

VIVA
TECHNOLOGY
JUNE 15-18, 2022 / PARIS



Groupe
Les Echos
Le Parisien

LAB

HANDBOOK

www.vivatechnology.com

introduction

This handbook presents the various components of the Lab to help partners get to know the environment and help them set up their exhibition space and their dedicated area, known as the “Partner innovation area”.

VIVA TECHNOLOGY provides a comprehensive, consistent set of resources to host startups in your space.

Below, you'll find details on how to stage your Partner area and arrange the various fixtures and fittings for your brand. This will give you scope to add to the resources provided by VIVA TECHNOLOGY in line with your partnership contract.

Our team will be on hand to provide any information you may need to assist with your project. If you have any questions regarding your project, please contact:

Stéphane Bardinet
Lab Project Director
VIVA TECHNOLOGY 2022
Email: sbardinet@vivatechnology.com
Tel.: +33 6 80 18 37 76

Good luck setting up your project! We'll be happy to help with any further arrangements.

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01. KEY DATES

- JANUARY 2022** / VIVA TECHNOLOGY will provide layout plans for each Lab to partners who have signed a contract.
/ Publication of Lab regulations and information about understanding spaces.
/ Lab location approval.
/ Publication of price lists for exclusive PUBLICISLIVE services (electricity, hanging points, Internet, etc.).
- FEBRUARY/MARCH 2022** / Designing your partner project - Submitting your project for approval by VIVA TECHNOLOGY (feasibility, compatibility with basic Lab resources, site authorisation, safety studies and checks).
- LUNDI 4 AVRIL 2022** / Deadline for selection of layout for your Lab and confirmation of the number of startups present.
- FRIDAY 15 APRIL 2022** / Deadline for submission of layout plans pending technical and safety approval
- FRIDAY 15 APRIL 2022** / Final submission date for sling plans for study and plans.
- FRIDAY 13 MAI 2022** / Final installation details sent to Viparis.
- APRIL / MAY / JUNE 2022** / Creation of your Partner space.
- 12-13-14 JUNE 2022** / Partner space assembly dates, depending on your projects.
- TUESDAY 14 JUNE 2022** / Compulsory assembly date for startups.
- TUESDAY 14 JUNE 2022** / Safety Commission inspection before exhibition opens to the public.
afternoon
- SATURDAY 18 JUNE 2022** / Mandatory Partner space dismantling dates:
from 8 PM only **dismantling must take place on the night of Saturday 19 June, and be finished by 12 PM on Sunday 20 June.**



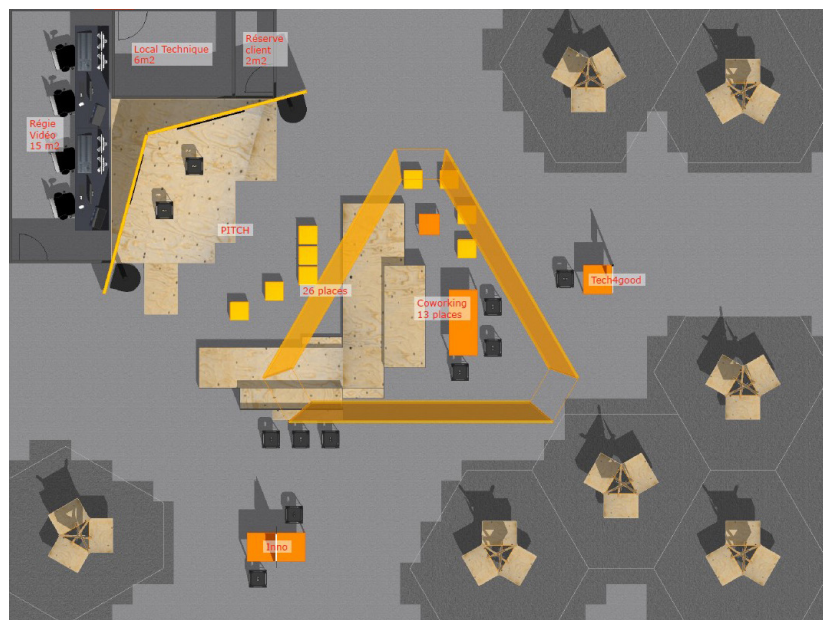
02. DEFINITION OF LAB SPACES

STANDARD LAB OVERVIEW:

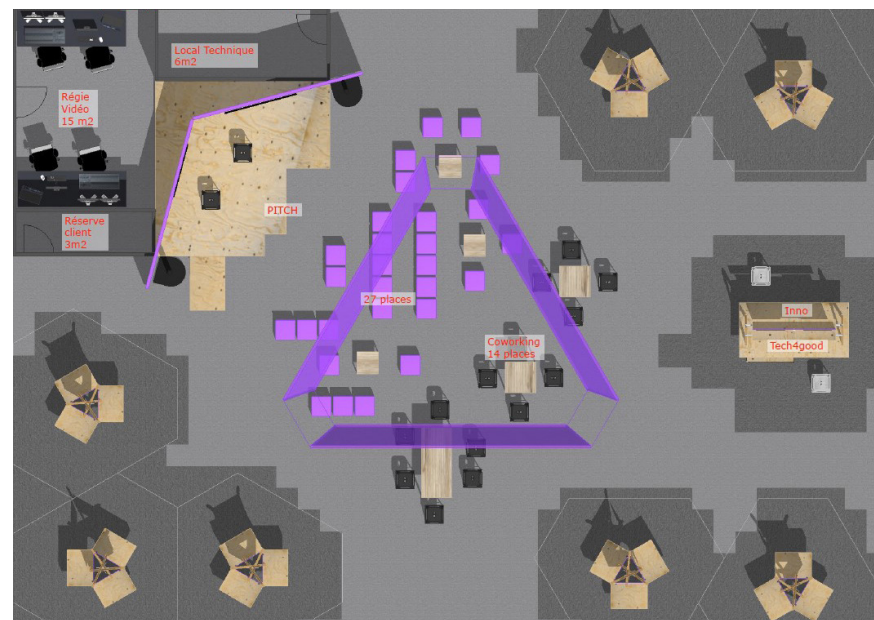
Images are provided as a guideline only. The actual position of the Lab in Hall 1 may vary slightly to fit the overall VIVA TECHNOLOGY floor plan.

For this new edition, we propose 2 principles for the layout of spaces:

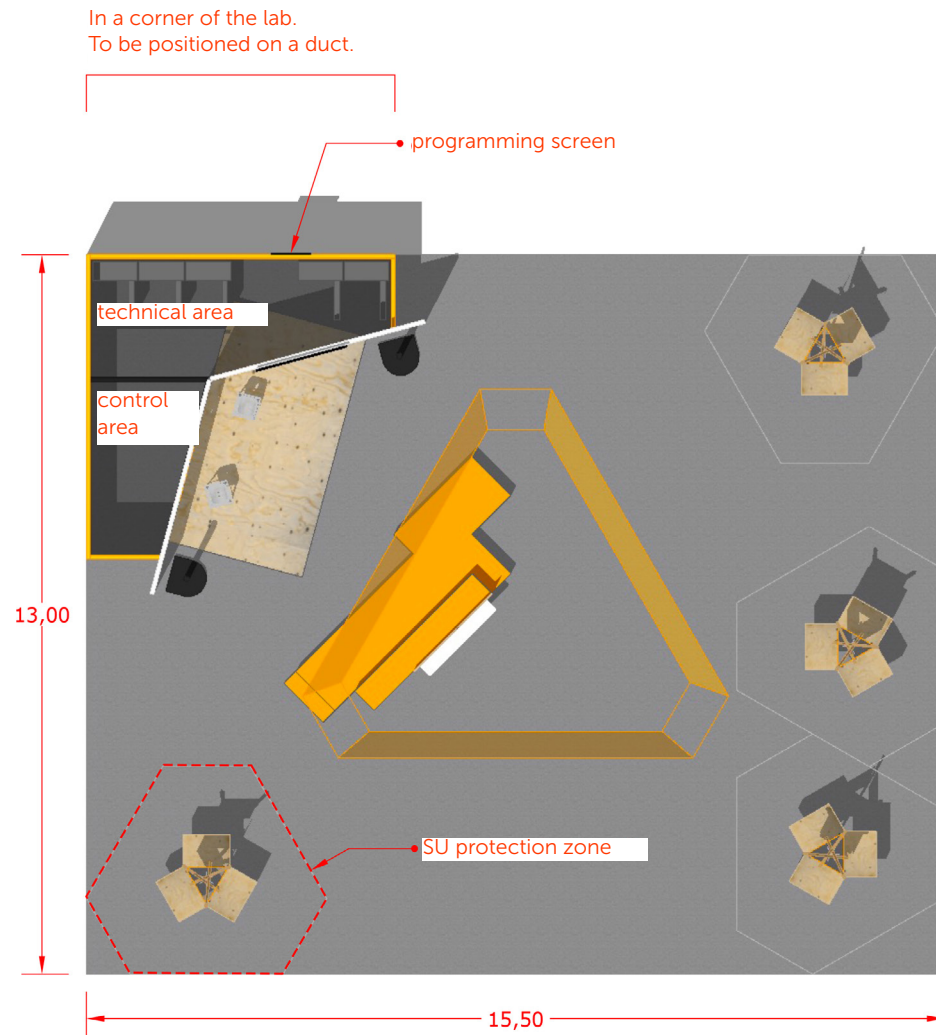
PROJECT 1



PROJECT 2



1 - POLICY FOR LAB LAYOUT - PROJECT 1

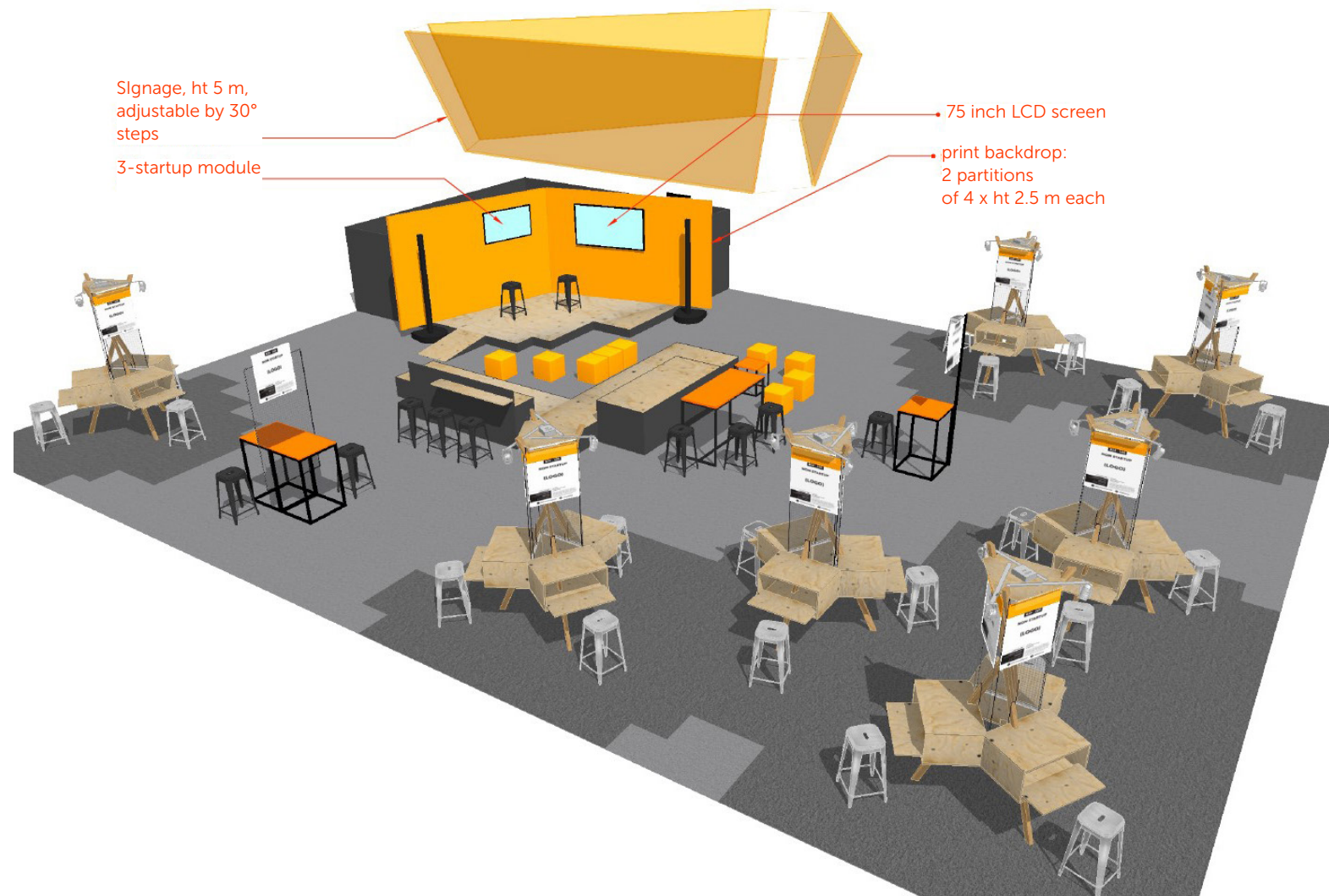


The Lab layout has been designed so that the startup modules can be placed around it.

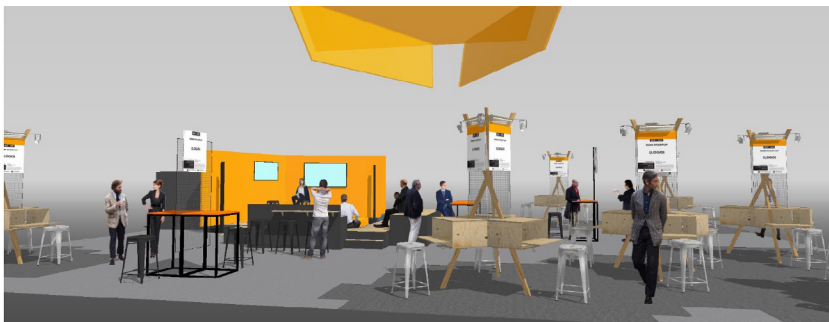
You are free to position startup modules within your Lab space as you wish, in accordance with your layout plans.

N.B.: Please make sure you respect the initial spacing between startup modules, for the comfort of visitors and to facilitate their movement.

LAB CONSTRUCTION DETAILS - PROJECT 1



SIMULATION OF THE LAYOUT VIEWS - PROJECT 1

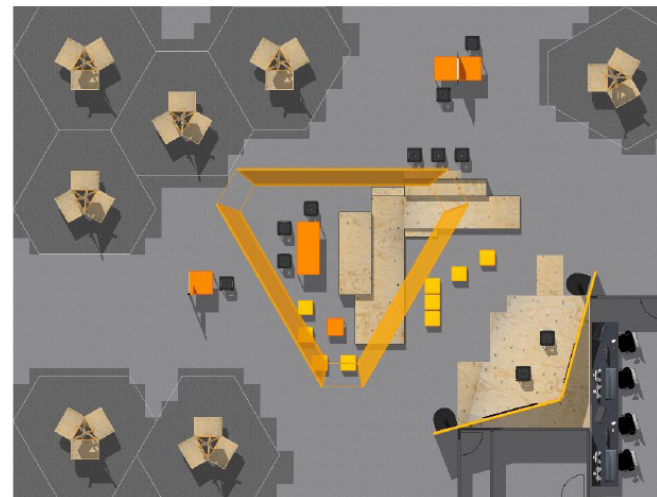
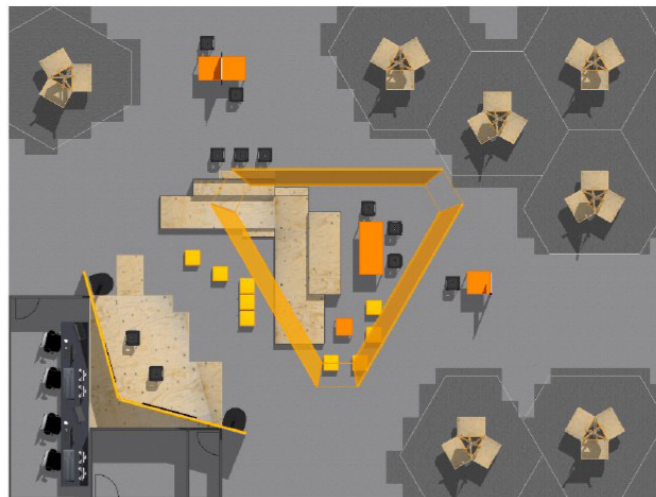
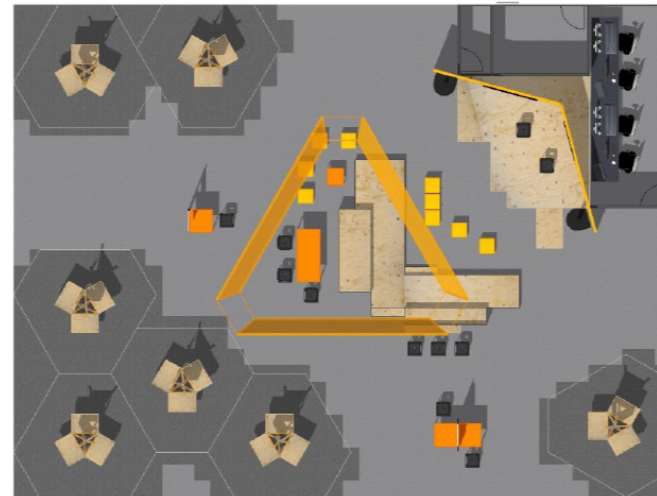


EXAMPLES OF LAYOUT VARIABLES BY AXIS AND POSITION IN THE HALL - PROJECT 1

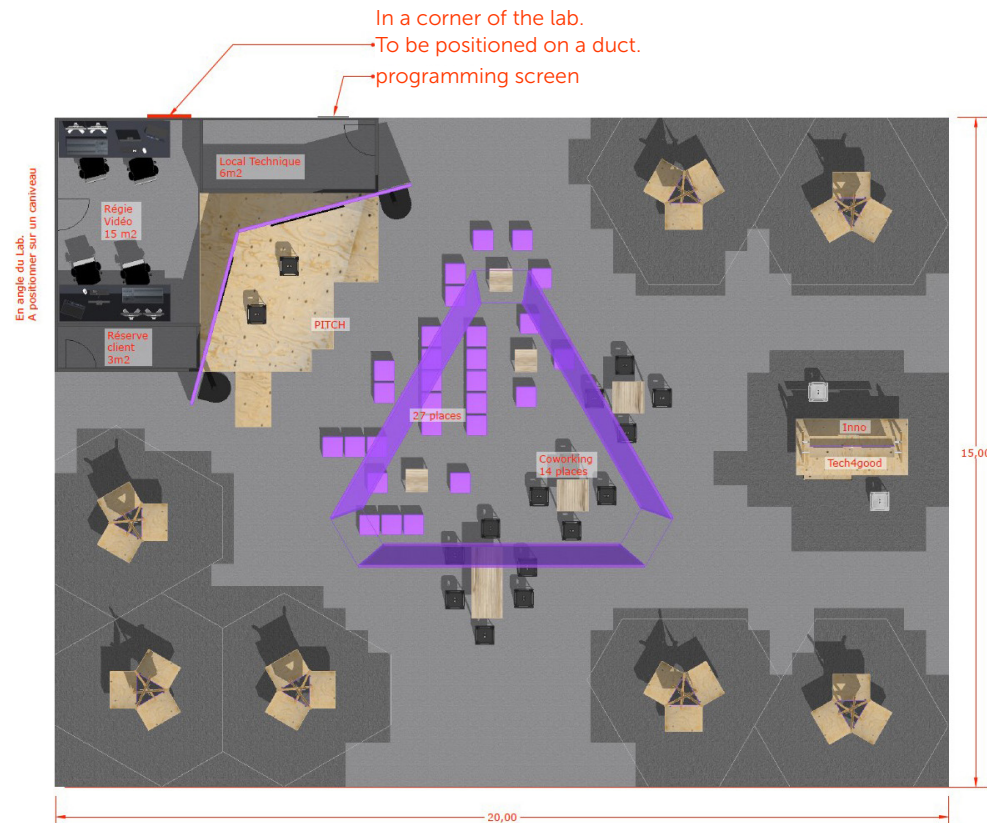
VT 21 : LAB gold V1

Permutations

A choisir selon position du lab
et caniveau du hall



POLICY FOR LAB LAYOUT - PROJECT 2

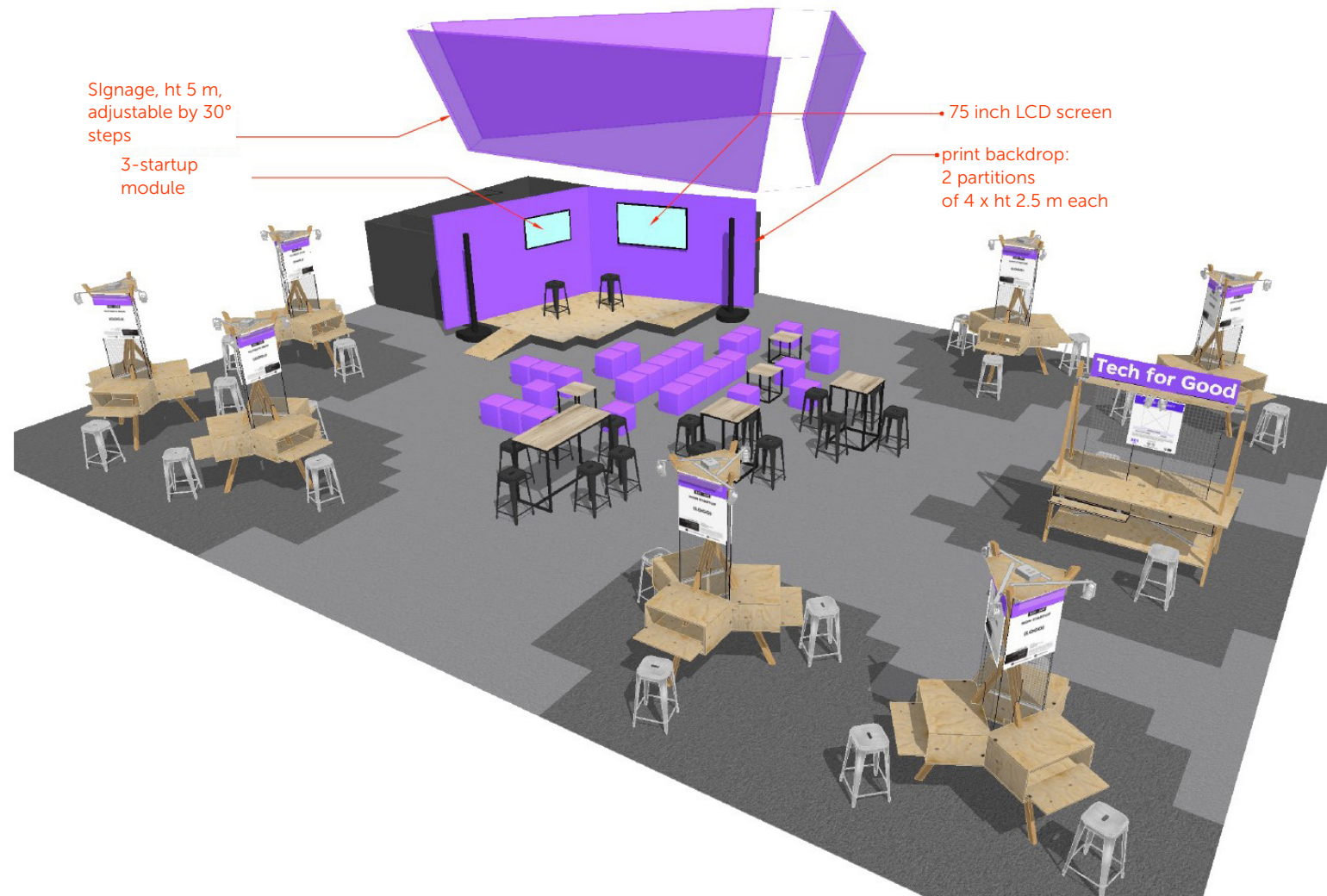


The Lab layout has been designed so that the startup modules can be placed around it.

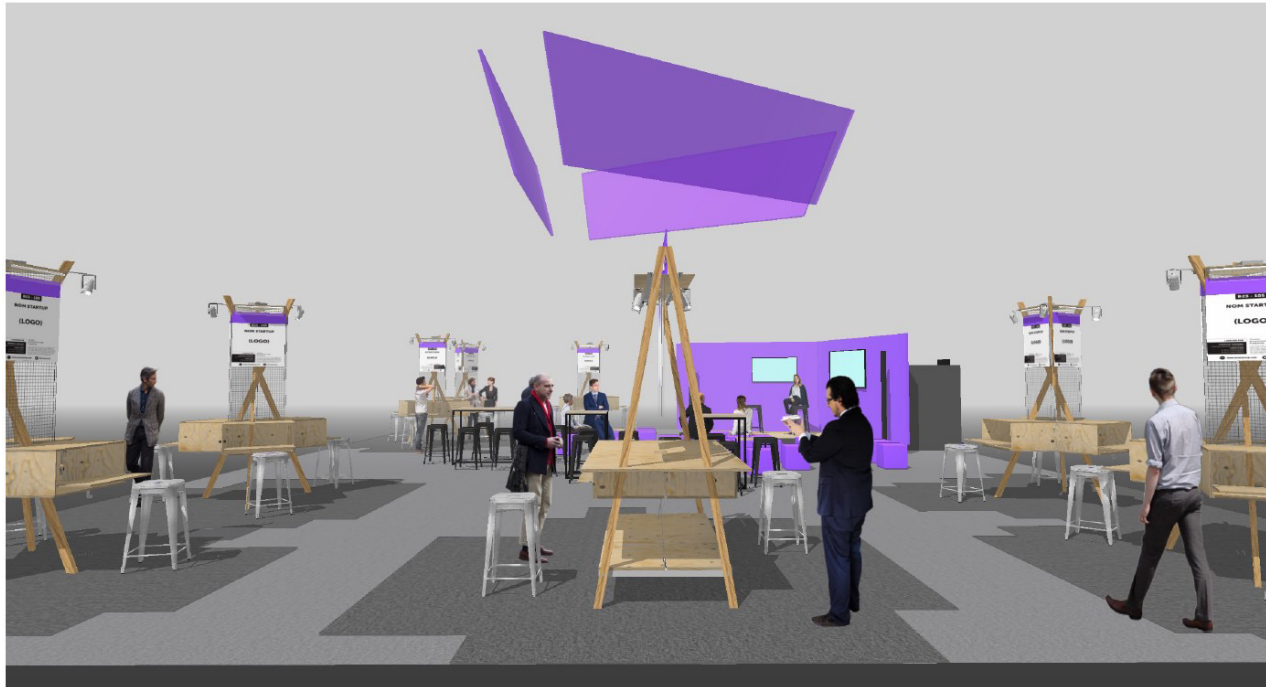
You are free to position startup modules within your Lab space as you wish, in accordance with your layout plans.

N.B.: Please make sure you respect the initial spacing between startup modules, for the comfort of visitors and to facilitate their movement.

LAB CONSTRUCTION DETAILS - PROJECT 2



SIMULATION OF THE LAYOUT VIEWS - PROJECT 2



EXAMPLES OF LAYOUT VARIABLES BY AXIS AND POSITION IN THE HALL - PROJECT 2

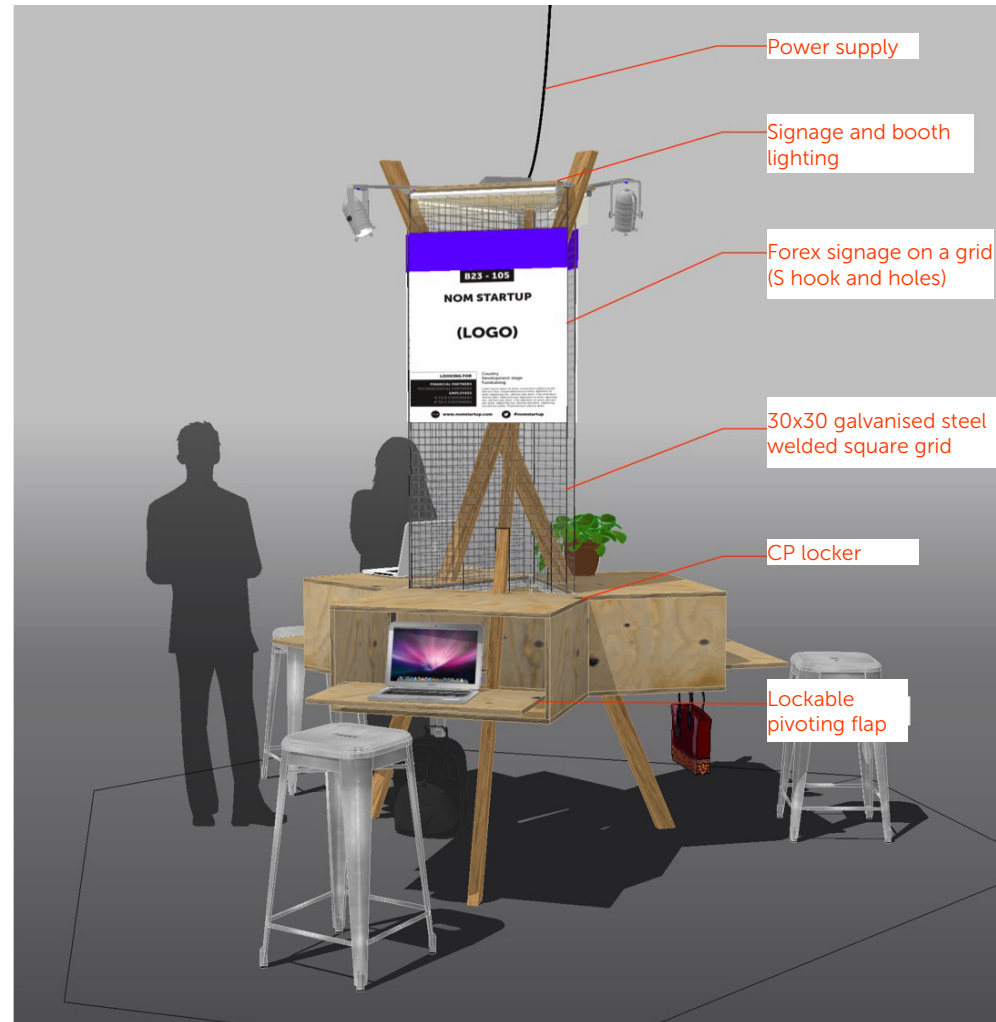


2 - STARTUP MODULES

VIVA TECHNOLOGY shall provide a minimum of 15 Startup modules. They will be arranged in blocks of 3, each measuring 4 m².

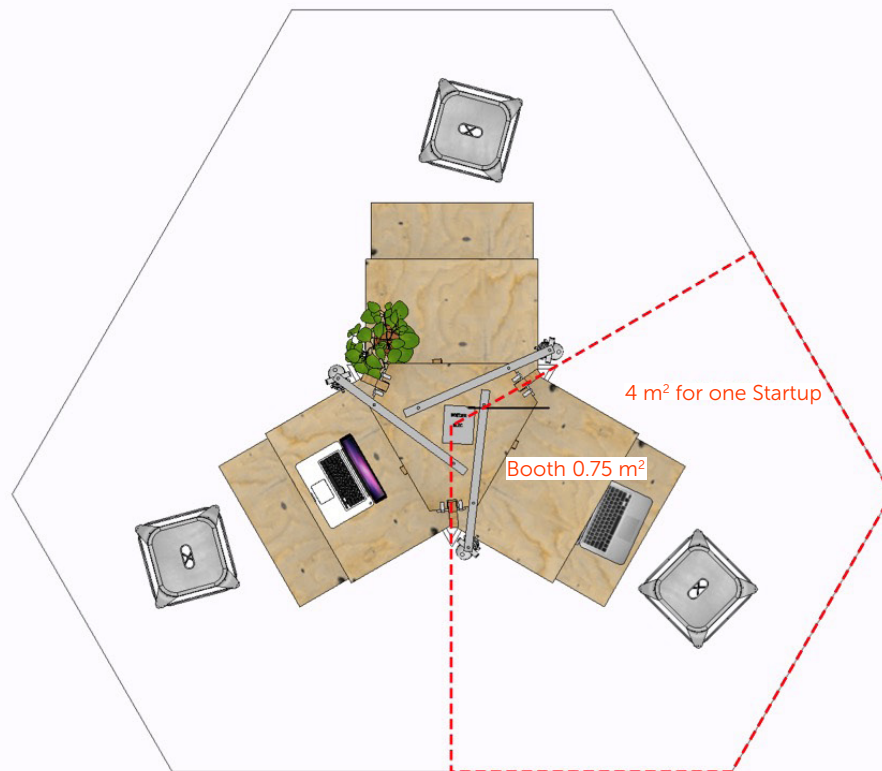


CONSTRUCTION POLICY FOR STARTUP MODULES

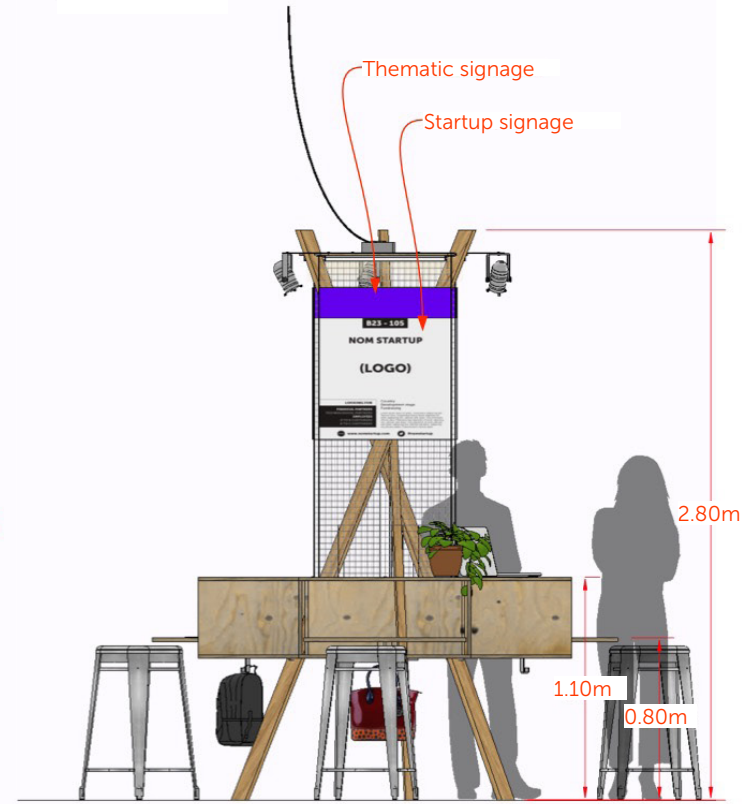


CONSTRUCTION POLICY FOR STARTUP MODULES (continued)

PLAN



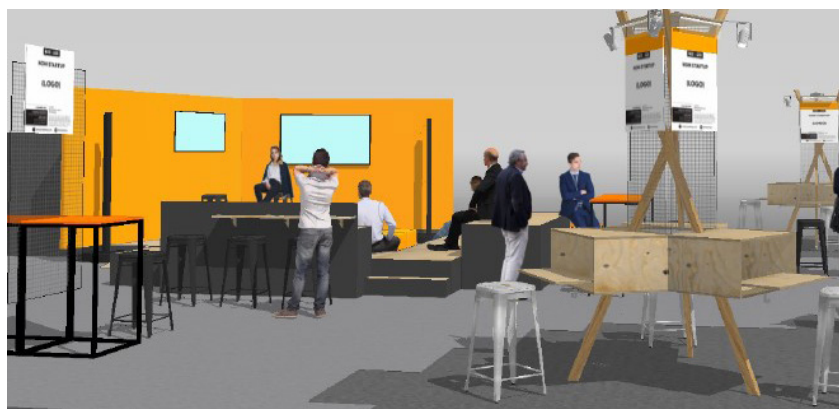
SIDE VIEW



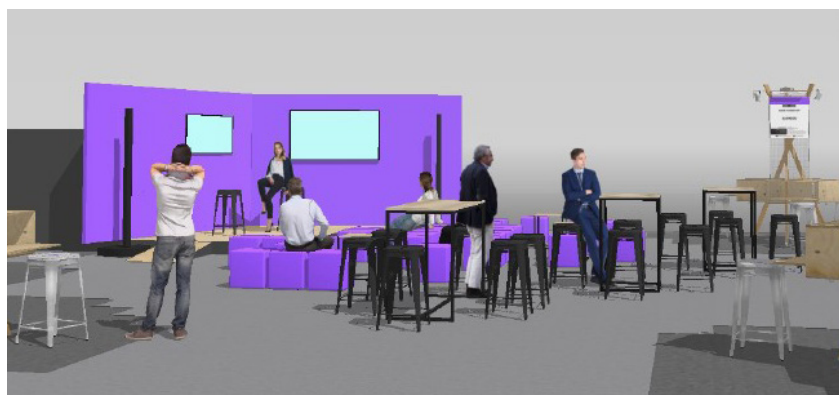
3 - PITCH SPACE

This is where you present and talk about your Lab. It includes a rostrum with presentation material, video screen and audience seating*. VIVA TECHNOLOGY shall exclusively supply the sound equipment in order to maintain a sound level compliant with the regulations.

*subject to COVID-19 distancing rules applicable at the time of the event.



VIVA TECHNOLOGY will allow you to arrange the space according to your preferences and brand colours. This will be entirely your responsibility but you must comply with the regulation. If you decide to do so, we ask that you notify VIVA TECHNOLOGY and we expect you to reproduce the speaking area arrangement (stage, seating and technical facilities, i.e., sound and projection equipment / **please note that a technical control post will need to be positioned on a duct**) in accordance with the regulation set out at the end of this document. We also ask you to provide for a vertical booth for the screen that will broadcast the programme for your space (screen supplied, installed and content fed in by VIVA TECHNOLOGY).



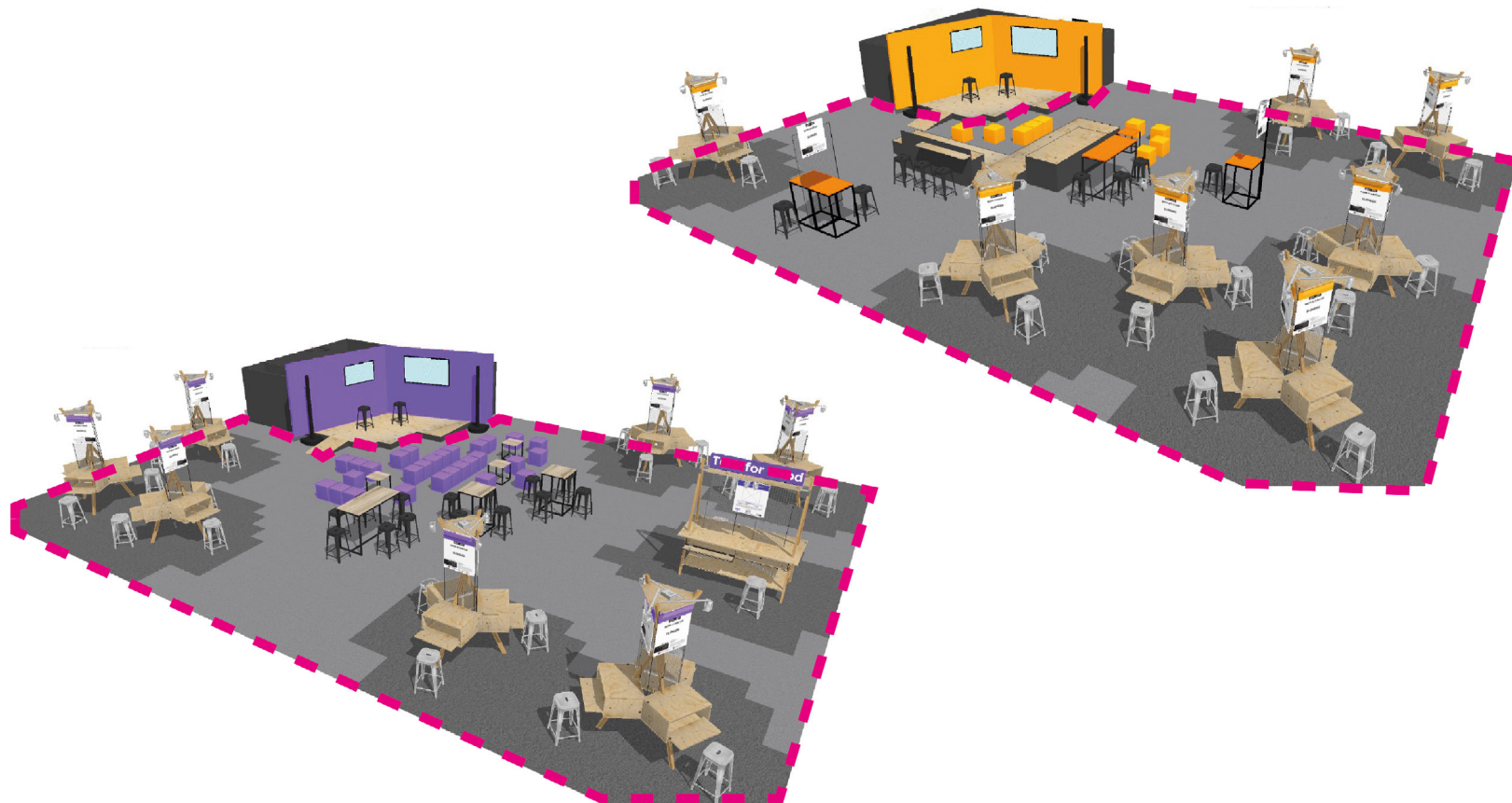
The pitch space has a locked equipment room for the Lab's electricity cabinets and power supply.

N.B.: The pitch position for your project must be designed so that it can broadcast through a speaker system to the Lab interior and not into an aisle or towards an adjacent booth or Lab. The level of sound quality depends on this.

The reserve area also includes a separate space, available to accommodate your video production control room, if you choose to capture your pitch and speaking sessions on video.

4 - PARTNER SPACE / INNOVATION AREA

The space is delivered bare, for you to showcase your brand and innovations. It is your responsibility to personalise this area. This area can be converted by respecting the principle of maintaining startup corners on the outskirts of the Lab and in compliance with the rules set out at the end of this document.



5 - NEW IN 2022: PROMOTING TECH4GOOD STARTUPS

VIVA TECHNOLOGY asks its partners this year to put forward startups working for the wellbeing of people and/or the planet.

Therefore, dedicated furniture is provided to mark their difference and their presence in the Lab.

Depending on the project 1 or 2 chosen, for your furniture line or your layout, one or the other furniture can be supplied on request



03. TABLE OF AUTHORISED CHANGES

CHANGES THE PARTNER IS ALLOWED TO MAKE	FORBIDDEN CHANGES	NOTES
GENERAL LAYOUT		
Mid-tone anthracite grey carpet tiles on the whole surface of the LAB Space	Initial colour common to all Labs – colour change allowed at the partner's expense	Complete removal It is possible to change colour, a colour chart shall be provided. Lighter colours must be avoided as the aisles are bare of carpet
Fire-hoses & extinguishers	Possible – in accordance with Lab regulation	Moving extinguishers Refer to the specific section in the exhibition regulation
WiFi connections for all Lab partners & exhibitors	Upgrade possible at the partner's expense, on a separate line, on quotation exclusively through PublicisLive	Installation of independent networks (due to issues with band compatibility) Shared bandwidth connections depending on the number of users for the lines included in the VIVA TECHNOLOGY offer
1 power supply for lighting	Possible – exclusively via PublicisLive option	Use of electrical cabinets not assigned to the Partner Permanent power supply separate from power supply for Partner Spaces
Hanging points	Possible – exclusively via PublicisLive option	None, subject to calculations by a consultancy All racks must be black

TABLE OF AUTHORISED ADAPTATIONS - Continued

	CHANGES THE PARTNER IS ALLOWED TO MAKE	FORBIDDEN CHANGES	NOTES
STARTUPS			
1 stool per startup	Possible – exclusively via PublicisLive option	Removal or misuse within the space	May be chosen from the selection provided by VIVA TECHNOLOGY
5 to 7 startup modules depending on plans	Not possible	See plan that shows fixed startup corners for layout according to your project	Changes to module appearance are not allowed (Used for several years)
Startup corner name panel	Not possible	Changes to panel content	Content provided by startups
1 power supply per startup corner	Upgrade possible at the expense of the startup or Lab Partner	N/A	1000 W par startup / 1 standard socket in the startup unit / Additional consumption requires an additional line to be ordered at your expense (see specific price list). Any excess consumption will trip the 16 A circuit shared with the neighbouring Start-up
WiFi connections per startup corner	Upgrade possible at the expense of the startup or Lab Partner	N/A	WiFi connections with shared bandwidth depending on the number of users
1 plain wood desk structure (for a laptop computer or presentation monitor – not included)	Not possible	Modification / deterioration / piercing / painting on site	N/A
1 hole in the desk to secure the laptop (Kensington-type cable – not included) + 1 hole for power supply	Not possible	Modification / deterioration	N/A
1 swing-door cupboard with lock notch for your own padlock	Not possible	Modification / deterioration / piercing / painting on site	N/A
1 LED strip-light for name / desk	Not possible	Modification / deterioration	N/A
Wooden or metal "Genius" type counters	Upgrade possible at the expense of the startup or Lab Partner	None, other than removal	Furniture dedicated to Tech4Good startups

TABLE OF AUTHORISED ADAPTATIONS - Continued

	CHANGES THE PARTNER IS ALLOWED TO MAKE	FORBIDDEN CHANGES	NOTES
PITCH SPACE			
Installation of a pitch platform with a cotton / carpeted decor at the centre of the Lab	Allowed – depending on upgrade option selected for the Space	Removal of a pitch platform	Roughly 3 x 2 m x ht 20cm. Grey carpet with grey-black-white valance
Lab electricity bay at back of pitch	If pitch space changes, you must provide a bay with a surface area at least the same, exclusively for electricity cabinets. Either on or close to a duct.	Removal of an electrical reserve	May be used for electrification of startup corners, lighting, LCD programme screening computer / access door not to be modified / Technician access only / no storage of equipment / H=2.5 m
Client store-room or audiovisual control room	Interior lay-out may be changed	Use of part or all of the space for any reason other than a store-room or technical control room	If video recording pitch sessions, video production personnel may set up here (to the detriment of the client store-room)
LCD screen for programming + source computer	Not possible	Removal or mis-use of the screen : screen is meant only for Lab programme information, not partner media (logo permitted)	Vertical position / on the back of the pitch space partition, with the screen used to show the day's programme
Pitch platform partition with digital print finish (file to be provided by the Partner)	Allowed – depending on upgrade option selected for the Space	N/A	Sides and back in stretched cotton, in colour chosen by announcer, in grey-black-white colour scheme
75-inch LCD screen for pitch platform or equivalent	Allowed	N/A	Attached to partition / position can be adjusted based on backdrop image
Computer for content shown on pitch platform LCD screen	Allowed	N/A	VGA or HDMI cable available if not used / slide presentation remote control provided / audio output to play sound through speakers
Support for computer used to show content on LCD screen for pitch platform	Allowed – depending on upgrade option selected for the Space	N/A	Size 30 x 30 x 110 cm / white painted wood with cable to secure projection computer
3 stools for speakers	By quotation	N/A	The product proposed shall match the Start-Up stool
Sound system for pitch platform	Not possible – the sound level is the responsibility of Viva Technology to ensure perfect harmony in the hall	Changes to the sound system are not allowed – the volume shall be set by VIVA TECHNOLOGY – HF microphones not to be used	Local sound system with 1 or 2 wired microphones + Line-in for audio signal from projection computer. Pitch spaces are under your responsibility, with assistance by our technical team, if required
55' lcd screen for remote speakers	Setup by Lab Partner or optional extra costs	N/A	Contents & video signal paid by Lab Partner

TABLE OF AUTHORISED ADAPTATIONS - Continued

CHANGES THE PARTNER IS ALLOWED TO MAKE	FORBIDDEN CHANGES	NOTES	
CO-WORKING SPACE			
Central platform module, at different heights, in cotton and carpet	Allowed – depending on upgrade option selected for the Space	N/A	Grey-black-white valance, as per previous item *
SIGNAGE			
Overhead Lab name sign	Not possible	Removal or colour change	Hung under rig / Partner logo on display / Background base colour according to Partner's single colour choice
LIGHTING & GENERAL ELECTRICITY			
Technical rig for Lab lighting	Allowed – depending on upgrade option selected for the Space	Use of technical rig for other purposes (hanging additional signs, etc.)	Black rig for projector hangers
Technical truss spotlights for Lab lighting	Allowed – depending on upgrade option selected for the Space	Use in Partner exhibition space	Same spotlights used in each Lab based on recommendations of our Photo Director / not including lighting in Partner space
Inspection of Lab structures and electrical installations	Mandatory depending on Partner project space	N/A	Inspection for Lab general area / if your Lab lay-out contains hooks, an additional inspection shall be invoiced by PublicisLive en exclusively depending on the project

* Seating allowed subject to COVID-19 distancing rules applicable at the time of the event.

04. KEY POINTS OF THE REGULATION

In view of the health situation at the time of the event, a dedicated protocol will be defined and published in advance based on the application of the latest decrees and rules laid down by the government for receiving the public at an exhibition.

It is up to the exhibitor to seek information prior to the event to ensure compliance.

The protocol must be communicated to all participants on site during all periods of assembly / operation / dismantling and its rules strictly applied.

The Organiser reserves the right to take appropriate action in the event of non-compliance.

4.1 - SCHEDULE

Final project submission date to schedule safety checks and feasibility studies: **15 avril 2022**

Lab set-up dates (general areas): **10-11 June 2022**

Partner space set-up dates: **12-13-14 June 2022**

Compulsory startup set-up date: **14 June 2022**

Safety Commission inspection before exhibition opens to the public: **14 June 2022 / afternoon**

Compulsory partner space dismantling dates: **dismantling must take place on the night of Saturday 18 June, from 8 PM, and be finished by 12 PM on Sunday 19 June***.

* **NEW FOR 2022:** In view of the ongoing work on the Tour Triangle, the Organiser reserves the right to set out a timetable or additional rules for access to the site and authorisation to dismantle, in order to avoid logistical saturation of the area around Hall 1 at the Porte de Versailles. A detailed note will be published in the Exhibitor Guide available before the event.

4.2 - OPENING HOURS

Exhibitor & startup opening hours (exhibition days):

15-16-17 June 2022: 08:00-19:00

18 June 2022: 08:00-20:00

Opening hours for the public (exhibition days):

15-16-17 June 2022: 09:00-18:00

18 June 2022: 09:00-18:00

4.3 - FLUIDS

Power supply to partner spaces: QUOTE available from PublicisLive only. Temporary units subject to authorised partner attendance hours.

Running water is not allowed in Lab areas.

4.4 - HANGING & CHECKS

You are reminded that **the maximum sling point weight is 80 kg.**

The Prefecture now **systematically requires all sling points to be inspected.** The inspection shall be conducted under the responsibility of PublicisLive. Please provide a presentation of your decorative or technical hangings for feasibility studies and calculation of the financial effects as early as possible, to obtain compliance with current regulations.

4.5 - LAB SOUND SYSTEM

In order to ensure that no exhibitor causes any disturbance to others, the installation of sound systems shall be EXCLUSIVELY provided by VIVA TECHNOLOGY to control the directional angles, volume and frequencies, and ensure

easy listening within the Lab, while avoiding the creation of any noise pollution.

The sound level shall be limited to 70 dB. Concert-type sound systems are forbidden.

Checks shall be carried out by and the Partner must respect the decisions made by VIVA TECHNOLOGY's technical director with regard to sound levels if they request that volume be lowered.

4.6 - LAB MICROPHONES

Given the number of speakers at any one time and the saturation of HF channels, we will provide 1 or 2 wired microphones. The decision to use wired microphones was made to ensure safety and sound quality. With a HF network there is a risk of cross-over between frequencies, given the very high number of frequencies being used simultaneously in the hall. VIVA TECHNOLOGY's technical partner is the French National Frequency Agency (ANFR). They will organise installation and record frequencies on site, as well as providing on-site technical supervision. At this stage, we are unable to confirm that frequencies will be available to systematically provide HF microphones, which also require the continuous attendance of a technician.

4.7 - WIFI

VIVA TECHNOLOGY shall provide a Wi-Fi network for the use of all exhibitors and visitors.

Given the complexity of installing parallel networks for WiFi, the following rules have been established to ensure the best possible service for exhibitors and visitors:

VIVA TECHNOLOGY shall provide you with a **Very High Density (VHD) WiFi infrastructure**.

This comprehensive installation will provide quality Internet access for thousands of separate connections used simultaneously across the entire surface area of the exhibition halls.

In order not to disrupt this infrastructure and penalise all exhibitors and visitors subject to the Charter, **it is strictly forbidden to use your own WiFi system.**

The installation of your private WiFi network is subject to installation exclusively by VIVA TECHNOLOGY personnel, subject to a quotation, to ensure that the various networks function correctly together.

Only the 5 GHz WiFi bandwidth shall be transmitted.

Please note that the 2.4 GHz bandwidth SHALL NOT BE TRANSMITTED.

Likewise, 6 GHz WiFi technology, which is still very recent, shall not be transmitted either.

You are reminded that **WiFi cannot be used to replace a hard wired Internet connection**, which alone can ensure maximum guaranteed bandwidth and security.

4.8 - PARKING

The Parc des Expositions 1 car park is available free of charge during set-up and dismantling times, with a pay-to-park ticketing system used during opening hours

4.9 - DELIVERY

A delivery schedule must be submitted to the production team prior to the event, including the names of contractors.

The company must refer to the Viparis delivery procedure provided in the following link: <http://logipass.viparis.com>

In the case of a question or difficulty: logipass@vivatechnology.com

4.10 - STARTUP BRANDING AND SIGNS

In order to maintain visual consistency that respects the Partner, ROLL-UP BANNERS ARE NOT ALLOWED, as there is limited space, no support walls and they would inhibit the free flow of traffic.

4.11 - STORAGE

With the exception of the Partner space storage unit, no shared storage facility will be available to rent in Hall 1.

4.12 - CLEANING

The entire Lab shall be cleaned each day. If food is served on the partner's space or in the Lab, the partner must provide for additional cleaning. Quotation to be requested exclusively from PublicisLive.

4.13 - WASTE

Waste treatment and daily cleaning are included in Lab production, with the exception of set-up and dismantling, where waste must be removed by the installer or deposited in the containers provided exclusively by PublicisLive after acceptance of a quotation.

Prior to the event, the partner must sign a document in which they agree to treat their waste to ensure the best possible outcome and consider recycling after dismantling.

4.14 - RISK PREVENTION

Safety guidelines put in place under French law and the Paris Expo site shall apply. All visitors, operators and installers must wear PPE (personal protective equipment) during set-up and dismantling. On the afternoon of Tuesday 14 June, ordinary, closed-toed shoes shall however be accepted when you take ownership of your space.

4.15 - SAFETY AND SWEEPS

In order to conduct full sweeps prior to opening, ALL KEYS and CODES for booth storage units must be made available to personnel carrying out night-time inspections.

4.16 - SECURITY

The hall shall be closed and guarded by security staff at night. However, given the size of the facility, we advise you not to leave any valuables in sight on your booth. A Lab-specific security service may also be provided by PublicisLive. VIVA TECHNOLOGY shall not accept responsibility for lost or stolen items, at any time of day or night.

4.17 - CATERING

Subject to the latest health enforcement rules, caterers' services may be provided under the Organiser's supervision, in accordance with the rules set out at the time of the event.

Caterers are allowed to provide their services at Paris Expo Porte de Versailles, subject to prior declaration to Viparis in order to sign a one-off contract including a 10% royalty on their pre-tax revenue from the services provided at the exhibition centre (food services, equipment and personnel).

All access documents for personnel and vehicles will be provided once your caterer has been notified to:

Myriam MOTTIN
(Concession Service - VIPARIS)
Tel.: +33 (0)1 40 68 14 46
Email: myriam.mottin@viparis.com

4.18 - OPENING AND CLOSING DRINKS RECEPTIONS

For security reasons, **set-up completion drinks receptions (Tuesday afternoon or evening) ARE FORBIDDEN**, as the exhibition space will still be in set-up phase with mobile machinery still operating and ongoing work. Nobody other than exhibitors (i.e. guests) shall be allowed entry **as the exhibition space will not yet have been authorised to open to the public**. Allowing entry to non-authorized personnel during set-up presents a certain risk.

At the end of the event, all exhibitor drinks receptions **must be finished 1 hour after the exhibition's closing time** to ensure that all exhibitors not involved in dismantling leave prior to its commencement.

No exceptions will be made and any music may be turned off by the organising teams. No discussion shall be entered into.

4.19 - LAB ADAPTATION CONDITIONS

VIVA TECHNOLOGY has contracted PUBLICISLIVE to handle Lab design and production.

You may however choose to use another service provider to customise your Partner space. Some services are compulsory, because of the pooled nature of the production.

The provisions of slinging and inspecting structures and other decorative hangings shall be exclusively provided by PublicisLive.

4.20 - CSR POLICY

VIVA TECHNOLOGY has been committed to a Corporate Social Responsibility policy since its first edition, and is keen to keep on strengthening this commitment, with the collaboration of its exhibitors.

In this context, exhibitors commit themselves to take on a positive impact approach, in compliance with the 10 fundamental principles set out below:

1. **Accessibility:** propose an experience of equal quality for all types of public, in particular for fragile or under-represented groups;
2. **Diversity and inclusiveness:** be inclusive and representative of the diversity of our society;
3. **Economic ethics:** promote the preservation and creation of local and inclusive jobs;
4. **Community:** prioritise a community-based economic and social fabric;
5. **Ecological alternatives:** adopt policies that reduce our environmental impact, in line with an eco-design approach;
6. **Zero waste:** commit to a zero waste policy;
7. **Cooperation:** promote collective efforts and grouping of stakeholders to maximise the positive impact of VIVA TECHNOLOGY;
8. **Public awareness:** include all types of public, by accompanying them, making them aware and positively encouraging them to undertake virtuous behaviour;
9. **Measurement:** populate common indicators to enable an annual impact report to be established for the event;
10. **Transparency:** share information, knowledge and good practices between all parties involved.

APPENDIX: MATERIALS USED AND FIRE SAFETY

The fire classification of materials is subject to the provisions of the Decision dated 21 November 2002, and French or European standards.

1 - CORRESPONDENCE WITH EUROCLASSES

CLASSES ACCORDING TO NF EN 13501-1 (excluding floor)				CLASSES ACCORDING TO NF EN 13501-1 (excluding floor)			
A1	-	-	Non-combustible	C	s1 s2 s3	d0 d1	M2
A2	s1	d0	M0	D	s1 s2 s3	d0 d1	M2 M3 non-drip
A2	s1	d1	M1	E-d2 to F		-	M4
A2	s2 s3	d0 d1		FLOORS			
B	s1 s2 s3	d0 d1		Bfl	s1 s2		M4

2 - BOOTH FRAMEWORK AND PARTITIONS / LARGE FURNITURE

All M0, M1, M2 and M3⁽¹⁾ materials are authorised for the construction of booth frames and partitions and for the construction of large furniture (cash desk, desk, presentation unit, separation screen, etc.).

STANDARD CLASSIFICATION OF WOOD-BASED MATERIALS

(Decision dated 21 November 2002)

Shall be deemed as corresponding to the characteristics of
category M3 materials:

- non-resinous solid timber with a thickness equal to or greater than 14 mm,
- non-resinous solid timber with a thickness equal to or greater than 18 mm,
- wood-based panels (plywood, slatted wood, fibre, particle board) with a thickness equal to or greater than 18 mm.

3 - COVERING MATERIALS

A - WALL COVERINGS

Wall coverings (natural or plastic fibres) must fall within the material categories M0, M1 and M2⁽¹⁾. They may be hung or stapled. Other very thin (max. 1 mm) coatings (fabrics, papers, plastic films) may be used when entirely glued on a backing comprised of materials falling within the categories M0, M1, M2 or M3. On the other hand, embossed and corrugated papers may only be glued on materials falling within the M0 category.

Exhibited materials may be presented on the booths without any fire performance requirements. However, if these materials are used to decorate partitions or suspended ceilings, and if they account for more than 20% of the total surface area of these components, the provisions of the previous paragraphs shall apply. However, these provisions do not apply to exhibitions and booths specifically for interior decoration where textiles and wall coverings are presented. A water spray fire extinguisher must be present on the such booths.

B - CURTAINS / HANGINGS / NETTING

Curtains, hangings and netting may be free-floating if they fall within the M0, M1 or M2⁽¹⁾ categories. However, they may not be used for the booth entrance or exit, but may be authorised for cubicle doors.

C - PAINT AND VARNISH

Paint and varnish are strictly forbidden if deemed flammable (e.g. nitrocellulose or glycerophthalic).



D - FLOOR, PODIUM, STAGE AND TIERED-SEATING COVERINGS

Floor coverings must be made of M4 category materials and be solidly fixed in place. Podium, stage or tiered seating coverings, whether horizontal or not, of a height greater than 0.30 m and a total surface area greater than 20 m² must be made of M3 materials. If the total surface area they cover is less than or equal to 20 m², M4 materials may be used.

N.B.: For M3 or M4 carpet laid on timber, the laying method must also be taken into account. The fire performance report must indicate: "Suitable for stretched laying on an M3 substrate."

4 - DECORATIVE COMPONENTS

A - FREE-FLOATING COMPONENTS

Freestanding or non-attached components (advertising panels of a surface area greater than 0.50 m², garlands, light decorative objects, etc.) must be made of M0 or M1 materials. The use of signs or advertising panels using white letters on a green background is strictly forbidden as these colours are used exclusively to indicate exits and emergency exits.

B - FLORAL DECORATIONS

Use of floral decorations made of synthetic materials must be limited. If used, they must be made of M2 materials. These provisions do not apply to exhibitions and booths specifically for floral activities..

N.B.: For natural plants, peat potting soil is recommended and must be kept permanently damp.

C - FURNITURE

There are no particular requirements with regard to standard furniture (chairs, tables, desks, etc.). However, lockers, counters, shelving, etc. must be made of M3⁽¹⁾ materials.

5 - CANOPIES - CEILINGS - SUSPENDED CEILINGS

Booths with a ceiling, suspended ceiling or full-coverage canopy must have a covered surface of less than 300 m². If the surface covered is greater than 50 m², an appropriate extinguishing system must be put in place, with at least one safety officer permanently in attendance when the public is present.

A - CANOPIES

Canopies are allowed under the following conditions:

- on premises equipped with an automatic water extinguishing system⁽²⁾, the canopy must be made of M0 or M1⁽¹⁾ materials,
- on premises not equipped with an automatic water extinguishing system, the canopy must be made of M0 or M1 materials.

They must also have an effective fastening system to prevent them falling and be supported by wires forming a mesh no greater than 1 m².

In any event, suspension and attachment systems for ceilings and suspended ceilings must be made of M0 category materials. If insulation material is placed in the plenum space of ceilings or suspended ceilings, only M1 category materials may be used.

B - CEILINGS AND SUSPENDED CEILINGS

Ceilings and suspended ceilings must be made of M0 or M1 category materials. However, 25% of the total surface area of ceilings and suspended ceilings may be made of M2 category materials. Light fittings and accessories are included in the percentage.

Furthermore, if the constituent components of ceilings and suspended ceilings are open-work or mesh, M2 category materials may be used if the surface area is less than 50% of the total surface area of the ceiling or suspended ceiling.

6 - FIREPROOFING

The fire performance classification guarantee of materials used in exhibition halls must be provided upon the safety officer's request in the form of labels, reports or certificates. Coverings and materials that meet safety requirements are available from specialist distributors, who must provide the certificate stating the material's fire rating.

A list of such distributors may be obtained from GROUPEMENT NON FEU, 37-39, rue de Neuilly, BP 249, 92113 CLICHY (Tel.: +33.(0)1.47.56.30.81).

Fireproofing can raise the rating of materials which, in a normal state, are easily or readily flammable, to M2. Fireproofing can be carried out by spraying a special liquid, applying paint or special varnish by brush or dipping in a special bath. Fireproofing work can be done either by decorators, who must be able to supply all details concerning treatment of the material, or by an approved applicator, who must provide the exhibitor with a certificate based on a standard model which indicates: the nature, surface and colour of the covering treated, treatment date, stamp and signature of the operator.

The contact details of approved applicators may be obtained from GROUPEMENT TECHNIQUE FRANÇAIS DE L'IGNIFUGATION, 10, rue du Débarcadère, 75017 PARIS (Tel.: +33.(0)1.40.55.13.13).

***N.B.:** Fireproofing may only be applied to timber panels, natural fibre fabrics or fabrics with a high proportion of natural fibres or natural materials. It is not possible to fireproof synthetic and plastic fabrics.*

***VERY IMPORTANT:** Foreign reports as well as reports issued by foreign laboratories (outside the European Community) are not valid and will not be accepted even if they refer to French or Euroclass standards.*

⁽¹⁾ Or raised to the level by a fireproofing process.

⁽²⁾ This is the case for all the pavilions at the Porte de Versailles exhibition centre with the exception of the nave in the central hall of Pavilion 1.



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