

EXHIBITOR GUIDE

TECHNICAL FILE TO BE OBSERVED BY EXHIBITORS AND STAND TENANTS AT ALPEXPO

CONTENTS

A. INTRODUCTION	Page 01
B. OBLIGATIONS OF EXHIBITORS AND STAND TENANTS	Page 01
C. STAND FITTINGS	Page 01
D. SPECIAL STANDS	Page 02
E. GAS AND HEATING INSTALLATIONS	Page 02
F. ELECTRICAL INSTALLATIONS	Page 02
G. TEMPORARY INSTALLATION OF COOKING APPLIANCES	Page 03
H. FLAMMABLE LIQUIDS	Page 03
I. PROHIBITED PRODUCTS	Page 03
J. RADIOACTIVE SUBSTANCES AND X-RAYS	Page 03
K. LASERS	Page 03
L. AUTOMOBILE DISPLAYS	Page 03
M. MACHINES AND EQUIPMENT PRESENTED WHILE OPERATING	Page 03
N. STAND ACCESSIBILITY FOR PEOPLE WITH DISABILITIES	Page 04
O. STRUCTURAL SUSPENSION	Page 04
P. GUIDELINES TO BE FOLLOWED DURING THE EVENT	Page 04
Q. FIRE SAFETY GUIDELINES	Page 04
R. APPLICABLE LAW IN CASE OF DISPUTES	Page 05
APPENDIX DECLARATION FORM FOR MACHINES OR EQUIPMENT IN OPERATION	Page 05

A. INTRODUCTION

This document constitutes the technical file for the event as stipulated in Article T5 §3 of the decree dated 11 January 2000, as amended.

The role of the Event Safety Officer is fulfilled by AG CONSEILS, represented by Mr. Alain Grimaud, who is responsible for ensuring compliance with the safety measures described in this document.

B. OBLIGATIONS OF EXHIBITORS AND STAND TENANTS

GENERAL INFORMATION /

Exhibitors and stand tenants must adhere to the provisions outlined in this technical file. To this end, they must provide the Safety Officer with the following information 2 months prior to the opening of the event: Fire reaction certificates for all stand elements issued by an approved laboratory, an electrical compliance certificate, a declaration form for any machines that will be in operation and any documents related to the safety of specific stands (Chapter D).

THE SAFETY OFFICER'S ACCEPTANCE INSPECTION /

Stand fittings must be completed by the time of the Safety Officer's acceptance inspection. At each stand, the exhibitor or qualified representative must be present during this inspection and should be able to provide all information regarding the installations and materials or equipment used.

Based on the recommendations of the Safety Officer, the organiser may prohibit the operation of stands that fail to comply with the provisions of the decrees dated 18 November 1987 and 11 January 2000, as amended. In such cases, the organiser will deny access to electricity and other utilities or resources.

ADMINISTRATIVE INSPECTION /

The safety commission may conduct an acceptance inspection of the installations specific to the event.

AUTHORISATION TO BE OBTAINED /

Exhibitors with specific stand types, such as large enclosed areas or multi-storey stands, must submit a stand layout dossier to the Safety Officer 2 months before the event begins. This dossier should include the stands plans and blueprints, as well as its dimensions and access points and a descriptive note specifying the materials used in its construction and decoration.

SPECIAL PROVISIONS /

"Machines in operation" displayed on stands must be declared to the organiser 1 month before the event.

Combustion engines, smoke generators, propane gas, hazardous gases, radioactive sources, X-rays, and lasers presented on stands must be authorised by the competent authority 1 month prior to the public opening. The organiser will forward this application to the relevant authorities.

The document provided in the appendix will be used to make declarations or apply for authorisations. The Safety Officer will specify the special arrangements to be adopted for stands subject to declarations and will communicate the administration's decisions regarding stands subject to authorisation.

C. STAND FITTINGS

FIRE REACTION OF THE MATERIALS /

Stand fitting materials are classified into 5 categories: M0 (non-combustible), M1 (non-flammable), M2 (hardly flammable), M3 (moderately flammable), and M4 (easily flammable). Proof of the material's fire classification must be provided by one of the following means: an official test report from an accredited laboratory, conformity marking according to N.F. standards, an identification tag if the flameproof treatment is applied at a factory or workshop, or a stamp or seal if treated "in situ".

Proof of classification is not required for traditional materials with standard classifications:

M0: glass, brick, plaster, slate, iron, steel, aluminium, ceramic products.

M3: solid non-resinous wood at least 14mm thick; solid resinous wood and wood-based panels (plywood, particle board, fibreboard) at least 18mm thick.

M4: solid non-resinous wood under 14mm thick; solid resinous wood and wood-based panels under 18mm thick.

Exhibitors and stand tenants must provide fire classification guarantees for all materials used, upon request by the Safety Officer. Euroclass certificates may be accepted if they meet regulatory equivalency requirements.

FIRE REACTION CLASSIFICATION FOR THE MATERIALS USED ON STANDS /

Stand partitions and frameworks: M3.

Partition coverings: M2. Prohibited materials: soft cellulose-based particle boards, wallpaper, expanded plastic sheets or panels that are not at least M2.

Curtains, drapes, sheer curtains: M2. Prohibited on stand entry/exit doors but allowed on cabin doors.

Canopies, ceilings, false ceilings: M1. In larger stands, canopies must be supported by a cross network of wires, arranged to form a mesh with a maximum size of 1m².

Floor coverings: M4. For platforms, podiums, floors, and stands over 20m² tall and those elevated more than 0.3m: M3.

Decorative or free-hanging elements (advertising panels over 0.5m², garlands, lightweight decorations): M1. The use of white-lettered signs on green backgrounds is prohibited, as these colours are reserved for emergency exits only.

Synthetic floral decorations: M2.

D. SPECIAL STANDS

ENCLOSED STANDS /

Stands must have direct exits to the aisles. The number and width of the exits depend on the area of the stand:

Stands under 20m²: 1 exit measuring 0.90m. Stands from 20m² to 50m²: 2 exits (0.90m and 0.60m). Stands from 51m² to 100m²: 2 exits measuring 0.90m or 2 different exits (1.40m and 0.60m).

Stands from 101m² to 200m²: 2 exits (1.40m and 0.90m). Exits must be strategically placed and, if possible, opposite from each other. Each exit must be marked with the word "Exit" [*Sortie* in French] in white letters on a green background. If the stand is closed with off with doors, these doors must open in the direction of the exit, must have no locking mechanisms, and must not impede the public aisles.

MULTI-STOREY STANDS, COVERED STANDS, CEILINGS, AND SOLID FALSE CEILINGS /

These stands must simultaneously meet the following conditions: They must have an area less than 300m², be spaced at least 4m apart, and have a total ceiling and solid false ceiling area (including elevated levels) no greater than 10% surface area of the level in question.

If stand areas exceed 50m², each stand must have suitable fire extinguishing equipment, with at least one security officer permanently stationed while members of the public are present. A self-contained emergency lighting unit must be installed on the ground floor of the stand.

Multi-storey stands must comply with the following measures: They may only have one elevated level, which must remain open (uncovered). The strength and stability of the stand will be verified by an approved inspection office (VERITAS, APAVE, SOCOTEC, etc.). The inspection report from the aforementioned office will be sent to the Safety Officer. The stand must be able to withstand a load of at least 500 kg per m². Guardrails must be able to withstand a force of 100kg per linear metre. Glass panels used as protection must be reinforced or laminated "SECURIT" glass is prohibited.

Levels must be served by staircases, with the number and width being based on the area of the stand: Floors up to 50m²: 1 staircase measuring 0.90m.

Floors from 51m² to 100m²: either 2 staircases measuring 0.90m or 2 different staircases (1.40m and 0.60m).

Floors from 101m² to 200m²: 2 different staircases (1.40m and 0.90m).

TENTS, MARQUEES, AND STRUCTURES /

If a structure of this type is installed, it must comply with Articles CTS 1 to CTS 37 of the decree dated 23 January 1985, with the exception of Article CTS 5.

E. GAS AND HEATING INSTALLATIONS

USE OF BOTTLED BUTANE OR PROPANE /

Only bottles containing a maximum of 13 kg of gas are authorised.

Bottles must always be fitted with standardised pressure regulators, kept out of public reach and protected from impacts. Each stand may have no more than 6 bottles connected. Bottles must either be separated by a rigid, fireproof screen at a rate of one bottle per 10m² or spaced at least 5m apart from each other.

Soft or flexible connecting hoses must comply with NF standards. They must be replaced by their expiry date, suitable for the diameter of the end fittings, and equipped with clamps. They may not exceed 2m in length.

Empty or unconnected full bottles must be stored outside of the building.

F. ELECTRICAL INSTALLATIONS

GENERAL INFORMATION /

Stand-specific installations must be set up by individuals fully aware of the specific risks of the event, who possess the necessary knowledge to design and execute the work in compliance with these regulations.

Each stand's electrical installation must be protected at its source against overcurrents and earth faults.

An electrical panel should be provided, including: a general 30mA residual current device, overcurrent protection devices with a 10A rating for lighting and 16A for power sockets, and an emergency cut-off for all active conductors.

All metallic parts or structures must be interconnected and grounded to the stand's electrical connection terminal.

Electrical connections must be placed inside junction boxes.

Power cut-off devices must be accessible at all times to stand personnel and to the venue's Technical Team.

The conformity of the electrical installations may be verified by an accredited inspection office. If the stand's safety cannot be guaranteed, the organiser may cut off the stand's power supply.

ELECTRICAL EQUIPEMENT /

All electrical equipment used must comply with current French or European standards.

Electrical cables must be insulated for a minimum voltage of 500 volts, and the use of H03 VHH cables (Scindex) is prohibited. Only cables in which each conductor has its own protective sheath, with all conductors enclosed within a shared outer sheath, are allowed.

Conductors may be attached to temporary stand structures or fittings. For flexible cables, the distance between two successive fastening points must not exceed 0.40m. Conductors with a cross-section less than 1.5mm² are prohibited.

All electrical devices, except for double-insulated devices (Class II), must be connected to the protective network.

Multi-socket adaptors and extension leads are prohibited, but multi-socket bases are allowed if they are powered by fixed outlets protected by 16A fuses or circuit breakers. Any device requiring more power must be connected to a specially adapted circuit.

Portable and semi-portable devices may be powered under the same conditions as handheld or portable devices. Cable lengths must not exceed 1m, and flashing lights, such as those used by firefighters or police, are prohibited.

High-voltage illuminated signs must be indicated by a sign reading: "Danger High Voltage" ("*Danger Haute Tension*" in French). Neon signs should be attached to the stand's partition wall using porcelain insulators and should be positioned out of reach of the public and stand workers. If enclosed in protective cases, these must be made of category-M3 materials. The cut-off switch must be clearly marked, and transformers placed in a safe, inaccessible location. The cut-off switch must be clearly marked, and transformers must be placed in a location that poses no risk to people.

G. TEMPORARY INSTALLATION OF COOKING APPLIANCES

Only cooking and reheating appliances with a total nominal power of less than 20 kW per stand are permitted within exhibition halls, provided they are used in accordance with Articles GC16 and GC17. All necessary measures must be taken to ensure a minimum distance of 3m between two cooking installations under 20 kW located on different stands.

H. FLAMMABLE LIQUIDS

The use of flammable liquids is limited to 5 litres of Category 1 liquids (e.g., benzene, toluene, hexane, butanol, xylene, turpentine) per stand and 10 litres per 10m² (up to a maximum of 80 litres) of Category 2 liquids (e.g., heating oil, diesel, etc.). A 9 kg powder extinguisher must be kept nearby, with a sealed container placed under fuel cans or tanks to hold the full volume of the fuel. It should be refuelled away from the public.

I. PROHIBITED PRODUCTS

The following items are prohibited: samples or products containing flammable gas, balloons filled with flammable or toxic gas, pyrotechnics and explosives, celluloid items, ethylene oxide, carbon disulfide, sulphur ether, acetone, acetylene, oxygen, and hydrogen (unless an administrative exemption is obtained by submitting a request two months before the event).

J. RADIOACTIVE SUBSTANCES AND X-RAYS

Any presentation of machinery or equipment using radioactive substances or which generate X-rays must be authorised under the Special Provisions (B) of this Technical File.

RADIOACTIVE SUBSTANCES /

The display of radioactive substances may be permitted for activity levels below 37 kilobecquerels for those containing Group I radio-elements. 370 kilobecquerels for Group II radio-elements. 3,700 kilobecquerels for Group III radio-elements.

Substances must be securely protected and clearly marked with the ionising radiation symbol, as defined by standard NFM60.101, along with their nature and activity level. Public access to these substances must be prevented, either by fixing them to an operational device or by placing them in a more distant location. Stand personnel must continuously monitor these substances, and if such monitoring ceases, they must be stored in a fireproof container displaying the conventional ionising radiation symbol. The equivalent dose rate at all points on the stand must remain below 7.5 microsieverts per hour. Stands with these substances must be constructed and decorated with category-M1 materials.

X-RAYS /

The display of X-rays is allowed, provided that NFC74.100 standards are met, which includes, in particular, keeping unnecessary items away from the X-ray generator and from the sample to be examined, clearly marking restricted areas, and ensuring that leakage radiation does not exceed 0.258 microcoulombs per kilogram per hour at 0.10m from the radiation source.

K. LASERS

The use of lasers is permitted following an application for authorisation under the Special Provisions (B). The application must include a technical note along with the installation plan, as well as a document prepared and signed by the installer certifying compliance with these provisions. The public must never be exposed to direct or reflected laser beams, and the device and its auxiliary equipment must be securely fastened to stable structures. The area surrounding the device and the space traversed by the beam must be free of any reflective elements at the relevant wavelengths. Tests should also be conducted outside of public hours to confirm that the materials used in fittings, decoration and fire protection equipment do not react to the heat energy emitted by the laser beams.

L. AUTOMOBILE DISPLAYS

Fuel tanks of stationary motor vehicles on display must be emptied or equipped with locking caps. Battery terminals must be protected in order to prevent access.

M. MACHINES AND EQUIPMENT PRESENTED WHILE OPERATING

All presentations and demonstrations shall be carried out under the full responsibility of the Exhibitor. Machines and equipment presented while operating must pose no risk to the public. They must either be fitted with fixed, secure screens or guards that keep dangerous parts out of reach of the public, or they must be positioned so that hazardous parts remain inaccessible to the public, at a minimum distance of 1m from general circulation areas.

All displayed equipment must be properly stabilised to prevent the risk of tipping over.

N. STAND ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

In accordance with the decree dated 01 August 2006 regarding accessibility for persons with disabilities, each stand must be accessible to any individual with a disability or reduced mobility, regardless of the type of disability.

Individuals must be able to reach their place, consume food and beverages and attend presentations or demonstrations all without having to leave their wheelchairs. Spaces in restaurants and stands must be cleared upon the arrival of people with reduced mobility (PRM).

PUBLIC RECEPTION /

At least one counter, desk, or service window must be accessible to PRM, with a maximum height of 0.80 m and a clearance underneath of at least 0.30 m deep, 0.60 m wide and 0.70 m high in order to allow space for the feet and knees of a people in wheelchairs.

STANDS FEATURING AN ELEVATED FLOOR /

Any stand equipped with a floor height greater than 2 cm and less than 4 cm must feature a surrounding slope with a maximum incline of 33%. Any stand with a floor height exceeding 4 cm which is accessible to the public must also include a ramp.

This ramp, which should be fully integrated with the stand (without blocking or encroaching on public aisles), must be 0.90 m wide with a slope of 12% if it is shorter than 0.50 m, or 8% if it is shorter than 2 m.

VISUAL IMPAIRMENT /

The quality of artificial or natural lighting must ensure that the entire walkway is accessible without any visual discomfort. Areas of the walkway that might cause a loss of balance for PRM should have enhanced lighting or contrasting signals. Information must be visible, readable, and understandable by PRM. Information displays must be contrasted with their immediate environment.

The information contained in such displays should feature a strong contrast relative to the background, with text characters measuring at least 15 mm high for orientation signage and 4.5 mm high in other cases.

O. STRUCTURAL SUSPENSION

Temporary structural installations are permitted only with the organiser's approval. Hanging elements or signage fixed to electrical distribution ducts, ventilation ducts, smoke extraction ducts or any existing equipment or ducting are prohibited.

Structural suspension is an exclusive service of the Exhibition Park's technical services, and access to the structure is restricted to the Exhibition Park's authorised technical staff.

P. GUIDELINES TO BE FOLLOWED DURING THE EVENT

EMERGENCY ACCESS /

Access to all emergency equipment (hydrants, fire hoses, extinguishers, emergency telephones, etc.) must remain clear and unimpeded at all times. On stands equipped with a fire hose reel, a 1m-wide passage directly in front of the equipment must be kept free of any materials leading to the public aisle. It is strictly prohibited to set up panels or fabric to conceal this equipment.

OPERATING INSTRUCTIONS /

The exhibitor must keep the width of open spaces, aisles, and emergency exits clear at all times. Exhibits must be confined to the Exhibitor's stand area only. Storing crates, wood, straw, or cardboard in the exhibition areas, stands, and walkways is prohibited.

No vehicles will be allowed in the exhibition hall during public opening hours. Exhibitors must park in designated parking areas. Parking is prohibited within a space of 12m in front of building facades, on the lanes reserved for emergency and firefighting vehicles, along the Barbusse East and West routes, in front of the ALPEXPO technical building, in the "SPL ALPEXPO administration" parking area and on the Alpes Congrès front courtyard.

SMOKING BAN / Smoking is prohibited throughout all SPL ALPEXPO buildings.

SPEED LIMIT /

25 km/h for all vehicles and equipment in outdoor parking areas and access roads. **5 km/h** inside buildings during the setup and dismantling phases. The open spaces within the halls are designated as circulation paths for equipment during the installation and dismantling phases.

STAND STABILITY /

Each Exhibitor is responsible for the structural stability of their stand. It is strictly forbidden to attach items to, alter or dismantle partitions set up for the exhibition. These partitions are intended solely to define stand spaces and must not be used as load-bearing supports.

ANIMALS / Animals are not permitted within the building premises, except with express authorisation from SPL ALPEXPO.

Q. FIRE SAFETY GUIDELINES

These guidelines and instructions must be provided to all stand personnel by the stand owner or their representative.

During public opening hours, a fire safety service will be permanently present in the venue.

EMERGENCY CONTACT NUMBERS: FIRE SAFETY STATION: 04 76 39 64 30 (external) or 64 30 (internal)

In an emergency, alert the security agents or technicians nearest to the stand. These individuals are in radio contact with the venue's security service.

EVACUATION GUIDELINES /

Building evacuation is initiated either by an evacuation sound or by an order from the security service. In such cases, proceed calmly to the nearest emergency exits. The stand manager must ensure that their space is clear of all public and staff.

Once outside, individuals must gather in the venue's parking areas at a distance of at least **20 metres** from all facades.

R. APPLICABLE LAW IN CASE OF DISPUTES

This document is provided to Exhibitors by the organiser. In the event of disputes, only the French text of the safety regulations shall be legally enforceable.

In case of difficulties and failing successful conciliation, the Courts of GRENOBLE shall have sole jurisdiction.

DECLARATION OF MACHINES OR EQUIPMENT IN OPERATION

FORM TO BE RETURNED TO THE SAFETY OFFICER 2 MONTHS BEFORE THE START OF THE EVENT

AG CONSEILS
Alain Grimaud
6 Place du Champ de Foire 38640 CLAIX.
e-mail / alaingrimaudconseils@gmail.com

SHOW OR EXHIBITION:

LOCATION: SPL ALPEXPO.

STAND NAME:

STAND NO.:

COMPANY NAME:

MANAGER'S NAME:

ADDRESS:

TEL. / FAX NO.:

SPECIFIC RISKS

ENERGY SOURCE OVER 100 KVA /

LIQUEFIED GAS /

FLAMMABLE LIQUIDS OTHER THAN THOSE IN VEHICLE FUEL TANKS /

TYPE:

QUANTITY:

USAGE METHOD:

RISKS REQUIRING AUTHORISATION

INTERNAL COMBUSTION ENGINE /

SMOKE GENERATOR /

PROPANE GAS /

OTHER HAZARDOUS GASES /

RADIOACTIVE SOURCES /

X-RAYS /

LASERS /

OTHER UNFORESEEN CASES /

DEMONSTRATIONS ARE CONDUCTED UNDER THE FULL RESPONSIBILITY OF THE EXHIBITOR.

Date:

Signature / Seal: