

INFORMATIONS TECHNIQUES  
POUR LES EXPOSANTS  
TECHNICAL INFORMATION FOR  
EXHIBITORS

PARIS PORTE DE VERSAILLES



**WSN**

Who's Next.

**BIJORHCA**  
THE INTERNATIONAL JEWELLERY SHOW

**IMPACT**  
ACT NOW FOR POSITIVE FASHION

**NEONYT**  
PARIS

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# BOOTH MANAGEMENT



# BOOTH LAYOUT

## GENERAL RULES



### STRICTLY PROHIBITED

- Clogging the aisles during the set-up, opening and dismantling phases of the exhibition
- The use and storage of flammable gases
- Violation of the electrical box or fraud on the fuse rating.
- Painting or sawing on partitions. The organiser may stop any stand assembly if this constraint is not respected.
- Children on assembly and disassembly
- Putting one's own life or the lives of others at risk (not wearing PPE (Personal protective equipment), climbing to heights without safety, etc.)

### DOCUMENTS TO BE PRESENTED ON SITE

Reaction to fire certificates for any decorative elements you provide.

The reaction to fire certificates of the materials used or the valid fireproofing certificates for verification with the security service.

### EMPTY PACKING MATERIAL AND EQUIPMENT STORAGE

There is no plan for an area at the show in which to store your packing material. It is therefore up to you to evacuate empty packing material and have it stored by your carrier or by a Viparis Paris Porte de Versailles forwarding agent.

### HEIGHT

No structure or decoration may exceed the height of the partitions (see your exhibitor area).

## THE WALLS

### HEIGHT

No structure or decoration may exceed the height of the partitions (see on the exhibitor area).

### FOR BIJORHCA STANDS

The maximum height for Bijorhca stands is 2.5m (see: exhibitor area)

#### **For closed stands :**

Stands must have direct exits to the circulation areas. The number and width of these exits depend on the surface area of the stand, i.e:

- Less than 20sqm: 1x0.90m exit
- between 20 and 50sqm : 2 exits, one of 0.90m, the other of 0.60m,
- between 50 and 100sqm: either 2x0.90m exits, or 2 exits, one of 1.40m, the other of 0.60m,
- between 100 and 200sqm: either 2 exits, one of 1.40m, the other of 0.90m, or 3 x 0.90m exits,
- between 200 and 300sqm: 2x1.40m exits,
- between 300 and 400sqm: 2 exits, one of 1.80m, the other of 1.40m,

The exits must be carefully spread out and if possible face one another.

Each must be indicated by an “Exit” sign in white letters clearly visible on a green background. If the stand is closed by doors, these must open outwards, without a blocking off system and without interfering with the flow of the public within the aisles

### FOR WHO'S NEXT & IMPACT STANDS

To know the maximum height of the partitions of your stand, please refer to your exhibitor area (it depends on the area of your stand).

# STAND DESIGN

## ELECTRICAL BOX

Your stand does not have an electrical box (except for the turnkey bijorhca stand). If you wish to have access to electricity, please order an electrical box via the shop of your exhibitor platform:

- The intermittent box will only work on the days of the exhibition during the day.
- The permanent box will operate day and night (24 hours) on the days of the exhibition.

## BUILDING BLOCK

If you wish to have electricity before the day of assembly or during dismantling, you can ask us for a site electrical box (by email).

# STAND LAYOUT

## EQUIPPED STAND

### THE PARTITION WALLS OF YOUR EQUIPPED STAND

All damage to walls, partition walls and exhibition halls in general caused by an exhibitor or designer will be subject to billing. (400€ per linear meter)

### DECORATION OF YOUR EQUIPPED STAND

Please send us your stand plan for validation, in accordance with the technical regulations of the trade show:

- Structure and decoration should not exceed the height of your partitions (cf stand description in your exhibitor's area find out the height of your partitions)
- All construction must be free holding

### DECORATING BY A DECORATEUR

The partition walls of your booth builder must arrive carved and painted. It is strictly forbidden to turn the aisles into a "workshop".

Please refer to the next page for more information.

### HANGING

Canopies and ceilings are not allowed. Slings over the stands are not allowed.

No hanging elements on the floors, walls and structures of the park buildings are permitted.

# STAND LAYOUT

## BARE STAND

### DOCUMENTS TO BE SENT TO THE ORGANISER FOR VALIDATION

The documents listed below must be provided to the organiser 8 weeks prior to the event start date:

- 1 image of your project (front view)
- 1 plan side view (the heights must be noted at their highest point; if you have flooring, its height must be taken into account)

The layout plans will be submitted to the organiser's technical service and the safety service for approval (validation of intersectional areas, aesthetic aspects, visitor safety, etc...).

Once the organiser's technical and safety services have made their decision, you will be granted authorisation by the event's technical commission.

Without approval of the safety service, the organiser will be obligated to refuse the project.

We remain at your disposal should you wish to send us your layout plan before finalising it with your contractor.

# STAND LAYOUT

## BARE STAND

To find out about the conditions for setting up your stand, please go to your exhibitor area.

### FLOOR

#### DETAILS

- Your area will be marked out on the floor with scotch tape.
- The hall floor is concrete.
- There are outlets for liquids located around the hall.

#### PLEASE NOTE

- The floor must be covered with a fire- proof floor covering (carpet or other...)

#### PLEASE RESPECT

- Do not stick materials to the floor, paint, pierce or drill holes in the floor.
- If the floor is raised higher than 4cm, a PRM ramp is obligatory.

### LIGHTING

#### PLEASE NOTE : ALL STANDS

- General lighting: set up by the organisers. Lighting trusses are in the aisles, with spotlights directed towards your stand.
- Height of the lighting trusses : 4m50
- Height of the lighting trusses with spotlights: 4m

### FURNITURE

#### DETAILS

- Furniture is not provided by the organiser

#### PLEASE RESPECT

The height limits for all decoration listed below.



# STAND LAYOUT

## **BARE STAND**

### STRUCTURE AND FURNISHINGS

#### DETAILS

>No partitions are provided

#### Inner stands:

- Back partitions, shared partitions and any other freestanding structure: maximum construction height of 2m from the floor of the building.\*  
No other agreement between neighbouring stands will be accepted.
- Any display positioned on a podium must take account of the height of the podium in order to respect the 2m maximum overall height.\*
- The display (by hanging or any other technique) of individual signage or any other object above the stand is **strictly forbidden**.

#### Outlying stands (against the walls of the hall):

- Back partitions: maximum construction height of 4m (based on the location) from the floor of the building.
- Shared partitions: maximum height of 2.5m from the floor of the building is authorised. Any other agreements between neighbouring stands will not be accepted.
- Any other freestanding structures in your stand must not exceed a maximum height of 2m from the floor.
- Any display positioned on a podium must take account of the height of the podium in order to respect the 2m maximum overall height.

#### PLEASE NOTE

- The partitions must be self-supported.
- Please send us a plan of your stand with the dimensions and side view. Please indicate the orientation of the stand and its openings.

#### PLEASE RESPECT

- Be aware of the height of your decoration as well as the obligatory openings onto the aisles. Please refer to the height restrictions already specified.

For outlying and inner stands:

Openings onto aisles:

The sides of a stand opening onto an aisle must have an opening of a minimum of 2.5m for every 6 linear metres. The opening must equate to at least half the length of the side of the stand. The minimum opening of 2.5m must be kept clear: plants, windows, mid-height walls, clothes rails or other obstructions will not be allowed.

NB: Clothes rails are considered freestanding, partitioning structures. Regulations on openings onto aisles thus apply.

# STAND LAYOUT

## BARE STAND

### SERVICES PROVIDED

#### CLEANING

- There will be a cleaning service for your stand, provided every opening day of the show. If you would like a particular cleaning please send your request to [info@millenium.sas.com](mailto:info@millenium.sas.com) (**paid service**)

### IMPORTANT INFORMATION REMINDERS

#### ORDERED EXTRAS:

- Partitions, lighting trusses, projectors, etc..must be returned in their original state. These will all remain property of the organisers.
- It is formally prohibited to: nail, stick, paint, drill holes in, cut, or pierce these materials. You will be charged for any damage to the organiser's property.

#### SET-UP:

- The official set-up date is Friday 1st September from 2pm to 23.00pm. You may request authorisation to set-up before this date, (please send an email, to [service.exposants@wsn.community](mailto:service.exposants@wsn.community)) which will be granted after your stand plan has been received and validated.

#### DOCUMENTS TO BE PRESENTED ON-SITE

Reaction-to-fire test reports or valid fireproofing certificates for materials used must be provided for verification by the on-site safety authority.

#### OBLIGATORY DISMANTLING:

- Monday 4th September 2023, from 6pm. Your stand must be returned to its original state before 12pm (midnight) on 4th September 2023. You are insured from 8.30am, 2nd September until 4th September, 6pm (the end of the trade show). Before and after this, your stand, as well as all of your personal belongings, luggage, collections, furniture, decorations, etc. are solely your responsibility and we cannot be held responsible for any loss or damage.

# MANAGEMENT OF YOUR STAND DURING ASSEMBLY

## GOODS HANDLING

Handling companies are at your disposal. This service will be charged separately. See on your exhibitors' area (suppliers guide).

## STORAGE OF EMPTY PACKING MATERIALS

Empty packing materials must be removed without delay and stored by the exhibitors or their transporters.

## CUSTOMS

The customs service is open from 8.30am to 6pm. Phone: +33(0)1 72 40 78 50 from Monday to Friday. <https://www.douane.gouv.fr/infos-douane-service-help-desk>  
All exhibitors must carry out customs formalities themselves for materials, products and collections from foreign countries. The organiser will not be held responsible for any difficulties that occur during these formalities.

## SAFETY COMMISSION

All setting up must be finished by the time of safety commission. The person in charge of your stand must be present for this.  
Date and hour: to be confirmed later.

## STAND SUPERVISION / SURVEILLANCE

General security is provided by the organiser who is not responsible for any loss or damage. You can arrange for individual security services for your stands, particularly during the night. Risk of theft is particularly high during the assembly and dismantling periods.

## LOCATION DE MOBILIER

To rent additional furniture, please go in your exhibitor area.

# MANAGEMENT OF YOUR STAND DURING DISMANTLING

## FOR CONSTRUCTED STANDS

Stands must be vacated by midnight on the last day of the exhibition, otherwise penalties will be imposed for late clearance (€760 per hour).

For safety reasons, motorised and bulky equipment used for dismantling stands or transporting goods may only enter the halls after 8pm and in all cases with the organiser's authorisation.

The exhibitor must provide a sufficiently large time slot for his handlers. The organiser cannot be held responsible for any excess fees paid to their service providers.

## INSURANCE

You are insured until the exhibition closes: the last day at 6pm.

After this date, your stand and all your personal items, luggage, collection, furniture and decoration are your responsibility.

We cannot be held responsible for their deterioration and/or disappearance.

## DÉTÉRIORATION

It is forbidden to put stickers on the structure of the stand as well as to staple or nail on the partitions.

In the event of damage, you will be invoiced €400 excluding VAT per linear metre and €31 excluding VAT per sticker.

## RETURN TO ITS PRETTY CONDITION

Your site must be returned in its original state. All rubbish (your own carpet, adhesives, pallets, etc.) as well as any decorative elements and personal furniture must be removed at the close of the show at 11pm.

We remind you that no surveillance will be provided during this period. After this date, the organiser will ask for all the items remaining on the stands to be put in a skip, without the exhibitor being able to recover them.

This service will be invoiced to the exhibitor. All material supplied by the organiser remains the responsibility of the exhibitor for the duration of the event.

Any damage to the equipment provided will be recorded at the end of the event and invoiced. The exhibitor is also responsible for any damage caused by his service providers.

# STAND GUARDING & SECURITY



## **HALL SURVEILLANCE**

General hall surveillance is assured by the organiser. However, this is not individual booth surveillance. The organiser is not responsible for any theft or damages.

## **STAND SURVEILLANCE**

If the exhibitor would like to secure individual surveillance of their stand (particularly at night), they can contact the security service provider below for a price estimate: To get an estimate please contact:

Safety : START EVENT stand@starteventsecurity.com

The organiser is not responsible for any theft, loss or damage.

The exhibitor is responsible for all operations concerning their stand and therefore must make all the necessary arrangements to protect valuable items.

If there is no special surveillance of your stand after show opening hours, please take valuables with you.

Attention: Fitting rooms are not under surveillance

## **PREVENTION OF THEFT**

We ask you to be particularly vigilant during the assembly, opening and dismantling periods, since this is when theft is most likely to occur. Please take the following measures;

- do not leave valuable items on your stand outside of opening hours
- always keep an eye on high-value products (computers, phone....)
- do not put items in the bins to avoid risks of collection by cleaning services

## **IN CASE OF THEFT OR DAMAGE**

Go to the Commissariat General (Organiser's office) to report theft or damage.

## **SECURITY**

During the show, exhibitors have to leave their booth at 7pm for security purposes. If exhibitors need to leave later, they will need a special authorization from the Commissariat General and they will have to accept to be searched.

**In case of theft only, file a complaint within 24 hours at the police station:**

15th district of Paris police station 250 rue de Vaugirard, 75015 Paris

phone : 3430

You can also file an online pre-complaint: [www.pre-plainte-en-ligne.gouv.fr/](http://www.pre-plainte-en-ligne.gouv.fr/)

Then, send the soonest after the show, your original complaint, along with copies of damaged or stolen equipment bills to our insurance: S2NA - [jm.neuville@s2na.fr](mailto:jm.neuville@s2na.fr) - PHONE. : +33(0)1 77 32 88 12

## **SAFETY INSTRUCTIONS**

Safety instructions is available on your exhibitor's area.

The French Legislation imposes health and safety protection coordination for any work site placing at least to companies, hors self-employed workers in the presence of one another.

Exhibitors are required to read these instructions and transfer them to all their service providers, as they ensure that the various stages of assembly and dismantling take place safely.

Please note that it is required to wear safety shoes in areas still under construction.

We also remind you that access during the assembly and dismantling periods is strictly prohibited to children.

This safety notice has been drawn up in accordance with current legislation and relevant legal obligations.

## **INSURANCE**

We remind you that your collection is insured during operating periods, for the compulsory minimum of 800€ per sqm and with certain restrictions.

The insurance of your collection is only effective if (and provided that) it remains under your permanent supervision or that of your employees.

We also remind you that the insurance does not cover (among other things):

- the assembly and dismantling periods
- transport
- personal items, precious jewellery ...

Please check in advance how your company has organised the insurance of your equipment during these different stages.

Finally, you can, if you wish to, order additional insurance with our official insurance provider..

# PROVISION & OBLIGATIONS IN FIRE SAFETY & HEALTH & HEALTH PROTECTION





The Inspection of Work and the Regional Board of Health Insurance (CRAM) assimilate the assembly and dismantling phases of exhibitions and stands with building sites.

Consequently, the following apply

Law no. 93-1418 of 31 December 1993 (Implementing Council of the European Communities Directive no. 92-57 of 24 June 1992).

Application Decree no. 94-1159 of 26 December 1994 modified and complemented by the decree nr 2003-68 of 24.01.2003

In application of this legislation, WSN Developpement designated as the « Construction Operations Owner », has entrusted the mission of General Health and Safety Protection Coordination to the D.Ö.T Inspection Agency.

The role of the D.Ö.T Company is to manage the co-activities of enterprises to ensure the safety and protect the health of all people who will be working on the event during the assembly and dismantling periods.

With this in mind, D.Ö.T, referred to as “Coordinator”, has drawn up the General Coordination Plan for Health Safety and Security (GCPHSS) as well as General Coordination Instructions on HSS intended for exhibitors.

These documents set out a certain number of rules which must be respected by all workers, service providers of the organisation and exhibiting companies (and their subcontractors), during the assembly and dismantling periods.

**EXHIBITOR: S.P.S COORDINATION AND MEASURES TO BE TAKEN**

The work of construction, fitting or dismantling, carried out for the exhibitor by his subcontractors (service providers, decorators...) is the sole responsibility of the exhibitor.

In certain cases (see below), the exhibitor can also be considered as a “Project Owner” and must designate a Coordinator.

<p>Your stand is delivered by the Organiser.</p>	<p>You are not obligated to set up a Health, Safety and Security Coordination Plan</p>	<p>You return only the CERTIFICATE of the EXHIBITORS’ SAFETY NOTICE completed and signed.</p>
<p>You are setting up your stand yourself without any subcontractor</p>		
<p>Your decorator or stand professional uses his own staff to build your stand without any subcontractor</p>		
<p>You are having your stand set up, directly using several independent companies such as an electrician, a carpenter, a carpet layer and site service providers.</p>	<p>You must set up a Health, Safety and Security Coordination Plan</p>	<ul style="list-style-type: none"> <li>• You return the CERTIFICATE of the EXHIBITORS’ SAFETY NOTICE completed and signed</li> <li>• You must appoint a HSP coordinator (Health and Safety Protection) who must draw up a GHSP (General Health and Safety Plan) for the assembly and dismantling of your stand.</li> <li>• For that you must communicate the SAFETY NOTICE to your Coordinator.</li> <li>• You must communicate his name and address to DÖT</li> </ul>
<p>Your stand includes partition walls more than 3 meters high.</p>		
<p>Your stand includes a mezzanine floor.</p>		
<p>Your decorator or stand professional works with at least two subcontractors.</p>		

### **IN THE CASE THAT YOU MUST SET UP A H.S.P. COORDINATION.**

You must appoint a HSP Coordinator and communicate his contact details to the organiser's HSP Coordinator (D.Ö.T).

The Coordinator you appointed must take into account the HSP General Notice, draw up a General Health and Safety Protection Plan and must carry out the safety coordination for your stand during assembly and dismantling periods.

### **IN ALL CASES YOU ARE RESPONSIBLE FOR THE WORK INVOLVED IN THE ASSEMBLY AND DISMANTLING OF YOUR STAND**

The organiser will send you General Safety Instructions for the exhibition shortly, which will remind you of all the rules and obligations to be adhered to by exhibiting companies and their subcontractors. The exhibitor and stand constructors must forward a copy of this Notice to each subcontracting company. Each one must return the certificate completed.

The main company will then return all the documents to the Safety Coordinator, 30 days before the start of their work.

### **IMPORTANT REMINDER**

Each company is responsible for the safety on their own stand during the building up and dismantling periods particularly with respect to third parties.

Moreover, the working companies must:

- Hold insurance policies that provide full coverage for their activities and work.
- Observe the established precautions relating to hygiene, security and health and safety (respecting safety traffic aisles, use of collective protection equipments, handling equipment and ensuring that their work conforms with the French code of work.)

In all cases you must respect the rules and safety instructions during loading and unloading of your goods and/or materials.

**\*WE REMIND YOU THAT NO MOTORISED VEHICLES WILL BE ALLOWED IN THE HALLS BEFORE 8PM ON MONDAY 4th September 2023**

D.Ö.T: 81 rue de Paris – 92100 BOULOGNE - FRANCE Tel.: +33 (0)1 46 05 17 85 – Email: [sps@d-o-t.fr](mailto:sps@d-o-t.fr)

## ACCESSIBILITY FOR PERSONS WITH REDUCED MOBILITY

In accordance with the safety regulations, all booths must be able to be visited by persons with reduced mobility.

All booths with flooring above 2 cm must have an accessibility ramp of 5% on 10m. An 8% ramp is tolerated on a maximum length of 2m and a 10% ramp with a maximum length of 0,5m.

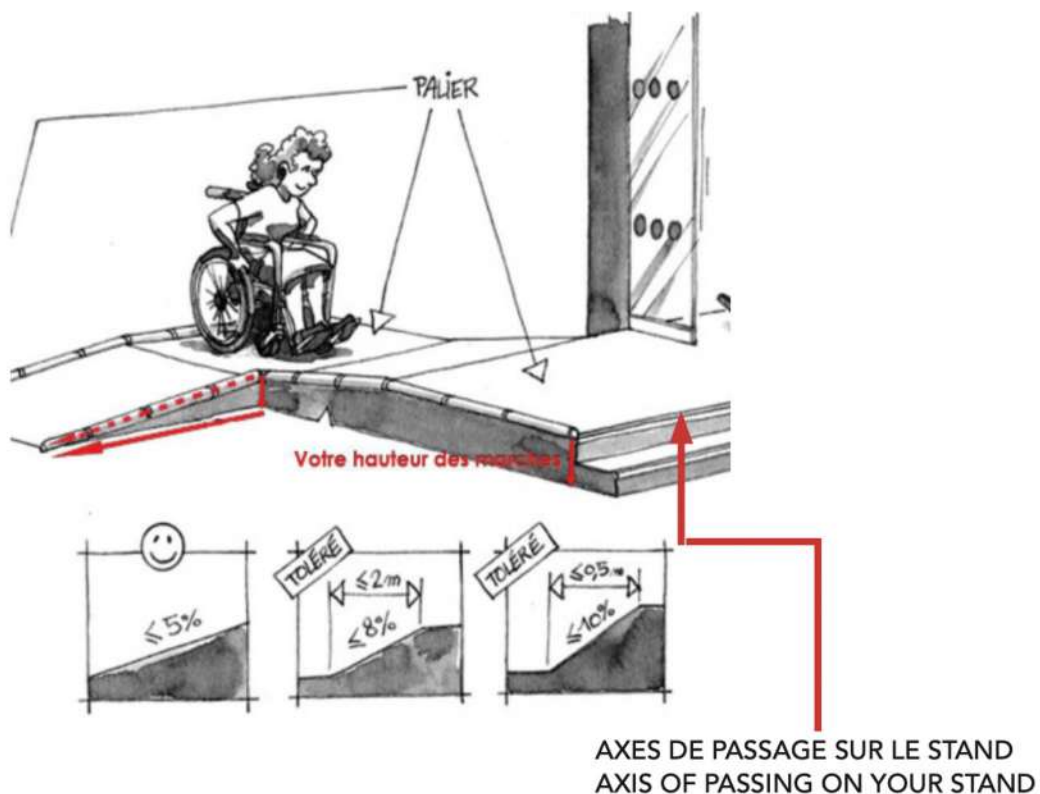
The manoeuvring area must be 90 cm \* 140 cm.

All stand must allow for circulation within it. The axes of passage within the stand must have a minimum width of 1.4m free from any obstacle in order to facilitate crossing.

In case of an isolated and inevitable narrowing, the minimum width of the passage may be between 1.2m and 1.4m in order to allow a pedestrian to pass past a person in a wheelchair.

The floor or floor covering must be:

- Stable
- Non-slippery
- Without obstacles to the wheels of a wheelchair



## 1 - GENERAL

The rules covering safety against fire and panic risks in establishments receiving the public are laid down in the Decree dated 25th June 1980 (general arrangements). The Decree of 18th November 1987 describes the special arrangements applicable in exhibition halls. The text below is made up of extracts from these regulations, so as to make their comprehension easier.

The Safety Committee is very strict as regards the construction of stands (stability, materials used for construction and decoration, electrical installations etc.). The decisions which it takes during its inspection, which is conducted the day before or the morning the event opens, are immediately enforceable.

Installation of stands must be completed by the time this committee comes to make its inspection. The exhibitor (or his representative) must be present on the stand and be able to provide the fire behaviour certificates for all the materials used. Failure to abide by this rule may lead to the materials being removed or the stand being forbidden to open to the public.

Any major project must be submitted for the approval of the exhibition safety manager. Plans and technical information must be supplied for this purpose to the exhibition organiser at least one month before the event opens.

During the period of assembly, the safety manager will check the application of the safety measures recalled below. Furthermore, any information regarding fire safety may be obtained by telephoning C.A.P, Technical Adviser on fire safety :

Tel:+33(0)142277251-Fax:+33(0)143804976.

(working days, between 9 a.m. at 12 noon and between 2 p.m. and 5.30 p.m.)

Fire rating of materials (Decree of 30th June 1983).

Material are classified according to 5 categories: M0, M1, M2, M3, and M4. M0 corresponds to an incombustible material.

## 2 - STAND LAY-OUT

### > 2.1 - FRAMEWORK AND PARTITIONING OF STANDS MAIN FURNITURE

All materials in categories M0, M1, M2 or M3 (1) are authorised for the construction of the framework and partitioning of stands and for the construction of their main furniture (shell, counter, bar, display cabinet, separating screen etc.).

Conventional classification of wood-based materials (Decree of 30th June 1983).

The following are considered as corresponding to the characteristics of category M3 materials:

- solid non-resinous wood of a thickness greater than or equal to 14 mm,
- solidresinouswoodofathicknessgreaterthanorequal to18mm,
- panels made of wood (plywood, laths, fibres, particles) of a thickness greater than or equal to 18 mm.

### > 2.2 - COVERING MATERIALS

#### > 2.2.1 - WALL COVERINGS

Wall coverings (textile, natural or plastic) must be made of category M0, M1 or M2 materials (1). They may then be stretched out or held in place by staples.

Various coverings (fabric, paper, plastic film) of a very low thickness (maximum 1 mm) may be used if attached continuously to supports made of materials M0, M1, M2 or M3. However, embossed and relief papers must be stuck continuously to materials made of category M0 only.

The materials displayed may be presented on stands without any requirements governing their reaction to fire. However, if these materials are used to decorate partitions or false ceilings and if they represent more than 20 % of the total surface area of the latter, the provisions of the preceding paragraphs are applicable to them. However, the provisions do not apply to special exhibitions and stands given over to interior decorating in which textiles and wall coverings are presented.

### > 2.2.2 - CURTAINS - HANGINGS - NET CURTAINS

Curtains, hangings and net curtains may be free-hanging if they are of category M0, M1 or M2 (1). They are, however, prohibited, on stand entrance and exit doors, though authorised on cubicle doors.

### > 2.2.3 - PAINTS AND VARNISHES

Paints and varnishes are strictly prohibited if classified as inflammable (nitrocellulose or glycerophthalic, for example).

### 2.2.4 - FLOOR COVERINGS, PODIUMS, ROSTRUMS, TIERS

**FLOOR COVERINGS MUST BE MADE OF CATEGORY M4 MATERIALS AND SOLIDLY ATTACHED.**

The coverings, whether horizontal or not, of podiums, rostrums and tiers of a height greater than 0.30 metres and a total surface area greater than 20sqm, must be made of category M3 materials. If their total surface area is less than or equal to 20sqm, these coverings may be made of category M4 materials. Caution: For carpets which are classified M3 or M4 and laid on top of wood, the way in which they are laid should be taken into account. The reaction to fire certificates should indicate "Valid for laying stretched out on any M3 support".

Stand flooring must not create obstacles for those with disabilities and must respect the following guidelines:

Floor height less than or equal to 2 cm, no specific requirements.

Floor height between 2 to 4 cm requires an inclined angle or chamfer around the stand.

Floor height above 4 cm requires an inclined plane with a slope of less than a maximum of 5%, with a minimum width of 1 metre within the stand. Failing this, a removable inclined plane can be installed within the stand's assigned space and set up on request.

### > 2.3 - DÉCORATIONS

#### > 2.3.1 - FREE-HANGING DECORATIONS

Free-hanging decorations or trims (advertising signs with a total surface area greater than 0.50 m2, garlands, small decorative objects etc.) must be made of category M0 or M1 materials.

The use of signs or advertisements in white lettering on a green background is strictly forbidden, these colours being reserved solely for indicating exits and emergency exits.

#### 2.3.2 - Floral decorations

Floral decorations made of synthetic materials must be limited. If this is not the case, these decorations must be made of category M2 materials. These provisions do not apply to exhibitions and stands given over specially to floral activities.

Note: as regards natural plants, use compost in preference to peat as the latter has to be kept constantly damp.

#### > 2.3.3 - FURNITURE

No requirements are imposed regarding basic furniture (chairs, tables, desks etc.). However, drawers, counters, shelves etc. must be made of category M3 (1) materials.

### > 2.4 - CANOPIES - CEILINGS - FALSE CEILINGS

Stands fitted with a ceiling, a false ceiling or a full canopy must have a covered surface area of less than 300sqm. If the covered surface area is greater than 50sqm, appropriate extinguishing facilities manned permanently by at least one safety steward, must be provided throughout the period that the public is present.

#### > 2.4.1 - CANOPIES

Canopies are authorised under the following conditions:

- in establishments protected by an automatic water extinguishing network (1). Canopies must be made of category M0, M1 or M2 materials (2),
- in establishments not protected by an automatic water extinguishing network. They must be made of category M0 or M1 materials.

They must furthermore be fitted with an effective attachment system to prevent them from possibly falling, and be supported by wire network crossworked in such a way as to form mails measuring a maximum of 1sqm.

#### > 2.4.2 - CEILINGS AND FALSE CEILINGS

Ceilings and false ceilings must be made of category M0 or M1 materials. Nevertheless it is permitted for 25 % of the total surface area of these ceilings and false ceilings to be made of category M2 materials. Lighting and associated accessories are included in this percentage. On the other hand, if the component elements of ceilings and false ceilings are or name with open work or fretted lead, they may be made of category M2 materials when the surface area of the solid areas is below 50 % of the total surface area of these ceilings and false ceilings.

In all cases, the suspenders and attachments of the ceilings and false ceilings must be made of category M0 materials.

When insulating materials are placed in the plenum chamber of the ceilings and false ceilings, they must be made of category M1 materials.

#### > 2.5. - FIREPROOFING

The reaction to fire classification guarantee for the materials employed in the exhibition halls must be supplied on request to the safety manager in the form of labels or certificates.

Coverings and materials satisfying the safety requirements are on sale at specialist dealers who must supply certificates corresponding to the classification of the material. To obtain a list of these dealers, contact the "GROUPEMENT NON FEU", 37-39, rue de Neuilly, BP 249, 92113 Clichy (tel. 33 (01) 47 56 30 81).

Fireproofing may bestow M2 quality on materials which, in their normal state, are of average or easy inflammability.

This can be carried out by spraying with a special liquid, applying a special paint or varnish with a paintbrush, or by soaking in a special bath. Fireproofing work may be executed either by decorators, who must be able to provide all information concerning the processing of the material, or by an approved treatment contractor, who will issue the exhibitor with a certificate in an approved format stating: the nature, surface and colour of the surface treated, the product used, the date the operation was carried out, the seal and signature of the contractor. The names and addresses of approved treatment contractors may be obtained from the "GROUPEMENT TECHNIQUE FRANCAIS DE L'IGNIFUGATION" 10, rue de Débarcadère - 75017 Paris (Tél. : +33 (01) 40 55 13 26).

Note: Fireproofing can only be undertaken on wooden panels or natural fabrics or those which include a high proportion of natural fibres. It is not possible on synthetic and plastic fabrics.

Very important: Certificates of foreign origin cannot be taken into consideration. Only certificates from approved French laboratories can be accepted.

## **3 - ELECTRICITY**

### **> 3.1 - ELECTRICAL INSTALLATION**

The electrical installation on each stand must be protected at its point of origin against excess current and earth faults.

All metallic masses must be interconnected and linked to the earth plug of the electrical connection cabinet for the stand. Electrical connections must be laid out inside branch boxes.

The devices for switching off the electric power must be permanently accessible to the stand personnel.

### **> 3.2 - ELECTRICAL EQUIPMENT**

#### **> 3.2.1 - ELECTRICAL CABLES**

The electric cables must be insulated for a voltage of 500 volts, which in particular rules out the H-03 VHH (Scindex) cable. Only use cables on which each conductor is fitted with its own protective sheath, all conductors being housed inside a single protective sheath.

#### **> 3.2.2 - CONDUCTORS**

The use of conductors with a section less than 1,5 mm<sup>2</sup> is prohibited.

#### **> 3.2.3 - ELECTRICAL APPLIANCES**

Category 0 (3) electrical appliances must be protected by devices for a nominal differential current equal to a maximum of 30 MA.

Category I (3) electrical appliances must be linked to the protective conductor of the cable tubing providing them with power.

As regards category II (3) electrical appliances, those bearing the sign are recommended.

#### **> 3.2.4 - MULTIPLE PLUGS**

Only adaptors or multiple housings attached to a fixed socket (moulded multi-plug blocks) are authorised.

#### **> 3.2.5 - HIGH TENSION ILLUMINATED SIGNS**

High tension illuminated signs located within reach of the public or personnel working on the stand, and particularly their electrodes, must be protected by a screen made of at least category M3 material. The switch-off control must be indicated by a sign, and the transformers placed in a location which presents no danger to personnel. If appropriate, indicate their presence with a "Danger, High Tension" sign.

#### **> 3.2.6 - HALOGEN LAMP (STANDARD EN 60598)**

Stand lighting which incorporates halogen lamps must :

- be placed at a maximum height of 2.25 metres,
- be placed away from all inflammable materials (at least 0.50 metres from wood and other decorative materials),
- be solidly attached,
- be fitted with a safety screen (glass or fine tin mesh grid) providing protection against effects due to a possible explosion of the lamp.

Any electrical equipment used must comply with the applicable French and European standards.

## 4-CLOSED STANDS ROOMS ARRANGED INSIDE HALLS

### > 4.1 - CLOSED STAND (please refer you to the regulation on page 23)

Exhibitors sometimes prefer to isolate themselves within closed stands.

In this case, the stands must have direct exits onto the aisles. Their number and width depend on the surface area of the stand, i.e. :

- less than 20sqm: 1x0.90 m exit
- between 20 and 50sqm: 2 exits, one of 0.90 m, the other of 0.60m,
- between 50 and 100sqm: either 2 x 0.90 m exits, or 2 exits, one of 1.40 m, the other of 0.60 m,
- between 100 and 200sqm: either 2 exits, one of 1.40 m, the other of 0.90m, or 3 x 0.90 mexits,
- between 200 and 300sqm: 2x1.40 m exits,
- between 300 and 400sqm: 2 exits, one of 1.80 m, the other of 1.40 m,

The exits must be carefully spread out and if possible face one another. Each must be indicated by an “Exit” sign in white letters clearly visible on a green background. If the stand is closed by doors, these must open outwards, without a blocking off system and without interfering with the flow of the public within the aisles.

### > 4.2 - ROOMS ARRANGED INSIDE HALLS

Independently of the surface areas reserved for exhibiting, rooms to be used for meetings, as restaurants, and for cinema and other presentations may be arranged with rostrums, tiers etc.

Platforms and tiers for standing persons must have a ground resistance of 600 kilos per m2. Platforms and tiers for seated persons must have a ground resistance of 400 kilos per m2.

The steps giving access to places in the tiers may have a minimum height of 0.10 m and a maximum of 0.20 m, with a tread of at least 0.20 m. In this case, the flights of steps are limited to 10 and the alignment of the nosing of the stairs must not exceed 45°.

Each case being a special one, a detailed plan must be submitted to the safety manager who will define the measures to be applied.

## 5 - RAISED LEVELS

### > 5.1 - GENERAL

In conformity with standard NF P 06-001, raised areas must be of a sufficient sturdiness to withstand an excessive load of:

- areas of under 50sqm : 250 kilos per sqm,
- areas of 50sqm and above: 350 kilos per sqm.

Attention: Each stand with a raised level must be controlled by a qualified organism in order produce a report attesting of the stand’s stability after setting-up on the site.

Resistance to piercing must not be greater than that authorised in the place in question.

Each stand may only have one raised area. Its surface area must be less than 300m2. Under no circumstances the raised floor level can’t be covered.

Each stand must be equipped with extinguishing facilities, i.e. :

- a water spray extinguisher, located at the foot of each staircase, • a CO2 type extinguisher, located close to the electric panel.

If the surface area of the raised area is above 50sqm, appropriate additional extinguishing facilities must be permanently manned by at least one safety steward whilst the public are present within the establishment.

Electrical installations under the mezzanine must not exceed 100 kW. All installations must be installed at ground level on the stands. The owner must have the electrical installation checked by an independent body.

### > 5.2 - ENTRANCES AND EXITS

The raised areas must be served by staircases which are carefully spread out, their number and width depending on the surface area of these raised areas, i.e. :

- up to 50sqm :1 x 0.90m staircase,
- between 51 and 100sqm : either 2 x 0.90 m staircases, or 2 staircases, one of 1.40 m, the other of 0.60 m,
- between 101 and 200sqm : 2 staircases, one of 1.40 m, the other of 0.90m,
- between 201 and 300sqm: 2 x 1.40 m staircases,

Exits must be indicated by “Exit” signs in white letters clearly visible on a green background.



### > 5.3. - STRAIGHT STAIRCASES

Straight staircases for public use must be produced so that the steps meet the rulebook and flights comprise a maximum of 25 steps. As far as possible, the directions of flights must alternate.

The height of the steps must be between 13 centimetres at the minimum and 17 centimetres at the maximum; their width must be a minimum of 28 centimetres and a maximum of 36 centimetres. The height and width of the steps are linked by the relationship  $0.60 \text{ m} < 2H + G < 0.64 \text{ m}$ . These heights and widths must be consistent within the same flight, however this prescription does not apply to the first step.

Stair heads must have a width equal to those of the staircases; in the case of non-alternating flights, their length must be greater than one metre. Staircases of a width equal to at least that taken up by one person must be fitted with a handrail. Those with a width corresponding to that taken up by two persons must be fitted with a handrail on each side.

### > 5.4 - CIRCULAR STAIRCASES

Normal or additional circular staircases must be of continuous vibration design, with no other stair heads apart from those serving the upper floors.

The tread and height of the stairs where people walk, 0.60 metres from the newel or the central space, must referred to the rule book in the preceding article. Furthermore, the outer tread of stairs must be less than 0.42 metres. For single width staircases, the handrail must be located on the outer side.

### > 5.5 - STAIR HANDRAILS AND BANISTERS

In accordance with standards NF P 01-012 and NF 01-013, handrails must withstand a thrust of 100 kilos per linear metre. The glass panels used for protection purposes must be reinforced or laminated. The types of glass known as “Securit” are prohibited.

## 6 - LIQUID GAS

### > 6.1 - GENERAL

Bottles of gas, butane or propane are authorised up to a maximum of 13 kilos per 10 m<sup>2</sup> of stand, with a maximum of six per stand.

The following precautions are to be taken :

- there must be a gap of 5 m between each two bottles, unless they are separated by a rigid, incombustible screen which is 1 cm thick,
- no bottle, whether full or empty, must remain inside the exhibition hall if it is not connected up to service piping,
- bottles may be linked up to the appliance with which they are being used by a flexible tube which is in conformity with the standards. These tubes must:
  - be renewed when the expiry date for their use comes around,
  - be suited to the diameter of the connecting piece and have band clamp fittings,
  - not exceed a length of 2 metres,
  - permit inspection along their full length and be suspended freely without being flanged,
  - be out of reach of the flames from burners or products of combustion.

### > 6.2 - SUPPLY OF GAS TO APPLIANCES

If, contrary to general practice, a bottle is to supply several appliances, the tubing must be made of metal (copper or steel). The use of soft copper- based brazing alloy is prohibited.

The bottles must always be placed upright and the on/off tap must remain accessible under all circumstances. Any enclosed area used to accommodate them must be fitted at the top and bottom with ventilation apertures arranged in such a way as not to be obstructed by a wall, an item of furniture or a neighbouring appliance.

### > 6.3. - INSTALLATION OF COOKING EQUIPMENT

As well as the rules referred to above, the following measures must be observed :

- the floor (or table) supporting the cooking equipment must be made of incombustible materials and be installed in such a way as to eliminate any risk of fire,
- if this equipment is located close to a partition, an M0 covering must be provided up to a height of one metre around the appliance,
- hoods must be installed above equipment giving off fumes or steam,
- electric meters must be located at a distance of at least 1 metre from water points.
- Each arrangement must:
  - be provided with safety instructions (what to do in the event of fire, how to call the fire brigade etc.),
  - be fitted with one or more extinguishers.

## 7-FUNCTIONING EQUIPMENT THERMAL OR COMBUSTION ENGINES

For each item of machinery presented in operation within the hall of an exhibition, an advance notification, in accordance with the model given in appendix, must be sent to the exhibition organiser at least one month before the event opens. Only installations for which a notification has been submitted can be authorised.

All equipment must be properly stabilised to avoid any risk of it falling over. All protective measures must have been completed by the time the safety committee comes to make its inspection. A responsible person must be present on the stand at the time of this inspection.

No machinery may be started up or presented in working order without the presence on the stand of a qualified person. All the presentations and demonstrations are undertaken at the full responsibility of the exhibitor.

The supply of electric power will be totally suspended, at the expense of the exhibitor concerned, to any stand on which the machinery in operation might present dangers to the public and where no measures have been taken to eliminate these.

### > 7.1 - EQUIPMENT PRESENTED IN STATIONARY OPERATION

When equipment is presented in operation in a stationary fashion, it must either be fitted with screens or rigid casings which surround it properly, putting all dangerous parts out of reach of the public, or be arranged in such a way that the dangerous parts are kept out of reach of the public, and at the very least, at a distance of one metre from the public aisles.

### > 7.2 - EQUIPMENT PRESENTED IN MOTION

When equipment is presented which is in motion, a protected area must be set aside so that the public cannot approach within one metre, this distance possibly being increased to take into account the features of the equipment presented. These arrangements are valid for all stands, including those in the open air.

### > 7.3 - EQUIPMENT WITH HYDRAULIC JACKS

If equipment fitted with hydraulic jacks is exhibited in the static position elevated, the hydraulic safety mechanisms must be complemented by mechanical devices preventing any untoward operation.

#### > 7.4 - THERMAL OR COMBUSTION ENGINES

For thermal or combustion engines, a request for authorisation must be sent to the organiser at least 30 days before the event opens. This request, written on plain paper (the sheet for notification of a machine or appliance in operation appearing in appendix must also be enclosed), must specify the nature and quantity of fuel used per day, and be accompanied by technical instructions for the appliance and a plan showing the siting of the appliance on the stand. No appliance of this type may be put into service if the request for authorisation has not been submitted in due time.

Caution : In all cases, gases which are the products of combustion must be evacuated outside the halls.

### 8 - INFLAMMABLE LIQUIDS

#### > 8.1 - GENERAL

The use of inflammable liquids per stand is limited to the following quantities : • 10 litres of category 2 inflammable liquids per 10sqm of stand, with a maximum of 80 litres,

• 5 litres of category 1 inflammable liquids.

The use of particularly inflammable liquids per (carbon disulphide, ethyl oxide etc.) is prohibited.

The following precautions are to be taken :

- place a receptacle which can accommodate the total amount of fuel beneath the canisters or the tank,
- refuel the appliance when the public are not present,
- close by, locate extinguishers of an appropriate type for the risk.

#### > 8.2 - EXHIBITING MOTOR VEHICLES INSIDE HALLS

The fuel tanks of engines presented not running must be empty or fitted with locking screwdriver caps. The clips of accumulator batteries must be protected so as to be inaccessible.

#### > 8.3 - PRESENTING INFLAMMABLE LIQUIDS

All receptacles of inflammable liquids presented on stands (cans of paint, varnish, bottles, aerosol spray cans etc.) must be empty except for a few sample units containing a limited quantity to be used for demonstration purposes.

#### > 8.4 - COMPRESSED GASES

Bottles of air, nitrogen and carbon dioxide are authorised without any restrictions.

The use of acetylene, oxygen, hydrogen or gases presenting the same risks must be the subject of a request for authorisation sent to the organiser at least 30 days before the event opens. This request, written on plain paper (the sheet for notification of a machine or appliance in operation appearing in appendix must also be enclosed), must specify the nature of the gas and the capacity of each bottle, and be accompanied by technical instructions for the appliance and a plan showing the siting of the appliance on the stand. No gas of this type may be used if the request for authorisation has not been submitted in due time.

#### > 8.5 - PYROTECHNIC DEVICES AND FIREWORKS

Pyrotechnic effects which generate detonation noises, sparks and flames are strictly prohibited.

The use of smoke generators to create fog or light effects must be the subject of a request for authorisation sent to the organiser at least 30 days before the event opens. This request, written on plain paper (the sheet for notification of a machine or appliance in operation appearing in appendix must also be enclosed), must specify the nature and quantity of the gas used per day and be accompanied by technical instructions for the appliance and a plan showing the siting of the appliance on the stand. No appliance of this type may be used if the request for authorisation has not been submitted in due time.

## 9 - RADIOACTIVE SUBSTANCES - X RAYS

### > 9.1 - RADIOACTIVE SUBSTANCES

Authorisation to present radioactive substances on exhibition stands can only be granted for demonstration of appliances and when the activities for these substances are less than :

- 37 kilobecquerels (1 microcurie)

for those comprising or containing group I radio-elements (4).

- 370 kilobecquerels (10 microcuries)

for those comprising or containing group II radio-elements (4).

- 3,700 kilobecquerels (100 microcuries)

for those comprising or containing group III radio-elements (4).

Waivers may be granted for the use of substances which have a higher activity subject to the following measures being taken :

- the radioactive substances must be effectively protected,
- their presence must be indicated by means of basic ionising radiation diagrams as defined by standard NF M 60-101, together with their nature and activity,
- their removal by the public must be rendered materially impossible either by attachment to an appliance for use which requires dismantling with a tool, or by being placed at a distance,
- they must be continuously supervised by one or more specially designated exhibitors,
- when this supervision ceases, even in the absence of the public, the radioactive substances must be stored inside a container which will withstand fire, and which carries very clearly the conventional sign for ionising radiation,
- the equivalent dose rate, at all points on the stand, must remain below 7.5 microsieverts per hour (0.75 millirads equivalent per man per hour).

The use of radioactive substances must be the subject of a request for authorisation (or a waiver) sent to the organiser at least 30 days before the event opens.

This request, written on plain paper (the sheet for notification of a machine or appliance in operation appearing in appendix must also be enclosed), must specify the nature and activity of the substances, and the group to which they belong, the names and capacities of the persons responsible for supervising them, and be accompanied by technical instructions for the appliance, a plan showing the siting of the appliance on the stand, and a document drawn up and signed by the installing contractor certifying conformity to these arrangements.

No appliance of this type may be put into service if the request for authorisation has not been submitted in due time.

Caution: Stands on which radioactive substances are presented must be constructed of and decorated with M1 category materials.

### 9.2 - X-RAYS

Authorisation to present appliances which emit x-rays on exhibition stands can only be granted if they and their accessories comply with the

rules set by standard NF C 74-100. In particular, the following measures must be taken :

- removal of superfluous objects in the neighbourhood of the ray generator and the sample to be examined,
- cordoning off and marking with signs of the zone not accessible to the public,
- the leakage radiation exposure rate must not exceed 0.258 microcoulomb per kilo per hour (1 milliroentgen per hour) at a distance of 0.10 m from the radiogenic focal area.

The use of appliances emitting X-rays must be covered by a request for authorisation sent to the organiser at least 30 days before the event opens. This request, written on plain paper (the sheet for notification of a machine or appliance in operation appearing in appendix must also be enclosed), must be accompanied by technical instructions for the appliance, a plan showing the siting of the appliance on the stand, and a document drawn up and signed by the installing contractor certifying conformity to these arrangements.

No appliance of this type may be put into service if the request for authorisation has not been submitted in due time.

## **10 - LASERS**

The use of lasers inside exhibition halls is authorised subject to the following measures being taken :

- the public must under no circumstances be subjected to the direct or reflected beam of the laser,
- the appliance and its related equipment must be solidly attached to stable mountings,
- the surroundings of the appliance and the area swept by the beam must not contain items reflecting the wavelengths in question,
- the casing containing the laser and its possible optical deviation system must be of category I or II (5),
- during tests conducted whilst the public are not present, exhibitors must make sure that the exhibition and decoration materials, and fire-protection equipment do not react to the calorific energy given out by the light beams.

All laser installations must be covered by a notification sent to the organiser at least 30 days before the event opens. This notification, written on plain paper (the sheet for notification of a machine or appliance in operation appearing in appendix must also be enclosed), must be accompanied by technical instructions for the appliance, a plan showing the siting of the appliance on the stand, and a document drawn up and signed by the installing contractor certifying conformity to these arrangements.

No appliance of this type may be put into service if the notification has not been submitted in due time.

## **11 - SAFETY FACILITIES**

Safety facilities must remain constantly visible.

Access to the various safety facilities (fire hydrants and stand pipes, fire plugs with hose and spout, telephones, extinguishers, controls for smoke evacuation openings etc...) must constantly remain free.

**Fire plug with hose and spout**

On stands equipped with a fire plug with hose and spout, an open area of one metre around the appliance must be left free of any material as far as the public aisle.

Panels or cloth hangings concealing the appliance are strictly prohibited.

## **12 - OPERATING INSTRUCTIONS**

Leaving cartons, wood, straw, cardboard etc. on the exhibition areas, within stands and within open areas, is prohibited.

Regular (daily) cleaning must be undertaken to rid the premises of dust and waste material of all kinds.

All waste material and rubbish collected during cleaning and sweeping up must be removed each day, before the exhibition opens up to the public, and be taken outside the establishment.

### **13 - STRUCTURES ABOVE THE PUBLIC AISLES**

#### **> 13.1 - INSTRUCTIONS FROM THE POLICE AUTHORITIES**

Do not place any items (sign structures or panels, interlinks etc.) above aisles which are likely to interfere with the general sign system of the exhibition or block off the view along the stand exits (articles CO 35 and CO 42 of the Decree of 25th June 1980 laying down the rules for safety against fire and panic risks in establishments receiving the public).

(1) Or rendered such by fireproofing.

(2) This is the case for all exhibition halls at the “Porte de Versailles” except for the nave located in the central area of Building No. 1 and halls 5 and 6 of the “Parc des Expositions de Villepinte”.

(3) In the sense of standard NF C 20-030.

(4) The classification of radio-elements, according to their radiotoxicity, is that defined by decree No. 66-450 dated 20th June 1966 relative to the general principles of protection against ionising radiation.

(5) In accordance with standard NF C 20-030: electrical equipment at low voltage. Protection against electric shocks: safety rules.

#### **OTHER INFORMATION**

**Mr Roger DOYEN - IN CHARGE OF SECURITY**

**You can contact for complementary security information at**

**3 rue de Flandre**

**92140 CLAMART, FRANCE Tel. +33 (0)1 46 32 54 24**

**Port. +33 (0)6 70 21 14 48 Email. rogerdoyen@aol.com**

# CUSTOMS & INSURANCE



## **NOTE FOR THE ATTENTION OF FOREIGN EXHIBITORS OF CLOCK AND WATCH-MAKING, JEWELLERY, AND GOLDWORK PIECES MADE OUT OF PRECIOUS METALS**

For a Trade Fair & Exhibition, you must be able to provide proof of legal possession of jewellery or pieces made out of precious metals, by producing the following documents:

- Customs declarations and receipts certifying that the items have been legally imported into the customs area of the European Union;
- Purchase invoices, bills of manufacture or any other documentary evidence of origin;
- A descriptive document signed by the Trade Show organisers who must keep a copy. The descriptive document of transported pieces (number, type, metal, fineness, weight and reference) on the company's headed note paper must certify that they have been brought into the country for an official exhibition. If a piece is sold, the exhibitor must list the buyers' details (names, addresses, amounts and types of the sold pieces) on said document.

The Show is a venue where you may exhibit your collections and take orders. Exceptionally, a limited number of pieces of jewellery may be sold at the venue, subject to compliance with the following procedures:

### **EXHIBITORS FROM ANOTHER MEMBER STATE OF THE EUROPEAN UNION, FROM A STATE PARTY TO THE AGREEMENT ON THE EUROPEAN ECONOMIC AREA, AND FROM TURKEY**

- Pieces with a sponsor's mark and a fineness mark engraved, from another Member State of the European Union, from a State Party to the Agreement on the European Economic Area or from Turkey, by an independent control body or by the government authority of the relevant State in accordance with identical or equivalent standards as the standards required in France for the control and certification of the fineness (i.e., content of previous metal in a piece) are not subject to the procedure of being marked with the French certifying hallmark.
- You must produce a document providing proof that the pieces have been assayed and marked by the government authority of the relevant State or by an independent control body with accreditation to ISO standard 17025 or to any equivalent standard.
- If the pieces do not meet these requirements, before you may deliver them to the buyer, you must bring the pieces to the assay office for assaying and marking with the certifying hallmark if they comply with French legal standards of fineness. In this case, you shall pay a contribution in cash for the hallmarking to the tax office having jurisdiction in the district of the assay office and you shall deliver a copy of the invoice to said Office to recover your pieces.

### **EXHIBITORS FROM A NON-MEMBER COUNTRY OF THE EUROPEAN UNION**

- Your pieces must have the sponsor's mark of an importer legally established on French soil.
- Before delivering the pieces to the buyer, you must bring the pieces to the assay office for assaying and marking with the certifying hallmark if they comply with French legal standards of fineness. You shall pay a contribution in cash for the hallmarking to the tax office having jurisdiction in the district of the assay office and deliver a copy of the invoice to said Office to recover your pieces.



## **DISPENSATION**

- If your pieces do not have the mark of a French importer, your pieces will be marked with a so-called 'random' mark by the assay office.
- If you make a sale to buyers who are legally established on French soil and registered with an assay office, said buyers may handle the certifying procedures in the exhibitor's stead. If not, you must handle the procedures yourself, i.e., take the pieces to the assay office and pay the contribution for hallmarking.

## **EXHIBITORS OF PLATED PIECES FROM THE EUROPEAN UNION OR FROM A NON-MEMBER COUNTRY OF THE EUROPEAN UNION**

Your pieces must comply with the technical specifications required by French regulations:

- The fineness of the precious metal must be equal to at least 500 thousandths;
- For gold or platinum plated pieces: the thickness of the gold or platinum plate can be no less than 5 microns for clock and watch-making pieces, and 3 microns for pieces other than clock and watch-making pieces;
- For silver-plated goldsmiths' ware: the thickness of the silver plate must comply with standard NF D 29004;
- For other types of silver-plated pieces: the thickness of the silver plate must be at least 10 microns;
- Before delivering the pieces to the buyer, your pieces must be engraved with the special mark of a professional legally established in France (a square-shaped mark for pieces from another European Union country or a milestone shaped mark for pieces imported from third countries).

## **PAYMENT OF VAT (20%)**

If you are a European exhibitor, you must have a VAT identification number delivered by the General Tax Directorate. You shall pay the VAT on all your sales based on a summary statement.

If you are an exhibitor from a third country and you are importing pieces that will be on exhibit at a Fair or Exhibition, you must file a customs import statement. One of the two following procedures shall apply to you:

- You may solicit the temporary admission procedure allowing the import of pieces exempt from exemption from duties taxes. In this case, if a sale is transacted at the venue, the VAT and any duties that may apply are owed by the recipient of the last delivery, at the end of the suspension arrangement, and payable to the administration of customs and excise;
- Or you may put the goods up for sale when they are imported (file an IM4 form). You shall then pay the import VAT and duties to the administration of customs and excise and the VAT on any sales to the tax services. These operations require the appointment of a tax representative.

### **FRENCH LEGAL STANDARDS OF FINENESS**

Gold: 999, 916, 750, 585 and 375 thousandths Silver: 999, 925 and 800 thousandths Platinum: 999, 950, 900 and 850 thousandths

Contribution per marked piece for hallmarking

- For gold and platinum pieces: 8 euros
- For silver pieces: 4 euros

## **CONTACTS :**

**DIRECTION RÉGIONALE DES DOUANES DE PARIS PÔLE D'ACTION ÉCONOMIQUE**

14 rue Yves Toudic

75010 PARIS

République underground station Tél: +33 (0)970271896 Fax: +33(0)142404790

email : di-ile-de-france@douane.finances.gouv.fr

**BUREAU DE GARANTIE DE PARIS (déclarations d'existence, poinçons, etc...)**

email: accueil-garantie@douane.finances.gouv.fr Tel: +33(0)970271679

## **INSURANCE REGULATIONS**

You are automatically insured for an amount of 800 € per m2 rented.

You are reminded that, pursuant to the general regulations on fairs and shows, Order of April 7, 1970, the organiser declines any liability for loss, damage, or theft suffered by exhibitors on property and equipment presented and installed, and that the organiser cannot be answerable for damage that exhibitors might cause to third parties. In exchange, the organiser has taken out on behalf of the exhibitors:

Insurance covering material damage to presented property and to stand installations and stand structures (including customs duties and taxes).

### **I – SUBJECT AND SCOPE OF THE INSURANCE**

Exhibitors' objects and items of equipment are covered for the following risks:

Fire, explosion, lightning, flooding, and miscellaneous damage.

Theft with an excess of 300 euros per occurrence with the sole exception of the risks listed in Article VI of the present conditions.

**THIS INSURANCE IS MANDATORY FOR CAPITAL OF 800 EUROS PER SQUARE METRE OF STAND RENTED. FOR GOODS AND EQUIPMENT OF VALUE GREATER THAN THAT MINIMUM, THE ORGANISER OFFERS THE EXHIBITOR THE OPTION OF TAKING OUT SUPPLEMENTARY INSURANCE USING THE FORM PROVIDED WHICH SHOULD BE SENT TO SAS S2NA 56 AVENUE RENÉ COTY 75014 PARIS ONE MONTH BEFORE THE EVENT OPENS.**

The exhibitor retains the possibility of being insured beyond the minimum by its own insurers; **THE INSURANCE THAT IT TAKES OUT SHOULD THEN INCLUDE A WAIVER OF THE RIGHT TO RECOURSE** against the organisers, the organisers' insurers, and the site of the exhibition. Clothes made in all or part of fur are excluded from the contract.

### **II – EXCLUDED GOODS**

Documents, assets, cash, jewellery, fine pearls, precious stones, objects made of precious metals, furs, skins, hides, real lace, objets d'art and objects of agreed value, antiques, curiosities or collector items, live animals, personal belongings and objects.

### **III – DECLARATION OF LOSSES**

Any loss must be declared to the insurers and to the organiser on the form made available to the exhibitors at the general stewards office of the show and at the police station of the 15th arrondissement of Paris, within 24 hours for theft and within 5 days for other damage. **EXHIBITORS SHALL FORFEIT THE RIGHT TO COVER FROM THE INSURANCE IF THEY FAIL TO COMPLY WITH THESE INSTRUCTIONS.**

### **IV – SUBSCRIBER'S OBLIGATION/Theft prevention**

The victim shall also take all measures to ensure that the objects that have escaped the loss are preserved when the liability of a third party might be involved, and to take all measures required by the applicable laws and regulations for preserving the recourse by the insurer.

During opening hours for the public or the exhibitors, the stand must be continuously guarded by the exhibitor or by the exhibitor's staff. **NON-COMPLIANCE WITH THESE PROVISIONS MAY LEAD TO FORFEITURE OF THE COVER.**

### **V – VALUES TO BE INSURED**

Goods and/or objects from abroad and exhibited under customs control shall be insured for their values plus customs duties and taxes.

### **VI – TERM OF THE INSURANCE**

The Insurance runs for the stay on the stand within the limits of the dates and hours authorised by the organiser.

## **VII – THE EXHIBITOR HEREBY CERTIFIES THAT HE OR SHE IS INSURED WITH AN INSURANCE COMPANY WHO IS KNOWN TO BE SOLVENT FOR THE PURPOSE OF COVERING HIS OR HER CIVIL LIABILITY**

### **VIII- EXCLUDED RISKS**

- loss and damage caused by war with a foreign power or by civil war; - damage due to the direct or indirect effects of explosion, of heat being given off, or irradiation resulting from transmutation of atomic nuclei, or from radioactivity, as well as damage due to the effects of radiation caused by particle acceleration;
- losses resulting from fines, confiscation, compulsory attachment, seizure, or destruction by order of any government or authority, as well as the consequences of any offence;
- damage consequent upon earthquakes, volcanic eruption, or flooding;
- damage due to inherent defects, wear, decrepitude and slow deterioration;
- damage suffered by objects or appliances and equipment of any type consequent upon operation of them, as well as mechanical or electrical damage;
- damage and/or withering caused to flowers, plants, and decorative trees;
- indirect losses, whether they be deprivation of enjoyment of use, loss of profit, damages and interest, or duties and taxes collected after a loss.

### **WAIVER OF RECOURSE**

- 1 – ANY EXHIBITOR, MERELY BY PARTICIPATING, DECLARES THAT HE OR SHE WAIVES BOTH FOR HIMSELF OR HERSELF AND FOR HIS OR HER INSURERS THE RIGHT TO ANY RECOURSE THAT HE OR SHE MIGHT BE ENTITLED TO EXERCISE AGAINST THE ORGANISER AND THE ORGANISER’S INSURERS.
- 2 – Exhibitors retain the option of taking any measures they deem fit for preserving and insuring the property belonging to them or entrusted to them.
- 3 – The insurers of the policy taken out by the organiser waive, in the event of loss, the right to any recourse against the exhibitors and their officers or agents, except in cases of malevolence.

### **INSURANCE POLICY**

The conditions of the insurance that are the subject of the present articles are merely a summarised excerpt from the policies taken out between the organisers and its insurers. If an exhibitor wishes further clarifications, he or she should become acquainted with the details of those policies via the organiser.

N.B.: Since the exhibition is taking place on the territory of France, the contracts are governed by the code des assurances (insurance code).

## INSURANCE RIDER - PRECIOUS JEWELS

### *Definition: Jewelry is defined as:*

*\* property consisting of:*

- precious metals: gold, silver, platinum or their natural or artificial alloys*
- precious stones: diamond, ruby, sapphire, emerald*
- fine or cultured pearls, in the form of raw materials, semi-finished or finished products*
- watches*

### *Specific provisions for theft warranty*

*Coverage is limited to theft :*

*. By break-in of the windows or the safe*

*And/or*

*. as a result of an assault with violence duly established on the person of the exhibitor, one of his employees or the guard.*

### *Measures to prevent theft*

*The following preventive measures are compulsory, under penalty of non-warranty:*

*During the periods of assembly and dismantling :*

*Permanent surveillance by the exhibitor or one of his employees.*

*During the exhibition periods :*

- Simultaneous presence of at least two of the exhibitor's employees on the stand*
- the insured goods must be displayed in solid, lockable display cases*

*After hours and at night :*

- . the insured goods must be stored in a safe sealed to the wall*
- . the premises must be guarded by a security company*

*Amount of warranty and deductible*

*Guaranteed amount per stand: 15,000 euros*

*This sum represents a maximum limit per stand which, in the event of a claim, cannot exempt the exhibitor from justifying the exact value of the jewelry for which he is claiming reimbursement.*

*This guarantee constitutes an absolute first risk with abrogation of the proportional rule provided for in article L 121.5 of the Insurance Code.*

*Deductible: 20% of the amount of the claim, without this deductible being less than 500 euros per claim and per stand*

### *Specific exclusions for jewelry:*

*In addition to the exclusions provided for in the General Conditions 460616 and in the Special All Risks Trade Shows & Exhibitions Conventions, the following are excluded from warranty:*

*- Damage resulting from :*

- . maintenance, repair or transformation operations*
- . mechanical breakdown of the clockwork mechanisms*

*- Damages occurring in the event of evacuation of the premises by the authorities or necessitated by acts of war or civil unrest.*

### *Membership fee:*

*This extension is granted in return for an additional premium of 650 euros including all taxes per stand.*

*This guarantee is without effect when the insurer is prohibited from providing an insurance contract or service due to a sanction, restriction or prohibition provided for by the laws and regulations, or when the insured goods and/or activities are subject to any sanction, restriction, total or partial embargo or prohibition provided for by the laws and regulations.*

*I acknowledge that I have been informed of the mandatory nature of the answers to the questions asked in the context of my application and of the consequences that could result from an omission or a false declaration provided for in articles L.113.8 (nullity of the insurance contract) and L.113.9 (increase in the premium or application of the proportional rule) of the Insurance Code.*

*This rider does not derogate from the other clauses of the contract.*

*All references, additions or modifications not approved by the insurer's head office are void.*



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