

S A F E T Y

SPECIFICATIONS

r e l a t i v e t o

EXHIBITIONS

H E L D I N T H E

P A L A I S D E S

F E S T I V A L S E T

D E S C O N G R È S

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1 - GENERAL REMARKS

1.1 - PURPOSE

The purpose of the present Specification is to define the safety measures specific to the premises and facilities that are at the disposal of the exhibitors during the exhibitions held within the Palais des Festivals.

It makes it possible, among other things, for the specificities and conditions of use of level -1 and all levels including the Riviera building, to be taken into account, in accordance with the recommendations of the Departmental Safety Subcommission (Report no. 11-12-09 of 16 February 2011) that defines usage scenarios, in particular:

- Professional scenario
- General Public scenario
- Festivals in Cannes Scenario

It specifies the obligations and responsibilities of the service provider, SEMEC, and the organizers and exhibitors for complying with the regulations imposed by the administrative authority, whose scope action is also defined.

It should be pointed out that the Palais des Festivals in Cannes has triple ISO certification, notably 9001, 14001 and 18001.

All users are required to abide strictly by these rules. It is the responsibility of the organizers leaseholders of the premises – to ensure that exhibitors, contractors and generally speaking, any person directly or indirectly under their authority properly apply these rules. To that end, they have to make sure that the Specifications are properly distributed.

These Specifications apply to all premises, aisles, access routes, and equipment that the exhibition hall occupants might use.

The period of application includes the installation and removal times. More precisely, it begins when possession of the premises is taken, and ends when the last occupant (organizer, exhibitor, mover, business, etc.) under the lessee's responsibility leaves.

The Palais Management reserves the right to take action against those who fail to comply with these Specifications.

These Specifications apply to the various participants, namely:

- The Administrative Authority through the competent Safety Commission
- The owner or the delegated concession holder SEMEC
- The Palais Management and its Fire Safety Manager.
- Event organizers
- Lessees, exhibitors, artists and any occupant of the premises involved in one way or another in the events organized within those premises.

1.2 - SCOPE

The present Specifications stipulate, in particular:

- The obligations of the owner and concession holder, and the security measures within the leased premises or areas
- The obligations of the organizers and specific safety measures for the events.
- The obligations of the others participants referred to in paragraph 1.1.

The Specifications includes annexes, plans, and data sheets.

It supplements the following statutory texts:

- The Building and Housing Code (Book I, Part II Articles R .123.1 to R.123.55 consolidated version of 30/11/2011).
- Safety regulations in public buildings (the General Rules of the Order of 23 March 1965 as amended and the Order of 25 June 1980 as amended).
- Special regulations L, N, P, W, PA, and in particular, the Order of 18 November 1987 as amended for type T establishments (exhibition halls).
- The special requirements of the Departmental Safety Subcommittee for including those contained in its Report No. 11-12-09 dated 16 February 2011 with regard to countervailing measures on exemptions specific to this establishment.
- **Only the French version of the present specification is binding on all petitioners under French law and land use regulations. Other foreign language versions, and in particular the English version, are only provided as an aid to understanding.**

2 - OBLIGATIONS

2.1 - OBLIGATIONS OF THE PALAIS MANAGEMENT

2.1.1. Documents to be submitted to the Mayor:

The town of Cannes has delegated the management of the Palais des Festivals and Congresses to Semec, by public service delegation contract, dated 01/01/2011 for a period of 10 years.

Therefore, their representative - the General Manager of the Palais- mandated by the Semec Executive Board shall assume the obligations described in Article T4 of the aforementioned safety regulations and in the following specifications. .

He/she shall send the Mayor of Cannes the premises' standard occupation plans and more particularly those not intended for this use and for which specific facilities are required for such events. A new set of indexed plans shall be submitted for each modification brought to the fixed facilities and installations
He/she shall send:

- The application for authorization of the event foreseen in Article T5 § 1, co-signed by the organizer and the Safety Manager, two months before each event.
- The quarterly program of events planned in the Palais at least one month in advance

2.1.2. Documents to be submitted to the organizers:

the sole manager of the Palace shall send the event organizer the present Specifications and all details for its implementation and standard floor plans of the premises mentioned in § 2.1.1 which are annexed hereto.

The directives imposed on the organizer must include specific measures to be respected in order to avoid jeopardizing the effectiveness of the permanent safety facilities in place in the establishment, particularly:

- a) General clearances (aisles, exits, stairs, porch, etc.)
- b) Smoke extraction installations
- c) All emergency fire fighting equipment, namely:
 - Means of extinguishing fires (hose valves, fire hoses and hydrants, extinguishers, dry risers, sprinkler, etc.)
 - Automatic fire detection systems
 - Alarm and warning systems.

2.1.3. Maintenance of a Safety Log:

The Head of the Safety Department designated by the Palais Management in accordance with Article MS 46 § 2 of the above mentioned safety regulations, shall maintain a Safety Log pursuant to Article R 123.51 of the aforementioned Building and Housing Code.

Said log shall specify the dates of the various inspections of the permanent safety installations of the establishment, and the observations to which they gave rise. It shall also specify any changes made to the fixed facilities and fixtures.

In particular, the plans mentioned in § 2.1.1 shall be attached to said log. Each shall have a number and a mark corresponding to each change. The changes made are specified in the title block of the plan for each mark. It is recalled that these plans shall also be attached hereto.

The Safety Log must be made available to the competent Safety Commission for possible inspection.

The Head of the Safety department of the Palais is in constant contact with representatives of the competent Safety Commission and the Safety Manager (§ 2.4).

2.2 - OBLIGATIONS OF ORGANIZERS

Applications to the administrative authority and contact with the competent Safety Commission shall be the responsibility of the Sole Manager of the Palais or, the head of fire safety department, by permanent delegation, in application of § 1 and 3 of Article T5.

Accordingly, the organizer has the following obligations:

- send a file to the Palais Management which states the nature of the event and its duration 10 weeks before the event, together with plans showing the location of the proposed installations that must be consistent with the standard set-up plans (occupation scenarios) mentioned in § 2.1.1 above, or be subject to an authorization request that is submitted to the competent authority through the Palais Management.

This file shall also specify the identity and qualifications of the Safety Manager.

- collect the questionnaires concerning safety techniques from the participants and exhibitors (§ 4v), and send them at least one month in advance to the Palais Management who will then submit them to the Safety Manager.
- send a copy of the Specifications to each participant and exhibitor before the event.
- enforce the safety rules imposed by the present Specifications.
- provide information to the participants and exhibitors concerning any decision from the administration regarding notifications and authorisations sent by said latter and transferred to it by the Safety Manager.
- take all measures necessary to ensure the safety of all participants during installation of the event, and in particular ensuring compliance with the evacuation procedure prescribed by the ERP Safety Regulations and the French Labour Code relative to the numbers of persons inside the exhibit areas at the same time. These must comply with all requirements of the Palais Management and the Head of its safety department.

2.2.1 Safety, Health, and Working Conditions

The organiser must take all measures throughout the event (including assembly/disassembly periods) to ensure the safety of the personnel placed under its responsibility as well as those under contract to its clients, with regard to the French Employment Law.

A prevention plan will be established in this regard between Semec and the organisation. The organiser shall be responsible for informing the exhibitors or their service providers, or any company contractually linked to one of these three entities, of all the provisions about which it will have been notified.

Furthermore, it must take into consideration the fact that the exhibition halls are not workshops in the sense understood by the French employment law. To this end, the structural assembly of the stands, including floorboards, must be carried prior to arrival in the establishment. Only the assembly of prefabricated constructions is authorized. Manufacturing on site is strictly prohibited. Minor adjustments may be tolerated, subject to these being carried out without creating risk or nuisance for all those present in the halls.

Likewise, all chemicals classified CMR or polluting to the environment are prohibited inside the halls. The tools used must comply in all points with the French or EC legislation currently in force.

To prepare food is strictly prohibited in all exhibition areas during the assembly/disassembly periods. The use of gas, electric or other types of stove is also prohibited.

2.3 - OBLIGATIONS OF PARTICIPANTS AND EXHIBITORS

Exhibitors, stand lessees and, in general, all participants are required to comply with Section T8 of the safety regulations mentioned above as well as the provisions of the present Specifications.

They must send the technical safety questionnaire (§ iv) concerning their facilities to the organizers, at least one month before the start of the event.

Layouts of stands and other facilities must be completed at the time of the Safety Commission's acceptance inspection. In case of any non-compliance found by the safety commission, their use shall be prohibited as long as said latter is not made compliant.

Participants, exhibitors or their representatives shall be present during the inspection.

All measures must be taken to permit a detailed inspection and provide information on the facilities, particularly regarding the materials used for the interior and decoration.

When difficulties are encountered in implementing the regulatory provisions herein, it is the exhibitor's responsibility or that of its representative to report it on the safety file and to the organizer.

2.4 - OBLIGATIONS OF THE SAFETY MANAGER

The Safety Manager must hold the educational credits set forth in Article T6 of the above regulation. In addition:

- the Safety Manager must be present for each event.
- he/she is designated by mutual agreement of the Safety Commission and the Palais management.
- the organizer shall be responsible for the mission expenses of the Safety Manager.

The above-mentioned Safety department shall be responsible for the following, under the responsibility of the organizer:

- study, with the event organizer, the general installation files of the event and participate in drafting the safety file, which is then submitted to the administration for an opinion. This folder, which is very specific with regard to the location and layout of the different lots, shall be signed by the organizer and the Safety Manager.
- enforce application of the administration's requirements by the organizer.
- inform and advise exhibitors about the technical safety precautions for their installations.
- examine the declarations and requests for authorization for machines in operation and keeps a list of the stands in which such machines are located.
- control enforcement of fire safety measures in these regulations, with the exception of constructive provisions, from the beginning of the stand assembly process until the event is no longer open to the public.
- ensure that the stands with upper levels have undergone a robustness check by an authorized body or individual.
- ensure continuous presence when the public is present on the event site.
- inform the administration of any difficulties encountered in enforcing the present regulation in a timely manner.
- make first aid available, and if necessary, information about the location of radioactive sources, the location of facilities described in Article VII and Article X and the location of areas with stands using bottles of liquefied hydrocarbons.
- report to the organizer and the owner of the premises of any events caused by the other permanent establishments (cafeteria, restaurant, canteen, etc.) likely to affect the security of the event in progress.
- ensure that the establishment's safety equipment are not counteracted by the facilities of the event underway
- examine all document to ensure that maintenance checks of emergency resources have been correctly carried out.
- control the presence and the qualifications of the security department personnel for the event.
- prepare a final report relative to compliance with this regulation and the directives issued by the administrative authority that authorized the holding of the event. This report shall be sent simultaneously to the event organizer and owner, before the event is opened to the public. The report recommends whether to open all or part of the event to the public and is made available to the administration by the organizer.

2.5 - OBLIGATIONS OF THE ADMINISTRATIVE AUTHORITY

The administrative authority must meet the requirements of Article T7 of the above-mentioned regulation. More specifically:

The Administrative Authority shall give its decision concerning the above-mentioned requests no later than 1 (one) month after their receipt, in compliance with Article T7 § 1

The competent Safety Commission can carry out the acceptance inspection of the event's specific facilities (clause T7 § 2) before the event opens to the public.

3 - GENERAL INSTALLATIONS

Unless the Safety Manager and the competent Safety Committee have validated special provisions in the installation file, installations must comply with the provisions of the above-mentioned specifications.

3.1 - SPECIFIC OBSERVATIONS REGARDING INSTALLATIONS

Commercialized stands or areas may only be installed at the locations defined in the floor plans annexed to the safety log (see § 1.1 and 2.1.3) and transmitted to the relevant administrative authority (§ 2.1.1).

Strict compliance with these plans is required. Therefore, the file submitted by the organizers (see § above) must contain all of the information required.

If the event floor plans do not comply with the standard plans, the organizer will be required to complete the file with an application for a detailed opinion to be submitted to the competent authority through the Palais management as provided in § 2.2 above.

Upon receipt thereof, the organizer shall be required to provide as-built drawings of the event facilities incorporating the observations of the competent authority with regard to said request for a detailed opinion.

Failure to carry out this procedure may lead to partial dismantling of the facilities and stands concerned at the time of acceptance.

The entire width, length, and height of clearances and aisles defined on the plans must be kept clear at all times and in all areas open to the public, as well as those that are not.

If the entire volume of the hall is not used, then partitioning elements shall delimit the area actually used. If exits are unusable as a result of such delimitation, then they should not be visible to the public. Said provision should not have the effect of reducing the number and width of the clearances corresponding to the size of the public admitted.

Pursuant to the regulations, the areas of the hall not being used must be free of any stocking or storage for the duration of the event.

Exceptionally, adjacent storage areas shall be authorized after consultation with the Safety Commission.

These adjacent storage areas shall be limited to a maximum volume of 500 m³ and a distance of 8.00 meters must separate the areas accessible to the public and be free of any calorific potential.

These storage areas shall be subject to the provisions foreseen for volumes enclosed by Palais partitions that are 1/2 hour firebreak (3/4 hours in testing) , and must be marked by a «unique access» sign on the exterior.

No smoking signs must be prominently displayed in particularly hazardous areas, (reminder: The entire building is non-smoking see Art. 7.8).

Areas that are not used must be marked and have exits that allow for compliance with the provisions of the Labour Code.

3.2 - Stand partitions / Glass elements

Partitioning within the stands must be carried out either using elements provided by the Palais services, or using elements installed by the organiser or exhibitor, with the same fire reaction and mechanical stability characteristics.

In the latter case, the request must be made within the framework of the file provided for by Clause 2.2 hereabove, accompanied by safety instructions and the corresponding reports.

This partition may include glass elements, subject to their compliance with French standards (NF 32.500 or equivalent CE standards); these must be either reinforced, tempered or laminated, confirmation of which is to be by way of a certificate of conformity or any other means of proof.

Their mechanical stability must allow them to resist pressure from the public.

This provision is applicable to glazed furnishings, the glass of which must have the same characteristics as the glass elements for partitions.

NB: the glazing placed in partitions must bear a sign allowing them to be seen.

3.3 - CLOSED VOLUMES - CLOSED STAND ROOMS INSTALLED IN THE HALLS

Exhibitors might sometimes prefer to isolate themselves in closed stands. In that case, the stands must have direct exits onto the aisles. The number and size of these exits depend on the size of the stand.

- less than 20 m²: 1 x 0.90m wide exit
- from 20 to 50 m²: 2 exits, 1 x 0.90m wide, plus 1 x 0.60m wide
- 50 to 100 m²: either 2 x 0.90m wide exits, or 2 exits, 1 x 1.40m wide, plus 1 x 0.60m wide
- 100 to 200 m²: either 2 exits, 1 x 1.40m wide, plus 1 x 0.90m wide, or 3 x 0.90m wide exits
- from 200 to 300 m²: 2 x 1.40m wide exit
- from 300 to 400 m²: Two exits, 1 x 0.90m wide, plus 1 x 1.40m wide

The exits must be properly distributed and on opposite sides of the space. If this is not possible because of the enclosed situation of the stand, then a distance of at least 5.00 meters from edge to edge, must be established between each exit.

If the stand(s) have doors, they should open onto the aisles without swinging. They may be authorised to swing toward the inside of the stand.

Each door must be identified by an «EXIT» sign in white letters on a green background.

Insofar as the above requirements for the exits cannot be met, then the stand or space concerned shall include a main façade (the largest in size) that is fully open onto a main aisle. Access to exits must never pass through a changing room, storeroom, closet, office, or other.

Meeting rooms, restaurants, cinemas, and presentation rooms with podium may be installed regardless of the areas reserved for the exhibition. Bleachers and grandstands with standing room must have a floor resistance of 500 kgs/m².

Stands and bleachers with seats must be able to support 500 kgs/m². Step leading to bleacher seats may have a minimum height of 0.10m and 0.20m maximum and a minimum tread of 0.20m. In this case, the flight of stairs is limited to 10 and the alignment of the edge of the steps shall not exceed 45°.

Each case is specific; therefore, a detailed plan that outlines measurements to be used must be submitted to the Safety manager.

In each exhibition area, the total area of closed volumes cannot exceed 50% of the total area of the stands.

In application section T23, each closed volume of the stands or other premises located in the Exhibit Hall level 01 must include at least one fire detector head or sprinkler head and must not have any independent suspended ceiling (see article 4.3 below).

ATTENTION: In the Rotonde Riviera level 0, the stands must be at least one meter away from the plaster ceiling in order to preserve the effectiveness of sprinkler and ventilation systems.

3.4 - RAISED LEVEL / PODIUM / STAGE / STEPS

Chapter 4 «Special stand installations» of the present Specifications applies to all raised stands.

3.4.1 - General

In accordance with standard NFP 06-001, facilities with raised levels must be strong enough to withstand a live load of 300 kgs/m².

Each raised stand shall be subject to a report by an organization attesting to the stability of the structure after installation on site.

The percussion load should not exceed that authorized in the area concerned (500 kgs/m² in general). Each stand can have only one upper level. The surface of this level must be less than 300 m².

Each stand must be equipped with a means of fire extinction, namely a water extinguisher, placed at the bottom of each staircase and a Co2 fire extinguisher located near the electrical panel. If the surface of the upper level is greater than 50 m², additional appropriate means of extinguishing must be provided at all times by at least one safety officer during the presence of the public in the establishment.

3.4.2 - Clearances of raised stands

The upper levels are to be accessed by stairs that are carefully distributed; the number and width shall depend on the area of these levels, namely:

- up to 19 m²: 1 x 0.90m wide staircase
- from 20 to 50 m²: 2 staircases, 1 x 0.90m wide, plus 1 x 0.60m wide
- 51 to 100 m²: either 2 x 0.90m wide staircases, or 2 staircases, 1 x 1.40m wide, plus 1 x 0.60m wide
- from 101 to 200 m²: 2 staircases, 1 x 1.40m wide, plus 1 x 0.90m wide
- from 201 to 300 m²: 2 x 1.40m wide staircase

Only staircases whose closest outer uprights are at least 5 m apart can be taken into account in the number of exits and doorways. Exits must be pointed out with a sign with the word «exit» in white letters on a green background.

3.4.3 - Straight staircases

Straight staircases for public use must be constructed so that the steps comply with best industry practice, each flight of stairs having no more than 25 steps. As far as possible, the direction of the flights should alternate.

The height of the steps must be 13 cm minimum and 17 cm maximum. The width should be at least 28 cm, but no more than 36 cm wide. The relationship between the height and width of steps is governed by the equation $0.60 \leq 2H + G \leq 0.64$ m. The steps in one flight must be of uniform height and width, although an exception may be made for the first step.

Landings should be the same width as the staircase.

3.4.4 - Spiral staircases

Standard or additional spiral staircases shall be continuous, with no other landings apart from those serving upper levels.

The tread and the height of the steps on the line of flight, at 0.60 m from the newel or central void, shall conform to the regulations mentioned in the previous article.

In addition, the outer stair tread must not exceed 0.42 m.

The handrail for single-width staircases must be located on the outside.

3.4.5 - Staircase with both straight and turning sections

Insofar as the different straight and winding sections of the staircase comply with good trade practice, it shall be considered to be compliant with the statutory controls in force; consequently, there can be no objection to it being used in establishments open to the public.

3.4.6 - Railings and banisters

In accordance with French standards NF P 01-012 and NF P 01-013, staircases or podiums -- including those that are built by the exhibitors -- shall have handrails or balustrades. This provision applies to all stands, including those that do not have a raised level.

The railings must be able to withstand pressure per linear meter in conformity with standard NF P 01-012.

Protective glass panels must be either reinforced or made of compound glass. So-called Securit glass is not permitted.

3.5 - SIGNS

Signs located within the walkways must meet the following requirements:

- include M0 or A and M1 or B materials, including for the suspension lines as well,
- they must not block the view of the emergency lighting blocks and security signs. They can only lie in a horizontal plane, 2.04 m above ground and must not extend into the upper safety volume.
- The dimensions are 0.60 m long and 0.25 m high. If other sizes are desired a detailed opinion should be sought from the relevant committee when the installation file is being considered.

3.6 - CLEARANCE AREAS - AISLES

The organizers are required to leave the clearance areas and aisles free in their full height and width as defined in the floor plans.

In particular, bar seats and tables shall only be set out in the areas defined on the occupation plan. To that end, those areas are delimited by a marking on the floor.

ATTENTION: It is strictly forbidden to place any kind of fixtures above the aisles (structure or signboards, walkways, etc.)

3.7 - FLOOR COVERING

By mutual agreement with Semec, organizers who do not wish to use the carpet normally provided clearance areas and aisles and wish to customize their installation with their own floor covering must comply with the following provisions:

- the floor covering must not be partial; it must cover at least the full surface of a given area
- the floor covering must be a single colour throughout in an aisle with a colour different from that of the stand and shall be secured to the floor using evenly spaced double-sided adhesive tape
- the covering shall be fire-rated either M3 or Cfl or s2, if partly made of synthetic materials, and M4 or Dfl if made of natural fibres.

4 - SPECIAL STAND INSTALLATIONS

4.1 - SAFETY FILE

Exhibitors shall submit the safety files of their stand(s) to the organizers at least one month in advance. This file must include:

- the safety questionnaire completed by the exhibitor or its representative (see attached template).
- a plan or drawing of the stand showing the metric dimensions (length, width, height) and on which all the materials to be used are identified. This identification shall be repeated in column B of the questionnaire. This plan shall include front, side, bird's eye, and cross section views that are duly indicated. A legend must specify the planned installations. The language used must be either French or English. The scale must be at least 1:20.
- all official test reports for the materials issued by approved French laboratories or their European equivalent and (or) the fireproofing certificates drawn up by duly approved companies.

All of these documents shall be identified from A to Z and repeated in column C of the questionnaire.

Exhibitors who do not submit said safety file, can be denied access to the exhibition halls.

4.2 - CONSTRUCTION AND INSTALLATION OF STANDS

Except for specific partitions called «Palais», all ornamental installations will be located exclusively inside of the volume of the stands.

In order to guarantee the maximum efficiency of the fire safety devices (sensing heads, smoke extractors and sprinklers) fixed onto the suspended ceiling, when the ceiling height is over or equal to 2.75m no structure shall be located in the upper area of each stand defined by a horizontal plane located 0.25m below the suspended ceiling, except for the covering of the main building's structural supports. This can extend to the underside of the fixed suspended ceiling or the ceiling of the rooms in question as long as no particular hazard (installation of electrical or other box) is located near the aforementioned structural supports.

Banners that are located on the edge of the aisles of open stands shall also be fixed at 0.25 m from the suspended ceiling

When the suspended ceiling is under 2.75m, the construction height specific to each stand location will be specified on the layout plans provided by the organizer.

Stands that are higher than 4.50m will be subject to an official solidity/stability inspection by a certified organization when first installed.

In the event where reassembly would be necessary, then a certificate certifying the stability of the stand shall be delivered by the exhibitor along with the initial report of the certified organization.

The solidity/stability of stands less than 4.50m high shall be guaranteed in accordance with the French standard NFP 06.001 and shall remain under the exhibitor' liability. Said latter must be able to provide proof thereof, in particular, to the administration, and at any time that it might request it.

4.3 - SUSPENDED CEILINGS OF THE STANDS:

4.3.1 Open stands

a) In the basement:

Stands are prohibited from having false ceilings. Only **one horizontal panel** in the upper part (above 1.80 m) of a maximum width of 0.5 m (or several smaller ones within the overall authorised width of 0.5 m) may be tolerated, after consideration by the safety manager and subject to:

- M0 or M1 fire classification
- A minimum **distance** of 1 m **between the horizontal panels**.
- The total solid area representing a maximum of 20% of the total area of the stand. Only approved **mesh** (net) M1 textile type canopies, for which the mesh comprises a minimum of 4 to 5 mm, are authorised for the stand as a whole. In the case of total cover, no solid part may be created.
- The authorised construction heights not being exceeded.
- Being securely fixed by M0 suspensions.

b) On the Ground and upper floors:

Stands are prohibited from having false ceilings. However, where the height under the hall ceiling is greater than 2.75 m, solid **horizontal panels** or other arrangements of a maximum width of 2.00 m are acceptable in the upper part (above 1.8 m), after consideration by the safety manager and subject to:

- M0 or M1 fire classification
 - A minimum **clearance** of 1 m between the horizontal panels.
 - The authorised construction heights not being exceeded.
 - The perpendicular ends of the horizontal panels must remain open. A maximum drop of 0.1 m is authorised.
 - The total enclosed area representing a maximum of 1/3 of the total area of the stand. Only approved mesh (net) M1 textile type canopies, for which the mesh comprises a minimum of 4 to 5 mm, are authorised for the stand as a whole. In this case, the solid parts may not exceed 13% of the area of the stand.
 - Being securely fixed by M0 suspensions.
- When the height under the hall ceiling is less than 2.75 m, the provisions provided for the basement shall be applied (ref. para. a).

4.3.2 Case for fully enclosed stands or units

Only in exceptional circumstances can the installation of an enclosed stand be authorised. This installation must be the subject of a specific request.

They must have an area less than 300 m², and be spaced at least 4 metres apart. The solid ceiling and false ceiling areas (including those on above-ground levels) must total a maximum of 10% of the area of the level concerned. To be securely fixed by M0 suspensions.

In compliance with clause AM 10, false ceilings or canopies must not hamper the efficiency of the establishment's safety equipment.

Furthermore, the following specific provisions are to be taken into consideration:

a) In the basement

They can only be created in place of those of the Palais. All the establishment's safety devices must be retained, including smoke extraction.

The general alarm must remain audible. In the event this is triggered, activity must automatically stop within the said unit. This installation must comply in all points with the requirements of the fire safety system standards.

b) on the Ground and upper floors

An extension must be made to the Palais' fire safety systems (SSI), including fire detection and the general alarm. In the event this is triggered, activity must automatically stop within the said unit. This installation must comply in all points with the requirements of the fire safety system standards.

For units with an area greater than 20 m², a smoke evacuation system must be installed. To this end, a hatch of a size 1/100th of the unit's area and with a minimum area of 1 m², and which can be opened from the outside, must be installed in the upper part of the said unit.

NB: The total of the enclosed volumes must not exceed 10% of the halls' area and the cumulated total of adjoining units of under 20 m² shall be considered as being a unit of over 20 m².

Depending on the activity therein, it may be requested that the hall's automatic sprinkler system be maintained if the hall is so equipped.

4.3.3 Proof

The exhibitor must provide all supporting documents, including calculations related to the provisions of the present paragraph

4.4 - MATERIALS USED FOR DECORATING THE STANDS

The materials used must be consistent with the authorized materials (see attached security questionnaire).

Official fire-rating test reports and certificates issued by approved registered laboratories for all materials used in the exhibition halls shall be submitted to the Safety Manager

Tests must be established with regard to French standards NF P 92 501-507 and NF EN - 13.501.1

As such, a list of approved laboratories with accredited certification recognized by the French State is attached to this specification. Only materials with a report of reaction to fire issued from these laboratories shall be accepted.

In the event that the reports from other countries are provided, a certified translation into French may be requested in order to have a detailed understanding of said reports.

Coverings and materials that comply with safety requirements are sold by specialized retailers that provide certificates corresponding to the materials' classification. For a list of suppliers, please contact: Groupement Non Feu, 37/39 rue de Neuilly, BP 249, 92113 Clichy, France (Tel: 01 47 56 30 81).

Fireproofing may give M1 quality to materials, which would normally be fairly or easily inflammable. Such fireproofing may be obtained by spraying a special liquid, by applying a special paint or varnish with a brush or by immersion in a special bath. The fireproofing procedure shall be carried out by an approved contractor who shall give the exhibitor a certificate in an approved form that shall mention:

- the nature, size and colour of the treated covering, the name of the product used, the date of the fireproofing along with the stamp and signature of the contractor.

Note: Fireproofing may only be carried out on wood panels, on natural fabrics or on fabrics containing a high proportion of natural fibres. It is not possible to fireproof synthetic fabrics or plastics.

All materials that lack proper proof demanded in the safety file and on the recommendations of the Safety Manager will be refused.

4.4.1 - Use of plastics and derivatives

Plastic product such as in polycarbonate, acrylic, vinyl, polyurethane, polyvinyl chloride, methacrylate, or similar substances are subject to this section.

These materials must be classified (with respect to their reaction to fire) according to the manner in which they are used, namely:

§ 1) M1 (B s3 d1 according to EN 13 501-1) for any material used in ceiling or suspended ceiling regardless of the thickness and dimensions.

§ 2) M1 (B s3 d1) for floating or non-floating supports whose thickness is equal to, or less than 2 mm and are used in a vertical position. However flexible «Lackfolie» type materials fire-rated M2 (C s1 d1) may be accepted after consultation with the Safety Manager.

«3M» type adhesive films that are applied directly to M1, M2 and M3 supports are not affected by this paragraph.

§ 3) M2 (C s3 d1 according to EN 13 501-1) for all uses in building element or decoration including all furniture, lighting, lighting, acting as a constructive decoration, or sign, etc., and having a thickness of between 2 mm and 12 mm.

There is no statutory requirements regulating the use of non-illuminated small movable furniture on all levels, with the exception of level 01 where fire-rating M2 (C s3 d1) is required.

Light boxes shall have openings to allow enough ventilation to limit the interior temperature to 65°C maximum.

§ 4) M4 (D s3) for materials that are 12mm thick or more and providing that they are not associated with any electrical installation; otherwise, they required a fire rating of M2 (B s3 d1) (ref § 3).

There are also no requirements concerning the use of plastic materials as sales products or related products such as display units, model roofs or showcases, provided that they are not a part of the stand's structure and that their surface does not exceed 4m² for a stand with a surface area of 50 m².

§ 5) Expansive polystyrene or similar kinds of materials shall be fire-rated M1 (B s3 d1) regardless of their thickness and for the entire establishment.

§ 6) Synthetic foams shall be fire-rated M1 (B s3 d1) when used as wall or ceiling coverings even when they are covered by a fire-rated M1 (B s3 d1) material, and M4 (D s3 according to EN 13 501-1) when used elsewhere providing that they are covered by a M1 (B s3 d1) material.

4.5 - DISPLAYED MATERIAL

Materials on display may be shown on the stands without any requirements as to their reaction to fire.

However, these provisions do not apply to trade fairs and stands specifically related to interior decoration, where fabrics and wall coverings are displayed.

However, these provisions do not apply to trade fairs and stands aimed specifically at interior decoration, whereby fabrics and wall coverings are displayed.

4.6 - FURNITURE

Furniture supplied by rental companies shall comply with the statutory provisions of this specification.

However, exhibitors may use their own furniture providing that the materials be authorized (see safety questionnaire), subject to fire-rating certificates and official test reports of those materials being provided by the exhibitors.

- he structure should be made of a maximum of M3 or D s1 d0 fire-rated materials and should only contain synthetic materials in line with Article 4.4.1 hereof.

- Their upholstery filling shall be made of a maximum fire-rated M4 or D s3 and be covered by a well-sealed M1 or B s3 d1 material.

Small movable furniture such as chairs, seats, or pedestal tables are not affected by these above-mentioned provisions However, the materials they are made of must not be able to spread fire quickly.

4.7 - ELECTRICAL INSTALLATIONS FOR STANDS

The electrical installation on each stand must have a consumer unit equipped with an RCD with a range of 30 mA max.

The consumer unit must be permanently accessible to the stand personnel, but remain inaccessible to the public. It must be kept away from all inflammable and combustible materials and products. Its position must be indicated.

On exiting the consumer units, the so-called "temporary" electrical installations are created under the exhibitor's sole responsibility. It is strictly prohibited to open or modify the electrical points made available to exhibitors.

These installations must be created under the responsibility of persons qualified to design and carry out the works in compliance with current regulations and advised of the specific risks presented by these types of event. In this regard, the exhibitor or its representative must append to the certificate of conformity to be provided to the safety manager (see model in appendix 2) all the certificates or official documents attesting to the fitter's professional qualification and his/her capacity to create the said installations. These must be in the name of the person responsible for implementing the said installations. In the absence of this justification, the exhibitor may, at its cost, have a compliance check carried out by a qualified person, whose inspection report is to be provided to the safety manager. These installations are created in compliance with the laws, decrees, orders and other official texts relating to electrical installations and in particular with the standards EN 60 598 or NF C 15-100, as well as the decree of 14 November 1969 on the protection of workers.

The following should be noted in particular:

- 1) The use of light-socket adapters is prohibited;
- 2) Cables or conductors must be of category C 2. The use of a conductor with a cross-section less than 1.5 mm² is prohibited: the use of twin conductor or "CINDEX" type (H-03-VHH) cables is strictly prohibited. Cables must be fixed correctly.
- 3) All the equipment used, with the exception of class II and low voltage equipment, are linked to the electrical box ground conductor provided by the Palais, and protected by an RCD (of a nominal 30 mA maximum).
- 4) The electrical connections are created in junction boxes.
- 5) The high-voltage illuminated signs located in range of the public or the personnel working on the stand, and in particular the electrodes, must be protected by a screen in a material with a maximum of M2 classification.
An emergency stop switch must be placed on the stand in an area that is easily accessed and identified. Transformers are to be located in an area that cannot cause any danger to people. If applicable indicate their presence with a "Danger, high voltage" sign.
- 6) Halogen lights must comply with standard EN 60598.
Lights on the stands, including halogen lights, must:
 - be placed at a minimum height of 2.25 m
 - be kept away from all inflammable materials (at least 0.5 m from wood and other decorative materials)
 - be securely fixed
 - be equipped with a safety screen (glass or fine-mesh grill)
 - guarantee protection against the effects should the lamp explode.
- 7) Lampshades, with the exception of those of category M0 (glass, ceramic, metal, aluminium, etc.), must satisfy certification in accordance with standard EN 60 598 2-1, with regard to the fireproof test, for which the value of 650° must be obtained for any unit accessible to the public. The proof of the said lamp's certification must be provided.
- 8) Electrical equipment, including lights, may not protrude into the walkways.
A protrusion of 0.1 m is only tolerated for lights placed at a height above 2.2 m from the ground. With the exception of small lights (Lita-type spotlights, 300W halogen lights, neon lights, etc.), lighting may not be placed in the upper safety volumes.
- 9) The electrical installation, in particular the lighting section, must be equipped with a master switch in order to switch off all the lights added temporarily during the event. This switch must be located and made permanently accessible to the establishment's security services. It must be easy to handle.

4.8 - GAS INSTALLATION

Installations operating with butane or propane gas are strictly prohibited in addition to the use of open flame heaters during both the assembly and dismantling phases of the exhibition.

This requirement also applies to demonstration equipment. Such equipment may ultimately be equipped with fake bottles.

Butane, propane or any other pressurized gas bottles as well as pressurized gas appliances, even empty ones, are banned.

4.9 - MISCELLANEOUS

Requirements that apply to the organizer, relative to installations not mentioned in this section (storage, signs, floor coverings, etc.) also apply to exhibitors in accordance with the same provisions for that which concerns them.

The same is valid for all demonstrations or shows that may present a certain danger to the public.

5 - SPECIAL PROVISIONS

In general, any additional or specific layout not included in the present Specifications shall be subject to be a detailed opinion of the Safety Commission after submission presented in the file referred to in § 2.2 with notice providing all pertinent details for making the inspection possible.

5.1 - ACCESS TO THE TECHNICAL PREMISES AND EQUIPMENT

All accesses to the technical premises and safety equipment must be kept clear at all times.

Inside the stands, only finishings that do not obstruct the opening of said access areas are acceptable.

The doors of all the rooms are locked. No exhibitor shall be allowed to change the locks in order to install a personal system.

No one shall be authorized to intervene in any manner whatsoever on the structural elements of the building including fixtures, fittings and technical equipment. Only SEMEC staff shall be authorised to do so.

5.2 - Fire Safety and Emergency Service

5.2.1 The establishment's permanent safety service provisions

The basic operation of the Palais des Festivals et des Congrès de Cannes' emergency service is provided by four of the establishment's qualified fire officers.

The duties and assignments of the appointed personnel are two-fold:

- 1) Fire and emergency response duties, in accordance with the specific instructions applicable to the Palais des Festivals et des Congrès buildings.
- 2) Prevention and inspection assignments with participation in the inspection of the safety installations within the establishment, in accordance with the provisions decreed by the General Management

5.2.2 Strengthened Safety Service provisions

During events, and depending on the activity planned, and this in compliance with the specific provisions unique to each activity defined in Article GN1 of the decree of 25 June 1980, as amended, reinforcement of the establishment's permanent fire safety service is to be provided for.

This service, under the direct responsibility of the organiser, will comprise as many agents as provided for by the aforementioned legislation and formed by:

- Trained personnel holding a qualification compliant with the provisions of the Decree of 2 May 2005 as amended, who are placed under the direct authority of the Palais' fire safety service manager,
- Or by the team being reinforced by firefighters from the departmental brigade if the competent administrative authorities deem this necessary.

6 - INSPECTION PROCEDURE

In accordance with Article T6 of the Decree of 18 November 1987, the Safety Manager is in charge of the statutory inspection of the installations of each stand according to the safety file (safety questionnaire annexed).

Ongoing inspections shall be implemented in order to ensure strict compliance with these specifications.

No stand may be mounted before delivery of the completed safety file.

If the file is incomplete or if the stand does not meet the requirements of these Specifications, power may be shut-off or exhibitors might not be allowed to build stands, based on the Safety Manager's recommendations.

In said event, the liability of the exhibitor alone shall be engaged.

The exhibitor shall then be required to complete the file and possibly carry out all of the changes deemed necessary, at its expense.

Any refusal by the exhibitor to execute an obligation dictated by the Safety Manager will be reported to the organizer's representative who will be advised to take action.

Should any difficulties arise, the Palais Management will be informed immediately and will take all actions necessary, including the possible intervention of the competent Safety Commission.

Exhibitors must be able to justify the compliance of the materials used, and provide fire-rating test reports. In the absence of proof of compliance, the concerned materials may be tested by any method the Safety Manager or the Safety Commission shall recommend.

NB: The recommendation made by the Safety Manager regarding the inspection of the stands' safety file does not dispense the exhibitors or their representative from its obligation and thus its liability with regard to designing and implementing all installation so that the stand is compliant with the provisions of the Specifications. With the exception of exemptions made in writing.

No event concerned by these Specifications may be open to the public without the Mayor's authorisation, based on the recommendation of the competent Safety Commission or the Safety Manager.

Given this, the Mayor may prescribe all measures that he/she considers necessary for public safety.

7 - SPECIAL INSTRUCTIONS

7.1 - USE OF TERRACES

For reasons of liability and safety, the installation of any structure or tent is prohibited by the organizers and exhibitors on all terraces of the building. Only Semec (or approved contractors appointed by it) is authorized to carry out this type of construction and in accordance with the scenarios provided for in the site's building permit.

In addition, terraces directly linked to exhibition areas may never, by extension, be used as exhibition areas. As such, they can only be converted into a reception area such as a bar with small furniture (tables, chairs, and parasols). The terraces cannot be enclosed.

However, specific installations for protection against the weather shall be allowed based on the Safety Manager or safety committee's recommendations. Therefore, a façade installed at the edge of the terrace can be tolerated, as long as no solid part is present at the top. The height of the construction is specified on the layout plans specific to each terrace.

Similarly, for a storage areas called «back office» used by the bar, that does not exceed 4 m². In case the latter are contiguous to within 8 meters of the building's non-firebreak façades, then the façade of the adjacent storage area shall be fitted out with a 1-hour firebreak covering the full height of the wall.

All installations on the terraces must meet snow and wind standards, namely 100km/h wind-resistant and be subject to a statutory technical control by an approved organization that shall be submitted to the Safety Manager.

Any parasols placed on the terraces of the upper floors should be secured with a sling in order to avoid its falling down and this in addition to the main fixing system.

7.2 - PRESENTATION OF EQUIPMENT

Please be reminded that equipment or parts thereof should not extend beyond the stands into the aisles or above them at all. If equipment is used for demonstrations with material likely to be projected over a certain distance, such equipment must be fitted with efficient protective devices so as to avoid any of the material reaching the public, whether in the aisles or in the stands.

7.3 - PROVISIONS APPLICABLE TO CERTAIN CATEGORIES OF EQUIPMENT

Exhibitors who wish to demonstrate sound equipment in operation shall do so inside an auditorium.

The maximum power radiated by all the equipment must not exceed 60 db (A) outside the auditorium doors, which must be kept closed during sound demonstrations.

The standards imposed on the public address systems of the stands serve to limit, for the user, the overall output of the equipment and prevent disturbances that may affect the building alarm system, and neighbouring stands.

With the exception of the stands, all other PA systems must be connected to the Fire Safety System of the establishment.

It is therefore requested that the sound level indicated above be respected, with no exceptions, even for very short periods of time.

Exhibitors using equipment that emit x-rays, lasers, radioactive substances, machines shown in operation, pyrotechnic effects or otherwise, must submit a request for authorization to the organizer 30 days prior to the event opening.

Said request, which is written on plain paper, must specify the nature and the quantity or value in energy used of the products and must be accompanied by the device's technical instructions or data sheet and a floor plan locating the machine in the stand. No such device may be operated if the authorization request was not filed in due time.

For information, power supply to the stands will be shutdown without prior warning when an evacuation message is broadcast. This must be taken into consideration by the exhibitor when planning audiovisual material.

7.4 - EXHIBITION OF MOTOR VEHICLES INSIDE THE HALLS

The tanks of motor vehicles presented in a stationary position must be empty (maximum of 5 litres per tank) and equipped with a locking stopper. Battery terminals must be disconnected.

7.5 - INSTALLATION OF ADDITIONAL AIR CONDITIONING SYSTEMS

The installation of additional individual air conditioning systems shall be subject to a written request submitted to the organizer 30 days before the event opens to the public. It must be accompanied by technical data of the devices used and a layout plan to be submitted to the opinion of the competent safety committee when submitting the installation file. Such devices must be connected by Semec Technical Department to the fire safety system of the Palais (shutdown of the devices at the start of smoke extraction). These installations must be verified by an approved professional or body.

The hot air released from the condenser must be discharged outside the exhibition halls.

7.6 - USING SLINGS

Hooking or slinging any material of any kind onto the structures or suspended ceilings of the Palais by the organizers or exhibitor is prohibited. Any equipment needing to be hooked or attached, shall be subject to a request made to the Semec Technical Department, who alone is authorized to perform this service. The same is valid for cable passage.

For the attachment of general trade fair signage, organizers must first submit a project to the head of operations of the Palais des Festivals in order to request approval.

7.7 - DISABLED ACCESS/ISOLATED STEPS

The laying of a wooden floor with a thickness greater than 20 mm requires that the latter be equipped with an inclined face on the entire circumference whose slope may not exceed 8 to 10%. The inclined surface must be integrated into the said floor.

However, this provision does not apply to portions of the stand closed by installations integrated into the floor, which make direct access to said stand impossible.

The displacement of such installations by 0.10m maximum away from the outer edge of the floor must be considered.

Below 20 mm, the angular edges of such floors use must be provided with a chamfer or a rounded edge. The building's fixed facilities for the disabled must in no way be blocked by the installations of the event.

7.8 - CATERING / COOKING

Catering, in particular with the processing and cooking of foodstuffs, is generally prohibited in the establishment. Only caterers duly approved by the Semec may provide catering services, and this within the required good practices.

Furthermore, any catering service is subject to the rules set out below:

The use of any cooking or reheating equipment is prohibited within the halls and stands, except for microwave ovens of a power less than 3.5 Kw/h. Any exemption request must first take the following points into consideration:

- The equipment used is only powered by electricity (no gas).
- The maximum total power does not exceed 20 Kw/h.
- Heating equipment that does not cause an interaction with the establishment's safety systems only.
- If cooking releases greasy vapours, there is a filtering extractor unit with 3 filters that trap grease and odours with evacuation to the outside if necessary.

In addition, for any catering and cocktail operation planned on the stand, an area must be set out for this purpose within the confines of the stand. This also applies to the office dedicated to the caterer. Any overflow or storage beyond the aforementioned limits is strictly prohibited.

A declaration sheet (see appendix 3) for the planned operation must be sent to the organiser 1 month prior to the start of the event. The following are to be specified:

- A description of the installation for the reheating equipment, stating the nature and power used.
- The area made available within the confines of the stand for the said operation.

Any operation not taking into consideration the provisions set out above will be refused.

7.9 - SPECIAL PROHIBITIONS

It is forbidden to smoke inside the establishment. Likewise, the use of open flames is not allowed, including for the demonstration of equipment. The use of green letters or white letters on green background is prohibited; these colours are reserved for the general safety signage. No flammable liquids may be stored in a stand. It is forbidden to store combustible packaging or waste in the stands and aisles.

Such packaging and waste must be removed as and when they are produced. Exhibitors are prohibited from disassembling or removing the fixtures of the establishment (parapets, handrails on stairs, fire extinguishers, boxes of all kinds, etc.). The use of any cooking or heating device is prohibited inside the stands, with the exception of microwave ovens with a power capacity of less than 3.5 kw/h.

FIRE SAFETY

IMPORTANT

IMPORTANT

IMPORTANT

IMPORTANT

IMPORTANT

Attention: certain materials are extremely dangerous as they allow fire to spread easily. Therefore, their use within the Palais des Festivals is strictly regulated. This is particularly true for plastic and synthetic materials.

We remind you that only materials approved and recognized by a French or European laboratory may be used.

The Specifications provided to exhibitors is explicit with regard to the classification and use of materials that must comply with French regulations

Please feel free to contact the Fire Safety Department of the Palais des Festivals for the addresses of manufacturers of materials authorized in France.

Safety Department Palais-Cannes:

Tel.: 33 (0)4 92.99.84.53 - Fax: 33 (0)4 92.99.31.53 - girard@palaisdesfestivals.com

Tel.: 33 (0)4 92.99.84.74 - Fax: 33 (0)4 92.99.31.53 - villegas@palaisdesfestivals.com

We do request that you make sure your contractors do not use unapproved materials in the construction of the stand and to see to it that the Complete Safety File for your stand is forwarded within the required time.

This file must include:

- the safety/electricity form to be completed by the exhibitor or its representative.
- a plan or drawing of the stand showing the metric dimensions (length, width, height) and on which all the materials to be used are identified (from 1 to...). It must also be included in column B of the questionnaire at a scale of 1:200.
- all official test reports for the materials to be used, issued by approved laboratories and (or) the fireproofing certificates drawn up by duly approved companies.

If you opt for the basic stand provided without any other decoration except a few posters in A1 format, please indicate it on the security/electricity form. In this case, you have no other document to submit.

Exhibitors who do not submit this safety file, may be denied access to the exhibition halls.

FIRE SAFETY

MATERIAL RATING TABLE

REMINDER OF FRENCH RATINGS or equivalent European standard EN 13 501-1:

M0 = A1 ; A2 s1 d0 Euroclass: Non-combustible

M2 = C s3 d1 Euroclass: Fire retardant

M1 = B s3 d1 Euroclass: Non-flammable * excluding floor covering

M3 = D s1 d0 Euroclass*: Moderately flammable

M4 = D s3 (d1) Euroclass*: Highly flammable

Material	Authorized	Documents to be submitted
Wood (or wood-based composite) > 18 mm non-laminated	Pressed wood chipboard (Non-laminated), plywood	None (materials equated M3 or Ds1 d0 Euroclass)
Wood < 18 mm and > 5 mm Wood > 18 mm laminated	M3 or D s1 d0 Euroclass	Report (or labels on materials, see the note in the footer)
Plywood - Chipboard < 5 mm or wood-based composite	M1 or 2 treated on both sides with fireproof paint, varnish, or fire-inhibiting salts by an approved contractor or B s3 d1 Euroclass	Report or fireproofing certificate containing the product name, specifications, date of application
Floor carpeting	Natural: M4 or Dfl s2 Euroclass Synthetic: M3 or s2 Cfl Euroclass	Report
Wall covering and fabrics	M1 or fireproofed or B s3 d1 Euroclass	Report or fireproofing certificate containing the product name, specifications, date of application
Plastics	M1 or B s3 d1 Euroclass less than 2mm M2 or C s3 d1 Euroclass from 2 to 12mm M4 or D s3 (d1) Euroclass over 12mm	Report in line with paragraph 4.4.1 of the specifications.
Painting	On M0, M1 or authorized wood support (nitrocellulose paint prohibited)	Report of Support
Suspended decorations (paper, cardboard)	M1 or fireproofed or Bs1d1 Euroclass	Report or fireproofing certificate containing the product name, specifications, date of application
Floral decorations made of synthetic material	Original M1 (fireproofing prohibited) (1) or B s3 d1 Euroclass	Report
Glued decoration (paper only)	Without proof if glued over the entire surface or applied partially to a surface of 0.50x0.50m and ← 20% of the surface of the stand	None - must be adhered to fire-rated support, M0, M1, M2, M3 or Euroclass equivalent
Furniture	Large pieces of furniture: M3 or D s1 d0 Euroclass Lightweight structure: M3 or D s1 d0 Euroclass Filling: M4 or D s3 (d1) Euroclass Envelope: M1 or B s3 d1 Euroclass	Report or fireproofing certificate (Without proof if Palais furniture rental)
Glazing	Armed, tempered, laminated	Certificates or documents such as invoices, sworn statement
Other materials	Approval to be requested	Written response of the Safety Manager

NB: Report: Report from an approved laboratory in accordance with French Decree of the Ministry of Interior dated 30 June 1983 as amended and its annexes. Alternatively, by an officially recognized equivalent of any report corresponding to European standards called Euroclass NF EN 13 501-1 applicable in member states of the union.

NB: Relative to self-certification of manufacturers of wood, said latter may be only be considered only as an information item with the Safety Manager, its validation or refusal shall be decided by the relevant administrative authority.

[Appendix 1]

SAFETY FORM

Event :

Name or Company Name : Stand N° :

Contact :

Address :

Telephone : Fax : E.mail :

IMPORTANT : Using the table of identified materials and the Palais des Festivals' Specifications, please complete this Form and return it to us 1 month before the start of the event.

Materials	A Description	B Plan reference	C Report No.	For Safety Department use only
Wood → 18 mm				
Wood, Plywood, Chipboard ← 18 mm				
Floor carpeting				
Fabrics and textile wall coverings				
Plastics				
Floating or stapled decorations (paper, cardboard, etc.)				
Glazing				
Other materials				
HEIGHT OF YOUR STAND'S CONSTRUCTION:				

Provide the test reports from the approved Laboratories or the fireproofing certificates drawn up by autho-rised companies.

NB: If you opt for the basic stand provided and do not add any decoration other than a few posters, please specify this below. In this case, you do not need to complete any other document.

[Appendix 2]

ELECTRICITY FORM

In order to benefit from an electrical supply box on the stand, please complete the Attestation of electrical conformity below:

ATTESTATION

Event :

I, the undersigned from the Company:

attest that the temporary electrical installations on Stand N° :.....

of exhibiting Company will be created within the good practices and standards defined in these specifications, and I shall bear responsibility for this.

I hold the following professional qualification (append documentary proof) :

.....

Date : Signature

Within the framework of a packaged stand provided by the organiser and only including the multimedia or electrical appliance connections to the stand's power supply box, only complete this part:

Event :

Exhibiting Company or Company Name :

Stand No. :

Surname/First name:.....

Address :.....

Telephone : Fax : E.mail.....

Attests that the electrical equipment used on the said stand are certified under current standards and comply in all points with the manufacturer's specifics, and have not undergone any transformation on my part.

Date :

Signature

[Appendix 3]

CATERING FORM

Event:

Name or company name: Stand No.:

Contact:

Address:

Telephone: Fax: E-mail:

Nature of the operation:

Location: Level:.....

Date(s) of the operation(s):

Number of participants:

Caterer's name: Yes: No:

Stand area:

Stand area made available for the operation:

Office: yes: area provided for: No:

Type of equipment planned:

Electrical power:

I, the undersigned from the Company:
attest that I have read the statutory provisions set out in the specifications,
in particular clause 7.8, and I undertake to comply therewith.

Surname/First name:.....

Capacity :.....

Date :

Signature

LIST OF APPROVED LABORATORIES

LIST OF APPROVED LABORATORIES

Austria

IBS	
Institut für Brandschutztechnik und Sicherheitsfor Petzoldstrasse 45 Postfach 44 Linz A-4017 Phone: + 43 732 7617 822 Fax: + 43 732 7617 89 Contact: Josef Kraml Email: j.kraml@ibs-austria.at Website: www.ibs-austria.at	 <p>Accreditations ISO 17025, ISO 17020</p> <p>Activities Testing, Inspection</p> <p>Experience Reaction to Fire, Fire Resistance, Fire Suppression, Smoke Control</p>
MA 39 - VFA der Stadt Wien	
Magistratabteilung 39 11, Rinnbockstrasse, 15 Wien A-1110 Phone: + 43 1 79514 92061 Fax: + 43 1 79514 99 92016 Contact: D Werner Email: dieter.werner@wien.gv.at Website: www.wien.gv.at/vfa	<p>Accreditations ISO 17025</p> <p>Activities Testing</p> <p>Experience Reaction to Fire, Fire Resistance</p>

Belarus

RIFS	
Ministry for Emergency Situations Soltisa Str. 183A Minsk 220046 Phone: + 375 17 289 96 30 Fax: + 375 17 246 57 31 Contact: Denis Zhitkevich Email: denwich@tut.by Website: www.niipb.org	<p>Accreditations ISO 17025</p> <p>Activities Testing</p> <p>Experience Reaction to Fire, Fire Resistance, Fire Detection, Fire Suppression, Smoke Control, Active Fire Protection</p>

Belgium

ISSEP

Rue de Chera. 200
 Liege
 B-4000
 Phone: + 32 4 22 98 311
 Fax: + 32 4 25 24 665
 Contact: Mr H Breulet
 Email: h.breulet@issep.be

Accreditations
 ISO 17025
Activities
 Testing
Experience
 Reaction to Fire

Universite de Liege

ArGEnCo Department
 Fire Research
 Chemin des Chevreuils 1 (B52/9)
 Liege
 B-4000
 Phone: + 32 43 66 9138
 Fax: + 32 43 66 9137
 Contact: Eric Wellens
 Email: E.Wellens@ulg.ac.be
 Website: www.argenco.ulg.ac.be/se_labou_feu.php

Accreditations
 ISO 17025
Activities
 Testing
Experience
 Fire Resistance

warringtonfiregent

Ottergemsesteenweg-Zuid 711
 Gent
 B-9000
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Accreditations
 ISO 17025
Activities
 Testing
Experience
 Reaction to Fire, Fire Resistance


Bulgaria

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Accreditations
 ISO 17025
Activities
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Experience
 Reaction to Fire, Fire Resistance


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Accreditations

ISO 17025, EN 45011

Activities

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Accreditations

ISO 17025

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**Accreditations**

ISO 17025, EN 45011

Activities

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Experience

Reaction to Fire, Fire Resistance, Fire Suppression, Smoke Control, Active Fire Protection

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**Accreditations**

ISO 17025, EN 45011

Activities

Testing, Inspection, Certification


Experience

Fire Resistance, Smoke Control

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**Accreditations**

ISO 17025

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**Accreditations**

ISO 17025, ISO 17020, EN 45011

Activities

Testing, Inspection, Certification

Experience

Reaction to Fire, Fire Resistance, Smoke Control

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**Accreditations**

ISO 17025

Activities

Testing, Inspection, Certification

Experience

Reaction to Fire, Fire Resistance, Smoke Control

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**Accreditations**

ISO 17025, EN 45011

Activities

Testing, Inspection, Certification

Experience

Reaction to Fire, Fire Resistance

Germany

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Accreditations

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Activities

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Accreditations

ISO 17025

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Accreditations

ISO 17025

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**Accreditations**

ISO 17025, EN 45011

Activities

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Latvia

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**Accreditations**

ISO 17025

Activities

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**Accreditations**

ISO 17025

Activities

Testing, Inspection

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Reaction to Fire, Fire Resistance, Fire Detection, Fire Suppression, Smoke Control, Active Fire Protection

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**Accreditations**

ISO 17025

Activities

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Fire Resistance, Fire Detection, Fire Suppression, Smoke Control

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Accreditations

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Activities

Testing, Inspection, Certification

Experience

Reaction to Fire, Fire Resistance, Fire Suppression, Active Fire Protection

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Accreditations
ISO 17025, EN 45011
Activities
Testing, Certification
Experience
Reaction to Fire, Fire Resistance

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Accreditations
ISO 17025
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Experience
Reaction to Fire, Fire Resistance, Smoke Control,
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Accreditations
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Experience
Reaction to Fire, Fire Resistance, Smoke Control,
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Accreditations
ISO 17025
Activities
Testing
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Spain

Applus - LGAI	
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Gaiker	
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**Accreditations**

ISO 17025

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**Accreditations**

ISO 17025, ISO 17020, EN 45011

Activities

Testing, Inspection, Certification

Experience

Reaction to Fire, Fire Resistance, Fire Suppression, Smoke Control, Active Fire Protection

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**Accreditations**

ISO 17025

Activities

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Experience

Fire Resistance

Switzerland

Swissi Process Safety GmbH	
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FM Approvals USA - Associate member	
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