

natexpo

LYON 2022

INTERNATIONAL TRADE SHOW
FOR ORGANIC PRODUCTS



EXHIBITOR GUIDE

Where it all
Begins

18-20 september 2022 / Eurexpo Lyon - France

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DIRECTORY

NATEXPO – SPAS ORGANISATION CONTACTS

| | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-------------------------------------------------------|
| President | Éric FAURE | ☎ + 33 (0)1 45 56 09 09 |
| General Manager | Valérie LEMANT | ☎ + 33 (0)1 45 56 09 09 |
| Event Manager Regional Pavilions for France | Florence ROUBLOT | ☎ + 33 (0)6 11 23 45 89 ✉ froublot@spas-expo.com |
| Project Manager Cosmetics & Hygiene – Dietary Supplements – Ingredients and Raw Materials – Equipment & Services for Retail and Brands – E-Commerce Solutions | Nadia MESSAOUDI | ☎ + 33 (0)1 77 37 89 15 ✉ nmessaoudi@spas-expo.com |
| Project Manager International – Food except pavilions – ECO Products ECO Services – E-Commerce Solutions – Organic Incubator – The Lab | Solène BRYON | ☎ + 33 (0)6 78 45 38 94 ✉ sbryon@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 ✉ mlaperonne@spas-expo.com |
| Technical Director | Loïc LE MEN | ☎ + 33 (0)1 77 37 63 26 ✉ llemen@spas-expo.com |

NATEXBIO FEDERATION - LA MAISON DE LA BIO CONTACTS

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

SUPPLIERS AND PARTNERS CONTACTS & USEFUL ADDRESSES

| | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Eurexpo LYON Exhibitors' Service Electricity – Parking spot – Water – Phone – Internet - Cleaning services – Slings – Audiovisual – Security Guards | | Responsable de l'antenne Service Exposants Eurexpo ☎ + 33 (0)4 72 22 30 30 ✉ services@eurexpo.com https://www.eurexpo.com/espace-exposants |
| Additional equipment - BRELET Wall panels – Carpet – Store room... | Anaïs GRIMAUD | ☎ + 33 (0)2 40 34 78 99 ✉ anaïs.grimaud@gl-events.com |

| | | |
|-----------------------------------------------------------|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| Furniture - CAMERUS | Malvina BECQUART | ☎ + 33 (0)1 57 14 25 25 ✉ exposant@camerus.fr 🌐 www.camerus.fr |
| Hostesses – AGENCE PROFIL | Sixtine de LA CHANONIE | ☎ + 33 (0)4 78 24 24 56 ✉ sdelachanonie@profil.fr |
| Signage equipment – ALIVE EVENTS | Céline LEVEQUE Mohamed BOUSTAOU | ☎ + 33 (0)7 49 30 94 65 ✉ c.leveque@artevent.com ☎ + 33 (0)6 25 66 60 41 ✉ m.boustaoui@artevent.com 🌐 www.artevent.com |
| Sound & video – GL EVENTS AUDIOVISUAL | Kevin CROUCHET | ☎ +33 (0)4 72 31 58 08 ✉ kevin.crouchet@gl-events.com 🌐 www.gl-events.com |
| Lighting – CCLAIR | Sergio DE OLIVEIRA | ☎ +33 (0)6 83 90 97 57 ✉ sergio@c-clair.fr |
| Fridges and display cases – PETIT FORESTIER | Carole PARRONDO | ☎ +33 (0)1 41 52 52 67 ✉ coolevent@petitforestier.com |
| Badges readers – SPAS | Marion ELIE | ☎ +33 (0) 1 77 38 89 60 ✉ communication@natexpo.com |
| Catering and dishes for your stand – PIBOLO | Service commercial | ☎ +33 (0)4 72 22 30 33 ✉ info@pibolo.fr |
| Freight forwarding - Handling – Storage CLAMAGERAN | Anne-Gaëlle TURIN | ☎ +33 (0)4 78 90 06 00 ✉ lyon@clamageran.fr |
| Insurance – ABACA | | ☎ + 33 (0)1 47 63 66 66 ✉ a.izard@abaca-assurances.fr |
| Health and Hygiene Protection – DÖT | | ☎ + 33 (0)1 46 05 17 85 ✉ sps@d-o-t.fr |
| Fire Safety – CABINET GUÉRET | Jean-Paul GUÉRET | ☎ + 33 (0)6 58 39 00 01 ✉ gueret@cab-gueret.fr |
| Police station | | 8 avenue du Dauphiné 69330 MEYZIEU ☎ + 33 (0)4 72 45 12 30 |
| French customs | | 70 Rue du Progrès 69680 CHASSIEU ☎ + 33 (0)4 72 47 69 20 |

STANDS TYPES

**You wish to modify your stand options,
get in touch with your designated contact before August 26th 2022:**

Nadia Messaoudi – Project Manager

Cosmetics & Hygiene / Dietary Supplemens / Ingredients and Raw Materials / Equipment& Services for Retail & Brands / E-Commerce Solutions

☎ +33 (0)1 77 37 89 15 ✉ nmessaoudi@spas-expo.com

Solène Bryon – Project Manager

International / Food except Pavilions / ECO Products ECO Services / E-Commerce Solutions / Organic Incubator / The Lab

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

Florence Roublot – Event Manager

Regional Pavilions for France

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

BARE AREA IN ISLAND

54 sq.m minimum

→ Only includes floor marking

CLASSIC STAND



9 sq.m minimum

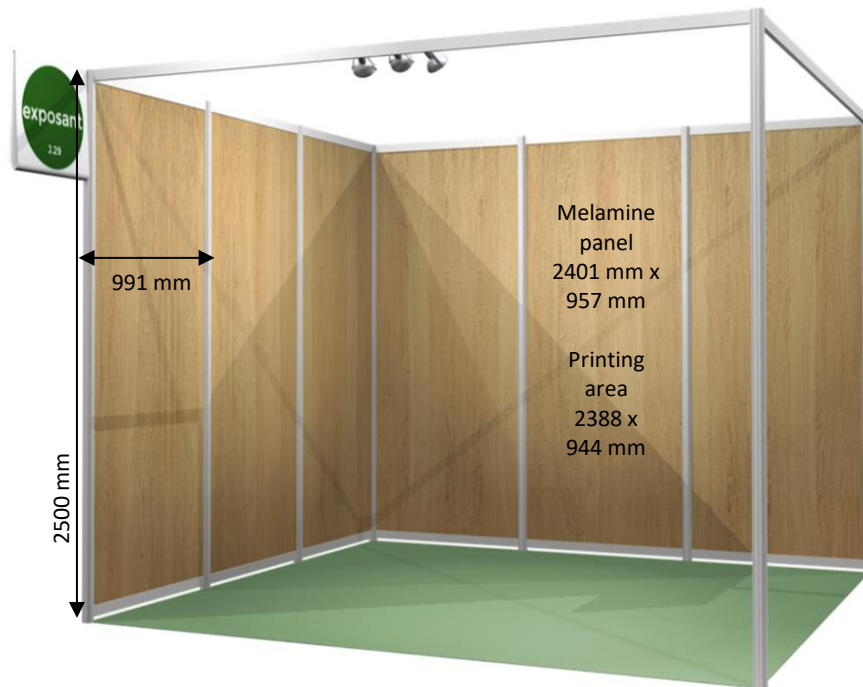
- Aluminium frames (H: 2,50 m)
- Melamine partition(s)
- 1 flag stand sign

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.

PRIMO STAND



*Example for a 12 sq.m stand with a corner
4m length x 3m depth*

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

For security reasons, **it is strictly forbidden:**

- > to hook or suspend on the strips of the stands where the spotlights are located (risk of electrical cuts) and on the metal structures of the exhibition hall,
- > stapling, nailing or drilling the partitions. Provide double-sided or chains for table
- > to encroach on the aisles. No merchandise or material will be tolerated outside the stands

PRIMO + STAND

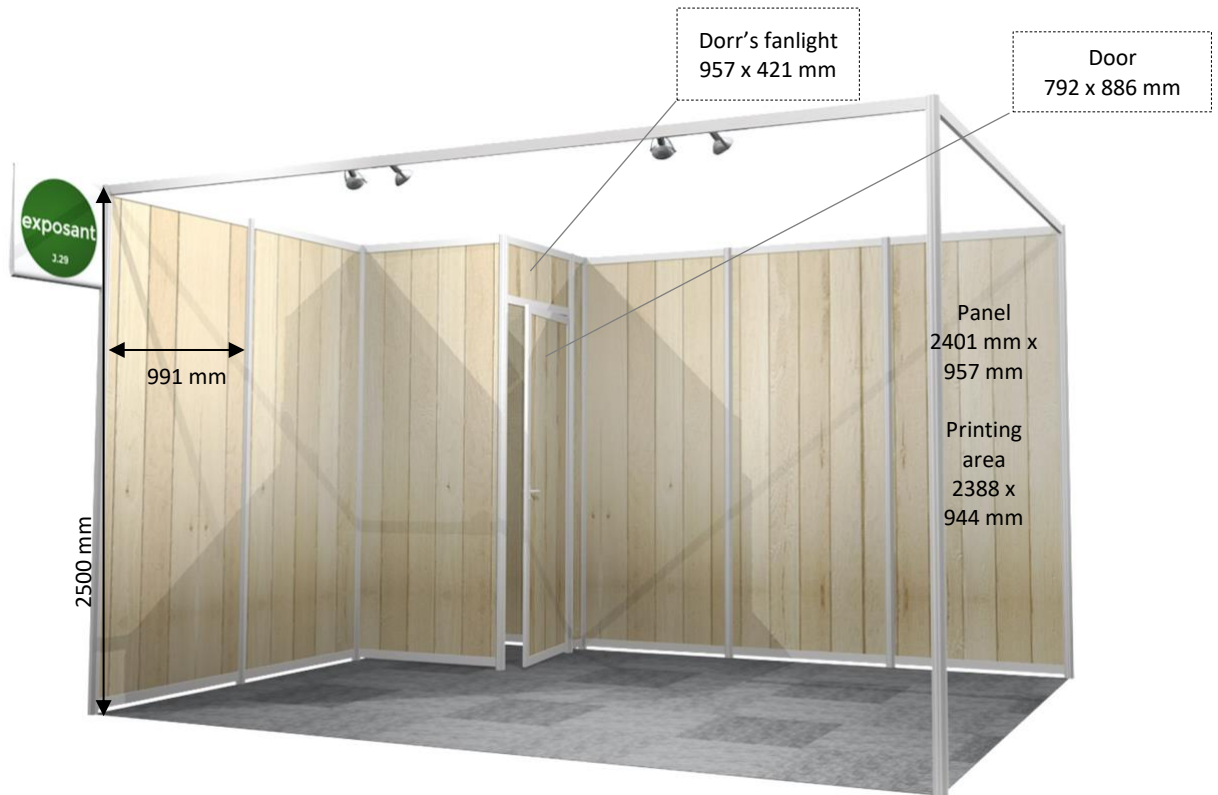


Example for a 12 sq.m stand with a corner
4m length x 3m depth

12 sq.m minimum

- Aluminium frames
- Melamine partition(s)
- Crossbar for mounting spotlights
- 1 spotlight per 3 sq.m
- Recyclable carpet – choice of 5 colours (to validate before August 26th 2022 cf. p. 14)
- 3 kW electrical power supply (not permanent)
- 1 flat stand sign
- Stand cleaning service the first day, before opening
- +
- 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 * (file to be sent before August 26th 2022 to a.grimaud@brelet.fr)
Panel dimensions: 957 x 420 mm / Visible dimensions: 947 x 410 mm
Your file must be in PDF format in High Definition / full size (100%) or on scale (50%, 25% or 10% for very large formats).
- Furniture, 2 options:
 - ① : 1 counter <https://camerus.com/produits/comptoirs-et-presentation/comptoirs-et-rangements/aton-333200/>
1 stool <https://camerus.com/produits/assises/tabourets/zede-171100/>
1 table <https://camerus.com/produits/tables/tables-fr-2/icare-202900/>
3 chairs <https://camerus.com/produits/assises/chaises/mars-112900/>
 - ② : Credit of €25 excl. VAT/sq.m excluding mandatory insurance, for furniture supplied by show's appointed rental company

PRIMO GREEN STAND



*Example for a 12 sq.m stand with a corner
4m length x 3m depth*

12 sq.m minimum

- Aluminium frames
- EFC-certified wooden panel partition(s)
- Crossbar for mounting spotlights
- 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 day before the show opening

PRIMO GREEN + STAND

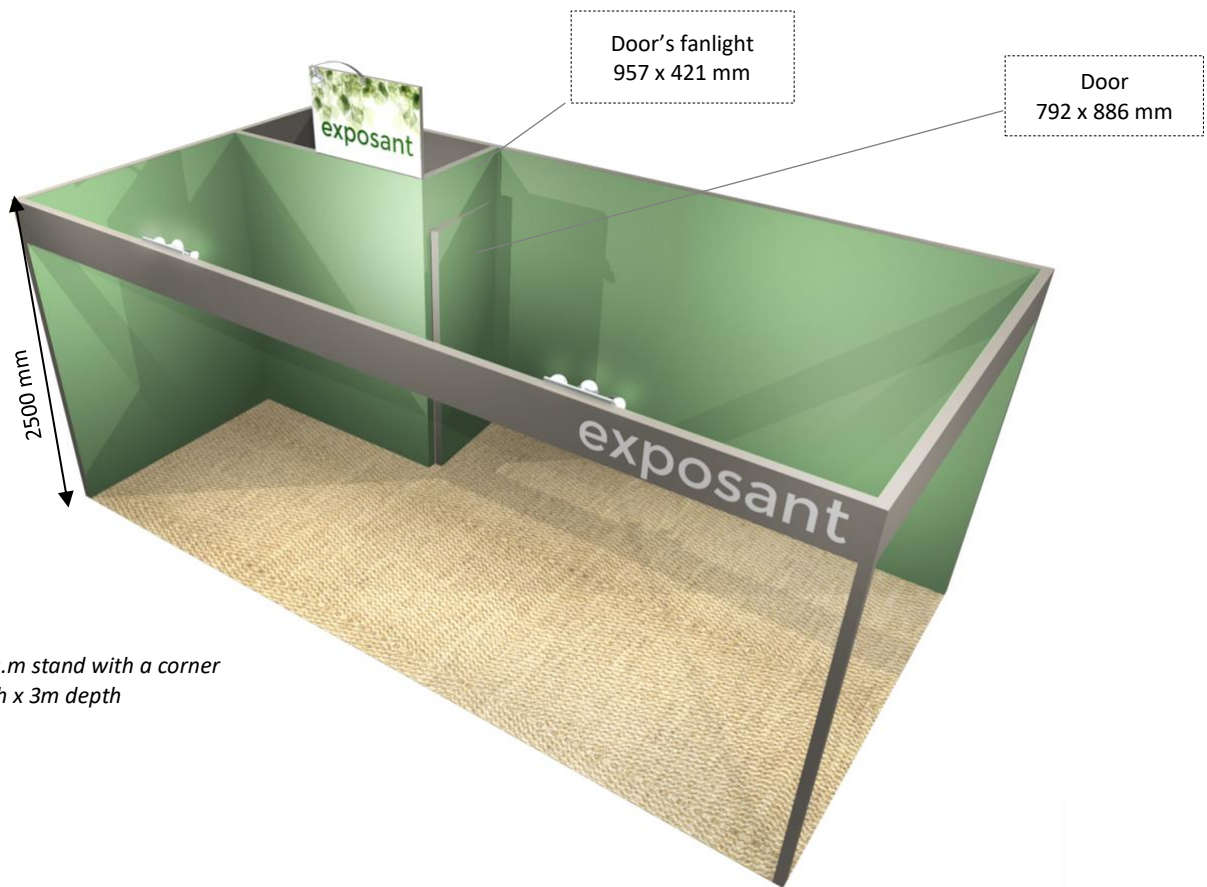


Example for a 18 sq.m stand with a corner
6m length x 3m depth

15 sq.m minimum

- Aluminium frames
- PEFC-certified wooden panel partition(s)
- Crossbar for mounting spotlights
- 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 flat stand sign
- Stand cleaning service the first day, before opening
- 1 stand sign with lighting * (file to be sent before August 26th 2022 to a.grimaud@brelet.fr)
Panel dimensions: 957 x 420 mm / Visible dimensions: 947 x 410 mm
Your file must be in PDF format in High Definition / full size (100%) or on scale (50%, 25% or 10% for very large formats).
- Furniture, 2 options:
 - ① : 1 counter <https://camerus.com/produits/comptoirs-et-presentation/comptoirs-et-rangements/aton-333200/>
1 stool <https://camerus.com/produits/assises/tabourets/zede-171100/>
1 table <https://camerus.com/produits/tables/tables-fr-2/icare-202900/>
3 chairs <https://camerus.com/produits/assises/chaaises/mars-112900/>
 - ② : Credit of €25 excl. VAT/sq.m excluding mandatory insurance, for furniture supplied by show's appointed rental company

PRESTIGE STAND

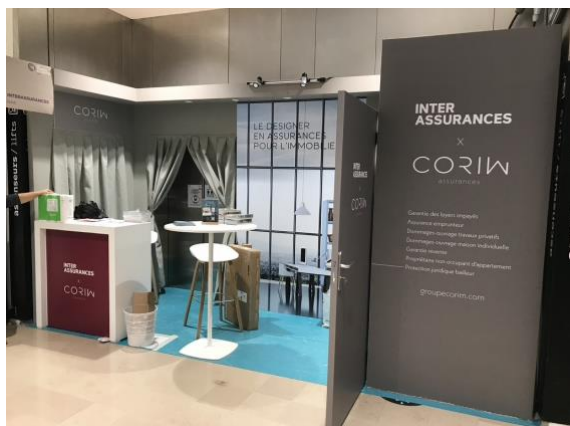


Example for a 18 sq.m stand with a corner
6m length x 3m depth

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 * (file to be sent before August 26th 2022 to a.grimaud@brelet.fr)
Panel dimensions: 957 x 420 mm / Visible dimensions: 947 x 410 mm
Your file must be in PDF format in High Definition / full size (100%) or on scale (50%, 25% or 10% for very large formats).
- Stand cleaning service the day before the show opening
- Furniture, 2 options:
 - ① : 1 counter <https://camerus.com/produits/comptoirs-et-presentation/comptoirs-et-rangements/aton-333200/>
1 stool <https://camerus.com/produits/assises/tabourets/zede-171100/>
1 table <https://camerus.com/produits/tables/tables-fr-2/icare-202900/>
3 chairs <https://camerus.com/produits/assises/chaises/mars-112900/>
 - ② : Credit of €25 excl. VAT/sq.m excluding mandatory insurance, for furniture supplied by show's appointed rental company

ELEGANCE STAND



18 sq.m minimum

- Support and customization of the stand
- Eco-designed carpet
- Wooden partition(s) with brushed cotton covering
- 1 storage room of 1 m2 lockable equipped with 2 shelves, 1 triplet, 1 hook (raw interior without fabric)
- Ceiling lamp with 6 recessed spotlights
- Column with lettering covered with brushed cotton
- spotlight per 3 sq.m
- 3 kW electrical power supply (not permanent)
- Digital printing on canvas installed on a back wall
- Furniture, 2 options:
 - ① : 1 set of 2 coffee tables <https://camerus.com/produits/tables/tables-basses/anthos-220500/>
 6 armchairs <https://camerus.com/produits/assises/fauteuils/clio-157900/>
 1 counter <https://camerus.com/produits/comptoirs-et-presentation/comptoirs-et-rangements/aton-333200/>
 1 stool <https://camerus.com/produits/assises/tabourets/about-a-stool-182101/>
 - ② : Credit of €40 excl. VAT/sq.m excluding mandatory insurance, for furniture supplied by show's appointed rental company

HIGH STAND SIGNS / HEIGHT RAISING

* HD file for high stand signs to be sent before **26th August 2022**

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

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 + et 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 + et PREMIUM :
 - o Sign size : 1 800 x 1 200 mm high

Your files are to be sent before **August 26th 2022** by mail to a.grimaud@brelet.fr

COLOR CHOICES: CARPET/COTTON

| | | | | | | | | | | | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|--------------------|--------------------|------------------|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|-------------|------------|----------------|
|   | <p>CONFIRMATION DU COLORIS MOQUETTE (sans supplément tarifaire) Confirmation for your carpet's color (without extra charge) STANDS PRIMO +</p> | | | | | | | | | | | | |
| <p>Société / Company :</p> <p>Adresse / Address:</p> <p>Code postal / Post code : Ville / Town:.....</p> <p>Contact :</p> <p>Tél :</p> <p>Mail :</p> <p>N° de stand / Booth n°:</p> <p>Type de stand / Kind of booth:.....</p> <p>Date..... Le / on.....</p> <p>Signature (précédée de la mention « lu et approuvé ») : Preceded by the words « read and agreed » :</p> | <p>Couleur de la moquette choisie / Color of chosen carpet : (merci d'entourer votre choix / please circle your choice :)</p> <table border="0"> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td>0064 Electric Blue</td> <td>1575 Elephant Grey</td> <td>0041 Grass Green</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td>0007 Orange</td> <td>0036 Cocos</td> <td>1262 Framboise</td> </tr> </table> <p>Sans choix de votre part avant le 26/08/2022, la moquette posée par défaut sera verte. Without your choice before 26/08/2022, the laid carpet will be green.</p> |  |  |  | 0064 Electric Blue | 1575 Elephant Grey | 0041 Grass Green |  |  |  | 0007 Orange | 0036 Cocos | 1262 Framboise |
|  |  |  | | | | | | | | | | | |
| 0064 Electric Blue | 1575 Elephant Grey | 0041 Grass Green | | | | | | | | | | | |
|  |  |  | | | | | | | | | | | |
| 0007 Orange | 0036 Cocos | 1262 Framboise | | | | | | | | | | | |

VILLAGES

ORGANIC INCUBATOR



3 sq.m (2m x 1,50m)

- PEFC-certified wooden back wall (H: 2,50 m)
- PEFC-certified wooden panel partition(s) (H: 1m – L : 1m)
- 2 shelves suspended on back wall
- Recyclable carpet
- 1 stand sign
- Lighting
- 1 socket for a computer or a telephone (300 W)

Compulsory counter order for kettle, coffee machine, refrigerated display case, oven, hob, etc.

- No furniture provided

WINE VILLAGE

Same services with in addition:

- 1 common storage with shelves and refrigerators
- Package for washing glasses, mirrors, spittoon, basin

Services available from 10 registration

THE LAB



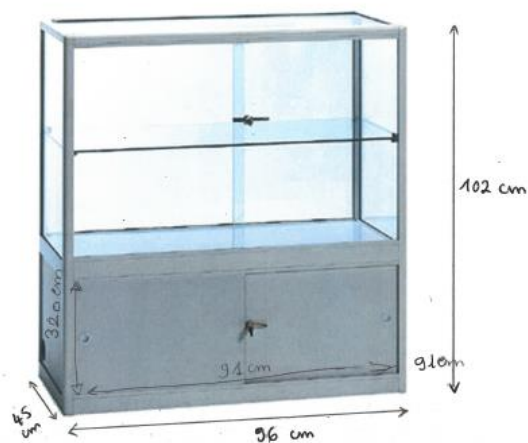
3 sq.m (2m x 1,50m)

- Melamine back wall (H: 2,50 m)
- Recyclable carpet
- 1 stand background sign **NO FLAG STAND SIGN**
- Lighting
- 2 shelves
- 1 presentation cabinet*
- 1 tall stool <https://camerus.com/produits/assises/tabourets/volt-182900/>
- 1 socket for a computer or a telephone (300 W)

Compulsory counter order for kettle, coffee machine, refrigerated display case, oven, hob, etc.

- Internet

* presentation cabinet



COSMETICS VILLAGE



Back wall : 2m L x 1m H
 Middle : Totem 0,5m L x 2,5m H
 Partition : 1m L x 1m H
 Flag : 500mm x 450mm

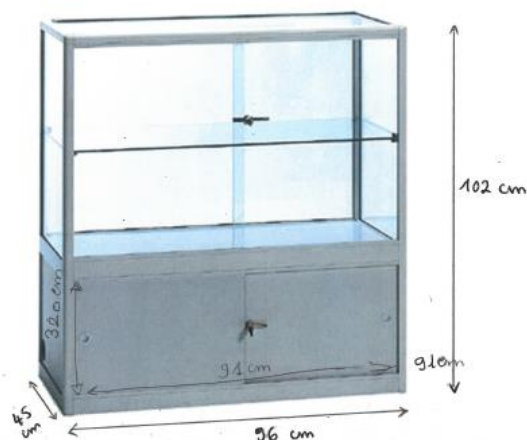
3 sq.m without partitions (2m x 1,50m)

- Recyclable carpet
- Sign on the totem at the back of the stand **NO FLAG SIGN**
- Lighting
- 1 presentation cabinet*
- 1 tall stool <https://camerus.com/produits/assises/tabourets/volt-182900/>
- 1 socket for a computer or a telephone (300 W)

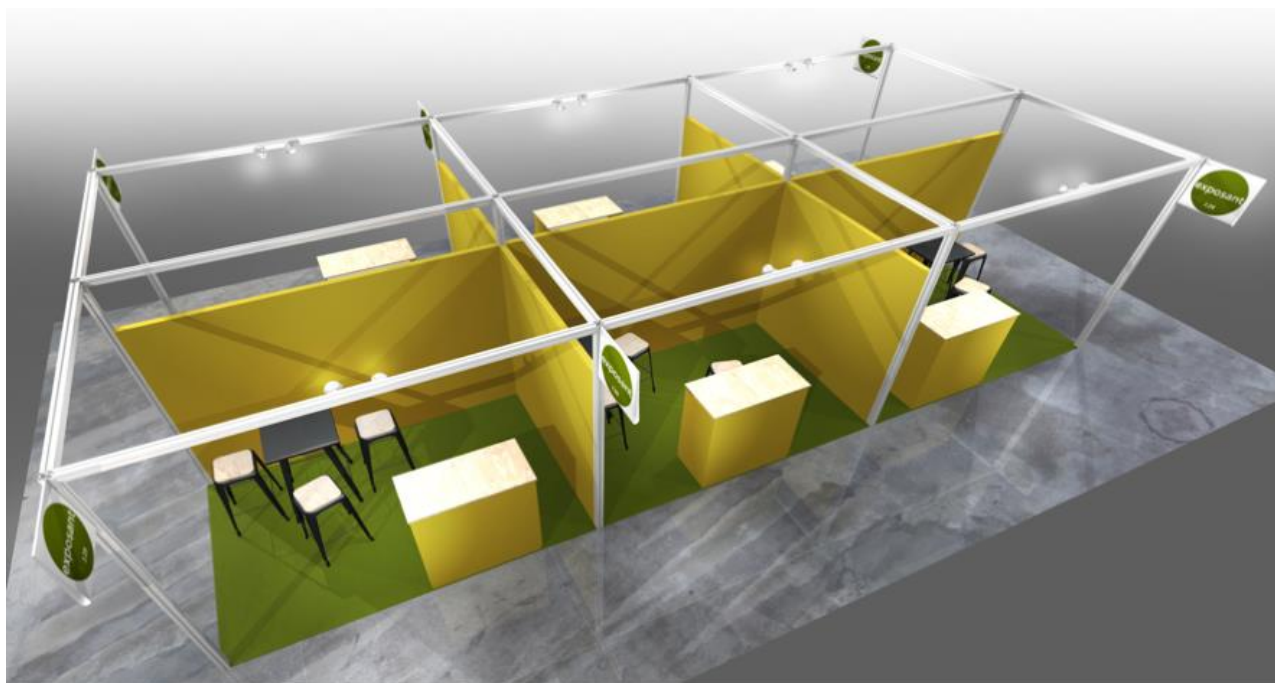
Compulsory counter order for kettle, coffee machine, refrigerated display case, oven, hob, etc.

- Optional totem customization

* presentation cabinet



THE BIG SPLASH



6 sq.m (3m x 25m)

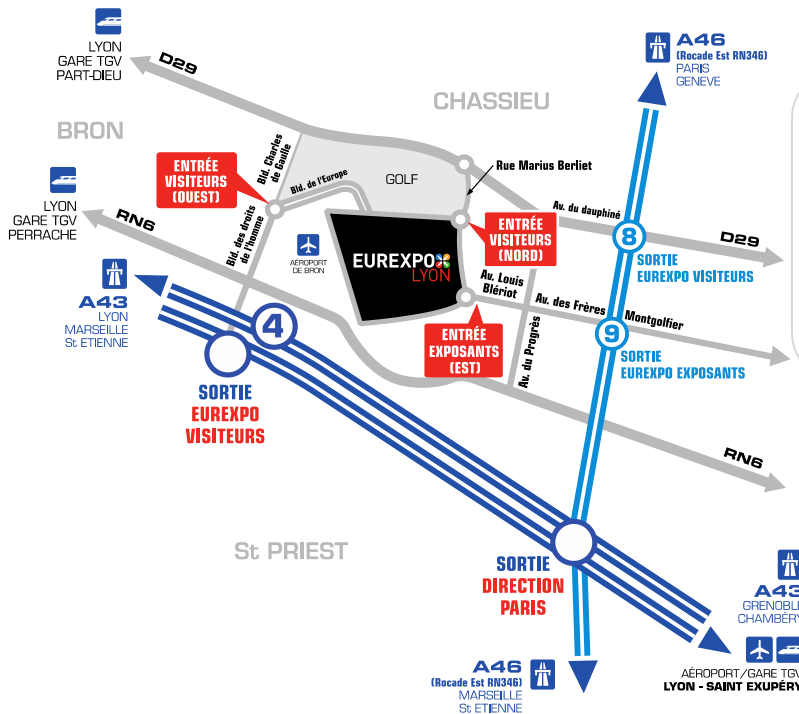
- Recyclable carpet
- Aluminium frames
- Wooden partition(s) with fabric covering
- Crossbar for mounting spotlights
- 1kW electrical power supply (not permanent)
- Lighting
- 1 flag stand sign
- Stand cleaning service the first day, before opening
- Set of furniture including:
 - 1 counter <https://camerus.com/produits/comptoirs-et-presentation/comptoirs-et-rangements/chronos-331700/>
 - 1 high-bar table <https://camerus.com/produits/tables/mange-debout/indus-264700/>
 - 3 high stools <https://camerus.com/produits/assises/tabourets/volt-183200/>

For security reasons, **it is strictly forbidden:**

- > to hook or suspend on the strips of the stands where the spotlights are located (risk of electrical cuts) and on the metal structures of the exhibition hall,
- > stapling, nailing or drilling the partitions. Provide double-sided or chains for table
- > to encroach on the aisles. No merchandise or material will be tolerated outside the stands

MAP & ACCESS

ACCESS EUREXPO



Exhibitors Entrance / East Gate

Parking in front of HALL 4

Avenue Louis Blériot

69680 CHASSIEU - FRANCE

Latitude : 45.728546 / Longitude : 4.959676

By car

- From Lyon : A43, exit 9 « Eurexpo Exposants »
- From Paris / Geneva : A46 (East ring), exit 9 « Eurexpo Exposants »

By public transport

DEPUIS
SNCF LYON PART-DIEU

T 3 Gare Part-Dieu Villette Meyzieu Z.I.
+
BUS 100 Vaulx-en-Velin la Soie Eurexpo

DEPUIS LYON CENTRE

M D Gare de Vaise
+
T 5 Grange Blanche Eurexpo

OU

M A Gare de Perrache
+
BUS 100 Vaulx-en-Velin la Soie Eurexpo

DEPUIS
SNCF LYON PERRACHE

T 2 Gare de Perrache Saint-Priest - Bel Air
+
T 5 Grange Blanche Eurexpo

By plane

DEPUIS
LYON SAINT-EXUPERY

rhôneexpress Direction Gare Part-Dieu
+
BUS 100 Vaulx-en-Velin la Soie Eurexpo

PARKING

During set-up and dismantling, parking is free of charge. You will receive a link to print your parking pass for the set-up and dismantling time.

During the show, you will have the same parking spot but you need to order a badge from Eurexpo. Natexpo declines all responsibility for any damage or theft, which may occur to vehicles parked on these car parks.

We highly recommend that you don't leave any valuables in your vehicle.

Parking in the safety zones is prohibited during exhibition opening hours.

During the show, deliveries are allowed from 7 am to 9 pm.

DELIVERY OF GOOD AND EQUIPMENT

Goods are sent at the exhibitor's own risks and must be delivered onto their stand. It is the duty of the exhibitor to be present or represented when parcels arrive. The Organiser's Office cannot receive parcels on behalf of exhibitors.

The goods would be left on the stand with no guarding.

We therefore recommend that you contact CLAMAGERAN for secure storage in your absence.

There is considerable risk of theft during stand build-up and dismantling. During hall opening hours, exhibitors should keep watch over their exhibited goods at all times.

We don't have any unloading equipment (pallet truck...).

The deliverer should bring his own equipment.

DELIVERY ADDRESS

**EUREXPO LYON
Salon NATEXPO
Hall 4
Exhibitor name / Stand number
BP190
69686 CHASSIEU cedex - FRANCE**

STORAGE AREA

There is no storage area in the hall.

CLAMAGERAN is at your disposal to store your goods before your arrival or after your departure.

PETIT FORESTIER offers a cold storage solution (negative and / or positive) - See useful contacts p.5

TECHNICAL INFORMATION

SET UP AND DISMANTLING SCHEDULE

During these hours: free access to the hall, no badge needed.

In the interests of safety, it is forbidden to work in the halls outside these hours.

| | |
|------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Island bare stands | <input checked="" type="checkbox"/> Thursday 15th September: 8 a.m. – 8 p.m. <input checked="" type="checkbox"/> Friday 16th September: 8 a.m. – 8 p.m. <input checked="" type="checkbox"/> Saturday 17th September: 8 a.m. – 8 p.m. |
| Classic stands | <input checked="" type="checkbox"/> Friday 16th September: 8 a.m. – 8 p.m. <input checked="" type="checkbox"/> Saturday 17th September: 8 a.m. – 8 p.m. |
| Equipped stands Primo / Primo + / Primo Green / Primo Green + Prestige / Elegance | <input checked="" type="checkbox"/> Friday 16th September: 2 p.m. – 8 p.m. <input checked="" type="checkbox"/> Saturday 17th September: 8 a.m. – 8 p.m. |
| Villages Organic Incubator/ Wine / Cosmetics / Lab / Big Splash | <input checked="" type="checkbox"/> Saturday 17th September: 8 a.m. – 8 p.m. |
| <i>Hours provided as a guide. Stands could be in the process of being finished.</i> | |

DISMANTLING FOR ALL STANDS

TUESDAY 20TH SEPTEMBER FROM 5PM TO MIDNIGHT

No motorized vehicles are allowed in the halls on Sunday, September 20th, the last day of build-up, unless otherwise exceptionally authorized by the organizer).

During dismantling, vehicles may enter the parking from 6 p.m., and motorized vehicles will be able to access the halls from 7 p.m.

Children are not accepted during set up and dismantling.

DURING THE SHOW

The Natexpo trade show is opened to public from 9 a.m to 6 p.m on Sunday 18th and Monday 19th September, from 9 a.m to 5 p.m on Tuesday 20th September.

Exhibitors have access one hour prior opening.

Early access will require a derogation and must be authorized by the organizer.

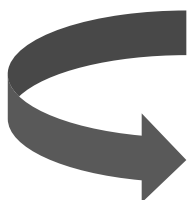
It will be the same for the first evening, the exhibitors can stay on their stand, one hour after closing. Beyond this time, if the exhibitor plans an event likely to exceed this limit, he/she must make the request and will be invoiced for the additional means set up for the holding of this event (lighting of the hall, sanitary facilities, guarding , cloakrooms).

POWER SUPPLY

According to the chosen stand option, your stand may not have individual electric power (cf. p 6 - 17)
Any additional order should be made online on the EUREXPO website below.

Bring with you any multi-sockets and extensions you may need for your multiple connections (fridges etc) and the backlit windows. **These equipment are delivered unplugged.**

| | |
|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Intermittent (by day only) | <ul style="list-style-type: none"> ➤ Saturday 17th September: 8 a.m. – 8 p.m. ➤ From Sunday 18th to Tuesday 20th September: 8 a.m. – 7 p.m. |
| Permanent (day / night) | <ul style="list-style-type: none"> ➤ From Saturday 17th September: 8 a.m. ➤ To Tuesday 20th September: 7 p.m. |



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 EUREXPO EXHIBITOR SERVICE.

YOU CAN ALSO ORDER COLD STORAGE FROM LE PETIT FORESTIER.

EUREXPO EXHIBITORS' SERVICE

Your contact for these technical services : water, cleaning service, electricity, parking, slings, internet, phone, WIFI, audiovisual. You must order online:



<https://www.eurexpo.com/espace-exposants>



<https://www.eurexpo.com/en/exhibitor-space>

WIFI

EUREXPO offers free internet access in certain common areas (outside the exhibition hall).
Outside these areas, to connect, you must order a WIFI or wired account from Eurexpo.

BADGES

Free access and no badge needed during the set up and dismantling hours.

In the interests of safety, the exhibitor badge grants access to the Exhibition Centre during opening hours.

Your badges will be sent to you 10 days before the show.

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/ Cosmetics/Wine/The 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 74 sq.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 |

WASTE & CLEANING

All stands must be clean. Bins can be dropped in the alley every night.

If the stand cleaning service isn't included in your stand option, you may order it.

Are included in the daily cleaning: collection and removal of build-up waste, emptying of waste paper baskets, vacuum cleaning and dusting of reachable furniture and accessories.

Are not included : cleaning of exhibitor's material and decorative items, used fluids mandatory reclaiming, cleaning of partition walls and stand sign, cleaning of glass windows and showcases, removal of carpet and adhesive at the end of the show.

At the end of the dismantling, the exhibitor must leave his stand free of all decoration, equipment and waste.

Special decoration (grass, wooden floor, etc.) must be removed with care. If you call on the services of a stand decorator, make sure that their estimate includes dismantling. If this is not the case and if any damage is observed, you will be charged for repairs following the show.

SAFETY

General security will be provided at the show 24 hours a day on the principle of a best-efforts' obligation. If you wish to have individual security on your stand, you can order it from Eurexpo Exhibitor Service.

Exhibitors wishing to organize their own stand security are requested to notify the organizer by supplying the names of the people present and the contact details of the security company selected.

No security is provided in the parking lot.

In view of the rising number of thefts reported at exhibitions, several elementary rules should be observed by the exhibitor :



- Do not leave invitation cards on your display furniture: store them in a lockable cupboard.
- Do not leave any personal possessions in view (wallets, handbags, purses, etc.).
- Do not leave mobile phones unattended.
- In the evening, lock away any valuables (computers, hand-held devices) or take them away with you.
- During build-up and dismantling, one person should be present on the stand at all times. If you're by yourself, you can order a guarding service for a few hours.
- Do not leave any valuables in your vehicle.
- During the dismantling, goods will not be watched.



The service providers recommended by the organizer are on page 5.

Important : there are more and more fraudulent emails and cold calling.

SECURITY: INSTALLERS AND DECORATORS

During set-up and dismantling hours, to access halls, every person must wear personal safety equipment. Failure to comply with these rules may lead to access being refused to the exhibition halls.

The Safety Hygiene and Health Protection certificate is available on your exhibitor area, section LOGISTICS. It must be completed and returned to D.O.T before August 25th 2022, and distributed to all suppliers and subcontractors.

Access to exhibition halls will not be allowed without approval of this document.

AN ECO-RESPONSIBLE TRADE SHOW

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

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

Signage

90% of the show signage is made of cardboard.

Communication

Promotional documents printed entirely on **recycled paper or on paper from sustainably managed forests**. Paper invitations have been replaced by **e-invitations**, sent by email.

Eco-friendly stands fittings

Natexpo offers **eco-friendly** stand fittings, with **low-energy lighting**, carpeting subsequently **recycled** and **PEFC-certified** reusable partition walls.

Now, there is **no carpet in the aisles of the trade show anymore**.

Transports

Carpooling is highly recommended on the website.

Zero waste

The French Red Cross teams are allowed to tour the stands on the last afternoon of the show, on Tuesday 20th September to ask exhibitors for their unconsumed products during stand dismantling.

In total, 2 tons of goods have been collected during the last edition in Lyon

Badges holders

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.

Catering

All the catering services and restaurants in Natexpo have a 100% organic offer.

For several years, Eurexpo Lyon has been involved in an **environmentally conscious approach**, through the **ISO 14001 standard**. In order to obtain the **ISO 20121 standard**, the site is committed to a **proactive** approach with :

- The management of the waste produced during the events
- Optimization of water consumption and energy control of buildings
- Co² emissions related to our activity
- Responsible catering

INSURANCE

Exhibitors have the opportunity of taking out additional insurance with Natexpo to cover the actual value of the goods displayed.

If the value of the goods displays exceeds the sum guaranteed by Natexpo, the exhibitor may take out additional coverage for the difference between the value of the goods that they estimate, and the amount already covered by Natexpo.

To consult the rules applying to your insurance during the show and/or to take out additional coverage, please contact the exhibition's insurer.

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, September 20nd 2022 at 6 p.m.

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 Meyzieu (Useful addresses page 5).

DEMANDE D'ASSURANCE COMPLEMENTAIRE

Salon _____

Ouverture _____ Fermeture _____

Raison sociale de l'exposant _____

Adresse _____

Code Postal _____ Ville _____

Pays _____ Responsable _____

☎ _____ Fax _____

Hall _____ Allée _____ Stand _____

Formulaire à retourner
Au + tard 48 H avant ouverture**Cabinet ABACA**
59 Boulevard Berthier
75017 PARIS**Tél. : +33 (01) 47 63 66 66**
Mail : a.izard@abaca-assurances.fr

Email: _____

Montant à assurer en complémentaire :

Liste à transmettre avant le début de la manifestation

Conditions de garanties : se reporter à la notice du contrat FOIRES ET SALONS RS1901551 souscrit par le Cabinet ABACA auprès de la compagnie d'assurances ALBINGIA.

| Nature de l'assurance | Somme assurée | Calcul de la cotisation | Montant de la cotisation TTC |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------------------|------------------------------|
| GARANTIE DE BASE 1. Garantie par stand en 1er risque(*) <i>Dont Bris des objets fragiles (1)</i> <i>Franchise 200 € par sinistre</i> | 6 000 € | 1,7 ‰ TTC | INCLUS € |

Pour les Écran Plasma, LCD, **Sous peine de non garantie Vol, ces matériels doivent pendant toute la durée de la manifestation, être fixés au stand par des filins de sécurité ou protégés par un système antivol**

Pour les Bris des objets fragiles, SONT EXCLUS LES VOLS COMMIS DANS UN VEHICULE S'IL N'Y A PAS EFFRACTION OU VOL DU VEHICULE LUI-MEME, CELUI-CI DEVANT ETRE DE CARROSSERIE ENTIEREMENT RIGIDE, C'EST-A-DIRE SANS PARTIES TOILEES AINSI QUE CEUX COMMIS ENTRE 21H ET 7H DANS UN VEHICULE STATIONNE EN DEHORS D'UN GARAGE PRIVE ENTIEREMENT CLOS ET FERME A CLE, étant entendu que la garantie s'exerce durant le transport du matériel, des objets et/ou des marchandises assurés jusqu'à ce lieu et leur retour, y compris chargement et déchargement.

Cotisation minimum : € EN VOTRE REGLEMENT ⁽¹⁾ € TTC

Vous pouvez, en cas d'insuffisance de capitaux (assurés en 1^{er} risque au titre de la garantie de base) ou de besoins de garanties spécifiques (options) vous assurer en complément : Pour cela il vous suffit de remplir ce bulletin et l'adresser, au plus tard 48 H avant le début du salon, accompagné du règlement qui est dû en application du barème indiqué, au Cabinet ABACA

En tant qu'exposant vous ne pourrez pas réclamer cette assurance dans aucune circonstance si vous ne produisez pas ce formulaire. Ce formulaire d'assurance accompagné du règlement vaut quittance.

Aucune commande ne sera prise en compte sans le règlement joint.

Date :**Signature :****Cachet de l'exposant**

Entreprise régie par le code des assurances – SA au capital de 34 708 448,72 EUR
 Autorité de Contrôle Prudentiel et de Résolution: 4 Place de Budapest – CS 92459 – 75436 Paris cedex 09
 Siège social : 109/111, rue Victor Hugo – 92532 LEVALLOIS PERRET CEDEX – R.C.S. Nanterre 429 369 309
 Notice Foires et Salons (08.2019)

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 OUTSIDE THE EUROPEAN UNION

Organic food and wine / Ingredients and raw materials

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 & Progres, Biofranc, Simples, Demeter.

Salt must come from salt marshes, and its origin and harvesting methods must be accredited by a label of authority (Nature & Progres, 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 one range at the minimum. For non-certified products: you will have to deliver the list of ingredients to insure they fit in the organic cosmetics specifications.

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 & Progres.

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 & Progres 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.

The 0 waste and 0 waste approaches are strongly recommended but must be associated with the use of sustainable and responsible materials.

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,
- or having been checked and certified by a body recognized and supervised directly by the European Commission.

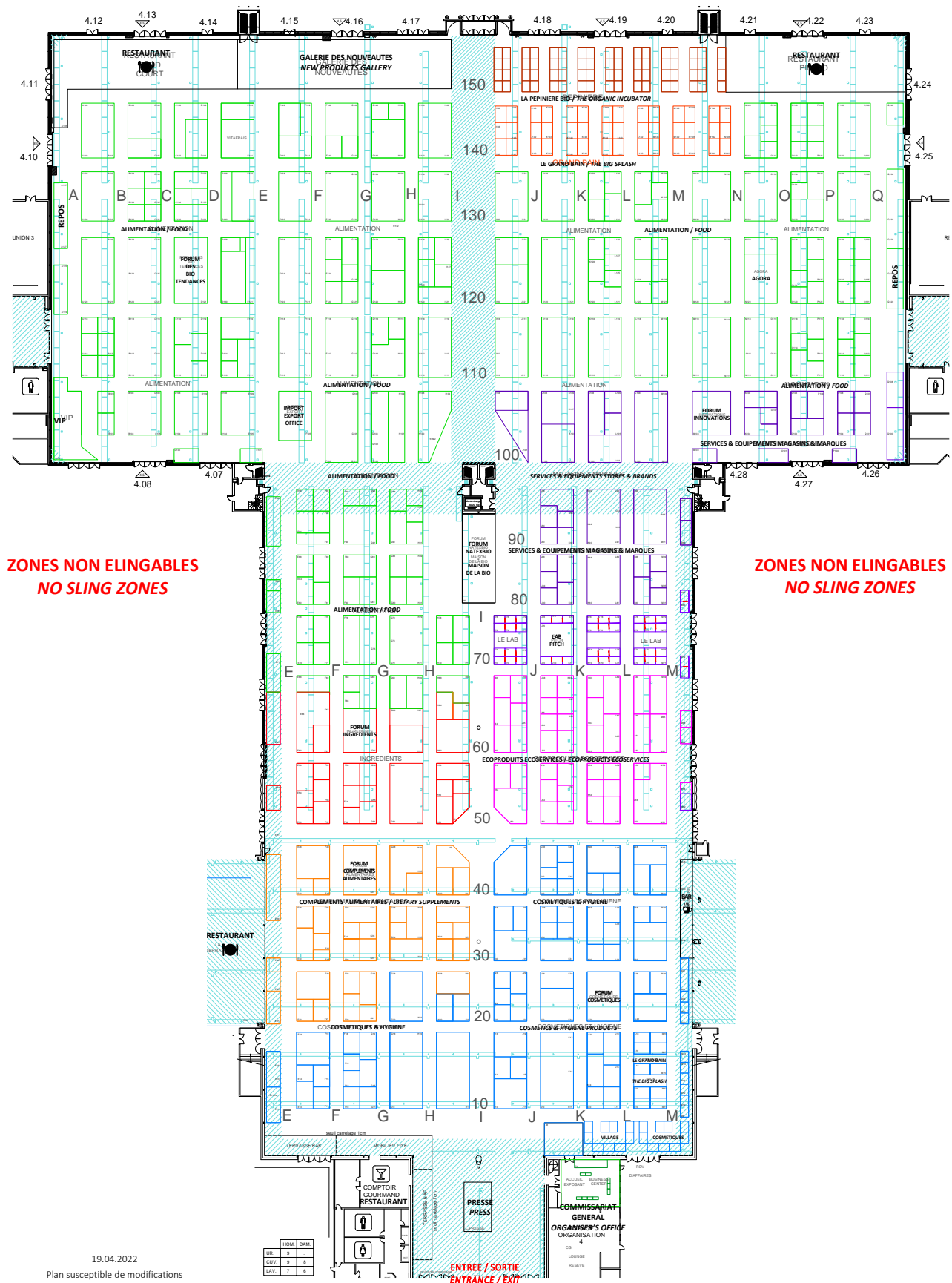
-- NATEXPO is a professional trade show; direct sales are prohibited --

EXHIBITOR'S SCHEDULE

18th-20th September 2022 - EUREXPO LYON

| | MARS | | | | AVRIL | | | | MAI | | | | JUN | | | | JUILLET | | | | AOÛT | | | | SEPTEMBRE | | | |
|-------------------------------------------------------------------------------|------|----|----|----|-------|----|----|----|-----|----|----|----|-----|----|----|----|---------|----|----|----|------|----|----|----|-----------|--|--|--|
| | S1 | S2 | S3 | S4 | S1 | S2 | S3 | S4 | S1 | S2 | S3 | S4 | S1 | S2 | S3 | S4 | S1 | S2 | S3 | S4 | S1 | S2 | S3 | S4 | | | | |
| PRESS | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Answer our press form | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Prepare your press kit | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Send your press kit / Print it for the show | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| YOUR VISIBILITY | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Opening of the exhibitor area | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Register for the official catalog | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Book your PREMIUM visibility (sponsoring) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Order your communication tools | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Register your innovations at the New Products Gallery | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Send your products registered at the Gallery | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Closing of the platform and catalog registration | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Deadline to receive your products for the Gallery | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AWARDS | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Register for Nateexpo Awards 2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Closing of the registration | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Deadline to send your products | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DIGITAL COMMUNICATION | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Communicate on your social media | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Personalise your email signature with our banner | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Invite your clients and prospects with e-invitations | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PRACTICAL TOOLS | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Book your transports | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Book your accomodation | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Order your exhibitor badges | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Print your exhibitor badges | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| YOUR STAND - PREPARE THE SHOW | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Order your furniture | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Order your facilities (electricity and water supplies, cleaning, parking,...) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Order your stand options (computer and hardware, flowers, decoration,...) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Order services (meal trays, hosts, translation, badges scanner, security,...) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BUSINESS MEETINGS | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Registration on the Business Meeting platform | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Meeting proposals | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Appointment schedule sending | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RULES OF SECURITY AND SET-UP | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Send your booth plan to Nateexpo Technical Service | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Send the security form to Nateexpo Technical Service | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Island bare stands set up | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Classic stands set up (from 8AM) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Equipped stands (from 2PM) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Exhibitor welcoming (from 2PM) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Villages / Lab stands set up | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

GUTTERS MAP & NO SLING ZONES



CUSTOMS / CLEARANCE

CUSTOMS CLEARANCE FOR GOODS ORIGINATING IN NON-EU MEMBER STATES

During NATEXPO, the Exhibition Centre of Eurexpo Lyon site falls under the temporary admission regime under surveillance by customs. Temporary admission begins on the day the materials arrive within the exhibition hall and end thirty days after the exhibition closes.

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

ORDINARY LAW STANDARDS REGIME

Merchandise arrival:

Merchandise must be presented to the Customs Office, under cover of one of the following documents:

a) TIR Carnet (international carriage of goods by road)

For vehicles arriving directly from abroad, where such merchandise was verified and sealed by the originating country's customs service.

N.B.: Transporters travelling under cover of a TIR Carnet taking on various merchandise including only a portion destined to an event, must take all steps to ensure that the Paris Expositions office is the last unloading station. Consequently, when arriving at the office, TIR vehicles must contain only merchandise destined for exhibition at the event. No waivers shall be granted.

b) Declaration for Transit

Made in a land, sea, or airport border office when the merchandise entered.

c) Waybill

d) Transit Document

Items to be provided with a, b, c and d documents:

- Truck waybill (only with TIR Carnet): Number 3
- Detailed content of each package (gross and net weight) established by the shipper: Number 5
- Pro forma invoice in French indicating unit values: Number 6
- Descriptive leaflets for machines: Number 2

Temporary admission status: (Third-party country merchandise)

Under no circumstances shall the documents listed above replace a temporary admission declaration. Upon arrival at the Exhibition Customs Office, merchandise must be immediately declared for temporary admission through a customs shipping agent

After registration, verification and sealing of the goods, the documents concerned authorise their transport. Only after accomplishing these formalities may they be directed towards the exhibitor's stand. During the event, the merchandise must be presented on the stand for any Customs inquiries.

Outgoing goods:

At the end of the event, no foreign merchandise may leave the Exhibition without first submitting one of the various declarations listed below through a shipping agent to the Customs Office, which after recording, verification, and sealing the merchandise, covers their transportation:

a) For re-exportation: The following documents must be presented for the exit visa: EX 3 and T1 declarations.

b) For transit: To a customs warehouse where the merchandise is to be placed under customs surveillance: T1 declaration.

c) For temporary admission of goods for purposes of testing and experimentation, as the case may be:

EU4 or IM4 declarations, as the case may be.

Foreign merchandise benefiting from a temporary admission grace period to remain on continental French territory for consumption in Embassies must be declared to Customs to pay applicable taxes and fees. Only the aforementioned documents enable the Customs Service to clear temporary admission status. In cases of non-clearance (partial or total) of temporary admission, legal steps may be taken against the exhibitors or shipping agents guilty of removing merchandise under customs.

THE ATA CARNET SYSTEM FOR EXHIBITIONS (EXCEPT FOR FOODSTUFFS)

ATA Carnet, even reported at Community borders must be presented to Parc des Expositions Customs. It can be used for goods to be exhibited or used at an Exhibition. This international document has the advantage of being used instead of national documents. Indeed, transit transportation from the border office to the relevant office may be performed under cover of an ATA Carnet transit certificate. Upon arrival at their destination, the Customs Service clears the transit certificate and accepts the goods under an entry certificate. At the end of the event, re-export of the goods abroad is covered by a second transit certificate. So it is necessary to undertake the usual warehouse entry and re-exportation declarations, but to be validly used on French Customs territory, the ATA Carnet must include:

- 1 import certificate,
- 1 re-export certificate,
- 2 transit certificates for re-export (1 stays with the Exhibition office, 1 serves as an accompanying document).

Note that the re-exportation deadline is set, in principle, one month after the event closes, without exceeding the Carnet's expiration. This deadline will be specified by the Customs Service on the entry certificate and its counterfoil. Moreover, leaving the goods behind is not strictly excluded since goods sold for the domestic market may, after being declared on form COM5, IM4, or EU4 and after being presented to customs, be released to the market under the same conditions as if they were covered by national documents.

DECORATION REGULATIONS

These “decoration regulations” applying to the trade show Natexpo describe the standards of presentation and fittings of stands, established to guarantee that the show runs smoothly and visitors benefit from the best conditions. These standards also include the current safety rules in force on fairs, exhibitions and conventions which are stated in the exhibitor guide. All fittings and décor must comply with these decoration regulations.

Any plans for a stand built on stand built from scratch by the exhibitor, a re-used stand or a stand fitted out by Natexpo but added to by new items of decoration, must be submitted to the Natexpo technical department by post by August 16th 2022 at the latest.

Submissions must contain the following items:

- Plan as viewed from above together with scale and measurement indications and the positioning of limits (adjoining partition walls and aisles)
- Elevation plans with scale and measurement indications and heights of the projected volumes.

Submissions which do not comply with the above conditions will be rejected. As a result, any stand built without the prior approval of Natexpo is liable to be dismantled at the exhibitor's expense.

HALL FLOORS, WALLS AND PILLARS

It is prohibited to drill, anchor, groove or cut these items. It is also forbidden to paint them. For all special requests, please refer to your sales manager who will issue you with a quote according to your layout plan. (see contacts page 4).

STAND HEIGHTS, SETBACKS AND OPENING ONTO AISLES

The exhibitor must observe the maximum heights of stands and stand signs defined by the show. No stand decoration may exceed these heights.

Non-compliance with this obligation may lead to the stand being immediately dismantled at the exhibitor's expense.

- > Maximum height for constructions and decors: 3m (1m mandatory setback with a neighbouring stand)
- > Maximum height for constructions and decors with a neighbouring stand: 2,5m
- > Maximum height for stand signs: 3m
- > Maximum height for decors including stand signs: 5 m (height max. of the sling point ordered from EUREXPO: 5.30m)

SETBACKS

Setback of 1m from a partition wall with a neighboring stand for any stand or signage fittings exceeding 2.50m in height.

Setback of 1m from the aisle and the neighboring stands for any high signage fittings exceeding 3m

No setbacks are allowed from the aisle except for:

- Setback of 1m for the working machinery
- Setbacks of 3 m for machines of more than 3 m in height.

OPENING ONTO THE AISLES

Stand facades on aisles should be open for at least 2.5 metres for every 4 linear metres. Facades of stands opening onto one aisle should have an opening of at least 50% of its length to give visitors the best possible view from outside the stand. Any separation panels built on the aisles must be decorated and used for promotional purposes by the exhibitor.

Fascia boards may be installed on the aisle edge.

REUSED STANDS

These are subject to the same decoration regulations as new build stands. They must comply with the same rules for height and setbacks.

HANGING SIGNS / SIGNAGE / SLINGS

The hanging signs must not go down below 3 meters and not have a high point beyond 5 meters. These hanging signs should be set back at least 1.00m from the border with a neighbouring stand.

Height limit, high point: 5,30m

Height limit for the slings: 5,50m.

IMPORTANT: an area of the hall is not slingable (see map on page 31).

TETHERED BALLOONS

Tethered balloons, inflated with filled with lighter-than-air gases and used as signage must also comply with the authorised heights and setbacks stipulated. Their tethers must be of a fixed length. Any non-compliance will lead to their removal by Natexpo. They should be set back at least 1.00m from the border with a neighbouring stand.

SOUND AND LIGHTING SIGNS

Any promotion incorporating light or sound must be submitted for the authorisation of Natexpo who may withdraw the permission in the event of disturbance to neighbouring exhibitors, circulation or the general order of the show.

Revolving beacon signs and similar devices are not allowed. Backlit signs and signals are forbidden. They may in no event be intermittent or flashing.

Gobos are permitted and their projections must remain within the limits of the stand. It is forbidden to sweep across the ceiling, aisles or walls of the hall.

TV SCREENS (AND SCREEN WALLS)

TV screens making up a screen wall no more than 5m in height are considered as flashing signs and are therefore forbidden if they do not observe a setback of 2m from the aisle. Their noise level cannot exceed 70dBA.

RULES OF PROCEDURE FOR THE TRADE SHOW

1. PURPOSE

- a. This procedure defines the conditions under which the SPAS organises and operates the NATEXPO trade show. It specifies the duties and rights of the exhibitors and the organiser.
- b. In this procedure, the expression "SPAS" is used to refer to the Société de Promotion et d'Animation de la Seine.

2. EXHIBITOR ADMITTANCE

- a. The entities admitted to participate are legal entities (companies, associations, consortiums, etc.) and physical persons (craftsmen, independent workers, etc.) presenting products, services or information in the fields of environmental protection, health and natural cosmetics, organic agriculture and food, crafts, energy and ecological products.
- b. Exhibitors wishing to participate in the trade show are required to submit an application for admission to the SPAS.
- c. Each application for admission shall be subject to prior examination. In particular checks will be run to verify the applicant's solvency, the compatibility of his or her activity with the Trade show category listing and the neutral nature of the message the applicant may put across at the show, as any form of proselytism or militant activity which may disrupt the smooth-running of the show is forbidden. If the application is refused, the applicant or his/her company shall be informed of the decision by the SPAS.
- d. Applications to participate from candidates who are in debt to the SPAS and/or engaged in a dispute with the SPAS will not be considered.

3. REGISTRATION

- a. The application for admission is signed by a person considered to have the authority to commit the company, body or association.
- b. Their signature implies the acceptance without reserve of these rules of procedure and the exhibitor's guide and any new measures which may be necessary due to circumstances and that the SPAS reserves the right to indicate to exhibitors, even verbally, in the interests of the show.
- c. The application form must be accompanied by payment under the conditions laid down by the SPAS. These conditions are given on the application form.
- d. Sending of the invoice to the candidate company, after receipt by the SPAS of the application form, shall be considered to be firm confirmation of acceptance of the registration and establishes the contract for rental of a stand, on condition that the exhibitor complies with the conditions of payment.
- e. Admission for a session does not imply participation at subsequent sessions.

4. CONDITIONS OF PAYMENT

- a. The first instalment must be sent with the application form.
- b. The balance must be paid within 15 days after the date of issue of the invoice at the latest. Terms of payment must be respected.
- c. Any registration after 31st July 2022 before the Trade show must be accompanied by the payment in full of the amount due by the exhibitor.
- d. Failure on the part of the exhibitor to comply with the conditions of payment shall automatically lead to the cancellation of his/her registration and shall entitle the SPAS to freely dispose of the surface area of the stand.
- e. All payments are to be made by payment order to "SPAS" in Euros.

5. CANCELLATION

- a. Cancellation by the exhibitor of his/her registration up to two months before the show authorises the SPAS to retain the amount of the first instalment.
- b. Cancellation by the exhibitor of his/her registration less than two months before the show authorises the SPAS to retain the entire amount due as compensation.
- c. The Exhibitor shall not be entitled to the reimbursement of any amounts paid in the event of the exhibition being cancelled, postponed or closed early owing to force majeure or on any other grounds for which SPAS bears no responsibility.
- d. Once the installation is confirmed, any surface area discount occurring more than 2 months before the show will be subject to compensation and will be invoiced at 50%. Less than 2 months before the show, no reduction in surface area can be made.

6. PROHIBITION OF TRANSFER

Exhibitors are prohibited from transferring or sub-letting all or part of the stand, even free of charge.

7. LIMITATION OF LIABILITY

If it is impossible to have the premises required to organise the show at the scheduled time and date for any reason which is not the fault of the SPAS or if the show is cancelled or has to close due to force majeure, the SPAS shall not be required to reimburse the sums paid by the exhibitor.

8. SPACES

- a. The plan and distribution of the stands and spaces are established by the SPAS, taking into account the division of the show into sectors and as the admissions progress. The SPAS shall be sole judge of the rooms in which exhibitors are placed and the stands and spaces assigned to them.
- b. The SPAS shall take into account the wishes of the exhibitors and the nature of the products exhibited as far as possible. For this

purpose, given the constraints imposed by organising the placement of all the exhibitors, the SPAS reserves the right to modify the surface area requested by the exhibitor and the corresponding invoicing up to a limit of 20% without the exhibitor having the right to request the cancellation of their participation

c. A change of the overall location of the show due to force majeure, even after confirmation, does not authorise the exhibitor to cancel his/her contract or claim compensation.

d. If the participant does not occupy his/her space on the opening day of the exhibition without a reasoned explanation addressed to the SPAS, he/she shall be considered to have withdrawn. The space shall be reassigned without any reimbursement or compensation.

9. PLANS

a. The SPAS indicates dimensions on the plans sent to exhibitors which are as accurate as possible. However, it is up to the exhibitors to check their conformity before arriving to occupy their space.

b. The SPAS cannot be held responsible for slight differences which may arise between the dimensions given and the actual dimensions of the space.

10. VISITORS

a. The trade show is open to the professional public

b. No-one shall be admitted to the show without presenting an invitation issued by the SPAS or paying the entry fee fixed by the SPAS.

c. The SPAS reserves the right to refuse entry to anyone without giving a reason. It also reserves the right to remove anyone whose behaviour justifies this in its opinion.

d. Visitors are required to respect the rules governing safety, order and policing established by the authorities.

11. SALES RULES

a. The exhibitor undertakes only to present the products or services described in the admission form and for which he/she was admitted to the show.

b. He/she undertakes only to present products for which the manufacture, packing and advertising comply with current French regulations. The SPAS may under no circumstances be held responsible for the consequences which may result from failure to comply with these requirements.

c. The exhibitor undertakes not to use any advertising or sales technique likely to mislead or constitute unfair competition.

12. SAFETY

a. Exhibitors must comply with the safety measures imposed by the Préfecture de Police and possibly by the SPAS. Details of these issues are given in the exhibitor's guide.

b. The exhibitor must be present at his/her stand during the inspection by the safety committee.

c. Smoking is forbidden within the confines of the show.

13. CLEANING THE STANDS

a. General cleaning of the aisles is carried out by the SPAS outside opening hours.

b. Cleaning of stands which have taken out the cleaning option is also carried out by the SPAS.

c. Cleaning of stands which have not taken out the cleaning option must be done by the exhibitor in time for the opening of the show.

14. FITTING OUT THE STANDS

a. Fitting out of the stand is the entire responsibility of the exhibitor, who undertakes to abide by the instructions in the exhibitor's guide.

b. The materials used to fit out the stand and its electrical equipment must satisfy the conditions laid down by the safety services.

c. Shall the exhibitor not comply with the rules of architecture, the SPAS will be allowed to claim financial compensation.

15. PACKAGING

The SPAS does not have any premises suitable to store empty packaging during the show. This must be taken away as assembly and installation of the stands progress. The exhibitor is responsible for correctly carrying out this requirement with regards to safety.

16. DAMAGE

Any damage caused to the buildings or floors by the installations or objects exhibited shall be assessed by the SPAS technical department and charged to the exhibitor responsible for the said damage.

17. OCCUPATION OF THE PREMISES

a. The exhibitor must comply with the times given in the exhibitor's guide for setting up and dismantling operations.

b. The removal of the stands, merchandise, articles and specific decorations must be done by the exhibitors within the given times and deadlines. Once these deadlines have expired, the SPAS may have the objects remaining on the stand taken to a storage facility of its choice at the cost and risk of the exhibitor and shall not be liable for any total or partial damage.

c. Exhibitors must supervise the equipment and merchandise on their stands themselves during installation and dismantling and during the period of the show as there is no insurance cover for risks during these periods.

d. No stand can be dismantled before the end of the show. This means that the exhibitor must be present with his merchandise until the announcement of the show closing. Otherwise, you waive any recourse against the hall owner, the hall concessionaire, the exhibition organizer and their insurers, due to destruction, deterioration, loss of integrity, total or partial loss of use of all materials, objects, furniture, valuable and goods, due to the deprivation or disturbance to use the granted booth, and this even in case of total

or partial loss of the operating equipment, including intangible items. In case of non-compliance, the SPAS has the right to apply a fine of € 1,500 excl. VAT to the exhibitor or co-exhibitor. The SPAS also keeps the right to refuse the exhibitor or co-exhibitor for a future edition of Natexpo.

18. PARKING

The parking possibilities during the show are given in the exhibitor's guide.

19. DECORATION

- a. The SPAS is responsible for the overall decoration of the show.
- b. The specific decoration of the stands is done by the exhibitors and under their responsibility, in accordance with the rules established by the SPAS. It must blend in with the overall decoration in all cases. The exhibitors must have finished installing and setting up the products they are exhibiting on the eve of the opening of the show.
- c. Any specific decoration which diverges from the general measures given in the rules shall only be allowed by written authorisation granted after submission of the plans with dimensions or a mock-up within the deadlines established for each show. The specifications for the building where the show is to take place must be complied with.
- d. The SPAS reserves the right to remove or modify any installations which spoil the overall appearance of the show or hinder neighbours or visitors, or which do not comply with the plan and mock-up previously submitted.

20. APPEARANCE OF THE STANDS

- a. The appearance of the stands must be impeccable. Loose packaging, objects not being used for the presentation of the stand and the coats etc. of the personnel must be out of sight of visitors.
- b. The stand must be occupied constantly during opening hours by a competent person.
- c. Exhibitors shall not strip their stands or remove any of their items before the end of the show, even if the show is extended.
- d. It is forbidden to leave exhibits covered during show opening hours. The covers used at night must not be visible by visitors. They must be put away inside stands out of sight.
- e. The SPAS reserves the right to remove anything covering the items in breach of the previous article, without being in any way liable for any damage or loss which may result.
- f. All people employed at the show by exhibitors must be correctly dressed, always courteous and behave in a proper manner. They shall under no circumstances stop or bother visitors or other exhibitors.
- g. Shouting out the merits of products to attract the customer and soliciting in any form whatsoever are strictly forbidden.
- h. People employed by exhibitors must not address visitors in such a way that this causes a crowd to form in the aisles, which would disturb or be a danger to neighbouring exhibitors. Any demonstration or distribution of prospectuses is forbidden outside the stand occupied by the exhibitor.
- i. Products must only be presented within the confines of the stand and must not encroach on the aisles or interfere with neighbouring exhibitors. In case of breach of this article, the SPAS may have the products and equipment removed at the expense of the exhibitor.
- j. The exhibitor undertakes to refrain from any behaviour (noise, smells, etc.) which may be a nuisance to neighbouring exhibitors or disrupt the organisation of the show.

21. ADVERTISING

- a. The SPAS reserves the exclusive right to post within the building hosting the show. Exhibitors may therefore only use the posters and signs of their own company and this within their own stands only, to the exclusion of all others and in accordance with the requirements concerning the overall decoration.
- b. Circulars, brochures, catalogues, printed documents, bonuses or any other kind of object may only be distributed by exhibitors at their own stand. No prospectuses concerning products which are not exhibited may be distributed without written permission from the SPAS.
- c. The distribution or sale of newspapers, periodicals, prospectuses, brochures, raffl e tickets, badges, participation certi ficates, etc. even if they concern a charity work or event, and surveys are forbidden except as agreed in writing by the SPAS.
- d. Any advertising using light or sound, and any attraction, show or animation must be submitted for approval by the SPAS who may revoke the authorisation if this interferes with neighbouring exhibitors, the circulation of visitors or the organisation of the exhibition.
- e. Exhibitors may not advertise for firms who are not exhibiting in any form whatsoever.

22. CATALOGUE

- a. The SPAS has the right to draft, publish and distribute the catalogue for the show either for a fee or free of charge. It may subcontract all or part of this right and the advertising included in this catalogue.
- b. The information required to draft this catalogue shall be furnished by exhibitors, who are responsible for all the information they supply. The SPAS shall under no circumstances be liable for omissions, printing or composition errors or any other errors which may arise. It may refuse the inclusion or modify the text of items which do not comply with the general provisions or are likely to be detrimental to other exhibitors or the show.

23. INTERNET SERVICES

- a. The exhibitor is solely responsible for the content of the information provided by him/her and intended to be put online on the Show's website, in particular concerning the products and/or services, characteristics, performances, prices, etc.
- b. The exhibitor assures the SPAS of the legality of the said information, particularly with regard to compliance with current legislation of the designation, offer, presentation, user guide, description of the warranty coverage and conditions of an item, a product or service he/she presents online and more generally, compliance with advertising and consumer protection laws.

c. The exhibitor is solely responsible for the texts, logos, illustrations, photographs and pictures, products and brand distributed and shall bear the cost of any copyright duty. The exhibitor guarantees the SPAS against any amicable or legal procedures by third parties.

24. INVITATION

It is forbidden to copy or sell invitations. Doing so shall incur prosecution and sanctions. In this context, the SPAS reserves the right to invalidate invitations which are brought to its attention as being used fraudulently (resale, copying, theft, etc.).

25. PHOTOGRAPHERS

- a. Photographers shall be allowed to operate at the show by written authorisation of the SPAS. Prints of all photographs taken must be submitted to the SPAS within fifteen days of the end of the show. This authorisation may be withdrawn at any time.
- b. The SPAS may ban visitors from taking photographs.
- c. Photographing certain items and stands may be forbidden at the request of exhibitors.
- d. The SPAS reserves the right to photograph stands for its internal documentation.

26. INDUSTRIAL PROPERTY

It is the responsibility of the exhibitor to guarantee the industrial protection of the equipment or products he/she is exhibiting, in accordance with the current legal provisions (such as application for French patents). These measures must be taken before these products or equipment are presented. The SPAS accepts no responsibility in this field.

27. CUSTOMS

It is the responsibility of each exhibitor to satisfy the customs requirements for equipment and products from abroad. The SPAS may not be held responsible for any difficulties which may arise during these formalities.

28. INSURANCE

- a. On their own behalf and on that of their insurers, the Exhibitor waives all recourse against the owner of the hall, the operator of the hall and the Organiser of the exhibition in the event of the destruction, damage, loss of integrity or loss of use, whether total or in part, of any equipment, chattels, valuables and goods, resulting from unavailability or restricted use of the venue; this also applies in the event of partial or total loss of operating assets, including intangible items.
- b. The Organiser has taken out an insurance policy on behalf of the Exhibitor to cover damage caused to their goods up to a maximum of €6,000. The premium due by the Exhibitor relating to this compulsory insurance is included in the mandatory registration costs. The clauses and specifications of the insurance contract are set out in the exhibitor technical file.

29. APPLICATION OF THE PROCEDURE

- a. By signing the registration form, exhibitors accept the requirements of this procedure and all new provisions which may be imposed by circumstances and adopted in the interest of NATEXPO by the SPAS which reserves the right to inform them of these, even verbally.
- b. Any breach of this procedure may lead to the exclusion of the contravening exhibitor at the discretion of the SPAS, even without prior notice. This is the case particularly with regard to non-compliance of the fittings, noncompliance with the safety rules, failure to occupy the stand and breaching of the sales rules described in article 11 above. The exhibitor shall then owe damages to compensate the moral or material damage suffered by the show. This compensation is at least equal to the amount of the participation fee which remains the property of the SPAS without prejudice to any additional damages which may be claimed. In this respect, the SPAS has a right of retention over the exhibited items and the furnishings and decoration belonging to the exhibitor.

30. COMPETENCE

Any dispute arising during the performance of this procedure shall fall within the jurisdiction of the court in Nanterre, which shall apply French law. The text of this procedure in French shall prevail.

SAFETY AND FIRE 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 halls. 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 sqm) 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.

On the other hand, all information concerning fire safety can be obtained by calling Cabinet GUERET (see Useful Numbers & Addresses page 5).

MATERIAL FIRE CLASSIFICATION (Order dated June 30th, 1983) Materials are classed under 5 categories: M0, M1, M2, M3, and M4. M0 indicates non-flammable materials.

2. STANDS FITTING-OUT

2.1 – Stand framework and partitions – Large furniture

All materials classed M0, M1, M2, and M3(1) 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 – Surfacing materials

2.2.1 - Wall Surfacing

Wall surfacing (natural textiles or plastics) must be composed of M0, M1, or M2 (1) class materials. They may be stretched or attached with clips. Various very thin (1 mm max.) surfacing (fabric, paper, plastic films) may be used bonded directly on M0, M1, M2, or M3 material support surfaces. However, embossed or relief paper must be bonded directly to M0 materials only. Exhibited materials may be presented in the stands without required fire reaction testing.

Nevertheless, if said materials are used for decorating partitions or fake ceilings, and if they represent more than 20% of the total surface of said elements, the provisions contained in the preceding paragraphs shall apply to them. However, said provisions shall not apply to trade shows and stands specifically for interior decoration in which textiles and wall surfacing are presented. (1) Or made so by fireproofing

2.2.2 - Curtains - Wall Hangings - Sheer Curtains

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

2.2.3 - Paints and Varnishes

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

2.2.4 - 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 sqm must be constructed of M3 class materials. If their total surface area is less than or equal to 20 sqm 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 – Decorative elements

2.3.1 - Free-Hanging Elements

Decorative elements or free-hanging decor panels (advertising panels with a surface area greater than 0.5 sqm, 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

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 sqm. Should the covered surface area be greater than 50 sqm, 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 cross wires with a maximum mesh size of 1 sqm. In all cases, ceiling and suspended ceiling suspension and attachment must use M0 class materials. When insulation is placed in the ceiling or suspended ceiling plenum, it must be composed of M1 class materials.

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 equipped 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 halls 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. Fireproofing must achieve M2 quality for materials which, in their normal state, are moderately or easily flammable. This may be accomplished by spraying a special liquid, by applying a special paint or varnish with a brush, or by soaking in a special bath. Fireproofing must be performed either by decorators, who must be capable of providing information regarding material processing or by an approved applicator, who shall provide the exhibitor with an approved certificate including the following information: type, surface area, and colour of the treated surfacing, the product used, operation date, as well as the operator's stamp and signature.

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 document)

> GROUPEMENT TECHNIQUE FRANCAIS DE L'IGNIFUGATION - 10, rue du Débarcadère - 75017 PARIS ☎ +33 (0)1 40 55 13 13

> GROUPEMENT NON FEU, 37-39, rue de Neuilly BP 249 - 92113 CLICHY ☎ +33 (0)1 47 56 30 81)

2.7 – Exterior stands and marquees, tents and structures

Any building or constructions located outside the Halls 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 (Guéret) for information regarding the steps to take.

3. ELECTRICITY

3.1 – Electrical facilities

L'installation électrique de chaque stand doit être protégée à son origine contre les surintensités et les défauts à la terre. Toutes les masses métalliques doivent être interconnectées et reliées à la prise de terre du coffret de branchement électrique du stand. Les connexions électriques doivent être disposées à l'intérieur de boîtes de dérivation. Les dispositifs de coupure électrique doivent être accessibles en permanence au personnel du stand.

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,
- equipped 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⁾ rule NF C 20-030

4. CLOSED STANDS – ROOMS SET UP IN THE HALLS

4.1 – Closed stands

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

- Less than 20 sqm: one 0.9 m exit
- from 20 to 50 sqm: 2 exits, one 0.9 m, the other 0.6 m
- from 51 to 100 sqm: either two 0.9 m exits or 2 exits, one 1.4 m, the other 0.6 m
- from 101 to 200 sqm: 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 set up in the halls

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 sqm. Platforms and tiers with seats must have a resistance of 400 kilos per sqm. 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 sqm surface area: 250 kilos per sqm,
- for levels of 50 sqm and over: 350 kilos per sqm.

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 sqm. Each stand must be equipped 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 sqm, 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 sqm: one 0.9 m stairway,
- from 20 to 50 sqm: 2 stairways: one 0.9 m, the other 0.6 m,
- from 51 to 100 sqm: either two 0.9 stairways, or two stairways one 1.4 m and the other 0.6 m,
- from 101 to 200 sqm: 2 stairways, one 1.4 m, the other 0.9 m,
- from 201 to 300 sqm: 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 are prohibited, except exceptional cases agreed by the organizer.

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 equipped 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 halls.

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 sqm 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 halls

Exhibiting automobiles or other vehicles shall be permitted within the halls 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 equipped 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.

The following shall be prohibited in the exhibition halls (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.

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). Contact the Safety Supervisor at least one month before the start of the event for the required regulatory administrative procedure.

WARNING: Storage of empty or full bottles shall not be tolerated within the Halls.

8.5 – Smoke protection

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 – Radiocative 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.

10. LASERS

The use of lasers in the exhibition halls 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 equipped 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.

On stands where there is a fire hydrant, a space of 1 metre wide must be observed between the device and the aisle. It is strictly prohibited to hide the device with boarding or material.

Nuclear Security Authority (ASN) 6, place du Colonel Bourgoin 75572 Paris Cedex 12

Tel: + 33 (0)1 43 19 70 75 Fax: + 33 (0)1 43 19 71 40

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

AUTHORIZED MATERIALS DOCUMENT TO BE SUBMITTED

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

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.

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