

TOURS LOVE



EXHIBITORS TECHNICAL GUIDE

FB NETTOYAGE BIO NETTOYAGE

01 AU 02 AVRIL 2026



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COMPULSORY FORMS

Appendix form page 22 be returned before 09/03/26

VIGIPIRATE PLAN (National security alert system)



A reminder that the **Vigipirate plan is in “heightened vigilance”** mode and because of the current security alert level in France, your event will be adopting measures to ensure security for all, taking into account the reality of our environment.

Random searches of vehicles entering the Palais des Congrès delivery area will be carried out when the exhibitors set up and dismantle their stand, and during the opening of the exhibition.

Security is the responsibility of everyone and we count on your vigilance and cooperation.

GENERAL INFORMATION

1. SUSTAINABLE DEVELOPMENT POLICY

OUR COMMITMENTS IN TERMS OF SUSTAINABLE DEVELOPMENT AND CORPORATE RESPONSIBILITY

Tours Événements adheres to a corporate responsibility approach according to the principles of the International Norm ISO 20 121 (Responsible Management System applied to event organisation activity). Our commitments have been recognized through the obtaining of a certification in December 2019, of its annual monitoring and renewal of this certification in December 2024.



This certification recognizes the integration of economic, social, territorial and environmental considerations in the daily execution of our missions. We have defined 3 priority issues to control the impact of our activities:

REDUCE

Reduce environmental impact of our activities, by acting on the management of our waste, the conservation of resources and the control of our greenhouse gas emissions effect.

MAINTAIN

Support, through our leadership and our experience, a responsible economic development for our territory, in particular through our responsible purchases and our involvement in a local collective commitment.

BE BENEVOLENT

It is to ensure the well-being of women and men of our ecosystem, by fighting against discrimination and inequalities, and by developing measures that privileges integration, inclusion and the quality of life at work.

Find full details of our policy of sustainable development on: <https://shorturl.at/EFMX0>

As an exhibitor, you will be contributing to the achievement of our aims, in particular by following the compulsory waste sorting procedures outlined below.

Tours Événements has also been a company with mission since February 2021.

By hosting and organizing local, national and international events, the reason to be of Tours Événements is to contribute to the attractiveness and responsible economic development of its territory.

More information on: <https://www.tours-evenements.com/destination-durable>

WASTE SORTING PROCEDURES

Mindful of the need to work in a **selective sorting** mode, Tour Evénements will provide, during the **INSTALLATION AND DISMANTLING** phases:

IN THE DELIVERY AREA:



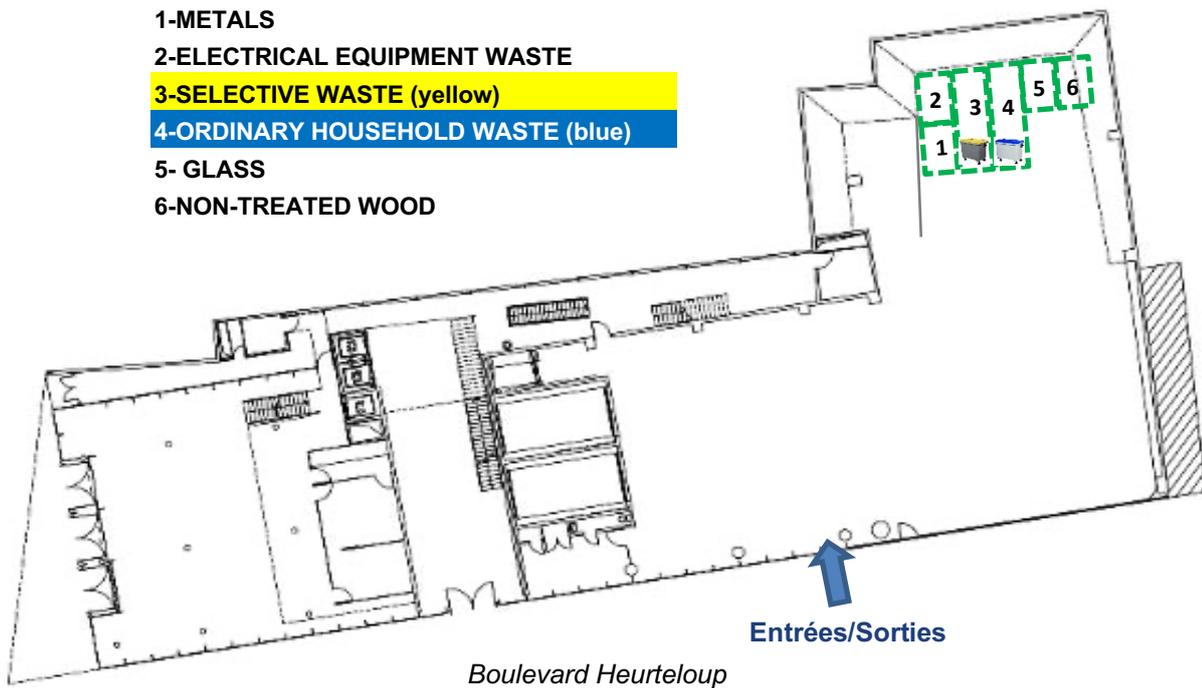
Containers identified with **YELLOW LIDS** for selective waste (cardboard, plastic, plastic bottles and drink cans)



Containers identified with **BLUE LIDS** for ordinary household type waste (including food waste).

DELIVERY AREA

- 1-METALS
- 2-ELECTRICAL EQUIPMENT WASTE
- 3-SELECTIVE WASTE (yellow)
- 4-ORDINARY HOUSEHOLD WASTE (blue)
- 5- GLASS
- 6-NON-TREATED WOOD



WE COUNT ON YOUR FULL COOPERATION TO ENSURE THE SUCCESS OF THESE SELECTIVE SORTING PROCEDURES.



BEING A RESPONSIBLE EXHIBITOR

Definition: an Exhibitor who endeavours to preserve nature and the environment, by being autonomous and responsible for sorting his/her waste.

INSTALLATION - DISMANTLING

PRIOR SORTING OF WASTE ON THE STAND:

- Wood
- Cardboard Cartons
- General industrial waste (flooring material, non-recyclable products)
- Glass
- Metals – electronic material waste
- General household type waste (other non-recyclable waste or food waste)

PLACE ALREADY SORTED WASTE IN THE SORTING ZONES PROVIDED FOR THIS PURPOSE (SEE PLAN ABOVE)

STAND OPERATION (open to the public)

PRIOR SORTING OF WASTE AT THE STAND:

- Glass
- Selected waste (cartons, plastic bottles, drink cans, paper ...)
- General household type waste (other non-recyclable waste or food waste)

PLACE ALREADY SORTED WASTE IN THE SORTING ZONES PROVIDED FOR THIS PURPOSE

TOURS EVENEMENTS RESERVES THE RIGHT TO SANCTION ANY EXHIBITOR LEAVING WASTE AT THE STANDS

ENERGY SOBRIETY

To improve energy saving, the event industry French organisations are committed to reduce the use of LIGHTINGS and ELECTRICAL APPLIANCES during the closure to the public of the events held in Exhibition and Conference Centers.

Outdoor lightings will be switched off at last 2 hours after the closure of the event to the public and will be switched back on one hour before its opening.

In this context, exhibitors will have to :

- **switch off the lights on their booth from the closure of the exhibition to the public until the opening on the day after,**
- **switch off all electrical appliances (except cold chain) during the same period.**

Exhibitors must inform Tours événement if some constraints require a constant electrical connection.

Tours événements teams will check every evening that these instructions are taken into account.

If these instructions are not respected, we will notify the exhibitor by any means.

If, despite a first notification, a non-compliance is identified again, a 150 € flat-rate penalty will be paid by the offender and Tours événements teams will be entitled to switch off all electrical connections on the booth during the closure periods of the event, without recourses for the exhibitor.

GENERAL EXHIBITION REGULATIONS

2. EXHIBITION SITE / ACCESS

The exhibition will be held at Salons Agnès Sorel on level +2 of the Palais des Congrès :

<p>PALAIS DES CONGRÈS DE TOURS Tours Événements 26 Boulevard Heurteloup CS 24225 37042 TOURS CEDEX 1 Standard téléphonique : 02 47 70 70 70 www.tours-evenements.com</p>
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The address of delivery area is : 32 Boulevard Heurteloup.

3. EVENT INFORMATION

Type of activity: Congress

Number of persons expected: 200

4. OPENING HOURS

	DATES	OPENING HOURS	
INSTALLATION	31/03/26	From 02 : 30 to 06 : 30	
OPENING	01/04/26	Exhibitors From 07 :30 AM to 09 :00 PM	Visitors From 08 : 30 AM to 09 : 00 PM
	02/04/26	From 07 : 00 AM to 05 :00 PM	From 08 : 00 to 02 :30 PM
DISMANTLING	02/04/26	From 02 : 30 PM to 07 :30 PM	

**YOUR PACKAGES WILL BE DIRECTLY TO YOUR STAND.
WHEN DIMANTLING YOUR STAND, PLEASE PREPARE YOUR LABELED PACKAGES, WE WILL TRANSPORT THEM TO THE DELIVERY AREA**

5. STAND INSTALLATION

No exhibitor can be admitted to the exhibition site outside the times mentioned above.

No minors are authorised to be on the Palais des Congrès premises during installation and dismantling phases, except for persons aged 16 years or more with an apprentice contract. Persons over 16 years of age must be able to justify their presence on the site.

Stands must be fully installed before the exhibition is open to the public and no further collection or delivery of materials will be allowed until the end of the exhibition.

All consignments must be unpacked on arrival and empty packaging removed rapidly from the exhibition premises before the opening to visitors. Tours Événements reserves the right to take any measures necessary to fulfill this requirement at the expense and risk to the exhibitor.

Exhibitors should identify all persons authorised to work on the stand during the installation and dismantling phases. And provide Tours Événements with the names, first names and company names of the persons concerned. Badges must be worn at all times.

(Owing to the significant amount of activity during these installation and dismantling periods security surveillance cannot be assured. It is therefore strongly recommended that exhibitors protect themselves against possible risks, in particular theft).

6. EXHIBITION CLOSURE

Exhibitors may not remove material or articles from their stand before the end of the exhibition, including during any extension of the exhibition, and then only once all public visitors have left the premises.

7. COLLECTION OF MATERIALS AND STAND DISMANTLING

Stand clearance will take place on **02/04/26 after the end of the exhibition, from 02 : 30 PM to 07 :30 PM.**

No material may be removed without the permission of the Organiser.

The clearance of stands, merchandise and decorations is the responsibility of the exhibitor and should be carried out in accordance with the published time schedule.

Beyond this deadline, Tours Événements may transport objects remaining on the premises to storage facilities of its choice, at the cost and risk of the exhibitor, and may not be held liable for any damage, total or partial, without prejudice to possible compensation claims by Tours Événements for abusive occupation.

Exhibitors must identify all persons authorised to work on the stand during clearance.

As for the installation, exhibitors are particularly recommended to insure against risks of damage during stand clearance operations.

8. DELIVERY AND COLLECTION OF MATERIALS

The configuration of the Palais des Congrès imposes particular arrangements for the arrival of material and exhibition infrastructure. Tours Événements systematically provides the technical and coordination services for the delivery area and handling and reception of packages and materials can only be authorised by these technical services.

The configuration of the delivery area requires that trucks be equipped with tailgate lift systems.

A particular reminder that each exhibitor or representative is responsible for the transport, reception and dispatch of his/her packages, and the verification of their content (c/f Delivery area regulations).

If exhibitors or their representatives are not present to receive their packages at the event site, and these are not clearly identified (name of the event and the consignee), Tours Événements may send back the delivery or have the packages unpacked at the expense, risks and perils of the concerned parties.

No delivery will be accepted outside the days scheduled for the event installation (c/f Delivery area regulations).

9. STAND PRESENTATION

1. Provision of stand area

Floor resistance : 250 kg/m²

2. Stand description (refer to the description form page 7)

A reminder that all material and equipment (electricity connections ...) rented out to exhibitors who have ordered them, should be returned to the Administration offices of Tours Événements at the end of the exhibition. Any material or equipment that is lost or damaged will be charged to the exhibitor.

Only adhesive putty or picture rail fastenings are authorised for displaying documents on the stand panels

3. Stand Decoration and Layout

TOURS ÉVÉNEMENTS reserves the right to have removed or modified installations which do not correspond to the general aspect of the exhibition or that hinder or obstruct neighbouring exhibitors or their visitors, or which are not in conformity with the layout plan and the model submitted in advance.

A reminder that it is forbidden to proceed with any intervention affecting smoke flues, water and compressed air outlets, electric and telephone circuits, water evacuation pipelines or pipe channels. It is forbidden to drill any holes for hanging or sealing on door frames or antenna fixations, etc ... The "Pull-Release" devices for smoke extraction dampers in the halls should always be accessible to the fire prevention services.

4. Additional equipment (to be ordered)

Tours Événements can provide additional optional services presented in the attached "Request for additional services" form, including the list and descriptions.

Certain services, **like the sticking**, can be subject to exclusivity. This is incumbent upon the exhibitor.

The request for additional services should be returned to Tours Événements in accordance with the instructions listed.

Tours Événements may be obliged to refuse orders or changes to previously placed orders because of time constraints, stock shortages or for technical reasons.

A reminder that all equipment ordered must be insured by the exhibitor, in accordance with the instructions set out in the general regulations of the event, throughout the duration of the event (including installation and dismantling phases).

The payment for additional services is due at the time of ordering and only orders including the corresponding payment can be processed. The applicable tax is VAT. Exhibitors are required to settle the VAT amount, at the rate in force, at the time of payment transfer.

In case of cancellation or withdrawal, only cancellations sent to Tours Événements in writing (letter or e-mail) at least 15 working days before the date of the event, can be taken into account for reimbursement of payments already made.

5. General Regulations

a. Stand presentation

Packaging material and objects not used for the stand presentation should be stored out of view of visitors.

b. Advertising

The use of demonstration or advertising sound equipment, or other means meant to attract visitors is left at the discretion of Tours Événements.

No sales brochures relating to articles not presented on the stand may be distributed without written permission of the Organiser.

Exhibitors must deal directly with the SACEM (copyright body) if music is used at the event, even for simple demonstrations of sound equipment.

c. Industrial Protection

The exhibitor is responsible for ensuring the industrial protection of materials or products exhibited, in compliance with the legal provisions in force (such as the submitting of French patent requests). These formalities must be carried out before the presentation of materials and products. Tours Événements will not accept any liability in this regard.

d. Customs

While the Trade fair is placed under customs bond throughout the duration of the event, each exhibitor is responsible for completing the formalities for materials and products coming from abroad. The Palais des Congrès cannot be held responsible for difficulties which may arise in completing these formalities.

6. Photographs

Exhibitors may commission photographers exclusively for shots of their stand. They can call on photographers recommended by Tours Événements.

Tours Événements reserves the right to authorise the reproduction and sale of photographs of the general event. Exhibitors give prior authorisation to the use of such images, whatever the media concerned.

7. Receptions - Catering

No meals may be prepared on the stands.

Tours Événements reserves the exclusive rights for drinks sales.

A reminder that serving free drinks does not require a particular licence. The official event caterers approved by Tours Événements may be solicited (list page 10).

No cocktail receptions may be organised outside the official opening hours of the event.

10. SAFETY REGULATIONS

1. Exhibitors

Exhibitors undertake with the signature of the admission request to respect regulatory measures applicable to event organisation in France and must in particular comply with the safety measures imposed by the Public Authorities and measures relating to installations and safety instructions to be observed within the Palais des Congrès.

The safety instructions to be observed by exhibitors are attached to the present regulations and include a declaration of conditions acceptance which must be returned no later than the **09/03/26**.

Decisions of the Safety Officer must be complied with immediately and no recourse is possible even in the case where an exhibitor would not be authorised to open his/her stand. No compensation can be claimed in this respect.

A reminder that the organiser has the obligation to prohibit the operation of a stand and to refuse the supply of electricity or other fluids in the case non compliance with the present regulations.

2. Electrical installations

These are subject to approval by the Technical and Safety department of Tours Événements.

3. Exhibition of automobiles positions de véhicules automobiles

The fuel tanks of petrol driven vehicles must be emptied or be equipped with locking systems.

11. INSURANCE

Exhibitors must have confirmation of Third Party Civil Responsibility insurance relating to their activity available on request by Tours Événements. The insurers of Tours Événements or the organisers reserve the right to recourse in the event of damages related to the actual activities of the exhibitor during the event.

Materials within the exhibition are guaranteed by Tours Événements up to the sum of 3.049 € per exhibitor. This sum however is subject to the proportional rule, in conformity with the Insurance Code, if the value of the exhibited goods exceeds this amount.

It is therefore recommended that each exhibitor declares the total value of the exhibited goods at the time of registration (at least 30 days before the starting date of the event) and that excess value be guaranteed by his insurer or that of the event organisation.

All insurance contracts taken out should necessarily include an undertaking by the insurers of the exhibitor to abandon unconditionally any recourse with regard to the Organiser (and any contracting parties), Tours Événements, the Municipality of Tours, the French State and all other exhibitors.

In the case of any theft, complaints should be filed with the Tours Central Police Commission (see useful addresses).

12. DATA PROTECTION ACT

For application management purposes, Tours Événements collects, processes and uses personal data under the French Data Processing and Civil Liberties Law n° 78-17 of January 6th, 1978 (named « Loi Informatique et Libertés » or « LIL ») and in accordance with the European Union Data Protection Act 2016/679 du 27 avril 2016 (called « RGPD »).

Tours Événements is committed to comply with these law and act, and shall take all the appropriate measures to ensure data security. These data concern the company and its representatives and are : name, professional phone number, mail and e-mail addresses for contacts and interlocutors. The purpose of the data collection and processing is the management of the business relation between Tours Événements and the exhibitor (invoicing, accounting and contractual relationship) as well as contacts about the services Tours Événements may provide to the exhibitors. Tours Événements undertakes not to pass on these data outside Tours Événements and its subcontractors whose intervention is required for processing the contractual relationship and, on their request, to the authorities. The data are stored in the European Union. The data collected for the application of the exhibitor are conserved for 5 years. Those related to invoices and accounting are conserved during 10 years

The persons concerned have the right of access to the personal data concerning them and the right to correct inaccurate or incomplete data. This right may be exercised by mail to Tours Événements (Délégué à la protection des données/DPO, 26 bd Heurteloup, CS 24225, 37042 TOURS CEDEX 1, France) or by email to : infoperso@tours-evenements.com.

A claim can be also sent to the CNIL (French National Commission for Data Protection and Liberties) at the following e-mail address : <https://www.cnil.fr/fr/plaintes>.

13. USEFUL ADDRESSES

SNCF Rail information :

Tel. : 36.35

Taxis :

GROUPEMENT DES TAXIS-RADIO DE TOURS

Tel. : 02 47 20 30 40

Police :

70 rue Marceau

37000 TOURS

Tél. : 02 47 33 80 69

Customs :

5 rue Germaine Richier

37100 TOURS

Tel. : 02 47 85 38 60

SACEM :

15 rue Paul-Louis Courier

37000 TOURS

Tel. : 02 47 60 30 30

14. FOR ALL INFORMATION

1. Exhibition Commission Offices : vpalombi@a3pservices.com

04 37 28 30 40

2. Exhibitors Service Tours Events :

Email : exposant@tours-evenements.com / Tel. : +33 (0)2 47 70 70 70

DESCRIPTION OF SUPPLIED STAND

Floor :

- Level +2 : Carpetting (no flexible vinyl flooring can be installed / only framed parquet is possible, please contact us for further information)

Floor resistance : 250 Kg per m²

Maximum authorised height:

Ceiling heights : Level +2: from 2.30 to 3.40 m

Communication elements (roll-up banners, umbrella stands, etc.) are limited to a width of 2 m x a height of 2 m.

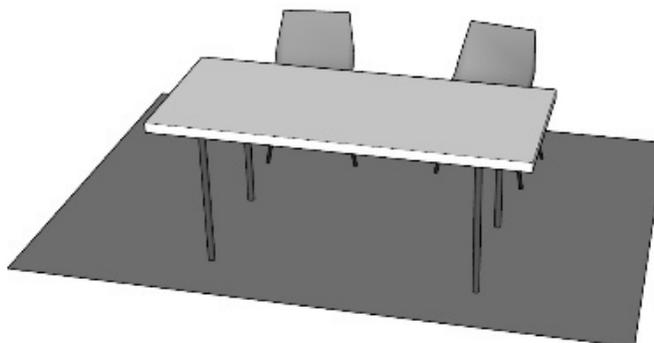
Example of stand modules :

The booth rental includes :

- 1 table with black lycra cover
- 2 chairs
- 1 watebasket
- electrical connection 16A mono
- coffee machine + pods supplied

For any additional orders, please refer to the exhibitor catalog

No contractual drawing



Please note that this guide must be forwarded to your stand designer and agreed on by signing the compulsory form. All stand designers must provide Tours Evenements with the detail plans of the stand including all dimensions

APPENDIX

EXHIBITOR GUIDE

IMPORTANT : MEMO REGARDING LEVEL +2

A complete refurbishment of the level 2 of the Convention Center is being done, divided into several phases of work spread over several years.

The first phase consisted of a complete replacement of the floorcoverings, and the lighting on the side parts.

The floor covering is now made of Bolon (woven vinyl flooring), from Ateliers Jean Nouvel.

MANDATORY MEASURES TO APPLY TO ANY INSTALLATION, ASSEMBLY AND DISMANTLING (EXHIBITION, SALES DEMONSTRATION, CATERING, ...):

- All the metal structure feet of stands or heavy structures (metal, wood, ...) must be equipped with plastic caps/pads, or any other system allowing ground protection
- Floor drilling prohibited
- The use of electric forklift trucks is prohibited
- All mobile elements (furniture, flight case) must be equipped with wheels or caps adapted
- The use of carpet is only permitted on wooden floor
- Adhesive low tack tape only : must not leave any marks upon removal
- Structure building and painting are not allowed on the level +2 (cutting, drilling, ...). Only assembly can be done on the spot.
- Avoid excessive loading : maximum 60 kg (130 pounds) on an area of 15 cm² (2.3 square feet)

An inventory will be done upon arrival and departure of each event.

DELIVERY AREA REGULATIONS

The configuration of the Palais des Congrès imposes a specific organisation of material and exhibition infrastructure deliveries. Instructions in the present regulations must be strictly adhered to. A reminder that the installation of exhibitors for the FB Nettoyage / Bio Nettoyage will be on the 31/03/26 from 02 :30 PM to 06 : 30 PM.

1. Delivery Area

No vehicle may enter the delivery area without authorisation.

Dimensions of access and loading elevator:

- Height below ceiling of delivery area : 4.50 m
- 2 X 9 tonne loading elevators : H=2.85 m, l=2.90 m, Depth=5.75 m
- 1 loading elevator of 1 tonne: H=2 m, l=1 m, Depth=2 m

2. Directions for access

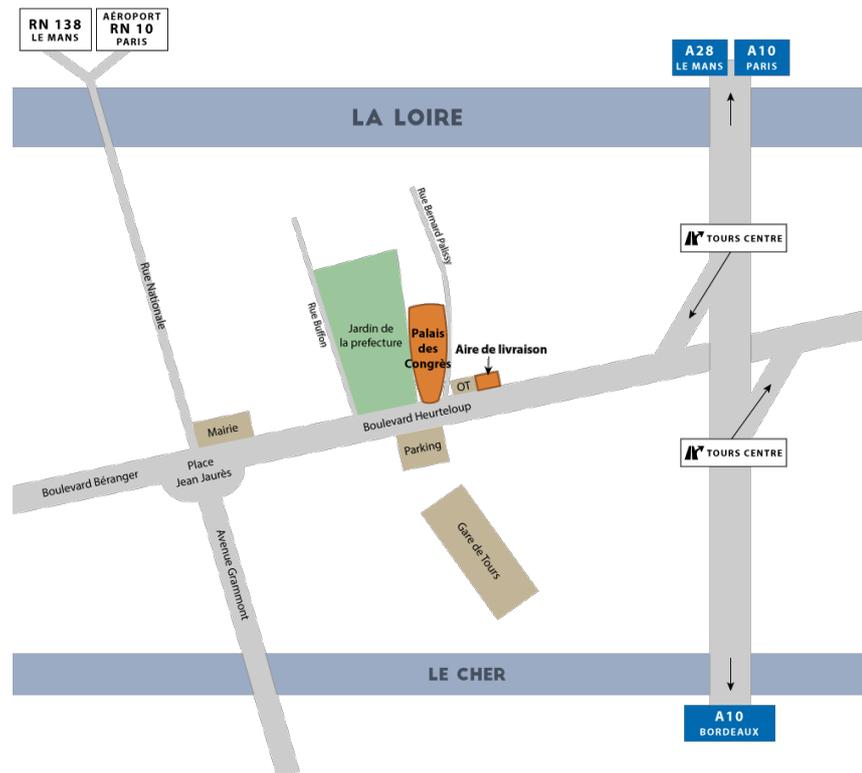
a. Delivery area

The delivery area is located on Boulevard Heurteloup in Tours (A10 exit Tours Centre) just before the Palais des Congrès.

b. Loading elevator (per level)

From the delivery area all materials transit by loading elevators (9 tonnes and 1 tonne) and descend to level -2 (level accessed directly by a delivery tunnel).

For your exhibition taking place on Level "+2", the loading elevator for access is:



3. Delivery dates

3.1. Deliveries by a transporter, other than the exhibitor:

Deliveries are only allowed on the day before installation by exhibitors, i.e. the 30/03/26 from 08 :30 AM to 12 :00 AM and from 01 : 30 PM to 05 : 00 PM
31/03/26 from 08 :30 AM to 12 :00 AM

Please ensure the transporter is informed of these delivery regulations.

3.2. Deliveries by the exhibitor:

Deliveries are only authorised on the 31/03/26 from 02 : 30 PM to 06 :30 PM.

No delivery will be accepted outside the scheduled days for event stand installation

4. Identification of packages

Each package should be numbered and display very clearly.

DELIVERY AND RETURN SLIP FOR PARCELS TO BE PRINTED ON THE LAST PAGES OF THIS GUIDE.

Exhibitors should imperatively inform the Palais des Congrès of any heavy or over dimensioned materials which may require special handling procedures.

5. Delivery procedures

Packages will be unloaded immediately after the arrival of the vehicle. After the unloading operation the vehicle should immediately leave the delivery area.

Vehicles may be parked at their own expense in the underground car park by the station (Place de la Gare). Vehicles not exceeding 1.9m in height are admitted anywhere in the car park. Vehicles between 1.90 and 2.60m can also use the car park but only in the specially designated area (25 parking spaces).

6. Package processing

Fork-lift trucks are available for exhibitors under the supervision of personnel from Tours Evénements.

A reminder that all deliveries carried out in the absence of the exhibitor remain under his/her full responsibility.

7. Package collection

During dismantling, packages must be prepared at the stand and then transported **by the exhibitor** to the delivery area. If the exhibitor does not move the packages to the delivery area, a fixed cost of 100 € HT/m³ will be billed by Tours Evénements to the exhibitor, or to the event organiser.

Vehicles will be allowed into the delivery area when the packages are ready to be loaded. Vehicles may only remain at the loading bay for the duration of the loading operation.

If, for any specific reason packages cannot be collected until after the exhibition dismantling phase, storage time may not exceed 2 days. This storage will be charged to the exhibitor at 100 € HT/m³ and by day. Beyond this deadline the packages will be destroyed.

The destination of the packages must be clearly identified:

<p>CONSIGNEE</p> <p>FULL ADDRESS</p>
--

They will be placed in the delivery area.

The Palais des Congrès de Tours cannot be held responsible for material left by the exhibitor, nor for its shipment.

LIST OF ACCREDITED CATERERS



CHEVALIER TRAITEUR

Marché de Gros de Rochepinard
Avenue Vatel 37000 TOURS
Tél : 02 47 85 20 30
contact@chevaliertraiteur.fr
www.chevaliertraiteur.fr



LA PETITE FRANCE

42 Route de Saumur
86440 MIGNE AUXANCES
Tél : 05 49 51 75 94
sonia@lapetitefrance.fr
www.lapetitefrance.fr



L'OREE DES BOIS

Avenue de la Clercière
49370 BÉCON-LES-GRANITS
Tél : 02 41 77 04 51
commercial@loreesdesbois.fr
www.loreesdesbois.fr



MARCEUL RECEPTIONS

1 Rue Aristide Birand
37390 NOTRE DAME D'OÉ
Tél : 02 47 85 46 46
marceulreceptions@marceulreceptions.com
www.marceul-receptions.eu



RENAUD

1 Rue du Gobillon
72 220 LAIGNÉ-EN-BELIN
Tél : 02 43 47 03 90
b.leroux@renaud-traiteur.org
www.renaudtraiteur.fr

SAFETY REGULATIONS CHARTER

The following chart of safety regulations between the organiser and exhibitors leasing stands is in conformity with the decree of November 18, 1987, amended in relation to type T establishments.

SAFETY OFFICER

Art. 1

The safety officer, holder of the certificate of training in safety prevention as defined by articles 1 and 14 of the decree of December 28, 1983, and fully updated, is declared as safety officer for the two sites of Tours Événements, the Exhibition Park and the VINCI Congress Centre, in accordance with article T.6 of the specific safety regulation measures for establishments accommodating the general public, Type T.

The safety officer will ensure permanent presence on the site during public opening hours and installation times.

Art. 2

The safety officer's mandate is to:

- Examine with the event organiser the general layout plans of the exhibition and to assist in the drafting of the safety regulations chart which will be submitted to the attention of the administration. The chart, particularly precise in terms of installation and layout of the different areas, will be co-signed by the organiser and safety officer;
- Ensure application by the organiser of the instructions specified by the administration;
- Inform and advise exhibitors of the technical safety measures to be taken for their installations;
- Examine declarations and authorisation requests for machines in operation and to keep the list of stands where the machines are located;
- Control the application of fire safety measures included in the present regulations from the beginning of stand installation period to the end of the period of opening to the public;
- Ensure that any two-tier stands have been checked for solidity by an approved body or person;
- Ensure a permanent presence during the presence of the public on the exhibition site, in accordance with article 1;
- Inform in due time the administration of any difficulties encountered in the application of the safety regulations;
- Provide, when necessary, the emergency services with information relating to the installation of radioactive sources, the location of installations covered by section VII and section X of specific measures for establishments accommodating the general public, Type T, and the location of zones with several stands using bottles of liquid fuel;
- Inform the organiser and owners of the premises of any event stemming from other permanent installations of the establishment (cafeteria, restaurant, canteens ...) liable to effect safety levels of the current event;
- Ensure that safety equipment for the establishment is not neutralised by installations of the current event;
- Examine all documents pertaining to the proper execution of safety and emergency equipment maintenance;
- Control the presence and qualifications of security staff for the event;
- Authorise the opening of the event to the public and to close it down should a real and identified danger occur;
- Draft a final report relating to compliance with the present regulations and instructions issued by the competent administrative authority which authorised the holding of the

event. This report is submitted both to the event organiser and the owners of the premises, before any opening to the public, and made available to the administration by the organiser.

OBLIGATIONS OF THE EXHIBITOR

Art. 3

On the recommendation of the safety officer, the opening of stands which are not in conformity with the safety regulations and the present chart will be prohibited by the organiser.

In such a case the supply of electricity and other liquids will be refused by the organiser.

Art. 4

Exhibitors and stand leasers **must comply** with and **ensure compliance** of the present safety regulations chart.

Art. 5

Stand layouts must be **completed** by the time of the control visit by the safety officer

All measures must be taken to ensure the officer can examine the installation in detail.

Art. 6

The exhibitor or representative **must be present** on the stand for this control visit.

They must make available for the members of the reception commission all information concerning the installations and material covered by Article 13 and the following, except for those with quality accreditations.

Art. 7

Exhibitors and stand leasers using **machines**, internal combustion engines, lasers or other dangerous products, should submit a **declaration** to the organiser **one month** before the public opening.

Art. 8

All measures relating to activity operations (installation of stands, storage, distribution of liquids ...), apply to all establishments, existing or under construction).

Art. 9

Only traditional partitions are authorised (application of Article CO. 1 §2)

PREMISES AT RISK

Art. 10 (application of Article CO. 27 §2)

The following are classified:

High risk premises:

- store rooms with a volume greater than 500m³
- premises receiving goods and merchandise
- packing rooms and waste handling premises

Medium risk premises :

- store rooms with a volume less than 500m³
- Servicing, maintenance and repair workshops

Art. 11

At least one third of the surface area of the exhibition halls should be reserved for the circulation of the general public.

Art. 12

Interior completion such as ceilings, suspended ceilings, wall coverings, etc. should not interfere with the proper functioning of safety installations (security sound systems, smoke extraction and smoke detection systems ...) nor obstruct safety exit signs.

CONSTRUCTION & LAYOUT OF STANDS

Written declarations of risk classification should be submitted to the safety officer before the opening to the general public.

For information, wall or floor coverings must have a declaration of reaction to fire classification corresponding to the following articles - M1 – M2 – M3 – M4 – corresponding to reaction to fire in ascending order (M1 resists better than M2 etc.)

Art. 13

Materials of category M3 (cf. article AM. 15) should be used for the construction and layout of stands, and in particular their supports and partitions

Art. 14

The use of floral decorations in synthetic materials should be limited;

Decorative wall coverings should be of category M 2. or C-s3, d0, carpets and mats of category M 4 or A2 FL – s1.

Art. 15

Coverings, horizontal or otherwise, of podiums, platforms or stands, of a height greater than 0.3 m can be made from materials of category M 3.

If the total surface area is less than or equal to 20 m², these coverings can be made of materials of category M 4

Art. 16

Materials on exhibition can be presented on the stands without any fire reaction requirements.

However, if these materials are used for the decoration of partitions or suspended ceilings, and represent more than 20% of the total surface area of these elements, measures of the previous articles will apply.

These measures will not apply for trade fairs and stands specifically for interior decoration which exhibit textiles and wall coverings.

Art. 17

Horizontal canopies are authorised throughout the duration of the exhibition.

They should be in materials of category M 1 or B-s3, d0.

The same will apply for decorative elements or loose coverings such as advertising panels of a surface area greater than 0.5 m², bunting or light decorative objects.

Art. 18

Stands or premises with a ceiling, a suspended ceiling or a canopy covering, along with those having a raised level, or those not corresponding to conditions of Articles 12 to 16 must simultaneously meet the following conditions:

- Have a surface area of less than 300 m² ;
- Have a distance between them of at least 4 m;
- Have a surface area of ceiling and suspended ceiling (including raised levels) equal to 10% of the surface area of the level concerned.

Art. 19

If all the volume of space is not used, separation elements in category M 3 materials, and not necessarily filling a fire reaction role, will delineate the area actually used.

Their mechanical stability should provide resistance to pushing from the general public.

This measure should not however lead to a decrease in the number and size of clearance zones corresponding to the number of persons admitted.

Spaces not used should be free and not obstructed by storage of materials or equipment during the exhibition.

Should this not be the case, these areas must be controlled by the safety officer, in particular with regard to the following points:

- sufficient clearance zones
- proper storage of material
- supervision by establishment staff
- ensuring free access to existing emergency services.

ELECTRICAL INSTALLATIONS

Art. 20

Electrical installations must be divided into zones, each one able to be isolated rapidly.

Art. 21

Fixed installations should be configured in such a way that semi-permanent installations are kept to a minimum.

Electricity supply for exhibitors should be fed from the electrical switchboard, or from the electrical service room, by circuits separate from those of general supply and lighting.

At the connection point between fixed and semi-permanent installations, there should be one or more devices on each cable ensuring disconnection and protection against current overloading.

The fuse rating and regulating of these protection measures have to be defined during the setting up of each event, in accordance with the circuits connecting each stand.

Art. 22

The length of each circuit, in horizontal projection, from the protection device between the fixed and semi-permanent installations, should not exceed 30 metres.

The positioning of supply points, on the one hand, and the stands, on the other, should be therefore be planned accordingly, without length restrictions.

The same cable may supply several junction boxes, up to a total power of 36 kVA.

Stands requiring more power must be supplied individually.

Semi-permanent installations should lead to a junction box on each stand, and include devices fulfilling the following functions:

- Interdependent control device for all active conductors
- Protection against current overloading
- Protection against indirect contacts

Protection devices against current overloading should be sealed and the terminals of the different appliances, with the exception of downstream terminals, should be rendered inaccessible.

Protection against indirect contacts is ensured by a residual current device placed in the switchboard or junction box, as referred to in the previous paragraph, but positioned in such a way that the exhibitor has the possibility of periodically checking its proper functioning, so as to report any malfunction to the operator, who should solve the problem.

Each switchboard should include a terminal connected to the general earthing system.

These installations should not in any way hinder circulation of the public.

Art. 23

Installations for the stands should be carried out by persons particularly aware of specific risks relating to the event, possessing the necessary knowledge to perform tasks in compliance with safety regulations.



The electricity supply box should be inaccessible to the public, while remaining easily accessible to staff on the stand.

Cables can be fixed to the temporary installations of the stands. For flexible cables a nominal voltage of at least 500 volts is required.

Socket outlets must be connected to circuits protected by protection devices against current overloading with a nominal current of at least 16 amps.

Any appliance requiring additional power should be supplied by a specially adapted circuit.

As a derogation to the measures of Article EL. 6 (paragraph 5), the use of a multiple adapter supplied from a fixed socket is authorised.

All cables should include a protection conductor connected to a terminal, as stipulated in Article 22. (earthing)

Category O appliances must be protected by nominal differential current devices, of at least 30 mA.

Category 1 appliances must be connected to a protection conductor of the supply cable.

The use of individual earth connectors is prohibited.

High voltage discharge lamps must be installed in conformity with regulations of norm NF C 15-150.

If they are wrapped in insulating sleeves, these should be of category M 3 materials.

The switch stipulated in Article 5 of NF C 15-150 can be interchanged with the control device referred to in Article 22 of the corresponding stand.

Art. 24

Fixtures providing normal lighting to the establishment should be fixed or hung from side walls, ceilings or the building structure.

These lighting fixtures should be connected to cables which are fixed either directly, or by means of a temporary installation which is not subject to the measures of Art. 22.

Lighting fixtures for the stands can be mobile.

Their electricity supply should comply with measures of Art. 23

MACHINES PRESENT ON THE STANDS

Art. 25

All presentations and demonstrations are carried out under the entire responsibility of the exhibitor.

All working machines and appliances should pose no risk for the public and must be declared to the organiser.

Art. 26

If machines or appliances, whether operating or not, are in a fixed location, they should include devices which ensure that dangerous working parts are out of reach of the public (either 1 metre from the public or separated by a fixed screen) circulating in the aisles.

Art. 27

With regard to machines run by combustion engines, or vehicles:

The list of stands with operating machines and appliances should be submitted to the organiser and the safety commission; the safety officer referred to in article T6 should have previously carried out a control according to the time conditions set out in article T5 (§1).

In all cases exhaust gases must be evacuated outside the hall.

Engine fuel tanks must be empty or equipped with a locking fuel cap. Storage battery terminals must be protected and rendered inaccessible.

Should motors be required to run certain appliances on the stands, these must be electric.

Combustion engines are however authorised on condition that they comply with articles of chapter V of book II, after approval of the safety commission.

PROVISIONS OF LIQUID SUPPLY TO THE STANDS

With the exception of water (at a temperature of less than 60°C), air, neutral gases and liquids must be distributed at a pressure less than 0.04 MPa (0.4 Bar).

GAS BOTTLES

Art. 28

Gas cylinders are strictly prohibited at the Palais des Congrès in Tours.

LASERS

Art. 29

The use of lasers in the hall is authorised on condition that the following measures are complied with:

- The public must on no account be subject to direct or reflected laser beams;
- The appliance and any accessories must be safely fixed to stable supports;
- The surroundings of the appliance and the area covered by the laser beam must not include any reflecting elements;
- Exhibitors should ensure by means of testing, before any presence of the public, that there is no impact on installation materials, decorations and fire protection equipment from heat energy generated by the laser beams;
- Before activation of the installation the exhibitor should provide to the competent administrative authority:
 - A declaration
 - Submission of a technical specification with a plan of the installation
 - Submission of a document drawn up and signed by the installer, certifying conformity with present measures.

RESTRICTIONS

Art. 30

The following are prohibited in establishments of the present type:

- The distribution of samples or products containing inflammable gas;
- Balloons filled with inflammable or toxic gases;
- Articles in Celluloid;
- Presence of fire-works or explosives,
- Presence of ethyl oxide, carbon di-sulphide, sulphuric ether and acetone

The use of acetylene, oxygen, hydrogen or a gas presenting the same risks is prohibited unless a particular derogation is granted to the exhibitor by the competent administrative authority.

Art. 31

The use of inflammable liquids on the stand is limited to the following quantities:

- 5 litres of inflammable liquid of category 1

Art. 32

Smoking is prohibited inside the building

Art. 33

Any intrusion of the stand or its equipment into public circulation aisles is strictly prohibited.

Art. 34

It is strictly prohibited to leave vehicles on the emergency lane surrounding the building during public opening hours.

Exhibitors undertake to clear the lane before all public opening hours. The exhibition cannot be opened with a vehicle on this fire service access lane. The owner will assume all responsibility with regard to the organiser.

Art. 35

Any storage of material behind the stand partitions is prohibited

Art. 36

Any kitchen supply outlet cannot exceed 20 KW

Art. 37

Access to minors during installation and dismantling phases is forbidden

Art. 38

AUTHORISED:



PROHIBITED :



FIRE PROTECTION

Art. 39

Fire protection is ensured by:

- Portable water spray fire extinguishers
- Special extinguishers for specific risks

Each stand occupier should ensure the presence and location of protection assistance related to their specific risks.

Further to the measures of Article MS.8 (paragraph 1), joint connections are prohibited.

Art. 40

Fire protection systems are defined in Article MS. 53.

Alarm systems are defined in Article MS. 62.

Safety protection services (first aid) are ensured by SSIAP (Fire and Emergency Services) officers present on the site.

Their missions are as follows:

- General safety organisation
- Security rounds of the exhibition area and vicinity;
- Activation of alarms if necessary;
- Alert emergency services if necessary;
- Assist with evacuation of the public
- Provide assistance to the public;
- Administer first aid while waiting for emergency services
- Application of protection assistance while waiting for Fire Protection Services

Art. 41

The establishment is equipped with Type I alarm systems.

The general alarm should interrupt the general background sound system by emitting a pre-recorded message clearly announcing the evacuation order.

Art. 42

By application of Article MS.71, the liaison with the fire protection services is assured by an urban fixed line telephone connection.

CLEANING - STORAGE

Art. 43

It is forbidden to leave cases, cartons, or wood in the exhibition area, on the stands, or in the alleyways.

Regular cleaning should clear the premises of dust and all forms of waste.

All waste and debris collected during cleaning and sweeping should be removed before public opening hours and placed outside the exhibition area (delivery zones).

Dismantling of stands can only take place after the actual departure of the public.

CATERING – COOKING

Art. 44

The building is equipped with a separate kitchen area reserved for registered caterers. However, depending on the event, kitchen material can be accepted, if complying with art. 28 above and not exceeding 20 kw.

DOCUMENTS RELATING TO FIRE REACTION

Proof of fire reaction classification should be provided:

- either by labelling placed on the fringe of the fabric if processing carried out in a factory or workshop
- or by a stamp or seal applied directly to the fabric if processing is carried out in situ.

This labelling should be:

- either the quality label of a certified body
- or a label affixed by the manufacturer indicating clearly (possibly in shortened or coded form)
 - The name of the manufacturer
 - The name of the fabric used
 - The fire-proofing product reference
 - Fire reaction classification obtained after trials in a certified laboratory.
- or a label affixed by an applicator indicating clearly (possibly in shortened or coded form)
 - The name of the applicator
 - The fire-proofing product reference
 - A label of the processed batch or date of application if processing carried out on superimposed fabric
 - Fire reaction classification obtained after trials in a certified laboratory.

In all cases these indications should appear on invoices and possible fire-resistance certificates.

EXAMPLE OF DECLARATION OF FIRE REACTION TO BE SUBMITTED

The image shows a French document titled 'PROCÈS-VERBAL DE CLASSEMENT DE REACTION AU FEU D'UN MATERIAU' (Fire Reaction Classification Report) issued by CSTB (Centre Scientifique et Technique de la Construction). The document includes the following information:

- Reference Number:** N° RADS-Q258
- Date:** 24 juin 2008
- Classification:** M1 (indicated by a red arrow)
- Manufacturer:** CSTB
- Test Center:** CSTB

Example REACTION INDEX (M1)



DECLARATION OF CONDITIONS ACCEPTANCE

Exhibitor :		Stand N° :
Event :	FB Nettoyage / Bio nettoyage	
Dates :	01 au 02 avril 2026	

I, the undersigned, M _____

Representing the company _____

And acting in the capacity of _____

Certify having received from _____

a copy of safety specifications applying to measures of the decree of November 18, 1987 (published in the French Official Journal on January 14, 1988) relating to safety measures to be observed by exhibitors and leasers of stands,

I undertake to respect the specific conditions of the event and to ensure that my company and any sub-contractors replacing me do the same.

Date :

Company stamp :

Signature :

**Declaration to be returned before the 09/03/26
to the organizers**

PALAIS DES CONGRES DE TOURS
exposant@tours-evenements.com
26 boulevard Heurteloup - CS 24225
37042 TOURS CEDEX 1
Tél. : 02 47 70 70 70



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01 ET 02 AVRIL 2026

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	Régisseur/Event Coordinator Chef de Projet/Project Manager	Laurence MAILLET Tel. +33 (0)2 47 70 70 24
	Adresse/Address	32 Boulevard Heurteloup
	Code postal/Postal Code	37000 TOURS
	Pays/Country	France
	Coordonnées GPS GPS Coordinates	<i>Latitude : 47.391291</i> <i>Longitude : 0.694284</i>
	Événement/Event	
	FB Nettoyage / Bio Nettoyage 01 ET 02 AVRIL 2026	
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FB Nettoyage / Bio Nettoyage 01 ET 02 AVRIL 2026	
Transporteur/Carrier	
Nom Transporteur/ Name of Carrier	
Date d'enlèvement / Date PickUp	
Nom du Stand/Booth Name	
N° Stand/Booth Number	
Téléphone/Phone Number	
Nombre de colis/Number of Parcels	