

EXHIBITOR GUIDE

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February 2020

1

MANUAL

TWO ESSENTIAL TOOLS TO PREPARE YOUR PARTICIPATION IN THE SHOW

1 THIS EXHIBITOR'S GUIDE GATHER ALL THE INFORMATION NECESSARY FOR THE RIGHT PREPARATION OF YOUR SHOW.

This document helps you to organize all the stages of your visit to the fair.

It can be downloaded for free from the home page of your Exhibitor Space. Do not hesitate to send it to your stand designer / decorator.

2 ONLINE EXHIBITOR SERVICE

Connect to your Exhibitor Space to:

- ✓ **Validate your documents, find all your information relating to your participation, etc.**
- ✓ **Order your services (furniture, caterers, etc.) with the online store until 11.59pm on MAY 14, 2020.** After this date, they will be increased by 15%, then by 20% from 12.01am on June 1, 2020 and subject to "reservation" as to their feasibility. **You will need to place your orders online before Friday June 12, 2020.**

2 USEFUL INFORMATION

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YOUR CONTACTS

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SECURITY OFFICER	<p>CABINET GUERET +33 (0)6 58 39 00 01 – gueret@cab-gueret.fr</p>
SECURITY COORDINATOR	<p>D-T - Martin JOUET +33 (0)1 46 05 17 85 – sps@d-o-t.fr</p>

VENUE ACCESS

PARIS EXPO - PORTES

Hall 1

1 Place de la Porte de Versailles
75015 Paris - France



BY PUBLIC TRANSPORT ▼

TRAMWAY - Lines T2 and T3 - PORTE OF VERSAILLES

METRO - Line 12 - PORTES

BUS - Lines 39 and 80 - PORTE OF VERSAILLES

VÉLIB - Stations 15,049 and 15,107

FROM ORLY AIRPORT - 1. Go to the RATP bus station **ORLY WEST** / 2. Take an **OrlyBus** to **DENFERT-ROCHEREAU** / 3. Get off at **JOURDAN-TOMBE ISSOIRE** / 4. Take the tram **T3** to **PONT GARIGLIANO** / 5. Get off at **PORTE DE VERSAILLES**

FROM ROISSY CHARLES-DE-GAULLE AIRPORT - 1. Take the **RER B** train to **ST-REMY-LES-CHEVREUSES** / 2. Get off at **UNIVERSITY CITY** / 3. Take the tram **T3** to **PONT GARIGLIANO (HOPITAL GEORGES POMPIDOU)** / 4. Get off at **PORTE DE VERSAILLES (PARC DES EXPOSITIONS)**

BY CAR ▼

INTERIOR RING ROAD - Exit **PORTE DE LA PLAINE**

EXTREME DEVICE (EXTERIOR RING ROAD) - Exit **PORTE BRANCION**

FROM ORLY AIRPORT - 1. Take the road **N7** to **PARIS** / 2. Join the highway **A106** / 3. Follow the destination **PARIS-CENTRE** / 4. Join the **PÉRIPHÉRIQUE INTÉRIEUR** ring road / 5. Take the **PORTE DE LA PLAINE** exit

FROM ROISSY CHARLES-DE-GAULLE AIRPORT - 1. Take the highway **A1** to **PARIS** / 2. Follow the destination **PORTE OF THE CHAPELLE** / 3. Join the **PÉRIPHÉRIQUE EXTÉRIEUR** ring road / 4. Take the **PORTE BRIANCON** exit

BY DRIVER SERVICES ▼

G7 – (+33)1 47 39 47 39

TAXIS BLEUS - (33)891 70 10 10 or www.taxis-bleus.com

LE CAB – www.allocab.com or App Store and Android

UBER – www.uber.com/fr or App Store and Android

KAPTEN – www.kapten.com or App Store and Android

ID CAB SNCF – www.idcab.sncf.com

BY HIGH SPEED TRAIN ▼

FROM SNCF PARIS MONTPARNASSE STATION – 1. Take the metro **12** to **MAIRIE D'ISSY** / 2. Get off at **PORTE DE VERSAILLES**

FROM SNCF PARIS GARE DE LYON STATION – 1. Take the metro **14** to **SAINT-LAZARE** / 2. Get off at **SAINT-LAZARE** / 3. Take the metro **12** to **MAIRIE D'ISSY** / 4. Get off at **PORTE DE VERSAILLES**

FROM SNCF SAINT-LAZARE STATION – 1. Take the metro **12** to **MAIRIE D'ISSY** / 2. Get off at **PORTE DE VERSAILLES**

FROM PARIS GARE DU NORD AND PARIS GARE DE L'EST STATIONS – 1. Take the metro **4** to **MAIRIE DE MONTROUGE** / 2. Get off at **GARE MONTPARNASSE** / 3. Take the metro **12** to **MAIRIE D'ISSY** / 4. Get off at **PORTE DE VERSAILLES**

FROM SNCF PARIS BERCY STATION - 1. Take the metro **6** to **CHARLES-DE-GAULLE-STAR** / 2. Get off at **PASTEUR** / 3. Take the metro **12** to **ISSY MAIRIE** / 4. Get off at **VERSAILLES PORTE**

FROM SNCF PARIS AUSTERLITZ STATION - 1. Take the metro **10** to **BOULOGNE-PONT-DE-SAINT-CLOUD** / 2. Get off at **SEVRES-BABYLONE** / 3. Take the metro **12** to **ISSY MAIRIE** / 4. Get off at **PORTE DE VERSAILLES**



BY PLANE ▼

Benefit from a reduction on your Air France and KLM flights when you travel to the lounge.

EVENT: EUROPEAN MOBILITY EXPO 2020

ID CODE: 36538AF

AIR FRANCE & KLM
Global Meetings

VALID FROM 06/08/20 TO 07/03/20

PLACE: Paris, France

Discounts on a very wide range of public fares on all Air France and KLM flights worldwide, up to -50% on routes in mainland France (Corsica included). **

Log on <http://globalmeetings.airfranceklm.com/Search/promoDefault.aspx?vendor=AFR&promocode=36538AF>

To

- obtain the preferential rates granted
- make your reservation
- have your electronic ticket issued *
- choose your seat on board **

If you book via the AIR FRANCE & KLM Global Meetings site, proof will be attached to your electronic ticket.

If you prefer to process your reservation and ticket purchase through a point of sale

AIR FRANCE KLM, or an authorized travel agency, you must keep this document to justify the application of the preferential rates.

Make sure you have one or the other supporting documents depending on your booking method, as you may be asked to do so at any time during your trip.

The loyalty programs of Air France and KLM partner airlines allow you to earn miles using Air France or KLM flights.

* not available in some countries

** subject to conditions

SET-UP / BREAK-DOWN

IMPORTANT ▼

To guarantee the safety and the flow of traffic on the exhibition site:



It is now compulsory to register your requests for vehicle access beforehand during the set up and dismantlement periods, as well as for your daily deliveries on the site.



This registration must be made on the Logipass platform. A link to access the platform will be sent to you one month before the event.

Please notice the information below:

- ✓ Passes which will be sent to you by email after registration on Logipass will be allocated to vehicles and not to individuals or companies. You will need to make as many requests as vehicles for your employees, service providers and carriers.
- ✓ This pass is free and should not be confused with the exhibitor car parks which are compulsory and payable during the exhibition opening periods.

Once this done, you will place the entry pass printed on your windshield to facilitate the control at the entrance doors. **Any vehicle that does not have this pass will be refused access to the show.**

Thank you for relaying this information to companies and / or speakers at the show.

In case of difficulty, please contact Viparis at +33 (0) 1 40 68 11 30 or by email:

infos-exposants@viparis.com

STAND SET-UP ▼

During the set-up, entrances are made through door M and exits through door T. Hence, exhibitor vehicles can park in car park R (open from 8am to 11pm).

	Arrival of delivery vehicles	Delivery of bare surfaces and installation	Delivery of equipped areas
Friday 19th June	4pm – 10pm	4pm – 10pm	
Saturday 20th June	8am – 10pm	8am – 10pm	
Sunday 21st June	8am – 10pm	8am – 10pm	
Monday 22nd June	8am – 12pm	8am – 10pm	8am – 10pm

EXHIBITION OPENING TIMES ▼

**Pedestrian exhibitors can use doors A1 (6am – 11pm)
or M (24 hours a day) to get to the show.**

	Opening to exhibitors	Opening to visitors	Closing to visitors	Closing to exhibitors
Tuesday 23rd June	7. 30am	9am	6.30pm	7pm
Wednesday 24th June	8am	9am	6.30pm	7pm
Thursday 25th June	8am	9am	6pm	12am



The exhibitors service will be open Monday 22nd from 8am to 7pm and Tuesday June 23rd from 7.30am to 12.30pm.



For security reasons, during the opening days of the fair, entry into the hall will only be possible through the main entrance to the fair. No other doors will be opened. Anyone wishing to enter the hall must present their badge.

STAND BREAK-DOWN ▼

Entrance occurs by the door M and the exit by the door T.

Thursday 25th Ja	6pm – 00am
Friday 26th June	8am – 10pm
Saturday 27th Jonee	8am – 12pm

- ✓ The stands can only be broken down after the end of the fair, ie from Thursday 25th June – 6pm
- ✓ The vehicles on display will leave **from Friday 26th June at 08:00AM.**



WARNING: Be careful not to leave valuables on your stand. The organizer declines all responsibility for objects stolen during the duration of the event (from the start of the set-up to the end of the dismantlement).

DELIVERIES ▼

Deliveries will be made under the sole responsibility of the exhibitors who must, by their own means, recover their packages. **Be sure to organize your deliveries so that you are there to receive and sign the corresponding delivery notes.**

In all cases, all packages must imperatively bear the mention:

Paris-Expo – Porte de Versailles - EUROPEAN MOBILITY EXPO 2020

Booth's name and number

1 contact name + 1 phone number

Hall 1

1, Place de la Porte de Versailles

75015 PARIS - FRANCE

PS: During the opening days of the exhibition, large deliveries are made from 7:00AM to 8:30AM (1 hour parking) through door M. (See access instructions on the website www.viparis.com)

ORDERS ▼

All the following services must be ordered online via the Exhibitor Space on the www.eumo-expo.com website.

- Electricity
- Electrical equipment
- Data cabling
- Supports and rigging
- Telephony and Internet
- Stand PA system control
- Compressed air
- Water
- Parking

To facilitate the organization of your stand, the Show provides you with an additional offer, available via the Exhibitor Area of the www.eumo-expo.com website. Also, the consumables ordered in the online store are delivered directly to your stand. Exhibitors are free to request other service providers.

- Accessories
- Cold beverages
- Fruits boxes
- Office services
- Tea and coffee
- Catering
- Screens & videos
- Stand maintenance
- Savouries
- Sweets
- Logistics & storages
- Caterers' equipment
- Plants
- Rigs & lighting
- Refrigerators
- PA
- Crockery & cleaning
- Wines & spirits
- ...

Your orders must be made by 11:59pm on June 12, 2020. They will be increased by 15% from 12:01am on 15 May 2020 and by 20% from 00:01 on 1 June 2020 and subject to "reserve" as to their feasibility. The waiting times and implementation under these conditions will be significant.

The online ordering platform will close on Friday, June 12, 2020 at 11:59 pm. After this date, you will have to make your orders on site with the Exhibition Exhibit Service. As equipment inventories are limited during the assembly period, on-site orders will be taken into account as available.

For information about your orders:

Tel: '33 (0)1 75 43 66 90

Tsiky RAKOTOARISOA

tsiky@espace-exposant.com

Marina RÉSENDE

marina@espace-exposant.com

EXPOSED VEHICLES ▼

To manage the arrivals and departures of the vehicles on display at the show, please download and complete the "Exposed *Vehicles*" form in the Exhibition Space on eumo-expo.com and return it **by May 22** to bruno@lescledeslevenement.fr. The arrival of more than 18m vehicles during the assembly period is authorized.

DECLARATION OF VEHICLES IN OPERATION ▼

You can download the statement of material in operation on the online Exhibitor Space.

EXHIBITOR BADGES (SET-UP) ▼

SEND IT TO ALL YOUR
TEAM MEMBERS WHO ARE
PRESENTS ON YOUR STAND
DURING THE SET-UP AND
BREAK-DOWN

- Print the opposite badge (available on the last page of this guide)
- Show it to the keeper when you arrive at the Expo park
- Leave it visible on the windshield of your vehicle



EXHIBITOR BADGES (EXPLOITATION) ▼

Order your exhibitor badges on www.eumo-expo.com (in your Exhibitor Space).

Once you have made your order, you receive by email the badges to be printed. These badges will be marked in the name of your company and will be nominative. Keep them precious, you will need them to enter the fairgrounds. **Anyone without this badge will not be able to enter the hall during the exhibition.**

INVITATIONS ▼

- You have indicated on your purchase order the number of invitations you want. They will be sent to you by mail in early May.
- Electronic invitations will also be available. Remember to spread them widely to your contacts!



Warning: Access to the show will be paid on site (45 euros) for people without an invitation and who are not registered before the start of the show.

CATERING ▼

Within the lounge, a varied offer of catering is offered, in service at the table or "on the go": **La Place**, **Factory and Co** as well as a Paul boutique will provide lunches and snacks. For your catering needs on your stand, two solutions are available to you:

- **You can go through AREAS, a caterer present on the Exhibition Park.** To do this, go to your exhibiting space.
- **You can go through the caterer of your choice**, provided you inform the Exhibition Park which will charge a fee on the turnover of the services served on the park. To do this, contact Ms. Myriam MOTTIN on (0)1 40 68 14 46 or myriam.mottin@viparis.com.



For your lunch and cocktail orders, prefer local and seasonal products. Be sure to estimate your orders to avoid unnecessary waste.

GUARDING ▼

The curatorship in the Exhibition Park will be provided **from June 19 to June 2, 2020**. The guarding is for common areas and access to the lounge. The monitoring of exhibitors' booths is their sole responsibility. Specific babysitting services are offered in your Exhibitor Space.

CLEANING THE STANDS ▼



Waste sorting stations will be installed throughout the living room to facilitate recycling. Also consider organizing selective sorting on your stand:

- **cardboard, plastics, cans** (yellow bags in the aisles)
- **glass** (green bags distributed on the 1st day)
- **others** (transparent bags)

The daily cleaning of the pre-equipped stands (emptying of garbage cans and suctioning of carpets) is taken care of every night. A permanent cleaning will be provided throughout the day. In case of additional needs, you can make your specific requests from your Exhibitor Space on www.eumo-expo.com

REFURBISHMENT DURING BREAK-DOWN ▼

The cleaning provider of the show is at your disposal at the **Exhibitors Home** for a cipher of the dumpstering of your materials and waste.

- All stands, equipment, goods and rubbish of all kinds (adhesives, carpets, etc.) must be removed.
- The exhibitor undertakes to evacuate and then treat his waste in accordance with the regulations in force.
- The dismantling times expired, the organizer may take at the expense, risks and perils of the exhibitor, all measures that he deems useful for the evacuation of the materials and detritus remaining on the site as well as the destruction of the structures and decorations of any kind that have not been dismantled.

If you use a decorator, make sure that the quote includes the mentions of waste removal.

The exhibitor and his special standister (if the exhibitor uses the services of a third party) are responsible for the waste generated by the stand. The organizer reserves the right to charge for any remaining waste.

You can, if necessary, rent dumpsters to dispose of your waste. For more information, please contact (0)1 75 43 66 84 and order from your private exhibiting space.

SURVEILLANCE ▼

- The general supervision of the show is carried out by the organizer, in the best conditions, but this is an obligation of means.
- Parking lots are not guarded, valuables inside vehicles should not be left visible in order to avoid attracting lust.

GUARDING THE STANDS ▼

- The exhibitor planning special supervision on his stand must order his guarding from the online shop of the show. For security reasons, only the exclusive provider is allowed to carry out guarding on the stands at the closing hours of the show.
- The exhibitor is responsible for these operations on his stand and must take all necessary measures to protect his equipment and evacuate them on the evening of the closure if he does not consider surveillance.
- The pit reserves are not secure premises.

If you need a specific childcare service (presence day or night), you must go through the provider chosen by the organizer who presents all the professional guarantees. Order your services from your online store.

THEFT PREVENTION ▼

Due to the increase in thefts observed during the assembly, opening and dismantling period, basic rules must be applied by the exhibitor:

- Avoid leaving your invitation cards on the show furniture, store them in a locked piece of furniture.
- Don't leave your belongings prominently (wallets, handbags, purses...)
- Always keep an eye on your cell phones and computers.
- In the evening, store all valuables (computers, laptops, tablets) in a locked place or take them with you.
- During assembly and dismantling periods, a person must be continuously present on the stand. This person is your only guarantee against theft.



WARNING: In the event of a disaster/theft, you can file a simplified complaint at the PGS (General Security Post), located near Pavilion 5. This office is open continuously.

INSURANCE ▼

Exhibitors remain solely responsible for the damage (corporal, material, immaterial) that can be caused to themselves or others, including their attendants, equipment, arrangements and goods owned or entrusted to them. The organizer takes care of the overall insurance of the exhibition in civil liability and fire. It is up to each exhibitor to take on his behalf the additional assurances he deems necessary.

Exhibitors must take out all-risk insurance and liability insurance at their own expense for the duration of the event, from the start of the assembly to the end of the dismantling.

These compulsory insurances will have to guarantee:

- Exposed goods, stand layouts and installations, samples and accessories, packaging,
- The exhibitor's civil liability to third parties.

Neither the organizer nor Paris Expo Porte de Versailles - ViParis can be held responsible for thefts, losses, damage and any other damage and damage to the personal property of exhibitors, either during the operating hours, nor during the installation and dismantling of the stands, for any reason.

To learn more about the regulations of your insurance during the show, see "Practical Info/Regulations" in your Exhibition Area.



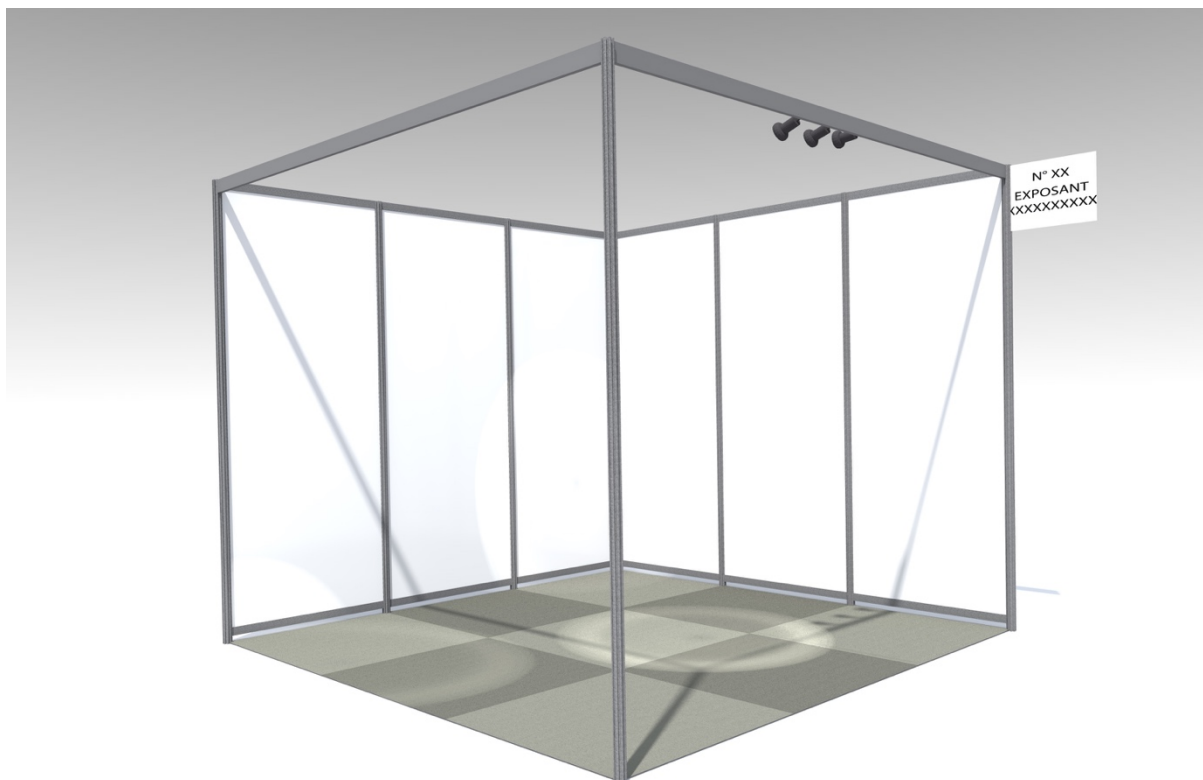
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YOU HAVE BOOKED A PRE-EQUIPPED STAND

IT INCLUDES ▼

- White aluminum structure height 2.50m; white melamine filling (2.40m)
- Carpet on the floor (slab)
- 1 rail of 3 spots for 9 m²
- 1 3 KW electric box in intermittent network equipped with a power outlet
- 1 flag sign with print in your name and stand number.
- Daily cleaning (garbage picked up; carpet sucked in)



You can keep all or part of this basic equipment. Whether you keep it in full or not, the contents of your booth must be validated directly before **Friday, May 15, 2020** from your Exhibitor Space in "My booth / Your formula". You can also complete the layout of your stand with possible complementary services, offered in your Exhibitor Space.

YOUR ORDERS ▼

An offer is offered for all the services below, via your Exhibitor Space. Exhibitors are free to solicit from other providers.

- Accessories
- Fresh drinks
- Box & fruits
- Office
- Coffee and tea
- Catering
- Screens and video
- Stand maintenance
- Salted grocery store
- Sweet grocery store
- Logistics and storage
- Catering equipment
- Plant
- Bridges and lights
- Refrigerators
- His
- Dishes and hygiene
- Wines and spirits
- ...

Your orders must be made **by 11:59 p.m. on June 12, 2020**. They will be increased by 15% **from 00:01 on 15 May 2020** and by 20% **from 00:01 on 1 June 2020** and subject to "reserve" as to their feasibility. The waiting times and implementation under these conditions will be significant.

After June 12, 2020, you will need to place your orders on site with the Expositantsservice. As equipment Stocks is limited during the assembly period, on-site orders will be taken into account as available.

THE EDITING ▼

Delivery of your booth from Monday, June 22, 2018 at 8:00 a.m. During the editing, your Exhibitor in charge of meeting your needs will be sent to the Exhibitor Service.



OBLIGATIONS ▼

THE HEALTH AND HEALTH SAFETY NOTICE

(PPSPS: Special Health Safety and Prevention Plan). The Health Safety And Health Protection Notice must be completed online in your exhibiting space.

THE REGISTRATION OF PRESTATAIRES

Every exhibitor has an obligation to pass on the names and contact details of their service providers. Registered service providers will be required to show up at the lobby door for identification. No unregistered person will be able to access the halls.

SECURITY EQUIPMENT

During assembly and dismantling periods, the wearing of safety equipment is mandatory. Otherwise, the show disclaims any responsibility in the event of an incident.

Any vehicle for assembly, dismantling or delivery of it must be registered on the Logipass website. Any unregistered vehicle will be denied access to the park. For more information, see the dedicated page of your "Practical Info" guide.

DURING THE EXPLOITATION ▼

The badge is required during the operating period. Exhibitors without an "Exhibitor" badge will be denied access to the show. For more information, see the dedicated page of your "Practical Info" guide.

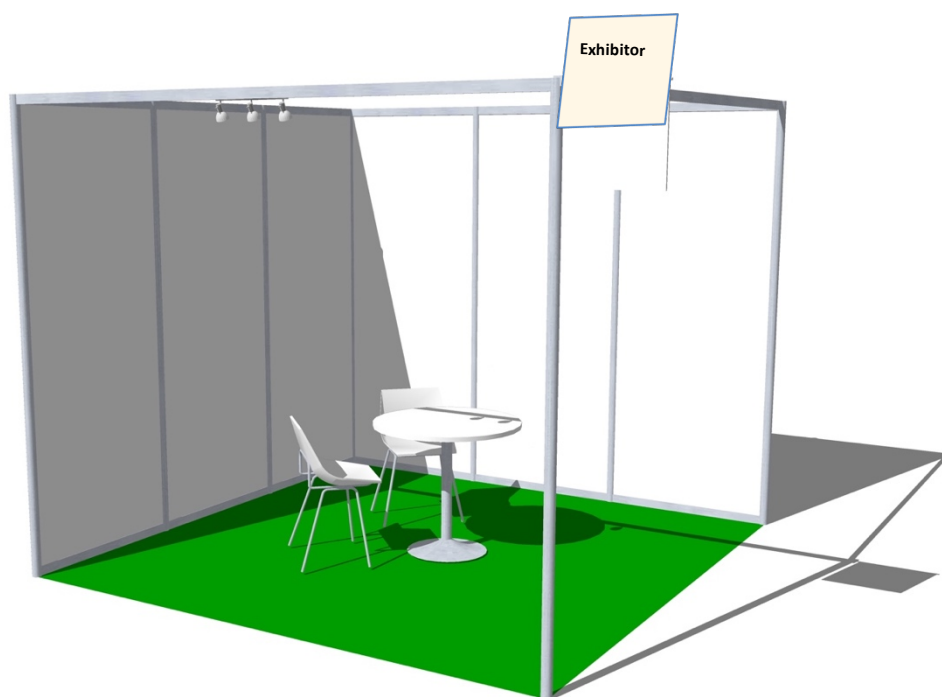
4 NOTICE STAND ACTIVE MOBILITY

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YOU HAVE A PRE-ELATED STAND IN ACTIVE MOBILITY SPACE

IT INCLUDES ▼

- White aluminum structure height 2,50m; white melamine filling (2.40m)
- Carpet at sol
- Spots
- 1 set of furniture 1 table - 2 chairs
- 1 sign flags with digital print to your two-sided name - number
- Daily cleaning (garbage picked up; carpet sucked in)
- **Be careful, no electric block**



You can keep all or part of this basic equipment. Whether you keep it in full or not, the contents of your booth must be validated directly before Monday, May 25, 2020 directly from your Exhibitor Space in Tableau de Bord / My Stand. You can complete the layout of your stand with possible additional services.

YOUR ORDERS ▼

An offer is offered for all the services below, via your Exhibitor Space. Exhibitors are free to solicit from other providers.

- Accessories
- Fresh drinks, wines, alcohol
- Box, fruits
- Office.
- Coffee, tea
- Catering
- Screens, video
- Stand maintenance
- Salted grocery store
- Sweet grocery store
- Logistics and storage
- Catering equipment
- Plant
- Refrigerator
- His
- Dishes, hygiene
- ...

Your orders must be made **by 11:59 p.m. on June 12, 2020**. They will be increased by 15% **from 12:01 a.m. on 15 May 2020** and by 20% **from 12:01 a.m. on 1 June 2020** and subject to "reserve" as to their feasibility. The waiting times and implementation under these conditions will be significant.

After June 12, 2020, you will need to place your orders on site with the Expositantsservice. As equipment Stocks is limited during the assembly period, on-site orders will be taken into account as available.

THE EDITING ▼

Delivery of your booth from Monday, June 22, 2018 at 8:00 a.m. During the editing, your Exhibitor in charge of meeting your needs will be sent to the Exhibitor Service.

OBLIGATIONS ▼

THE HEALTH AND HEALTH SAFETY NOTICE

(PPSPS: Special Health Safety and Prevention Plan). The Health Safety And Health Protection Notice must be completed online in your exhibiting space.

THE REGISTRATION OF PRESTATAIRES

Every exhibitor has an obligation to pass on the names and contact details of their service providers. Registered service providers will be required to show up at the main gate of the lobby for identification. No unregistered person will be able to access the halls.

SECURITY EQUIPMENT

During assembly and dismantling periods, the wearing of safety equipment is mandatory. Otherwise, the show disclaims any responsibility in the event of an incident.

All assembly, dismantling or delivery vehicles must be registered on the Logipass website. Any unregistered vehicle will be denied access to the park. For more information, see the dedicated page of your "Practical Info" guide.

DURING THE EXPLOITATION ▼

The badge is required during the operating period. Exhibitors without an "Exhibitor" badge will be denied access to the show. For more information, see the dedicated page of your "Practical Info" guide.

4 NOTICE STAND START-UP

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YOU HAVE A STAND IN THE START-UP SPACE

IT INCLUDES ▼

- 1 electrical connection in intermittent grid, equipped with a power outlet
- 1 sign
- 1 counter, 2 high stools
- 1 shared wifi internet connection
- Daily cleaning (garbage picked up; carpet sucked in)

You will need to indicate the name you want to display on the flag sign of your stand: all you need to do is fill the "sign" field in your "Edge Table/ My Stand" display space.

YOUR ORDERS ▼

An offer is offered for all the services below, via your Exhibitor Space. Exhibitors are free to solicit from other providers.

- | | |
|--------------------------------|-------------------------|
| • Accessories | • Sweet grocery store |
| • Fresh drinks, wines, alcohol | • Logistics and storage |
| • Box, fruits | • Catering equipment |
| • Office. | • Plant |
| • Coffee, tea | • Refrigerator |
| • Catering | • His |
| • Screens, video | • Dishes, hygiene |
| • Stand maintenance | • ... |
| • Salted grocery store | |

Your orders must be made by 11:59 p.m. on June 12, 2020. They will be increased by 15% from 12:01 a.m. on 15 May 2020 and by 20% from 12:01 a.m. on 1 June 2020 and subject to "reserve" as to their feasibility. The waiting times and implementation under these conditions will be significant.

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THE EDITING ▼

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MANDATORY ▼

THE HEALTH AND HEALTH SAFETY NOTICE

(PPSPS: Special Health Safety and Prevention Plan). The Health Safety And Health Protection Notice must be completed online in your exhibiting space.

THE REGISTRATION OF PRESTATAIRES

Every exhibitor has an obligation to pass on the names and contact details of their service providers. Registered service providers will be required to show up at the main gate of the lobby for identification. No unregistered person will be able to access the halls.

SECURITY EQUIPMENT

During assembly and dismantling periods, the wearing of safety equipment is mandatory. Otherwise, the show disclaims any responsibility in the event of an incident.

All assembly, dismantling or delivery vehicles must be registered on the Logipass website. Any unregistered vehicle will be denied access to the park. For more information, see the dedicated page of your "Practical Info" guide.

DURING THE EXPLOITATION ▼

The badge is required during the operating period. Exhibitors without an "Exhibitor" badge will be denied access to the show. For more information, see the dedicated page of your "Practical Info" guide.

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CONTROLLING YOUR PLAN

YOUR PROJECT ▼

A flat plan and an elevation plan of your stand must be submitted for validation and submitted by Friday, May 29, 20, in the form of a zip, via your profile "My booth / Your documents / Deposit your stand project".

YOUR ORDERS ▼

An offer is offered for all the services below, via your Exhibitor Space. Exhibitors are free to solicit from other providers.

- Accessories
- Fresh drinks, wines, alcohol
- Box, fruits
- Office.
- Coffee, tea
- Catering
- Screens, video
- Stand maintenance
- Salted grocery store
- Sweet grocery store
- Logistics and storage
- Catering equipment
- Plant
- Refrigerator
- His
- Dishes, hygiene
- ...

Warning: Electric boxes are also available on your Exhibitors Online Space.

Opening times: 06/19/20 from 4pm to 10pm; 20/06/20 to 22/06/20 from 08:00 to 22:00; 23/06/20 from 08:00 to 19:00; 24/06/20 from 8:30 a.m. to 7:00 p.m.; 25/06/20 from 8:30 a.m. to 10 p.m.

Your orders must be made **by 11:59 p.m. on June 12, 2020**. They will be increased by 15% **from 00:01 on 15 May 2020** and by 20% **from 00:01 on 1 June 2020** and subject to "reserve" as to their feasibility. The waiting times and implementation under these conditions will be significant.

After June 12, 2020, you will need to place your orders on site with the Expositantsservice. As equipment Stocks is limited during the assembly period, on-site orders will be taken into account as available.



THE EDITING ▼

The installation of your stand can be done from Friday 19 June 16:00. During the editing, your Exhibitor speaker will be responsible for meeting your needs at the Exhibitors Service.

OBLIGATIONS ▼

THE HEALTH AND HEALTH SAFETY NOTICE

(PPSPS: Special Health Safety and Prevention Plan). The Health Safety And Health Protection Notice must be completed online in your exhibiting space.

THE REGISTRATION OF PRESTATAIRES

Every exhibitor has an obligation to pass on the names and contact details of their service providers. Registered service providers will be required to show up at the main gate of the lobby for identification. No unregistered person will be able to access the halls.

SECURITY EQUIPMENT

During assembly and dismantling periods, the wearing of safety equipment is mandatory. Otherwise, the show disclaims any responsibility in the event of an incident.

All assembly, dismantling or delivery vehicles must be registered on the Logipass website. Any unregistered vehicle will be denied access to the park. For more information, see the dedicated page of your "Practical Info" guide. For more information, see page 9.

DURING THE EXPLOITATION ▼

The badge is required during the operating period. Exhibitors without an "Exhibitor" badge will be denied access to the show. For more information, see page 14.

REGULATION AND FORMALITY

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DECORATION AND ARCHITECTURE REGULATION

The decoration and architecture regulations of European Mobility Expo 2020 set out the standards for the presentation and layout of the stands established to ensure the smooth running of the show and the optimal comfort of visiting. The reused stands are subject to the 2020 architectural regulations as well as the newly built stands. They must respect the required withdrawals and heights and must be validated by the Architecture Service. **No agreement between exhibitors will be allowed. If the Architecture Service or the organiser will be entitled to deviate after a written request.**

For a fair suit in accordance with the rules of safety, it is obligatory to submit, for agreement, by mail or email the plans of the layout of the stand. These must include:

- "Top view" plan with mentions of scale, odds and positioning of the side-by-side-aisle withdrawals).
- Plan "in cuts" with mentions of scale, odds and heights of projected volumes.

Any project that does not comply with the rules will be refused and, a fortiori, any stand set up without the agreement of the Architecture Service of European Mobility Expo 2020 will have to be brought into compliance. If no agreement is reached, the stand may be dismantled, at the exhibitor's expense, if the safety rules are not enforced.



Warning: stand projects must be validated with Bruno McKay by Wednesday, May 27, 2020, at the latest.

SERVICE ARCHITECTURE EUMO 2020

Bruno McKay

Les Clés De L'Évènement

26 rue Savier - 92240 Malakoff

bruno@lesclesdelevenement.fr

Tel. '33 (0)1 42 31 22 22

CONSTRUCTION, STAND AND MATERIAL INSTALLATION ▼

✓ CONSTRUCTION AND FITTINGS: STAND HEIGHT AND SIGNS

The normal height of the stands and advertising materials is 3.20 m (given height in relation to the floor of the hall). If the normal height of 3.20 m is exceeded (6 m maximum), it is necessary to observe a withdrawal of 3 m from the edge of the stand and have beforehand the written permission of the organizer.

The organizer will be vigilant that the architecture of the stand does not obscure by the nearby stands. The faces overlooking the nearby stands must be painted or dressed and clean.

Floor stands, mezzanine, are not allowed.

In case of opposite, the façades of the stands cannot be partitioned on more than 50% of the length.

Slings above the stands must meet the following dimensions:

- ▶ Bottom of the slinged signage: more than 5 m from the ground.
- ▶ Withdrawal from the edge of the stand: at least 1 m.

The hanging interventions on the structures of the buildings are carried out only by the specialized services of VIPARIS Porte de Versailles. Only the services of VIPARIS Porte de Versailles are allowed to intervene on the frames of the halls.

The slings are designed for a load of 45 kg per maximum hook point (including temporary loads: motors, electrical cables...) according to the sling location plan.

Light bridges are permitted at a height of 4.5m from the building floor without signage and without removal from nearby stands and driveways.

The gobos will have to respect the surface of your stand, no sweep will be allowed outside your surface. Flashlights and lights are prohibited.

If you want to install a light bridge over your stand, you must order sling points via the Exhibitor space. If you want to fix lighting, consider ordering an electric box as well as power runs from the Exhibitor space.

The organizer reserves the right to have any project amended that does not meet the criteria previously stated or that would affect the visibility of the neighbouring stands or the general exhibition.

✓ CONSTRUCTION AND FITTINGS: FACADE LAYOUT

The construction of walls or screens consisting of partitions or ancillary office or office walls, impairing the overall view of the halls, masking nearby stands or hindering the free movement of visitors to the stand is prohibited.

In opposite case, the facades of the stands must not be partitioned on more than 50% of the length of the stand. The glass parts (to be seen depending on the case, the unfrosted glazing is often a compromise), curtains, veiling, frosted adhesive, half-height partition ... will not be considered openings. On the other hand, openings are understood as physical passing units.

- Any closure above 50% will have to respect a 2m withdrawal from the traffic lanes.
- Faces overlooking nearby stands must be painted or dressed.

Large furniture, main layout, stands and lightweight flooring arrangements in superstructures should not interfere with the proper operation of smoke-de-smoking, detection or the accessibility of emergency means. (e.g. RIA).

✓ CONSTRUCTION AND FITTINGS: FABRIC CEILINGS, COVERED STANDS AND CEILINGS

The velums are allowed as long as they are made of M1 grade materials.

These velums must be equipped with sufficient hooking systems or sufficient safety frames to prevent their eventual fall during the eventual evacuation of the public (AM10).

Stands with a ceiling, a false ceiling or a full velum, must have an area of less than 300 m², be at least 4 m apart, total a ceiling area and false ceiling (including that of the raised levels) at most 10% of the area of the level concerned.

If the surface area of these covered stands is greater than 50 m², each of them must have clean and appropriate means of extinction permanently accessible to the public by at least one security guard.

The hanging interventions on the structures of the buildings are carried out only by the specialized services of the Exhibition Park. Only the services of VIPARIS Porte de Versailles are allowed to intervene on the frames of the halls. The slings are studied for a load of 50 kg to 80 kg per maximum hook point (including temporary loads: motors, electrical cables ...) according to the location plan of the slings (to be ordered on your exhibiting space). In any case, the suspended elements will have to respect the rules of decoration of the living room.

We would like to bring to your attention the provisions concerning the control of suspended structures issued by the Paris Departmental Security Commission. All temporary installations suspended at the exhibition park's hanging points by slings include light bridges, carpentry structures, signage, etc. The safety specifications of the Parc de Versailles have been amended to take into account the control of these facilities.

Thus, it is obligatory to check and have the installations certified by an approved control office before the climb to the hook, the latter may require the calculation note provided to the exhibition park to check the weight of the hooks, this control to obtain the stability minutes of the facilities and present it to the security officer before the opening of the show.

✓ INSTALLATION OF EQUIPMENT

The exposed materials must not cause any inconvenience or harm to the nearby stands. No equipment should exceed the surface of the stand. **Equipment greater than 3.50 m** will have to **respect a 1 ,5m** withdrawal with **the nearby pits**.

✓ CONSTRUCTION AND FITTINGS: ACCESS FOR ALL

The reception of people with reduced mobility (PMR) must be taken into account when designing the stand.

In the interests of non-discrimination, persons with disabilities must be able to access the same benefits as "valid" persons whether they are alone or accompanied. The aim is therefore to ensure that the entire stand and its equipment and services are fully accessible by all forms of disability (PSH).

Thus, the designer of the stand must particularly ensure the maximum height of the jumps, the percentages of slope and slope incline, the width of the circulations inside the stands, the removal of obstacles at face height and the height of countertops, etc.

✓ CONSTRUCTION AND FITTINGS: KITCHEN AND CATERING INSTALLATIONS

Please note that the exhibition park does not impose any technical constraints related to the installation of kitchens on the stands.



A project considered to be not meeting the criteria, and to be reworked, must be resubmitted by Wednesday, June

1st /

HALL FLOOR AND WALLS ▼

It is strictly forbidden to drill, screw, nail, seal in the walls, floors and glazing of halls.
On the other hand, it is forbidden to paint or mark the walls, pillars and floors of the halls.

Any silling of any element, including signalling, is strictly prohibited on the electrical and gas distribution ducts, on the automatic water extinguishing network, on the ventilation, heating and smoke-out and generally on any existing device or duct, as well as on the poles.

The equipped pit panels are made of melamine. For poster and other hangers (table, poster...), we ask you not to use spikes or staples.

In order to protect the appearance of the floor in Hall 1, the park requires the use of double-sided scotch "fragile soils" for the installation of floorcoverings.

All rubbish (moquette, adhesive, etc.) must be removed. Damage to the surface of the stand during dismantling will be billed to the responsible exhibitor. The exhibitor is himself responsible for his suppliers: decorators, installers, entrepreneurs...

AUDIO FEATURES ▼

Exhibitors who wish to use sound media on their booth must comply with a standard in order to limit the nuisance that could disturb their neighboring stands.

The power radiated by the decorative or animation elements should not exceed 80 dB(A) (value measured in an area of 2.50 meters around the stand).

We therefore ask you to respect the sound level shown above and this without any exceptions, even short-lived. The organizer reserves all measures to stop any violation of this regulation.

STAND ELECTRICAL INSTALLATION ▼

The electrical power supply to each stand is carried out from the park's fixed facilities, through semi-permanent installations. Each semi-permanent installation includes, for each stand, the electric power cable and the delivery box adapted to the power requested by the exhibitor. **A connection can only serve one stand.**

Electrical installations in the stands, including lighting and power outlets, must be carried out in accordance with regulations, in accordance with standards and in order (NF C 15-100 standard, in force and stopped on 25 June 1980).

For safety reasons, it is strictly forbidden to use the private facilities of the exhibition park (gutters of the halls, water gutters, etc.) for the passage of electrical cables of the stands. During the powering up of the stands, a permanence is provided by Viparis, if necessary.

SECURITY EQUIPMENT▼

Both during set-up and break-down periods, the wearing of safety equipment (helmets and shoes) is mandatory. Otherwise, the show disclaims any responsibility in the event of an incident.



**The Exhibitor's Technical Guide will be
freely accessible from the Home of your
Exhibitors Space from February 2020**

GENERAL TECHNICAL REGULATION OF THE SHOW

LOCATIONS ▼

The organizers determine the locations of the conceded stands. They will be able, at any time, and if necessary, to change the size or situation of the stands. No reservations will be allowed from exhibitors. If the amendment relates to the area granted, this will only result in a proportional reduction in the price of the concession. The slots reserved for each of the exhibiting companies are allocated according to the order of arrival of the applications for participation. Under no circumstances will exhibitors be able to dispose of the surfaces around their booth.

EXHIBITOR OBLIGATIONS ▼

Any registration, once admitted, definitively and irrevocably commits its subscriber who is now liable for the total amount of the invoice (Art. 118 of the general regulation of fairs and fairs). Signing an enrollment requires the booth or the assigned location at least 24 hours before the event opens, and leaving it installed until the show closes. No application for withdrawal of registration, for any reason, will be considered. The sums paid will remain, in any event, definitively acquired from the organizer.

Registration involves a submission to the provisions of this regulation and the specifications inserted throughout the exhibitor's guide as well as to the order and police measures that would be prescribed by both the authorities and the Administration. Any violation of these or special regulations may result in the immediate, temporary or final exclusion of the exhibitor, without any compensation or reimbursement of the sums paid and without prejudice to the lawsuits that could be against him.

OCCUPATION DEFECT ▼

If so, the balance of the invoice amount remains, in all circumstances, due by the exhibitor. Stands or locations that have not been occupied on the opening day of the show may be allocated to another exhibitor, without the uninstalled exhibitor being able to claim any damage or reimbursement of the sums paid by him.

HANGS ON HALL STRUCTURES ▼

Any silling of any element, including signalling, is strictly prohibited on the electrical and gas distribution ducts, on the automatic water extinguishing network, on the ventilation, heating and smoke-out and generally on any existing device or duct, as well as on the poles.

HANGS ON STAND WALLS ▼

The equipped pit panels are made of melamine. For poster and other hangers (table, poster...), we ask you not to use spikes or staples. Do not paint partitions or floors. Exhibitors are responsible for themselves and for the companies working on their behalf for all the damage and damage caused to the construction of the halls and stands.

PACKAGINGS STORAGE AND WASTE EVACUATION ▼

For safety reasons, there is no space in the fairgrounds reserved for packaging storage. Exhibitors must plan their removal before the opening of the event. Contact: I.lawson@clamageran.fr; m.serename@clamageran.fr

Exhibitors have an obligation to dispose of their waste and sort them according to the materials used:

In editing:



- Cardboard
- Soft plastic
- Wood
- Other waste (smaller amounts): cans, plastic bottles and glass

In exploitation:

- Cans
- Plastic bottles
- Glass
- Brochures / catalogues / newspapers



In break-down:

- Wood
- Other waste
- Brochures / catalogues

In assembly: you must keep the surroundings of your stand clean and free of all bulky material, this during the entire assembly period. Your waste must be piled up in the aisles and sorted according to the materials used.

During the show: in the evening, when staff leave the site, garbage cans must be placed in the aisles in the sorting bags distributed for this purpose on the 1st day (green bags for glass and transparent bags for all other waste)

SECURITY EQUIPMENT ▼

During assembly and dismantling periods, the wearing of safety equipment is mandatory. Otherwise, the show disclaims any responsibility in the event of an incident.

Damage ▼

Exhibitors are required to know and comply with the security measures imposed by the government and the organizer. The organizer will prohibit the operation of stands that do not comply with the so-called safety rules. The rented location must be left in the original state. It is strictly forbidden to paint, paste or make holes in poles, cladding, floor halls.

Any deterioration is charged at the rate charged by Viparis. All waste, adhesives and building elements must be removed for the purpose of dismantling.

EVACUATION OF THE STANDS ▼

The dismantling will not begin until June 25, 2020 at 6:30 p.m. All stands, sets, equipment and merchandise must be removed by Saturday, June 27 at 12:00 p.m. These deadlines expired, the organizer, without being liable, may take at the expense, risks and perils of the exhibitor any measures that he deems useful for the evacuation of unremoved materials and goods and for the destruction of structures and decorations of any kind that have not been dismantled.



Customs ▼

It will be up to each exhibitor to complete customs procedures for materials and products from abroad. The organizer cannot be held responsible for any difficulties that may arise during these formalities.

Complaints ▼

Simplified complaints are set up at the PGS (General Security Post) - open continuously near Pavilion 5.

INDUSTRIAL PROPERTY ▼

The exhibitor will do his business of ensuring the industrial protection of the materials and products on display in accordance with the legal provisions in force. These measures will have to be taken before the presentation of these materials or products, the organizer does not accept any responsibility in this area.

Photographs will be taken on site during the event. These photographs, on which the exhibitor's logos, marks and models can appear on his stand, are likely to be used in the promotion of the event on paper and on the Internet. Through the simple participation of the exhibitor at the show, he accepts that all or part of his booth is photographed and that the images are broadcast.

CONCURRENCE DELOYALE ▼

The exhibitor expressly prohibits himself for the duration of the event from engaging in acts of unfair competition, such as any investigations outside his booth or any promotional action (e.g. the distribution of objects outside his booth) may result in a diversion for its benefit of visitors to the event. The distribution of leaflets can only be done inside the stands. Promotion aloud or by microphone is prohibited.

ANIMATION ▼

The equipment on display, or any noisy or noise event, should not cause any inconvenience or harm to the nearby stands. A limit of 80db is therefore imposed on all exhibitors.

CHALLENGE ▼

In the event of a challenge, only the French text is authentic and only the courts in Paris have jurisdiction.

DANGEROUS PRODUCTS ▼

Storage of flammable and hazardous materials in exhibition areas, in stand reserves, in clearings and in the immediate vicinity of the halls is strictly prohibited.

INSURANCE ▼

Exhibitors remain solely responsible for the damage (corporate, material, immaterial, direct and indirect) that can be caused to themselves or others, including their attendants, equipment, arrangements and goods belonging to or entrusted to them.

We remind you that exhibitors must **take out all-risk insurance and liability insurance** for the duration of the event, from the beginning of the assembly until the end of the dismantling. These compulsory insurances will have to guarantee:

- exposed goods, stand layouts and installations, samples and accessories, packaging,
- the exhibitor's civil liability to third parties.

Neither the organizer nor Paris Expo can be held responsible for theft, loss, damage and any other damage and damage to the personal and professional property of exhibitors, either during visiting hours, or during the installation and dismantling of the stands, for any reason.

An insurance certificate must be provided by Friday, May 22, 2020, see contact information located in the "practical information" section of your Exhibitor Space.

Specifying that the insurance covers the period from June 19 to 27, 2020.



In the event of a disaster/theft, you can file a simplified complaint at the PGS (General Security Post), located near Pavilion 5. This office is open continuously.

ACCESSIBILITY OF PEOPLE WITH DISABILITIES AT THE SHOW

PREAMBLE ▼

The August¹, 2006 Order sets out the terms and conditions for the application of Sections R 111-19 to R 111-9-3 and R 111-19-6 of the Construction and Housing Code relating to the accessibility of persons with disabilities in institutions receiving the public and facilities open to the public when they are built or created. Generally, the halls, exhibition halls and exhibition park facilities meet the requirements of this ordinance: accessibility, sanitary facilities, parking etc.

In addition, as part of the facilities open to the public when they are created, it is necessary to allow people with disabilities access to stands, conference or meeting rooms, grandstands and bleachers or dining areas.

The following is the general and specific measures that apply to the installations created at exhibitions and fairs.

ACCESS TO THE STANDS ▼

Each stand, open to the public, equipped with a floor of a height greater than 2 cm must be accessible to people with reduced mobility (PMR).

One or more ramps, with a minimum width of 0.90 m, will facilitate this access. The slopes will respect the following percentages:

- 4% slope with no track length limitation
- 5% slope over a length of 10.00m
- 8% slope over a length of 2.00 m
- 10% slope over a length of 0.50 m

A circular travel of 1.50 m will be left free to manoeuvre at each end of the ramp.

PATHS ▼

At least 1.40 m wide.

SPACES RECIEIVING SITTING PEOPLE ▼

There will be slots for wheelchair users. These locations should be outside the traffic lanes and close to the exits.

Their number will be calculated at a rate of 2 seats for the first 50 seats and 1 seat per 50 additional seats.

FRONT DESK, INFORMATIONS BANKS ▼






Reception desks and information banks should be accessible to people using wheelchairs.

Height of 0.80 m, a void of 0.30 m deep and 0.70 m high, allowing the passage of the knees.

RESPONSIBLE APPROACH

The GIE Objective Public Transport, organizer of the **EUROPEAN MOBILITY EXPO 2020** exhibition, has set up a modus operandi to try to reduce the environmental and societal impact of its events. The approach focuses on responsible management of transport, raw materials, energy and waste. It is on this basis and with a concern for continuous improvement that the GIE organizes this show. The GIE Public Transport Objective incorporates sustainable development criteria into the specifications of its providers. It encourages you, exhibitors, to apply these principles, and to involve your own providers in the process.

THE 5 GOOD REASONS TO JOIN THE MOVE ▼

- 
Be in agreement with your company's sustainable development policy. More and more companies are implementing sustainable development strategies for the core of their business (in the environmental, economic and social fields). Integrating these principles into the management of the events in which you participate is one way to extend the policy put in place.
- 
Take action to reduce the impact of the event on the environment. This show is yours and your involvement with us is important. We cannot succeed in reducing the impact of this event on the environment without you!
- 
Reduce your costs. Contrary to popular belief, responsible management of energy and raw materials in your communication, the creation and animation of your stand will certainly reduce your exposure costs.
- 
Meet stakeholder expectations. The stakeholders of your sector and those of the show (customers, prospects, partners, visitors, journalists...) expect you to be exemplary.
- 
Be a forerunner, innovate. Find new ideas to showcase your products, services and vehicles, while respecting the environment. This is sure to be noticed.

HOW INTEGRATE THE APPROACH ▼

Below are some practical ideas and tips for organizing your presence, from the design of your booth to the choice of your service providers and the travel of your teams.

As an exhibitor, three aspects deserve special attention:

Energy



Responsible energy management is above all a cost-saving factor. For example, lighting, especially the light bridges of the pits, are very energy-consuming. It is possible to put your stand first while using less energy. Ask your sister to optimize lighting, compare technologies, find less energy-intensive solutions.

Waste



The organizers set up selective sorting upstream, during the event and during the dismantling. It is important that your service providers (standists, decorators, etc.) follow the sorting instructions mentioned. To do this, dumpsters will be installed near the hall with a waste sorting device.

Transport



At a trade show, the movement of participants represents 75% of the carbon impact of the event. To get your crews to Paris, prefer the train to the plane when possible. On-site use of public transport, as the Exhibition Park is well served by the metro, bus, tram or self-service bicycle network.

HOW TO DESIGN AND ANIMATE YOUR BOOTH ▼

Providers/providers: Focus on local professionals (to reduce the carbon footprint associated with transportation).

Setting up your stand: Prefer rented, reusable or recyclable materials.

Moquette: Choose an "ecological" carpet: preferably in slabs (because it is then reusable) or recyclable, the "traditional" carpet cannot be valued (it is buried on a site in the Oise and thus contributes to soil pollution).

Waste management: When assembling and dismantling, drop your waste in the aisles, arranged in piles and sorted according to:

In editing:

- Cardboard
- Soft plastic
- Wood
- Other waste (smaller amounts): cans, plastic bottles and glass

During exploitation:

- Cans
- Plastic bottles
- Glass
- Brochures / catalogues / newspapers

During break-down:

- Wood
- Other waste
- Brochures / catalogues / newspapers

Lighting: Use low-energy lamps or LEDs as a priority.

Receptive: Choose local and seasonal produce in your buffets, cocktails or meal trays. Also consider estimating quantities to avoid waste. In the evening, before you leave your booth, place the glass bottles in a separate bag so that they can be recycled.

HOW TO DESIGN YOUR COMMUNICATION ▼

To enhance your presence on site:

- Dematerialize your communication tools where possible.
- Print the number of documents as accurately as possible to your needs.
- Prefer printing on FSC-labelled paper, as well as the use of eco-friendly inks

FIRE SAFETY NOTICE

Below are the safety rules applicable in showrooms against the risk of fire and panic in establishments receiving the public. The safety commission, which visits the exhibition the day before or on the morning of the opening of the event, ensures the construction of the stands (stability, building materials and decoration, electrical installation, etc.).

When this commission is passed, the installation must be completed and **the exhibitor (or his representative) must be present**. Plans and technical information must be forwarded to the show organizer **by May 29, 20**, for approval by the security officer ensuring the implementation of the security measures.

For more information, please contact:

SARL Cabinet GUERET - 58 rue François Mauriac - 47240 Bon Encontre
Tel. -33 (0) 6 58 39 00 01 - E-mail : gueret@cab-gueret.fr

SETTING THE STANDS ▼

Frame of stands, partitions

All M0 (non-combustible), M1, M2 or M3 class materials are permitted for the construction of the frame, the bulking of the structure.

NB: Wood panels or wood derivatives (plywood, slats, etc.) are considered M3 class.

For information: Wood-based materials

Non-soft solid wood	Thickness more than or equal to 14mm: M3 Less than 14mm: M4
Solid softwood	Thickness more than or equal to 18mm: M3 Less than 18mm: M4
Wood-derived panels (plywood, lattés, particles, fibers)	Thickness more than or equal to 18mm: M3 Less than 18mm: M4



Warning: it is absolutely forbidden to have any development above traffic lanes (structure or signage, walkway, etc.).

Coverings

The wall coverings must be made of M0, M1, M2 materials. Coatings such as fabrics, paper, plastic films can be used glued right on to materials supports M0, M1, M2 or M3.

Sheers

All sails can be floating if they are M0, M1 or M2. However, they are not allowed on the entrance and exit doors of the stands.

Floor covering

Flooring must be made of M4 materials and securely secured.

Furniture

No requirements are required for common furniture (tables, chairs, etc.) outside countertops, shelving, etc., which must be made of M3 materials.

Decorative elements

The use of signs or billboards in white letters on a green background is prohibited.

Floral decoration

Non-fire-grading plastic floral decorations should be limited. In the case of a large number of decorations, these must be used in M2 materials.

Ceilings

Ceilings, false ceilings, solid velums must have a covered area of less than 300^{m2}. Those made with an open-mesh velum have no limitation

Velums

In establishments not defended by an automatic water suppression system, they must be made of M0, M1 or M2 materials.

Concordance of French references with European references

The partitions will be classified As M3.

The velums will be classified M1 or B-s3, d0.

Flooring will be classified as M4 or DFL-s2.

The drapes will be classified M2 or C-s3, d0.

M2 or C-s3 or d0 materials are possible if sprinkler-type fixed automatic water extinguishing system meets standards.

EURO-CLASSES (European standard matches)

Euro classes are divided into two groups:

- Floors;
- Other construction products.

For each of them are established "seven levels" and additional rankings according to the following table:

Other products than soils				Soil		
Classes by the standard NF IN 13501-1			Requirement	Classes by the standard NF IN 13501-1		Requirement
A1	-	-	Fireproof	A1 fl	-	Fireproof
A2	s1	d0	M0	A2 fl	s1	M0
A2	s1	d1	M1	A2 fl	s2	M3
A2	s2	d0		B fl	s1	
	s3	d1				
B	s1	d0		C fl	s2	
	s2	d1				
	s3					
C	s1	d0	M2	B fl	s1	M4
	s2	d1			s2	
	s3					
D	s1	d0	M3	S: smoke; D: Inflamed droplets Eligible Classes are defined by a combination of performance levels when additional classifications are used		
	s2	d1	M4			
	s3		(non-gouttant)			
All classes other than E - d2 and F			M4			

IGNIFUGATION ▼

The fire response classification guarantee of materials used in the exhibition halls must be provided, at the request of the security officer, in the form of minutes or certificates.

The fire retardant of the materials can be obtained by using licensed applicators whose contact information will be provided to you by:

French Technical Group of Ignifugation

10, Rue du Débarcadère

75017 Paris - FRANCE

Tel: '33 (0) 1 40 55 13 26

Site Internet: www.gtfi.org

To obtain materials that meet safety requirements, you can check with:

Non-Fire Grouping

37-39 Neuilly Street

BP 249

92113 CLICHY

Tel : +33(0)1.47.56.30.81



Important :

- **only Fire Reaction Trials from French accredited laboratories are accepted**
- **PV requested and provided must be written in French script (requirement of security commissions)**

ELECTRICITY ▼

The electrical installation of each stand must be protected from over-intensity and defects to the ground. All metal masses must be interconnected and connected to the ground ingset of the stand's electrical connection cabinet, which must be permanently accessible. Electrical connections must be placed inside bypass boxes.

The facilities established in the booths for exhibitors and carried out by themselves or on their behalf are their responsibility. The boundary between these two installations is at the level of the electrical panel of each stand.

Electrical appliances

Electrical appliances that are Class 0 must be protected by nominal differential current devices at most equal to 30 MA. Basic 1s must be connected to the pipe protection conductor supplying them.

Electrical cables

Use only cables in which each conductor (minimum section 1.5 mm²) has its own protective sheath, with all conductors housed in a single protective sheath.



Important: the use of H-03-VHH (scindex) cables is prohibited.

Multiple takes

Only adapters or multiple cases from a fixed base (NF molded multi-take blocks) are allowed.



Warning: It is forbidden to connect multiple adapters or boxes to another adapter or multiple case (cascading mount).

Halogen lamps

Stand fixtures with halogen lamps must be securely secured, placed at a height of at least 2.25 m, away from all flammable materials (at least 0.50 m), equipped with a safety screen (glass or fine mesh mesh).

High voltage installations

High voltage light installations must be protected by a plastic screen (minimum M3 class). The cut-off control must be reported, and transformers placed in a safe place for people.

EMERGENCY CASES ▼

Emergency assets (armed fire valves, fire extinguishers, telephone sets, etc.) must remain permanently visible and their access must be constantly clear.



Warning: a one-meter passage to the right of the armed fire valve must be left free of all equipment up to the public's traffic lane. The masking of this device is prohibited.

EXPLOITATION INSTRUCTIONS ▼

It is forbidden to set up deposits of crates, cardboard, wood, paper... exhibition surfaces, booths and clearances.



The fire safety notice is mandatory and must be filled out from your online Exhibitor Space.

SECURITY INFORMATION

Regarding the Vigipirate "Attack Alert" plan in force in Ile-de-France region, the Receiving Public Institutions (ERP) are forced to take appropriate security measures. The organizers of the EUROPEAN MOBILITY EXPO 2020 exhibition as well as Viparis - Porte de Versailles have put in place a suitable device to ensure the control and safety of all the participants of the show, from the assembly period to the dismantling.

During the operating period (days open to the professional public, from 23 to 25 June), unannounced checks can take place at the main reception as well as at the various entrances to the Park and the lobby. Only one entry point will be opened to access the show: visitors, exhibitors and service providers (deliveries) will have to use the main entrance to the hall and present a badge from the Public Transport show. As an exhibitor, Viparis informs you of what to do if there is a suspected security breach (see next page). In any case, contact the General Commissioner of the show, whose call number will be communicated to you one week before the event.



Paris expo
Porte de Versailles
Un site VIPARIS



FICHE RÉFLEXE EXPOSANT

Dans le cadre du plan « Sécurité Renforcée Alerte Attentat », les mesures suivantes sont mises en place sur le site Paris expo porte de Versailles :

Conduite à tenir pour :

COLIS SUSPECT :

- S'assurer que le risque est avéré (reconnaissance succincte) et ne pas déplacer ni manipuler le colis ou le bagage suspect ;
- Prévenir le Commissariat Général du salon (numéro de téléphone fourni à l'accueil dès votre arrivée) ;
- Eloigner le public du colis ou du bagage ;
- Respecter les consignes du commissariat général et/ou des agents de sûreté.

INDIVIDU SUSPECT :

- Repérer l'individu ayant un comportement suspect ;
- Prévenir le Commissariat Général du salon en indiquant une indication précise de la localisation de l'individu suspect et procéder à une description précise (taille, traits physiques, habillement,...) ;
- Ne pas intervenir dans l'attente de l'arrivée de secours.

ALERTE A LA BOMBE :

- S'assurer de la véracité des propos de l'appelant (revendications, fausse alerte ou non) et si possible recueillir les éléments suivants :
 - *Noter le numéro de téléphone du correspondant et faire éventuellement une vérification (contre-appel) ;*
 - *Noter les bruits de fond ;*
 - *Noter les paroles prononcées ;*
 - *Noter l'heure et la date prévues de l'explosion ;*
 - *Noter l'endroit prévu de l'explosion ;*
 - *Noter le motif ou la raison de cette menace ;*
 - *Noter la date et l'heure de l'appel ;*
- **Dans tous les cas ne pas prendre de risque.**
- Prévenir sans délai le commissariat général du salon.

EXPLOSION :

- Prévenir sans délai le commissariat général du salon ;
- Prévenir le Poste Général de Sécurité (PGS) soit par interphone (à proximité des Robinets d'Incendie Armés), soit par téléphone (01 72 72 18 18) qui se chargera d'alerter les services de police du commissariat du 15^e arrondissement et les secours extérieurs (BSPP).

Version: 03/26/2018

ATTENTAT :

- Localiser d'où vient l'attaque (bruits d'arme à feu, cris, sens de déplacement de la foule) ;
- Après avoir localisé l'attaque → S'enfuir dans le sens opposé par la sortie la plus proche ;
- A la vue des forces de l'ordre, ne plus courir et avancer les mains en l'air et apparentes ;
- S'il n'est pas possible de localiser l'attaque ou de s'enfuir → Se cacher trouver une pièce pour s'enfermer ou se barricader ;
- Alerter les forces de l'ordre ;
- Eteindre toute source de lumière.

Dans tous les cas privilégier les communications par émetteur-récepteur ou téléphone filaire.

Liste des contacts VIPARIS :

- | |
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| <ul style="list-style-type: none"> - Chrystèle LE ROUX, directeur de site : 01 72 72 11 19 / 06 11 28 59 36 ; - Nicolas LEGROS, directeur exploitation technique : 01 72 72 15 27 / 06 26 75 77 63 ; - Patrice MERLIN, responsable sécurité : 01 57 25 10 25 / 07 60 76 72 55 ; - Julien BONNE, responsable des chefs de projets : 01 72 72 11 67 / 06 09 47 05 96 ; - Ghislain LE CALVEZ, responsable logistique : 01 72 72 10 99 / 06 23 90 49 22. |
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2020
JUNE
23-25
PARIS **EUROPEAN
MOBILITY
EXPO**

BADGE
MONTAGE /
DÉMONTAGE
Stand Set-Up / Break-Down