

## SUMMARY

<b>1. GENERAL INFORMATION</b>	31
<b>2. RECALL OF SOME IMPORTANT RULES FOR THE EXHIBITION</b>	31
2.1 ACCESSIBILITY FOR PERSONS OF REDUCED MOBILITY (PRM)	31
2.2 RADIOACTIVE SUBSTANCES – X-RAYS	31
2.3 LASERS: CLASS 3 AND 4 ARE FORBIDDEN IN THE HALL	31
<b>3. BOOTH CONSTRUCTION, SETUP MATERIALS AND FIRE RATING REQUIREMENTS</b>	32
3.1 MATERIALS AND FIRE RATING	32
3.2 BUILDING AND FITTING RULES	32
3.3 FIREPROOFING	33
3.4 FIRE CERTIFICATES	33
<b>4. ELECTRICITY</b>	33
4.1 EXHIBITORS' GENERAL OBLIGATIONS	33
4.2 ELECTRICAL EQUIPMENT CABINETS AND BOXES	33
4.3 HALOGEN LAMPS (EN 60 698 STANDARD)	33
4.4 HIGH VOLTAGE SIGN	34
4.5 HELIUM BALLOONS	34
<b>5. MACHINERY OPERATIONAL EQUIPMENT AND MACHINERY FOR DEMONSTRATION</b>	34
<b>6. PROHIBITED EQUIPMENT, PRODUCTS, GASES</b>	34
<b>7. FLAMMABLE LIQUIDS</b>	34
<b>8. FIREFIGHTING EQUIPMENT</b>	34
<b>9. SAFETY AND CLEANING</b>	34
<b>GENERAL REGULATION: STAIRCASES AND BODY GARD RAILINGS</b>	35

## CABINET GUILMIN

50, rue Gilbert-Cesbron 75017 PARIS

Contact: Thierry Guilmin  +33 6 60 87 27 43  [cabinetguilmin@gmail.com](mailto:cabinetguilmin@gmail.com)

## 1. GENERAL INFORMATION

The exhibitor must apply the regulations pertaining to fire safety and panic prevention on premises open to the public, as laid down by the Order of 25 June 1980 (general clauses). The Order of 18 November 1987 sets out the special clauses that apply to exhibitions and trade shows in France. Parts of the aforesaid regulations are explained below for ease of reference. All projects involving significant construction work must be submitted to the Show's Safety Manager for approval. Plans and technical information must be provided at least two months before the Show begins. During installation, the Safety Manager will ensure that all safety measures listed below are implemented on site.

## 2. RECALL OF SOME IMPORTANT RULES FOR THE EXHIBITION

### 2.1 ACCESSIBILITY FOR PERSONS OF REDUCED MOBILITY (PRM)

**The exhibitor must comply with French regulations and with the accessibility order.**

All premises and facilities open to the public must allow access to the disabled and to people with reduced mobility. Applied to the show, this means that:

- Minimum width: 0.90 meters (m)
- Slope has to be 4% without any path limitation.
- Ramps must comply with legal requirements, i.e. a slope of less than 5% up to 10 m (maximum distance to go before reaching a level landing), or 8% up to 2 m, or 10% up to 0.50 m.
- All internal routes and exit signs must contrast visually with the surrounding environment.
- The reception desks must be wheelchair accessible (maximum height of 0.80 m, with 30 cm of clearance for knees at a height of 0.70 m).
- The mezzanine level must be accessible to people with reduced mobility.

- At least one staircase must comply with the accessibility order (see attached file).
- A disabled access system on the first floor will be installed (elevator or stair lift).

### 2.2 RADIOACTIVE SUBSTANCES – X-RAYS

(Contact **CABINET GUILMIN**)

- Any system using radioactive material must be declared and submitted to the French Nuclear Safety Authority (Autorité de Sureté Nucléaire - ASN) for authorization.
- Specific regulations will apply to the booth. At least 30 days before the opening, exhibitors will communicate the following to the Organizer/Safety Manager:
  - Form 12 on “exhibit working machines and appliances”;
  - a technical data sheet;
  - the ASN authorizations.

### 2.3 LASERS: CLASS 3 AND 4 ARE FORBIDDEN IN THE HALL

(Contact **CABINET GUILMIN**)

If lasers are installed to create special effects on the booth, they must comply with the French Technical Instructions (as per the Order of December 11<sup>th</sup>, 2009).

- Only Class 1 or 2 lasers are authorized indoors.
- At least 30 days before the Show begins, any system using lasers must be declared or submitted to the Departmental Safety Commission at the Prefecture for approval (contact **CABINET GUILMIN**).

**IMPORTANT: No approval from the Departmental Safety Commission at the Prefecture is required for machines or appliances with enclosed lasers (cutting, reading, measurement, etc.) and which are exhibited or used in demos at the show. However, the exhibitor must still give the Organizer a list of such equipment and machinery at least 30 days before the Show begins.**

### 3. BOOTH CONSTRUCTION, SETUP MATERIALS AND FIRE RATING REQUIREMENTS

#### 3.1 MATERIALS AND FIRE RATING REQUIREMENTS

##### ➤ General

All materials used must have a specific fire rating (French class or Euroclass).

##### ➤ Minimum rating requirements

- Booth frame and compartmentalization: M3 or D (European rating).
- Large furniture (cashdesk, counter, showcase, dividing partition, etc.): M3 or D.
- Wall covering (natural fabrics or plastic coatings): M2 or C.
- Curtains, draperies and net curtains: M2 or C.
- Fixed floor covering: M4 or D.
- Material covering the surface of podiums, platforms or tiered seating (if height > 0.30 m and surface (S) > 20 sq.m): minimum rating M3 or D.
- Loose decorative items (advertising billboards if S > 0.50 sq.m, garlands, light decorative items etc.): M1 or B.
- Canopies: M2 if building equipped with an automatic sprinkler system; M1 or B if not.
- Ceilings and false ceilings: M1 or B.
- Mesh canopies must be certified by the CNPP (a French test laboratory).

##### ➤ Equivalents

- Non-resinous solid wood: if thickness > 14 mm, rated M3 or D.
- Resinous solid wood: if thickness > 18 mm, rated M3 or D.
- Wood-based panels (plywood, boarding, particleboard and fiberboard): if thickness > 18 mm, rated M3 or D.

##### ➤ Exhibitor obligations

- Exhibitors must have available on site all official reports on the fire resistance classification of all materials used on their booths.
- If official reports are not available, exhibitors must have all fireproofing certificates available on site at each of their booths.

#### 3.2 BUILDING AND FITTING RULES

##### ➤ Prohibited:

- Curtains, hangings and veiling in front of the exit.
- Flammable-rated paints and varnishes (e.g. nitrocellulose or glycerophthalic).
- Use of white letters on green-background signs or advertising signs.
- Booths with more than one raised level.
- Covering on the upper level (ceiling, false ceiling, full canopy). Only mesh canopy is authorized.

##### ➤ Exposed decoration materials

- No rating requirement if S < 20% of the support (ceiling, false ceiling).

##### ➤ Covered booths (ceiling, canopy, raised level)

- Area must be less than 300 sq.m.
- Requirements if area > 50 sq.m:
  - Appropriate fire extinguishers; officially qualified fire safety officer present (with a French SSIAP1 qualification or equivalent training in fire safety for public premises);
  - Equipped with independent security lighting, which must be on standby when the main lighting system is intentionally switched off;
- Canopies must be effectively suspended from a crossed wire mesh (with gaps of 1 sq.m maximum).

##### ➤ Booths with a raised level

Exhibitors must submit a dossier seeking the advice and approval of the **CABINET GUILMIN**.

##### The following constraints apply:

- Area < 50 sq.m: strength 250 kg/sq.m.
- Area > 50 sq.m: strength 350 kg/sq.m.
- If the area accessible to the public > 19 persons, two staircases must be provided.
- If the area accessible to the public > 19 persons, two staircases must be provided.
- Handrails must comply with the French standards NF P 01-012 and NF P 01-013.
- Checks to determine the strength and stability of the raised level must be carried out by an approved inspection agency.

- Extinguishers adapted to the risks installed on every raised level.
- No electrical room (energy and distribution) with a total power > 100 kVA underneath the raised level.
- Use of a mesh or "smoke out" canopy for any covering on the raised level.

### ➤ Enclosed booths:

Submit a dossier seeking the advice and approval of the **CABINET GUILMIN**

#### Number and width of exits:

- S < 20 sq.m: 1 x 0.90-m wide;
- 20-50 sq.m: 1 x 0.90-m wide and 1 x 0.60-m wide;
- 50-100 sq.m: 2 x 0.90 m or 1 de 1.40 m wide and 1 x 0.60 m wide;
- 100-200 sq.m: 1 x 1.40-m wide and 1 x 0.90-m wide, or 3 x 0.90 m;
- 200-300 sq.m: 2 x 1.40 m;
- for over 300 sq.m, contact **CABINET GUILMIN** ;
- Exits must be judiciously distributed and marked.

### 3.3 FIREPROOFING

Fire-retardant treatments may be used to give any relatively or highly flammable material an M2 fire resistance rating. These treatments may be applied by spray, brush or immersion. Fireproofing operations must be performed by certified contractors. The names, addresses and telephone numbers of such contractors who usually work with exhibition halls may be obtained from the:

#### Groupement Technique Français de l'ignifugation :

10, rue du Débarcadère - 75852 PARIS cedex 17

☎ +33 (0)1 40 55 13 13

### 3.4 FIRE CERTIFICATES

At any time, the Show Security Manager may request exhibitors to provide the fire rating report for materials used in booth construction or, failing this, the equivalent fireproofing certificates. All fire-safety-grade coatings, coverings and material are sold in specialized shops, where the fire rating quality certificates may be obtained.

For more information, contact the:

#### Groupement NON FEU

37-39, rue de Neuilly BP 121 - 92113 CLICHY Cedex

☎ +33 (0)1 47 56 30 80 or +33 (0)1 47 56 31 48

## 4. ELECTRICITY

### 4.1 EXHIBITORS' GENERAL OBLIGATIONS

Exhibitors must ensure that the following regulations are applied:

- Only fixed wiring may be used for electrical systems.
- Cables and wires must be Category C2.
- Conduits and wire moldings used for cable troughs, wire ways and cable ducts must be made of flame-retardant material, in compliance with European standards.
- All electrical apparatus, cables and conduits must be earthed.
- If Class 0 equipment is to be powered up (exceptionally), it must be equipped with a residual current (maximum 30 mA) differential switch or safety device.
- Class I equipment must be connected to the earth wire of the main supply line.
- The use of individual ground plates is forbidden.

### 4.2 ELECTRICAL EQUIPMENT CABINETS AND BOXES

Must comply with legislation, namely:

- Must have a metal casing.
- Must not be accessible to the public.
- Must be easily accessible to staff and emergency services.
- Must be located a safe distance from all flammable and combustible materials.

### IMPORTANT if total power rating > 100 kVA:

- Cabinets and boxes must be installed in closed premises reserved exclusively for this purpose.
- The premises must be clearly indicated.
- A dry chemical or CO2 extinguisher must be available on the premises.
- Partitions must have an M3 fire rating.
- The premises must not be located under a mezzanine that is accessible to the public.

### 4.3 HALOGEN LAMPS (EN 60 698 STANDARD)

- Must be at least 2.25 meters from the ground.
- Must be located a safe distance from all flammable materials (at least 0.50 meters from wood and other decorative material).

- Must be well secured.
- Must be fitted with safety glass or fine mesh wire, providing protection against the consequences of a bulb blowing.

### 4.4 HIGH VOLTAGE SIGN

- Protection by a screen (M3 or D rated material).
- The switch-off button must be visible.
- Transformers must be out of reach of the public.
- Signage indicating "Danger - High Voltage" where applicable.

### 4.5 HELIUM BALLOONS

- No helium cylinders (empty or full) are to be stocked in the Hall.
- Balloons must not be filled while the public is present.
- Balloons must be kept within the confines of the stand.
- If the balloon is lit, the exterior must be M2- or C-rated.

## 5. MACHINERY OPERATIONAL EQUIPMENT AND MACHINERY FOR DEMONSTRATION

- The Organizer must receive a list of all equipment and machinery that is to be operational at the Show, at least 30 days before the Show begins (see form in appendix).
- Such equipment must not present any risks to public safety.
- For stationary equipment or machinery (whether or not operational):
  - Any dangerous parts must be more than 1 meter from the public thoroughfare or protected by a rigid screen.
  - Dangerous parts include moving parts, hot surfaces, blades and sharp objects;
- For moving equipment or machinery:
  - Must be presented in a protected area where members of the public are kept at a distance of at least one meter from the equipment itself.
- Hydraulic jacks presented in a raised static position:
  - The equipment's hydraulic safety mechanisms must be supplemented by a mechanical safety device preventing any untimely activation.
  - All equipment must be properly stabilized.

## 6. PROHIBITED EQUIPMENT, PRODUCTS, GASES

The following are prohibited at the Show:

- distribution of samples or products containing an inflammable gas;
- balloons inflated with a flammable or toxic gas;
- articles made of celluloid;
- the presence of pyrotechnic or explosive devices;
- the presence of ethyl oxide, carbon sulfide, sulfuric ether and acetone;
- the use of acetylene, oxygen, hydrogen or equivalent high-risk gases (note: a request for exemption can be submitted to the French authorities. Apply through CABINET GUILMIN, two months before the exhibition opens);
- pyrotechnic-effect devices producing detonations, sparks or flames.

## 7. FLAMMABLE LIQUIDS

The use of flammable liquids is limited to the following quantities per booth:

- 10 liters of Category 2 flammable liquids per 10 sq.m of exhibition space, up to a maximum of 80 liters;
- 5 liters of Category 1 flammable liquid.

## 8. FIREFIGHTING EQUIPMENT

- Must remain visible and accessible at all times.
- If there is a fire hose cabinet on the booth, it must not be covered with any door, decoration, etc., and it must be visibly marked and remain accessible at all times via a 1m-wide passageway leading from the closest aisle.

## 9. SAFETY AND CLEANING

- It is prohibited to leave crates, cartons, boxes or pieces of wood on the booths and in the passageways.
- The premises must be cleaned on a daily basis..

