

EXHIBITOR GUIDE .

EXHIBITOR GUIDE .

EXHIBITOR GUIDE .

EXHIBITOR GUIDE

# International Private Equity Market



24 - 26 January 2018 - Palais des Festivals Cannes - France



# TABLE OF CONTENTS

CONTACTS	3
SCHEDULE	4
THE VENUE - ACCESS	5
DELIVERIES	6 - 7
TRAVEL AND TRANSPORTATION	8
SERVICES ON STAND	10
ORGANIZE YOUR OWN EVENT	11
ACCOMMODATION / HOTELS	12
ACCREDITATION / BADGES	13
HOSPITALITY SUITE	14 - 17
CLUB	18 - 19
TV DESCRIPTION	20
ADDITIONAL DECORATION	21
SAFETY REGULATION	22 - 27
ELECTRICITY FORM	28

# CONTACTS



## **ORGANIZER EUROPEXPO**

44 avenue George V  
75008 PARIS - FRANCE  
Mrs. Carine COLONNA  
Tel.: +33 1 49 52 14 17  
Fax : +33 1 49 52 14 48  
Email : carine.colonna@europ-expo.com

## **CHAIRMAN**

Mr. Gilles BARISSAT  
Tel. : +33 1 49 52 14 17  
Email : gilles.barissat@europ-expo.com

## **OPERATIONS MANAGER**

Mr. Romain TAILLAND  
Mobile : +33 6 47 73 71 29  
Email : romain.tailland@europ-expo.com

## **MANAGING DIRECTOR**

Mr. Antoine COLSON  
Tel : +33 1 49 52 14 11 / Mobile : +33 6 62 25 36 17  
Email : antoine.colson@europ-expo.com

## **SALES DIRECTORS**

Mrs Florence DARVE  
Tel : +33 1 49 52 14 22 / Mobile : +33 6 03 19 28 95  
Email : florence.darve@europ-expo.com

Mrs Claire VILLAUDY  
Tel : +33 1 49 52 14 23 / Mobile: +33 6 82 19 92 28  
Email : claire.villaudy@europ-expo.com

## **INVESTOR & VISITOR RELATIONS**

Mrs. Rym HOSNA & Mrs. Margot CAZEAUX  
Tel : +33 1 49 52 14 37 / +33 1 49 52 14 18  
Email : rym.hosna@europ-expo.com  
Email : margot.cazeaux@europ-expo.com

## **MARKETING & COMMUNICATION MANAGER**

Mrs. Valentine VEYSSIERE  
Tel : +33 1 49 52 14 36  
Email : valentine.veyssiere@europ-expo.com

## **HOSPITALITY MANAGER**

Mr. Benoît POINTREAU  
Mobile : +33 6 74 00 58 88  
Email : benoit.pointreau@europ-expo.com

## **VENUE**

SEMEC  
**Palais des Festivals et des Congrès**  
Esplanade Georges Pompidou  
La Croisette  
06403 CANNES CEDEX  
Phone: +33 4 92 99 84 00  
Fax :+33 4 92 99 31 99

# SCHEDULE



## EXHIBITOR ACCESS :

January 23th from 4:00 p.m to 8:00 p.m

## MARKET HOURS :

Tuesday, January 23th :

Badge withdrawal : from 4:00 p.m to 6:00 p.m

IPEM Opening Party from 6:30 pm

Wednesday, January 24th : from 9:00 a.m to 6:00 p.m

Thursday, January 25th : from 9:00 a.m to 6:00 p.m

Friday, January 26th : from 9:00 a.m to 4:00 p.m

## DISMANTLING :

Friday, January 26th : from 4:00 p.m to 11:00 p.m

Exhibitors should remove their own structures, equipment and/or products before the end of the period reserved for moving-out and/or dismantling.

If the timing is not respected, The Palais des Festivals reserves the right to remove the Exhibitor's property from the premises by any means and at the exhibitor's expenses and risks.

Any installation that would damage the general aspect of the Palais des Festivals will be removed by the Palais des Festivals, as well as any material or substance with unpleasant smell or any material or substance considered to be dangerous.

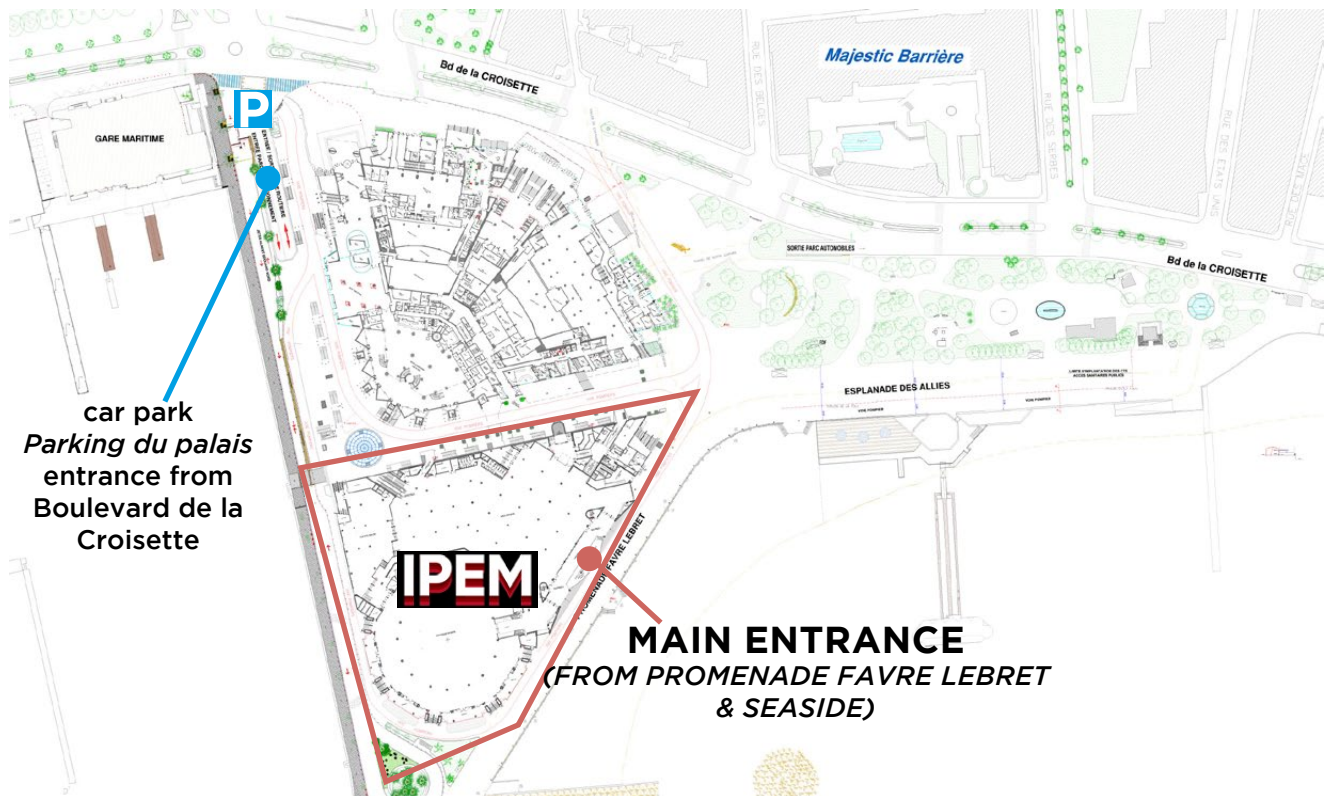
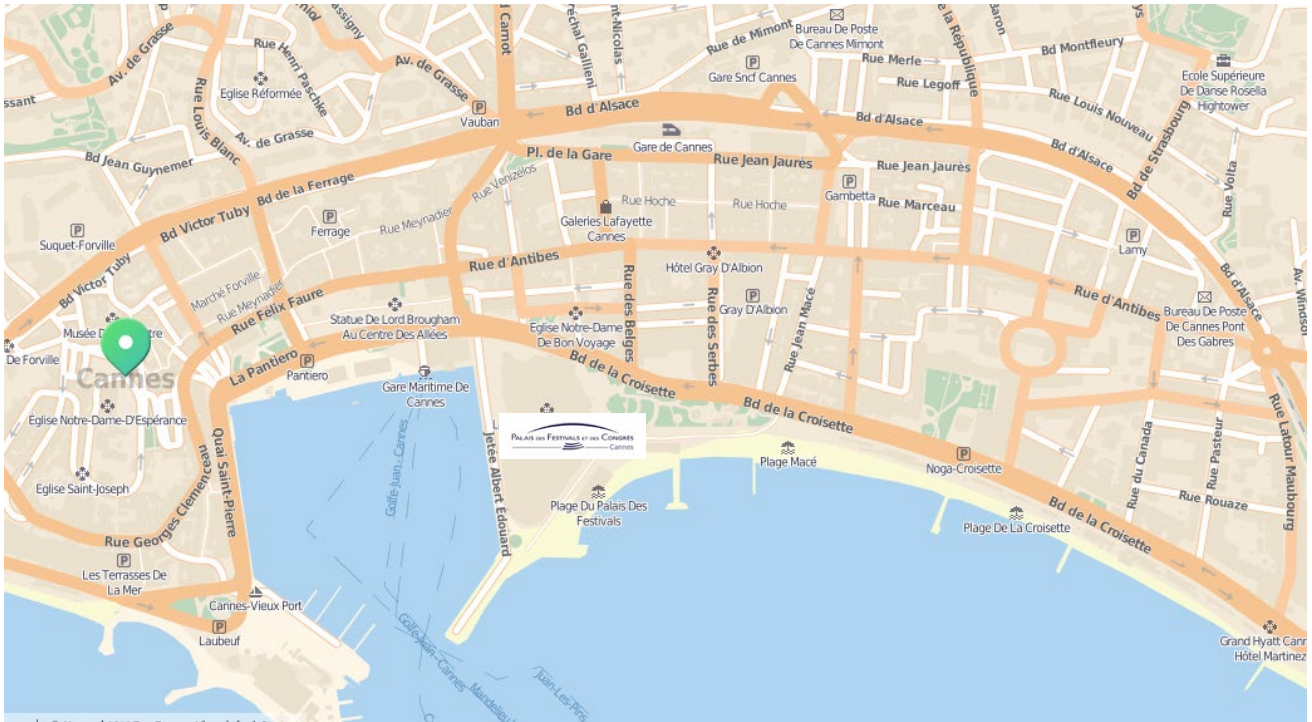


Due to the Vigipirate plan, suitcases are not accepted inside the Palais des Festivals. You will be requested to leave your suitcase outside the hall. A tent will be erected outside, next to the show entrance, to shelter your suitcases. This service is completely free.





# THE VENUE - ACCESS





# DELIVERIES

## 1/2

Packages deliveries will be accepted from January 23th, 2018.

Please mention the following adress to ship your parcels :

**Exhibitor name  
stand number  
IPEM 2018  
Barrière MACE  
Palais des Festivals et des Congrès  
Esplanade Georges Pompidou  
La Croisette  
06403 CANNES CEDEX**

IPEM team can collect your parcels for you. Those packages must be less than 1 m3.  
*IPEM organizer cannot be responsible in case of damage on your parcels.*

Your packages must be sent back at the latest on January 26th before 8:00 p.m. The Palais des Festivals refuses any responsibility for them.

### **SHIP YOUR VALUABLES**

If you plan to ship valuables, we advise you to use MARTINI services to avoid any parcel loss. Please, send your package information (dimension and weight) to :

Eric FOLCO  
e.folco@martinitechnotrans.fr

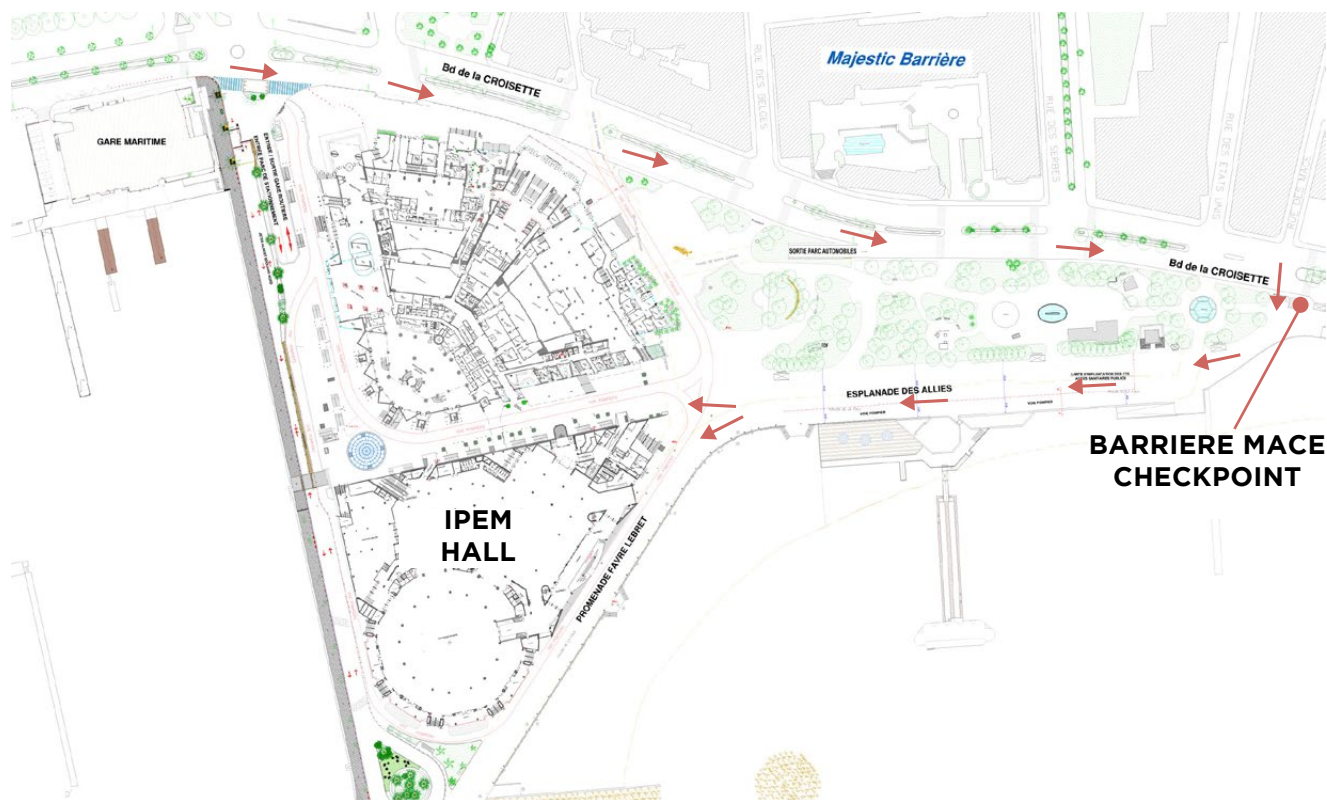
Sophie LEBARON  
s.lebaron@martinitechnotrans.fr

The name of the Exhibition or convention, the company concerned, its representative and its booth number must clearly appear on the packages.

Once you receive your quotation from MARTINI, all packages must be sent to the following address:

**MARTINI – Group ESI  
c/o Palais des Festivals  
Gare Routière niveau -2  
06400 CANNES  
IPEM  
exhibitor's name - stand number  
exhibitor contact (phone)**

The below map shows the access to the exhibition hall (Riviera Hall) during set-up and dismantling. The exhibition hall can be accessed via the Croisette Boulevard at Barrière Mace. Vehicle drivers are requested to drive slowly and carefully as the Croisette Boulevard is a public area with many pedestrians. Logistic agents (with red jackets) stay at your disposal for any further information.



During the set-up and dismantling time, the Exhibitors are allowed to park their vehicles in the fenced off parking area next to the Palais des Festivals.

Logistics agents (provided by the Palais des Festivals) are clearly identified and wear red jackets and will coordinate the parking of the vehicles during the set-up and dismantling time. All Exhibitors have to follow their instructions to ensure a smooth and safe set-up and dismantling.

# TRAVEL AND TRANSPORTATION



## BY CAR

Cannes is connected by the A8 motorway « la provençale » (exit Cannes La Bocca or exit Mougins / Cannes). From Aix-en-Provence to the west and from Italy in the east.

## BY TRAIN

The city of Cannes has great TGV Corail and express train links between all the French regions and major European cities. For more details : [www.idtgv.com](http://www.idtgv.com) or [www.voyages-sncf.com](http://www.voyages-sncf.com)

## BY PLANE

The best fare for your airline ticket. Attractive discounts on a wide range of fares on all Air France and KLM flights worldwide



Event ID Code to keep for the booking : **32383AF**

More details by [clicking here](#)

**Validity : from January 20th to February 1st, 2018**

## TRANSFERS FROM NICE TO CANNES

IPEM hostesses will be located at the airport to direct you to the transport of your choice.

### BY TAXI

Nice airport is located at 30km from Cannes. Rate from the Nice airport to the Palais des festivals de Cannes: about 80 - 100€.

Taxi Cannes : +33 4 93 992 727 - [www.taxi-cannes.net](http://www.taxi-cannes.net)

Uber is available in Cannes

### BY SHUTTLE

Line : 210 / Shuttle from Nice Airport. Leaves every 30min. Stop : Hôtel de Ville - Cannes

Rate : 22€ one way / 33€ round trip

Tel : +33(0)800 06 01 06 You can buy your ticket online [www.niceairportxpress.com](http://www.niceairportxpress.com)

### BY HELICOPTER

Azur Helicopter - +33 4 93 90 40 70 - [info@azurhelico.com](mailto:info@azurhelico.com)

TRANSFER NICE AEROPORT - CANNES		
Flight-Sharing		
Rate / person	Flight Time	Our offer include
160€ /Pers** <small>*Airport taxes included</small>	7 min	<ul style="list-style-type: none"><li>▶ Your helicopter transfer between Nice and Cannes</li><li>▶ VIP welcome in Nice Airport</li><li>▶ Car service in Cannes</li><li>▶ 1 Cabin baggage* / *Extra luggage : +50€/bag</li></ul>

\*\*rate for minimum 2 passengers on board - If travelling alone: 295€





# MyIPEM

## START CONNECTING NOW



MyIPEM is a unique platform that enables you to:

- Get in touch with other participants and exchange private messages
- Schedule meetings in advance
- Select the conferences you do not want to miss
- Plan your visit easily with practical information
- Choose the hotel you will stay at
- Register your team and have an up-to-date profile to be more visible

**Start connecting now! : <https://account.ipem-market.com/>**

And have it all with you onsite thanks to the app!

# SERVICES ON STAND



## WIFI CONNECTION

The entire hall is connected to Wifi. A code will be available at the registration desk. This free service is provided by **efront**

## ELECTRICITY

Your stand is supplied with electricity. In order to benefit from an electrical supply box on the stand, please complete the electricity form on page 28.

## CLEANING

Your stand will be cleaned every day.

## SECURITY

Exhibition surveillance is carried out by the Palais des Festivals. Surveillance by external companies is not authorized. Individual surveillance of the booth can be requested by the exhibitors, at their own expense.

Theft from stand

In case of theft the following procedure has to be followed:

Lodge a written complaint within 24 hours with the local authority and ask for an acknowledgement of the complaint to :

- the office of the Police situated within the Palais des Festivals during the exhibition
- or to the Commissariat de police of the City of Cannes

Attention: The security service of the Palais des festivals is not a local judiciary authority. Complaints made to the security officers will not be taken into account for insurance purposes.

Take any steps by the laws and regulations in force to maintain recourse against third parties.

The exhibitors undertake to waive any faculty or recourses against the Palais des Festivals.

## RECOMMENDED SUPPLIERS

Service	Company	Website	Contact
Temporary staff	Class'hotesse	<a href="http://www.class-hotesse.fr">www.class-hotesse.fr</a>	geraldine@class-hotesse.fr +33 1 47 35 06 52
Catering on stand	Giry Traiteur	<a href="http://www.giry-traiteur.com">www.giry-traiteur.com</a>	contact@giry-traiteur.com +33 4 93 39 44 07
Floral decoration	Expo-Flora	<a href="http://www.expoflora.fr">www.expoflora.fr</a>	expoflora@expoflora.fr +33 4 93 49 48 24
Signage	Imagin'expo	<a href="http://www.imaginexpo.com">www.imaginexpo.com</a>	c-lacaze@imaginexpo.com +33 1 34 89 88 42
Furniture	Alliance Mobilier	<a href="http://www.alliance-mobilier.com">www.alliance-mobilier.com</a>	contact@alliance-mobilier.com +33 5 61 39 16 56
coffee machine, water dispenser, fridge	Essence Service	<a href="http://www.essence-services.com">www.essence-services.com</a>	essence.services@orange.fr +33 (0)4 93 95 97 34

# ORGANIZE YOUR OWN EVENT



## ORGANIZE YOUR PRIVATE EVENT DURING IPEM 2018

Use the unique opportunity of IPEM 2018 to host your public relations event in Cannes !  
Our in-house event manager can help you plan a unique experience for your targets :

- Meet prospective investors / LPs
- Come celebrate with your portfolio companies
- Mobilize your network, clients and partners
- Set up a media / PR event
- ...

### For more information, please contact :

**Leslie PERES** – IPEM Event Manager / E. [leslie.peres@artactuel.info](mailto:leslie.peres@artactuel.info)

T. +33 1 49 52 14 34 / M. +33 6 80 18 21 35

**Florence DARVE** – IPEM Sales Director / E. [florence.darve@europ-expo.com](mailto:florence.darve@europ-expo.com)

T. +33 1 49 52 14 22 / M. +33 6 03 19 28 95

**Claire VILLAUDY** – IPEM Sales Director / E. [claire.villaudy@europ-expo.com](mailto:claire.villaudy@europ-expo.com)

T. +33 1 49 52 14 23 / M. +33 6 82 19 92 28

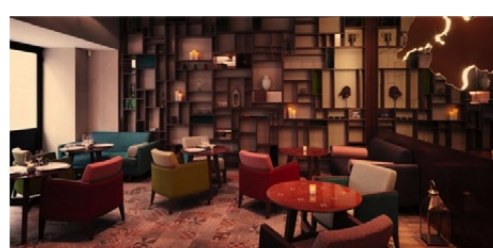
### AT IPEM 2018 :

Organize a cocktail on your stand or on our lounge areas to make pleasant professional contacts  
Benefit from our sponsorship opportunities to promote your business and gain visibility



### IN CANNES :

Enjoy our network of prestigious venues to welcome your guests in unique and friendly places.





# ACCOMMODATION / HOTELS



You will find a list of IPEM partner hotels located next to the Palais des festivals on MYIPEM. Connect on <http://account.ipem-market.com/> and book directly your rooms with the best negotiated rates !



**LE CANBERRA** (4\*), +33 4 76 82 44 39  
120 rue d'Antibes, Cannes - 800m from Palais des Festivals

**INTERCONTINENTAL CARLTON CANNES** (5\*), +33 4 93 06 40 06  
58 boulevard de la Croisette, Cannes 750m from Palais des Festivals

**LE CAVENDISH** (4\*), +33 4 97 06 26 00  
11 boulevard Carnot, Cannes - 550m from Palais des Festivals

**FIVE SEAS**, +33 4 63 36 05 05  
1 rue Notre-Dame, Cannes - 140 m rom Palais des Festivals

**LE MAJESTIC CANNES** (5\*), +33 4 92 98 77 00  
10 boulevard de la Croisette, Cannes - 160m from Palais des Festivals

**HOTEL SPLENDID** (4\*), +33 4 97 06 22 22  
4 rue Félix Faure, Cannes - 260m from Palais des Festivals

[\*\*Find online the IPEM 2018 Partner Hotels list\*\*](#)

**MAKE SURE TO MENTION IPEM 2018 WHEN YOU BOOK YOUR ROOM TO  
BENEFIT FROM THE BEST RATES**

# ACCREDITATION / BADGES



**New for 2018 :** you will be able to register easily your team online via MyIPEM platform.

How to proceed?


1/ Your stand coordinator needs to connect to the following Exhibitor Registration link :  
<https://account.ipem-market.com/register-expo.html>

2/ He will register for IPEM 2018 either using the express registration if you attended a previous edition or create a whole new account if you are a first-timer.

3/ Once the account is validated, on his My IPEM account, he will be able to access the Exhibitor Admin and add participants from previous editions and/or add new participants.

4/ He will also be able to add, update participants pictures and complete or update your company profile (with your logo, your activities, etc...)

5/At IPEM 2018 : print out your voucher to withdraw your badge at the registration desk.



# Welcome to myIPEM

[Learn more about IPEM](#)

## Exhibitor Registration

### Company information

Welcome to IPEM online registration. Registration only takes a few minutes.  
Please complete your details carefully as we need them to confirm your participation.


**My company details (as displayed on all communication) :**

Company Name *	Address *
<input type="text"/>	<input type="text"/>
Zip code *	City *
<input type="text"/>	<input type="text"/>
Country *	Website
<input type="text" value="Argentina"/>	<input type="text" value="www."/>
Company Activity *	Phone
<input type="text" value="General Partner"/>	<input type="text"/>

**NEXT STEP**

\* Required Fields.

If you need assistance, please contact +33 1 49 52 14 17 or send an email to [contact@ipem-market.com](mailto:contact@ipem-market.com)



Please complete your company details carefully. This will be listed in IPEM Directory and IPEM Online Database.  
Both include the complete list of participating companies and individuals to identify your future partners and make the best out of your participation.

This information can be edited in your personal online account MyIPEM that will be automatically created once your registration has been confirmed

IPEM reserves the right to update or modify this information if this section is incorrect or not completed.





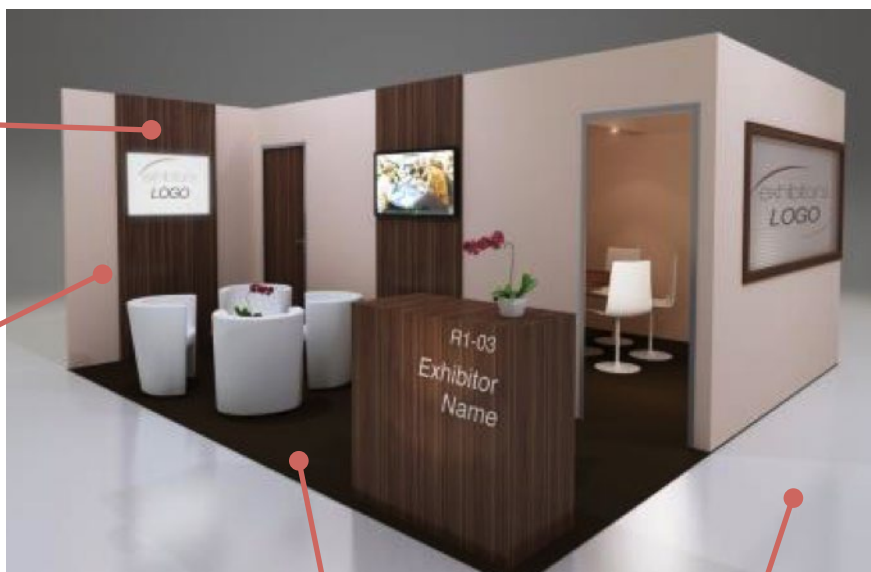
# HOSPITALITY SUITE 1/4 DETAIL OF STRUCTURE



*Colour of wood facing*



*Colour of the walls*



*Colour of the carpet  
inside the hospitality  
suite*



*Colour of the  
aisle carpet*

Height of the panels : 2,5m

Structure made of wooden panels  
covered with fireproof fabric

Structure of the panels : honeycombed wood



*Example of hospitality suite with two open corners*



# HOSPITALITY SUITE 2/4 EQUIPMENT

The layout of your Hospitality suites includes :

## **An open space with :**

- 1 welcome desk
- 1 stool
- 4 armchairs
- 1 coffee table
- 1 TV screen 40"
- 1 backlight panel to insert your graphic
- 1 waste paper basket

## **A meeting room with :**

- 1 meeting table
- 6 chairs
- 3 spotlights
- 2 electrical sockets

## **A the storage space (beside the meeting room) with:**

- 1 fridge
- 2 straight shelves on the wall
- 3 hooks coat hanger



# HOSPITALITY SUITE 3/4 EQUIPMENT

## FURNITURE IN THE WELCOME SPACE :



**1 x RECEPTION DESK**  
L x D x H : 100 x 50 x 100cm  
with straight shelf inside



**1 x BAR STOOL**  
ref : Drink fumé  
H : 69/94cm



**1 x COFFEE TABLE**  
H : 49cm  
Diameter : 60cm



**4 x ARMCHAIR**  
L x D x H : 64 x 50 x 77cm  
Colour : White

## FURNITURE IN THE MEETING ROOM :



**1 x MEETIN ROUND TABLE**  
H : 75cm  
Diameter : 120cm



**6 x CHAIR**  
L x D x H : 42 x 50 x 83cm  
Colour : Shiny White



**WASTE PAPER BASKET**

## FURNITURE IN THE STORAGE :



**FRIDGE 110L**  
L x H x D: 50 x 80 x 60cm



**3 HOOKS COAT PEG**

**If you require additional furniture,  
please contact us**

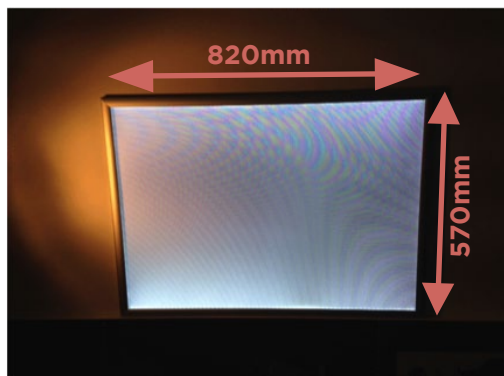


# HOSPITALITY SUITE 4/4 YOUR GRAPHIC

Files to be sent to [romain.tailland@europ-expo.com](mailto:romain.tailland@europ-expo.com) by **December, 11th, 2017**

## INCLUDED IN THE HOSPITALITY SUITE :

- Your signage on backlight
- Your logo on the plexi glass



Please send us your the promotional artwork you want to see in the signage panel and your logo

Resolution : 300 Dpi  
Format : EPS, Ai or PDF HD

## Your Logo on the sandblasted plexi

dimensions max. : 1000x300mm

Resolution : 300 Dpi  
Format : EPS, Ai or PDF HD

This signage can be installed horizontal or vertical





## CLUB 1/2

### DETAIL OF STRUCTURE

Logo to be sent to [romain.tailland@europ-expo.com](mailto:romain.tailland@europ-expo.com) by **December, 11th, 2017**

#### INCLUDED IN YOUR CLUB:

- Your logo on fabric (100x50cm max)

Please send us your logo in high definition

Resolution : 300 Dpi

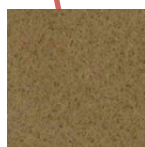
Format : EPS, Ai or PDF HD



*Colour of wood facing*



*Colour of the walls*



*Colour of the booth carpet*



*Colour of the aisle carpet*

Height of the panels : 2,5m

Structure made of wooden panels covered with fireproof fabric

Structure of the panels : honeycombed wood



## FURNITURE IN YOUR BOOTH :



**1 x RECEPTION DESK**  
L x D x H : 100 x 50 x 100cm  
with straigh shelve inside



**1 x BAR STOOL**  
ref : Drink fumé  
H : 69/94cm



**WASTE PAPER  
BASKET**



**1 x COFFEE TABLE**  
H : 49cm  
Diameter : 60cm

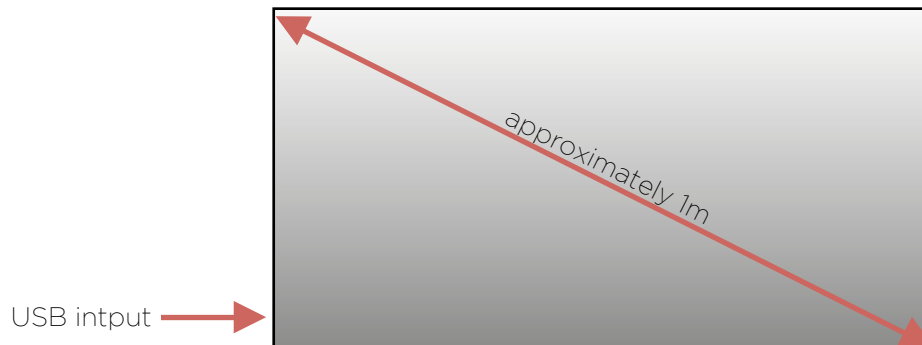


**4 x ARMCHAIR**  
L x D x H : 64 x 50 x 77cm  
Colour : White

# TV DESCRIPTION



1 TV flat screen with wall bracket  
Size : 40"



Please bring your own USB key to broadcast your videos or images.

**No DVD player will be connected.**

Accepted files:

.Jpg for pictures

.Avi or Mpg for movies

If you want to broadcast a powerpoint, we advise you to save your powerpoint as a .jpg

To connect your laptop on the tv you need to bring your own cable according to your laptop's output Hdmi / Vga / USB.

# ADDITIONAL DECORATION



**Please refer to the attached « Safety Regulations » if you want to add your own material on your stand.**

Additional decoration must meet the Safety Regulations of the Palais des Festivals. The decoration elements cannot be higher than the partition walls. The details about the material must be included in the safety File. All materials that are not conform to the safety Regulations of the palais des festivals will not be authorized in the exhibition hall. The exhibitor shall refer to the « authorized materials table » that can be found in the safety Regulations of the Palais des festivals to have the type of fire-rating required for the material, such as :

- wall coverings
- plastic materials
- floating decoration
- pop-up / umbrella stand
- other materials



# SAFETY REGULATION

## 1/6

**All Exhibitors are obliged to carefully read the Safety Regulations (see attached document of the Palais des Festivals).**

### **Safety File**

Some materials are exceedingly dangerous as they allow fire to spread very easily and therefore their use within the Palais des Festivals is strictly regulated, especially plastic and synthetic materials. The Palais des Festivals reminds the exhibitors that only materials approved and recognized by French or European laboratory shall be allowed.

All exhibitors must put together a **Safety File** and return it to the Safety Department.

### **The Safety File has to include the following documents:**

The Safety/Electricity Questionnaire duly filled in and signed by the Exhibitor or his representative.

The documents that need to be provided according to the overview on page 23 of the Safety Regulations (Fire Safety Department – Section 1.01 – Technical Information)

All the official material test reports issued by approved French laboratories or their European equivalent and (or) the fireproofing certificates drawn up by duly approved companies.

In case Exhibitors do not have these above-mentioned test reports and certificates, they are required to provide any other relevant document that might help the Fire Safety Marshal to make a decision that shall be transmitted to relevant administrative authority for appraisal. These are:

Non-approved test results

Translation of foreign language test reports

Physical and chemical information regarding the nature of the materials

Any technical specification

In any case and without fail, a sample of the materials used.

### **Safety Department:**

Palais des Festivals et des Congrès de Cannes

La Croisette BP 272

F-06403 Cannes cedex

### **To the attention of:**

### **Ludovic Maire (Assistant of Safety Officer)**

Phone number: +33 4 92 99 84 74

Fax number: +33 4 92 99 31 53

E-mail: [maire@palaisdesfestivals.com](mailto:maire@palaisdesfestivals.com)

Exhibitors who do not provide the Safety File might not be allowed to use the internal installations of the corresponding stands (cutting off of electric power supply, telephone, air conditioning, etc.).

For any questions please contact the Fire Safety Department.

### **Safety Committee**

**The Fire Safety Manager is present in the exhibition area during the set-up in order to ensure that all stands conform to the safety regulations.**

**On the first day of the exhibition there is a visit of the Safety Committee and the Exhibitor is required to be present on the stand and to make available all relevant information concerning the conformity of materials used in the construction and decoration of the stand.**



# SAFETY REGULATION

## 2/6

### 4.1 - SAFETY FILE

Exhibitors shall submit the safety files of their stand(s) to the organizers at least one month in advance. This file must include:

- the safety questionnaire completed by the exhibitor or its representative (see attached template).
- a plan or drawing of the stand showing the metric dimensions (length, width, height) and on which all the materials to be used are identified. This identification shall be repeated in column B of the questionnaire. This plan shall include front, side, bird's eye, and cross section views that are duly indicated. A legend must specify the planned installations. The language used must be either French or English. The scale must be at least 1:20.
- all official test reports for the materials issued by approved French laboratories or their European equivalent and (or) the fireproofing certificates drawn up by duly approved companies.

All of these documents shall be identified from A to Z and repeated in column C of the questionnaire. Exhibitors who do not submit said safety file, can be denied access to the exhibition halls

### 4.2 - CONSTRUCTION AND INSTALLATION OF STANDS

Except for specific partitions called «Palais», all ornamental installations will be located exclusively inside of the volume of the stands.

In order to guarantee the maximum efficiency of the fire safety devices (sensing heads, smoke extractors and sprinklers) fixed onto the suspended ceiling, when the ceiling height is over or equal to 2.75m no structure shall be located in the upper area of each stand defined by a horizontal plane located 0.25m below the suspended ceiling, except for the covering of the main building's structural supports. This can extend to the underside of the fixed suspended ceiling or the ceiling of the rooms in question as long as no particular hazard (installation of electrical or other box) is located near the aforementioned structural supports.

Banners that are located on the edge of the aisles of open stands shall also be fixed at 0.25 m from the suspended ceiling.

When the suspended ceiling is under 2.75m, the construction height specific to each stand location will be specified on the layout plans provided by the organizer.

Stands that are higher than 4.50m will be subject to an official solidity/stability inspection by a certified organization when first installed.

In the event where reassembly would be necessary, then a certificate certifying the stability of the stand shall be delivered by the exhibitor along with the initial report of the certified organization.

The solidity/stability of stands less than 4.50m high shall be guaranteed in accordance with the French standard NFP 06.001 and shall remain under the exhibitor's liability. Said latter must be able to provide proof thereof, in particular, to the administration, and at any time that it might request it.





# SAFETY REGULATION

## 3/6

### 4.3 - SUSPENDED CEILINGS OF THE STANDS:

#### 4.3.1 Open stands

a) In the basement:

Stands are prohibited from having false ceilings. Only a banner or other arrangement in the upper part (above 1.80 m) of a maximum width of 0.5 m (or several smaller ones within the overall authorized width of 0.5 m) may be tolerated, after consideration by the safety manager and subject to:

- MO or M1 fire classification
- A minimum clearance of 1 m above the banner(s)
- The total solid area representing a maximum of 20% of the total area of the stand.

Only approved openwork (net) M1 textile type canopies, for which the mesh comprises a minimum of 4 to 5 mm, are authorized for the stand as a whole. In the case of total cover, no solid part or banner may be created.

- The authorized construction heights not being exceeded.
- Being securely fixed by MO suspensions.

b) On the Ground and upper floors:

Stands are prohibited from having false ceilings. However, where the height under the hall ceiling is greater than 2.75 m, solid partitions or other arrangements of a maximum width of 2.00 m are acceptable in the upper part (above 1.8 m), after consideration by the safety manager and subject to MO or M1 fire classification

- A minimum clearance of 1 m between the horizontal panels.
- The authorized construction heights not being exceeded.
- The perpendicular ends of the horizontal panels must remain open. A maximum drop of 0.1 m is authorized.
- The total enclosed area representing a maximum of 1/3 of the total area of the stand.

Only approved mesh (net) M1 textile type canopies, for which the mesh comprises a minimum of 4 to 5 mm, are authorized for the stand as a whole. In this case, the solid parts may not exceed 13% of the area of the stand.

- Being securely fixed by MO suspensions.

When the height under the hall ceiling is less than 2.75 m, the provisions provided for the basement shall be applied (ref. para. a).

#### 4.3.2 Case for fully enclosed stands or units

Only in exceptional circumstances can the installation of an enclosed stand be authorized. This installation must be the subject of a specific request.

They must have an area less than 300m<sup>2</sup>, and be spaced at least 4 meters apart. The solid ceiling and false ceiling areas (including those on above-ground levels) must total a maximum of 10% of the area of the level concerned. To be securely fixed by MO suspensions.

In compliance with clause AM 10, false ceilings or canopies must not hamper the efficiency of the establishment's safety equipment.

Furthermore, the following specific provisions are to be taken into consideration:

a) In the basement

They can only be created in place of those of the Palais. All the establishment's safety devices must be retained, including smoke extraction. The general alarm must remain audible. In the event this is triggered, activity must automatically stop within the said unit. This installation must comply in all points with the requirements of the fire safety system standards.

b) on the Ground and upper floors

An extension must be made to the Palais' fire safety systems (SSI), including fire detection and the general alarm. In the event this is triggered, activity must automatically stop within the said unit. This installation must comply in all points with the requirements of the fire safety system standards.



# SAFETY REGULATION

## 4/6

For units with an area greater than 20m<sup>2</sup>, a smoke evacuation system must be installed. To this end, a hatch of a size 1/100th of the unit's area and with a minimum area of 1m<sup>2</sup>, and which can be opened from the outside, must be installed in the upper part of the said unit.

NB: The total of the enclosed volumes must not exceed 10% of the halls' area and the cumulated total of adjoining units of under 20m<sup>2</sup> shall be considered as being a unit of over 20m<sup>2</sup>.

Depending on the activity therein, it may be requested that the hall's automatic sprinkler system be maintained if the hall is so equipped.

### 4.3.3 Proof

The exhibitor must provide all supporting documents, including calculations related to the provisions of the present paragraph

## 4.4 - MATERIALS USED FOR DECORATING THE STANDS

The materials used must be consistent with the authorized materials (see attached security questionnaire). Official fire-rating test reports and certificates issued by approved registered laboratories for all materials used in the exhibition halls shall be submitted to the Safety Manager.

Tests must be established with regard to French standards NF P 92 501-507 and NF EN - 13.501.1

As such, a list of approved laboratories with accredited certification recognized by the French State is attached to this specification. Only materials with a report of reaction to fire issued from these laboratories shall be accepted.

In the event that the reports from other countries are provided, a certified translation into French may be requested in order to have a detailed understanding of said reports.

Coverings and materials that comply with safety requirements are sold by specialized retailers that provide certificates corresponding to the materials' classification. For a list of suppliers, please contact: Groupement Non Feu, 37/39 rue de Neuilly, BP 249, 92113 Clichy, France (Tel: 01 47 56 30 81).

Fireproofing may give M1 quality to materials, which would normally be fairly or easily inflammable. Such fireproofing may be obtained by spraying a special liquid, by applying a special paint or varnish with a brush or by immersion in a special bath. The fireproofing procedure shall be carried out by an approved contractor who shall give the exhibitor a certificate in an approved form that shall mention:

- the nature, size and colour of the treated covering, the name of the product used, the date of the fireproofing along with the stamp and signature of the contractor.

Note: Fireproofing may only be carried out on wood panels, on natural fabrics or on fabrics containing a high proportion of natural fibres. It is not possible to fireproof synthetic fabrics or plastics.

All materials that lack proper proof demanded in the safety file and on the recommendations of the Safety Manager will be refused.

### 4.4.1 - Use of plastics and derivatives

Plastic product such as in polycarbonate, acrylic, vinyl, polyurethane, polyvinyl chloride, methacrylate, or similar substances are subject to this section.

These materials must be classified (with respect to their reaction to fire) according to the manner in which they are used, namely:

§ 1) M1 (B s3 d1 according to EN 13 501-1) for any material used in ceiling or suspended ceiling regardless of the thickness and dimensions.

§ 2) M1 (B s3 d1) for floating or non-floating supports whose thickness is equal to, or less than 2 mm and are used in a vertical position. However flexible «Lackfolie» type materials fire-rated M2 (C s1 d1) may be accepted after consultation with the Safety Manager.

«3M» type adhesive films that are applied directly to M1, M2 and M3 supports are not affected by this paragraph.



# SAFETY REGULATION

## 5/6

§ 3) M2 (C s3 d1 according to EN 13 501-1) for all uses in building element or decoration including all furniture, lighting, acting as a constructive decoration, or sign, etc., and having a thickness of between 2 mm and 12 mm.

There is no statutory requirements regulating the use of non-illuminated small movable furniture on all levels, with the exception of level O1 where fire-rating M2 (C s3 d1) is required.

Light boxes shall have openings to allow enough ventilation to limit the interior temperature to 65°C maximum.

§ 4) M4 (D s3) for materials that are 12mm thick or more and providing that they are not associated with any electrical installation; otherwise, they required a fire rating of M2 (B s3 d1) (ref § 3).

There are also no requirements concerning the use of plastic materials as sales products or related products such as display units, model roofs or showcases, provided that they are not a part of the stand's structure and that their surface does not exceed 4m<sup>2</sup> for a stand with a surface area of 50 m<sup>2</sup>.

§ 5) Expansive polystyrene or similar kinds of materials shall be fire-rated M1 (B s3 d1) regardless of their thickness and for the entire establishment.

§ 6) Synthetic foams shall be fire-rated M1 (B s3 d1) when used as wall or ceiling coverings even when they are covered by a fire-rated M1 (B s3 d1) material, and M4 (D s3 according to EN 13 501-1) when used elsewhere providing that they are covered by a M1 (B s3 d1) material.

### 4.5 - DISPLAYED MATERIAL

Materials on display may be shown on the stands without any requirements as to their reaction to fire.

However, these provisions do not apply to trade fairs and stands specifically related to interior decoration, where fabrics and wall coverings are displayed.

However, these provisions do not apply to trade fairs and stands aimed specifically at interior decoration, whereby fabrics and wall coverings are displayed.

### 4.6 - FURNITURE

Furniture supplied by rental companies shall comply with the statutory provisions of this specification.

However, exhibitors may use their own furniture providing that the materials be authorized (see safety questionnaire), subject to fire-rating certificates and official test reports of those materials being provided by the exhibitors.

- The structure should be made of a maximum of M3 or D s1 fire-rated materials and should only contain synthetic materials in line with Article 4.4.1 hereof.

- Their upholstery filling shall be made of a maximum fire-rated M4 or D s3 and be covered by a well-sealed M1 or B s3 d1 material.

Small movable furniture such as chairs, seats, or pedestal tables are not affected by these above-mentioned provisions. However, the materials they are made of must not be able to spread fire quickly.

# SAFETY REGULATION

## 6/6



### 4.7 - ELECTRICAL INSTALLATIONS FOR STANDS

The electrical installation on each stand must have a consumer unit equipped with an RCD with a range of 30 mA max.

The consumer unit must be permanently accessible to the stand personnel, but remain inaccessible to the public. It must be kept away from all inflammable and combustible materials and products. Its position must be indicated.

On exiting the consumer units, the so-called "temporary" electrical installations are created under the exhibitor's sole responsibility. It is strictly prohibited to open or modify the electrical points made available to exhibitors.

These installations must be created under the responsibility of persons qualified to design and carry out the works in compliance with current regulations and advised of the specific risks presented by these types of event. In this regard, the exhibitor or its representative must append to the certificate of conformity to be provided to the safety manager (see model in appendix 2) all the certificates or official documents attesting to the fitter's professional qualification and his/her capacity to create the said installations. These must be in the name of the person responsible for implementing the said installations. In the absence of this justification, the exhibitor may, at its cost, have a compliance check carried out by a qualified person, whose inspection report is to be provided to the safety manager.

These installations are created in compliance with the laws, decrees, orders and other official texts relating

to electrical installations and in particular with the standards EN 60 598 or NF C 15-100, as well as the decree of 14 November 1969 on the protection of workers.

The following should be noted in particular:

- 1) The use of light-socket adapters is prohibited;
- 2) Cables or conductors must be of category C 2. The use of a conductor with a cross-section less than 1.5 mm<sup>2</sup> is prohibited: the use of twin conductor or "CINDEX" type (H-03-VHH) cables is strictly prohibited. Cables must be fixed correctly.
- 3) All the equipment used, with the exception of class II and low voltage equipment, are linked to the electrical box ground conductor provided by the Palais, and protected by an RCD (of a nominal 30 mA maximum).
- 4) The electrical connections are created in junction boxes.
- 5) The high-voltage illuminated signs located in range of the public or the personnel working on the stand, and in particular the electrodes, must be protected by a screen in a material with a maximum of M2 classification.

An emergency stop switch must be placed on the stand in an area that is easily accessed and identified.

Transformers are to be located in an area that cannot cause any danger to people. If applicable

indicate their presence with a "Danger, high voltage" sign.

- 6) Halogen lights must comply with standard EN 60598.

Lights on the stands, including halogen lights, must:

- be placed at a minimum height of 2.25 m
- be kept away from all inflammable materials (at least 0.5 m from wood and other decorative materials)
- be securely fixed
- be equipped with a safety screen (glass or fine-mesh grill)
- guarantee protection against the effects should the lamp explode.

7) Lampshades, with the exception of those of category M0 (glass, ceramic, metal, aluminum, etc.), must satisfy certification in accordance with standard EN 60 598 2-1, with regard to the fireproof test, for which the value of 650° must be obtained for any unit accessible to the public. The proof of the said lamp's certification must be provided.

- 8) Electrical equipment, including lights, may not protrude into the walkways.

A protrusion of 0.1 m is only tolerated for lights placed at a height above 2.2 m from the ground. With the exception of small lights (Lita-type spotlights, 300W halogen lights, neon lights, etc.), lighting may not be placed in the upper safety volumes.

# ELECTRICITY FORM



To return to [romain.tailland@europ-expo.com](mailto:romain.tailland@europ-expo.com) **by December, 15th, 2018**

Event : **IPEM 2018**

Exhibiting Company or Company name : .....

Stand N # : .....

First name : ..... Last name : .....

Address : .....

.....

Phone number : .....

Email : .....

Attests that the electrical equipment used on the said stand are certified under current standards and comply in all points with the manufacturer's specifics, and have not undergone any transformation on my part.

Date : ...../...../.....

Signature :