

EXHIBITOR GUIDE

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October 2020

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MANUAL

TWO ESSENTIAL TOOLS TO PREPARE YOUR PARTICIPATION IN THE SHOW

1. THIS EXHIBITOR'S GUIDE GATHERS ALL THE INFORMATION YOU NEED TO PREPARE YOUR SHOW PROPERLY.

This document helps you organize all the stages of your coming to the show.
It can be downloaded freely from the home page of your Exhibitor Space. Don't hesitate to pass it on to your stand-goer/decorator.

2. ONLINE EXHIBITOR SERVICE

Connect to your Exhibitor Space to:

- ✓ **Validate your documents, find all your information about your participation, etc.**
- ✓ **Order your services** (furniture, caterers, etc.) **with the online store until 11:59 p.m. on FRIDAY, NOVEMBER 13, 2020.** After this date, they will be increased by 15%, then by 20% from 12:01 a.m. on Friday 27 November 2020 and submitted to "reserve" as to their feasibility. **You will need to place your orders online by Friday, December 4, 2020.**



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YOUR CONTACTS

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SECURITY COORDINATOR	D-O-T - Martin JOUET +33 (0)1 46 05 17 85 - sps@d-o-t.fr

VENUE ACCESS

PARIS EXPO - PORTE DE VERSAILLES

Hall 1.1 and 1.2

1 Place de la Porte de Versailles
75015 Paris - France



BY PUBLIC TRANSPORT ▼

TRAMWAY - Lines T2 and T3 – PORTE DE VERSAILLES station

METRO - Line 12 - PORTE DE VERSAILLES station

BUS - Lines 39 and 80 - PORTE DE VERSAILLES

VÉLIB - Stations 15049 and 15107

ONLY AIRPORT - **1.** Head to the RATP TERMINAL bus station of **ONLY WEST** / **2.** Take an **OrlyBus** towards **DENFERT-ROCHEREAU** / **3.** Get off at **JOURDAN-TOMBE ISSOIRE** / **4.** Take the **T3** Tramway towards the **GARIGLIANO BRIDGE** / **5.** Get off at **PORTE DE VERSAILLES** station

FROM ROISSY CHARLES-DE-GAULLE AIRPORT TO **1.** Take the **RER B** to **ST-REMY-LES-CHEVREUSES** / **2.** Get off at **CITE UNIVERSITAIRE** / **3.** Take the **T3** Tramway to **GARIGLIANO BRIDGE (HOPITAL GEORGES POMPIDOU)** / **4.** Get off at the **PORTE DE VERSAILLES (PARC DES EXPOSITIONS)** stop

BY CAR ▼

INNER RING ROAD (PERIPHERIQUE INTERIEUR) - Exit **PORTE DE LA PLAINE**

EXTERIOR RING ROAD (PERIPHERIQUE EXTERIEUR) - Exit **PORTE BRANCION**

FROM ONLY AIRPORT - **1.** Take the **N7** road towards **PARIS** / **2.** Join the **A106** / **3.** Follow the destination **PARIS-CENTRE** / **4.** Take the **PERIPHERIQUE INTERIEUR** / **5.** Exit **PORTE DE LA PLAINE**

FROM ROISSY CHARLES-DE-GAULLE AIRPORT - **1.** Take the **A1** road towards **PARIS** / **2.** Follow the direction **LA CHAPELLE** / **3.** Take the **PERIPHERIQUE EXTERIEUR** / **4.** Exit **PORTE BRIANCON**

BY DRIVER SERVICES ▼

G7 - +33 01 47 39 47 39

TAXIS BLEUS - +33 0 891 70 10 10 or www.taxis-bleus.com

THE 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

BY TRAIN ▼

FROM PARIS MONTPARNASSE STATION - 1. Take the Metro 12 to MAIRIE D'ISSY / 2. Get off at the PORTE DE VERSAILLES station

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

FROM PARIS SAINT-LAZARE STATION - 1. Take Metro 12 to MAIRIE D'ISSY / 2. Get off at the PORTE DE VERSAILLES station

FROM PARIS GARE DU NORD STATION AND PARIS GARE DE L'EST STATION - 1. Take Metro 4 to MAIRIE DE MONTROUGE / 2. Get off at GARE MONTPARNASSE / 3. Take Metro 12 to MAIRIE D'ISSY / 4. Get off at the PORTE DE VERSAILLES station

FROM PARIS BERCY STATION - 1. Take Metro 6 to CHARLES-DE-GAULLE-ÉTOILE / 2. Get off at PASTEUR station / 3. Take Metro 12 to MAIRIE D'ISSY / 4. Get off at the PORTE DE VERSAILLES station

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

BY PLANE ▼

Get a discount on your Air France and KLM flight when you travel to EUROPEAN MOBILITY EXPO 2020.

EVENT: EUROPEAN MOBILITY EXPO 2020

IDENTIFYING CODE 37270AF

AIR FRANCE & KLM
Global Meetings

VALID FOR TRANSPORT FROM December 8, 2020 TO December 24, 2020

EVENT LIEU: Paris, France

Discounts on a very wide range of public fares on all **Air France and KLM flights** around the world, up to -50% on the routes of metropolitan France (including Corsica).. **

Connect to:

<http://globalmeetings.airfranceklm.com/Search/promoDefault.aspx?vendor=AFR&promocode=37270AF¤tculture=fr-FR>

To get the preferential rates granted - make your reservation - have your e-ticket issued - choose your seat on board . . .

If you book through the AIR FRANCE and KLM Global Meetings website, a voucher will be attached to your e-ticket.

If you prefer to process your booking and ticket purchase through a FRANCE KLM outlet, or through an authorized travel agency, you must keep this document to justify the application of preferential rates.

Be sure to be in possession of any of the vouchers depending on your booking method as you may be asked at any time of your trip.

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

'not available in some conditional countries'

SET-UP / BREAK-DOWN

IMPORTANT ▼

To ensure the safety and fluidity of traffic at the exhibition site:



It is now mandatory to register your vehicle access requests beforehand during assembly and dismantling periods, as well as for your daily deliveries to the site.

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

We draw your attention to:

- Passes that 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 exhibitor car parks which are mandatory and paid during the opening periods of the show.

Once this is done, you will place the entry pass printed on your windshield to facilitate access controls to the frontdoors. **Any vehicle that does not have this pass will be denied access to the lounge.**

Please relay this information to the companies and/or speakers at the show.

If there is a problem, please contact Viparis on +33 (0)1 40 68 11 30 or by email:

infos-exposants@viparis.com

STAND SET-UP ▼

During the set-up, the entrances are made through the gate M and the exits through the gate T. Exhibitor vehicles can park in the P1 car park (parking open from 8am to 11pm, free during set-up and then paid).

	Delivery vehicles arrive	Delivery of bare surfaces and installation	Delivery of equipped surfaces
Friday, December 11	4 p.m. to 10 p.m.	4 p.m. to 10 p.m.	
Saturday, December 12	8 a.m. to 10 p.m.	8 a.m. to 10 p.m.	
Sunday, December 13	8 a.m. to 10 p.m.	8 a.m. to 10 p.m.	
Monday, December 14	8 a.m. to 12 p.m.	8 a.m. to 10 p.m.	8 a.m. to 10 p.m.

OPENING OF THE SHOW ▼

Pedestrian exhibitors will be able to use the A1 (6am-11pm) or M (24-hour) gates to visit the show. The P1 car park becomes a fee and light commercial vehicles, as well as heavy goods vehicles, will be redirected to the heliport car park, located at 4 Avenue de la Porte de Sèvres.

	Open to exhibitors	Open to visitors	Closing to visitors	Closing to exhibitors
Tuesday, December 15	7:30 a.m.	9:00 a.m.	6:30 p.m.	7:00 p.m.
Wednesday, December 16	8:00 a.m.	9:00 a.m.	6:30 p.m.	7:00 p.m.
Thursday, December 17	8:00 a.m.	9:00 a.m.	6:00 p.m.	12 a.m.



The exhibitors service will be open on Monday 14 from 8am to 7pm and on Tuesday 15 December from 7.30am to 12.30pm.

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

STAND BREAK-DOWN ▼

Entrances are made by the gate M and the exit by the gate T.

Thursday, December 17	6 p.m. to 12 a.m.
Friday, December 18	8 a.m. to 10 p.m.

The stands can only be dismantled after the end of the show, i.e. from **Thursday 17 Dec. – 6 p.m.**

Vehicles over 6 tons will not be able to operate until 8 p.m. on Thursday 17 December.

The vehicles on display will leave from **Friday, December 18 at 8 a.m.**



WARNING: Be careful not to leave valuables on your stand. The organizer disclaims any responsibility for the items stolen during the duration of the event (from the beginning of the set-up until the end of the break-down).

DELIVERIES ▼

Deliveries will be made under the full responsibility of exhibitors who will have to collect their parcels on their own. **So be sure to arrange your deliveries so that you are on site to receive and sign the corresponding delivery vouchers.**

In all cases, all parcels must be clearly marked:

PARIS-EXPO – PORTE DE VERSAILLES - EUROPEAN MOBILITY EXPO 2020

Stand's name and number

1 contact name + 1 mobile phone number

Hall 1

1, Place de la Porte de Versailles

75015 PARIS - FRANCE

NB: During the opening days of the show, large deliveries take place from 7 a.m. to 8:30 a.m. (1h parking) through the gate M. (see access instructions on the website www.viparis.com)

ORDERS ▼

All the following services below must be ordered online via the Exhibitor Area of 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 an **additional offer**, available via the Exhibitor Space of www.eumo-expo.com. Also, the consumables ordered in the online store, are delivered directly to your booth. Exhibitors are free to solicit other providers.

- Accessories
- Beverages
- Fruit boxes
- Office services
- Coffee and tea
- Catering
- Screens and video
- Booth maintenance
- Salt grocery store
- Sweet grocery store
- Logistics and storage
- Catering equipment
- Plant
- Bridges and lights
- Refrigerators
- PA
- Crockery
- Wines and spirits
- ...

Your orders must be made **by 11:59 p.m. on December 4, 2020**. They will be increased by 15% **from 00:01 a.m. on 13 November 2020** and by 20% **from 00:01 a.m. on 27 November 2020** and submitted to "reserve" as to their feasibility. Wait times and implementation times under these conditions will be significant.

The online ordering platform will close **on Friday, December 04, 2020 at 11:59 p.m.** After this date, you will have to place your orders on site with the exhibition's Exhibitor Service. As equipment stocks are limited during the assembly period, on-site orders will be taken into account on availability.

For information about your orders:

Tel: +33 (0)1 75 43 66 84

Tsiky RAKOTOARISOA

tsiky@espace-exposant.com

Marina RÉSENDE

marina@espace-exposant.com

EXPOSED VEHICLES ▼

To manage the arrivals and departures of vehicles on display at the show, please download and complete the "*Exhibited Vehicles*" form in the exhibiting space on eumo-expo.com and return it **by Monday, November 16, 2020** at bruno@lescledesleevenement.fr. The arrival of vehicles of more than 18m long during the set-up period is granted.

DECLARATION OF VEHICLES IN OPERATION ▼

You can download the statement of material in operation on the Exhibitors platform.

EXHIBITOR BADGES (SET-UP) ▼

**SEND IT TO ALL OF 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

**2020 EUROPEAN
DECEMBER MOBILITY
15-17 PARIS EXPO**

**Badge
MONTAGE /
DÉMONTAGE
Stand Set-Up / Break-Down**

EXHIBITOR BADGES - EXPLOITATION ▼

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

Once you've made your order, you'll receive the badges to be printed by email. These badges will be marked in the name of your company and will be nominative. Keep them precious, you'll need them to get into the fairgrounds. **Anyone without this badge will not be able to access the lobby 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 November.
- 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 venue, a varied offer of catering is provided, in service at the table or "on the go": **La Place, Factory and Co** as well as a **Paul** boutique will sell lunches and snacks.

For your catering needs on your stand, you have two options:

- **You can go through AREAS, a caterer on the Exhibition Park.** For this, go to your exhibitor space.
- **You can go through the caterer of your choice**, only if you inform the Exhibition Park which will charge a fee on the turnover of the services served on the park. To do this, please contact Myriam MOTTIN on +33 (0)1 40 68 14 46 or myriam.mottin@viparis.com.



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

GUARDING ▼

The curatorship in the Exhibition Park will be insured **from Friday 11 to Friday 18 December 2020**. The guarding set up concerns the common areas and access to the event. The supervision of exhibitors' stands is their sole responsibility. Specific babysitting services are offered in your Exhibitor Space.

CLEANING THE STANDS ▼



Waste sorting stations will be installed throughout the show to facilitate recycling. Also consider organizing selective sorting on your booth:

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

The daily cleaning of pre-equipped stands (emptying garbage cans and suctioning carpets) is taken care of every night. A permanent cleaning will be carried out throughout the day. If you need additional services, 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 available to you at the **Exhibitors Home** for an encryption of the dumping of your materials and waste.

- All stands, equipment, goods and rubbish of all kinds (sticks, carpets, etc.) must be removed.
- The exhibitor undertakes to have his waste evacuated and then treated in accordance with the regulations in force.
- With the dismantling time expired, the organizer will be able to take at the expense, risk and peril of the exhibitor, all measures that he deems useful for the evacuation of materials and detritus remaining on the site as well as the destruction of structures and decorations of any kind that have not been dismantled.

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

The exhibitor and his 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 waste that remains on site.

If necessary, you can rent dumpsters to dispose of your waste. Information on +33 (0)1 75 43 66 84 and order from your private exhibiting space.

SUPERVISION ▼

- 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 covetousness.

GUARDING THE STANDS ▼

- The exhibitor providing 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 guard the stands during 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 closing if he does not consider monitoring.
- The pit reserves are not secure premises.

If you need a specific babysitting service (presence during the day or at night), you must go through the provider retained 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 boxes on exhibit furniture, store them in a locked cabinet.
- Don't leave your personal belongings in the spotlight (wallets, handbags, bags...)
- Always monitor your mobile 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 to their attendants, equipment, arrangements and goods belonging to them 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 insurance he deems necessary.

Exhibitors must take out all-risk insurance and liability insurance for the duration of the event, from the beginning of the installation until the end of the break-down.

These compulsory insurances will have to guarantee:

- The goods on display, the layouts and booth facilities, the 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 the thefts, losses, damage and any other damage and damage to the exhibitors' personal property, either during the operating hours, nor during the installation and dismantling of the stands, for any cause.

To find out how to regulate your insurance during the show, check out the "Practical Information/Regulations" section in your Exhibitor Area.

NOTICE STAND PRE-EQUIPPED

3

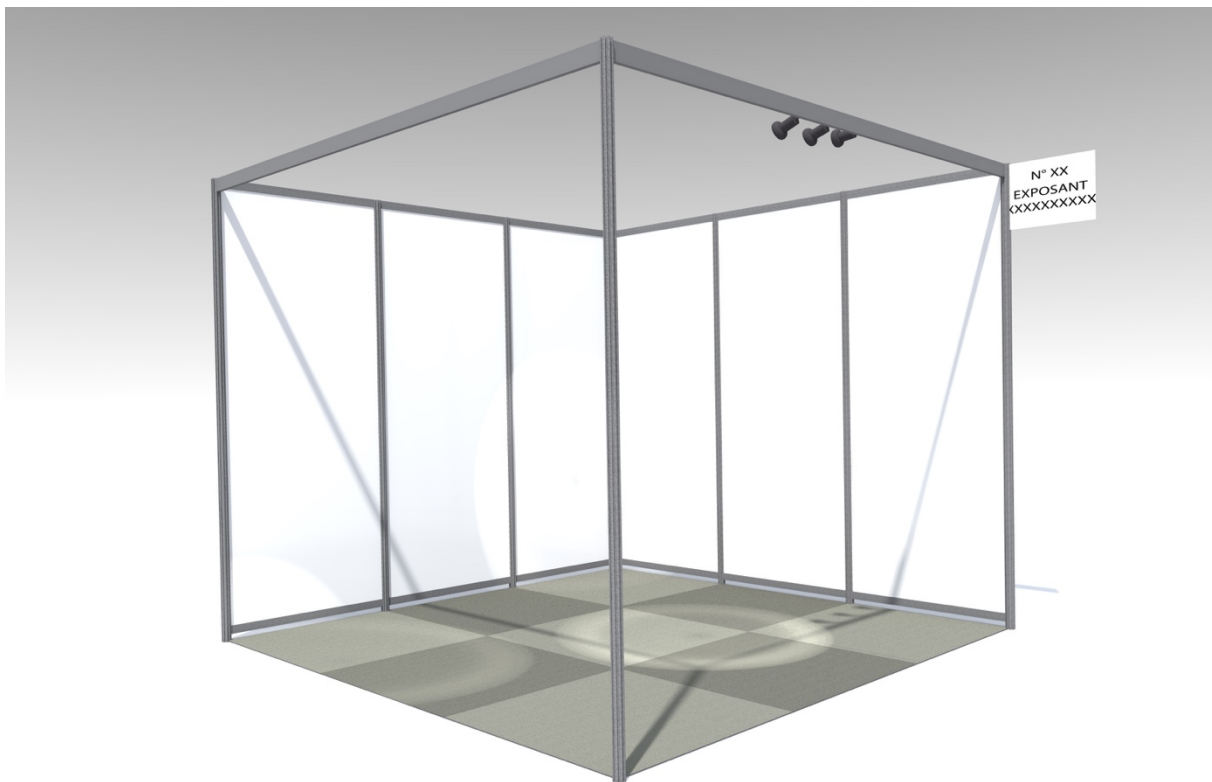
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YOU HAVE BOOKED A PRE-EQUIPPED STAND

IT INCLUDES ▼

- White aluminum structure height 2.50m; white melamine filling (2.40m)
- Floor-to-floor (slab-shaped carpet)
- 1 3-spot rail 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 (picked-up garbage, vacuumed carpet)



You can keep all or part of this basic equipment. **Whether you keep it in full or not, the content of your booth must be validated directly before Friday, November 20, 2020** from your Exhibitor Space in "Edge Table / My Stand." 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 other providers.

- Accessories
- Fresh drinks
- Box and fruit
- Office
- Coffee and tea
- Catering
- Screens and video
- Booth maintenance
- Salt 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 December 4, 2020. They will be increased by 15% from 00:01 a.m. on 13 November 2020 and by 20% from 00:01 a.m. on 27 November 2020 and submitted to "reserve" as to their feasibility. Wait times and implementation times under these conditions will be significant.

The online ordering platform will close **on Friday, December 04, 2020 at 11:59 p.m.** After this date, you will have to place your orders on site with the exhibition's Exhibitor Service. As equipment stocks are limited during the assembly period, on-site orders will be taken into account on availability.

THE EDITING ▼

Delivery of your booth from Monday, December 14 at 8:00 a.m. During the set-up, your Exhibitor Service contact in charge of meeting your needs will be served 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 on your exhibitor space.

THE REGISTRATION OF PROVIDERS

Every exhibitor has an obligation to provide the names and contact details of its suppliers. Registered providers will be required to show up at the door of the lobby for identification. Anyone who is not registered will be able to access the halls.

SAFETY EQUIPMENT

During periods of assembly and dismantling, the wearing of safety equipment is mandatory. Otherwise, the show does not accept any responsibility in the event of an incident.

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

DURING THE OPERATION ▼

Wearing a badge is mandatory during the operating period. Any exhibitor without an "Exhibitor" badge will be denied access to the show. For more information, see the dedicated page of your "Practical Information" guide.

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YOU HAVE BOOKED A PRE-EQUIPPED STAND IN THE ACTIVE MOBILITY AREA

IT INCLUDES ▼

- White aluminum structure height 2,50m; white melamine filling (2.40m)
- Carpet
- Spots
- 1 set furniture 1 table - 2 chairs
- 1 flags sign with digital print in your name on both sides - number
- Daily cleaning (picked-up garbage, vacuumed carpet)
- **No electric block**



You can keep all or part of this basic equipment. Whether you keep it in full or not, the content of your booth must be validated directly before Friday, November 20, 2020 directly from your Exhibitor Space in Board / MyStand. You can complete the layout of your stand with possible complementary services.

YOUR ORDERS ▼

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

- Accessories
- Beverages
- Fruit boxes
- Office services
- Coffee and tea
- Catering
- Screens and video
- Booth maintenance
- Salt grocery store
- Sweet grocery store
- Logistics and storage
- Catering equipment
- Plant
- Bridges and lights
- Refrigerators
- PA
- Crockery
- Wines and spirits
- ...

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The online ordering platform will close **on Friday, December 04, 2020 at 11:59 p.m.** After this date, you will have to place your orders on site with the exhibition's Exhibitor Service. As equipment stocks are limited during the assembly period, on-site orders will be taken into account on availability.

THE EDITING ▼

Delivery of your booth from Monday, December 14 at 8:00 a.m. During the assembly, your Exhibitor contact in charge of meeting your needs will be served 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 on your exhibitor space.

THE REGISTRATION OF PROVIDERS

Every exhibitor has an obligation to provide the names and contact details of its suppliers. Registered service providers will be required to show up at the main door of the lobby for identification. Anyone who is not registered will be able to access the halls.

SAFETY EQUIPMENT

During periods of assembly and dismantling, the wearing of safety equipment is mandatory. Otherwise, the show does not accept any responsibility in the event of an incident.

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

DURING THE OPERATION ▼

Wearing a badge is mandatory during the operating period. Any exhibitor without an "Exhibitor" badge will be denied access to the show. For more information, see the dedicated page of your "Practical Information" guide.

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YOU HAVE BOOKED A STAND IN THE START-UP SPACE

IT INCLUDES ▼

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

You'll need to indicate the name you want to put on your booth's flag sign: you just have to fill the "sign" field in your "Edge Table/My Stand" exhibit space.

YOUR ORDERS ▼

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

- | | |
|-----------------------|-------------------------|
| • Accessories | • Logistics and storage |
| • Beverages | • Catering equipment |
| • Fruit boxes | • Plant |
| • Office services | • Bridges and lights |
| • Coffee and tea | • Refrigerators |
| • Catering | • PA |
| • Screens and video | • Crockery |
| • Booth maintenance | • Wines and spirits |
| • Salt grocery store | • ... |
| • Sweet grocery store | |

Your orders must be made by 11:59 p.m. on December 4, 2020. They will be increased by 15% from 00:01 a.m. on 13 November 2020 and by 20% from 00:01 a.m. on 27 November 2020 and submitted to "reserve" as to their feasibility. Wait times and implementation times under these conditions will be significant.

The online ordering platform will close **on Friday, December 04, 2020 at 11:59 p.m.** After this date, you will have to place your orders on site with the exhibition's Exhibitor Service. As equipment stocks are limited during the assembly period, on-site orders will be taken into account on availability.

THE EDITING ▼

Delivery of your booth from Monday, December 14 at 8:00 a.m. During the assembly, your Exhibitor contact in charge of meeting your needs will be served 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 on your exhibitor space.

THE REGISTRATION OF PROVIDERS

Every exhibitor has an obligation to provide the names and contact details of its suppliers. Registered service providers will be required to show up at the main door of the lobby for identification. Anyone who is not registered will be able to access the halls.

SAFETY EQUIPMENT

During periods of assembly and dismantling, the wearing of safety equipment is mandatory. Otherwise, the show does not accept any responsibility in the event of an incident.

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

DURING THE OPERATION ▼

Wearing a badge is mandatory during the operating period. Any exhibitor without an "Exhibitor" badge will be denied access to the show. For more information, see the dedicated page of your "Practical Information" guide.

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CONTROLLING YOUR PLAN

YOUR PROJECT ▼

A flat plan and a plan to raise your stand must be submitted for validation and forwarded to the organizer by **Friday, November 20, 2020.**

- If you are certain that your plans comply with the rules of architecture and security, you can deposit them directly, in your private exhibiting space, in the form of a zip, under "Dashboard / My management".
- If you wish, before filing your plans in your exhibitor space, to have the opinion of the organizer, you can send your plans to bruno@lesclesdelevenement.fr who will give you his opinion.

YOUR ORDERS ▼

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

- | | | |
|---------------------|-------------------------|---------------------|
| • Accessories | • Booth maintenance | • Refrigerators |
| • Beverages | • Salt grocery store | • PA |
| • Fruit boxes | • Sweet grocery store | • Crockery |
| • Office services | • Logistics and storage | • Wines and spirits |
| • Coffee and tea | • Catering equipment | • ... |
| • Catering | • Plant | |
| • Screens and video | • Bridges and lights | |

Warning: Electric cabinets are also available on your Online Exhibitors Space. Opening times: 11/12/20 from 4 p.m. to 10 p.m.; 12/12/20 to 14/12/20 from 08:00 to 22:00; 15/12/20 from 08:00 to 19:00; 16/12/20 from 8:30 a.m. to 7 p.m.; 17/12/20 from 8:30 a.m. to 10 p.m.

Your orders must be made **by 11:59 p.m. on December 4, 2020.** They will be increased by 15% **from 00:01 a.m. on 13 November 2020** and by 20% **from 00:01 a.m. on 27 November 2020** and submitted to "reserve" as to their feasibility. Wait times and implementation times under these conditions will be significant.

The online ordering platform will close **on Friday, December 04, 2020 at 11:59 p.m.** After this date, you will have to place your orders on site with the exhibition's Exhibitor Service. As equipment stocks are limited during the assembly period, on-site orders will be taken into account on availability.

THE EDITING ▼

Your booth can be set up from Friday, Dec. 11: 4:00 p.m. During the installation, your Exhibitor contacts will be in charge of 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 on your exhibitor space.

THE REGISTRATION OF PROVIDERS

Every exhibitor has an obligation to provide the names and contact details of its suppliers. Registered service providers will be required to show up at the main door of the lobby for identification. Anyone who is not registered will be able to access the halls.

SAFETY EQUIPMENT

During periods of assembly and dismantling, the wearing of safety equipment is mandatory. Otherwise, the show does not accept any responsibility in the event of an incident.

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

DURING THE OPERATION ▼

Wearing a badge is mandatory during the operating period. Any exhibitor without an "Exhibitor" badge will be denied access to the show. For more information, see page 14.

SETTLEMENT AND FORMALITIES

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DECORATION AND ARCHITECTURE REGULATIONS

The European Mobility Expo 2020 Decoration and Architecture Regulations set out the standards for the presentation and layout of the established stands to ensure the fair's performance and optimal visiting comfort. The reused stands are subject to the 2020 architecture regulations like the newly built stands. They must respect the requested withdrawals and heights and must be validated by the Architecture Department. **No agreement between exhibitors will be allowed. Only the Architecture Service or the organizer will be entitled to deviate after a written request.**

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

- "Top view" map with references to scale, odds and positioning of the 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, let alone any stand set up without the approval of the Architecture Service of European Mobility Expo 2020 will have to be complied with. If no agreement is reached, the stand may be dismantled, at the exhibitor's expense, if the safety rules are not enforced.



Please note: booth projects must be validated with Bruno McKay by Friday, November 20, 2020, at the latest.

SERVICE ARCHITECTURE EUMO 2020

Bruno McKay

LES CLÉS DE L'ÉVÉNEMENT

26 rue Savier - 92240 Malakoff

bruno@lesclesdelevenement.fr

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

CONSTRUCTION, STAND AND MATERIAL INSTALLATION ▼

- CONSTRUCTION AND LAYOUT: HEIGHT OF STANDS, SIGNS AND LIGHT BRIDGES

The normal height of the stands and advertising media is 3.20 m (height given 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 prior written permission from the organizer.

The organizer will be vigilant that the architecture of the stand is obscured by the neighbouring stands. Faces overlooking nearby stands should be painted or dressed and clean.

Floor stands and mezzanines are not allowed.

In the case of a face, the fronts of the stands cannot be partitioned over 50% of the length.

The slings above the stands must respect the following dimensions:

- ▶ **Bottom of the sling 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 walls of the halls.

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

Light bridges are allowed at a height of 4.5m from the floor of the building without signage and without removal compared to the neighboring stands and driveways.

Gobos will have to respect the surface of your stand, no scans will be allowed outside your surface.

Bright lights and lights are prohibited.

If you want to install a light bridge over your stand, you need to order sling points via the Exhibitor space.

If you want to attach lighting to it, consider ordering an electric box as well as power runs from the Exhibitor space.

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

- **CONSTRUCTION AND DEVELOPMENT: FRONT-FACING LAYOUT**

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

In the case of a face, the fronts of the stands must not be partitioned over more than 50% of the length of the stand. The glazed parts (to be seen depending on the case, the non-spoiled glazing is often a compromise), curtains, veiling, frosted adhesive, partition at mid-height ... will not be considered openings. On the other hand, the openings are understood as physical passing units.

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

Large furniture, main layout, stands and light flooring in superstructures should not interfere with the proper operation of smoke-removal, detection or accessibility of mobile emergency facilities (e.g. RIA).

- **CONSTRUCTION AND LAYOUT: VELUMS, COVERED STANDS, CEILING AND HANGING ON BUILDING STRUCTURES**

Velums are allowed as long as they are made of M1 materials.

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

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

If the area of these covered stands is more than 50 m², each of them must have clean and appropriate means of extinguishing permanently accessible, during the opening 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 walls of the halls. The slings are studied for a load of 50 kg to 80 kg per maximum hang point (including temporary loads: motors, electrical cables...) according to the sling hang location plan (to be ordered on your exhibitor space). In all cases, 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 hangpoints are covered by slings: light bridges, small structures, signage, etc.

The safety specifications of the Parc de Versailles have been modified to take into account the control procedures of these facilities.

Thus, it is obligatory to check and have the facilities 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 allow to obtain the minutes of stability of the installations and present it to the security officer before the opening of the show.

- **INSTALLING EQUIPMENT**

Exposed materials must not cause any inconvenience or harm to nearby stands. No equipment should be protruding from the stand area. **Equipment above 3.50 m** will have to respect a withdrawal of **1,5 m** with the **neighboring stands**.

- **CONSTRUCTION AND DEVELOPMENT: WELCOME FOR PEOPLE WITH REDUCED MOBILITY**

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 take special care of the maximum height of the jumps, the percentages of slope and devers, the width of traffic inside the stands, the removal of obstacles at face height and the height of the counters, etc.

- **CONSTRUCTION AND DEVELOPMENT: KITCHEN AND CATERING FACILITIES**

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



A project considered not meeting the criteria, and to be reworked, must be submitted again by Friday, November 27, 2020.

HALL FLOORS AND WALLS ▼

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

Any hanging of any element, including signalling, is strictly prohibited on electrical and gas distribution ducts, on the automatic water extinguishing network, on ventilation, heating and de-smoking ducts and generally on any existing appliances or ducts, as well as on poles.

The equipped stand panels are in 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 imposes the use of double-sided "fragile floors" for the installation of flooring.

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

SOUND ANIMATIONS ▼

Exhibitors who wish to use sound systems on their stand must comply with a standard in order to limit the nuisance that may interfere with their neighboring stands.

The power radiated by the decorative or animation elements should not exceed 80 dB(A) (measured in a 2.50 metre zone around the stand).

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

ELECTRICAL INSTALLATIONS AT THE STANDS ▼

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

The electrical installations of the stands, including lighting and power sockets, must be carried out in accordance with the regulations, in accordance with the standards and stopped (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 (hall channels, water gutters, etc.) for the passage of electrical cables from the stands.

During the powering up on the stands, a permanence is provided by Viparis, if necessary.

SAFETY EQUIPMENT ▼

During periods of set-up and break-down, the wearing of safety equipment (helmet and shoes) is mandatory. Otherwise, the show does not accept any responsibility in the event of an incident.



**The Exhibitor's Technical Guide is
available on your Exhibitor Space.**

GENERAL TECHNICAL REGULATIONS OF THE SHOW

Locations ▼

The organizers determine the locations of the licensed stands. They can, at any time, and if necessary, change the importance or situation of the stands. No reservations will be allowed from exhibitors. If the change relates to the area granted, it will only result in a proportional reduction in the price of the concession. The locations 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 have the surfaces around their booth.

EXHIBITOR'S 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 regulations of Fairs and Fairs). Signing an inscription requires you to occupy the designated booth or location at least 24 hours before the event opens, and leave 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 submission to the provisions of this regulation and specifications inserted throughout the exhibitor's guide, as well as to the order and policy measures that would be prescribed by both the authorities and the Administration. Any violation of this regulation or special regulations may result in the immediate, temporary or permanent exclusion of the exhibitor, without any compensation or reimbursement of the sums paid and without prejudice to the proceedings that might be brought against him.

LACK OF OCCUPATION ▼

If so, the balance of the invoice is owed by the exhibitor. Stands or pitches that have not been occupied on the day of the opening of the show may be allocated to another exhibitor, without the unseated exhibitor being able to claim any damage or reimbursement of the sums paid by him.

HANG ON THE LOBBY STRUCTURES ▼

Any hanging of any element, including signalling, is strictly prohibited on electrical and gas distribution ducts, on the automatic water extinguishing network, on ventilation, heating and de-smoking ducts and generally on any existing appliances or ducts, as well as on poles.

HANG ON THE PARTITIONS ▼

The equipped stand panels are in melamine. For poster and other hangers (table, poster...), we ask you not to use spikes or staples. Do not paint the partitions or the floors. Exhibitors are responsible for themselves and for companies working on their behalf for all damage and damage to the hall and booth constructions.

PACKAGING STORAGE AND WASTE DISPOSAL ▼

For safety reasons, there is no dedicated storage space in the exhibition park. Exhibitors must plan their removal before the opening of the event. Contact: l.lawson@clamageran.fr; m.sername@clamageran.fr



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

In editing:

- Cardboard
- Flexible plastic
- Wood
- Other waste (smaller quantities): cans, plastic bottles and glass

In exploitation:

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

In dismantling:

- Wood
- Other waste
- Brochures/catalogues

Set-up: it is imperative to keep the surroundings of your stand clean and clear of all bulky equipment, this throughout the assembly period. Your waste should be piled up in the driveways and sorted according to the materials used.

During the show: in the evening, when staff leave the site, the 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)

SAFETY EQUIPMENT ▼

During periods of assembly and dismantling, the wearing of safety equipment is mandatory. Otherwise, the show does not accept any responsibility in the event of an incident.

DAMAGE ▼

Exhibitors are required to know and respect the security measures imposed by the public authorities 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 the posts, cladding, floor halls.

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

EVACUATION OF STANDS ▼

Break-down will not begin until December 17 at 6:00 p.m. All stands, sets, equipment and merchandise must be removed by December 19 at 12:00 p.m. These deadlines have expired, the organizer, without liability, will be able to take at the expense, risk and peril of the exhibitor any measures he deems useful for the evacuation of unseated 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 ▼

A simplified complaint is being filed 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 must be taken before the presentation of these materials or products, as the organiser does not accept any responsibility in this area.

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

DELOYALE COMPETITION ▼

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

ANIMATIONS ▼

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

CHALLENGE ▼

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

DANGEROUS PRODUCTS ▼

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

INSURANCE ▼

Exhibitors remain solely responsible for damages (corporal, material, immaterial, direct and indirect) that can be caused to themselves or others, including to their attendants, equipment, arrangements and goods belonging to them 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 installation 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 the thefts, losses, damage and other damage and damage to the personal and professional property of the exhibitors, neither during the visiting hours, nor during the installation and dismantling of the stands, for any cause.

To exhibit at the show, you must take out insurance covering the period from December 11 to 19, 2020. In your Exhibitor Space, under "practical information" you must check the "insurance" box in order to certify, on honor, that you are in good standing with your insurance.



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 FOR PEOPLE WITH DISABILITIES AT THE SALON

PREAMBLE ▼

The August 1st 2006 order sets out the terms and conditions for the application of Articles R 111-19 to R 111-9-3 and R 111-19-6 of the Construction and Housing Code relating to accessibility to persons with disabilities in facilities receiving the public and facilities open to the public during their construction or creation. Generally the Halls, exhibition halls and exhibition park facilities meet the requirements of this decree: accessibility, sanitary facilities, parking etc.

In addition, 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 recalled, the general and specific measures applicable to the installations created on trade shows and exhibition fairs.

SINGLE-LEVEL PIT ACCESS ▼

Each stand, a space open to the public, equipped with a floor of a height of more 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 path length limitation,
- 5 per cent slope over a length of 10.00 m,
- 8 per cent slope over a length of 2.00 m,
- 10 per cent slope over a length of 0.50 m.

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

PATHS ▼

Width of at least 1.40 m.

THE LAYOUT OF THE ROOMS OR SPACES RECEIVING SITTING AUDIENCES (CONFERENCES, BLEACHERS, GRANDSTANDS, ETC.) ▼

There will be spaces for wheelchair users. These locations should be located 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 place for every 50 additional seats.

HOME COUNTER, INFORMATION BANKS ▼



Reception desks and information banks should be accessible to people in 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**, has set up a modus operandi to try to reduce the environmental and societal impact of its events. The approach focuses on the 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 the criteria of sustainable development into the specifications of its providers. It encourages you, exhibitors, to apply these principles, and to have your own providers involved in the process.

THE 5 RIGHT REASONS TO JOIN THE PROCESS ▼

-  **Agree 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 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 reduce 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, creation and animation of your booth will certainly reduce your exhibition costs.
-  **Meet the expectations of stakeholders.** The stakeholders of your sector and those of the show (customers, prospects, partners, visitors, journalists ...) expect a certain exemplarity from you.
-  **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 TO INTEGRATE THE DD APPROACH ▼

Below are some ideas and practical 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 in the stands, are very energy consuming. It is possible to highlight your stand while using less energy. Ask your stand standist to optimize lighting, compare technologies, find less energy-intensive solutions.

Waste



The organizers set up the selective sorting upstream, during the event and during the dismantling. It is important that your suppliers (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 participants' travel accounts for 75% of the event's carbon impact. To get your teams to Paris, prefer the train to the plane when possible. On site, use 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 ▼

Suppliers: Focus on local professionals (to reduce the carbon footprint associated with transport).

Setting up your booth: 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 assembled and disassembled, deposit your waste in driveways, arranged in piles and sorted according to:

During editing:

- Cardboard
- Flexible plastic
- Wood
- Other waste (smaller quantities): cans, plastic bottles and glass

During exploitation:

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

During break-down:

- Wood
- Other waste
- Brochures / catalogues / journaux

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

Receptive: Choose local and seasonal products in your buffets, cocktails or meal trays. Also be sure to estimate the quantities to avoid waste. In the evening, before leaving 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 accurate as possible in relation to your needs.
- Prefer FSC-labelled paper printing, as well as the use of eco-friendly inks

FIRE SAFETY NOTICE

Below are the safety rules applicable in fire and panic hazards in public establishments. The safety committee, which visits the exhibition the day before or on the morning of the opening of the event, ensures that the stands are built (stability, building materials and decoration, electrical installation, etc.).

During the passage of this commission, 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 November 20 for approval by the security officer enforcing 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

BOOTH LAYOUT ▼

Booth frame, partitions

All M0-class (non-combustible) materials (non-combustible), M1, M2 or M3 are permitted for the construction of the frame, large furniture (cash, counter, display, separation screen, etc.)

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

For information: Wood-based materials

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



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

Coverings

The wall coverings must be made of M0, M1, M2 materials. Coatings such as fabrics, papers, plastic films can be used glued in full on M0, M1, M2 or M3 materials.

Sheers

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

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

Plastic floral decorations that do not have a fire classification should be limited. In the case of a large number of decorations, they must be used in M2 materials.

Ceilings

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

Velums

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

Concordance of French references with European references

The partitions will be classified M3.

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

Flooring will be graded M4 or DFL-s2.

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

M2 or C-s3 or d0 materials are possible if a fixed sprinkler-type fixed water extinguisher system meets the standards

EURO-CLASSES (European standards matches)

Euro-classes are divided into two sets:

- Soils;
- Other construction products.

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

Other products than soils				Soil		
Classes by standard NF IN 13501-1			Requirement	Classes by standard NF IN 13501-1		Requirement
A1	-	-	Combustible	A1 fl	-	Combustible
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	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		(not tasting)			
All classes other than E - d2 and F			M4			

FIREPROOFING ▼

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

Material fire retardant can be obtained by using approved applicators whose contact information will be provided by:

French Technical Group of Fireproofing

10 rue du Débarcadère

75017 Paris - FRANCE

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

Website: www.gtfi.org

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

Grouping Non-Fire

37-39 rue de Neuilly

BP 249

92113 CLICHY

Tel: +33 (0)1 47 56 30 81



Important:

- **only Fire Reaction Trials from French-approved laboratories are accepted**
- **The PV requested and provided must be written in French script (safety commission requirement)**

ELECTRICITY ▼

The electrical installation of each stand must be protected at its origin against over-intensities and from defects to the earth. All metal masses must be interconnected and connected to the earth socket of the stand's electrical connection box, which must be permanently accessible. Electrical connections must be placed inside bypass boxes.

Facilities set up in booths for exhibitors and carried out on their own 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 devices with a nominal differential current at most equal to 30 MA. Those basic 1 must be connected to the protective conductor of the pipe supplying them.

Electrical cables

Use only cables where 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 are allowed from a fixed base (multi-take blocks molded NF).



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

Halogen lamps

The light fixtures in the stands with halogen lamps must be securely secured, placed at a minimum height of 2.25 m, away from any flammable materials (0.50 m minimum), 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 signalled and the transformers placed in a place safe for people.

EMERGENCY MEANS ▼

The means of rescue (armed fire hoses, fire extinguishers, telephone stations, etc.) must remain visible at all times and their access must be constantly cleared.



Warning: a one-meter large path to the right of the armed fire tap must be left free of any material to the public's driveway. Masking this device is prohibited.

OPERATING INSTRUCTIONS ▼

It is forbidden to set up deposits of crates, cardboard, wood, paper... exhibition areas, stands and clearings.



The fire safety notice is mandatory and must be completed from your Online Exhibitor Space.

SECURITY INFORMATION

In view of the Vigipirate "Attack Alert" plan in force in Ile-de-France, the Public Receiving Institutions (ERP) are forced to adapted security measures. The organisers of the EUROPEAN MOBILITY EXPO 2020 and Viparis - Porte de Versailles have put in place a suitable system to ensure the control and safety of all the participants of the show, from the assembly period to the dismantling.

During the operating period (opening days to the professional public, from 15 to 17 December), unannounced checks may take place at the main reception as well as at the various entrances to the Park and the hall. Only one entry point will be opened to access the show: visitors, exhibitors and service providers (deliveries) will have to use the main entrance of the hall and present a badge of 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 salon, 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).

Released: 03/26/2018

ATTENTION :

- 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 :

- | |
|---|
| <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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5 COVID-19 HEALTH STANDARD

- Document dated October 1st, subject to change -

EXHIBITOR SAFETY

**SAFETY REMAINS OUR
PRIORITY, THAT'S WHY
EUROPEAN MOBILITY EXPO
2020 ACTS ON THE FOLLOWING
POINTS TO PROTECT YOU:**

1. ORGANIZATION AND CAPACITY OF YOUR STAND
2. CLEANING YOUR STAND
3. CLOAKROOMS
4. FLOW MANAGEMENT

1. ORGANIZATION AND CAPACITY OF YOUR STAND

You must calibrate the reception capacities of your stand and each of the sub-spaces of your stand taking into account the physical distancing measures and the safety regulations against the risks of fire and panic in establishments open to the public (ERP). Favor open spaces by limiting the number of furniture.

- You must adapt the number of employees present on your stand by taking into account the surface of it, the physical distancing rules in force and of course the presence of visitors in your space. As an indication, the UFI (Union des Foires Internationales) recommends a maximum of 2 visitors present simultaneously on a classic 9m² stand.
- Display the maximum number of visitors allowed on your space.
- Organize the reception of your visitors by identifying an entry point on your stand and a waiting area when possible. Provide hydroalcoholic gel, in particular as a preventive measure for handling the products presented if this cannot be avoided. Apply barrier measures and wear a mask or visor if physical distancing is not feasible.
- Avoid leaving food or sweets readily available to all. If you offer a catering service on your stand, make sure that your service provider implements the preventive measures recommended by the health authorities.

Favor contactless solutions, for example, exchange of business cards by smartphone, dematerialized documentation, payment by bank card, etc.

- IT equipment must be allocated individually to each of the employees present on the stand. Ban accessories for collective use, pens for example, leaflets
- Plan to have disposable masks, hydro-alcoholic gel for individual use for your employees and collective use for your visitors (pump bottle for example), spray or virucide wipe to regularly clean the contact surfaces, plastic bags to isolate masks and wipes after use

2. CLEANING YOUR STAND

In addition to cleaning services, it is particularly recommended to carry out regular disinfection (depending on the number of visitors to your stand) of the surfaces in contact with visitors, in particular the surfaces of reception counters, furniture such as tables, chairs, display cases if they are touched by visitors, touch screens, control devices for technical equipment on display (machines on display), computer keyboards, etc.

To facilitate cleaning / disinfection operations, furniture with a smooth surface (laminated or hard plastic type, plastic coating) and easily cleanable are preferred. Avoid fabric covers of chairs and armchairs that are more difficult to disinfect.

3. CLOAKROOMS

As an exhibitor and if you have a personal vehicle, we recommend that you leave valuables and personal effects in it to avoid overloading the cloakrooms (if opening to the public is possible). You can also use the reserve in your stand (if it has one) to deposit your effects, taking the precaution to wrap them in plastic packaging to avoid possible contamination with the effects of other employees.

4. FLOW MANAGEMENT

Make your logistics access requests for assembly / disassembly (for vehicles) on your Exhibitor Platform. This approach is an essential prerequisite to understand the expected volume of vehicles and to better organize the flow of logistics vehicles.

- When you arrive on site, respect the traffic patterns in place and comply with the instructions given by the traffic officers.
- Reduce your parking times for loading and unloading operations to the strict minimum necessary to facilitate the logistics flow.
- Organize logistical operations before your arrival with your handler if you have them to optimize the time for unloading and reloading trucks.
- No more than two people per vehicle.

PERSONNEL SAFETY

**SAFETY REMAINS OUR
PRIORITY, THAT'S WHY
EUROPEAN MOBILITY EXPO
2020 ACTS ON THE FOLLOWING
POINTS TO PROTECT YOU:**

- 1. A STRENGTHENED HEALTH PROTOCOL**
- 2. PERMANENT SERVICE PROVIDERS**

1. A STRENGTHENED HEALTH PROTOCOL

- The wearing of a mask is compulsory when present on site, according to the functions of each
- Training provided to all of the site's teams before they take over
- Dedicated procedures developed according to the positions for the use / handling of materials

Daily random checks will be carried out on all the sanitary systems put in place.

2. PERMANENT SERVICE PROVIDERS

Paris Expo Porte de Versailles has implemented charters drawn up with its service providers and dedicated to service providers' employees for their on-site operation, which include:

- The obligation to train their staff present on site on barrier gestures
- Specific expectations on the conditions of exercise of their activity.
- Wearing PPE compulsory for their activity.
- Barrier measures.
- Accessibility to premises, conditions of equipment and maintenance of premises.
- Equipment use procedures.
- The procedure in the event of a suspicion of Covid-19, the Covid-19 manager within their on-site team and the dedicated isolation room.
- The appointment of a Covid-19 referent.