

EXHIBITOR TECHNICAL GUIDE

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1. GENERAL INFORMATION

General safety regulations : exhibitors declare that they have read and agree to comply with the general exhibition regulations (page 44) detailed at the back of the Exhibitor Technical Guide.

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. To access rights or for any rectification, please write to: La Cité Nantes Events Center, 5 rue de Valmy, 44041 Nantes Cedex 01, France.

1.1. USEFUL ADDRESSES

ORGANISER	IFSTTAR 44 Route de Bouaye CS4 44 344 Bouguenais cedex Name : GEOLOC Team Email : ipin2018@ifsttar.fr
NAME OF THE EVENT	INTERNATIONAL CONFERENCE ON INDOOR POSITIONING & INDOOR NAVIGATION-IPIN 2018
DATES	September 24 to 27
VENUE	La Cité Nantes Events Center 5 rue de Valmy – BP 24102 44041 NANTES CEDEX 01
EXHIBITION HALL	The exhibition will take place in Mezzanine - upper foyer , a large spacious ground floor area covered with a black asphalt floor. Easy access by the loading bays at the rear of the building.
Key Contact for exhibition logistic	Name : Gilles Le Roux Mail : ipin2018@ifsttar.fr

1.2. TIMETABLE

Set-up of custom-build stands by stand builders	BARE STAND		
	Monday, september 24, 2018	07:00 am – 10:00 pm	Set up of stands / traditional stands
Set-up of full service stands by exhibitors	EQUIPPED STAND		
	Monday, september 24, 2018	07:00 am – 10:00 pm	Set up of equipped stand by the booth builder of La Cité Nantes Events Center
	Monday, september 24, 2018	9:00 am – 3 :00 pm	Set-up of equipped stands by exhibitors
Exhibition OPENING HOURS	Monday, september 24, 2018	5:40 pm 8:00 pm	
	Tuesday, september 25, 2018	10:00 am 06:00 pm	
	Wednesday, september 26, 2018	08:00 am 05:30 pm	
Breakdown of all stands / Dismantle	BARE STAND & EQUIPPED STAND		
	Wednesday, september 26, 2018	5:30 pm 6:30 pm	
	Thursday, september 27, 2018	until 12:00 am	
<i>All stands must be dismantled during this period. La Cité Nantes Event Center retains the right to take appropriate action to clear the exhibition hall. Merchandise and installations not cleared during the breakdown will be removed by La Cité Nantes Events Center. La Cité Nantes Events Center Is not responsible for any resulting loss or damage.</i>			

1.3. SPECIAL REGULATIONS

PAYMENT CONDITIONS FOR ADDITIONAL SERVICES :

Payment has to be attached to any order form :

- ⚠ Stand access is allowed only if space rental and additional services have been paid in full.
- ⚠ Please make sure that payments have been processed by connecting with your accountancy department before your trip to Nantes.
- ⚠ Any invoice not paid before the set up day will have to be paid on-site by any representative members of the exhibition team otherwise; access to the booth will be denied.

1.1.1. Deliveries and shipment

- **Receiving deliveries**

Deliveries cannot be delivered at La Cité Nantes Events Center before: Wednesday 19th September, 2018.

To identify all deliveries, please write on each package the name, date and serial number of the exhibition (given by Nantes Event Center) and your stand name.

Only the storekeeper or a La Cité Nantes Events Center delegate can receive parcels. Our warehouse service can be reached on site through the delivery access intercom on the warehouse side. Any parcels sent in advance of the event will be delivered to your stand directly by the venue's storekeeper.

To ensure that your deliveries arrive safely and on time, you **must** refer to the information outlined below:

Delivery opening hours	08:30 am – 12:30 am / 02:00 pm – 05:30 pm
Delivery address	La Cité Nantes Events Center Quai Favre – Delivery Platform Access 44041 NANTES CEDEX 01 Phone number : + 33 (0)2 51 88 20 00
Information to mention on parcels	IPIN 2018 25 389 09-24-2018 to 09-27-2018 Name and Stand Number * « Stand Materials »

*** Name and Stand Number : REQUIRED.**

Under no circumstances can La Cité Nantes Events Center be held responsible for deliveries, which are the sole responsibility of exhibitors. **La Cité Nantes Events Center has no unloading platform. For an easier unloading, please make sure that your truck includes a tailgate.**

Exhibitors have to proceed themselves the reception of their goods on stand. Exhibitors have to make sure that their carrier will have the handling and forklift for unloading goods from the truck and for routing them on stand.

For any need of Handling/Forklift Truck, you can ask for additional services before the event (cf. page 36).

- **Collection of Shipments :**

Shipping of packages after the event is the responsibility of the exhibitor and their designated courier/freight forwarder. La Cité Nantes Events Center does not organize the shipment of packages; it manages only the transfer from stand to warehouse. The exhibitor is responsible for the preparation and labelling of all items, following the above-mentioned procedure (warehouse opening hours, label details). La Cité Nantes Events Center does not take any responsibility for issues relating to shipment collections, so please ensure your items are very clearly labelled.

⇒ **All shipments must be collected from the venue no later than :**

Friday 28th September before noon

1.1.2. Securing carpets

For custom-build stands: The floor of la Cité Nantes Events Center is fragile, so **please only use a certain type of tape to stick the carpet to the floor.** This tape should be **repositionable double-sided 50mm tape** – similar to this one:

<https://www.adhesifs-rubantex.fr/double-face-pp-repositionnable.html>

Example of supplier:

RUBANTEX Company - 73 avenue Franklin Roosevelt - 69150 DECINES

Tél : + 33 (0)4 72 05 65 50

1.1.3. Cleaning of common areas and booth

There is no space available at La Cité Nantes Events Center for storing empty packages. **Empty parcels must be removed immediately and binned by exhibitors.** Leaving rubbish on your stand is prohibited for fire safety reasons. A dumpster and recycling trolleys will be available during the setup and breakdown.

The entire exhibition area will be cleaned just before the opening of the exhibition and after the breakdown. Cleaning includes the removal of carpet polymer film as well as waste in aisles and on stands.

A regular cleaning of common areas is provided by La Cité Nantes Events Center. **If you wish to order additional cleaning (for example, after an event at your stand or each morning before the opening), please return the cleaning order form in the annex), indicating the relevant timings.**

1.1.4. Unloading

For bare stand decorators	BARE STAND	
	Monday, septembre 24, 2018	07:00 am – 10:00 pm
For exhibitors setting up on an equipped stand	EQUIPPED STAND	
	Monday, septembre 24, 2018	07:00 am – 10:00 pm

The day of your set-up, you will be allowed to access the delivery platform (see map on page 17) only to **unloading your vehicle for a maximum period of one hour from your arrival time.**

Packing is allowed only during the set-up hours. After this period of set-up and at the end of your unloading, the access to this area will be forbidden until dismantling time.

A specific pass will be given to you by our safety agents and has to stay visible in your car in case we need to contact you.

1.1.5. Loading

Access to the loading bay will be authorized during the breakdown period only. No access before noon, except by previous arrangement with the organizer.

You may not leave your vehicle parked in the loading bay area after loading – no exceptions!

1.1.6. Empty packages

There is no specific space at La Cité Nantes Events Center for storing empty packages.

Empty parcels must be removed immediately and binned by exhibitors. Leaving rubbish on your booth is prohibited for fire security issue. A dumpster and selective rolls will be available during the set up and dismantle.

1.1.7. Floor strength per sqm

Mezzanine : 500 kg / sqm

1.1.8. Using of freight elevator and lift

FREIGHT ELEVATOR for Mezzanine access

Height : 2,30 m under the door (2,60 m inside)

Width : 2 m

Depth : 5,50 m

Weight : 3,5 ton (charges regularly spread over the surface)

1.1.9. Internet Access - Wireless

A free-access wifi network (16 MB) will be available throughout La Cité Nantes Event Center for the duration of the event.

If you wish to order additional, dedicated wi-fi or a wired internet connection for your stand, please complete and return the order form in the annex.

Network name : **IPIN2018**

Password : **ipin2018**

Password has to include a minimum of 8 characters alphanumeric.

1.1.10. Catering at your booth

You have the possibility to organize breakfast / coffee break / cocktail at your booth.

Coffee breaks are exclusively provided by the bar department of La Cité Nantes Events Center.

If you need any of these services, please fill in the form page 39.

For any suggestion about cocktails (finger foods, appetizers, cakes...), please contact only the caterer in charge of the Congress.

Ruffault Traiteur

Helene.bellouard@ruffault.fr

1.1.11. Distribution of alcohol

Exhibitors are required to limit the consumption of alcohol and to prevent the use of drugs and other illegal products within the La Cité Nantes Events Center, in compliance with local regulations. By law, you are responsible as an exhibitor for the consumption of alcohol at your stand by any person.

If you are serving alcohol at your stand, we recommend the following actions :

- Sending awareness messages about alcohol to any delegate driving back
- Encouraging guests to start a car-pooling system with one person in charge
- Distributing a list of taxis and assisting with bookings
- Distributing alcohol tests when leaving the exhibition area
- Asking the caterers to only serve a reasonable amount of alcohol to guests

1.1.12. Security

During setup and open hours, exhibitors must ensure the safe storage of their stand contents and are advised not to leave them unattended.

La Cité Nantes Events Center cannot take any responsibility for goods that are lost, damaged or stolen during the event. Exhibitors are recommended to take out insurance for all items, covering any situation of robbery and theft.

If you require specific security arrangements overnight or during open hours, please contact for a quotation.

1.1.13. Non-smoking area

Cf. Order 2006-1386 of November 15th, 2006 – Circular of November 24, 27 and 29th, 2006. From February 1st, 2007, smoking is forbidden in areas used as a collective meaning, welcoming people or in workplaces (closed or covered).

Smokers who break this law are liable to pay a 68 € fine. Checks can be made at any time by local health and safety inspectors. **The smoking area is located outside the main entrance of the Great Hall.**

1.1.14. Security rules

Each exhibitor must read carefully the security rules at the end of this document, in particular any information about stand set up, electrical set-up, products and machines forbidden into an exhibit space or requiring a specific agreement, etc....

- As a bare minimum, exhibitors **must** follow the security rules outlined below:
- Modifying the venue doors is forbidden.
- All doors must be freely accessible to the public for the entire duration of the event ;
- Stand elements (walls, awnings, etc.) must not affect the visibility of exit signs and emergency exit routes and doors;
- It is not possible to build in zones designated as security perimeters and priority access routes.
- During the exhibition opening hours, the abovementioned areas must be free of all stand elements, materials and vehicles; otherwise, Nantes Event Center will immediately remove these items (at the exhibitor's cost);
- Building frontages, water delivery points and fire hydrants must be accessible. No vehicle will be authorized to park or unload in public areas

1.1.15. Insurance

Civil liability :

La Cité Nantes Events Center takes responsibility for :

- The management of the building and any fixed or temporary installations used by exhibitors;
- 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 :

REMINDER : this coverage only concerns exhibition 'products' and not operating equipment (for example : computer equipment, mobile phones...). For insurance covering these items, see the "Additional Insurance" order form in the annex. La Cité Nantes Events Center does not take any 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 offers insurance packages specially designed for the exhibition period (including setup and breakdown):

- Basic cover: capital insured = 350 € including VAT per sqm for stand and merchandise
- Additional cover: for a capital amount above the basic insurance, to a maximum of 100 000 €.

Both basic and additional insurance cover: Fire damage, water damage, theft (by breaking and entering or violence), accidental damage (including natural disasters, attacks, act of terrorism or sabotage). This insurance cover is only valid for incidents occurring at the event venue.

Exclusions :

- Transport (including loading and unloading) ;
- Damages due to weathering of covered equipment, objects and/or goods stored outside a rigid structure ;
- Operating equipment (computers, mobile phones) - can be insured with additional insurance via the order form in the annex;
- Cash and valuable objects ;
- Food and/or beverages for tasting or free distribution ;
- Personal effects or objects ;
- Live animals ;
- Jewelry, furs, precious stones and precious metal objects ;
- Breakage of crystal glassware, porcelain, earthenware, terracotta and plaster unless they result from a fire, explosion or theft ;
- Scratches, chipping, cigarette burns, graffiti, dents, wrinkles and stains of any kind ;
- Pecuniary losses ;
- Damage occurring before the effective date of insurance coverage ;
- Mechanical and/or electrical malfunctions and/or damage to equipment, objects and/or goods as a result of their operation ;
- Damage from the gradual deterioration, wear, lack of maintenance, atmospheric humidity, temperature variations, mites and other vermin, inherent defects ;
- Intentional acts of the policyholder/insured or committed with their complicity ;
- Receivership, seizure, confiscation, destruction or requisition by order of the civil or military authorities, or under the Customs Regulation ;
- Foreign war: it is up to the insured to prove that the incident results from an act other than foreign war ;
- Civil war: it must be proven that the loss results from this;
- Damages, losses or costs of any kind, directly or indirectly caused by a nuclear reaction, nuclear radiation or nuclear contamination, regardless of any other cause that may contribute to the damage or the cause and whatever the order of occurrence of the causes.

Duration of warranty : it is agreed that the insurance takes effect during the stay of the insured property at the venue, plus three days before opening and three days after closing. However, the risk of theft will only be covered for a period of 48 hours before the opening and 24 hours after the close of the event.

In case of theft, a complaint must be filed with the competent authorities. The claim must be sent to the Cité Nantes Events Center within 48 hours after the theft occurred, by registered letter.

The theft without breaking and entering is guaranteed subject to particular conditions :

- Small objects located near windows ;
- Fixing laptops and computer hardware and plasmas screens by security systems adapted to this type of equipment (ropes, locks, bolts...)

An excess of 150 € per claim will be levied, including on additional and optional insurances.

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 organisers, 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.

NOTE: The exhibitor or their representative must be able to produce a valid civil liability insurance certificate upon request.

1.4. ORGANISING TOGETHER A GREEN EVENT



RECYCLE BETTER THAN EVER BY SORTING AT LA CITÉ.

Assembly and disassembly

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



CARDBOARD



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




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

With the participation of 

During the event

**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.

**PAPER, NEWSPAPERS,
ENVELOPES**

PLASTIC BEAKERS

CANS

PLASTIC BOTTLES



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



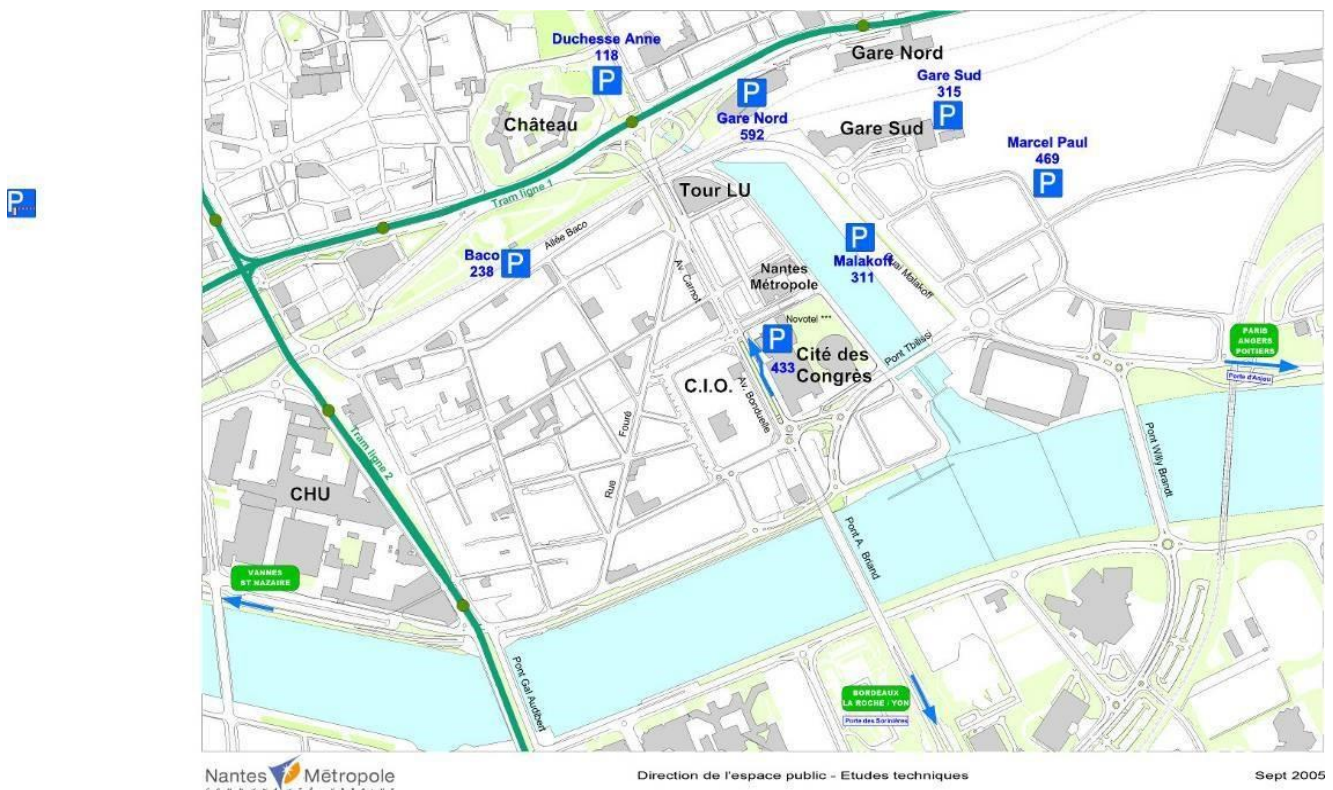
THANK YOU FOR SORTING YOUR WASTE PROPERLY

1.5. CAR PARKS AROUND NANTES EVENTS CENTER

During the congress, you can park in the following car-parks :

Novotel Cité des Congrès Park 433 spaces	Direct connexion with La Cité Nantes Events Center <i>Maximum height : 1.80 m</i>
Quai Malakoff Park 311 spaces	750 m from La Cité Nantes Events Center (park 2) <i>No maximum Height (tickets machines)</i>
Gare Sud Park 315 spaces	900 m from La Cité Nantes Events Center (park 1) <i>Maximum height : 1.90 m</i>
Marcel Paul Park 469 spaces	900 m de la Cité Nantes Events Center <i>Maximum height 2.15 m</i> Forbidden to trucks, trailer, and commercial vehicle.

*****WARNING : parking fees are at you expense *****



1.6. ACCESS MAP BY PUBLIC TRANSPORT

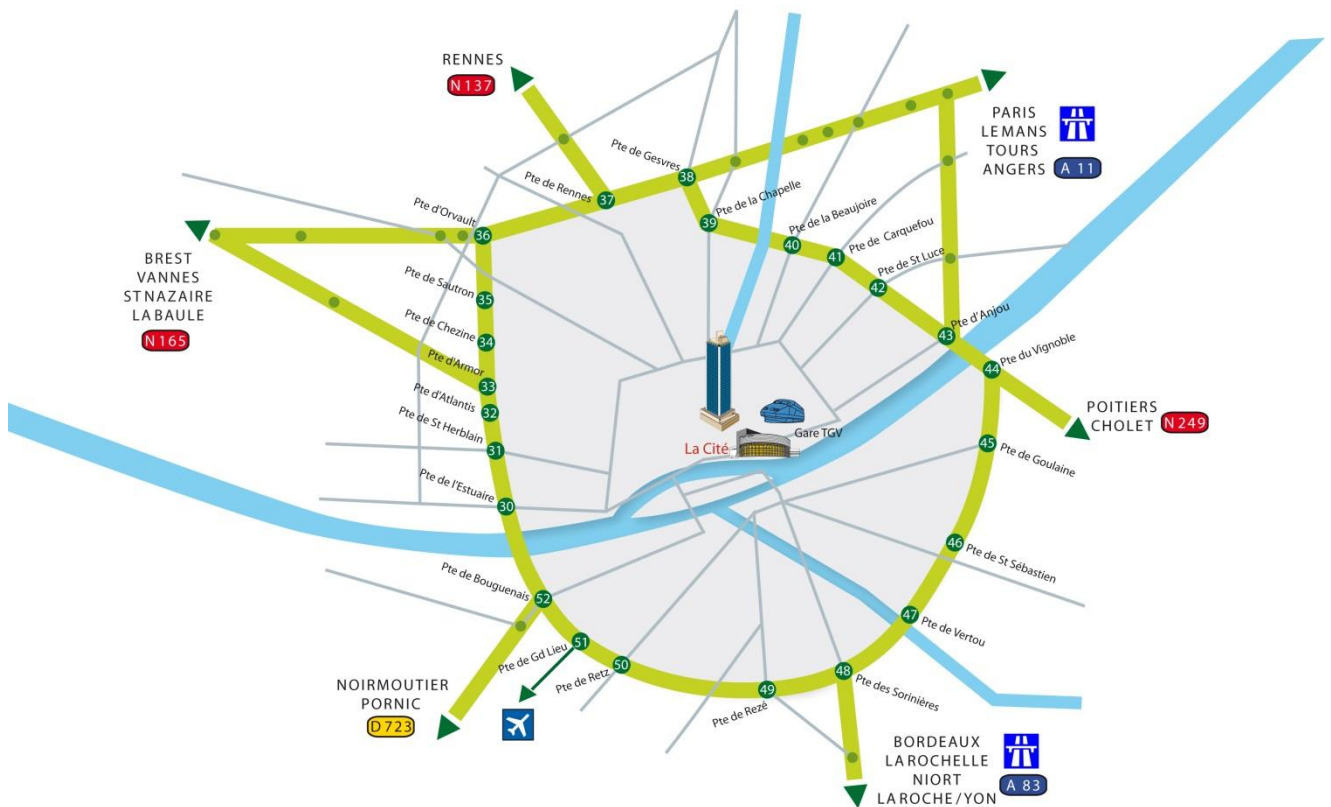


Légende / Key:

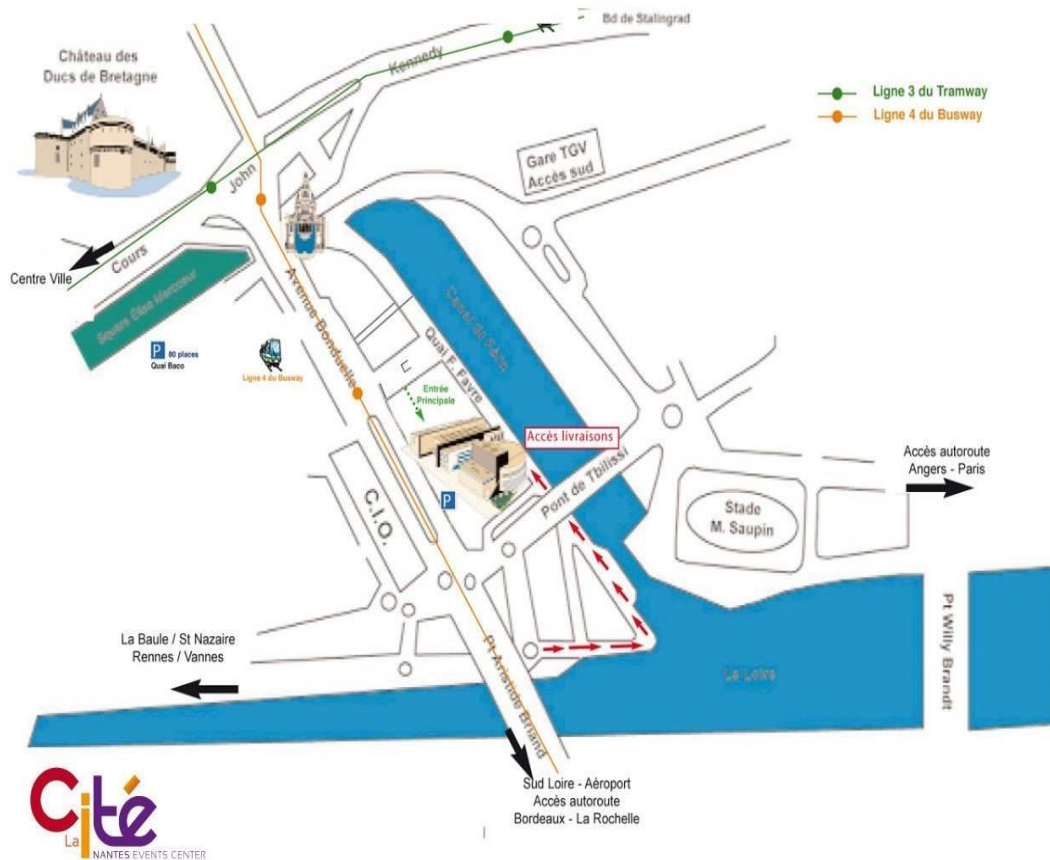
- Parkings / Carports
- Navette aéroport / Airport shuttle service
- Autoroute / Motorway
- Tramway / busway



1.7. ACCESS MAP BY CAR



1.8. DELIVERY ACCESS



2. STAND EQUIPMENT & DESIGN

2.1. BASIS EQUIPMENT – EQUIPPED STAND – 9 or 6 sqm

Your equipped stand of 9 sqm includes :

- Aluminium framework
- Wall panels 1m x 2m40 (color have to be defined)
- Double-sided sign with the name of the company (maximum 18 symbols)
- Spotlight of 3 LED spots in front
- Power supply of 3 kW single-phase box*

Should you require any other services such as additional furniture, additional power supply, plants etc., please fill in the relevant order forms in annex to this document.

***Plug extension boards and plug adaptors are not included. Please take your own material with you.**

Example of equipped booth (9 sqm)



(No contractual picture)

2.2. BASIC EQUIPMENT – Custom Build Stands

Your custom-build stand includes :

- Floor tracing
- Power supply of 3 kW single-phase box (from floor)*

Should you require any other services such as additional power supply, additional furniture, plants etc., please fill in the relevant order forms in annex to this document.

***Plug extension boards and plug adaptors are not included.** Please take your own material with you.

2.3. STAND DESIGN REGULATIONS

ALL custom-build stand designs must be submitted for approval by the organiser by 12nd September at the latest.

The venue's security officials will check each stand design conforms to safety regulations prior to approval. Stands may not be roofed. Please refer to the general safety regulations at the end of this document for information on false ceilings.

IMPORTANT – Exhibitors are advised to make sure that they do not obstruct neighboring stands with a stand design or decoration that is too big or imposing. Should this be the case, the organizer retains the right to require the necessary design modifications.

• Regulations

Maximum height: full-service stands - 2.40 meters; custom-build stands – 4 meters.

Suspension: A plan of the exhibition with rigging points displayed can be found here. Please note that it is not possible to suspend banners etc. under the mezzanine (no rigging points marked on plan).

- Maximum banner height: 4.5 meters from the floor to the bottom of the banner
- Size: the stand sign's must not exceed 10% of the total stand footprint
- Positioning: the sign must be positioned directly above the stand, at least one meter back from the edges of the stand.

No fixed or mobile light projection is permitted outside the stand.

If you would like to suspend an item above your stand, please contact Claudie Arbert, claudie.arbert@lacite-nantes.fr, +33 (0)2 51 88 21 56 for support with this.

• Technical specifications

Floor loading capacity – Great Hall: 1,000 kg / m²

The loading capacity must be taken into account both for the installation of the exhibited equipment, and for all un/loading and handling operations.

Stand arrangement conditions:

Exhibitors must leave the spaces they have occupied in the condition in which they found them; this applies to partitions and floor coverings in particular. It is forbidden to nail, screw or glue anything to the walls of full-service stands. Any damage will be invoiced to the exhibitor.

The walls of the exhibition hall are wood-cladded. It is forbidden to fix any placards, banners, etc. using hooks, nails, pins, adhesive tacks (single or double-sided), etc.

It is strictly forbidden to:

- Carry out any work affecting smoke ducts and water pipes, electric and telephone circuits, water or waste systems, lifts and pipe trenches;
- Drill any holes for hanging or fixing, or for any other purpose;
- Glue, hang or fix anything, even temporarily, on the walls, pillars, floor, and ceiling or on any surface - vertical, horizontal or otherwise:
- Remove any doors, beams, antennae attachments, decorative items, signs of any nature, etc.;
- Carry out any paintwork or cutting on the building's walls, pillars, floor, carpets or partitions.

Any repairs required due to a breach of the above-mentioned clauses will be charged in full to the exhibitor concerned.

3. DATA SHEETS

Forms to be returned, before Friday, september 7th

Payment or proof of payment has to be attached to any order form

- ⚠ Stand access is allowed only if space rental and additional services are paid.
- ⚠ Please make sure that payments have been processed by connecting with your accountancy department before your trip to Nantes.
- ⚠ Any invoice not paid before the set up day will have to be paid on-site by any representative members of the exhibition team otherwise; access to the booth will be denied.

3.1. DATA SHEET – BARE STAND (1/2)

To be returned before
Friday, september 7th

La Cité des Congrès
 Claudie Arbert
claudie.arbert@lacite-nantes.fr

Company : Contact : Fonction :.....
 Address :
 Postal Code : City :.....
 Phone number : Email :

Stand representative :
 Stand area : Stand number :.....

Ordering a free space includes **floor tracing, power supply and wireless access.** You are entitled to organize the transport of your own structure (modular stand or traditional stand) and proceed to its installation by an external builder. **Please indicate the following contact information for your stand builder :**

Name of the company : Responsible of the company :

Address :

Phone number : Email. :.....

Please address our stand builder the sheet “STAND BUILDER DATA SHEET” next page.

Please return the plan of your stand September 7th with the list of materials used and the minutes of reaction-to-fire of these materials in order to have a organizer and security check of them.

The booking of your bare space excludes the following services : sign, spotlights, additional equipment. If however, you want additions to the layout of your space (electric connection, furniture rental, cleaning on stand...). Would you need any other service such as **furnitures, electric connection, plants,... please fill in the forms (attached hereafter)**

Company stamp and company number

Date :

Signature :

With the signature and the return of this form, the exhibitor declares that he has read and agrees to comply with the general information and the general exhibition regulations as well as the Exhibitor’s Manual.

3.2. DATA SHEET – BARE STAND / STAND BUILDER (2/2)

<p><i>To be returned before</i> <u>Friday, september 7th</u></p>	<p>La Cité des Congrès Claudie Arbert claudie.arbert@lacite-nantes.fr</p>
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Builder company name : Mobile phone (builder contact) :

Builder contact : Email :

Name of stand : Stand number :

Exhibitor contact : Mobile phone (exhibitor contact) :

Name of the foreman : Mobile phone :

Number of people present at the set-up :

Set-up	Monday september 24th	07 :00 am– 12 :00 am
Dismantle	Friday september 27th	02.00 pm – 06.00 pm

Timetables have to be strictly followed. Booth have to be cleared during this period. La Cité Nantes Event Center retains the right to take appropriate action to proceed at the liberation of spaces. 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 any lost or damaged.

STAND and FLOOR

Please, specify the type of floor chosen :

- Carpet** : If carpet, thanks for only using repositionable adhesive tape (See page **Erreur ! Signet non défini.**)
- Covered with natural fiber** (for example : coco)
- Parquet floor ***
- Technical floor ***

(*) If you have a **technical floor** or **parquet floor**, please contact claudie.arbert@lacite-nantes.fr. In function of your booth's location, we may be asked to create a trapdoor to access our electrical cables.

Other, specify :

UNLOADING and PARKING

Unloading – Monday september 24th: the day of the installation, you can access to our delivery platform to unload your vehicle. **No unloading will be only allowed during timetable above (set-up of stands) for 1 hour from your arrival.** After this time slot and at the end of your hour, the access will be refused until the dismantling.

Loading – Friday september 27th: the day of dismantling, the platform of delivery will be not open before the hour of dismantling. **Any vehicle can access to the delivery platform for a permanent parking during the event. NO DISPENSATION ALLOWED.**

Nb of vehicles on site	Day of arrival
Dimensions + Number plate	Approximative time of arrival

Date :

Signature :

3.3. DATA SHEET – EQUIPPED STAND (1/2)

<p><i>To be returned before</i> <u>Friday, september 7th</u></p>	<p>La Cité des Congrès Claudie Arbert claudie.arbert@lacite-nantes.fr</p>
---	--

Company : Contact : Function :.....
 Address :
 Postal Code : City :.....
 Phone number : Email :
 Stand representative :
 Stand area : Stand number :.....

We have reserved a space ofm² for which we want to have an INSTALLED and EQUIPPED STAND by La Cité Nantes Events Center (see description page 19) :

BASIS EQUIPMENT

In order to facilitate your installation, please specify by quoting or not the relevant option of the basic equipment.

Wooden walls	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Double-sided sign	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Power supply of 3 kw	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Spotlights of 3 LEDS	<input type="checkbox"/> YES	<input type="checkbox"/> NO

DOUBLE-SIDED SIGN

Please confirm the exact title you wish to appear on your sign booth (maximum of 18 symbols) :

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Company stamp and company number

Date :

Signature :

With the signature and the return of this form, the exhibitor declares that he has read and agrees to comply with the general information and the general exhibition regulations as well as the Exhibitor's Manual.

3.4. DATA SHEET – EQUIPPED STAND (2/2)

To be returned before
Friday, september 7th

La Cité des Congrès
Claudie Arbert
claudie.arbert@lacite-nantes.fr

Company : Contact : Fonction :

Address :

Postal Code : City :

Phone number : Email :

Stand executive :

Name of stand :

Stand area : Stand number :

1. **Draw your stand** on the grid below and indicate driveways, neighborhood stands number and stand sizes
2. **Draw the various components** of your stand
 - ✓ walls
 - ✓ location of the power supply
 - ✓ in case of additional order : dimensions of the reserve, his location and way of opening
 - ✓ in case of additional order : place of additional equipment (additional spotlights, furniture...)

1 square : 1m x 1m

4. ADDITIONAL SERVICES

Forms to be returned, before **DAY + DATE**

Please attached proof of payment*

Payment must be made via bank transfer using the details found in the footer or on the last page of this document. Unpaid orders will not be fulfilled and may result in you being denied access to your stand.

(please find our IBAN page 43)

4.1. ORDER FORM N°1 – POWER SUPPLY

*To be returned before
Friday, september 7th*

COMPAGNY NAME

Name of the contact

Address

☎ Phone ☎ Fax

@ [email](#)

Company : Contact : Function :

Address :

Postal Code : City :

Phone number : Email :

Stand representative :

Name of stand :

Stand area : Stand number :

Invoice address if different :

Extension and adaptator are not included in the rent of the space. Please take your own material with you.

Power cut during night between 12.00 pm and 05.00 am)

DESCRIPTION	Qty	UP. Excl. VAT € Before sept.7th	UP. Excl. VAT € After sept. 7th	TOTAL Excl. VAT €
Mono panel 1 to 3 KW		243.00 €	364.50 €	
Mono panel 4 KW		285.00 €	427.50 €	
Mono panel 6 KW		377.00 €	565.50 €	
Mono panel 8 KW		471.00 €	706.50 €	
Tri Panel 10 KW		536.00 €	844.50 €	
Tri Panel 12 KW		659.00 €	988.50 €	
Tri Panel 15 KW		753.00 €	1 129.50 €	
Tri Panel 20 KW		1 133.00 €	1 699.50 €	
SUBTOTAL Excl. VAT				
VAT 20 %				
TOTAL Incl. VAT				

For calculating your power requirement :

Stand spotlights	80 W (per unit)
LCD screen	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

Payment or proof of payment must be attached to the form (VAT included).

Any order cancelled 5 days before the event will not be refunded.

Company stamp and company number

Date :

Signature :

4.2. ORDER FORM N°2 – POWER SUPPLY 24/24

<p><i>To be returned before</i> <u>Friday, september 7th</u></p>	<p style="text-align: center;">COMPAGNY NAME</p> <p>Name of the contact</p> <p>Address</p> <p>☎ Phone ☎ Fax </p> <p style="text-align: center;">@ email</p>
---	--

Company : Contact : Function :

Address :

Postal Code : City :

Phone number : Email :

Stand representative :

Name of stand :

Stand area : Stand number :

Invoice address if different :

Extension and adaptator are not included in the rent of the space. Please take your own material with you.

DESCRIPTION	Qty	UP. Excl. VAT € Before sept.7th	UP. Excl. VAT € After sept.7th	TOTAL Excl. VAT €
Mono panel 1 to 3 KW in additional 24/24		343.00 €	514.50 €	
Mono panel 4 KW 24/24		400.00 €	600.00 €	
Mono panel 6 KW 24/24		528.00 €	792.00 €	
Mono panel 8 KW 24/24		662.00 €	993.50€	
Tri Panel 10 KW 24/24		791.00 €	1 186.0 €	
Tri Panel 12 KW 24/24		923.00 €	1 384.50 €	
Tri Panel 15 KW 24/24		1 056.00 €	1 584.00 €	
Tri Panel 20 KW 24/24		1 588.00 €	2 382.00 €	
			SUBTOTAL Excl. VAT	
			VAT 20 %	
			TOTAL Incl. VAT	

For calculating your power requirement :

Stand spotlights	80 W (per unit)
LCD screen	150 W
Fridge	200 W (smallest model)
Showcase	Depending on wattage
Computer	400 W
Basic coffee-maker	600 W
Rented coffee-maker <i>(see catalogue)</i>	1 100 W

Payment or proof of payment must be attached to the form (VAT included).

Any order cancelled 5 days before the event will not be refunded.

Company stamp and company number

Date : Signature :

4.3. ORDER FORM N°3 – PHONE AND INTERNET ACCESS

To be returned before
Friday, september 7th

COMPAGNY NAME

Name of the contact

Address

☎ Phone ☎ Fax

@ email

Company : Contact : Function :

Address :

Postal Code : City :

Phone number : Email :

Stand representative :

Name of stand :

Stand area : Stand number :

Invoice address if different :

DESCRIPTION	Qty	UP. Excl. VAT € Before sept.7th	UP. Excl. VAT € After sept.7th	TOTAL Excl. VAT €
INTERNET CONNECTION – Guaranteed bandwidth				
Wifi – 2 MEGA		109.50 €	164.50 €	
Wifi – 4 MEGA		318.00 €	477.00 €	
Wifi – 8 MEGA		1 137.00 €	1 705.50 €	
INTERNET CONNECTION – Guaranteed bandwidth				
Wired connection – 1 Workstation - 2 MEGA		318.00 €	477.00 €	
Wired connections – 1 à 5 workstations(s) (switch included) – 2 MEGA		486.00 €	729.00 €	
Wired connection – 1 Workstation – 4 MEGA		636.00 €	954.00 €	
			SUBTOTAL Excl. VAT	
			VAT 20 %	
			TOTAL Incl. VAT	

To set up your wired web access on your booth, a map of your booth showing your electronic installation will be required to set up your web access.

Payment or proof of payment must be attached to the form (VAT included). *Any order cancelled 5 days before the event will not be refunded.*

Company stamp and company number

Date :

Signature :

4.4 ORDER FORM N°4 – FURNITURE

<p><i>To be returned before</i> <u>Friday, september 7th</u></p>	<p style="text-align: center;">COMPAGNY NAME</p> <p style="text-align: center;">Name of the contact</p> <p style="text-align: center;">Address</p> <p style="text-align: center;">☎ Phone ☎ Fax</p> <p style="text-align: center;">@ email</p>
---	---

Company : Contact : Function :

Address :

Postal Code : City :

Phone number : Email :

Stand representative :

Name of stand :

Stand area : Stand number :

Invoice address if different :

If you want to order furnitures, please consult the catalogue online : www.amexpo-ouest.fr and complete the order form below.

Registration of your order will be done at reception of the payment. Prices are valid for the duration of the event, and include the set-up at your stand. Furniture's insurance is compulsory. If no insurance required, the tenant is responsible for any damage or disappearance occurring on his booth.

Warranty of theft is subordinated to declaration of complaint certified by the competent authority.

Rental amount Excl. VAT €	Insurance quotation Excl. VAT €
0 to 50	6.00
51 to 100	9.00
101 to 200	16.00
201 to 400	28.00
401 to 800	45.00
801 to 1 500	70.00

DESCRIPTION	Reference	Qty	UP. Excl. VAT €	TOTAL Excl. VAT €

Payment or proof of payment must be attached to the form (VAT included).

Any order cancelled 5 days before the event will not be refunded.

SUBTOTAL	
Excl. VAT	
Compulsory insurance	
TOTAL Excl. VAT and Incl. insurance	
VAT 20 %	
TOTAL Incl. VAT	

Company stamp and company number

Date : _____ Signature : _____

4.5 ORDER FORM N°5 – PLANTS

To be returned before
Friday, september 7th

COMPAGNY NAME

Name of the contact

Address

Phone

Fax

@ email

Company : Contact : Function :

Address :

Postal Code : City :

Phone number : Email :

Stand representative :

Name of stand :

Stand area : Stand number :

Invoice address if different :

Reference	DESCRIPTION – cf. catalogue	Size	Qty	UP. Excl. VAT €	TOTAL Excl. VAT €
Individual Plants – « Classic Collection » page 2					
7 130 101	Ficus Benjamina + Black Rack	180 cm		38.10 €	
7 130 104	Kentia Touffe + Black Rack	180 cm		38.10 €	
7 130 106	Bambous Touffe + Black Rack	180 cm		38.10 €	
7 130 113	Tree with stalk+ Black Rack	150 cm		38.10 €	
Individual Plants – « Design Collection » pages 3 and 4					
7 141 100	Kabin bac 51x51 ht 100cm + 1 Zamioculcas	150 à 160 cm		48.45 €	
7 141 101	Kabin bac 51x51 ht 100cm + orchids + branches	150 à 160 cm		59.75 €	
7 141 102	Kabin bac 51x51 ht 100cm + 1 box tree rolls diam 50cm	150 à 160 cm		48.45 €	
7 143 100	Kabin bac 51x51 ht 100cm + 1 Kentia	240 à 260 cm		59.75 €	
7 143 101	Kabin bac 51x51 ht 100cm + 1 Phoenix robelinii	200 à 220 cm		80.35 €	
Compound tubs – page 5					
7 132 100	Round tub ∅ 43- ht 39cm + 3 green plants + 1 in flower	150 cm		70.05 €	
7 132 108	Gardener 80x20 cm- ht 20cm 4 green plants	40 à 60 cm		41.20 €	
7 132 109	Gardener 90x20 cm- ht 20cm 3 green plants + 2 in flower	40 à 60 cm		52.54 €	
7 132 110	Rental Pupitre gardener 3 green plants + 2 in flower	90 cm		79.33 €	
7 132 111	Gardener 80x20 cm- noire + composition of orchids	90 cm		52.52 €	
« Florist » Collection					
7 160 103	Small round bouquet	∅ 20 cm		29.87 €	
7 160 200	Small table centerpiece	20 cm		31.94 €	
7 160 104	Small high bouquet	40 cm		36.07 €	
7 160 100	Big round bouquet	∅ 30/40 cm		39.14 €	
7 160 101	Big bouquet or Flowers arrangement	60 cm		55.63 €	
7 160 102	Orchid in glass vase	50 cm		37.09 €	

Payment or proof of payment must be attached to the form (VAT included).

Any order cancelled 5 days before the event will not be refunded.

SUBTOTAL

Excl. VAT

VAT 20 %

TOTAL Incl. VAT

Company stamp and company number

Date :

Signature :

4.6 ORDER FORM N°6 – INSURANCE (1/2)

<p><i>To be returned before</i> <u>Friday, september 7th</u></p>	<p style="text-align: right;">COMPAGNY NAME</p> <p>Name of the contact</p> <p>Address</p> <p>☎ Phone ☎ Fax</p> <p style="text-align: right;">@ email</p>
---	---

Company : Contact : Function :

Address :

Postal Code : City :

Phone number : Email :

Stand representative :

Name of stand :

Stand area : Stand number :

Invoice address if different :

IMPORTANT – the « theft » guarantee can only be granted under particular conditions

Constants surveillance of exhibitor goods has to be assumed by the exhibitor including hours of set-up and dismantling. Small little objects in closed showcase, fixing of laptops, hardware's, plasma screens by a security system (lines, padlocks, bolting...).

DESCRIPTION	Basis of insurance	UP. Excl. VAT € <i>Before sept.7th</i>	UP. Excl. VAT € <i>After sept.7th</i>	TOTAL Excl. VAT €
Basic cover (per sqm of stand) sqm	5.31 €	7.96 €	
Additional cover (value of goods on display) € (maximum 100 000 €)	0.75 %	1.125 %	

Payment or proof of payment must be attached to the form (VAT included).

Any order cancelled 5 days before the event will not be refunded.

SUBTOTAL Excl. VAT	
VAT 20 %	
TOTAL Incl. VAT	

Company stamp and company number

Date : _____ Signature : _____

4.7 ORDER FORM N°7 – VIDEO EQUIPMENT

To be returned before
Friday, september 7th

COMPAGNY NAME
Name of the contact
Address
Phone Fax
@ [email](#)

Company : Contact : Function :

Address :

Postal Code : City :

Phone number : Email :

Stand representative :

Name of stand :

Stand area : Stand number :

Invoice address if different :

DESCRIPTION	Qty	UP. Excl. VAT € <i>Before sept.7th</i>	UP. Excl. VAT € <i>After sept.7th</i>	TOTAL Excl. VAT €
<p><u>Equipment including :</u></p> <ul style="list-style-type: none"> - A 48" LCD Flatscreen - A stacco aluminium basis - Set-up and remove <p>WITHIN THE LIMITS OF AVAILABLE STOCKS.</p>		632.41 €	948.61 €	

SUBTOTAL Excl. VAT	
VAT 20 %	
TOTAL Incl. VAT	

- Please indicate what you will use :
- Your own computer (HDMI, DVI-D, VGA, Display Port 1.2 (in/out), composite)
 - Rental of a La Cité computer (on quotation)
 - Photos and videos via USB port



Need of sound : YES NO

Do not hesitate to contact us for any needs of video equipment.
Please note that the exhibitor is responsible for this equipment on his stand. The exhibitor's liability will be held in case of damages. No possibility to hang a screen on the equipped stand framework (non-adapted material and framework too light). **Payment or proof of payment must be attached to the form (VAT included).** *Any order cancelled 5 days before the event will not be refunded.*

Company stamp and company number

Date : _____ Signature : _____

4.8 ORDER FORM N°8 – HANDLING / FORKLIFT TRUCK

<p style="color: red; font-weight: bold;">To be returned before <u>Friday, september 7th</u></p>	<p style="text-align: right; margin: 0;">COMPAGNY NAME</p> <p style="margin: 0;">Name of the contact</p> <p style="margin: 0;">Address</p> <p style="margin: 0;">☎ Phone ☎ Fax</p> <p style="margin: 0; text-align: center;">@ email</p>
---	---

Company : Contact : Function :

Address :

Postal Code : City :

Phone number : Email :

Stand representative :

Name of stand :

Stand area : Stand number :

Invoice address if different :

Vacation minimum of 3 hours



DESCRIPTION	Number of hours	UP. Excl. VAT € Before sept.7th	UP. Excl. VAT € After sept.7th	TOTAL Excl. VAT €
HANDLING AND FORKLIFT TRUCK DURING BUILD-UP				
Date :				
Time :				
Handling (cost per hour)		33.00 €	49.50 €	
Forklift Truck (with driver)* (cost per hour)		67.30 €	100.95 €	
HANGLING DURING THE EVENT				
Date :				
Time :				
Handling (cost per hour)		33.00 €	49.50 €	
HANDLING AND FORKLIFT TRUCK DURING DISMANTLING				
Date :				
Time :				
Handling (cost per hour)		33.00 €	49.50 €	
Forklift Truck (with driver)* (cost per hour)		67.30 €	100.95 €	
<p><i>* Please contact us if you need to charge > 1500 kg</i></p> <p>Payment or proof of payment must be attached to the form (VAT included). Any order cancelled 5 days before the event will not be refunded.</p>			SUBTOTAL Excl. VAT	
			VAT 20 %	
			TOTAL Incl. VAT	

Company stamp and company number

Date :
Signature :

4.9 ORDER FORM N°9 – HOST(ESSE)S (French)

To be returned before
Friday, september 7th

COMPAGNY NAME
Name of the contact
Address
Phone  Fax 
@ [email](#)

Company : Contact : Function :.....
 Address :
 Postal Code : City :
 Phone number : Email :
 Stand representative :
 Name of stand :
 Stand area : Stand number :
 Invoice address if different :

Vacation minimum of 3 hours

DESCRIPTION	Qty	UP. Excl. VAT € Before sept.7th	UP. Excl. VAT € After sept.7th	TOTAL Excl. VAT €
Cost per hour		30.20 € / hour	45.30 € / hour	
For a vacation of 3 hours minimum		90.60 €	136 €	
Monday, September 24th – Specify hours of attendance below				
From to		30.20 €	45.30 €	
Tuesday, September 25th – Specify hours of attendance below				
From to		30.20 €	45.30 €	
wednesday, September 26th – Specify hours of attendance below				
From to		30.20 €	45.30 €	
Thursday, September 27th – Specify hours of attendance below				
From to		30.20 €	45.30 €	
*1 vacation represent 3 hours of service.			SUBTOTAL Excl. VAT	
			VAT 20 %	
			TOTAL Incl. VAT	

Payment or proof of payment must be attached to the form (VAT included).

Any order cancelled 5 days before the event will not be refunded.

Company stamp and company number

Date : _____ Signature : _____

4.10 ORDER FORM N°10 – BILINGUAL HOST(ESSE)S (French-English)

<p style="color: red; font-weight: bold;">To be returned before <u>Friday, september 7th</u></p>	<p style="text-align: center;">COMPAGNY NAME</p> <p style="text-align: center;">Name of the contact</p> <p style="text-align: center;">Address</p> <p> ☎ Phone ☎ Fax @ email </p>
---	---

Company : Contact : Function :

Address :

Postal Code : City :

Phone number : Email :

Stand representative :

Name of stand :

Stand area : Stand number :

Invoice address if different :

Vacation minimum of 3h00

DESCRIPTION	Number of vacation*	UP. Excl. VAT € Before sept.7th	UP. Excl. VAT € After sept.7th	TOTAL Excl. VAT €
Cost per hour		37.00 € / hour	55.50 € / hour	
For a vacation of 4 hours minimum		111.00 €	166.50 €	
Monday, September 24th – Specify hours of attendance below				
From to		37.00 €	55.50 €	
Tuesday, September 25th – Specify hours of attendance below				
From to		37.00 €	55.50 €	
wednesday, September 26th – Specify hours of attendance below				
From to		37.00 €	55.50 €	
Thursday, September 27th – Specify hours of attendance below				
From to		37.00 €	55.50 €	
*1 vacation represent 3 hours of service.			SUBTOTAL Excl. VAT	
			VAT 20 %	
			TOTAL Incl. VAT	

Payment or proof of payment must be attached to the form (VAT included).

Any order cancelled 5 days before the event will not be refunded.

Company stamp and company number

Date : _____ Signature : _____

4.11 ORDER FORM N°11 – CATERING (1/2)

To be returned before
Friday, september 7th

COMPAGNY NAME
Name of the contact
Address
Phone Fax
@ email

Company : Contact : Stand Number :

Address :

Postal Code : City :

Invoice address if different :

All products are delivered at the stand. Please indicate the details of the order by specifying date and time of each delivery wanted.

DESCRIPTION	Total Qty	Sept 7th Time	DATE Time	DATE Time	UP. Excl. VAT € Before sept.7th	UP. Excl. VAT € After sept.7th	TOTAL Excl. VAT €
Coffee Break free service with disposable dishes (Price per person / minimum order for 25 people)							
COFFEE BREAK WITH PASTRIES => coffee, tea, mineral water, cream, sugar, orange juice and 2 mini-pastries per person / Minimum order for 25 people.					4.90 €	7.35 €	
REGIONAL COFFEE BREAK => coffee, tea, mineral water, cream, sugar, orange juice / Assortment of local specialties such as Vendée brioche, « bottereaux », « kouign amann and Breton galette. / Minimum order for 20 people.					5.20 €	7.80 €	
COFFEE BREAK WITH REGIONAL BISCUITS => coffee, tea, mineral water, cream, sugar, orange juice / Assortment of « Petits Beurre LU » & « Galettes St Michel » / Minimum order for 20 people.					4.16 €	6.24 €	
SOFT DRINK BREAK => Assortment of fruit juice, soft drinks, still and sparkling water / Minimum order for 25 people.					3.64 €	5.46 €	
HOT DRINKS & SOFTS							
1 Coffee Thermos (Fair Trade) – 1 L + 10 plastic cups + sugar and mini-doses of milk.					16.56 €	24.84 €	
1 Hot water Thermos – 1 L with tea bags (different perfumes from Fair Trade) + 10 plastic cups + sugar and mini-doses of milk.					15.92 €	23.88 €	
10 tea bags (different perfumes from Fair Trade)					4.18 €	6.28 €	
OUR SWEET & SALTY SUGGESTIONS							
MINI ASSORTED PASTRIES / Tray of 20 pieces					15.61 €	23.41 €	
VARIOUS PASTRIES (UNIT PRICE) => Assortment various pastries such as : « canelés, macarons, madeleines, cake au caramel, chouquettes... » (minimum order of 20 pieces)					1.36 €	2.04 €	
ASSORTMENT OF CANDIES => Assortment candies 1kg					10.20 €	15.03 €	
VARIOUS CHOCOLATE BAR => per unit					1.56 €	2.34 €	
CORBILLE DE FRUITS BIO pour 15 à 20 personnes					41.60 €	62.40 €	
SEASONAL FRUIT SKEWER => Mini skewer according to arrival seasonal fruits (pineapple, apple, strawberry, kiwi,...)(per unit /mini order for 20 pieces)					1.66 €	2.49 €	
CHEESE => 75 cheese peaks with sliced baguette					57.22 €	85.83 €	
MINI COCKTAIL SANDWICH FROM OUR CATERERS => Various savory cocktail sandwich from our caterers (per unit / minimum order for 20 pieces)					1.46 €	2.19 €	
MINI COCKTAIL SANDWICH FROM OUR CATERERS => Various sweet cocktail sandwich from our caterers (per unit / minimum order for 20 pieces)					1.46 €	2.19 €	
WATER REFILL for water fountain (rental of fountain next page)							
1 water refill (18.09 L)					10.61 €	15.91 €	

Payment or proof of payment must be attached to the form (VAT included).

Any order cancelled 5 days before the event will not be refunded.

TOTAL excl VAT	
VAT 10 %	
TOTAL incl . VAT	

Company stamp and company number

Date : _____ Signature : _____

4.11.1 ORDER FORM N°11 – CATERING (2/2)

To be returned before
Friday, september 7th

COMPAGNY NAME
Name of the contact
Address
Phone Fax
@ [email](#)

Company : Contact : Stand Number :
Address :
Postal Code : City :
Invoice address if different :

All products are delivered at the stand. Please indicate the details of the order by specifying date and time of each delivery wanted.

DESCRIPTION	Total Qty	DATE Time	DATE Time	DATE Time	UP. Excl. VAT € Before sept.7th	UP. Excl. VAT € After sept.7th	TOTAL Excl. VAT €
MINI BAR Box 1							
6 can of Perrier 33cl, 6 can of Orange juice 33cl, 6 bottles of still water 150cl, 2 x 150g of peanuts, 50 plastic cups 25cl and 50 paper napkin					31.10 €	46.65 €	
MINI BAR Box 2							
6 can of Coca-Cola 33cl, 6 can of Perrier 33cl, 6 can of Orange juice 33cl, 6 bottles of still water 150cl, 2 x 150g of peanuts, 2 x 100g crisps, 50 plastic cups 25cl and 50 paper napkin					43.58 €	65.37 €	
MAXI BAR BOX with « SAUMUR PETILLANT »							
12 can of Coca-Cola 33cl, 12 can of Perrier 33cl, 12 can of Orange juice 33cl, 6 bottles of still water 150cl, 4 x 150g of peanuts, 4 x 100g crisps, 2 Saumur pétillant bottles, 100 plastic cups 25cl and 100 paper napkin, 20 free champagne plastic glass					104.78 €	157.17 €	
MAXI BAR BOX with « CHAMPAGNE »							
12 can of Coca-Cola 33cl, 12 can of Perrier 33cl, 12 can of Orange juice 33cl, 6 bottles of still water 150cl, 4 x 150g of peanuts, 4 x 100g crisps, 2 Champagne bottles, 100 plastic cups 25cl and 100 paper napkin, 20 free champagne plastic glass					152.64 €	228.96 €	
COCKTAIL REGIONAL WINE Maximum 1 hour service minimum order for 30 people / Price per person							
Beverage to be chosen : - Muscadet sur lie (white) <input type="checkbox"/> - Saumur (red) <input type="checkbox"/> - Cider <input type="checkbox"/> Included => Fruit juice, still and sparkling water, assortment of salted crisps					5,20 €	7.80 €	
COCKTAIL « CHAMPAGNE » Maximum 1 hour service minimum order for 30 people / Price per person							
Champagne, Fruit juice, still and sparkling water, assortment of salted crisps					9.40 €	14.10 €	
WATER FOUNTAIN (rental of WATER REFILL on previous page)							
1 water fountain with 100 plastic cups					63.69 €	95.53 €	

Payment or proof of payment must be attached to the form (VAT included).

Any order cancelled 5 days before the event will not be refunded.

	TOTAL excl VAT	
	VAT 20 %	
	TOTAL Incl. VAT	

Company stamp and company number

Date :
Signature :

4.12 ORDER FORM N°12 – CLEANING

<p><i>To be returned before</i> <u>Friday, september 7th</u></p>	<p>COMPAGNY NAME Name of the contact Address Phone <input type="text"/> Fax <input type="text"/> @ email</p>
---	--

Company : Contact : Function :

Address :

Postal Code : City :

Phone number : Email :

Stand representative :

Name of stand :

Stand area : Stand number :

Invoice address if different :

Cleaning of common areas is provided by La Cité Nantes Events Center, for the opening of the exhibition and after your dismantling. It includes removal of the carpet's polyane the first day, and the removal of wastes in paths and on stands.
If you wish a specific cleaning during the day (for example, after a private cocktail on your stand), or each morning before opening, thanks to indicate your needs below with time.

Date of intervention	Surface to be cleaned	UP. Excl. VAT € <i>Before sept.7th</i>	UP. Excl. VAT € <i>After sept.7th</i>	TOTAL Excl. VAT €
Monday, September 24th – <i>Specify hours of attendance below</i>				
Time of intervention : sqm	2.12 €	3.18 €	
Time of intervention : sqm	2.12 €	3.18 €	
DAY + DATE – <i>Specify hours of attendance below</i>				
Time of intervention : sqm	2.12 €	3.18 €	
Time of intervention : sqm	2.12 €	3.18 €	
DAY + DATE – <i>Specify hours of attendance below</i>				
Time of intervention : sqm	2.12 €	3.18 €	
Time of intervention : sqm	2.12 €	3.18 €	

Payment or proof of payment must be attached to the form (VAT included).

Any order cancelled 5 days before the event will not be refunded.



SUBTOTAL Excl. VAT	
VAT 20 %	
TOTAL Incl. VAT	

Company stamp and company number

Date :
Signature :

4.13 ORDER FORM N°13 - EXTRA EQUIPMENT

To be returned before
Friday, september 7th

COMPAGNY NAME
Name of the contact
 Address
 Phone  Fax 
 @ [email](#)

Company : Contact : Function :

Address :

Postal Code : City :

Phone number : Email :

Stand representative :

Name of stand :

Stand area : Stand number :

Invoice address if different :

These complementary arrangements are available from panels of stand build by La Cité Nantes Events Center.

DESCRIPTION	Unit	Qty	UP. Excl. VAT € Before sept.7th	UP. Excl. VAT € After sept.7th	TOTAL Excl. VAT €
RESERVE					
Melamine Panel (width of 1m)	The unit		40.00 €	60.00 €	
Melamine Locking Door	The unit		123.00 €	184.50 €	
LIGHTING					
Spotlights of 3 spots (in front)	The unit		63.00 €	94.50 €	
SIGN					
Sign to the kerb (if 18 sqm and plus)	The unit		46.00 €	69.00 €	
OTHERS					
Oblique shelf on panel	The unit		24.50 €	36.80 €	
Right shelf on panel	The unit		24.50 €	36.80 €	
Picture rail of 1.20m – 2 hooks	The unit		15.92 €	23.88 €	
Carpet – color :	sqm		8.49 €	12.73 €	

Payment or proof of payment must be attached to the form (VAT included).

Any order cancelled 5 days before the event will not be refunded.

SUBTOTAL Excl. VAT	
VAT 20 %	
TOTAL Incl. VAT	

Company stamp and company number

Date :

Signature :

4.14 IBAN of La Cité Nantes Events Center for payment by credit transfer

Please find below the IBAN of La Cité des congrès.

For any credit transfer, thanks to :

- Indicate the invoice number on the transfer order
- Attach the transfer order with the order forms



RELEVÉ D'IDENTITÉ BANCAIRE

Identifiant national de compte bancaire - RIB

Banque	Guichet	N° compte	Clé	Devise
30047	14122	00023548503	07	EUR

Identifiant international de compte bancaire

IBAN (International Bank Account Number)					
FR76	3004	7141	2200	0235	4850 307

Domiciliation

CIC NANTES INSTITUTIONNELS
4 RUE VOLTAIRE
BP 62135
44023 NANTES CEDEX 1
Tél : 02 51 84 40 52

Domiciliation

CIC NANTES INSTITUTIONNELS

BIC (Bank Identifier Code)

CMCIFRPP

Titulaire du compte (Account Owner)

SE DE LA CITE DES CONGRES
5 RUE DE VALMY
44000 NANTES

Remettez ce relevé à tout organisme ayant besoin de connaître vos références bancaires pour la domiciliation de vos virements ou de prélèvements à votre compte. Vous éviterez ainsi des erreurs ou des retards d'exécution.

PARTIE RESERVEE AU DESTINATAIRE DU RELEVÉ

5 GENERAL SAFETY REGULATIONS

Stand installation must be completed prior to the safety officer's inspection. The exhibitor or their representative must be present on the stand and must be able to provide the fire behaviour report for every material used. Failure to comply with this rule may result in removal of the materials or a ban on the stand being opened to the public.

The decisions taken during this inspection, which takes place either the day before or on the morning of the exhibition opening, are immediately enforceable.

Any large-scale project outside the normal scope of stand design must be submitted to the Trade Show's fire safety officer for approval. To this end, drawings and technical information must be sent to the technical control department:

La Cité Nantes Events Center
Claudie Arbert
5 rue de Valmy – BP 24102
44041 NANTES CEDEX 01
claudie.arbert@lacite-nantes.fr

During the assembly period, the Fire Safety Officer makes sure that all relevant parties comply with the safety measures set out below. Exhibitors can contact this Officer for all information on fire safety requirements.

MATERIAL FIRE BEHAVIOUR CLASSIFICATION (Order of 30 June 1983)

Materials are grouped into 5 categories:

M0: Non-combustible

M1: Combustible and non-flammable

M2: Combustible and not readily flammable

M3: Combustible and mildly flammable

M4: Combustible and readily flammable

NC: Extremely combustible

BOOK II - PROVISIONS APPLICABLE TO BUILDINGS IN THE FIRST FOUR CATEGORIES

TITLE II - SPECIAL PROVISIONS

CHAPTER VIII - TYPE T ESTABLISHMENTS: EXHIBITION HALLS

Section IV - Fixtures and fittings

Article T 21 - Stands. - Podiums. - Platforms. - Tiered seating. - Marquees. - Tents

§ 1. Interior fixtures and fittings, such as ceilings, suspended ceilings, awnings, etc. must not hinder the operation of smoke removal systems, or automatic fire detection and extinguishing systems.

§ 2. In accordance with the provisions of article [AM 15](#), stands must be made of and fitted out with category M3 materials, especially as regards their framework and partitions.

§ 3. Synthetic floral decorations must be kept to a minimum. Otherwise, these decorations must be made of category M2 materials. These provisions do not apply to trade shows and stands specific to floral activities.

§ 4. Category M3 materials may be used to make coverings, horizontal or otherwise, for podiums, platforms or tiered seating over 0.30 meters in height and with a total surface area of over 20 square meters. If their total surface area is less than or equal to 20 square meters, these coverings may be made in category M4 materials.

§ 5. Exhibited materials may be presented on the stands with no fire behaviour requirement.

However, the provisions of the present article will apply to any such materials that are used to decorate partitions or false ceilings, and if they represent over 20% of the total surface area of these components. Notwithstanding, these provisions do not apply to trade shows and stands specific to interior decoration that display textiles and wall coverings.

§ 6. Any marquees, tents or other structures installed in the exhibition hall will have to conform to the provisions set out in articles [CTS 1](#) to [CTS 37](#), excluding article [CTS 5](#).

No inconsistencies shall be permitted between the provisions of the relevant CTS articles and those in the present chapter. The above works must be installed in such a way that their environment has no adverse effect on their safety level.

Article T 22 – Awnings

Given the temporary nature of these events, horizontal awnings are authorized throughout the duration of the event, under the conditions set out in article [AM 10](#) (§ 2). These awnings shall be made in category M1 materials (proof of the fire behaviour class must be given). They may, however, be made of category M2 materials provided that the building is protected by an automatic water-sprinkler type fire extinguishing system that is conform to current standards and norms.

- either by identification placed on the fabric edge if the fire resistance treatment is carried out in the plant or workshop; - or by a stamp or seal placed directly on the fabric if the treatment is carried out on site.

This identification must comprise:

- either the quality marking of a certifying body;
- or the identification fixed by the manufacturer clearly showing (possibly abbreviated or encoded):
- the name of the manufacturer;
- the name of the fibre used;
- the reference of the fireproofing product;
- the fire behaviour class obtained following tests by an approved laboratory.
- or an identification fixed by the applicator clearly showing (possibly abbreviated or encoded):
- the name of the applicator;
- the reference of the fireproofing product used;
- identification of the treatment batch or application date if the treatment is applied to a fabric already installed;
- the fire behaviour class obtained following tests by an approved laboratory.

(In all cases, this information must be repeated on the invoice and any fireproofing certificates.)

Article T 23 - Covered stands - Solid false ceilings and ceilings - Raised stands

§ 1. Stands or rooms with a solid awning, false ceiling or ceiling, and those that are raised or that do not meet the conditions of article [T 21](#) (§ 1), must fulfil all the following conditions:

have a surface area of less than 300 square meters;

- be separated by a distance of at least 4 meters;
- have a total surface area for solid false ceilings and ceilings (including those of raised levels) that is no more than 10% of the surface area of the level in question.

Each stand or room may only have one single raised level.

§ 2. All stands or rooms with a surface area of over 50 square meters must have suitable extinguishing media kept ready at all times by at least one safety officer throughout the period of public attendance in the building.

Article T 24 - Delimitation using partial compartmentalization

§ 1. If the hall is not used in its entirety, partitions made of category M3 materials, and that are not designed to provide fire protection, will be used to delimit the area actually used. Their mechanical stability shall enable them to withstand being pushed by the public.

§ 2. Any exits blocked off by this delimitation must not be visible to the public. This arrangement must not, however, reduce the number and width of the passageways corresponding to the number of people admitted to the hall.

§ 3. Throughout the duration of the event, no objects may be left or stored in any passageway not used in the exhibition hall. Otherwise, the safety officer will pay particular attention to such areas, especially as regards the existence of sufficient passageways, the proper organization of these deposits or storages, the appropriate supervision by building staff and the existing emergency means and resources that must be kept clearly accessible.

Section VII - Gas installations

Article T 30 - Temporary installations under the exhibitor's responsibility

§ 1. The provisions of article [GZ 11](#) are mitigated by the fact that stands may be fitted with individual meters.

§ 2. (Order of 23 January 2004) "The stand's circuit-breaking device, referred to in paragraph 6 of article T29, must be clearly indicated and made easily accessible to stand personnel at all times"

§ 3. (Order of 23 January 2004) "Prior to the use of gas, the technician responsible for installing the equipment must check the leak tightness of each installation"

Article T 31 - Use of liquefied hydrocarbons

§ 1. (Order of 23 January 2004) "Notwithstanding the provisions of articles [GZ 7](#) and [GZ 8](#), recipients containing 13 kilograms of liquefied gas at most are authorised in the exhibition halls".

§ 2. Cylinders with no pressure regulator not used for demonstrative purposes are forbidden.

Operative cylinders must always be placed out of reach of the public and must be protected against impacts.

They must be:

- either separated from each other by a rigid, non-combustible screen, and placed with no more than one cylinder for every 10 square meters, with a maximum of six per stand;
- or separated from each other by at least 5 meters, with a maximum of six per stand;

§ 3. (Order of 23 January 2004) "Unconnected cylinders, full or empty, must be stored outside the building"

Section VIII - Electrical installations

Article T 32 - Scope

Electric installations comprise:

fixed and semi-permanent installations, the fabrication, operation and maintenance of which are ensured by the building's owner, under said owner's responsibility;

- installations provided in stands to be used by exhibitors, and installed by said exhibitors or on their behalf, under their responsibility.

The boundary between these two installations lies at the level of the distribution board or junction box on each stand (amended by the [Order of 19 November 2001](#)).

Article T 33 - General provisions

§ 1. Electricity distribution installations, excluding those supplying emergency lighting systems, must be divided into zones; each zone must supply a single level, cover a maximum surface area of 6,000 square meters and be easy to cut-off rapidly.

§ 2. In addition to the provisions of article [EL 18](#) (§ 2) (amended by the [Order of 19 November 2001](#)), in halls where the power supply exceeds 200 kVA, there must be one qualified individual present at all times during public opening hours in each zone defined in paragraph 1 above. This individual may be the same person as identified in article [T 29](#) (§ 3).

Article T 34 - Fixed installations

§ 1. Fixed installations must be designed so as to keep the number of semi-permanent installations to the minimum.

§ 2. The electrical power provided to exhibitors must be supplied via the distribution board, or from the electrical room, via circuits that are separate from those of the general services and normal lighting.

§ 3. At the point where fixed and semi-permanent installations connect, each cable duct shall be fitted, at its source, with one or more devices providing electricity shut-off and overcurrent protection functions.

The rating and adjustment of these protection devices must be determined each time an event is set up and fitted out, according to the circuits connected downstream.

These connection points must be made accessible solely to those individuals referred to in article [T 33](#) (§ 2).

Article T 35 - Semi-permanent installations

§ 1. The length of each horizontally projecting circuit, from the protection device provided for in article [T 34](#) (§ 3), must not exceed 30 meters. The locations of supply points, on the one hand, and the stands, on the other hand, must be planned accordingly with no length limitation.

§ 2. One single cable duct may be used to supply several electricity distribution boards up to a total power supply value of 36 kVA. Stands requiring a greater power supply must be powered separately. (amended by the [Order of 19 November 2001](#))

§ 3. Semi-permanent installations must terminate in each stand in a distribution board that contains devices designed to provide the following functions:

- emergency shut-off of all live conductors; - protection against overcurrents; - protection against indirect contacts. Devices providing overcurrent protection must be lead-sealed and the terminals of the various devices, excluding downstream terminals, must be made inaccessible. (amended by the [Order of 19 November 2001](#))

§ 4. Protection against indirect contacts is provided by residual circuit devices fitted on the distribution board, or in the box, referred to in the previous paragraph; these devices shall be arranged so that the exhibitor can regularly check that they are in proper working order and notify any failure to the operator who shall make the necessary repairs.

§ 5. The earth terminal of each distribution board must be connected to the general protection network. (amended by the [Order of 19 November 2001](#))

§ 6. These installations must never hinder free movement of the public.

Article T 36 - Special stand installations

§ 1. Special stand installations must be fabricated by individuals who are clearly alerted to the specific risks of the event, and who are qualified to design and execute the works in compliance with the present regulation.

§ 2. The electric distribution board referred to in article [T 35](#), § 3, must be inaccessible to the public, while remaining easily accessible to stand personnel and the building owner. (amended by the [Order of 19 November 2001](#))

§ 3. Cable ducts supplying stand installations must be deployed in accordance with article [EL 23](#) (amended by the [Order of 19 November 2001](#))

Current outlets must be connected to circuits protected by devices that provide protection against overcurrents with a nominal current equal to 16 A at the most. All devices requiring greater power must be supplied via a specially adapted circuit.

Notwithstanding the provisions of article [EL 6](#) (§ 5), the use of a multi-adaptor or a multi-box powered from a fixed socket is permitted. (amended by the [Order of 19 November 2001](#))

§ 4. All cable ducts must contain a grounding conductor connected to the terminal provided for in article [T 35](#)

§ 5.

If, in exceptional cases, class 0 exhibition equipment should be power supplied, they must be protected by rated RCD's with a maximum rating of 30 mA. (amended by the [Order of 19 November 2001](#)) Class I devices must be connected to the grounding conductor of the duct that supplies them. It is forbidden to use individual protective earth connections.

Section IX - Lighting

Article T 37 - Normal lighting (amended by the Order of 19 November 2001)

§ 1. Lighting appliances providing the building's normal lighting must be fixed to or suspended from the building's side walls, ceiling or structural framework.

§ 2. The normal stand lighting appliances referred to in article [T 23](#) must be fixed to or suspended from the stand structures.

§ 3. All normal and accent stand lighting must comply with the provisions of article [T 36](#).

Article T 38 - Emergency lighting (amended by the Order of 19 November 2001)

§ 1. Rooms and passageways accessible to the public must be fitted with emergency lighting that meets the provisions of articles [EC 7](#) to [EC 15](#). Emergency lighting for category 1 and 2 buildings must be powered by a centralized source comprising an accumulator battery under the conditions set out in article [EC 11](#).

§ 2. The stands or rooms mentioned in article [T 23](#), § 2, must be fitted with emergency lighting via self-contained emergency lighting units under the conditions set out in article [EC 12](#). This emergency lighting must be switched to standby when the normal lighting installation is deliberately switched off.

Section X - Special provisions governing certain presentations

Article T 39 - Machines and appliances presented in operation

§ 1. All presentations and demonstrations shall be performed under the exhibitor's full liability.

§ 2. The machines and appliances presented in operation must not present any risk to the public and must be declared to the organizing body as per the provisions set out in the annex to the present chapter.

Article T 40 - Protection of the public

§ 1. Any machines or appliances presented in a fixed position must comprise devices that keep hazardous components out of reach of the public circulating in the aisles, whether or not they are in operational mode. This result is deemed to have been achieved if the hazardous component is over one meter from the public aisle or if it is protected by a rigid screen.

The following are deemed hazardous components:

Moving parts; hot surfaces; sharp points and edges.

§ 2. If machines or appliances are presented in movement, a protected area must keep the public at a distance of at least one meter from the machines; depending on the risks involved, this distance may be increased on the basis of an opinion by the safety committee.

§ 3. If hydraulically-powered equipment is exhibited in a high static position, the hydraulic safety mechanisms must be reinforced by a mechanical device that prevents any unintentional collapse

§ 4. All equipment must be correctly stabilized to prevent any risk to toppling over.

Article T 41 - Machines with heat or combustion engines.

Automobiles

§ 1. The list of stands presenting working machines and appliances must be sent to the organizing body and the safety committee; the safety officer referred to in article [T 6](#) shall have already conducted an inspection within the time limit specified in article [T 5](#) (§ I).

In all cases, combustion gases must be evacuated outside the exhibition hall.

§ 2. The fuel tanks of engines presented at a standstill must be empty or fitted with locked fuel filler caps. Accumulator battery terminals must be protected so as to render them inaccessible.

§ 3. Electric power only must be used to provide the motive power required to actuate certain appliances presented in the stands; however, machines powered by heat engines or combustion engines are authorized provided that they comply with the articles of [chapter V of title 1 of book II](#) following an opinion by the safety committee.

Article T 42 - Fluids distribution at the stands

Apart from water (at a temperature below 60 °C), air and neutral gases, fluids shall be distributed at a pressure below 0.4 bars.

Article T 43 - Radioactive substances - X-rays

§ 1. Exhibitors must request permission to present machines or equipment that use radioactive substances or generate X-rays from the competent authority.

§ 2. Authorization to present radioactive substances on exhibition stands may only be granted for demonstrations of appliances, and when these substances register an activity level under:

37 kilo becquerel (1 microcurie) for appliances comprised of or containing group I radioelements (1);

(1) Radioelement classification, according to their relative radiotoxicity, is that defined by Decree No. 66-450 of 20 June 1966 relating to the general principles of protection against ionizing radiation.

370 kilo becquerel (10 microcurie) for appliances comprised of or containing group II radioelements;

3,700 kilo becquerel (100 microcurie) for appliances comprised of or containing group III radioelements;

Waivers may be granted regarding the use of substances with higher activity levels, provided that the following measures are taken:

- radioactive substances must have effective protection;
- their presence must be notified using the basic ionizing radiation diagrams defined by standard NF M 60-101, in addition to the type and activity level;
- it must be made materially impossible for the public to remove radioactive substances, either by fixing them to an appliance that requires dismantling with a tool before use, or by keeping them at a distance;
- radioactive substances must be kept under permanent supervision by one or more exhibitors designated by name; - during breaks in this supervision, even if no members of the public are present, the radioactive substances must be stored in a fireproof container, very clearly marked with the ionizing radiation symbol;
- The dose equivalent rate, at every point on the stand, must remain below 7,5 microsieverts per hour (0,75 millirad equivalent man per hour).

The provisions of article [T 21](#) are supplemented by the fact that stands presenting radioactive substances must be built and decorated with category M1 materials.

§ 3. Authorizations to present X-ray emitting devices on exhibition stands may only be granted if such devices, and any related accessories, comply with the regulations set out in standard NF C 74-100.

In particular, the following provisions must be taken:

- unnecessary objects must be kept away from the X-ray emitter and the sample to be examined;
- the area off limits to the public must be marked out and signposted;
- The exposure rate to leakage radiation must not exceed 0,258 microcoulomb per kilogram and per hour (1 millirontgen per hour) at a distance of 0,10 meter from the X-ray source.

Article T 44 - Lasers

Lasers may be used in exhibition halls provided that they comply with the following provisions:

The public must never be subjected to a direct or reflected laser beam;

The device and its ancillary equipment must be solidly attached to stable components;

The device's surrounding environment and the area swept by the laser beam must not contain any reflective items at the given wavelengths;

The box housing the laser and its optical deflection device must be class I or II (see NF C 20-030. Low voltage electrical equipment. - Protection against electric shocks: safety regulation.) (*amended by the [Order of 19 November 2001](#)*)

Exhibitors must carry out tests in the absence of the public to ensure that the materials used to fit out and decorate the stand and the fire protection equipment do not react to the heat energy released by the light beams:

- prior to the implementation of any installation, exhibitors must send the competent authority;
- a declaration;
- the technical specifications and a drawing showing the installation layout;
- a document drawn up and signed by the technician responsible for installation, certifying compliance with these provisions.

Article T 45 - Prohibited equipment, products, gases

§ 1. The following are prohibited in buildings of the present type:

distribution of samples or products containing a flammable gas;

- balloons filled with a flammable or toxic gas;
- articles in celluloid;
- the presence of fireworks or explosives;
- the presence of ethyl oxide, carbon sulphide, sulphuric ether and acetone.

§ 2. The use of acetylene, oxygen, hydrogen or an equivalent gas presenting the same risks is prohibited, unless the competent administrative authority has issued the exhibitor with a special waiver.

Article T 46 - Flammable liquids

The use of flammable liquids on each stand is limited to the following quantities:

10 liters of category 2 flammable liquids for 10 square meters with a maximum of 80 liters

5 liters of category 1 flammable liquids.

Section XI - Emergency means and resources. - Instructions

Article T 47 - Fire extinguishing media

§ 1. Fire protection must be ensured by:

portable water-spray fire extinguishers;

via a system of fully charged fire hydrants, DN 20 or 40 mm (possibly); via a fixed automatic water sprinkler fire extinguishing system (possibly); via dry columns (possibly); via fire extinguishers designed to handle specific risks.

In addition, rooms with specific fire risks may be protected by fixed sprinkler fire extinguishing systems or by the extinguishing agents referred to in article [MS 30](#), on the basis of an opinion by the safety committee.

§ 2. Portable water-spray fire extinguishers with a minimum capacity of 6 liters must be distributed on the base of one appliance every 200 square meters and one for every extra 200 square meters (or every 300 square meters if there is a system of fully charged fire hydrants) and each level.

§ 3. A system of fully charged fire hydrants, DN 20 or 40 mm must be installed in category 1 and 2 buildings.

The provisions of article [MS 8](#) (§ 1) are supplemented by the fact that mixed connections are prohibited.

§ 4. When a fixed automatic water sprinkler fire extinguishing installation is required and the under-ceiling (or under-roof) height is less than or equal to 12 meters, the installation will be class III A 3, such as defined in French standard NF S 62-210.

If the under-ceiling height exceeds 12 meters and a fixed automatic water sprinkler fire extinguishing installation is required, the project will require an opinion by the central safety committee, particularly as regards the installation's hydraulic features.

§ 5. The provisions of article [MS 18](#) are supplemented by the fact that dry columns must be installed in protected stairwells if the top level accessible to the public is over 18 meters from the fire brigade's access point.

Article T 48 - Fire department

§ 1. In application of articles [MS 45](#) and (Order of 12 June 1995, art. 2) "[MS 46](#)", the supervision of category 1 buildings must be carried out by fire safety agents under the following conditions:

Buildings with one or two floors accessible to the public:

- by at least four agents, if the workforce exceeds 6,000 individuals;
- by at least five agents, if the workforce exceeds 10,000 individuals;

Buildings with more than two floors accessible to the public:

by at least four agents, if the workforce exceeds 4,000 individuals; by one extra agent for every extra 3,000 individuals above 6,000, with a maximum of two agents per level.

§ 2. For the buildings of a given establishment that meet the conditions of article [GN 3](#), the overall fire department workforce such as defined in paragraph 1 will be that needed for the largest building with a minimum of two agents per building or level and three permanent agents at a central safety station with at least one liaison vehicle.

§ 3. For buildings with over 30,000 visitors or for large groups of buildings, the fire department make-up will be decided on the basis of an opinion by the departmental committee for civil protection, safety and accessibility.

Article T 49 - Fire fighting system - Alarm system (Order of 2 February 1993)

Fire fighting systems are defined in article [MS 53](#), the alarm equipment is defined in article [MS 62](#).

Category 1 buildings that require a fire fighting system that complies with the provisions of article [T 48](#), must be equipped with a category B fire fighting system.

Other category 1 and category 2 buildings must be equipped with a category C, D or E fire fighting system comprising alarm equipment of the type 2 b.

Category 3 buildings must be equipped with type 3 alarm equipment.

Category 4 buildings must be equipped with type 4 alarm equipment.

A category A fire fighting system may be required in some buildings, based on a reasoned opinion issued by the safety committee.

Article T 50 - Soundproofing system (Order of 2 February 1993)

If there is a soundproofing system, the general alarm must be interrupted by the broadcasting of a pre-recorded message giving a clear order to evacuate. In this last case, the equipment required to broadcast this message must also be powered by an emergency backup electricity supply (A.E.S.) that complies with its standard. In any case, all category 1 buildings must be fitted with an emergency backup electricity supply.

Article T 51 - Alert system

In application of article (Order of 2 February 1993) "[MS 71](#)" the liaison with fire fighting agents must be made via:

A private fire alarm system or a direct telephone line, in category 1 buildings with over 3,000 individuals; and via urban telephone systems in other buildings.

Article T 52 - Operating instructions

§ 1. It is forbidden to leave piles of boxes, straw, cardboard, etc. in exhibition areas, stands and passageways.

§ 2. Regular cleaning (daily) must leave the rooms free of dust and waste of any nature. All waste and rubbish generated by cleaning and sweeping must be removed on a day-to-day basis, and taken out of the building, before the building opens to the public.

§ 3. In rooms with specific risks, referred to in article [T 13](#), the smoking ban must be clearly displayed.

ANNEX – 1/2

Declaration form for working machines or appliances

Important. - Working equipment must either be fitted with the appropriate, fixed screens or casings that keep any hazardous parts out of reach of the public, or be arranged so that the hazardous parts are kept out of reach of the public, and at no less than one meter from any general circulation. Demonstrations shall be performed under the exhibitor's full liability.

Date:

Signature:

Note: Competent administrative authority:

The authority must receive this application no later than thirty days before the event.

ANNEX – 2/2

Declaration form for working machines or appliances

(The trade show organizer must receive this form no later than thirty days before the event)

Trade show or exhibition:

Location:

Stand Name:

building or hall: Stand number:.....

Exhibitor's trade Name:

address:

Name of the stand manager:

telephone number:

Type of working equipment or appliance to be presented

Specific risks:

- Electrical power source exceeding 100 kVA.
- Liquefied gas.
- Flammable liquids (other than those in automobile fuel tanks):

Nature..... Quantity

Use mode:

- Risks requiring an authorization request sent by the exhibitor to the competent administration (see note) - Date sent:

Heat or combustion engine:

Smoke generator:

Propane gas:

Other hazardous gases, please specify:

Radioactive source:

X-rays:

Laser:

Other cases not provided for, please specify:

Please refer to the following document for more details on these general exhibition terms and conditions:

In the "Journal Officiel de la République Française" (official gazette of the French Republic"

FIRE SAFETY

Public buildings used as EXHIBITION halls

26 rue Desaix

75727 PARIS CEDEX 15

6. MAP OF NANTES EVENT CENTER

LA CITÉ NANTES EVENTS CENTER

