franchise expo PARIS

Fédération Française Franchise

13-15 MARCH 2027

PARIS – PORTE DE VERSAILLES

NEW PAVILIONS HALLS 6 & 4

THE INTERNATIONAL TRADE SHOW
FOR CREATING AND TAKING OVER FRANCHISES
AND ORGANIZED RETAIL

The leading international franchising event

EXHIBITOR MANUAL

The essential tool to prepare your event

Practical information | Your Stand | Additionals orders | Delivery & collection | Assembly & Dismantling | Your policy CSR | Regulations & Formalities



This guideline is interactive, do you really need to print it ?

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Welcome to Franchise Expo Paris 2027

Dear Exhibitors,

We are delighted to welcome you to this new edition of Franchise Expo Paris 2027.

Your preparation platform and this guide, will be your essential tools for organizing your participation in the exhibition.

Here, you will find all the necessary information: schedules, legal obligations, safety requirements, and more.

Regarding the schedule, **we kindly remind you of the importance of adhering to the deadlines for ordering services.**

Any submission made after these deadlines may prevent the delivery or implementation of your requests on time.

The technical team is at your complete disposal to support, advise, and assist you in the best possible way as you prepare for your trade show.

Best regards,

Jennifer Houssart,
Technical Director

Infopro Digital, Campus de l'Acqueduc, Gentilly holds ISO 14001 certification...

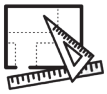
Please help us reduce the ecological impact of your participation in our event.



Optimize your trips
- Favor the least polluting transport such as public transport.
There are also carpooling sites to minimize the impact.
Go to «practical information» to learn more.
- Prefer accommodation close to the event to avoid long journeys: the organizer can give you a list of nearby hotels.
And why not choose a hotel with a label (example: ecolabel, la clé verte...).



Limit your consumption as far as possible to control waste
- Plan the right amount of documents to print. The organizer can help you to evaluate the necessary quantities. Or consider sending your documentation in digital form! This will allow you to save money, in addition to making a contribution to nature.



Raise awareness among your decorators, stand designers and other service providers
- Promote a modular and reusable layout of your stand (minimize the quantity of materials).
- Reuse, reduce and recycle packaging and protective materials.
- Brief your assembly/dismantling team so that they remove and take with them all the elements of the stand (carpets, partitions...). This will avoid you being billed by the organizer for the elements left on site.



Focus on service providers with a sustainable development approach
- Give preference to local service providers and/or those who have an environmental standard/label (printer, caterer etc...).



Manage your meals eco-responsibly
- Avoid waste by managing quantities as well as possible.
- Offer seasonal and local products.
- Try to minimize packaging (disposable dishes...).
- Choose containers that are easily recyclable, renewable or washable materials (cardboard, wood, washable dishes).



Offer eco-responsible goodies
- Favour useful, reusable gifts, made of recycled/recyclable materials and that do not require batteries.



Dematerialize your communication
- Transform part of your paper media into digital format.

GENERAL SCHEDULE

PREPARING FRANCHISE EXPO PARIS 2027

November 2nd

Opening of your online platform
You will find:
- The exhibitor manual
- The catalogue of services
- Additional orders (electricity, internet, suspended structures...)
- Tasks and forms to fill in

November 30th

Plan of your booth
- Download the detailed plan of your stand on your technical space.

January 18th

Plan of the space and visuals of your project to be sent to DECO PLUS for approval - BARE SURFACE ONLY
Stand layout plans must be submitted by e-mail no later than 01.18.2027 to the Architecture Department **DECO PLUS** (page 19) with indications of scale, measurements and the positioning of structures set back.

January 31th

Forms to fill in on your online space
- Indicate whether the construction of your stand is carried out by a decorator or by the organizer of the trade show.
- Complet the safety form.
- Choose my furniture.

Increase of the orders
Until and including January 31, 2027: place your order at the standard rate.
From February 1 to February 8, 2027 inclusive: a 20% surcharge will apply.
From the evening of February 8, 2027 onwards: the technical shop will be closed.

Logipass exhibitor registration (access to the Porte de Versailles site)

February 8th

Supplements apply for all orders
After this date, no additional orders can be accepted

Positioning plan for additional orders to be sent to the organizer
(electricity, spotlights...)

Prevention and risk assessment plan
- to be downloaded from your online platform
- to be returned signed

March 1st

Receive printable badges by email
Check the 'My Exhibitor Badges' section in your exhibitor area to create the badges. Download them starting from March 1st, 2027.

ASSEMBLY

March 10th

Assembly/dismantling plan detailed in chapter 5
Wednesday, March 10th: set-up from 11am to 11pm
Thursday, March 11th: set up from 8am to 11pm
Friday, March 12th: set up from 8am to 11pm
Saturday, March 13th: set up from 7am to 9:30am

EXHIBITION

March 13th to 15th

Public opening hours
Saturday, March 13th: 9:30am - 7pm (access from 7am)
Sunday, March 14th: 9:30am - 7pm (access from 8:30am)
Monday, March 15th: 9:30am - 6pm (access from 8:30am)
jeu

DISMANTLING

March 15th to 16th

Closed to the public from 7pm
Monday, March 15th: 6pm - 11pm: dismantling
Access at 6pm for exhibitors and only small packaging. The decorators can start work from 6pm.
Tuesday March 16th: 8am - 2pm : dismantling (departure from the halls)
Return of the stand in the same state as on delivery (clean partitions, no waste, etc.).

OVERVIEW & DASHBOARD

This document aims to help you prepare your show,
please use it to remind yourself of the differents steps to take.

ALREADY RECEIVED DOCUMENTS

- ☐ confirmation of your participation
- ☐ Detailed plan of your stand and position at the show
- ☐ Exhibitor manual

DOCUMENT TO BE COMPLETED (ALL TYPES OF STANDS)

*** compulsory documents**

To be returned to our safety coordinator sps@d-o-t.fr
☐ safety instructions*.

BARE SURFACE

To be passed on to your service providers	To be passed on to the organizer (online forms to be completed)
☐ stand number and plan	☐ contact details of your decorator*
☐ exhibitor manual	☐ stand design plans (with dimensions by e-mail)*
☐ safety instructions*	☐ additional technical orders*
☐ architectural regulations and conditions	

ADDITIONAL SERVICES TO BE ORDERED

To be ordered directly from the supplier in question (contact details available on the dedicated page 9)	
☐ furniture rental from our official supplier (GL Mobilier)	☐ audiovisual and media (A-Loc)
☐ food and beverages from an approved caterer (p.10)	☐ floral decoration (Les Jardins de Gally)
☐ increase of electrical power (VIPARIS)	☐ choice of carrier (CLAMAGERAN, CLASQUIN &WEL)
☐ wired internet connection on the stand (VIPARIS)	☐ non-exhaustive list
☐ additional signage	

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KEY COMPANY CONTACTS

Direction

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audrey.ashworth@infopro-digital.com

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Marketing & communication officer

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Technical Team

Technical & logistics manager

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Technical & logistics coordinator

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Technical & logistics coordinator

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+33 (0)6 99 86 49 33
melanie.wrobel@infopro-digital.com

Technical & logistics director

Jennifer Houssart
jennifer.houssart@infopro-digital.com

OFFICIAL SUPPLIERS

Additional insurance
GROUPE SATEC
Nicolas VERGNE
4 Place du 8 mai 1945
92300 LEVALLOIS PERRET
+33 (0) 6 82 60 52 28
nicolas.vergne@groupesatec.com

Police Station
COMMISSARIAT
DE POLICE CENTRAL
250 Rue de Vaugirard, 75015 PARIS
+33 (0)1 53 68 81 00

Security coordinator
DOT - Martin JOUET
+33 (0)1 46 05 17 85
mj@d-o-t.fr

Safety officer
HANDI SECUR
Isabelle FERRANDES
+33 (0)6 87 99 86 59
handisecur@handisecur.com

Floral decoration
JARDINS DE GALLY
Sophie MASSOT
+33 (0)1 39 63 48 21
smassot@gally.com
www.lesjardinsdegally.com

Reception equipment
GRAIN DE MALICE
44-56 rue Louis Vannini
93330 NEUILLY SUR MARNE
+33 (0)1 43 08 60 87
adv@graindemalice.net

Audiovisual rental equipment
A-LOC
+33 (0) 1 71 16 19 80
salon@a-loc.com

Stand personnel services
DECIBELLES
11, rue Blomet 75015 PARIS
+33 (0)1 40 60 11 28
commercial@deci-belles.com

OPTIMA - Exhibitor Service
«TURNKEY» &
«PRÉSENCE+» STANDS
Flavia
+33(0)6 82 41 30 88
contact-exposant@optima-events.fr

LinksEvent - Exhibitor Service
«IMPACT» STANDS
+33 (0)1 80 84 49 06
impact@linkseventgroupe.com

Security and Surveillance
START EVENT SECURITY
Lassaad JAABIRI
+33 (0)1 57 69 41 48
jab@starteventsecurity.com

Signage
Contact your Technical coordinator
C-M : alexis.lucas@infopro-digital.com
N-X : manon.durville@infopro-digital.com

Custom Stand
Standing Custom stands
Robin
+33 (0)1 34 30 46 62
franchise@stand-ing.com
www.stand-ing.com
EG EVENT Custom stands
Alicia Collard
Tél : +33 (0)7 50 54 94 71
egevent-franchiseexpo@exhibitgroup.fr
www.eg-event.fr

Furniture
GL MOBILIER
+33 (0)1 30 11 98 78
Tiffany DUQUE
tiffany.duque@gl-events.com

VIPARIS - Exhibitor service
Porte de Versailles, 75015 PARIS
+33 (0)1 40 68 16 16
contact@e-viparisstore.com
www.viparisstore.com

Transport - Handling
CLAMAGERAN - FOIREXPO
PARIS EXPO - Porte de Versailles
75015 PARIS
+33 (0)1 57 25 18 01

CLASQUIN FAIRS & EVENTS
PARIS EXPO - Porte de Versailles
75015 PARIS
+33 (0)1.48.63.33.81
fairs -events@clasquin.com

WEL TRANSPORT
Jonathan REJAUD
+33 (0)1 64 27 21 17
jonathan.rejaud@wel.fr

Official caterer
POIRIER
Mr Stan COLSY
125, rue Casimir Perier
95870 BEZONS
+33 (0)1 39 13 42 42
stan@poirier.fr

Champagne
EPC Champagne
Thomas MOSSINO
+33 (0)7 64 46 94 07
thomas@epc-champagne.com

CAUTION
Orders that have not been paid for before the event opens will not be honoured by any supplier.

APPROVED CATERERS

STAND CATERING

Catering and sale of any products or beverages that can be consumed on site are reserved exclusively for the service providers listed below and approved by the VIPARIS site at Porte de Versailles.

For information the organizer's official caterer is Poirier.
Click on the logo to consult the complete catalogue of services.

All caterers are authorized to provide services in the Parks provided that they apply to Viparis before the exhibition. They must sign an ad hoc contract for services on the basis of 10% commission on the turnover from the services provided in the Parks (catering, equipment and personnel).

Send your request to your Technical & Logistics Manager (see «Key company contacts» page 8).



A TABLE
Anne SALENTIN
+33 (0)6 88 15 74 37
asalentin@atable.com
www.maison-atable.com

GRAND CHEMIN
Augustin DE BEAUREPAIRE
+ 33 (0)6 46 45 40 83
augustindebeaurepaire@grandchemin.fr
www.grandchemin.fr

FLEUR DE METS
DAD
Olivier SALTEL
+ 33 (0)6 72 52 73 44
o.saltel@fleurdemets.com
www.fleurdemets.com
www.dadhotdogs.fr

BUTARD ENESCOT
Anouk ALIACONA
+ 33 (0)6 30 88 75 85
a.laiacona@groupe-butard.com
www.butard-enescot.com

TE TRAITEUR
Flore LUGAGNE
+ 33 (0)6 86 87 94 77
flore.lugagne@te-traiteur.fr
www.te-traiteur.fr

THE ORGANIZER'S CATERER

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+33 (0) 1 39 13 42 42
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www.saint-clair-le-traiteur.fr

CALIXIR
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+ 33 (0)6 15 83 87 30
carole@calixir.com
www.calixir.com

LES TOQUES
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c.gourmelon@toquesconcept.com
www.lestoques.com

KARDAMOME Réceptions
Valérie FORSANS
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vforsans@kardamome-receptions.com
www.kardamome-receptions.com

HOW TO GET TO HALL 6?

LOGISTICS MAP: ENTRANCES, TRAFFIC LANES, LOADING DOCKS AND PARKING AREAS



Avant	Après
D1	7.1.A
D3	7.2.A
D4	4.A
D5	7.3.A
E1, E2, E3	7.3.B
F	P7
G	7.2.C
H	7.1.C
H4 à H6	3.B
J	2.1.A
A1	2.2.A
A2.1, A2.2	2.2.A
B1	5.1.A
B2	5.2.A
B3	5.3.A
P, S	1.B
T	
L	1.A
Gauche pavillon 1	1.A
Nouveau Droite pavillon 1	1.C
H7, H8	3.C

MAIN PEDESTRIAN ENTRANCE DURING EXHIBITION OPENING HOURS: GATE A2
DELIVERIES / COLLECTIONS - HALL 6: DELIVERY ENTRY GATE C / EXIT VIA GATES B ACCESSIBLE
ASSOCIATED LOGISTIC TERRACES *(6.A)*

BY PUBLIC TRANSPORTATION

Bus
Line 39 stops at the «Desnouettes» stop.
Line 80 stops at the «Porte de Versailles» stop.

Subway
Line 12 (Mairie d'Issy - Porte de la Chapelle) get off at «Porte de Versailles».
Line 8 (Balard - Créteil) get off at «Balard».

Tramway
Line T2 and T3a, get off at «Porte de Versailles».

BY CAR

Paris Expo Porte de Versailles, 1 place de la porte de Versailles.
From the A1, A4, A6, A10, A15 motorways:
Direction Paris towards the «Périphérique Ouest» road, take the exit Porte de Versailles or Pont de Sèvres.

From the A12, A13, A14 motorway:
Direction Paris towards the «Périphérique Sud» road, take the Porte de Versailles or Porte de la Plaine exit.

From the «Boulevard Périphérique»:
Exit «Porte de Versailles» or «Pont de Sèvres».

BY AIR

From Paris-CDG airport:
- Either by public transport
(RER B + T3a / RER B + Line 4 + Line 12) - about 1 hour.
- Or by the A1 motorway - about 40 minutes .

From the Paris-Orly airport:
- Either by public transport
(OrlyBus + T3A) - about 40 minutes
- Or by the A6 motorway - about 30 minutes

HOW TO GET TO HALL 4?

LOGISTICS MAP: ENTRANCES, TRAFFIC LANES, LOADING DOCKS AND PARKING AREAS



MAIN PEDESTRIAN ENTRANCE DURING EXHIBITION OPENING HOURS: GATE A2
DELIVERIES / COLLECTIONS - HALL 4: DELIVERY ENTRY/EXIT VIA GATE D ACCESSIBLE
ASSOCIATED LOGISTIC TERRACES (4.A)

BY PUBLIC TRANSPORTATION

Bus
Line 39 stops at the «Desnouettes» stop.
Line 80 stops at the «Porte de Versailles» stop.

Subway
Line 12 (Mairie d'Issy - Porte de la Chapelle) get off at «Porte de Versailles».
Line 8 (Balard - Créteil) get off at «Balard».

Tramway
Line T2 and T3a, get off at «Porte de Versailles».

BY CAR

Paris Expo Porte de Versailles, 1 place de la porte de Versailles.
From the A1, A4, A6, A10, A15 motorways:
Direction Paris towards the «Périphérique Ouest» road, take the exit Porte de Versailles or Pont de Sèvres.

From the A12, A13, A14 motorway:
Direction Paris towards the «Périphérique Sud» road, take the Porte de Versailles or Porte de la Plaine exit.

From the «Boulevard Périphérique»:
Exit «Porte de Versailles» or «Pont de Sèvres».

BY AIR

From Paris-CDG airport:
- Either by public transport
(RER B + T3a / RER B + Line 4 + Line 12) - about 1 hour.
- Or by the A1 motorway - about 40 minutes .

From the Paris-Orly airport:
- Either by public transport
(OrlyBus + T3A) - about 40 minutes
- Or by the A6 motorway - about 30 minutes

2
YOUR BOOTH LAYOUT

BARE SURFACE (MANDATORY) 14

«PRESENCE +» STAND - 6 SQM MINIMUM 15

«TURNKEY» Stand - From 9 sqm to 50 sqm. 16

«IMPACT» Stand - 12 sqm minimum 17

«PODS» Stand - 6 sqm 18

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DESCRIPTION OF THE STANDS

«BARE SURFACE» (MANDATORY)

Description

Floor markings only
(bare, unbuilt surface, no carpeting)

Daily cleaning of your stand

THE BARE SPACE DOES NOT INCLUDE AN ELECTRICAL BOX.
ORDER YOUR ELECTRICAL BOX FROM VIPARIS AT HTTPS://WWW.VIPARISSTORE.COM/FR/FRANCHISE-EXPO-PARIS-2027

If you have not selected a fitted stand, we advise you to select the «equipment pack» in order to have a junction box and the other options of the pack on your stand. You can also order a junction box on its own.

Official supplier, bespoke stand - STAND-ING:
Standing bespoke stands
Robin
Phone: +33 (0)1 34 30 46 62
franchise@stand-ing.com
www.stand-ing.com

Link to STAND-ING Brochure

Official supplier, bespoke stand - EG EVENT:
EG EVENT bespoke stands
Alicia Collard
Tél : +33 (0)7 50 54 94 71
egevent-franchiseexpo@exhibitgroup.fr
www.eg-event.fr

Link to EG EVENT Brochure

Rules

- Have your stand plans validated at least 8 weeks before the beginning of the event

- Maximum height of partition walls
3 m overall*.
Any stand structure higher than 3 m must be set back by at least 0,5m from the partition wall with a neighbouring stand.
The maximum height is 5 m.

- Maximum height authorized bordering on aisle:
The maximum height for direct construction bordering on the aisle is 5 m. For suspended structures, the maximum height is 6 m with a setback of 0,5m (sling loop height at 6,5m)

- Lighting structures:
Lighting structures have a maximum height of 6 m.
They are authorized, if they are rigged and hang freely above the structures of the stand and set back at least 0,5 m from the adjoining stands.
If you wish to install a velum, please vrefer to our safety officer for approval of the maximal coverage ratio.

- Aisle openings:
The stand must keep a minimum opening of 30% on each side opening on an aisle. Any solid decorative element is considered as a closure. All decorations and installations must be designed in such a way as to leave the aisles clear, not to interfere with neighbouring stands and to enable a high visibility of the exhibition through the stands.

- **Please read and fill in the various forms in your technical area.**

- Please refer to the architectural regulations and fire safety rules (pp. 19–29).

**Overall: height from the floor to the highest part of the partition and/or decorative elements.*

STAND DESCRIPTION

«PRESENCE +» STAND - 6 sqm minimum

Description

PARTITIONS:
Wooden partitions 2m50 in height.
Brushed cotton, choice of 3 colours.

CARPET:
Choice of 3 colours.

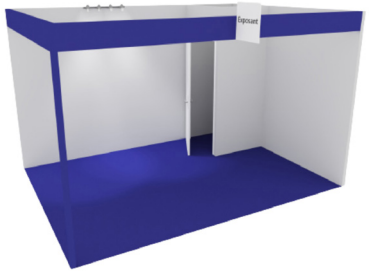
STORAGE ROOM:
Size according to the stand area.

ELECTRICITY:
A 3kW single-phase power supply (during exhibition opening hours) and a multi-socket.

LIGHTING:
Low consumption directional spotlights

STAND SIGN:
Double-sided flag

CLEANING:
Daily cleaning (vacuuming and waste removal)



Example of a 12m² stand with a corner - Non-contractual visual

Link to «Presence+» stand description

Check list

FURNITURE (NEW PROCESS):
Furniture orders must now be placed directly on the GL Mobilier website.
GL Mobilier has sent you an email containing a link to access their website.
From there, you can order the furniture of your choice.
For any questions regarding your order, please contact: tiffany.duque@gl-events.com

PARTITIONS & CARPET :
Complete the order form in your technical space, under the «Technical» -> «Stand Description» tab, and then return it to OPTIMA

ELECTRICITY:
Power upgrades can be ordered directly from the technical shop in your technical space.

STAND EQUIPMENT:
Order additional signage from the technical shop in your technical space.

PARKING:
Order your parking space for the trade show from your VIPARIS area.

OPTIMA - Exhibitor Service

«PRÉSENCE+» STANDS
Flavia
+33(0)6 82 41 30 88
contact-exposant@optima-events.fr

Rules

- Partitions, stand and exhibition walls are for rent and not for purchase. Any deterioration of these elements caused by the installations and decorations will be subject to additional billing.

- Read and fill in the various forms in your exhibitor area.

- Please refer to the architectural regulations and fire safety rules (pp. 19–29).

**Overall: height from the floor to the highest part of the partition and/or decorative elements.*



DESCRIPTION OF THE STANDS

«TURNKEY» STAND - From 9 sqm to 50 sqm.

Description

PARTITIONS:
Wooden partitions 2m50 in height.
Brushed cotton, choice of 4 colours.

CARPET:
Choice of 4 colours.

ELECTRICITY:
A single-phase power supply of 3kW (during exhibition opening hours) and a multi-socket

LIGHTING:
Low consumption directional spotlights

STAND SIGN:
Double-sided flag sign.
With a personalized high sign.

CLEANING:
Daily cleaning (vacuuming and waste removal)

STORAGE:
- From **9 to 24 sqm:** a **1 sqm** store cupboard.
- From **25 to 35 sqm:** a **2 sqm** store cupboard.
- **36 sqm:** a **3 sqm** store cupboard

SIGNAGE:
A visual printed on tarp according to the area of your stand.

FURNITURE:
The furniture shown is **not included**.
You must purchase it using your furniture credit.



Example of a 12 sqmstand with a corner - Non-contractual visual

Link to «Turnkey» stand description

Check list

FURNITURE (NEW PROCESS):
GL Mobilier has sent you an email containing a link to access their website. From there, you can use your furniture credit.
For any questions regarding your order, please contact: tiffany.duque@gl-events.com

Furniture Credit Amount:
9 to 14 m²: €575 (excl. VAT)
15 to 24 m²: €795 (excl. VAT)
25 to 35m²: €1 007 (excl. VAT)
+ de 36 m² : €1 050 (excl. VAT)

PARTITIONS & CARPET :
Complete the order form in your technical space, under the «Technical & Logistics» > «Stand Description» tab, and then return it to OPTIMA

ELECTRICITY:
Power upgrades can be ordered directly from the technical shop in your technical space.

STAND VISIBILITY:
Order additional signage from the technical shop in your technical space.

PARKING:
Order your parking space for the trade show from VIPARIS, or select the 'Light Equipment' package in your technical area if you wish to include a coffee machine and a stocked refrigerator.

OPTIMA - Exhibitor Service
«TURNKEY» STANDS
Flavia
+33(0)6 82 41 30 88
contact-exposant@optima-events.fr

Rules

- Partitions, stand and exhibition walls are for rent and not for purchase. Any deterioration of these elements caused by the installations and decorations will be subject to additional billing.

- Read and fill in the various forms in your exhibitor area.

- Please refer to the architectural regulations and fire safety rules (pp. 19–29).

**Overall: height from the floor to the highest part of the partition and/or decorative elements.*



DESCRIPTION OF THE STANDS

«IMPACT» STAND - 12 sqm minimum

Description

PARTITIONS:
Wooden partitions 2m50 in height.
Brushed cotton, choice of 4 colours.

CARPET:
Choice of 3 colours.

ELECTRICITY:
A single-phase power supply of 4kW (during exhibition opening hours)

LIGHTING:
Low consumption directional spotlights

STAND SIGN:
Double-sided flag sign.
With a personalized high sign.

CLEANING:
Daily cleaning (vacuuming and waste removal)

STORAGE:
- From **9 to 24 sqm :** a **1 sqm** store cupboard.
- From **25 to 35 sqm :** a **2 sqm** store cupboard.
- **36 sqm:** a **3 sqm** store cupboard.

SIGNAGE:
Backlighting printed tarp with visual on 2 walls of your stand

FURNITURE:
The furniture shown is **not included**.
You must purchase it using your furniture credit.



Example of a 12 sqm stand with a corner - Non-contractual visual

Link to «Impact» stand description

Check list

FURNITURE (NEW PROCESS):
GL Mobilier has sent you an email containing a **link to access their website**. From your account, you will be able to use your furniture credit.
For any questions regarding your order, please contact: tiffany.duque@gl-events.com

Furniture credit amount:
From 12 to 14 m²: €630 excl. VAT
From 15 to 24 m²: €950 excl. VAT
From 25 to 35 m²: €1,125 excl. VAT
36 m² and above: €1,168 excl. VAT

CARPET :
Complete the order form from your technical area, then return it to LINKS EVENT.

ELECTRICITY:
For an increase in power, place your order in your technical area.

STAND VISIBILITY:
Order additional signage for your booth directly on your technical area.

PARKING:
Order your parking space for the trade show from VIPARIS, or select the 'Light Equipment' package in your technical area if you wish to include a coffee machine and a stocked refrigerator.

LinksEvent - Exhibitor Service
«IMPACT» STANDS
+33(0)1 80 84 49 06
impact@linkseventgroupe.com

Rules

- Partitions, stand and exhibition walls are for rent and not for purchase. Any deterioration of these elements caused by the installations and decorations will be subject to additional billing.

- Read and fill in the various forms in your exhibitor area.

- Please refer to the architectural regulations and fire safety rules (pp. 18–28).

**Overall: height from the floor to the highest part of the partition and/or decorative elements.*



DESCRIPTION OF THE STANDS

«PODS» STAND - 6 sqm

Description

CONSTRUCTION:
Construction of a modular space.

CARPET :
Color to be defined according to the zone.

STORAGE:
1 column with built-in lockable low storage unit.

ELECTRICITY:
A 1kW single-phase power supply (during exhibition opening hour).

SIGNAGE:
1 backlighting personalized visual of 60 * 80 cm to be sent to the following address: melanie.colin@gl-events.com

CLEANING:
Daily cleaning (vacuuming and waste removal).

FURNITURE:
1 round table with 2 chairs, 1 low storage.



Example of a 2 sqm stand - Non-contractual visual

Link to «Pods» stand description

Check list

ELECTRICITY:
For an increase in power, please contact the technical team (manon.durville@infopro-digital.com)

STAND VISIBILITY:
Order additional signage for your booth directly on your technical area.

PARKING:
Order your parking space for the trade show from VIPARIS, or select the 'Light Equipment' package in your technical area if you wish to include a coffee machine and a stocked refrigerator.

Rules

- Partitions, stand and exhibition walls are for rent and not for purchase. Any deterioration of these elements caused by the installations and decorations will be subject to additional billing.

- Read and fill in the various forms in your exhibitor area.

- Please refer to the architectural regulations and fire safety rules (pp. 18–28).

**Overall: height from the floor to the highest part of the partition and/or decorative elements.*



ARCHITECTURE REGULATIONS

The «Architecture Regulations» of Franchise Expo Paris 2027 list the standards of presentation and layout of the stands established to ensure the good performance of the show and optimal comfort.

These standards incorporate the usual safety rules in force at trade shows, fairs and exhibitions. All booth layouts and decorations must comply with the «Architecture Regulations».

Each project before construction must be submitted to the Architecture Department, which will authorize or prohibit, the realization on site. Any project that does not comply with the rules set will be rejected and any stand set up without the agreement of the Architecture Department may be dismantled, at the expense of the exhibitor.

Stand layout plans must be submitted by e-mail no later than **01.18.2027** to the Architecture Department

DECO PLUS Contact Elisabeth TOUGARD w.decoplus@free.fr tel **+33 (0)9 67 78 93 85**

You must send:

1. The «overhead view» plan with indications of scale, measurements and the positioning of structures set back from adjoining walls and aisles.
2. The «cross section» plan with indications of scale, measurements and heights of the planned volumes.
3. 3D Views

1.HEIGHT OF CONSTRUCTION OF STANDS

The constructions of the stands must take into account the following heights and distances.
Adjoining stands may not come to private arrangements that contravene these regulations.

- Partition walls must be 3 m high overall height;
- Maximum construction height of 5 m from the building floor.

The sides of offices, decorations or panels overlooking neighbouring or adjoining stands must be smooth, plain, painted in neutral colours or covered with M1 fireproof wall textile.
No electrical cables should be visible.

2.AISLE OPENINGS

Each façade bordering an aisle must respect a minimum opening of 30%.
They must maintain a free passage of circulation (green plants, windows, half-height partition or others are not allowed). Any closure of over 70% must be set back by 1 m from the aisles.

3. WITHDRAWALS FROM NEARBY AISLES AND STANDS

Elements from 0 to 3 m high: do not require any layout adjustments.
Elements from 3 to 5 m high: 0,5 m away from neighbouring stands. There is no need to set them back from aisles.

4. FLAG SIGN

Flag sign facing the aisles are permitted, provided that the following conditions are met:

- Maximum dimensions: 40 x 40 cm;
- Minimum clearance below the sign: 2,20 m;
- The sign must be positioned 1 m from the shared partition wall

5.SIGNS / LIGHTING RAMPS

The signage and its support are limited to 6 m from the floor of the building and must be set back at least 0,50 m from the neighbouring stands.
If you want to install a velum, refer to our safety officer for approval of the maximal coverage ratio.
Signs/Lighting ramps are defined here as an openwork superstructure that can include an illuminated label or logo of the exhibitor.

Self-supporting structures with a label or illuminated symbol of the exhibitor must be set back from any neighbouring stands and will be limited to 5 m in height.

6.MEZZANINES

As a reminder, double storey stand are not allowed.

7.SOUND SYSTEM AND ILLUMINATED SIGNS

Any light or sound advertising must be subject to the approval of Franchise Expo Paris, which may revoke the authorization granted, in case of inconvenience to neighboring exhibitors, to traffic or to the holding of the exhibition.
Music and other sound features can be tolerated if they do not exceed the volume of 70dBA.
«Flashing light» signs and similar are not allowed. Illuminated signs or signs are allowed.
Under no circumstances they can be intermittent or flashing.
Light projections are strictly prohibited outside the surface area of the stand.

8.FLOORS, WALLS, HALL PILLARS AND CLADDING

The floors, walls, pillars of the halls are made of concrete, lacquered metal or clad in wood cladding.
It is forbidden to drill, seal, bleed or cut there.
It is also forbidden to paint them.
Some pillars have technical and safety control boxes that must remain visible and free to access.

9.SMOKE EXTRACTION CONTROLS AND FIRE EXTINGUISHERS

Smoke extraction controls or fire extinguishers are installed on the cladding of the perimeter walls or on the pillars. The fire hoses are mentioned on the plans. Intercoms must remain permanently usable. The markings of these installations must remain visible.

10.FIRE HYDRANTS

These are fire hydrants located on pillars in the middle or on the periphery of the stand. They must be perfectly accessible as indicated in the fire safety regulations.

11. FLUID DISTRIBUTION CHANNELS AND HATCHES

The distribution of fluids in the halls is ensured by a set of gutters or hatches. The gutters and hatches are completely enclosed by iron plates that it is prohibited to handle. Only VIPARIS is authorized to manipulate these gutters and hatches.

12.DAMAGE

Exhibitors are liable for themselves and for all companie working on their stand for all damage and deterioration caused to the constructions of the building (during the transport, installation or removal of their equipment).

13. ATTACHMENT POINTS

We would like to bring to your attention the provisions relating to the control of suspended structures laid down by the Paris Departmental Safety Commission.

This concerns all temporary installations suspended from the exhibition center's attachment points by slings (light ramps, framework structures, signage, etc).

The safety specifications of the «Parc des Expositions - Paris Porte de Versailles» site have been modified to take into account the inspection procedures for these installations. Thus, it is compulsory to control and certify the installations by an approved control office (*) before the installation of the hooks. The latter may require the calculation report provided to the exhibition center to verify the weight of the rigging points, particularly if the total load exceeds one ton. This control will allow to obtain the report of the stability of the installations and to present it to the safety officer before the opening of the exhibition.

In order to help you with these procedures, we have listed the following control office. You can also mandate the control office of your choice:

*** ICE**
Robin VITTECOQ
+ 33 7 84 01 91 49
rvittecoq.ice@gmail.com

*** SOCOTEC**
Patrick PEREIRA
+33 6 08 12 08 21
patrick.pereira@socotec.com

*** QUALICONSULT**
Didier FAIVRE
+33 7 63 65 62 53
sdvam@qualiconsult.fr

14. ACCESSIBILITY FOR PEOPLE WITH REDUCED MOBILITY (PRM)

In accordance with the regulations and the exhibitor's manual for stands with a floor height of more than 2 cm, it is necessary to provide access for people with reduced mobility, which must not encroach on the traffic aisles.
This must be at least 0.90 m wide and have a slope between 2% and 5%.

15.SLINGS FOR HANGING FROM THE ROOF STRUCTURE

Hanging operations on building structures are carried out solely by the specialised services of VIPARIS Porte de Versailles. They are the only people authorised to work on the pavilion structures. The slings are designed for a maximum load of 50 kg to 80 kg per attachment point depending on the location of your stand (including temporary loads: motors, electrical cables, etc.) according to the sling attachment location plan.
Items will be hung at a height of 6 m and no exemptions will be granted to this rule.

16.EQUIPMENT IN OPERATION

Exhibitors wishing to present equipment in operation must return the «Equipment in operation» form to the security officer (Cabinet Handi secur and the organizer see your technical and logistic manager in «Key company contacts»).

17. SAFETY COMMISSION

All installations must comply with the regulations laid down by the «Prefecture de Police».
The Exhibiton Management will check all stand installations and will refuse all those that do not comply with the Exhibition Regulations. Due to the possible passage of the Safety Commission, the installation of the stands must be completed **by 10:00 p.m on 12 March 2027.**

ARCHITECTURE FIRE AND SAFETY RULES

Prevention rules related to:
- **fire and safety,**
- **the risk of public panic,**
- **the welcoming people with disabilities**

PLEASE FULFILL THE FIRE&SAFETY ONLINE DECLARATION:
www.handisecur.com/salon/franchise/formulaire

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1) GENERALITIES

The exhibitor must comply with the safety rules on the prevention of fire and panic in establishments open to the public fixed by:

- the 25th June 1980 order;
- the 18th November 1987 order defines the particular provisions applicable to exhibition Halls;
- the Decree of July 25, 2022, as amended, regarding removable temporary structures;
- safety specifications of 'Parc des Expositions de la Porte de Versailles' (v. oct. 2018);
- any related regulatory text.

The text below is made up of aspects from this legislation and is designed to facilitate understanding.
Further information regarding fire safety is available from:

HANDI'SECUR
Tél : +33 (6) 87 99 86 59
Email : handisecur@handisecur.com

2) ACCESSIBILITY FOR PERSONS OF REDUCES MOBILITY (PRM)

The exhibitor must comply with French regulations and with the accessibility order.
All premises and facilities open to the public must allow access to the disabled and to people with reduced mobility.
Applied to the show, this means that:

- minimum width = 0,90 m,
- chamfer 33%, if : 2 cm < high of the floor < 4cm,
- ramp 4 % (no restriction on the length),
- or ramp 5% on a length <10m,
- or ramp 10% on a length <0,50m,
- or ramp 8% on a length <2,00m,

People with reduced mobility could use the registration banks (H maximum of 0.80 m, minimum empty under the work plan of 30 cm deep, 0.70 m height and 0.70 m wide).
1rst Floor stands are not allowed on this show.

3) FIRE REGULATIONS AS THEY RELATE TO THE FITTING OUT OF STANDS

3.1. MATERIALS, RATING REQUIREMENTS

3.1.1. General information

All materials used must have a specific fire rating (French class or Euroclass).

3.1.2. Requirements

- Stand structure and partitions with M3 or D minimum rating (European classification system),
- Large furniture items (cash till, counter, display unit, separator screens, etc.) with M3 or D minimum rating,
- Wall coverings (natural or plastic materials) with M2 or C minimum rating,
- Curtains, hangings or loose voiles with M2 or C minimum rating,
- Firmly fixed floor coverings with M4 or D minimum rating,
- Draped decorative or stand-dressing items (advertising panels if surface area >0.5m2, string decorations, small decorative objects etc.) with M1 or B minimum rating,
- Full canopies with M2 or C minimum rating,
- Ceilings and false ceilings with M1 or B minimum rating,
- Mesh canopies must be CNPP (French test laboratory) certified.

3.1.3. Equivalence

- Non resinous solid wood: if thickness > 14 mm, rated M3 or D,
- Resinous solid wood: if thickness > 18 mm, rated M3 or D,
- Wood-based panels (plywood, boarding, particleboard and fibreboard): if thickness >18mm, rated M3 or D,

ATTENTION : Have the fire resistance test reports for materials used available on each stand. Failing this, have the equivalent fireproofing certificates available on each stand.

3.1.4. Fire reaction certificate

Exhibitors must hold on each booth the fire reaction classification reports of the coatings and materials used or, failing that, hold the equivalent fireproofing certificates.
Exhibitors should obtain these coatings and materials from suppliers or specialized traders, which will prevent them from fireproofing on site which has certain disadvantages (salts used attack metals and fireproofing is valid for only 3 months).

3.1.5. Ignifugation

Fireproofing can impart M1 quality to materials that are in the normal medium or easily flammable state.
Fireproofing can be done by spraying, brushing or dipping.
Contact information can be obtained from:

Groupement Technique Français de l'Ignifugation :
10, rue du Débarcadère
75852 Paris cedex 17
tel. : +33 1 40 55 13 13

3.2. CONSTRUCTION AND FIT-OUT RULES

3.2.1. Prohibited

- Curtains, hangings and voiles in front of exits,
- Paints and varnishes classified as flammable (for example nitrocellulose or glycerophtalic paint),
- The use of signs or advertising panels which features white letters on a green background,
- Stands with several raised levels,
- Covered upper levels (ceiling, false ceiling, full velum). Only mesh velum or smoke out type allowed.

3.2.2. Covered stands (ceiling, false ceiling or velum)

- Area < 300sq.m,
- each booth 4 m away,
- if velum, effective hanging and support by a network of crossed wire (mesh of 1 sq.m maximum),
- If area >50sq.m:
  - Appropriate extinguishers,
  - One security guard holding the "SSIAP1" qualification present,
  - Equipped with autonomous unit security lighting. This security lighting must be put on standby when the normal lighting is intentionally switched off.

3.2.3. Stand with a raised level

Stands with a raised level are not permitted.

3.2.4. Closed stands or rooms

Send file to HANDI'SECUR to obtain their opinion and approval.
Number and width of exits:
- If area < 20sq.m: 1 of 0.90m,
- 20sq.m ≤ area < 50sq.m: 1 x 0.90m and 1 x 0.60m,
- 50sq.m≤area<100sq.m:2x0.90mor1x1.40mand1x0.60m,
- 100sq.m≤area<200sq.m:1x1.40mand1x0.90mor3x0.90m,
- 200sq.m ≤ area < 300sq.m: 2 x 1.40m,
- Area > 300sq.m, contact HANDI'SECUR,
- Exits suitably spaced,
- Exits signed.

3.2.5. Suspended elements / dismountable assemblies

See attestation on page 8 with obligation of a control office. If necessary, please contact the HANDI'SECUR company: +33 6 87 99 86 59 – handisecur@handisecur.com

4) ELECTRICITY

4.1. EXHIBITORS' GENERAL OBLIGATIONS

- the installations must consist only of fixed pipes,
- cables or conductors shall be category C2,
- the ducts and profiles used for cable trays, chutes and cable covers must be of the non-propagatory type of flame according to their current standard,
- All piping must have a protective conductor connected to the switchboard ground,

- if exceptionally equipment in class 0 exposure is supplied, it must be protected by devices with residual current not more than 30 mA,
- Class I devices shall be connected to the protective conductor of the pipeline supplying them,
- the use of individual protective earth outlets is prohibited.

4.2. ELECTRICAL EQUIPMENT CABINETS AND BOXES. MUST COMPLY WITH LEGISLATION, NAMELY:

Exhibitors must ensure that the following regulations are applied:
- electrical box : inaccessible to the public,
- electrical box : easily accessible by staff and emergency services,
- conduits and wire mouldings used for cable troughs, wire ways and cable ducts must be made of flame-retarding material, in compliance with European standards,
- only fixed wiring may be used for electrical systems,
- cables and wires must be Category C2,
- all electrical apparatus, cables and conduits must be earthed,
- if class 0 equipment is to be powered up (exceptionally), it must be equipped with a residual current (maximum 30 mA) differential switch or safety device,
- class I equipment must be connected to the earth wire of the main supply line,
- the use of individual ground plates is forbidden.

IMPORTANT : if P > 100 kVA :
- electrical box in an enclosed room for this purpose only,
- local reported,
- installation of a CO2 fire extinguisher,
- M3 bulkheads,
- not be located under a mezzanine accessible to the public.

Send “Declaration of Devices and Equipment in Operation” sheet attached in appendix.

4.3. HALOGEN LAMPS (EN 60 698 STANDARD)

STAND LIGHTING THAT INCLUDES HALOGEN LAMPS MUST:
- be a minimum of 2.25 metres from the ground,
- be located a safe distance from all flammable materials (at least 0.50 metre from wood and other decorative material),
- be well secured,
- be fitted with safety glass or fine mesh wire, providing protection against the consequences of a bulb blowing.

4.4. HIGH VOLTAGE NEON SIGNS. NEON SIGNS

They must :
- be protected by a screen made of material with an M3 fire rating,
- have a power switch clearly marked,
- have transformers out of public reach,
- have a sign marked “Danger: high voltage” visible nearby.

5) HELIUM BALLOONS

- No helium cylinders (empty or full) stored in the Hall,
- Balloons must be blow up without the presence of the public,
- Balloons must be kept into the booth,
- If the balloon is lit, the exterior must be M2-rated.

6) TEMPORARY INSTALLATIONS OF COOKING DEVICES INTENDED FOR CATERING

- cooking devices are authorised if the total nominal power is lower than 20 kW per stand,
- containers of 13 kg of liquid gas (Butane or Propane) at most are authorised.
- just one cooking installation implanted by stand,
- cookers hoods must be installed above any apparatus giving off exhalation and vapour. The extractor hood must be closed on 3 sides and hang down 0,80m above the cooking area,
- be provided with one or several fire-extinguishers,
- bottles must be placed upright, with the cut-off valve accessible at all times,
- provide at least a fire extinguisher appropriate to the risks with staff trained in its handling during the opening hours of the show to thepublic (example: provide 1 CO2 extinguisher of 2kg for an electrical cooking appliance in operation on the stand).

Send “Declaration of Devices and Equipment in Operation” sheet attached in appendix.
Don’t hesitate to contact HANDI'SECUR: handisecur@handisecur.com

7) USE OF LIQUEFIED HYDROCARBON

- Containers of liquefied gas must contain less than 13kg to be allowed in the pavilion - Bottles in used can't be accessible by the public and must be protected against impacts,
- Bottles must be separated from each other by a noncombustible partition or be distant by 5m at least,
- 1 bottle for maximum 10sqm and with a maximum of 6 bottles by stand,
- No bottle (empty or full) can't be stocked in the stand if it is not connected,
- Hose of connection must be changed before the security deadline,
- Bottles have to be stand-up (not angled),
- The turn-off button must be accessible at any time.

8) MACHINERY AND OPERATIONAL EQUIPMENT

OPERATIONAL EQUIPMENT AND MACHINERY FOR DEMONSTRATION MUST COMPLY WITH THE FOLLOWING RULES:
- the Organizer must receive a list of all equipment and machinery that is to be operational at the Show, at least 30 days before the Show begins (see form in attachment),
- such equipment must not present any risks to public safety,
- stationary equipment or machinery (whether or not operational):
• any dangerous parts (= moving parts, hot surfaces, blades and sharp objects) must be more than 1 meter from the public thoroughfare or protected by a rigid screen.
- moving equipment or machinery:
• must be presented in a protected area where members of the public are kept at a distance of at least one meter from the equipment itself.
- hydraulic jacks presented in a raised static position:
• the equipment's hydraulic safety mechanisms must be supplemented by a mechanical safety device preventing any untimely activation.
- all equipment must be properly stabilized.
- provide at least a fire extinguisher appropriate to the risks with staff trained in its handling during the opening hours of the show to the public (example: provide 1 CO2 extinguisher of 2kg for an electrical cooking appliance in operation on the stand).
Don't hesitate to contact HANDI'SECUR: handisecur@handisecur.com
Thermical or combustion engine machines and demonstration chimneys shall be equipped with a device to remove combustion gases from the outside. Please contact the Organizer to define the locations for this type of installation and the cost associated.

9) FLAMMABLE LIQUIDS

Use of flammable liquids is limited to the following quantities per stand:
- 10 litres of flammable liquids of 2nd category for 10m2 of stand, with a max.of 80 litres,
- 5 litres of flammable liquids of 1st category (Flash point < 55°C).

10) RADIOACTIVE SUBSTANCES / X RAYS / LASERS

It is forbidden to display radioactive substances on exhibition stands.
The use of X-ray equipment on exhibition stands is prohibited.
The use of lasers inside exhibition halls is prohibited.

11) FIREFIGHTING EQUIPMENT

- The RIA (fire hose), on the stand, will have to remain visible and accessible. The formwork of the RIA (fire plug) is prohibited.
- But, exceptionally, in front of the fire hose, a curtain is authorized. A sign above the curtain (a panel with pictogram or letters RIA, 40 cm x 15 cm) will remind the presence of the fire plug,
- A passage: 1,00 m broad minimum, will be arranged since the aisle.

12) PROHIBITED EQUIPMENT, PRODUCTS, GASES

The following are prohibited at the Show:
- distribution of samples or products containing an inflammable gas,
- balloons inflated with a flammable or toxic gas,
- articles made of celluloid,
- the presence of pyrotechnic or explosives devices,

- the presence of ethyl oxide, carbon sulphide, sulphuric ether and acetone,
- the use of acetylene, oxygen, hydrogen or equivalent high-risk gases,
- radioactive substances,
- X-ray emitting equipment,
- prohibited lasers,
- deposit of boxes, cartons, wood on stands and in clearances prohibited.

13. OPERATIONAL EQUIPMENT AND MACHINERY FORM

EXHIBITION	**FRANCHISE EXPO 2027**	**1**	
NAME OF THE BOOTH :		**HALL :**	**NUMERO :**
Société :			
Contact :			
Phone number:	**e – mail :**		

1. OPERATIONAL EQUIPMENT AND MACHINERY IMPORTANT: Equipment exhibited in operation must include either screens or fixed and effective protective easing which places any dangerous part out of the public reach or must be settled in such a way the dangerous parts are out of the public reach, or at least at a distance of one meter from circulation aisles.Demonstrations will be carried out under the full and complete responsibility of the exhibitor.

Type, nature	
Risks involved	
Protection measures	

2. USE OF PRODUCTS REQUIRING DECLARATION			
Source of electrical power in excess of 100 kVA			
Type of equipment and power:			
Flammable liquids			
Nature			
Use		On the booth : 10 litres max. of flammable liquids of 2nd category for 10m2 of stand, 5 litres max. of flammable liquids of 1st category (Flash point < 55°C).	
Liquefied gaz (acétylen, oxygen, hydrogen,…)			
Nature		Quantity:	

3. USE OF EQUIPMENTS REQUIRING AUTHORIZATION *(Please contact* **HANDI'SECUR)**				
Special effects (smoke, fog, laser)	YES	NO		**Nature** :
Radioactive substances	YES			
	Autorisation ASN	YES	NO	

Date:	**Signature :** *Name, surname, and quality, preceded by "read and approved"»*

14. ATTENTION MANDATORY VERIFICATIONS FOR TEMPORARY AND DISMOUNTABLE STRUCTURES *(in application of the Order of 25 July 2022 amended and the specifications of the Park)*



Example of temporary and demountable structures from left to right: totem, self-supporting arch, suspended light bridge with sign

You are building your own structure, Select the category (cat.) to define your regulatory steps:

Vous devez (lignes cumulatives) :	***Cat. OS1*** *Height of the highest point of the structure less than 3.50m (including support)*	***Cat. OS2*** *Height of the highest point of the structure between 3.5m and 6.2m (including support)*	***Cat. OS3*** *Height of the highest point of the structure greater than 6.2m (including support) and/or more than 12 slings and/or more than 1000 kg*
Mandate a control office or an accredited body before the start of the assembly to obtain a control file (verification: notes of calculations, plans,...)		X	X
Mandate a control office or a competent technician trained for the verification after installation of your structure		X	X ***Bureau de contrôle uniquement***
Draw up a certificate of good installation to be handed over to the inspection office or the competent technicein (model available via this link: Attestation *)*	X	X	X

Here are some contacts of French Control Office:

ICE
Robin VITTECOQ
+33 7 84 01 91 49
rvittecoq.ice@gmail.com

SOCOTEC
Patrick PEREIRA
+33 6 08 12 08 21
patrick.pereira@socotec.com

QUALICONSULT
Didier FAIVRE
+33 7 63 65 62 53
sdvam@qualiconsult.fr

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ADDITIONAL ORDERS

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ADDITIONAL ORDERS - E.T.A.I

We invite you to find all the technical services in the technical store of your exhibitor area. **Login link to your exhibitor area**

Please note that orders will incur a 20% increase starting from February 1, 2027, and will close on the evening of February 8, 2027.

To place an order, please visit the online technical store accessible from your exhibitor area, under the section "Technical & Logistics" or "Technical Store." Select the desired products, then confirm your order by clicking on "Order."
You will then need to sign your order electronically.
Finally, your technical coordinator will have to approve the order before its final confirmation.

FIT OUT YOUR STAND
Fit out your stand according to your needs : remote storage, customized stand...
For suspended structures, we advise you to directly contact the organizer for bare surface stands and the listedproviders for the fitted stands.

STAND CUSTOMIZATION
Personalize your stand with your visuals by ordering personalized counters in four-colour printing, or your logo in four-colour version. To order, contact the organizer if you have a bare surface stand, and the listed providers if you have a fitted stand.

PLANT RENTAL
Personalize your stand with plants for rent. Click on this **link** to access the Jardins de Gally catalogue. Please send your order form to the address indicated on the catalogue at least 5 days before the event.

TV / SCREEN / TABLET / COMPUTER RENTAL
Fit out your stand according to your needs. Click on this **link** to access the A-LOC Audiovisual catalogue. The screens can read videos on a flash drive. The videos must be in MP4 (H264 format). The videos transmitted can be tested 72 hours before the beginning of the show. Deadline for orders and payment: March 05th 2027.

EQUIPMENT RENTAL
Fit out your stand according to your needs. Click on this **link** to access the Grain De Malice catalogue and rent your exhibition and reception equipment.

FURNITURE RENTAL
Furnish your stand by renting furniture tailored to your needs from our service provider, GL Mobilier.
GL Mobilier has sent you an email containing a **link to access** their website. From there, you can order the furniture of your choice or use your furniture credit, if included in your package.
For any questions regarding your order, please contact: +33 (0)1 30 11 98 78 tiffany.duque@gl-events.com

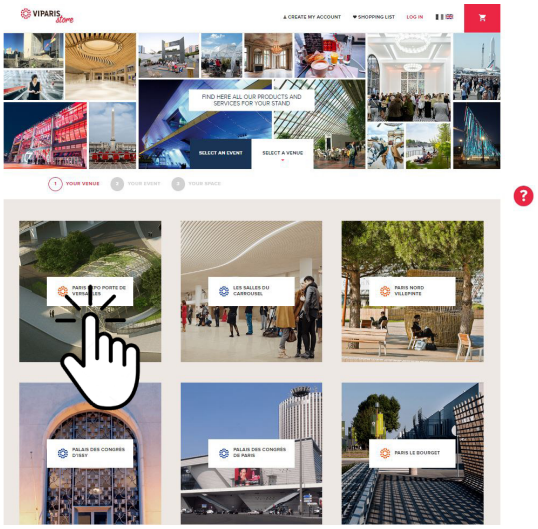
ADDITIONAL ORDERS - BARE SURFACE

TECHNICAL SERVICES EXHIBITION CENTER ORDERS must be placed online before March 05th 2027

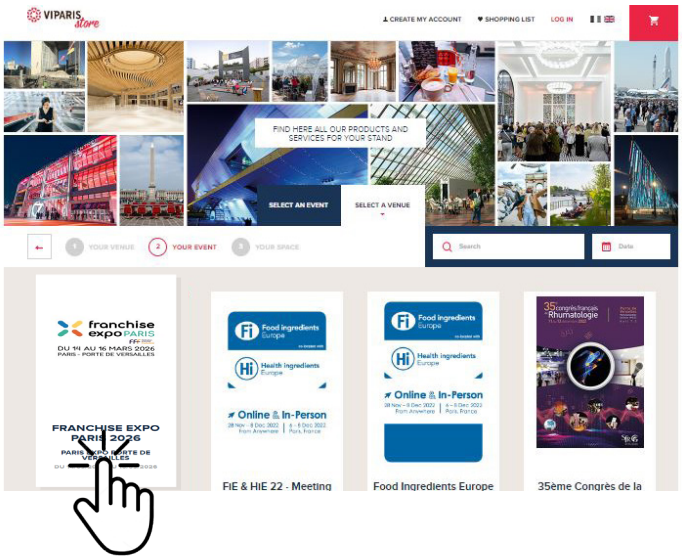
The following services must be ordered directly on the VIPARIS exhibitors' website:
www.viparisstore.com

- Water
- Compressed air
- Parking passes
- Telecoms
- Electricity
- Internet

1. Choose the exhibition site:



2. Choose the Franchise Expo Paris exhibition:



3. After that, select your company and consult the service catalogue and fill in your order form.

4. Before confirming your order, sign in to place your orders.

For all other requests, please refer to your online technical space.

For the rest of your requests, please contact directly one of our service providers:
GL MOBILIER, A-LOC, Les Jardins de Gally, Grain de Malice.

PREPARATIONS — From November 23, 2026, to March 13, 2027

EXHIBITION — 2027/03/13

Day - D

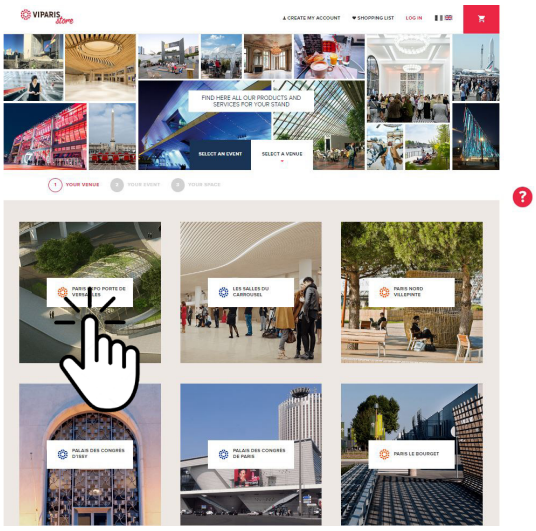
ADDITIONAL ORDERS - STAND PACKS

TECHNICAL SERVICES EXHIBITION CENTER ORDERS must be placed online before March 05th 2027

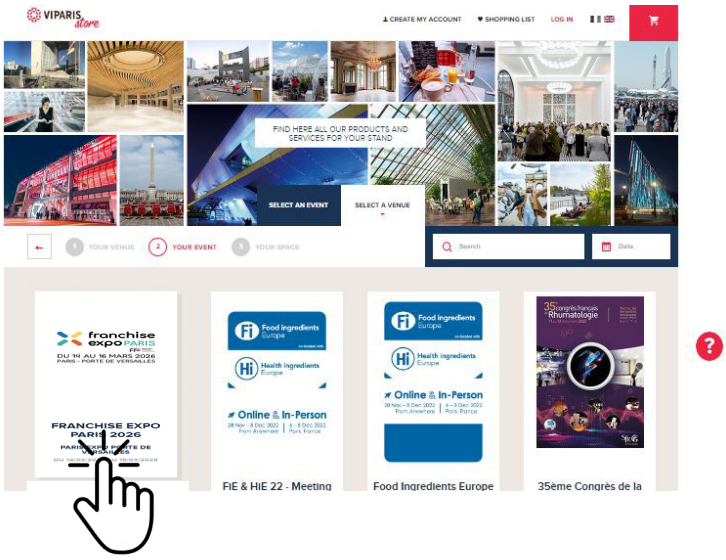
The following services must be ordered directly on the VIPARIS exhibitors' website:
www.viparisstore.com

- Water
- Téléphony
- Parking passes
- Internet
- Compressed air

1. Choose the exhibition site



2. Choose the Franchise Expo Paris exhibition



3. After that, you just have to visualize the catalog of services and fill in your order form

4. Before validating your order, identify yourself to place your orders

For all other requests, please refer to your booth design contact.
«Impact stands»: Links Event / «Présence + &Turnkey stands» : Optima
If they are not able to answer your request, please contact one of our listed service providers: **GL MOBILIER, A-LOC, Les Jardins de Gally, Grain de Malice.**

PREPARATIONS | **EXHIBITION**

From November 23, 2026, to March 13, 2027

2027/03/13

Day - D

POSITIONING PLAN FOR ADDITIONAL ORDERS

ALL TYPES OF STANDS

To be returned before 02/08 to manon.durville@infopro-digital.com & melanie.wrobel@infopro-digital.com

Exhibitor name: Stand number:

Technical manager of the space: VAT n°:

Email: Phone:

Position the fittings by indicating:

- The dimensions of your space
- The partitions
- Doors (right or left, opening)
- Electrical equipment (boxes, outlets)

Scale:

1 m

2 m

Trust

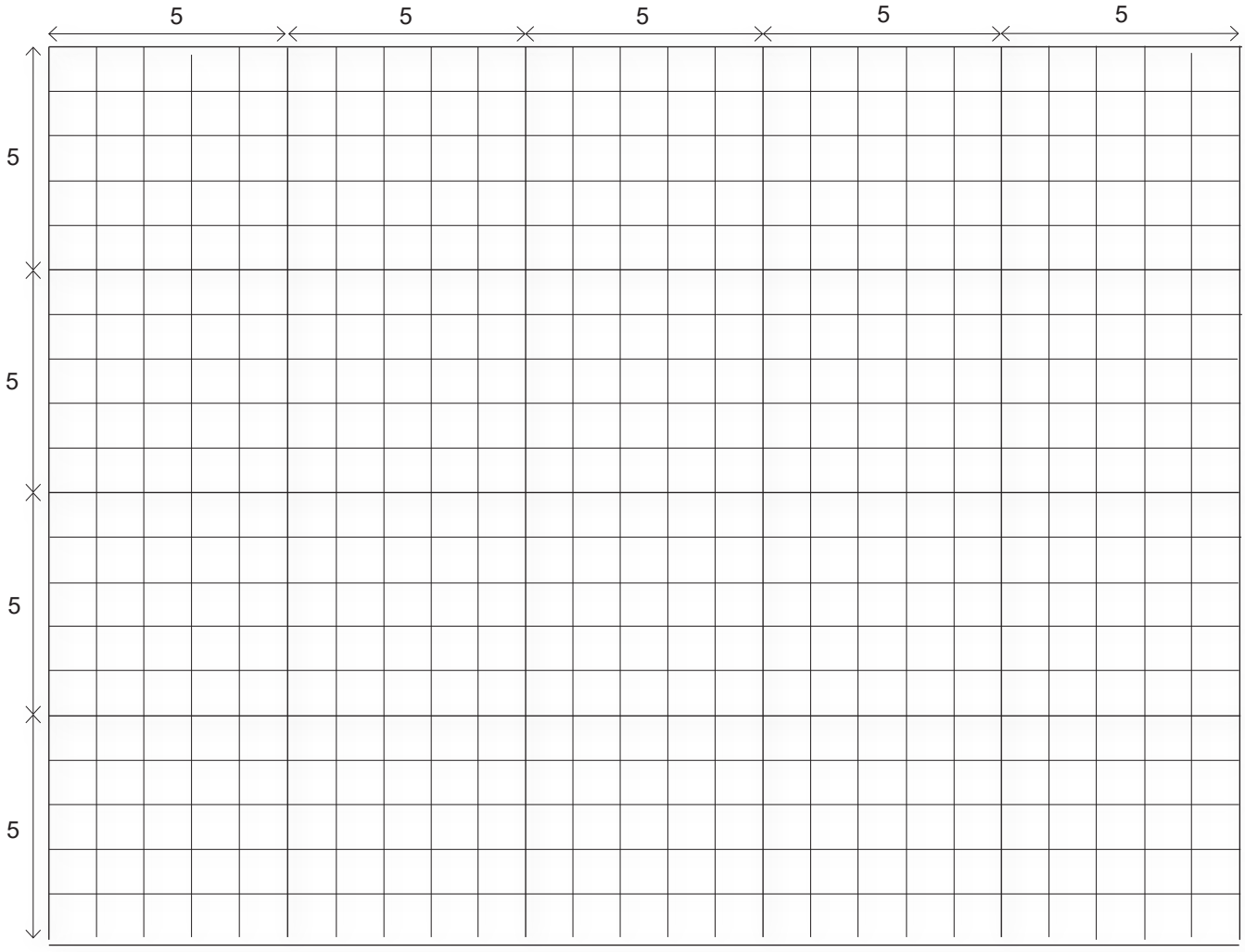
Key

Partitions

Door 1lm, indicate opening

Junction box

Spotlight Rail / LED



If any of your items ordered are not positioned on this plan, they will be placed by default.
Any modification on site will require a technical feasibility study and will incur additional costs.

PREPARATIONS — From November 23, 2026, to March 13, 2027

EXHIBITION — 2027/03/13

Day - D

CLAMAGERAN HANDLING / TRANSPORT ORDER

CLAMAGERAN EXPOSITIONS — CLAMAGERAN EXPOSITIONS — CLAMAGERAN EXPOSITIONS
www.clamageran-expositions.fr



A envoyer à / *Send to:*

PARIS EXPO - Porte de Versailles
(et autres sites d'exposition à Paris)
(and other exhibition venues in Paris)
Tel.: 33(0)1 57 25 18 01 / 33(0)1 57 25 18 03
email: paris@clamageran.fr

Paris Nord Villepinte - Le Bourget - Disneyland Paris
La Ville de Lille / City of Lille
(et autres sites d'exposition du nord de la France)
(and other exhibition venues in the north of France)
Tel.: 33(0) 1 48 63 32 53 / 33(0) 1 48 63 33 71
email: villepinte@clamageran.fr

Regions Est & Ouest de la France
Eastern & Western regions of France
Tel.: 33(0)6 15 54 68 44
email: province@clamageran.fr

A envoyer à / *Send to:*

LYON Eurexpo (et autres sites d'exposition à Lyon & région)
(and other exhibition venues in Lyon & region)
Tel.: 33(0)4 78 90 06 00 / 33(0)4 72 22 30 64
33(0)4 72 79 47 21
email: lyon@clamageran.fr

Côte d'Azur – Monaco – Marseille
French Riviera – Monaco – Marseille
(et autres sites d'exposition du Sud de la France)
(and other exhibition venues in the south of France)
Tel.: 33(0)6 20 83 77 98
email: french-riviera@clamageran.fr

Salons en Europe – Monde
Europe – Overseas trade shows
Tel.: 33(0)1 48 63 32 58 / 33(0)1 48 63 34 55
email: export@clamageran.fr

BON DE COMMANDE / *ORDER FORM* 1/2

Nom du salon / Exibition name: _____

Nom de la société exposante / *Exhibiting Company name:* _____
Numéro de Hall & Stand / *Hall & Stand No.:* _____
Nom du représentant de la société au salon / *Company on-site representative name:* _____
N° Tél. mobile / *Cellphone No.:* _____

Bon de commande complété par / *Order form filled by:* _____
Nom de la Société / *Company name:* _____
N° Tél / N° Fax / *Tel no. / Fax no.:* _____
Email / *Email:* _____
Adresse de facturation / *Invoicing address:* _____

N° Siren / *Siren no.:* _____ N° Siret / *Siret no.:* _____ N° TVA / *EU VAT no.:* _____

☐ **TRANSPORT ALLER JUSQU'A RENDU SITE D'EXPOSITION / *TRANSPORT TO SHOW VENUE***
☐ **TRANSPORT RETOUR DU SITE D'EXPOSITION / *TRANSPORT FROM SHOW VENUE***

Mode de transport / *Movement type:*
☐ AIR / *AIR* ☐ MER (envoi en groupage) / *OCEAN (LCL shipment)* ☐ MER (envoi en conteneur complet) / *OCEAN (FCL shipment)* ☐ CAMION / *TRUCK*

Statut de l'envoi (pour la douane) / *Status of Shipment (for customs):*
☐ Admission temporaire (avec retour en fin salon) / *Temporary (good returning after show)* ☐ Admission définitive (pas de retour) / *Permanent (no return)*

Date & heure de livraison sur stand / *Date and time of delivery to the booth:* _____
Date & heure d'enlèvement sur stand / *Date and time of collection from the booth:* _____
Nombre de colis / *Number of pieces:* _____ Poids total / *Weight total:* _____ Cubage (M3) total / *CBM total:* _____
Valeur pour / *Value for:* ☐ Assurance transport / *Transport insurance* ☐ pour la douane / *for customs*
Destination de la marchandise après salon / Autre salon / événement / *Destination after show / another event:*

_____
_____
_____
_____
_____

Mode de transport / *Movement type:*
☐ AIR / *AIR*
☐ MER (envoi en groupage) / *OCEAN (LCL shipment)*
☐ MER (envoi en conteneur complet) / *OCEAN (FCL shipment)*
☐ CAMION / *TRUCK*

PREPARATIONS — **EXHIBITION**

From November 23, 2026, to March 13, 2027 — 2027/03/13

Day - D

BON DE COMMANDE / *ORDER FORM* 2/2

MANUTENTION SUR SITE D'EXPOSITION / *ON-SITE HANDLING*

Date & heure souhaitées de manutention au montage / *Requested date and time of lifting for show build up :*

Date & heure souhaitées de manutention au démontage / *Requested date and time of lifting for show breakdown :*

Chariot élévateur ***Forklift***

Chariot élévateur avec conducteur pour déchargement, chargement camion et manutention dans le Hall d'exposition / *Forklift with driver for unloading, loading truck and handling in show hall*



matériel souhaité & tonnage / *Requested material :*

- ☐ Chariot élévateur 3 T / *Forklift 3 T*
- ☐ Chariot élévateur 5 T / *Forklift 5 T*
- ☐ Chariot élévateur 8 T / *Forklift 8 T*
- ☐ Chariot élévateur 16 T / *Forklift 16 T*

Nacelle élévatrice (plate-forme/ciseaux) / ***Scissor Lift***

Nacelle élévatrice (plate-forme/ciseaux) / *Scissor Lift*



- ☐ Sans conducteur / *without operator*

Matériel souhaité & hauteur de travail / *Requested material :*

- ☐ Hauteur de travail 8-10 M / *Height of work 8-10 M*
- ☐ Hauteur de travail 12 M / *Height of work 12 M*

Grue Mobile / ***Mobile Crane***

Grue avec conducteur pour déchargement, chargement, manutention sur site d'exposition et à l'intérieur hall d'exposition (si autorisé) / *Crane with operator for unloading, loading handling inside venue and show hall (if allowed)*

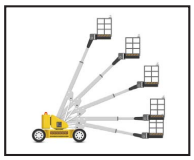


matériel souhaité & tonnage / *Requested material :*

- ☐ Grue 35 T / *Crane 35 T*
- ☐ Grue 40 / 50 T / *Crane 50 T*
- ☐ Grue plus 50 T / *Crane over 50 T*
- ☐ Elingueur / *Slinger*

Nacelle Télescopique (à bras articulé) / ***Cherry Picker***

Nacelle Télescopique (à bras articulé) / *Cherry Picker*



- ☐ Sans conducteur / *without operator*

Matériel souhaité & hauteur de travail / *Requested material :*

- ☐ Hauteur de travail 14-16 M / *Height of work 14-16 M*
- ☐ Hauteur de travail 18-20 M / *Height of work 18-20 M*

Stockage / ***Storage***

Enlèvement sur stand – Stockage et retour en fin salon / *Collection on stand, storage and return at the completion of the show*



- ☐ Emballage vide (caisse - carton - pallet …) / *empties (crate - box - pallet - …)*
- ☐ Emballage non vide / Colis plein (caisse à outils - echelle - escabeau - transpalette Gerbeur manuel / genie) / *Full Goods (tools box - ladder - pallet-jack - genie-lift - …)*

Entreposage / ***Warehousing***

Magasinage avant / après salon / *Advanced warehouse storage before / after show*



Service demandé / Requested service :

- ☐ Déchargement au magasin, magasinage / *unloading truck to the advanced warehouse*
- ☐ Enlèvement sur stand, passage en magasin, magasinage / *Collection from the stand to the advanced warehouse*

PAIEMENT DES FRAIS DE TRANSPORT - STOCKAGE ET MANUTENTION SUR STAND / *PAYMENT OF FREIGHT, STORAGE AND ON-SITE HANDLING*

- ☐ **Par Carte bancaire** (formulaire de paiement par carte bancaire / sur demande à compléter et nous retourner) / ***Credit card*** *(credit card payment form to complete, on request)*
- ☐ **Par Virement bancaire :** sur compte bancaire Clamageran (RIB à fournir sur demande) / ***Wire transfer*** *: to Clamageran's bank account (banking details, on request)*
- ☐ **Par Chèque bancaire** (chèque à libeller à l'ordre de Clamageran Expositions et à payer en France) / ***Bank Cheque*** *(cheques are to be made payable to Clamageran Expositions in France)*

Nos conditions de paiement : Au Comptant / ***Terms of payment :*** *Cash payment*

Date & Lieu / *Date & Place* | Signature / *Signature* | Tampon de la Société / *Stamp of the Company*

Toutes nos opérations sont effectuées à nos conditions générales de vente. (Ces conditions peuvent être obtenues sur simple demande auprès de nos services ou sur notre site internet) Tout engagement ou opération vaut acceptation par la clientèle de ces conditions générales de vente. /
All transactions are subject to our general sales conditions. (These conditions are available on request or in our company's website.) Any commitment or transaction means acceptance of our general sales conditions by the customer.

Clamageran Expositions est membre de plusieurs associations professionnelles internationales /
Clamageran Expositions is a member of various trade associations:

unimev | IATA | FOUNDING MEMBER OF FELP

Certification / ***and certified:***

AEO | ISO 20121

CLASQUIN HANDLING / TRANSPORT ORDER

CLASQUIN
FAIRS & EVENTS

MANUTENTION / STOCKAGE / TRANSPORT / HANDLING / STORAGE

DEMANDE DE DEVIS / QUOTE REQUEST

SALON / SHOW

franchise expo PARIS

VOS COORDONNEES / YOUR DETAILS

Exposant / Exhibitor: _____

Hall: _____ Stand: _____

Pays / Country: _____

Contact: _____

Telephone: _____

Email: _____

PRESTATIONS VIA NOTRE ENTREPÔT SUR SITE / SERVICES VIA OUR ON SITE WAREHOUSE

Transport aller / Transport one way → Livraison sur stand / Delivery on stand → Stockage emballages vides / Empty storage → Reprise sur stand / Pick up from stand → Transport retour / Transport back

Transport ☐ Route / Road ☐ Aérien / Air ☐ Maritime / Sea	☐ Livraison sur stand avant l'ouverture du salon / Delivery on stand before the opening of the show:	☐ Gestion de vos emballages vides pendant l'ouverture du salon / Handling of your empties during the opening of the show	☐ Reprise sur stand après la fermeture du salon / Pick up from stand after the closing of the show:	Transport ☐ Route / Road ☐ Aérien / Air ☐ Maritime / Sea
☐ Formalités de douane / Custom formalities	Date et Heure / Date and time: _____		Date et Heure / Date and time: _____	☐ Formalités de douane / Custom formalities

Lieu de chargement / Place of pick up

CP / Post code: _____ Ville / City: _____

Pays / Country: _____

Colisage / Packing details:

Horaires d'ouverture / Opening hours:
Matin/Morning: _____
Après-midi/Afternoon: _____

☐ Hayon requis / Tail lift required

Quantité / Number	Longueur cm / Lenght cm	Largeur cm / Wide cm	Hauteur cm / Height cm	Poids kg / Weight kg

PRESTATIONS DE MANUTENTION SUR SITE / ON SITE HANDLING SERVICES

Déchargement et/ou Rechargement direct et/ou Manutention / Direct Unloading and/or Reloading and/or Handling → Stockage emballages vides / Storage of empties

Matériel souhaité / Requested material ☐ Chariot élévateur 3T avec chauffeur / Forklift 3T with driver ☐ Chariot élévateur de capacité supérieure / Upper capacity forklift	☐ Gestion de vos emballages vides pendant l'ouverture du salon / Handling of your empties during the opening of the show

Autre engins / Other engines:
☐Grue Mobile / Mobil crane ☐Nacelle ciseaux / Lifting platform ☐Nacelle à bras / Cherry picker

■ Paris Nord Villepinte ■ Paris Expo Porte de Versailles ■ Le Bourget ■ Eurexpo Lyon ■ Province

✆ +33 (0)1.48.63.33.81 – www.clasquin.com – fairs-events@clasquin.com

PREPARATIONS → **EXHIBITION**

From November 23, 2026, to March 13, 2027

2027/03/13

Day - D

WEL GROUP HANDLING / TRANSPORT ORDER

WEL

BON DE COMMANDE / ORDER FORM

WEL GROUP
2 Rue Copernic
77290 Compans – France
contact@wel.fr
+33. (0).1.64.27.21.17

Salon / Exhibition name:

Exposant / Exhibitor: Hall / Stand:

Contact Salon / On site contact : Tél./Phone: E-mail

Aller / Inbound: ☐ Par WEL / By WEL

☐ Route/Road ☐ Air ☐ Mer / Sea

Date d'enlèvement / Pickup Date:

Société / Company:

Adresse / Address:

☐ Passage magasin / Advanced Warehouse |Date:

☐ Livraison directe / Direct onsite delivery |Date:

Date & Heure Livraison stand / Delivery date on booth:

Retour / Outbound: ☐ Par WEL / By WEL

☐ Route / Road ☐ Air ☐ Mer/Sea

Adresse Retour / Return Address:

Date:

Contact destinataire/PoC:

Colisage / Packing List

Quantité / Quantity	Type de colis / Package type	Dimensions (cm)	Poids brut / Gross weight (kg)

Options :

☐ Chariot élévateur avec chauffeur / Forklift with driver - Tonnes / Tons (2.5T / 3.5T / 5T)

Date & Durée / Date & Duration : (Min. 1h)

☐ Nombre de manutentionnaires / Number of Labour men - Date & Durée / Date & Duration : (Min. 4hrs)

☐ Stockage emballages vides / Empty storage - m^3/cbm

Formalités douanières / Customs Clearance : ☐ Oui/Yes ☐ Non/No

Assurance transport complémentaire/ Additional transportation insurance – Valeurs € ☐ Oui/Yes ☐ Non/No

Demandes particulières / Other special requests :

Contact Commande / Contact Order :

Société / Company :

Nom & Prénom / Full name :

E-mail :

Tél./Phone :

Contact comptabilité / Accounting contact :

Société / Company :

Nom & Prénom / Full name :

E-mail : Tél./Phone :

Adresse de facturation / Invoicing address :

N° de SIRET + TVA intracommunautaire / VAT Number :

Condition de payment / Terms of Payment :

☐ Carte Bancaire / Credit card

☐ Virement Bancaire / Wire transfer

Cachet/Stamp

Signature/date - Signature/date

Toutes nos prestations sont réalisées sous couvert de nos conditions générales disponibles sur demande. / All transactions are subject to our general sales conditions, available upon request.
Tout engagement ou opération vaut acceptation sans réserve de nos conditions générales de vente. / Any commitment or opération means acceptance without reserve or general sales conditions.

PROUD MEMBER OF IELA | IATA | unimev UNION FRANÇAISE DES MÉTIERS DE L'ÉVÉNEMENT | ISO 20121 | prestalians

PREPARATIONS → **EXHIBITION**

From November 23, 2026, to March 13, 2027

2027/03/13

Day - D

4
DELIVERY & COLLECTION

ACCESS CONDITIONS EXHIBITOR PARKING 40
HALL 6 DELIVERY ACCESS CONDITIONS 41
HALL 4 DELIVERY ACCESS CONDITIONS 42
ACCESS MAP 43
DELIVERY INSTRUCTIONS 44

TO FACILITATE THE DELIVERY AND COLLECTION OF YOUR GOODS AND EQUIPMENT, WE RECOMMEND THAT YOU READ THIS SECTION CAREFULLY.

DO NOT HESISTATE TO PASS THIS INFORMATION ON TO YOUR TRANSPORTER: IT WILL BE OF USE TO THEM.

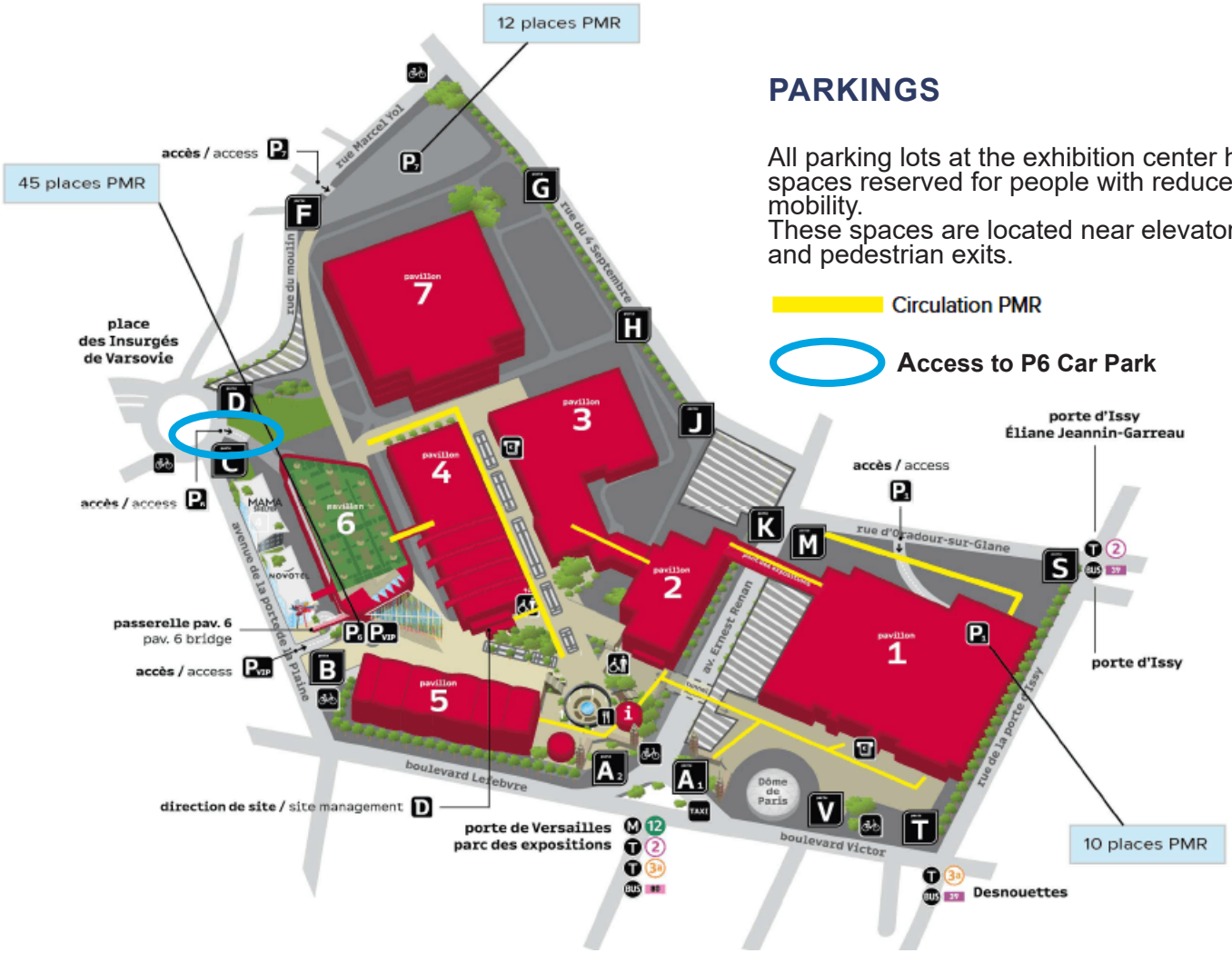
ACCESS CONDITIONS EXHIBITOR PARKING P6

EXHIBITOR ACCESS WILL BE DIRECTLY TO **PARKING P6**
ACCESSIBLE VIA **PLACE DES INSURGÉS DE VARSOVIE**

Parking in the area arround the Hall is strictly reserved for deliveries and the removal of stand components.
It is not a parking space. Parking in the area around the halls will result in your vehicle being seized and you will be issued with a surchage

You can order your parking space directly from the VIPARIS STORE or take one from the on-site pay stations.

For exhibitors who have ordered a Standar or a Light Equipment Pack, a parking space is included and will be given to you at the general welcome desk.



PARKINGS

All parking lots at the exhibition center have spaces reserved for people with reduced mobility.
These spaces are located near elevators and pedestrian exits.

Circulation PMR

Access to P6 Car Park

DELIVERY / ASSEMBLY			EXHIBITION		DISMANTLING & PICK-UP	
03/10	03/11	03/12	03/13	03/14	03/15	03/16
D-3	D-2	D-1	D-D	D+1	D+2	D+3

HALL 6 DELIVERY ACCESS CONDITIONS

DELIVERIES AND PICKUPS MUST BE DONE ACCORDING TO THE ASSEMBLY / DISMANTLING SCHEDULE.
A STAND MANAGER MUST BE PRESENT TO RECEIVE THE DELIVERY / PICKUP.

THE ORGANIZER WILL NOT BE ABLE TO RECEIVE THE GOODS ON BEHALF OF THE EXHIBITOR.

Deliveries to **Hall 6** will be made in front of the building **(entrance gate C and exit gate B**) starting at 11:00 am on Wednesday March 10th (depending on the arrival of your teams). The pavilion does not have an unloading dock. It is therefore recommended to come with a truck equipped with a tailgate or a forklift and completed by a pallet truck.

Caution: Any material delivered before the scheduled date and time cannot be stored by Viparis and/or the organizer.

Each exhibitor is responsible for organizing the transportation, reception and removal of their goods.

Each exhibitor must have their goods delivered directly on his stand.

ENTRANCE GATE C «ROND POINT DES INSURGÉS DE VARSOVIE»

EXIT GATE B « AVENUE DE LA PORTE DE LA PLAINE »

For outsize item deliveries, contact the organizer in advance for the conditions of assembly.

LOGISTICS BASED ON SPACES OCCUPIED AND PHASE OF EVENT

Pavilions	DURING SETUP / BREAKDOWN (1) (2) (5)						DURING EVENT (1)		
	Gates for LCVs and HGVs		Comments	Assigned loading docks for short stays (loading and unloading only)	Free parking (4)		Deliveries limited to 1 hour (3)	Paid parking (4)	
	Entrance	Exit			PV	LCV/HGV		PV	LCV/HGV
Pavillon 6	C	B		6.A	Car Park 6 *	Héliport	C	Car Park 6	Héliport

(1) LOGIPASS: reservations mandatory using the **logipass.viparis.com** website

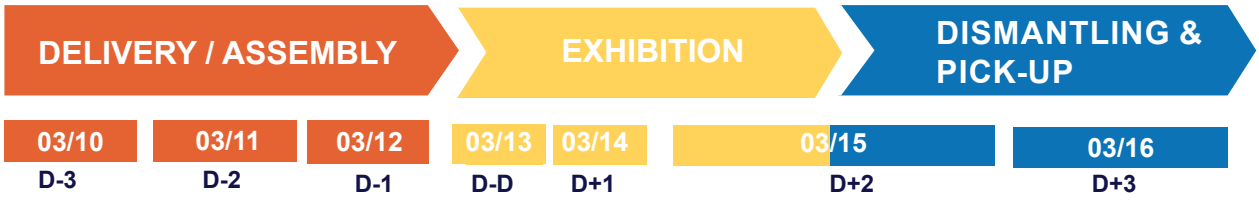
(2) GATES OPENING: gates are opened starting with the organiser's official entry into the premises
Additional gates will be opened depending on vehicle traffic

(3) DELIVERIES WHEN EVENT IS OPEN TO THE PUBLIC: deliveries are limited to **1 hour**
Delivery vehicles must be registered using the LOGIPASS system and are automatically approved for the chosen time slot until the event opens to the public
All other delivery requests must be submitted for approval.

(4) PARKING & CAR PARKS: car parks are free of charge during setup phase until the day before the event opens to the public (from 6 am to 11 pm)
All passenger vehicles (less than 1.9 m in height) will be automatically directed towards free parking. Passenger vehicles can use car parks in order to unload near pavilions, then must return to the free parking areas to park.
Exceptions: during setup, passenger vehicles should use Gate K to access Pavilion 2.1, Gate B to access Pavilion 5 and Gate C to acces Pavilion 6
The heliport car park is also free of charge for LCVs and HGVs during setup and breakdown phases
When an event is open to the public, exhibitor and visitor car parks are open **from 8 am to 11 pm** (or later for late-night events)

(5) BREAKDOWN: vehicles weighing less than 3,5 tons are admitted as soon as the event closes to the public
Other vehicles will be admitted **2 hours after** the event closes to the public
Additional gates will be opened depending on vehicle traffic

No vehicles will be allowed to remain on site when the event is open to the public.



HALL 4 DELIVERY ACCESS CONDITIONS

DELIVERIES AND PICKUPS MUST BE DONE ACCORDING TO THE ASSEMBLY / DISMANTLING SCHEDULE.
A STAND MANAGER MUST BE PRESENT TO RECEIVE THE DELIVERY / PICKUP.

THE ORGANIZER WILL NOT BE ABLE TO RECEIVE THE GOODS ON BEHALF OF THE EXHIBITOR

Deliveries to **Hall 4** will be made in front of the building (entrance gate D and exit gate D) starting at 11:00 am on Wednesday March 10th (depending on the arrival of your teams). The pavilion does not have an unloading dock. It is therefore recommended to come with a truck equipped with a tailgate or a forklift and completed by a pallet truck.

Caution: Any material delivered before the scheduled date and time cannot be stored by Viparis and/or the organizer.

Each exhibitor is responsible for organizing the transportation, reception and removal of their goods.

Each exhibitor must have their goods delivered directly on his stand.

ENTRANCE GATE D «ROND POINT DES INSURGÉS DE VARSOVIE»

EXIT GATE D «ROND POINT DES INSURGÉS DE VARSOVIE»

For outsize item deliveries, contact the organizer in advance for the conditions of assembly.

LOGISTICS BASED ON SPACES OCCUPIED AND PHASE OF EVENT

Pavilions	DURING SETUP / BREAKDOWN (1) (2) (5)						DURING EVENT (1)		
	Gates for LCVs and HGVs		Comments	Assigned loading docks for short stays (loading and unloading only)	Free parking (4)		Deliveries limited to 1 hour (3)	Paid parking (4)	
	Entrance	Exit			PV	LCV/HGV		PV	LCV/HGV
Pavilion 4	D	D		4.A	Car Park 6 *	Héliport	D	Car Park 6	Héliport

(1) LOGIPASS: reservations mandatory using the **logipass.viparis.com** website

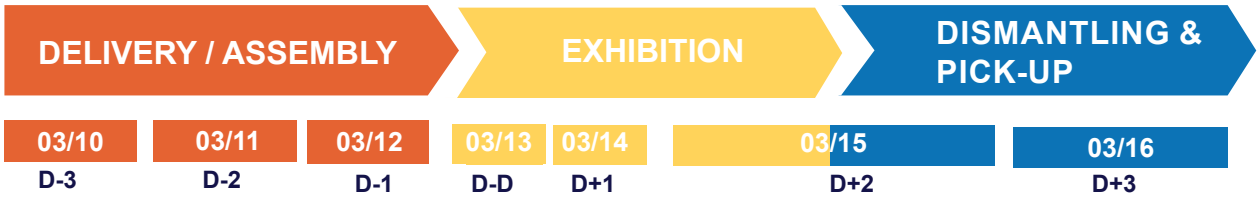
(2) GATES OPENING: gates are opened starting with the organiser's official entry into the premises
Additional gates will be opened depending on vehicle traffic

(3) DELIVERIES WHEN EVENT IS OPEN TO THE PUBLIC: deliveries are limited to **1 hour**
Delivery vehicles must be registered using the LOGIPASS system and are automatically approved for the chosen time slot until the event opens to the public
All other delivery requests must be submitted for approval.

(4) PARKING & CAR PARKS: car parks are free of charge during setup phase until the day before the event opens to the public (from 6 am to 11 pm)
All passenger vehicles (less than 1.9 m in height) will be automatically directed towards free parking. Passenger vehicles can use car parks in order to unload near pavilions, then must return to the free parking areas to park.
Exceptions: during setup, passenger vehicles should use Gate K to access Pavilion 2.1, Gate B to access Pavilion 5 and Gate C to acces Pavilion 6
The heliport car park is also free of charge for LCVs and HGVs during setup and breakdown phases
When an event is open to the public, exhibitor and visitor car parks are open **from 8 am to 11 pm** (or later for late-night events)

(5) BREAKDOWN: vehicles weighing less than 3,5 tons are admitted as soon as the event closes to the public
Other vehicles will be admitted **2 hours after** the event closes to the public
Additional gates will be opened depending on vehicle traffic

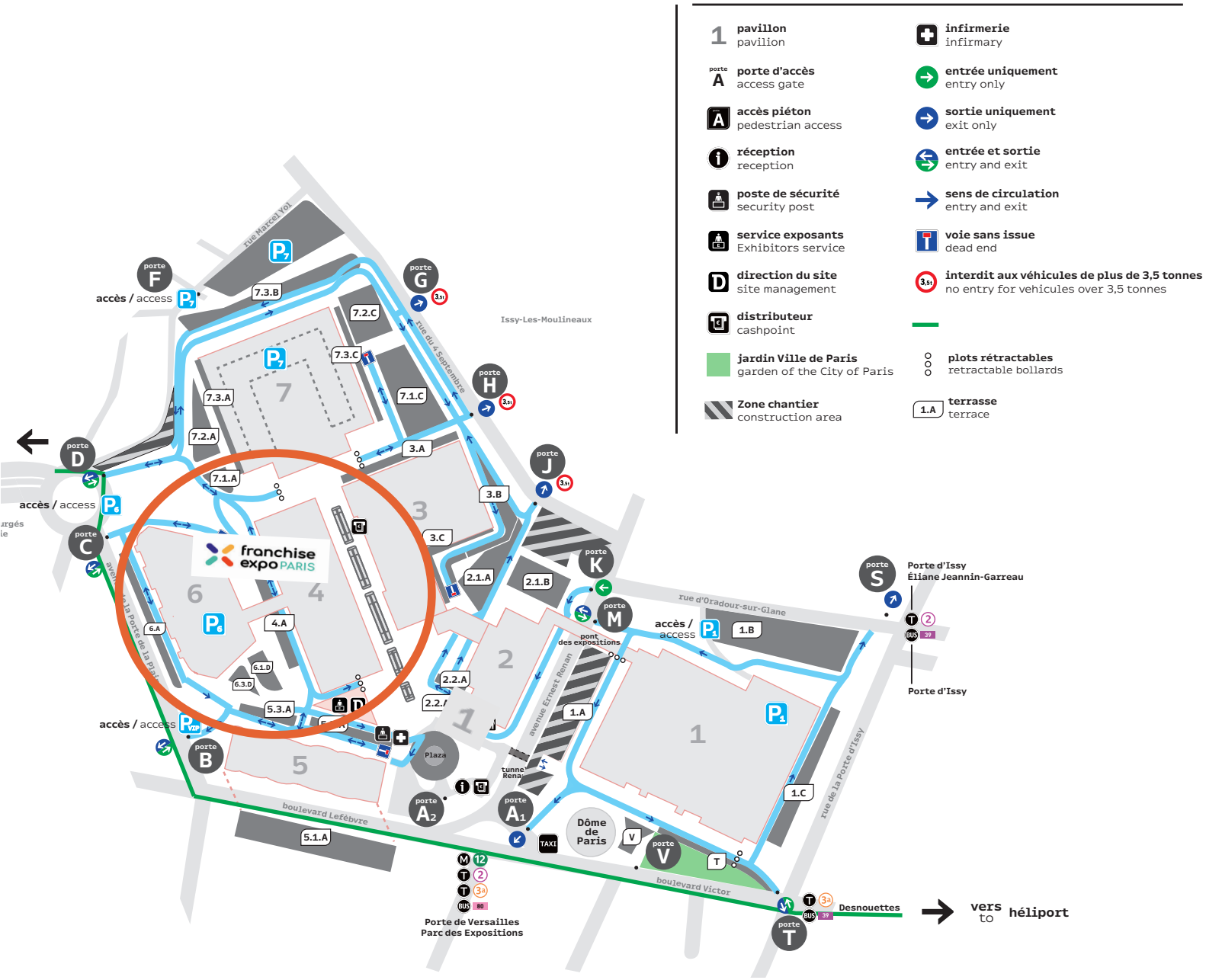
No vehicles will be allowed to remain on site when the event is open to the public.



ACCESS MAP

(1) ALL REQUESTS TO ENTER THE COMPLEX MUST BE REGISTERED USING THE LOGIPASS.VIPARIS.COM SITE

LOGISTICS MAP: ENTRANCES, TRAFFIC LANES, LOADING DOCKS AND PARKING AREAS



DELIVERY / ASSEMBLY			EXHIBITION		DISMANTLING & PICK-UP	
03/10	03/11	03/12	03/13	03/14	03/15	03/16
D-3	D-2	D-1	D-D	D+1	D+2	D+3

DELIVERY INSTRUCTIONS

ACCESS FOR DELIVERIES AND PICK-UPS

Access to **Pavilion 6** at Paris Expo Porte de Versailles is via **Entrance Door C, Avenue de la Porte de la Plaine / Rond-point des Insurgés de Varsovie**
Access to **Pavilion 4** at Paris Expo Porte de Versailles is via **Entrance Door D, Rond-point des Insurgés de Varsovie.**

Exhibitors and decorators are responsible of their own unloading. You can also order a handling or transport service from our listed service providers.
Access to the hall will be granted according to the available place and the order of arrival.

CONSTRAINTS AND RULES TO OBSERVE

- If your decorator wants the pallets to be transported to your stand, fill in the order form of our partner **CLAMAGERAN**, **CLASQUIN** or **WEL GROUP** in the technical manual.
- The trucks must be equipped with a tailgate and the necessary handling equipment for loading and unloading.
- Your goods must be packed on filmed European pallets, 120cm long, 80cm wide and 170cm high maximum. Ideally, they should not exceed 150cm.

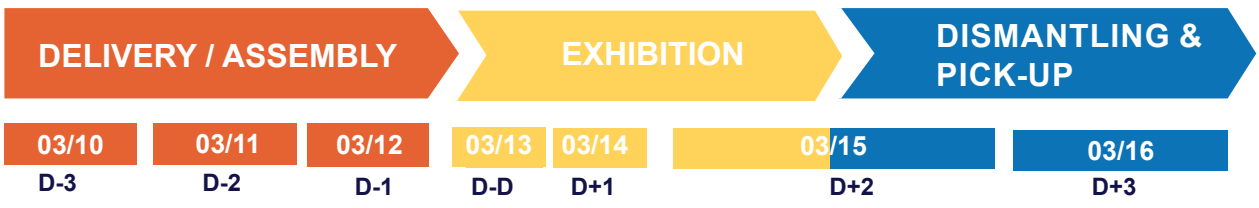
RECEPTION OF EXHIBITORS' PALLETS

- The exhibitor is the solely responsible for the organization of the transport, reception and removal of their goods and materials from their stand.

The exhibitor must:
- Indicate precisely and legibly on their goods all the information necessary for their carrier to perform their mission, including dates and times of delivery and pick-up as well as the destination addresses.
- Ensure that one of their duly authorized employees / representatives be present on their stand to supervise the receipt and removal of their goods and equipment during the assembly and dismantling of the event.
- Pay for any customs charges.

INSURANCE

- Your equipment is insured during the periods of operation (see insurance notice at the end of the guide). The insurance is only effective if it remains permanently under your supervision or that of your employees. We remind you that the insurance does not cover the assembly or dismantling phases and the transport phase. Furthermore, the insurance ceiling is limited.
- We advise you to check beforehand how your company has organized the coverage of your equipment during these different phases. You can also take out additional insurance if necessary (see order form at the end of this guide).



DELIVERIES

The organizer cannot be held responsible for any damage to loss of the exhibitor's goods and materials if the exhibitor has not respected the above conditions, in particular in case of absence of the exhibitor from their stand during the assembly and dismantling operations.

- All pallets/packages not collected according to the schedule will be destroyed or stored at the exhibitor's expense.
- **Parcels sent by courier will not be handled by the organizer, or by Paris Porte de Versailles, either on receipt or on collection. This service is under your responsibility and in no case under the responsibility of the organizer.**
- **Any delivery (pallet) outside the assembly period will be refused by the organizer. For any delivery of parcels, you will have to meet your deliverer at the Franchise Expo Paris reception.**

During the exhibition build-up and dismantling periods, every vehicle entering the Parc des Exposantions **Door c for Hall 6 and Door D for Hall 4** must have a Logipass access permit displayed on its windshield. Vehicles will then be allowed to park around Halls 4 and 6.

LOGIPASS

To book your access and parking, go to this link: http://logipass.viparis.com
Choose your language and click on create your LOGIPASS account.
Fill in the requested fields. **The fields with a red asterisk are mandatory.**
Tick the box to accept the policies and conditions of the site, confirm and save.

To create an access request, go to the part **«My Requests»,** cliquez sur **«Create a request»** and fill in the required fields. If you cannot find yourself in the list, indicate «**Exhibitor not found**». Click on save or go to the next step.

You will then have to indicate the estimated time slot for your arrival.

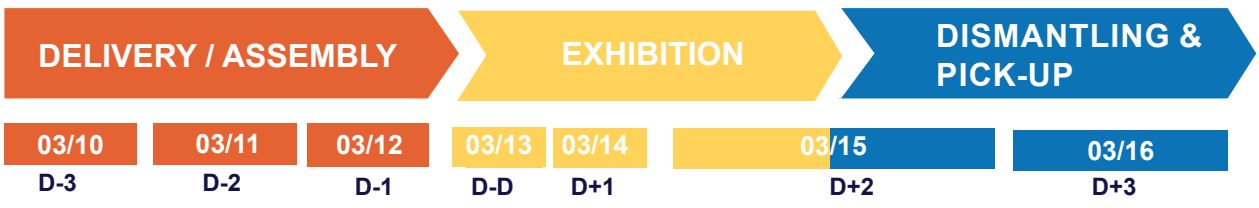
The access time to the delivery area will be automatically assigned according to the type of vehicle.

	PARIS PORTE DE VERSAILLES
VEHICLE	PARKING TIME: 30min
UTILITY VEHICLE	PARKING TIME: 1H00
HEAVY VEHICLE	PARKING TIME: 2H30

If you make a mistake, use the option «**delete the selected time slot**». If needed, you can upload documents in the Files tab. A comment field is also available to add information.

Finally, tick the box to accept the site policies and conditions and submit the request.
Your request has been submitted, you can view your authorization number. An email will be sent to you upon validation of the request.

You will be invited to download and print your badge in PDF format. If you need to make several identical access requests for the same event, the **DUPLICATE** button will save you time.
You will also have to make similar applications for the **DISMANTLING** period.



5 ASSEMBLY & DISMANTLING

ASSEMBLY & DISMANTLING SCHEDULE 47
ASSEMBLY AND DISASSEMBLY CONDITIONS 48

ASSEMBLY & DISMANTLING SCHEDULE

	Wednesday March 10th	Thursday March 11th	Friday March 12th	Saturday March 13th	Sunday March 14th	Monday March 15th	Tuesday March 16th
07:00AM				ASSEMBLY 07:00AM - 09:30AM	EXHIBITORS 08:30AM	EXHIBITORS 08:30AM	
08:00AM	GI / Electricity / Slings	08AM	08AM				08AM
09:00AM				09:30AM	09:30AM	09:30AM	
10:00AM							DISMANTLING & EQUIPMENT COLLECTION
11:00AM	11AM						
12:00 o'clock							
01:00PM							02PM
02:00PM			ASSEMBLY "Turnkey" "Pavillon" "Impact" "Pods" Stands delivery	EXHIBITION	EXHIBITION	EXHIBITION	
03:00PM		ASSEMBLY "Présence +" Stands delivery					
04:00PM	ASSEMBLY Bare surface						
05:00PM							
06:00PM						06PM	
07:00PM				07PM	07PM		END OF DISMANTLING AND MANDATORY REMOVAL OF ALL YOUR EQUIPMENT
08:00PM				Exhibitors Cocktail		DISMANTLING & EQUIPMENT COLLECTION	
09:00PM							
10:00PM				10PM			
11:00PM	11PM	11PM	11PM			12PM	
12:00PM							

*Bare stand builders and decorators will be able to access the assembly area from Wednesday 10 March at 11:00 am

Stand power supply times						
Wednesday, March 10th	Thursday, March 11th	Friday, March 12th	Saturday, March 13th	Sunday, March 14th	Monday, March 15th	Tuesday, March 16th
electrical building site box	**electrical building site box**	8am-11pm	8:30am - 8pm	8:30am - 8pm	8:30am - 7pm	**electrical building site box**

During the dismantling period : It is possible to order an electrical building site box from Viparis.
During the exhibition period : Possibility of permanent connection: activation D-1 at 8:00 AM until D+2 at 6:00 PM.

REMINDER OF THE GENERAL RULES

The organizer determines the schedule for setting up and installing the stands before the exhibition opens. It also determines the schedule for dismantling the stands, removing equipment, materials and products and the deadlines for tidying up at the end of the exhibition.

With regard to the specific point of dismantling, removal and tidying up, the organizer may have operations carried out at the exhibitor's expense and risk if the exhibitor does not carry them out within the stipulated time frame.

Failure by an exhibitor to comply with the deadline for occupying the stands entitles the organizer to claim payment of late fees and damages.

EXHIBITOR'S OBLIGATIONS

By signing the application form, the exhibitor undertakes to respect and to ensure that all the clauses of the general regulations are respected by all - decorators, installers or contractors.

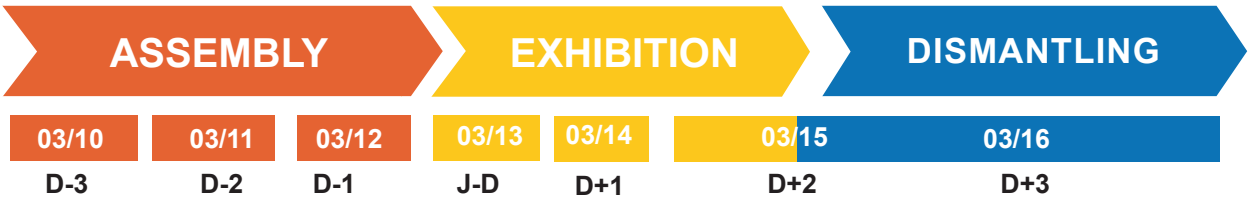
The Exhibition organizer reserves the right to have the general installer modify or dismantle any installation likely to disturb neighboring stands or visitors.

DISTRIBUTION OF ADVERTISING

Any distribution of documents or advertising objects is strictly forbidden outside the limits of the stand.

SECURITY OF YOUR COMPUTER

Exhibitors are required to ensure that their computers, intended to be connected to the Paris Expo - Porte de Versailles networks, are in good condition and protected by up-to-date anti-virus software. This also applies to computers rented for the occasion. If these standards are not respected, the exhibitor and its subcontractors will be entirely responsible for any computer problem related to their negligence.



ASSEMBLY AND DISASSEMBLY CONDITIONS

SAFETY INSTRUCTIONS

The safety instructions (downloadable from your technical area) are in effect during the set-up and dismantling of the exhibition. Exhibitors are required to read these instructions and pass them on to all their service providers to ensure that the various stages of set-up and dismantling are carried out safely.

Please note that it is mandatory to wear safety shoes in the areas still under construction. In this context, we would also like to remind you that access to the assembly and dismantling site is strictly forbidden to children.

These safety instructions is issued in accordance with the law and the legal obligations in force.

The exhibitor must comply with the fire and panic safety regulations ofr establishments open to the public, as laid down by:

- **Decree of June 25, 1980 (general provisions);**
- **Decree of November 18.1987 (special provisions applicable in showrooms);**
- **Requirements specification of Parc des Expositions de la Porte de Versailles (October 2018 version)**

If you have any questions about security instructions at Franchise Expo Paris 2027, please contact our security officer:

Isabelle FERRANDES / +33 (0)6 87 99 86 59 / handisecur@handisecur.com **and complete the online form at**

http://www.handisecur.com/salon/franchise/formulaire

SAFETY COMMITTEE INSPECTION

During the Safety Committee inspection. The presence of the person in charge of the booth is mandatory.

The date and time of the inspection will be communicated at a later date (probably two weeks before the exhibition). It usually takes place the day or morning before the exhibition opens.

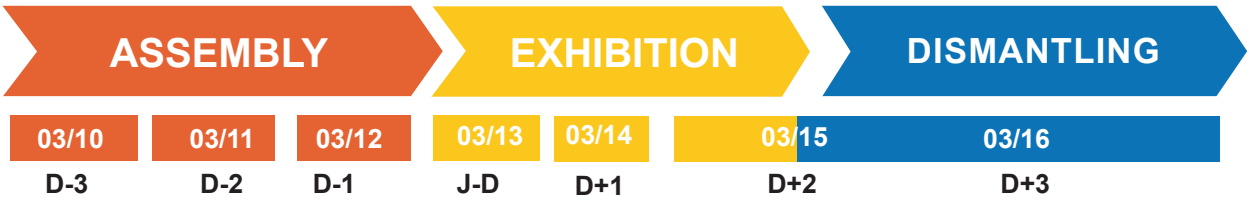
ASSEMBLY AND DISMANTLING PERIOD

The exhibitor and his service providers must check the deadlines set by the organizer and plan accordingly. Stands must be set up and dismantled by the agreed date and time.

Exhibitors and stand builders are therefore obliged to clear all aisles so that the carpet can be laid correctly and safely. Financial compensation may be requested from exhibitors and/or decorators who do not allow the smooth running of the set-up for the organizing teams and who delay the latter.

When dismantling, the decorators must ensure that all equipment is removed from the stand (carpets, partitions, etc.) and that the stand is returned to its original state. If this is not done, the exhibitor must pay for the destruction of the booth, its removal and must pay additional fees that may be charged by the exhibition center to the organizer as an overtime rental fee.

Exhibitors using the services of a decorator must ensure that all booth equipment is cleaned and taken away by the decorator upon dismantling, including carpeting or flooring and documents.



REMAINING PROPERTY AND WASTE

Property and fixtures not removed at the end of the show will be destroyed; the cost of destruction, disposal and rental of the container(s) will be the responsibility of the exhibitor.

Decorators must remove all items from their booth to leave a bare surface. Waste must be removed by the stand builder and will not be accepted in the organizer's waste paper bin.

Minimum fee of 1 000€ excluding taxes
(plus tonnage charge and time spent restoring the area).

RESPECT FOR THE VENUE

In case of damage, the exhibitor must pay any costs. The exhibitor is also responsible for all equipment and materials, including those provided by the organizer (see general conditions).

The exhibitor may dispose of their bare surface or stand as they wish, but they must not interfere with surroundings.

It is strictly forbidden:

- to nail, screw, paint and glue anything on the structure of the building (ceiling, pillars, walls and floor) and the partitions of the stand;
- to drill the floor inside or outside;
- To carry out work on the electrical circuit, water pipes, telephone lines, elevators, material lifts;

The exhibitor must respect the fire extinguishing system, electrical junction boxes, water taps... and the general rules of hygiene and safety (in accordance with the law and the safety notice).

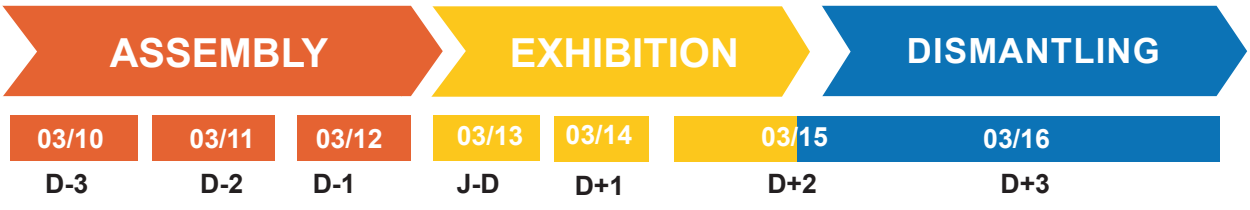
If the exhibitor does not apply these rules, all damages will be at their expense. The exhibitor is also responsible for their service providers.

At the time of dismantling, the exhibitor undertakes to return their area or stand clear, clean and in the same condition as it was delivered.

The maximum load allowed on Pavilion 6 – Paris Expo Porte de Versailles is 800 kg per square meter
The maximum load allowed on Pavilion 4 – Paris Expo Porte de Versailles is 1 tonne per square meter.

ELECTRICAL INSTALLATION

All stands will have electricity available, except bare surface stands, whose owners must order one junction box from VIPARIS. All connections from the electrical box will be made at the exhibitor's request and through a service provider of their choice (and under their responsibility).



GENERAL INFORMATION

-The installations must only include fixed pipelines.
- Cables or conductors must be category C2.
- Conduits and profiles used for cable trays, ducts, and cable covers must be of the flame-retardant type according to their current standards.
- All pipelines must include a protective conductor connected to the ground terminal of the panel.
- If exceptionally class 0 exposed equipment is powered, they must be protected by residual current devices with a rated residual current not exceeding 30 mA.
- Class I equipment must be connected to the protective conductor of the supply pipeline.
- The use of individual protective grounding is prohibited.

ELECTRICAL BOX AND CABINETS

An electrical connection can only serve a single stand. All installations after the electrical box must comply with current standards.
- Inaccessible to the public,
- Easily accessible by staff and emergency services,
- Away from all flammable and combustible materials and products.
- IMPORTANT: if P > 100 kVA:
- Electrical cabinet in a closed room dedicated solely to this use,
- Room must be marked,
- Installation of a CO2 type fire extinguisher,
- M3 partitions,
- Must not be located under a mezzanine accessible to the public.

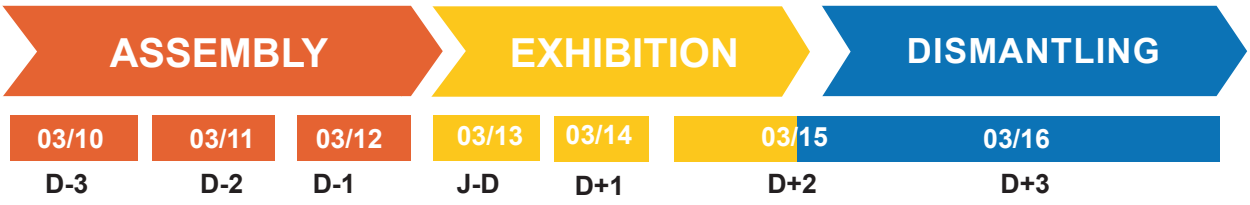
Submit a «declaration of operating devices and equipment» form.»

HALOGEN LAMPS (EN 60 598 STANDARD)

The lighting fixtures on stands containing halogen lamps must:
- Be placed at a minimum height of 2.25 meters,
- Be kept away from all flammable materials (at least 0.50 meters from wood and other decorative materials),
- Be securely fixed,
- Be equipped with a safety screen (glass or fine mesh) ensuring protection against the effects of a possible explosion of the lamp.

HIGH VOLTAGE LUMINOUS SIGNS

They must have:
- Protection by a screen made of M3 or D classified material,
- A clearly marked cut-off switch,
- Transformers out of reach of people.



ELECTRICITY (ASSEMBLY/DISMANTLING)

The general power supply to the electrical junction boxes will begin on Friday, March 12th at 8 am.

It is possible to order an electrical building site box from VIPARIS in order to benefit from electricity before this date and time.

The order must be placed before the deadline and on the basis of a quote. Please contact your Technical & Logistics Manager.

STAND BOUNDARIES

Exhibitors are invited to ask the organization about the exact delimitation of their stand.
To change the fittings or special installations, exhibitors must request permission from the organization and the exhibition centre at least 8 weeks before the opening of the show (in accordance with the law).

It is not permitted to sublet or share a stand without the permission of the organizer. The exhibitor is not allowed to install anything on the areas around their stand. Any infringement will be invoiced according to the conditions.

EMPTY PACKAGING

For safety reasons, it is strictly forbidden to store empty packaging and boxes on and/or behind the stand. Pavilion 6 and 4 does not have a storage area.
Exhibitors must keep their brochures on their stand for the duration of the show. They must plan to remove their packaging before the show opens if they wish to keep the packaging materials.

BOOTH SURVEILLANCE / INSURANCE

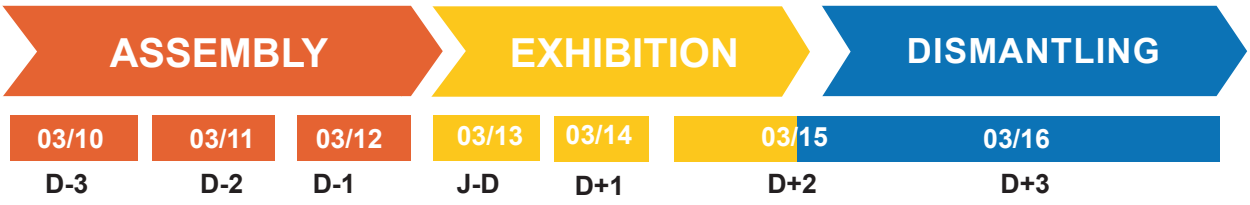
When you registered for Franchise Expo Paris, you took out mandatory insurance. As a reminder, your equipment is insured while the exhibition is open to the public, for an amount limited to 4000 euros and with certain restrictions. The insurance of your equipment is only effective if it remains permanently under your supervision or that of your employees.

We also remind you that the insurance does not cover the assembly and dismantling phases, as well as the transport. We therefore advise you to check how your company has organized the coverage of your equipment during these different phases. In addition, we remind you that you must be present for the receipt and/or pick-up of your goods. You will find the full insurance notice in this guide.

EXHIBITOR BADGES

Wearing a badge is mandatory from the first day of opening to the public.

Exhibitor badges are personal. They bear the first and last names of the persons present on the stand, as well as the name of the company. We invite you to fill in the online badge request form in your exhibitor area.
Exhibitor badges will be available for download starting **Monday, March 1**, 2027, provided your payment is up to date.
Badges requested late will be created on site, the day before the opening day, at the General Office. Please allow time for processing.



6
YOU POLICY CSR

OUR RESPONSIBLE COMMITMENTS..... 53

OUR RESPONSIBLE COMMITMENTS

Trade Shows and Events
Our Responsible Commitments

Infopro Digital is deeply committed to a Corporate Social Responsibility (CSR) approach. We strive to promote responsible practices, respect the environment, and contribute positively to society.

Our trade shows and events align with this approach of continuous improvement, embodied in four concrete commitments to foster a sustainable, ethical, and inclusive future.

1. Reducing Our Environmental Impact

We are aware of our environmental footprint and are committed to reducing it.

Here are the actions we take.

Installations

- Reuse of furniture and partitions for stands set up by us and in common areas of the trade shows.
- Choice of materials: we prioritize recycled, recyclable, eco-designed materials certified by FSC or PEFC.
- Reduction or elimination of carpeting.
- LED lighting for all stands set up by us and for common areas of the trade shows.

Waste Management, Sorting, and Recycling

- Every year, we strive to increase the share of recycled waste.
- Selective sorting during setup, teardown, and throughout the trade shows, using sorting bins.
- Recovery of all sorted waste, recycling carpets, and salvaging materials through associations wherever possible.

Communication and Marketing Materials

- Prioritization of digital communication before and during the trade shows.
- Drastic reduction of printed materials and distribution of communication materials, using recycled paper.

Catering

We work with catering service providers engaged in sustainable development initiatives where catering is under our responsibility or encourage event venues to select committed partners:

- Procurement of local or French-origin products, fresh and seasonal items, and limiting animal proteins with high greenhouse gas emissions.
- Waste management with enhanced sorting, use of reusable or compostable containers, elimination of plastic bottles.
- Redistribution of unconsumed food to associations whenever possible.

Transport

- Raising awareness among visitors and exhibitors about using public transport or eco-friendly mobility solutions.
- Providing a free carpooling solution for visitors.
- Reducing the number of semi-trailers by including “transport management” criteria in the selection of service providers and optimizing subcontractor transportation.

2. Raising Awareness

- Creation of a “Responsible Exhibitor Guide” and inclusion of environmental best practices in the technical dossier (materials, transport, sorting, lighting, etc.).
- Communications via the website, app, and on-site to raise awareness among visitors before and during the events about mobility solutions, waste sorting, etc.

3. Social Engagement

We collaborate with associations and non-profit organizations to implement solidarity actions.

4. Continuous Improvement

CSR is a process of continuous improvement integrated into our Group’s operations. Infopro Digital has been ISO 14001 certified since 2015.

To offer increasingly responsible trade shows and create a virtuous ecosystem with our stakeholders, we regularly assess our CSR practices and performance to implement corrective actions and progress toward our goals.

7 REGULATIONS & FORMALITIES

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ARCHITECTURE REGULATIONS- COMPLEMENT 62
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RESPECT FOR STRUCTURES AND INFRASTRUCTURE

Each exhibitor and decorator must respect the fire legislation concerning establishments open to the public, both in the design, the materials used and the organization of the stand. You will find below some reminders. The organizer can, on request, send you any additional information.

PERSONAL SAFETY AND FIRE SAFETY

The organizer, together with all the organizing teams, the fire safety officer, the exhibition site security, the security and safety officers and the fire safety officers, shall ensure compliance with the various decrees for establishments open to the public, the site safety specifications and all provisions intended to ensure public safety.

The exhibitor is obliged to respect and ensure that his service providers respect the safety measures imposed by the administrative or legal authorities, as well as any safety measures taken by the organizer. In particular, the exhibitor must ensure that, for the installation of their stand, all their service providers and their subcontractors act in compliance with the labour regulations and the regulations on health and safety on building sites. The organizer reserves the right to check compliance with these measures. Supervision is carried out under the control of the organizer. It's decisions concerning the application of the safety rules are immediately enforceable.

In this context, each exhibitor, as well as their service providers and subcontractors, undertakes to comply with and ensure the compliance with all security measures.
The exhibitor will also abide by the safety instructions. They undertakes to transmit them to their subcontractors and service providers and to ensure they are complied with.

SMOKING

It is strictly forbidden to smoke inside the exhibition.

FLUIDITY OF THE AISLES

For obvious safety reasons, it is strictly forbidden to obstruct the traffic lanes with any kind of material. It is mandatory to leave a passageway at least equivalent to the width of a pallet during assembly and dismantling.
The organizer and / or it's representatives (fire safety, safety officer, manager, etc. ..) will be entitled to request the removal of all clutter or to have it cleared by the cleaning services. This action will be at the expense of the person responsible for the cluttering of the aisles.

ANIMATION ON THE STAND AND MACHINES IN OPERATION

The exhibitor assumes full responsibility for all presentations and demonstrations made on their stand. They must therefore take measures to ensure the safety of the public who may be admitted and/or who may attend the said presentations/demonstrations.

ALL DEVICES AND MACHINES ON DISPLAY AT THE EXHIBITION:
- must be declared to the organizer 30 days before the opening of the exhibition (see attached document),
- must not pose any risk to the public,
- must have the following characteristics:
• dangerous parts (i.e., moving parts, hot surfaces, sharp edges, and points) must be more than 1 meter away from the public aisle or protected by a rigid screen.
- if machines or devices are shown in operation:
• a protected area must keep the public at least one meter away from the machines.
- if hydraulic equipment is displayed in a high static position:
• hydraulic safety features must be supplemented by a mechanical device to prevent any accidental lowering. equipment must be properly stabilized.

- provide at least one fire extinguisher appropriate for the risks, with staff trained in its use during the exhibition's opening hours to the public (e.g., a 2kg CO2 extinguisher for an operating electric cooking appliance on the stand).
Total power of cooking and/or heating appliances must be less than 20 kW (ovens, electric plates, gas burners, fryers, griddles).Combustion or thermal engine machines, as well as fireplaces on display, must be equipped with a device to vent combustion gases to the outside. Please contact the organizer to define the locations for such installations and the cost related to the combustion gas evacuation system to the outside.

STAND VALIDATION

The design of a stand by an exhibitor and/or its service providers requires that it be validated by the organizer as well as the fire safety officer authorized by the organizer for the event.
The plan for validation must be sent no later than **January 19th 2026.** The manufacturing of this stand and/or the decoration elements of the stand must not be launched before validation.
In case of refusal of the exhibitor's project by the safety officer, the organizer will not be able to validate the exhibitor's project. The project must therefore be revised according to the safety recommendations.

EMERGENCY RESPONSE FACILITIES AND STAND LAYOUT

In no way may the stand layout affect the safety of the establishment and the safety equipment it contains. This is particularly true of the positioning of the stands, the configuration of the aisles which must not hinder visibility or access to the exit doors as well as to the emergency means, whatever they may be, of fire fighting.
Stands must be arranged in such a way as not to hinder access to fire hydrants, fire extinguishers and access to the smoke extraction system in the halls. The stands must not hinder the vacuity of the necessary evacuations. They must be designed in such a way as not to hinder the evacuation of the public.

If fire hydrants are located outside or inside the stands, they must remain visible and accessible.

The exits and signposting of the emergency response equipment (Fire hydrants, alarm telephone) must remain fully visible.
If installations such as velum, ceilings, false ceilings, partitions prevent this, the exhibitor is obliged to re-establish this marking and signage, in collaboration with the safety officer appointed by the organizer.
No part of the stand may overflow into the aisles.

SIGNAGE

The use of white lettering on a green background is prohibited. These colours are exclusively reserved for the indication of «exits».

FIRE HYDRANTS AND EMERGENCY EQUIPMENT

Fire hydrants are positioned on posts in the middle or on the periphery of the hall. They must be perfectly clear. The layout of the stands must not block the access to the emergency and fire-fighting resources, such as fire hydrants and smoke extractors mentioned on the plans. All such apparatus shall remain visible and unobstructed at all times. If fire hydrants are located inside the stands, they must remain visible and accessible.
The exit signage and that of emergency response devices (fire hydrants, smoke extractors, emergncy phone) must remain fully visible.
- Fire Hose Reels (FHR) must remain visible and accessible, thus free of any encasement. However, a neutral-colored floating curtain is allowed in front of the device. A signage panel will be placed above the curtain (red plate, white letters «F.H.R.» or a pictogram, 40 cm x 15 cm).
- Access to the FHR must be possible: a pathway at least 1 meter wide must be reserved from the nearest aisle.

EVACUATION OF THE PUBLIC

Large stands must be designed in such a way as not to hinder the evacuation of the public.

TETHERED BALLOONS

Balloons inflated with a gas lighter than air and used as a sign must comply with the authorized heights and recesses. The length of their attachments must be definitive. Failure to comply with this obligation will authorize the organizer to remove them.
- No storage of helium bottles (empty or full) in the hall,
- No inflation in the presence of the public,
- Balloons must remain within the limits of the stand,
- If the balloon is illuminated, the envelope must be classified as M2 or C.

MEZZANINE STAND

Double storey exhibition stands are not allowed.

STAND FRAMES / PARTITIONS

Partitions must be made of M0, M1, M2, M3 materials. Particle boards and laths of 18 mm and more in thickness, as well as hardwood panels of 14 mm and more in thickness are allowed without special protection. In lesser thicknesses, they must be fireproofed on both sides.

Important: it is forbidden to suspend any kind of fittings over the aisles.

COATING OF PARTITIONS AND INTERIOR FITTINGS

Stands must be fitted in accordance with the provisions of articles T21 to T24 of the decree of 18 November 1987. All the materials used in the stands as well as the general decorations of the event must be certified for their reaction to fire, in accordance with the provisions of the decree of June 30, 1983 (modified by the decree of August 28, 1991). The minutes are given to the Safety Officer who will keep them at the disposal of the Safety Commission. Each copy of the report must include the name and number of the stand.
It is compulsory to use: M, M1or M2 coverings.
May be stretched (stapled): coverings (natural textiles or plastics) if they are M0, M1 or M2.
Can be floating (the lower edge is 0,20 m above the floor): curtains, drapes and sheers (natural textiles or plastics) if they are M0, M1, or M2 must be glued on a rigid support M0, M1 or M2:
Various coverings (fabrics and papers) that are moderately or easily flammable provided they are very thin (about 1 millimeter). This also applies to coatings like oilcloth.
The following are prohibited as partition coatings or coverings:
- Carpets, whether floating, stapled or glued.
- Sheets, panels or foils of expanded plastic material that is not at least flame retardant (M2). This applies in particular to materials in relief, such as decorative motifs, signs, commercial or advertising inscriptions.

SOFT CELLULOSE AGGLOMERATES

Drapes, door curtains and sheers are prohibited at the entrances and exits of stands. They are authorized as office doors, provided they are M0, M1, M2 and if their edge is 0,20 m above the ground.

FLUID DISTRIBUTION CHANNELS

The distribution of fluids in the halls is provided by a set of channels. The channels are entirely closed by cast iron plates which it is forbidden to manipulate. Only the Exhibition Center - Viparis company is authorized to use these channels

SAFETY COMMITTEE:

At the time of the safety committee's inspection, the fittings must be completed and the exhibitors must be present in their stand. They must be able to present to the safety committee the fire certificates and reports for the building materials and equipment used on their pitch.

ELECTRICAL EQUIPMENT AND LAMPS

Only electrical equipment that complies with official standards may be used (lamps, adapters, plugs, etc.). The work must be carried out in accordance with the standards in force.
Halogen lamps must comply with the EN-60.598 standard.

DANGEROUS MATERIALS

It is strictly forbidden to store flammable and dangerous materials (explosive, toxic, etc...) in the exhibition areas, in the stand storage areas, in the corridors and in the entire site.
The following products are strictly forbidden within the site:
- Samples or products containing flammable gas,
- Balloons inflated with flammable or toxic gas,
- Celluloid items,
- Pyrotechnic and explosive devices,
- The presence of ethyl oxide, carbon sulphide, sulphuric ether and acetone,
- Acetylene, oxygen and hydrogen (except administrative exemption),
- Balloons with a metallic envelope.

STORAGE

It is strictly forbidden to store crates, wood, straw, cardboard, etc. in the exhibition areas, stands and corridors.
The responsibility of any participant (exhibitors, decorators,...) who do not respect these terms and conditions will be totally incurred in case of security problems.
The exhibitors and/or decorators will have to plan for the removal of any packaging that they wish to keep before the opening of the event.

HALL FLOORS, WALLS, PILLARS

The floors, walls and pillars of the pavilion are made of concrete, metal or wood cladding. It is forbidden to drill, seal, groove or cut into them. It is also forbidden to paint them.

SAFETY OF DANGEROUS MATERIALS

The introduction into the building of dangerous, toxic, flammable or combustible materials (apart from the normal contents of the vehicles), as well as explosive or radioactive substances is strictly forbidden unless expressly authorized by the Viparis safety department and the organizer's safety officer.

MATERIALS

Authorized materials and certificates, a reminder of French classification or European equivalence
•M0 or A European standards = Non-combustible
•M1 or B European standards = Non-flammable
•M2 or C European standards = Low flammability
•M3 or D European standards = Moderately flammable
•M4 or E European standards = Highly flammable

MATERIALS	AUTHORIZED	DOCUMENT TO PROVIDE
Wood or wood-based composite > 18 mm non-laminated	Wood (not laminated) chipboard plywood	Nérant (materials assimilated to M3)
Wood < 18 mm and > 5mm Wood > 18 mm, laminated	M3 original or D European standards	M3 certificates (or labels on materials)
Plywood - Chipboard < 5 mm wood-based composite	M1 or fireproofed on both sides by paint, varnish, impregnation salts approved by an applicator or B European standards	M1 certificates or fireproofing certificates with the name of the product, descriptive note, date of application
Flooring Carpets on the floor	Natural: M4 or E European standards Synthetic : M3 or D European standards	Reports
Fabrics and textile wall coverings	M1 or fireproof or B European standards	Fireproofing certificates with name of product, descriptive note, date of application
Plastic materials (plates, letters)	M1 or B European standards	Minutes of support M1
Paints	On M0, M1 or authorized wood (nitrocellulose paint forbidden)	Minutes of support
Floating decoration (paper, cardboard)	M1 or fireproof or B European standards	Minutes or fireproofing certificate with product name, descriptive note, date of application
Floral decoration in synthetic material	M1 original (fireproofing forbidden) or B European standards	Minutes of support M1
Glued or stapled decoration (paper)	Without justification if glued on the whole surface or stapled every 5 cm 5 cm in fractured installation	/
Furniture	Large furniture: M3 or D Light structure: M3 or D Upholstery: M4 or E Envelope: M1 or B	Minutes or fireproofing certificate (without proof if rented furniture)
Glazing	Reinforced, tempered, laminated	Reports, certificates or receipts such as invoice
Other materials	Agreement to be requested	Written answer of the security officer

LABORATORIES APPROVED BY THE MINISTRY OF THE INTERIOR

REACTION TO FIRE OF MATERIALS

LABORATOIRE D'ESSAIS DU CSTB
84 AVENUE JEAN JAURES
77420 CHAMPS-SUR-MARNE
TEL: +33 (0)1 60 05 90 58

LABORATOIRE CENTRAL DE LA PRÉFECTURE DE POLICE
39 BIS RUE DE DANTZIG 75015 PARIS
TEL: +33 (0)1 45 31 14 80

LABORATOIRE EXPÉRIMENTAL D'ESSAIS AU FEU CTICM
DOMAINE DE L'IRSID
57210 MAIZIERES LES METZ
TEL: +33(0)3 87 80 23 24 (MAIZIERES)
TEL: +33 (0)1 47 74 55 33 (PUTEAUX)

SOCIÉTÉ NATIONALE DES POUDRES ET EXPLOSIFS
91710 VERT LEPETIT
TEL: +33 (0)1 64 93 39 39

RÉSISTANCE AU FEU D'ÉLÉMENTS DE CONSTRUCTION

LABORATOIRE D'ESSAIS DU CSTB
84 AVENUE JEAN-JAURES
77420 CHAMPS-SUR-MARNE
TEL: +33 (0)1 60 05 90 58

LABORATOIRE NATIONAL D'ESSAIS
1 RUE GASTON BOISSIER 75015 PARIS
TEL: +33 (0)1 45 32 29 89

RESPECT FOR THE BUILDING AND THE VENUE

The following actions are strictly forbidden:
- Any work affecting smoke pipes, water pipes, electrical circuits, telephone circuits, water or drain pipes, elevators, material lifts and pipe gutters,
- Any drilling of holes for hanging or sealing,
- Any removal of doors, antenna fixings, etc..

Repairs to any damage resulting from non-compliance with the above clauses will be entirely at the exhibitor's expense. The exhibitor is responsible for any damage caused by their service providers and staff.

RETURN OF THE STAND LOCATION AND STAND STRUCTURE DELIVERED BY THE ORGANIZER

The exhibitor undertakes to comply with and ensure compliance with the schedule for the assembly and dismantling of the stands indicated in the exhibitor's/technical guide. The exhibitor will be charged for any additional costs incurred by the organizer for both set-up and dismantling. The exhibitor is responsible for their own service providers.
With regard to the specific point of dismantling, the removal of equipment, materials and products as well as the time required to put them back in order at the end of the exhibition must be carried out within the planning deadlines indicated in the exhibitor manual.

The organizer may arrange for any operations that have not been carried out by the exhibitor within the time limits to be carried out at the exhibitor's expense and risk.
All costs incurred by the organizer due to the delay of the exhibitor and/or their service providers will be automatically re-invoiced to them and must be paid on receipt of the invoice.
The organizer declines all responsibility for constructions or installations built by the exhibitors.

Consequently, for the stands delivered by the organizer, the exhibitors must leave the sites occupied by them and in particular the partitions, carpeting, banners in the state in which they found them.
Attention: it is forbidden to use nails, screws or glue on structures. The material provided is rental material.
Consequently, any deterioration of the partitions and/or the material delivered will be invoiced to the exhibitor.

REHABILITATION

The organizer declines all responsibility for the decorations or installations built by the exhibitors.
The exhibitors accept the premises in the state in which they find them and must return them in the same state. Any damage, in particular to the premises and installations in which the event is held, caused by an exhibitor or by his installations, equipment, goods or service providers is at the expense of this exhibitor. An invoice will be sent to the exhibitor at a later date.

ENTERTAINMENT, DISTRIBUTION, SOUND SYSTEM

The following are strictly forbidden outside the confines of the stand: any distribution of documents or advertising objects, any kind of entertainment or commercial canvassing, any audio-visual entertainment causing discomfort or damage to neighbouring stands.

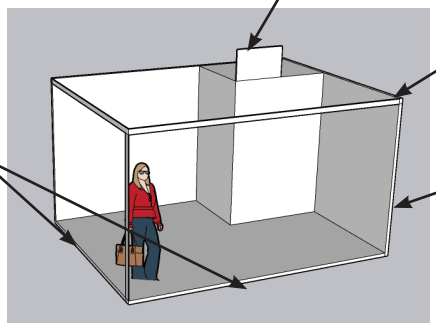
ARCHITECTURE REGULATIONS- COMPLEMENT

Architectural conditions to comply with

For obvious security reasons, no element of decoration, furniture, signs, or lighting should exceed the limits of the area.

For the height of signage or decorative elements, please contact us.

Maximum overall height* at the center of the area: 5m, set back 0.5m from neighbours. The location and design of the signs must comply with safety regulations so as not to interfere with neighboring stands and the visibility of visitors. Please submit us your construction plans to us for approval.



Maximum height* at the periphery of the stand (including signage): 3m*

Construction on the edges of aisles is not permitted except without the exceptional agreement of the organizer. A minimum opening of 30% must be observed

Maximum overall height* of partition walls 3m

*Overall height: the height from the floor to the highest part of the partition wall and/or decorative elements, including flooring.

The documents listed below have to be provided to the organizer for approval:

8 weeks before the start of the event the January 18th:

- Overhead view of your project indicating scales, measurements and positionning of structures set back from adjoining walls and aisles.
- Cross-section view mentionning scales, dimensions and heights of volumes

(the heights must be noted at their highest point; the flooring must be included!

Your plans and project will be submitted for approval to the organizer and the safety officer appointed by the organizer; without the permission of the latter, the organizer cannot approve your project. As soon as the decision is made, we will inform you.
Stand design projects must be submitted by e-mail no later than **01.18.2027** to the Architecture Department, contact:
DECO PLUS Contact Elisabeth TOUGARD w.decoplus@free.fr tel **+33 (0)9 67 78 93 85**

If your project should be refused by the safety officer, we will remain at your disposal to study your project before finalizing the plans with your stand builder and submit them again to our safety coordinator.

It is inadvisable to begin producing visuals or signage before approval of the entire project by the organizer.

General conditions to respect (for safety reasons)

- Comply with the assembly and dismantling deadlines indicated in the exhibitor manual. Failing this, the exhibitor undertakes to pay any additional rent that may be claimed from the organiser by the site as an increase in rent, without prejudice to any action that the organiser may take to clear the premises.
- No painting or sawing on site. The organiser may stop any stand assembly if this constraint is not respected.
- The back of the walls must be white and without electrical wiring.
- The exhibitor and/or the decorator undertakes to submit the stand plan within the legal deadlines.
- Decorators must ensure that all elements of the stand (carpets, partitions) are cleared and that the surface is left bare. Should this not be the case, the exhibitor must pay the cost of the destruction and disposal of the stand.
- It is forbidden to obstruct the aisles during the assembly, public opening and dismantling phases of the exhibition.
- The use and storage of flammable gases is prohibited.
- The use of multi-storey areas is not permitted.
- Breaking the seal on the electrical box or tampering with the fuse rating is prohibited.
- Children are not permitted during assembly and dismantling for safety reasons.
- Your teams must be equipped with PPE* during the assembly and dismantling phases (*personal protective equipment).



Safety instructions(file available on your online platform)

The safety instructions or prevention plan is addressed to each exhibitor, you must forward it to your decorator so they can pass it on to all the actors present during assembly and dismantling. The exhibitor and/or contractor must ensure, amongst other things, that their assembly up team is equipped with safety shoes, gloves and all the necessary risk prevention equipment.
The companies concerned (exhibitors and contractors) remain responsible for the safety of their employees.

You can contact the safety coordinator: DOT 81, rue de Paris – 92100 Boulogne. Tel.: +33 1 46 05 17 85 – sps@d-o-t.fr

We remind you that as part of the prevention plan - which is formalized by the mandatory safety instructions - it is inadvisable to saw, cut or paint on site. Stand builders must arrive at the show with prepared and cut out items, which only require assembly. This assembly may then require paint touch-ups on site.
The decorators must not damage the surroundings of their stand during assembly, including elements of carpeting and decoration. If it's proven they have damaged the area around their booth, the damage must be repaired before the show opens. Their liability will be incurred and the costs associated with the refurbishment will be charged to the stand builder.

Documents to be presented on site

Fire resistance ratings and test reports of the different materials used for the stand must be presented to the safety officer.
(See ETAI General Terms & Conditions).

Adjacent spaces

Your booth may be situated next to a bare surface, or be adjacent to a pre-equipped area (that is, a stand delivered by the organizer). It is the responsibility of the exhibitor with the bare area, to check enquire about any adjacent stands and the type of structure delivered by the organiser (wall thickness, for example) with the organizer.
This should be done to ensure that the stand designed does not inconvenience the neighbouring booth, and vice versa.

Security

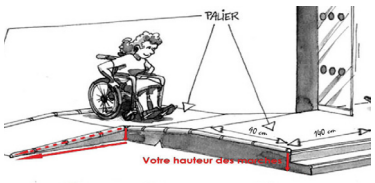
Exhibitors must respect the safety measures described in the "Venue Safety Regulations Manual", the general regulations of ETAI, as well as all safety measures prescribed by law and by the venue where the event is held.
Exhibitors will assume full responsibility for the presentation and demonstrations in their area. They will take all useful precautions to guarantee the safety of all visitors, exhibitors and staff members present at the show.

Access for people with reduced mobility

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

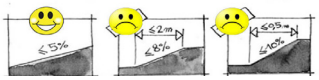
All stands with a floor greater than 2 cm must have an accessibility ramp with a slope of between 2% and 5% and a minimum width of 0.90m. The manoeuvring area must be 90 cm * 140 cm.

All booths must allow the circulation within it. The circulation aisles on the stand must have a minimum width of 1.40 m free from any obstacle in order to allow people to pass one another freely. If it is unavoidable to reduce the width of an aisle, the minimum width of the aisle may be between 1.20 m and 1.40 m over a short distance to allow a pedestrian and a person in a wheelchair to pass by one another.



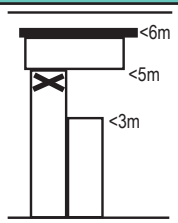
Wheelchair ramp

The floor or floor covering must be:
- Stable
- Non-slippery
- Without obstacle to the wheels of the wheelchair


Axis of passing on the booth

Hanging guidelines & rigging

The installation of a lighting fixture is subject to the approval and control of the technical manager of the exhibition centre and may only be installed by their technical team.
- the lighting ramp is installed at 6 m from the ground.
- if a sign is suspended below this bridge, the lowest point must be at 5 m from the ground.
- no combination of high self-supporting signs and hanging signs is permitted.
- a plan must be provided for approval.
- sign weights must be provided prior to approval.



Light truss
Suspended sign
Hight sign (prohibited)
Partition wall
Floor of the hall

The maximum authorized heights for signs, lighting supports and hangers are as follows, subject to technical feasibility at the Porte de Versailles Exhibition Center and after approval of the application (section, side elevation and overhead view) by the organizer and their safety officer. The height of the signage, after receiving the authorization of the organizer, will be specified by the organizer in terms of a clear distinction between the general specifications required by the show and the specifications of the exhibitors authorized to install signage (minimum height: 5m for the lowest part of the sign // maximum height: 6m for ramps and 6.5m for the rigging hooks) Download the notice in your exhibitor area.

DECLARATION OF EQUIPMENT IN OPERATION

TO BE RETURNED TO
MANON.DURVILLE@INFOPRO-DIGITAL.COM
&
MELANIE.WROBEL@INFOPRO-DIGITAL.COM
BEFORE FEBRUARY 5TH 2027

Stand name _____ Stand number _____

Technical person in charge of the stand _____ VAT number: _____

Phone: _____ E-mail: _____

TO BE FILLED IN ONLY IF ONE OF THE FOLLOWING CASES APPLIES TO YOU:

Type of equipment or apparatus presented in operation: _____

SPECIFIC RISKS:

Source of electrical energy greater than 100 kVA

Power used : _____

Flammable liquids
(other than those in motor vehicle tanks):

Nature : _____

Quantity : _____

Method of use : _____

HAZARDS REQUIRING A SPECIAL PERMIT OR DECLARATION:

NOTE : If you plan to use any of the equipment listed below, refer to the paragraph devoted to it in the «SAFETY INSTRUCTIONS» chapter of this file.

Heat or combustion engine : _____
Smoke generator : _____

Liquefied gases (acetylene, oxygen, hydrogen or gases with the same hazards):
Nature : _____
Quantity : _____

Laser : _____

The organizer will inform the exhibitor of the decision of the administrative authorities in response to their application.

IMPORTANT : The equipment presented in operation must either have fixed and tight fitting screens or casings putting any dangerous part 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 least at a distance of one meter from the general circulation.
Demonstrations are carried out under the responsibility of the exhibitor.

DECLARATION OF BULKY PACKAGE DELIVERY

TO BE RETURNED TO
MANON.DURVILLE@INFOPRO-DIGITAL.COM
&
MELANIE.WROBEL@INFOPRO-DIGITAL.COM
BEFORE FEBRUARY 5TH 2027

Stand name _____ Stand number _____

Technical person in charge of the stand _____ VAT number: _____

Phone: _____ E-mail: _____

TO BE FILLED IN ONLY IF YOUR MACHINE REQUIRES THE USE OF A FORKLIFT

Type of material or device delivered: _____

DIMENSIONS OF THE MACHINE:

Dimensions of the pallet: _____

Width: _____ Length: _____ Height: _____

Weight: _____

Specificity during transport: _____

CARRIER INFORMATION:

CAUTION: there is no unloading dock, it is imperative to provide a truck with tailgate compatible with the weight of the machine. The handling to your stand is at your expense.

NB: Be careful with the subcontracting which occurs more frequently in the transport sector. Information is often lost. It is important to validate the delivery times and all the necessary information for the delivery of your equipment. Size and weight of the machines, so that the transporters arrive with suitable vehicles when they pick the machines up during dismantling.

For machines weighing more than 600 kg it may be necessary to use distribution plates.

STANDS SECURITY, INSURANCE & THEFT

SURVEILLANCE OF THE HALLS

The general surveillance of the exhibition is taken care of by the organizer, but in no case are individual stands guarded. It is an obligation of «best efforts» and not of results.

STAND MONITORING

If the exhibitor wishes to arrange individual stand security, they may contact the security company duly appointed by Paris Porte de Versailles.
For any request for a quote, please contact:

START EVENT
Lassaad JAABIRI
+33 (0)6 58 01 23 80
jab@starteventsecurity.com
http://www.starteventsecurity.com

The organizer declines all responsibility for any thefts, loss or damage that may occur.

The exhibitor is responsible for these operations on their stand and must take all the necessary measures to protect their equipment and evacuate it when the exhibition closes if they are not planning to have security.

Attention: The store cupboards on stands are not secured premises.

THEFTS PREVENTION

Due to the increase in thefts during the build-up, opening and dismantling periods, we advise you to apply the following rules:

- do not leave your stand unattended during the day.
- entrust the surveillance of your stand to your neighbor if you have to leave it.
- protect the products on display.
- do not leave any valuables on the stands outside opening hours.
- do not leave any sensitive product on the stands without supervision (computer, monitor, alcohol...).
- do not store anything in dustbin bags to avoid them being picked up by a member of cleaning staff.

IN CASE OF THEFT OR DAMAGE

Go to the Exhibitor Office to report the theft or damage to the organization and security of the exhibition.

Fill in the declaration of damage or theft.

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

Central Police Station 15th arrondissement,
250 Rue de Vaugirard,
75015 Paris
Phone: +33 (0)1 53 68 81 00

You can also file a pre-complaint on the website: www.pre-plainte-en-ligne.gouv.fr/

Within 24 hours for theft and 5 days for damage (see insurance conditions), send the original of your report, copies of the invoices of the damaged or stolen equipment to:

Groupe SATEC
Immeuble Le Hub, 4 place du 8 mai 1945 - 92532 Levallois-Perret Cedex

INSURANCE

As a reminder, your equipment is insured, during periods of operation, for an amount not exceeding 4000 euros and with certain restrictions.

The insurance of your equipment is only effective if it remains permanently under your supervision or that of your employees.

We also remind you that the insurance does not cover, among others
- the assembly and dismantling phases
- transportation.
- audiovisual equipment, computers, plasma screens, belongings, etc...

We advise you to check beforehand how your company has organized the coverage of your equipment during these different phases.

Finally, you can, if you wish, take out additional insurance with our insurer.

This additional insurance will cover the goods if their value exceeds the amount guaranteed by the insurance offer taken out in the participation file.
This additional insurance will take effect the day before the opening to the public until the evening of the closing to the public.

ADDITIONAL INSURANCE

BULLETIN D'ASSURANCE COMPLEMENTAIRE
COMPLEMENTARY INSURANCE

Salon /*Exhibition name* :_____

Ouverture *(opening date for public attendance)*_____ fermeture *(closing date)*_____

Raison sociale de l'exposant / *Firm* : _____

_____

Adresse / *Address* : _____

Code postal / *Zip Code* : _____ Ville / *Town* : _____

Pays / *Country* : _____ Responsable / *Contact* : _____

☎ _____ Télécopie / *Fax* : _____

Email: _____

Hall : _____ Allée / *Aisle* : _____ Stand / *Booth* : _____

Formulaire à retourner
Au + tard 48 H avant ouverture
To be returned
48 H before the opening date for public attendance

SATEC
Immeuble Le Hub
4 place du 8 mai 1945
92300 LEVALLOIS PERRET
Tél. : 06 82 60 52 28
Mail : nicolas.vergne@groupe-satec.com
Garantie financière et assurance de responsabilité civile professionnelle conformes aux articles L.530.1 et L.530.2 du Code des Assurances n°ORIAS : 07000665 site web ORIAS :

Conditions de garanties : se reporter à la notice du contrat Foires et salons n° RS2500394 souscrit par la société ETAI auprès de la compagnie d'assurances ALBINGIA.

Nature de l'assurance ***Type of insurance***	**Somme assurée** ***Summ insured***	**Calcul de la cotisation**	**Montant de la cotisation TTC** ***Total Incl VAT***
GARANTIE DE BASE **Garantie par stand en 1er risque(*)** **franchise 150 € par sinistre** **deductible 150 € /Claim**	**4 000 €** *(dont 1000 € pour bris des objets fragiles)* *(including breakage for 1000 €)*		INCLUS (include)
GARANTIES COMPLEMENTAIRES **OPTIONS** *SPECIFICATIONS** **Capitaux complémentaires au-delà de 4 000 € (selon liste)*** **franchise : 150 € par sinistre** **deductible 150 € /Claim**	**.....€**	**x 1,61°/°°TTC**	**= .....€ TTC**
Assurances facultatives **franchise 300 € par sinistre** **deductible 300 € /Claim**			
A) Ecrans plasmas ou LCD ou LED ou technologie similaire	**.....€**	**x 3,21°/°°TTC**	**= .....€ TTC**
B) Bris des objets de nature fragile *Breakage* (au delà de 1 000 €)	**.....€**	**x 5,36°/°°TTC**	**= .....€ TTC**
C) Transport des biens assurés aller et retour France *sur étude spécifique auprès de SATEC pour les autres pays*	**.....€**	**x 2,14°/°° TTC**	**= .....€ TTC**
Cotisation minimum : 35 Euros		**EN VOTRE REGLEMENT (1)**	**..... € TTC**

Particularité du matériel informatique, des écrans plasma ou LCD ou LED ou technologie similaire : ces objets doivent être fixés ou attachés par des systèmes adaptés (filins, boulonnage…) et à la fermeture, les ordinateurs portables doivent être rangés dans les placards du stand fermés à clé ou retirés, sous peine de non garantie vol

*Vous pouvez, en cas d'insuffisance de capitaux (assurés en 1er risque au titre de la garantie de base) ou de besoins de garanties spécifiques (options) vous assurer en complément : Pour cela il vous suffit de remplir ce bulletin et l'adresser, au plus tard 48 H avant le début du salon, accompagné du règlement qui est du en application du barème indiqué, au cabinet SATEC.

En tant qu'exposant vous ne pourrez pas réclamer cette assurance dans aucune circonstance si vous ne produisez pas ce formulaire.

Ce formulaire d'assurance accompagné du règlement vaut quittance. : This insurance form is a receipt, no invoice will be delivered

Aucune commande ne sera prise en compte sans le règlement joint. / *No order will be accepted without the enclosed payment.*

Date : **Signature :** **Cachet de l'exposant / *Stamp of the company:***

Par chèque bancaire : Merci de joindre le règlement à la commande à l'ordre de SATEC /**By check :** Please join the payment to the order of SATEC.

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TRADE SHOW EXHIBITOR INFORMATION FOR POLICY No. RS2500394

For exhibitors at trade shows organized by the firm E T A I or its subsidiaries: GISI, IPD, INOVAXO, IDICE MC, GROUPE MONITEUR, INFO ACHATPUBLIC.COM, SAS JOURNEES DU COURTAGE, COMPANEO, INFOPRO DIGITAL TRADE SHOWS

WARNING: NONCOMPLIANCE WITH OBLIGATIONS MAY INVALIDATE INSURANCE COVERAGE

During the opening period, the exhibitor's goods must remain under the exhibitor's continuous surveillance, including during assembly and disassembly.

Peculiarity of computer hardware, plasma screens or LCD or LED or similar technology: these objects must be fixed or attached by adapted systems and at the closure laptops must be tidied up in the cupboards of the stand locked or removed at the risk of guarantee theft.

Duration of coverage: for each trade show, coverage starts on the first day of setup for the show in question, as started in the exhibitor's guide, (outside of unloading) and ceases to have any effect on the last day of disassembly (except for loading), as stated in the exhibitor's guide.

COVERAGE AND DEDUCTIBLES

COVERAGE	AMOUNT INSURED PER EXHIBITION	DEDUCTIBLE PER CLAIM AND PER EXHIBITOR
DAMAGE TO EXHIBITORS' EQUIPMENT, OBJECTS AND/OR MERCHANDISE		
1ST ABSOLUTE RISK PER EXHIBITOR PER STAND	€4,000	€150
(including €1,000 for breakage of fragile objects)	(incl. €1,000 for breakage of fragile objects)	
NATURAL DISASTERS	up to the stated coverage limit	Deductable according to **Appendix I**, Article L.125-1 (1st paragraph of the French Insurance Code)
OPTIONAL SUPPLEMENTARY COVERAGE (Complete and return attached form)	for the requested coverage, based on a list	
1. Plasma, LCD or LED screens or similar technology.....		€300
2. Breakage of fragile or breakable objects		€300
3. Transportation of equipment, objects and/or merchandise insured to and fromthe trade show, including loading and unloading		€300

1. DEFINITIONS

Insured: Exhibitors officially registered for the show and having paid their registration fees to ETAI (the Policyholder).
End of coverage: Date on which coverage expires without notice to the exhibitor.
Code: The French Insurance Code.
Forfeiture: Loss of right to coverage for the claim. Cash and cash equivalents: Cash, checks, vouchers, stamps of any kind, and credit card receipts.
Exhibition: Any trade show, trade fair or exhibition organized by ETAI in which the Insured takes part.
Deductible : The part of the insurance claim that must always be paid by the Insured, beyond which our coverage becomes effective (see table).
Coverage per exhibition: Our maximum commitment to cover loss, from start to end of the coverage period.
Benefits: Amount due to the Insured for a covered loss.
Bad weather: storms or sudden, violent abnormal rain.
We / us / the Insurer: ALBINGIA, acting on our own behalf.
First risk: 1st absolute risk: coverage up to the amount shown in the table above, with abolition of the proportional coverage rule.
Optional supplementary coverage: Insurance taken out beyond first risk, in case of insufficient first risk coverage, or for items excluded from first risk coverage (see table)
Policyholder: ETAI – 20 RUE DES AQUEDUCS, 94250 GENTILLY, who requested the insurance policy, signed it, and undertakes to settle the premiums. Any person or entity acting in their stead, legally or with the agreement of the parties, will be considered the Policyholder.
Prescription: lapse of time beyond which an action may no longer be undertaken.
Claim: assertion of loss or damage resulting from an incident or event covered by the insurance policy.
Subrogation: Transfer to us of the Insured's right to take action against a liable third party.
Suspension: Interruption of coverage, even though the policy has not been cancelled or terminated. Ends with resumption of coverage or cancelation of the policy.
Storms: Indoor shows- Wind strong enough to destroy or damage well-constructed buildings in the absolute victim's town or neighboring towns;
Outdoor shows or under a light structure: winds over 90kph.
Computer virus: Instructions or set of instructions introduced without authorization into an information system, regardless of the means of propagation, to disrupt or harm operations or data processing hardware.

2. DAMAGE TO EXHIBITORS' EQUIPMENT, OBJECTS, AND / OR MERCHANDISE

2.1 PURPOSE OF COVERAGE

We insure the Insured's equipment, objects, and/or merchandise, within the limits set in the above table, against the absolutes of theft, loss, fire, explosions, water damage, and accidents (including damage due to natural disasters, terrorist attacks, or sabotage). Coverage applies to the exhibition site, for the duration of the trade show, including setup and disassembly time. This is "First Risk" coverage, as stated in the table above.
Optional supplementary coverage is granted only if requested by the exhibitor on the designated form, and after payment of the corresponding premium;
Options subject to declaration
1.Plasma, LCD or LED screens or similar technology
2.Breakage of fragile or breakable objects
3.Transportation of equipment, objects and/or merchandise insured to and from the trade show, including loading and unloading.

2.2 EXCLUSIONS

A	THEFT FROM A VEHICLE PARKED AT THE EXHIBITION SITE (EXCEPT DURING LOADING/UNLOADING IF TRANSPORT OPTION REQUESTED) ;
B	DURING PUBLIC TRANSPORTATION (IF EXTENSION REQUESTED), THEFT COMMITTED IN A VEHICLE :
	- IF THE VEHICLE IS NOT BROKEN INTO OR STOLEN ITSELF. THE VEHICLE BODY MUST BE ENTIRELY RIGID (IE NOT TARP-COVERED) ;
	- BETWEEN 9PM AND 7AM IN A VEHICLE PARKED OUTSIDE OF A PRIVATE, COMPLETELY ENCLOSED AND LOCKED GARAGE
C	DURING TRANSPORT IN OWN VEHICLE (IF EXTENSION REQUESTED) THEFT IN VEHICLE;
	- IF VEHICLE CARRYING INSURED GOODS IS LEFT UNATTENDED, EVEN MOMENTARILY.
	- AND BETWEEN 9PM AND 7AM IN A VEHICLE PARKED OUTSIDE OF A PRIVATE, COMPLETELY ENCLOSED AND LOCKED GARAGE
D	DAMAGES OCCURRING PRIOR TO COVERAGE ;
E	DAMAGE DUE TO CLIMATE CONDITIONS (OTHER THAN'BAD WEATHER' AS DEFINED ABOVE), WHEN THE INSURED EQUIPMENT, OBJECTS AND/OR MERCHANDISE ARE LEFT OUTSIDE OF A CONSTRUCTION COVERED WITH HARD MATERIALS.
F	CASH AND CASH EQUIVALENTS.
G	MERCHANDISE, FOOD AND/OR DRINKS FOR FREE CONSUMPTION OR HANDOUT.
H	PLANTS (UNLESS LISTED AS INSURED, EXHIBITED MERCHANDISE);
I	PERSONAL BELONGINGS OR VALUABLES;

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J LIVING ANIMALS;

K JEWELRY, FURS, PRECIOUS STONES, OBJECTS MADE OF PRECIOUS METAL (UNIT VALUE OVER €400);

L CHIPPING, CIGARETTE/CIGAR BURNS, GRAFFITI, SPRAY PAINT VANDALISM, WRINKLES, OR STAINS OF ANY KIND;

M MECHANICAL AND/OR ELECTRIC DISTURBANCE AND/OR DAMAGE TO EQUIPMENT, OBJECTS AND/OR MERCHANDISE AS A RESULT OF USE;

N DAMAGE DUE TO PROGRESSIVE DETERIORATION OR WEAR. INADEQUATE MAINTENANCE; RELATIVE HUMIDITY OR TEMPERATURE VARIATION; MOTHS OR OTHER VERMIN; INHERENT DEFECTS;

O ANY DAMAGE DELIBERATELY CAUSED BY THE POLICYHOLDER AND/OR THE INSURED, OR TO WHICH THEY WERE ACCOMPLICES;

P ANY DAMAGE DUE DIRECTLY OR INDIRECTLY DUE TO ESCROW, SEIZURE, CONFISCATION, DESTRUCTION, OR REQUISITION BY CIVILIAN, MILITARY OR CUSTOMS AUTHORITIES;

Q OUTSIDE METROPOLITAN FRANCE, DAMAGE, LOSSES, EXPENSES OR EXPENSES INCURRED DIRECTLY OR INDIRECTLY BY :

- AN ATTACK, ACT OF TERRORISM OR SABOTAGE ;
- BIOLOGICAL OR CHEMICAL CONTAMINATION IN CONNECTION WITH AN ACT OF TERRORISM DAMAGE DUE TO FOREIGN OR CIVIL WAR;

R ANY DAMAGE, LOSS, EXPENSES OR COSTS OF ANY TYPE WHATSOEVER, CAUSED DIRECTLY OR INDIRECTLY BY NUCLEAR REACTION, RADIATION OR CONTAMINATION, INDEPENDENTLY OF ANY OTHER CAUSE THAT COULD CONTRIBUTE TO OR RESULT IN THE DAMAGE, REGARDLESS OF THE ORDER IN WHICH THE CAUSES OCCURRED.

S MATERIAL DAMAGE, OPERATING LOSS AND COSTS OF ANY KIND WHICH ARE THE DIRECT OR INDIRECT CONSEQUENCES OF AN EPIDEMIC, A PANDEMIC OR AN EPIZOOTIC, AS WELL AS OF AN ADMINISTRATIVE OR SANITARY MEASURE, OR OF AN IMPOSSIBILITY OF ACCESS WHICH RESULT FROM IT

T WHEN THEY RESULT FROM A PROGRAM OR A SET OF COMPUTER PROGRAMS DESIGNED OR USED IN A MALICIOUS WAY OR USED ERRONEOUSLY, THE FOLLOWING ARE EXCLUDED:

- ANY AND ALL DAMAGE TO DATA ON ANY COMPUTER MEDIA (INCLUDING TRANSMISSION AND PROCESSING), AS WELL AS ANY BREACH OF THE AVAILABILITY, AUTHENTICITY, INTEGRITY OR CONFIDENTIALITY OF THIS INFORMATION AND/OR DATA;
- AS WELL AS ANY IMMATERIAL OR FINANCIAL CONSEQUENCES

COMPUTER MEDIA MEANS ANY AND ALL DEVICES THAT HAVE STORAGE CAPABILITIES,

2.3 COMPENSATION IN THE EVENT OF A CLAIM

In the event of total loss: Total loss is when the cost of replacing or restoring the Insured item is equal or superior to the benefits payable. Benefits payable are calculated on the replacement cost on the day of the loss, with a deduction for wear and tear agreed by the parties, or set by an insurance adjustor. The calculated amount may never exceed the Insured value.

In the event of partial loss: Benefits payable are equal to the cost of repairing the Insured equipment and/or objects, without deduction for wear and tear.

2.4 NATURAL DISASTERS – APPENDIX I

Standard clauses applicable to insurance policies mentioned in Article L.125-1 (Paragraph 1 of the French insurance Code)

2.5 COVERAGE AGAINST ACTS OF TERRORISM

See Article L.126-2 of the French Insurance Code.

3. RISK STATEMENT

Subject to the penalties stipulated below, the Insured states that they have read the exhibition conditions imposed by the organizer in the exhibitor's guide.

4. STATEMENT OF OTHER INSURANCE POLICIES

If one or more of the absolutes covered by the present policy are or will be covered by another insurance policy, the Policyholder or the Insured must immediately inform the Insurer, naming the other insurer and giving the details of the coverage (Article L.121 of the Code).

5. PENALITIES FOR MISREPRESENTATION

5.1 ESTABLISHMENT OR EXECUTION OF THE POLICY

Should the Policyholder or insured misstate, misrepresent, omit or inaccurately claim any facts or circumstances relating to Article 5 they may be penalized as follows, even if there is no direct impact on the claim:

- The policy may be declared null and void on the grounds of bad faith (article L.113-8 of the Code),
- The benefits may be reduced if bad faith cannot be established; such reduction will be proportionate to the premiums actually paid relative to the premiums that would have been paid, had the information concerning the absolutes been fully and accurately stated (Article L.113-9 of the Code).

5.2 WITH REGARD TO OTHER POLICIES

When several insurance policies have been taken out abusively or fraudulently for the same absolutes, the penalties stipulated by Article L.121-3, paragraph 1 of the Code (eg nullity of the policy, compensation for damages) are applicable.

6. PAYMENT OF PREMIUMS

Total cost of the policy– premiums and tax – are payable to the Policyholder. In the event of nonpayment, the coverage described in the present document will not take effect.

7. OBLIGATIONS IN THE EVENT OF A CLAIM

In the event of an accident or incident, the Insured will do everything in their power to stop the effects or limit the impact, save the insured goods, and preserve them. As soon as they are aware of the situation, and no more than five working days later (or two days in the case of theft) the insured must make a written claim to us or our legal representative, preferably by registered letter, or verbally against a receipt.

In the event of a late claim, except in the case of force majeure, the Insured will forfeit any right to benefits if the Insured establishes the existence of a prejudice suffered as the result of this delay. In the event of theft, the Insured must, subject to forfeiture, file a complaint with the competent authorities.

The claim (or statement made as soon as possible, in a force majeure case) must include the following:

- date and circumstances of the loss; known or presumed causes; - type and approximate amount of damages; place where the accident or incident took or might have taken place, - If applicable and known, the name and address of the party who caused the damage; if applicable and possible, the names and addresses of any witnesses as well the identity of any authorities who intervened; and coverage for the same absolutes by other insurers.

Within 30 days, you must provide us with a statement of losses, signed and sworn to be fiat and true; and all documents that can attest to the reality and extent of the damage. In any event, until the claim can be examined by an insurance adjuster, take all measurements relevant to assessing the damage, and keep all evidence. In the event of multiple policies, the Insured, or the Policyholder may make the claim to the insurer of their choice. No benefits will be paid unless the Insured presents sufficient and appropriate proof.

Except in the event of force majeure, if the Insured does not comply with the stipulations of the above articles, we reserve the right to reduce benefits proportionately to the damage caused by your breach.

If the Insured or the Policyholder makes misstatements in bad faith, concerning the date, type, causes, circumstances, or consequences of a loss; exaggerates the amount of damages; deliberately fails to mention other insurance policies; presents inaccurate receipts; or uses other fraudulent methods, they will completely forfeit any right to benefits for any of the lost or damaged absolutes. Forfeiture is indivisible among the various articles of the policy.

8. ADJUSTMENT – EVALUATION OF DAMAGE

8.1 INSURANCE ADJUSTERS

The amount of damages is set amicably between us and the Insured. If the amount of damage cannot be readily agreed on, a joint insurance appraisal must always be carried out, subject to the respective rights of both parties. Each part chooses an insurance adjuster. If the chosen adjusters disagree, a third adjuster is chosen. The three adjusters collaborate and a majority decision is reached. If one of the parties fails to choose their adjuster, or if the two adjusters do not agree on the choice of the third, the adjuster will be appointed by the president of the Tribunal de Grande Instance or the Tribunal de Commerce, in the jurisdiction where the loss or damage occurred. This appointment will be made upon simple request by the more diligent party, no earlier than 15 days after due notice of the other party via registered letter with return receipt. Each party pays the expenses and fees of their own adjuster. If there is a third adjuster, the parties split his/her costs.

8.2 EVALUATION OF DAMAGE

Benefits cannot result in a profit for the Insured. The policy serves only to compensate actual losses. It is the Insured's responsibility to prove the reality, type and extent of the claim, with suitable documentary proof.

9. DETERMINATION OF COMPENSATION

The benefits payable to the Insured are equal to the amount of damage as stipulated above, without ever exceeding the caps set in the Coverage and Deductibles table, less any salvage value, less the deductible. This amount includes VAT, unless VAT is recoverable by the Insured.

10. TERMS SPECIFIC TO THEFT COVERAGE

Should part or all of the lost or stolen goods be recovered, no matter when, the Insured undertakes to notify the insurer by registered letter. If the lost or stolen goods are recovered before payment of the benefits, the Insured must take possession of them, and we will be required only to compensate definitive loss and damage. If the lost or stolen goods are recovered any time after payment of benefits, the Insured has the option of keeping the goods, provided they pay back and provided that they notify us of their decision within one month's time. Beyond this time, we become the rightful owner of the recovered goods. In either case, we will compensate the Insured for any expenses reasonably incurred recovering the goods.

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11. BENEFIT PAYMENT TERMS

Benefits are paid within thirty days of the amicable agreement or enforceable court ruling. In the event of objection, this time period will run from the date the objection is withdrawn or settled. Otherwise, except in case of force majeure, the benefits shall bear late penalty interest, at the legal rate in force in France.

12. SUBROGATION

Under Article L.121-12 of the Code, are subrogated to the rights of the Insured up to the amount of the sums paid by us against persons responsible for the loss.
If, by the Insured's doing, subrogation does not work to our advantage, we will cease extending coverage, to the extent where subrogation rights could have been exercised.

Terms specific to terrorism, civil unrest or similar

If, under legislation in force, the Insured is entitled to relief subsequent to a terrorist attack, riot, civil unrest, or sabotage, they hereby agree to grant us power of attorney for the amount that would have been payable under our insurance policy.

13. PRESCRIPTION - ELECTION DE DOMICILE

Under Article L.114-1 of the French Insurance Code, "All actions stemming from an insurance policy are limited to a two-year period, starting at the date of the loss". Nevertheless, the starting date of the limitation period may be differed in two cases:
1) In the event of misrepresentation, omission, or false or inaccurate claim, the limitation period starts on the date the Insurer becomes aware of this;
2) In the event of loss or damage, the limitation period may start on the date the Insured actually became aware of the problem, if they can prove they were unaware of the problem until that time.
If the Insured takes action against the Insurer because of a third party, the limitation period will not begin until the date when the third party takes action against the Insured, or is compensated by the latter. The limitation period is extended to ten years for life insurance policies, when the beneficiary is distinct from the subscriber, and with insurance policies against accidents to people, when the beneficiaries are rights holders of a deceased insured. For life insurance policies, notwithstanding point 2, the beneficiaries may in no event take any action beyond 30 years after the insured's death.
According to Article L.114-2 of the French Insurance Code, "The limitation period may be suspended by an 'ordinary cause of interruption', and by the appointment of insurance adjusters following a claim. The limitation period may also be suspended as the result of a registered letter with return receipt sent by the Insurer to the insured, concerning payment of premiums, or from the Insured to the Insurer, concerning payment of benefits". Under Article L 114-2 of the French Insurance Code, "ordinary causes of interruption" include: acknowledgment of the obligee's right, (Article 2240 of the French Civil Code), the filing of suit, including against a solidary obligor or a joint tortfeasor, (article 2241 à 2243 du code civil), or an order of enforcement (Articles 2244 to 2246 of the French Civil Code).
Notification address & Juridiction
- For execution of the Policy, the Insurer's notification address is that of their headquarters.
- Only French jurisdiction is recognized

14. INFORMATION FOR POLICYHOLDERS / COMPLAINT

In accordance with law 94-5 of 4 January 1994, ALBINGIA specifies the various means of information available to the Insured concerning the present insurance contract.

14.1. THE INSURANCE INTERMEDIARY ACTING AS AGENT FOR THE INSURED IS THE PRIVILEGED INTERLOCUTOR

If the Insureds wish to obtain additional information on this insurance contract, its operation, its guarantees, they may contact their insurance intermediary, whose contact details appear on the contractual documents.

14.2. CONTACT THE INSURER

If the Insureds are unable to find a solution with their insurance intermediary, they can contact the Insurer on 01.41.06.70.00. Simply specify the contract or claim number and the Insured will immediately be put in touch with an account manager or a claims manager able to answer questions as soon as possible.

14.3. POLICYHOLDERS WISH TO MAKE A CLAIM TO THE INSURER'S CUSTOMER DEPARTMENT

If the Insureds wish to express their dissatisfaction with ALBINGIA, they may address their complaint to ALBINGIA's Development Department, which undertakes to acknowledge receipt of the complaint within 10 working days and to send a reply within 20 working days of sending the acknowledgement, unless the complexity of the complaint requires a longer period.

14.4.MEDIATION

If the response to the complaint is considered unsatisfactory, an appeal can be submitted to the Insurance Mediator. Note that this body only has the authority to hear disputes relating to individuals.

In this regard, "individual" shall have the meaning as per directive 2011/83/EU of 25 October 2011: "Any natural person acting for purposes that are not related to his/her business, industry, trade or profession".
The mediation authority can be contacted:
By post:
La Médiation de l'Assurance
TSA 50 110
75 441 Paris cedex 09
By e-mail by filling out the referral form on the site "www.mediation-assurance.org".
The mediation charter can be consulted at the site www.ffa-assurance.fr.

14.5. REGULATORY AUTHORITY

The Manager's regulatory authority is: Autorité de Contrôle Prudentiel et de Résolution (Prudential Control and Resolution Authority) - 4 place de Budapest – CS 92459 – 75436 Paris cedex 09.

15. PROCESSING OF PERSONAL DATA

Personal data are collected by ALBINGIA in its capacity as Controller, in compliance with the provisions of Regulation (EU) 2016/679 of 27 April 2016 on the protection of natural persons relative to the processing of personal data and the free circulation of such data.
The collected personal data are intended for ALBINGIA as Controller, and for the entities working with ALBINGIA for the purposes of managing and monitoring applications. The persons involved in the processing of applications can access the data of the Insured Person / Policyholder only for this purpose.
Without the Insured Person / Policyholder having to provide authorisation, the collected Personal data can be conveyed, insofar as necessary and for the purposes mentioned above, to entities working with ALBINGIA and to third parties linked to ALBINGIA by contract for the performance of sub-contracted tasks needed for the management of applications, such as brokers and reinsurers, subcontractors and service providers, in compliance with the legislation on the protection of personal data and strictly limited to the performance of the tasks entrusted to them.
Within these limits, all information collected in connection with an application are kept confidential and –insofar as necessary – anonymous, with only the required information being conveyed to the relevant recipients.
The Personal Data are collected on the basis of the legal and regulatory provisions, for the fulfilment, as necessary, of the contract and legitimate use, for purposes of handling general requests, signing or managing contracts and compensation, or for the management of commercial relations and anti-fraud efforts. The collected data will not be processed or conveyed for other purposes.
Moreover, the Insured Person / Policyholder is informed that in order to meet legal and regulatory obligations, ALBINGIA may be required to convey information to competent administrative or judicial authorities.
In application of the regulations and in particular of European regulation 2016/679, the Insured Person / Policyholder has the right to access, rectify, erase and limit use of the information pertaining to her/him, while providing proof of identity when writing to the following address: Data protection officer (French acronym: DPD), 109/111 rue Victor Hugo, 92300 – 92300 LEVALLOIS PERRET or by e-mail: dpd@albingia.fr.
The Insured Person / Policyholder can also, for legitimate reasons, oppose the processing of the data pertaining to her/him.
The collected Personal Data are retained for the duration of the contract, as relevant, plus the intervals of any applicable limitation periods, notably for the management of contracts and compensation, or for a duration of 3 (THREE) years after the year during which an application is submitted if it is not followed by a commitment. At the end of the anticipated retention duration, the Personal Data will be deleted or anonymized.
In case of dispute, the Insured Person / Policyholder has the right to refer to the French Data Protection Authority (CNIL). In case of death, and in the absence of instructions from the Insured Person / Policyholder, the heirs have a right to oppose continued processing of the data or to have them updated.

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TERMS AND CONDITIONS

The Contract between the Organiser and the Exhibitor consists of these General Terms and Conditions of Sale and their Appendix and the Admission Form, duly signed by the Exhibitor.
The Exhibitor acknowledges that it has had prior knowledge of these documents and accepts the terms thereof.
By sending the Organiser their signed Admission Form, the Exhibitor undertakes to comply unconditionally and unreservedly with the Contract's clauses and any amendments to said Contract resulting from the implementation of the provisions specified below due to specific circumstances and adopted in the interest of the Show by the Organiser, which the Organiser shall bring to the Exhibitor's attention by any means, including verbally.
The Exhibitor expressly acknowledges that it has been informed, in particular, of the inherent risks in organizing a Show and the potential risks of cancellation, interruption or postponement and that no provision of these General Terms and Conditions or the Admission Form constitutes or is likely to constitute a significant imbalance between the rights and obligations existing in this respect between the Parties.

DEFINITIONS:
Show: Franchise Expo Paris, taking place from 13th to 15th March 2027 at Paris – Porte de Versailles – France. Leading international franchise business event, created by the French Franchise Federation (FFF).
Organiser: ETAI, a simplified joint-stock company with share capital of €57,029,328, registered office at 20 rue des Aqueducs, 94250 Gentilly, France, registered with the Créteil Trade and Companies Register under number 806 420 360.
Exhibitors: refers, for the purposes of these Terms and Conditions, to any company, corporation, entity, or organization holding a Booth at the Exhibition, enabling it, under the terms defined in the Contract, to present products and services and/or to meet clients and partners and/or peers, with the objective of allowing the Exhibitor to showcase products and services and/or engage with clients, partners, and/or peers.
The following categories of companies, corporations, entities, or organizations are eligible for Exhibitor status:
• French or foreign brands belonging to an organized or associated retail network, or presenting a franchise or organized commerce concept, in accordance with the Franchise Expo Paris classification;
• Members of the Expert Committee of the Fédération Française de la Franchise (consultants, lawyers, chartered accountants, advisors, or equivalent);
• Financing or insurance institutions;
• Representatives of cities and territories;
• Public or semi-public bodies and institutions, as well as media outlets, directly connected to franchising or organized retail;
• Other service providers who cannot be classified as consultants, lawyers, chartered accountants, or franchise advisors, and who do not act in an advisory or support capacity for franchisors or franchisees, but whose activities are directly related to franchising or organized retail, and who are expressly approved by the Organizing Committee.
Entities not eligible for Exhibitor status include, in particular, consultants, lawyers, chartered accountants, advisors or equivalent professionals offering strategic, legal, financial or operational advisory services dedicated to the development, structuring or management of franchise networks or organized retail systems, who are not members of the Expert Committee of the Fédération Française de la Franchise. Membership in the Expert Committee of the Fédération Française de la Franchise may be granted to consultants, lawyers, chartered accountants, advisors or equivalent professionals who have been admitted following an application process based on principles of transparency, objectivity and non-discrimination, during which their level of competence, their expertise in franchising, and their adherence to the fundamental principles of the Franchise Code of Ethics (https://www.franchise-fff.com/decouvrir-la-fff/college-des-experts/#demande-adhesion) have been verified.

Visitors:
- Any potential applicant (manufacturers, distributors, independent retailers, or current employees) who are interested in, or wish to develop their activity or establish their business within the franchise sector or organized retail networks;
- retailers and industrialists who are already franchisees;
- journalists, representatives of international chambers of commerce, economic and social partners, representatives of international ministries of trade and industry, elected representatives.

Stand: the booth location made available to an Exhibitor by the Organiser during the Show according to the conditions defined by the Contract, in order to enable the Exhibitor to show its products and services and/or meet customers and partners and/or fellow members of the industry.
Official Catalogue: An exhibitor directory, in electronic or printed format, specifically designed for the Exhibition and owned by the Organizer. It includes, in particular, the list of Exhibitors, their contact details, booth numbers, and any other information relating to the Exhibition.

ARTICLE 1-PURPOSE
The purpose of this Contract is to define the conditions whereby the Organiser makes a Stand and all other services available to an Exhibitor during the period of the Show. The Show organization conditions, notably its period, the site where it is to be held and opening and closing times are freely determined by the Organiser which is entitled to unilaterally modify them. A decision to modify the organization of the Show, notwithstanding the date on which it is taken, does not authorize the Exhibitor to cancel its reservation.
The reservation of a Stand or associated services implies the unreserved acceptance of these general conditions notwithstanding any other conditions contained in the Exhibitor's documents.
Exhibitors undertake to comply with the present special regulations of the Exhibition, the general regulations of the place where the Exhibition is held and, in general, all regulations and standards applicable to the premises occupied.

ARTICLE 2-CONDITIONS OF PARTICIPATION
2.1. Conditions of admission
a) The Organising Committee determines Exhibitor categories and establishes the nomenclature for the products or services presented. After inspection, it also reserves the right to exclude products and/or services that do not appear to correspond to the purpose of the Show or permit products to be shown that are not part of the category list, but which are of interest to the Show.
b) The following may submit an Application to Exhibit: French and foreign firms presenting a franchise or organised commerce concept or capable of contributing to the development of franchising and organised commerce and which fall within the categories covered by Franchise Expo Paris, the leading international event for franchise business, shall be allowed to send an admission form.
Exceptionally, a company or organisation that does not operate as a franchisor or organised trade but belongs to a category accepted by the Exhibition Organising Committee and which has a direct link with franchising or organised trade (bank, insurance, local authorities, etc.) may submit an Admission Form.
Unless the Organiser refuses the participation requested, the submission of this Admission Form, even if not accompanied by payment, constitutes a firm and irrevocable commitment to order on the part of the Exhibitor, implying the payment of the full price

of the stand rental and ancillary costs, subject only to the stipulations of Article 6.1. below.
c) Applications for Admission to the Show emanating from franchisors or organised or associated commerce are submitted, as a condition of admissibility, the production of the certificate issued to them by Infopro Digital (hereinafter "the Attestation"). Any Application for Admission not accompanied by the said Attestation duly completed will therefore not be considered.
The Attestation must be signed by the director (or person responsible) of the company applying for exhibition at the Show. It will certify that the applicant company complies with the rules laid down by law in respect of pre-contractual information.
Failure to provide the Attestation by the brand is not a reason for reimbursement of participation in the Show.
d) Acceptance of the Admission Request is confirmed by the Organizer's response, which may consist of an email validation and/or an invoice sent to the Exhibitor.
In case of refusal of the Application for Admission, the sums paid by the applicant will be refunded to him, excluding the costs of application which remain with the Organizer. The same applies to the person who has submitted an Admission Request and is on a waiting list, when an exhibition space cannot be allocated for lack of available space at the opening of the show.
e) Despite the provision of the Attestation and even after the operations of allocation of Stands, the Admission Request from an Exhibitor whose business is managed may be cancelled, for any reason whatsoever, by or with the assistance of a legal representative. This is particularly the case for any Application for Admission from a company that files its balance sheet between the Application for Admission and the opening date of the Show. However, the Organiser may freely decide to maintain its participation subject to immediate payment of all sums due if the company is legally authorised to continue operating.
An Admission Form from an Exhibitor whose business is being run, for whatever reason, by a legal administrator or with its assistance may be cancelled, despite acceptance, and even after Stand allocation has been implemented.
This notably applies to any Admission Form from a company that files for bankruptcy between the time of application and the Show opening date. However, the Organiser may, if the company is legally authorised to continue operation, decide to maintain its participation, provided the sums due are paid in full immediately.

2.2. General conditions of participation
The Exhibitor undertakes, both with respect to the Organiser and the other exhibitors, both on the premises of the Show and on the Show's internet/extranet website, and upon signature hereof, to:
- The exhibitor may only show the concepts or services listed in its application for admission and complying with the categories at the Exhibition on its exhibition space. It may not advertise non-exhibiting firms in any form whatsoever.
- refrain from presenting concepts, services or product offerings that are illegal and/or non-compliant with French law, with the exception of concepts, services or product offerings exclusively aimed at being deployed outside France. It is also prohibited for any persons not authorised by law to propose services or products from regulated activities.
- not do any advertising and/or conduct liable to mislead or constitute unfair competition.
The Organiser does not accept any liability regarding to the foregoing, in particular in the event of a dispute with another Exhibitor or visitor, and the Exhibitor guarantees the Organiser of any recourse in this respect.
Take away sales are strictly prohibited within the framework of the Show.
During the entire period of the Show, Exhibitors will not remove their products until it has ended and may not be authorised to close their Stands or modify the aspect of same before the date and time stipulated by the Organiser.

2.3. Transfer/subletting of Stands
It is recalled that the Contract is concluded intuitu personae. Consequently, the Exhibitor is prohibited from transferring, subletting or sharing all or part of its site in the Show, free of charge or in exchange for payment, unless the Organiser has given prior written permission. In such a case, the Organiser may, at its discretion, either issue an additional invoice for the full price of the Stand per identified co-exhibitor/assignee/subtenant or simply refuse the presence of this third party at the Exhibition. No compensation shall be due to the Exhibitor or the third party in this respect.

ARTICLE 3-LAYOUT AND SURFACE AREA
3.1. Show floor plan
The Organiser draws up the Show floor plan and allocates out the space, taking the wishes of Exhibitors into account as far as possible (notably the nature of their products, the layout of their Stands, and the surface area required), if possible according to the Admission Form registration date and Exhibitor participation seniority. If necessary or in case of unavailability,

the Organiser reserves the right to modify the surface area and/or layout of the Stand requested by the Exhibitor. This modification will give rise to the necessary price adjustment but does not entitle the Exhibitor to unilaterally cancel his reservation. It is up to the Exhibitor to ensure floor plan conformity before its Stand is fitted out. The Organiser cannot be held liable if a difference occurs between the measurements indicated on the floor plan and the actual dimensions of the Stand.
The plan indicates the general breakdown of the sites around the location allocated.
These details, valid as of the floor plan preparation date, are given for information purposes only and may be subject to modifications of which the Exhibitor may be informed.
Any complaints concerning the Stand location defined by the plan must be submitted in writing within eight days of communication of the plan by the Organiser. Once this period has elapsed, the location proposed is considered to have been accepted by the Exhibitor. The Organiser cannot under any circumstances reserve or guarantee a location from one edition to the next.
Moreover, participation in previous editions of the Show does not establish a right in favor of the Exhibitor to a specific location or give the latter any priority regarding the allocation of Stand locations.

3.2. Installation of Stands
The Exhibitor will comply with the terms of the Technical Package transmitted and ensure they are respected: this notably includes the specifications indicated by the owner or principal tenant of the Show site, together with the technical information required for installation and decoration of the Stand. The Exhibitor expressly acknowledges and accepts that the Technical Package is an integral part of the Contract.
Stands are installed according to the general plan drawn up by the Organiser.
The regulations concerning Stand construction are available from the Organiser in the Technical Package or on request.
The Exhibitor has sole liability for any companies used to assist it with the installation, outfitting and operation of its Stand. In particular, it must make sure that all its service companies and subcontractors are in order with respect to the social contribution and tax authorities. The Organiser cannot be held liable in this respect.
The Exhibitor is liable for any damage to floors, partitions, show windows, etc. caused by its installations. It must bear the cost of any repair work as necessary. In this respect, the Exhibitor must, if

appropriate, take-out damage insurance, pursuant to the provisions of Article 7.

ARTICLE 4-PRICE

4.1. The price of the Stand varies according to the surface areas as established on the Admission Form. It should be noted that no services (including the Stand) will be provided if the price has not been entirely paid before the Show, as stipulated on the following Article 6.2.

4.2. General Services Provided

The price of the Stand covers a series of general services described on the Admission Form, in addition to the provision of a Stand location.

4.3. Optional Services

Optional services may be ordered, the prices of which are indicated in the Technical Package, by completing the order forms included in this guide.

With respect to the Exhibition's Exhibitor Catalogue, the Organizer holds the exclusive rights to its drafting, publication, and distribution, both within and outside the Exhibition premises, whether free of charge and/or for a fee. The information required for its preparation shall be provided by the Exhibitors under their sole responsibility and within the deadline established by the Organizer.

For any other support or communication service ordered within the framework of the Exhibition, the Exhibitor undertakes to comply with the technical specifications and deadlines transmitted by the Organiser in order to enable their proper implementation.

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If the Exhibitor does not provide the details by the deadline, the Organiser cannot be held liable for non-publication of the information relating to the Exhibitor and/or failure to provide communication services. Similarly, the Organiser cannot under any circumstances be held liable for omissions, reproduction, composition or other errors that might occur. It may refuse the insertion of or modify any text and /or any other element transmitted by the Exhibitor that might appear contrary to the interests of the Show or which might be detrimental to other Exhibitors.

4.4. Additional services

Additional services of a technical nature (electrical sockets, sound systems, interior floral decoration for Stands, for example) are available to the Exhibitor for which a quotation will be submitted beforehand. All requests for an increase in the power supply must be sent directly to the Organiser by means of the Technical Package 6 weeks before the opening of the Show at the latest. Installations must comply with Préfecture de Police (official local administration department) recommendations. The use of flexible wires, aluminium or metal-sheathed wiring and cables and splicing is formally prohibited. Special fittings for low-voltage fluorescent tubes must be easy to access with metal housing.

The additional services will be carried out under the conditions and within the deadlines indicated by the Organiser to the Exhibitors.

4.5. Change of circumstances

The Parties hereby specifically agree to exclude the application of Article 1195 of the Civil Code.

However, the Organizer declares that it does not agree to bear the risk of an upward fluctuation in the cost of the following supplies and services: purchase or hire of equipment/materials for general installation and for equipped stands (carpets, partitions, signage, furniture, lighting, slinging), reception and security services, transport of materials, energy, cleaning and sorting/recycling services, reception staff, space rental.

Consequently, if a significant increase in the cost of any of these services takes place after the signing of the Contract and is notified to the Exhibitor, the Parties undertake to renegotiate the Contract in good faith. If a written agreement is not reached within ten (10) days of the above notification, either party may give notice of termination of the Contract, without compensation of any kind to either party on any account whatsoever.

ARTICLE 5-PAYMENT CONDITIONS

The Admission Form makes provision for a payment schedule to be met by the Exhibitor. Any delay in payment will result in late penalties due ipso jure without prior notification amounting to three times the legal interest rate, calculated per day overdue, without this clause adversely affecting the liability of the debt.

Any overdue payment or failure to comply with the terms of payment referred into the previous paragraph may, at the Organiser's discretion, result in cancellation of the Admission Form, with payment of all the sums due to the Organiser in accordance with the said terms of payment as an indemnity.

The Organiser then reserves the right to use the Stand, now available for rental once again. The Organiser reserves the right to take as surety the objects exhibited in or decorating the Stand in the event of non-payments or claims.

By way of derogation from the provisions of Article 1342-10 of the Civil Code, it is expressly agreed that in the event that several invoices are due and the Exhibitor makes a partial settlement, The Organiser will be free to charge the said payment as it sees fit.

For any late Admission forms, the first instalment is equal to the amounts already due on the date of the Admission form. The same applies to Exhibitors on the waiting list who benefit from the late allocation of exhibition space.

Any incident, late payment or any sum still due for an exhibition or event organised by the Organiser automatically entails a ban on participation in any other exhibition/event without prior formal notice from the Organiser and until full payment has been made.

Furthermore, the Organiser reserves the right to make the execution of any service or order subject to the taking of guarantees or to full payment in advance, particularly in the event of deterioration in the Exhibitor's solvency.

ARTICLE 6-WITHDRAWAL OF THE EXHIBITOR AND EXPULSION CONDITIONS

6.1. Withdrawal of the Exhibitor

The Exhibitor who wishes to cancel his reservation or withdraw must do so by letter with AR sent to the registered office of the Organizer. The following cancellation conditions will apply:

- In case of cancellation/withdrawal on any date, the registration fees for the Show, if the Application for Participation provides for it, remain with the Organizer.
- In case of cancellation/withdrawal occurring before 30 November 2026, 60% of the TTC amount will be due to the Organizer as compensation, even in case of relocation of the location to another Exhibitor.
- For any cancellation/withdrawal occurring after this date, the full amount of the Application will be due to the Organizer, even in case of relocation of the location to another Exhibitor.

This article does not apply to international exhibitors who do not have a representation in France and who would be prohibited from coming to the French national territory on the date of the Show due to a French regulatory provision or its country of residence taken in particular as part of the fight against the spread of COVID-19.

In this case, the Exhibitor will be refunded the amount of the instalments paid after deduction of registration fees.

6.2. Expulsion Conditions

If the Exhibitor has not started on installation of its Stand at least

twenty-four hours before the Show opens or has not paid the sums due in full before the opening of the Show, it will be considered to have stepped down. In this case, the Organiser may use the Stand of the Exhibitor at fault without the latter being able to claim reimbursement or an indemnity, even if the Stand is allocated to another Exhibitor.

6.3. During the Show, any breach of the terms of the Contract and/or an oral and/or written instruction imposed on the Exhibitor by the Organiser may lead to the withdrawal and immediate expulsion of the offending Exhibitor, without any official notification being necessary. This notably applies to non-conformity of the fittings, non-compliance with safety rules, non-occupancy of the Stand, presentation of products non-compliant with those listed on the Admission Form or for which the Exhibitor does not possess the rights. Expulsion will be implemented without the said Exhibitor at fault being able to claim reimbursement of sums paid or an indemnity of any kind whatsoever, without prejudice to any other indemnity in favour of the Organiser should the breach have
caused material and moral damage of any kind to the Show or to the Organiser. The Organiser will be entitled to use the Stand site vacated as it wishes. Any measures that the Organiser is obliged to take to ensure regulations are complied with will be undertaken entirely at the expense, risk and peril of the Exhibitors responsible. In this case they expressly waive any recourse against the Organiser in this respect.

6.4. The General Commissioner of the Exhibition reserves the right to exclude from the Exhibition before or during its holding and possibly for future events/exhibitions any participant whose conduct appears to him to be incorrect.
This exclusion does not entail any modification to these general terms and conditions. The participants undertake to respect the usual rules of decorum.

6.5. In the event that the Organiser has to cancel the participation of an Exhibitor on the grounds that the latter is a national of a state, a member of an organisation or is directly or indirectly affected by restrictive measures and sanctions implemented by the United Nations, the European Union and its member states, the United States, the United Kingdom, and where applicable, any jurisdiction in which the Show is to be held, at whatever time this cancellation occurs, the Organiser will reimburse to the said Exhibitor all sums already paid. The Exhibitor shall not be entitled to claim any compensation as a result of this cancellation on any grounds whatsoever.

ARTICLE 7 – LIABILITY / INSURANCE

7.1. The Organiser has taken out liability insurance as part of its business. It is the responsibility of the Exhibitor to take out liability insurance on their own account.
In addition, the Exhibitor has taken out, as part of his Admission Form, an insurance policy covering, within the limits and under the conditions set out in the full information leaflet in the Technical Package and/or on the Exhibitor's space on the Exhibition website, any damage that may be caused to the goods present at the Exhibition and belonging to him.
The rental of a Stand is not a deposit contract. In the event of theft of or damage to any property whatsoever on a Stand (in particular Exhibitors' or visitors' clothing or personal objects) or handed in at the cloakroom, the Exhibitor may not make any claim against the Organiser.
Nor can the Organiser be held liable:
- for damage or accidents attributable to the owner of the premises used,
- disputes that may arise between Exhibitors and visitors or between Exhibitors.

Should a dispute occur between two Exhibitors, they must settle the conflict sensibly together, as far as possible. The Organiser must be kept informed of the conflict but is not obliged to act as mediator or arbitrator. Its role is to check that the contractual provisions by which it is bound to the Exhibitors have been respected.
Should one of them decide to have the authorities intervene, it must advise the Organiser in order to suitably preserve the image of the Show.

7.2. If the Organiser were to be acknowledged as being liable for any reason, the damages
and reparation due by the Organiser to the Exhibitor, all causes combined, cannot exceed the total excl. VAT amount of the sums paid by the Exhibitor in respect of the Contract.

7.3. The Organiser cannot be held liable for any indirect prejudice. The following are considered as indirect prejudice – any commercial prejudice, loss of data or files, loss of turnover or profit, loss of customers, loss of opportunity, interference with enjoyment due to another Exhibitor, damage to brand image – in relation to or resulting from the provision of the Stand, even if the Organiser was warned of the possibility of occurrence of a loss or damage of this kind.

7.4. In addition, motor land vehicles present at the Exhibition on behalf or for the benefit
of the Exhibitor must, in accordance with the law of 27.02.1958, be insured by a motor vehicle policy and present a valid insurance certificate, which the Exhibitor guarantees and remains personally liable.

7.5. Under penalty of foreclosure, any damage must be reported to the Organiser within 5 days. In the event of theft, the Exhibitor must also file a complaint with the police or gendarmerie within 24 hours. The receipt of the complaint must be attached to the Exhibitor's declaration. The Exhibitor shall lose the right to benefit from the insurance if he does not comply with these instructions.

ARTICLE 8 – CANCELLATION – POSTPONEMENT – INTERRUPTION

8.1. In view of the very specific nature of the organisation of a Show which requires significant investment over a very long preparation period for an event that takes place over a very short period of time, the Parties expressly agree that the Organiser may at any time, under the conditions specified below, cancel, postpone or suspend the Show due to a case of force majeure or for Other Legitimate Cases defined as follows.
The Parties expressly agree that the following provisions fall outside the provisions of Articles 1170, 1186, 1195, 1219, 1220 and 1223 of the French Civil Code.

8.2. Cancellation

a) The Parties expressly agree that the following constitute:
i) a **case of force majeure** justifying the cancellation of the Show at any time: any case described as such pursuant to Article 1218 of the French Civil Code and by applicable case law and in particular, but not limited to, the following situations: any legislative or regulatory decisions, any health, climate, economic, political or social situations or situations related to a risk in terms of the safety of the goods or persons participating in the Show, at a local, national or international level, not reasonably foreseeable when the Show is marketed, beyond the Organiser's control and which make it impossible to fulfil the Contract or which involve risks of disturbance or disorder likely to prevent the Show from being organised or successfully conducted and the effects of which cannot be avoided through appropriate measures. To avoid any ambiguity, a decree declaring a state of emergency, or a state of health emergency, a "prefectoral" or "municipal" order (or any

equivalent administrative measure), including a measure prohibiting the gathering of a number of people below the Show's hosting capacity is deemed to be a case of force of majeure.
ii) **Other "Legitimate Cases"**: any technical, economic, political, social, health or other reasons or due to the precautionary principle, leading the Organiser to believe that the conditions are not met for holding the Show under the conditions initially provided for, without this decision being included in the provisions of Article 1218 of the French Civil Code.
This would be the case, although not exclusively, in the following circumstances: climate conditions, epidemic or any other health risk, armed conflict, revolt, boycott (political, consumer or other), restrictive measures and sanctions implemented by the United Nations, the European Union and its member states, the United States, the United Kingdom and, where applicable, any jurisdiction in which the Exhibition is to be held, risk of attack, strike or industrial action (general or sectoral-based or directed against the Show), interruption, even partial, of national or international means of transport or accommodation, impossibility for exhibitors and/or visitors and/or service providers selected for the organisation of the Show (or some of them) to access the Show site.
b) If the Show is cancelled by the Organiser due to a case of force majeure or "Another Legitimate case" – of which he will inform the Exhibitors in writing – the Exhibitor may, at his choice:
i) either, decide to cancel his participation in the relevant edition of the Show. In this case, the Parties expressly agree that, after deduction by the Organiser of the expenses (both internal full costs and external) that it has already incurred for organising and holding the Show plus a 3% margin, the available balance of the advance payments and payments already made by the Exhibitors shall be divided between the Exhibitors in proportion to the payments made to the exclusion of any reimbursement of sums already paid or any compensation whatsoever,
ii) or, decide to postpone his participation to the next edition of the Show. In this case, the total amount of his participation for the cancelled edition, as shown in the Admission Form, paid or remaining due at the date of cancellation, will be transferred in full to the following edition of the Show.
Thus, the sums already paid by the Exhibitor for the cancelled edition will be retained by the Organiser and deducted from the services subscribed by the Exhibitor for the following edition.
The balance of the participation remaining due by the Exhibitor on the date of cancellation of the Show will be paid according to a payment schedule to be agreed between the Parties.
The Exhibitor undertakes not to exercise any recourse against the Organiser due to the application of the above stipulations, and the Organiser may not under any circumstances be held liable for the compensation of direct or indirect material or immaterial damages, including operating losses, suffered by the Exhibitor.

8.3. Postponement
The Parties have expressly agreed that the Organiser may at any time postpone the Show due to a case of force majeure or due to one of the Other Legitimate Cases, if it believes that the conditions are not met for holding the Show under the conditions initially provided for, without this decision being considered as falling under the provisions of Articles 1170, 1186, 1219, 1220, 1223 or 1195 of the French Civil Code, which is expressly accepted by the Parties.
The Organiser shall inform the Exhibitor of the new arrangements for organising the Show as soon as possible.
The Exhibitor may not refuse the postponement if it occurs either within a maximum of six months following the date on which the Show was initially scheduled, or within less than half of the usual period separating two editions of the Show («the Postponement»).
In the event of a Postponement, the sums already paid by the Exhibitor shall be retained by the Organiser and the Contract shall continue to have full effect for the new date of the Show, the Exhibitor not being entitled to any compensation or indemnity (direct or indirect material or immaterial damages, including operating losses) for any reason whatsoever and any sums already paid by the Exhibitor will be retained by the Organiser.
Any postponement of the Show beyond the aforementioned deadlines shall be deemed to be a cancellation and the provisions of Articles 8.2, as the case may be, shall apply.

8.4. Interruption
When the Show has begun, if the Show is temporarily interrupted due to a case of force majeure or one of the Other Legitimate Cases, the Parties have expressly agreed to apply the provisions of paragraph 2 of Article 1218 of the French Civil Code relating to a temporary impediment and to suspend the performance of the obligations affected by the suspension, without this circumstance entitling the Exhibitor to the provisions of Article 1223 of the French Civil Code which it has expressly waived. Consequently, the Exhibitor is not entitled to any reimbursement of sums already paid or due in respect of its participation in the Show and due to the interruption.
If the Show is permanently interrupted due to a case of force majeure or one of the Other Legitimate Cases, the Parties shall be released accordingly from their obligations affected by the permanent interruption of the Show. Nevertheless, the Parties have expressly agreed that, by way of exception to the effects of the termination of the Contract provided for in paragraph 2 of Article 1218 of the French Civil Code, and without this provision being considered as falling under the provisions of Articles 1170, 1186, 1219, 1220 or 1223 of the French Civil Code, the Exhibitor shall not be entitled to the full or partial reimbursement of the sums already paid in respect of its participation in the Show, which shall remain fully acquired by the Organiser. It is expressly accepted and acknowledged by the Exhibitor that this provision is justified by the fact that almost all of the organisational costs will have already been incurred by the Organiser by the date on which the Show will have begun.
The Exhibitor undertakes not to exercise any recourse against the Organiser due to the application of this provision, and the Organiser may not under any circumstances be held liable for the compensation of direct or indirect material or immaterial damages, including operating losses, suffered by the Exhibitor.

ARTICLE 9 – FILES – PERSONAL DATA
9.1. Personal information collected by the Organiser is processed as part of the Exhibitor's participation in the Event. This information is required by the Organiser for the administrative procedures associated with its participation and is saved in the client file.
Pursuant to the regulations in force with the regulations in force (Loi Informatique et Libertés [French Data Protection Act] of 6 January 1978 and GDPR of 27 April 2016), the Exhibitor is entitled to access, rectify, amend and delete any data that relates to it. To exercise these rights, it is sufficient to write to the Organiser's customer support department at the following address:
ETAI – Franchise Expo Paris, Service client, 20 rue des Aqueducs 94250 Gentilly – France
In order to carry out its services, the Organiser may have to transmit the Exhibitor's personal data to the following categories of subcontractors: printer, service providers producing and scanning badges, video service providers, reception service providers.

9.2. In accordance with the services chosen by the Exhibitor on the Purchase Order, a personal data file may be sent to it by the Organiser, provided that the individuals concerned give their consent. The Exhibitor agrees to abide by current regulation on personal information and in particular the right to access, rectify, amend and delete of the individuals in question. The Exhibitor shall be solely and exclusively responsible for the use he makes of the said data.

9.3. Infopro Digital Group Privacy Policy is accessible on the Event website or via the link https://www.infopro-digital.com/rgpd-gdpr/

ARTICLE 10 – INTEGRITY AND TRANSPARENCY

10.1. The Organiser shall conduct its activities honestly, with integrity, reliably and responsibly and shall ensure that every individual or legal entity with which it works abides by these same values.
Therefore, the Organiser and any third party acting on its behalf as part of the Event undertakes to comply strictly with all applicable anti-corruption laws and regulations.
In particular, the Exhibitor shall not, directly or indirectly, offer or grant to, request or receive from a third party any unfair advantage in return for completing, delaying or omitting to complete any act within its powers and that is or could be considered an unlawful or corrupt practice.
The Exhibitor also declares and guarantees to the Organiser that no amount (including fees, commission or any other unfair financial benefit) and no item of value (including but not limited to gifts, holidays, meals or inappropriate entertainment) has been or shall be given directly or indirectly to any employee, director or corporate officer of the Organiser for the purpose of procuring the signature of this Contract and/or to facilitate its performance or renewal.

10.2. In addition, each of the Parties and any third party acting on its behalf agrees to comply with all applicable trade sanctions laws and regulations, including restrictive measures and sanctions implemented by the United Nations, the European Union and its member states, the United States, the United Kingdom and, where applicable, any jurisdiction in which this Contract is to be performed (together, «Economic Sanctions»).
Each of the Parties declares in this respect that neither it, nor the third parties acting on its behalf, (i) shall be liable for any loss or damage arising from the use of the Service, (ii) are owned or controlled, directly or indirectly, by an entity or person subject to Economic Sanctions and (iii) are registered, located or resident in a country or territory subject to Economic Sanctions.

10.3. Any failure by the Exhibitor to abide by the preceding stipulations shall be deemed to constitute a substantial breach justifying the termination of the present Contract as of right, without legal formalities or notice. This termination shall be notified by registered letter with acknowledgement of receipt notifying said breach and the termination; it shall take effect upon initial presentation of said letter.
The Organiser also reserves the right to claim all damages and interest to which it may be entitled as a result of this breach.
After signing this Contract, the Exhibitor shall inform the Organiser promptly of any event that could undermine the declarations and guarantees made in this article.

ARTICLE 11 – GENERAL PROVISIONS

This Contract constitutes the agreement of the Parties at the end of their negotiations, during which each Party has fulfilled its duty to provide information to the other Party. The Parties thus undertake in full knowledge of the facts and expressly renounce the application of article 1195 of the Civil Code within the framework of this Contract.
Each Party expressly acknowledges that no clause or no provision of the Contract:
i) constitutes or is likely to constitute a significant imbalance between the rights and obligations of the Parties hereto or to the participation Contract,
ii) deprives the debtor's essential obligation of its substance and waives its right to invoke the provisions of Article 1170 of the French Civil Code.
The Parties expressly derogate from the provisions of Articles 1186, 1223 and 1602 of the French Civil Code which shall not apply in their relationship (it being specified, to avoid any doubt regarding Article 1602 that this waiver must under no circumstances be interpreted as meaning that one or the other of the provisions of the General Terms and Conditions or the Admission Form should be interpreted against any of the Parties).
The nullity or inapplicability of any of the non-substantial stipulations of the Contract shall not nullify the other stipulations, which shall retain their full force and scope.
No tolerance by either Party may be interpreted as a waiver of a right or as a modification of contractual relations.
Each of the Parties generally undertakes to perform this Contract in good faith, and in particular, not to do anything that could harm the other, such as in particular damaging its image or that of the Show.

ARTICLE 12 – APPLICABLE LAW AND DISPUTES

THIS CONTRACT WILL BE GOVERNED BY FRENCH LAW.
The Organiser shall rule on all cases that require its arbitration during the Event. The Exhibitor acknowledges that it has been informed of and accepts that the Organiser's decisions in this respect shall be final and immediately enforceable. In the event of a challenge, the Exhibitor agrees to submit its complaint to the Organiser in writing before undertaking any other procedure.

IN THE EVENT OF A CHALLENGE CONCERNING THE FORMATION, INTERPRETATION, EXECUTION OR CESSATION OF THE PRESENT CONTRACT, THE COURTS OF CRETEIL (France) ARE THE ONLY COMPETENT AUTHORITIES.
THIS CLAUSE ALONE SHALL APPLY, EVEN IN THE CASE OF EMERGENCY OR EX-PARTE PROCEEDINGS, THE INTRODUCTION OF THIRD PARTIES OR MULTIPLE DEFENDANTS.

ANNEX: EXHIBITOR OBLIGATIONS

The Exhibitor will comply with the terms of this appendix. Failing which, the Organiser may, at its discretion, expel it from the ongoing Show or reserve the right to exclude it from the next edition of the Show.

I. COMMERCIAL BEHAVIOUR

1- The Exhibitor may not accommodate another company on its Stand and may not undertake any advertising in any form whatsoever for firms not exhibiting, out of what is planned on B4.
2- It may not distribute documents or prospectuses outside of its Stand or in front of it unless a specific previous agreement with the Show Organiser has been established to this effect.
3- Exhibitors agree to secure all of the rights to present, operate and market the materials, products and services (in particular advertising materials) that they exhibit, both on the premises of the Show and on the Show's internet/extranet website, in accordance with current legal and regulatory provisions, before presenting the materials, products or services. The Organiser does not accept any liability in this respect, notably in the event of a dispute with another Exhibitor or visitor. The Exhibitor holds the Organiser harmless with respect to any recourse in this regard.
4- The Exhibitor will receive visitors on its Stand throughout the period of the Show. Stands will be impeccably clean, decorated and furnished throughout the period of the Show.
The Exhibitor must ensure that there is a person on its Stand responsible for its overall good order, who can be a valid contact for the Organiser. It is prohibited to leave covers over exhibited objects or clean Stands during opening hours. The personnel employed must be suitably dressed and have a courteous attitude.

II. INSTALLATION OF STANDS AND SAFETY

1- Installation of Stands

The Organiser determines the schedule for setup and installation of the Stands before the opening of the Show. Installation work must be completed on the eve of the opening day; please refer to the setup and removal schedule in the Technical Package.
Specific decoration of Stands is undertaken by Exhibitors at their expense and under their responsibility. It must comply with the safety regulations specified by the Authorities and the Architecture and Signage Regulations set out by the Organiser.
The Organiser establishes display conditions and the conditions for using sound, light or audiovisual systems, as well as the conditions in which any promotion operations or activities can be organised on the Show premises. The Organiser also determines the conditions under which photo shooting, filming or sound recording is authorized on the Show premises. Written authorization is required for illuminated signs.
The Organiser reserves the right to have installations and/or materials (including fitted carpets and wall hangings) eliminated, destroyed or modified, at the Exhibitor's expense, if they modify the general aspect of the Show or interfere with other Exhibitors or visitors, do not comply with the layout plan and mock-up previously submitted for approval and/or that might not comply with regulations, in terms of safety in particular. The Exhibitor must comply with the assembly instructions described in the Technical Package.
Any fitting or equipment installation that cannot be undertaken or erected without using the Stand of other Exhibitors can only be done with the express authorization of the Organiser on the date established.

2- Safety

The Exhibitor must be present or appoint a duly authorized representative on its Stand when the Safety Dept. inspection is made and, throughout the Show, will comply with the safety measures laid down by the Authorities and the safety measures taken by the Organiser or site administrator. In special or contentious cases concerning safety, the Exhibitor will be asked to apply to the Préfecture de Police Safety Committee for special approval. It must provide documentary proof thereof for the Organiser.
The Exhibitor must comply with the safety measures laid down by the administrative or legal authorities, together with any safety measures taken by the Organiser and ensure compliance by its service providers. In particular, it must ensure that, for the installation of its Stand, all service providers and their subcontractors comply with labour law and regulations governing health and safety on work sites.
The Organiser reserves the right to verify compliance with these measures. Surveillance is carried out under the control of the Organiser: its decisions concerning the application of safety rules must be executed immediately.

3- Dismantling and Return of Stands

The Exhibitor will comply with the schedule defined by the Organiser concerning the dismantling of Stands, removal of equipment, materials and products, as well as the lead times for putting back into good order after the Show. As far as dismantling, removal and putting back into good order are concerned, the Organiser is entitled to have operations not carried out by the Exhibitor within the lead times established undertaken at the Exhibitors expense and risk. Any expenses incurred by the Organiser due to a delay by the Exhibitor will be automatically invoiced to the latter and must be paid on receipt of invoice. The Organiser declines all responsibility concerning items erected or installed by Exhibitors.
The Exhibitor takes the Stand location in the condition in which it is found and returns it in the same state as when initially occupied. Any damage caused by an Exhibitor and/or its representatives and/or by its installations, equipment or goods, notably to the Show premises and installations, is for the account of this Exhibitor.

III. ORGANISATION OF LOGISTICS

1- Show Access

Exhibitors are provided with badges to be distributed free of charge to their personnel.
They may not be used for any commercial purposes whatsoever or be used as invitation cards for their customers.
No one may be admitted to the Show premises without producing an access card/badge issued by or accepted by the Organiser.
The latter reserves the right to refuse admission to the Show to anyone without giving reasons.

2- Delivery of goods

Each Exhibitor must itself be responsible for the transportation and acceptance of its own goods.
It must comply with the Organiser's instructions relative to regulations governing incoming and outgoing goods, notably as regards vehicle traffic operation within the Show grounds. Products and equipment brought to the Show may not be taken out on any pretext during the period of the Show. If Exhibitors or their agents are not present to receive their packages or other deliveries for the Exhibitor, delivery will be refused unless provisions to the contrary are indicated in the Contract. The Exhibitor cannot claim damages for prejudice caused by refusal to accept its packages or other deliveries. Goods can only be handled outside opening hours. Removal will take place at the times indicated in the specifications.
It will be up to Exhibitors to accomplish Customs formalities for equipment and products from abroad. The Organiser cannot be held liable for difficulties that might arise during these formalities.

3- Miscellaneous

Smoking is strictly prohibited on the Show premises.

IV. PROMOTION OF THE SHOW AND EXHIBITORS

By registering for one of the Organiser's events, Exhibitors consent to the taking of pictures (photographs and/or audio-visual recordings) by the Organiser of the event in which they are participating. They expressly authorise the Organiser to reproduce and represent all or part of these photos in commercial documents (brochures, invitations, etc.) whatever their medium, publications and websites published by the Organiser or by a company in the INFOPRO DIGITAL group to which it belongs, for the purpose of promoting the Show worldwide and or an unlimited period of time.
The Organiser arranges the promotion of the Event and the communication of the Exhibitors within the Show and defines the optimal way to communicate in order to achieve the highest attendance and foot traffic during the Event. This communication may include a paper catalogue and/or online presentation sheet or any other communication material including information requested by the Organiser or images etc. provided by the Exhibitors. The logos, illustrations and texts provided are done so under the sole responsibility of the Exhibitors, who guarantee the Organiser against any recourse in this respect. These items must be submitted in accordance with the size and lead time constraints defined by the Organiser. Logos, illustrations and texts received late may not be taken into account by the Organiser, its liability cannot be sought in this case. The Exhibitor guarantees the Organiser that he holds or has obtained all Intellectual Property Rights held in equipment or products/creations/trademarks/others (maps, services...) which he exhibits and/or authorisations required for their presentation at this Show.

V. SOUND, PHOTOGRAPHS AND VIDEOS, ADVERTISING

1- Sound systems and broadcast of video on the Stand must be used with a sound level compatible with smooth operation of the Show, with respect for other Exhibitors nearby.
In the event of noncompliance with a warning, the Organiser reserves the right to have the power supply to the Stand cut off. All Exhibitors will ensure compliance with S.A.C.E.M
obligations if they use music on their Stands and for their own activities, even if simply for the demonstration of sound equipment.

2- All distributions of documents, prospectuses, circulars, journals, etc. and all conduct of surveys and productions of films or photographs inside and in the immediate surroundings of the Event are subject to the Organiser's prior written authorisation.
Loud promotion and soliciting in any way are strictly prohibited.

3- The Exhibitor is authorized to take photographs and video recordings within the Exhibition, including of conferences it organizes, subject to the following conditions:
- obtaining the Organizer's prior authorization, in particular to allow the Organizer to coordinate the presence of any third-party service providers;
- ensuring that such activities do not disturb other Exhibitors, Visitors, and/or the proper conduct of the Exhibition.
The Exhibitor is authorized to disseminate the images thus produced solely for institutional communication purposes and for a maximum period of 12 months.
Exhibitors who do not wish photographs of their booth or products to be taken must indicate this clearly and visibly on their booth.
The Organizer reserves the right to prohibit visitors from taking photographs.

The Exhibitor is solely responsible for obtaining, from any natural person (including Exhibitors, Visitors, Organizer's staff, venue personnel, etc.), all necessary authorizations relating to the production of such images, as well as for the reproduction and representation of company names and logos and for the use of any individual's likeness appearing in the images taken during the conference or otherwise.

4- No use or reproduction of the Exhibition's trademark and/or logo may be carried out, regardless of the medium, without the Organizer's prior written consent.