Dear Sir/Madam,

We are pleased to provide you with the Exhibition Services Guide for the 24th ECNP Congress.

The purpose of this guide is to simplify the administration of the exhibitors’ requirements for preparation of the stands, to inform you about the available services and to remind you of certain important dates and deadlines.

Please take time to review this guide. Each section contains important information, including preparation before the exhibition, installation, operating and dismantling information and important rules and regulations. Please read carefully the chapter on height restrictions, as there are differences from last year regarding free-build stands.

The exhibition will be located in Hall Neuilly, Paris and Passy of the Palais des Congrès de Paris, Paris, France. For your information, the maximum stand height in the exhibition area is 3.00 meters. This maximum height should include the technical floor of the stand, any lighting and/or lighting fixtures.

For the 24th ECNP Congress small trolleys will be allowed in the exhibition hall during the exhibition opening hours, but companies should keep the transport of material to a minimum.

Please note that Raynier Marchetti is the official caterer for the 24th ECNP Congress, we ask that you contact them for any catering needs you may have in relation to your participation at the congress.

The official supplier, VIPARIS Exhibitor Services, collects and monitors all supply orders through their web shop. Orders for exhibitor badges are collected by the organising secretariat Colloquium Brussels through the online exhibitor registration form. Please complete all the compulsory orders in due time and note that services cannot be guaranteed for any order received after the deadlines.

We urge you to pay special attention to the services and order checklist at the end of this document. This outlines each element requiring your action and lists the corresponding deadlines.

Please note that the exhibition hall is not a closed area. ECNP will provide basic venue security to prevent unauthorised access to the exhibition area and not to secure the content of the exhibition stands. It is the responsibility of the exhibitors to provide security for their own stand and material.

If we can supply any additional information or be of further assistance, please do not hesitate to contact Katharina Beinghaus (k.beinghaus@clq-group.com) who will run the operational aspects of the exhibition.

We are pleased to have you exhibiting at the 24th ECNP Congress and look forward to seeing you in September.

Melinda Spitzer
ECNP Office
T: +31 30 2538567
paris2011@ecnp.eu

Katharina Beinghaus
24th ECNP Congress organising secretariat
Colloquium Brussels
T: +32 2 777 01 88
organisingsecretariat@ecnp2011.eu
To be read in conjunction with the 24th ECNP Congress Guidelines and the First Exhibition Information published on the congress website at http://www.ecnp.eu/emc.asp?pageId=1912

Published: April 2011

For all questions regarding the logistics of the exhibition, please contact the organising secretariat:

**Colloquium Brussels**
6 Avenue E. Van Nieuwenhuyse
1160 Brussels
Belgium
T: +32 2 777 01 88
F: +32 2 779 59 60
organisingsecretariat@ecnp2011.eu
www.ecnp.eu
## CONTENTS

<table>
<thead>
<tr>
<th>Chapter title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ORGANISING SECRETARIAT 24th ECNP Congress</td>
<td>3</td>
</tr>
<tr>
<td>1.a Main contact person at the organising secretariat</td>
<td>3</td>
</tr>
<tr>
<td>1.b Colloquium Brussels operational team (exhibitor and group relations)</td>
<td>3</td>
</tr>
<tr>
<td>2. LIST OF OFFICIAL SUPPLIERS</td>
<td>4</td>
</tr>
<tr>
<td>3. VENUE</td>
<td>5</td>
</tr>
<tr>
<td>3.a Contact person at the congress venue</td>
<td>5</td>
</tr>
<tr>
<td>3.b Site visits</td>
<td>6</td>
</tr>
<tr>
<td>3.c General space assignment at the 24th ECNP Congress</td>
<td>6</td>
</tr>
<tr>
<td>3.d How to reach the venue</td>
<td>7</td>
</tr>
<tr>
<td>4. EXHIBITION GENERAL INFORMATION</td>
<td>8</td>
</tr>
<tr>
<td>4.a Introduction</td>
<td>8</td>
</tr>
<tr>
<td>4.b List of exhibitors (as of April 2011)</td>
<td>8</td>
</tr>
<tr>
<td>4.c Exhibition price overview</td>
<td>8</td>
</tr>
<tr>
<td>4.d Exhibition timetable</td>
<td>9</td>
</tr>
<tr>
<td>5. STAND INFORMATION</td>
<td>10</td>
</tr>
<tr>
<td>5.a Free-build stands</td>
<td>10</td>
</tr>
<tr>
<td>5.b Shell scheme stands</td>
<td>10</td>
</tr>
<tr>
<td>5.c Structural integrity and other regulations</td>
<td>11</td>
</tr>
<tr>
<td>5.d Electricity supply</td>
<td>12</td>
</tr>
<tr>
<td>5.e Disabled persons facilities</td>
<td>13</td>
</tr>
<tr>
<td>5.f Staffing of stands</td>
<td>13</td>
</tr>
<tr>
<td>6. EXHIBITION RULES AND REGULATIONS</td>
<td>14</td>
</tr>
<tr>
<td>6.a Adherence to rules, regulations and guidelines</td>
<td>14</td>
</tr>
<tr>
<td>6.b Adherence to laws</td>
<td>14</td>
</tr>
<tr>
<td>6.c Governing law, competent court</td>
<td>14</td>
</tr>
<tr>
<td>6.d Liability and indemnification</td>
<td>14</td>
</tr>
<tr>
<td>6.e Disclaimer</td>
<td>14</td>
</tr>
<tr>
<td>6.f Insurance</td>
<td>15</td>
</tr>
<tr>
<td>6.g Miscellaneous</td>
<td>15</td>
</tr>
<tr>
<td>6.h Audio-visual equipment</td>
<td>15</td>
</tr>
<tr>
<td>6.i Stand activities</td>
<td>15</td>
</tr>
<tr>
<td>6.j Obstruction of gangways and open spaces</td>
<td>15</td>
</tr>
<tr>
<td>6.k Damage to the premises</td>
<td>16</td>
</tr>
<tr>
<td>6.l Smoking and catering</td>
<td>16</td>
</tr>
<tr>
<td>7. PAYMENT AND CANCELLATION POLICIES</td>
<td>17</td>
</tr>
<tr>
<td>7.a Allocated exhibition space</td>
<td>17</td>
</tr>
<tr>
<td>7.b Cancellation of exhibition space</td>
<td>17</td>
</tr>
<tr>
<td>7.c Payment terms and conditions</td>
<td>17</td>
</tr>
<tr>
<td>7.d VAT</td>
<td>17</td>
</tr>
<tr>
<td>Chapter title</td>
<td>Page</td>
</tr>
<tr>
<td>------------------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>8. BUILD-UP AND DISMANTLING OF STANDS</td>
<td>18</td>
</tr>
<tr>
<td>8.a Exhibitor services desk</td>
<td>18</td>
</tr>
<tr>
<td>8.b Contractor passes</td>
<td>18</td>
</tr>
<tr>
<td>8.c Delivery of exhibits</td>
<td>18</td>
</tr>
<tr>
<td>8.d Delivery entrance/access to the venue/forwarding</td>
<td>19</td>
</tr>
<tr>
<td>8.e Floor loading capacities</td>
<td>20</td>
</tr>
<tr>
<td>8.f Lorry park</td>
<td>20</td>
</tr>
<tr>
<td>8.g Courier delivery exhibits – shipments</td>
<td>20</td>
</tr>
<tr>
<td>8.h Maintenance and restocking of stands</td>
<td>20</td>
</tr>
<tr>
<td>8.i Dismantling and removal of exhibits and stand fittings</td>
<td>20</td>
</tr>
<tr>
<td>8.j Aisles</td>
<td>20</td>
</tr>
<tr>
<td>8.k Emergency procedure</td>
<td>20</td>
</tr>
<tr>
<td>9. EXHIBITION SERVICES A-Z</td>
<td>21</td>
</tr>
<tr>
<td>10. SERVICES AND ORDER CHECKLIST: DATES AND DEADLINES</td>
<td>26</td>
</tr>
</tbody>
</table>

ENCLOSURES

- Exhibition floor plan
- Stand plan (sketch: layout fittings)
- Exhibitor on-site contact
- Stand security
- Lifting, forwarding and customs clearance
- Internal regulations of the Palais des Congrès de Paris
- Fire safety precautions of the Palais des Congrès de Paris
1. ORGANISING SECRETARIAT 24TH ECNP CONGRESS

Colloquium Brussels
6 Avenue E. Van Nieuwenhuyse
1160 Brussels
Belgium
T: +32 2 777 01 88
F: +32 2 779 59 60
organisingsecretariat@ecnp2011.eu
www.ecnp.eu

1.a. Main contact person at the organising secretariat

Elodie Bouvier
Project Manager
T: +33 1 44 64 15 28
e.bouvier@clq-group.com

Overall event management

1.b. Colloquium Brussels operational team (exhibitor and group relations)

Katharina Beinghaus
Assistant Project Manager
T: +32 2 777 01 88
k.beinghaus@clq-group.com

Exhibition management

Amélie Hamon
Registration Department
T: +32 2 777 01 88
organisingsecretariat@ecnp2011.eu

Group registration
Exhibitor staff registration
2. LIST OF OFFICIAL SUPPLIERS

Exhibition services at the 24th ECNP Congress are provided by the organising secretariat, Colloquium Brussels, and designated official service suppliers. The Palais des Congrès de Paris has been appointed as the exhibition general contractor.

All suppliers act on their own behalf in all arrangements with exhibitors and are not agents or employees of the organisers. All services or materials supplied by these companies will be subject to an agreement between the suppliers and exhibitors and will be invoiced directly by the suppliers to the exhibitors. Please note that the suppliers may apply their own regulations and instructions to the agreements they use. Therefore, the organisers do not accept any liability or responsibility for any act performed or committed by such suppliers.

Please note that exhibitors are also responsible for following the congress guidelines. Exhibitors may not order services or supplies that do not comply with these guidelines. It is the exhibitor’s responsibility to be aware of the guidelines and to ensure that the services they order are in accordance with the congress guidelines.

<table>
<thead>
<tr>
<th>Service</th>
<th>Supplier &amp; contact person</th>
<th>Address &amp; website</th>
<th>Phone, mobile, fax &amp; e-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibition management</td>
<td>Colloquium Brussels</td>
<td>6 Avenue E. Van Nieuwenhuyse 1160 Brussels, Belgium</td>
<td>T: +32 2 777 01 88</td>
</tr>
<tr>
<td></td>
<td>Katharina Beinghaus</td>
<td><a href="http://www.ecnp.eu">www.ecnp.eu</a></td>
<td>F: +32 2 779 59 80</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:k.beinghaus@clq-group.com">k.beinghaus@clq-group.com</a></td>
</tr>
<tr>
<td>Exhibitor staff registration and Group registration</td>
<td>Colloquium Paris</td>
<td>12 Rue de la Croix Faubin 75557 Paris cedex 11, France</td>
<td>T: +32 2 777 01 88</td>
</tr>
<tr>
<td></td>
<td>Amélie Hamon</td>
<td><a href="http://www.ecnp.eu">www.ecnp.eu</a></td>
<td>F: +32 2 779 59 60</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:organisingsecretariat@ecnp2011.eu">organisingsecretariat@ecnp2011.eu</a></td>
</tr>
<tr>
<td>Parking tickets</td>
<td>VINCI Park</td>
<td>Service Relations Clients 61, avenue Jules Quentin 92730 Nanterre Cedex, France</td>
<td>T: +33 1 40 68 00 11</td>
</tr>
<tr>
<td>AV &amp; computer, Electrical connection, Internet, Telephone/fax Stand cleaning, Carpeting, Floral, Furniture, Stand equipment/ fittings, Shell scheme stands, Temporary personnel (Hostesses)</td>
<td>Palais des Congrès de Paris</td>
<td>VIPARIS Exhibitor Services 2 place de la Porte Maillot F-75853 Paris Cedex 17 <a href="http://www.viparis.com">www.viparis.com</a></td>
<td>T: +33 1 40 68 16 16</td>
</tr>
<tr>
<td></td>
<td>Agnés Morice</td>
<td></td>
<td>F: +33 1 40 68 15 26</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:agnes.morice@viparis.com">agnes.morice@viparis.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>F: + 33 (0)1 43 53 36 18</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:njaffrezic@gps-securite.fr">njaffrezic@gps-securite.fr</a></td>
</tr>
<tr>
<td>Stand catering</td>
<td>Raynier Marchetti Amandine Charazac (AC)</td>
<td>Groupe Raynier Marchetti 89, bd Malesherbes - 75008 Paris <a href="http://www.rayniemarchetti.fr">www.rayniemarchetti.fr</a></td>
<td>T: +31 1 72 59 15 23</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>F: +31 1 40 11 00 77</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:charazac@rayniemarchetti.fr">charazac@rayniemarchetti.fr</a></td>
</tr>
<tr>
<td>Hotels</td>
<td>Colloquium Brussels Cristina Vellar (CV)</td>
<td>6 Avenue E. Van Nieuwenhuyse 1160 Brussels, Belgium <a href="http://www.ecnp.eu">www.ecnp.eu</a></td>
<td>T: +32 2 777 01 88</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:organisingsecretariat@ecnp2011.eu">organisingsecretariat@ecnp2011.eu</a></td>
</tr>
<tr>
<td>Lifting, forwarding, customs clearance, freight &amp; shipping</td>
<td>CEVA Bastiaan Wigman</td>
<td>Segment 4-8 6921 RH Duiven The Netherlands <a href="http://www.cevashowfreight.com">www.cevashowfreight.com</a></td>
<td>T: +31 26 319 5204</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>M: +31 620014192</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>F: +31 26 319 5222</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:bastiaan.wigman@cevalogistics.com">bastiaan.wigman@cevalogistics.com</a></td>
</tr>
</tbody>
</table>
3. VENUE

The 24th ECNP Congress will be held at the Palais des Congrès de Paris in France. The Palais des Congrès de Paris is one of the top congress venues in the city of Paris.

Address:

Palais des Congrès de Paris
2 Place de la Porte Maillot
75017 Paris
France
[Link to venue information]

Location

The congress venue is located near the city centre and is easily accessible by public transport. The commute from the airport to the venue is approximately 30 minutes by public transport or car.

Distances to congress venue:
10 kilometres from Paris Gare du Nord
26 kilometres from the airport Charles de Gaulles
6 kilometres from the city centre

For a detailed map of the area around the congress venue and transportation options please see the enclosures at the end of this document.

3.a Contact person at the congress venue

Palais des Congrès de Paris
Agnès Morice
2 place de la Porte Maillot
F-75853 Paris Cedex 17, France
T: +33 1 40 68 16 16
F: +33 1 40 68 15 26
agnes.morice@viparis.com

VIPARIS

General technical guidelines
and site visits at the Palais des Congrès de Paris

Logistics, operational support
3.b Site visits

If you wish to visit the venue before the congress, please contact Agnes Morice +33 1 40 68 16 16 at the Palais des Congrès de Paris, to schedule your visit.

3.c General space assignment at the 24th ECNP Congress

Congress Building

<table>
<thead>
<tr>
<th>Level 1</th>
<th>Session rooms</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- Grand Amphi</td>
</tr>
<tr>
<td></td>
<td>- Ternes</td>
</tr>
<tr>
<td></td>
<td>Exhibition</td>
</tr>
<tr>
<td></td>
<td>Press room (Rooms 112 &amp; 113)</td>
</tr>
<tr>
<td></td>
<td>Press conference room (Passy)</td>
</tr>
<tr>
<td></td>
<td>Delegates’ foyer</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level 2</th>
<th>Session rooms</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- Blue</td>
</tr>
<tr>
<td></td>
<td>- Maillot</td>
</tr>
<tr>
<td></td>
<td>- Room 241</td>
</tr>
<tr>
<td></td>
<td>- Room 242A</td>
</tr>
<tr>
<td></td>
<td>- Room 242B</td>
</tr>
<tr>
<td></td>
<td>- Room 243</td>
</tr>
<tr>
<td></td>
<td>- Room 252</td>
</tr>
<tr>
<td></td>
<td>Speakers’ secretariat (Room 251)</td>
</tr>
<tr>
<td></td>
<td>Registration area</td>
</tr>
<tr>
<td></td>
<td>Poster area</td>
</tr>
<tr>
<td></td>
<td>Members’ lounge (Room 253)</td>
</tr>
</tbody>
</table>
3.d How to reach the venue

From the Airport – Paris Charles de Gaulle

**By taxi/car:**
Overall duration of trip is approximately 35 minutes, depending on traffic. The cost by taxi is approximately EUR 40, depending on traffic at specific times of day.

By public transport

Train/metro
You can take the national train service (RER) B from Roissy to Châtelet les Halles, afterwards take the underground metro service (Line 1) direction La Defense until the stop ‘Porte Maillot’.

Bus
There are Air France coaches to the venue that depart every 15 minutes (duration is around 33 minutes).

From the train station – Gare du Nord (North station)

**By taxi/car:**
Overall duration of trip: approximately 25 minutes, depending on traffic. The cost by taxi is approximately EUR 20 depending on traffic at specific times of day.

By public transport

Train/metro
You can take the national train service (RER) B from Gare du Nord to Châtelet les Halles, afterwards take the underground metro service (Line 1) direction La Defense until the stop ‘Porte Maillot’.
Or alternatively, you can take the underground metro service (Line 4) direction Porte d’Orléans from Gare du Nord to Châtelet, afterwards take the underground metro service (Line 1) direction La Defense until the stop ‘Porte Maillot’.

Bus
From the train station, you can take bus 73 (direction La Garenne Colombes) until the stop ‘Porte Maillot’.

For other itinerary and information, please visit the Paris transport website at [http://www.ratp.fr](http://www.ratp.fr).

Public transport map of the area around Palais des Congrès de Paris

![Public transport map of the area around Palais des Congrès de Paris](image-url)
4. EXHIBITION GENERAL INFORMATION

4.a Introduction

Companies and organisations working in the field of neuropsychopharmacology, neuroscience and other closely related disciplines are invited to present their services, products and/or literature at the medically oriented exhibition, which will be held simultaneously with the congress from Sunday 4 September to Tuesday 6 September 2011.

The exhibition organisers are ECNP and the organising secretariat, Colloquium Brussels, hereinafter called organisers.

The exhibition will take place in Hall Neuilly, Paris and Passy of the Palais des Congrès de Paris, Paris, France.

Tea, coffee and lunch will be served in the direct proximity of the exhibition area, thus ensuring maximum contact between exhibitors and participants.

4.b List of exhibitors (as of April 2011)

<table>
<thead>
<tr>
<th>Company (in alphabetical order)</th>
<th>Stand number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actelion Pharmaceuticals Ltd</td>
<td>6</td>
</tr>
<tr>
<td>Angelini ACRAF</td>
<td>3</td>
</tr>
<tr>
<td>AstraZeneca</td>
<td>9</td>
</tr>
<tr>
<td>Bristol-Myers Squibb and Otsuka Pharmaceutical Europe Limited</td>
<td>11</td>
</tr>
<tr>
<td>Eli Lilly</td>
<td>13</td>
</tr>
<tr>
<td>H. Lundbeck A/S</td>
<td>12</td>
</tr>
<tr>
<td>Janssen Pharmaceutica NV</td>
<td>10</td>
</tr>
<tr>
<td>Karger Publishers</td>
<td>22</td>
</tr>
<tr>
<td>Lloyd-Reinhold Communications</td>
<td>30</td>
</tr>
<tr>
<td>Pfizer Ltd</td>
<td>4</td>
</tr>
<tr>
<td>Servier</td>
<td>7</td>
</tr>
<tr>
<td>Wiley-Blackwell</td>
<td>25</td>
</tr>
<tr>
<td>Wisepress Ltd</td>
<td>31</td>
</tr>
</tbody>
</table>

4.c Exhibition price overview

<table>
<thead>
<tr>
<th>Type of exhibitor</th>
<th>Price* per m²</th>
<th>Services included</th>
</tr>
</thead>
<tbody>
<tr>
<td>Companies</td>
<td>EUR 770 / m²</td>
<td>• Stand space only</td>
</tr>
<tr>
<td></td>
<td>(excl. 19.6% VAT)</td>
<td>• Company name mentioned in the congress programme</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Cleaning of the aisles and public areas within the exhibition area</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• A number of free exhibitor badges, depending on stand size (see chapter 4.d.)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• A number of free congress participant badges, depending on stand size (see chapter 4.d.)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• One congress bag per company</td>
</tr>
<tr>
<td>Publishers/booksellers</td>
<td>EUR 300 / m²</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(excl. 19.6% VAT)</td>
<td></td>
</tr>
</tbody>
</table>

*Please note that there is a minimum of 9 m² per order of exhibition space
4.d Exhibition timetable

As a courtesy to the participants and your fellow exhibitors, ECNP requests strict adherence to the exhibition opening and closing hours.

Exhibitors may enter the exhibition 1 hour before the opening of the exhibition each day. Exhibition staff will be able to enter with either an exhibitor badge or set-up pass. Set-up passes are special vouchers provided to exhibitor staff members registered with congress participant badges. Please note that congress participant badges do not give access to the exhibition area before or after opening hours of the exhibition, but that a set-up pass will be required in order for exhibition staff with participant badges to enter the exhibition during set up on the exhibition opening days. Please be sure to indicate whether a set-up pass is required when registering people with free congress participant badges through the online exhibitor registration form.

<table>
<thead>
<tr>
<th>Build-up dates and hours</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday 1 September 2011</td>
<td>08.00 - 22.00 (free build stands)</td>
</tr>
<tr>
<td>Friday 2 September 2011</td>
<td>08.00 - 22.00 (free build stands)</td>
</tr>
<tr>
<td>Saturday 3 September 2011</td>
<td>08.00 – 12.00 (free build stands)</td>
</tr>
<tr>
<td></td>
<td>08.00 – 10.00 (shell scheme stands)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exhibition opening dates and hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday 4 September 2011</td>
</tr>
<tr>
<td>Monday 5 September 2011</td>
</tr>
<tr>
<td>Tuesday 6 September 2011</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dismantling dates and hours</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday 6 September 2011</td>
<td>19.00 - 22.00 (free build stands and shell scheme stands)</td>
</tr>
<tr>
<td>Wednesday 7 September 2011</td>
<td>07.00 - 16.00 (free build stands only)</td>
</tr>
</tbody>
</table>
5. STAND INFORMATION

A choice of shell scheme or free-build (space only) stands is offered to exhibitors. Allocated space is hired on the basis of stand space only. Stand space is defined as square metres (m²) up to the maximum height as indicated under height restriction. Stand constructions must in no way be obstructive and the openness of individual stands and the exhibition in general is aimed for. Stands should be transparent. Only single story stands are allowed. All stands must have a solid back wall. The final decision rests with the organisers.

5.a Free-build stands

Allocated space for free build stands is on the basis of stand space only. Stand services are at the exhibitors’ expenses.

Exhibition space dimensions
The exhibition space dimensions have been communicated to exhibitors together with the allocation of space in March 2011. For dimensions of aisles, pillars and location of emergency exits please refer to the enclosed exhibition floor plan.

Height restrictions
The maximum stand height in the exhibition area is 3 metres. Please note that stands higher than 2.75 metres will be allowed pending approval from the Palais des Congrès de Paris.

Stand drawings
Stands may not be constructed without the organisers’ written approval. All free-build stand exhibitors must supply Colloquium Brussels with two sets of drawings showing the proposed layout of their stand and all dimensions in both plan and elevation for official approval. The drawings must show the name of the company as well as the stand number. All working layout plans should be to reasonable scale, but not less than 1:100 and should include:

- Identification of walling, raised platforms, machinery, store rooms and special structures
- Description of materials used in the construction of the stand
- Specifications of machines and/or special equipment
- Lighting and lighting fixtures

Deadline to submit stand drawings to the organising secretariat: 16 May 2011. Exhibitors will be advised of the official approval and/or of modifications that must be made to the drawings via e-mail by latest 20 June 2011.

Electronic plans are preferred; please send your stand drawings in PDF format by e-mail to Katharina Beinghaus at k.beinghaus@clq-group.com.

For exhibitors who choose to build their own stand (free-build stands), stand construction and stand services are at the exhibitor’s expense.

5.b Shell scheme stands

Please note that wall panels are required for shell scheme stands. Standard shell scheme stands do not need special approval prior to set up as long as these shell scheme stands are hired through the official stand builder appointed by the organisers. However, if you will bring your own stand/panels, you are required to submit a photo of the constructed stand to the organisers for approval. Please send the photos to Katharina Beinghaus at k.beinghaus@clq-group.com.

A basic shell scheme package is available to exhibitors. All stand equipment for shell scheme stands, including walls and fittings, spot lights, carpeting and lettering as well as any additional material can be ordered via the VIPARIS Exhibitor Services web shop available at: http://www.viparis.com/epex/_.

Deadline to order shell scheme stands: 30 June 2011.

Carpeting
Carpeting is required for all shell scheme stands. To order carpeting, please go to the VIPARIS Exhibitor Services web shop available at http://www.viparis.com/epex/_#. If you fail to order carpeting for your stand, the exhibition manager will order carpeting for your stand and the carpeting supplier will invoice the exhibitor directly for all charges and late order fees. Carpeting will not be provided in the aisles and general areas of the exhibition hall.

Height restrictions
The maximum building height for shell scheme stands is 2.50 metres.
**Interior stand fitting**

Please remember that no item of interior display may extend beyond the limits of the stand or above the height of the dividing walls. There must also be no alteration or adjustment to any part of the shell scheme structure.

If you wish to attach materials to your shell scheme such as posters, graphics and/or material we suggest the use of adhesive materials or chains that do not damage any stand part. Any damage incurred to panels or to other part of the stand will be charged to the exhibitor.

5.c Structural integrity and other regulations

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighbouring exhibitors, hall labourers or installation/dismantling equipment such as forklifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open.

Exhibitors should ensure that any display fixtures such as tables, racks or shelves are designed and installed properly to support the product or marketing materials to be displayed upon them.

All entrances, exits, aisles, stairways, lobbies and passageways shall be unobstructed at all times. Exhibitors may not place their materials in the floor space of other exhibitors or common areas of the exhibition. Common areas must remain unobstructed at all times in order to allow the free flow of traffic. It is forbidden to keep empty packaging, excess printed material and advertising material more than necessary for a daily consumption. Items must not be stored behind stands/between inner and outer walls or areas under raised platforms. All exit doors shall remain unobstructed at all times. Exit signs, manual pull stations, fire department handsets, fire hose cabinets and portable fire extinguishers shall not be obstructed in any manner.

All materials used in the construction of stands and stand interiors must comply with the French Fire Regulations. All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame proofing certificate should be available for inspection. All public safety laws and fire prevention regulations must be observed. Moreover, the exhibitor agrees to permit the adoption of all control and safety measures established by the organisers, the Municipal Government of Paris or by the management of the Palais des Congrès de Paris.

All fire hose cabinets, fire extinguishers, pull stations and emergency exits, including those inside an exhibition space, must be visible and accessible at all times.

Stoves, cooking facilities, electrical heaters or other similar electrical appliances inside the hall are forbidden. Any machinery that creates dust, shavings, and dangerous or irritating omissions must be fitted with an extraction system.

Use of the following inside the building is subject to regulations laid down by the Municipal Fire Brigade and the Palais des Congrès de Paris’ Technical service:

- Compressed or liquefied gases
- Fire-accelerating liquids

The use of open fire demonstrations is not allowed.

Before initiating the stand and in order to avoid damaging to the floor, it is recommended to cover the entire surface area of the stand with carpet.

The construction of stands with construction materials or adornments that contain products such as cement, sand, plaster, tile, brick or any other similar material are prohibited.

It is also prohibited to drill, use glue or any other adhesive that can be difficult to remove from the structure of the Palais des Congrès de Paris.

No items may be placed on the walls and seats, they must be correctly put into a pile wherever the security of the Palais des Congrès de Paris authorises. No item may be dragged unless a carpet is placed under it.

Electrical and other mechanical apparatus must be muffled so that the noise does not disturb other exhibitors or other areas of the congress centre.
During set up with paint, varnishes or dissolvent, the area must be covered by plastic. When a weld is necessarily, the organisers should be advised and some instruction including a fire extinguisher will be given.

The Palais des Congrès de Paris will not be responsible for any item or material that has not been removed once the event is finished. The Palais des Congrès de Paris will proceed to remove the items and the exhibitor will be charged for the expense of this removal service.

The exhibitor agrees to permit the adoption of all control and safety measures established by the organisers, the Municipal Government of Paris and by the management of the Palais des Congrès de Paris.

The exhibitor agrees to observe the norms in force on safety, and particularly the maximum capacity of the halls and rooms, emergency exits and fire prevention measures. In no case may any flammable material or object be introduced in the exhibition. In no case may any access to a fire exit or fire hydrant be blocked. (Please refer to the floor plans to see the location of these items).

Workers must remain in the areas where they work, and avoid going through any other different place in the Palais des Congrès de Paris.

It is compulsory to use a harness when performing high-risk jobs: working on high places or places where it would be easy to fall.

The exhibitor must ensure that the companies working on their behalf during the build-up, exhibition opening hours and break-down (contractors, decorators, audio-visual, catering, hostesses and other companies) are aware of the strict legislation in regard to safety and hygiene. They will respond to the damages, which might be caused by accident where there is fault or negligence, leaving the Palais des Congrès de Paris exempted from the same.

Safety measures and access
The location of any fire-fighting material such as fire hoses and fire alarms, as well as access to emergency exits, must be strictly respected at all times, even when these fall within a contracted space or stand area. Access to service areas, cables, socket outlets and fuse boxes must also be respected at all times.

For purposes of safety and in compliance with the rules of the Palais des Congrès de Paris, fire extinguishers will be provided by the organisers in the display areas and placed as regulations require.

5.d Electricity supply
All exhibitors are requested to complete the online order form through the VIPARIS Exhibitor Services web shop at [http://www.viparis.com/epex/#](http://www.viparis.com/epex/#) to specify their electricity needs. The exhibitor services department will provide specific feedback on a case by case basis to exhibitors if needed. The application for a power supply will only be processed once a stand drawing with clear indication of the location of the power connection has been received.

Any electrical installations that take place at the Palais des Congrès de Paris must meet the local requirements and must be approved by Palais des Congrès de Paris Exhibitor Services, who is the official mandatory service provider of electrical installations and the only company authorised to perform electrical installations at the 24th ECNP Congress. They will conduct a safety inspection of all electrical installations.

The electricity for all exhibition stands will be supplied by the Palais des Congrès de Paris Exhibitor Services and has the following characteristics:
- 1 to 6 kW – 230 V
- 8 kW and higher – 400V

Please note that from 3kw to 8kw you have the choice between 230V or 400V. Please specify on the VIPARIS Exhibitor Services web shop ([http://www.viparis.com/epex/#](http://www.viparis.com/epex/#)) if you want 3kw, 4 kw or 6kw in 400V.

The Palais des Congrès de Paris reserves the right to limit the power supply in the interests of general safety to prevent overloading or for the protection of the cables and other installations of the venue.

Exhibitors and visitors of the Palais des Congrès de Paris are obliged to keep a power factor in between 0.90 and 1.

As the Palais des Congrès de Paris is dependent on the Public Electricity Board for its power, it can in no way be held responsible for inconsistencies in the supply caused by accidents, power shortages or power cuts, beyond its control.

The Palais des Congrès de Paris is not responsible for providing any kind of material needed by exhibitors that functions on a direct current (DC) or any other kind of current that differs from the general supply, that
being 230V or 400V. The exhibiting company is directly responsible and the use of a direct current line requests a prior authorisation from both the Office of the Director of Technical Affairs and the Maintenance Department of the Palais des Congrès de Paris.

Please contact the Palais des Congrès de Paris Exhibitor Services to request your special authorisation.

**Electrical connections**
Connections will be made from the high safety power outlet deemed most appropriate by the venue’s on-site technician, to ensure the best use of the electrical network.

It is obligatory to use conductors or cables that are fireproof with an insulating voltage rating of 1000V. These cables must not under any circumstances be spliced or “tapped off”.

The exhibiting company must supply an electric box (or fuse box), which should be placed on the stand as near to the appropriate socket outlet as possible. Exhibitors may bring their own fuse box, but must notify Palais des Congrès de Paris Exhibitor Services about this via email. The electric box should have a minimum of the following characteristics:

- A general differential switch, 30miliAmp-sensitive and with a calibre or rating of no less than the power of the General Magneto thermal switch.
- Magneto thermal switch to protect the line/lines that have been installed.

The exhibiting company must be able to guarantee the safe and proper working order of the electric box/fuse box by ensuring that it is of the right size and technical conditions. It must be fixed to a structural feature of the exhibition stand and cannot be placed at floor level.

**Distribution of electricity to stands**

- Conductors or cables used must have a minimum cross-section of 2.5mm², must be fireproof and must have an insulating voltage rating of 1000V.
- Connections, splices and “tapping off” can only be done using the terminals located inside the electric box/fuse box.
- Metallic structural features of exhibition stands must always be grounded.

**Supply from electric boxes and service ducts**

Phone lines and electric cables will run at floor level from the appropriate service ducts to the location in the stand requested by the exhibitor. The exhibitor must send a plan indicating the exact location where these items should be connected before the start of the event. Should the exhibitor not specify the exact location for these items, they will be installed in the place deemed most appropriate by the official supplier.

**Deadlines for orders and documentation**

The deadline for ordering electrical supply is 30 June 2011. For a complete list of deadlines, please see page 26 of this document. For any extra orders during build up, please go to the Exhibitor Services desk.

**5.e Disabled persons facilities**

The congress venue is equipped with disabled persons’ facilities (appropriate access to session rooms, lifts to access the different levels, disabled persons’ restrooms on each floor of the building, parking for disabled persons).

Please ensure that your stand and exhibits are equally accessible to people with disabilities as well as to people without disabilities. Any stand with a platform should provide an appropriate access ramp.

**5.f Staffing of stands**

Exhibitors must ensure that their stands are staffed and open throughout the opening hours of the exhibition and must wear their badges at all times.
6. EXHIBITION RULES AND REGULATIONS

6.a Adherence to rules, regulations and guidelines

All companies involved in the 24th ECNP Congress should adhere to the ECNP Congresses and Pharmaceutical Companies Guidelines (published September 2010, see also the ECNP website (www.ecnp.eu) sent out by the ECNP Office and the rules and regulations as stated in this document as well as to the internal guidelines of the Palais des Congrès de Paris (see enclosures).

In order to achieve an efficient flow of information it would be appreciated if you could provide this information to all persons involved in the 24th ECNP Congress within your own company as well as to agencies working on your behalf. In case you did not receive the guidelines, please download the document from the website at http://www.ecnp.eu/emc.asp?pageId=1912.

6.b Adherence to laws

It is the exhibitor's responsibility to adhere to any laws applicable in the country where the ECNP Congress is being held. The organisers accept no responsibility whatsoever for any transgression of such laws by exhibitors at the 24th ECNP Congress.

6.c Governing law, competent court

The law of The Netherlands shall be applicable to the whole contractual relationship between the organisers and exhibitors, which includes - but is not limited to - the first exhibition information, exhibition application form and the exhibition services guide and all other agreements.

Any disputes which should arise as a result of the agreements are subject to the adjudication of the competent court of jurisdiction in The Netherlands.

Participation in the exhibition of the 24th ECNP Congress implies acceptance of these conditions.

6.d Liability and indemnification

The exhibitor will be fully responsible for any claims, liabilities, losses, damages, or expenses relating to or arising out of any injury to any of the exhibitor’s personnel or to any other person or any loss or damage to any property of the exhibitor or any other property where such injury, loss or damage is incident to, arises out of, or is in any way connected with the exhibitor’s participation in the exhibition programme of the 24th ECNP Congress.

Moreover, the exhibitor shall protect, indemnify, hold harmless and defend the organisers and their employees from and against any and all such claims, liabilities, losses, damages and expenses. The exhibitor further waives any claim against the organisers, their officers, directors, agents, and suppliers, arising out of oral and written publication or republication of any statement made in connection with the 24th ECNP Congress concerning the exhibitor or his/her exhibits, products or services. The foregoing does not apply to claims arising from gross negligence or wilful misconduct on the part of the organisers or any person or object for which the organisers can be held liable under Dutch law.

6.e Disclaimer

For reasons beyond their control (such as war, strikes, lockouts, riots or any such civil disturbances, any acts of God, including but not limited to earthquakes, floods and droughts and any other cause or circumstance of whatsoever nature beyond its control that have an impact on the arrangements, timetables or planning of a scientific meeting), the 24th ECNP Congress and/or its agent Colloquium Brussels and/or its agents have the right to immediately alter or cancel the congress or any of the arrangements, timetables, plans or other items relating directly or indirectly to the 24th ECNP Congress. The participants shall not be entitled to any compensation for damages that result from such alteration or cancellation.

Furthermore, with the exception of any wilful damage or gross negligence committed by the 24th ECNP Congress and/or its agent Colloquium Brussels and/or its agents, neither the 24th ECNP Congress nor its agent Colloquium Brussels and/or its agents shall at any time be liable for any direct or indirect damage suffered by the participants, including consequential and immaterial damage, caused by failure to comply with any provision of this document.
6.f Insurance

Although every reasonable precaution will be taken to protect the exhibitor’s property whilst on display at the exhibition during the 24th ECNP Congress, it must be clearly understood that the exhibitor takes part in the exhibition entirely at his or her own risk. Furthermore, with the exception of wilful damage or gross negligence on their part, the 24th ECNP Congress and/or its agent Colloquium Brussels and/or its agents, the management of the Palais des Congrès de Paris, the local authorities, and the designated official service suppliers accept no liability for any loss or damage sustained or occasioned from any other cause. It is highly recommended that all exhibitors carry the proper individual medical travel and health insurance.

Furthermore, all exhibitors should carry a proper liability insurance, as the exhibiting company is responsible for all personal injury or damage to property arising in connection with the construction and dismantling of the exhibition stand on anything permitted, omitted or done thereon or there from during the period of exhibition or the construction and dismantling periods of the 24th ECNP Congress, with the exception of personal injury or damage to property to third parties which is caused by the 24th ECNP Congress or any person or object for which the 24th ECNP Congress can be held liable under Dutch law.

The exhibitor formally declares that his staff is insured, and covered by social security and other labour and tax obligations foreseen in the legislation in force, exempting the Palais des Congrès de Paris from any possible claim or involvement in these matters.

6.g Miscellaneous

In addition to these rules and regulations, the terms and conditions, important notes and technical guidelines mentioned in the exhibition services guide, as well as the internal regulations of the Palais des Congrès de Paris apply. In the event of a dispute, the decision of the organisers is final.

6.h Audio-visual equipment

The use of microphones/audio-visual equipment is permitted, but the volume must not be such as to cause annoyance to other exhibitors. The organisers reserve the right to prohibit the use of such equipment if in the organisers’ opinion any annoyance is being caused.

6.i Stand activities

As stated in the guidelines of the 24th ECNP Congress it is appreciated if companies endeavour to organise medically oriented exhibits.

Exhibitors are permitted to demonstrate the company’s equipment and to make informational presentations regarding the product line or service in the stand. Demonstration areas must be indicated on your stand plans and, where necessary, must include soundproofing within the construction of this area. Plans must also show any proposed queuing and viewing areas within the stands. Any other attention getting devices must be approved by the organisers, prior to the start of the congress.

Only such activities, which, in the opinion of the organisers, are kept in line with medically oriented exhibits, will be permitted. The organisers reserve the right to end activities or to close the stand.

Apart from the exhibition stands, companies will not be permitted to distribute or mount any material at the venue of the 24th ECNP Congress. Clothing etc. on which advertisements appear are considered to be printed material and staff wearing such items should remain on the exhibition stand. In addition, the use of “living promotional material” outside the exhibition stand is not permitted, e.g. staff “helping” participants to read the signs or to find the satellite symposia, the exhibition or other company related matters. Printed materials in relation to the satellite symposia are subject to specific regulations detailed in the 24th ECNP Congress Guidelines [http://www.ecnp.eu/emc.asp?pageId=1912].

6.j Obstruction of gangways and open spaces

Exhibitors will not be allowed to display exhibits outside their own exhibition stands. In addition, the organisers reserve the right to order changes to exhibition stands, which are in any way obtrusive. Any form of light projection, etc. outside the exhibition stands is not permitted. Aisles must be kept clear and free for passage at all times. Any exhibitor who does not abide by the rules is liable to have his or her stand closed by the organisers at the exhibitor’s own expense and risk.
6.k Damage to the premises

Nails, screws or other fixtures may not be driven into any part of the premises including floors, nor may any part of the premises be damaged or disfigured in any way. If any damage occurs, the exhibitor responsible for such damage will be invoiced for any charges incurred.

6.l Smoking and catering

Please refrain from serving alcoholic beverages in the exhibition area and take note that the ECNP Congresses are non-smoking congresses.
7. PAYMENT AND CANCELLATION POLICIES

7.a Allocated exhibition space

The organisers reserve the right to determine the eligibility of all exhibition stand space applications. The allocation of stand space does not mean that the organisers endorse or support the information provided at the exhibition stand.

The final stand assignment was sent out to exhibitors on 28 March 2011. Please note that the organisers’ decision in this regard is final. Exhibitors are not allowed to sublet their assigned stand space.

7.b Cancellation of exhibition space

Cancellation requests must be sent in writing to the organising secretariat, Colloquium Brussels. The effective date of the cancellation will be the date that the written notification was received by the organising secretariat.

An exhibitor’s cancellation of stand space will result in the release of all assigned exhibitor and free congress participant badges.

In the event of cancellation or space reduction, the following policy will apply:

- 50% of the total amount will be refunded for cancellations or reduction made before 1 March 2011
- 30% of the total amount will be refunded for cancellations or reduction made on or after 1 March and until 1 May 2011
- No refund for cancellations or reduction made on or after 1 May 2011

Refunds will be made after the congress.

7.c Payment terms and conditions

Payments for exhibition services should be made according to the instructions mentioned on the VIPARIS Exhibitor Services web shop available at http://www.viparis.com/epex/#. Please note that services cannot be guaranteed without full payment received in due time.

7.d VAT

According to the changing European legislation, VAT will be charged differently in the year 2011 than in the year 2010. Please find below a summary table outlining the changes applicable to both exhibition and satellite symposia.

<table>
<thead>
<tr>
<th>Until 31 December 2010</th>
<th>From January 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Companies with registered VAT in France</td>
<td>VAT excluded from invoice.</td>
</tr>
<tr>
<td>Reverse charge, French VAT to be paid directly by the company</td>
<td>Dutch VAT only (19%)</td>
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8. BUILD-UP AND DISMANTLING OF STANDS

Based on the experience of previous ECNP Congresses and the Palais des Congrès de Paris the times indicated below should be sufficient for build-up and dismantling. However, exhibitors who expect to need more time to build-up/dismantle can officially request this by contacting the organisers.

The exhibition will open on Sunday 4 September at 09.00 hours. Please note that the organisers will conduct the final inspection of the exhibition area on Saturday 3 September at 12.00 hours. Therefore the stands must be built-up and cleaned before this date and time.

As a courtesy to the participants and your fellow exhibitors, ECNP requests strict adherence to the exhibition opening and closing hours. Deliveries or removal of equipment must be made before or after exhibition hours. Dismantling before the official dismantling time at 19.00 on Tuesday 6 September is prohibited. As there will be scientific sessions until Wednesday 7 September, 11.05 hours, we kindly ask all exhibitors to limit any disturbance during these sessions as much as possible.

Exhibitors will be responsible for any charges incurred if the exhibition areas of the Palais des Congrès de Paris are NOT cleared by the stated time of 16.00 hours on Wednesday 7 September.

<table>
<thead>
<tr>
<th>Build-up</th>
<th>Dismantling</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday 1 September 2011</td>
<td>08.00 - 22.00 (free build stands)</td>
</tr>
<tr>
<td>Friday 2 September 2011</td>
<td>08.00 - 22.00 (free build stands)</td>
</tr>
<tr>
<td>Saturday 3 September 2011</td>
<td>08.00 – 12.00 (free build stands) 08.00 – 10.00 (shell scheme stands)</td>
</tr>
<tr>
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<td>Wednesday 7 September 2011</td>
<td>07.00 - 16.00 (free build stands only)</td>
</tr>
</tbody>
</table>

8.a Exhibitor services desk

An Exhibitor Services Desk is located on level 1 and will be open during build-up to assist exhibitors with last minute orders and verification and adjustments of their orders for equipment, furniture and other auxiliary services.

8.b Contractor passes

During the build-up and dismantling periods of the exhibition, all exhibitors and stand contractors are required to wear contractor passes. These passes are valid during build-up and dismantling only and will be supplied by the organisers free of charge. All vehicles delivering exhibits or stand-fittings must have a contractor pass. For security reasons, the contractor pass must be displayed in the vehicle at all times. Please indicate the number of passes you require when registering your exhibition staff.

Please note that security staff will not allow you or your staff to enter the exhibition without a valid pass. All exhibitors must pick up their contractor passes at the registration desk located on level 2.

Deadline to confirm order of contractor passes: 30 June 2011

8.c Delivery of exhibits

Due to the expected congestion at the exhibition site, we strongly recommend you to ship your goods in advance to the CEVA consolidation warehouse. This will avoid the loss of valuable time during the build-up and dismantling period and ensures timely delivery of your goods to your stand.
If you intend to make arrangements for a direct delivery, you must contact CEVA to apply for an allocated time for delivery and collection. Vehicles will only be allowed at the loading bay with CEVA’s approval. Unannounced vehicles will not be allowed at the loading bay. This includes courier shipments, which MUST be shipped in advance to the CEVA warehouse. Please see the shipping instructions provided in the enclosures.

Exhibitors may not deliver their materials to the Palais des Congrès de Paris before the official build-up time begins. Any goods received before this time will be turned away by the management of the Palais des Congrès de Paris. Please contact CEVA to arrange your advance deliveries to the CEVA warehouse, deliveries to the Palais des Congrès de Paris and storage of empties as well as the reloading after the show.

Exhibitors may build-up their stands from 08.00 hours during the three days of exhibition set-up (1, 2 and 3 September 2011). Please note that the hall will close for deliveries at 22.00 hours on Thursday 1 September and on Friday 2 September and at 12.00 hours on Saturday 3 September.

8.d Delivery entrance/access to the venue/forwarding

Direct deliveries with trucks to the venue are restricted. Direct shipments to the exhibition site will only be accepted during the build-up dates and hours. Vehicles need to be removed immediately once the unloading has been completed.

To avoid traffic congestion and to allow fast and smooth unloading, a pre-assigned unloading timeslot will be required for all trucks. All trucks arriving without a pre-assigned unloading timeslot will be unloaded once the full schedule has been completed.

Address for direct unloading:
CEVA Showfreight / Expo Services International
C/o 24th ECNP Congress 2011
Palais des Congrès de Paris
2 Place de la Porte Maillot
75017 Paris, France

The CEVA staff will direct the trucks to the unloading bay at the venue according to the schedule. If a truck does not arrive at the pre-assigned time, the timeslot will automatically be given to the next in line. Please note that under no circumstances CEVA can be held responsible for delays or waiting times of trucks.

Trucks coming directly to the congress venue, not respecting these regulations will not be allowed to unload and will be redirected to the marshalling yard. Please contact CEVA to obtain your pre-assigned unloading timeslot.

Site restrictions

Measurements of the **freight entrance:**
Height: 4.20 metres
Width: 3.50 metres
Gradient: 15%

Measurements of the **elevator to Level 1:**
Height: 2.25 metres
Width: 2.60 metres

The space in front of the loading bay is limited so a strict unloading procedure will be applied for the congress. To avoid congestion, CEVA will control parking / unloading at the venue. Furthermore, note that only CEVA will be permitted to use forklifts at the unloading bay. All goods and materials should be removed at the end of the dismantling time.

**Access map** – note that for trucks the entrance is on Av. des Ternes.
8.e Floor loading capacities

The maximum weight allowed in the exhibition hall is 500 KGs per square meter.

8.f Lorry park

CEVA Showfreight will permit short term parking at the unloading area, to avoid congestions shipments need to be unloaded and delivered immediately upon arrival. Overnight parking is strictly prohibited.

8.g Courier delivery exhibits - shipments

All exhibitors using a courier delivery or road freight service for exhibits should send deliveries directly to the lifting contractor CEVA and NOT directly to the venue. CEVA will deliver the goods (that were sent to their advanced warehouse) to the stand by Saturday 3 September by 08.00 hours. This is at the cost of the exhibitor. Please contact CEVA before shipping. Please complete and return the order form provided in the enclosures.

Please ensure that all shipments are clearly marked with the following information:
- Exhibitor’s company name
- Stand number & exhibition hall
- Contact person
- Mobile phone number of contact person

The official freight forwarder, CEVA, has supplied full marking and consigning instructions in the 24th ECNP Congress Shipping Instructions, which are included inside this guide with the order forms.

8.h Maintenance and restocking of stands

Please note that the vehicle loading bays will not be open during the congress. Deliveries or removal of equipment during congress and exhibition opening hours is not allowed. All necessary maintenance as well as restocking of stands should be carried out 1 hour before or after the exhibition hours. Small trolleys will be allowed in the exhibition hall during the exhibition opening hours, but companies should keep the transport of material to a minimum.

8.i Dismantling and removal of exhibits and stand fittings

There will be a pre-set schedule for the return of empties as well as for uploading of the freight during the dismantling period to allow for a smooth process. The same rules, regulations and procedure for truck loading during the build-up will also apply during the dismantling. It is the exhibitor’s responsibility to remove all goods, materials and belongings at the conclusion of the event.

Dismantling of the exhibition will begin at 19.00 hours on Tuesday 6 September 2011 until 22.00 hours for free build stands and shell scheme stands. Dismantling will continue for free build stands on Wednesday 7 September 2011 from 07.00 to 16.00 hours. As there will be sessions until 11.05 hours on Wednesday 7 September 2011, we kindly ask all exhibitors to limit any disturbance during these sessions as much as possible. Exhibitors will be responsible for any charges incurred if the exhibition areas of the Palais des Congrès de Paris are NOT cleared by the stated time 16.00 hours on Wednesday 7 September 2011.

8.j Aisles

All exhibitors and contractors on site are responsible for keeping the aisles clear at all times throughout build-up and dismantling times.

8.k Emergency procedure

All exhibitors are requested to advise the organisers of the responsible contact person and of his or her substitute for emergency situations, via the Exhibitor On-site Contact Form in enclosures. The appointed contact person for each stand is responsible for evacuating the stand in the case of an emergency and for ensuring that the fire and safety regulations of the Palais des Congrès de Paris and the directions of the organisers and/or security officials are followed.

The organisers will conduct a tour together with all contact persons for emergency situations to indicate among other things the location of all emergency exits. This will take place on Saturday 3 September 2011 after the general inspection of the exhibition area at 12.00 hours.
9. EXHIBITION SERVICES A-Z

AV and IT equipment

A full range of audio-visual and computer equipment is can be ordered via the VIPARIS Exhibitor Services web shop available at http://www.viparis.com/epex/.

Banking facilities

The Palais des Congrès de Paris has BNP Parisbas cash points. The information desks on level 0 next the main entrance can tell you their exact locations.

The official currency in France is the euro (EUR). Foreign currencies may easily be exchanged in banks and exchange offices.

Carpeting

Carpeting will not be provided in the aisles and general areas of the exhibition hall. Exhibitors must provide suitable floor covering, such as carpet, in their stand space. Carpeting is required for all shell scheme stands. If the exhibitor fails to order carpeting for the stand, the exhibition manager will order carpeting for the stand and the exhibitor will be invoiced by the supplier for all charges and late order fees.

To order carpeting, please use the VIPARIS Exhibitor Services web shop available at http://www.viparis.com/epex/.

All floor coverings attached to the hall floor must be done with easy-to-remove double-sided adhesive tape, one that does not leave a residue on the hall floor. Both the floor covering and adhesive tape must be removed at the end of the exhibition. Failure to do so will result in the exhibitor being charged for the removal costs and waste disposal.

Catering

Tea, coffee and lunch is provided free of charge for your staff members registered at the congress during the exhibition period. Congress catering will be served in the direct proximity of the exhibition area, thus ensuring maximum contact between exhibitors and participants. To locate the catering areas within the exhibition hall, please refer to the floor plans in the enclosures. Food stations, buffet tables, high tables, and tables and chairs will be installed in the congress catering areas.

You can place your orders for catering by contacting Raynier Marchetti at: Amandine Charazac, charazac@rayniermarchetti.fr. It is forbidden to bring food and beverages from outside. The exhibitor is responsible for ensuring that the supplies ordered follow the congress guidelines and the exhibitor is responsible for following the rules and procedures established by the Palais des Congrès de Paris.

Cleaning

Exhibitors are responsible for cleaning their own exhibition stands. Stand cleaning is compulsory and every exhibitor is obliged to keep the stand and surrounding areas perfectly clean. Cleaning and waste disposal can be ordered through the VIPARIS Exhibitor Services web shop, available at: http://www.viparis.com/epex/. Aisles and other areas within the exhibition will be cleaned by the organisers.

Exhibitors are requested to arrange with the official forwarder for packing materials, empty cartons and wooden crates to be removed for disposal or storage before the exhibition opens. Any charges incurred will be charged to the exhibitor.

For safety reasons, aisles must be left clear and free for passage and must not be obstructed in any way. Each day, at the closing of the exhibition, exhibitors are requested to ensure that rubbish is left in the aisle for collection.

Customs clearance

The official freight forwarder, CEVA, has supplied full customs clearance instructions in the 24th ECNP Congress Shipping Instructions, which are included with the annexes in the back of this guide.
Electricity & Lighting

Electricity in France is supplied at 220V - 50Hz AC. The plugs have 2 round pins similar to those in many European countries.

All electrical equipment must comply with the standard power supply described above and must conform to the safety standards and regulations set out by the Palais des Congrès de Paris.

Exhibitors may provide their own electrical fittings only where such fittings are in the form of made-up units, showcases, and/or signs complete and ready for connection to the main supply.

The stand areas may only be connected to the main power supply by staff authorised by the Palais des Congrès de Paris. The only authorised staff is VIPARIS Exhibitor Services, the official electrical contractor for the 24th ECNP Congress. For further information please contact VIPARIS Exhibitor Services by phone: +33 1 40 68 16 16, fax: +33 1 40 68 15 26 or e-mail: expo@palaisdescongres-paris.com.

To order your electrical requirements please use the VIPARIS Exhibitor Services web shop available at http://www.viparis.com/epex/.

See all the rules in chapter 5 of this document.

Exhibitor badges

Free exhibitor badges
Exhibitors are entitled to a certain number of free exhibitor badges, depending on the size of their stand (please see below the summary table of free exhibitor and congress participant badges).

The exhibitor badges allow admission to the exhibition area and, where applicable, to the satellite symposia organised by the badge holder's own company as well as access to the coffee and lunches served during the official breaks. **Exhibitor badges do not allow access to the scientific sessions.**

On the exhibitor badges only the company name, as indicated on the application form, will be printed. Exhibitors are entitled to rotate these badges, as they prefer. To order exhibitor badges, please register each person through the online exhibitor registration available at: http://www.ecnp.eu/emc.asp?pageld=2006

Due to security reasons, all exhibitors must wear the provided badges at all times during the congress. Security staff will not allow you or your staff to enter the congress without a valid badge.

Additional exhibitor badges
Additional exhibitor badges for stand personnel can be purchased at a price of EUR 150 (excl. VAT 19.6%) per badge. To order additional exhibitor badges, please register people for additional exhibitor badges through the online exhibitor registration available at: http://www.ecnp.eu/emc.asp?pageld=2006

Free congress participant badges
Exhibitors are also entitled to a certain number of free congress participant badges, provided the stand space hired is at least 25 m². The number of free congress participant badges depends on the size of the stand (see the summary table below of free exhibitor and congress participant badges). These badges will allow access to the scientific sessions of the congress (for details on registration fees please consult: http://www.ecnp.eu/emc.asp?pageld=1913).

Please note that congress participant badges do not give access to the exhibition area before or after opening hours of the exhibition. In order for exhibition staff with participant badges to enter the exhibition during set up on the exhibition opening days they will require a set-up pass. Please be sure to indicate whether a set-up pass is required when registering people with free congress participant badges through the online exhibitor registration form.

To confirm your free congress participant badges, please indicate the names when filling in the online exhibitor registration form.

Additional congress participant badges
Any additional registrations will be treated as individual or group registrations and must be paid for in full.

Badge pick-up
Construction and dismantling passes will be available for pick up at the registration desk located on level 2 of the Palais des Congrès de Paris from Thursday 1 September 2011. All exhibitor and free congress
participant badges will be available for pick-up (in an envelope under the company's name) on-site at the registration desks on Friday 2 September 2011 from 15.00 until 19.00 hours.

**Summary table of free exhibitor and congress participant badges**

<table>
<thead>
<tr>
<th>Stand size</th>
<th>Free exhibitor badges</th>
<th>Free congress participant badges</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 - 19 m²</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>20 - 24 m²</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>25 - 29 m²</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>30 - 39 m²</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>40 - 49 m²</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>50 - 59 m²</td>
<td>6</td>
<td>2</td>
</tr>
<tr>
<td>60 - 69 m²</td>
<td>7</td>
<td>2</td>
</tr>
<tr>
<td>70 - 74 m²</td>
<td>8</td>
<td>2</td>
</tr>
<tr>
<td>75 - 79 m²</td>
<td>8</td>
<td>3</td>
</tr>
<tr>
<td>80 - 89 m²</td>
<td>9</td>
<td>3</td>
</tr>
<tr>
<td>90 - 99 m²</td>
<td>10</td>
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</tr>
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<td>100 - 109 m²</td>
<td>11</td>
<td>4</td>
</tr>
<tr>
<td>110 - 119 m²</td>
<td>12</td>
<td>4</td>
</tr>
<tr>
<td>120 - 124 m²</td>
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<td>4</td>
</tr>
<tr>
<td>125 - 129 m²</td>
<td>13</td>
<td>5</td>
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<tr>
<td>130 - 139 m²</td>
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<td>5</td>
</tr>
<tr>
<td>140 - 149 m²</td>
<td>15</td>
<td>6</td>
</tr>
<tr>
<td>150 - 159 m²</td>
<td>16</td>
<td>6</td>
</tr>
<tr>
<td>160 - 169 m²</td>
<td>17</td>
<td>6</td>
</tr>
<tr>
<td>170 - 179 m²</td>
<td>18</td>
<td>6</td>
</tr>
<tr>
<td>180 - 189 m²</td>
<td>19</td>
<td>6</td>
</tr>
<tr>
<td>190 - 199 m²</td>
<td>20</td>
<td>6</td>
</tr>
<tr>
<td>&gt; 200 m²</td>
<td>20</td>
<td>6</td>
</tr>
</tbody>
</table>

**External suppliers**

If an exhibitor would like to propose any external company or supplier, they must contact Palais des Congrès de Paris Exhibitor Services regarding their request. The exhibitor is responsible for ensuring that the supplies ordered follow the congress guidelines and the exhibitor is responsible for following the rules and procedures established by the Palais des Congrès de Paris regarding the use of external companies or suppliers.

**First aid**

Medical assistance and first aid service is available on level 1 in room 104 of the Palais des Congrès de Paris.
Telephone number within the Palais des Congrès de Paris: 18
From outside the Palais des Congrès de Paris: +33 1 40 68 15 55.

**Floral**

The Palais des Congrès de Paris will supply the floral decorations and arrangements. They will be pleased to give quotations for stand decoration. To order floral decorations, please use the VIPARIS Exhibitor Services web shop available at [http://www.viparis.com/epex/#](http://www.viparis.com/epex/#).

**Furniture**

The Palais des Congrès de Paris can supply a wide variety of furniture for your stand. Furniture for hire can be viewed and ordered through the VIPARIS Exhibitor Service web shop available at [http://www.viparis.com/epex/#](http://www.viparis.com/epex/#).
Gas cylinders and gas-filled balloons

Gas cylinders and LPG gas are not allowed.

Hotel reservations

Colloquium Brussels has been appointed as the official housing agency for the 24th ECNP Congress in Paris, France. Detailed and useful information on all pre-selected hotels, including photos, access map, location, distance from congress venue and prices is available on the ECNP website www.ecnp.eu.

For group accommodation (10 rooms or more), Colloquium Brussels has blocked hotel rooms in various price categories.

For more information please contact the official housing agency, Colloquium Brussels:

Cristina Vellar
Colloquium Brussels
6 Avenue E. Van Nieuwenhuyse
1160 Brussels, Belgium
T: +32 2 777 01 88
organisingsecretariat@ecnp2011.eu

Please make sure that the housing agency has received your hotel reservation request on or before 11 May 2011. **Rooms are subject to availability and cannot be guaranteed after 11 May 2011.**

Laser products

Laser products are not allowed.

Lifting contractors

A lifting, storage and freight forwarding service as well as shipping and customs clearance services are available through CEVA. Please contact them for your needs using the information provided in the annexes.

Hostesses/Personnel/Stand security

Exhibitors can order hostesses through the VIPARIS Exhibitor Services web shop at http://www.viparis.com/epex/#

Please do not forget to order badges for the hostesses via the online exhibitor registration form.

Security guards can be ordered through GPS Securité using the order form in the enclosures.

Internet connection

Exhibitors can order high-speed internet connections (cable connections) through the VIPARIS Exhibitor Services web shop available at http://www.viparis.com/epex/#

Parking

Parking facilities near to the Palais des Congrès de Paris is provided by the company Vinci Park (http://www.vincipark.com/vincipark.nsf/en/index.htm).

Long-term and overnight parking in the Delivery Station is strictly forbidden.

Public address (PA) system

The PA system is for official use by the organisers only.

Security

Security provided by the organisers has been implemented to prevent unauthorised access to the exhibition areas and not to secure the contents of exhibition stands. Each exhibitor is responsible for his or her property and necessary precautions should be taken. Whilst every reasonable precaution will be taken, the organisers accept no responsibility for any loss or damage, which may occur to persons or property at the exhibition from any cause whatsoever.
Exhibitors are requested to use common sense precautions at all times and to ensure that all stand personnel wear the official access badges. It is essential that you report any loss or theft from your stand to the nearest police station.

To help ensure security at the exhibition, please follow these points:

- Make one member of your team responsible for your company’s safety and security at the exhibition.
- Do not leave cash, handbags, mobile phones, valuables etc. in unlocked drawers, cupboards or on display at your stand.
- Do not leave wallets in unattended clothing.
- Check that all lockable desks and cupboards are locked before leaving your stand.
- Please note that build-up and dismantling days are high-risk periods. You are recommended to work in pairs so that the stand is manned at all times.
- Make sure you arrive prior to the official opening time and do not leave your stand before the official closing time.

Please note that satellite symposia may take place in Ternes (level 1) on Sunday 4, Monday 5 and Tuesday 6 September 2011 until 18.30 hours, so after the official closing hour of the exhibition. Participants will be guided through Hall Paris to exit Ternes until 18.30 on these days, but the doors at Hall Neuilly must be kept open for security reasons. ECNP will provide basic venue security to prevent unauthorised access to the exhibition area and not to secure the content of the exhibition stands. It is the responsibility of the exhibitors to provide security for their own stand and material.

Exhibitors can book security guards through the order form available in the enclosures of this guide.

It is recommended that exhibitors take out insurance to cover risks of damage and theft.

**Storage**

Please send any request for extra storage space to Bastiaan Wigman from CEVA Showfreight at:

T: +31 26 319 5204  
F: +31 26 319 5222  
bastiaan.wigman@cevalogistics.com

**Telephone, photocopying and fax facilities**

Exhibitors can hire photocopy machines, printers, fax machines, telephones etc. the VIPARIS Exhibitor Services web shop available at [http://www.viparis.com/epex/#](http://www.viparis.com/epex/#).

The business centre is located in the Concorde Lafayette (hotel) within the Palais des Congrès de Paris and is open 24/24.

<table>
<thead>
<tr>
<th>Service</th>
<th>Price in EUR (as of 17 January 2011)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A4 B&amp;W copy</td>
<td>0.40</td>
</tr>
<tr>
<td>A3 B&amp;W copy</td>
<td>0.80</td>
</tr>
<tr>
<td>A4 Colour copy</td>
<td>0.70</td>
</tr>
<tr>
<td>Intercity fax</td>
<td>3.80 first page, 3.00 additional pages</td>
</tr>
<tr>
<td>International fax - Europe</td>
<td>6.90 first page, 4.00 additional pages</td>
</tr>
<tr>
<td>International fax – USA / Russia / Africa</td>
<td>10.40 first page, 5.40 additional pages</td>
</tr>
<tr>
<td>International fax – Asia / Australia</td>
<td>12.30 first page, 8.30 additional pages</td>
</tr>
<tr>
<td>International fax – Other countries</td>
<td>12.30 first page, 8.30 additional pages</td>
</tr>
</tbody>
</table>

**Trolleys**

Exhibitors are advised to make their own arrangements for handling exhibits, brochures, etc. For any additional requirements you can contact CEVA.

**Water connection**

You will need to be connected to the water supply of the Palais des Congrès de Paris in order to have access to running water at your stand during the exhibition. To place your order for a water connection please use the VIPARIS Exhibitor Services web shop available at [http://www.viparis.com/epex/#](http://www.viparis.com/epex/#).
SERVICES AND ORDER CHECKLIST: DATES AND DEADLINES

The following is a calendar of important dates by which you must confirm reservations and return the forms in the back of this manual. The prompt return of forms is always appreciated.

Compulsory services are shown in bolded blue.

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Service</th>
<th>How to order (if applicable)</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>11 May 2011 (or until rooms sell out)</td>
<td>Guaranteed hotel reservations</td>
<td>Please see the ECNP website at: <a href="http://www.ecnp.eu/emc.asp?pageId=1911">http://www.ecnp.eu/emc.asp?pageId=1911</a></td>
<td>✔️</td>
</tr>
<tr>
<td>13 May 2011</td>
<td>Stand plan (free-build stands)</td>
<td>See enclosures</td>
<td></td>
</tr>
<tr>
<td>10 June 2011</td>
<td>Pre-registration for groups</td>
<td>Please see the ECNP website at: <a href="http://www.ecnp.eu/emc.asp?pageId=1912">http://www.ecnp.eu/emc.asp?pageId=1912</a></td>
<td></td>
</tr>
<tr>
<td>30 June 2011</td>
<td>Exhibitor badges and contractor passes</td>
<td>Please order badges using the online exhibitor registration form at: <a href="http://www.ecnp.eu/emc.asp?pageId=2006">http://www.ecnp.eu/emc.asp?pageId=2006</a></td>
<td></td>
</tr>
<tr>
<td>30 June 2011</td>
<td>Exhibitor on-site contact</td>
<td>See enclosures</td>
<td></td>
</tr>
<tr>
<td>30 June 2011</td>
<td>AV and Computer equipment</td>
<td>Please see the VIPARIS Exhibitor Services web shop at: <a href="http://www.viparis.com/epex/">http://www.viparis.com/epex/</a></td>
<td></td>
</tr>
<tr>
<td>30 June 2011</td>
<td>Carpeting</td>
<td>Please see the VIPARIS Exhibitor Services web shop at: <a href="http://www.viparis.com/epex/">http://www.viparis.com/epex/</a></td>
<td></td>
</tr>
<tr>
<td>30 June 2011</td>
<td>Catering</td>
<td>Please see the VIPARIS Exhibitor Services web shop at: <a href="http://www.viparis.com/epex/">http://www.viparis.com/epex/</a></td>
<td></td>
</tr>
<tr>
<td>30 June 2011</td>
<td>Cleaning</td>
<td>Please see the VIPARIS Exhibitor Services web shop at: <a href="http://www.viparis.com/epex/">http://www.viparis.com/epex/</a></td>
<td></td>
</tr>
<tr>
<td>30 June 2011</td>
<td>Electricity</td>
<td>Please see the VIPARIS Exhibitor Services web shop at: <a href="http://www.viparis.com/epex/">http://www.viparis.com/epex/</a></td>
<td></td>
</tr>
<tr>
<td>30 June 2011</td>
<td>Floral</td>
<td>Please see the VIPARIS Exhibitor Services web shop at: <a href="http://www.viparis.com/epex/">http://www.viparis.com/epex/</a></td>
<td></td>
</tr>
<tr>
<td>30 June 2011</td>
<td>Furniture</td>
<td>Please see the VIPARIS Exhibitor Services web shop at: <a href="http://www.viparis.com/epex/">http://www.viparis.com/epex/</a></td>
<td></td>
</tr>
<tr>
<td>30 June 2011</td>
<td>Personnel (hostesses, stand security)</td>
<td>Please see the VIPARIS Exhibitor Services web shop at: <a href="http://www.viparis.com/epex/">http://www.viparis.com/epex/</a></td>
<td></td>
</tr>
<tr>
<td>30 June 2011</td>
<td>Stand equipment/fittings</td>
<td>Please see the VIPARIS Exhibitor Services web shop at: <a href="http://www.viparis.com/epex/">http://www.viparis.com/epex/</a></td>
<td></td>
</tr>
<tr>
<td>30 June 2011</td>
<td>Internet</td>
<td>Please see the VIPARIS Exhibitor Services web shop at: <a href="http://www.viparis.com/epex/">http://www.viparis.com/epex/</a></td>
<td></td>
</tr>
<tr>
<td>22 July 2011</td>
<td>Security</td>
<td>See enclosures</td>
<td></td>
</tr>
<tr>
<td>30 July 2011</td>
<td>Lifting, forwarding &amp; customs clearance</td>
<td>See enclosures</td>
<td></td>
</tr>
</tbody>
</table>
24th ECNP Congress, Paris France, 3 - 7 September 2011
Exhibition floor plan (published March 2011)
Level 1 - Hall Neuilly and Passy of the Palais des Congrès de Paris

Emergency boundaries

Grand Amphi

Coffee & lunch

27

28

29

30

Stage

Stage

Stage

Coffee & lunch

Delegates' foyer

Societies

24th ECNP Congress
paris2011@ecnpeu
www.ecnpeu
Congress Venue: Palais des Congrès de Paris
2 Place de la Porte Maillot
75017 Paris, France
Please use the template below to show the connection points (electrical connections and installations, telephone, water etc.) on your stand.

Scale (please tick the appropriate box below):
- For large stands use: 1:100 (1 cm = 1 m)
- For small stands and shell scheme use: 4:100 (4 cm = 1 m)

For electrical installations please use the following symbols:
- Spotlight (arrow in direction of light)
- Single socket
- Triple socket

1 m²
The Organisers will conduct a tour together with all contact persons for emergency situations to indicate among other things the location of all emergency exits. This will take place on Saturday 3 September 2011 after the general inspection of the exhibition area at 12.00 hours.

**Exhibitor contact details**

<table>
<thead>
<tr>
<th>Company:</th>
<th>Stand number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact person: □ Mr □ Ms</td>
<td>Last name:</td>
</tr>
<tr>
<td>Phone: +</td>
<td>Fax: +</td>
</tr>
<tr>
<td>Address/street:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>Postal Code:</td>
</tr>
</tbody>
</table>

**On-site contact persons for emergency situations**

The exhibitor confirms that the following persons are responsible for co-ordinating all necessary procedures in case of emergency situations during the 24th ECNP Congress.

<table>
<thead>
<tr>
<th>Contact person: □ Mr □ Ms</th>
<th>Last name:</th>
<th>First name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobile phone: +</td>
<td></td>
<td>E-mail:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Substitute: □ Mr □ Ms</th>
<th>Last name:</th>
<th>First name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobile phone: +</td>
<td></td>
<td>E-mail:</td>
</tr>
</tbody>
</table>

**Terms and conditions**

- All suppliers act on their own behalf in all arrangements with exhibitors and are not agents or employees of the Organisers. All services or materials supplied by these companies will be subject to a contract between the suppliers and exhibitors and will be invoiced directly by the suppliers to the exhibitors. Please note that the suppliers may apply their own regulations and instructions to the contracts they use. Therefore, the Organisers do not accept any liability or responsibility for any act performed or committed by such suppliers.
- The exhibitor must follow the 24th ECNP Congress Guidelines and ensure that the services they order from suppliers are in compliance with these guidelines. The organisers reserve the right to stop any activities or catering provided that are in violation of the guidelines at the exhibitor’s risk and expense.
- The ordering deadline is **30 June 2011**. Please note that services cannot be guaranteed for any order forms received after the deadlines and without a valid credit card.
- Services or products delivery will only be guaranteed if full payment for services ordered is received in due time. The corresponding invoice will be sent to exhibitors directly by the service suppliers.

**Agreement**

By signing this form and returning it, the exhibitor declares to follow all the relevant rules and regulations as stated in the 24th ECNP Congress Exhibition Services Guide, ECNP Congresses and Pharmaceutical Companies Guidelines and the First Exhibition Information, as well as the appointed suppliers guidelines and to act accordingly.

Name: ___________________________ Date (dd/mm/yyyy): ___________________________ Signature: ___________________________
STAND SECURITY GUARD

Company: ................................................................................................................................
Address: ..................................................................................................................................
ZIP Code: .............................................. Town: .......................................................................
Country: ....................................................Contact: ................................................................
Tel: ........................................................... Fax: ......................................................................
E-mail: .................................................................................................................................

VAT number: ......................................................................................................................... Payment without VAT for EU Country only
Stand N°: .............................. /Nb of sqm: .............. sqm

<table>
<thead>
<tr>
<th>Date</th>
<th>01/09</th>
<th>02/09</th>
<th>03/09</th>
<th>04/09</th>
<th>05/09</th>
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</tr>
</thead>
<tbody>
<tr>
<td>From/To</td>
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<td></td>
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<th>04/09</th>
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<th>06/09</th>
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The guard leaves the stand only at arrival of the client in the morning (idem for the client in the evening) except special written instructions of the client. Ask GPS for the name and telephone number of the person in charge of Security on site (in case of problem). Every day an inventory of the sensitive material will be established by the client and GPS personnel at the beginning and at the end of the service.

RATES EXCL. VAT

Shift: EUR 259.50 (12 hours minimum per day or night) - Additional hour: EUR 32.40 - bank holidays hour : EUR 21.60
For a bilingual agent: Shift: EUR 272.50 (12 hours minimum per day or night) - Additional hour: EUR 34.06

12 hours Shift: ............................................. x EUR 259.50 = EUR ............... Excl. VAT
12 hours Shift: ............................................. x EUR 272.50 = EUR ............... Excl. VAT (bilingual)
Additional hour: ......................................... x EUR 32.40 = EUR .................... Excl. VAT
Additional hour: ......................................... x EUR 34.06 = EUR .................... Excl. VAT (bilingual)

TOTAL Excl. VAT = EUR ............... Excl. VAT

V.A.T. 19.60 % = EUR ....................

TOTAL Incl. VAT = EUR ............... Incl. VAT

☐ Cheque to the order: G.P.S
☐ Bank transfer to (1):

<table>
<thead>
<tr>
<th>Banque</th>
<th>Guichet</th>
<th>N° de compte</th>
<th>Cé RIB</th>
<th>IBAN</th>
<th>Branch address</th>
<th>SWIFT</th>
</tr>
</thead>
<tbody>
<tr>
<td>30003</td>
<td>04230</td>
<td>000200005231</td>
<td>84</td>
<td>FR7630003042300002000523184</td>
<td>Société Générale - Fontenay sous bois</td>
<td>SOGEFRPP</td>
</tr>
</tbody>
</table>

No order without its payment will be taken into account. An invoice will be sent to you after the fair.
(1) Send a copy of the payment advice. The transfer order form must show the following words:
“Payment made without charge to the beneficiary”

Date: .............................. Signature: ..............................................................

Stamp of the company:

S.A.S. au capital de 86 688€ - SIRET RCS CREATIE B 322 481 508 00024 – APE 8010Z – Arrêté n°2000/3130 – n° TVA intracommunautaire FR 01322481508
CONDITIONS GENERALES DE VENTE GPS
GENERAL CONDITIONS OF SALE OF GPS

Les conditions générales de vente ci-après énoncées font partie intégrante du devis ou contrat dont le prix indiqué engage le client, ci-après dénommé donneur d’ordre, dès lors qu’il appose sa signature, ainsi que le cachet de son entreprise.

Article 1 Nature des prestations : Le donneur d’ordre s’engage à communiquer à GPS toutes les informations de nature à lui permettre de mieux parfaire ou de mieux remplir sa mission.

GPS s’engage, après étude et conseil, à mettre en œuvre tous les moyens, en personnel et en matériel, nécessaires à la bonne réussite de la prestation.

GPS recrute, rémunère, emploie, forme et habilite le personnel, qui reste sous son autorité pendant toute la durée de l’opération. Ceci implique que toute contestation ou demande formulée par le personnel doit être immédiatement répercutée à GPS.

GPS peut à tout moment remplacer un membre de son personnel pour assurer le bon fonctionnement de l’opération sans avoir à prévenir le client de ce changement.

Article 2 Conditions d’exécution : Le client s’interdit formellement, sous peine de dommages et intérêts, de prendre en charge le personnel, qui sera sous sa responsabilité.

Article 3 Prix : Les prix établis hors taxes comprennent la fourniture de la main d’œuvre et le matériel nécessaire à la bonne exécution du contrat. Les travaux de nuit, les dimanches et jours fériés, donneront lieu à des majorations du coût de la main d’œuvre qui seront celles de la convention collective applicable ou à défaut, des obligations découlant du droit commun.

Article 4 Révision des prix : Les prix, constitués notamment par les salaires et les charges sociales, seront révisés en cas de variation d’un de ces éléments, en fonction des coûts de l’entreprise ou des conditions particulières convenues entre l’entreprise et le client.

Article 5 Paiement : S’agissant de prestations de service dont les prix sont constitués, en majeure partie, par des salaires et des charges régulièrement comptant, elles feront l’objet d’un règlement total à la commande par virement ou par chèque.

Il est entendu que le défaut de règlement des factures, après réclamation par lettre recommandée avec accusé de réception, de la part de GPS, mettra le client défautif dans l’obligation de lui payer des intérêts de retard calculés sur le montant des factures ayant fait l’objet de la réclamation, équivalents à une fois et demi le taux d’intérêt légal.

Article 5 Annulation : En cas d’annulation du fait du client :

- 48h avant le début de l’opération : la prestation commandée est due intégralement.
- 8 jours avant le début de l’opération : 50% du montant total est dû.
- 15 jours avant le début de l’opération : 70% du montant total est dû.

Une annulation de commande, hors délais prescrits ci-dessus, entraîne de facto la perte de l’acompte.

Article 7 Responsabilité et garantie : Sur les stands, un inventaire du matériel sensible sera établi par le client et le personnel GPS chaque jour au début et à la fin de l’opération.

Tout dommage devra être signalé à l’Agent avant son départ du stand et à notre Responsable sur site, par le client, et notifier par écrit en joignant la déclaration de vol, faute de quoi le client s’interdira de rechercher en quoi que ce soit, la responsabilité réelle ou prétendue de GPS. GPS ne peut en aucune façon être tenue pour responsable des dégâts qui sont le fait de la chose du client, ni de ceux issus du fait du personnel de ce dernier.

Article 8 Attribution de juridiction : Toutes contestations auxquelles pourraient donner lieu les présentes, seront soumises aux tribunaux dont dépend territorialement le siège social de GPS.

Article 9 Application : La souscription d’un contrat proposé par GPS entraîne l’adhésion entière et sans réserve du client aux présentes conditions générales de vente.

Toutefois, les clauses des présentes conditions générales de vente peuvent faire l’objet de conditions particulières qui constitueraient la loi des parties, en application de l’article 1134 du code civil.

The general conditions of sale hereafter stated form integral part of the estimate or contract whose price indicated engages the customer, hereafter called client, since it affixes his signature, as well as the seal of its company.

Article 1 Nature of the services: The client commits itself communicating to GPS all information likely to enable him to better perfect or to better to fulfill its mission. GPS engages, after study and council, to implement all the means, personnel and material, necessary to the good success of the service.

GPS recruits, remunerates, employs, forms and equips the personnel, which remains under his authority throughout all operation. This implies that any dispute or requires formulated by the personnel must be immediately passed on to GPS. GPS can constantly replace a member of its personnel to ensure the smooth running of the operation without having to warn the client of this change.

Article 2 Conditions for implementation: The client prohibits himself formally, under penalty of damages, and this during deadline a 24 months, to directly renew contact with the personnel of company GPS for some assignment or operation that it is.

Article 3 Prices: The prices established net of taxes include the supply of the labour material necessary for the good execution of the contract. The work-weeks, Sundays and public holidays, will give place to increases of the cost of the labour which will be those of the applicable collective agreement or failing this, of the obligations rising from the labour law.

Article 4 Price Adjustment: The prices, in particular made up by the wages and the social contributions, will be revised in the event of variation of one of these elements, according to the costs of the company or the agreed particular conditions between the company and its client.

Article 5 Payment: Being provisions of services of which the prices incorporate, in major part, wages and social contributions regulated cash, they will be the subject of a total payment to the order by transfer or cheque. It is understood that the defect of payment of the known as invoices, after complaint by letter registered with acknowledgement of delivery, on behalf of GPS, will put the failing client in the obligation to pay him penal interest compounded on the amount of the invoices having made the object of the complaint, equivalent to once and half the legal rate of interest.

Article 6 Cancelation: In the event of cancelation of the client:

- 48h before the beginning of the operation: the total amount of the order is due.
- 8 days before the beginning of the operation: 70% of the invoice is due completely.
- 15 days before the beginning of the operation: 50% of the total amount is due.

A cancelation of order, except times prescribed above, involves the loss of the instalment de facto.

Article 7 Responsibility and guarantee: On the stands, every day an inventory of the sensitive material will be established by the client and personnel GPS at the beginning and at the end of the operation. Any damage will have to be announced to the Agent before he leaves the booth and to our Responsible on site, by the client, and to be notified in writing by joining the declaration of thief, or else the client will avoid seeking in anything, the responsibility real or claimed for GPS. GPS can in no way being held for person in charge for the damage which are the fact of the thing of the client, nor of those resulting because of the personnel of this last.

Article 8 Attribution of jurisdiction: All disputes to which place the present ones could give, will be subjected to the law courts whose GPS falls under the jurisdiction.

Article 9 Application: The subscription of a contract suggested by GPS involves whole adhesion and without reserve of the client in the present general conditions of sale. However, the clauses of these general conditions of sale can be the particular condition object which will constitute the law of the parts, in application of article N°1134 of the civil code.
Shipping Instructions
24th ECNP Congress
3-7 September 2011, Paris, France

1. Delivery and addresses

1.1 Build up / break down period

Build up period: Thursday 1st September until Saturday 3rd September 2011
Break down period: Tuesday 6th September and Wednesday 7th September 2011

1.2 Deadlines

- Air freight shipments CDG: 5 working days before requested delivery date
- Sea freight shipments: 13 working days before requested delivery date
- Road freight shipments (warehouse): 3 working days before requested delivery date
- Pre alerts: 8 working days prior arrival shipment

All shipments must be pre-advised to CEVA Showfreight with customs and transport documents 8 working days prior shipment arrival.

Pre-advice to CEVA: bastiaan.wigman@cevalogistics.com

1.3 Roadfreight and courier shipments

Road freight and courier shipments arriving during the official build-up date need to be consigned to the following delivery address:

CEVA Showfreight / Expo Services International / ECNP 2011
Company name, Hall...... Stand no......
Le Palais de Congres de Paris
2, Place de la Porte Maillot
75017 Paris, France

Road freight and courier shipments arriving before the official build-up date need to be consigned to our warehouse:

CEVA Showfreight / Expo Services International / ECNP 2011
Company name, Hall...... Stand no......
2 Rue du Meunier
95700 Roissy-en-France
T: +33 6 88 35 54 44

Please note that it is not possible to deliver your road freight shipments to the exhibition centre before the start of the build-up period.

Courier companies such as TNT, UPS, FEDEX and DHL deliver door to door, and do not deliver the goods to the stand. To make sure your shipment will be delivered to your stand, we advise you to address your shipment to CEVA Showfreight.

Please note: Any charges from your courier company will be forwarded to you at cost + 10% advanced fund commission!
1.4 Airfreight shipments
Please route all airfreight shipments to Charles de Gaulle airport with direct airways bills and consign them as follows:
CEVA Showfreight / Expo Services International / ECNP 2011
Company name, Hall…… Stand no……
2 Rue du Meunier
95700 Roissy-en-France
T: +33 6 88 35 54 44

Notify: Expo Services International
T: +33 6 88 35 54 44
contact@group-esi.com

1.5 Sea freight shipments
Please route all sea freight shipments to Rotterdam Port with the following consignee address:
CEVA Showfreight / Expo Services International / ECNP 2011
Company name, Hall…… Stand no……
2 Rue du Meunier
95700 Roissy-en-France
T: +33 6 88 35 54 44

Notify: Expo Services International
T: +33 6 88 35 54 44
contact@group-esi.com

Please note: To avoid demurrage costs and to simplify the process we kindly ask you to make an Express Bill of Lading (B/L) and not an original Bill of Lading.

2. Storage
CEVA Showfreight can offer you as an exhibitor a number of storage facilities; before, during and after the event. Our storage tariff for empty packing material includes the collection from your stand to our warehouse and the return delivery to your stand.
3. Information

3.1 Contact details
For further information about our services or questions regarding our instructions and tariff, please feel free to contact our dedicated team, we’ll gladly be at your service.

Our contact details are: CEVA Showfreight
Segment 4-8
6921 RH Duiven
Telephone: +31 (0)26 319 5204
Fax: +31 (0)26 319 5222
E-mail: bastiaan.wigman@cevalogistics.com

3.2 Pre alerts
To make sure that we can give you the service which you may expect from us we kindly advise you to send us your pre alert 8 working days prior to arrival.

Please send your pre alert to: CEVA Showfreight / ECNP 2011
E-mail: bastiaan.wigman@cevalogistics.com
Fax: +31 (0)26 319 5222

PLEASE NOTE!
Shipments, which are not addressed to CEVA Showfreight, can’t be accepted. Shipments, which are addressed to CEVA Showfreight, but no written order was given, will not be delivered automatically to your stand and therefore will stay in our storage until we have a confirmation in writing!

3.3 Shipment labels
We strongly advise to label each piece of your shipment as follows:
ECNP 2011
Company name, Hall…… Stand no……
c/o CEVA Showfreight, +31 (0)6 2001 4192
No. 1/3, 2/3, ……

Attached you’ll find an example of our shipping label for your reference!!
### Orderform logistic services 24th ECNP Congress

#### Your company details

<table>
<thead>
<tr>
<th>Company name</th>
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<tbody>
<tr>
<td>Contact person</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Zip code/City</td>
<td></td>
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<tr>
<td>Country</td>
<td></td>
</tr>
<tr>
<td>VAT number</td>
<td>Hall / stand number:</td>
</tr>
<tr>
<td>Telephone number</td>
<td></td>
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<tr>
<td>Mobile number</td>
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<td>Fax number</td>
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<tr>
<td>E-mail address</td>
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#### Shipping details

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<th>Height in cm</th>
<th>Weight in kgs</th>
<th>Value in EUR</th>
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Transport via CEVA Showfreight from date/time _______________ return date/time _______________

<table>
<thead>
<tr>
<th>Company name</th>
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<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Place and zip code</td>
<td></td>
</tr>
<tr>
<td>Land</td>
<td></td>
</tr>
<tr>
<td>Contact person</td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
</tr>
</tbody>
</table>
Services

- Unloading at your stand Date/time ______________________
- Unloading in storage and delivery to stand Date/time ______________________
- Loading from your stand Date/time ______________________
- Loading from storage and delivery till truck Date/time ______________________
- Distribution during the exhibition Date/time ______________________
- Storage empty packing material Number of pieces ______________________
- Other services Volume cubic meter

Payment

Creditcard details:
- American Express
- Visa Card
- Eurocard Mastercard

Card holder : ______________________
Card number : ______________________
Valid till : _____________________ Security code : _____________________

Signature: ______________________ Date: ______________________

* Your signature for reading and accepting our (enclosed) conditions and liability.

Should you use one of our appointed agents to ship and handle your exhibits, you do not need to fill out and return this form to CEVA Showfreight.

CEVA Showfreight only accepts completely filled out and signed reply forms. Should you not fill out your VAT number, then CEVA Showfreight is not able to reverse the VAT and is forced to send you the invoice with 19 % VAT for companies within the European Union.

CEVA Logistics Netherlands B.V.
Showfreight, Duiven
Segment 4-8
6921 RH Duiven
The Netherlands
Telephone: +31 (0)26 319 5204
Fax: +31 (0)26 319 5222
E-mail: bastiaan.wigman@cevalogistics.com
Internet: www.cevashowfreight.nl
CONDITIONS OF CEVA SHOWFREIGHT

A. General

1. Definitions:
   - CEVA Showfreight (part of CEVA Logistics Netherlands B.V.) hereinafter also called “CEVA Showfreight,” provides logistics services for trade fairs, exhibitions and events on the instruction of the client or the client’s representative, such as exhibitors, stand builders, etc.
   - Client: a company or organisation that has instructed CEVA Showfreight to perform work.
   - Stand builder: a person or organisation that takes part in a trade fair, exhibition or event.
   - Stand: a building or structure that is on the location of the trade fair, exhibition or event.

2. CEVA Showfreight shall present on location during the normal working hours and days. At its discretion, CEVA Showfreight may perform work at different times, subject to a surcharge.

3. All additional costs related to the work performed outside of the normal working hours, such as working time and waiting time, shall be charged to the client on the basis of the actual costs incurred.

4. If the client requests materials not present at the trade fair location, these materials can be provided on request if available. The client shall be charged for the cost of delivery and removal of the packaging or materials.

5. If the client requests materials not present at the trade fair location, these materials can be provided on request if available. The client shall be charged for the cost of delivery and removal of the packaging or materials.

6. CEVA Showfreight reserves the right to charge the client a maximum of 50% of the order value.

B. Representative

Unless agreed otherwise, anyone who instructs CEVA Showfreight to carry out activities will be deemed to be the authorised representative of the exhibitor / stand builder / organiser for whom the services are being provided. This representative declares that he/she agrees with both the Fenex Conditions and the Conditions of CEVA Showfreight. Unless agreed otherwise, CEVA Showfreight will deem this representative to be the person authorised to give instructions and directives while the work is being performed.

C. Provision of services

1. The client shall bear the expense and the risk of the work performed by CEVA Showfreight.

2. If goods are addressed to CEVA Showfreight, CEVA Showfreight will deem this to be an order and shall deliver the goods accordingly, after payment in cash at the point where deemed necessary. The costs of this service will be charged to the exhibitor / stand builder / organiser.

3. CEVA Showfreight reserves the right to suspend the activities, such as loading and unloading, if:
   a) it is not clear on whose instructions the work is being performed;
   b) the shipment details are unclear or incomplete;
   c) there is another condition that further handling of these goods could result in damage or further damage to goods and/or third parties and/or cause injury to persons;
   d) additional equipment is required but is not available;
   e) this has resulted or could result in damage of any nature;
   f) the instructions of CEVA Showfreight personnel have not been correctly followed;
   g) the location at which the work is to be performed is not accessible or not available.

D. Client’s responsibilities

1. Work not carried out as instructed, client needs to manage a (transport) insurance by himself.

2. The client is responsible for the situation in and around the stand that will enable CEVA Showfreight to perform all work.

3. The exhibitor/stand builder shall be present to provide guidance and instructions while the work is being performed.

4. The client is responsible for providing written instructions on the work that is to be performed.

E. Responsibilities/liability of CEVA Showfreight

1. CEVA Showfreight is liable to deliver goods directly to the stand, after which the exhibitor / stand builder shall bear the expense and risk of these goods.

2. CEVA Showfreight shall not be liable for the nature, quality or quantity of goods that are in transit or loaded at the direction of CEVA Showfreight.

3. CEVA Showfreight is not liable for the contents of the parcels.

4. CEVA Showfreight is not liable for the number of parcels loaded from the stand or placed in a truck.

5. CEVA Showfreight is not liable for damage or loss arising from incorrect labelling of the goods that are being transported or loaded at the direction of CEVA Showfreight.

6. Unless agreed otherwise, CEVA Showfreight is not liable for the incorrect loading of the goods in the presence of the client.

7. CEVA Showfreight is not liable for damage arising from the use of unsuitable transport equipment by the client.

8. CEVA Showfreight is not liable for damage that arises as the result of improper stowage if the client or a party acting on the client's behalf or another interested party has not provided instructions or has provided inadequate instructions and if CEVA Showfreight has not been advised of the stowage arrangement writing at the time of the performance of the work.

9. CEVA Showfreight is not liable for damage that arises as the result of breaking down of hoists, lifting equipment or other equipment, unless the equipment belongs to CEVA Showfreight and it can be shown that the equipment was not in proper working order or did not meet government requirements or, in the absence of government requirements, did not meet the requirements required and reasonably expected.

10. CEVA Showfreight is not liable for loss or damage caused by another party working on the grounds of the trade fair, whether or not under the orders of the hall managers or trade fair organisations.

11. CEVA Showfreight shall only consider claims if the damage is reported to the office immediately when it occurs, but in any case before the goods leave the grounds of the trade fair. Therefore, CEVA Showfreight has the opportunity to record that damage and have a professional assessment made if it deems this necessary.

F. Instructions of hall managers/trade fair organisers

1. Handling of the participants’ goods and packaging, such as internal transport and storage on the instruction of hall managers, trade fair organisers or other interested parties, shall be charged to the stand builder / exhibitor.

2. Costs for the activities arising from changes to the construction and dismantling times, location, etc. shall be charged to the stand builder / exhibitor.

G. Storage of packaging

1. CEVA Showfreight is not liable for the nature, quality or quantity of packaging material collected from the stand, nor for the set up of a trade fair.

2. CEVA Showfreight reserves the right to, upon completion of the work order, store the packaging in a safe site to be selected by CEVA Showfreight. The location of this site will not affect the application of the packaging surcharges.

3. When placing the order, it must be made clear whether and to what extent the packaging will be empty or full.

4. CEVA Showfreight provides no guarantee for the time at which the packaging will be returned to the stand.

5. Packaging is usually stored in areas that cannot be securely locked; CEVA Showfreight is not liable for damage or loss that may arise as a consequence.

6. The packaging storage area is not accessible to the client.

7. At the end of the trade fair, the packaging will be brought back to the stand, at which time the responsibility for the packaging will transfer to the exhibitor.

H. Storage

1. CEVA Showfreight is not liable for the nature, quality or quantity of goods that the client has requested CEVA Showfreight to place into storage.

2. If stored goods damage the property of third parties or materials or buildings, the costs arising from this damage will be charged to the client.

3. The storage area will be accessible during normal working hours; access will be provided upon approval of and under the supervision of a CEVA Showfreight employee.

4. Entering the storage area is at the visitor’s own risk. Visitors to the storage area must respect all CEVA Showfreight instructions and regulations.

5. The client shall bear the costs related to the supervision of the visit to the storage area.

6. The client is liable for any direct or indirect damage caused by the client or any person falling under the client’s responsibility.

DUTCH FORWARDING CONDITIONS

GENERAL CONDITIONS OF THE FENEX

(Federation of forwarding and Logistics)

The latest version of the Dutch Forwarding Conditions (“Fenex Conditions”) as filed by the member of the International Federation of Forwarding and Logistics (FENEX) (Netherlands Association for Forwarding and Logistics) contains the conditions hereafter.

Article 11.

1. All operations and activities will be carried out at the client’s expense and risk.

2. Any pact or stipulation to the provisions of Article 16, the forwarder shall not be liable for any damage whatsoever, unless the client can prove that the damage has been caused by fault or negligence on the part of the forwarder or an subordinate of the forwarder.

3. The forwarder’s liability will in all cases be limited to 10,000 SDRs per event or series of events with one and the same cause of damage, subject to the provision that in the event of damage, loss of value or loss of the goods comprised in the order, the liability will be limited to 4 SDRs per kilogram of the gross weight of damaged or lost goods, with a maximum of 4,000 SDR per consignment.

4. A claim may never exceed the value stated on the invoice. In default, the invoice amount is the highest value.

H. Storage

1. If the storage area is not accessible to the for hire party, the forwarding agent shall make efforts to recover the client’s damage from the party that is liable for the damage. The forwarding agent shall be entitled to charge the client for any related costs. If requested, the forwarding agent will waive his claims against third parties engaged by him for the purpose of carrying out the order in favour of the client.

2. The client is liable to the forwarding agent for any damage arising as a consequence of the goods or the nature of the goods and the packaging therewith, incorrectness, inaccurateness or incompleteness of instructions, failure to deliver the goods at the appointed time and place, as well as the failure to supply documents and/or instructions at the appointed time, and fault or negligence in general on the part of the client, any subordinate of the client or a third party called in or engaged by the client.

3. The client shall indemnify the forwarding agent against third-party claims relating to the damage referred to in paragraph 1, including claims by any subordinate of the forwarding agent or the client.

4. Even when all-in or flat rates have been agreed, the forwarding agent, not acting as a carrier, shall be liable under the present conditions and not as a carrier.

Article 12.

1. Force majeure shall be understood to include all circumstances which the forwarding agent could not reasonably avoid and the consequences of which the forwarding agent could not reasonably prevent.

Article 13.

1. In the event of force majeure, the contract will remain in force; the forwarding agents will however be entitled for the duration of the event of force majeure.

2. All additional costs resulting from the event of force majeure, such as carriage and storage charges, warehousing or yard fees, demurrage for vessels or trucks, insurance, removal, etc., shall be borne by the client and paid to the forwarding agent upon first request.

Article 14.

1. In writing the statement on the part of the client that the delivery shall not be, on its own, bind the forwarding agent.

2. Unless agreed otherwise in writing, the forwarding agent provides no guarantee as to the time of arrival.

Article 24.

1. The forwarding agent is not liable for the nature, quality or quantity of goods that the client has requested CEVA Showfreight to place into storage.

2. If stored goods damage the property of third parties or materials or buildings, the costs arising from this damage will be charged to the client.

3. The storage area will be accessible during normal working hours; access will be provided upon approval of and under the supervision of a CEVA Showfreight employee.

4. Entering the storage area is at the visitor’s own risk. Visitors to the storage area must respect all CEVA Showfreight instructions and regulations.

5. The client shall bear the costs related to the supervision of the visit to the storage area.

6. The client is liable for any direct or indirect damage caused by the client or any person falling under the client’s responsibility.

CEVA Showfreight is a trademark of CEVA Logistics Netherlands B.V. All operations and activities that CEVA Showfreight offers are subject to the General Conditions of the Fenex (Dutch Forwarding Conditions). A copy of the conditions is available at every office of CEVA Logistics and can be provided upon first request.
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<th>EXHIBITION</th>
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<td><strong>24th ECNP Congress, 3-7 September, Paris, France</strong></td>
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<td><strong>CEVA Showfreight / Expo Services International</strong></td>
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<td>Bastiaan Wigman</td>
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<td>T: +31 6 2001 4192</td>
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Handling Tariff

24th ECNP Congress
3-7 September 2011, Paris, France

1. Roadfreight

   **Arrival by truck, direct at the exhibition halls**
   Includes reception show site, unloading, transfer to stand
   Up to 5 m³      €   55,00 per m³
   Over 5 m³, per additional m³  €  45,00 per m³
   Minimum        €   165,00
   1 FTL          45 m³

   **Arrival by truck, via warehouse**
   Includes reception, intermediate storage (until 15 days), transport and delivery to stand
   Up to 5 m³      €   110,00 per m³
   Over 5 m³, per additional m³  €   90,00 per m³
   Minimum        €   330,00

   Please note that there is NO storage area at the Palais de Congrès. To avoid any congestions shipments need to be unloaded and delivered immediately upon arrival.

   Tariff for lump sum shipments are available upon request. Please get in contact with CEVA Showfreight for a quotation.

2. Airfreight

   From free arrival Charles de Gaulle airport till arrival warehouse Paris.

   Up to 500 kg      €   1,30 per kg
   Above 500 kg, per additional kg €   1,15 per kg
   Minimum        €   495,00

   Chargeable weight 1 m³ = 167 kg

   Terminal handling charges at port of destination are not included and will be forwarded at cost + 10 % advanced fund commission.

3. Ocean freight

   From free arrival Le Havre port till arrival warehouse Paris.

   **FCL shipments**
   20 Ft Container      €  2725,00 per container
   40 Ft Container      €  3225,00 per container
   40 Ft H.C. Container €  3500,00 per container
LCL shipments
Up to 1 m³ € 875,00
1 m³ – 2 m³ € 1040,00
2 m³ – 3 m³ € 1125,00
Above 3 m³, per additional m³ € 225,00

Terminal handling and demurrage charges at port of destination are not included and will be forwarded at cost + 10 % advanced fund commission.

It is not allowed to ground the container at the Palais de Congrès. The container needs to be unpacked as soon as it arrives at the fairground.

4. Courier shipments
Courier shipments up to 30 kg will be delivered to the stand. Shipments over 30 kg will be charged on the normal unloading tariff (point 1).

Includes receipt, registration (transport) and delivery to stand
Direct delivery to show site € 45,00 per shipment
Via warehouse € 135,00 per shipment

5. Handling empty packing material
Includes collecting at stand, storage and redelivery to stand
Empties € 80,00 per m³
Minimum 2 m³

The empty storage service is intended for empty packing materials only. CEVA Showfreight will not be responsible for the damage or loss of any packing materials and/or goods left inside.

6. Customs

Import
Customs entry € 275,00 per shipment
Import bond fee 1 % of the CIF value
Minimum import bond fee € 50,00 per declaration
Handling charges ATA Carnet € 160,00 per declaration
Import duties and VAT at cost + 10 % advanced fee

Export
Customs export € 275,00 per shipment
Cancellation of TIB € 100,00 per shipment
Handling charges ATA Carnet € 160,00 per declaration

7. General
Worker € 60,00 per hour
Minimum 4 hours

Consignment service charges € 65,00 per consignment
8. Liability
CEVA Showfreight is a trade name of CEVA Logistics Netherlands BV which is registered under Chamber of Commerce number 16066165. On all our transactions are applicable the CEVA Showfreight Conditions and the General Conditions of the Federation of Dutch Forwarding Agent’s (FENEX) deposited at Registry of the District Court at Amsterdam, Arnhem, Breda and Rotterdam. A copy of the FENEX conditions is attached. We express the fact that your goods are not automatically insured by us.

Please take into consideration that the liability of CEVA Showfreight is limited. We cannot be held responsible for goods left unattended at your stand. We therefore advise that you to insure your goods for the duration of the show.

9. General conditions
• All prices are excluded 19% VAT.
• Please note that we will charge a 20% surcharge on the handling rates for all goods arriving after the ultimate arrival date.
• Please note that we will charge a 20% surcharge on the handling rates for pre-advises received later then 8 working days before the official start of the build up period.
• We advise you to use one of our appointed agents in your country to avoid any credit issues. Please ask us for your reliable partner in your country.
• 10% advanced fund commission on all third party costs made by CEVA Showfreight will be forwarded to you.
• For work carried out after normal working hours a surcharge applies.
• Normal working hours are from 08.00 till 18.00 hrs.
• A surcharge of 50% applies on work carried out after 18:00 hrs till 0:00 hrs.
• A surcharge of 100% applies on work carried out after 00:00 hrs till 8:00 hrs.
• A surcharge of 50% applies on work carried out on Saturdays from 8:00 hrs till 18:00 hrs.
• A surcharge of 100% applies on work carried out on Saturdays from 18:00 hrs till 0:00 hrs.
• A surcharge of 100% applies on work carried out on Sundays and public holidays.
• This tariff is only valid for the 24th ECNP Congress held at the Palais de Congrès in Paris.
INTRODUCTION

RÈGLEMENT INTÉRIEUR

INTERNAL REGULATIONS

PRÉAMULE

ARTICLE 1 : PRESENTATION GENERALE

Le règlement intérieur et de sécurité a pour objectif d’édicter et d’expliciter les règles générales applicables sur le site du Palais des Congrès de Paris. Ces règles générales concernent notamment :
- les conditions d’occupation et d’utilisation de tout ou partie des locaux et espaces extérieurs, installations, services et équipements divers.

Plus particulièrement le Client, tout occupant du chef du Client, tout utilisateur et tout usager doivent respecter les prescriptions de sécurité faisant l’objet du titre II du présent règlement.

ARTICLE 2 : CHAMP D’APPLICATION DU RÈGLEMENT INTÉRIEUR

Le règlement intérieur et de sécurité est applicable à toute personne physique pénétrant et se trouvant dans l’enceinte et sur le site du Palais des Congrès de Paris. La publicité du règlement intérieur est assurée par un affichage à l’accueil. Il s’applique également aux préposés des personnes morales intervenant à quelque titre que ce soit sur le site et l’enceinte du Palais des Congrès de Paris. Le règlement intérieur et de sécurité est opposable de plein droit au Client, à tout occupant du chef du Client, à tout utilisateur, et à tout usager présent ou intervenant sur le site ou dans l’enceinte du Palais des Congrès de Paris quelle que soit leur qualité. Toute personne présente sur le site a l’obligation de se conformer à l’ensemble des dispositions du règlement intérieur.

ARTICLE 3 : MODIFICATION

VIPARIS se réserve expressément le droit de modifier ou de compléter le présent règlement intérieur par toutes dispositions nécessaires à une bonne organisation du site et dans l’intérêt de l’ordre public et de la préservation des personnes et des biens.

ARTICLE 4 : SANCTION

4-1 Clause de non-responsabilité

En cas de non-respect total ou partiel de l’une ou quelconque des dispositions du règlement intérieur ou de tout autre document contractuel, la responsabilité de VIPARIS sera dégagée de plein droit.

4-2 Poursuites et recours de VIPARIS

VIPARIS se réserve expressément le droit de poursuivre les contrevenants en cas d’infraction constatée et de demander réparation des dommages de tous ordres qu’elle pourrait avoir subis.

PART 1: GENERAL RULES APPLICABLE TO THE WHOLE SITE AND INSIDE THE PALAIS DES CONGRÈS DE PARIS

CHAPITRE IÉRE : RÈGLES GÉNÉRALES APPLICABLES À L’ENSEMBLE DU SITE ET DE L’ENCEINTE DU PALAIS DES CONGRÈS DE PARIS

ARTICLE 1 : ACTIVITES INTERDITES

1-1 Principes généraux

De manière générale, seules les activités et manifestations ayant fait l’objet d’une autorisation préalable et conforme à l’ordre public sont autorisées. En conséquence, les activités ou manifestations non autorisées par VIPARIS et/ou contraires à l’ordre public sont interdites. En cas de non-respect de l’interdiction et d’absence d’autorisation, VIPARIS se réserve le droit de solliciter l’intervention de la force publique et d’interferer des poursuites judiciaires afin, notamment, d’obtenir des dommages-intérêts.

ARTICLE 1 : GENERAL PRESENTATION

The purpose of the internal and Safety Regulations is to establish and clarify the general regulations applicable on the site of the Palais des Congrès de Paris. These general regulations concern in particular:
- conditions of access
- conditions of occupancy and use of all or part of the premises and exterior spaces, installations, services and miscellaneous facilities.

More particularly the lessee, any occupant under the authority of the lessee and any user must comply with the safety instructions that are the subject of Section Two of these regulations.

ARTICLE 2 : SCOPE OF THE INTERNAL REGULATIONS

2-1 REGARDING PERSONS

The internal and Safety Regulations are applicable to any individual entering and spending time inside and on the site of the Palais des Congrès de Paris. The Internal Regulations are displayed legibly and accessibly on the site. They also apply to the employees of legal entities acting in whatever capacity on the site and inside the Palais des Congrès de Paris. The internal and Safety Regulations can be used as of right against the Lessee, against any occupant under the lessee’s authority, and against any user present or working on the site or inside the Palais des Congrès de Paris in any capacity whatsoever. Every person present on the site is obliged to comply with all the provisions of the Internal Regulations. Furthermore, the lessee is reminded that he must in addition comply with the provisions of the other contractual documents binding him to VIPARIS Le Palais des Congrès de Paris, here in after “VIPARIS”:
- General Conditions of VIPARIS
- Special Hire Conditions
- the Safety Regulations (Section Two of this document).

2-2 REGARDING THE GEOGRAPHICAL SPACE

The Internal Regulations do not apply to areas situated beyond the confines of the Palais des Congrès de Paris. However VIPARIS expressly reserves the right to call in the police to maintain order and safety with regard to activities and events that might occur in adjacent areas which might, directly or indirectly, interfere with or prejudice the proper running and organization of the site of the Palais des Congrès de Paris.

ARTICLE 3 : AMENDMENT

VIPARIS expressly reserves the right to amend or add to these Internal Regulations by any provisions necessary for the proper organization of the site and in the interests of public order and the protection of persons and property.

ARTICLE 4 : SANCTIONS

4-1 CLAUSE OF NON-LIABILITY

Where any one of the provisions of the Internal Regulations or any other contractual document is not fulfilled totally or partially, VIPARIS shall disclaim any liability as of right.

4-2 LEGAL ACTIONS AND RECOUSE OF VIPARIS

VIPARIS expressly reserves the right to take legal action against offenders found to be in contravention and to demand compensation for any damage that it may have suffered.

PART 1: GENERAL RULES APPLICABLE TO THE WHOLE SITE AND INSIDE THE PALAIS DES CONGRÈS DE PARIS

ARTICLE 1 : PROHIBITED ACTIVITIES

1-1 GENERAL PRINCIPLES

In general, only activities and events which have received prior authorization and which comply with public order are permitted. As a consequence, activities or events that are not authorized by VIPARIS and/or are contrary to public order are prohibited.

In the event of violation of this prohibition and where no authorization has been given, VIPARIS reserves the right to request the intervention of the police and to prosecute for the purposes, in particular, of obtaining damages.
3-2 INTERDICTIONS LÉGALES ET AUX IMPRIMÉS DE SECTEUR DE LA CONCEPTION ET DES SPÉCIFIQUÉS TECHNIQUES DES BÂTIMENTS DU PALAIS DES CONGRÈS DE PARIS. IL EST INTERDIT DE L'UTILISER D'UNE MANIÈRE QUELCONQUE, SOUS TOUTE FORME QUELCONQUE, À L'AIDE DE SOUTIENS, QU'ILS SOIENT DIRECTS OU INDIRECTS, À L'AIDE DE PROFESSIONNELS QUALIFS OU DES MÉTHODES QUALIFIÉES, QUI SERONT CONFORMES À LA CONFIGURATION ET AUX SPÉCIFICITÉS TECHNIQUES DES BÂTIMENTS DU PALAIS DES CONGRÈS DE PARIS. L'AUDELLE D'EQUIPEMENTS DU SIEUX DE LA MENCE. LE CLIENT ENGAGERA À FAIRE RESPECTER CEUX-CI ET CEUX QUI NE RESPECTERONT PAS CETTE INTERDICTION SERONT SEUL ET UNIQUEMENT RESPONSABLES, SANS POUPONER LA RESPONSABILITÉ DE VIPARIS.

3-3 ANIMAUX
Toutefois, en ce qui concerne les animaux affectés au service de gardiennage ou de sécurité, ainsi que des chiens d'aveugles conformément à la législation spécifique les concernant, il est interdit dans l’enceinte du Palais des Congrès de Paris. Les animaux errant sur le site, quel que soit l’endroit où ils se trouvent, seront d’office envoyés en fourrière, sans qu’aucune réclamation de quelque nature que ce soit ne puisse être formulée à l’encontre de VIPARIS.

3-4 SALUBRITÉ ET DÉPÔT
Tout dépôt d’objets ou de déchets, quelle qu’en soit la nature, est rigoureusement interdit en dehors des endroits prévus à cet usage. Les équipements mis à disposition sont notamment : les corbeilles à papiers, poubelles, bennes à ordures, wagonnets, compacteurs... Toute infraction constatée fera l’objet de poursuites.

3-5 Interdiction de fumer
Pour satisfaire aux dispositions légales et aux impératifs de sécurité découlant de la conception et des spécificités techniques des bâtiments du Palais des Congrès de Paris, il est expressément interdit de fumer dans l’intégralité des bâtiments et ceci sans exception aucune ni tolérance. Le Client s’engage à faire respecter cette interdiction absolue. En cas de non-respect de ladite interdiction, le Client sera seul et unique responsable sans pouvoir rechercher à quelque titre que ce soit la responsabilité de VIPARIS.

3-6 Interdiction de projections de flammes, de feux d’artifice, de générations de fumée ou d’effets de bruit, d’ouvrages ou de scientifiques sur gâteaux d’anniversaire, etc. [...], des outils de menuiserie sans sac de récupération de la sciure de type scies ou ponceuses électriques, des portes en bois de fier du Palais des Congrès de Paris. L’auteur de tout déclenchement d’une détection incendie résultant notamment de l’utilisation des produits susvisés, laquelle entraînerait la fermeture des portes feu-fee et clapets feu-feu, l’arrêt total de la climatisation, le départ de l’évacuation du site, sera passible d’une amende correspondant à l’ensemble des coûts engagés par le Propriétaire ou son mandataire pour remettre en service les équipements du Palais des Congrès de Paris, sans préjudice de tous autres dommages et intérêts.

Article 2 : PUBLICITE
VIPARIS se réserve l’exclusivité de l’affichage à des fins publicitaires dans l’enceinte du Palais des Congrès de Paris. Elle assure et gère l’exploitation des différents supports, quelle qu’en soit la nature, prévus à cet effet, soit directement, soit par l’intermédiaire d’entreprises mandatées par elle. En dehors des emplacements strictement prévus et réservés à l’effet d’affichage, aucune autre forme de publicité ne pourra être faite ou admise dans le Palais des Congrès de Paris, sans autorisation, accord préalable et exprès, et révocable de VIPARIS.

Article 3 : BACHES DE FACADE
Les emplacements d’affichage existants en façade du Palais des Congrès de Paris ne peuvent en aucun cas constituer des supports publicitaires conformément aux dispositions de la loi n° 79-1150 du 29 décembre 1979, du décret n° 89-923 du 21 novembre 1980 et des textes en vigueur dans l’agglomération parisiennes. Leur utilisation doit strictement se conformer à leur destination : annoncer les événements se déroulant dans l’enceinte du Palais des Congrès de Paris. VIPARIS, exploitante des supports et responsable de la sécurité des personnes et biens présents dans les locaux, peut être amenée à déposer les toiles de leur support à tout moment, quelle que soit la durée de leur utilisation, à l’occasion de conditions météorologiques particulières, notamment en cas de vitesse de vent supérieur ou égale à 62 km/h, ou toute autre préconisation émanant des organes de contrôle et de vérification au titre des recommandations adressées à VIPARIS, ou pour cas de force majeure. L’imprévu de sécurité sera toujours considéré comme force majeure. Dans cette hypothèse, la dépose des bâches ne pourra, en aucun cas, entraîner de réduction du montant facturé au Client. Le montant facturé comprend l’impression, la confection, le transport, la pose et la dépose de la bâche. Tout travail de conception du dos, du pied ou de l’objet sera de toute façon à la charge de VIPARIS, propriétaire des bâches réalisées, et seule intervenante sur les supports d’affichage. Le Client devra fournir à VIPARIS, au minimum 3 semaines avant la date prévue de la pose de la bâche, un fichier correspondant au modèle remis par VIPARIS.
**Article 1 : SECURITE**

1-1 SERVICES DE SECURITE

Les services de securité ont accès librement à tous les locaux loués et privés, situés dans l'enceinte du bâtiment dans le cadre de l'exercice de leur fonction. Ils en est de même pour le personnel technique d'entretien et d'exploitation dûment autorisé ou accompagné. Ces mêmes dispositions sont étendues aux membres de la commission de sécurité par application de la loi du 19 juillet 1971 relative au droit de visite des officiers de police dans les lieux accueillant du public.

1-2 ACCES DE SECURITE

Toutes les voies d'accès, aires de manœuvre réservées aux pompiers, services de police, services médicaux d'urgence, doivent être laissées libres de toute occupation, sous peine de poursuites nonobstant toute intervention immédiate des services de la force publique tendant à maintenir leur accessibilité permanente et leur utilisation conforme à la destination retenue. Il en est de même de l'accès à tous les équipements tels que les robinets d'incendie armés, les téléphones d'alarme, les commandes de désenfumage, les bornes d'incendie, les locaux de secours.

1-3 MESURES SPECIFIQUES DE PREVENTION DES RISQUES D'ATTENTAT

Si la situation l'exige et afin de prévenir tout risque d'attentat, la Direction déléguée à la Sécurité et à la Logistique de VIPARIS, pourra imposer au Client de redoubler de vigilance et de mettre en application des mesures rigoureuses de contrôle des bagages, colis et autres paquets volumineux pouvant contenir des explosifs. En cas de refus du déposant de se soumettre à ces vérifications, il y aura lieu de ne pas accepter de prendre en charge l'objet considéré, avec courtoisie et fermeté. Toutincident de cette nature, toute personne ou tout événement paraissant suspect, sera aussitôt signalé au poste de sécurité.

2-1 PERSONNES ET VEHICULES CONCERNES

Ne peuvent pénétrer et circuler, et/ou stationner sur les voies du site que les véhicules et/ou les personnes en relation avec les activités du Palais des Congrès de Paris et autorisés par VIPARIS. Le service de sécurité se réserve le droit de faire appel aux services de la force publique pour constater, interdire et sanctionner l'accès et le stationnement des véhicules et/ou des personnes non autorisés.

2-2 REPETITION, NETTOYAGE ET INCIDENTS

Il est formellement interdit de procéder, sur les voies de circulation, à des réparations mécaniques ou au nettoyage des véhicules. Les personnes victimes d'incidents mécaniques entraînant une immobilisation de leur véhicule et nécessitant l'intervention d'un dépanneur extérieur doivent immédiatement prévenir le poste de sécurité de VIPARIS au 01 40 68 27 18. À défaut, le véhicule sera évacué en fourrière, à leurs frais, à la demande des services compétents de VIPARIS.

2-3 INTERDICTIONS LIÉES AUX MATIERES DANGEREUSES

L'introduction dans l'enceinte du bâtiment de matières dangereuses, toxiques, inflammables ou combustibles (en dehors du contenu normal des véhicules), ainsi que de substances explosives ou radioactives, est interdite sauf autorisation expresse de VIPARIS.

**Article 2 : CIRCULATION, STATIONNEMENT ET MATIERES DANGEREUSES**

3-1 DEFINITION

Il s'agit, de manière générale, des zones de circulation, aires et locaux accessibles aux visiteurs et/ou exposants, à pied, à l'exception des locaux techniques et des bureaux, domaine privé de VIPARIS.

3-2 ZONE A L'INTÉRIEUR DES BÂTIMENTS

- les couloirs de la Galerie Commerciale du Palais ;
- les halls d'exposition.

Le Client, tout occupant du chef du Client, l'organisateur ou l'exposant sont libres de déterminer les conditions et modalités d'accès des locaux de conférence, salles de réunion, salons de réception et tous locaux occupés par lui, au titre du contrat de location. Pour des impératifs de sécurité, un système de vidéosurveillance a été installé dans les parties publiques. Ce système fonctionne conformément à la législation en vigueur.

3-3 ZONE A L'EXTÉRIEUR DES BÂTIMENTS

- les mails, les cheminements piétonniers traversant les espaces verts ; le parvis central.

3-4 INTERDIT

Le pourtour de la gare de livraisons et l'intérieur des locaux loués sont interdits aux visiteurs, sauf autorisation expresse du Client, de tout occupant du chef du Client, de l'organisateur ou de l'exposant pour les zones qui les concernent.

**Article 3 : ZONES PIETONNES**

3-1 DEFINITION

This refers in general to thoroughfares, areas and venues accessible to visitors and/or exhibitors on foot, other than the technical units and offices, the private areas of VIPARIS.

3-2 AREA INSIDE THE BUILDINGS

The corridors of the Atrium of the Palais & The exhibition halls.

The lessee, any occupant on behalf of the lessee, the organizer or exhibitor may freely determine the conditions and forms of access to the conference rooms, meeting rooms, reception areas and all venues occupied by him under the hire contract. For security purposes, a video surveillance system has been installed in the public areas. This system operates in accordance with current legislation.

3-3 AREA OUTSIDE THE BUILDINGS

The avenues and pedestrian routes crossing the open spaces.

The central forecast.

3-4 PROHIBITION

The area surrounding the freight depot and interior of the hired premises are prohibited to visitors, except with the express authorization of the lessee, any occupant on behalf of the lessee, the organizer or exhibitor for the areas concerning them.
Toute dégradation, détérioration ou endommagement constatés sur les espaces verts du Palais des Congrès de Paris, à savoir les pelouses, les arbres, les arbustes, les jardinières, les accessoires les protégeant, les éléments décoratifs et les équipements annexes (robinets d’arrosage...) seront sanctionnés et passibles de poursuites judiciaires. Il est interdit de couper et/ou d’emporter les plantes, fleurs et tout élément végétal. Toute circulation en dehors des allées réservées est interdite.

**PART 3 : SPECIAL REGULATIONS RELATING TO THE PRIVATE AREAS OF VIPARIS**

**Article 1 : GENERAL**

This area marked out and identified by specific signage, includes all the premises, external areas and gangways that are not the subject of the hire contract with the lessee.

**Article 2 : TECHNICAL UNITS AND OFFICES**

This refers to all the installations and technical facilities and especially the technical galleries of the exhibition halls, the transformer stations, areas containing equipment for heating, ventilation, cooling, electricity and compressed air production, the roofs, the utility and VDI network inspection chambers, as well as all the private offices inside the Palais des Congrès de Paris. Access to this private area by any person unrelated to VIPARIS is only allowed with its express authorization, and then only in the presence of one of its representatives or officers.

Failing that, VIPARIS reserves the right to call in the police to remove such persons and to prosecute them.

**Article 3 : CLOAKROOMS**

VIPARIS or a duly appointed company manages the cloakrooms in the reception areas, and provides the personnel necessary for their proper operation. The fee charged by VIPARIS or its service provider covers only the safekeeping of property and bags.

The liability of VIPARIS or its service provider is limited to the replacement value of effects and property that may be lost or damaged. It is specified that effects and property left behind at the venue of the event after it has finished, shall be kept by VIPARIS under the following conditions:

- VIPARIS states that all effects and property of any kind left behind by spectators, conference delegates and/or visitors to the Palais des Congrès de Paris, at the end of the event, shall be kept by VIPARIS for a period of 1 month. At the end of this period, the effects and property will be taken to the Lost Property Office at 36 Rue des Morillons, 75015 Paris.

The owners of effects and property may collect them from the Lost Property Office in Rue des Morillons in Paris, in accordance with the applicable legal provisions. The setting up of a specific cloakroom area must comply in every way with the Safety Regulations which prohibit in particular any installation in gangways or in front of the emergency exits. The security department must be immediately informed by the lessee or the event organizer of any suspect person and/or bag or package. Any security checks related to the safety of persons (searches, the use of baggage detectors etc.) are the responsibility of the lessee or the event organizer and must be carried out in accordance with legal and statutory regulations.

**PART 4 : SPECIAL REGULATIONS RELATING TO THE FREIGHT DEPOT**

**Article 1 : APPLICABLE REGULATIONS**

The regulations applicable to the freight depot are displayed at its entrance. The conditions of use of the areas and premises provided for companies permanently attached to the site and those running shops in the shopping mall are governed by hire agreements specific to each of them.

**Article 2 : ACCESS**

Access is strictly reserved for vehicles delivering and removing materials or goods. The maximum height of vehicles is 4.20 m. Access is via Boulevard Gouvin Saint-Cyr.

**Article 3 : OPENING HOURS**

The freight depot is open from Monday to Sunday from 6.00 to 19.00.

Parking at night or outside the opening hours established in agreement with VIPARIS, by any motor vehicle used for transporting materials or objects for exhibition, is prohibited. The parking of these vehicles is strictly limited to the time necessary for loading, unloading and handling.

VIPARIS Le Palais des Congrès de Paris - 2 place de la Porte Maillot 75017 PARIS - www.viparis.com
Article 4 : CIRCULATION ET STATIONNEMENT

Les conducteurs des véhicules autorisés à pénétrer en gare de livraisons doivent se conformer aux instructions du personnel assuré en place et quitter impérativement les lieux après avoir effectué la manipulation pour laquelle ils ont obtenu l’accès. Dès leur arrivée, les véhicules doivent être rangés aux endroits matérialisés au sol, de manière à ne pas gêner la circulation ou l’intervention des équipes de secours (Police, pompiers, EDF). Les moteurs des véhicules doivent être arrêtés dès la mise en stationnement, et le laissez-passer obligatoirement apposé sur le pare-brise. Le personnel de la gare de livraison est habilité à contrôler la circulation et le stationnement. Tout conducteur doit se conformer à ces instructions et injonctions ; en cas de refus d’obtempérer ou de non-respect de l’une des prescriptions contenues dans le présent règlement, l’infraction sera constatée, poursuivie et réprimée (enlèvement, pose de sabot de Denver...). Les dispositions du code de la route sont applicables sur le site de la gare de livraisons où la vitesse est strictement limitée à 15 km/h. Tout véhicule en infraction peut, notamment pour des raisons de sécurité, être enlevé par les soins ou à la demande de VIPARIS et conduit sur un emplacement réservé. Les frais de déplacement et de stationnement sont à la charge des contrevenants et payables avant reprises du véhicule.

Article 5 : RESPONSABILITE

La responsabilité de VIPARIS ne peut être recherchée en raison d’accidents corporels ou matériels, de toute dégradation involontaire ou volontaire, de quelque nature et gravité qu’ils soient, survenus dans la gare de livraisons.

Article 6 : INTERDIT

IL est interdit à toute personne de se livrer à une activité commerciale quelconque sur le site de la gare de livraisons, sauf autorisation expresse préalable et révocable.

RÈGLEMENT DE SÉCURITÉ

SAFETY REGULATIONS

PRÉAMBULE

Le règlement de sécurité précise les principales recommandations concernant l’application dans le Palais des Congrès de Paris de la réglementation officielle en matière de sécurité. Les indications et prescriptions figurant dans le règlement de sécurité ne peuvent en aucun cas être considérées comme limitatives. Elles sont à compléter par les prescriptions figurant dans les documents suivants :
- conditions générales de VIPARIS ;
- conditions particulières de location ;
- règlement intérieur du Palais des Congrès de Paris ;
- l’ensemble des textes et règlements officiels en matière d’établissements recevant du public (type L). Par ailleurs, l’ensemble des indications et prescriptions figurant dans le présent règlement de sécurité ne dégagent pas le Preneur, ni VIPARIS, des responsabilités qui leur incombent du fait des textes officiels et de la imprévoyance auxquels ils doivent se référer.

VIPARIS a établi, à titre indicatif et pédagogique, un guide technique des règles de sécurité incendie dans les salons et expositions. Ce guide est gracieusement distribué aux Clients Organisateurs à leur simple demande, à tout moment. La fourniture et la mise à disposition dudit guide ne dispense en aucune manière l’Organisateur Client des diligences et précautions à titre préventif lui incombant directement en termes de respect des normes et impératifs de sécurité.

CHAPITRE 1° : RÈGLES DISPOSITIONS GÉNÉRALES

Article 1 : RESPECT DE LA LEGISLATION APPLICABLE

L’organisation de manifestations est soumise au respect des dispositions prévues par le règlement de sécurité contre les risques d’incendie et de panique dans les établissements recevant du public. Ce règlement comprend des dispositions générales et des dispositions particulières. Les dispositions générales concernent tous les établissements et sont complétées par des dispositions particulières propres à chaque type de manifestation. Le règlement de sécurité définit les mesures de sécurité contre les risques d’incendie et de panique dans les établissements recevant du public, et fait l’objet d’un arrêté ministériel portant approbation des dispositions prévues. L’ensemble des textes applicables doit être respecté par les parties, à savoir :

- arrêté du 25 juin 1980 modifié portant approbation des dispositions générales du règlement de sécurité des établissements recevant du public ;

Article 2 : COMPLIANCE WITH THE APPLICABLE LEGISLATION

The organization of events is subject to compliance with the provisions laid down in the Safety Regulations to avoid the risk of fire and prevent panic in establishments open to the public. These regulations include general and specific provisions. The general provisions concern all establishments and are completed by special conditions particular to each type of event. The Safety Regulations define the safety measures to be taken to avoid the risk of fire and prevent panic in establishments open to the public, and are the subject of a ministerial order giving approval to the provisions made. All the applicable texts must be complied with by the parties, namely :

- order of 25 June 1980 amended, approving the general provisions of the Safety Regulations for establishments open to the public.
Article 2 : COMPOSITION DU SERVICE DE SURVEILLANCE ET DE SECURITE
Le service de représentation est assuré, conformément aux dispositions de l'article R 123-11 du Code de la Construction et de l'Aménagement du Territoire, par des agents de sécurité de VIPARIS.

Article 3 : CONSIGNES D'EXPLOITATION
Il est formellement interdit d'ajouter dans la salle et dans ses dégagements toute décoration réalisée à base de matériaux combustibles tels que papiers, cartons, matières communément appelées "plastiques-polyester-polystyrene" etc... Il est impératif de maintenir libres de tout encombrement les dégagements et les issues de la salle et de veiller à ce qu'ils soient utilissables de manière constante.

Article 4 : INSTALLATIONS PARTICULIÈRES
Lorsque des installations techniques particulières sont aménagées dans la salle, aux fins de créer des effets spéciaux (lasers, brouillard artificiel, fumées, etc...) elles doivent être conformes aux notes techniques du ministère de l'intérieur. Ces installations doivent faire l'objet d'une déclaration préalable auprès de l'autorité administrative compétente.

Article 5 : PERSONNES HANDICAPÉES CIRCULANT EN FAUTEUIL ROULANT
L'organisateur de manifestations, dit le Client, s'engage à respecter l'ensemble des dispositions législatives et réglementaires relatives aux personnes handicapées, et notamment les articles L 111-7 et R 111-18 et suivants du Code de la Construction et de l'Habitation. En cas de location de salles à des fins de spectacles, les places réservées aux personnes handicapées doivent être situées le plus près possible de l'issue la plus favorable pour leur évacuation, que ces personnes assistent au spectacle dans un fauteuil roulant ou dans un siège de la salle. Les emplacements les plus proches des issues de secours permettent d'évacuer des plain-pied vers l'extérieur. Les fauteuils roulants en dépôt ne doivent pas diminuer la largeur des dégagements de la salle.

PART 2: SPECIAL PROVISIONS FOR HIRING ROOMS FOR CONCERTS, CONFERENCES, MEETINGS, ENTERTAINMENT OR MULTIPLE USES

Article 1: GENERALITES
1.1 DEFINITION DES RESPONSABILITES
Obligations de VIPARIS : VIPARIS met à la disposition de l'organisateur ou du producteur, des installations conformes aux dispositions du présent règlement. Le résultat des contrôles de ces installations est consigné dans le registre de Sécurité de l'établissement. VIPARIS remet à l'organisateur ou au producteur le présent document précisant les mesures de sécurité propres aux locaux loués, ainsi que les obligations respectives du propriétaire et de l'organisateur ou du producteur, pour le respect des prescriptions imposées par l'autorité administrative. Conformément à l'article MS 52 du Règlement National de Sécurité, un représentant de VIPARIS est obligatoirement sur place pendant la manifestation. L'identité du représentant de VIPARIS sera indiquée par VIPARIS à l'organisateur ou au producteur.

- order of 12 December 1984, amended, approving the special provisions of the Safety Regulations for L type establishments (concert halls, conference and meeting rooms, auditoria or rooms with multiple uses).
- order of 18 November 1987 amended, approving the special provisions of the Safety Regulations of T type establishments (exhibition halls).
- order of 22 December 1981 amended, approving the special provisions of the Safety Regulations of M type establishments (shops, shopping centres).
These statutory provisions, specifically for establishments open to the public, are not exhaustive and must be completed by existing or future legislative and/or statutory texts on safety:
- provisions of the Employment Code
- decree n° 88-1056 of 14 November 1988 concerning the protection of workers against electric currents
- law of 19 July 1976 concerning installations classified for the protection of the environment
- NFC 15 100 standards regulating low-voltage electrical installations
- NFC 15 150 standards regulating high-voltage discharge lamp installations
- departmental health regulations

Article 2: COMPOSITION OF THE SAFETY AND SECURITY TEAMS
In accordance with the provisions of article R 123-11 of the Building and Housing Code, a representative from the Paris Fire Department is provided, only during performances. Safety officers of VIPARIS are also on duty.

Article 3: OPERATING INSTRUCTIONS
Decorations made of combustible materials such as paper, cardboard, materials commonly known as "plastic – polyester – polystyrene" etc… in the auditorium, and conference rooms and around the exits are strictly prohibited.
It is essential that the gangways and exits are kept free from any obstruction and that that they are usable at all times.

Article 4: SPECIAL INSTALLATIONS
When special technical installations are set up in the auditorium for the purpose of creating special effects (lasers, smoke screens, smoke, etc...) they must comply with the technical instructions of the Ministry of the Interior.

A prior declaration on the subject of these installations must be made to the relevant administrative authority.

Article 5: DISABLED PEOPLE USING WHEELCHAIRS
The event organizer, referred to as the lessee, undertakes to comply with all the applicable legislative and statutory provisions, and particularly articles L 111-7 and R 111-18 and following of the Building and Housing Code. In the event of the hire of auditoria for entertainment purposes, the spaces reserved for disabled people must be situated as close as possible to the most suitable exit for their evacuation, whether they are attending the performance in a wheelchair or using an auditorium seat.
The seats closest to the emergency exits allow evacuation to the outside at ground level.
Stored wheelchairs must not be allowed to reduce the width of the gangways of the auditorium.

PART 2: SPECIAL PROVISIONS FOR HIRING ROOMS FOR CONCERTS, CONFERENCES, MEETINGS, ENTERTAINMENT OR MULTIPLE USES
Obligations of the organizer or producer: The organizer or producer must request permission from the Administrative authority (Bureau des Théâtres de la Préfecture de Police, Sous-Direction des Services Administratifs, 2e Bureau du Cabinet, 9 Bld du Palais, 75004 PARIS) to hold an event of this kind, two months prior to its opening to the public. The organizer or Producer must ensure application of the Safety Regulations, in particular:

a) The order of 25 June 1980, approving the general provisions of the Safety Regulations to avoid the risk of fire and prevent panic in establishments open to the public.
b) The order of 12 December 1984, approving provisions completing and amending the Safety Regulations to avoid the risk of fire and prevent panic in L type establishments open to the public (auditoria used for concerts, conferences, meetings, entertainment or multiple uses).

The organizer or producer must comply with the provisions of the Safety Regulations and with the specifications addressed by VIPARIS. Before any installation, a technical dossier must be sent to the Safety and Logistics Department of VIPARIS for examination, two months prior to the event. This dossier shall include all the information in the descriptive plans and reports concerning the materials used for the scenery.

1-2 CAPACITY AND GENERAL CHARACTERISTICS OF THE AUDITORIA

- The overall capacity of the Palais des Congrès de Paris is 34,139 people.
- The Grand Amphithéâtre consists of an auditorium with built-in stage area. This L type establishment, with seating for 3732, plus 10 seats for disabled people and 12 seats for technical and house staff, is categorized 1st class.
- The Amphithéâtre Bordeaux consists of an auditorium with built-in stage area. This L type establishment, with seating for 650 plus 8 seats reserved for disabled people, is categorized 1st class.

1-3 COMPOSITION OF THE SAFETY AND SECURITY TEAMS

Personnel from the Paris Fire Department are provided, only during performances. Safety officers of VIPARIS are also on duty.

1-4 FIRE SAFETY SYSTEM

A/ SMOKE DETECTORS: The Fire Safety System is category A with type 1 alarm and manual release. The auditorium has localized smoke detectors. In addition, manual detectors operated by breaking the glass are located at the emergency exits.

B/ ALARM SYSTEM: After time-out of the limited alarm, a pre-recorded evacuation order will be broadcast over the PA system, followed by the regulatory two-tone sirens for at least 5 minutes in the areas where the regulations require.

EVACUATION PROCEDURE: The Palais des Congrès de Paris is divided into four main alarm areas separated from one another by firewalls and fire doors or fire lobbies.

Location of the Incident Immediate evacuation

- Extension + Grand Amphithéâtre + Existing area
- Existing area + Grand Amphithéâtre + Delivery area
- Grand Amphithéâtre + Delivery area
- Delivery area + Existing area + Grand Amphithéâtre

Inside ans safety regulations - Page 7 sur 16
VIPARIS Le Palais des Congrès de Paris - 2 place de la Porte Maillot 75017 PARIS - www.viparis.com
Article 2 : MESURES APPLICABLES AUX SALLÉS

2-1 INSTALLATIONS PARTICULIÈRES
Conformément à l’article L 19 du règlement national de sécurité, lorsque des installations techniques particulières sont aménagées dans les salles, aux fins de créer des effets spéciaux (laser, brouillard artificiel, fumées, etc.), elles doivent être conformes aux notes techniques du Ministère de l’Intérieur. Le fonctionnement donne lieu à déclaration et autorisation particulière de la Préfecture de Police, (Direction de la Protection du Public, 8° bureau, 12/14 quai de Gesvres, 75004 PARIS).

Au préalable, ce dossier devra être transmis à la Direction déléguée à la Sécurité et à la Logistique de VIPARIS pour avis et transmission à l’autorité administrative compétente.

2-2 PERSONNES HANDICAPÉES CIRCULANT EN FAUTEUIL ROULANT
Les places qui sont réservées aux personnes handicapées doivent être repérées et situées le plus près possible de l’issue la plus favorable pour l’évacuation, que ces personnes assistent dans un fauteuil roulant ou dans un siège de la salle. De plus, dans les salles où l’obésité est nécessaire pour une activité, les places visées ci-dessus doivent, de prédilection et chaque fois que possible, être situées à un niveau permettant de déboucher de plain-pied sur l’extérieur. Les emplacements réservés aux personnes handicapées seront indiqués à l’organisateur ou au producteur par VIPARIS.

L’organisateur ou le producteur a l’obligation de communiquer par écrit dans VIPARIS, à ne pas dépasser le seuil de l’article GN 8 du règlement national de sécurité. Le seuil d’efficacité des personnes handicapées admisibles dans la salle devra correspondre aux dispositions de l’article GN 8 du règlement national de sécurité. Les fauteuils roulants, en dépôt, ne doivent pas diminuer la largeur des dégagements du bloc-salle.

2-3 SIÈGES MOBILES
Conformément à l’article L 29 du règlement national de sécurité, les sièges mobiles sont interdits dans les salles. Ils sont toutefois admis dans les loges et dans certaines dépendances de la salle (bars, foyers, etc.), après avis de la commission de sécurité, ainsi que les salles comportant des tables par nécessité.

2-4 MOYENS D’EXTINCTION
La défense contre l’incendie de la salle est assurée :
- par des extincteurs portatifs à eau pulvérisée de 6 litres minimum ;
- par des extincteurs appropriés aux risques particuliers ;
- par des robinets d’incendie armés.

Les moyens d’extinction sont situés à proximité des sas de sortie de secours.

2-5 INTERDIXION DE FUMER
Il est expressément référé à l’interdiction absolue de fumer figurant à l’article 1-5 du chapitre 1er. - article 1 du règlement intérieur.

Article 3 : MESURES APPLICABLES AUX INSTALLATIONS DE PROJECTION
La projection doit être en matériaux de catégorie M3 ou D_s3, do ; les bordures (ou caches) doivent être en matériaux de catégorie M1 ou B_s2, do ; l’ossature (éventuelle) doit être incombustible. Les installations de projection installées dans la salle peuvent comporter :
- des appareils de projection cinématographique ;
- des télesprojecteurs ;
- des plans d’images utilisés comme supports ou projecteurs d’images.

Article 4 : INSTALLATIONS DANS LES SALLÉS
Le survol d’une caméra et de sa flèche est formellement interdit au-dessus du public et subordonne la mise en service de cet équipement à un avis favorable d’un organisme agréé, en particulier en ce qui concerne la stabilité d’ensemble de l’engin, dans toutes ses configurations d’emploi et la sécurité d’emploi de chacun de ses composants. Conformément à l’article GN 6 du règlement national de sécurité, une demande d’autorisation devra être formulée auprès de l’autorité administrative compétente, conjointement par l’organisateur et l’exploitant, 15 jours avant la manifestation. Il est formellement interdit d’ajouter dans la salle et dans ses dégagements toute décoration réalisée à base de matériaux combustibles tels que papiers, cartons, matières communément appelées “plastique-polyester-polystyrène” etc. Il est impératif de maintenir libre de tout encombrement les dégagements et les issues de la salle et de veiller à ce qu’elles soient utilisables de manière constante. Tous les équipements techniques doivent être fixés de manière à ne jamais constituer un risque pour le public. Les équipements mobiles situés au-dessus du public doivent être fixés par deux systèmes distincts et de conception différente. Ils devront faire l’objet d’une vérification par un organisme de contrôle agréé.

Article 2 : MESURES APPLICABLES A L’AUDITORIA

2-1 INSTALLATIONS PARTICULIÈRES
In accordance with article L 19 of the national Safety Regulations, when special technical installations are used in auditoria for the purposes of providing special effects (lasers, smoke screens, etc…), they must comply with the technical instructions of the Ministry of the Interior. Their operation is subject to a declaration and special authorization from the police headquarters, (public safety department, 8° bureau, 12/14 quai de Gesvres, 75004 PARIS).

This dossier must first be submitted for consultation to the Direction de la Sécurité Logistique (Logistics Safety Management) of VIPARIS which will then pass it on to the relevant administrative authority.

2-2 DISABLED PEOPLE IN WHEELCHAIRS
Seats reserved for wheelchair users must be marked and located as close as possible to the exit most suitable for evacuation, whether they are attending the performance in a wheelchair or in an auditorium seat.

Furthermore, in auditoria where darkness is required for an activity, the spaces referred to above must, preferably and whenever possible, be located on a level that has direct access to the outside.

The seats reserved for disabled people will be indicated to the organizer or producer by VIPARIS. The organizer or producer is obliged to state in writing to VIPARIS that he will not exceed the maximum number laid down in article GN8 of the national Safety Regulations.

The maximum number of disabled people permitted in the auditorium must correspond to the provisions of article GN8 of the national Safety Regulations.

Stored wheelchairs must not reduce the width of the gangways of the auditorium block.

2-3 MOBILE SEATS
In accordance with article L 29 of the national Safety Regulations, movable seats are prohibited in the auditoria.

They are however allowed in the boxes and in some of the rooms off the auditorium (bars, foyers, etc.), following consultation with the Safety Committee, as well as in rooms that need to have tables.

2-4 FIRE EXTINGUISHERS
Fire protection of the auditorium is provided by :
- portable water-based fire extinguishers holding at least 6 litres
- fire extinguishers appropriate for specific risks
- standpipe hearms.

The extinguishers are located close to the emergency exit fire lobbies.

2-5 NO SMOKING REGULATION
Express reference is made to the absolute prohibition of smoking stated in article 1-5 of the Part 1 – article 1 of the Internal Regulations above.

Article 3 : MESURES APPLICABLES A PROJECTION FACILITIES
The projection screen must be made of M3 or D_s3 category material; the drops (or masks) must be in M1 or B_s2 category materials; the frame (where there is one) must be fireproof.

The projection facilities in the auditorium may include :
- cinema projection equipment
- television projectors
- equipment used as media or image projectors.

Article 4: INSTALLATIONS IN THE AUDITORIA
Flying a camera and its jib over the audience is strictly prohibited and the use of such equipment is subject to approval by a recognized body, especially with regards to the stability of the equipment unit, in all its configurations and the safety of use of each of its components.

In accordance with article GN 6 of the national Safety Regulations, an application for authorization must be made to the relevant administrative authority, jointly by the organizer and operator, 15 days before the event.

Decorations made from combustible materials such as paper, cardboard, materials commonly referred to as “plastic – polyester – polystyrène” etc. in the auditorium and in the gangways are strictly prohibited.

The gangways and exits of the auditorium must be kept free of any obstruction so that they remain usable at all times.

All technical equipment must be fixed in such a way that it never poses a risk to the public. Movable equipment situated above the audience must be fixed using two differently designed systems. It must be inspected and approved by a recognized supervisory body.
**Article 5: MESURES APPLICABLES AUX ESPACES SCENIQUES**

5-1 DEFINITIONS – TECHNICAL CHECKS

Les espaces scéniques comprennent les scènes, les estrades, les plateaux (fixes ou mobiles), les pistes ou tout autre dispositif permettant des représentations théâtrales, des concerts, des attractions et, en général, tout spectacle. Les espaces scéniques peuvent être:
- isolables de la salle (théâtre à l’italienne avec cage de scène par exemple);
- intégrés à la salle.

5-2 AMENAGEMENTS

Les espaces scéniques qui sont isolables ou intégrés à la salle, ne doit contenir que les décors du spectacle ou de la manifestation en cours. Les magasins de décors et les ateliers de fabrication de décors ne doivent avoir aucune communication avec les espaces scéniques ou les parties des établissements accessibles au public. L’emplacement des dépôts de matières combustibles est indiqué par VIPARIS à l’organisateur ou au producteur.

5-3 EMPLOI D’ARTIFICES ET DE FLAMMES

Conformément à l’article L 55 du règlement national de sécurité et à l’article R 123-29 et suivants du Code de la Construction et de l’Habitation, tout programme comprenant l’emploi d’artifices ou de flammes doit faire l’objet d’un examen spécial de la commission de sécurité, il ne peut être autorisé que si des mesures de sécurité, appropriées aux risques, sont prises, après accord des services techniques de la Préfecture de Police.

5-4 PRECAUTIONS D’EXPLOITATION

Conformément au article L 52§2 du règlement national de sécurité, il est interdit de fumer dans les espaces scéniques, sauf si la nécessité de jeu l’impose ; dans ce cas, toutes les précautions doivent être prises par l’exploitant.

**Article 6: ESPACES SCENIQUES INTEGRES A LA SALE**

6-1 MOYENS D’EXTINCTION

La défense contre l’incendie de la cage de scène est assurée par, une installation de robinets d’incendie armés, des déviseurs et des extincteurs appropriés aux risques. Les équipements de sécurité doivent rester visibles en permanence et leurs accès constamment dégagés. Il est interdit de constituer sur l’espace scénique des dépôts de caisses, morceaux de bois, cartons etc. VIPARIS fera procéder régulièrement à l’enlèvement de tous les déchets qui pourraient s’y trouver.

6-2 DEPOT DE SERVICE

Les aménagements scéniques ne doivent pas diminuer le nombre et la largeur des dégagements mis à la disposition du public, ou gêner la circulation.

6-3 AMENAGEMENTS DES PLANCHERS EN SUPERSTRUCTURES

Les aménagements de planchers légers en superstructures pouvant recevoir des personnes, tels que tribunes, tours, stands, podiums, estrades, gradins, bâtiments, doivent comporter une ossature en matériaux de catégorie M1 en bonne condition. Les planchers doivent être joints ainsi que les marches et, si elles existent, les contremarches des escaliers et gradins. Ils peuvent être en bois. Leurs dessous doivent être débarrassés de tout dépôt de matières combustibles. Ils doivent être rendus inutilisables et inaccessibles au public par un cloisonnement extérieur en matériaux de catégorie M3 ou D_s3, en fonction de la nature des locaux dans lesquels ces aménagements sont réalisés. Ces constructions et leurs escaliers d’accès doivent être munis de garde-corps pour éviter les chutes et pour résister aux poussées de la foule.

6-4 DECORS

L’installation de décors est régie par les dispositions de l’arrêté du 30 juin 1983 classant les produits et matériaux en cinq catégories:
- de M0 à M4 (M0 correspondant à un matériau incombustible). Conformément à l’article L 75 du règlement national de sécurité, seuls les décors de catégories M1 ou B_s2, do sont autorisés. Toutefois, les décors en matériaux classés M2 ou C_s2, do ou en bois classés M3 ou D_s3, do sont admis si l’ensemble des dispositions suivantes sont respectées:
  - le public doit être à une distance de deux mètres de l’espace scénique;
  - le nombre de sorties et le nombre d’unités de passage de la salle sont majorés d’un tiers, chaque sortie ayant une largeur minimale de trois unités de passage;
  - une installation de RIA DN 19/6 millimètres est installée dans la salle;
  - l’emploi d’artifices et de flammes est strictement interdit;
  - présence obligatoire d’un service de sécurité incendie. Le non-respect d’une de ces dispositions rendrait caduque l’attribution prévue pour les décors.

**Article 7: STAGE AREAS THAT ARE PART OF THE AUDITORIUM**

6-1 FIRE EXTINGUISHERS

Le dépôt de matières combustibles peut se faire, notamment au local technique, des locaux administratifs ou des garages des locataires. Les locaux doivent être à l’écart des espaces publics et être évacués en cas d’inondation. Les locaux de service doivent être clairement signalés. L’espace de dépôt de matières combustibles doit être sécurisé par un système de verrouillage permettant d’éviter que ces matières ne soient utilisées à d’autres fins et par un système de sécurité incendie adéquat. Le dépôt de matières combustibles doit être mis en place par le propriétaire ou le gestionnaire du local technique. L’emplacement du dépôt de matières combustibles doit être indiqué par VIPARIS à l’organisateur ou au producteur.

6-2 PASSAGEWAYS

Les sets installations ne doivent pas réduire le nombre et les largeurs des passages mis à la disposition du public, ou gêner la circulation.

6-3 FITTING OF FLOORS AS SUPERSTRUCTURES

Les planchers en bois, cartons, etc., qui peuvent recevoir des personnes, doivent être munis de garde-corps pour éviter les chutes et pour résister aux poussées de la foule.

6-4 SCENERY

La réalisation de la scène est régie par les dispositions de l’arrêté du 30 juin 1983 classant les produits et matériaux en cinq catégories:
- M0 à M4 (M0 correspondant à un matériau incombustible). Conformément à l’article L 75 du règlement national de sécurité, seuls les décors de catégories M1 ou B_s2, do sont autorisés. Toutefois, les décors en matériaux classés M2 ou C_s2, do ou en bois classés M3 ou D_s3, do sont admis si l’ensemble des dispositions suivantes sont respectées:
  - le public doit être à une distance de deux mètres de l’espace scénique;
  - le nombre de sorties et le nombre d’unités de passage de la salle sont majorés d’un tiers, chaque sortie ayant une largeur minimale de trois unités de passage;
  - une installation de RIA DN 19/6 millimètres est installée dans la salle;
  - l’emploi d’artifices et de flammes est strictement interdit;
  - présence obligatoire d’un service de sécurité incendie. Le non-respect d’une de ces dispositions rendrait caduque l’attribution prévue pour les décors.
Les décors mobiles, propres au spectacle en cours sont admis si l’ensemble des dispositions suivantes sont respectées :
- leurs mouvements ne compromettent pas l’évacuation du public ;
- chaque point de fixation doit être doublé par un système de fixation distinct et de conception différente ;
- les systèmes de fixation doivent faire l’objet d’une vérification par un organisme agréé. Ces dispositions ne s’appliquent que pour le Grand Amphithéâtre.

En ce qui concerne les Amphithéâtres Bleu, Havane ou Bordeaux, seuls les décors en matériaux de catégorie M1 ou B_s2, do sont autorisés.

6-5 CEINTURE DU RÉCITATION AU FEU DES DÉCORS
Conformément aux articles L 60 et L 65 du règlement national de sécurité, les exploitants et les organisateurs ou producteurs de spectacles sont conjointement responsables, chacun en ce qui le concerne, du respect de la réaction au feu des matériaux employés pour les décors relevant de la catégorie M3 ou D_s3. do.

6-6 CONSIGNES D’EXPLOITATION
Il est interdit de constituer sur l’espace scénique des dépôts de caisses, morceaux de bois, cartons etc. VIPARIS fera procéder régulièrement à l’entêlement de tous les déchets qui pourraient s’y trouver.

CHAPITRE 3 : RÈGLES DISPOSITIONS PARTICULIÈRES AUX SALONS ET EXPOSITIONS

Article 1 : DÉFINITION DES RESPONSABILITÉS

1-1 OBLIGATIONS DE VIPARIS
VIPARIS met à la disposition de l’organisateur des installations conformes aux dispositions du présent règlement. Le résultat des contrôles de ces installations est consigné dans le registre de sécurité de l’établissement. VIPARIS remet à l’organisateur un cahier des charges contractuel, précisant les mesures de sécurité propres aux locaux loués, ainsi que les obligations respectives du propriétaire et de l’organisateur pour le respect des prescriptions imposées par l’autorité administrative. Les prescriptions administratives pouvant varier, seules seront applicables celles en vigueur au jour de la manifestation. L’organisateur devra se conformer strictement à toute modification ultérieure des règles et mesures de sécurité imposées par l’autorité administrative, postérieurement à la signature du contrat de location, sans que la responsabilité de VIPARIS ne puisse être recherchée. VIPARIS remet à l’organisateur avec le présent cahier des charges :
- un plan masse ;
- le plan de l’établissement faisant apparaître l’emplacement des moyens de secours (RIA, commande de désenfumage, commande manuelle de l’alarme, commande d’arrêt d’urgence) ;
- les servitudes de circulations intérieures.
Il est à noter que dans l’espace obtenu par l’extension du Palais des Congrès de Paris, les stands ne pourront jamais être installés en dehors des zones colorées figurant sur le dossier “plan de calcul d’effectif”. Pendant la présence du public, un représentant qualifié de la Direction déléguée à la Sécurité et à la Logistique de VIPARIS se trouve dans l’établissement pour prendre éventuellement les premières mesures de sécurité. Il est rappelé l’interdiction formelle de tenir simultanément des manifestations de natures différentes dans les amphithéâtres Havane ou Bordeaux avec les surfaces d’exposition adjacentes.

1-2 OBLIGATIONS DE L’ORGANISATEUR
L’organisateur doit effectuer au moins deux mois avant l’ouverture de la manifestation auprès de l’autorité administrative, les démarches nécessaires à l’obtention de l’autorisation de tenir une manifestation du type sur le site concerné. La demande d’autorisation doit préciser la nature de la manifestation, sa durée, sa implantation. Le dossier d’accompagnement de la demande d’autorisation défini ci-dessus doit comporter :
- un plan de situation de la convention et du site de location
- la composition du service incendie définie à l’article T 48 et au cahier des charges ;
- un plan détaillé de la manifestation faisant apparaître le tracé des circulations, l’emplacement des stands ou espaces réservés aux exposants, les zones réservées à des animations spécifiques, les emplacements des stands à étage et des cuisines provisoires.
Il devra aussi faire apparaître l’emplacement des installations de machines et d’appareils présentés en fonctionnement, les machines à moteurs thermiques ou à combustion, les véhicules automobiles, machines ou matériels, produits ou gaz interdits, justifiant des dérogations particulières accordées à l’exposant par l’autorité administrative compétente ;
- l’emplacement des sorties éventuellement neutralisées conformément aux dispositions de l’article T202.
L’organisateur reconnaît avoir la pleine responsabilité quant à l’application des règles de sécurité dans les surfaces qui lui sont louées. Il prend toutes les dispositions auprès des sociétés qu’il emploie pour faire respecter notamment les règles d’hygiène, de sécurité, de conditions de travail, ainsi que la protection des “chantiers”, utilisant les engins élévateurs ou échafaudages.

Movable scenery, specific to the performance in progress is allowed if all the following provisions are complied with:
- Its movement does not jeopardize the evacuation of the audience
- Each fixing point must use two differently designed fixing systems.
- The fixing systems must be approved by a recognized body.
These provisions apply to the Grand Amphitheatre only.

For the Amphitheaters Bleu, Havane and Bordeaux, only scenery in M1 or B_s2 category materials is permitted.

6-5 FIRE RESISTANCE OF SCENERY
In accordance with articles L 60 and L 65 of the national Safety Regulations, operators and entertainment organizers or producers are jointly responsible, each for their own sphere, for compliance with the fire resistance of M3 or D_s3 materials used for the scenery.

6-6 OPERATING INSTRUCTIONS
The storage of boxes, pieces of wood, cardboard boxes etc. is prohibited in the stage area. VIPARIS will duly remove any waste found there.
L'organisateur s'engage à respecter l'ensemble des dispositions du présent cahier des charges sécurité, ainsi que celles résultant des conditions générales. Tout manquement dûment constaté à une seule des clauses entrainerait la résiliation des conditions générales sans recours contre VIPARIS. L'organisateur doit veiller à l'application des règles de sécurité dans l'ensemble des installations propres à une manifestation dès que les emplacements des stands sont mis à disposition. Il a l'obligation de se faire assister par un chargé de sécurité et doit appliquer les prescriptions formulées par l'administration en réponse à la demande d'autorisation de la manifestation. L'organisateur doit remettre à chaque exposant un exemplaire du cahier des charges précisant les règles particulières de sécurité à rappeler. L'organisateur notifie aux exposants les décisions de l'organisateur et adresses aux exposants une copie du cahier de sécurité. Sur proposition du chargé de sécurité, l'organisateur doit interdire l'exploitation des stands non conformes aux dispositions du présent règlement. Dans ce cas, la distribution de l'électricité et autres fluides leur est refusée par l'organisateur. Ce point doit être défini dans le contrat liant l'organisateur à l'exposant.

1-3 OBLIGATIONS DU CHARGÉ DE SÉCURITÉ

Sous la responsabilité de l'organisateur, le chargé de sécurité, dont il communiquera l'identité et la qualification, a pour mission :

d'édulquer avec l'organisateur de la manifestation le dossier d'aménagement général de la manifestation et de participer à la rédaction du dossier de sécurité qui sera soumis à l'avis de l'administration. Ce dossier sera cosigné par l'organisateur et le chargé de sécurité ;

de faire appliquer par l'organisateur les prescriptions formulées par l'administration ;
de renseigner et conseiller les exposants sur les dispositions techniques de sécurité à prendre pour leurs aménagements ;
d'examiner les déclarations et demandes d'autorisation des machines en fonctionnement et de déterminer la liste des stands dans lesquels se situent les machines ;
de contrôler, dès le début du montage des stands et jusqu'à la fin de l'ouverture au public, l'application des mesures de sécurité incendie figurant au présent règlement à l'exception des dispositions constructives ;
de s'assurer d'une présence permanente pendant la présence du public sur le site de la manifestation ;
d'informer, en temps utile, l'administration des difficultés rencontrées dans l'application du présent règlement ;
de tenir à la disposition des secours, le cas échéant, les informations relatives à l'implantation des sources radioactives, et à la localisation des zones comprenant de nombreux stands utilisant des bouteilles d'hydrocarbures liquéfiés ;
de signaler à l'organisateur et au propriétaire des lieux tout fait occasionné par les autres exploitations permanentes de l'établissement (caféteria, restaurant, cantine...) susceptibles d'affecter le niveau de sécurité de la manifestation en cours ;
d'examiner tout document remis par l'organisateur ou son mandataire qualifié attestant que les visites de maintenance des moyens de secours ont été correctement réalisées ;
de contrôler la présence et la qualification du personnel de service de sécurité de la manifestation ;
de rédiger un rapport final relatif au respect du présent règlement et des prescriptions émises par l'autorité administrative qui a autorisé la tenue de la manifestation. Ce rapport est transmis, avant ouverture au public, simultanément à l'organisateur de la manifestation et au propriétaire des lieux. Ce rapport prend position quant à l'opportunité d'ouvrir tout ou partie de la manifestation au public et est tenu à la disposition de l'administration par l'organisateur.

1-4 OBLIGATIONS DE L'AUTORITÉ ADMINISTRATIVE

L'autorité administrative, après avis de la commission de sécurité compétente, doit faire connaître sa décision concernant la demande au plus tard un mois après dépôt. La commission de sécurité peut procéder à la visite de réception des installations propres à la manifestation avant l'ouverture au public.

1-5 OBLIGATIONS DE L'EXPOSANT ET DES LOCATAIRES DE STANDS

Les exposants et locataires de stands doivent se conformer aux dispositions des règlements et au cahier des charges qui leur ont été prescrits par l'organisateur. Les aménagements doivent être achevés au moment de la visite de réception par le chargé de sécurité. L’exposant ou son mandataire qualifié doit être présent lors de cette visite de réception. Il doit tenir à la disposition des membres de la commission l'ensemble des renseignements concernant les matériaux constituant le stand.

Les exposants et locataires de stands doivent adresser à l'organisateur au plus tard un mois avant la date d'ouverture de la manifestation au public ;

The organizer undertakes to comply with all the provisions of these safety terms and conditions, as well as those resulting from the General Conditions. Where a breach occurs, any single clause is established this shall result in the termination of the General Conditions without appeal VIPARIS.

The organizer must ensure that the Safety Regulations are applied in all of the installations involved in an event from the moment the stand sites are made available. He is obliged to seek the help of a Safety Manager and must apply the stipulations made by the administration in response to his application for authorization to hold the event.

The organizer must provide every exhibitor with a copy of the Terms and Conditions specifying the special Safety Regulations that must be applied.

The organizer shall inform the exhibitors of any decisions of the administration with regard to the declarations and authorizations submitted and shall pass on a copy of this to the Safety Manager.

On the instructions of the Safety Manager, the organizer must prohibit the use of stands that do not comply with the provisions of these regulations. In such cases, the organizer shall refuse to provide electricity and other utilities.

This point must be defined in the contract between the organizer and the exhibitor.

1-3 OBLIGATIONS OF THE SECURITY OFFICER

Under the responsibility of the organizer, the Security Officer, whose identity and qualification he will make known, is responsible for:

- Examining with the organizer of the event the dossier showing the general layout of the event and participating in the preparation of the safety dossier which will be submitted to the administration for consultation. This dossier will be signed jointly by the organizer and the Security Officer.
- Ensuring application by the organizer of the requirements made by the administration.
- Informing and advising exhibitors on the technical safety provisions to be followed for their stand installation.
- Ensuring application by the organizer of the requirements formulated by the administration. In this context, the Security Officer will participate in the installation of the stands in which such machinery is located.
- Ensuring the implementation of the fire safety measures stated in these Regulations, except for the building provisions, from the beginning of stand build-up until the end of the period the exhibition is open to the public.
- Ensuring permanent presence during the times when the site of the event is open to the public.
- Informing the administration immediately of any problems encountered in the application of these regulations.
- Keeping available for the emergency services, where applicable, information on the siting of radioactive sources, and on the location of areas comprising several stands using cylinders of liquid hydrocarbon fuel.
- Indicating to the organizer or owner of the premises any fact arising from other permanent facilities of the establishment (caféteria, restaurant, canteen...) that might affect the level of safety of the event in progress.
- Ensuring that the safety equipment of the establishment is not rendered ineffective by the event in progress.
- Examining any document that enables him to ensure that maintenance inspections of the safety equipment have been properly carried out.
- Checking the presence and qualification of the safety personnel on duty at the event.
- Drawing up a final report on compliance with these regulations and with the instructions issued by the administrative authority that has authorized the holding of the event. Before the event is opened to the public, this report is passed on simultaneously to the event organizer and to the owner of the premises. This report will determine the possibility of opening all or part of the event to the public and is kept available for the administration by the organizer.

1-4 OBLIGATIONS OF THE ADMINISTRATIVE AUTHORITY

The administrative authority, after consultation with the relevant Safety Committee, must make its decision on the application known within one month of its submission at the latest. The administration may also proceed with the approval visit of the installations involved in the event before it is opened to the public.

1-5 OBLIGATIONS OF THE EXHIBITOR AND THOSE HIRING STANDS

Exhibitors and those hiring stands must comply with the provisions of the regulations and the terms and conditions that apply to the organization. Their set up must be completed before the acceptance inspection by the Safety Manager. The exhibitor or his authorized agent must be present during this inspection visit. He must make available to the members of the Committee all information regarding the materials used in the construction of the stand.

Exhibitors and those hiring stands must send the organizer at the latest one month before the opening of the event to the public:
I : Applications for special permits regarding the equipment or the use of the substances listed below:
- Heat or combustion engines,
- Propane gas
- Acetylene, oxygen or other gases presenting the same risks.

II : Declarations for installations comprising:
- Working machinery
- Liquefied gases
- Flammable liquids (other than those contained in vehicle tanks)

Applications for special permits and declarations must be sent to the Prefect of Police, Direction de la Protection du Public, 8ème bureau, 12-14 quai de Gesvres, 75004 PARIS, 1 month before the manifestation. Exposing assure the pleine et entière responsabilité des présentations et démonstrations réalisées sur son stand.

Article 2 : OCCUPATION DES LOCAUX

2-1 ACTIVITÉS PRÉVUES POUR LE BÂTIMENT

Peuvent être mis à la disposition de tout organisateur qui décidera de contracter un engagement en vue de l'utilisation du Palais des Congrès de Paris :
- le bâtiment d'exposition et ses annexes ;
- les salles de conférence et locaux d'accueil.

2-2 OCCUPATION PARTIELLE DU BÂTIMENT

Si tout le volume du hall n'est pas utilisé, les éléments de séparation en matériaux de catégorie M3 ou D_s3, do ne devant pas assurer une fonction de résistance au feu délimiteront l'axe effectivement utilisé. Leur stabilité mécanique doit leur permettre de résister à la poussée du public. Si les sorties sont rendues inutilisables du fait de cette délimitation, elles ne doivent pas être visibles du public admis. Les surfaces utilisées du hall doivent être libres de tout dépôt ou stockage pendant la durée de la manifestation.

Dans le cas contraire, elles doivent faire l'objet d'une attention particulière du chargé de sécurité, notamment sur les points particuliers suivants :
- le libre accès aux moyens de secours et aux issues ;
- le rangement correct de ces dépôts ou stockages ;
- la surveillance permanente par le personnel qualifié affecté à la sécurité. Lorsqu'un hall d'exposition est occupé par plusieurs manifestations, le propriétaire devra assurer la coordination de l'implantation des stands, notamment le positionnement des allées de circulation.

2-3 CALCUL DE L'EFFETIF

L'effetif maximal du public admis dans les halls d'exposition est calculé à raison d'une personne par mètre carré de la surface brute des locaux auxquels elle a accès. Cette densité est identique pour les salles de conférence installées dans les halls par les organisateurs.

2-4 CHARGES ADMISSIBLES DES PLANCHERS

Lors de l'implantation des stands, l'organisateur a l'obligation de respecter et de faire respecter par ses exposants les charges admissibles suivantes :
- niveau 1 Halls Ternes, Neuilly et Paris : 1T au m²
- niveau 1 Hall Passy et niveaux 2 et 3 : 500 kg au m²

2-5 ALLÉES ET CIRCULATION

Les stands ne doivent pas occuper plus des deux tiers de la surface totale des halls d'exposition, un tiers au moins étant réservé à la circulation du public. Des allées de sécurité ont été définies aux niveaux 1, 2 et 3. Elles sont matérialisées sur les plans et l'organisateur a l'obligation de les observer. Si certaines implantations sont susceptibles de réduire la largeur de la bande de circulation du Foyer Mailot, il y aura lieu de veiller à faire respecter une non-simultanéité d'utilisation du Grand Amphithéâtre et de la zone d'exposition du niveau 2, soit les mesures compensatoires consistant en un balisage complémentaire vers les sorties et la mise en place d'agents de sécurité dans l'allée. Les stands doivent être disposés de façon à permettre de l'évacuation suffisants en nombre et en largeur. Les stands de grandes dimensions doivent être conçus de manière à ne pas gêner l'évacuation du public.

- I : Applications for special permits regarding the equipment or the use of the substances listed below:
- Machines using radioactive substances or generating X rays
- Lasers
- Smoke generators
- Propane gas
- Acetylene, oxygen or other gases presenting the same risks.

II : Declarations for installations comprising:
- Working machinery
- Liquefied gases
- Flammable liquids (other than those contained in vehicle tanks)

Applications for special permits and declarations must be sent to the Prefect of Police, Direction de la Protection du Public, 8ème bureau, 12-14 quai de Gesvres, 75004 PARIS, 1 month before the event. The exhibitor has full and entire responsibility for the displays and demonstrations carried out on his stand.

Article 2 : OCCUPATION DES PREMISES

2-1 PERMITTED ACTIVITIES FOR THE BUILDING

The following can be made available to any organizer who decides to enter into a contract for the use of the Palais des Congrès de Paris :
* The exhibition building and its annexes
* The meeting rooms and hospitality areas

2-2 PARTIAL OCCUPANCY OF THE BUILDING

If the entire space of the hall is not used, partitioning elements in M3 or D_s3 category materials which are not required to carry out fire resistance functions, shall demarcate the area actually used. Their mechanical stability must be such that it can withstand the force of the public.

If any exits are put out of use because of these partitions, these exits must not be visible to the public. The areas of the hall that are used must be free of any stored items during the event. Otherwise, the Safety Manager must take specific precautions, with regard in particular to the following points:
* Free access to the safety equipment and exits
* Proper storage of these items
* Permanent surveillance by qualified safety personnel.

When an exhibition hall is occupied by several events, the owner must ensure coordination of stand build-up, in particular with regard to the positioning of the aisles.

2-3 CALCULATION OF CAPACITY

The maximum number of members of the public admitted to the exhibition halls is calculated on the basis of one person per square metre of the gross area of the space to which they have access. The same density is allowed for any conference rooms installed in the halls by the organizers.

2-4 PERMISSIBLE FLOOR LOADS

During stand installation, the organizer is obliged to comply, and ensure that his exhibitors comply, with the following permissible floor loads:
* level 1 Ternes, Neuilly and Paris Halls: 1T per m²
* level 1 Passy Hall: 500 kg per m²
* levels 2 and 3: 500 kg per m²

2-5 AISLES AND THOROUGHFARES

Stands must not occupy more than two thirds of the total floor area of the exhibition halls, at least one third must be reserved for the circulation of the public. Safety aisles have been defined on levels 1, 2 and 3. They are shown on the plans and the organizer must respect them.

If any arrangements are likely to reduce the width of the circulation strip in the Mailot Foyer, it is important to ensure that the Grand Amphithéâtre and the exhibition area on level 2 are not being used at the same time, or to take compensatory measures consisting of additional signage indicating the exits, and ensuring the presence of safety officers in the aisle.

The stands must be arranged in such a way that they allow sufficient numbers of gangways of adequate width. Large stands must be designed in such a way that they do not obstruct the evacuation of the public.
2-6 SORTIES DE SECOURS
L’usage des portes des halls doit être maintenu à la disposition du public pendant la durée de sa présence dans les locaux. Il est de la responsabilité de l’organisateur de veiller à la stricte application de cette prescription. Pour les expositions où la fréquentation est limitée (salons professionnels par exemple) il peut être admis, après avis de la commission de sécurité, que certaines sorties puissent être provisoirement neutralisées. Dans ce cas, une demande sera adressée à la Direction de la Protection du Public. Si cette autorisation était accordée, les sorties rendues inutilisables, y compris leur signalisation ne devront pas être visibles du public. L’emploi d’enseignes en lettres blanches sur fond vert est interdit, ces couleurs étant exclusivement réservées à l’indication des sorties. Il est à noter qu’un certain nombre de sorties de secours s’ouvrent sur des escaliers extérieurs du bâtiment.

2-7 BALCON DU NIVEAU 2
Le Balcon du niveau 2 est exclusivement destiné à l’évacuation du public en cas d’alarme incendie. Il n’est pas concevable d’y recevoir une accumulation “ordonnée” de personnes (usage similaire à des gradins pour spectacles) et toute activité ou dépôt y est interdit. Il est de la responsabilité de VIPARIS, de veiller à la stricte application de cette prescription.

2-8 MISES EN COMPLÉMENTAIRES DE SÉCURITÉ
Exceptionnellement, en cas de montage ou démontage d’exposition qui se ferait dans le Hall Passy simultanément avec l’exploitation du Grand Amphithéâtre, il se faut que de telles opérations débordent sur la voie publique sans autorisation. Les Agents de sécurité de VIPARIS assureront un contrôle permanent et auront pour autorité à respecter impérativement cette mesure de sécurité complémentaire.

Article 3 : AMÉNAGEMENTS SPÉCIFIQUES

3-1 AMÉNAGEMENTS INTÉRIEURS

3-2 AMÉNAGEMENTS DE SALLES DANS LES HALLS

Le balisage des sorties doit être effectué par des blocs autonomes. L’éclairage d’ambiance peut être assuré par l’éclairage du hall ; dans le cas contraire, un éclairage d’ambiance de sécurité devra être réalisé.

3-3 AMÉNAGEMENTS EXTÉRIEURS
L’utilisation des terrasses est formellement interdite. Elles doivent être libres de toute installation ou de tout dépôt. Leur usage est strictement interdit.

3-4 DISPOSITIONS SPÉCIALES DE CERTAINES PRESTATIONS

- machines à moteurs thermiques ou à combustion – véhicules automobiles : l’immatriculation et le fonctionnement donnent lieu à autorisation particulière de la Préfecture de Police. Les gaz de combustion doivent s’évacuer vers l’extérieur. Les réservoirs des moteurs présentés à l’arrêté doivent être vides ou munis de bouchons à clé ;
- substances radioactives – Rayons X : toute présentation de machines ou matériels utilisant des substances radioactives ou génératrices de rayons X doit faire l’objet d’une demande d’autorisation adressée à l’administration compétente. Le plan de situation doit être conservé au poste central sécurité incendie ;

2-6 EMERGENCY EXITS
Use of the doors of the halls must be kept available for the public at all times when they are on the premises. It is the responsibility of the organizer to ensure strict application of this requirement.

For exhibitions with limited attendance (for example trade exhibitions) authorization may be given for certain exits to be temporarily taken out of use, after consultation with the Safety Committee.

In this case, an application will be submitted to the Direction de la Protection du Public. If permission is granted, the exits that are taken out of use, including their signage, must not be visible to the public. The use of signs in white letters on a green background is prohibited, as these colours are exclusively reserved for indicating the colour of the doors may not be changed. It should be noted that some of the emergency exits open onto stairways external to the building.

2-7 BALCONY ON LEVEL 2
The Balcony on level 2 is exclusively for evacuation of the public in the event of a fire alert. It is not designed to take an “ordered” accumulation of people (such as raked seating for performances), and any activity or storage in this area is prohibited. It is the responsibility of VIPARIS to ensure that this requirement is strictly adhered to.

2-8 ADDITIONAL SAFETY MEASURES
Exceptionally, in the event of build-up or breakdown of an exhibition to take place in the Passy Hall at the same time as use of the Grand Amphithéâtre, the common direct access routes to the emergency exits must be kept clear at all times.

Installers may not under these circumstances carry out work which would endanger in any way the audience coming out of the Grand Amphithéâtre. The Safety Officers of VIPARIS’s hall monitor this at all times and shall have authority to ensure that this additional safety measure is complied with at all times.

Article 3: Specific arrangements

3-1 INTERIOR FITTINGS
The stands must be fitted out in accordance with the provisions of articles T 21 to T 24 of the order of 18 November 1987.

All the materials used in the construction of the stands must be certified fire resistant. The certificates will be submitted to the security manager who will make them available to the Safety Committee.

Reports of foreign origin are not acceptable.

3-2 SETTING UP OF ROOMS IN THE HALLS
Where a room is set up within an exhibition hall it must comply with the provisions of the order of 25 June 1980 and in particular articles CO 38, CO 42, CO 43 and AM 18, regarding exits, gangways and layout of the room, as well as the order of 12 December 1984 adding to and amending the order of 25 June 1980, concerning L type establishments open to the public (meeting and conference rooms).

The exit lighting must be powered by an independent source. Background lighting can be provided by the hall lighting; otherwise emergency background lighting must be provided.

3-3 USE OF THE EXTERIOR
The use of the terraces is strictly prohibited. They must be kept free of any installation or storage.

3-4 SPECIAL PROVISIONS FOR CERTAIN DISPLAYS
The display of working machinery and equipment requires compliance with the conditions of articles T 39 and T 40 of the order of 18 November 1987.

These conditions are designed to protect the public from injury, burns or crushing.

Moving parts, hot surfaces, points and sharp edges must be guarded by a rigid screen or set back at least one metre from the aisles.

For equipment with hydraulic jacks exhibited in their high static position, hydraulic safety devices must be complemented by a mechanical device preventing any unforeseen movement. All equipment must be correctly stabilized to avoid any risk of it overturning.

- Machines with heat or combustion engines – motor vehicles: The installation and operation of such machinery must receive an application authorization from the Police Department. Fuel gases must be discharged to the outside. The tanks of engines on display and not working must be empty or fitted with lockable caps.

- Radioactive substances – X rays: An application for authorization for the display of machines or equipment using radioactive substances or generating X rays must be submitted to the relevant administration. The location plan must be kept at the central safety control station.
Lasers : un mois avant sa mise en œuvre, toute installation doit faire l'objet de la part de l'exposant d'une transmission de dossier auprès de la Préfecture de Police comprenant :
• une déclaration ;
• la remise d'une note technique accompagnée du plan de l'installation ;
• un document établi et signé par l'installateur certifiant la conformité aux présentes dispositions ;
• matériels, produits et gaz interdits : sont interdits dans l’enceinte du Palais des Congrès de Paris :
  • la distribution d'échantillons ou produits contenant un gaz inflammable ;
  • les ballons gonflés avec un gaz inflammable ou toxique ;
  • la présence d’artiﬁces pyrotechniques ou d’explosifs ;
  • les articles en celluloïd ;
  • la présence d'oxyde d'éthyle, de sulfate de carbone, et d'acétone.

L'emplacement de l'acétylène, de l'oxygène, de l'hydrogène, ou d'un gaz présentant les mêmes risques, est interdit sauf dérogation particulière accordée à l'exposant par l'autorité administrative compétente.

3-5 UTILISATION D’HYDROCARBURES LIQUÉFIÉS
L'utilisation d'hydrocarbures liquéfiés est soumise aux prescriptions de l'article T 31 de l'arrêté du 18 novembre 1987 et de l'article GZ 18 de l'arrêté du 25 juin 1980. Aucune bouteille, vide ou pleine, non raccordée, ne doit être stockée à l'intérieur des halls d'expositions.

3-6 EXPOSITION DE VÉHICULES ET ESPACES D’ACCUEIL
Six fois par an au maximum, des expositions de véhicules de collection pourront être organisées au niveau 0 - dans des zones parfaitement délimitées à l'aide de potelliets et d'un marquage au sol conformément aux plans communiqués.

Les dates retenues pour ces expositions devront coïncider avec des périodes où le taux d’occupation du Palais des Congrès de Paris est compatible avec cette activité, ce qui exclut toute concomitance avec la tenue de congrès et d’expositions de grande envergure, générant un afflux important de visiteurs tels que : Association Dentaire Française, Forum de l’Investissement et du Placement, Congrès de Radiologie, etc.

Les potelliets et cordons servant à délimiter les espaces seront d’un modèle agréé et porteront la marque de l’organisateur.

La circulation des véhicules sera totalement interdite dans le mail commercial.

La mise en place des véhicules s’effectuera entre 6h00 et 8h30 et entre 20h30 et 23h00 pour éviter toute simultanéité avec l'ouverture et la fermeture des commerces et des congrès ou expositions.

Les véhicules seront retirés au plus tard 24 heures après la fin des opérations de vente.

Toutes dispositions seront prises afin de ne pas entreposer de véhicules en attente de place ou d’encombrer dans le hall du niveau 0 – ou sur le parvis.

L’implantation d’espaces d’accueil ne pourra avoir lieu dans même temps que les expositions de véhicules. Les surfaces de dégagement définies dans le dossier pour permettre l’évacuation des personnes devront être respectées en toutes circonstances.

La vente aux enchères devra avoir lieu dans le Grand Amphithéâtre, pendant les heures de fermeture des boutiques de la galerie commerciale et en dehors de toute manifestation dans les niveaux d’exposition.

Les réservoirs d’essence des véhicules présentés à l’arrêté, seront munis de bouchons fermant à clé. Les cosses des batteries d’accumulateurs seront protégées de façon à être inaccessibles.

3-7 INSTALLATIONS ÉLECTRIQUES
Chaque branchement électrique ne pourra desservir qu’un seul stand au-delà du coffret de branchement ou de l’armoire électrique.

Les installations particulières sont effectuées sous la responsabilité de l’exposant par l’entreprise de son choix.


Les dispositifs de coupure commandant l’installation électrique doivent être accessibles en permanence sur chaque stand.

3-8 ACCÈS AUX MOYENS DE SECOURS
Les stands doivent être dotés de façon à ne pas gêner l’accès aux robinets d’incendie ainsi qu’aux commandes manuelles de désenfumage. Si les robinets d’incendie sont situés à l’intérieur des stands, ils doivent rester visibles et accessibles.

La visibilité du balisage des sorties ainsi que la signalisation des moyens de secours (RIA, commandes de désenfumage...) doivent être conservées.

Si les aménagements tels que velum ou plafonds venaient à réduire cette visibilité, l’organisateur a l’obligation de rétablir ce balisage et cette signalisation.

- Lasers: One month before being implemented, a dossier must be prepared for every installation by the exhibitor for the Police Headquarters comprising :
• a declaration,
• technical specification accompanied by the installation plan
• a document drawn up and signed by the installer certifying compliance with these provisions.

- Prohibited equipment – products and gases: The following are prohibited within the Palais des Congrès de Paris :
  • the distribution of samples or products containing an inflammable gas,
  • balloons inflated with an inflammable or toxic gas,
  • the presence of fireworks or explosives,
  • articles made of Celluloid,
  • the presence of ethyl oxide, carbon disulphide and acetone.

The use of acetylene, oxygen, hydrogen or a gas presenting the same risks is prohibited except where a special dispensation is granted to the exhibitor by the relevant administrative authority.

3-5 USE OF LIQUID HYDROCARBON FUELS
The use of liquid hydrocarbon fuel is subject to the requirements of article T 31 of the order of 18 November 1987 and article GZ 18 of the order of 25 June 1980. No unconnected cylinder, empty or full, may be stored inside the exhibition halls.

3-6 EXHIBITION OF VINTAGE CARS AND HOSPITALITY AREAS
At the most six times per year, exhibitions of vintage cars may be organized on level 0 – in areas clearly demarcated by bollards and ground markings in accordance with the plans provided.

The dates selected for these exhibitions must coincide with periods when the level of occupancy of the Palais des Congrès de Paris is compatible with this activity, which excludes any concomitance with the holding of major conferences and exhibitions giving rise to a large number of visitors such as: Mondial Coiffure Beauté, Association Dentaire Française, Forum de l’Investissement, Congrès de Radiologie etc…

The bollards and cordons used to mark out the areas shall be of an approved model and shall display the brand name of the organizer.

The circulation of vehicles in the shopping mall will be totally prohibited.

Vehicles may only be brought in between 6:00 and 8:30 and between 20:30 and 23:00 to avoid any clash with the opening and closing of shops and conferences or exhibitions.

The vehicles must be removed within 24 hours of the end of sales operations at the latest.

Every measure must be taken to avoid vehicles being left waiting to be brought in or taken out in the hall of level 0 or on the forecourt.

Where hospitality areas are to be set out, this may not take place at the same time as vehicle exhibitions, and the clear areas defined in the dossier to allow evacuation of people must be complied with and kept free under all circumstances.

Auctions must be held in the Grand Amphithéâtre, at times when the shops of the commercial gallery are closed and away from any event on the exhibition levels.

The petrol tanks of vehicles displayed stationary must be emptied or failing that, fitted with caps. The terminals of the batteries must be protected so that they are inaccessible.

3-7 ELECTRICAL INSTALLATIONS
Each electrically connection may serve one stand only beyond the switch box or electrical control box. Special installations are carried out under the responsibility of the exhibitor by the contractor of his choice.

The work must be carried out in accordance with the provisions of articles T 35 and T 36 of the order of 18 November 1987.

On each stand cut-out devices controlling the electrical installation must be accessible at all times.

3-8 ACCESS TO SAFETY EQUIPMENT
The stands must be arranged in such a way that they do not obstruct access to the standpipe hoses or to the manual smoke extraction controls.

If the standpipe hoses are located inside the stands, they must remain visible and accessible.

The exit lighting as well as the signs indicating the location of safety equipment (standpipe hoses, smoke extraction controls) must remain visible.

If fittings such as canopies or ceilings might lead to reduced visibility, the organizer is required to restate this lighting and signage.
Article 4: SAFETY EQUIPMENT – SMOKE EXTRACTION

4-1 FIRE EXTINGUISHERS
Protection from fire is provided:
- by a standpipe hose system;
- by a fixed extinguishing system;
- by dry risers on the south façade;
- by portable water spray extinguishers distributed on the basis of one for every 300 m².

4-2 FIRE DETECTION SYSTEMS
Detectors: The Fire Safety System is category A with type 1 alarm and manual release. The exhibition areas have localized or multiple fire detection by extraction. In addition to the detectors, manual switches operated by breaking the glass are located at the emergency exits.

4.3 CENTRAL SAFETY SYSTEM
The central safety system provides the following controls:
- fire dampers and valves;
- closure of the fire doors;
- start-up of the smoke extraction ventilators;
- shutdown of the air treatment plants;
- stopping of programmes in progress and switching on of the conference room lighting;
- opening of the emergency exits;
- evacuation sirens.

4.4 ALARM AND EVACUATION WARNING SYSTEMS
Alarm system: After a short warning of the alarm restreinte, the order of evacuation will be given by diffusion of a message preenregistré on the radio of sonorisation suivie par le déclenchement pendant 5 minutes at the minimum of the sirens réglementaires deux tons situées aux endroits où le règlement l'impose.

Moyens d’alerte:
In application of article MS 71 of the Order of 25 June 1980, the central safety control station is linked to the Fire Service at Champerret by a direct “TASAL” type telephone line. The Palais des Congrès de Paris is divided into 4 main alarm areas separated by fire walls and fire doors or fire lobbies.

- in the centre, the Grand Amphithéâtre and its adjacent rooms;
- in the south (near place Maillot) the extension area;
- in the north (near the Hotel Concorde La Fayette) the area known as the existing area.

4.5 COMPOSITION OF THE FIRE SAFETY TEAM
In application of articles MS 45 and MS 48, when the public is present the service is provided by Fire Safety Officers, of whom at least eight are present at the same time, including a team leader. Furthermore, the organizer is obliged to ensure supervision of the halls that he occupies by Fire Safety Officers under the conditions envisaged by article T 48 of the order of 18 November 1987. When full activities are in progress, these qualified S.S.I.A.P. officers shall be positioned as follows:
- 3 officers including 1 senior S.S.I.A.P on level 1;
- 2 officers on level 2;
- 1 officer on level 3.
Where only part of the level is occupied, the number of officers will depend on the area being used, in accordance with article T 48, with the presence of at least one officer.
4.6 DÉSENFUMAGE DES HALLS
Chaque hall d'exposition est doté d'un système de désenfumage soit naturel (exutoire de fumées à commande d'ouverture manuelle) soit mécanique (ventilateurs d'extraction reliés par des réseaux de gaines aux grilles d'extraction situées dans les faux plafonds).
Amenée d'air mécanique (ditto extraction) ou naturel par des ouvrants en façade (portes ou châssis spécifiques). Chaque ventilateur ne desservira que 2 cantons à chaque niveau.
Chaque hall d'exposition est découpé en cantons, de surface maximale de 1600 m², délimitées par des écrans pare-flammes 1/2 heure ou par les obstacles naturels du bâtiment.
Les essais de fonctionnement des moyens de désenfumage sont effectués par VIPARIS. Le résultat de ces essais est annexé au registre de sécurité du bâtiment.

Article 5 : MAINTENANCE DES INSTALLATIONS

5.1 RESPONSABILITÉ DE VIPARIS
VIPARIS s'assure que les installations et équipements de sécurité sont établis, maintenus et entretenus en conformité avec les dispositions de la réglementation en vigueur.
L'ensemble de ces installations est soumis aux vérifications techniques réglementaires d'un organisme de contrôle agréé.

5.2 RESPONSABILITÉ DES ORGANISATEURS
Durant la période d'occupation des locaux, l'organisateur est responsable des détériorations qu'il pourrait provoquer.
L'organisateur ne doit pas entreprendre de travaux ni procéder à aucun aménagement pouvant nuire à l'efficacité des installations de sécurité.

5.3 PRESENCE TECHNIQUE ÉLECTRICITÉ
Pendant la période de mise sous tension des installations, et pendant l'ouverture au public, la maintenance est assurée par des personnels qualifiés appartenant à VIPARIS.
Leur nombre varie en fonction de l'importance du salon avec un minimum de deux.

5.4 CONSIGNES D'EXPLOITATION
Il est interdit de constituer dans les surfaces d'expositions, dans les stands et dans les dégagements, des dépôts de caisses, de bois, de cartons, etc...
Il est également interdit de procéder à l'apposition d'affiches en dehors des emplacements prévus à cet effet.
Tout affichage sauvage et nuisible à l'esthétique du Palais des Congrès de Paris sera immédiatement retiré. L'organisateur a l'obligation de faire effectuer un nettoyage quotidien des locaux qu'il occupe. VIPARIS se charge de faire évacuer ses bennes hors de l'enceinte des locaux.

4.6 SMOKE EXTRACTION FROM THE HALLS
Each exhibition hall has a smoke extraction system either by natural means (smoke outlet with manual opening control) or mechanical means (extraction ventilators linked by networks of ducts to the extraction grids situated in the false ceilings). Air supply by mechanical means (ditto extraction) or natural means through openings in the façade (doors or special fittings).
Each ventilator shall serve only 2 sections on each level. Each exhibition hall is divided into sections of a maximum area of 1600 m², separated by ½ hour flame retardant screens or by the natural obstacles of the building.
The smoke extraction equipment is tested by VIPARIS. The results of these tests are appended to the building safety record.

Article 5 : MAINTENANCE OF THE INSTALLATIONS

5.1 RESPONSIBILITY OF VIPARIS
VIPARIS ensures that the safety installations and equipment are set up, maintained and looked after in accordance with the provisions of the regulations in force. All of these installations are subject to statutory technical checks by a recognized inspection body.

5.2 RESPONSIBILITY OF ORGANIZERS
During the period of occupancy of the premises, the organizer is responsible for any damage he may cause. The organizer must not undertake any construction work or carry out any refurbishment that might impede on the effectiveness of the safety installations.

5.3 PRESENCE OF QUALIFIED ELECTRICIANS
During the period the installations are connected to the electricity supply, and when the premises are open to the public, maintenance is carried out by qualified personnel belonging to VIPARIS. Their number varies in accordance with the size of the exhibition hall, with a minimum of two.

5.4 OPERATING INSTRUCTIONS
The storage of crates, wood, cardboard boxes, etc.in the exhibition areas, on the stands and in the aisles is prohibited. It is also prohibited to put up posters in places other than those provided for this purpose. Any unauthorized bill-posting that is detrimental to the aesthetics of the Palais des Congrès de Paris will be immediately removed. The organizer is obliged to clean the premises he occupies on a daily basis. VIPARIS will be responsible for having its skips outside the premises emptied.
1 GENERAL REMARKS

The safety precautions against the risks of fire and panic in establishments open to the public shall be as laid down in the Order of 25 June 1980 (General Requirements). The Order of 18 November 1987 gives the particular requirements applicable to exhibition halls. The following text consists of extracts from these regulations in order to facilitate comprehension.

The Safety Committee is very strict as far as the construction of stands is concerned (stability, construction and decoration materials, electrical installation, etc.). Decisions taken by the Committee during its visit, which shall take place the day before or on the morning the event opens, shall be implemented immediately. When the Committee makes its inspection, the installation of the stands must be complete. The exhibitor (or his representative) must be present on the stand and must be able to provide fire resistance certificates for all the materials used. Non-compliance with this rule may lead to the materials being removed or the stand being prohibited from being opened to the public.

Any major proposals must be submitted for the approval of the Safety Officer of the exhibition. Drawings and technical information must be submitted for this purpose to the organiser at least one month before the exhibition opens. During the build-up period, the Safety Officer shall monitor the application of the safety measures set out below. Any further information concerning fire safety may be obtained by telephoning to the Security Dpt of the Palais des Congrès.

Tel.: 33 (0)1 40 68 25 01- Fax: 33 (0)1 40 68 29 80.

FIRE CLASSIFICATION OF MATERIALS
(Order of 30 June 1983)

Materials are classified into 5 categories: M0, M1, M2, M3 and M4.

M0 corresponds to a non-combustible material.

2 - STAND CONSTRUCTION AND FITTING

21 - STAND FRAMEWORK, PARTITIONS AND LARGE FURNITURE

M0, M1, M2 or M3 materials (1) shall be permitted for the construction of the framework and of the partitioning of stands and for the construction of large items of furniture (cash desk, counter, display cabinets, separating screens, etc).

CONVENTIONAL CLASSIFICATION OF WOOD BASED MATERIALS
(Order of 30 June 1983)

The following materials shall be considered as having the characteristics of category M3 materials:

- solid non-resinous timber 14mm thick or more,
- solid resinous timber 18mm thick or more,
- wood based panels (plywood, blockboard, fibreboard, chipboard) 18mm thick or more.

CAUTION: It shall be strictly forbidden to set any type of fitting out whatsoever over the aisles (structure or signboards, walkway, etc).

22 - FINISHING MATERIALS

221 - Walls finishes

Wall finishes (natural fabrics or plastic) must be in M0, M1 or M2 materials (1). They may be stretched or fixed with staples. Sandry finishes (fabrics, paper, plastic film) which are very thin (1mm maximum) may be used when fixed in a full bed of adhesive to backgrounds of M0, M1, M2 or M3 materials. Embossed or textured paper, however, must be fixed in a full bed of adhesive onto M0 materials only.

Materials on display may be shown on the stands without any requirements for fire resistance. However, if these materials are used for decorating the partitions or false ceilings, and if they represent more than 20% of the total area of these elements, the requirements in the above paragraphs shall be applicable to them. However, these requirements shall not apply to trade fairs and stands aimed specifically at interior decoration where fabrics and wall finishes are displayed.

222 - Curtains - Hangings - Net curtains

Curtains, hangings and net curtains may be left loose if they are made with M0, M1 or M2 materials (1). They shall however be forbidden on entrances and exits to the stands, but permitted on doors to internal rooms.

223 - Paints and varnishes

Paints and varnishes shall be strictly forbidden if they are deemed to be inflammable (based on nitro-cellulose or alkyds for example).

224 - Finishes to floors, podiums, platforms and steps

Floor finishes must be in M4 materials and fixed securely. Finishes, whether horizontal or not, to podiums, platforms or steps of a height greater than 0.30m and with a total surface area greater than 20m², must be made from M3 materials. If their total surface area is less than or equal to 20m², these finishes may be formed from M4 materials. CAUTION: For carpets classified as M3 or M4 laid onto wood, make allowance for the method of fixing. The fire resistance certificates must indicate: ‘Valid for fixing stretched over any M3 background’.

23 - DECORATIVE ITEMS

231 - Loose laid elements

Elements for decoration or cladding which are not fixed (advertising panels of an area greater than 0.50m², garlands, lightweight objects for decoration, etc) shall be constructed from M0 or M1 materials. The use of signs or advertising panels using white letters on a green background shall be strictly forbidden, as these colours are reserved exclusively for indicating exits and emergency exits.

232 - Floral decorations

Limited use should be made of floral decorations in synthetic materials. If this is not the case, these decorations must be made from M2 materials. These rules shall not apply to specialised trade fairs and stands where such items are exhibited.

NB: For real plants, peat soil should preferably be used and kept permanently damp.

(1) or made to meet such classification with a fireproofing treatment.
233 - Furniture
There are no requirements for standard furniture (chairs, tables, desks, etc.). On the other hand, display cases, counters, shelves, etc. must be made from M3 materials (1).

24 - Awnings - Ceilings - False Ceilings
Stands which have a solid ceiling, false ceiling or awning must have a covered surface area less than 300m². If the surface area covered is greater than 50m², appropriate methods of fire extinction, attended permanently by at least one safety officer, must be provided while the public is present. The total surface area of solid ceilings and false ceilings, including those over upper levels, must not be greater than 10% of the surface area of the level concerned or of the hall.

241 - Awnings
Awnings will be permitted under the following conditions:
- In establishments protected by an automatic water-based fire extinction system, awnings must be in M0, M1 or M2 materials,
- In establishments not protected by an automatic water-based fire extinction system, they must be in M0 or M1 materials.

They must also be provided with an effective fixing system to prevent them from falling and must be supported by a wire mesh network so as to form meshes of a maximum of 1m².

In all cases, the hanging system and the fixing of ceilings and false ceilings must be in M0 materials. When insulating materials are fixed in voids in ceilings and false ceilings, they must be in M1 materials.

242 - Ceilings and false ceilings
Ceilings and false ceilings must be in M0 or M1 materials. However, it is acceptable for 25% of the total surface area of these ceilings and false ceilings to be in M2 materials. Light fittings and their accessories shall be included in this percentage. On the other hand, if the ceilings and false ceilings are open-worked or net material, they may be M2 when the area of the solid parts is less than 50% of the total surface area of these ceilings and false ceilings.

25 - Fireproofing
A guarantee of the category of fire resistance of the materials used in the exhibition halls must be provided at the request of the Safety Officer, in the form of labels of quality, official reports or certificates. Finishes and materials that comply with the safety requirements are available from specialised vendors who must provide the certificates showing the fire classification of the material. For a list of these vendors, contact: GROUPEMENT NON FEU, 37-39, rue de Neuilly, BP 249, 92113 CLICHY (Tel. +33 (0)1 47 56 30 81).

Fireproofing may provide an M2 classification to materials which are normally fairly inflammable or easily inflammable. This can be done by spraying a special liquid, by applying a paint or special varnish with a protective treatment, or by soaking in a special bath. Fire protection treatment work can either be carried out by the decorators, who must be capable of providing all information on the treatment of the material, or by an approved contractor, who shall provide the exhibitor with a certificate of an approved type on which shall be shown: the nature, the surface area and the colour of the finish treated, the product used, the date of the operation, the stamp and the signature of the operator. Details of approved contractors may be obtained from GROUPEMENT TECHNIQUE FRANCAIS DE L’INNIFUGATION, 10, rue du Débarcadère, 75017 PARIS (Tel. +33 (0)1 40 55 13 13).

NB: Fireproofing can only be used on timber panels or on fabrics that are natural or have a high proportion of natural fibres. It is impossible on synthetics and plastic.

3 - Electricity

31 - Electrical Installations
The electrical installation on each stand must be protected, from its entry to the stand, against overloading and against earthing faults. All metalwork must be interconnected and linked to the earth connection on the stand’s electricity control panel.

Electrical connections must be made inside connecting boxes.

The electrical cut-off devices must be permanently accessible to the staff on the stand.

32 - Electrical Equipment

321 - Electrical cables
Only cables that do not propagate flames must be used. These cables will consist of:
- either C2 class cables;
- or insulated conductors placed inside pipes that do not propagate flames or profiles that do not propagate flames.

All wiring must include an earth conductor linked to the general protection network via the earth terminal on the stand’s electricity control panel.

322 - Electrical apparatus
Electrical apparatus of category 0 (2) must be protected by differential current devices operating at no more than 30 mA.

Electrical apparatus of category I (2) must be connected to the earth conductor of the cable supplying them.

Of the apparatus in category II (2), those marked are recommended.

323 - Multiple sockets and adaptors
Multiple sockets and adaptors are prohibited. Only connecting boxes shall be permitted.

324 - Halogen lamps (standard EN 60598)
Light fittings on stands which have halogen lamps shall:
- be fixed at a minimum height of 2.25 metres,
- be kept away from any inflammable materials (at least 0.50 metres from timber and other decorative materials),
- be fixed securely,
- be fitted with a safety screen (glass or fine mesh) to provide protection from a possible explosion of the lamp.

325 - High voltage illuminated signs
High voltage illuminated signs positioned within reach of the public or staff working on the stand must be protected, particularly the electrodes, by a screen made of a material in category M3 at least. The switch to turn them off shall be indicated and the transformers shall be placed in a position that cannot cause any danger to people. Their presence may be indicated with a sign reading “DANGER, haute tension” (Danger, high voltage).

33 - Installed Electrical Power
For stands with more than 100KW of power supply, a plan and instructions for the insulation of the control box or the technical room must be sent to the Palais du Congrés de Paris (Direction Sécurité Logistique 2, Place de la Porte Maillot, 75017 Paris) for approval.

(1) or made to meet such classification by fireproofing
(2) as defined in standard NF C 20-030
41 - ENCLOSED STANDS

Exhibitors sometimes prefer to isolate themselves within enclosed stands. These stands must have exits directly onto the public aisles. The number of exits and their width shall depend on the surface area of the stand, namely:
- less than 20 m²: 1 exit 0.90m wide
- from 20 to 50 m²: 2 exits, one 0.90m wide, the other 0.60m wide
- from 50 to 100 m²: either two exits 0.90m wide, or two exits, one 1.40m wide and the other 0.60m wide
- from 100 to 200 m²: either two exits, one 1.40m wide and the other 0.90m wide or three exits 0.90m wide
- from 200 to 300 m²: 2 exits 1.40m wide
- from 300 to 400 m²: 2 exits, one 1.80m wide, the other 1.40m wide.

The exits must be carefully positioned and, if possible, be opposite each other. Only doors or sets of doors with their outer frames at least 5 metres away from each other shall be included in the number of exits or units of passage.

Each exit must be marked “Sortie” in white letters clearly visible on a green background. If the openings are closed by doors, these must open in the exit direction, without a locking system and without projecting into the public aisles.

42 - ROOMS FORMED IN THE HALLS

Independently from the areas used for display purposes, meeting rooms, restaurants, cinemas and presentation rooms with a stage or sloping floor, etc. can be set out.

Stages and sloping floors with space for people to stand shall have a load-bearing strength of 600 kg per m². Stages and sloping floors with seats shall have a load-bearing strength of 400 kg per m². The steps leading to spaces on the sloping floors shall be a minimum height of 0.10m and a maximum height of 0.20m with a tread of at least 0.20m. In this case, flights of steps shall be limited to 10 and the slope of the treads shall not exceed 45 degrees.

As each case is particular, a detailed drawing shall be submitted to the Safety Officer who will define the measures to be applied.

5 - LEVELS ABOVE GENERAL FLOOR LEVEL

The ceiling height of the exhibition halls of the Palais des Congrès de Paris do not allow for the construction of levels above general floor levels.

6 - LIQUEFIED GASES

61 - GENERAL REMARKS

Cylinders of butane or propane gas shall be permitted at the rate of one cylinder, weighing a maximum of 13 kg, for each 10 m² of stand, with a maximum of six per stand. The following precautions shall be taken:
- There must be a space of five metres between cylinders, unless they are separated by a rigid non-combustible screen one centimetre thick.
- No cylinder, either full or empty, may be left inside the exhibition hall if it is not connected to a device in use.
- Cylinders may be connected to the apparatus they serve with a flexible pipe in accordance with standards.

These pipes must:
- be renewed before their expiry date,
- be suitable for the diameter of their connections and provided with fixing clips,
- be no longer than 2 metres,
- be accessible for their full length and able to move freely without being fixed down,
- not be within reach of the flames of the burners or of the products of combustion.

62 - SUPPLY TO THE APPARATUS

If, under special circumstances, one cylinder is used to supply several items of apparatus, the pipework must be in metal (copper or steel). The use of soft soldering joints for connections shall be forbidden.

Cylinders must always be kept upright and the stop valves must remain accessible under all circumstances. Any enclosed area used to house the cylinders must be provided with ventilation holes at high and low levels, positioned such that they are not obstructed by a wall, a piece of furniture or an item of apparatus.

63 - INSTALLATION OF COOKING APPARATUS

For offices and kitchens with cooking and reheating equipment representing less than 20 kW in total, the following rules must be respected:
- The floor (or the table) supporting the cooking apparatus must be constructed from non-combustible materials or be faced with M0 materials.
- The cooking apparatus must be kept a suitable distance from any combustible material and must be installed in such a way as to prevent any danger of fire.
- If such items of apparatus are located near a partition, M0 finish must be provided for a height of 1 metre next to the apparatus.
- Extractor hoods must be installed over apparatus giving off fumes or steam.
- Fuse boxes must be kept at least 1 metre away from water points.
- Each installation must:
  - be provided with safety instructions (action in the event of fire, method of calling fire and rescue services, etc)
  - be provided with one or more fire extinguishers.

7 - WORKING EQUIPMENT, HEAT AND COMBUSTION ENGINES

Each machine displayed in operation within a trade fair shall be subject to a prior declaration, as per the model provided (see Appendix), submitted to the organiser of the exhibition at least one month before the event opens. Only installations which have been the subject of a declaration will be permitted.

All equipment must be properly stabilised in order to prevent any danger of it falling over. All protective measures must be completed when the safety committee pays its visit. A person in charge must be present on the stand when this visit is made.
No machine may be turned on or left running when a qualified person is not present on the stand. All presentations and demonstrations shall be carried out entirely at the exhibitor’s liability.

The supply of electricity will be totally cut off, at the expense of the exhibitor concerned, on any stand where working machines create a danger for the public and no steps have been taken to eliminate such danger.
71 - EQUIPMENT SHOWN IN OPERATION IN A STATIONARY POSITION

Equipment shown in operation in a stationary position must either have fixed screens or casings, suitably adapted, to prevent the public touching any dangerous part, or be positioned such that the dangerous parts are beyond the reach of the public and, at the very least, at a distance of 1 metre from the circulation aisles.

72 - EQUIPMENT SHOWN IN A STATE OF MOVEMENT

When equipment is shown in a state of movement, a protected area must be established so that the public is kept at least one metre away; this distance may be increased according to the characteristics of the equipment on show. These requirements shall apply to all stands, including those located outdoors.

73 - EQUIPMENT WITH HYDRAULIC JACKS

If equipment with hydraulic jacks is on show in a raised static position, the hydraulic safety devices must be safeguarded by a mechanical device to prevent any accidental collapse.

74 - HEAT AND COMBUSTION ENGINES

The use of heat and combustion engines shall be subject to a request for approval submitted to the organiser at least 30 days before the event opens. This application, which may be submitted in any form (to be attached to the Machine or Working Apparatus Declaration Form (see Appendix), must indicate the nature and the daily quantity of fuel used and must be accompanied by technical instructions for the apparatus and a drawing showing the layout of the apparatus on the stand. No apparatus of this type will be authorised if the application for approval has not been made in due time.

CAUTION: In all cases, exhaust gases must be piped outside the halls.

8 - INFLAMMABLE LIQUIDS

81 - GENERAL REMARKS

They use of inflammable liquids shall be limited to the following quantities for each stand:
- 10 litres of inflammable liquids, 2nd category, for each 10m² of stand, with a maximum of 80 litres,
- 5 litres of inflammable liquids, 1st category.

The use of particularly inflammable liquids (carbon sulphide, ethyl oxide, etc) shall be forbidden. The following precautions shall be taken:
- a container which can hold all of the fuel shall be placed under the cans or tank,
- the apparatus shall be refilled at times when the public are not present,
- appropriate fire extinguishers shall be placed in the vicinity.

82 - DISPLAY OF MOTOR VEHICLES INSIDE THE HALLS

The fuel tanks of motor vehicles displayed in a stationary position must be emptied or provided with locked filler caps. Battery terminals must be protected to make them inaccessible.

83 - DISPLAY OF INFLAMMABLE PRODUCTS

All containers of inflammable liquids displayed on the stands (tins of paint, varnish, bottles, aerosols, etc) must be empty except for a few samples in limited quantities used for demonstration purposes.

84 - COMPRESSED GASES

Cylinders of air, nitrogen and carbon dioxide shall be permitted without restriction.

The use of acetylene, oxygen, hydrogen or a gas having the same risks shall be subject to an application for approval submitted to the organiser at least 30 days before the opening of the event. This application, which may be submitted in any form (to be attached to the Machine or Working Apparatus Declaration Form (see Appendix), must indicate the nature and the capacity of each cylinder and must be accompanied by technical instructions for the apparatus and a drawing showing the layout of the apparatus on the stand. No gas of this type shall be authorised if the application for approval has not been made in due time.

CAUTION: No storage of empty or full cylinders shall be permitted inside the halls.

85 - PYROTECHNIC DEVICES AND FIREWORKS

Pyrotechnic effects which generate loud bangs, sparks or flames shall be strictly forbidden.

The use of smoke generators to create mist or light effects shall be subject to a request for approval submitted to the organiser at least 30 days before the event opens. This application, which may be submitted in any form (to be attached to the Machine or Working Apparatus Declaration Form (see Appendix), must indicate the nature and the daily quantity of the gas used and must be accompanied by technical instructions for the apparatus and a drawing showing the layout of the apparatus on the stand. No apparatus of this type will be authorised if the application for approval has not been made in due time.

9 - RADIOACTIVE SUBSTANCES - X-RAYS

91 - RADIOACTIVE SUBSTANCES

Permission to show radioactive substances on exhibition stands may only be granted for demonstrations of apparatus and when the radioactivity of these substances is less than:
- 37 kilobecquerels (1 microcurie) for those formed from or containing isotopes of group I (1),
- 3,700 kilobecquerels (10 microcurie) for those formed from or containing isotopes of group II (1),
- 3,700 kilobecquerels (100 microcuries) for those formed from or containing isotopes of group III (1).

Waivers may be granted for the use of substances with higher levels of radioactivity provided that the following measures are taken:
- the radioactive substances must be securely protected,
- their presence must be indicated using diagrams based on ionising radiation as defined in standard NF M 60-101 together with an indication of their nature and their level of radioactivity,
- it must be rendered materially impossible for the public to remove them, either by fixing the apparatus using them, or fixing them in such a way that a tool is needed for removal, or by keeping them at a distance,
- they must be supervised at all times by one or more exhibitors appointed by name,
- when this supervision ceases, even in the absence of the public, the radioactive substances must be stored in a fireproof container, marked very clearly with the conventional sign for ionising radiation,
- the effective dose equivalent, at any point on the stand, shall remain less than 7.5 microsieverts per hour (0.75

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(1) The classification of the radio-elements of radioactive substances, according to their relative radio-toxicity, is the same as that defined by decree n° 66-450 of 20 June 1966, concerning general principles for ensuring protection against ionising radiation.
The use of radioactive substances shall be subject to a request for approval (or for a waiver) submitted to the organiser at least 30 days before the event opens. This application, which may be submitted in any form (to be attached to the Machine or Working Apparatus Declaration Form (see Appendix)), must indicate the nature and the level of radioactivity of the substances and the group to which they belong, the name and position of the person responsible for supervising them and must be accompanied by technical instructions for the apparatus and a drawing showing the layout of the apparatus on the stand prepared and signed by the installer certifying compliance with these requirements. No apparatus of this type will be permitted to be used if the application for approval has not been made in due time.

CAUTION: Stands on which radioactive substances are displayed must be constructed and decorated using M1 materials.

92 - X-RAYS

Approval to display apparatus which emits x-rays on the stand may only be granted if they, together with their accessories, comply with the rules established by standard NF C 74-100. In particular, the following procedures shall be taken:
- unnecessary objects shall be moved away from the x-ray generator and from the sample being examined,
- the area out of bounds to the public shall be clearly defined and marked,
- the rate of exposure to leakage radiation must not exceed 0.258 microcoulomb per kg per hour (1 milliröntgen per hour),
- unneccessary objects shall be moved away from the x-ray generator and from the sample being examined,
- the area out of bounds to the public shall be clearly defined and marked,
- the rate of exposure to leakage radiation must not exceed 0.258 microcoulomb per kg per hour (1 milliröntgen per hour),
- unnecessary objects shall be moved away from the x-ray generator and from the sample being examined,
- the area out of bounds to the public shall be clearly defined and marked,
- the rate of exposure to leakage radiation must not exceed 0.258 microcoulomb per kg per hour (1 milliröntgen per hour).

Any laser installation shall be subject to an application submitted to the organiser at least 30 days before the opening of the event. This application, which may be submitted in any form (to be attached to the Machine or Working Apparatus Declaration Form (see Appendix)), must be accompanied by technical instructions for the apparatus, a drawing showing the layout of the apparatus on the stand and a document prepared and signed by the installer certifying compliance with these requirements. No apparatus of this type will be authorised if the application has not been made in due time.

11 - EMERGENCY EQUIPMENT

Emergency equipment must remain visible at all times. Access to the various items of emergency equipment (hydrants, hose reels, telephones, fire extinguishers, smoke vent controls, etc.) must be kept clear at all times.

12 - OPERATING INSTRUCTIONS

It shall be forbidden to stock cases, wood, straw, cardboard, etc. in the exhibition halls, on the stands or in the aisles.

13 - ACCESS FOR THE HANDICAPPED

- Act n° 75534 of June 1975, revised
- Act n° 91663 of 13 July 1991
- Decree n° 9486 of 26 June 1994, revised
- Decree n° 95 260 of 8 March 1995.
- Technical guide for the application of texts.