

SPECIFICATIONS FOR USE – PARIS EVENT CENTER

If entrance to an event requires tickets, the number of tickets cannot exceed the maximum number of visitors allowed as specified in the table on page 10 of this document.

In general, nothing can be hung from any ducts.

When electrical installations are switched on, the organiser must make sure they are supervised by qualified staff who are familiar with the installations.

To monitor incoming and outgoing staff and equipment, the organiser must arrange for security staff to be present during the set-up, use and clear-up phases.

16. SAFETY REGULATIONS FOR L ACTIVITIES

The maximum number of people permitted is specified in the table on page 19.

16.1. Layout of superstructure flooring

Lightweight superstructure flooring that may be used by people and furniture such as platforms, towers, stands, podiums, rostrums, tiers, moving platforms, and in general, all raised flooring inside the Paris Event Center must be equipped with a frame made of M3 material, and must be in good condition. All these flooring items must be fitted together, including steps and, where applicable, risers of staircases and tiers. These can be made of wood

The bases must not be used to hold any combustible materials and must be rendered inaccessible to the public by an external partition made from M3 material with openings for inspection and no more.

Contrary to the provisions above, the bases of tiers can be visible. In this case, they must be rendered inaccessible to the public by flat panels or wire meshing for example, and they must be kept clean at all times.

These items must be solid enough to support the people and objects that they need to hold. The admissible loads are those stipulated by the French standard NFP 06001. These structures and their access stairs must be fitted with guardrails designed to resist pushes from the crowd and to prevent falls.

16.2. Rows of chairs

If chairs are arranged in rows, the following provisions must be respected:

- the structure of non-padded chairs must be made of category M3 materials (wood or derived from wood at least 9mm thick are acceptable),
- padded seats must comply with the Technical Instructions of 6th March 2006.

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Each row must have a maximum of 16 chairs between two aisles, or 8 between an aisle and a wall. Also, one of the following provisions must be respected:

- each chair is fixed to the floor,
- the chairs are fixed in rows, and each row is fixed to the floor or to the walls and the ends,
- the chairs are fixed in rows and each row is fixed to the rows next to it to form a solid block that is difficult to knock over or move,
- movable seats are prohibited, although they are allowed in rooms with tables, where necessary.

Free movement through the halls must be possible in accordance with article L 20.

16.3.Decoration

Only decorations made from category M1 materials are permitted. Mobile decorations specific to a particular show are permitted if all of the following provisions are respected:

- their movement does not compromise public safety and evacuation procedures,

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- wherever the decorations are attached, a distinct fixing system with a different design must be used,
- fixing systems must be checked by an accredited body,
- platforms leaning against a wall in the room may have a frame to separate the platform from the wall. This must be made of flame-resistant materials and must not compromise the effectiveness of the smoke extraction system,
- stage areas cannot be isolated and, so articles L62 to L75 do not apply.

16.4. Electrical installations

Electrical installations set up by the organiser must be given a compliance certificate by an accredited body or technician.

16.5. Technical facilities

- Technical ceilings: these may be made up of bridges, platforms (fixed or mobile) and grids for technical staff and to support lighting, projection and sound systems etc., as well as decorations.
- Mobile walls and panels: these are mainly intended to change the use of a room (acoustics, for example).
- Technical floors: these may be made up of movable platforms, platforms, bridges, platforms and any similar devices.

Technical ceilings must be made of category M3 flame-resistant materials. All technical facilities must be set up so that they do not represent any risk to the public. Mobile equipment, other than decorations, set up over the public, must be attached using two distinct systems of different designs.

17. SAFETY REGULATIONS FOR N ACTIVITIES

Equipment must respect the following provisions:

- for seated catering, exits must be marked on the floor.
- secondary exits may be 0.6m wide when seats are in use,
- cloakrooms must be set up outside access routes and must also be set up so that members of the public parking nearby do not obstruct traffic.
- equipment such as sideboards, tables, chairs, dressers etc. will be set up according to article AM16. They must be set up so that they cannot obstruct the evacuation procedure, emergency access or access for technical staff.
- the use of portable lights and candles is only permitted in the rooms. Portable lights must be de powered in accordance with the provisions of article EL 5 § 2. Candles must be attached to stable, flame-resistant furniture.
- the use of small pieces of portable cooking equipment in the rooms is permitted in accordance with the provisions of articles GC19 and GC20. The distribution of gas to power small pieces of equipment is not permitted in the Paris Event Center.
- in the Paris Event Center, a heating station may be set up if it uses less than 20kW and each station must be 8 metres from another 20kW device.
- Cooking is not permitted in the Paris Event Center.

18. SAFETY REGULATIONS FOR R ACTIVITIES

The Paris Event Center can be used for R activities such as examinations.

The required exits must be connected to each other by passageways 1.4m wide.

19. SUPPLIERS APPROVED BY THE PARIS EVENT CENTER

A number of suppliers are approved by the Paris Event Center. A list of these will be provided.

20. DISABLED ACCESS

Decree of 1st August 2006 relating to access for people with limited mobility.

20.1. Admission of people with disabilities

The Paris Event Center can be accessed by people with limited mobility and must remain so at all times.

20.2. Access or thoroughfares

The Paris Event Center hasn't any levels.

Entrance doorways to the venue will have doors at least 0.9 metres (doorways for 4 people at a time, doors 1.2 metres wide)

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20.3. Special arrangements for events

Entrance doorways for the spaces created must not have doors narrower than 0.9 metres and must be at ground level.

No passageway should be narrower than 1.4 metres.

If there are raised areas or podiums, 2cm high or more, they must be equipped with measures to facilitate access for people with disabilities. Raised sections must have ramps respecting the following measurements:

- 5% over 10 metres,
- 8% over 2 metres,
- 10% over 0.5 metres,
- 33% for a threshold of 4cm.

Desks and sideboards must have a usable shelf lower than 0.8 metres.

Anybody with a disability badge can be accompanied by a guide dog (Law 87-588 of 30th July 87 art. 88).

Rooms for conferences, seminars, fashion shows etc. must have designated spaces for people limited mobility away from access routes.

20.4.Bathrooms

Bathrooms on the ground floor and the mezzanine are accessible to people with limited mobility.

20.5.Lighting

Events must respect the lighting levels defined in article 14 of the modified decree of 1st August 2006.

21. EXCLUSIVE AND COMPLEMENTARY SERVICES AT THE PARIS EVENT CENTER

21.1. Exclusive services

Exclusive services are defined as the list of services that cannot be ordered from any other company or contractor.

21.2. List of exclusive services:

- | | | |
|---|--------------------------------|--------------------|
| • | Power and primary distribution | Paris Event Center |
| • | Slings and special rigging | Light Event |
| • | Security | VIP Sécurité |
| • | Fire safety | VIP Sécurité |
| • | Water | Paris Event Center |
| • | Telephone and Internet | Paris Event Center |
| • | Cleaning and waste removal | Millenium |
| • | Additional bathroom facilities | Paris Event Center |
| • | Advertising and communication | Paris Event Center |

21.3. Complementary services

Complementary services are defined as the list of services offered to the client by the Paris Event Center where there is no obligation to order the services from the suggested companies. The client is free to choose any supplier.

For these services, the Paris Event Center's only involvement is to introduce the client to the supplier. It is up to the client to deal with the companies directly.

21.4. List of complementary services

- | | | |
|---|---------------------------------------|--------------------|
| • | General set-up of stands | Stand plus |
| • | Set-up | Jaulin SA |
| • | Construction of décor and woodwork | ADECORS |
| • | Furniture hire | Fonction Meubles |
| • | Parking management, valet parking | Paris Event Center |
| • | Lighting, videos, sound, broadcasting | Light Event |

21.5. Consultancy services

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The Paris Event Center recommends other services, the benefit of which is that these partners are familiar with the site, its features and its specific restrictions.

- Health and Safety coordinator CO Events Serge Parigi
- Security Cabinet Hervé Pierre
- Solidity and stability of equipment ICE - Hani Khurdy
- Checking electrical installations ICE Hervé Wysocki

22. PERMIT APPLICATIONS

The party renting the premises or the organiser will submit an application for authorisation (in three copies), at least two months before the exhibition is opened (type T) and one month before other events are opened (types L, N and R), to:

Direction des Transports et de la Protection du Public (department of public protection and transport)

Sous-Direction de la Sécurité Public (public safety division)

Bureau des Etablissements Recevant du Public (office for buildings open to the public, BERP)

12 – 14, quai de Gesvres

75004 PARIS

For events demanding an application for authorisation to sell second-hand goods, one copy of an additional application must be submitted three months before the date the event is opened to the public, to the town hall.

Bureau du Commerce Non Sédentaire

(second-hand sales, garage sales, bric-a-brac sales, fairs etc.)

8, rue de Cîteaux

75012 PARIS

As well as the documents relating to fire safety, listed in § 2.5, the application must include the following:

- for companies, a valid certificate from the register of commerce and companies (Kbis).
- for individuals or associations, a copy of the person responsible's ID document, the association's by-laws and a receipt of the application's submission at the Préfecture.
- a photocopy of an ID document,
- details of the nature of the goods for sale,
- a plan of the district (from the land registry),
- a plan showing the position of sales areas on the site (to scale)
- the total surface area of sales areas (in m²),
- the open days and times, the time needed to set up and clear away structures,
- the list and type of vendors (for the sale of second-hand goods),
- a certificate that no other business covering more than 300 m² selling the same kind of items is present in the area,

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- the application form.

For L and N events, a copy of the application must be sent to the Cabinet du Prefect.

Monsieur le Préfet

Cabinet du Préfet

2^{ème} Bureau

9, boulevard du Palais

75004 PARIS

Applications for X-rays and radioactive substances must be sent to the BERP and the ASN :

Autorité de Sûreté Nucléaire

6, place du Colonel Bourgoin

75572 PARIS Cedex 12

Tel.: 01 40 19 86 00

Fax: 01 40 19 86 69

ANNEXES

Certificate confirming acceptance and understanding of the specifications

Declaration form for the use of cooking equipment

Declaration form for the use of machinery or equipment in operation

SPECIFICATIONS FOR USE – PARIS EVENT CENTER
CERTIFICATE CONFIRMING ACCEPTANCE AND
UNDERSTANDING OF THE SPECIFICATIONS

Between:

the Paris Event Center, referred to as the Owner

and

referred to as the organiser

It has been agreed that the latter can use the following:

between the following dates,

rental period starts on at

rental period ends onat

for the following purpose

.....

Public opening times, from at

Untilat

These specifications add to and complete the agreement to use the facilities referred to above.

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The Organiser confirms that it was aware of the facilities before the agreement to use them was signed and agrees to accept them in their current condition, exclusively for the purpose or purposes of which it has informed the Owner.

The Organiser undertakes not to make any changes to these facilities and to respect the safety regulations applicable to venues open to the public.

The Organiser confirms that it has read and understood these specifications and the special terms and conditions.

Name of the Organiser's legal representative:

Mr/Mrs/Miss/Ms

On

Signature

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**DECLARATION FORM FOR THE USE
 OF COOKING EQUIPMENT**

Name of stand:..... stand number

Company:

Address:

Name of the person responsible for the stand:

Telephone:Fax:

TYPE OF CATERING:..... Traditional

Deli

Reheating

Crêperie

EQUIPMENT USED:

Description	No.	electrical power	gas power
TOTAL POWER			

Drawn up in

On

Signature

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(to submit to the organiser for approval by the safety officer)

DECLARATION FORM FOR THE USE OF MACHINERY OR EQUIPMENT IN OPERATION

(This form must be submitted to the event organiser at least 30 days before the beginning of the event)

Show or exhibition:

Name of stand:

Stand number:

Trading name of the exhibitor:

Name of the person responsible for the stand:

Address:

Telephone number:

Type of equipment or device:

Specific risk:

Source of electrical power higher than 100 KWA:

Liquid gas:

Flammable liquids (other than those in the tanks of vehicles):

Type:

Quantity:

Operating mode

Risks requiring an application for authorisation sent by the exhibitor to the competent authority.

(Date sent:)

Heat or combustion engine:

Smoke machine:

Propane gas:

Other hazardous gases:

Please specify:

Radioactive source:

X-rays

Laser:

Other:

Please specify:

Important: Equipment in operation must be used with suitable screens or fixed cases so that any hazardous parts are out of reach of members of the public, or set up so that any hazardous parts are out of reach of members of the public, and in all cases, at least 1m from general passageways. Demonstrations are the exclusive responsibility of the exhibitor.

Date:

Signature