

Exhibitor Guide

FORUM LABO PARIS

March 28th -30th 2023

**FORUM
LABO** PARIS

**THE LABORATORY INDUSTRY EXHIBITION
DEDICATED TO RESEARCH, PRODUCTION
AND CONTROL**

RX France



Une manifestation du

CiFL

Welcome!

The Exhibitor Guide lets you quickly find the information you need!

You'll find all the information required to prepare your time at FORUM LABO.

This guide has 3 parts:

- General information you'll need to read and steps to become an exhibitor.
- All the forms to read and/or complete.
- Information about preparing your stand.

Before you begin, make sure that:

1. The location you have reserved meets your needs (water hookup hatches, surface area, etc.). You can verify these aspects once you receive your Confirmation Form from your sales representative.
2. You have received your username and password for your online Exhibitor Space by email from service.clients.forumlabo@rxglobal.com

We're looking forward to seeing you very soon!

Contents

1. Preparing for the trade show

A. General information

- Contacts
- Trade show schedule
- Reverse schedule

B. How to get to the site

- Site map (Pavilions map)
- Logipass Access (Deliveries and vehicle registration)
- Entry badges

C. Practical information

- During setup
- During the show
- During dismantling
- * Safety rules for people working on site
- * Formalities for foreign workers (for stand designers and decorators).

D. Responsible exhibitors

E. Architectural technical regulations

2. Forms that need to be read and returned

A. Fire safety regulations

B. Specific health and safety plan

C. For customer service Insurance (optional)

D. For dedicated service providers Declaration of machines in operation

3. Preparing your stand

A. Turnkey stands

B. Space-only stands

C. Additional options

D. Referenced service providers

1. Preparing for the Trade Show



A. General information

Your contacts

Organiser

RX France
+33 (0)1 47 56 50 00
52-54 quai de Dion Bouton
92800 Puteaux

Trade show management

Anne-Manuèle HEBERT
Division Director
Anne-manuele.Hebert@rxglobal.com

Département technique

Estelle BRAMI
Technical Manager
Tél. : +33 (0)1 47 56 65 64
estelle.brami@rxglobal.com

Carole VIGNAUD
Operations' Manager
Tél. : +33 (0)1 47 56 65 63
carole.vignaud@rxglobal.com

Customer Service

service.technique.forumlabo@rxglobal.com

Marketing and communications department

Valérie MOULLEC HOUDRET
Marketing & Communication Director
Tél. : +33 (0)1 47 56 24 97
valerie.moullec-houdret@rxglobal.com

Constance DUFOUR
In charge of media partnerships
Tél. : +33 (0)6 03 28 47 87
constance.dufour@rxglobal.com

Sales department

Hélène Salaün
Customer Director
Tél. : +33 (0)1 47 56 67 02
helene.salaun@rxglobal.com


Gabriel JIMENEZ
Sales Manager
Tél. : +33 (0)1 47 56 65 28
gabriel.jimenez@rxglobal.com

Customer Service


service.clients.forumlabo@rxglobal.com

Schedule: Buildup – Opening - Dismantling


BUILD UP			SHOW			DISMANTLING
Saturday March 25 th	Sunday March 26 th	Monday March 27 th	Tuesday March 28 th	Wednesday March 29 th	Thursday March 30 th	Friday March 31 st
			7.30am – 8.30am			7am – 12pm Bare Stands
	8am – 8pm Buildup Bare Stands	8am – 12am Buildup Bare Stands + Turnkey Stands	9am – 6pm	9am – 6pm	9am – 5pm	
2pm – 8pm Buildup Bare Stands			6.30pm – 11pm	6pm – 7pm	5pm – 6.30pm	
					6.30pm – 12am	




BARE STAND
buildup




TURNKEY STAND
buildup




Visitors'
opening hours




Gala
evening



Deliveries



Visitor Exit



Dismantling

BARE SPACE DELIVERY: Saturday, March 25th at 2.00 pm

TURNKEY STANDS DELIVERY: Monday, March 27th at 8.00 am

Electrical Power up

ASSEMBLY
Monday, March 27th: 8am-10pm

OPENING
Tuesday, March 28th: 8.30am-7pm
Wednesday, March 29th: 8.30am-6pm

**No electrical supply on
March 25th, 26th and 31st**

Remember to order an electrical
connection of construction site from
VIPARIS: www.viparisstore.com

Reverse schedule

Actions	To be done no later than	Contact	
Exhibitor badges	D-30	Online Exhibitor Area	https://www.forumlabo.com/paris/en-gb/exhibitor-hub.html
Submit your stand design	D-30	ASTECH website	www.astech-prod.com
Park services	D-30	VIPARIS website	https://www.viparisstore.com
Additional fittings for BARE STANDS and turnkey stands PRESENCE - EASY - ESSENTIAL	D-30	GL EVENTS	margot.hennequin@gl-events.com
Additional fittings for turnkey stands IDENTITY	D-30	LINKS	identity@linkseventgroupe.com
Services and equipment rental	D-30	Forms on your online Exhibitor Area	https://www.forumlabo.com/paris/en-gb/exhibitor-hub.html
Fire Safety Regulations	D-30	Online Exhibitor Area	https://www.forumlabo.com/paris/en-gb/exhibitor-hub.html
Declaration of machines in operation (Exhibitor Guide page 42)	D-30	HANDI'SECURE	handisecur@icloud.com
Optional supplementary insurance (Exhibitor Guide page 33)	D-30	Customer service	service.clients.forumlabo@rxglobal.com
Decorator badges	D-20	Online Exhibitor Area	https://www.forumlabo.com/paris/en-gb/exhibitor-hub.html
Furniture to choose	D-20	Online Exhibitor Area	https://www.forumlabo.com/paris/en-gb/exhibitor-hub.html
Vehicle registration on LOGIPASS	D-15	VIPARIS website	https://logipass.viparis.com
Exhibitor Certificate for Safety and Health Protection	D-10	D.Ö.T (SHP Coordonator)	sps@d-o-t.fr
Dismantling confirmation	D-10	ASTECH	pascal.redon@astech-prod.com

Preparing for the trade show

B. How to get to the site Site map

Important

You will only be able to access your stand once you have paid RX France in full for your stand.

Please note

We will not be controlling access to the site during setup and dismantling. Therefore, please keep an eye on your equipment and goods.

RX France

Exhibitor Guide - FORUM LABO March 28-30 2023

Location: Parc des Expositions - Paris Porte de Versailles
1, place de la porte de Versailles - 75015 PARIS



By vehicle

Paris Expo Porte de Versailles: 1, place de la Porte de Versailles, Paris

Parking P6: Place des Insurgés de Varsovie, 75 015 Paris

Parking VIP: Avenue de la Porte de la Plaine, 75 015 Paris

Public transport

SUBWAY : ligne 12, station Porte de Versailles – Exit 1 to access pavilion 4

TRAMWAY : T2 et T3a, station Porte de Versailles – Parc des Expositions

BUS : ligne 80, station Porte de Versailles – Parc des Expositions OR ligne 39, station Desnoquettes

VELO : station Vélib' avenue Ernest Renan

Logipass access

Deliveries and vehicle registration

A dedicated website:
www.logipass.viparis.com



The image shows two parts of the Logipass website. On the left is a white login page with the 'logipass' logo in red. Below the logo, it says 'Bienvenue' and 'A tous les intervenants et exposants voulant enregistrer un véhicule'. There is a 'Identifiez-vous' section with input fields for 'Adresse email' and 'Mot de passe', a blue 'Connexion' button, and a link for 'Mot de passe oublié?'. At the bottom, there are links for 'Pas encore de compte' and 'Créer votre compte'. On the right is a red help menu with a question mark icon and the text 'BESOIN D'AIDE?'. It contains three buttons: 'Consulter l'aide sur cette page', 'Pour une aide complète' (with sub-buttons for 'Consulter le mode d'emploi' and 'Consulter les mesures sanitaires'), and a phone icon with the number '+33 1 40 68 11 30'. At the bottom of the help menu is an '@' icon and the email address 'infos-exposants@viparis.com'.

Daily setup, takedown and delivery times

VIPARIS has developed a digital vehicle registration system to ensure better safety and traffic flow conditions. This concerns all requests for vehicle access during setup and takedown, and for daily deliveries. Parking in delivery areas is only authorised for delivery purposes.

How does the Logipass work?

Events configuration

Viparis manages the configuration of the event in line with the organiser's needs and operational constraints.

Creating an account and access request

Exhibitors must each create their own user account to create their access request. Use your account to track requests and print your entry pass.

Request approval

Requests made in designated time slots for specific activities (installers / exhibitors / delivery persons) and vehicle type are automatically approved. Other requests are subject to manual approval (special authorisations). The organiser may approve manual requests for the event subject to available space.

Creating an account and access request

Viparis' service providers manage the event operationally by checking access requests and delivery times if necessary. They are equipped with Logipass tablets. Some entries are automated with license plate readers. Entry and exit data is recorded and can be consulted online.

Entry badges

New



Unidentified persons will not be allowed to access the site.



Decorators/drivers Setup/dismantling badges

In order to gain access to the pavilion(s) during setup and dismantling, each person must be registered beforehand and have their setup badge.

To register, you must go to your online Exhibitor Area:

<https://solar.rxfrance.fr/>

Procedure:

In the My Account section, click Setup Badges;
Register each person by filling out all required fields
To add new people, click the ADD button.

You will receive your setup badge by email within 15 days. You will need to print it.



Exhibitors Exhibitor badges

Exhibitors must have a badge to enter the site during the **trade show and during setup and dismantling.**

To register, you need to go to your online Exhibitor Area:

<https://www.forumlabo.com/paris/en-gb/exhibitor-hub.html>

Procedure:

Order your exhibitor badges for access to the trade show
To print your exhibitor badges, make sure you have paid for all your services with your billing manager.

For any questions, please contact customer service : service.clients.forumlabo@rxglobal.com

C. Practical information

Setup

We remind you that the risk of theft is high during the set-up and dismantling period. Please be careful with your personal belongings.



Entry and traffic

In the pavilions

Trucks and passenger vehicles are not authorised in the pavilions. Only handling equipment is allowed. Access to parking areas is free of charge during setup but vehicles must be registered on the LOGIPASS platform: <http://logipass.viparis.com/>

Please contact the dedicated hotline for any questions about Logipass: infos-exposants@viparis.com / tel: + 33(0)1 40 68 11 30

However, you will need an exhibitor parking card for the duration of the event (see "park services" at www.viparisstore.com / tel: +33(0)1 40 68 16 16)

Setup



Access control on site

During setup, the venue is a worksite closed to the public. A badge with your name and a piece of ID are required to access the Parc des Expositions. Your setup badges need to be ordered in your online Exhibitor Space.

IMPORTANT:

We now need to be able to identify all staff on site during trade show setup and takedown. Anyone working on setup and/or takedown will therefore need to pre-register using the Setup/Takedown Badges form available in your online Exhibitor Space.

Only people who have registered using this form will be permitted to access the site during trade show setup and takedown.

During trade show opening hours, people must be registered as usual to access the site, in the online Exhibitor Space, under the Exhibitor Badge tab.

Setup



Site opening hours

See the trade show schedule page 6.

Stand decorators/designers must follow the schedule established by the organiser to access the site during setup.



Empty packaging - material disposal

Exhibitors or their decorators must quickly remove empty packaging and store it outside the pavilions (see Handling Order Form in your online Exhibitor Space).

Empty packaging may not be stored in the pavilions.



Fire safety inspection

Your stand must be ready before the Fire Safety Inspection, with the person in charge of the stand present. Date and time to be announced.

If your stand does not comply with the regulations, you will be asked to take the necessary measures to make your stand compliant before opening to the public.



Handling

Handling companies (Clamageran & Clasquin) are available inside the pavilions for a fee.

See the Handling Order Form in your online Exhibitor Space.

Opening of the show



Distribution of advertising

Distributing advertising documents and goodies outside your stand is strictly prohibited.



Sound attractions and flyers

Attractions (sounds, videos, mascots, etc.) must be declared with the organiser for approval. The maximum sound level must not exceed 85 decibels.

Exhibitors are solely responsible for adhering to intellectual property rights related to music. Therefore, exhibitors must obtain a licence for the music they plan to use at their stand from SACEM and ensure payment is made before the show.

<https://clients.sacem.fr/autorisations/manifestation-avec-de-la-musique-en-fond-sonore>

The exhibitor must hold the organiser harmless against any recourse and/or any third-party claims due to non-fulfilment of its obligations.

All attractions and sales activities are strictly prohibited outside the stand. Handing flyers out in aisles is not allowed.

Opening of the show



Exhibitor badges

Exhibitors must have a badge in their name for entry during the trade show, and during setup and takedown.



Deliveries

Exhibitor delivery access: 7:30 am to 8:30 am - March 28, 29 and 30 .

Vehicles must be registered on the LOGIPASS platform: <http://logipass.viparis.com/>

During delivery, parking at the site is limited to 1 hour.

If exceeded, vehicles in violation will be removed without notice, at the expense of their owners.



Caterers

There are no exclusive catering contracts at Paris Porte de Versailles. Therefore, exhibitors may use either the caterers at the site (Horeto) or caterers approved by the Viparis administration. All caterers are authorised to provide services at the Parc des Exhibitions, provided that they declare themselves to VIPARIS before the service is provided and sign a one-off fee-based contract.

Contact : VIPARIS – Mme Myriam MOTTIN – Tél : + 33 (0)7 60 86 65 23
myriam.mottin@viparis.com

Without this authorisation, they will be denied access to the park.

Opening of the show



Stand security

The organiser is responsible for general security during the trade show. This is an obligation of means and not of results. We recommend that you have security for your stand, especially at night, and remind you that there is a high risk of theft during setup and takedown. Please keep a close eye on your personal effects (see Private Stand Security in your online Exhibitor Space).



Accidents and theft

Any accidents must be declared in writing to the organiser and, under penalty of losing the right to insurance, must be declared to their insurance company using the standard forms available to the exhibitor. This claim must be made within twenty-four hours in the event of theft or within five days in other cases, indicating the circumstances of the accident and the approximate amount of the losses. Any theft must be reported by the exhibitor to the police authorities in the jurisdiction of the trade show. The original of the complaint must be attached to the claim form.

Within 24 hours

File a complaint with the police station corresponding to the place where the incident occurred:

Police Station

250 rue de Vaugirard - 75015 PARIS

Within 48 hours

Send the original of the complaint to the General Police Station or at the end of the show:

RX France

FORUM LABO

52-54 Quai de Dion Bouton - 92800 PUTEAUX

Breakdown

We recommend that you pass on this information to your transport companies, carriers and decorators.

We remind you that the risk of theft is high during the set-up and dismantling period. Please be careful with your personal belongings.



Breakdown times

Stand takedown will start on March 30th from at 6.30 pm to midnight.
It will continue - only for bare stands - on March 31st from 7.00am to midday (see schedule).

Please remove any advertising, multimedia, valuable products, or any other items you want to recover from your stand as soon as you start dismantling it.

During this time, stand security is not provided by the organiser. If you want security for your stand, please contact a specialised company (see Security Order Form).

The dates for the availability of the sites and the end of the installation (as well as the start and end of the assembly) are imperative. We ask you to make sure that these dates are respected. Any exceeding of these times will result in :

- the destruction of the stand at the exhibitor's expense,
- the payment of the additional occupation indemnity in proportion to the price per sqm,
- damages to the owner of the site.

The exhibitor agrees to pay all costs incurred by his fault or that of his decorator, installer or other legal or natural person acting on his behalf.



Access and parking lots

Trucks and passenger vehicles are not authorised in the pavilions.

Only handling equipments of our partners are allowed from 9.00pm. (**Clamageran** or **Clasquin**)

Access to parking areas is free but vehicles must be registered on the LOGIPASS platform:

<http://logipass.viparis.com/>

However, you will need an exhibitor parking card for the duration of the event (see Park Services" at www.viparisstore.com - tel. + 33(0)1 40 68 16 16)

Breakdown

We recommend that you pass on this information to your transport companies, carriers and decorators.



Fully-equipped stands and additional options

The storage spaces of these stands and rental furniture must be emptied of all their contents on the evening when the trade show closes, by 7.00pm at the latest, so that the installation crews can take down the stand.



Cleaning

You must return your stand to its original condition. All rubbish (carpet, demolition rubble, adhesives, etc.) must be removed. We will dispose of goods and materials that are not removed in time and will invoice the exhibitor for this at a later date.

For waste removal, we advise you to contact the companies in charge of cleaning the pavilions (see Stand cleaning form).
You will be invoiced for any deterioration or damage noted after your stand has been dismantled.

Exhibitors are also responsible for all their service providers (see Takedown Certificate).

Foreign workers

Reminder

Article L 341-6 of the French Labour Code:

"No one may, directly or through an intermediary, hire, keep in their service, or employ for any period whatsoever, a foreigner who does not hold a permit authorising them to work in France." (translated from the French)

NOTE: if you use foreign decorators or stand designers to work on your stand, they must ensure that all foreign workers working on French soil are declared via the **SIPSI portal:** www.sipsi.travail.gouv.fr

Use of the **SIPSI TeleService** became **mandatory** on 1 October 2016. It is the only method authorised for submitting the preliminary declaration concerning the posting of foreign service providers.

As an exhibitor at the trade show and as a service client, you are responsible for ensuring that this is complied with. You must be given a copy of **the declaration of the posting**.

If these formalities are not complied with, the labour inspectorate may suspend your on-site work, or even cancel your participation in the trade show.

For more information on this subject, please visit the SIPSI website: [Sipsi \(travail.gouv.fr\)](http://Sipsi.travail.gouv.fr), or : [Professional immigration: recruitment of foreign workers - Direccte Ile-de-France](#)

In accordance with French legislation, any contractor working on the site must keep regulatory employee registers available to the Labour Inspectorate, as well as the duplicates of work permits for foreign workers. Companies using temporary staff must ensure that:

- the person is fit to perform the work for which they were hired
- the fit to work certificate for the occupation in question has been issued
- the person concerned is legally entitled to work (work permit, residence permit)
- the staff has undergone safety training

Any employer established outside of France who plans to provide a service in France must submit a **PRELIMINARY DECLARATION CONCERNING THE POSTING** of employees to the labour inspectorate of the place where the service is to be provided before starting work in France.

Basic safety rules

Reminders

During setup and takedown, access to the exhibition and event spaces is regulated. You must follow the instructions given to you by the organisers and anyone in charge of access and security.

- PPE (Personal Protective Equipment) must be worn throughout the trade show setup and takedown periods.
- The emergency exits must remain clear and accessible.
- Fire hose reels (RIA) must remain accessible at all times.



Basic safety rules

Reminders

Ladders, stepladders and step stools must not be used as a workstation.



The use of aerial work platforms is subject to regulations in force. The use and operating conditions for aerial work platforms must be posted on the platforms. The driver and spotter **must wear a helmet**. The driver must have a **CACES license or any equivalent** permit: driving permit issued by the employer after verification of medical fitness (annual certificate) and practical training test. The driver must be at least 18 years of age.



D. Responsible exhibitors

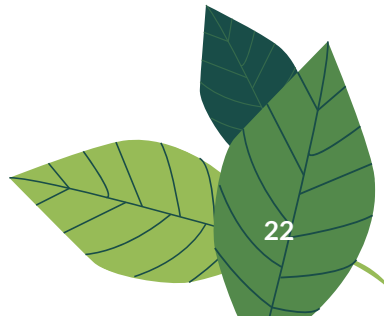


Let's work together towards a sustainable Trade Show

FORUM LABO is conscious of environmental and social issues and committed to a sustainable development approach.

Let's work together.

We've put together this tool to help you (re-)discover the best practices that you can follow to do your part.



Responsible exhibitors



Use low-carbon transportation

Whenever possible, use low-carbon transport (train, river and sea transport, bicycles, electric trucks, etc.)

Pool deliveries with other participants at the event.

The trade show's official service providers, CLAMAGERAN and CLASQUIN , organise grouped transport.



Reduce packaging

Avoid extra packaging as much as possible.

Try to use materials that can be recycled or even better, reused.



Think eco-design

Try to use reusable and recyclable materials, as well as LED lighting.

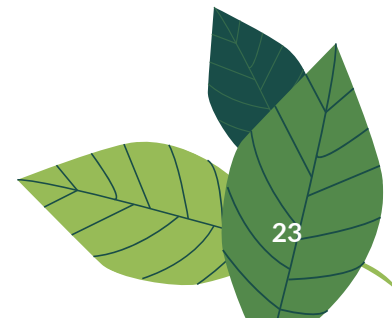
We offer custom-made eco-designed stands.

We use "recyclable" and "reusable" pictograms on our order forms for easy comprehension.



Use responsible advertising

To avoid any risk of spreading the COVID virus, we recommend that you avoid flyers and goodies, replacing them with a nice experience at your stand. If you still want to use them, try to adapt the print run to your needs, use environmentally friendly materials, and ethical and or zero waste goodies.



Responsible exhibitors



Adopt sustainable food service practices

Prevent food waste by ordering the right amount.

Choose organic, local and seasonal products.

Eliminate plastic by using reusable or recyclable tableware and by bringing your own water bottle.

Select a caterer that has a CSR policy and kitchens near the reception venue.



Reduce and recycle waste (packaging, magazines, flyers, bottles, etc.)

During setup and takedown, use one of the collection points to recycle your waste.

During the trade show, recycle your sorted waste in the bins available to the public.

For masks, gloves and wipes, please dispose of these consumables in the designated bins.



Upcycle your waste (stand structures, heavy materials, carpets, etc.)

Please do not use handling equipment for two hours after the event ends so that we can recycle our carpets.

For space-only stands, organise the removal and recycling of your waste.

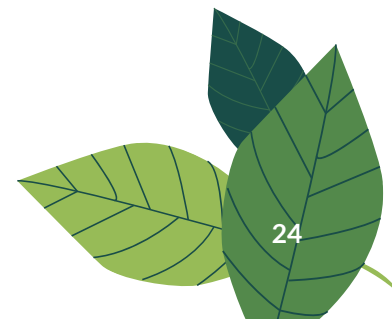
Use our takedown assistance option



Share your ideas

Do not hesitate to share your ideas, actions or strategies used at your own stand by contacting us at the following email address: service.technique.forumlabo@rxglobal.com

We look forward to hearing from you.



E.

Architectural technical regulations

Very important: by signing your application form, you have undertaken to comply with and to ensure that all decorators, installers or contractors comply with all the clauses of the general regulations, including the time allotted for setup and takedown.

The trade show organiser reserves the right to have the general installer modify or dismantle (at the exhibitor's expense) any installations that do not comply with the architectural regulations and which are likely to disturb neighbouring exhibitors or the public.

The technical team will check all the installations of the stands and may reject those that do not conform to the approved design.

Furthermore, the organiser reserves the right to have a certified inspection body issue a report certifying the stability of the stand structures at the exhibitor's expense.

Hanging elements/slings:

Elements to be hung from the pavilion's rafters must be installed by the Parc des Expositions technical teams (www.viparisstore.com)

In all cases, the suspended elements must respect the rules of architecture.

The Paris departmental safety commission requires, on all events receiving the public, the control of suspended structures.

It is compulsory that your hanging structures (or strung elements) must be inspected by a certified company before the hanging is set up in order to obtain a stability report. Exhibitors must provide this certificate of compliance before the exhibition opening.

Preparing for the Trade Show

Architectural technical regulations

RX France

Exhibitor Guide - FORUM LABO March 28-30 2023

Two drawings with dimensions showing floor plan and elevation views must be submitted to our service provider in charge of approving stand designs for study
before Friday, February 24th 2023:

ASTECH -PROD / Pascal Redon
Email: pascal.redon@astech-prod.com
Tél : +33 (0)6 83 25 95 12



Architectural technical regulations

The **stand constructions** must take into account the following heights* (from the ground) and clearances :

	MAX HEIGHT	ADJOINING CLEARANCE	RULES
Construction	5.00 m	1.00 m	
Partitions/shared partition walls	2.50 m		The partitions overlooking neighboring stands must be smooth, plain, painted white or covered with white or gray textile wall, without any type of signage.
Signs	5.00 m	0.50m on aisles and 1.00m on adjoining stand	All signs must be slung or attached to the structure only by a light frame and must respect a maximum height of 5m from the ground, if the ceiling height allows it (see page 34).
Lighting and signs on truss	5.00 m	1.00 m	Independent lighting or sign hung above the stand structures are authorised. Please contact Viparis' exhibitor department at +33(0)1.40.68.16.16 for any feasibility of your project.

Please check with your technical contact for height restrictions specific to your location.

Architectural technical regulations

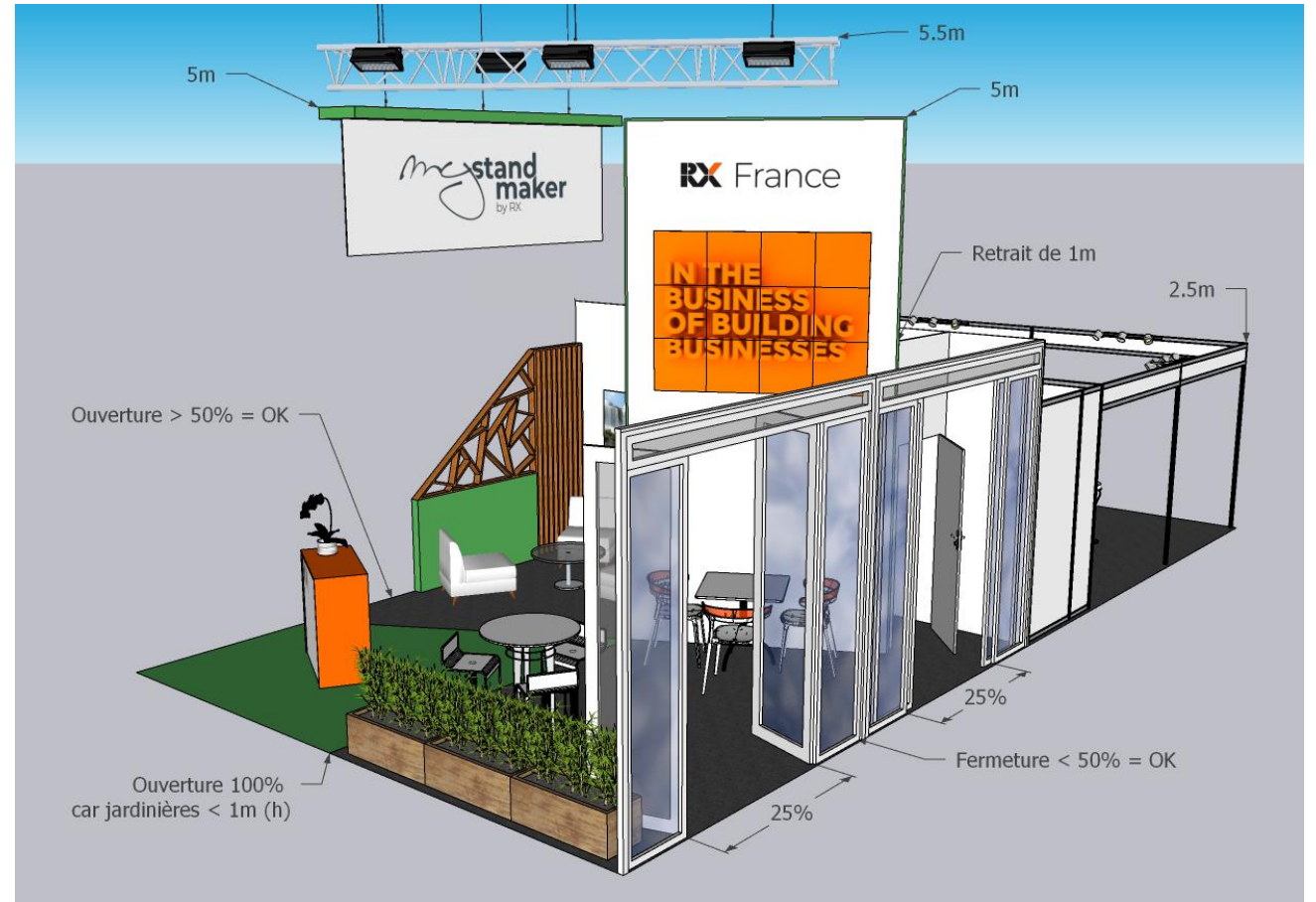
The stand constructions must take into account the following heights* (from the ground) and clearances :



*Please check the height limits on the layout proposal sent to you by your sales contact.

Architectural technical regulations

The **stand constructions** must take into account the following heights* (from the ground) and clearances :



*Please check the height limits on the layout proposal sent to you by your sales contact.

Architectural technical regulations

Stand boundaries

No decorations, furnishings, signs or lighting may protrude from the boundaries of your stand.

Clear aisles

Exhibitors must leave **the aisles clear** of all pipes, cables/wires or decorative elements, both on the ground and overhead. However, pipes and cables meeting the requirements of the organiser or the safety teams will be allowed to cross the stands if necessary.

Stand openings

Each side of a stand facing an aisle must have a **minimum opening of 50%**, in order to allow easy access to the stand, avoid disturbing neighbouring stands and to allow proper visibility and flow of visitor traffic.

The following may be considered as openings:

- Any decorative elements or furniture not exceeding 1m in height, excluding low partitions (e.g.: plants, reception counters, etc.)
- Any mobile elements, up to the full height of the stand, allowing physical access to the stand.

The organizer reserves the right to have the layout of the project received modified for any purpose.

Reused stands

Reused stands are subject to the trade show's Architectural Regulations, just like newly built stands.

Multi-levels stands are not allowed.

Architectural technical regulations

Awnings

If you wish to install an awning, you will first need to have the amount of coverage approved by our safety officer.

Damage

Exhibitors are responsible for any damage to the building's structures during the transport, installation or removal of their equipment made by themselves and/or companies working on their behalf.

Partitions/walls, floors, and pillars may not be drilled into, sealed, chased, cut or painted.

Flooring

Stands are delivered with carpeting except for stands installed by a decorator who supplies, installs, and removes it. Exhibitors will be charged for any damage they cause to the existing floor. They are responsible for taking all necessary precautions (plastic, plywood, etc.) to protect the floor from risks, especially painting.

Equipment in operation

Exhibitors wanting to present equipment in operation, must return the "Machines in operation" form to the safety officer:

HANDISECUR - Isabelle Ferrandes - Tel : +33 6 87 99 86 59 - handisecur@icloud.com

Bulky equipment

Stands exhibiting bulky vehicles or equipment must IMPERATIVELY submit their positioning to the technical service of the show for approval.

Smoke ventilation control system and fire fighting systems

Smoke ventilation control systems or fire extinguishers are placed on the peripheral walls or pillars. Fire hose reels must be visible and accessible within a 1m radius. Intercoms must be kept clear at all times. Signs for these systems must always be visible.

Architectural technical regulations

Tethered balloons

Balloons inflated with a gas lighter than air (air or helium) and used as a sign must respect the authorised heights and clearances.

If the balloon is inflated with helium, no storage of helium bottles (empty or full) will be allowed in the pavilion. It is also forbidden to put pressure back on during the presence of the public. If the balloon is illuminating, the envelope must have a reaction to the M2 fire.

The length of their attachments must not change and follow the same clearances as hanging elements. Failure to comply with this obligation will authorise the organiser to remove them.

Fire safety inspection

All installations must comply with the regulations issued by the Préfecture de Police. The General Commissioner will inspect all stand installations and may reject those that do not conform to trade show regulations. Due to the Fire Safety Inspection, stand build up must be completed by the day before the opening of the show.

Wheelchair accessibility

All stands equipped with a technical floor higher than 2 cm which the public may have to climb must have a wheelchair ramp. It must be 0.90 m wide and have a slope of between 2% and 5%. The ramp must be integrated into the stand and not extend into the aisles.

The fire hose reel - RIA

The fire hose reel must remain visible and accessible, and therefore must not be blocked by any casing, doors, curtains or decorative elements. However, a floating curtain of neutral colour will be tolerated in front of the device. A sign will be placed above the curtain (red plate, RIA in white lettering or pictogram, 40 cm x 15 cm).

It must be fully accessible, with a 1m wide path (at least) from the nearest aisle.

Architectural technical regulations

Attractions / events, sound systems and illuminated signs

All forms of attractions/events and sales activities are strictly prohibited outside the stand unless the exhibitor has reserved this type of visibility with the organiser.

All light and sound advertising must be submitted to the organiser for approval, who may revoke the authorisation granted in the event of a disturbance to neighbouring exhibitors, the flow of visitor traffic or the trade show.

Rotating and similar lights are not permitted. Illuminated signs or signage are permitted. Under no circumstances may they have strobe or flashing lights.

Attractions/events must be declared to the organiser. The noise level coming from the stand must not exceed 85dB at the stand boundary. The organizers reserve the right to determine the acceptable sound level in the event of complaints from other exhibitors.

Cladding on pillars

The covering of the pillars is allowed on all sides of the pillar (excluding fire hose reel) and depending on the height of the formwork (contact the technical service to receive a technical sheet). This dressing will be tolerated (subject to the agreement of the organizer) if the pole is on the stand or attached to the surface of the stand. It is forbidden to pierce or damage the pole. Otherwise, the restoration will be invoiced to the exhibitor.

If you are using a stand designer, please send them this document so that they can take these regulations into account when designing your stand .

Architectural technical regulations

Pavilion 4 peculiarities : limited construction heights

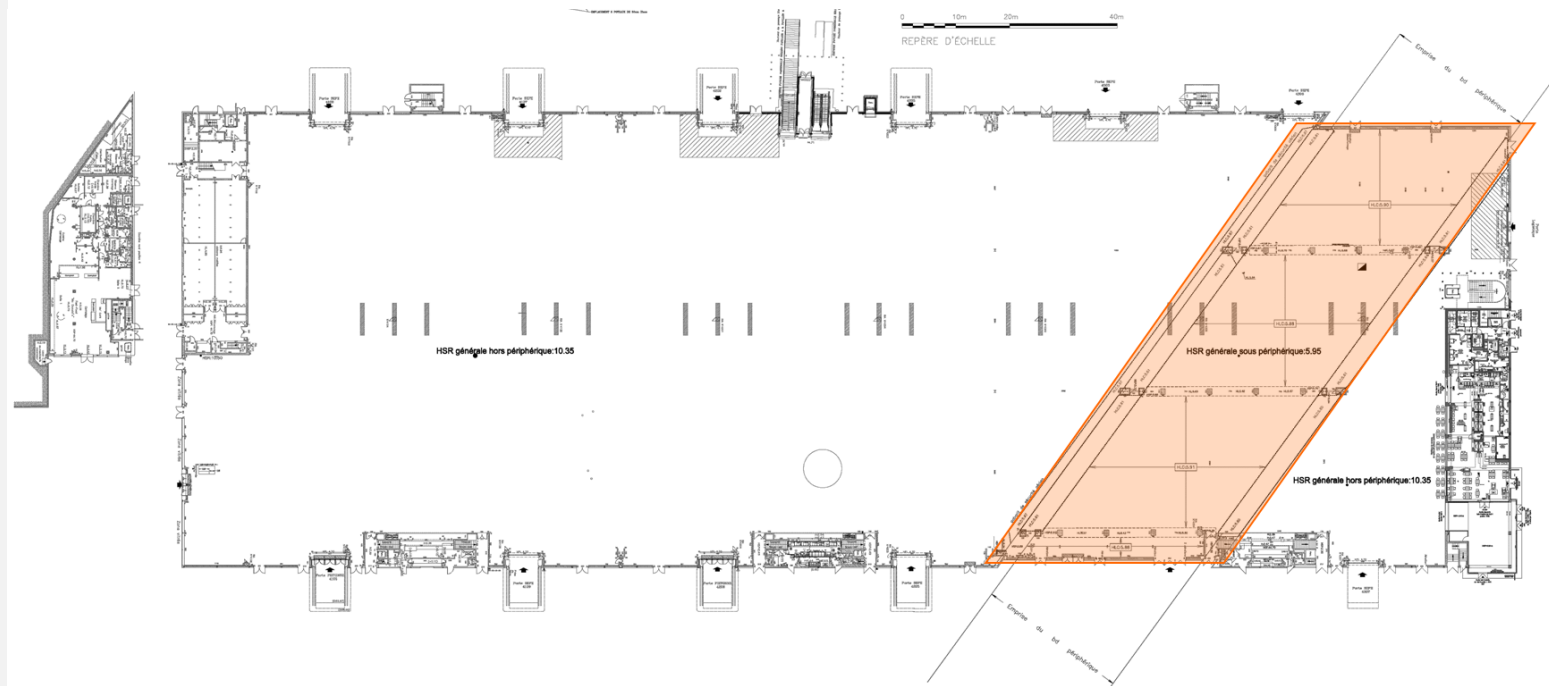
IMPORTANT

Pavilion 4 has an area under the ring road: if your stand project includes slings, **it is imperative to have your slinging plan validated by Viparis.**

The validation of your stand project by Astech **does not** replace the confirmation of feasibility by Viparis: **these two validations are complementary and necessary to ensure that your stand project is feasible.**

Distributed floor load: 1.5t/m²

Spot load: 10t/diam 0.20m



LEGEND



Area under the ring road:
slinging subject to feasibility by VIPARIS

Please contact your sales contact to find out which height areas are specific to your location.

Architectural technical regulations

POST COVERING



All floors are concrete.

FIRE HOSE REEL



POWER SUPPLY



TECHNICAL HATCH



ELECTRICAL CABINET



2. Forms that need to be returned



A. Fire safety regulations

Please carefully read the **Prevention rules for fire safety, mass panic and accessibility for disabled persons** which you will find in full in your online Exhibitor Space.

Please note: there is a form you will need to read in your online **Exhibitor Space**. The Declaration of Machines in Operation document page 42 must be completed based on the equipment displayed at your stand.

CONSIGNES DE SECURITE				
INCENDIE  SERVICE SECURITE N° _____ POMPIERS N° _____ NE PAS RACCROCHER SANS AVOIR VERIFIE QUE VOTRE APPEL A ETE COMPRIS	ATTACHEZ LE FEU AU MOYENS DES EXTINCTEURS APPROPRIES 	DANS LA FUMEE BASSEZ-VOUS L'AIR FRAIS EST PRES AU SOL 	N'UTILISEZ PAS LES ASCENSEURS 	FACILITEZ L'ACCES DES POMPIERS N'ENCOMBEZ PAS LES MOYENS DE SECOURS
EVACUATION  DES L'AUDITION DU SIGNAL SONORE GARDEZ VOTRE SANG-FROID	FERMEZ LES PORTES ET LES FENETRES EN QUITTANT VOTRE POSTE DE TRAVAIL 	 DIRIGEZ-VOUS CALMEMENT VERS LE POINT DE RASSEMBLEMENT	N'UTILISEZ PAS LES ASCENSEURS 	LOCALISATION DU POINT DE RASSEMBLEMENT 
ACCIDENT  PREMIERS SECOURS N° _____ AMBULANCE N° _____ NE PAS RACCROCHER SANS AVOIR VERIFIE QUE VOTRE APPEL A ETE COMPRIS	PRECISEZ LA NATURE DE L'ACCIDENT BLESSURES BRULURES ASPHYXIE FEU SUR UNE PERSONNE ? EMPECHEZ-LA DE COURIR, COUCHEZ-LA, ENVELOPPEZ-LA AVEC UNE COUVERTURE OU EN VETEMENT.	RESPONSABLES DE SECURITE M. _____ TEL. _____ M. _____ TEL. _____ M. _____ TEL. _____ M. _____ TEL. _____ M. _____ TEL. _____		

B. **Specific health and safety plan**

Please carefully read the **specific health and safety plan (D.Ö.T)** which you will find in full in your **online Exhibitor Space**.

Form to be completed and returned before March 8th 2023.

Forms that need to be returned

C. Form to be returned to customer service

Optional insurance 1/3

Form to be returned before February 28th 2023

By email: service.clients.forumlabo@rxglobal.com

By mail: RX France - FORUM LABO Service Administration des Ventes
52-54, quai de Dion Bouton - CS 80001 - 92806 Puteaux cedex - France

Company name:

Aisle:..... Stand number:.....

Adress:.....

..... Postcode:.....

Town/City: Country:.....

Tel.: Contact :.....

Email :

C.

Form to be returned to customer service

Optional insurance 2/3

The mandatory insurance covers your stand and the objects in it against theft, damage and destruction, for up to €15,000. Please refer to Articles 18, 19 and 20 of the General Regulations for trade shows organised by Reed Expositions France and to the detailed Terms and Conditions of the exhibitor insurance.

Exhibitors are responsible for monitoring their stands during trade show exhibitor opening hours. In the event of theft of property or goods left unattended during trade show exhibitor opening hours, it will not be covered by the exhibitor insurance.

The supplemental insurance lets you insure your stand and the objects in it if their value exceeds €15,000. The table below allows you to calculate the additional capital to be insured and the corresponding premium to be paid.

Items		Values
Total value of the stand and the items in it*	(A)	€
Capital of the mandatory insurance	(B)	€ 15.000
Capital to be insured in supplement	(C) = (A) - (B)	€
	Value of regular equipment* to be insured in supplement (D)	€
Value of audiovisual equipment and plasma screens* to be insured in supplement	(E)	€
(* See Definitions in the Exhibitor Guide)		
Premium to be paid incl. VAT	(F) = (D) x 0.208%	€
	(G) = (E) x 1.26%	€
Total premium to be paid	(F) + (G)	€

C. Form to be returned to customer service

Optional insurance 3/3

In order for your application for supplemental insurance to be considered, you must include the following documents:

1. Payment by cheque, made out to Name of trade show / Reed Expositions France;

For money transfers from foreign exhibitors: the statement "payments must be made without cost for the beneficiary" (les règlements devront impérativement être faits sans frais pour le bénéficiaire) must be noted on the transfer. CIC SWIFT CODE: CMCIFRPP.

Banque Bank	Guichet Branch	No de compte Account number	Clé RIB Account verification No.	Motif Reason	Domiciliation Branch address	No TVA Intracommunautaire VAT identification No
30066	10947	00010067602	68	FORUM LABO PARIS 2023	CIC 102 bld Haussmann 75008 PARIS	FR 92 410 219 364

2. A costed description of the equipment insured in supplement.

The undersigned hereby declares that they have read, understood and shall comply with the general regulations for trade shows organised by Reed Expositions France as well as with the documents to which they refer and, for cases not covered by the aforementioned documents, with the general regulations of the Fédération de Salons Spécialisés.

I, the undersigned, hereby certify that the information concerning the insurance policy subscribed to below is accurate and complete.

Company stamp:

Signature :

D.
Form to be returned to the dedicated service providers
Declaration of machines in operation 1/2



Form to be completed and returned before March 28th 2023

By email : handisecur@icloud.com

Isabelle Ferrandes

+33 6 87 99 86 59

Company name:.....

Aisle:..... Stand number:

Adress:.....

..... Postcode :.....

Town/City: Country:.....

Tel.: Contact :.....

Email :

Type of equipment or device in operation:

.....

.....

.....

Declaration of machines in operation 2/2

1. Specific risks

Electrical power source over 100 kW:

Power :

Flammable liquids:

Type:

Quantity:

Method of use:

Please note : The organiser will notify the exhibitor of Administration decisions concerning requests for authorisation.

Important

Equipment displayed in operation must either have fixed and well adapted screens or covers that keep any dangerous parts out of reach of the public, or be arranged so that the dangerous parts are kept out of reach of the public, and at a distance of at least one meter from the aisles.

Demonstrations are carried out under the sole responsibility of the exhibitor.

2. Risks requiring a special authorisation or declaration

Thermal or combustion engine:

Smoke generator:

Liquefied gases (acetylene, oxygen, hydrogen or gases presenting the same risks):

Type:.....

Quantity:

Radioactive Source:.....

X -Ray:

Laser :

Company stamp:

Signature :

3. Preparing your stand



A. Turnkey stands

Our turnkey stand services are managed by our official partners.

How does it work?

1. You have signed your Confirmation Form and confirmed the location of your stand. A stand number is assigned to you, as well as your login details for your online **Exhibitor Space**. **Please read this Exhibitor Guide carefully.** The service provider responsible for your stand will contact you.
2. **Complete the form received from the service provider**
Return this document with your layout/design choices (e.g. carpet and wall colours) and any additional orders (additional lighting or signs, etc.)
3. If you would like to order other services for your stand, please consult the list of our recommended service providers on your online **Exhibitor Space**.
4. Your turnkey stand will be ready the day before the trade show opens.
The technical teams will be available on site for any requests concerning your stand.

A. Turnkey stands

Our turnkey stand services are managed by our official partners.

Services included

- Modular or wood with brushed cotton rental partitions (depending on the type of stand)
- Carpet (choice of colours on the form)
- 1 intermittent current power supply (3kW or 4kW depending on the type of stand)
- Lighting adapted to the size of the space
- Signage
- Furniture (to be selected on the online **Exhibitor Space** or paid option for ESSENTIAL stands)
- Cleaning (before opening and daily)

Information

- Do not forget to select your **furniture** in the My Stand section of your online **Exhibitor Space**. You can choose between different types of options, however you cannot change the content of an option.
- **Please note:** to complete the process, you should receive a confirmation email when the order is processed. (Remember to check your spam).

A. Turnkey stands



Easy

Our service provider **GL EVENTS** will contact you to help you choose the layout and design of your stand.



Presence primo exhibitor

Our service provider **GL EVENTS** will contact you to help you choose the carpet and assist you with your stand.



Identity

Our service provider **LINKS EVENT** will contact you to help you choose the layout and design of your stand.



Essential

Our service provider **GL EVENTS** will contact you to help you choose the carpet and assist you with your stand.

Furniture is not included with this stand. It can be ordered as a paid option from your online **Exhibitor Space**.

B. Space-only stands

The floor area
is marked out
on the ground.
Partitions and
carpeting are
not provided.

Several options

1. You have signed your Confirmation Form and confirmed the location of your stand.
A stand number is assigned to you as well as your login details for your online **Exhibitor Space**. **Please read this Exhibitor Guide carefully.**
2. **Option 1: Design your stand using our catalogue of additional options**
Find all the services in the catalogue of additional options available in your online **Exhibitor Space**.
3. **Option 2 : Contact My Stand Maker**
Our stand designers are at your disposal to help you create a customised stand that reflects your brand. Find out more about this solution on the following page.
4. **Option 3: You have your own stand designer/decorator.**
Declare your service provider in your online **Exhibitor space**.
Your stand design must comply with the architectural rules as well as fire safety regulations.

B. Space-only stands

The floor area
is marked out
on the ground.
Partitions and
carpeting are
not provided.

Remember to reserve:

- Your electrical power supply
- Your fluids (air, water) if necessary
- Your internet and phone lines

From Parc des Expositions Paris Porte de Versailles : www.viparisstore.com

Important

You must have your stand design approved by **our service provider ASTECH before February 28th** : www.astech-prod.com

Please return mandatory forms to RX and our service providers (you can find them in your **Exhibitor Space**).

On site, the safety officer will check the conformity of stands during setup. In the event of non-compliant layouts, furniture or materials, the exhibitor and their decorator will be required to make any necessary changes at their own expense in order to pass the Fire Safety Inspection on the opening day of the trade show.

My Stand Maker



My Stand Maker is an RX France service

Our mission

To assist you with your project from A to Z - from design to setup and takedown at the trade show.

Our goal

Maximize the visibility of your brand and give you a hassle-free exhibitor experience.

Our method

Listen to your needs, stay within your budget, advise you.

For more informations: www.mystandmaker.com



My Stand Maker



One reliable contact person

Our sales representatives have extensive trade show experience and are ready to provide you with all the help, support and advice you need, from defining your needs to building your stand at the show.



Customised support

We offer solutions that meet your exhibition goals and budget. We discuss your expectations with you so that we can offer you the stand and services that will best meet your needs.



Affordable prices

We are committed to helping you stay within your budget. Moreover, with our experience in organising events, we have negotiated with our partners to get you optimum stand solutions at the best rates.



C. Additional options

You want to design your own stand?
You simply need additional furnishings?

Complete your stand project with our additional fitting solutions!

**Do not hesitate to contact our partner GL events
for a detailed quote:**

+33 (0)7 85 99 92 86

margot.hennequin@gl-events.com

D.

Referenced service providers

1/2

Security adviser

HANDISECUR CONSEILS ET SECURITE
+33 (0)6 33 6 87 99 86 59
handisecur@icloud.com

Security – Health protection

D.Ö.T
+33 (0)1 46 05 17 85
sps@d-o-t.fr

Sending stand projects for approval

ASTECH – PROD.COM - Pascal REDON
+33 (0)6 83 25 95 12
pascal.redon@astech-prod.com

Equipped stand

GL EVENTS
(Turnkey stands Essential – Easy – Presence
+ additional fittings for bare stands)
+33 (0)7 85 99 92 86
margot.hennequin@gl-events.com

LINKS

(Turnkey stands Identity)
identity@linkseventgroupe.com

Exhibition Centre

(Electricity, Parking, Water, Internet, Wifi)
VIPARIS
+33 (0)1 40 68 16 16
www.viparisstore.com
contact@e-viparisstore.com

Furniture

GL EVENTS MOBILIER
+33 (0)1 30 11 98 78
www.gl-events-mobilier.com
info.mobilier@gl-events.com

Floral decoration

GALLY
+33 (0)1 39 63 48 33
location@gally.com

Equipment rental IT – audiovisual

COM LM
+33 (0)9 77 81 24 94
location-salon@comlm.fr

D. Referenced service providers

2/2

Bar Equipment & refrigeration appliances

G.D.M (Grain de malice)

+33 (0)1 41 53 52 82

ladjakerrouche@wanadoo.fr

Catering

LA MAISON POIRIER

+33 (0)1 39 13 42 42

www.poirier.fr

info@poirier.fr

Hostess

DECIBELLES

+33 (0)1 40 60 11 28

commercial@deci-belles.com

Stand cleaning

MILLENIUM

+33 (0)1 60 19 72 72

stand@millenium-sas.com

Security

GPS

+33 (0) 53 02 01 18

commercial@gps-sécurité.fr

Handling / Customs /Transport

CLAMAGERAN EXPOSITIONS

+33 (0)1 57 25 18 01 /03

paris@clamageran.fr

CLASQUIN FAIRS & EVENTS

+33 (0)1 48 63 33 81

parisevents@clasquin.com

Police station

250, rue de Vaugirard

75015 PARIS

+3430 (numéro non surtaxé)

RX France

52 quai de Dion Bouton
92800 Puteaux

+33 (0)1 47 56 00 00

www.rxglobal.com