

AN EVENT
BeauxArts&Cie

SITEM

Exhibitor Guide 2026

**30th edition of the international
exhibition of museums,
monuments & cultural tourism**

25 & 26 march 2026, Carrousel du Louvre, Paris



sitem.fr

SITEM 2026

Summary sheet

Find your key dates
and information here.



EXHIBITOR GUIDE

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A – General Information

Organisation:

Museumexperts - Beaux Arts & Cie Group - 9 Boulevard de la Madeleine, 75001 Paris
The SITEM Manager : Solène Denormandie

1. Exhibition timetable and hours

Tuesday, March 24, 2026	Stand assembly - 1:00 PM to 8:00 PM
Wednesday, March 25, 2026	Open to the public - 9:00 AM to 10:00 PM
Thursday, March 26, 2026	Open to the public - 9:00 AM to 6:00 PM
Thursday, March 26, 2026	Dismantling - 6:00 PM to 10:00 PM

The conferences and workshops start promptly at 9:30 a.m.
Exhibitors are required to be at their stands by 9:00 a.m., the designated opening time of the show.

2. Lounge access credentials

Individuals seeking to access the exhibition must possess a badge for identification purposes.

For assembly and disassembly periods, your technical teams and handlers are not obligated to wear a badge.

“Exhibitor” badges are designated for individuals who will be staffing your booth throughout the two days of the exhibition.

The number of badges you receive is determined by the surface area of your stand: 3 badges for startup boxes; 4 badges for 6 m²; 6 badges for 9 m²; 8 badges for 12 m² and for any larger stand surface area.

For any special requests, we encourage you to reach out to us.

Your badges will be available in your exhibitor area on www.sitem.fr.

3. E-invitations

For the startup boxes of 6 m² and 9 m², you receive 400 digital invitations.
For stands measuring 12 m² or larger, you receive 600 digital invitations.

You may dispatch your invitations through your exhibitor area on www.sitem.fr.
The user guide for the invitation is accessible in your area.

Please be advised that you have until Monday, March 23, 2026, inclusive, to dispatch your e-invitations. The platform will subsequently be closed.

4. Digital exhibitor directory

The list of exhibitors and comprehensive information about each of you is accessible across all our platforms. To finalize your profile, we encourage you to log in to your exhibitor area.

At the entrance to the fair, each visitor will have the opportunity to collect a special edition of Quotidien de l'Art, which includes a map of the fair, a list of exhibitors along with their stand numbers and primary fields of activity, as well as the program for conferences, workshops, and events taking place at the fair.

5. Presentation at SITEM

The SITEM conferences and workshops will occur over two days in the workshop room and the conference room, both accessible from the Delorme room. Program details will be available online on our website in February 2026.

6. SITEM Mobile Application

For its 30th edition, the SITEM trade show provides a mobile application available for download on both Android and Apple platforms. To assist you in advancing your business and ensuring this event serves as a genuine networking opportunity, you will be able to:

- Arrange meetings with guests.
- Engage and converse with participants.
- Download your leads.
- Optimize your time with badge scanning.
- Access your personal area.
- Locate the schedule of conferences and workshops.
- Download and print your identification badge.

The SITEM application is available for download on both the App Store and the Play Store. A tutorial will be provided to assist you in getting started with the application.

B – Establishing your booth

1. The exhibition setup

The set up of the show is scheduled for **Tuesday, March 24, 2026, from 1:00 p.m. to 8:00 p.m.**

Exhibitors whose stands require longer setup times are exempt, allowing them to arrive in the early morning.

To effectively coordinate the setup of your stand and secure your access slot to the delivery area on the VIPARIS LOGIPASS platform, please visit <https://logipass.viparis.com>.

All reservation requests must be processed through this online platform specifically designed for exhibitors seeking to register their vehicles, request access to the delivery dock, and schedule their appointments.

Registrations on the platform must be completed before March 19, 2026.

Individuals seeking to access the exhibition must possess a badge for identification purposes.

For assembly and disassembly periods, your technical teams and handlers are not obligated to wear a badge.

All vehicles intending to access the delivery dock must prominently display a designated sign on their windshield, which can be obtained from the VIPARIS LOGIPASS platform at <https://logipass.viparis.com>.

If your equipment is lightweight or not overly bulky, and can be transported through the main entrance to the Carrousel without the use of a freight elevator, we encourage you to utilize this option to prevent congestion at the delivery dock.

Please be advised that rolling stock, including trolleys, is not permitted in the Carrousel du Louvre shopping gallery.

2. Delivery dock details

REMINDER:

Set up : Tuesday, March 24, 2026, from 1:00 PM to 8:00 PM.

Dismantling : Thursday, March 26, 2026, from 6:00 PM to 10:00 PM.

During the assembly and disassembly phases, access to the Carrousel du Louvre delivery platform will be available via the freight elevator from the Delorme/Gabriel rooms.

PLEASE NOTE, parking duration is restricted to unloading time.

Upon unloading, you must exit the delivery dock and park your vehicle in the Indigo parking facility at the Carrousel du Louvre.

2.1. Recommendations for accessing the Carrousel du Louvre delivery platform

ATTENTION:

MAXIMUM PERMITTED HEIGHT: 3.80 m

Speed limited to 30 km/h

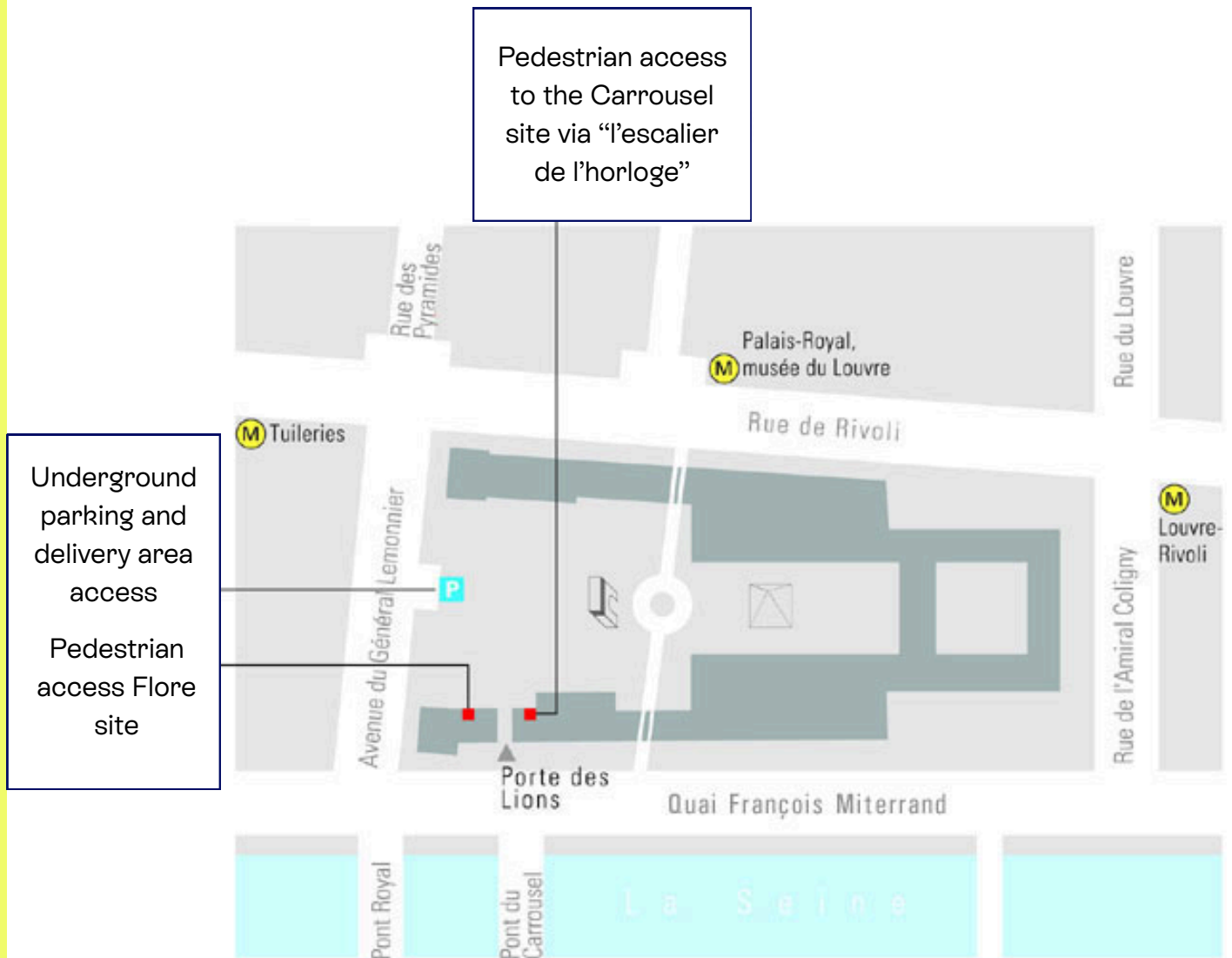
- Access to the Carrousel du Louvre is through:

The tunnel located on Avenue du Général Lemonnier.

The Tuileries Garden from the Place de la Concorde.

- Beneath the left bank, at the traffic signal, adhere to the “delivery area” sign.
- Respect and ensure that others adhere to the parking and loading/unloading instructions provided by the site manager and/or site security personnel.
- There is no long-term parking facility at the Carrousel du Louvre site; consequently, all vehicles must vacate the delivery area after loading or unloading.

2.2. Obtain access to the Carrousel du Louvre delivery platform plans.



From the Quai des Tuileries and the Rue de Rivoli, proceed to the sign for "Parking du Louvre."

Turn left or right onto Avenue du Général Lemonnier. Proceed into the tunnel.

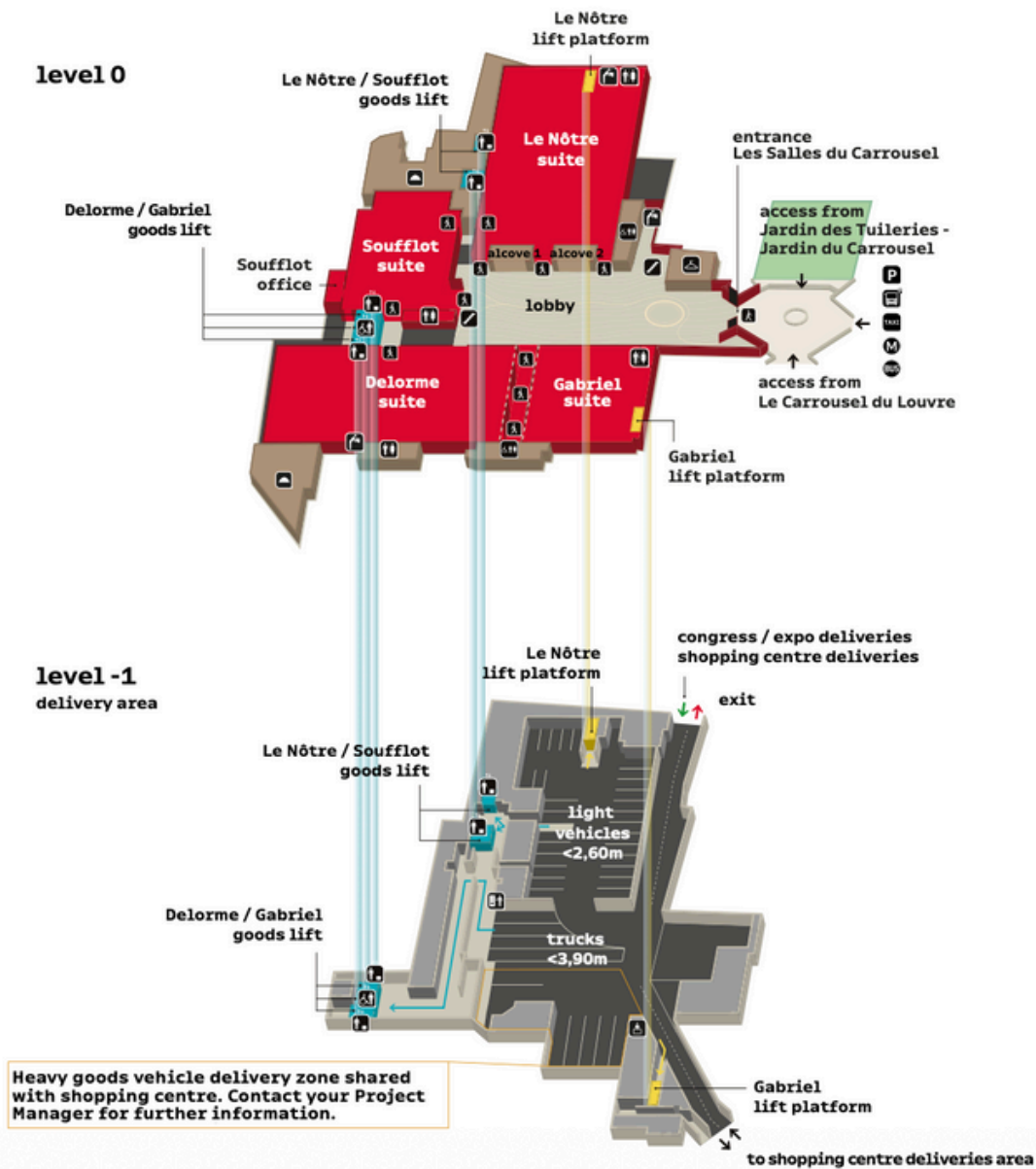
Take the left "delivery." Take the barriers on the right "Carrousel du Louvre."

Introduce yourself on the intercom to the guard: passenger name / registration / event name. Proceed down the ramp. Reach the delivery area.

Delivery setup/dismantling

Access to Les Salles du Carrousel via quai des Tuileries from place de la Concorde or Pont-Royal from the Left Bank.

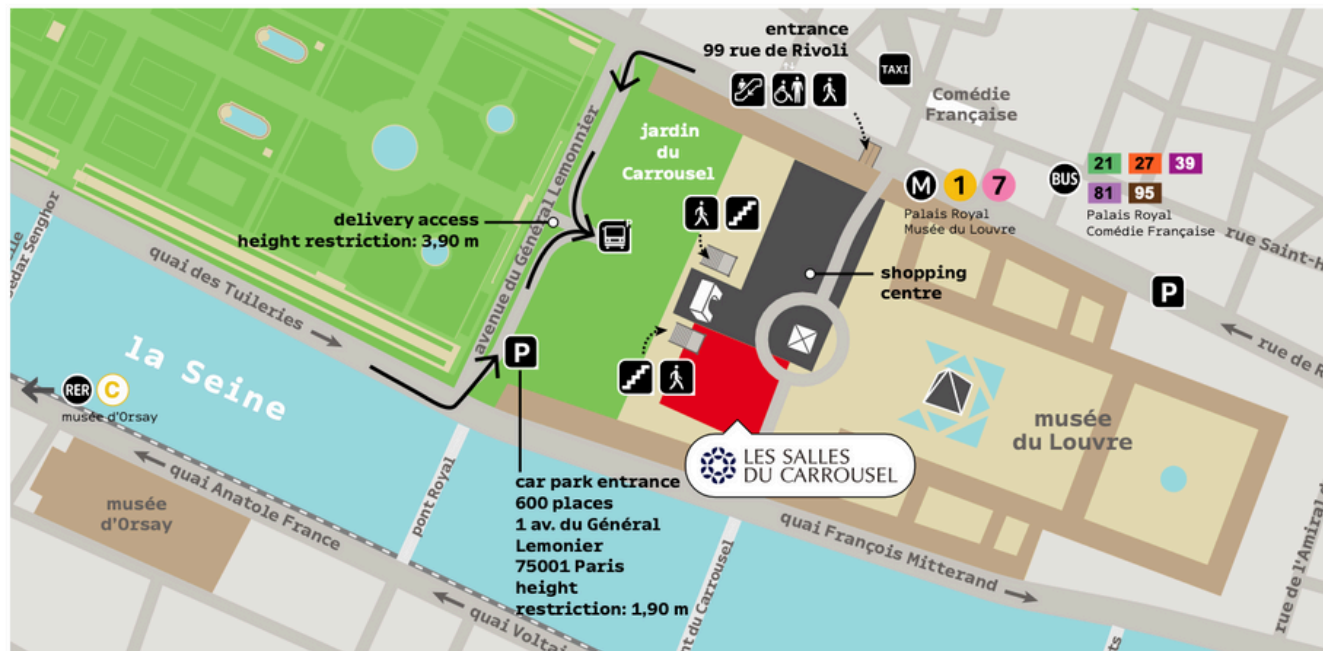
In the tunnel, at the traffic lights, follow the sign "Aire de Livraison". Height restriction: 3.90 m.



2.3. Diagram of the Carrousel du Louvre delivery area

Les Salles du Carrousel can be reached by vehicle via the Quai des Tuileries from Place de la Concorde (right bank) or from Pont Royal (left bank): take the Avenue du Général Lemonnier tunnel.

Please note: Rue de Rivoli is closed to road traffic apart from taxis and buses.



Traffic supervision

To guarantee the best security for people and goods, Viparis is improving and reinforcing its security measures.

To gain access to the delivery dock at any time during the event, vehicles must first register. A web-based vehicle registration platform is at your disposal to facilitate access control: <http://logipass.viparis.com>

Your Project Manager and logistics manager are here to help you with your delivery and logistics arrangements.

3. Utilisation of the Delorme/Gabriel room freight elevators

The freight elevators facilitate travel from the delivery dock to the Delorme and Gabriel rooms.

- The use of freight elevators is complimentary. However, prior approval from the site manager is required before utilization.
- The utilisation of electric pallet trucks is forbidden within the room.
- The access to electrical cabinets and the operation of equipment are governed by the authority and oversight of the site manager and/or the site electrician.

No intervention may occur without the presentation of the requisite authorization.

- Dimensions of Delorme/Gabriel freight elevators

FREIGHT ELEVATORS				
	DIMENSIONS			U WEIGHT
	P	H	L	
MC 4	3.00 m	2.00 m	1.60 m	1600 kg
MC 5	3.00 m	2.00 m	1.60 m	1600 kg

ELEVATING PLATFORM				
	DIMENSIONS			U WEIGHT
	P	H	L	
LE NOTRE	6.00 m	2.80 m	2.40 m	5000 kg
GABRIEL	6.00 m	2.80 m	2.40 m	5000 kg

4. Dismantling

The dismantling is scheduled for **Thursday, March 26, 2026, from 6:00 p.m. to 10:00 p.m.**

Access to the delivery area is facilitated through the VIPARIS LOGIPASS platform, <https://logipass.viparis.com>, concurrently with the request for entry to the delivery dock for assembly.

All reservation requests must be processed exclusively through this online platform designated for exhibitors.

Registrations on the platform must be completed before March 19, 2026.

If your equipment is lightweight or not particularly bulky, and can be manually lowered through the main entrance of the Carrousel, we encourage you to utilize this option to avoid

obstruct the delivery dock and the freight elevators. **Please be aware that rolling stock, including trolleys, is not permitted in the shopping mall.**

We recommend that you approach your vehicles only when you are prepared to load.

IMPORTANT: There is no designated buffer zone on the delivery dock for leaving your equipment prior to approaching your vehicle. Please ensure that when you approach your vehicle, a member of your team is present on the delivery dock with the equipment prepared for loading.

During the dismantling period, please ensure the safekeeping of your exhibition equipment and personal belongings. The security of the exhibition concludes when the event closes to the public on Thursday, March 26, 2026, at 6:00 p.m.

5. Parking and parking facilities

5.1. For vehicles measuring up to 1.90 m in length

Several public car parks are available near the Carrousel du Louvre, with the most convenient option being the Indigo car park.

- **Indigo Parking – Carrousel du Louvre – Avenue du Général Lemonnier 75001 PARIS – 600 parking spaces. Coach parking available for 80 vehicles.**

Five additional car parks are situated in proximity to the Carrousel du Louvre:

- **Saint-Germain l'Auxerrois parking facility (800 spaces)**
- **Saint Honoré parking facility (700 spaces)**
- **Vendôme parking facility (1,500 spaces)**
- **Parking Pyramids (864 spaces)**
- **Louvre des Antiquaires parking facility (100 spaces).**

5.2. For vehicles exceeding 1.90 m

We encourage you to contact **Parkings de Paris**. Their diverse offerings enable them to accommodate vehicles with a height of up to 3.60 m and a length of 7 m for the entire duration of the event.

- **UTILITY VEHICLE** (with a height ranging from 1.90 m to 2.20 m), proceed to the address:

<https://www.parkingsdeparis.com/reservation-utilitaire-carte.php>

- **TRUCK** (with a height ranging from 2.10 m to 3.60 m), proceed to the address:

<https://www.parkingsdeparis.com/reservation-camion-carte.php>

You may reach them directly by phone: +33(0)1 83 62 94 68 during business hours: 9:00 a.m. - 6:00 p.m., or by email through www.parkingsdeparis.com.

6. Guarding

Day and night security will be implemented from Tuesday, March 24, 2026, at 8:00 a.m., continuing 24 hours a day until Thursday, March 26, 2026, at 6:00 p.m. (closed to the public).

7. Cleaning

Floor cleaning and garbage collection in the aisles and stands will occur each morning prior to the public opening of the show.

For stands of 9m² and larger, floor cleaning and garbage removal are included. **Cleaning is not included for the rental of startup boxes or stands of 6m².**

8. Tailored stand fitting and equipment services

8.1. Layout

OPTIMA will serve as the primary installer for the event in 2026.

For any further specific arrangements (electrical equipment, reserves, carpets, etc.),

OPTIMA provides its services. Please refer to the relevant order form in your exhibitor area, located under “**My additional orders.**”

These are supplementary orders pertaining to the following services:

- Display fixtures
- Supplementary standard fittings
- Supplementary partitions
- Floral embellishment
- Electrical apparatus: supplementary spotlights and other devices
- Transportation and logistics
- Carpet displayed on stand

8.2. Furniture

For all your furniture requirements, **Alisés** is the authorized service provider for the 2026 edition of SITEM. Please consult your exhibitor area, specifically the “My additional orders” section: www.alises.fr

The deadline for orders is March 15, 2026.

8.3. Audiovisual and Information Technology

For all audiovisual and IT requirements, **Mad Vidéo** is the designated service provider for the 2026 edition of SITEM. Please consult the relevant order form in your exhibitor area, located under “**My additional orders.**”

C – Description of the Exhibits

1. Warnings and Recommendations

Fire detection in the event room is facilitated by fire detection units.

Obstructing their proper functioning is prohibited.

The maximum permissible height for structures is thus **3 meters**.

The application of screws, nails, tacks, pins, double-sided adhesive, and similar items is strictly prohibited on the floors, ceilings, walls, columns, cornices, suspensions, doors, all curtains, and all furniture within the Carrousel du Louvre establishment.

No anchoring is permissible, particularly to floors, ceilings, walls, cornices, suspensions, electrical wall lights, doors, including fittings, gongs, hinges, espagnolette bolts, and similar components.

Furthermore, stapling or nailing on the partitions of the stands is prohibited (the partitions must be returned in their original condition at the conclusion of the show).

2. Modular stand of 9 square meters and larger

Depending on your preferences, modular stands of 9m² and larger are provided with partitions, signage, or left bare.

Please communicate your request via email to solene.denormandie@beauxarts.com prior before March 12, 2026.

Upon your arrival at the show on the assembly day, March 24, 2026, the floor markings will assist you in navigating the venue, and we will be present to help you orient yourself.

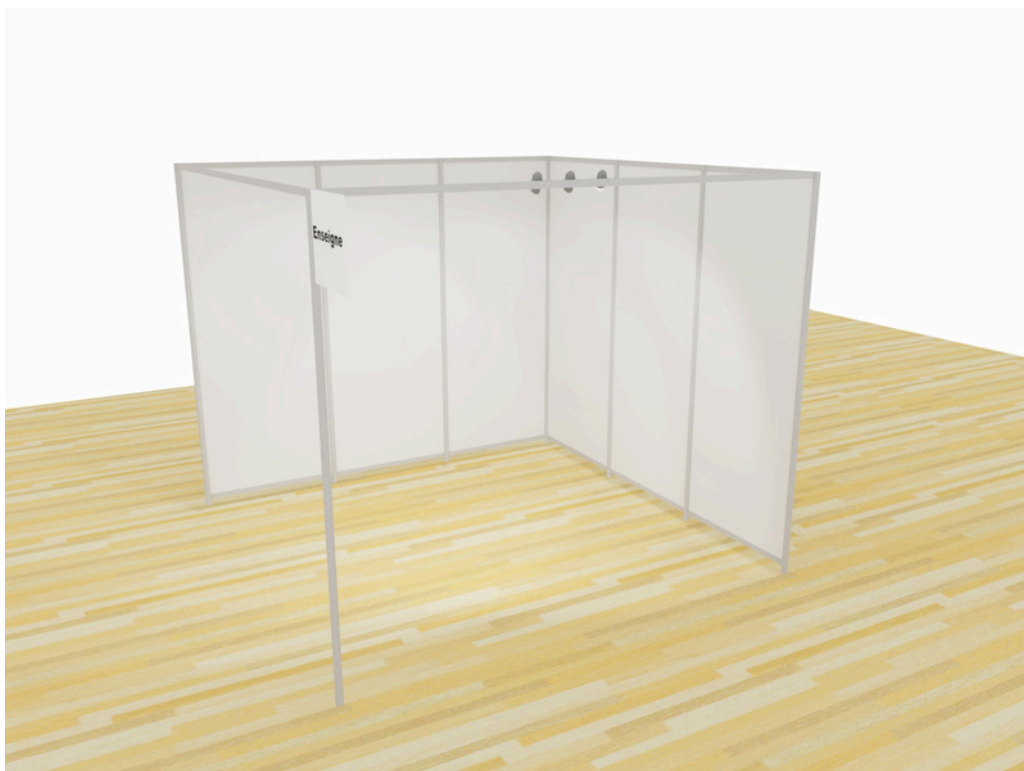
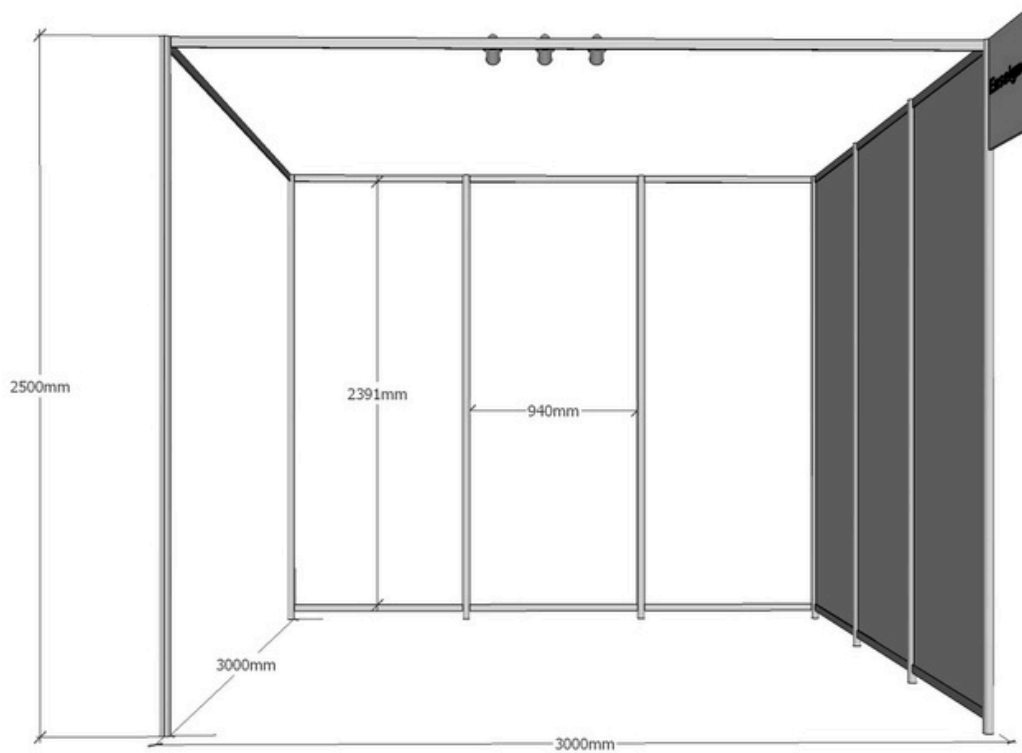
For bare and unadorned stands, no furnishings are supplied.

You may either bring your own furniture or order it from **Alisés**, an authorized service provider for SITEM 2026, through your “Exhibitor Area” under the section “**my additional orders.**”

Please remember that stapling or nailing anything onto the partitions is prohibited, as they must be returned in their original condition at the conclusion of the event.

Here is the diagram of the stands measuring 9m² and larger when delivered to you, complete with partitions, signage, and spotlights:

- Stand with 2.5-meter partitions
- Melamine partition panels
- 1 rail with 3 slots for 9m²
- 1 flag sign



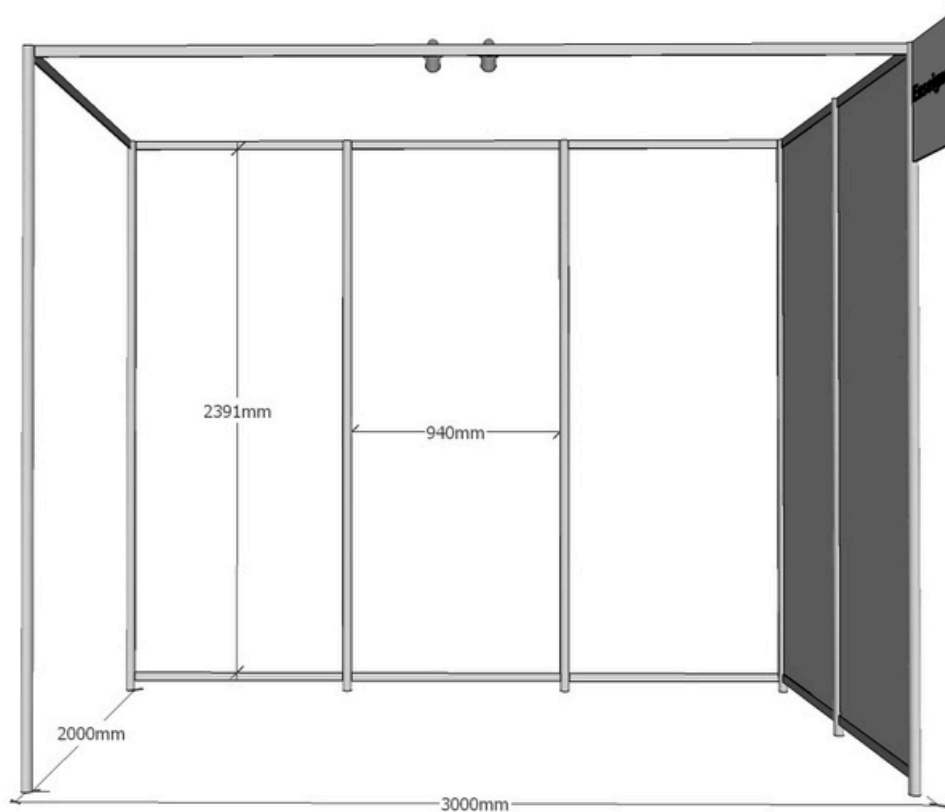
REMINDER: for any electrical power requirements, please place an order at <https://www.viparisstore.com/>

REMINDER: For any stand exceeding 9m², LE SITEM WILL NOT ACCEPT ELECTRICITY RESERVATIONS. ALL REQUESTS MUST BE SUBMITTED THROUGH THE PLATFORM www.visparistore.com.

3. Equipped stand of 6m²

A space measuring 6 m²

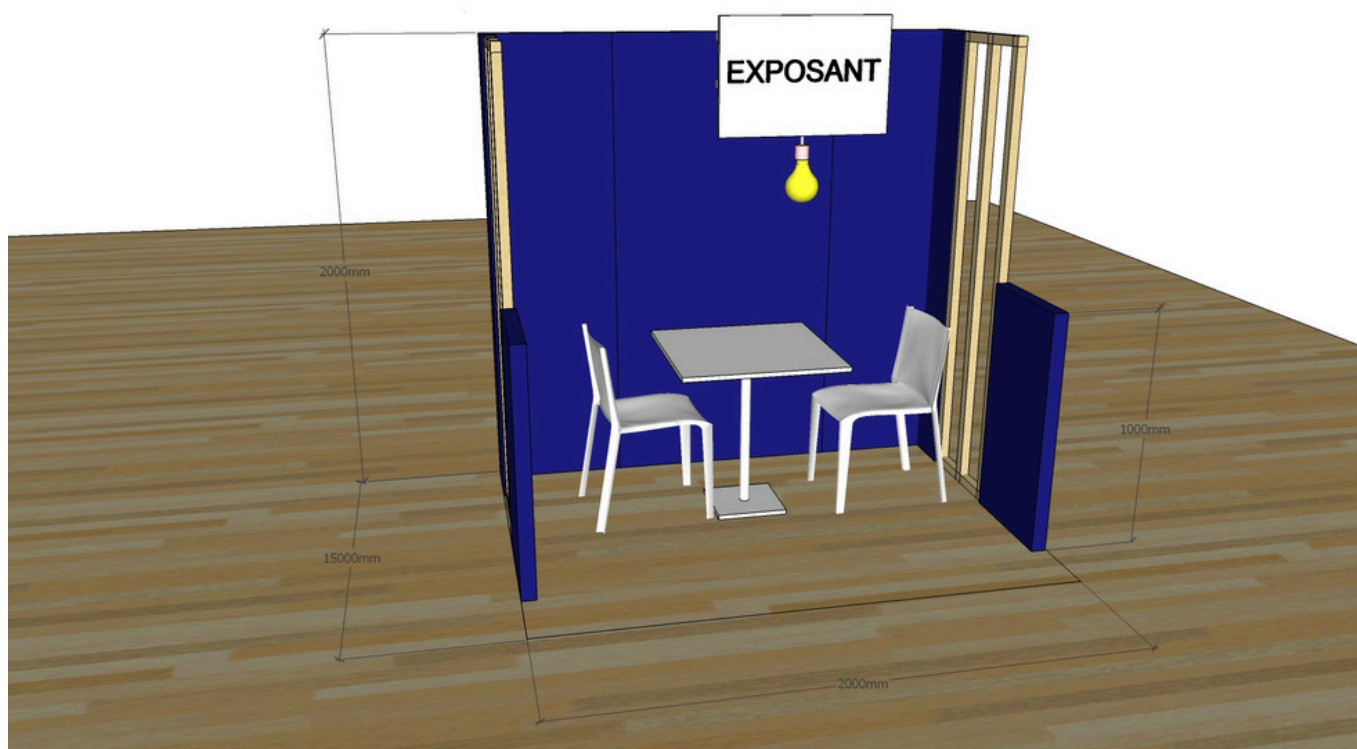
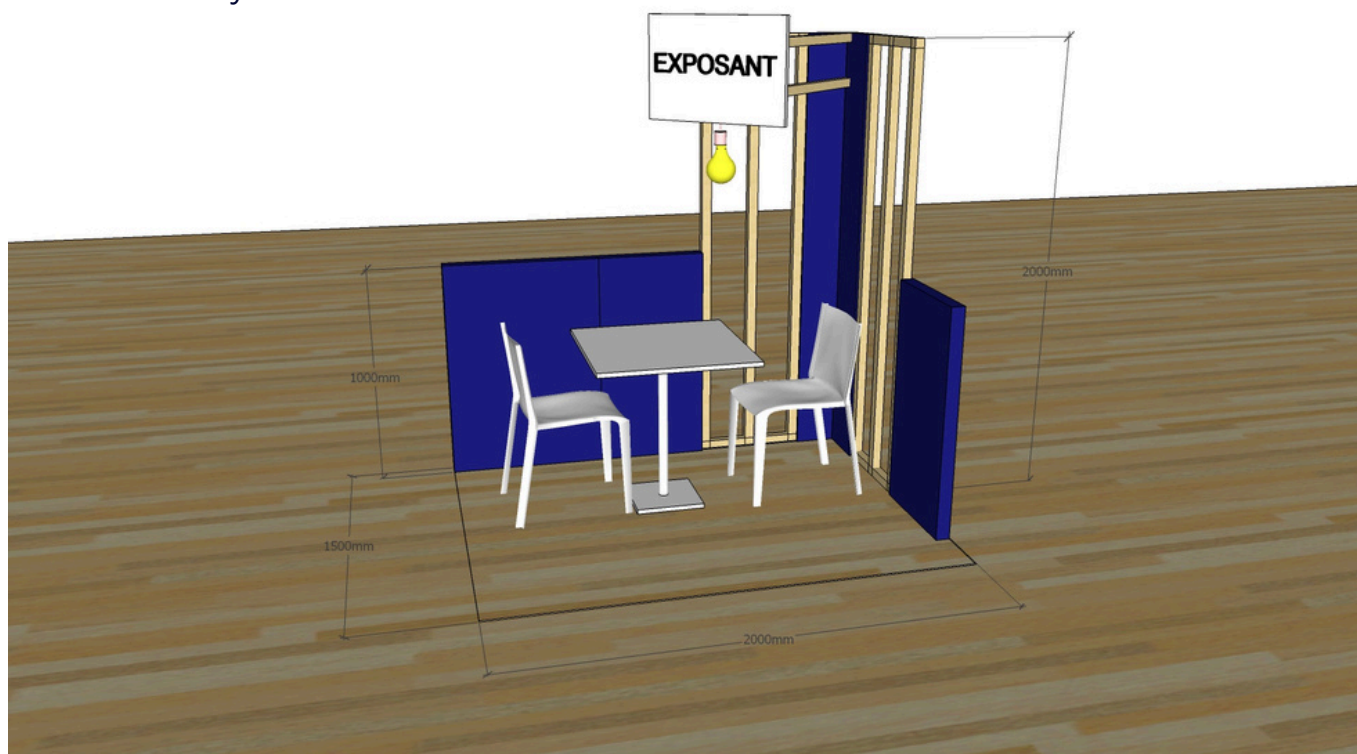
- Taught
- Counter
- Bar stool x1
- Two 100-watt spotlights
- Electricity 1 kW



4. Startup space 3m2

A space of 3m2

- Taught
- Table
- Chairs x 2
- Two 100-watt spotlights
- Electricity 1 kW



D- Lodgings

1. Accommodation in proximity to the Carrousel du Louvre

We recommend visiting <https://www.booking.com> to explore hotels in proximity to the Carrousel du Louvre. For your reference, here are several hotel options.

An alternative, somewhat more economical option is to visit www.airbnb.com and lease an apartment.

5* hotels

- **GRAND HÔTEL DU PALAIS ROYAL** – 4 Rue de Valois 75001 PARIS
+ 33 (0)1 42 96 15 35 – <https://www.grandhoteldupalaisroyal.com/fr/>

4*hotels

- **HÔTEL LUMEN PARIS LOUVRE** – 15 Rue des Pyramides 75001 PARIS
+ 33(0)1 44 50 77 00 – <https://hotel-lumenparis.com/fr/>
- **BEST WESTERN PREMIER LOUVRE SAINT-HONORÉ** – 141 Rue Saint Honoré 75001 PARIS
+33 (0)1 42 96 23 23 – <https://www.bestwesternpremier-louvresainthonore.com>
- **L'EMPIRE PARIS** – 48 Rue de L'arbre Sec 75001 PARIS
+ 33 (0)1 40 15 06 06 – <https://www.lempire-paris.com>
- **HÔTEL CRAYON ROUGE BY ELEGANCIA** – 42 Rue Croix des Petits Champs 75001 PARIS
+ 33(0)1 42 36 54 19 – <https://hotelcrayonrouge.com/fr>
- **LE RELAIS DU LOUVRE** – 19, Rue des Prêtres St-Germain l'Auxerrois 75001 PARIS
+ 33 (0)1 40 41 96 42 – <https://www.relaisdulouvre.com/?lang=fr>
- **HÔTEL DE LA PLACE DU LOUVRE** – 21, Rue des Prêtres St-Germain l'Auxerrois 75001 PARIS
+ 33 (0)1 42 33 78 68 – <https://www.esprit-de france.com/fr/placedulouvre>

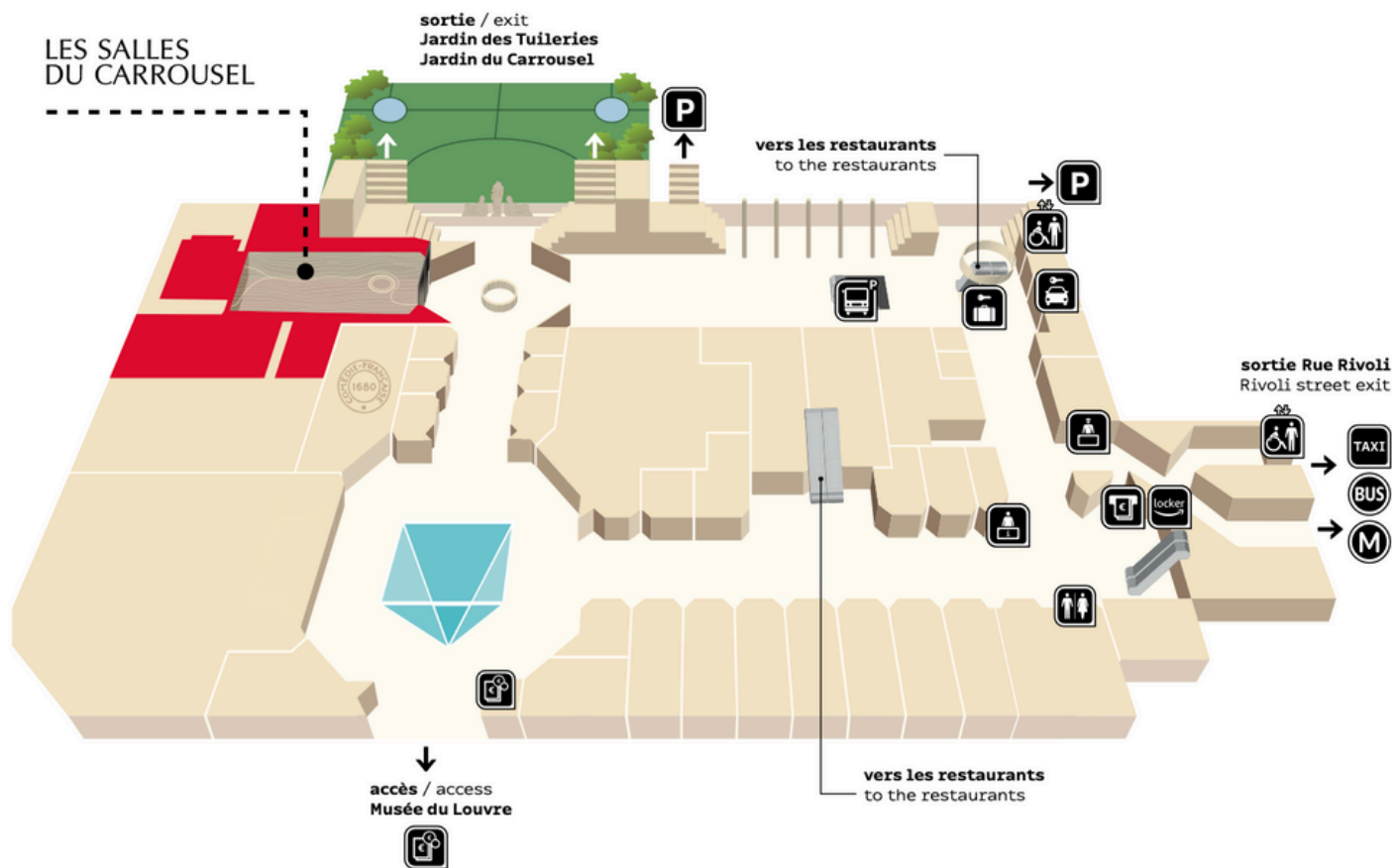
3* hotels

- **HÔTEL LOUVRE BONS ENFANTS** – 5 Rue Des Bons Enfants 75001 PARIS
+ 33 (0)1 42 61 47 31 – <http://www.hotellouvrebonsenfants.com>
- **HÔTEL SAINT-HONORÉ** – 85 Rue Saint Honoré 75001 PARIS
+ 33 (0)1 42 36 20 38 – <http://www.hotelsthonore.com/>
- **HÔTEL CRAYON BY ELEGANCIA** – 25 Rue du Bouloi 75001 PARIS
+ 33 (0)1 42 36 54 19 – <https://hotelcrayon.com/fr>
- **TONIC HÔTEL DU LOUVRE** – 12 Rue du Roule 75001 PARIS
+ 33 (0)1 42 33 00 71 – <https://www.paris-louvre-hotels.com/fr/>
- **HÔTEL DU LION D'OR LOUVRE** – 5 Rue De La Sourdière 75001 PARIS
+ 33 (0)1 42 60 79 04 – <https://www.hotelduliondor.com/>
- **HÔTEL CHOISEUL OPERA** – 1 Rue Daunou 75002 PARIS
+ 33 (0)1 42 61 70 41– <https://www.hotelchoiseuloperaparis.com>

2*hotels

- **HÔTEL LONDRES SAINT-HONORÉ** – 13 rue Saint Roch 75001 PARIS
+ 33 (0)1 42 60 15 62 – <http://www.hotellondressthonore-paris.com/>
- **HÔTEL MONTPENSIER** – 12 Rue de Richelieu 75001 PARIS
+ 33 (0)1 42 96 28 50 – <https://www.hotelmontpensierparis.com>
- **HÔTEL FLOR RIVOLI** – 13 Rue des Deux Boules 75001 PARIS
+ 33 (0)1 42 33 49 60 – <https://www.hotel-paris-florrivoli.com/index.html>

E – Map and access to the Carrousel du Louvre



Address: Carrousel du Louvre
99, rue de Rivoli 75001 Paris

Subway:

Lines **1** and **7** station **Palais Royal Musée du Louvre** exit 6

Bus :

Lines 21, 27, 39, 48, 67, 68, 69, 72, 81, 95, stops **Palais Royal Musée du Louvre** or **Palais Royal Comédie Française** or **Musée du Louvre**

Vélib:



- **Rivoli Louvre Museum** station no. 1014
- **Saint Honoré Louvre Museum** station no. 1023
- **Place André Malraux** station n°1015

By car:

- the tunnel on **Avenue du Général Lemonnier**
- **Quai des Tuileries** : turn left at the **Pont-Royal** traffic lights
- **Rue de Rivoli**: turn left at the traffic lights at the **Place des Pyramides**
- **Pont-Royal**: straight on, direction "**Opéra**", then turn right

In all three cases: go into the tunnel; at the traffic light at the lowest point of the tunnel, take the central ramp marked "**Parc Carrousel Louvre**"

Airport :

From Roissy Charles de Gaulle Airport:

(RER) B Châtelet Les Halles Metro line **1** **Palais Royal Musée du Louvre**

Taxi: 45 min

From Orly:

orlyval **Antony, (RER) B** Châtelet Les Halles, **Palais Royal - Musée du Louvre** Metro line **1**

Taxi: 40 min

F – Universal safety standards

1. Responsibilities of exhibitors

The exhibitor must adhere rigorously to the safety regulations and the event-specific provisions outlined in the technical file provided by the organizer.

The arrangements must be finalized during the acceptance visit conducted by the safety committee. The exhibitor is responsible for ensuring that all arrangements are available for thorough examination by the committee.

The Exhibitor or their qualified representative must be present during this reception visit. They are required to provide the Commission members with all information regarding the installations and materials that comprise the stand, excluding those covered by a recognized quality mark.

The stand arrangements must be executed in compliance with the stipulations outlined in Articles T 21 to T 24 of the decree dated November 18, 1987.

All materials comprising the stands must undergo a fire reaction report in accordance with the provisions of the Order of 21 November 2002. The reports will be accessible to the Safety Officer and the Safety Commission.

The stands must be organized in a manner that does not impede access to fire hydrants, extinguishers, manual triggers, and technical installations and rooms.

The Exhibitor is required to submit to the organizer, no later than one month prior to the public opening date of the event:

- Requests for particular authorizations regarding equipment or the utilization of the substances enumerated below:
 - Smoke emitters,
 - Thermal or internal combustion engines,
 - Equipment utilizing radioactive materials or producing X-rays (article T 43)
 - Lasers (articles T 44),
 - Acetylene, oxygen, or other gases that pose similar risks (Article T 45 § 2)
- Declarations (Articles T 8 and T 39) for installations that include:
 - Machines or devices in use,
 - An electrical installation exceeding 100 kW,
 - Flammable liquids (excluding those contained in automobile tanks)

Documents pertaining to the specific authorizations or the aforementioned declarations must be submitted to the prefecture.

If the exhibitor intends to install stands featuring ceilings and canopies, he must submit a request to the organizer within the specified time frame, detailing the safety measures that will be implemented.

The exhibitor assumes complete responsibility for the presentations and demonstrations conducted at its stand and must implement all necessary measures to ensure the safety of the public in attendance.

2. Facilities

Interior fittings, including ceilings, suspended ceilings, and canopies, must not impede the effective operation of smoke extraction systems or automatic detection and extinguishing systems.

The construction and arrangement of the stands, particularly their partitioning and framework, must utilize category M3 materials in compliance with the stipulations outlined in article AM 15.

Floral decorations composed of synthetic materials should be restricted. Alternatively, these decorations must utilize category M2 materials. These stipulations do not pertain to trade fairs and stands dedicated to floral activities.

Horizontal or non-horizontal coverings of podiums, platforms, or steps exceeding a height of 0.30 m and a total surface area greater than 20 m² may be constructed from category M3 materials. If the total surface area is less than or equal to 20 m², these coverings may utilize category M4 materials.

The displayed materials may be showcased on the stands without any obligation for fire resistance.

However, if these materials are utilized for the decoration of partitions or false ceilings and constitute more than 20% of the total surface area of these elements, the provisions of this article shall apply to them.

Given the temporary nature of the events, horizontal canopies are allowed for the duration of the event in accordance with the stipulations outlined in Article AM 10 (§ 2). They must be constructed from materials classified as category M 1.

Stands or premises featuring a ceiling, false ceiling, or complete awning, as well as those with an elevated level or those that do not comply with the stipulations of Article T 21 (§ 1), must concurrently satisfy the following conditions:

- Have a surface area of less than 300 square meters,
- Maintain a minimum distance of 4 meters.

- Total the entire ceiling and false ceiling surface (including that of raised levels) to no more than 10% of the surface area of the relevant level. Each stand or room may contain only one raised level.

If the surface area of these stands or premises exceeds 50 m², each must be equipped with suitable fire extinguishing measures, continuously operated by at least one security personnel while the public is present in the establishment.

If the entire volume of the space is not utilized, separation elements constructed from category M3 materials, which are not required to provide fire resistance, will delineate the area that is actually used. Their mechanical stability must enable them to endure the pressure exerted by the public.

3. Machines and devices demonstrated in operation

(Articles T 39 and T 40 of the Order dated 18 November 1987)

GENERAL PROVISIONS

The exhibitor assumes complete responsibility for the presentations and demonstrations conducted at its stand. It implements all necessary measures to ensure the safety of the public admitted to the area. It must adhere to any operational instructions provided by the organizer.

Each machine displayed in operation at a trade fair must be accompanied by a prior declaration submitted to the event organizer no later than one month before the event's commencement. Only installations that have received such a declaration may be permitted. All equipment must be adequately stabilized to mitigate any risk of overturning.

All protective measures must be thoroughly executed during the Safety Commission visit.

A responsible individual must be present at the stand during this visit.

No machine may be initiated or displayed in operational condition without the presence of a qualified individual on the stand. All presentations and demonstrations are conducted under the exclusive responsibility of the exhibitor (Art. T39§2).

The provision of electrical energy will be entirely halted at the expense of the relevant exhibitor for any stand where the operational machines pose risks to the public and for which no measures have been implemented to mitigate those risks.

- Equipment displayed in a stationary operational configuration

Equipment displayed in fixed operation must either feature fixed and appropriately designed screens or enclosures that prevent public access to any hazardous components, or be configured in such a manner that dangerous parts remain inaccessible to the public and, at all times, maintain a distance of one meter from pedestrian pathways.

- Materials exhibited in evolution

When materials are displayed in progress, a designated area must be established to ensure that the public remains at least one meter away; this distance may be increased based on the characteristics of the materials exhibited. These regulations apply to all stands, including those situated outdoors.

- Hydraulic jack apparatus

If equipment utilizing hydraulic jacks is positioned in a high static state, the hydraulic safety mechanisms must be augmented by a mechanical device to avert any premature deployment.

- Lasers (Article T 44).

Before their implementation, the lasers must undergo the following requirements from the Exhibitor:

- From a request for special authorization to the Prefecture,
- Upon the submission of the technical note along with the installation plan,
- From the delivery of the document prepared and signed by the installer, certifying adherence to the stipulations of Article T 44 and standard NF EN 60.825.

Class 3 and 4 lasers are not permitted indoors.

- Prohibited substances, products, and gases (Article T 45).

The following activities are prohibited within the Carrousel du Louvre establishment:

- The distribution of samples or products containing combustible gas,
- Liquefied petroleum gas,
- Balloons filled with flammable or toxic gas,
- Celluloid products,
- Pyrotechnic and explosive devices.
- The presence of ethylene oxide, carbon disulfide, sulfuric ether, and acetone.

4. Fire safety measures for trade fairs and exhibitions

4.1. Conventional classification of wood-based materials

(Order of March 30, 1983)

The following are deemed to align with the characteristics of category M3 materials:

- Solid non-resinous wood with a thickness of 14 mm or greater,
- Solid softwood with a thickness of 18 mm or greater,
- Wood-based panels (plywood, slats, fibers, particles) with thicknesses of 18 mm or greater.

WARNING: It is strictly prohibited to install any structures above the aisles (such as signage, footbridges, etc.).

4.2. Coating Materials

- Wall coverings

Wall coverings, whether composed of natural textiles or plastics, must be constructed from M0, M1, or M2 materials (1). These coverings may be stretched or secured with staples*. Various types of coverings, including fabrics, papers, and plastic films, with a maximum thickness of 1 mm, can be adhered solidly to supports made of M0, M1, M2, or M3 materials. Conversely, embossed and relief papers must be adhered solidly to M0 materials exclusively.

The materials displayed may be showcased on the stands without any fire reaction requirements. However, if these materials are utilized for the decoration of partitions or false ceilings and constitute more than 20% of the total surface area of these elements, the stipulations of the preceding paragraphs will apply. Nonetheless, these stipulations do not pertain to specific interior decoration fairs and stands where textiles and wall coverings are featured.

- Curtains, drapes, and net curtains

Curtains, drapes, and net curtains may be suspended if classified as M0, M1, or M2 (or rendered so through fireproofing). However, they are not permitted on the entry and exit doors of the stands, though they are allowed on cabin doors.

- Paints and varnishes

Paints and varnishes are strictly prohibited if classified as flammable, such as nitrocellulose or glycerophthalic.

- Floor coverings, podiums, platforms, and stands

Floor coverings, podiums, platforms, and stands must be constructed from M4 category materials and firmly secured.

Horizontal or non-horizontal coverings of podiums, platforms, or steps exceeding a height of 0.30 m and a total surface area greater than 20 m² must be constructed from M3 category materials. If the surface area is exactly 20 m², these coverings may utilize M4 category materials.

REMINDER: On the partitions of modular stands, stapling or nailing is prohibited. Double-sided tape or chains may be utilized instead.

The stands must be positioned on the same level. In cases where there is a height difference of a few centimeters, a fixed or removable inclined plane with a slope of no more than 10% will be provided to facilitate access for individuals using wheelchairs. This incline shall not encroach upon the traffic aisle.

4.3. Ornamental elements

- Floating elements

Floating elements Floating decorative or cladding elements (advertising panels with a surface area exceeding 0.50 m², garlands, light decorative objects, etc.) must be constructed from materials classified as category M0 or M1.

The use of signage or advertising panels featuring white letters on a green background is strictly prohibited, as these colors are exclusively designated for indicating emergency exits.

- Floral decorations

Floral decorations composed of synthetic materials should be restricted. Alternatively, these decorations must be constructed from category M2 materials.

NOTE: For natural plants, it is advisable to use peat potting soil, which should be maintained in a consistently moist condition.

- Furniture

There are no specific requirements for standard furniture (tables, chairs, desks, etc.). However, large furniture items (cash registers, counters, bars, shelving, etc.) must be constructed from category M3 materials or treated to achieve fireproofing.

4.4. Ignifugation

The assurance of the fire reaction classification for the materials utilized in the exhibition halls must be supplied upon request by the safety officer, in the form of labels, reports, or certificates.

Fireproofing can enhance the M2 quality of materials that are moderately or easily combustible in their natural state. This process can be achieved through spraying with a specialized liquid, applying a specific paint or varnish with a brush, or immersing the materials in a designated bath.

Fireproofing activities may be conducted:

- either by the decorators, who should be equipped to furnish comprehensive information regarding the treatment of the material,
- either by an authorized applicator, who provides the exhibitor with a certificate of an approved model detailing the nature, surface, and color of the treated coating, the product utilized, the date of the operation, along with the stamp and signature of the operator.

Coatings and materials that comply with safety standards are obtainable from specialized retailers, who are required to furnish certificates that correspond to the material's classification. To acquire the list of these merchants or the contact information for approved applicators, please reach out to: Groupement Technique Français contre l'Incendie, 10 rue du Débarcadère, 75852 Paris Cedex 17 - telephone: 01.40.55.13.26 – fax: 01.40.55.13.19 – email: infos@gtfi.org

NOTE: Fireproofing can only be performed on wood panels or on natural fabrics, or fabrics that contain a significant proportion of natural fibers. It is not applicable to synthetic and plastic fabrics.

VERY IMPORTANT: Reports of foreign origin are accepted solely if they adhere to Euroclass classification.

G – General Insurance for the salon

1. Civil Liability

1-1 Organizer's Civil Liability

It is acknowledged that the organizer of SITEM possesses insurance that covers its liability associated with its mission.

1-2 Civil Liability of Exhibitors

The exhibitor must possess an insurance policy that ensures coverage for the financial repercussions of any civil liability it may incur due to:

- Consequential or non-consequential bodily, material, and immaterial harm inflicted upon others;
- As a result of its role as an exhibitor in the events specified in the Special Conditions of its contract.

The exhibitor commits to ensuring that the external professional service providers and suppliers it engages are adequately insured for civil liability, and that any avenues for recourse against them are maintained. It assumes responsibility for their actions under its own civil liability coverage.

The exhibitor agrees to provide an insurance certificate that covers its obligations, along with the certificates from the external service providers and suppliers mentioned in this paragraph.

The guarantee commences on **March 24, 2026, at midnight** and concludes on **March 26, 2026, at 6:00 p.m.**, or upon the final departure of the exhibitor and/or the service providers it has designated, whichever occurs first.

2. Damage to the property of exhibitors

2-1 Comprehensive insurance

The SITEM organizer has incorporated into its ORGANIZER RC insurance contract a provision for damage to exhibitors' property, with a maximum liability of **€3,049** per exhibitor.

The coverage period extends from March 24, 2026, at 00:00 to March 26, 2026, at 18:00.

The amount specified above serves as a maximum limit for each exhibitor; however, in the event of a claim, the exhibitor is required to furnish evidence of the precise value of the goods, objects, or materials for which reimbursement is sought, along with the relevant insurance documentation.

This mandatory insurance is procured at their expense and for their personal account by the organization, **with the organizers bearing no liability, especially in cases of insufficient values declared by exhibitors.**

The terms of the guarantee are outlined in the **HISCOX (the insurer) coverage module no. EXPO0212**, which is included in this exhibitors' guide.

2-2 Statement of Loss

Any declaration of loss must be submitted to SEREX ASSURANCE utilizing the forms provided to exhibitors at the General Commission, adhering to the deadlines specified below:

a) Flight scheduled within 24 hours

During this same timeframe, a complaint must be submitted to the police authorities at the Police Station of the sector: 1st arrondissement – 45 Place du Marché Saint-Honoré - 75001 Paris – Contact information: commissariat-01@interieur.gouv.fr or 3430 (0.06€/min).

The subsequent details must be included in the theft complaint filed regarding the incident that occurred within the Salon:

- Common name and technical designation – the brand and references (serial number, type, etc.), dimensions – colors – value and all details facilitating the easy identification of stolen items.
- Name and address of the owning company,
- Name and title of the individual responsible for submitting the complaint,
I am submitting a complaint against...
- Date and time of the object's last sighting,
Designation of the hall and stand (numerals and letters),
- Indicate whether a break-in occurred.

b) Other damage within 5 days.

THE EXHIBITOR FORFEITS THE RIGHT TO INSURANCE BENEFITS IF HE FAILS TO COMPLY WITH THESE REQUIREMENTS.

The guarantee becomes effective on **03/24/2026 at midnight**, commencing from the day the insured items arrive at the Exhibition grounds. **Loading and unloading operations are excluded from this contract.** It terminates immediately upon the exhibition's closure to the public on **03/26/2026 at 6:00 p.m.**

SITEM 2026 CHECKLIST

M A N D A T O R Y	What ?	When ?	Where ?	X
	EXHIBITOR CREDENTIALS	From January 2026	To download from your "Exhibitor Area."	
	SENDING E-INVITATIONS	January 27, 2026	through the exhibitor area - e-invitations section	
	ACCESS TO THE BUSINESS CONFERENCE PLATFORM	Mid-February		
	EXHIBITORS' WEB DIRECTORY (= your digital presence)	From January 2026	To be submitted online in the Exhibitor Area	
	Set up, dismantling, and access to the DELIVERY DECK schedule (applicable solely to exhibitors needing access to the delivery dock and freight elevators)	Prior to March 19, 2026	Registrations will be conducted on LOGIPASS. The platform is set to launch in February.	

	What ?	When ?	Where ?
OPTIONAL	Optional sequence of BOOTH ARRANGEMENTS at OPTIMA	Order deadline: March 12, 2026	The order form can be found in your Exhibitor Area, specifically in the “my additional orders” section. Please return it to contact-exposan@optima-events.fr
	Optional order of audiovisual equipment at MAD VIDÉOS	Prior to March 12, 2026	The order form can be found in your Exhibitor Area, specifically in the “my additional orders” section. Please return it to veronique@madvideo.fr .
	Optional arrangement of FURNITURE in ALISÉS	Until March 15, 2026	Order form in your Exhibitor Area, under the "my additional orders" section. Please return it to infos@alises.fr .

SITEM 2026

Summary sheet

Find your key dates
and information here.

