

# FIRE SAFETY PRECAUTIONS

## 1. GENERAL REMARKS

The safety precautions against the risks of fire and panic in establishments open the public shall be as laid down in the Order of June 25, 1980 (General Requirements).

The Order of November 18, 1987, gives the particular requirements applicable to exhibition halls. The following text consists of extracts from these regulations in order to facilitate comprehension.

The Safety Committee is very strict as far as the construction of stands is concerned (stability, construction and decoration materials, electrical installations, etc.) Decision taken by the Committee during the visit, which shall take place the day before or on the morning the event opens, shall be implemented immediately. When the Committee makes the inspection, the installations of the stands must be complete. The exhibitor (or his representative) must be present on the stand and must be able to provide fire resistance certificates for all the materials used. No compliance with this rule may lead to the materials being removed or the stand being prohibited from being opened to the public.

Any more proposals must be submitted for the approval of the Safety Officer of the exhibition. Drawings and technical information must be submitted for this purpose to the organizer at least one month before the exhibition opens.

During the build-up period, the Safety Officer shall monitor the application of the safety measures set out below.

Any further information concerning fire safety, please contact Hervé PIERRE Consulting : Mr Alexandre LE GOFF – cell. 06 77 15 24 44 - e-mail: [alexandre@hervepierre.com](mailto:alexandre@hervepierre.com).

## 2. STAND CONSTRUCTION AND FITTING

The fire classification of materials is subject to the provisions of the Order of November 21, 2002, the French standard or the European standard.

**IMPORTANT: Foreign reports and reports from foreign laboratories (outside the European Community) are not valid and will not accepted even if the refer to French or Euroclass standards.**

### 2.1. Euroclasse (European Norme)

EUROCLASS IN ACCORDANCE WITH EN 13501-1						
Other than the floor				Floor		
Grade	Smoke propagation	Flaming droplets	French standard	Grade	Smoke propagation	French standard
A1	-	-	incombustible	A1 fl	-	incombustible
A2	s1	d0	M0	A2 fl	s1	M0
A2	s1	d1	M1	A2 fl	s2	M3
A2	s2 s3	d0 d1		B fl	s1 s2	
B	s1 s2 s3	d0 d1		C fl		
C	s1 s2 s3	d0 d1	M2	B fl	s1 s2	M4
D	s1 s2 s3	d0 d1	M3 M4 (not dripping)			

## 2.2. Stand Framework, Partitions and Large Furniture

M0, M1, M2 or M3 shall be permitted for the construction of the framework and of the partitioning of stands and for the construction of large items of furniture (cash desk, counter, display cabinets, separating screens, ect.).

### CONVENTIONAL CLASSIFICATION OF WOOD (Order of November 21<sup>st</sup>, 2002)

The following materials shall be considered as having the characteristics of category M3:

- solid no-resinous timber 14 mm thick or more,
- solid resinous timber 18 mm thick or more,
- wood based panels (plywood, blockboard, fibreboard, chipboard) 18 mm thick or more.

**CAUTION :** It shall be strictly forbidden to set any type of fitting out whatsoever over the aisles (structure of signboards, walkway, etc).

## 2.3. Finishing materials

### 2.3.1. Walls finishes

Wall finishes (natural fabrics or plastic) must be in M0, M1 or M2 materials. They may be stretched or fixed with staples; Sundry finishes (fabrics, paper, plastic film) which are very thin (1 mm maximum) may be used when fixed in a full bed of adhesive to backgrounds of M0, M1, M2 or M3 materials. Embossed or textured paper, however, must be fixed in a full bed of adhesive onto M0 materials only.

Materials on display may be shown on the stands without any requirements for fire resistance. However, if these materials are used for decorating the partitions of false ceilings, and if they represent more than 20 % of the total area of these elements, the requirements in the above paragraphs shall be applicable to them. However, these requirements shall not apply to trade fairs and stands aimed specifically at interior decoration where fabrics and wall finishes are displayed.

### 2.3.2. Curtains – Hangings – Net Curtains

Curtains, hangings and net curtains may be left loose if they are made with M0, M1 or M2 materials (or made to meet such classification with a fireproofing treatment). They shall however be forbidden on entrances and exits to the stands, but permitted on doors to internal rooms.

### 2.3.3. Paints and varnishes

Paints and varnishes shall be strictly forbidden if they are deemed to be inflammable (based on nitro-cellulose or alkyds for example).

### 2.3.4. Finishes to floors, podiums, platforms and steps

Floor finishes must be in M4 materials and fixed securely. Finishes, wether horizontal or not, to podiums, platforms or steps of a height greater than 0.30 m and with a total surface area greater than 20 m<sup>2</sup>, must be made from M3 materials. If their total surface area is less than or equal to 20 m<sup>2</sup>, these finishes may be formed from M4 materials.

**CAUTION :** For carpets classified as M3 or M4 laid onto wood, make allowance for the method of fixing. The fire resistance certificates must indicate: " Valid for fixing stretched over any M3 background".

## 2.4. Decorative items

### 2.4.1. Loose laid elements

Elements for decoration or cladding which are not fixed (advertising panels of an area greater than 0.50 m<sup>2</sup>, garlands, lightweight objects for decoration, etc) shall be constructed from M0 or M1 materials. The use of signs or advertising panels using white letters on a green background shall be strictly forbidden, as the colors are reserved exclusively for indicating exits and emergency exits.

### 2.4.2. Floral decorations

Limited use should be made of floral decorations in synthetic materials. If this is not the case, these decorations must be made from M2 materials. These rules shall not apply to specialized trade fairs and stands where such items are exhibited.

**NB :** For real plants, peat soil should preferably be used and kept permanently damp.

### 2.4.3. Furniture

There are no requirements for standard furniture (chairs, tables, desks, etc). on the other hand, display cases, counters, shelves, etc must be made from M3 materials (or made to meet such classification with a fireproofing treatment).

## 2.5. Awnings – Ceilings – False Ceilings

Stands which have a solid ceiling, false ceiling or awning must have a covered surface area of less than 300 m<sup>2</sup>. If the surface area covered is greater than 50 m<sup>2</sup>, appropriate methods of fire extinction, attended permanently by at least one safety officer, must be provided while the public is present. The total surface area of solid ceilings and false ceilings, including those over upper levels, must not be greater than 10 % of the surface area of the level concerned or of the hall.

### 2.5.1. Awnings

Awnings will be permitted under the following conditions :

- in establishments protected by an automatic water-based fire extinction system, awnings must be in M0, M1 or M2 materials,
- in establishments not protected by an automatic water-based fire extinction system, they must be in M0 or M1 materials.
- in CTS-type establishments (marquees, tents, they must be in M2 materials only).

They must also be provided with an effective fixing system to prevent them from falling and must be supported by a wire mesh network so as to form meshes of a maximum of 1m<sup>2</sup>.

In all cases, the hanging system and the fixing of ceilings and false ceilings must be in M0 materials. When insulating materials are fixed in voids in ceilings and false ceilings, they must be in M1 materials.

### 2.5.2. Ceilings and false ceilings

Ceilings and false ceilings must be in M0 or M1 materials. However, it is acceptable for 25 % of the total surface area of these ceilings and false ceilings to be in M2 materials. Light fittings and their accessories shall be included in this percentage; On the other hand, if the ceilings and false ceilings made up of open-worked or net materials, they may be M2 when the area of the solid parts is less than 50 % of the total surface area of these ceilings and false ceilings.

## 2.6. Fireproofing

A guarantee of the category of fire resistance of the materials used in the exhibition halls must be provided at the request of the Safety Officer, in the form of labels of quality, official reports or certificates. Finishes and materials that comply with the safety requirements are available from specialized vendors who must provide the certificates showing the fire classification of the material. For a list of the vendors, contact : GROUPEMENT NON FEU, 37-39, rue de Neuilly, BP 249, 92113 CLICHY (Tél. : +33 (0) 1.47.56.30.81).

Fireproofing may provide an M2 classification to materials which are normally fairly inflammable or easily inflammable. This can be done by spraying a special liquid, by applying a paint or special varnish with a paintbrush, or by soaking in a special bath. Fire protection treatment work can either be carried out by the decorators, who must be capable of providing all information on the treatment of the material, or by an approved contractor, who shall provide the exhibitor with a certificate of an approved type on which shall be shown: the nature, the surface area and the color of the finish treated, the product used, the date of the operation, the stamp and the signature of the operator. Details of approved contractors may be obtained from GROUPEMENT TECHNIQUE FRANCAIS DE L'IGNIFUGATION, 10, rue du Débarcadère, 75017 PARIS

(Tél : +33(0) 1.40.55.13.13).

**NB :** Fireproofing can only be used on timber panels or on fabrics that are natural or have a high proportion of natural fibres. It is impossible on synthetic and plastic.

**VERY IMPORTANT :** Reports of foreign origin cannot be taken into consideration. Only reports issued by approved French laboratories can be accepted.

### 3. SUSPENDED SIGNS (SIGNAGE, BANNERS, LIGHT BRIDGES)

The installation of slings (to stabilize structures, suspend signs or lighting systems) is possible under certain conditions, but can only be carried out by VIPARIS.

**The maximum weight per sling is 80kg.**

If an exhibitor has two or more islands, it is strictly forbidden to place a sign, portcullis or light bridge across an aisle belonging to the organizer.

- hanging systems must be checked by an inspection office or competent technician in accordance with the following table:

Technicals installations	Total loads and height	Checker	
		Inspection office	Technicien (Attestation)
Truss : Light, sound Ceiling and Velum support Signs	< 1000kg et h < 6,20m		X
	< 1000kg et h > 6,20m	X	
	> 1000 kg	X	
Non-repetitive fastening systems	Whatever the weight or height	X	

Note: "Special non-repetitive fastening systems" are "home-made", non-industrialized fastening systems that hold stand equipment frames in place, providing support for scenery, ceilings, walls, lighting, sound, screens, video, advertising and signage supports.

**Checks are carried out once the suspended elements have been installed.**

**The certificate of proper assembly or the inspection office's report must be submitted to the safety officer, Hervé PIERRE Consulting, before opening to the public.**

### 4. ELECTRICITY

#### 3.1. Electrical installations

The electrical installations on each stand must be protected, from its entry to the stand, against overloading and against earthing faults. All metalworks must be interconnected and linked to the earth connection of the stand's electricity control panel.

Electrical connections must be made inside connecting boxes.

The electrical cut-off devices must be permanently accessible to the staff on the stand.

#### 3.2. Electrical equipment

##### 12.1.1 Electrical cables

Only cables that do not propagate flames must be used.

These cables will consist of:

- Either C2 class cables,
- Or insulated conductors placed inside pipes that do not propagate flames or profiles that do not propagate flames.

All wiring must include on earth conductor linked to the general network via the earth terminal on the stand's electricity control panel.

##### 12.1.1 Conductors

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

##### 12.1.1 Electrical apparatus

Electrical apparatus of category 0 <sup>(1)</sup> must be protected by differential current devices operating at no more than 30 MA.

Electrical apparatus of category I <sup>(1)</sup> must be connected to the earth conductor of the cable supplying them.

Of the apparatus in category II <sup>(1)</sup>, those marked  are recommended.

##### 12.1.1 Multiple sockets and adaptors

Multiple sockets and adaptors are prohibited. Only connecting boxes shall be permitted.

##### 12.1.1 Halogen lamps (norme EN 60 598)

Light fittings on stands which have halogen lamps shall:

- be fixed at a minimum height of 2,25 meters,
- be kept away from any inflammable materials (at least 0,50 meters from timber and other decorative materials),
- be fixed securely,
- be fitted with a safety screen (glass or fine mesh) to provide protection from a possible explosion of the lamp.

#### 12.1.1 High voltage illuminated signs

High voltage illuminated signs positioned with reach of the public or staff working on the stand must be protected, particularly the electrodes, by a screen made of a material in category M3 at least. The switch to turn them off shall be indicated and the transformers shall be placed in a position that cannot cause any danger to people. Their presence may be indicated with a sign reading "Danger, haute tension" (Danger, high voltage).

#### 12.1.1 Installed electrical power

For stands with more than 100 kW of power supply, a plan and instructions for the insulation of the control box or the technical room must be sent to the Parc des Expositions and the Safety Officer for approval.

## 5. ENCLOSED STANDS – ROOMS CONSTRUCTED IN THE HALLS

### 4.1. Enclosed stands

Exhibitions sometimes prefer to isolate themselves within enclosed stands. These stands must have exits directly onto the public aisles. The number of exits and their width shall depend on the surface area of the stand, namely:

- less than 20 m<sup>2</sup> : 1 exit 0,90 m wide
- from 20 to 50 m<sup>2</sup> : 2 exits, one 0,90 m wide, the other 0,60 m wide
- from 51 to 100 m<sup>2</sup> : either 2 exits 0,90 m wide, or 2 exits, one 1,40 m wide, other 0,60 m wide
- from 101 to 200 m<sup>2</sup> : either 2 exits, one 1,40 m wide, other de 0,90 m wide, or 3 exits 0,90 m wide
- from 201 to 300 m<sup>2</sup> : 2 exits 1,40 m wide
- from 301 to 400 m<sup>2</sup> : 2 exits, one 1,80 m wide, the other 1,40 m wide.

The exits must be carefully positioned and, if possible, be opposite each other. Only doors or sets of doors with their outer frames at least 5 meters away from each other shall be included in the number of exits or units of passage.

Each exit must be marked « Sortie » in white letters clearly visible on a green background. If the openings are closed by doors, these must open in the exit direction, without a locking system and without projecting into the public aisles.

(1)Standard NF c 20-030.

### 4.2. Rooms formed in the halls

Independently from the areas used for display purposes, meeting rooms, restaurants, cinemas and presentation rooms with a stage or sloping floor, etc. can be set out.

Stages and sloping floors with space for people to stand shall have a load-bearing strength of 600 kg per m<sup>2</sup>. Stages and sloping floors with seats shall have a load-bearing strength of 400 kg per m<sup>2</sup>. The steps leading to spaces on the sloping floors shall be a minimum height of 0,10 m and a maximum height of 0,20 m with a tread of at least 0,20m. In this case, flights of steps shall be limited to 10 and the slope of the treads shall not exceed 45 degrees.

As each case is particular, a detailed drawing shall be submitted to the Safety Officer who will define the measures to be applied.

## 5. LEVELS ABOVE GENERAL FLOOR LEVEL

### 5.1. General

According to the NF P 06-001, upper-level arrangements must be strong enough to withstand an overload:

- storey of less than 5 sqm: 250kg per sqm,
- storey of 50 sqm and more: to 350kg per sqm.

Upper levels must not be covered.

**CAUTION:** a certificate from an approved organization must attest the stability of these stands with raised levels, the method for calculating weights or resistance certification must be compulsorily submitted to the Safety Manager of the exhibition during the assembly period, before the public opening.

An approved organization must verify the stability on site before the exhibition opens. Piercing resistance must not be greater than what is allowed in the exhibition hall.

Each stand can have only one upper level.

The surface of the raised level should be less than 300 sqm.

Each stand must be equipped with fire extinguishing, namely :

- a water spray extinguisher, placed at the bottom of each staircase,
- a CO<sub>2</sub> extinguisher type 2 kg near the electrical panel.

If the surface of the upper level is greater than 50sqm, the appropriate supplemental fire suppression means must be manned by at least one security officer during public attendance at the exhibition.

## 5.2. Emergency exits and passages

Raised levels must be served by evenly distributed stairs, the number and width depend on the size of these levels, namely :

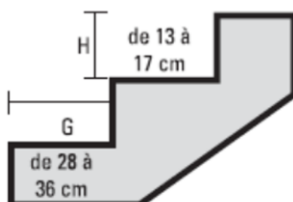
- up to 19 sqm: one stairway (0,90m wide),
- from 20 to 50 sqm: 2 stairways: one with a width of 0,90m, and the other of 0,60m,
- from 51 to 100 sqm: 2 stairways of 0,90m, or 2 stairways (one 1,40m wide and the other 0,60m wide),
- from 101 to 200 sqm: 2 stairways (one 1,40m wide, and another with a width of 0,90m),
- from 201 to 300 sqm: 2 stairways of 1,40m.

only stairs separated by at least 5 meters will be taken into account. Exits must be marked with an "Exit" sign in clearly visible white letters on a green background.

## 5.3. Straight stairs

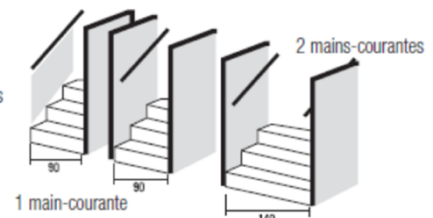
Straight stairs for public circulation must be constructed so that the steps comply with the rules of art with no more than 25 steps. The height (H) of the steps must be between 13 cm and 16 cm, depth (D) must be between 28 cm and 36 cm.

The height and width of the steps are linked by the relation  $0,60 < 2H + D < 0,64$  m. height and width must be the same along the stairway, although this requirement is not applicable to the first step. Landings should be the same width as the stairs. In the case of bidirectional group of steps, their length must be greater than one meter. Stairs with a width equal to more than a passage unit (0,90m) must have at least one handrail. Those with a width of two passage units (1,40m) or more must have a handrail on each side.



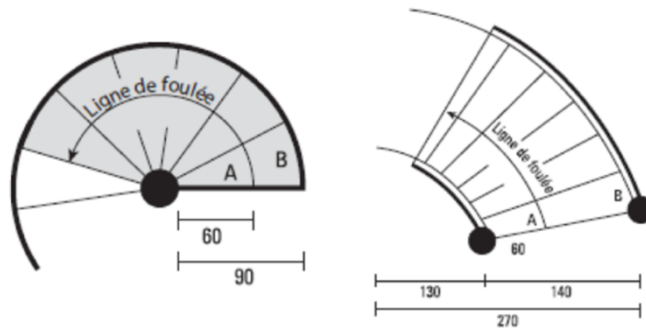
**Les marches :**  
de 3 à 25 marches maximum sans palier  
 $2H + 1G =$  de 60 à 64 cm

**Escaliers :**  
Largeurs et  
mains-courantes



## 5.4. Turning stairs

Spiral stairs must be continuous, with no other landings than the one at each floor. In addition, the exterior tread must be less than 0,42m. For stairs with a width of less than 0,90m, the area of the handrail must be outside the area of the stairways.

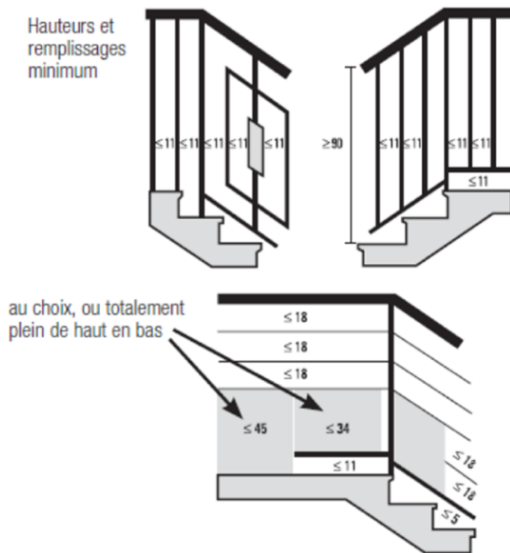


### 5.5. Mixed stairs

If mixed stairs have various straight and spiral sections complying with regulation it is considered to be conform to the regulations, there is no objection to its use in buildings open to the public.

### 5.6. Guards and Ramps

According to standards NF P 01-012 et NF P 01-013, guardrails must withstand a pressure of 100 kg per linear meter. The glass panels used as protection must be reinforced or laminated. The "Security" glass is prohibited.



Rapport hauteur/épaisseur (en cm) :

	Epaisseur	Hauteur
Garde-corps minces	<20	100
	25	97,5
	30	95
Garde-corps épais	35	92,5
	43	90
	45	85
	50	80
	55	75
	60 et +	70

### 5.7. Access to persons with disabilities

2 storey stands, receiving less than 50 people per floor, will offer an equivalent service at ground floor. Other decker stands will have a handicap accessible elevator complies with the standard NF EN 81-70 and checked by an authorized company before commissioning.

Access to the upper level stairs meet the following requirements:

- a minimum width of 1,20 meters will be carried out between the handrails,
- the maximum step height is 0,16 meters with a minimum tread of 0,28 meters,
- the step nosing must have a contrasting color,
- a podotactile strip at the top of the stairs, will awaken the vigilance and will be placed at a distance of 0,50meters from the first step.

## 6. MACHINES AND DEVICES SHOWN IN OPERATION

Each machine presented in operation within the confines of a show must be the subject of a prior declaration, sent to the Organizer no later than one month before the opening of the event. Only installations that have been declared may be authorized. All equipment must be properly stabilized to avoid any risk of overturning.

All protective measures must be carried out in full during the passage of the Security Commission.

A responsible person must be present on the stand during the visit.

No machine may be started or presented in working order without the presence on the stand of a qualified person. All presentations and demonstrations are carried out under the full responsibility of the exhibitor (Art. T39§2).

The supply of electrical energy will be entirely suspended at the expense of the exhibitor concerned, on any stand on which the machine in operation present dangers for the public and for which no measures has been taken to eliminate them.

### 6.1 Equipment in operation presented in fixed station

Equipment presented in operation at fixed station must either include screens of fixed and well-suited 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 any time, at a distance of one meter from the traffic aisles.

### 6.2 Equipment presented in evolution

When equipment is presented in evolution, a protected area must be reserved so that the public cannot approach it within one meter, this distance being able to be increased considering the characteristics of the equipment presented. These provisions are valid for all stands, including those in the open air.

### 6.3 Equipment with hydraulic cylinders

If equipment with hydraulic cylinders is exposed in a high static position, the hydraulic safety devices must be supplemented by a mechanical device preventing any untimely folding back.

### 6.4 Thermal or combustion engines

The use of thermal or combustion engines must be the subject of a request for authorization sent to Organizer at least 30 days before the opening of event. This request, which must be attached to the declaration form for the machine or device in operation, must specify the nature and daily quantity of the fuel used, and a layout plan of the device on the stand. No device of this type can be put into service if the request for authorization has not been in great time.

**CAUTION:** In all cases, the combustion gases must be evacuated outside the halls.

### 6.5 Exhibition of thermal engine vehicles

Each vehicle presented within the confines of a show must be the subject of a prior declaration, sent to the Organizer no later than one month before the opening.

To this declaration, you must attach the technical files of the vehicle. Depending on the weight of the vehicle, distribution plates may be imposed.

- the tanks of engines presented at a stand still must be emptied or fitted with key caps.
- the terminals of the accumulator batteries must be protected so as to be inaccessible.

### 6.6 Exhibition of hydrogen vehicles

The presence of hydrogen is prohibited inside an establishment open to the public, except on the advice of the Safety Commission.

Any presence of hydrogen on a stand must be the subject of an authorization request sent to the Organizer at least 45 days before the opening, in order to be able to compile an authorization request file, which will be forwarded to the Safety Commission. The following measures must be applied :

- absence of liquid hydrogen in the building,
- absence of storage or reserve bottles,
- provide a hydrogen detector in the exhibition on the stands with gaseous hydrogen and the stand must be equipped with a silent alarm (LED or other),
- provide a 6-liter water spray extinguisher with additive,
- if a bottle is used: one bottle maximum per stand, which must be secured to a stable element of the stand,
- if hydrogen is used in the stand, you must declare to the Organizer:
  - the description of the use,
  - the type of equipment in question,
- all exhibition vehicles must have their tank empty of all gas.

### 6.7 Sound system on the stand

If there is a sound system on the stand, the music limit of 50 decibels must be respected.

In the event of non-compliance, the power supply to the stand will be cut off.

## 7. FLAMMABLE LIQUIDS

Any presence of flammable liquids on a stand must be subject or a request for authorization sent to the Organizer at least 30 days before the opening of the event. This request must specify the nature and quantity of liquids present on the stand.



The use flammable liquids per stand is limited to the following quantities :

- 10 liters of 2<sup>nd</sup> category inflammable liquids for 10 m<sup>2</sup> of stand, with a maximum of 80 liters,
- 5 liters of 1<sup>st</sup> category flammable liquids,
- The use of particularly flammable liquids (carbon sulphide, ethyl oxide, etc.) is prohibited.

The following precautions should be taken :

- place under the cans or the tank a receptacle that can contain all the fuel,
- recharge the device away from the presence of the public,
- have extinguisher suitable for the risks nearby.

### 7.1 Presentation of flammable products

All containers of flammable liquids presented on the stands (cans of paint, varnish, bottles, aerosol cans, etc.) must be empty with the exception of a few samples in limited quantities used for demonstrations.

## 8. PYROTECHNICAL DEVICES AND FIREWORKS

Pyrotechnic effects generating sound explosions, sparks and flamed are strictly prohibited on the stands.

Any other equivalent device must be the subject of a request for authorization sent to the Organizer at least 30 days before the opening of the event. This request must be accompanied by a technical manual for the device and a layout plan for the device on the stand or stage.

## 9. HAZE AND FOG GENERATORS, DRY ICE MACHINE

### 9.1. Haze and fog generators

The use of haze and fog generators to create fog or light effects is subject to authorization.

This request, which must be attached to the declaration form for the machine or device in operation, must be accompanied by a technical manual for the device and a layout plan for the device on the stand or stage. No device of this type can be put into service if the request for authorization has not been made in great time.

### 9.2 Dry ice machine

The use of dry ice machine is subject to authorization. This request, which must be attached to the declaration form for the machine or device in operation, must be accompanied by a technical manual for the device and layout plan for the device on the stand or stage.

No device of this type can be put into service if the request for authorization has not been made in great time.

The dry ice machine must comply with the low voltage directive 95 / EC. This compliance is attested by the CE marking on the device.

The dry ice machine must be fitted with a device to interrupt its operation.

If several dry ice machines are used, a centralized device allows the simultaneous stopping of all the machines. This device is easily accessible and identifiable.

The exhibitor ensures that the ventilation is carried out and monitored in such a way as to effectively oppose the stagnation of harmful gases.

The dry ice generated within the framework of this demonstration, will not pollute the visibility of the luminous hearths of the lighting of evacuation.

## 10. RADIOACTIVE SUBSTANCES – X-RAYS

Any presentation of equipment using radioactive substances or substances that generate X-Rays must be the subject of an authorization request sent by the exhibitor to the competent administration.

Authorization to present radioactive substances in stands can only be granted for demonstrations of devices when the activities of these substances are less than :

- 37 kilos becquerels (1 microcurie) for those consisting of or containing group I (1) radioelements,
- 370 kilos becquerels (10 microcurie) for those consisting of or containing group II radioelements,
- 3700 kilos becquerels (100 microcurie) for those consisting of or containing group III radioelements.

Any use of radioactive substances must be the subject of a request for authorization sent to the Organizer at least 60 days before the opening of the event. This request must be accompanied by a technical manual for device, with indications for protection against radioactive substances, and a layout plan for the device in the stand.

Authorization to present X-Ray emitting devices on stands can only be granted if they comply, as well as the accessories, with the rules set by Standard NF C 74-100.

In particular, the following provisions must be made :

- remoteness of superfluous objects in the vicinity of the X-Ray generator and the sample to be examined,
- materialization and signage of the area not accessible to public,
- the leakage radiation exposure rate must not exceed 0,258 microcoulombs per kilogram per hour (1 milliroentgen per hour) at a distance of 0,10 meters from the X-Ray source.

## 11. LASERS

Only 1 and 2 lasers classes are allowed inside an establishment.

Class 3 and 4 devices are strictly prohibited.

Any use of lasers must be the subject of request for authorization sent to the Organizer at least 30 days before the opening. This request must be accompanied by a technical manual for the device and a layout plan for the device on the stand or stage, as well as a description of the activity.

The following measures should be considered when preparing the request :

- public must under no circumstances be subjected to the direct or reflected beam of the laser,
- the device and its ancillary equipment must be firmly fixed to stable elements,
- environment of the device and the space scanned by the beam must not contain any reflective elements at the wavelengths considered,
- exhibitors must ensure, during tests carried out outside the presence of the public, that the fittings, decoration, and fire protection equipment don't react to the calorific energy transferred by the light beams.

## 12. HOLDING OR REHEATING DEVICES

Each stand can only have one holding or reheating point. In addition, two kitchens installed on two different stands must be at least 3 meters apart.

All stands containing cooking or reheating devices must imperatively be the subject of a declaration form to be sent to the Charge of Security no later than 30 days before the opening of the event.

### 12.1. Devices intended for catering

#### 12.1.1 Total power less than 20 kW

If the total power of the devices is less than 20kW, the following measures must be observed:

- the floor or table supporting the cooking devices must be made of non-combustible materials or covered with M0 material.
- Cooking devices must be kept a suitable distance from any combustible material and be installed in such a way as to prevent any fire hazard. At counter level, these devices must be set back from the public or provide a protective plate of Plexiglas type,
- If these devices are located near a partition, a M0 coating must be provided over a height of one meter above the device.
- 3-filters hoods must be installed above devices giving off fumes or mist,
- Electricity meters must be at least one meter away from water point,
- Each development must :
  - ✓ be provided with safety instructions (what to do in the event of fire, how to call firefighters, etc.)
  - ✓ be equipped with one or more fire extinguishers.

#### 12.1.2 Total power greater than 20kW

If their total power is greater than 20kW, the cooking and reheating devices must be installed in specialized modules or containers with the following characteristics:

- interior walls are fireproof for 1 hour and any coatings are made of materials classified M0,
- each module or specialized container must include:
  - ✓ mechanical extraction of stale air, mist and grease leading outside the building,
  - ✓ the duct must be made of M0 material and must be equipped with a 1-hour fire damper places in line with the wall of the module or container,
  - ✓ an automatic fire extinguisher and easily accessible CO2 fire extinguisher,
  - ✓ an emergency shutdown device for its energy supply. This device must be located outside, near the access door, easily accessible, well marked and out of reach of the public.
  - ✓ if there are side openings, they must have 1-hour fire resistant closing system, the closing device of which must be self-controlled or remote-controlled by the automatic container extraction device.

- only electrical energy is authorized to supply equipment for cooking or reheating.

#### **12.1.3 Devices intended for demonstrations**

Cooking and reheating devices used exclusively for demonstrations of operation (in specialist trade fairs, for example) must be the subject of a specific authorization request to be sent by the exhibitor to the charge of security at the latest one month before the opening of the event.

This request must be accompanied by a side plan specifying the location, nature, and power of each device.

The study of each file will make it possible to fix, for each stand, the applicable safety rules.

No device of this type can be put into operation if the request has not been made in great time.

#### **12.1.4 Installations principles**

The devices must be 1 meter away from any public or have a protective screen to prevent any public from receiving projections or being able to reach the device.

### **13. PROHIBITED MATERIALS, PRODUCTS, GASES**

Cylinders of air, nitrogen and carbon dioxide are authorized without restriction.

the following are prohibited in the exhibition halls ( in accordance with article T45 of the safety regulations) :

- the distribution of samples or products containing a flammable gas,
- balloons inflated with flammable or toxic gas,
- -elluloid items,
- the presence of pyrotechnics or explosives,
- the presence of diethyl ether, hydrogen or a gas presenting the same risks is prohibited, unless special dispensation has been granted by the competent administrative authority (Prefecture, Safety Commission).

**Caution :** No storage of empty or full bottles is tolerated inside the halls.

### **14. MOTORIZED FLYING MACHINES (DRONES)**

In accordance with the decree of the police prefecture n° 97.11628 of September 9, 1997, the use of any motorized flying machine or radio remote control is prohibited inside an public access building (ERP).

The exhibitor assumes full responsibility for the presentations and demonstrations carried out on its stand. It takes all necessary measures to ensure the safety of the public admitted there. As such, drone flight may be authorized if the latter evolves in an enclosure of the "drone cage" type.

The use of drones inside a "drone cage" must be the subject of an authorization request sent to the organizer at least 30 days before the opening of the event. This request, which must be attached to the declaration form of the machine or device in operation, must specify the type of drone used, and be accompanied by a technical manual for the device.

### **15. EMERGENCY EQUIPMENT**

Emergency equipment must always remain visible. Access to the various items of emergency equipment (hydrants, hose reels, telephones, fire extinguishers, smoke vent controls, etc) must be always kept clear.

On stands that are provided with a hose reel, a 1-meter-wide space, totally clear of any obstructions, shall be maintained between the apparatus and the public circulation aisles. The use of panels or fabrics to conceal the apparatus shall be absolutely forbidden.

### **16. OPERATING INSTRUCTIONS**

It shall be forbidden to stock cases, wood, straw, cardboard, etc. in the exhibition halls, on the stands or in the aisles.

Regular cleaning (daily) shall be carried out in order to clear the premises of dust and rubbish of all kinds. All refuse arising from the cleaning and sweeping must be removed each day, outside public opening hours, and taken outside the establishment.

### **17. ACCESS FOR THE HANDICAPPED**

#### **17.1. Access to closed rooms**

The access doors have no leaves lower than 0,90 meters.

#### **17.2. Reception desks, Bars and Buffets**

They will be equipped with a usable shelf less than 0,80 meters with a void in the lower part of at least 0,30 meters deep, 0,60 meters wide and 0,70 meters high allowing the passage of feet and knees of a person in a wheelchair.

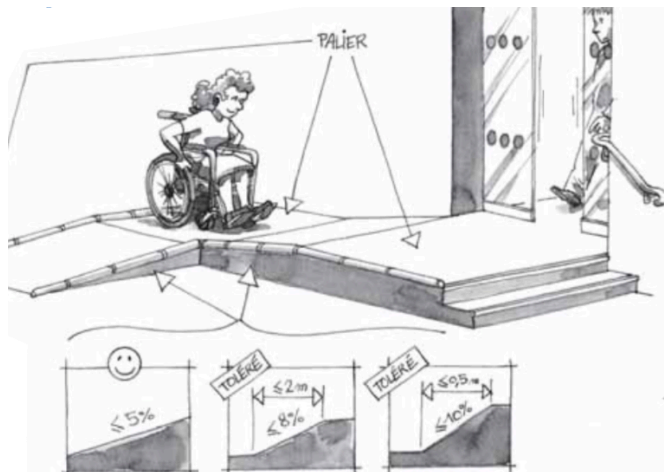
### 17.3. Raised floors

Any stand with a floor higher than 2 cm must be equipped with a disabled access ramp included in the surface of the stand.

If the floor is 2 to 4cm, a "whistle angle 45°" must be installed around the entire perimeter of the stand.

If the floor is higher than 4cm, a disabled access ramp included in the surface of the stand must be created. The slope is :

- 5% on 10 meters,
- 8% on 2 meters,
- 10% on 0,50 meters,
- 33% for 4 cm high (12cm for a 4 cm high floor).



## ANNEX I : DECLARATION FORM OF MACHINE OR EQUIPMENT IN OPERATION

**This form must be submitted to the organizer no later than 30 days before the opening of the event**

### Company

Event :

Corporate name of company making the presentation :

Address :

ZIP Code :

City :

Name of the responsible :

Phone number :

E-mail :

### Material

Type of equipment or device presented in operation :

**Specific risks :**

Source of electrical energy greater than 100 KWA :

Liquid gas :

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

Type of liquid :

Quantity :

Utilization method :

**Risks requiring a request for authorization sent by the person in charge to the competent administration :**

Thermal or combustion engine :

Haze and fog generator :

Propane gas :

Other dangerous gases :

Specify :

Radioactive source :

X-Rays :

Laser :

Other cases not foreseen :

Specify :

Competent administrative authority:

Date of sending the file :

**Important : The equipment presented in operation must include screens or casings fixed and well adapted, putting out of reach of the public any dangerous part, or be arranged in such a way that the dangerous parts are kept out of reach of the public, and at all least at a distance of one meter from general traffic. The demonstrations are carried out under the full responsibility of the exhibitor.**

**Done in**

**, the**

**Signature**

**ANNEX II : DECLARATION FORM OF UTILIZATION  
HOLDING  
OR REHEATING DEVICES**

**To be given to the Organizer for validation by the Charge of security**

**Company**

Company :

Address :

ZIP Code :

City :

Name of the stand responsible :

Phone Number :

E-mail :

**Equipment used :**

Hotplates			kW		kW
Water Bath			kW		kW
			kW		kW
			kW		kW
			kW		kW
			kW		kW
			kW		kW
			kW		kW
			kW		kW
			kW		kW
			kW		kW
			kW		kW
<b>Total Power</b>					<b>kW</b>

Device	Quantity	Power per device	Total Power
Done in	,the		Signature

## EVACUATION GENERAL PROCEDURES

### IN CASE OF FIRE

**Keep calm !**
**Notify the security office**  
**Or by phone the organizer or stage manager**



**OPERATE nearest fire alarm point**



**LEAVE** the building by the nearest exit

## IN CASE OF EVACUATION

If you hear the alarm sign : Keep calm !



**LEAVE** in direction to emergency exits marked with light blocks or emergency exit signs



**DON'T RETURN** to the building until authorized to do so



**FOLLOW** the instructions by the safety officer



**REPORT** to your assembly point