EXHIBITOR’S GUIDE

EPSC-DPS Joint Meeting 2011
03 – 07 October 2011
Nantes - France
GENERAL INFORMATIONS
General exhibition regulations: exhibitors declare that they have read and agree to comply with the general exhibition regulations (pages 24 to 30), which can be found at the back of the Exhibitor’s Manual.

Computer Information freedom Act of 06/01/78: by virtue of the Computer Information Freedom Act of 06/01/78, the exhibitor authorizes La Cité Nantes Events Center to exploit and exchange all or part of the information enumerated hereafter. For all access rights or rectification, write to: La Cité Nantes Events Center, 5 rue de Valmy, 44041 Nantes Cedex 01, France.

I. USEFUL ADDRESSES

<table>
<thead>
<tr>
<th>ORGANIZER</th>
<th>Copernicus GmbH</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Bahnhofsalle 1e</td>
</tr>
<tr>
<td></td>
<td>37081 Göttingen</td>
</tr>
<tr>
<td></td>
<td>Germany</td>
</tr>
<tr>
<td>Contact</td>
<td>Mario Ebel, <a href="mailto:epsc2011@copernicus.org">epsc2011@copernicus.org</a></td>
</tr>
<tr>
<td></td>
<td>+49(0)551 900 339 21</td>
</tr>
<tr>
<td></td>
<td>+49(0)551 900 339 70</td>
</tr>
</tbody>
</table>

| NAME AND DATE OF THE EXHIBITIONS | Exhibition of the EPSC-DPS Joint Meeting 2011 |

<table>
<thead>
<tr>
<th>VENUE DETAILS</th>
<th>La Cité Nantes Events Center</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5, rue de Valmy</td>
</tr>
<tr>
<td></td>
<td>BP 24102</td>
</tr>
<tr>
<td></td>
<td>44041 NANTES Cedex 01</td>
</tr>
</tbody>
</table>

The exhibition will take place in the Grande Hall, a large spacious ground floor area. The hall has a black asphalt floor and has a direct loading access from loading bays at the rear of the building.

The convention center is also accessible from 8.00 am to 7.00 pm.

II. EXHIBITION TIMETABLE

<table>
<thead>
<tr>
<th>Exhibitor’s set-up day</th>
<th>SHELL-SCHEME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday, 2 October 2011</td>
<td>from 14:00 to 18:00</td>
</tr>
</tbody>
</table>

This schedule must be respected.

<table>
<thead>
<tr>
<th>Exhibition opening hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Thursday (3-6 October): 09:00 to 18:00</td>
</tr>
<tr>
<td>Friday, 7 October, 09:00-17:00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Breakdown by exhibitors</th>
<th>Friday, 7 October</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>from 17:00 to 21:00</td>
</tr>
</tbody>
</table>

All stands have to be cleared during this period. Merchandise and installations not cleared by that time will be removed by La Cité Nantes Events Center. La Cité Nantes Events Center is not responsible for articles lost or damaged.

III. SPECIAL REGULATIONS

A - DELIVERY

To ensure that your deliveries arrive safely, we strongly recommend that you follow the procedures outlined below. Under no circumstances can La Cité Nantes Events Center be held responsible for deliveries, which are the sole responsibility of exhibitors.
Delivery opening hours

Monday to Friday
8.30am to 12.00am and from 2.00pm to 5.30pm

Delivery Address

La Cité Nantes Events Center
5, rue de Valmy - BP 24102
44041 Nantes Cedex 01

Information to be indicated on packages

EPSC-DPS Joint Meeting 2011 - ID 18 655
3 - 7 OCTOBER 2011
Stand Number + Your company name

Please ensure your label items clearly that you are sending direct to the Convention Centre. They should clearly state either “stand” or “bag insert” together with your company name.

Goods cannot be delivered at the Convention Centre before the 28th September 2011 and must be shipped with freight prepaid.

Exhibitors have to check and sign for the packages delivered on their stand.
There are no raised platforms for goods vehicles to back up to the hall and forklift services are therefore advisable.

Lifting services are available, please complete the Handling/Forklift Truck form n°3, on page 16

B - SECURITY

La Cité Nantes Events Center ensures general surveillance during build up and breakdown, as well as during the event open hours. But it does not mean a personal security for each stand.

Overnight security surveillance is done by video camera. During build up and open hours, exhibitors must ensure the safe keeping of their products and are advised not to leave them unattended. La Cité Nantes Events Center can take any responsibility for goods that are lost, damages or stolen during the event.

Exhibitors are recommended to take out insurance for all items, which should cover situation of robbery and theft. If you require specific security arrangements overnight or during open hours, please contact the exhibition department of the Convention Centre to have a quote for this service. The approximate cost for this is 350€ + tax (19.6%) for 15 hours

C - INSURANCE

Third party liability:
La Cité Nantes Events Center recognizes its responsibility:
- as the manager of the buildings and fixed and temporary installations used by exhibitors;
- for the management of activities for which it is directly responsible.

Exhibitors are liable for all damage to third parties caused by themselves, their employees, their stand installations or any installations entrusted, hired or loaned to them.

Damage to property:
La Cité Nantes Events Center refuses to accept responsibility for damage to property belonging to, loaned, or hired to exhibitors when this damage is caused by a third party (other exhibitors, companies acting on their behalf, visitors, etc.).

Exhibitors should therefore consult their usual insurers with a view to extending their insurance cover. Alternatively, they can take out an insurance covering damage sustained by their property with the official insurers of La Cité Nantes Events Center, who offer insurance packages specially designed for the exhibition period (including build-up and breakdown - See order form n°5 on page 13-14):

- Basic cover: capital insured = 304,90€ per sq m for stand and merchandise
- Additional cover: this enables exhibitors to insure a capital amount greater than that covered by the basic insurance, to a maximum of 91 469,41€.

Both basic and additional insurance cover:
- Fire damage
- Water damage
- Theft (by breaking and entering or violence)
- Accidental damage

The excess applicable in the event of a claim is 10% of the total damage (with a minimum excess of 152,45€). In the event of theft, a complaint MUST be registered with the appropriate authorities. A claim report must be sent to la Cité Nantes Events Center within 48 hours of the incident, by registered post.

Waiver of recourse:
La Cité Nantes Events Center, the city of Nantes (which owns the buildings) and their insurers waive their right of recourse against the organizers, exhibitors and their insurers in the event of any fire or explosion that may occur on the exhibition site.
By signing the participation agreement, exhibitors and their insurers waive their right of recourse against la Cité Nantes Events Center, the city of Nantes and their insurers, for any direct or indirect damage caused to their property or representatives by the latter.

The exhibitor or his representative will be able to produce an insurance certificate.

D – EMPTY PACKAGES
Empty packaging must be removed immediately and stored by exhibitors.
The storage of packaging on stands is prohibited as this constitutes a fire risk.

E – UNLOADING
On Sunday, the 2nd October, between 2.00pm and 6pm, vehicles may access to unload for a maximum period of one hour. You can park here during one hour maximum and then, you have to park your car in one of the following car parks (see list on page 6).

F - CLEANING
The entire exhibition area will be cleaned just prior to opening on Monday, 3 October. During open hours, gangways will be cleaned periodically, but cleaning of stands is not included. Stand cleaning, if required, can be arranged at the exhibitor’s expense by completing order form n°4 in this manual.

G – USE OF DOUBLE FACE SCOTCH
Le floor of la Cité Nantes Events Center is delicate, please use a specific scotch to stick the carpet on the floor (if you build-up your own stand):

SCOTCH REPOSITIONNABLE 4108 – Largeur 50mm x longueur 25ml
RUBANTEX COMPANY
73, AVENUE FRANCKLIN ROOSEVELT
69150 DECINES
TÉL : 0033 (0) 4 72 05 65 50 / FAX : 0033 (0) 4 72 05 65 54

H - THE INTERNATIONAL CONVENTION CENTER IS A NON SMOKING AREA
Since February 1st 2007, it is strictly forbidden to smoke in public, closed and working areas. Smokers who break this law are liable to pay a 68€ fine Controls can be operated unexpectedly by the health and safety inspectors.
As part of its eco-responsible initiative, La Cité is committed to cutting its emissions of greenhouse gases. Almost 70% of our waste is already recycled in traceable channels, cutting greenhouse gas emissions by 97%. Together, we can sort our waste in order to reduce the environmental footprint of our activity.

So please follow the sorting instructions.

All exhibitors are invited to contribute to the selective sorting of waste produced by the assembly of their stands, during the event and when disassembling.

**Paper, Newspapers, Envelopes**

Boxes must be emptied and additional packaging materials removed. Then place them flat in the trolleys at the back of the Great Hall.

**Cardboard**

**Plastic Film**

Plastic films (transparent or opaque, stretch film, bubble wrap, etc.) must be compacted in the bags provided for this purpose only. Do not put any other waste in these bags.

Important: the Polyane from adhesive mats is not accepted.

Once the bags are full, please close them and leave them next to the trolleys for the boxes.

Thank you for sorting your waste properly.
A trolley is provided at the end of the Great Hall for any boxes and film.

Please use the Eugène bins provided for any other waste.

If you are not sure what to do with other waste, put it in the general-purpose stainless steel bin.

THANK YOU FOR SORTING YOUR WASTE PROPERLY
CAR PARKS AROUND LA CITE NANTES EVENTS CENTER

During the congress, you can park in the following car-parks. Costs of parking would be supported by exhibitors.

<table>
<thead>
<tr>
<th>Car Park</th>
<th>Accessible to La Cité Nantes Events Center (parking 1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking Novotel Cité des Congrès</td>
<td>Maximum height of the undergroundcar-park is 1.80m</td>
</tr>
<tr>
<td>Parking Quai Malakoff</td>
<td>750m of La Cité Nantes Events Center (parking 3)</td>
</tr>
<tr>
<td>Parking Gare Sud</td>
<td>No maximum height required (parking horodateur)</td>
</tr>
<tr>
<td>Parking Marcel Paul</td>
<td>900m of La Cité Nantes Events Center</td>
</tr>
<tr>
<td></td>
<td>Maximum height 1.90m</td>
</tr>
<tr>
<td></td>
<td>900m of La Cité Nantes Events Center</td>
</tr>
<tr>
<td></td>
<td>Maximum height 2.20m</td>
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</tbody>
</table>

Trucks and Trailers are not accepted
HOW TO JOIN
THE CITE NANTES EVENTS CENTER
WITH PUBLIC TRANSPORT

HOW TO JOIN
LA CITE NANTES EVENTS CENTER WITH CARS
FITTING AND BASIC EQUIPMENT
Description of a basic fitting 9 sq m booth
(Build-up and dismantling costs included)

- Aluminium framework (2.40m height – 1.00m wide) with melamine panelling (wooden colour)
- 1 banner with exhibitor’s name (18 characters maximum)
- A carpet light blue coloured
- 1 spotlight rail with 3 light per 9 sqm stand
- 1 mono panel 3KW power supply
- 1 table GLENAN white coloured and 3 chairs AUBIN white coloured

Not contractual photo
ADDITIONAL SERVICES

PLEASE RETURN US THE FORM
BEFORE THE 9th September 2011
# ORDER FORM N°1 – POWER SUPPLY

**EPSC-DPS JOINT MEETING 2011 – 3/7 October 2011**

This form must be returned to

**LA CITE NANTES EVENTS CENTER**  
Carole VINET  
5 rue de Valmy – BP 24102  
44041 NANTES Cedex 1  
📞 0033 (0) 2 51 88 20 72  
☎ 0033 (0) 2 51 88 20 80  
✉️ carole.vinet@lacite-nantes.fr

Closing date: **Friday, the 9th September 2011**

Company: ..........................................................  
Contact: ..........................................................

Address: ..........................................................  
Postcode: ..........................................................

Phone: ..........................................................  
Fax: ..........................................................

Stand area: ..........................................................  
Stand Number: ..................................................

Invoicing Address, if different: ..........................................................  
Postcode: ..........................................................

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Before 09/09/11</th>
<th>After 09/09/11</th>
<th>TOTAL without VAT €</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mono Panel 3 kW</td>
<td>1</td>
<td>135,00 €</td>
<td>202,50 €</td>
<td></td>
</tr>
<tr>
<td>Mono Panel 4 kW</td>
<td>1</td>
<td>155,55 €</td>
<td>233,33 €</td>
<td></td>
</tr>
<tr>
<td>Mono Panel 6 kW</td>
<td>1</td>
<td>202,70 €</td>
<td>304,05 €</td>
<td></td>
</tr>
<tr>
<td>Mono Panel 8 kW</td>
<td>1</td>
<td>250,88 €</td>
<td>376,32 €</td>
<td></td>
</tr>
<tr>
<td>Tri Panel 10 kW</td>
<td>1</td>
<td>298,03 €</td>
<td>447,04 €</td>
<td></td>
</tr>
<tr>
<td>Tri Panel 12 kW</td>
<td>1</td>
<td>346,20 €</td>
<td>519,30 €</td>
<td></td>
</tr>
<tr>
<td>Tri Panel 15 kW</td>
<td>1</td>
<td>394,38 €</td>
<td>591,57 €</td>
<td></td>
</tr>
<tr>
<td>Tri Panel 20 kW</td>
<td>1</td>
<td>589,13 €</td>
<td>883,70 €</td>
<td></td>
</tr>
</tbody>
</table>

**SUBTOTAL without HT VAT 19.60% TOTAL with VAT**

To help you calculate your power requirement:
- Stand spotlight 100 W (per unit)  
- TV + VHS 150 W  
- Fridge 200 W (smallest model)  
- Showcase Depending on wattage  
- Computer 400 W  
- Basic coffee-maker 600 W  
- Rented coffee-maker (see catalogue) 1 100 W

Company stamp and SIRET Number  
Date:

Signature:

The form must be accompanied by your payment, inclusive of VAT. Cheque should be made payable to La Cité Nantes Events Center. All orders cancelled D-5 will not be refunded.
**ORDER FORM N°2 – TELEPHONE AND INTERNET**

This form have to be returned to

**LA CITE NANTES EVENTS CENTER**  
Carole VINET  
5 rue de Valmy – BP 24102  
44041 NANTES Cedex 1  
☎ 0033 (0) 2 51 88 20 72  
☎ 0033 (0) 2 51 88 20 80  
✉ carole.vinet@lacite-nantes.fr

**Closing date**

**Friday, the 9th September 2011**

| Company : ............................................... | Contact : .......................................................... | Position : ............................................... |
| Address : .......................................................... | City/Town : ........................................................... | Postcode  : ............................................... |
| Phone  : .......................................................... | Fax : ................................................................. | Mobile  : ..................................................... |
| Stand area: .......................................................... | Stand Number : .......................................................... | Stand Executive : ........................................ |
| Invoicing Address, if different : .......................................................... | City/Town : ........................................................... | Intra Community Number : ......................................... |
| Postcode  : ............................................. | City/Town : ........................................................... | Postcode  : ............................................. |

<table>
<thead>
<tr>
<th>Description</th>
<th>Number of lines (a)</th>
<th>UP. Without VAT €</th>
<th>UP. Without VAT €</th>
<th>TOTAL without VAT €</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ANALOG LINES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Analog Line (RTC) for phone</td>
<td></td>
<td>126,00 €</td>
<td>189,00 €</td>
<td></td>
</tr>
<tr>
<td>Analog Line (RTC) for banking card machine and electronic payment devices (dial 0)</td>
<td></td>
<td>126,00 €</td>
<td>189,00 €</td>
<td></td>
</tr>
<tr>
<td>Analogic Line (RTC) for modem</td>
<td></td>
<td>126,00 €</td>
<td>189,00 €</td>
<td></td>
</tr>
<tr>
<td><strong>INTERNET ACCESS – Shared and non-guaranted speed (only for Web and mails)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wireless high-speed access – 1 computer</td>
<td></td>
<td>300,00 €</td>
<td>450,00 €</td>
<td></td>
</tr>
<tr>
<td>Wireless high-speed access – 2 to 8 computers</td>
<td></td>
<td>600,00 €</td>
<td>900,00 €</td>
<td></td>
</tr>
<tr>
<td>Wired high-speed access - 1 computer</td>
<td></td>
<td>600,00 €</td>
<td>900,00 €</td>
<td></td>
</tr>
<tr>
<td>Wired high-speed access – 2 to 8 computers (including switch)</td>
<td></td>
<td>900,00 €</td>
<td>1 350,00 €</td>
<td></td>
</tr>
<tr>
<td><strong>INTERNET ACCESS – Private and guaranted speed</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Mega (Wireless)</td>
<td></td>
<td>1 200,00 €</td>
<td>1 800,00 €</td>
<td></td>
</tr>
<tr>
<td>8 Mega (Wireless)</td>
<td></td>
<td>2 100,00 €</td>
<td>3 150,00 €</td>
<td></td>
</tr>
<tr>
<td>TOTAL without VAT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VAT 19.60 %</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL with VAT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Please Note : For the wireless high-speed access, each pass word delivered is available just for 1 and same computer for the event. SCREENING BY MAC ADDRESS**

**IMPORTANT**

Please let us know how many computers you have to connect during the event: 

Please send us with this form your computer network plan.

Company stamp and SIRET Number  
Date :

Signature : 

_The form must be accompanied by your payment, inclusive of VAT. Cheque should be made payable to La Cité Nantes Events Center_  
All orders cancelled D-5 will not be refunded_
This form have to be returned to

**LA CITE NANTES EVENTS CENTER**
Carole VINET
5 rue de Valmy – BP 24102
44041 NANTES Cedex 1
☎ 0033 (0) 2 51 88 20 72
☎ 0033 (0) 2 51 88 20 80
@ carole.vinet@lacite-nantes.fr

Closing date

**Friday, the 9th September 2011**

<table>
<thead>
<tr>
<th>Description</th>
<th>Number of vacation</th>
<th>Before 09/09/11</th>
<th>After 09/09/11</th>
</tr>
</thead>
<tbody>
<tr>
<td>HANDLING AND FORKLIFT TRUCK DURING BUILD-UP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Handling</td>
<td></td>
<td>100,00 €</td>
<td>150,00 €</td>
</tr>
<tr>
<td>Forklift Truck 1 500kgs (with driver)</td>
<td></td>
<td>250,12 €</td>
<td>375,18 €</td>
</tr>
<tr>
<td>HANDLING DURING THE EVENT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Handling</td>
<td></td>
<td>100,00 €</td>
<td>150,00 €</td>
</tr>
<tr>
<td>HANDLING AND FORKLIFT TRUCK DURING DISMANTLING</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Handling</td>
<td></td>
<td>100,00 €</td>
<td>150,00 €</td>
</tr>
<tr>
<td>Forklift Truck 1 500kgs (with driver)</td>
<td></td>
<td>250,12 €</td>
<td>375,18 €</td>
</tr>
</tbody>
</table>

**TOTAL without VAT**

**VAT 19.60 %**

**TOTAL with VAT**

*PLEASE NOTE that the minimum of order is 1 vacation. 1 vacation is 4 hours*
This form must be returned to

LA CITE NANTES EVENTS CENTER
Carole VINET
5 rue de Valmy – BP 24102
44041 NANTES Cedex 1
☎ 0033 (0) 2 51 88 20 72
☎ 0033 (0) 2 51 88 20 80
✉ carole.vinet@lacite-nantes.fr

Closing date

Friday, the 9th September 2011

La Cité Nantes Events Center is responsible for cleaning communal and stand areas for the opening of the exhibition.

On and after the second day, the exhibitor is responsible for his stand cleaning. It includes waste carrying off, carpet aspiration and dusting of dividing wall and furniture.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Area to clean</th>
<th>UP without VAT €</th>
<th>UP without VAT €</th>
<th>TOTAL without VAT €</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Before 09/09/11</td>
<td>After 09/09/11</td>
<td>Before 09/09/11</td>
<td>After 09/09/11</td>
</tr>
<tr>
<td>- Tuesday, the 4th</td>
<td>sq m</td>
<td>2.00 €</td>
<td>3.00 €</td>
<td></td>
</tr>
<tr>
<td>- Wednesday, the 5th</td>
<td>sq m</td>
<td>2.00 €</td>
<td>3.00 €</td>
<td></td>
</tr>
<tr>
<td>- Thursday, the 6th</td>
<td>sq m</td>
<td>2.00 €</td>
<td>3.00 €</td>
<td></td>
</tr>
<tr>
<td>- Friday, the 7th</td>
<td>sq m</td>
<td>2.00 €</td>
<td>3.00 €</td>
<td></td>
</tr>
</tbody>
</table>

SUBTOTAL without VAT
VAT 19.60%
TOTAL with VAT

Company stamp and SIRET Number

Date:

Signature:

The form must be accompanied by your payment, inclusive of VAT. Cheque should be made payable to La Cité Nantes Events Center.
All orders cancelled D-5 will not be refunded.
### ORDER FORM N°5 – INSURANCE 1/2

**Closing date:** Friday, the 9th September 2011

Complete the following details:

- **Company:** .................................................................
- **Contact:** .................................................................
- **Position:** .................................................................
- **Address:** .................................................................
- **Postcode:** .................................................................
- **City/Town:** .................................................................
- **Phone:** .................................................................
- **Fax:** .................................................................
- **Mobile:** .................................................................
- **Stand area:** .................................................................
- **Stand Number:** .................................................................
- **Stand Executive:** .................................................................
- **Invoicing Address:** .................................................................
- **Intra Community Number:** .................................................................

**Description** | **Basis of Insurance** | **UP. without VAT € Before 09/09/11** | **UP. without VAT € After 09/09/11** | **TOTAL without VAT €**
--- | --- | --- | --- | ---
Basic cover (per m2 of stand) | | 5,00 € | 7,50 € |
Additional cover (value of goods on display) | | 0,75% | 1,125 % |

**This insurance cover is not available for Mobile, Computer, beamer.... Please, give us the complete list**

**This form must be accompanied by your payment, inclusive of VAT. Cheque should be made payable to La Cité Nantes Events Center. All orders cancelled D-5 will not be refunded.**

**Date:** 

**Signature:**
This form have to be returned to

LA CITE NANTES EVENTS CENTER
Carole VINET
5 rue de Valmy – BP 24102
44041 NANTES Cedex 1
☎ 0033 (0) 2 51 88 20 72
☎ 0033 (0) 2 51 88 20 80
@ carole.vinet@lacite-nantes.fr

Closing date

Friday, the 9th September 2011

<table>
<thead>
<tr>
<th>PRODUCT DESCRIPTION</th>
<th>VALUE</th>
<th>ADDITIONAL INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Company stamp and SIRET Number

Date:

Signature:

The form must be accompanied by your payment, inclusive of VAT. Cheque should be made payable to La Cité Nantes Events Center

All orders cancelled D-5 will not be refunded
Order Form N°6 – VIDEO EQUIPMENT

EPSC-DPS JOINT MEETING 2011 – 3/7 October 2011

This form have to be returned to

LA CITE NANTES EVENTS CENTER
Carole VINET
5 rue de Valmy – BP 24102
44041 NANTES Cedex 1
☎ 0033 (0) 2 51 88 20 72
☎ 0033 (0) 2 51 88 20 80
✉ carole.vinet@lacite-nantes.fr

Closing date

Friday, the 9th September 2011

Company : ......................................... Contact : .......................................................... Position : ..........................................................
Address : .......................................................... City/Town : ..........................................................
Postcode : ..........................................................
Phone : .......................................................... Fax : .......................................................... Mobile : ..........................................................
Stand area: .......................................................... Stand Number : ..........................................................
Stand Executive : ..........................................................

Invoicing Address, if different : ..........................................................
Postcode : ..........................................................
City/Town : ..........................................................

<table>
<thead>
<tr>
<th>Description</th>
<th>Qté</th>
<th>UP. without VAT €</th>
<th>UP. without VAT €</th>
<th>TOTAL without VAT €</th>
</tr>
</thead>
<tbody>
<tr>
<td>before 09/09/11</td>
<td>after 09/09/11</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment including :</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- 1 42'' LCD Flatscreen</td>
<td></td>
<td>800,00 €</td>
<td>1 200,00 €</td>
<td></td>
</tr>
<tr>
<td>- 1 stacco aluminium base</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- 1 DVD player</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Set-up and remove</td>
<td></td>
<td></td>
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<tr>
<td>SUBTOTAL without VAT</td>
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<tr>
<td>VAT 19.60%</td>
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<tr>
<td>TOTAL with VAT</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Please note that the exhibitor is responsible for this equipment on his stand. The exhibitor’s responsibility will be held in case of damages.

Company stamp and SIRET Number

Date :

Signature :

The form must be accompanied by your payment, inclusive of VAT. Cheque should be made payable to
La Cité Nantes Events Center
All orders cancelled D-5 will not be refunded
Order Form N°7 – ADDITIONAL FITTINGS

This form have to be returned to

LA CITE NANTES EVENTS CENTER
Carole VINET
5 rue de Valmy – BP 24102
44041 NANTES Cedex 1
☎ 0033 (0) 2 51 88 20 72
✉ 0033 (0) 2 51 88 20 80
@ carole.vinet@lacite-nantes.fr

Closing date

Friday, the 9th September 2011

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit</th>
<th>Quantity</th>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Before 09/09/11</td>
<td>After 09/09/11</td>
<td></td>
</tr>
<tr>
<td><strong>STORE CUPBOARD</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Partitions : Aluminium Framework,</td>
<td>Per Unit</td>
<td></td>
<td>37,50 €</td>
<td>56,25 €</td>
<td></td>
</tr>
<tr>
<td>Melamine Panelling</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- White melamine, lockable door</td>
<td>Per Unit</td>
<td></td>
<td>120,65 €</td>
<td>180,98 €</td>
<td></td>
</tr>
<tr>
<td><strong>LIGHTING</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- 3 track-mounted spotlights</td>
<td>Per Unit</td>
<td></td>
<td>85,94 €</td>
<td>128,91 €</td>
<td></td>
</tr>
<tr>
<td><strong>BANNER</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Additional banner</td>
<td>Per Unit</td>
<td></td>
<td>30,75 €</td>
<td>46,12 €</td>
<td></td>
</tr>
<tr>
<td><strong>OTHER ITEMS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Straight shelf unit fitted to</td>
<td>Per Unit</td>
<td></td>
<td>27,63 €</td>
<td>41,44 €</td>
<td></td>
</tr>
<tr>
<td>partition</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Inclined shelf unit fitted to</td>
<td>Per Unit</td>
<td></td>
<td>27,63 €</td>
<td>41,44 €</td>
<td></td>
</tr>
<tr>
<td>partition</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Picture rail 1.20m / 2 hooks</td>
<td>Per Unit</td>
<td></td>
<td>13,72 €</td>
<td>20,58 €</td>
<td></td>
</tr>
<tr>
<td>- Carpet</td>
<td>Per sqm</td>
<td></td>
<td>8,08 €</td>
<td>12,12 €</td>
<td></td>
</tr>
<tr>
<td><strong>COLOR</strong></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

|                                      |         |          |                  |                  |                    |
|                                      |         |          |                  |                  |                    |

SUBTOTAL without VAT

VAT 19.60%

TOTAL with VAT

Additional Banne: Please indicate the exact wording of your stand sign in the boxes below:

Date:

Signature:

The form must be accompanied by your payment, inclusive of VAT. Cheque should be made payable to

La Cité Nantes Events Center

All orders cancelled D-5 will not be refunded
Order Form N°8 – FURNITURE

EPSC-DPS JOINT MEETING 2011 – 3/7 October 2011

This form have to be returned to

LA CITE NANTES EVENTS CENTER
Carole VINET
5 rue de Valmy – BP 24102
44041 NANTES Cedex 1
☎ 0033 (0) 2 51 88 20 72
✉ 0033 (0) 2 51 88 20 80
@ carole.vinet@lacite-nantes.fr

Closing date

Friday, the 9th September 2011

Company : ......................................... ..... Contact : .................................................................Position : .................................................
Address : ................................................................. ................................................................. City/Town : .................................................
Postcode  : ............................................. Phone : .................................................................Mobile  : .................................................................
Stand area : ................................................ Stand Number : ..................................................Stand Executive : ..................................................
Invoicing Address, if different : ................................................................. Intra Community Number :
Postcode : ................................................ City/Town : .................................................

NB/ If you need some more furniture to fitted out your stand, you have to order with this order form to be completed. You can refer to the catalog on website : www.amexpo.fr

Your demand will be on order only after the receipt of your payment. The prices are available for the duration of the exhibition, including delivery and retaking.

Insurance of the equipment is an obligation. Refusal to insure it automatically implies the hires full liability in the event of damage or disappearance of the equipment. Your payment confirms the insurance cover. Cover for theft depends on the presentation of a complaint receipt from the competent authority

<table>
<thead>
<tr>
<th>Description</th>
<th>Ref.</th>
<th>Quantity</th>
<th>UP. without VAT €</th>
<th>TOTAL without VAT €</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Company Stamp and SIRET Number

Date :

Signature :

Total Amount HT of the furniture order in €

<table>
<thead>
<tr>
<th>Range</th>
<th>Total amount HT of the insurance in €</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 à 50</td>
<td>6,00</td>
</tr>
<tr>
<td>51 à 100</td>
<td>9,00</td>
</tr>
<tr>
<td>101 à 200</td>
<td>16,00</td>
</tr>
<tr>
<td>201 à 400</td>
<td>28,00</td>
</tr>
<tr>
<td>401 à 800</td>
<td>45,00</td>
</tr>
<tr>
<td>801 à 1 500</td>
<td>70,00</td>
</tr>
</tbody>
</table>

Obligatory Insurance (see table above)

SUBTOTAL without VAT

SUBTOTAL without VAT and with insurance VAT 19,60%

TOTAL with VAT

The form must be accompanied by your payment, inclusive of VAT. Cheque should be made payable to

La Cité Nantes Events Center
All orders cancelled D-5 will not be refunded
## Order Form N°9 – PLANTS

**EPSC-DPS JOINT MEETING 2011 – 3/7 October 2011**

This form have to be returned to

**LA CITE NANTES EVENTS CENTER**  
Carole VINET  
5 rue de Valmy – BP 24102  
44041 NANTES Cedex 1  
☎ 0033 (0) 2 51 88 20 72  
✉ 0033 (0) 2 51 88 20 80  
@ carole.vinet@lacite-nantes.fr

**Closing date**  
Friday, the 9th September 2011

<table>
<thead>
<tr>
<th>Company :</th>
<th>Contact :</th>
<th>Position :</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address :</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postcode :</td>
<td>City/Town :</td>
<td></td>
</tr>
<tr>
<td>Phone :</td>
<td>Fax :</td>
<td>Mobile :</td>
</tr>
<tr>
<td>Stand area:</td>
<td>Stand Number :</td>
<td></td>
</tr>
<tr>
<td>Invoicing Address, if different :</td>
<td>Intra Community Number :</td>
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</tbody>
</table>

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### Descriptif

<table>
<thead>
<tr>
<th>Descriptif</th>
<th>Maximal Ht</th>
<th>Qty (a)</th>
<th>UP. without VAT € (b)</th>
<th>UP. without VAT € (c)</th>
<th>TOTAL without VAT € (a x b ou c)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Before 09/09/11</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Individual Plants – Design Collection</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Round shaped rack Ø 37 – ht 75cm + 1 plant</td>
<td>150cm</td>
<td></td>
<td>52,00 €</td>
<td>78,00 €</td>
<td></td>
</tr>
<tr>
<td>Round shaped rack Ø 37 – ht 111cm + 1 plant</td>
<td>180 to 200cm</td>
<td></td>
<td>59,00 €</td>
<td>88,50 €</td>
<td></td>
</tr>
<tr>
<td>Square shaped rack 51x51 – ht 100cm + 1 plant</td>
<td>150 to 160cm</td>
<td></td>
<td>52,00 €</td>
<td>78,00 €</td>
<td></td>
</tr>
<tr>
<td>Square shaped rack 51x51– ht 100cm + orchids + cut branches</td>
<td>150 to 160cm</td>
<td></td>
<td>66,00 €</td>
<td>99,00 €</td>
<td></td>
</tr>
<tr>
<td><strong>Ornamental Stand for plants – Design Collection</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black ornamental pot 70x35cm + orchids</td>
<td>90cm</td>
<td></td>
<td>44,00 €</td>
<td>66,00 €</td>
<td></td>
</tr>
<tr>
<td>3 ornamental racks in line + flowering plants</td>
<td>90cm</td>
<td></td>
<td>44,00 €</td>
<td>66,00 €</td>
<td></td>
</tr>
<tr>
<td><strong>Fresh Bouquets – Flower Collection</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bouquet or design flowers arrangement</td>
<td>20 to 40cm</td>
<td></td>
<td>35,00 €</td>
<td>52,50 €</td>
<td></td>
</tr>
<tr>
<td>Bouquet or design flowers arrangement</td>
<td>50 to 60cm</td>
<td></td>
<td>53,00 €</td>
<td>79,50 €</td>
<td></td>
</tr>
<tr>
<td>Orchid in glass</td>
<td>40cm</td>
<td></td>
<td>43,00 €</td>
<td>64,50 €</td>
<td></td>
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<tr>
<td>Table Center – Small Size</td>
<td>30cm</td>
<td></td>
<td>30,00 €</td>
<td>45,00 €</td>
<td></td>
</tr>
<tr>
<td>Table Center – Medium Size</td>
<td>30cm</td>
<td></td>
<td>40,00 €</td>
<td>60,00 €</td>
<td></td>
</tr>
<tr>
<td>Table Center – Large Size</td>
<td>40cm</td>
<td></td>
<td>50,00 €</td>
<td>75,00 €</td>
<td></td>
</tr>
<tr>
<td><strong>Plant Collection</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arrangement A = 1x140.101 + 1x160.100 (1 rack + 1 bouquet)</td>
<td></td>
<td></td>
<td>94,00 €</td>
<td>141,00 €</td>
<td></td>
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<tr>
<td>Arrangement B = 1x140.100 + 1x140.101 (2 racks)</td>
<td></td>
<td></td>
<td>111,00 €</td>
<td>166,50 €</td>
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<tr>
<td><strong>Wall Collection</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bambou open wall (linear meter)</td>
<td></td>
<td></td>
<td>104,00 €</td>
<td>156,00 €</td>
<td></td>
</tr>
<tr>
<td>Bambou open wall + artificial leafage (linear meter)</td>
<td></td>
<td></td>
<td>123,00 €</td>
<td>184,50 €</td>
<td></td>
</tr>
<tr>
<td>Wicker or Balsa open wall (linear meter)</td>
<td></td>
<td></td>
<td>106,88 €</td>
<td>160,32 €</td>
<td></td>
</tr>
</tbody>
</table>

**SUBTOTAL without VAT**  
VAT 19.60%

**Company Stamp and SIRET Number**  
Date :  
Signature :

**TOTAL with VAT**

---

The form must be accompanied by your payment, inclusive of VAT. Cheque should be made payable to La Cité Nantes Events Center  
All orders cancelled D-5 will not be refunded
ORDER FORM N°10 – CATERING 1/2

EPSC-DPS JOINT MEETING 2011 – 3/7 October 2011

This form have to be returned to

LA CITE NANTES EVENTS CENTER
Carole VINET
5 rue de Valmy – BP 24102
44041 NANTES Cedex 1
☎ 0033 (0) 2 51 88 20 72 / ➔ 0033 (0) 2 51 88 20 80
@ carole.vinet@lacite-nantes.fr

Closing date Friday, the 9th September 2011

Company : ......................................... Contact : ...............................................
Address : ................................................................. Position : .............................................
Postcode : ........................................ City/Town : ...........................................
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Stand area: .......................................................... Stand Number : ..................................
Stand Executive : ......................................................
Invoicing Address, if different : .......................................................... Intra Community Number : ...
Postcode : ........................................ City/Town : ...........................................

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
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<tr>
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<tr>
<td>DRINKS</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Thermos Coffee 10 Pax – 1L</td>
<td>15.00 €</td>
<td>22.50 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thermos TEA 10 Pax – 1L</td>
<td>15.00 €</td>
<td>22.50 €</td>
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<td></td>
</tr>
<tr>
<td>Tea refill (10 bags)</td>
<td>4.00 €</td>
<td>6.00 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sparkling Mineral Water – 1.25L</td>
<td>3.00 €</td>
<td>4.50 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Still Mineral Water – 1.50L</td>
<td>3.00 €</td>
<td>4.50 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Orange Juice – 1L</td>
<td>4.00 €</td>
<td>6.00 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grapefruit Juice – 1L</td>
<td>4.00 €</td>
<td>6.00 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coca-Cola – 1.5L</td>
<td>4.00 €</td>
<td>6.00 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Orangina – 1.5L</td>
<td>4.00 €</td>
<td>6.00 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lemonade – 1.5L</td>
<td>4.00 €</td>
<td>6.00 €</td>
<td></td>
<td></td>
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<tr>
<td>WATER FOUNTAIN</td>
<td>175.00 €</td>
<td>262.50 €</td>
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<td></td>
</tr>
<tr>
<td>1 Water Fountain (1x18.9L bottle + 100 cups)</td>
<td>15.00 €</td>
<td>22.50 €</td>
<td></td>
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<tr>
<td>DISPOSAL DISHES EXTRA</td>
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<td></td>
</tr>
<tr>
<td>Crystal Plastic Cups 30c-100pieces</td>
<td>3.00 €</td>
<td>4.50 €</td>
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<td></td>
</tr>
<tr>
<td>Plastic Flutes PS6-10 pieces</td>
<td>3.00 €</td>
<td>4.50 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wine Glasses – 25 pieces</td>
<td>3.00 €</td>
<td>4.50 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>White Napkins – 100 pieces</td>
<td>3.00 €</td>
<td>4.50 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SNACKS</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Mini Pastries – 50 pieces</td>
<td>35.00 €</td>
<td>52.50 €</td>
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</tr>
<tr>
<td>Box of varied biscuits – 100 pieces</td>
<td>30.00 €</td>
<td>45.00 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fruit-Basket – persons</td>
<td>50.00 €</td>
<td>75.00 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Peanuts Bag – gram</td>
<td>3.00 €</td>
<td>4.50 €</td>
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<tr>
<td>Pistachio Bag - gram</td>
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<td></td>
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<tr>
<td>TOTAL without VAT</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Company stamp and SIRET Number
Date : 
Signature :

VAT 5.50 %

TOTAL with VAT

The form must be accompanied by your payment, inclusive of VAT. Cheque should be made payable to
La Cité Nantes Events Center
All orders cancelled D-5 will not be refunded

- 26 -
This form have to be returned to

**LA CITE NANTES EVENTS CENTER**
Carole VINET
5 rue de Valmy – BP 24102
44041 NANTES Cedex 1
Tel. 0033 (0) 2 51 88 20 72
Fax 0033 (0) 2 51 88 20 80
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Closing date

Friday, the 9th September 2011

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<tr>
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<th>Quantity</th>
<th>Before 09/09/11</th>
<th>After 09/09/11</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WINES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anjou Rouge (Red) – 75cl</td>
<td>12.00 €</td>
<td>18.00 €</td>
<td></td>
</tr>
<tr>
<td>Rosé de Loire (Rose) – 75cl</td>
<td>12.00 €</td>
<td>18.00 €</td>
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</tr>
<tr>
<td>Muscadet – Côtes de Grandlieu (White) – 75cl</td>
<td>12.00 €</td>
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<tr>
<td><strong>CHAMPAGNE – ALCOHOL – BEERS</strong></td>
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<tr>
<td>Champagne de Venoge Brut – 75cl</td>
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<td>67.50 €</td>
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<tr>
<td>Whiskey “Ballantine’s” – 70cl</td>
<td>40.00 €</td>
<td>60.00 €</td>
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<tr>
<td>Bittsburger Beer Blaonde (24 x 33cl)</td>
<td>50.00 €</td>
<td>75.00 €</td>
<td></td>
</tr>
<tr>
<td><strong>CLEANING KITS</strong></td>
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<td></td>
</tr>
<tr>
<td>Trash Bags 30 L – 25 pieces</td>
<td>12.00 €</td>
<td>18.00 €</td>
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</tr>
<tr>
<td>Paper Towel – Glass Cleaner – 100 pieces</td>
<td>12.00 €</td>
<td>18.00 €</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL without VAT**

**VAT 19,60 %**

**TOTAL with VAT**

The form must be accompanied by your payment, inclusive of VAT. Cheque should be made payable to

**La Cité Nantes Events Center**

All orders cancelled D-5 will not be refunded.
FIRE SAFETY PRECAUTIONS
Build-up of stands must be completed in time for the Safety Inspection. Exhibitors or their representatives MUST be present on the stand and be able to produce fire resistance certificates for all materials used. Failure to observe these regulations may lead to the removal of materials or the stand being closed to visitors. Any decisions made during the inspection, which takes place the day before or on the opening morning of the exhibition, are immediately enforceable.

Large stands and displays that do not meet standard requirements must be approved by the Fire Safety Officer. The relevant plans and technical specifications must be submitted to the Technical Department:

LA CITE NANTES EVENTS CENTER
Operations Department Director and ERP3
M. CHARRIER François
5 rue de Valmy
44041 NANTES CEDEX 1
Tél : 02 51 88 20 38 - Fax : 02 51 88 20 44

During the exhibition build-up, the Fire Safety Officer will supervise the enforcement of the safety regulations detailed below. He will be pleased to provide exhibitors with any information on fire safety.

FIRE CLASSIFICATION OF MATERIALS  (Order of 30 June 1983)

Materials are classified in 5 categories:
M0 : fireproof
M1 : non-flammable
M2 : low flammability
M3 : moderate flammability
M4 : high flammability
NC : extremely high flammability

M0 corresponds to a non-combustible material

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 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 stand 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 department of La Cité Nantes Events Center.

2 – STAND CONSTRUCTION AND FITTING

21 – STAND FRAMEWORK, PARTITIONS AND LARGE FURNITURE

M0, M1, M2 or M3 materials (or made to meet such classification with a fireproofing treatment) 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 to 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 sign boards, walkway, etc…).

22 – FINISHING MATERIALS

221 – Walls finishes

Wall finishes (natural fabrics or plastic) must be in M0, M1 or M2 materials (or made to meet such classification with a fireproofing treatment). They may be stretched or fixed with staples. Sundry 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 – hanging – Net curtains

Curtains, hanging and net curtains may be left loose if they are made with M0, M1 or M2 materials (or made to meet such classification with a fireproofing treatment). 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.

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 (or made to meet such classification with a fireproofing treatment).
24 – AWNINGS – CEILINGS – FALSE CEILINGS

Stands which have a solid ceiling, false ceiling or awning must have a covered surface area of 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 1 m².

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 made up of 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 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, be applying a paint or special varnish with a paintbrush, 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 DE L’IGNIFUCATION: 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.

VERY IMPORTANT: Reports of foreign origin cannot be taken into consideration. Only reports issued by approved French laboratories can be accepted.

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 on 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 (as defined in standard NF C 20-030) must be protected by differential current devices operating at no more than 30mA.
Electrical apparatus of category I (as defined in standard NF C-20-030) must be connected to the earth conductor of the cable supplying them.
Of the apparatus in category II (as defined in standard NF C-20-030), 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, haut voltage).

33 – INSTALLED ELECTRICAL POWER
For stands with more than 100 kW of power supply, a plan and instructions for the insulation of the control box or the technical room must be sent to La Cité Nantes Events Center (Direction d'Exploitation, 5 rue de Valmy – 44041 NANTES Cedex 1) for approval.

4 – ENCLOSED STANDS–ROOMS CONSTRUCTED IN THE HALL

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 20m²: 1 exit 0.90m wide
- from 20 to 50m²: 2 exits, one 0.90m wide, the other 0.60m wide
- from 50 to 100m²: either two exits 0.90m wide, or two exits, one 1.40m wide and the other 0.60m wide
- from 100 to 200m²: either two exits, one 1.40m wide and the other 0.90m or three exits 0.90m wide
- from 200 to 300m²: 2 exits 1.40m wide
- from 300 to 400m²: 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 HALL
Independently from the areas used for display purposes, meeting rooms, restaurants 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 600kg per m². Stages and sloping floors with seats shall have a load-bearing strength of 400kg 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 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
51 – GENERAL REMARKS

In compliance with standard NF P 06-001, the construction of levels above general floor level must be of sufficient rigidity to withstand an imposed load of:

- upper level less than 50m²: 250kg per m²
- upper level 50m² or more: 350kg per m²

CAUTION: Each stand with an upper level shall be subject to a report from an approved organisation certifying the stability of the structure after erection on the site.

The puncture resistance must not be greater than that permitted in the area concerned. Each stand may only have one level above ground level. The surface area of this upper level must be less than 300m².

Each stands must be provided with fire-fighting equipment, namely: one water spray extinguisher, located at the bottom of each staircase, and one CO₂ type extinguisher, located near the electrical panel. If the surface area of the upper level is greater than 50m², appropriate additional fire-fighting equipment must be provided, attended permanently by at least one safety officer while the public is present.

52 – ENTRANCES AND EXITS

The levels above general floor level must be served by carefully laid out staircases, the quantity and the width of which shall depend on the area of the upper levels, namely:

- up to 19m²: 1 staircase 0.90m wide,
- from 20 to 50m²: 2 staircases, one 0.90m wide, the other 0.60m wide,
- from 51 to 100m²: either two staircases 0.90m wide, or two staircases, one 1.40m wide and the other 0.60m wide,
- from 101 to 200m²: 2 staircases, one 1.40m wide, the other 0.90m wide.

Only staircases with their outer frames at least 5 metres away from each other shall be included in the number of exits or units of passage. The exits must be marked “Sortie” in white letters clearly visible on a green background.

53 – STRAIGHT STAIRCASES

Straight staircases intended for use by the public must be constructed so that the treads and rises comply with codes of practice and so that flights have a maximum of 25 steps. As far as possible, each flight of steps should go in opposite directions.

The height of the risers must be a minimum of 13cm and a maximum of 17cm; the treads must be at least 28cm wide and a maximum of 36cm wide. The height and width of the treads and risers shall be linked by the formula 0.60m<2H+W<0.64m. These heights and widths must be uniform within the same flight, although this requirement shall not apply to the bottom step.

The landings must be at least as wide as the staircases; where flights of stairs do not go in opposite directions, they must be more than one metre in length.

Stairs which are wider than one passage unit must be provided with a handrail. Those which are two passage units wide or more must have a handrail on each side.

54 – SPIRAL STAIRCASES

Normal or additional spiral staircases must be continuous without any landing other than that serving the floors. The width of the treads and height of the risers along the line of passage, 0.60m from the core or the central void, shall comply with codes of practice as referred to in paragraph 53. In addition, the width of the treads on the outside of the steps must be less than 0.42m. for staircases which are only one passage unit wide, the handrail must be located on the outside.

55 - STAIRCASES WITH BOTH STRAIGHT AND SPIRAL SECTIONS

On condition that a staircase complies in its various straight and spiral sections with codes of practice as defined in paragraphs 53 and 54 above, this staircase shall be considered as complying with relevant regulations and, consequently, there shall be no objection to its use in establishments open to the public.

56 – BALUSTRADES AND STAIRCASE HANDRAILS

In accordance with standards NF P01-012 and NF P01-013, balustrades must withstand a thrust of 100kg per linear metre. Panels of glass used for protection must be reinforced or laminated. Glass known as “safety glass” shall be forbidden.
6 – LIQUIFIED GASES

61 – GENERAL REMARKS

Cylinders of butane or propane gas shall be permitted at the rate of one cylinder, weighing a maximum of 13kg, for each 10m² 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 of 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 20kW 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, an M0 finish must be provided for a height of 1 metre next 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 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 circulations aisles.

72 – EQUIPMENT
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

The 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 gas 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 drawings 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)
- 370 kilobecquerels (1 microcurie) for those formed from or containing isotopes of group II(1)
- 3,700 kilobecquerels (100 microcurie) for those formed from or containing isotopes of group III(1)

(The classification of the radio-elements of radioactive substances, according to their 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.

Waivers may be granted for the use of substance with higher levels of radioactivity provided that the following measures are taken:
- The radioactive substance must be securely protected,
- Their presence must be indicated using diagrams based on ionising radiation as defender in standard NF M 60-101 together with an indication of their nature and their level of radio-activity
- It must be rendered materially impossible for the public to remove 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 exhibitions appointed by name,
- When this supervision ceases, evens in the absence of the public, the radioactive substance 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 microsievert per hour (0.75 millirems per hour).

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 people 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) at a distance of 0.10m from the x-ray source.

The use of apparatus which emits x-rays 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 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 for approval has not been made in due time.

10 - LASERS

The use of lasers in exhibition halls will be permitted provided that the following requirements are met:
- The public shall, under no circumstances, be subjected to the direct or indirect beam from the laser,
- The apparatus and its associated equipment must be securely fixed to stable elements,
- The area surrounding the apparatus and the area swept by the beam shall not have any elements which reflect the corresponding wavelengths,
- The casing containing the laser, and any optical deviation device it may have, must be in class I or II (to comply with standard NF C 20-030),
- Exhibitors must ensure, by means of tests carried out when the public are not present, that the materials used for fitting out and decorating the stand, and the fire protection equipment, do not react to the heat energy given out by the light beams,
- No direct or reflected rays shall be permitted in the safety zone, defined as the area located under a horizontal plane 2.60m above the ground or above the highest point accessible to the public, surrounded on all sides by a non-accessible strip 1.50m wide.
- An emergency stop device for the laser(s) shall be installed close the electrical control panel,
- Casings shall be provided around the optical deviation devices so as the prevent any rays escaping from the permitted scanning area.

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.
On stands that are provided with a hose reel, a one metre wide space, totally clear of any obstructions, shall be maintained between the apparatus and the public circulation aisles. The use of panels or fabrics to conceal the apparatus shall be absolutely forbidden.

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. Regular cleaning (daily) shall be carried out in order to clear the premises of dust and rubbish of all kinds. All refuse arising from the cleaning and sweeping must be removed each day, outside public opening hours, and taken outside the establishment.

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
Stands with a floor level of 20mm or more must be laid in order to facilitate access for the handicapped.
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