

> Interactive
browsing, click
on titles
to access the
information
you need

USER GUIDE

USEFUL
INFORMATION

FITTINGS

REGULATIONS
& FORMALITIES

USER GUIDE

TWO TOOLS TO HELP YOU GET READY FOR THE SHOW

- **THIS INTERACTIVE EXHIBITOR GUIDE**

With this document, you can easily access all the information needed to get you up and running.

- **THE ONLINE EXHIBITOR AREA**

In this store, you can order all of the technical services you need Until Tuesday 20th February 2020.

Please note: from Friday 13th February 2020, technical services must be ordered directly on-site

INFORMATIONS PRATIQUES

- Access / traffic & parking
- Hanging & overhead power supply, bridges and lights
- Events/activities at stand
- Architecture & Decoration
- Complementary insurance
- Access pass
- Useful contacts
- Exhibitor timetables Assembly / Opening / Dismantling
- Health and safety
- Cleaning/Vacating the stand
- Catering for exhibitors
- Meeting/Conference rooms
- Pavilion monitoring / Stand security

USEFUL INFORMATION

ACCESS/TRAFFIC & PARKING

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ACCESS TO THE EXHIBITION CENTER PORTE DE VERSAILLES - PARIS



USEFUL INFORMATION

ACCESS/TRAFFIC & PARKING

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ACCESS TO PAVILION 7.3

ASSEMBLY	DATES	VEHICULE TYPE	PAVILLON	ACCESS GATE	PARKING	EXIT GATE
	21/02 : 5pm - 10pm	All types	Pavilion 7.3	Access Gate D	Near Pavilion 7.3	Exit Gate D and gate G for <3,5T
	22/02 : 8am – 10 pm	All types				
OPENING TO THE PUBLIC	From 23/02 to 26/02/2020	<ul style="list-style-type: none">• Deliveries authorized from 7:00 am to 8:30 am at Gate D.• 1h authorized for delivery with a laissez-passer delivered at the entrance on Gate D• No parking or storage of any kind is authorized inside the Parc des Expositions• Stopping and parking forbidden on the traffic movement corridors.• No parking on the safety perimeters, as soon as open to the public.• EXHIBITOR & VISITOR CAR PARKS OPEN FROM 8am TO 11pm.				
DISMANTLING	26/02 4pm – 9 pm	All types	Pavilion 7.3	Access Gate D	Near Pavilion 7.3	Exit Gate D and gate G for <3,5T

The free access of the car park will stop on 22/02/2020 at midnight.

The Parc des Expositions reserves the right to direct vehicles smaller than 1.9m towards free parking so as to ease circulation around the pavilions during the event's assembly and dismantling times

**exit by door G is prohibited to heavy goods vehicles weighing more than 3,5T.

USEFUL INFORMATION

ACCESS/TRAFFIC & PARKING

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TRAFFIC IN THE EXHIBITION CENTER

There are strict rules for driving through the Exhibition Centre grounds. You must respect them and inform all your installation workers, transporters and suppliers about them.

Do not forget to tell them your stand and hall numbers.

- Obey the highway code
- Limit your speed to 20kmh (12mph)
- Do not stop or park any vehicles on thoroughfares
- Do not drive any vehicle inside the exhibition pavilions

Any vehicle which contravenes these rules will be removed without notice, at the expense and risk of its owner or the party responsible.

Parking is free during assembly and dismantling.

- Attendants are on site to help you move around and park: please follow their advice carefully.

USEFUL INFORMATION

ACCESS / TRAFFIC & PARKING

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PARKING

> During assembly

It is free to park on Exhibition Centre grounds as long as the regulations regarding parking times and areas are respected. **Free parking will stop on 26/02/2020 at midnight.**

Campervans and mobile homes are not allowed within the Exhibition Centre grounds.

Lorry access is subject to special conditions depending on traffic levels around the pavilion(s) in question.

No motor vehicles may enter the pavilions on Saturday 22th February 2020 (except where special permission has been granted by the organizer).

- During assembly periods, try not to park between 10am and 1pm
- Avoid ordering deliveries for the day before the exhibition.
- As soon as you have emptied your vehicles, move them on.

> On dismantling evening

Only trolleys and platform trolleys may be used when the show is closed. Motor vehicles may enter the pavilions two hours after public closing time, as long as the space is in such a condition as to permit this.

If you arrive before the exhibition ground gates have been opened, you are wasting your time and causing congestion in the local area.

USEFUL INFORMATION

ACCESS / TRAFFIC & PARKING

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> During opening times

Deliveries are authorized from **7:00am to 8:30am** once vehicles have been approved for entry into the Exhibition Centre grounds and given a temporary delivery permit.

No parking or vehicle storage of any kind is authorized within the Exhibition Centre grounds. Parking is not permitted on traffic movement corridors or safety perimeters once the exhibition has been opened to the public.

- **Please note:** as of **Sunday 23th February at 8 am**, all vehicles parked beside the pavilions must have been moved to the specified car park, failing which the vehicle may be removed and impounded.

RESERVING A PARKING SPACE

Parking subscriptions can be taken out for a fee (car park F) and to reserve in your online exhibitor platform.

They can be reserved via your online exhibitor store.

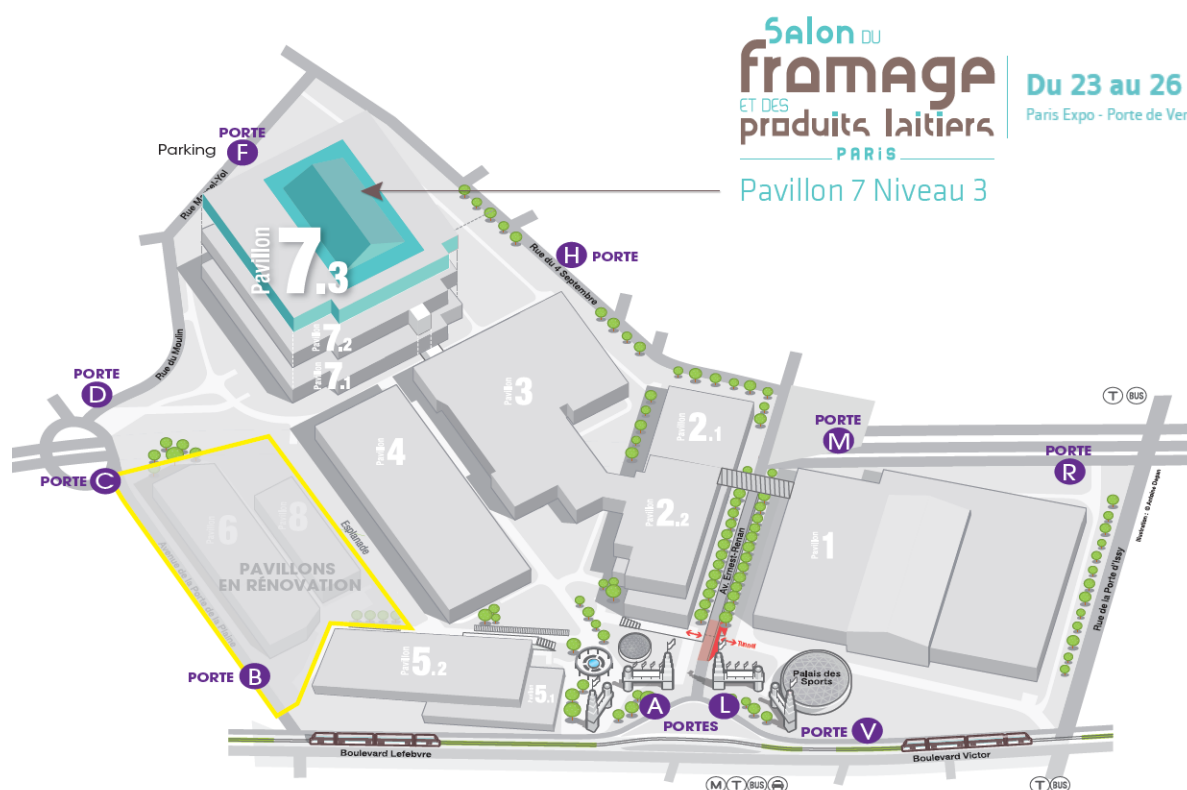
While the show is open, you can buy car parking spaces at the Exhibitor Reception Area at the entrance to Pavilion 7.3.

- The exhibitors' car parks are open from 8am to 11pm every day throughout the event.

USEFUL INFORMATION

ACCESS / TRAFFIC & PARKING

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During Assembly / Dismantling: Exhibitor access – please refer to page 2/9

During the Opening :

- Exhibitors pedestrian access : Gate A
- Visitors pedestrian access : Gate A

Parking F access through Gate F (Exhibitors and Visitors)

USEFUL INFORMATION

ACCESS / TRAFFIC & PARKING

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REGISTER YOUR VEHICLES ON LOGIPASS

New process for access control:

All the vehicles accessing the Parc des Expositions during the assembly and dismantling periods, or for deliveries during the assembly, dismantling and during the event, will have to register on Logipass. It is mandatory to register all access requests to reach delivery areas on LogiPass:

- To identify all vehicles parked on sites in real-time
- To follow parking duration and prevent congestion on sites.

If you want to park on the Parking F with a normal car, no need to register on LogiPass during the assembly and dismantling.

Any company or person involved on the fair can created an account. This account allows to register on specific time slot depending on the planning defined by the Organizer. Maximum time slot for deliveries:

- Utility Vehicle: 2 hours max
- Heavy truck : 4 hours max

If you have any question about Logipass and registration, please contact the Hotline:

+ 33(0)1 40 68 11 30 / Infos-exposants@viparis.com

Please find below the instructions to create an access request on Logipass

<http://logipass.viparis.com>

Creating a user account

<http://logipass.viparis.com>

1. Choose your language
2. Click on « Create an account »
3. Password should include 1 figure, 1 special character & minimum 6 characters
4. Fill in the required fields

5. Go to the « Participant » tab and click on « My firm »

6. Fill in the fields (light yellow fields are mandatory)

7. Email and phone will be automatically filled in the access request

8. Click on « Save »

USEFUL INFORMATION

ACCESS / TRAFFIC & PARKING

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Creating an access request

<http://logipass.viparis.com>

1. In the « Participant » tab, select « My access request »

2. Click on « Create a request »

3. Fill in the fields in the « Requester » tab and click on « Go to next step »

4. Fill the fields in the « Driver » tab (light yellow fields are mandatory) and click on « Go to next step »

5. Fill the fields in the « Vehicle » tab (light yellow fields are mandatory) and click on « Go to next step »

6. Click on « save »

Creating an access request

7. Your request is now completed to 100%. You can review your event information and click on « Time slot selection»

8. Select your time slot and enlarge the time slot with the arrows. In the event of a mistake, select the option « Delete the selected time slot »

9. Click on « Submit »

USEFUL INFORMATION

ACCESS / TRAFFIC & PARKING

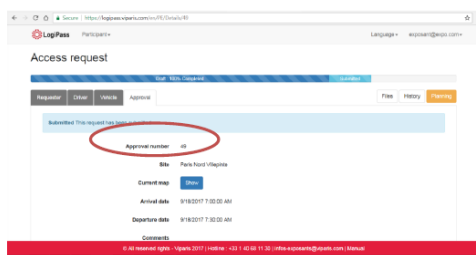
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Reviewing your access request

10. Your request is now submitted and you may check your approval number. An email will be sent to you shortly after with your request approval.

Print your access pass

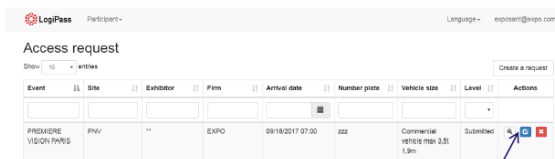
If regulation area is set up, print the access pass too.



11. You will find all your previous access requests in the « Participant / My access request » tab

Your duplicate your request by looking at it (icon).

12. You can still change your license plate number until you arrive on the site thanks to the button



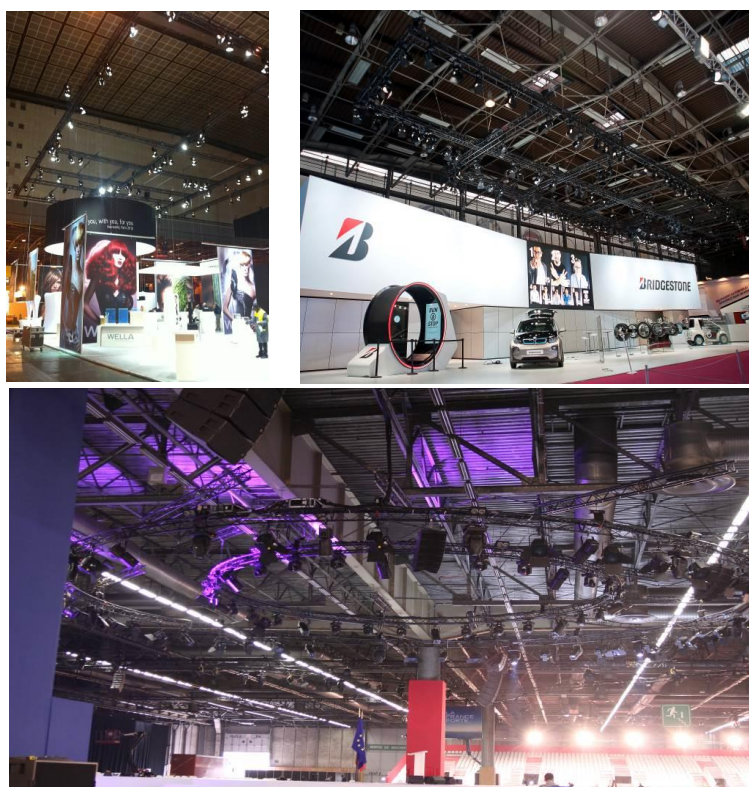
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USEFUL INFORMATION

HANGING & OVERHEAD POWER SUPPLY, BRIGES & LIGHTS

Hangings and overhead power supplies Bridges and lights

COMEXPOSIUM is available to support you along with its partner **VERSANT EVENEMENT**, which offers a total service package for setting up your presentation space. Its varied stock of display structures will meet all your requirements. From the biggest of spaces to the most elaborate, VERSANT can help you at every stage of your project, from advice to engineering plans, your choice of structures, lighting and more.



Contact VERSANT EVENEMENT :

Tel.: + 33 (0) 1 46 38 58 71

E-mail: contact@versantevenement.com

Website: www.versantevenement.com

USEFUL INFORMATION

HANGING & OVERHEAD POWER SUPPLY, BRIGES & LIGHTS, SELF-SUPPORTING STRUCTURES

HANGINGS AND OVERHEAD POWER SUPPLIES BRIDGES AND LIGHTS

Attachment operations involving building structures are carried out solely by the specialist departments of VIPARIS Porte de Versailles.

Only the VIPARIS Porte de Versailles departments are authorized to intervene on pavilion frames.

Slings are designed for a maximum load of 50 kg to 80 kg per attachment point depending on the set-up of your stand (including loads for motors, electric cables, etc.) according to the sling attachment location plan, which can be ordered online on the exhibitors' platform. Please refer to the table of authorized heights.

We would draw your attention to the provisions concerning the inspection of hung structures and self-supporting structures issued by the Paris Administrative Safety Commission.

The following are concerned:

- All temporary installations hung from attachment points at the exhibition centre by slings: lighting trusses, built structures, signage, etc.
- Self-supporting stage-type structures, as regards certification of correct mounting compliant with the manufacturer's instructions.

The safety specifications for the Paris Porte de Versailles exhibition centre have thus been modified to factor in the inspection procedures for these installations.



It is now mandatory to have installations inspected and certified before structures are hung from attachment points:

- Either by an approved inspection office (*) which checks your installations, in order to obtain a certification of solidity without reservations,
- Or by a technician whose qualifications are recognized by their employer. As the Safety Commission allows a qualified technician delegated by the establishment director to certify the compliance of the attachment. The qualified technician who carries out the work must therefore produce a self-inspection document certifying the solidity of the

structure in line with professional standards and current regulations and standards in France.

In both cases, the certificate issued the approved control office or the self-inspection document should be given to the exhibition Safety Officer, and be available to this officer at your stand during the assembly period.

USEFUL INFORMATION

HANGING & OVERHEAD POWER SUPPLY, BRIGES & LIGHTS, SELF-SUPPORTING STRUCTURES

In both cases, the Safety Commission can ask for the calculation note provided to check the total weight of objects hung from slings. If a dossier is incomplete, the Safety Commission can close the stand until it has been made safe, at your expense, and certified as such by an approved inspection body.

To help you in these procedures, we have referenced the following inspection offices, though you are free to use any approved structure solidity inspection office you choose (and can ask for any advice you need from our Safety Officer).

ANCO

Mr Frédéric JOUCREAU

Cel: 06 74 70 98 42

Email: frederic@anco75.fr

QUALICONSLT

Mr Nicolas RABILLER

Cel: +33 (0)6 31 61 96 83

Email: nicolas.rabiller@qualiconsult.fr

BUREAU VERITAS EXPLOITATION

Ms Laetitia ATLAN

Cel: 06 11 84 81 61

Email: laetitia.atlan@fr.bureauveritas.com

(*) Body approved by the Ministry of Housing and Sustainable Habitat – Structure Solidity mission

USEFUL INFORMATION

EVENTS / ACTIVITIES AT STANDS

The **SALON** has established standards to prevent problems during the trade show and ensure optimal visitor comfort.

MUSICAL ENTERTAINMENT

Exhibitors who want to use music on their stands must inform the organiser beforehand. Any musical entertainment will only be authorised after the Organiser's agreement of a precise project proposal (sound source and equipment, type of entertainment).

If you wish to use recorded music on your stand (e.g.: CDs or DVDs), you need to obtain prior authorisation from SACEM. Make your declaration online:

<http://www.sacem.fr/cms/home/utilisateurs/diffuser/stands/sonorisation-stand>

Make your payment before the show begins.

Speakers must never be more powerful than **30 watts**. They must face inwards towards the stand and lean downwards. Volume must be no higher than **70 dB**.

If these provisions are not respected, the organiser will close down the exhibitor's stand or event without warning. The exhibitor agrees not to hold events for more than **two hours** per day and only to hold events at times agreed in advance with the organiser.

PLEASE NOTE: NON-AUTHORISED ACTIVITIES

- Distributing or leaving brochures in aisles, at the show entrance, in the central aisle or any other part of the Parc des Expositions).
- L Promotional activities in the aisles (with robots, hostesses, sandwich boards ...).

USEFUL INFORMATION

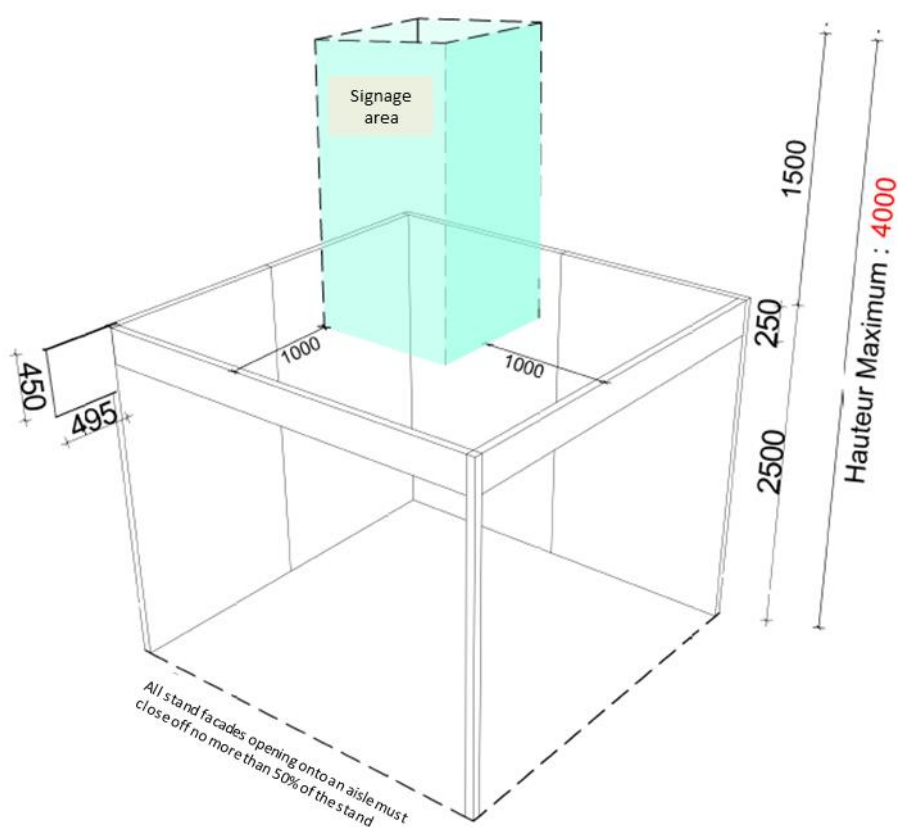
ARCHITECTURE & DECORATION

> GO TO YOUR ONLINE EXHIBITOR PLATFORM

• Rules for Architecture & Decoration at the show

The Salon du Fromage et des Produits laitiers architecture and decoration regulations cover all the presentation standards for stand fittings, which have been established to ensure the show runs properly and visitors are comfortable. These standards also cover the Safety & Fires rules applicable to shows, fairs and exhibitions.

The Salon du Fromage et des Produits laitiers has special regulations regarding its specific characteristics. Plans for any bare stands, reused or fitted and equipped by the Salon du FROMAGE but supplemented with new, extra decorations must be submitted **for approval by January 23th 2020 at the latest.**



Exhibitors are required to respect the maximum heights for stands and signs fixed by the show organiser. Sign max height: 4m from the floor and with 1m recess from the aisles and neighbour stands

Please send you Plans to the Operations Coordinator:

Louise NEGRETTI

Tel: +33 (0)1 76 77 12 77

Email: louise.negretti@comexposium.com

EACH PLAN MUST INCLUDE

- Plan “seen from above” with scale, dimensions and positioning of borders (shared walls and aisles),
- Cross-section plan along with scale and dimensions of the projected lengths and volumes.

ESSENTIAL

- Any stands which do not respect established rules will be refused. Any stands set up without the agreement of the Salon du Fromage et des Produits laitiers can be dismantled at the exhibitor’s own expense.

USEFUL INFORMATION

COMPLEMENTARY INSURANCE

FIND OUT MORE VIA THE ONLINE EXHIBITOR AREA

- To find out what rules and regulations govern your insurance during the show, check the **"Regulations"** section in your Online Exhibitor Area and order complementary insurance in the **"My Store" section**.

COMPLEMENTARY INSURANCE AGAINST DAMAGE TO PROPERTY

Exhibitors may take out complementary insurance provided by the Salon du Fromage et des Produits laitiers to cover their property if the latter's value exceeds the amount covered by the insurance policy taken out as part of the registration application.

This cover takes effect from the day on which the show opens to the public for the Preview (at 9am on 23/02/2020) to the evening on which the show closes to the public (4pm on 26/02/2020).

The premium will be equal to 0.27% of the value of the insured goods

PLASMA SCREEN & LCD INSURANCE

Exhibitors have the option of taking out specific insurance from the Salon du Fromage et des Produits Laitiers for plasma screens fixed or securely wired to the stand's frame.

This cover takes effect from the day on which the show opens to the public for the Preview (at 9am on 23/02/2020) to the evening on which the show closes to the public (4pm on 26/02/2020).

The premium will be equal to 4% of the value of the equipment.

LOSSES

No losses may be accepted as valid without having been declared to the show's exhibitor reception within 2 working days (in the event of theft) or 5 working days for other damage.

All damage claims must state the date, the circumstances and the approximate amount of damages and must be accompanied by the original police report in the event of theft.

COMMISSARIAT DE POLICE DU XV^e

250, rue de Vaugirard – 75015 PARIS - FRANCE

Tel.: +33 (0)1 53 68 81 00

USEFUL INFORMATION

ACCESS PASS

VERY IMPORTANT : COMPULSORY PASS-WEARING

- In order to be granted access to the exhibition halls, **all individuals must have been issued a Salon du Fromage et des Produits Laitiers access pass**, which must be worn during the assembly, opening and dismantling periods.
- **Identity checks** will take place around the pavilions.
- **Security equipment** and the wearing of safety footwear is **compulsory**, failure to comply shall result in access to the pavilions being denied.

ASSEMBLY / DISMANTLING BADGES

During the Assembly, the access to the fair is authorized for the Exhibitors with their Exhibitor Pass received by email. To receive your Pass, please register on the online Exhibitor Platform. Without registration, the Exhibitor Pass will not be delivered.

For the suppliers and deliveries, the access will be done from Gate D. They must present a delivery document with complete stand information (name, booth number)

An Assembly and Dismantling Exhibitors Pass will be delivered at the Pavilion Doors by our Security agents after controlling the delivery document.

This Pass is only valid during Assembly and Dismantling Period

An ID check could be done at any moment by our security agents. The name written on the Pass will have to correspond to the ID card. If not, the Pass can be taken back and the access refused.

EXHIBITOR PASS

The exhibitor access pass grants access to the Exhibition Centre during the assembly, opening and dismantling periods in accordance with the timetables that feature on the exhibitor timetable. (See Exhibitor Timetable document [Click here](#)).

USEFUL INFORMATION

USEFUL CONTACTS

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FOR FURTHER INFORMATION, CONTACT HOTLINE: **+33 (0)1.40.68.11.30**

Monday to Friday, 9.00 am – 6.00 pm

Hangings and overhead power supply - Bridges and light kits	VERSANT EVENEMENTS	Tel.: +33(0)1 46 38 58 71 E-mail: contact@versantevenement.com Website: www.versantevenement.com
On-site access for people with disabilities	POINT INFO VIPARIS	+33 (0)1 57 25 15 15
Complementary Insurances	SIACI	18, rue de Courcelles - 75008 Paris -France Tel.: + 33(0)1 44 20 29 81 Fax: + 33(0)1 44 20 29 80 E-mail: philippe.huet@s2hgroup.com
French customs	INFO DOUANES SERVICE	From France: 08 11 20 44 44 (0.06 €/mn) From abroad: + 33 1 72 40 78 50 Website: http://www.douane.gouv.fr/
Copyrights	SACEM	Délégation Régionale de St Gratien 16 avenue Gabriel Péri - BP 103 95210 ST Gratien – France Tel.: + 33(0)1 76 76 74 80 Website: http://www.sacem.fr/
Health and Safety	SOCIÉTÉ D.O.T.	81, rue de Paris - 92100 Boulogne - France Tel.: + 33(0)1 46 05 17 85 Fax: + 33(0)1 46 05 76 48 E-mail: sps@d-o-t.fr
Hospital	HÔPITAL GEORGES POMPIDOU	20 rue Leblanc - 75015 – Paris – France Tel.: + 33(0)1 56 09 20 00
Fireproofing	GROUPEMENT NON FEU	37-39 rue de Neuilly - BP 121 92582 Clichy - France Tel.: + 33(0)1 47 56 30 80 Fax: + 33(0)1 47 37 06 20 Website: http://www.securofeu.com/ E-mail: securofeu@textile.fr

Go to your online exhibitor area to see the complete list of service providers.

USEFUL INFORMATION

USEFUL CONTACTS

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USEFUL CONTACTS (CONT.)

Parc des Expositions	LIVRAISON DE MARCHANDISES	Salon Du Fromage Et Des Produits Laitiers VIPARIS- Porte de Versailles Your Company name Pavilion 7.3 / Stand number Porte de Versailles - 75015 Paris- France
Parc des Expositions	VIPARIS PORTE DE VERSAILLES	Tel.: + 33(0)1 40 68 23 30
Police	COMMISSARIAT DE POLICE DU XV ^e ARRONDISSEMENT	250, rue de Vaugirard 75015 Paris - France Tel.: + 33(0)1 53 68 81 81
VAT Refund	TEVEA INTERNATIONAL	29-31 rue Saint Augustin 75002 - Paris 6 - France Tel.: +33(0)1 42 24 96 96 Fax: + 33(0)1 42 24 89 23 E-mail: mail@tevea.fr Website: www.tevea-international.com
Stand Catering	AREAS	Commercial service Tel.: + 33(0)1 57 25 30 43 Email: melanie.dubois@areas.com Website: www.eliance-parcexpos.com
Catering on stand (External suppliers declaration)	VIPARIS	Myriam MOTTIN Tel.: +33 (0)1 40 68 14 46 E-mail: myriam.mottin@viparis.com
Fire Safety	CABINET SÉCURITÉ & INCENDIE RAILLARD	10, rue Frédéric Passy 92200 Neuilly sur Seine - France Tel.: + 33(0)1 47 22 72 18 Cellphone: + 33(0)6 07 91 37 72 E-mail: cabinet.raillard@icloud.com
First Aid Service	PGS	+ 33(0)1 72 72 16 80

USEFUL INFORMATION

EXHIBITORS TIMETABLES

ASSEMBLY / OPENING / DISMANTLING

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EXHIBITORS TIMETABLES SFPL 2020

Pavilion	Arrival Exhibitors Date	Assembly timetable	Dismantling timetable	Power Supply
7.3	Friday 21/02/2018 5 :00p.m	Friday 21/02 : 5:00p.m -10:00p.m Saturday 22/02: 8:00a.m. – 10:00p.m.	Wednesday 26/02 : 4:30p.m. -9:00p.m.	Intermittent : Friday 21/02: 5:00p.m. – 10:00p.m. Saturday 22/02: 8:00a.m. – 10:00p.m. Sunday 23/02 : 8:00a.m. – 7:30p.m. Monday 24/02 : 8:30a.m. -7:30p.m. Tuesday 25/02 : 8:30a.m. -7:30p.m. Wednesday 26/02 : 8:30a.m. 4:00p.m. Permanent : From Friday 21/02 5:00 p.m. To Wednesday 26/02 : 4:00p.m.

Equipped stands will be dismantled on Wednesday 26th February 2020 from 4:30p.m.

Storage room and furniture have to be emptied on Wednesday 26th February 2020 between 4:30p.m and 9:00p.m.

IMPORTANT

If you need a permanent power supply (24x 24h), please order it on your Online Exhibitor Store/
If you already have an intermittent electrical connection and need a permanent one (24 hours a day), please order an Electrical mode change on the Exhibitor Store. Same if you need to increase you power supply, for example from 3 Kw to 4Kw.

USEFUL INFORMATION

EXHIBITORS TIMETABLES 2/2

ASSEMBLY / OPENING / DISMANTLING

EXHIBITORS TIMETABLES DURING ASSEMBLY

From Friday 21/02/2020 at 5:00 p.m. to Saturday 22/02/2020 at 10:00 p.m.

- The stands will be delivered on Friday 21/02/2020 from 5:00 p.m.

EXHIBITORS TIMETABLES DURING PUBLIC OPENING

From Sunday 23/02 to Wednesday 26/02/2020.

- Pavilion is accessible to the exhibitors **with a badge from 7:00 a.m.**
- Deliveries in opening time have to be made at the latest between **7:00 a.m. and 8:30 a.m.** at the risk of vehicle remove

PUBLIC OPENING TIMETABLES

From Sunday 23/02 to Tuesday 25/02/2020 from 9:00 a.m. to 7:00 p.m.
and Wednesday the 26/02/2020 from 9:00 a.m. to 4:00 p.m.

EXHIBITORS TIMETABLES DURING DISMANTLING

Wednesday 26/02/2020 from 4:30 p.m. to 9:00 p.m.

USEFUL INFORMATION

HEALTH AND SAFETY

FIND OUT MORE VIA THE ONLINE EXHIBITOR AREA

- To read the Health & Safety regulations, check the 'Regulations' section
- Fill in your Health & Safety certificate directly online in the 'My Forms' section

HEALTH AND SAFETY GUIDELINES**PPSPS : Plan particulier de Sécurité et de Prévention de la Santé**

To have access to the exhibition pavilion, everyone has to present an access pass for the Salon du Fromage et des Produits laitiers (Exhibitor pass, Assembly/Dismantling pass) and must wear safety equipment, including safety footwear.

Without out an Access Pass and the adapt safety equipment, the access to the Exhibition halls being refused

IMPORTANT

- The Health & Safety guidelines must be shared with all of your sub-contractors.

USEFUL INFORMATION

CLEANING

VACATING THE STAND

FIND OUT MORE VIA THE ONLINE EXHIBITOR AREA

- To order cleaning skips, check the "**My Store**" section in your Online Exhibitor Area.

HALL CLEANING

- Pavilions and aisles must be cleaned every morning before opening or every evening after the show has been closed to visitors and exhibitors.
- Exhibitors may choose to order a cleaning service or may take responsibility for the cleaning of their stand themselves, or use a cleaning company of their choice (exhibitors are reminded that these companies must be issued with a service provider access pass in order to gain entry to the pavilions).
- Cleaning is prohibited during the show opening hours, as is placing waste and rubbish in the aisles in the mornings after 9.00 am

DURING ASSEMBLY AND DISMANTLING

- Show cleaning service providers are on hand at the Exhibitor reception to provide you with an estimate for supplying a skip for your materials and waste/rubbish.
- All stands, materials, merchandise and waste of any kind (adhesives, carpeting, etc.) must be removed for the assembly and dismantling periods.
- The exhibitor undertakes to remove and process their waste in compliance with the regulations in force.
- Once the assembly deadline has passed, the Salon du FROMAGE may take any measures it deems useful to remove the materials and waste that remain on the stand site at the exhibitor's expense, risk and peril, as well as measures useful to destroying structures and décor of any kind which the exhibitor may have failed to dismantle.
- **Tip:** If you call upon the services of a decorator/designer for your stand, make sure that the quote you agree upon includes waste removal.

DURING THE OPENING PERIOD

Warning: The daily cleaning is not included for « prêt à exposer » stands.

USEFUL INFORMATION

CATERING FOR EXHIBITORS

RECEPTIONS AND COCKTAIL RECEPTIONS

The concessionaire is at your service to organise receptions: meals, buffets, cocktails.

All caterers are authorised to provide their services in the exhibition centre upon notifying VIPARIS and finalising a temporary intervention contract.

For further details, contact:**Exhibition Centre Concessionaire**

AREAS

Sales department

Tel.: + 33(0)1 57 25 30 43

Email: melanie.dubois@areas.com

Website: www.eliance-parcexpos.com

External caterer declaration

VIPARIS

Concession department

Myriam MOTTIN

Tel.: +33(0)1 40 68 14 46

E-mail : myriam.mottin@viparis.com

USEFUL INFORMATION

MEETING / CONFERENCE ROOMS

FIND OUT MORE VIA THE ONLINE EXHIBITOR AREA

Conference/meeting rooms are available to hire during the duration of the show.

If you'd like to see our room hire offers, please sent your email to: pauline.girin@viparis.com

In order to ensure your request is processed as quickly as possible, please supply us with the following information:

- Your contact details,
- The subject of your request (team meeting/general meeting/cocktail reception/events, internal, other, etc.)
- The size of the room (in number of people)
- If you need a rental for a specific time or day.

USEFUL INFORMATION

PAVILION MONITORING & STAND SECURITY

FIND OUT MORE VIA THE ONLINE EXHIBITOR AREA

- To order a security service, check the **"My Store"** section **"usefull information"** in your Online Exhibitor Area.

PAVILION MONITORING

General surveillance of the show is the responsibility of the organiser and is carried out in the very best conditions, yet this is an obligation of means and not of results.

The show's security company is aware of an increase in thefts and will ensure increased surveillance in the common areas.

Car parks are not monitored; objects of value inside vehicles must not be left out to ensure they do not attract interest.

STAND SURVEILLANCE

Exhibitors who choose to use special surveillance for their stands are asked to inform the organiser of this fact by providing a list of the people who will be intervening on the stand as well as the name and contact details of the chosen surveillance company.

Exhibitors are responsible for their own stands and must take all necessary precautions to ensure their equipment is protected and removed in the evening upon closing if no surveillance has been put in place.

Imported goods must be cleared by the Customs Service before being placed on the Exhibitor's stand.

Please note: Stand stockrooms are not secure premises.

THEFT PREVENTION

Due to an increase in theft noted during the assembly, opening and dismantling periods, some basic rules must be applied by the exhibitor:

- Avoid leaving invite boxes on exhibition furnishing units, tidy them away in a lockable unit,
- Do not leave your personal belongings out (wallets, handbags, bags, etc.),
- Do not leave mobile phones unattended,
- In the evening, tidy away any valuable items (computers, laptops, tablets) in a lockable unit or take them home with you,
- During the assembly and dismantling periods, one person must continuously be present at the stand.

This person serves as your only guarantee against theft.

FITTINGS

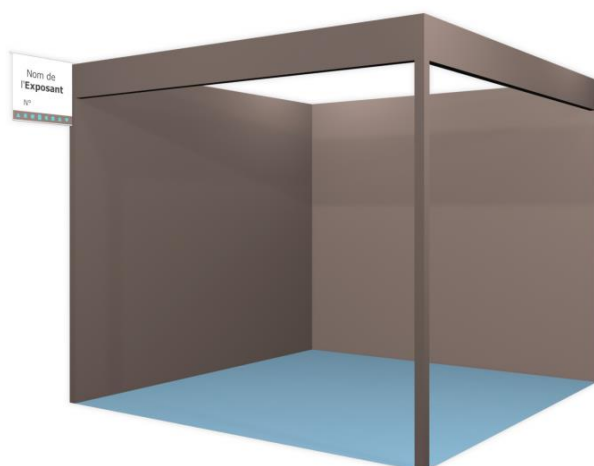
- Your Booth

FITTINGS

Your Booth

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YOU RESERVED A STAND (non-binding picture)

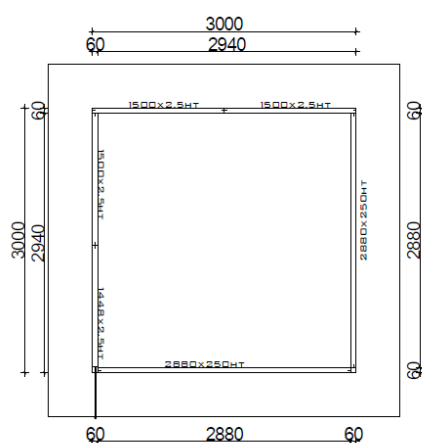


coton taupe 3024 LTI
moquette stand quartz blue 3224 sommer

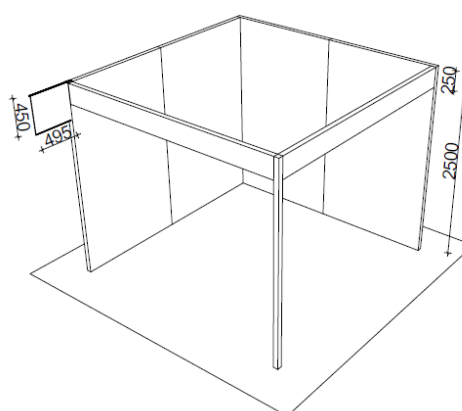
Stand 9 m²

Salon
fromage
produits laitiers

du 22 FEVRIER
au 26 FEVRIER 2020
Paris Expo
Porte de Versailles



STAND 9 m²



Fitting includes :

- Floor area and delimitation
- Wood partition (not provided for island stands) covered with brushed cotton - Taupe Color
- Wood Stiffener covered with Taupe brushed cotton.
- Floor carpet – Quartz Blue
- Double side signboard.

It doesn't include : Cleaning, power supply, storage room, furniture. You should order them on the Online Exhibitor Store

Stand layout prep steps

1st step: stand allocation

- The show will send you a floor plan for you to consider before accepting your site offer.
- Once approved, this floor plan will allow you to plan for your stand layout with the decorator/designer of your choice.

2nd step: checking your plan

Your stand's decoration and design plan must be submitted for approval by the show **before the 23th january 2018**

Plan to be transmitted to the Operation and Safety coordinator :

Louise NEGRETTI
Tel: +33 (0)1 76 77 12 77
Email: louise.negretti@comexposium.com

3rd step: ordering technical services (electric cabling/wiring, phone services, parking, etc.)

All services can be ordered directly on your Online **Exhibitor Area**

SERVICES TO BE ORDERED PRIOR TO ASSEMBLY VIA YOUR EXHIBITOR PLATFORM

A – Add-on facilities and services

Lighting (spots), stockroom, furniture/furnishing, coffee machine, floral decorations.

B – Technical services

Additional electrical cables, parking spots, internet connections, phone lines, etc.

C – Other complementary services: Surveillance, hostesses, caterers, unpackers, etc.

Consult the "**list of service providers**" in your **Online Exhibitor Area**.

Tips

- *Material stock is restricted during the assembly period, plan to place your order in advance.*
- *If you book complementary services, they must be ordered as soon as possible prior to the show in order to ensure the very highest level of service in terms of range, colour, volume and delivery dates.*
- *Ordered services will be supplied subject to stock availability on-site during show assembly*

Hangings and overhead power supplies Bridges and lights

COMEXPOSIUM is available to support you along with its partner **VERSANT EVENEMENT**, which offers a total service package for setting up your presentation space. Its varied stock of display structures will meet all your requirements. From the biggest of spaces to the most elaborate, VERSANT can help you at every stage of your project, from advice to engineering plans, your choice of structures, lighting and more.

Contact - VERSANT EVENEMENT :

Tél. : + 33 (0) 1 46 38 58 71- E-mail : contact@versantevenement.com

website : www.versantevenement.com

4th step: your installation at the exhibition

Please check the assembly and dismantling planning on your Online Exhibitor Area. Click here. During the assembly, the providers will be available at Exhibitor Desk

REGULATIONS & FORMALITIES

REGULATIONS

- Disabled access at the show
- Architecture & decoration rules
- Fire & panic risks prevention regulations

READ OTHER REGULATIONS IN YOUR ONLINE EXHIBITOR AREA

- General terms and conditions of surface space hire and stand layout
- General regulations of sales events
- Regulations for Rental Risk Insurance, Damages to property
- Specific Regulations
- General Terms and Conditions for the Sale of Communication Tools

FORMALITIES

- Exhibitor safety instructions
- Customs
- Using foreign service providers
- Refound of French VAT (TVA)

REGULATIONS

DISABLED ACCESS

AT THE SHOW

PREAMBULE

The order of 1st August 2006 lays out the conditions for application of articles R 111-19 to R 111-9-3 and R 111-19-6 of the Building and Habitation Code concerning the access of handicapped people in establishments for public use and installations open to the public during their construction or creation.

Generally the pavilions, exhibition halls, and installations in exhibition centres meet the requirements of this order: accessibility, toilets, car parking, etc.

Furthermore, regarding installations open to the public during their creation, it is necessary to allow handicapped people access to stands, conference or meeting rooms, grandstands, or catering areas.

In the shows organised by COMEXPOSIUM, the Security Manager is responsible for ordering any measures required and carrying out inspections at shows.

The general and specific measures applicable to installations created at trade shows and exhibitions are given hereafter

ACCESS TO SINGLE-LEVEL STANDS

Each stand, area open to the public, fitted with a floor higher than 2 cm must be accessible to People of Reduced Mobility (PRM).

One or several ramps, of a minimum width of 90 cm, will facilitate this access. Slopes will respect the following percentages:

- 4% slope without limit to the length of the passageway
- 5% slope on a length of less than 10 m
- 8% slope on a length of less than 2 m
- 10% slope on a length of less than 0.5 m

Clearance of a radius of 1.5 m will be left free for manoeuvring at each end of the ramp..

PATHWAYS

- Width of 1.4 m minimum.

ACCESS TO STANDS ON UPPER FLOORS

- Stands on upper floors are forbidden.

FITTING OF ROOMS OR AREAS RECEIVING SEATED MEMBERS OF THE PUBLIC (CONFERENCES, STANDS, GRANDSTAND, ETC.)

Areas reserved for wheelchair users will be provided.

These areas must be located outside of alleyways and corridors and close to exits. The number will be calculated enabling two places for the first 50 seats and one place per additional 50 seats.

WELCOME AND INFORMATION DESKS

Welcome and information desks must be accessible to people using a wheelchair.

- Height 80 cm, a gap of 30 cm depth on a height of 70 cm, enabling space for knees.

REGULATIONS ARCHITECTURE & DECORATION RULES

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Salon du Fromage 2020 decoration regulations cover all the presentation standards for stand fittings, which have been established to ensure the show runs properly and visitors are comfortable.

These standards also include the applicable safety rules for trade fairs and shows and are listed in the Exhibitor's Guide. All fittings and decorations must observe the "Decoration Regulations."

Some areas of the Salon du Fromage 2018 are governed by specific rules, according to the particular nature of the show. Go to the decoration regulations to see these specifications, or contact your sector manager.

Before they are constructed, all plans for bare stands at Salon du Fromage 2020 **must be submitted by 23th January 2020** at the latest. It must compulsorily include the following items:

- Plan "seen from above" with scale, dimensions, and setback positioning (shared walls and aisles)
- Cross-section plan with scale, dimensions, and heights for projecting volumes.

Any plans that do not respect the rules will be rejected and any stand constructed without authorisation from the Salon du Fromage 2018 may be dismantled at the exhibitor's expense.

Your project shall be submitted to:

louise.negretti@comexposium.com

Louise Negretti – Operation Coordinator

By signing their admission request, exhibitors are committing to respecting every clause in the decorations and events regulations detailed hereafter. They also commit to ensuring any other invited parties (installation workers, decorators, etc.) respect them.

Agreements between exhibitors are not authorised. Only the organiser is able to make exemptions, once a written request has been submitted.

1 – PAVILION FLOORS, WALLS AND PILLARS

- **The floors, walls and pillars in pavilions** are concrete or clad in wood. It is prohibited to drill or make fixing holes, grooves or cuts in them.
- It is also prohibited to paint them.
- The height of pillars' cladding must respect decoration regulations.
- Exhibitors with a post marked "height below cabinet" (in French, HSC) on their stand allow for access to the electrical cabinet..
- Pillars with RIA (Fire Hose Station) must leave free access to the station and provided an RIA sign if a curtain is installed in front of it.

- The exhibitor's location must be left in its initial state. The exhibitor responsible will be billed for any damage done during dismantling. Exhibitors are responsible for their service providers (decorators, installation workers, etc.).

2 – HEIGHT OF STANDS, OPENING AND CLEARANCE LIMITS

2.1 Heights

- 2.50 m for stands construction and decoration
- 4 m inside the stand with a mandatory recess of 1 m from the neighbor stands

Exhibitors are required to respect the maximum heights for stands and signs fixed by the show organiser. The decoration of stands must not exceed these height limits. Any infringement of this obligation may result in **the immediate dismantling of the stand at the Exhibitor's expense.**

2.2 Reused Stands

They have to respect the exact same construction and decoration rules.

2.3. Raised level Stands

Raised level are prohibited

3 – OPENING ONTO AISLES

- All stand facades opening onto an aisle must close off no more than 50% of the stand.
- The following are considered to be closures: curtains, windows, window films, blinds, half-partition, etc. It must be possible to walk through openings. The backs of stands must be kept clean and covered in brushed cotton if in contact with adjoining partitions.

4 - STRUCTURES

4.1. Structure

The Salon du FROMAGE 2018 defines high signage and signs as openwork superstructures that may feature a drop, label or the exhibitor's illuminated sign.

Exhibitors must respect the maximum heights of signs defined by the show. The decorative components of stands must not exceed these heights. Any infringement of this obligation may entail the immediate dismantling of the stand at the exhibitor's expense.

Sign and lighting trusses: highest point starting from the floor:
4,00 m + 1m recess from the aisles and partition

4.2. Anchored balloons

Balloons are prohibited.

REGULATIONS

ARCHITECTURE & DECORATION RULES

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4.3. Flags and flying banners

Flags must not be taller than your construction. Only one flag can be used for each open-sided part of your stand.

Max area: 6 sq. They must respect a 1,00m recess from aisles and neighbouring stands.

4.4. Sound systems and lit-up signage

Any advertising involving sound or light must be approved by the Salon du FROMAGE which may withdraw any authorization granted if such advertisements disturb neighboring exhibitors, prevent free circulation or jeopardize the smooth running of the show.

"Rotating beacons" and similar signs are not permitted. Illuminated signs and signage are permitted, but under no circumstances may they be intermittent or flashing. Gobos are permitted, but must imperatively lie within the limits of the stand. No scanning beams on the ceiling, aisles or walls of the pavilion will be authorized.

All sound animation must be submitted for the Salon du FROMAGE's approval.

With loud sound installations (podium, events and so on) at your stand, for safety reasons you must ensure that it is servo-controlled by the pavilion's sound system (to be ordered in your exhibitor space).

5 -CEILINGS

See the fire and panic prevention regulations in the exhibitors' guide.

6 – EVENTS - DEMONSTRATIONS

1. Music groups and sound broadcasts are strictly regulated.

Exhibitors planning a musical event at their stand must inform the organiser beforehand.

No musical events will be authorised without the organiser's agreement, and a precise description of the project must be submitted first (equipment and sound source used, type of event, etc.).

2. In all cases, the power of loudspeakers may not exceed 30 watts. They must be turned towards the inside of the stand and angled towards the floor. The sound volume may not exceed 80 decibels.

3. The maximum period for events each day is limited to 2 hours, at times fixed in agreement with the organiser.

4. Failure to comply with these provisions will entail the closure of the stand or the stand's event by the organiser without notice.

5. Exhibitors using music within the show must inform the SACEM (association of writers, composers and music publishers) directly; the organiser accepts no responsibility in this respect.

SACEM

Tel: + 33(0)1 76 76 74 80

Website: <http://www.sacem.fr/>

REGULATIONS

FIRE & PANIC RISK

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PREVENTION REGULATIONS

1. GENERAL REMARKS

The safety regulations to prevent risk of fire and panic in establishments open to the public are determined by the Decree of 25 June 1980 (general provisions). The Decree of 18 November 1987 defines the special provisions applicable in exhibition pavilions. The text below highlights extracts of these regulations in order to make them easier to understand.

Any large project must be submitted for the approval of the Security Officer assigned to the trade show. All plans and technical information must be sent for this purpose to the organiser at least one month before the show opens.

During the assembly period, the Safety Officer oversees the application of the safety measures mentioned above. All further information concerning fire safety can be obtained from:

Cabinet RAILLARD

M. Gérard RAILLARD

10, rue Frédéric Passy – 92200 NEUILLY SUR SEINE

Cellular: + 33 (0)6 07 91 37 72

Tel.: + 33 (0)1 47 22 72 18 – fax: + 33 (0)9 70 61 25 82

E-mail: g.raillard@cabinet-raillard.com

FIRE SAFETY RATINGS FOR MATERIALS (Decree of 30 June 1983): In France, there are 5 categories of fire ratings (given here with their rough equivalents): M0 (A2), M1 (A2-B), M2 (C), M3 (D) and M4 (E except Ed2). M0 is an incombustible material.

2. DISABLED ACCESS

Exhibitors must carefully apply articles L.111-7, L.111-7-3 and R.111-19 to R.111-19-8 of the Construction and Habitation Code (Code de la Construction et de l'Habitation) and the Decree of 1 August 2006 regarding disabled access to establishments which are open to the public and with facilities which are open to the public:

Pathways will be horizontal and will not have steps or steeper inclines than decreed by law:

- minimum width = 0.90m,
- 33% bevel threshold strip, if floor has a rise of < 4cm,
- 4% inclinations, whatever the length of pathway,
- 5% inclinations over lengths of < 10m,
- 10% inclinations over lengths of < 0.50m.

Reception desks must be usable by people in wheelchairs (maximum height of 0.80m, with a gap of 30cm to make room for knees at a height of 0.70m).

Stands with two levels must have disabled access if they have staff on the upper level of > 50 people or if activities on the upper floor are not available on the lower floor. Stairs must comply with accessibility regulations (see attached document).

3. STAND FITTINGS

3.1. MATERIALS CLASSIFICATION REQUIREMENTS

3.1.1 - General remarks

The materials used must meet fire resistance characteristics (French or European classification).

3.1.2 - Requirements

- stand frame and partitions with at least a minimum **M3 classification**,*
- wall coverings (natural or plastic textiles with at least **M2 classification**,*
- curtains, hangings and free-hanging net curtains with at least **M2 classification**,*
- firmly fixed floor covering with at least **M4 classification**,*
- coverings for podiums, platforms or terraces (if $h > 0.30$ metres and if $S > 20 \text{ m}^2$) with a minimum of M3 classification,*,
- decorative items with at least M1 classification,*,
- full velums with at least M2 classification,*,
- ceilings and suspended ceilings, with at least M1 classification.*.
- *M1 classification, EU class B
- M2, EU class C
- M3, EU class D
- M4, EU class D

3.1.3 – Equivalences

- Solid non-resinous wood: if thickness >14 mm, classified M3* or D,
- solid resinous wood: if thickness >18 mm, classified M3* or D,
- panels derived from wood (plywood, slats, fibres, particles): if thickness >18 mm, classified M3* or D.

IMPORTANT: Each stand must keep its records of its materials' fire ratings or the equivalent fireproofing certificates.

3.2. CONSTRUCTION AND OUTFITTING RULES

3.2.1 – Are forbidden:

- curtains, hangings and net curtains in front of exits,
- paints and varnishes classified flammable (nitrocellulose or glycerophthalic paints for example),
- use of signs or billboards in white letters on a green background.
- stands with several levels.
- ceilings for upper levels (ceiling, suspended ceiling, velum fabric). Only mesh velum or "smoke out" velum is authorised

REGULATIONS

FIRE & PANIC RISK

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PREVENTION REGULATIONS

3.2.2 – open stands (ceiling, velum, upper floors)

- - each stand must be at a 4m distance,
If $S > 50 \text{ m}^2$:
- * appropriate extinguishers,
- -presence of one SSIAP1 qualified fire safety officer,
- be fitted with standalone emergency lighting units. This emergency lighting must be placed in sleep mode when the normal lighting installation is intentionally turned off.
- for canopies, secure attachment and crossed wire-mesh support (1m^2 maximum).

3.2.3 – Stands with upper floors**(Send a file for opinion and approval to the cabinet RAILLARD)**

- if $S < 50 \text{ m}^2$, resistance of 250 kg/m^2
- if $S > 50 \text{ m}^2$, resistance of 350 kg/m^2 ,
- handrails compliant with standards NF P 01-012 and NF P01-013 (see diagrams in appendix)
- following assembly, **solidity and stability** of the mezzanine to be checked by a certified inspection body,
- if **capacity > 19 people**, 2 evacuation staircases,
- extinguishers suited to the risks will be available on each mezzanine
- no **electrical box** (energy and distribution) with total power $> 100\text{kVA}$ under the mezzanine,
- use of mesh canopy or "smoke out" canopy for any **cover above the mezzanine**.

3.2.4 – closed stands or rooms:

Please contact the Cabinet RAILLARD for approval and agreement of your plans

- number and width of exits:
- $S < 20\text{m}^2$: $1 \times 0.90\text{m}$,
- $20\text{m}^2 \leq S < 50\text{m}^2$: $1 \times 0.90\text{m}$ and $1 \times 0.60\text{m}$,
- $50\text{m}^2 \leq S < 100\text{m}^2$: $2 \times 0.90\text{m}$ or $1 \times 1.40\text{m}$ and $1 \times 0.60\text{m}$,
- $100\text{m}^2 \leq S < 200\text{m}^2$: $1 \times 1.40\text{m}$ and $1 \times 0.90\text{m}$ or $3 \times 0.90\text{m}$,
- $200\text{m}^2 \leq S < 300\text{m}^2$: $2 \times 1.40\text{m}$,
- $S > 300\text{m}^2$, please contact the Cabinet RAILLARD,
- exits must be appropriately spread out through the stand,
- exits must be marked.

3.3 - FIRE-PROOFING

Fire-proofing may give M2 quality to materials that are normally moderately or highly flammable. A list of approved fireproofing firms may be obtained from:

GROUPEMENT TECHNIQUE FRANCAIS DE L'IGNIFUGATION

10, rue du Débarcadère, 75017 PARIS - France

Tel.: +33 (0)1 40 55 13 13

3.4 – MATERIAL FIRE REACTION REPORTS

Exhibitors must keep fire reaction reports at their stands for coverings and materials used, or failing that, be in possession of the equivalent fireproofing certificates.

Exhibitors should obtain these coverings and materials from specialist suppliers or retailers, thus avoiding the need for fire-proofing on site, which involves some drawbacks (the salts used attack metals and the fireproofing is valid for only 3 months).
Contact:

GROUPEMENT NON FEU

37-39, rue de Neuilly - BP 121 - 92113 Clichy Cedex - France

Tel.: +33 (0)1 47 56 30 81 or +33 (0)1 47 56 31 48

4. ELECTRICITY**4.1 - GENERAL REMARKS**

- installations must comprise only fixed cable runs,
- cables or conductors must be category C 2,
- ducts and sections used for the cable runs and cable masks must be of the type that does not propagate flame, in compliance with current standards,
- all ducts must comprise an earth conductor connected to the cabinet earth terminal.
- if, in exceptional cases, class 0 materials on display have an electrical supply, they must be protected by residual current devices with a differential of 30mA maximum,
- class I appliances must be connected to the earth conductor of the duct supplying them.
- use of individual earthing protection is prohibited.

4.2 – ELECTRICITY CABINETS

- inaccessible to the public,
- easily accessible for staff and the emergency services,
- a safe distance from all inflammable and combustible materials or products.

IMPORTANT: if $P > 100 \text{ kVA}$

Electrical cabinet in a closed room reserved for this use only, room signposted, CO₂ or powder type extinguisher installed, M3 partitions, not located under a mezzanine accessible to the public.

Send back the "declaration of appliances and equipment in operation" form, attached in the appendix.

4.3 – HALOGEN LAMPS (STANDARD EN 3 60,598)

Any stand lights consisting of halogen lamps must:

- be placed at a minimum height of 2.25 metres,
- must be kept away from all combustible materials (at least 0.50m from wood and other decorative materials),
- must be fixed solidly,
- be equipped with a safety screen (glass or fine mesh grill) to protect against any risk should the light bulb burst.

4.4 – HIGH VOLTAGE ILLUMINATED SIGNS

- protected by a screen made of M3 or D category material.
- off switch indicated,
- transformers located out of normal reach,
- Danger, high voltage" signs, if necessary.

REGULATIONS

FIRE & PANIC RISK
PREVENTION REGULATIONS

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5. HELIUM BALLOONS

- Do not store helium cylinders (empty or full) in the hall,
- Do not blow up balloons near members of the public,
- Balloons must not go beyond the limits of the stand,
- If you are using light-up balloons, they must have an M2 or European C standards covering.

6. TEMPORARY COOKING APPLIANCE INSTALLATIONS FOR CATERING

- One cooking point per stand only,
- Total power of cooking and/or heating equipment < 20 kW (stove, hotplate, oven, gas burner etc.),
- If cooking produce greasy vapours filtering hood with 3 filters to trap grease and odour,
- If liquefied gas is used: only Butane is authorised in 13 kg cylinders (Propane is prohibited). A cylinder may supply one device only.
- if P > 20 kW, contact Cabinet RAILLARD,
- a "Declaration of installation of cooking or heating appliances for catering" form describing the nature and power of cooking devices to be installed, will be sent to the organizer one month before the show open.

7. USING LIQUEFIED HYDROCARBONS

- Only receptacles containing no more than 13kg of liquefied gas are allowed into the halls.

BUTANE

- Bottles in use must be placed out of reach of the general public and protected from impact,
- Bottles must be separated from each other by a rigid, non-combustible screen, or kept at least 5m apart from each other,
- 1 bottle for at least 10m², with a maximum of 6 bottles per stand,
- No empty or full bottles can be stored on the stand while unconnected,
- Ductile or flexible connection tubes must be renewed once their expiry date for use has been reached,
- Bottles must be kept upright, with the stop valve accessible at all times.

8. MACHINES AND APPLIANCES USED FOR DEMONSTRATION PURPOSES (INCLUDING COOKING AND HEATING APPLIANCES AND BURNERS)**8.1 – GENERAL REMARKS**

- Must be declared to the organiser 30 days before the show opens (see appendix for model),
- Must not present any risk to the public,

- if working machines or appliances are presented in at-rest status:
*dangerous parts must be more than 1m from the public or protected by a rigid screen.
*dangerous parts = moving parts, hot surfaces, sharp edges/points/blades
- if machines or appliances are presented in a moving status:
*protected area placing the public at least 1m from the machines.
- if a machine presents exposed hydraulic cylinders in static raised position:
*hydraulic safety systems with a mechanism which prevents the cylinders from working unwarranted.
- correctly stabilised positions.

8.2 – HEATERS

Heaters presented in operation must respect the following measures:

- open fires are not allowed. Only heaters with front panels can be presented in operation.
- fumes from burned gases must be extracted away from the inside of the building via extractor ducting which complies with French standards.
- a 2m security perimeter around the appliance (the stand partitions must also respect this perimeter),
- the declaration must be handed in to the organiser and safety officer (see appendix: declaration of machines and appliances in operation [Operating machine declaration]).

8.3 – BIOETHANOL HEATERS

All containers of flammable liquids on stands (cans of paint, polish, bottles, aerosol canisters, etc.) must be empty except for a few samples containing limited quantities used for demonstrations.

8.4 – PROHIBITED MATERIALS, PRODUCTS AND GASES

Ethanol heaters presented in operation will respect the following measures:

- appliances must be complaint with standards,
- there must be a 2m security perimeter around the apparatus (the stand partitions must also respect this perimeter),
- surface temperatures must be < 40°C,
- there must be no more than 5 litres of combustible liquid on the stand and it must be held in storage,
- drums containing ethanol will be kept closed and labelled with the relevant standardised pictograms,
- tanks will only be filled away from the public, direct contact between the public and the flame will be impossible

REGULATIONS

FIRE & PANIC RISK
PREVENTION REGULATIONS

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9. SPECIAL EFFECTS

(Please contact the Cabinet RAILLARD)

- If technical installations are fitted on the stand to create special effects (smoke machines, dry ice machines using carbon dioxide and laser machines), they must be compliant with technical instructions for using such equipment (decree of 11 December 2009, Journal officiel de la République française of 16 February 2010).
- Due to the presence of automatic fire detection systems in some halls or pavilions, the use of these types of technical installations is sometimes restricted.
- At least 30 days before the show opens, these installations must be declared (or in the case of lasers, usage must be requested) via the relevant authority (please contact the Cabinet RAILLARD).

IMPORTANT: Machines which use enclosed lasers (e.g.: for cutting, reading, or measuring) as part of demonstrations for exhibition purposes only can be used without the prior agreement of the administrative authority. However, they must be declared to the organiser 30 days before the show opens.

10. PROHIBITED MATERIALS, PRODUCTS AND GASES

Prohibited:

- distributing samples or products containing flammable gas
- balloons inflated with inflammable or toxic gas
- items made of celluloid
- the presence of fireworks or explosives
- the presence of ethylene oxide, carbon disulphide, sulphuric ether or acetone
- pyrotechnical effects, firecrackers, sparks and flames

11. FLAMMABLE LIQUIDS

Each stand may only use flammable liquids in the following quantities:

- 10 litres of Class 2 flammable liquids for every 10m² within the stand, to a maximum of 80 litres
- 5 litres of Class 1 flammable liquids.

12. SAFETY EQUIPMENT

- Must remain visible at all times
- Must be accessible at all times
- Fire hoses must not be covered by housing, other encumbrances or decoration

They must be accessible: there must be a pathway of at least 1m in width leading to the hose from the nearest gangway

13. INSTRUCTIONS FOR OPERATION

- Crates, cardboard boxes and wood may not be left on stands and in passages.
- Daily cleaning necessary.

FORMALITIES CUSTOMS

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IMPORTANT: CUSTOMS INFORMATION

+33 (0)8 11 20 44 44* (€0.06/min)

www.douane.gouv.fr/

Economic Regimes Office

Customs and excise duties

Open: Monday to Friday

Time: 9am – 5pm

BRINGING MATERIAL THROUGH FRENCH CUSTOMS FROM OVERSEAS (NOT INCLUDING EU)

During the Salon du FROMAGE 2020, the Parc des Expositions de Paris Porte de Versailles exhibition grounds are granted temporary admission by customs.

This temporary admission starts the day the material enters the exhibition halls and ends 30 days after the exhibition closes.

Foreign merchandise must be inspected by customs before it reaches exhibitors' stands.

GENERAL COMMON LAWS

Arrival of goods:

Goods must be presented to the Bureau de Paris Principal - rue Léon Jouhaux – 75015 Paris by an accredited customs clearance officer with one of the following documents:

1) Transit document:

A declaration made in a customs office at a road border, port or airport upon the goods' arrival in French national territory or in their country of origin should customs agreements exist between this country and France.

Documents to provide with the transit document:

- An invoice (5 copies)
- A CMR for road transportation, an air waybill for air transportation or bill of lading for sea transportation
- A packing list
- Description of the apparatus (if machines)

Important: Any apparatus which is to operate on stands must have documentation to certify its conformity.

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CUSTOMS

2/3

Temporary admission:

Under no circumstances do the above documents confer temporary admission.

Upon arrival at the exhibition's customs office, goods must be immediately declared for temporary admission via an on-site customs clearance agent (go to your online Exhibitor Area for a list of official agents).

After the declaration has been recorded, goods may potentially be checked by customs officers.

They cannot be sent on to the exhibitor's stand until all these formalities have been completed.

For the duration of the event, goods must be presented at the stand whenever customs authorities request it.

Important: Temporary admission is only conferred for the exhibition which is the subject of this document. No apparatus may leave the stand under any circumstances until the formalities for outgoing goods have been completed.

Outgoing goods:

As indicated above, no foreign goods from non-EU countries may leave the premises until one of the necessary declarations has been submitted to the customs office via the same customs clearance officer who oversaw the procedure for entry on site.

Apparatus can only leave the premises once one of the three following procedures has been completed:

- 1/ Re-export
 - 2/ Transit under the continuous control of customs officials to another customs warehouse on French national territory
 - 3/ Use on French metropolitan territory
- In this case the apparatus must be declared for use by the same customs clearance officer who received from the importer the relevant duties and taxes on behalf of the tax authorities.

Important: All procedures overseen by customs clearance officers are at the exhibitor's own expense.

ATA Carnet systems for exhibitions

(Excludes food products)

The ATA Carnet can be used for goods to be exhibited or used at an exhibition.

This international document can be used in place of the formalities referred to in paragraph 1 (transit document).

Entry formalities can be done at the border to European Union territory (or port or airport).

At the end of the event, re-export can also be done at the EU territory border. The deadline for re-export may also be established at the EU territory border. The re-export deadline is established in accordance with the dates defined by the country which issued the Carnet, provided that the expiry date of the Carnet is not exceeded.

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IMPORTANT : EXHIBITORS SAFETY INSTRUCTIONS

1/14

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 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 Mr **Christophe Monnier** in accordance with the provisions defined by the texts in force and in particular the following law:

Law of 31.12.1993 nr 93-1418 and the decree of 26.12.1994 nr 94-1159 modified and complemented by the decree nr 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 the **Salon du FROMAGE ET DES PRODUITS LAITIERS 2020**, this coordination mission is carried out by the COMEXPOSIUM Company via a delegated coordinator assisted by a team of experts who make up the safety group of **Salon du FROMAGE 2018**.

This document is a General Health and Safety Protection Plan Intended for the exhibitor, his suppliers and sub-contractors Founded on general prevention principles, namely:

- To **avoid risks**
- To **evaluate risks** which cannot be avoided
- To **combat risks** at source
- 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

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EXHIBITORS SAFETY INSTRUCTIONS

2/14

The exhibitor has a duty and legal obligation to:

- 1°) Validate the Safety Instructions Notice on the website of the show.
- 2°) Pass on the information about these instructions to all service providers appointed by himself who work during the assembly and dismantling periods on his stand.

IF YOUR STAND IS

- Installed by several independent companies (sub-contractors included),
- includes a mezzanine floor,
- Includes partitions height > 3 meters
- If YES to at least one of these

You must appoint an HEALTH AND SAFETY COORDINATOR

Law of 31/12/93 nr 93-1418 and the decree of 26/12/94 nr 94-1159.

For the assembly and dismantling periods and communicate his contact details together with his GHSPCP (General Health and Safety Protection Coordination Plan) to the D.Ö.T Company before: Janary 23th 2020.

Your decorator/stand builder or yourself are not allowed to carry out this mission. Only a Health and Safety Coordinator having an official certificate of competence is allowed to carry out this mission.

D.Ö.T / SALON DU FROMAGE ET DES PRODUITS LAITIERS 2018

81 rue de Paris - 92100 BOULOGNE

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

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: Chapter VIII-2 of this document

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.

To be accepted into the halls, electrical tools, fixed or portable, must be equipped with a vacuum or dust collection system. Art. R 4412-70 of code of work.

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EXHIBITORS SAFETY INSTRUCTIONS

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DEFINITION OF WORK AREAS

PARC	PAVILION
PARIS EXPO – Porte de Versailles 1, Place de la Porte de Versailles 75015 PARIS Exhibitors services: Tel: +33 (0)1 40 68 16 16	7.3

ASSEMBLY & DISMANTLING DATES FOR EXHIBITORS

Exhibitors arrival date	ASSEMBLY	DISMANTLING
Friday 21/02/2020 – 5pm	Friday 21/02: 5pm to 10pm Saturday 22/02: 8am to 10pm	Wednesday 26/02: 4.30pm – 9pm

IMPORTANT

On the final day of assembly, no motorised machinery will be permitted in the pavilions (except if special permission is given by the organiser).

During the dismantling period, on 26th February 2020 no motorised vehicles may enter the pavilions from 6pm onwards. (Schedule could be changed by decision of the Exhibition Management).

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IV. HANDLING CONDITIONS	X. FIRE SAFETY
V. CLEANING	XI. ORGANIZATION OF EMERGENCIES
VI. INSTALLATIONS AVAILABLE DURING ASSEMBLY AND DISMANTLING	XII. THE INDIVIDUAL HEALTH AND SAFETY PROTECTION PLAN

I. GENERAL INFORMATION ABOUT THE OPERATION

I. 1. DEFINITION

The Exhibitors' 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 the Salon.

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 Sub-contractors about the special measures to apply to ensure safety at work.

I. 2. COMPOSITION

The Exhibitors' Safety Instruction which must be validated on site includes:

- This document includes a certificate.
- The safety regulations of the Parc.

The Fire Safety instructions and the exhibitors 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 sub-contractors. 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.

II. ADMINISTRATIVE INFORMATION

II.1. THE PARTICIPANTS

II. 1. 1 General organization

ORGANIZE / EMPLOYER	CONTACTS RECEIVING EXHIBITORS'S DEMANDS
COMEXPOSIUM 70 avenue du Général de Gaulle Immeuble le Wilson 92058 PARIS LA DEFENSE Cedex - France Tel: +33 (0)1 76 77 11 11	Louise NEGRETTI Tel : +33 (0)1 76 77 12 77 Email: louise.negretti@comexposium.com
COMMISSAIRE DU SALON	
Céline GLINEUR Tel : +33 (0)1 76 77 16 52 Email: jacques.goudeau@comexposium.com	
DIRECTEUR LOGISTIQUE & SÉCURITÉ	
Jean-Marc PIERRE Tel : +33 (0)1 76 77 13 67 Email: jean-marc.pierre@comexposium.com	
ASSURANCE RESPONS. CIVILE / DOMESTIQUE AUX BIENS	MAIRIE
SIACI SAINT HONORE 18 rue de Courcelles - 75384 PARIS Cedex 08 - France Monsieur philippe BRUET Tel : + 33(0)1 44 20 29 81 Email : philippe.huet@s2hgroup.com	MAIRIE DU XV^{ème} Arrondissement 31, rue Peclet 75015 PARIS - France Tel : +33 (0)1 55 76 75 15

II. 1. 2 Coordination SPS / Sécurité incendie

COORDINATEUR SPS	CHARGÉ DE SÉCURITÉ
D.Ö.T: 81 rue de PARIS - 92100 BOULOGNE - France Tel : + 33 (0)1 46 05 17 85 - Fax : +33 (0)1 46 05 76 48 Email: sps@d-o-t.fr	Cabinet RAILLARD 10 rue Frédéric PASSY 92200 NEUILLY sur SEINE - France Tel : +33 (0)1 47 22 72 39 - Fax : +33 (0)1 47 22 72 18 Email: g.raillard@cabinet-raillard.com
Les dates de présence du chargé de sécurité ne sont pas définies La date de passage de la commission de sécurité n'est pas définie	
IGNIFUGATION	
Groupeement NON FEU 37-39, rue de Neuilly - BP 249 - 92113 CLICHY - France Tel : + 33 (0)1 47 56 31 48	Groupeement Technique Français de l'ignifugation 10 rue du Débarcadère - 75017 PARIS - France Tel: + 33 (0)1 40 55 13 13
EXPERTS EN SOLIDITÉ D'OUVRAGE	
SOCOTEC Centre d'Affaires Paris Nord - France Le Continental – BP 306 93153 LE BLANC MESNIL Cedex -Tel: +33 (0)1 48 65 42 37	ICE – Monsieur Hani KURDI 67 route d'Orléans 45270 QUIERS SUR BEZONDE - France Tél: +33 (0)2 38 61 65 30 - Mob : +33 (0)6 29 89 29 76

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EXHIBITORS SAFETY INSTRUCTIONS

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II.2. THE OFFICIAL BODIES

INSPECTION OF WORK	CRAMIF
Madame Dominique DABNEY 46-52, rue Albert Section 15 A 75640 PARIS Cedex 13 - France Tel: +33 (0)1 40 45 36 50	Service des risques Professionnels. Monsieur François GUINE 17/19, avenue de Flandres 75019 PARIS – France - Tel: +33(0)1 40 05 38 16
O.P.P.B.T.P.	Glossary
1, rue Heyrault 92660 BOULOGNE Cedex - France Tel : +33 (0)1 40 31 64 00	CRAMIF : Caisse Régionale d'Assurance Maladie d'Ile de France OPPBT : Organisme Professionnel de Prévention du Bâtiment et des Travaux Publics

II.3. EMERGENCY SERVICES ON THE SHOW SITE: Timetable displayed on the hall plans

POSTE DE SECOURS	POSTE CENTRAL DE SURVEILLANCE
PGS Tel : +33(0)1 72 72 16 48	Tel : + 33 (0)1 72 72 18 18
	FIRE SAFETY
	Tel : + 33 (0)1 72 72 15 32

OFF SITE EMERGENCY

FIRE SERVICE	POLICE STATION
6 place Violet 75015 PARIS - France Tel : 18 ou 112 (mobile) ou + 33 (0)1 45 78 74 52	250 rue de Vaugirard 75015 PARIS - France Tel: 17 ou + 33 (0)1 53 68 81 00
SAMU	NEAREST HOSPITAL
149 rue de Sèvres 75015 PARIS - France Tel: 15 ou + 33 (0)1 45 67 50 50	Hôpital Georges Pompidou 20 rue Leblanc 75015 PARIS - France Tel: + 33 (0)1 56 09 20 00

III. GENERAL EVENT ORGANIZATION

III.1. GENERAL PRESENTATION OF THE SHOW

Cf. Exhibitor's guide

III.2. SCHEDULES OF USE OF HALLS, public opening

HALLS	DATES ET HORAIRES
7.3	From Sunday 23/02 to Tuesday 25/02 2020 from 9 am to 7 pm Wednesday 26/02/2020 from 9 am to 4pm

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III.3. VARIOUS SERVICE PROVISIONS

Cf. Exhibitor's 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 and access to delivery vehicles displaying authorisation will be set up around the halls and in the park.

Any vehicle even parked, must be able to be identified. Private vehicles must be parked in the car parks. They must not approach the surroundings of the halls.

III.4.2 Traffic movements inside the halls.

No delivery or private vehicles will be allowed in the halls, 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 halls.

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

RESPECT INSIDE

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

RESPECT OUTSIDE

- Access routes for fire services
- Parking areas
- Access gate

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 the Article R 4535-7 of Code of work.

Machines must hold the following documents.

- 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 machine not provided to transport passenger.

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

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IV.1. GENERALITES (Cont.)

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.

Handlings

For the handling of glass panels, it is recommended to use suction cups. 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 MACHINES WITH AN ENGINE

The drivers must be at least 18 years of age and hold driving permits issued by the employer as well as the CACES (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 halls. It must be reduced and appropriate inside the halls.

IV.3. LIFTING REGULATIONS

For any use of a crane, a special request must be made to the organizer.

This request must specify where the crane will be operating and the technical constraints of use and assembly. These constraints must appear in the company I.H.S.P.P.

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

It is essential that the maintenance and operation of all lifting gear are exclusively carried out by the company, which provides the equipment. 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.

Lifting loads over the traffic aisles is banned, except with the presence of a guide who must warn the people of this operation.

The maximum load indications of each strap must be respected.

The lifting works must be done in accordance with the articles R 4534-95 à 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

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EXHIBITORS SAFETY INSTRUCTIONS

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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 accesses to the halls. 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 exhibiting companies (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.

For the period when open to the public, no machine will be allowed in the enclosure of the halls.

V. CLEANING

Exhibiting companies are responsible for cleaning their site and removing their rubble and waste of all kinds.

In the case of skip rental, it is the responsibility of each worker either to cover the skips, or to weigh down the rubble to prevent it from flying around.

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

VI. INSTALLATIONS AVAILABLE DURING THE ASSEMBLY & DISMANTLING PERIODS

VI.1. INSTALLATIONS IN COMMON

To ease the general organization of assembly and dismantling, and improve working conditions, the Safety Coordinator demand to the Organizer to ask the Venue to open additional communal toilet facilities in the exhibition halls **from the first day of assembly to the end of dismantling**. 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 halls entrances.

VI.2. CLOACKROOMS

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

VII.1. PROTECTION OF WORKERS

VII.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.

VII.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 Safety and Health Protection Plan).

VII.2. REGISTERS

VII.2.1. Legal registers

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

VII.2.2. Join 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.

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VII.3. ACCES

Access to the show site 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 halls 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. PROTECTIONS

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

VIII. 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, safely attached and must be installed from the outside 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 must be assembled as a priority and made safe by guardrails as soon as they are set up.

The stairs cavities must be protected (Closed or with a guardrail).
Material deliveries access must be secured.

It is reminded that the structure of the mezzanine, or high decorative parts must be designed to take collective protection

For the dismantling all these protection must be reinstalled.

Each company in their respective Individual Health and Safety Protection Plan must describe collective protections.

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 work station 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. 2 INDIVIDUAL PROTECTIONS

When collective protection system cannot be implemented, the workers protection must be ensured by appropriate "stop falling" system that cannot permit a free fall as more as one meter. When this kind of equipment is used, the worker must never leave alone.

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Companies that have to intervene during the assembly and dismantling periods must, among other things, provide their staff with the following individual protection equipment (IP):-

- 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 Work Code).
- 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 show site 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

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 work code).

The companies may work at heights with scaffoldings or mobile platforms.

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

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 R 4323-90).

It is obligatory for companies installing marquees, tents or structures, during the assembly, maintenance and dismantling periods, to set up collective protection measures appropriate for any work on roofs by their staff. The methods considered for carrying out this work must appear in the company I.H.S.P.P.

In any case the people working for the building and dismantling must have a certificate to work at height and a valid authorization from his employer.

Ladders, stepladders and footstep platforms must not be used as work positions. (Article R 4323-63 of the work code)

For the assembly of scaffolding, steps, etc., it is essential for companies to equip their personnel with hard hats and safety harness, in addition to safety shoes and gloves. They must make sure that the use of these I.P. by their personnel is effective.

When scaffoldings used on worksites are brought or brought back into service, they must be examined as to their good condition and their conformity:

- Following any malfunction, having resulted in an accident or not,
- After any abnormal stress that could have caused a disturbance,
- Following disassembly, modification, or replacement of one or several components.

Dates and results of the inspections, as well as the names and qualifications of those who carried them out, must be recorded in the “security logbook”.

Legal restrictions concerning work at heights must be respected.

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IX.3. MEASURES TAKEN CONCERNING CO-ACTIVITY

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

Any work which might create a situation placing workers over each other must be resolved by carrying out the work at different times, or with special protection arrangements.

Within the framework of the timetable of assembly and dismantling work, 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 exhibitor or his project manager must set up a work schedule taking into account a chronological order of assembly, to avoid tasks at different levels in the same site and to carry out these tasks using suitable means.

These means can be common to several workers or companies.

This chronological order will be in the same way adapted to dismantling.

IX. 4. SITE CONNECTIONS / LIGHTING

IX.4.1. Regulations

Electrical installations on the worksite must be carried out according to regulations in force.

The personnel working on the electrical installations must have received training and must hold an approval certificate under publication UTE C 18510.

Moreover, companies, which use the installations, are required to point out immediately any defect or deterioration they observe to the managers of the Exhibition site.

An approved body must inspect the worksite electrical installation before being brought into service. This inspection report must be available for consultation and kept on site throughout the assembly and dismantling periods.

To avoid risks of electrocution, deterioration of electricity cables, and the multiplication of connections on a same line: **Unauthorised connections on the existing power points in the halls will not be tolerated.**

All the worksite cables and extension leads must be in good condition and compliant with current standards.

Worksite electricity cabinets are available from the Park.

IX.4.2. Power supply

Technical hatches in the halls must be correctly closed and protected in case of temporary opening in order to avoid any risk of falling.

IX.4.3. Lighting

The general lighting in the work areas must be compliant with lighting regulations determined by decree nr 83.721 of 2 August 1983 and repeated in the work code in articles R 4223-1 to 12.

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 halls (roofing, canopy, stretched ceiling, mezzanine floor...), so provisional lighting must be provided.

IX.5. 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 Control Agency, 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.

FORMALITIES EXHIBITORS SAFETY INSTRUCTIONS

14/15

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 halls, electrical tools, fixed or portable, must be equipped with a vacuum or dust collection system. Art. R 4412-70 of 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.

IX.6. 1 Fire permit

An extinguisher appropriate to the risks must be placed by the user company near hot point work (welding stations, etc.) For any grinding or welding operation, a **fire permit** must be applied for from the venue department in charge.

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 halls.

X. FIRE SAFETY

The fire safety regulations are deposited with the organizer and available in the Exhibitor 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.).

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

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 per 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 injuries kinds

THE EMERGENCY PHONE NUMBERS ARE DISPLAYED AT THE TECHNICAL OFFICE

XI. 2. COLLECTIVE ORGANIZATION OF THE SHOW

REMINDER OF THE EMERGENCY PHONE NUMBERS

EMERGENCY POST: Hall 1 – Displayed on site

GENERAL SURVEILLANCE POST: +33 (0)1 72 72 18 18

FIRE SAFETY: +33 (0)1 72 72 15 32

XII. THE INDIVIDUAL HEALTH & SAFETY PROTECTION PLAN

All the exhibitor's stand providers must draw this document.

At least 30 days before any assembly for main contracts.

At least 8 days for work of short time and/or finishing work.

FORMALITIES

EXHIBITORS SAFETY INSTRUCTIONS

15/15

All the companies working for the exhibitor must give this form to stand employer and to the safety coordinator if the case arises before any work on building site.

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.

FORMALITIES

USING FOREIGN SERVICE PROVIDERS

1/2

MANDATORY

Exhibitors and stand installers may use non-French service providers. They will be informed by the organiser of French regulations regarding the use of a foreign workforce on French territory during the show's assembly and dismantling periods, and reminds them that it is very important to make the necessary declarations.

1 - PRELIMINARY DECLARATION OF SECONDMENT

Whatever their nationality, non-French service providers must complete a preliminary declaration of secondment (*déclaration préalable de détachement*) which is to be made on the following website [Téléservice « SIPSI »](#) (système d'information sur les prestations de service Internationales) of the Labour Ministry

It is important to underline that French law, and in particular provisions regarding working hours and the minimum wage, applies to foreign workers as of the first day of their employment on French territory, however long they are working in France for.

According to law, no employee can therefore work in France:

- For more than 48 hours a week: please note that a week starts at midnight (00.00am) on Monday and ends at midnight on Sunday (24.00pm)
- For more than 10 hours a day
- For more than 6 hours without a break (of at least 20 minutes)
- For more than 6 days in a single week.

All employees working on French territory must receive a monthly gross salary as indicated of the Labour Ministry website

FORMALITIES

USING FOREIGN SERVICE PROVIDERS

2/2

PROVISIONAL WORK PERMIT

Certain foreign service providers must also ask the Direction Départementale du Travail, de l'Emploi et de la Formation Professionnelle, Service et Main d'œuvre Etrangère for provisional work permits for employees sent temporarily on secondment to France;

Countries of origin which do not currently require this provisional work permit are:

Germany, Austria, Belgium, Bulgaria, Cyprus, Denmark, Spain, Finland, France, Greece, Ireland, Italy, Luxembourg, Malta, the Netherlands, Portugal, the United Kingdom, Sweden, Estonia, Hungary, Lithuania, Poland, Slovakia, Slovenia, Romania, the Czech Republic, Iceland, Liechtenstein, Norway, Switzerland, Andorra, Monaco and San Marino.

Requests for provisional work permits must be made **on the following website** [Téléservice « SIPSI »](#) of the Labour Ministry

3. MANDATORY FORM IF WORKING WITH A FRENCH PROVIDERS ESTABLISHED ABROAD

This interactive form has to be filled online and send to

COMEXPOSIUM – Direction Logistique & Sécurité

Louise NEGRETTI

70, avenue du Général de Gaulle F - 92508 Paris la Défense Cedex

SOCIAL SECURITY

Foreign service providers must also be able to prove that they have up-to-date social security protection for each of their employees on secondment in France:

If service providers from the European Union are not staying in France for more than two months, seconded workers will continue to contribute to and be protected by social security in their home country.

Service providers from outside the European Union must provide evidence that they have organised social security protection:

- In their country of origin, if it has signed a bilateral social security agreement with France; these countries are listed on the website www.cleiss.fr.
- If their country of origin does not have such an agreement with France, they must ask for a social security guarantee from a French organisation; all contributions are paid to this organisation: to do so contact URSSAF in Bas-Rhin:

URSAFF – 16, rue Contades - 67307 Schiltigheim – France

Tel: + 33(0)8 20 39 56 70 - Fax: + 33(0)3 88 18 52 74

Email: cnfe.strasbourg@urssaf

FORMALITIES

FORM MANDATORY AFFIDAVIT

when using a service provider in France established abroad

RETURN BEFORE 23TH JANUARY 2020 TO:

COMEXPOSIUM – Direction Logistique & Sécurité
 Louise NEGRETTI
 70, avenue du Général de Gaulle F - 92508 Paris la Défense Cedex

EXHIBITOR

Company name:
 Pavilion: Aisle: Stand No:
 Stand name:
 Address:
 Postcode: Town/City:
 Country:
 Tel: Fax: E-mail:
 Cellphone:

IMPORTANT: SWORN AFFIDAVIT

I the undersigned:
 Acting as:
 For the company:
 Located:
 Solemnly declare that I:

- understand the mandatory formalities required for a service performed in France by a company established or domiciled abroad,
- shall comply and ensure compliance by my service provider with all the aforementioned formalities.

Mandatory Corporate Seal

Drawn up and signed in: on:

Authorized person's last name, first name, and signature, preceded by the wording "lu et approuvé" [read and approved]

FORMALITIES

REFOUND OF FRENCH VAT (TVA)

1/2

PLEASE FIND IN THE ONLINE EXHIBITOR AREA PLATFORM

- To print the VAT refund form, see next page
- or look in your Online Exhibitor Area under “My Forms”

To receive further information about the refund claim and the refund procedure, exhibitors can contact directly our French Tax Representative,

TEVEA INTERNATIONAL

Claudia PRAMS

129-31, rue Saint Augustin – 75002 Paris – France

Tel: + 33(0)1 42 24 96 96 - Fax: + 33(0) 1 42 24 89 23

E-mail: mail@tevea.fr - Website: www.tevea-international.com

Siret: 331 270 280 00067

TEVEA International is specialized in handling TVA refund claims and will take care of the entire procedure until payment of your refunded amount. The procedure will be simple and easy for your company. TEVEA International, in cooperation with the Salon du FROMAGE ET DES PRODUITS LAITIERS 2020, offers a simplified, secure and fast procedure for your company.

To benefit from this simplification, please fill in, sign and return the form available in your Online Exhibitor Area to TEVEA International.

IMPORTANT:

- Only original invoices are accepted by tax authorities for VAT refunds, so keep them in a safe place. If you lose them, you will not be able to reclaim the VAT amount in question.
- Copies, duplicates and certified copies will be refused by the French Tax Authorities. It is also prohibited for the organizer to make a second original of the invoice.

FOREIGN SERVICE PROVIDERS WORKING FOR EXHIBITORS

Stand construction contractors, lessors of equipment rental agencies, decorators, etc. cannot take advantage of this procedure. Services undertaken in France are subject to the French VAT.

These foreign service providers must invoice their clients with the French VAT and pay the VAT collected through the French tax representative intermediary to the Tax Authority, deduction made for the VAT on purchases.

FORMALITIES

REFOUND OF FRENCH VAT (TVA)

2/2

According to European Tax Legislation, organisers of international exhibitions may invoice certain services with TVA.

Foreign companies (EU or non-EU) are, under certain conditions, entitled to a refund of the TVA paid.

IMPORTANT

Please note: Companies not belonging to the European Union must appoint a French tax representative in order to apply for a tax refund.

For more information on the refund claims and procedures, exhibitors can contact our French Tax Representative, TEVEA INTERNATIONAL (see reply coupon below).

TEVEA International specialises in the handling of TVA refund claims, and will take care of the entire procedure on behalf of your company.

FAX REPLY FORM – PLEASE RETURN TO:**TEVEA INTERNATIONAL**

29-31 rue Saint Augustin– 75002 Paris - FRANCE

Tel: +33 (0)1 42 24 96 96 – Fax: +33 (0)1 42 24 89 23 –

Email: mail@tevea.com - www.tevea-international.com

We are attending the following French trade show:

Salon du FROMAGE from the 23/02/20 to the 26/02/2020 – Parc des Expositions de Paris Porte de Versailles

Please send us all information and documents concerning your TVA refund claim in the following languages:

☐ FRENCH ☐ ENGLISH

☐ GERMAN

☐ ITALIAN

☐ SPANISH

Company name:

Address:

Postcode: City: Country:

Tel: Fax: Email:

Contact name:

Date and signature