundings. These regulatory texts, as well as the site specifications, can be consulted by contacting the Organizer.

Management of parking (and its duration), traffic movements (separate circulation between pedestrian and machines with marks on the road) and access to delivery vehicles displaying authorisation will be set up around the hall and in the Park.

Any vehicle, even parked, must be able to be identified. Private vehicles must not approach the surroundings of the hall.

III.4.2 TRAFFIC MOVEMENTS INSIDE THE HALL

No delivery or private vehicles will be allowed in the hall, during the assembly and dismantling periods, without access authorisation from the Organizer.

Means of transporting people (motorised or not) such as scooter, bicycle, roller blades, electric vehicles, etc... are prohibited in the hall.

Plans showing traffic movement areas, position and contact details of emergency services, the location of open toilet facilities, access schedules for machines and the storage areas will be posted at the entries.

The free movement (of men and lifting equipment) around the stands must be possible at all times during assembly and dismantling.

The security aisles defined on the exhibition general plan must be respected and kept free of any materials or crates.

There must be no storage or parking on the traffic movement areas defined on the plan of each hall.

RESPECT: INSIDE

- The paths marked out for fire services and traffic movement areas
- The storage areas
- The environment by using non-polluting machines

RESPECT: OUTSIDE

- Access routes for fire services
- Parking areas
- Unloading areas
- Access gates

IV. HANDLING CONDITIONS

IV.1. GENERAL REMARKS

The movement of machines presents risks and must be reduced to a minimum by strict management and distribution of the equipment.

Companies listed by the Exhibitor are asked to set up means of identifying the machines and the men (stickers, identification jackets, etc...).

Lifting and handling equipment must satisfy the requirements of current regulations. They must be kept in good working order and have satisfied regular inspections in conformity with Article R 4535-7 of the Code of Work.

Machines must hold the following documents: (Article L 4711-1 of the Code of Work)

- **Valid insurance certificate.**
- **Valid certificate of conformity** (checking report of lifting devices).

Pallet trucks must not be overloaded. It is important to take account of the centre of gravity of the load and the state of the ground to ensure that the load does not overturn.

It is strictly forbidden to climb on machines not provided to transport passengers.

EXHIBITOR HEALTH & SAFETY INSTRUCTIONS



VU Dec. 2nd, 2022

Necessary organizational measures should be taken to limit recourse to manual handling to the minimum (Article R 4541-3 of the Code of Work).

However, when it cannot be avoided, the employer must take appropriate measures or put at the disposal of the workers, suitable measures, to limit physical effort and to reduce risks during handling (mechanical assistance, grasping means).

The weight of the loads must be reduced and the working post must be adjusted to do the handlings in the best conditions (working space, reduction of the distance that the loads need moving...).

The staff must be trained in the risks of handlings.

The load must not split when it is moved.

*For the handling of glass panels, it is recommended to use suction cups. **Workers must wear protections when handling the glass panels.** As soon as the glass parts are installed, specific signage is required on the windows or windows to avoid shocks and the risk of injury.*

*In the same way, **for handling plywood sheets**, the use of handling clips or panel carriers is recommended.*

The containers of bulk loads intended to be hung on working equipment used for lifting must be capable of resisting the efforts undergone during the loading, transport, handling and storage of the load and be equipped to prevent the untimely collapse of all or part of the load during the same operations.

The use of straps to fix the loose loads on the forks of the lifting trucks is obligatory.

IV.2. USE OF MOTORIZED MACHINES

The drivers must be at least 18 years of age and have the employer's driving agreement and as well as the driving licence (safe driving aptitude certificate) and the Special Medical Fitness Certificate.

*These documents must be available for inspection on the site. The users of these machines must comply with the manufacturer's instructions. No carrying a passenger, no lifting a person if the machine is not intended for the purpose, **USE OF NON-POLLUTING MACHINES adapted to the tasks, places, loads and configuration of the ground.***

The speed limit must be respected for any movement outside the hall. It must be reduced and appropriate inside the halls.

IV.3. LIFTING REGULATIONS

Lifting machines must be used only for transportation and lifting of equipment and material.

Lifting and transportation of people must be done only with specially designed equipment.

If a crane is used, a special request must be made to the Organizer.

This request must specify the place of intervention of the crane and the technical constraints of use and installation.

The resistance of the soil for positioning the crane must be checked before installation. Stalling on a plate or on a slab of unknown strength should be avoided.

The risk of interference between lifting devices (area liable to be swept by the load and / or the crane and common to at least two cranes) and the risk of overflight of areas presenting particular dangers must be taken into account.

It is forbidden to transport loads over people. (The public and intervening staff).

It is therefore advisable to set up an organization, a planning and an installation plan which takes into account the materials and the men. Management of interfering, prohibited or restricted areas must be defined and implemented.

For night work, artificial lighting of at least 100 lux will be used. This lighting should not cause annoying shade areas or glare.

In the event of a blind crane, a duly trained guide will be present and will have a good quality radio link with the crane operator.

Equipment fitted with an anti-collision device should be preferred.

These constraints must appear in the company's IHSP.

On the car parks or the outside exhibition area, the motion space of the crane in relation to the surrounding high-tension cables must be taken into account. The jib must not approach these cables at less than 5 meters (Article 4534-108 of the Code of Work).

The certificate of conformity of this equipment must be available for inspection.

It is essential that the company, which provides the equipment, exclusively carries out the maintenance and operation of all lifting gear. This equipment is the sole responsibility of this company.

Whatever the means of lifting used, the users **must take care not to work over any other workers and to take all necessary safety provisions** (staying or circulating under the load is forbidden).

EXHIBITOR HEALTH & SAFETY INSTRUCTIONS



VU Dec. 2nd, 2022

No parking and driving under load. When lifting or lowering structures or light bridges, no operator should be under the load.

It is forbidden to lift loads above the circulation aisles, except when an operation manager can signal the operation to the pedestrians.

The maximum load indications of each strap must be respected.

The lifting works must be done in accordance with the Articles R.4534-95 to 102, of the French Code of Work.

REMINDER, IT IS FORBIDDEN:

- To drive a truck without a driving licence.
- To allow your truck to be driven by an unauthorised person.
- To lift a load greater than the machine's capacity.
- To increase the value of the truck's counterweight.
- To lift a poorly balanced load.
- To lift a load with only one arm of the fork.
- To move around with a high load.
- To brake sharply.
- To take corners at high speed.
- Not to observe traffic signs.
- To use traffic lanes other than those established.
- To carry people on trucks not specially designed for the purpose.
- To leave the engine running in the absence of the driver.
- To lift people with trucks not specially designed for the purpose.
- To abandon a truck in the movement aisles or on a slope.
- To leave the ignition key in the vehicle when the driver is absent.
- To park or go under a fork in the high position, even unloaded.
- To smoke near a charging battery or while thermal trucks are being filled.
- To place metal parts on accumulator batteries.

IV.4. STORAGE

It is imperative for materials to be stored on the aisles (or parts of aisles) reserved for this purpose, in the enclosure of the worksite or the storage areas when they are provided.

For this purpose, traffic movement plans will be posted at the entrances of the hall. The schedules and restrictions of use will be specified on these plans.

All workers are asked to respect these plans scrupulously.

At the end of assembly, racks, pallets, etc... must not be stored inside the show and in the areas behind the claddings (unless authorised to do so by the Organizer).

Machines must not be stored, during the assembly-dismantling period, in the traffic movement aisles, but in a storage area determined with the Organizer's technical managers.

The companies working for the building of the stand (and their subcontractors) must schedule the arrival of their equipment and materials, their distribution, as well as the departure of empty packaging so that they do not interfere at any time with the movement of machines and men in the aisles.

During the public opening, no machine will be allowed in the enclosure of the hall.

V. CLEANING

The worksite must be kept clean at all times to prevent hazards that could be caused by rubbish blocking the aisles around the stand.

Exhibiting companies are responsible for cleaning their site and removing their rubble and waste of all kinds. They must plan the reservation and removal of skips and organise how they are filled. It is the responsibility of each worker either to cover the skips, or to weigh down the rubble to prevent it from flying around.

An organization must be set up around the skips so as to prevent any risk in the event of falling waste during filling (Guide, signage, etc ...).

You are reminded that no worker must climb into a skip or truck.

During the dismantling period, removal of the different decoration parts must not block the circulation of men and machines in the aisles around the stand.

VI. INSTALLATIONS AVAILABLE DURING THE ASSEMBLY AND DISMANTLING PERIODS

VI.1. TOILETS

To ease the general organization of assembly and dismantling, and improve working conditions, the Organizer will ask the venue to open additional communal toilet facilities in the exhibition hall from the first day of assembly to the end of dismantling.

EXHIBITOR HEALTH & SAFETY INSTRUCTIONS



VU Dec. 2nd, 2022

A maintenance service will see to the cleaning of these facilities.

The toilet facilities that are open will be indicated on the plans posted up at the hall entrances.

VI.2. CLOAKROOMS / CANTEEN

The company is required to place cloakroom facilities (if necessary) at their staff's disposal, in application of current legal texts, available for consultation from the Organizer.

There will be no canteen for meals.

VI.3. TELEPHONE ON SITE

Each company places at its staff's disposal a telephone accessible when the site is open for work.

VI.4. ACCOMMODATION

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

VII. ACCESS CONTROL

Access to the venue is only possible for persons and vehicles carrying authorisation or a badge given by the Organizer.

Badges will be distributed to each worker in the event.

Notices prohibiting access to the public stating the essential safety regulations to be observed on the site will be posted up at the hall entrances. **These accesses will be guarded.**

Visits to the worksite by persons other than the authorised workers (children, friends, family, pets...) are strictly forbidden.

VIII. GENERAL SAFETY OBLIGATIONS OF EACH WORKER

VIII.1. WORKFORCE

VIII.1.1. MEDICAL FITNESS

All personnel called upon to work on the site must be recognised as being medically FIT, and have undergone the obligatory medical examinations and vaccinations associated with the exercise of their profession, as well as those required by Medicine of Work.

These certificates must be available on the site.

VIII.1.2. SAFETY TRAINING

In conformity with current regulations, and at its own responsibility, the company must ensure that every worker arriving on the site has attended safety-training sessions (presentation of special risks, conditions of traffic movements outside and inside the site, safety conditions applicable when carrying out work, special safety instructions, explanation of the operating method, follow-up of preventive measures that have been defined for each task in the Individual Health and Safety Protection Plan).

VIII.2. REGISTERS

VIII.2.1. LEGAL REGISTERS

The enterprise must hold obligatory legal documents at the site, as they may be asked for by administrative inspection services.

ALL EMPLOYERS BASED OUTSIDE FRANCE with the intention of providing services in France must submit a prior **DECLARATION OF POSTING OF HIS WORKERS** and a certificate of deposit to the Work Inspectorate branch of the place where the service is to be provided, before the start of his intervention in France.

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

VIII.2.2. JOINT SITE VISITS

When they arrive on the assembly and dismantling site, companies who have never worked on the site before must make a joint inspection visit with the Safety Coordinator of their stand. A site visit file will be established by the Coordinator and signed by each company manager.

The safety and protection measures are defined with the site managers and the stand Safety Coordinator in reference with the G.H.S.P.C.P established by the Coordinator, taking account of the event G.H.S.P.C.P. according to the state of the site at the time of the visit and the way the visit is carried out.

VIII.3. PROTECTIONS

The workers are reminded that they must give priority to COLLECTIVE protections over INDIVIDUAL protections, anytime that it is technically possible.

EXHIBITOR HEALTH & SAFETY INSTRUCTIONS



VU Dec. 2nd, 2022

VIII.3.1. COLLECTIVE PROTECTIONS

Definition: Standardised means of protection set up by a company (barriers, nets, floor, cladding, guard rails...) designed to ensure the collective safety of staff working at a height or on an upper floor during assembly and dismantling.

This collective protection must be rigid, composed of a high and low hand rail and a baseboard, securely fixed and must be installed with appropriate means, before any work is purchased on a storey or at height during assembly or dismantling. It must be removed only after the installation of the definitive protection or partition.

The stairs and floors must be assembled as a priority and made safe by guardrails or fitted with the final railing as soon as they are set up.

The stairs cavities must be protected (closed or with a guardrail).

Material deliveries access must be secured.

Protections on the underside of floors must be installed.

It is reminded that mezzanine structures or high decorative elements must be designed to receive these protections.

For the dismantling all these protections must be reinstalled.

The collective protections are to be described by each company in their respective Specific Health and Safety Protection Plan.



The company in charge of the building and dismantling of the double decker marquee, a mezzanine, a stage, a grandstand, a structure, etc... must put in place for the delivery access a system that provides, at anytime, a collective protection for the people working at height at all times (materials storage area, ramp equipped with protections, etc...)

The company must see to the maintenance of collective protections and will be held responsible if work is carried out in areas not prepared and not protected. It must intervene immediately at any direct request from the stand Coordinator to restore or supplement these protections.

Article R 4323-65: The collective protection devices must be designed and installed in order to avoid a gap at workstation access points namely when a ladder or staircase is used. However, when such a gap is unavoidable, measures must be taken to ensure equivalent safety.

If a company fails to establish collective protection, the absence of which constitutes a risk for other trades and its own staff, the exhibiting company will have these collective protective measures set up by a company of its choice, at the expense of the defaulting company.

Any ensuing work stoppage will also be charged to the defaulting company.

VIII.3.2. INDIVIDUAL PROTECTIONS

Individual protection against falls from a height should only be considered when temporary collective protection equipment cannot be used or when it is not possible to use equipment for access and work at a height that provides collective protection.

It is mandatory to have equipment that complies with the regulations in force.

Workers must be protected by means of fall arrest systems.

Hanging points, anchor points and lifelines must be safe and allow the use of this equipment in complete safety. The strength of the support must be assessed by a competent person and checked before use. They must be safely accessible and located above the workstation.

An organisation must be put in place to ensure that the user never works alone.

The organisation of rapid assistance in the event of a fall must also be anticipated.

EXHIBITOR HEALTH & SAFETY INSTRUCTIONS



VU Dec. 2nd, 2022

Companies that have to intervene during the assembly and dismantling periods must, among other things, provide their staff with the following **Individual Protection Equipment (IPE)**:

- **Work clothes**,
- **Gloves** adapted to the work,
- **Safety hard hats** compliant with standards,
- **Safety shoes** (reinforced toes + anti-perforation soles),
- **Safety harness** that conforms to standards when the collective protection provisions cannot be implemented (Art R 4223-61 of the Code of Work),
- **Welding mask and safety goggles** during welding, unloading or grinding work.

Respect for these provisions, and the upkeep and good condition of this equipment is the responsibility of each company.

Wearing safety shoes (safety toe-caps + anti-perforation soles) is **compulsory** for any person entering the venue during the assembly and dismantling periods.

For all people working from elevated platforms and any task presenting a risk, **wearing a hard hat** is **compulsory**.

IX. GENERAL RULES OF CONSTRUCTION

IX.1. DECORATIONS

The decorations must, as much as possible, arrive on the site ready to be assembled so as to reduce building operations to the minimum and the risks, which result from this. They must be designed for safe, clean dismantling.

It is strictly forbidden to « blow out » panels and partitions during dismantling.

IX.2. WORKING AT HEIGHTS

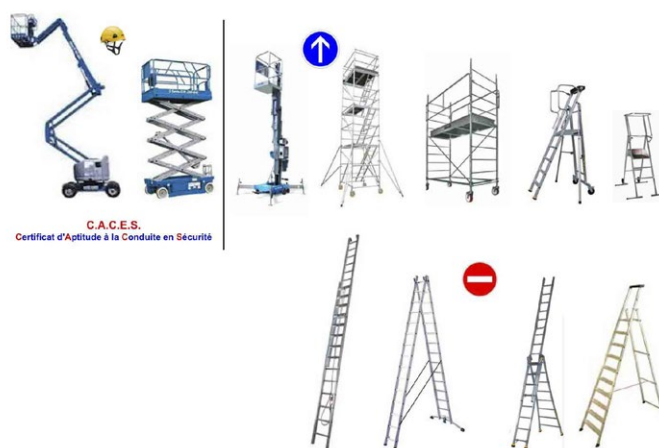
Decree N° 2004-924 of 01.09.2004 concerning the use of work equipment made available for temporary work at a height and integrating new provisions in the labour code (Articles R 4323-58 to 90).

Companies installing **TENTS, STRUCTURES or TRIBUNES** must put in place, for any intervention by their personnel on the work during the periods of assembly, maintenance and dismantling, the appropriate safety means for such interventions (guardrails, floors, access, etc.). The methods for carrying out this work must be included in the company's IHSP.

In all cases, the personnel involved in these assembly and dismantling phases must hold a valid work at height authorisation and employer's authorisation.

Ladders, stepladders and footsteps must not be used as work positions. (Article R 4323-63 of the Code of Work)

However these facilities may be used when it is impossible to use equipment providing a collective protection to the workers or when the risk has been evaluated as low and the work is for a short and non-repetitive length of time (Article R 4323-63 of the Code of Work).



Companies may work at height with scaffoldings or mobile platforms, taking into account the strength values of the floors.

Approved personnel must assemble scaffolding, respecting the directives or instructions of the manufacturer; the platforms must be correctly positioned, **the guardrails and the stability props must be in place.**

Article R 4323-77: Scaffolding must be equipped on the exterior sides with collective protection devices as outlined in paragraph 2 of the Article R 4323-59.

The scaffolding must be level when it is used. The wheels of mobile scaffolding must be locked in position when it is in use.

No worker must remain on mobile scaffolding while it is being moved.

For the assembly of scaffolding, steps, etc..., it is essential for companies to equip their personnel with hard hats and safety

EXHIBITOR HEALTH & SAFETY INSTRUCTIONS



VU Dec. 2nd, 2022

harness, in addition to safety shoes and gloves. They must make sure that the use of these I.P.E. by their personnel is effective.

These equipments must include progressively secured floors and access to the upper levels by guard rails. These protections must remain in place until dismantling is complete.

Legal restrictions concerning work at heights must be respected.

IX.3. MEASURES TAKEN CONCERNING CO-ACTIVITY

The companies must provide a detailed assembly and dismantling schedule in their I.H.S.P.P.

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

The Exhibitor or his project manager must set up a work schedule that takes into account the chronological order of assembly in order to avoid overlapping tasks and to carry them out using suitable means. This chronological order must also be adapted for dismantling.

These resources may be shared by several participants or companies.

In the case of mutualisation of the material resources (scaffolding, forklift trucks, aerial platforms, etc.), a loan agreement must be drawn up between the parties before use.

The equipment and works must be completed, made safe and accepted before any intervention or use by another company.

Within the framework of the timetable of assembly and dismantling of the stand, companies acting on the same site must take all appropriate individual protection measures to prevent hazards caused by superimposed work, particularly during the installation and dismantling of gantries, signposting, light adjustments of the altimetric readings, and assembly/dismantling of large equipment.

The external working areas must be marked out or cordoned off with barriers so that they are inaccessible to people not involved with the assembly. The fences or barriers must in all cases be stabilised so as not to overturn if there are gusts of wind or if knocked into by a vehicle.

IX.4. SITE CONNECTIONS / LIGHTING

IX.4.1. REGULATIONS

To avoid the risk of electrocution, damage to electrical cables, and multiplication of connections on the same line, "wild" connections to existing outlets in the hall are not tolerated.

The electrical boxes must be ordered from the Organizer or the Exhibition Center. The power ordered must allow supplying the needs of the companies during assembly, exhibition and dismantling.

It is obligatory for the companies that use the installation to report immediately to the responsible persons any defect or degradation noted.

From this box, the enclosures and the connected electrical installations must be checked by a person or an approved organization before being put into service. The report of this inspection must be available and kept on the site for the duration of assembly and dismantling.

The enclosures will include a manual cutoff and reset switch and a 30mA differential protection device.

The electrical installations will be carried out according to the French regulations in force. The supply, installation and maintenance of the installations are the responsibility of the installation company.

All construction cables must be HO7 RNF. Extenders and extension cords must be fully unwound before use, unless specific terms from the manufacturer and must be, compliant with the standards in force. The plugs must be unbreakable.

Personnel involved in electrical installations will have received training and must have a credential as part of publication UTE C 18510. These personnel can only work from the electrical boxes or cabinets provided by the site personnel.

The technical traps of the hall must be correctly closed or protected in case of temporary opening to avoid any risk of falling of people or any danger to engines and rolling scaffolds.

IX.4.2. LIGHTING

The general lighting in the work areas must be compliant with lighting regulations determined by Decree N° 83.721 of 2 August 1983 and repeated in the Code of Work in Articles R 4223-1 to 12.

EXHIBITOR HEALTH & SAFETY INSTRUCTIONS



VU Dec. 2nd, 2022

Light intensity in working areas must be at least 120 Lux, and 60 Lux in traffic movement aisles. The assembly and dismantling of decors may obscure the light in the hall (roofing, canopy, stretched ceiling, mezzanine floor...), so provisional lighting must be provided.

IX.5.2 PREVENTION OF RISKS OF PROFESSIONAL DISEASES

IX.5.1. HAZARDOUS MATERIALS

It is imperative for any company that needs to use hazardous products to send the safety data sheets to the Safety Coordinator and to the Fire Safety Representative, and put in place the protection measures specified on the sheet.

Companies are informed that any glue, resins, paint and products used must be free from solvent, ether, glycol, and be odourless and antiallergic.

IX.5.2. NOISE DISTURBANCE

The use of noisy machines or equipment must adhere strictly to current regulations. All necessary methods and provisions must be used (hood, screen, silencer etc...) so as not to exceed the regulatory limits as regards acoustic levels. It is recommended that personal noise protectors be worn when assembling truss and steel structures.

IX.6. RULES FOR USE OF ELECTRICAL TOOLS, FIXED OR PORTABLE

To avoid dust, fumes emission or noxious emanations when fixed or portable electrical tools are used (saws, sanders, blowtorches, welding torches, etc...), efficient protection means must be provided (central vacuum, masks, glasses...).

Only water disc cutters will be allowed for cutting tiles, stones...

To be accepted into the hall, electrical cutting or sanding tools, fixed or portable, must be equipped with a vacuum or dust collection system (Art. R 4412-70 of the Code of Work).



These appliances must be compliant with the standards (CE), be in good operating condition and equipped with their protective shields. They must in no circumstances be placed in the movement aisles, and the electricity supply must be disconnected when they are not in use. Cuts cannot be made in the aisles of the exhibition (common areas). They can only be done on the stand (private area).

IX.7. WORK INVOLVING HEAT

For any work involving heat (grinding or welding operation), a "FIRE PERMIT" must be applied for from the venue person in charge.

IX.7.1. INFLAMMABLE MATERIALS AND PRODUCTS

Gas bottles under pressure must be protected from knocks, falls and heat, and no unauthorised person must be able to have access to them.

It is forbidden to keep or store gas bottles, full or empty, in the hall.

IX.7.2. EXTINGUISHING MEANS

COMMUNAL MEANS:

The layout of the stands must not impede access to the emergency systems or fire-fighting equipment such as equipped fire taps, emergency phones, smoke ventilators, extinguishers. All this equipment must be clearly visible and accessible on a permanent basis.

SPECIFIC MEANS FOR EACH WORKER:

Each company must plan in his IHSPP the means of prevention suited to his activity and his work zone

If necessary, the worker complete by specific means the common means of extinguishing.

- Spray water extinguisher with additive (general case).
- CO2 extinguisher (Inside or near the electrical rooms).

X. FIRE SAFETY

The fire safety regulations are deposited with the Organizer and available in the Exhibitor's Guide.

The Official Safety Committee is very strict as regards structural construction (construction and decoration materials, solidity and stability of structures, upper floors, emergency provisions, electrical fittings, etc...).

EXHIBITOR HEALTH & SAFETY INSTRUCTIONS



VU Dec. 2nd, 2022

The decisions taken by the committee during its tour of inspection are enforceable immediately.

The Official Safety Committee (or the ERP safety officer) will carry out a safety inspection visit to the installations. During this visit, the qualified representative of the stand is requested to be present on his stand. The Exhibitor undertakes to respect the instructions of the personal safety expert and the fire safety expert.

At the time of this Committee's tour of inspection, the stand installation must be complete.

The Exhibitor (or his representative) must be present on the stand and be in a position to supply fire reaction reports drawn up by an approved French laboratory in respect of all materials used, together with the reports of inspections of electrical installations, soundness of structures, etc...

Failure to respect these regulations may involve the removal of materials, or it may be forbidden for the stand to be opened to visitors.

XI. ORGANIZATION OF EMERGENCIES

XI.1. COMPANY EMERGENCY MEASURES

The company must have a first aid kit available on the site. The contact details of the show's emergency first aid post are indicated on the halls plans.

The first-aid worker present within each company on the site will provide first aid in the event of an accident. (1 first-aid worker for 10 employees). They must wear an identification pictogram on an armband or on their helmets and their names must be entered in the I.H.S.P.P.

In case of accident precise:

- The HALL
- The STAND NAME
- The LANE and the STAND number
- NUMBER OF PEOPLE INVOLVED and kinds of injuries

XI.2. COLLECTIVE ORGANIZATION OF THE SHOW

REMINDER OF THE EMERGENCY PHONE NUMBERS

EMERGENCY POST

+33 (0)7 81 27 78 48

+33 (0)1 48 63 31 16

GENERAL SURVEILLANCE POST

+33 (0) 1 48 63 30 49

FIRE SAFETY

+33 (0)1 48 63 30 49

THE EMERGENCY PHONE NUMBERS ARE DISPLAYED AT THE TECHNICAL OFFICE.

XII. THE INDIVIDUAL HEALTH AND SAFETY PROTECTION PLAN (I.H.S.P.P.)

It is obligatory for all the Exhibitor's service providers to draw this document:

- **Within 30 days before any work for principal contracts.**
- **Within 8 days for short tasks or finishing work.**

The working company must send his IHSP to the Health and Safety Coordinator and to the stand employer AT LEAST 8 DAYS BEFORE THE START OF WORK on the stand.

It gives a detailed analysis of the construction and execution processes as well as the chosen operational methods when they have a particular effect on the health and safety of the people working on the site.

XII.1. THE EXHIBITOR

The exhibiting company must give a copy of the Safety Instructions drawn up by the show Safety Coordinator to their service providers or to the Safety Coordinator appointed for his stand. This document deals with the selected general organization measures which are of a nature to have an influence on the health and safety of the workers.

XII.2. COMMUNICATION OF THE DOCUMENT

The stand Safety Coordinator is required to communicate to every company working on the site (at their request) the names and addresses of the other contracting companies, together with their I.H.S.P.P.

XII.3. AVAILABILITY OF THE I.H.S.P.P.

A copy of the I.H.S.P.P. must be available at all times on site for consultation by the companies concerned.

OBLIGATORY INSURANCE FOR ALL EXHIBITORS



VU Dec. 2nd, 2022

Please find here all information concerning Insurance, according to the « GENERAL TERMS AND CONDITIONS OF PARTICIPATION FOR EXHIBITORS AT JEC WORLD 2023 » in the Exhibitor's contract duly signed by your company.

1. EXHIBITOR'S OBLIGATION TO TAKE OUT INSURANCE

- The Organiser will not provide to the Exhibitor, insurance for the Exhibitors' public liability (bodily harm or material or immaterial damage) or for the Exhibitors material and goods. **Insurance is obligatory for all Exhibitors.**
- In addition to the insurance covering the items on display and more generally all movable or other items in its possession, the Exhibitor is required to take out at its own expense insurance contracts from a company certified to perform insurance transactions in France, covering the financial consequences of any liability that may be incumbent upon it for reasons of bodily harm or material or immaterial damage caused to third parties, including the manager and the owner of the Venue, as a result of its activity during its participation in the Exhibition (including during the build-up and break-down periods).
- When required by the Organiser, it will provide evidence of its insurance coverage, when its registration is confirmed, by means of a certificate of insurance (including insurer company, policies taken out, their total sums and their period of validity).
- Exhibitors insurance coverage must at least be equal to the sum detailed below:
 - **All type of damages (bodily harm, material and immaterial damages...):** 7 000 000€
 - **Including Material & Immaterial damages:** 3 000 000€
 - **Financial consequences of the public liability towards the Owner of the venue (VIPARIS)** based on potential material or intangible damages caused to the venue by the exhibitor.
 - **Rental Risk Guarantee:** 3 000 000€ per damage.
- The Organiser will not be liable for any damage that the Exhibitor might cause to third parties, including the Venue owner and manager, and other suppliers or for any loss, theft, or destruction of the exhibited material and merchandise.

2. WAIVER OF RECOURSE AGAINST THE VENUE MANAGER AND/OR VENUE OWNER COMPANIES

- Executing the commitments undertaken by the Organiser towards the Venue manager and/or Venue owner companies, the Exhibitor, by the mere fact of its participation, declares that it waives all recourses that it or its insurers may be entitled to make against these companies and their respective insurers for any damage covered by the tenant risk policy and for any direct or indirect losses the latter parties may cause to its property, equipment and fittings, as well as any caused to that

of its agents, and additionally for any operating losses and /or extra costs regardless of the cause, with the exception of malicious acts.

- In addition, the Exhibitor declares it waives all recourse against the Venue manager and/or Venue owner companies and their respective insurers in the case of one of the following events occurring, with harm caused to the Exhibitor:

Fire damage, theft, water damage, damp or any other situation affecting its own property, with the Exhibitor being required to insure itself against these risks, abnormal actions by other Venue occupants, their staff or suppliers, or visitors, interruption or inadvertent functioning of the water, gas or electricity supply, the air conditioning or other general system, the suspension or shut down, even for an extended period, for a reason out of the control of the Venue Manager and/or Venue owner companies of fluid systems including the automatic fire extinguisher network, heating and air-conditioning systems, or any one of the equipment items shared by the Venue, contamination of the heating, water or air conditioning networks for a reason out of the control of the Venue manager and/or site owner companies Security measures taken by the Venue manager and/or Venue owner companies and/or by any government authority, should these cause harm to the Exhibitor.
- The Exhibitor undertakes to obtain the same waiver from its insurers.

3. WAIVER OF RECOURSE AGAINST THE ORGANISER

- The Exhibitor also declares it waives all recourse that it or its insurers may be entitled to make against the Organiser and its insurers in regard to damage covered by the tenant risk policy and direct or indirect damage its property, equipment and fittings may suffer as well as that of its agents, as well as for any operating losses and/or extra costs regardless of the cause, with the exception of malicious acts.
- The Exhibitor undertakes to obtain the same waiver from its insurers.
- It is further specified that, on the basis of reciprocity and excepting malicious acts, the Organiser and its insurer waive any claim against the Exhibitor and its insurer for damage affecting any property, equipment and fittings belonging to the Organiser and which the Exhibitor is responsible for.
- It is further specified that this waiver is not applicable for any loss or damage that may affect the Venue's buildings, fittings and equipment owned by the Venue manager and/or owner companies and that has been given into the care of the Exhibitor.