


EXHIBITOR GUIDE

natexpo

PARIS 2021

THE INTERNATIONAL TRADE
SHOW FOR ORGANIC PRODUCTS

- 
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 - ➔ Useful Information
 - ➔ Fittings
 - ➔ Regulation & Formalities

24-26 October 2021 / Paris Nord Villepinte - Hall 6

How to use this guide?

THIS EXHIBITOR GUIDE IS INTERACTIVE

With this document, you can:

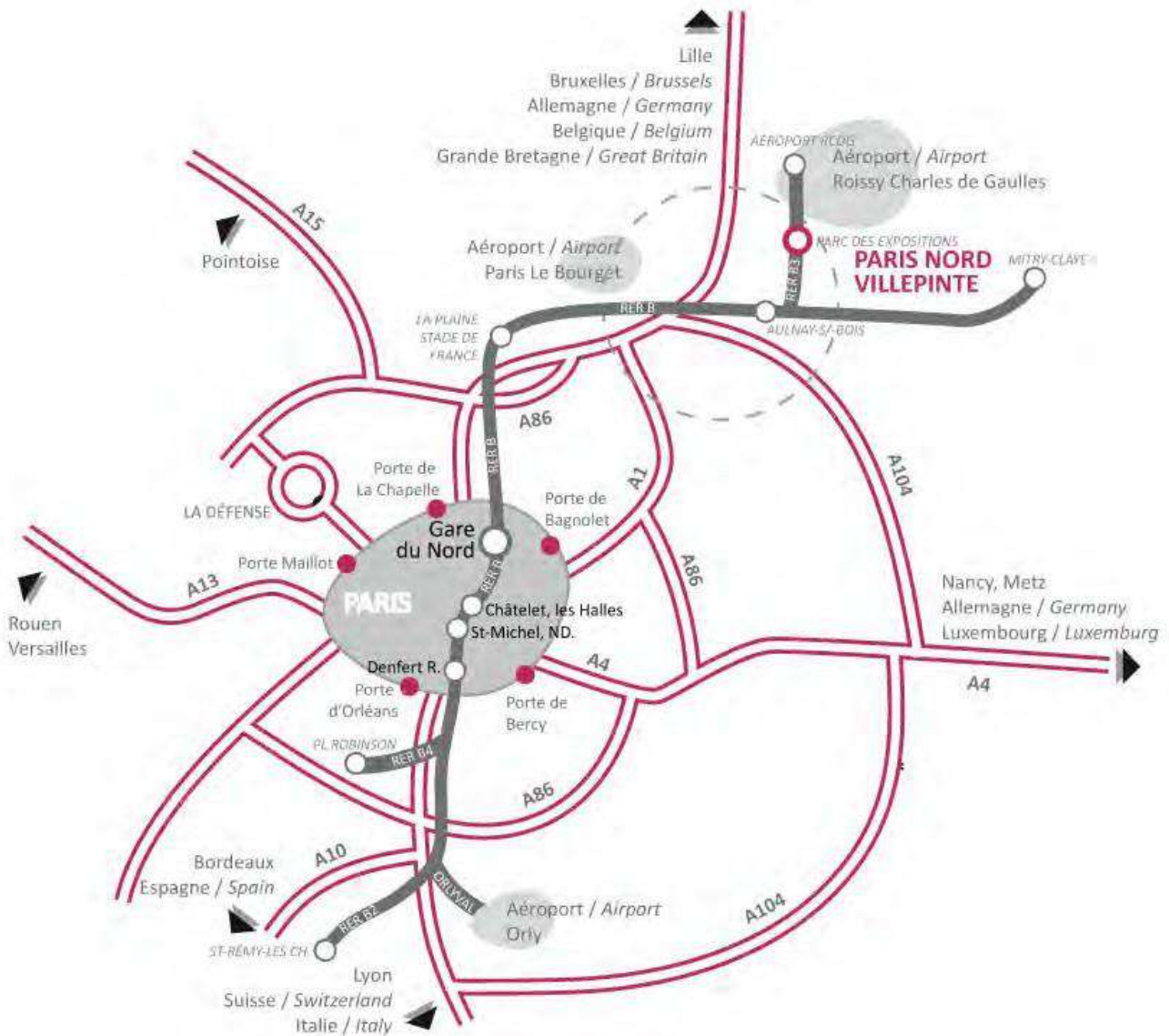
- Easily access all the information needed to get you up and running.
- Reach your **Exhibitor Area**

Useful Information

- Map & Access
- Stand activities
- Architecture & Decoration
- Liability Insurance
- Access badges
- Useful Contacts
- Exhibitors timetables
- Assembly / Opening / Dismantling
- Exhibition opening hours
- Exhibitors Desk
- Health & Safety
- Cleaning & Vacating the stand
- Catering for exhibitors
- Meeting & Conference rooms / Wifi
- Hall monitoring & Stand security
- Selection criteria
- An eco-responsible trade fair
- Exhibitor's schedule

MAP & ACCESS

ACCESS TO PARIS NORD VILLEPINTE EXHIBITION COMPLEX



TWO INTERNATIONAL AIRPORTS TO GET TO NATEXPO

➔ **Roissy Charles de Gaulle airport**

The Parc des Expositions is located 5 mins. away from Roissy Charles de Gaulle airport. Take the RER B – direction: Robinson-Saint Rémy-Les-Chevreuse
Get off at "Parc des Expositions".

➔ **Orly airport**

Take the Orly-Val (automated metro) to Antony, then take the RER B (direction: Roissy-Charles de Gaulle). Get off at "Parc des Expositions".

TRAFFIC IN THE EXHIBITION CENTER

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

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

- Obey the highway code
- Limit your speed to 20kmh (12mph)
- No stopping and no parking in safety zones
- No parking or storage of any kinds is allowed inside the Parc des Expositions
- Deliveries are authorized between 7.30 am and 8.30 am

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

CAUTION: We thank you to plan your deliveries because of circulation restrictions in France during weekends. For more information: www.bison-fute.equipement.gouv.fr

DURING BUILD-UP

- **No cars will be allowed** inside the hall.
- **Lorrie's traffic** will be controlled.
- **Empty packing materials must be removed immediately** and stored by the Exhibitors or their freight carriers.
- **Storage space on stands must not be used to keep packing materials** or any other goods that could constitute a fire hazard.
- **No motor vehicles will be allowed into the hall** on Saturday 23th October 2021 (unless special permission is granted by the organizer).
- To enter the exhibition hall during installation and dismantling, **all personnel must wear personal safety equipment, in particular safety shoes**. Otherwise, access to the exhibition will be refused.
- For safety reasons, work in the hall is forbidden outside the specified hours on Working hours.

PARKING

- **During assembly**

It is free to park on Exhibition Centre grounds as long as the regulations regarding parking times and areas are respected. Exhibitors car parks will no longer be free as of midnight on October 23th.

It is mandatory to register on logipass.viparis.com

As soon as you have emptied your vehicles, move them on.

- **On dismantling evening**

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

DELIVERIES

- **During stand assembly**

You must be present on site to accept your goods, sign the delivery slip and verify the condition of the goods delivered. The same applies for any departing goods you send back. Please make sure that your transporter has the necessary pallet trucks or handling equipment to take your goods to your stand.

The delivery address to give to your transporters is as follows:

Parc des Expositions de Paris Nord Villepinte
SALON NATEXPO / HALL 6
Nom de l'exposant / Numéro de stand
ZAC de Paris Nord
CD 40
93420 VILLEPINTE (FRANCE)

Avoid ordering deliveries for the day before the exhibition.

- **On exhibition days**

Deliveries are authorised from 7:30 am to 8:30 am subject to inspection at the exhibition centre entrance and the issuance of a temporary delivery pass.

It is not allowed to park vehicles or store any materials of any sort in the exhibition centre grounds. Parking is prohibited on the traffic ways and on the security perimeters as soon as the exhibition opens to the public.

Please note: by Sunday 24 October at 8:30 am, all vehicles parked next to the hall must have been removed and parked in the approved car parks, failing which they will be towed away and impounded.

RESERVING A PARKING SPACE

Parking subscriptions can be taken out for a fee. They can be reserved via your **Exhibitor Area**.

While set-up and dismantling periods, you can buy car parking spaces at the Exhibitors Desks, Hall 6.

The Exhibitors' car parks are open from 7.00 am to 11.00 pm every day throughout the event.

STAND ACTIVITIES

NATEXPO has set up guidelines to guarantee that the event runs smoothly and visitors enjoy their visit to the maximum. Exhibitors are given free reign as to how their stands are run, so long as the following provisions are adhered to and the exhibitor timetables are respected.

PROHIBITED SERVICES

- The distribution or placing of leaflets in the exhibition aisles, at the entrance, on the esplanade or close to the station
- Promotion in the aisles (with robots, hostesses, sandwich boards, etc.)
- Offering tastings on the edges of the aisles or in the aisles themselves. These are permitted within the stands
- Musical promotion
- Video walls must be set back a minimum of 2m from the edges of the aisle.

Events arranged without the authorisation of Organizer are prohibited at the exhibition.

ARCHITECTURE & DECORATION

The architecture and decoration rules for NATEXPO incorporate standards and norms for stand layout display, established to ensure the exhibition is rolled out smoothly and is easy to navigate. These norms and standards also include the Security & Fire rules applicable to shows, fairs and exhibitions.

NATEXPO is governed by specific regulations in accordance with its own special characteristics. All proposals for bare stands, reused stands or fitted stands fitted out by NATEXPO to which new decorative items are to be added, must be submitted for approval by 14 July 2021 at the latest.

EACH FLOOR PLAN MUST INCLUDE

A bird's eye view of the stand, including information pertaining to scales, sides and positioning of set-back space (adjacent areas and aisles).

A cross-section floor plan including information pertaining to scales, sides and heights of the planned volumes.

VERY IMPORTANT

Any proposals that do not comply with the set rules shall be rejected and, in particular, any stand assembled without NATEXPO's agreement may be dismantled at the exhibitor's expense.

LIABILITY INSURANCE

SUBSCRIPTION

Exhibitors may take out liability insurance from the organiser.
Please contact your sales manager in July 2021 if you wish to obtain this insurance.

No claim can be covered if it has not been declared to the Organizer's office of NATEXPO within 24 hours, and at least before Tuesday 26 October 6pm.

Thefts not covered by NATEXPO but insured independently by the exhibitor must be reported to the police within the period required by the police station in the city of Villepinte.

VILLEPINTE POLICE STATION

1/3, rue Jean Fourgeaud
93420 VILLEPINTE - FRANCE
Tel. : +33 (0)1 49 63 46 10

ACCESS BADGES

VERY IMPORTANT: COMPULSORY PASS-WEARING

In order to be granted access to the exhibition hall, **all individuals must have been issued a NATEXPO access badge**, which must be customized on you **Exhibitor Area** and be worn **during the opening periods**.

EXHIBITOR BADGE

The exhibitor badge grants access to the Exhibition Centre during the assembly, opening and dismantling periods in accordance with the timetables that feature on the exhibitor timetable.

The exhibitor badge allows exhibitors access to the exhibition centre during the opening period and according to the times indicated on the exhibitor access timetable.

- Your badges request must be done online, **via your Exhibitor Area**, in the “Badges” section
- Your badges will be sent to you via email **10 days prior to the show** if you have paid 100% of your participation at Natexpo.
- Please **download and print them off**.
- **Important: Only the exhibitors who have fully paid their participation will receive their badges to access the show.**
- The number of badges allotted is calculated according to the stand size as described below:

Villages (Organic Incubator / Big Splash / Cosmetics Innovation / Wines / Lab)	2 badges	45 sq. m to 54 sq. m stands	8 badges
Co-exhibitor collective space	3 badges	55 sq. m to 64 sq. m stands	9 badges
9 sq. m to 14 sq. m stands	4 badges	65 sq. m to 74sq. m stands	10 badges
15 sq. m to 24 sq. m stands	5 badges	75 sq. m to 84 sq. m stands	11 badges
25 sq. m to 34 sq. m stands	6 badges	85 sq. m to 94 sq. m stands	12 badges
35 sq. m to 44 sq. m stands	7 badges	Above 95 sq. m	13 badges

Requests for additional badges: an order is available in your **Exhibitor Area**.

USEFUL CONTACTS

NATEXPO CONTACTS – SPAS ORGANISATION

President	Patricia BERTHOMIER-MASSIP	☎ +33 (0)1 45 56 09 09
Events Manager	Valérie LEMANT	☎ +33 (0)1 77 37 63 45 ✉ vlemant@spas-expo.com
International Project Manager	Agnès ETAME YESCOT	☎ +33 (0)1 77 37 06 57 ✉ aetameyescot@spas-expo.com
France Project Manager	Florence ROUBLOT	☎ +33 (0)6 11 23 45 89 ✉ froublot@spas-expo.com
Development Project Manager	Solène BRYON	☎ +33 (0)6 78 45 38 94 ✉ sbryon@spas-expo.com
Sales Director	Pascale BOYER	☎ +33 (0)1 77 37 63 29 ✉ pboyer@spas-expo.com
Technical Director	Loïc LE MEN	☎ +33 (0)1 77 37 63 26 ✉ llemen@spas-expo.com
Marketing Director	Eric FAURE	☎ +33 (0)1 77 37 63 32 ✉ efaure@spas-expo.com
Communication Director	Carine CANTAGREL	☎ +33 (0)1 77 37 63 37 ✉ ccantagrel@spas-expo.com
BtoB Communication Manager	Marion ELIE	☎ +33 (0)1 77 38 89 60 ✉ melie@spas-expo.com
Communication Officer	Mathilde Lapersonne	☎ +33 (0)1 77 38 89 16 ✉ mlapersonne@spas-expo.com

NATEXBIO FEDERATION CONTACTS

President NATEXBIO Federation	Pierrick DE RONNE	14 Terrasse Bellini 92807 PUTEAUX cedex
Project Manager NATEXBIO Federation	Francis VALLUET	☎ +33(0)1 47 75 03 09 ✉ contact@natexbio.com

USEFUL ADDRESSES – SUPPLIERS & PARTNERS

Paris Villepinte Exhibition Center Exhibitor Service (Electricity – parking – water – slings – phones – internet)	VIPARIS - Exhibitor Service	☎ +33 (0)1 40 68 16 16 ✉ infos-exposants@viparis.com www.viparis.com/epex
Stand equipment (Partition – carpet – storage cupboard...)	BRELET Anaïs GRIMAUD	☎ +33 (0)2 40 34 78 99 ✉ a.grimaud@brelet.fr
Electricity – lighting – lighting truss	C CLAIR Sergio AZEVEDO DE OLIVEIRA	☎ +33 (0)6 83 90 97 57 ✉ sergio@c-clair.fr
Furniture	CAMERUS Service exposant	☎ +33 (0)1 57 14 25 25 ✉ exposant@camerus.fr
Hostesses	FLUX PEOPLE Ingrid HALARD	☎ +33 (0)1 47 55 45 19 ✉ ingrid@flux-people.com
Security	GUARD'EVENTS Cédric GUÉRIN	☎ +33 (0)1 56 08 01 39 ✉ info@guardevents.com
Cleaning	MILLENIUM - EXPONET Julie JURADO	☎ +33 (0)1 60 19 72 72 ✉ stand@millenium-sas.com
Signage equipment	ART EVENT Mohamed BOUSTAOUI	☎ +33 (0)6 25 66 60 41 ✉ m.boustaoui@artevent.com
Plant decor	Erick JUBERT	☎ +33 (0)7 86 01 73 67 ✉ erick.jubert@wanadoo.fr
Office equipment – Audiovisual	MAGNUM David HERBLOT	☎ +33 (0)7 62 31 42 30 ✉ david.herblot@magnum.fr
Freight forwarding – Handling – Storage	CLAMAGERAN Laurent PATARD	☎ +33 (0)1 48 63 33 34 ✉ l.patard@clamageran.fr www.clamageran.fr
Fridge and display case rental – Cold & Frozen Storage	PETIT FORESTIER	☎ +33 (0)1 41 52 52 67 ✉ coolevent@petitforestier.com
Badges readers	EVENT MAKER	☎ +33 (0)1 85 09 75 73 ✉ ecrire@eventmaker.io
Restaurant on stand	HORETO RESTEXPO Frédéric Boyer	☎ +33 (0)1 48 63 32 99 ☎ +33 (0)6 85 54 69 30 ✉ commercial@horeto.com ☎ +33 (0)6 13 60 95 34 ✉ fboyer@ocreas.com
Personalized stand	CLAMENS Anne Cazauran	☎ +33 (0)6 28 94 17 26 ✉ a.cazauran@clamens-design.com

[Go to your Exhibitor Area to see the complete list of service providers](#)

OTHER USEFUL CONTACTS

Insurance	CABINET ABACA	☎ +33 (0)1 47 63 66 66 ✉ a.izard@abaca-assurances.fr
Health and Hygiene Protection	D.Ö.T	81 rue de Paris 92100 BOULOGNE BILLANCOURT ☎ +33 (0)1 46 05 17 85 ✉ sps@d-o-t.fr
Fire Safety representative	CABINET GUÉRET Jean-Paul GUÉRET	58 rue François Mauriac 47240 BON ENCONTRE ☎ +33 (0)6 58 39 00 01 ✉ gueret@cab-gueret.fr
Fire proofing	SECUROFEU	37-39 rue de Neuilly BP 121 - 92582 CLICHY ✉ securofeu@textile.fr
Police Station	POLICE NATIONALE	1-3 rue Jean Fourgeau 93420 VILLEPINTE ☎ +33 (0)1 47 22 72 18
Emergency Point	PARC DES EXPOSITIONS	☎ +33 (0)1 48 63 30 49
French customs	DOUANE FRANCAISE	87 avenue du Bois de la Pie BP 50108 - 95950 ROISSY CHARLES DE GAULLE CEDEX ☎ +33 (0)1 48 63 26 15
On-site access for people with disabilities	PARC DES EXPOSITIONS	+33 (0)6 14 16 93 84
Goods delivery	PARC DES EXPOSITIONS	NATEXPO – VIPARIS Parc des Expositions Nom de votre société, Hall 6 / numéro de votre stand 93420 Villepinte - France
Hospital	HOPITAL INTERCOMMUNAL ROBERT BALLANGER	Bd Robert Ballanger 93602 AULNAY-SOUS-BOIS ☎ 15 ou +33(0)1 48 96 44 44

EXHIBITORS TIMETABLES: ASSEMBLY/OPENING/DISMANTLING

WORKING HOURS, SET UP, DISMANTLING, POWER SUPPLY

Period	Dates	Exhibitors schedule	Public opening
SET UP	Thursday 21 October	8.00 am – 8.00 pm	
	Friday 22 October	8.00 am – 8.00 pm	
	Saturday 23 October	8.00 am – 8.00 pm	
OPENING	Sunday 24 October	8.30 am – 7.30 pm	9.30 am – 6.30 pm
	Monday 25 October	8.30 am – 7.30 pm	9.30 am – 6.30 pm
	Tuesday 26 October	8.30 am – 6.00 pm	9.30 am – 5.00 pm
DISMANTLING	Tuesday 26 October	5.00 am – 0.00 am	

Power supply:

According to the chosen stand option, your stand may not have individual electric power (classic stand or bare area).

Any order should be made online on VIPARIS..

Bring with you any multi-sockets and extensions you may need for your multiple connections and the backlit windows.

Intermittent (By day only)	<input checked="" type="checkbox"/> Saturday 23 October, 8.30 am - 8.00 pm <input checked="" type="checkbox"/> Sunday 24 & Monday 25 October : 8.30 am – 7.30 pm <input checked="" type="checkbox"/> Tuesday 26 October, 8.30 am – 6.00 pm
Permanent (Day/Night)	From Saturday 23 October, 8.30 am To Tuesday 26 October, 6.00 pm

Electrical boxes – intermittent or permanent – are powered-up on Saturday morning.

For perishable foodstuffs that need to be chilled on the night of Friday to Saturday, a **construction power distributor may be ordered to the VIPARIS exhibitor service.**

Electrical boxes are powered-up following the exhibitors' timetables:

From Saturday 8:30 to Tuesday 6:00PM

To get power supply outside this hours, don't forget to order 24 hours power supply.

EXHIBITORS TIMETABLE DURING THE EXHIBITION

- The hall is accessible to Exhibitors with a badge from 8.30 am
- Deliveries during the exhibition opening period are to be made between 8.00 am and 9.00 am, failing which the vehicle may be removed.

FITTED STAND TIMETABLES

- **Fitted stand delivery will be made on Friday 22 October from 2.00 pm.**
- **Villages stands will be delivered on Saturday 23 October from 8.00 am.**

EXHIBITION OPENING HOURS EXHIBITORS DESK

EXHIBITION OPENING HOURS

Sunday 24 October 2021	9.30 am – 6.00 pm
Monday 25 October 2021	9.30 am – 6.00 pm
Tuesday 26 October 2021	9.30 am – 5.00 pm

EXHIBITORS RECEPTION DESK ON SITE

The Exhibitors Reception Desk will be located in the Hall 6.

HEALTH & SAFETY

HEALTH AND SAFETY GUIDELINES

IHSP: Individual Health & Safety Protection Plan.

To enjoy access to the exhibition hall, all individuals must wear safety equipment, including in particular safety footwear and wear a mask. Plastic face shields aren't allowed. Failure to do so shall result in access to the exhibition hall being refused.

PUBLIC HEALTH PRECAUTIONS

The sanitary protocol will be adapted about 15 days before the opening of NATEXPO, in order to comply with any regulations in force in the country, region or city..

CLEANING & VACATING THE STAND

HALL & STANDS CLEANING

- Hall, stands and aisles will be cleaned every morning before opening or every evening after the show has been closed to visitors and Exhibitors.
- Daily cleaning is included in your stand hire (excluding glass cabinets, partitions and washing). If necessary, you can order this from our cleaning partner, Millenium.
- Thorough cleaning of your stand and glass cabinets is essential to display your products to their best advantage to customers. NATEXPO guarantees the quality of this service.
- Cleaning is prohibited during the show opening hours, as is placing waste and rubbish in the aisles in the mornings after 9.00 am.

DURING ASSEMBLY AND DISMANTLING

- Show cleaning service providers are on hand at the Exhibitor desk area located Hall 6 to provide you with an estimate for supplying a skip for your materials and waste/rubbish. To order waste skips, please consult the “Logistics” section in your **Exhibitor Area**.
- All stands, materials, merchandise and waste of any kind (adhesives, carpeting, etc.) must be removed.
- The exhibitor undertakes to remove and process their waste in compliance with the regulations in force.
- Once the dismantling deadline has passed, NATEXPO may take any measures it deems useful to remove the materials and waste that remain on the stand site at the exhibitor's expense, risk and peril, as well as measures useful to destroying structures and décor of any kind which the exhibitor may have failed to dismantle.

Tip: If you call upon the services of a decorator/designer for your stand, make sure that the quote you agree upon includes waste removal

CATERING FOR EXHIBITORS

SET AND PROVISIONAL CATERING

NATEXPO makes restaurants available to you and your clients in the exhibition hall. A list of the restaurants and bars open during the assembly and dismantling periods will be available on the show's website.

RECEPTIONS AND COCKTAIL RECEPTIONS

The concessionaire is at your service to organise receptions: meals, buffets, cocktails. All caterers are authorised to provide their services in the exhibition centre upon notifying VIPARIS and finalising a temporary intervention contract.

For further details, you may contact the Exhibition Centre Concessionaire:

Catering on stand	HORETO Frédéric Boyer	☎ +33 (0)1 48 63 32 99 ☎ +33 (0)6 85 54 69 30 ✉ commercial@horeto.com
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MEETING & CONFERENCE ROOMS / WIFI

FIND OUT MORE VIA YOUR [EXHIBITOR AREA](#)

Conference/meeting rooms are available to hire during the duration of the show. If you'd like to see our room hire offers, please contact our sales team.

WIFI

VIPARIS offers a free internet access on all areas (VIPARIS_WIFI), limited to 4 hours per day in the hall and illimited on public spaces.

- Network name: *WIFI_GRATUIT
- Broadband limited to 2 Mbps in the hall and 8 Mbps on public spaces, disconnecting after 15 minutes without using
- Limited to 4 hours per day in the hall and illimited on public spaces
- Connexion online via www.viparis.com
- 2,4 GHz frequency
- No WPA key

HALL MONITORING & STAND SECURITY

To order a security service, check the "Facilities" section, in your **Exhibitor Area**.

HALL MONITORING

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

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

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

STAND SURVEILLANCE

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

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

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

Please note: Stand stockrooms are not secure premises.

THEFT PREVENTION

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

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

This person serves as your only guarantee against theft.

SELECTION CRITERIA

The Selection Committee ensures that the required criteria are satisfied for all the products presented.

Valid certificates of compliance for certified products must be enclosed with your application.

The Selection Committee reserves the right to refuse certain products/applicants without explanation.

FOR COMPANIES FROM THE EUROPEAN UNION

Organic food and wine / Ingredients and raw materials

Organic certification is compulsory. All agricultural ingredients must be certified compliant with European organic production regulations currently in force or comply with the standards of the following brands: Nature & Progrès, Biofranc, Simples, Demeter.

Salt must come from salt marshes, and its origin and harvesting methods must be accredited by a label of authority (Nature & Progrès, Label Rouge).

Fish and other seafood must come from environmentally-friendly wild fishing activities or from farming compliant with European organic aquaculture standards.

Cosmetics and hygiene products

Organic certification is compulsory for at least one range of products. For non-certified products: please supply the ingredients list to check that they comply with the specifications of organic cosmetics.

Dietary supplements

For plants, ampoules, tablets and capsules, organic certification is strongly recommended.

The Committee will study the list of INCI ingredients. They can therefore contain natural products, vitamins, minerals and dietary elements, micronutrients.

Goji and ginseng are either certified organic or accepted following residue testing.

Products and services (home and textile)

With regard to eco-friendly products, priority will be given to those complying with guidelines such as Ecocert or Nature & Progrès.

Fertilisers, soil amendments and other natural products for gardening must be approved for use in organic agriculture, in accordance with European regulations, or carry Nature & Progrès labelling.

With regard to textiles, priority will be given to cottons and other fibres of organic origin. Synthetic fibres are prohibited. Bedding shall be made from natural materials (wool, organic cotton, 100% natural latex, etc.).

Materials produced from recycling are accepted if guarantees are supplied relating to the supply chain.

With regard to candles, ingredients from the petrochemical industry (paraffin, et.) are prohibited.

FOR COMPANIES FROM NON-EUROPEAN UNION COUNTRIES

To be acknowledged as organic, products imported into the European Union must comply with regulation (EC) no. 1235/2008:

- either coming from countries whose regulations have been recognised by the European Commission as equivalent to those of the EU: Argentina, Australia, Canada, Costa Rica, India, Israel, Japan, New Zealand, South Korea, Switzerland, Tunisia, USA.
- or having been controlled and certified by an organism recognised and supervised by the European Commission

AN ECO-RESPONSIBLE TRADE FAIR

Natexpo stands up for environmental friendliness and the reduction of ecological footprint, both fundamental values for us. We are committed to assure an eco-friendly and zero-waste environment, from planning through project implementation.

Waste management

- During stand assembly and dismantling, cardboard and wood waste is collected separately from exhibitors
- During the show, visitors are offered the chance to sort their waste
- Waste is then sorted, packed and shipped to the appropriate waste recovery processes

Cleaning **equipment** used during the show comprises eco-friendly cleaning products.

90% of the show signage is made of cardboard.

Promotional documents printed entirely on recycled paper or on paper from sustainably managed forests.

Natexpo offers eco-friendly stand fittings, with low-energy lighting, carpeting subsequently recycled and PEFC-certified reusable partition walls. From now on, no carpet is installed in the aisles.

We encourage carpooling via our website.

Zero waste with a commitment to French Red Cross: during the last edition, 8 tons of goods were collected. The French Red Cross teams were allowed to tour the stands on the last afternoon of the show to ask exhibitors for their unconsumed products during stand dismantling. We thank the exhibitors for their generosity and the volunteers of the Red Cross for their availability.

The badge holders come from the circular economy and are made from recycled and recyclable material in a factory in the local Seine-Saint-Denis department.

EXHIBITOR'S SCHEDULE

RETROPLANNING NATEXPO 2021

	JANUARY		FEBRUARY		MARCH		APRIL		MAY		JUNE		JULY		AUGUST		SEPTEMBER		OCTOBER		
	31	30	31	29	31	30	31	30	31	30	31	30	31	30	31	30	31	30	31	30	31
PRESS																					
Press releases																					
Natexpo Awards Press conference																					
YOUR VISIBILITY																					
Book your premium visibility (sponsoring)																					
Debrief of the exhibitors' platform																					
Catalogue registrations / Communication tools orders																					
Register your products in the New Product Gallery																					
Platform & Catalogue registrations closing																					
Personalise your email signature																					
Invite your clients and prospects with your e-invitations																					
Prepare your press releases																					
TOOLS																					
Book your travel and accommodation																					
Natexpo Digital launching																					
Order your badges																					
Print your badges																					
NATEXPO AWARDS																					
Registrations open for the Natexpo Awards																					
Natexpo Awards registrations close																					
Pre-Jury																					
Products delivery																					
Jury																					
YOUR STAND / SERVICES ON SITE																					
Order your furniture (electricity, water, bins, parking space, etc...)																					
Fit out your stand and send your layout plan																					
Order services (entering, translator, hotlines, badge readers, stand security...)																					
BUSINESS MEETINGS																					
Prepare your Business Meetings																					
Registration of exhibitors for the business meetings service																					
Consult the identification forms of buyers / business meetings requests																					
Registration of exhibitors on the internet platform closes																					
Online business meetings selection service closes / Schedules sent to all exhibitors																					
SAFETY & SET UP																					
Deadline to send your stand layout plan (stand stand)																					
Deadline to send your individual Health Protection and Safety Plan																					
Set up																					

Fittings

- Stand types
 - Bare area in island
 - Classic Stand
 - Primo Stand
 - Primo + Stand
 - Primo Green Stand
 - Primo Green + Stand
 - Prestige Stand
 - Prestige + Stand
- Villages
 - Organic Incubator /
Organic Wine Village
 - The Big Splash
 - Cosmetics Innovation Village
 - The Lab
- Pavilion stands
 - Primo Green Pavilion
 - Premium Pavilion
- Prep steps for your bare surface
- Prep steps for your fitted stand
- Personalized stand

STANDS TYPES

BARE AREA IN ISLAND

54 sq.m minimum

- Only includes floor marking

CLASSIC STAND

The classic stand is a bare stand space with a surface area of under 54 m².

By default, no stand fittings or equipment are supplied with this stand formula.

If you would like partition walls to separate you from one or several neighbouring stands, or an aluminium structure made up of posts and crossbeams on which to attach your lighting, or if you wish to have a stand sign, you must order them. No charge will be made for these services.

If you cancel this equipment after ordering it, it will be invoiced to you.

9 sq.m minimum

- Aluminium frames (H : 2,40 m)
- Melamine partition(s)
- 1 flag stand sign

PRIMO STAND



9 sq.m minimum

- Aluminium frames
- Melamine partition(s)
- Crossbar for mounting spotlights
- Recyclable carpet
- 3 kW electrical power supply (not permanent)
- 1 spotlight per 3 sq.m
- 1 flat stand sign
- Stand cleaning service the first day before opening

PRIMO + STAND



12 sq.m minimum

- Aluminium frames
- Melamine partition(s)
- Crossbar for mounting spotlights
- Recyclable carpet
- 3 kW electrical power supply (not permanent)
- 1 spotlight per 3 sq.m
- 1 flat stand sign
- Stand cleaning service the first day, before opening

+

- Recyclable carpet – choice of 5 colours
- 1 x extra height 1 sq.m locking store cupboard (from 18 sq.m, 2 sq.m lockable storage cupboard)
- 1 stand sign with lighting *
- Furniture, 2 options:
 - ① 1 set of furniture, selected by organiser, comprising 1 counter, 1 stool, 1 table and 3 chairs
 - ② Credit of €25 excl. VAT/sq.m excluding mandatory insurance, for furniture supplied by show's appointed rental company

PRIMO GREEN STAND



12 sq.m minimum

- Aluminium frames
- PEFC-certified wooden panel partition(s)
- Natural fibre floor covering
- 1 sq.m lockable storage cupboard (from 18 sq.m, 2 sq.m lockable storage cupboard)
- 3 kW electrical power supply (not permanent)
- 1 spotlight per 3 sq.m
- 1 flag stand sign
- Stand cleaning service the first day, before opening

PRIMO GREEN + STAND



15 sq.m minimum

- Aluminium frames
- PEFC-certified wooden panel partition(s)
- Natural fibre floor covering
- 1 sq.m lockable storage cupboard (from 18 sq.m, 2 sq.m lockable storage cupboard)
- 3 kW electrical power supply (not permanent)
- 1 spotlight per 3 sq.m
- 1 flag stand sign
- Stand cleaning service the first day, before opening

+

- 1 stand sign with lighting *
- Furniture, 2 options:
 - ① 1 set of furniture, selected by organiser, comprising 1 counter, 1 stool, 1 table and 3 chairs
 - ② Credit of €25 excl. VAT/sq.m excluding mandatory insurance, for furniture supplied by show's appointed rental company

PRESTIGE STAND



15 sq. m minimum

- Wooden partition(s) with brushed cotton covering
- Wooden front-facing stand sign with brushed cotton covering (taupe colour)
- 1 x extra height 1 sq.m locking store cupboard (from 18 sq.m, 2 sq.m lockable storage cupboard)
- Recyclable carpet
- 3 kW electrical power supply (not permanent)
- 1 spotlight per 3 sq.m
- Stand name and number on the stand sign face(s)
- NO FLAG STAND SIGN
- 1 stand sign with lighting *
- Stand cleaning service the first day, before opening
- Furniture credit of €25 excl. VAT / sq.m, excluding mandatory furniture insurance

PRESTIGE + STAND



24 sq.m minimum

- Wooden partition(s) with brushed cotton covering – choice of 6 colours
- Lockable 2 sq.m storage cupboard
- Raised floor
- Suspended 4-sided signage lighting up the stand *
- Premium recyclable carpet – choice of 6 colours
- 3kW electrical power supply (not permanent)
From 30 sq.m upwards, 6 kW power
- Possibility of creating 2 electricity outlet points anywhere on stand
- 1 spotlight per linear metre of wall
- 5 shelves
- Stand cleaning service the first day, before opening
- Furniture, 2 options :
 - ① 1 set of furniture, selected by organiser, comprising 2 coffee tables, 6 armchairs, 1 counter, 1 stool
 - ② Credit of €50 excl. VAT/sq.m excluding mandatory insurance, for furniture supplied by show's appointed rental company

VILLAGES

ORGANIC INCUBATOR / ORGANIC WINE VILLAGE



3 sq.m (2m x 1,5m)

- Melamine back wall (H : 2,40 m)
- 2 shelves suspended on back wall
- Recyclable carpet
- 1 flag stand sign
- 2 low voltage spotlights
- 1 300W access

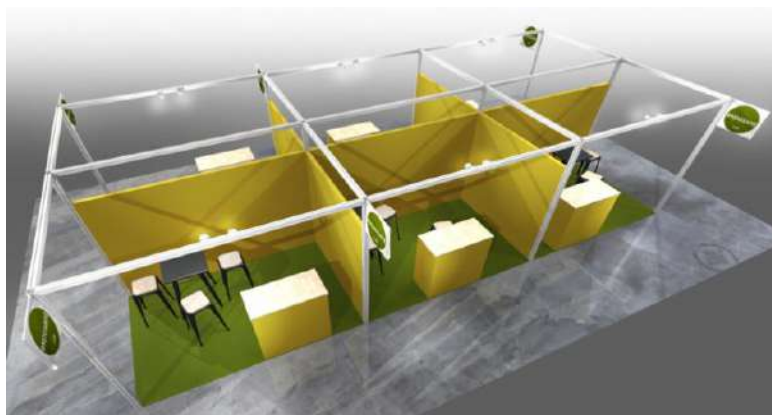
Organic Wine Village

Same services with in addition:

- 1 common storage with shelves and fridges
- To order: glasses, glasses cleaning, ice, verres, lavage de verres, glace, spitton

Services available from 10 registration

THE BIG SPLASH



6 sq.m (3m x 25m)

- Aluminium frames
- Wooden partition(s) with fabric covering
- Crossbar for mounting spotlights
- Recyclable green carpet
- 1kW electrical power supply (not permanent)
- 2 low voltage spotlights
- 1 flag stand sign
- Stand cleaning service the first day, before opening
- Set of furniture including: 1 counter, 1 high-bar table, 3 high stools

COSMETICS INNOVATIONS VILLAGE



3 sq.m without partitions (2m x 1,50m)

- Recyclable carpet
- 1 flag stand sign
- Lighting
- 1 presentation cabinet (provide extension cord)
- 1 tall stool
- 1 300 W access (not permanent)

Customize the totem with your own colors: + 200 €HT

THE LAB



3 sq.m without partitions (2m x 1,50m)

- Recyclable carpet
- 1 flag stand sign
- Lighting
- 1 300W access
- 1 presentation cabinet
- 1 tall stool
- 2 shelves
- Internet access

PAVILIONS

PRIMO GREEN PAVILION



- Recyclable carpet
- Natural pine partition
- 2 shelves per 9 sq. m module
- 1 common storage
- 6 KW electrical power supply (to share)
- Lighting
- 1 Suspended 4-sided signage
- 1 flag stand sign per co-exhibitor
- 1 set of furniture or Credit of €40 excl. VAT per sq. m.

PREMIUM PAVILION



This pavilion includes (per 9 sq. m module)

- 2 wooden stools
- 1 metal stool
- Chairs
- 1 recyclable carpet
- 1 high table
- 1 fridge
- 1 common storage
- Shelves for the storage
- 2 suspended metal lights
- 1 suspended wooden light
- 2 logos both sides
- Printed visuals 2320x600
- 2 black frames 600x800 for posters
- 1 6 KW electrical power supply

HIGH STAND SIGNS

* HD file for high stand signs to be sent before September 10th 2021

1. **The file extension:** your file must be saved in PDF
2. **The format:** the file to be designed in on full size (100%) or on scale (50%, 25% or 10% for very large formats).
3. **Resolution:** your file must be in High Definition

Size of high signs:

- Stall PRIMO + and PRIMO GREEN +
 - o Panel size: 957 x 420 mm high
 - o Visible part: 947 x 410 mm high
- Stall PRESTIGE
 - o Visible panel size: 1 000 x 500 mm high
- Stall PRESTIGE + and PREMIUM
 - o Sign size: 1 800 x 1 200 mm high

Your files are to be sent before the 10/09/2021 by mail to a.grimaud@brelet.fr

If no file is provided, an adhesive lettering of the text of your sign will be set up.

**You wish to modify your stand options,
get in touch with your designated contact:**

France : Florence Roublot ☎ +33 (0)6 11 23 45 89 ✉ froublot@spas-expo.com

International : Agnès Etame Yescot ☎ +33 (0)1 77 37 06 57 ✉ aetameyescot@spas-expo.com

Development : Solène Bryon ☎ +33 (0)6 78 45 38 94 ✉ sbryon@spas-expo.com

Event Manager : Valérie Lemant ☎ +33 (0)1 77 37 63 45 ✉ vlemant@spas-expo.com

PREP STEPS FOR YOUR BARE SURFACE

YOU HAVE RESERVED A BARE SURFACE

Equipment included in your surface area hire includes:

- Demarcation of your surface area on the floor, **without partition wall**.

STAND LAYOUT PREP STEPS, BARE SURFACE

➔ 1st step: stand allocation

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

➔ 2nd step: order any technical services

- Electric connections, phone lines, parking...
- Find all available services in your **Exhibitor Area**.

➔ 3rd step: checking your plan

- Your stand's decoration and design plan must be submitted for approval by the show's Architecture & Decoration department before July 14th to:

LOIC LE MEN

SPAS Technical Director

llemen@spas-expo.com

➔ 4^{ème} étape : votre installation sur le salon

MANDATORY: HEALTH & SAFETY NOTICE

HSP: Health and Safety Plan

- The Health and Safety Notice should be completed by Exhibitors, and can be found in your **Exhibitor Area** under "Facilities".
- The Notice must be distributed to all suppliers and sub-contractors.
- You must be wearing a NATEXPO access badge (Exhibitor/Service Provider Badge) as well as proper safety equipment (safety boots, helmet, etc.) in order to enter the hall. Failure to meet these conditions will result in you being refused entry to the hall.
- **The HSP must be validated before receiving authorization to enter the hall.**

HANGINGS AND OVERHEAD POWER SUPPLIES, TRUSSES AND LIGHTS, ADDITIONAL SERVICES

NATEXPO provides a full range of services to improve the organization of your stand and to optimize your presence at the fair. Details can be found in your **Exhibitor Area**, under “Facilities”.

ADDITIONAL SERVICES TO BE ORDERED BEFORE THE STAND IS FITTED

- Additional fittings (carpet, technical floor, storage room, partitions, lighting, etc.)
- Furniture,
- Refrigerated furniture,
- Floral decoration,
- Video/Audio material,
- Coffee machine

Be sure to order in advance as stock is limited once fitting has begun.

OTHERS ADDITIONAL SERVICES

Stand security, hostesses, caterer... in your **Exhibitor Area**, section “Facilities” / “Your logistics and technical orders”

IMPORTANT

All stands, equipment, merchandise and waste (stickers, carpet, etc.) absolutely must be removed before the end of dismantling.

If you do not make use of the services provided by the organizer, then you are responsible for removing and disposing of all products, in line with current legislation.

Once the dismantling deadlines have passed, the Organizer may, at the cost and liability of the Exhibitor, take any measures deemed useful to dispose of the remaining equipment and waste on the pitch, as well as the destruction of structures and decoration of any kind that have not been dismantled.

Recommendation: If you outsource decorator services, be sure that your quote includes “fitting”, “dismantling”, and waste removal, and add them if they are not featured on the quote.

PREP STEPS FOR YOUR FITTED STAND

STAND LAYOUT PREP STEPS FOR YOUR FITTED STAND

➔ 1st step: stand allocation

- NATEXPO will send you a floor plan for you to consider before accepting your site offer.

➔ 2nd step: equipment approval included in your stand

You may contact Anaïs from BRELET about your choice of colour scheme, the positioning of your storage and sign, your choice of furniture, and the various services included with your stand. (page 18).

Additional services to be ordered before stand is fitted: Additional furnishings, refrigeration, flowers, Audio-visual equipment, office equipment, etc.
Be sure to order in advance as stock is limited once fitting has begun.

If you book additional services, they must be ordered as soon as possible and certainly before the fair, in order to guarantee the best possible variety of ranges, colour schemes, sizes, and delivery dates.

On site, ordered services will be provided while stocks last.

For security stand providers, hostesses, caterers, etc. consult the list of suppliers on your **Exhibitor Area**.

➔ 3rd step: Health and Safety Plan

- The Health and Safety Notice should be completed by Exhibitors, and can be found in your **Exhibitor Area** under “Facilities”.

➔ 4th step: fresh products delivery

- For all stands with fresh products, remember to order a permanent 24h electricity supply, not included as standard.

PERSONALIZED STAND

YOU HAVE BOOKED A PERSONALIZED STAND

➔ CLAMENS

Choose a stand that suits your image and budget: get advice from a decorator to make a personalised stand using environmentally friendly materials that meet CLAMENS'S sustainable development principles.

Your contact:

Personalized stand	CLAMENS Anne Cazauran	+33 (0) 6 28 94 17 26 a.cazauran@clamens-design.com
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Regulations & Formalities

- Regulations
 - Disabled access at the show sur site
 - Architecture & decoration rules
 - Fire & panic risks prevention regulations
- Read other regulations in your **Exhibitor Area**
 - Standard terms and conditions of exhibition floor space letting and stand equipment
 - General rules and regulations governing exhibitions
 - Tenant risk / property damage insurance policy
 - General terms and conditions of sale of communication tools
- Formalities
 - Customs
 - Exhibitor safety instructions

DISABLED ACCESS AT THE SHOW

PREAMBULE

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

Generally the hall, exhibition hall, and installations in exhibition centres meet the requirements of this order: accessibility, toilets, car parking, etc. Furthermore, regarding installations open to the public during their creation, it is necessary to allow handicapped people access to stands, conference or meeting rooms, grandstands, or catering areas.

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

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

ACCESS TO SINGLE-LEVEL STANDS

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

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

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

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

PATHWAYS

- Width of 1.4 m minimum.

ACCESS TO STANDS ON UPPER FLOORS

1) When the numbers of general public hosted on the upper floor does not exceed 50 people, the services on the upper floor must be equivalent to the ground floor.

- If this is not the case, and/or if the numbers of the public hosted on the upper floor exceeds 50 people, the upper floor will be accessible via a lift in compliance with the standard NF EN 81-70. This installation must be verified by an organisation approved by the Ministry of the Interior before its use.

2) Respect the provisions of article 7.1 of the aforementioned order, regarding staircases. Width of 1.20 m between hand rails.

- Two continuous hand rails, extended at the top and the bottom of the staircase, horizontally, returning on a partition or extended by the length of the tread of a step.
- A maximum step height of 16 cm and a minimum tread of 28 cm – step edges in contrasting colours
- 0.5 m width tactile foot strip at the top of the stairs.
- Respect the staircase design good practice: $60\text{ cm} < 2H + T < 64\text{ cm}$ (H = step height, T = step tread).
- Hand rails and safety rails must respect the standards NF P 01-12 and NF P 01-013.

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

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

WELCOME AND INFORMATION DESKS

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

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

ARCHITECTURE & DECORATION RULES

INTRODUCTION

The «Architecture Regulations» of Natexpo 2021 lists the norms for presentation and fitting of stands, set out in such a way as to guarantee a smooth show as well as optimal comfort. These norms include standard applicable safety rules for trade fairs, salons and exhibitions, laid out at the end of the document. All stand fittings and decors must follow the «Architecture Regulations». In all cases, before construction, each project must be submitted to the Natexpo Architecture Department, who may authorise installation on the site. Any project that does not respect the Rules will be refused, and any stand built without the approval of the Architecture Office can be taken down at the expense of the exhibitor.

No agreement made between Exhibitors will be authorised; only the organiser or DECO PLUS will be permitted to grant authorisation for deviations on written request.

The projects must be submitted before the 14 july 2021 at the latest.

Your Stand Installation File will include the following commitments taken by the exhibitor and the decorator:

The commitment form for clearance of debris from your stand on assembly and disassembly: Once assembly and disassembly has finished and the stand space has been cleared of all debris and residue, the exhibitor and the decorator must complete the Clearance Declaration for the stand space and submit it to the Exhibitor's Office Hall 6.

Should the organiser notice that the exhibitor or decorator has left debris on his or her stand, they will be held liable for not respecting their commitments made in the bare or fitted Stand Installation File. The bare or fitted stand Installation

File will be sent to you by post by NATEXPO's Architecture department as soon as you have chosen the location for your stand. This must be returned completed and signed.

This file includes:

For the Bare stand:

- The plans validation email
- The Stand Project: «Overhead view» plans showing scales, dimensions and positions of perimeters (shared partitions + alleys)

- «Cutaway» plans showing scales, dimensions and heights of volumes depicted.

For the Fitted stand:

- The Installation File for your stand completed and signed

Any project that does not comply with French law and/or the regulations of NATEXPO will be rejected and any stand assembled without the approval of the Architecture Office will be dismantled, at the expense of the exhibitor.

NATEXPO Architecture Service / Decoration
Rules

LOIC LE MEN

SPAS Technical Director

llemen@spas-expo.com

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HEIGHT OF STANDS, CLEARANCE LIMITS AND OPENINGS ONTO AISLES

- 10/ Height limits
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HALL SPECIFICATIONS

1/ Location of NATEXPO 2021

NATEXPO will take place in Hall 6 at the Paris-Nord Villepinte Exhibition Centre from 24 to 26 October 2021.

2/ Access to the Hall

The Hall 6 is all on ground level. Access to the hall is provided at ground level by numerous side doors. Vehicles are not allowed to enter the hall. Car parks next to the hall are available to fitters during exhibition set-up and dismantling.

3/ Floors, walls and pillars in the Hall

Floors, walls and pillars are either made of concrete or enamelled metal or clad with wood panelling. It is forbidden to drill, cut or otherwise deface these surfaces, nor may they be painted.

Some pillars have technical order and safety casings that must remain in sight and accessible at all times.

4/ Fluid distribution conduits

The distribution of fluids in the hall is provided by a series of conduits. The conduits are enclosed by cast iron plates which cannot be moved. Only the Exhibition Centre operating company is entitled to use these conduits and hatches.

5/ Damage

Exhibitors shall be held responsible for any damage which they or their appointed contractors may cause to the building during transport, installation or removal of their equipment.

6/ Aisles

Exhibitors must not obstruct aisles with pipes, cables or decorations either at ground level or above ground. However, pipes and cables which meet the requirements of NATEXPO or the Safety Department may be installed over stand areas if necessary.

7/ Suspended items

Items suspended from the framework of the hall are installed by the Exhibition Centre's Technical Department. Requests must be made directly to NATEXPO.

All suspended items must comply with the NATEXPO Stand Design Regulations.

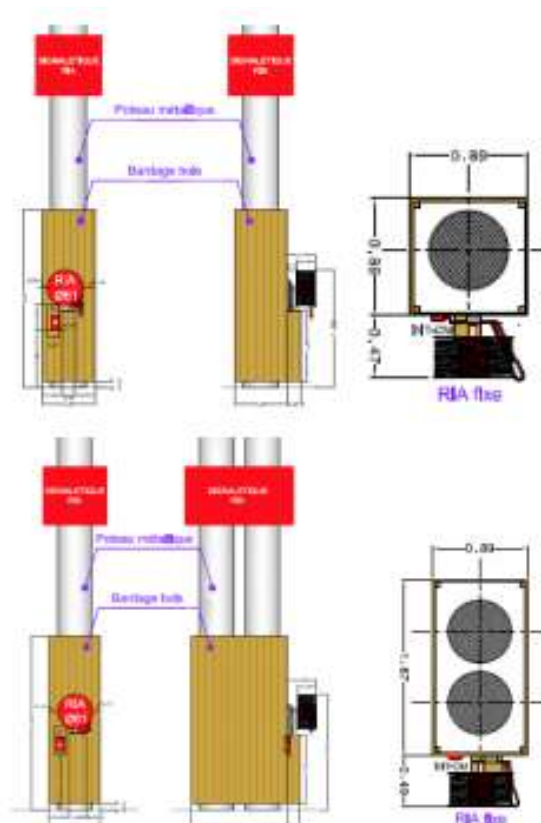
8/ Smoke extraction controls and fixed fire points

Smoke extraction controls or fire extinguishers are mounted on the side panelling or on pillars and are indicated on the plans. Fire hoses are shown on the schemas. They must be cut away to accommodate these facilities, as shown on the drawings below. The

intercoms must remain accessible at all times. Signs pointing out these facilities must be visible at all times.

9/ Fire points (hoses)

Fire hoses are located on the pillars either in the middle or at the edge of the stand. They must be left completely clear as shown in the Fire Safety Regulation.



HEIGHT OF STANDS, CLEARANCE LIMITS AND OPENINGS ONTO AISLES

Stands must be constructed taking into account the following height and clearance limits:

10/ Construction heights

- Maximum authorised height of shared partitions 2.50 m from the floor of the building.
- Maximum height of the construction: 5m from the floor of the building.
- No connection with neighbouring stands can be accepted

11/ Openings onto aisles

Stand sides opening onto an aisle must include an opening of at least 2.5 metres every 6 linear metres. The opening must equate to at least half the length of

the side. The 2.5m opening must be kept clear: green plants, glass panes, etc. will not be authorised.

12/ Clearance limits

Stand structures must take into account the following clearance limits.

Clearance limits from aisles and neighbouring stands

Items up to 2.50 m high: no clearance limit.

Items between 2.50 and 3.00 high: clearance limit 1 metre, from aisles and neighbouring stands.

Stands including a hall pillar

1° Stands that include a hall pillar, with or without a fire hose, can cover it to a height of 5 m. A sign that conforms to the imposed requirements can be installed. The fire hose must remain accessible from the front and sides within a 1 m radius.

2° Pillars positioned half on a stand and half on a walkway may be covered up to a height of 5 m with the stand's sign.

Each project must be submitted to validation.

Stands that back on to the hall stairs

The side facing the stairs should be considered as an open side. This side of the stand must not surpass the height of the stairs, without exceeding 1 m.

13/ Re-used stands

These are subject to NATEXPO's Stand Design Regulations in the same way as newly built stands. They must conform to the prescribed clearance and height limits.

SIGNAGE

14/ Structure

By sign structure, the organizers mean an open-work superstructure which can include the illuminated name or logo of the exhibitor. Their height will be limited to 5.00 m, and signage must be set up between 2.50 and 5.00 m, respecting the requested withdrawal distances.

The sling point can be controlled up to 5.30 m, and no exceptions will be granted to this rule.

Mobile structures must be at least 1 m away from neighbouring stands and aisles. Only the Parc des Expositions of Paris Nord Villepinte's services are authorised to work on the hall's building frame

15/ Anchored balloons

Balloons inflated with a gas lighter than air, used as signs, must not exceed the prescribed height and clearance limits. Anchoring ties must be maintained at a constant length. Failure to comply with this requirement will give NATEXPO the right to remove them.

16/ Sound systems and illuminated signs

Any advertising using lighting or sound must be submitted to the approval of NATEXPO, who may withdraw such permission once granted if the item in question causes a nuisance to neighbouring Exhibitors, causes an obstruction or mars the appearance of the exhibition. Flashing signs and the like are not permitted. Illuminated signs are permitted but they must under no circumstances be of an intermittent or flashing nature.

17/ TV screens (and video walls)

TV screens making up a video wall up to 5 metres high are regarded as flashing signs and are forbidden unless they are set back from the aisle by 2 metres. The sound level is restricted to 75 dbA.

PLATFORMS AND CEILINGS

18/ Platforms

Stands including platforms or of split-level design (assuming the interior space is not used and the prescribed height limits are observed) must conform to specific guidelines supplied on request.

19/ Ceilings

As a general rule, solid ceilings are not permitted at NATEXPO.

However, the following stand roofing options are permitted:

- Cellular structures of the "Claustra" type made of M0 or M1 materials
- Alternating structures made of M0 or M1 materials laid out in "checkerboard" form to provide a largely open-work ceiling (50%).
- Vertical strips made of thin M0 or M1 materials placed at least 0.2 metres apart.
- Horizontal strips made from M0 or M1 classified materials on the condition that they are no wider than 1 m and that there is an empty space between them of at least the width of the strips.
- Perforated panels made from M0 or M1 classified materials, on the condition that the openings account for 50% of the surface area of the panels.
- Wider mesh fabric offering limited resistance to water flow. These fabrics must be classified at least M0 or M1.

FIRE PREVENTION

Each stand shall be fitted with fire extinguishing facilities, including: one sprayed water extinguisher placed at the bottom of each staircase and a CO₂-type extinguisher placed near the electricity switchboard.

If the surface area of the upper level is greater than 50 m², appropriate additional fire extinguishing facilities shall be constantly ensured by at least one safety officer while the public is present.

KITCHENS - FOOD SAMPLING

20/ Food sampling

Tasting alongside the aisles is expressly forbidden. If the exhibitor intends to provide samples for tasting, this must be done inside the stand.

21/ Cooking on the stands

Exhibitors wishing to prepare cooked food on their stands must inform NATEXPO by 14 July 2021.

They must also:

- Take all necessary steps to avoid environmental pollution.
- Conform to the safety standards (particularly with respect to the use of liquid gas (Article 45) and hygiene regulations in force.
- Provide areas where meals can be served out of sight of visitors circulating in the aisles.

In all kitchens:

- The floor (or table) bearing the cooking appliances must be formed of incombustible material or clad with M0 materials.
- Cooking appliances must be kept at a suitable distance from all combustible materials and installed in such a way to prevent any risk of fire.
- If these devices are located near to a partition wall, M0 cladding must be provided for up to a height of one metre parallel to the device.
- Electricity metres must be at least one metre away from water points.
- Each arrangement must be fitted with one or several fire extinguishers.

Cooking and temperature resetting appliances whose nominal total power is less than 20kW per stand are permitted inside the exhibition hall. Nevertheless, the following provisions must be accepted:

- a filter must be set up above the cooking appliances;
- you must make sure that cooking and/or reheating appliances do not present any risk to the public;
- suitable safety means must be installed (fire extinguishers, etc)

Cooking and temperature resetting appliances whose nominal total power is greater than 20kW per stand

are permitted. Nevertheless, the following provisions must be respected:

- walls and partitions must be fire-resistant for at least one hour
- doors opening onto the stand must be rated ½ hour or E 30 fire resistant (door obligatory)
- separate cooking islands at a distance of 4 metres minimum
- use fireproof screens around cooking appliances
- if open on the stand:
 - have a vertical, fixed screen that is rated ¼ hour or E 1S-S stable in fire and made from M1 or A2-S1 fire resistant material, with a minimum height of 0.5 m under the kitchen's end ceiling.
 - have a hood in M0 or A2-S1 material, d0; the extractor fan must be able to continue working for one hour with 400°C smoke.
- the main electric wardrobe must have an emergency stop
- cooking or reheating appliances must have CE certification
- you must have safety means installed (suitable extinguishers, etc.).
- The present cooking or reheating devices, rejecting water vapour, are permitted without a filtering device; the other appliances rejecting other substances (grease, etc.) must have a household hood filtering above these appliances, all gasburning equipment must have outside ventilation. Kitchen in containers (PKL type) are permitted if they take over air extraction.

Kitchen modules in containers (type PKL) can be installed using the same extraction fittings. Stands with cooking appliances with a combined wattage of less than 20 kW.

- Each kitchen must have an extractor hood covering all the cooking appliances
- Each kitchen must have a central cut-off for all the cooking appliances (if necessary, one for the gas supply and one for the electricity supply). The cut-off devices must be clearly marked and easily accessible
- Cooking appliances must either be installed at least 0.5 metre from the walls of the kitchen or the walls must be insulated with fireproof material
- Flexible gas pipes connecting appliances to the gas supply must be replaced at the appropriate time
- A mandatory certificate relating to the total power of appliances installed must be presented to the Safety Committee.

Characteristics of cooker hoods

- The health regulations relating to the extraction of water vapour and oily steam calls for the provision of mechanical extractor devices. All steam and smoke must be drawn into a large hood by a sufficiently powerful fan, then filtered and deodorized by three successive filters: the first a fine wire mesh, the second an electrostatic finishing filter and the third a deodorizing activated carbon filter.
- The section of the filters must be approximately 0.5 metre per square metre of cooking space
- The rate of extraction must be approximately 4,000 m³/hour per square metre of cooking space The hood must be closed on three sides, with a clearance of 0.8 metre above the cooking area.

FIRE & PANIC RISK PREVENTION REGULATIONS

1. OVERVIEW

Safety rules regarding risks of fire and panic in establishments open to the public have been established by the Order dated June 25th, 1980 (general provisions). The Order dated November 18th, 1987 sets forth the specific provisions applicable to exhibition hall.

The text below is excerpted from said regulations in order to facilitate understanding. The Safety Board is quite severe regarding stand construction (stability, construction and decoration materials, electrical installations, etc.). The decisions made during Safety Board inspections, the day before or the morning the event opens must be immediately implemented. Stand installation must be completed for Safety Board inspections.

The exhibitor (or his representative) must be present at the stand and be prepared to provide flammability reports for all materials used. Non-compliance with this rule may lead to the removal of such materials or a prohibition on opening the stand to the public.

All large projects (> 40 m²) must be submitted to the trade show's Safety Supervisor for approval. Drawings and technical information must be submitted to the organizer at least one month before the trade show opens. During the assembly period, the Safety Supervisor shall monitor application of the safety rules indicated hereinafter. Moreover, all information regarding fire safety may be obtained by calling the Guéret cabinet, contact page 19.

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

2. STANDS FITTING-OUT

2.1 - Stand framework and partitions – Large furniture

All materials classed M0, M1, M2, and M3 shall be permitted for stand framework and partition construction and for building large furnishing (crates, counters, display stands, separation screens, etc.)

Conventional classification for wooden materials (Order dated June 30th, 1983)

The following shall be deemed to have the characteristics of M3 class materials:

- solid non-resinous wood whose thickness is greater than or equal to 14 mm,

- solid resinous wood whose thickness is greater than or equal to 18 mm,
- wood-derivative panels (plywood, lath, fibreboard, particleboard) whose thickness is greater than or equal to 18 mm.

N.B.: It is absolutely prohibited to place any facilities above the alleyways (structure or fascia band, bridge, etc.)

2.2.1 - Curtains - Wall Hangings - Sheer Curtains

Curtains, wall hangings, and sheer curtains may be freehanging if they are class M0, M1, or M2. They are, however, prohibited on stand entrance and exit doors, but authorized on cabin doors.

2.2.2 - Paints and Varnishes

Paints and varnishes are strictly prohibited if they are deemed flammable (e.g. nitrocellulose or glycerophthalic)

2.2.3 - Floor, Podium, Stage, and Tier Surfacing

Floor surfacing must be composed of M4 class materials and solidly attached. Surfacing, whether horizontal or not, of podiums, stages, and tiers higher than 0.3 m and total surface area greater than 20 m² must be constructed of M3 class materials. If their total surface area is less than or equal to 20 m² said surfacing may be constructed in M4 class materials.

N.B.: for M3 or M4 class carpets on wood, factor in the attachment method. Fire reaction testing data must include the statement: "Valid for stretched laying on M3 class supports."

2.3 - Decoration elements

2.3.1 - Free-Hanging elements

Decorative elements or free-hanging decor panels (advertising panels with a surface area greater than 0.5 m², garlands, light decorative items, etc.) must be composed of M0 or M1 class materials. The use of signs and advertising containing white letters on a green background is strictly prohibited, as said colours are exclusively reserved for indicating exits and emergency exits.

2.3.2 - Floral Decorations florales

Floral decorations and synthetic materials must be limited. If not, said decorations must be produced using M2 class materials. The present provisions shall not apply to trade shows and stands specific to floral activities N.B.: For natural plants, give preference to the use of peat humus which must be kept damp at all times.

2.3.3 - Furniture

There are no requirements for common furniture (chairs, tables, desks, etc.). However, crates, counters, shelving, etc. must be composed of M3 (1) materials

2.4 - Canopies - Ceilings - Suspended Ceilings

Stands with ceilings, suspended ceilings, or full canopies must have a covered surface area less than 300 m². Should the covered surface area be greater than 50 m², the appropriate fire suppression systems manned continuously by at least one safety agent must be provided during times when the public is present.

2.4.1- Canopies

Canopies shall be authorized under the following conditions:

- in establishments protected by an automatic water based fire suppression system (2), the canopies must be composed of M0, M1, or M2 (1) materials,
- in establishments not protected by an automatic water based fire suppression system, they must be composed of M0 or M1 class materials. In addition, they must have an effective hanging system preventing them from falling and be supported by a system of crosswires with a maximum mesh size of 1 m². In all cases, ceiling and suspended ceiling suspension and attachment must use M0 class materials. When insulation is placed in the ceiling or suspended

2.4.2 - Ceilings and Suspended Ceilings

Ceilings and suspended ceilings must be composed of M0 or M1 class materials. Nevertheless, 25% of the total surface area of ceilings and suspended ceilings may be composed of M2 class materials. Lighting fixtures and accessories shall be included in said percentage. Moreover, should the ceiling and suspended ceiling component elements be perforated or netted, they may be composed of M2 class materials where the solid surface is less than 50% of the total surface area of such ceilings and suspended ceilings.

2.5 - Handicapped Person Access

Installing a floor pan on the ground whose thickness is greater than 7 mm requires it to be fitted around its entire perimeter with a slope whose depth shall be equal to twice its height (i.e.: for a 2 cm thick floor pan, the slope shall have a 4 cm depth). This point shall constitute dispense for the creation of an ambulant disabled persons' entrance for floor pans up to 4 cm thick. Beyond this thickness, in addition, all floors where the public may go must include an integrated ambulant disabled persons ramp, which may not impinge upon the travel circuits. It must be 0.9 m wide with a slope between 2% and 5%.

2.6 - Fireproofing

Proof of fire reaction classification for the materials used in the exhibition hall must be provided upon request to the Safety Supervisor in the form of labels, reports, and certificates. Surfacing and materials fulfilling the safety requirements are available for purchase from specialized merchants who must provide certificates corresponding to material classification. To obtain a list of such merchants, contact:

GROUPEMENT NON FEU

37-39, rue de Neuilly BP 249, 92113 Clichy
Tél. : +33 (0)1 47 56 30 81

Fireproofing can give M2 quality to materials which, in their normal state, are moderately or easily flammable. This can be done by spraying the material with a special liquid, brushing it with a special paint or varnish, or by dipping it in a special bath. Fireproofing can be carried out either by stand fitters, who must be able to provide all information relating to the treatment of the material, or by an approved applicator, who will issue the exhibitor with a certificate of an approved model on which the nature, surface and colour of the coating treated, the product used, the date of the operation, the stamp and the signature of the operator are indicated. The contact details of approved applicators can be obtained from:

G ROUPEMENT TECHNIQUE FRANCAIS DE L'IGNIFUGATION

10, rue du Débarcadère, 75017 PARIS
Tél. : +33 (0)1 40 55 13 13

(2) This is the case of Hall 6 at the Parc d'Expositons de Paris Nord Villepinte

N.B.: Fireproofing may only be applied to wooden panels or natural fabrics or those with a significant proportion of natural fibres. It is not possible for synthetic fabrics or plastics.

VERY IMPORTANT:

Original foreign reports may not be used. Only reports from approved French laboratories shall be accepted (Euroclass classification table at the end of the present rules)

2.7 - Exterior Stands and Marquees, Tents, and Structures

Any building or constructions located outside the hall must have a case file indicating site location, dimensioned drawings of the construction with surface area, number of levels, etc.

This file must be submitted for approval to the Security Supervisor at least two months before the event. In some cases, smoke evacuation, verification of

assembly-solidity-stability, and a verification of electrical facilities by an approved body may be requested.

Marquee, tent, structure definition: A closed, itinerant establishment with a flexible cover, for various uses.

This type of establishment must have an attestation of conformity delivered by a Marquee, Tent, and Structure Verification Office. Contact the Security Supervisor ((M. Alain Francioni, Cabinet AFS conseils & sécurité)) for information regarding the steps to take.

3. ELECTRICITY

3.1 - Electrical Facilities

The electrical facilities for each stand must be integrally protected against surcharges and ground faults. All metal grounds must be interconnected and connected to the stand's electrical switch board ground. Electrical connections must be made inside connection housings. Electricity cut-off systems must be continuously accessible to stand staff.

3.2 - Electrical Equipment

3.2.1 - Electric Wiring

Electric wiring must be insulated for a minimum of 500 V, which prohibits the use of H-03-VHH (scindex) wiring. Use only wiring for which each conductor has its own protective sheath, with all conductors housed in a single protective sheath.

3.2.2 – Conductors

The use of conductors with a cross-section less than 1.5 mm² is prohibited.

3.2.3 - Electric Devices

Class 0 (3) electric devices must be protected by nominal differential current systems of at least 30 MA.

Class I (3) electric devices must be connected to the protective conductor in their supply line.

For Class II (3) electric devices, those bearing the symbol are recommended.

3.2.4 - Multi-sockets

Only fixed-based multi-sockets or adapters are allowed (moulded multi-sockets)

3.2.5 - Halogen bulbs (EN 60598 standard)

Lighting fixtures containing halogen bulbs must be:

- placed at a height of at least 2.25 m,
- kept away from flammable materials (at least 0.5 m from wood and other decorative materials),
- solidly attached,
- fitted with safety screens (glass or fine mesh) providing protection against the effects of exploding bulbs.

3.2.6 - High-Voltage Lighted Signs

High-voltage lighted signs within reach of the public or stand staff must be protected, in particular the

electrodes, by a screen of M3 class material or better. The cut-off switch must be indicated and transformers placed in a spot that does not pose a danger to people. Their presence may be indicated with a sign "Danger, High Voltage."

(3) as defined in standard NF C 20-030

4. CLOSED STANDS – ROOMS SETUP IN THE HALL

4.1 - Closed Stands

Some Exhibitors may prefer to be isolated in closed stands. Such stands must comply with decoration rules on page 23 Article 5 and must have direct exits to travel ways. Their number and size shall be based on stand surface area, i.e.:

- Less than 20 m²: one 0.9 m exit
- from 20 to 50 m²: 2 exits, one 0.9 m, the other 0.6 m
- from 51 to 100 m²: either two 0.9 m exits or 2 exits, one 1.4 m, the other 0.6 m
- from 101 to 200 m²: either two exits, one 1.4 m, the other 0.9 m, or three 0.9 m exits

Exits must be evenly distributed (1 every 6 m) and on opposite sides if possible. Each of them must be indicated with an "Exit" sign in clearly visible white letters on a green background. If the stand is closed with doors, they must open outwards, with no locking system, and without swinging into traffic.

4.2 - Rooms Setup in the hall

Independently of surfaces reserved for exhibition, meeting rooms, restaurants, movie theatres, or presentation rooms with stages or tiers, etc. may be setup.

Platforms and tiers for standing must have a resistance of 600 kilos per m².

Platforms and tiers with seats must have a resistance of 400 kilos per m².

Stairs accessing tiers must have a height of at least 0.1 m and at most 0.2 m with a going of at least 0.2 m. In this case flights of stairs are limited to 10 and nose alignment must not exceed 45°. As each case is specific, a detailed drawing must be submitted to the Safety Supervisor who shall define the measures to be applied.

5. RAISED LEVELS

5.1 - General Remarks

In accordance with standard NF P 06-001, raised level facilities must be sufficiently solid to resist weights of:

- for levels of less than 50 m² surface area: 250 kilos per m²,
- for levels of 50 m² and over: 350 kilos per m².

Under no circumstances may raised levels be covered.

N.B.: The method for calculating weights or floor resistance certification must be submitted to the trade show Safety Supervisor during the assembly

period. In addition, a certificate from an approved organization must certify stand stability.

In addition, an approved organization must verify the stability of all raised levels.

Piercing resistance must not be greater than that permitted in the relevant site. Each stand may only have one raised level. Its surface area must be less than 300 m². Each stand must be fitted with fire suppression systems, i.e.: a water spray extinguisher, placed at the bottom of each stairway and a CO₂ extinguisher located near the electrical switchboard. Should the raised level be greater than 50 m², the appropriate supplemental fire suppression means must be manned by at least one safety agent at all times when the public is present.

5.2 – Entrances and Exits

Raised levels must be served by evenly distributed stairs, whose number and width shall be based on the surface area of said levels, i.e.:

- up to 19 m²: one 0.9 m stairway,
- from 20 to 50 m²: 2 stairways: one 0.9 m, the other 0.6 m,
- from 51 to 100 m²: either two 0.9 stairways, or two stairways one 1.4 m and the other 0.6 m,
- from 101 to 200 m²: 2 stairways, one 1.4 m, the other 0.9 m,
- from 201 to 300 m²: two 1.4 m stairways.

Only stairways separated by at least 5 metres shall be taken into account.

Exits must be indicated with an “Exit” sign in clearly visible white letters on a green background.

5.3 – Straight Stairs

Straight stairs for public circulation must be constructed such that the steps comply with professional standards and flights have no more than 25 steps. In so far as possible, flights must be in opposite directions.

Step height must be between at least 13 cm and 17 cm at most; width must be at least 28 cm and 36 cm at most. Step height and width must be related as follows: $0.6 \text{ m} < 2H + G < 0.64 \text{ m}$.

Said heights and widths must be regular in the same flight, although this is not required for the first step. Landings must be of the same width as the stairs; for flights in the same direction, landing length must be greater than one metre. Stairways whose width is at least one passage unit wide must have a handrail (passage unit = 0.9 m) Those whose width is two passage units or greater must have a handrail on each side.

5.4 – Spiral Stairs

Normal or supplementary spiral stairs must have a continuous curve, without landings other than at

floors. Step going and height in the stride line, 0.6 m from the core or central gap, must comply with professional standards as indicated in the preceding Article.

Moreover, step exterior going must be less than 0.42 m.

For stairs with a single passage unit, the handrail must be located on the outer edge.

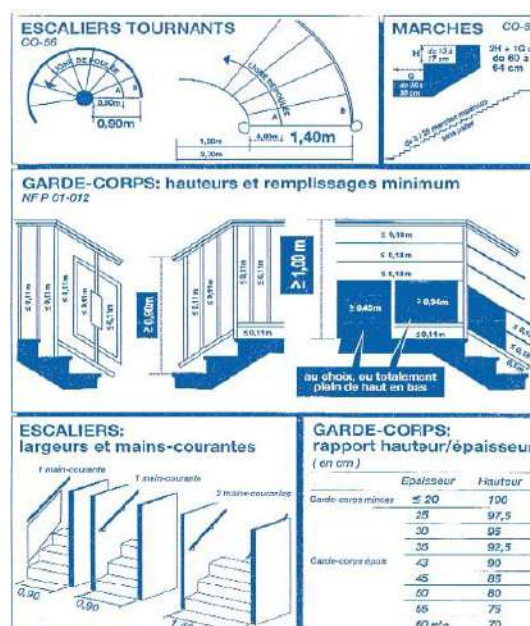
5.5 - Stairs with Straight and Spiral Sections

In so far as a stairway complies, in its various straight and spiral sections, with the professional standards defined in paragraphs 5.3 and 5.4 hereinabove, said stairway shall be deemed in compliance with regulations and may be used in establishments open to the public.

5.6 - Guardrails and Stairway Ramps

In accordance with standards NF P 01-012 and NF P 01-013, guardrails must resist thrust of 100 kilos per linear metre.

Glass panels used as protection must be reinforced or ply glass. So called “securit” glass is prohibited.



6. LIQUEFIED GASES

6.1 - General Remarks

Bottles of gas, butane or propane, shall be allowed up to one 13 kilo bottle at most for every 10 m² of stand with a maximum of six per stand. The following measures must be taken:

There must be at least 5 metres of space between two bottles, unless they are separated by a rigid, noncombustible, 1 cm thick screen.

No bottle, empty or full, must remain within the exhibition hall if it is not connected to a working line. Bottles must be connected to the device by a standard compliant flexible hose.

Such hoses must:

- be replaced at their expiration date,
- be appropriate in connector diameter and fitted with clamping collars,
- not exceed 2 metres in length,
- be inspectable for their entire length and move freely without clamping,
- not be reachable by burner flames or by combustion products.

6.2 - Device Supply

If, exceptionally, a bottle is to supply several devices, tubing must be made of metal (copper or steel). Using solder for connections is prohibited.

Bottles must always be placed upright and the cut-off valve must remain accessible in all circumstances. All closed-in areas where they are stored must include, on the top and bottom, air vents placed so as not to be blocked by a wall, furniture, or a neighbouring device.

6.3 - Installing Cooking Equipment

In addition to the abovementioned rules, the following measures must be taken:

- The floor (or table) supporting the cooking equipment must be composed of non-combustible material or surfaced with M0 materials.
- Cooking equipment must be kept at an appropriate distance from any combustible material and be installed so as to prevent any fire danger.
- If such devices are located near a partition, M0 surfacing must be provided up to a height of one metre beside the device.
- Hood vents must be installed above devices producing emanations or condensation.
- Electricity metres must be at least one metre from water faucets.

Each facility must:

- have safety instructions (steps to take in case of fire, numbers for emergency services...)
- be fitted with one or more extinguishers

7. OPERATING EQUIPMENT – INTERNAL COMBUSTION ENGINES

Every machine presented in operation during the trade show must be declared beforehand, at least one month before the event opens. Only installations that have been declared may be authorized. All equipment must be correctly stabilized to avoid risks of overturning. All protective measures must be fully completed when the Safety Board passes for

inspection. A person in a position of authority must be present at the stand at this time.

No machine may be started or presented operational without qualified personnel present at the stand. All presentations and demonstrations shall be conducted under the Exhibitor's sole responsibility.

The electrical power supply shall be suspended, at the relevant exhibitor's expense, to any stand where machines in operation present a danger to the public and for which no measures have been taken to eliminate them.

7.1 - Equipment Presented in Operation at a Permanent Station

Equipment presented in operation at a permanent station must include appropriate permanent screens or casings, preventing the public from accessing dangerous parts, or be placed such that the dangerous parts are kept away from the public, and at the least, at a distance of one metre from traffic circuits.

7.2 - Equipment Presented in Movement

Where equipment is presented in movement, a protected area must be set aside so that the public may not approach closer than one meter - said distance may be increased given the characteristics of the equipment presented. These provisions shall be valid for all stands, including those in the open air.

7.3 - Equipment with Hydraulic Cylinders

If equipment with hydraulic cylinders is exposed in stationary extended position, hydraulic safeties must be supplemented by a mechanical system preventing any unexpected retraction.

7.4 - Internal Combustion Engines

Approval for the use of internal combustion engines must be requested beforehand at least 30 days before the event opens. Such request, on plain paper (to be attached to the declaration for the machine or device in operation included in the appendix), must specify the type and daily quantity of fuel used and be accompanied by the device's descriptive leaflet, and a drawing of the device's installation on the stand. no device of this type may be started if the authorization request was not submitted on time.

WARNING: in any case, combustion gases must be evacuated outside the hall.

8. FLAMMABLE LIQUIDS

8.1 – General remarks

The use of flammable liquids shall be limited to the following quantities per stand:

- 10 litres of category 2 flammable liquids for every 10 m² of stand, with a maximum of 80 litres,
- 5 litres of category 1 flammable liquids. The use of particularly flammable liquids (carbon disulphide, ethylene oxide, etc.) is prohibited. The following measures must be taken:
 - place a receptacle under the tanks or containers capable of holding all the liquid,
 - refill the device outside the presence of the public,
 - place the appropriate extinguishers nearby.

8.2 - Exhibiting Automobiles inside the hall

Exhibiting automobiles or other vehicles shall be permitted within the hall if they have a direct relationship to the exhibition. Installing “stand” semi-trailers or similar is prohibited. The gas tanks for motors presented stopped must be empty or fitted with locked caps. Accumulator battery terminals must be protected so as to be inaccessible.

8.3 - Presenting Flammable Products

All containers for flammable liquids presented on the stands (paint or varnish cans, bottles, aerosol cans, etc.) must be empty except for a few samples in limited quantity for demonstrations.

8.4 – Prohibited Materials, Products, Gases

Air, nitrogen, and carbon dioxide gas bottles shall be permitted without restriction.

8.4.1 – The following shall be prohibited in the exhibition hall (pursuant to Article T45 of the safety regulations)

- distributing samples or products containing flammable gas;
- balloons inflated with flammable or toxic gas;
- celluloid items;
- the presence of pyrotechnics or explosives;
- the presence of ethylene oxide, carbon disulphide, ethyl ether, or acetone.

8.4.2 – The use of acetylene, oxygen, hydrogen, or a gas presenting the same risks is prohibited, unless a specific waiver is granted by the appropriate administrative authority (Prefecture, Safety Board) at least one month before the start of the event for the required regulatory administrative procedure.

WARNING: storage of empty of full bottles shall not be tolerated within the hall.

8.5 – Smoke Production

Approval for the use of smoke machines to create fog or lighting effects must be requested from the administrative authority (Prefecture, Safety Board) at least one month before the start of the event. Contact the Safety Supervisor for information regarding the required administrative procedures

regarding this request. Such request, on plain paper (to be attached to the declaration for the machine or device in operation included in the appendix), must specify the type and daily quantity of gas used, and be accompanied by the device’s descriptive leaflet and a drawing of the device’s installation on the stand. No device of this type may be started if the authorization request was not submitted on time.

9. RADIOACTIVE SUBSTANCES – X RAYS

9.1 - Radioactive Substances

Authorization to present radioactive substances on exhibit stands may only be granted for demonstrating devices and where substance radioactivity is less than:

- 37 kilobecquerels (1 microcurie) for those composed of Group I (4) radioelements,
- 370 kilobecquerels (10 microcuries) for those composed of Group II (4) radioelements,
- 3,700 kilobecquerels (100 microcuries) for those composed of Group III (4) radioelements.
- Waivers may be granted for the use of substances with higher activity subject to the following measures:
 - radioactive substances must be effectively protected,
 - their presence must be indicated using the ionisation radiation schematics defined in standard NF M 60-101, as well as their type and radioactivity,
 - their removal by the public must be made materially impossible either by attachment to a device requiring the use of a tool to remove or by distance,
 - they must be under constant surveillance by one or more Exhibitors designated by name. When such surveillance ends, even in the absence of the public, the radioactive substances must be stored in a fireproof container, bearing very clearly the conventional symbol for ionizing radiation,
 - the equivalent dose rate, at all points in the stand, must remain under 7.5 micro-sieverts per hour (0.75 millirad equivalent in man per hour).

Approval (or a waiver) for the use of radioactive substances must be requested from the administrative authority (Prefecture, Security Board) at least one month before the beginning of the event. Contact the Safety Supervisor for information regarding the required administrative procedures regarding this request.

Such request, on plain paper (to be attached to the declaration for the machine or device in operation included in the appendix), must specify the type and radioactivity of the substances and the group to which they belong, the name and title of the persons responsible for their surveillance and be accompanied by the device’s descriptive leaflet, a drawing of the device’s installation on the stand and a document drawn up and signed by the installer certifying compliance with the present provisions.

No device of this type may be started if the authorization request was not submitted on time.

WARNING: stands where radioactive substances are presented must be built and decorated with M1 class materials.

9.2 - X-rays

Authorization to present devices emitting X-rays on the stands may only be granted if they and their accessories comply with the rules set forth in standard NF C 74-100.

In particular, the following measures must be taken:

- removing superfluous objects from around the x-ray generator and the sample to be examined,
- materializing and signposting the area not accessible to the public,
- the leakage exposure rate must not exceed 0.258 micro coulomb per kilo and per hour (1 milliroentgen per hour) at a distance of 0.10 m x-ray generator core.

Approval for the use of x-ray machines must be requested from the administrative authority (Prefecture, Safety Board) at least one month before the start of the event. Contact the Safety Supervisor for information regarding the required administrative procedures regarding this request.

Such request, on plain paper (to be attached to the declaration for the machine or device in operation included in the appendix), must be accompanied by the device's descriptive leaflet, a drawing of the device's installation on the stand, and a document drawn up and signed by the installer certifying compliance with the present provisions. No device of this type may be started if the authorization request was not submitted on time.

(4) Radioactive element classification, based on relative radio-toxicity, shall be that defined in Decree no. 66-450 dated June 20th, 1966 regarding the general principles of protection against ionizing radiation.

AUTORITE DE SURETE NUCLEAIRE (ASN)

6, place du Colonel Bourgoïn 75572 Paris Cedex 12
Tél : +33 (0) 1 43 19 70 75 Fax : + 33 (0) 1 43 19 71 40

10. LASERS

The use of lasers in the exhibition hall shall be permitted subject to compliance with the following provisions: in no case shall the public be subjected to the direct or reflected laser beam, the device and its

ancillary equipment must be solidly attached to stable elements,

- the device's surroundings and the area covered by the beam must not contain elements reflecting the relevant wavelengths,
- the housing containing the laser and its optical deviation system must be class I or II (in accordance with standard NF C 20-030),
- Exhibitors must ensure, during testing outside the presence of the public, the absence of reaction from materials used for fitting-out and decorating the stand, and the fire protection equipment to the heat energy produced by the light beams.

A declaration for the all laser installations must be sent to the administrative authority (Prefecture, Safety Board) at least one month before the start of the event.

Contact the Safety Supervisor for information regarding the required administrative procedures regarding this request. Such declaration, on plain paper (to be attached to the declaration for the machine or device in operation included in the appendix), must be accompanied by the device's descriptive leaflet, and a drawing of the device's installation on the stand and a document drawn up and signed by the installer certifying compliance with the present provisions. No device of this type may be started if the declaration request was not submitted on time

11. EMERGENCY RESOURCES

Emergency resources must remain constantly visible. Access to various emergency resources (fire hydrant and hydrant stems, first aid hose systems, telephones, extinguishers, smoke release hatches, etc.) must remain continuously unblocked.

12. OPERATING INSTRUCTIONS

It is prohibited to create, on the exhibition surfaces, in the stand, and in clearance areas, piles of crates, wood, straw, cardboard, etc. Periodic (daily) cleaning must remove dust and waste of all types from the premises. All waste and debris from cleaning and sweeping must be removed each day, before the opening to the public and be removed from the establishment. On stands fitted with a first aid hose system, clearance of one metre next to the device must be left free of any equipment up to the public traffic alleyway. The presence of panels or cloth masking the device is absolutely prohibited.

SUMMARY OF FRENCH AND EUROPEAN EQUIVALENCES

M0 or A European Standards = Non combustible
M1 or B European Standards = Non flammable
M2 or C European Standards = Flammable with difficulty
M3 or D European Standards = Moderately flammable
M4 or E European Standards = Easily flammable

MATÉRIAL	AUTORIZED	DOCUMENT TO BE SUBMITTED
Wood (or wood composite) > 18 mm not laminate	Wood (not laminate) agglomerated plywood lath	None - (M3 assimilated materials)
Wood < 18 mm & > 5 mm Wood > 18 mm, laminate	M3 original or D European Standards	Report M3(or Labels on materials)
Plywood - Agglomerate < 5 mm wood based composite	M1 or fireproofed on both sides with paint, varnish, salts by an approved applicator B European standards	Reports M1 or fireproofing certificate with name of the product,
Carpets on the ground	Natural: M4 or E European Standards Synthetics: - M3 or D European standards	Reports
Fabrics and surfacing wall textiles	M1 or fireproof ou B European standards	Reports or fireproofing certificate with name of the product, descriptive leaflet, application date
Plastic materials (plaques, letters)	M1 or B European Standards	Reports M1
Paint	Permitted on M0, M1 supports or wood (nitrocellulose paint prohibited)	Reports regarding supports
Free-hanging decoration (paper, cardboard)	1 or fireproofed or B European standards	Reports or fireproofing certificate with name of the product, descriptive leaflet, application date
Floral decorations made of synthetic materials	M1 originally (fireproofing prohibited) or B European standards	Reports M1
Bonded or clipped decoration (paperà	No substantiation required if bonded over the entire surface or clipped every 5 cm. Split Installation	
Furniture	Furniture Large furniture: M3 or D Light structures: M3 or D Padding: M4 or E Envelope: M1 or B	Reports or fireproofing certificate (so substantiation required if rented furniture)
Glazing	Reinforced, tempered, ply	Reports, certificates or substantiation such as an invoice
Other Materials	Request approval	Written response by the Safety Supervisor

N.B.: Reports only from approved French laboratories under current regulations as of November 1998 or, by equivalence, officially recognized by any report corresponding to European Standards applicable within Union Member States.

CUSTOMS

CUSTOMS INFORMATION

+33 (0)8 11 20 44 44* (€0,06/mn)

www.douane.gouv.fr/

Economic Regimes Office

Customs and excise duties

Open: Monday to Friday

Time: 9am – 5pm

BRINGING MATERIAL THROUGH FRENCH CUSTOMS FROM OVERSEAS (NOT INCL. EU)

During the NATEXPO event, the Parc des Expositions of Paris Nord Villepinte are granted temporary admission by customs.

This temporary admission starts the day the material enters the exhibition hall and ends 30 days after the exhibition closes. Foreign merchandise must be inspected by customs before it reaches Exhibitors' stands.

GENERAL COMMON LAWS

Arrival of goods :

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

Transit Document

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

Documents to provide with the transit document:

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

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

Temporary admission:

Under no circumstances do the above documents confer temporary admission.

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

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

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

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

Outgoing goods:

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

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

1/ Re-export

2/ Transit under the continuous control of customs officials to another customs warehouse on French national territory

3/ Use on French metropolitan territory

In this case the apparatus must be declared for use by the same customs clearance officer who received from the importer the relevant duties and taxes on behalf of the tax authorities.

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

A.T.A CARNET SYSTEMS FOR EXHIBITORS

(Excludes food products)

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

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

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

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

EXHIBITORS SAFETY INSTRUCTIONS

IMPORTANT

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

The Exhibitor Instructions communicated to you defines all the measures set in place to prevent risks arising from the interference of the activities of the various people working on this event. This document was drawn up at the request of the show organizer by the coordinator **Mr Martin JOUËT** in accordance with the provisions defined by the texts in force and in particular the following law:

Law of 31.12.1993 nr 93-1418 and the decree of 26.12.1994 nr 94-1159 modified and complemented by the decree nr 2003-68 of 24.01.2003

You are therefore asked to study it and apply the regulatory measures defined in this document.

This **General Coordination Plan** cannot replace the provisions of the Code of Work. It does not in any way reduce the responsibilities and duties of the companies working on the site. **For NATEXPO 2021**, this coordination mission is carried out by **the SPAS ORGANISATION** via a delegated coordinator assisted by a team of experts who make up the safety group of **NATEXPO 2021**.

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

- **To avoid risks**
- **To evaluate risks** which cannot be avoided
- **To combat risks at source**
- **To take account of technical developments**
- **To replace what is dangerous** by what is not or by what is less dangerous.
- **To plan prevention measures** by coherent integration of techniques, work organization and working conditions.
- **To take collective protection measures** giving them priority over individual protection measures

The exhibitor has a duty and legal obligation to:

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

IF YOUR STAND IS INSTALLED BY TWO INDEPENDENT COMPANIES

Sub-contractors included.

You must appoint an HEALTH AND SAFETY COORDINATOR

Law of 31/12/93 nr 93-1418 and the decree of 26/12/94 nr 94-1159. For the assembly and dismantling periods and communicate his contact details together with his GHSPCP (General Health and Safety Protection Coordination Plan) to the D.Ö.T Company before: 9th September 2021.

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

D.Ö.T / NATEXPO 2021

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MANDATORY

Obligation of protection reminder Cf: Chapter VIII-2 of this document

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

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

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

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