



## EXHIBITOR HEALTH & SAFETY INSTRUCTIONS

### RECEIPT CONFIRMATION CERTIFICATE **EXHIBITOR** to be returned to D.Ö.T.

**Before February 28, 2026 - Subject of the email: SNACK SHOW 2026**

Email: [sps@d-o-t.fr](mailto:sps@d-o-t.fr) or Fax: +33 (0)1 46 05 76 48

**EXHIBITING COMPANY:** .....

Represented by the **Stand Manager:** Mrs /Mr .....

Phone number: ..... Email: .....

**STAND AREA** (in sqm): ..... **STAND NUMBER:** .....

- ☐ The exhibiting company declares that he have read the document relating to the prevention of accidents at work and health protection concerning their participation in the SNACK SHOW 2026, undertakes to comply with it without reservation or restriction and has consulted the health protocol measures in force on the trade show website.

#### **PLEASE TICK BOX A OR B**

- ☐ **A** - If your stand is built by the Organiser or by yourself or by a single company without subcontractors:

##### **THEN YOU MUST:**

**Return this certificate to D.Ö.T with a visual representation of your stand and forward the information in this Exhibitor Health & Safety Instructions to the service provider** (appointed by you) who will be working on your stand during the assembly and dismantling periods. The service provider must send us the information requested in the CERTIFICATE (on page 2 of this document).

- ☐ **B** - If your stand meets at least one of these characteristics:

- |   |                              |                              |                |
|---|------------------------------|------------------------------|----------------|
| - Is built by <b>at least two independent companies</b> (including sub-contractors) .....               | <input type="checkbox"/> OUI | <input type="checkbox"/> NON | Quantity: .... |
| - Includes partitions walls/decorations more than <b>3 meters high</b> .....                            | <input type="checkbox"/> OUI | <input type="checkbox"/> NON |                |
| - Do you use <b>electrical tools</b> ? .....  | <input type="checkbox"/> OUI | <input type="checkbox"/> NON |                |
| - Do you use <b>lifting machines</b> ? (forklift, electrical pallet trucks, mobile platform lift) ..... | <input type="checkbox"/> OUI | <input type="checkbox"/> NON |                |
|   | <input type="checkbox"/>     | <input type="checkbox"/>     |                |

##### **THEN YOU MUST:**

**1/ Return this certificate to D.Ö.T, accompanied by a visual of your stand.**

**2/ Appoint a HEALTH AND SAFETY COORDINATOR**

(Law of 31/12/93 N° 93-1418 and Decree of 26 December 1994 N° 94-1159).

*This coordination task cannot, under any circumstances, be carried out by yourself or your stand builder/design office.*

*It must be carried out by an Health & Safety Coordinator who holds an official certificate of competence.*

**Have you already appointed a Health and Safety Coordinator?**

- ☐ YES

*In accordance with current legislation, the Health and Safety Coordinator appointed by the Exhibitor is required to send DÖT the G.S.H.P.C.P. relating to the stand at least 30 days before the start of the event set-up, specifying the dates and times of visits.*

Name: .....

Phone number: ..... Email: .....

- ☐ NO

EXHIBITOR COMMERCIAL STAMP  
AND SIGNATURE

Place and date: .....



# RECEIPT CONFIRMATION CERTIFICATE **SUPPLIERS**

## to be returned to D.Ö.T.

Before February 28, 2026 - Subject of the email: SNACK SHOW 2026

Email: [sps@d-o-t.fr](mailto:sps@d-o-t.fr) or Fax: +33 (0)1 46 05 76 48

THE HEALTH & SAFETY NOTICE IS A GENERAL COORDINATION PLAN FOR SAFETY AND HEALTH PROTECTION INTENDED FOR THE EXHIBITOR, ITS SUPPLIERS AND SUBCONTRACTORS.

AS AN EXHIBITOR, YOU ARE REQUIRED TO FORWARD THIS DOCUMENT TO YOUR MAIN SERVICE PROVIDER OR SUPPLIERS.

**EXHIBITING COMPANY:** .....

**STAND AREA** (in sqm): ..... **STAND NUMBER:** .....

**AGENCY or STAND BUILDER or GENERAL INSTALLER contact details (if you have one):**

**NAME:** .....

**Adress:** .....

**Zip code:** ..... **City:** ..... **Country:** .....

**Phone number:** ..... **Email:** .....

**Project manager:** ..... **Position:** .....

### SUBCONTRACTORS LIST

COMPANY	WORKS CARRIED OUT	START DATE OF WORK	CONTACT ON SITE	EMAIL

## IMPORTANT! PLEASE NOTE

Legislation on the Prevention of accidents at work requires coordination in terms of health and safety for any construction site involving at least two companies or self-employed workers.

The Exhibitor Health and Safety Notice, which has been provided to you, sets out all the measures designed to prevent risks arising from the interference of the activities of the various parties involved in this event.

**This document was established at the request of the Exhibition Organiser by the Coordinator Christophe MONNIER in accordance with the requirements set out in the applicable legislation, in particular Law of 31.12.1993 N° 93-1418 and Decree 26.12.1994 N°94-1159, amended and supplemented by Decree n° 2003-68 of 24.01.2003.**

Your are therefore requested to **study it and apply the regulatory measures defined** in this document.  
This General Coordination Plan cannot replace the provisions of the **Labour Code**.  
It in no way diminishes the **responsibilities and duties of the companies operating on the site**.

For SNACK SHOW 2026, this coordination mission is carried out by the company RX GLOBAL through a delegated coordinator, supported by a team of experts who make up the safety group of SNACK SHOW 2026 security unit.

**This document is a General Health and Safety Protection Plan intended for the Exhibitor, its suppliers and subcontractors.**

It is based on general principles of prevention, namely:

- **AVOID RISKS**, by eliminating the hazard or exposure to hazard,
- **ASSESS RISKS** that cannot be avoided,
- **COMBAT RISKS** at source,
- **ADAPT WORK TO PEOPLE**, taking into account inter-individual differences, with the aim of reducing the effects of work on health,
- **TAKE INTO ACCOUNT THE STATE OF TECHNICAL DEVELOPMENT**,
- **REPLACE WHAT IS DANGEROUS** with what is not dangerous or less dangerous,
- **PLAN PREVENTION** by integrating technology, work organisation and working conditions into coherent whole,
- **TAKE COLLECTIVE PROTECTIVE MEASURES**, giving them priority over individual protective measures,
- **GIVE APPROPRIATE INSTRUCTIONS TO WORKERS** (the contractor must train and inform employees so that they are aware of the risks and preventive measures).

## EXHIBITOR DUTIES AND LEGAL OBLIGATIONS

**1 - COMPLETE, SIGN and SEND the Safety Instructions Certificate (p.1) by email or fax to DÖT, indicating in the subject line : SNACK SHOW 2026**

**Email : [sps@d-o-t.fr](mailto:sps@d-o-t.fr) - Fax : +33 (0)1 46 05 76 48**

**2 - FORWARD THE INFORMATION IN THIS NOTICE to all service providers (appointed by you) working on your stand during the assembly and dismantling periods**

**3 - CONSULT THE HEALTH MEASURES IN FORCE (on the exhibition website).**

## EVENT SET-UP AND DISMANTLING DATES

**On the afternoon last day assembly, no motorised vehicles will be allowed in the hall**  
(unless exceptional permission is granted by the organiser).  
**During dismantling, on April 2<sup>nd</sup> 2026, motorised vehicles will only be allowed in the hall**  
from 8.30 pm onwards.

EXHIBITORS	ASSEMBLY	DISMANTLING
<b>BARE STANDS</b>	March 30 & 31, 2026 from 8.00 am to 11.00 pm	April 2 <sup>nd</sup> , 2026 from 6.30 pm to 11.00 pm April 3, 2026 from 7.00 am to midday
<b>EQUIPPED STANDS</b>	March 31, 2026 from 2.00 pm to 11.00 pm	April 2 <sup>nd</sup> , 2026 from 6.30 pm to 7.30 pm

## MANDATORY DURING ASSEMBLY AND DISMANTLING

- ☒ **ASSEMBLY/DISMANTLING BADGE**  
to access the exhibition hall
- ☒ **SAFETY SHOES (reinforced toecaps + puncture-resistant soles)**  
for anyone entering the exhibition site during these periods
- ☒ **HELMETS MUST BE WORN**  
by all aerial platform and for any task involving a risk of working at height
- ☒ **CUTTING OR SANDING EQUIPMENT (fixed or portable electric)**  
**EQUIPPED WITH A VACUUM OR DUST COLLECTION SYSTEM**  
to be accepted in the hall (Art. R 4412-70 of the Labour Code)

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## I. GENERAL INFORMATION ABOUT THE OPERATION

### I.1. DEFINITION

**The Exhibitors' Health & Safety Instruction** is a document written and established by the Health & Safety Coordinator which defines all the measures to be taken to prevent risks arising from the interference of the activities of the various companies during the assembly and dismantling of **SNACK SHOW 2026**.

**It must be communicated to all Exhibitors**, who must forward it to their stand builders / suppliers (if they have any). It enables them to inform all companies involved of the special measures to be applied in terms of occupational safety.

### I.2. COMPOSITION

The Health & Safety Instructions includes a **certificate**.

The Site Safety Regulations, the Fire Safety Instructions and the Technical Guide for the exhibition are available from the Organiser.

### I.3. DEFINITION OF THE COMPANY

Any company providing services to the Exhibitor, and responsible for constructing the stand infrastructure is considered a company.

The Exhibitor is responsible for its own suppliers, service providers and subcontractors.

Companies, as well as their suppliers and subcontractors, are responsible for their own employees and for providing them with the means to work in the best possible conditions.

The company manager remains responsible for the safety of its employees and is required to implement the necessary measures to prevent and control risks.

The courts impose heavy penalties for breaches of employee health and safety. Company managers may be held civilly and/or criminally liable.

Companies declare that they have read the texts cited in this document, as well as the general terms and conditions for organising the exhibition filed with the Organiser, and must have:

- Taken note of the plans and documents useful for carrying out their work, the technical files for the event, and familiarised themselves with the sites, working hours, locations and areas where the works are to be carried out, and all general or local factors relating to the execution of the works.
- Accutely assessed all the conditions for carrying out the works and be fully and completely aware of their importance and specific features.
- Conducted a detailed site visit and familiarised myself with all the physical conditions and constraints relating to the locations of the work, access, surroundings, the execution of the work on site, and to organisation and operation of the ongoing construction site.

## II. ADMINISTRATIVE INFORMATION

### II.1. PARTICIPANTS

#### II.1.1. GENERAL ORGANISATION

RX GLOBAL is the general commissioner of the SNACK SHOW 2026.

ORGANISER / PROJECT MANAGER	EXHIBITION COMMISSIONER
<b>RX FRANCE</b> 52/54 quai de Dion Bouton 92806 PUTEAUX Cedex Tél : +33 (0)1 47 56 50 00	<b>Mrs Béatrice GRAVIER</b> Email : <a href="mailto:beatrice.gravier@rxglobal.com">beatrice.gravier@rxglobal.com</a>
TECHNICAL & LOGISTICS MANAGER	
<b>Mrs Estelle BRAMI</b> Tél : +33 (0)1 47 56 65 64 Email : <a href="mailto:estelle.brami@rxglobal.com">estelle.brami@rxglobal.com</a>	
CONTACT(S) FOR EXHIBITOR REQUESTS	
<b>Mrs Angelique LEGRAND</b> Tél : +33 (0)1 47 56 21 75 Email : <a href="mailto:angelique.legrand@rxglobal.com">angelique.legrand@rxglobal.com</a>	
INSURANCE Civil liability / Property damage	TOWN HALL
<b>AXA FRANCE</b> 18 rue Gambetta 78120 RAMBOUILLET Tel : +33 (0)1 34 83 19 10 Email : <a href="mailto:agence.dadhemar@axa.fr">agence.dadhemar@axa.fr</a>	<b>Mairie du XVe Arrondissement de Paris</b> 31 rue Peclet 75015 PARIS Tél : +33 (0)1 55 76 75 15

#### II.1.2. HSP COORDINATION / FIRE SAFETY

HEALTH AND SAFETY COORDINATOR	FIRE SAFETY REPRESENTATIVE
<b>D.Ö.T</b> 93 rue du Château 92100 BOULOGNE-BILLANCOURT Phone number: +33 (0)1 46 05 17 85 Fax: +33 (0)1 46 05 76 48 Email: <a href="mailto:sps@d-o-t.fr">sps@d-o-t.fr</a>	<b>HANDI'SECUR</b> <b>Mrs Isabelle FERRANDES</b> 34 rue Henri Dunant 55100 VERDUN Tel : +33 (0)6 87 99 86 59 Email : <a href="mailto:handisecur@icloud.com">handisecur@icloud.com</a>
<b>The safety officer will be present on site during assembly.</b> <b>The date of the safety commission's visit has not been set.</b>	
FIREPROOFING	
<b>Groupeement NON FEU</b> 37-39 rue de Neuilly BP 249 92113 CLICHY Phone number: +33 (0)1 47 56 31 48	<b>Groupeement Technique Français de l'ignifugation</b> 10 rue du Débarcadère 75017 PARIS Phone number: +33 (0)1 40 55 13 13
EXPERT IN STRUCTURAL STRENGTH	
<b>ICE</b> <b>Mr Pierre BEILLE DOMEQ</b> Tél : +33 (0)6 88 88 15 91 Email : <a href="mailto:pierrebdq@gmail.com">pierrebdq@gmail.com</a>	

## II.2. DEFINITION OF INTERVENTION AREAS

VENUE	PAVILION
<b>VIPARIS PORTE DE VERSAILLES</b> 1 Place de la Porte de Versailles 75015 PARIS Welcome center: +33 (0)1 40 68 22 22 Exhibitor's center: +33 (0)1 40 68 16 16	<b>7.2</b>

## II.3. INSTITUTIONAL BODIES

LABOUR INSPECTION	CRAMIF
Section 15 A 46-52 rue Albert 75640 PARIS Cedex 13 Tel: +33 (0)1 40 45 36 03	Service des Risques Professionnels 17/19 avenue de Flandre 75954 PARIS Cedex 19 Tel: + 33(0)1 40 05 38 16
O.P.P.B.T.P.	GLOSSARY
25 avenue du Général Leclerc 92100 BOULOGNE BILLANCOURT Tel: +33 (0)1 46 09 27 00	CRAMIF: Caisse Régionale d'Assurance Maladie d'Ile de France OPPBTP: Organisme Professionnel de Prévention du Bâtiment et des Travaux Publics

## II.4. EMERGENCY SERVICES

### ON THE SHOW SITE

GENERAL SURVEILLANCE POST
Tel: +33 (0)1 72 72 16 80

### OFF SITE

FIRE SERVICE	POLICE STATION
6 place Violet 75015 PARIS Tel: 18 or 112 (mobile) or +33 (0)1 45 78 74 52	250 rue de Vaugirard 75015 PARIS Tel: 17 or +33 (0)1 53 68 81 00
SAMU	NEAREST HOSPITAL
149 rue de Sèvres 75015 PARIS Tel: 15 or +33 (0)1 45 67 50 50	Hôpital Georges Pompidou 20 rue Leblanc 75015 PARIS Tel: +33 (0)1 56 09 20 00

## III. GENERAL EVENT ORGANISATION

### III.1. GENERAL OVERVIEW OF THE EXHIBITION

See Exhibitor's Guide.

### III.2. HALL USAGE SCHEDULE

DATES & OPENING HOURS TO THE PUBLIC
April 1 <sup>st</sup> 2026 from 9.00 am to 7.00 pm April 2 <sup>nd</sup> 2026 from 9.00 am to 6.00 pm



### III.3. MISCELLANEOUS SERVICES

See Exhibitor's Technical Guide.

### III.4. SITE USAGE

#### III.4.1. TRAFFIC WITHIN THE PARK

Temporary occupation of this area requires compliance with the standards and conditions (access times, parking, speed limits, etc.) defined by the regulations in force within and around the site. These regulations, as well as the site specifications, can be consulted at the Organiser's offices.

Parking management (and duration), traffic management (separate lanes for pedestrians and vehicles with markings on the ground) and access for delivery vehicles will be organised by the Organiser around the hall and within the Park.

In order to facilitate access, all vehicles (delivery vehicles or those belonging to contractors) entering the Exhibition Centre must be registered in advance and have reserved a slot on the Viparis website:

<http://logipass.viparis.com>

Personal vehicles belonging to assembly/dismantling contractors may park in the Viparis car parks free of charge. Contractors are encouraged to use public transport and to organise carpooling arrangements.

Trucks must be unloaded outside the hall in the designated areas. They may not drive or unload inside the pavilions unless the organiser grants special permission.

**All vehicles, even those parked, must be identifiable.**  
Private vehicles must not park **near the hall**.

#### III.4.2. TRAFFIC MOVEMENTS INSIDE THE HALL

No delivery vehicles or private vehicles will be allowed in the hall during set-up and dismantling periods without access authorisation from the Organiser.

**Means of transport for people** (motorised or otherwise) such as scooter, bicycle, skateboards, rollerblades, electric vehicles, etc. **are prohibited in the hall**. Bicycles are permitted outside but prohibited inside the pavilions.

Carts with a rear tipper are permitted in the pavilions, but those carrying passengers only will not be allowed to enter the hall and must be driven at walking pace. They may be parked near the entrances as long as they do not obstruct the movement of vehicles and pedestrians.

**Plans**, showing the traffic lanes, the location and contact details of emergency services, the location of open toilet, vehicle access times and storage areas, **will be displayed at the entrances**.

**Traffic** (of people and lifting equipment), around the stands, **must be able to move freely at all times during assembly and dismantling**.

**The safety aisles**, as defined on the general exhibition plan, must be respected and **kept clear of all equipment and packaging**.

No storage or parking is permitted on the traffic routes defined on the hall plan.

Signs reminding visitors of essential safety and prevention rules will be displayed at the entrances to the pavilions:

#### **RESPECT - INDOORS:**

- Fire lanes and red routes
- Storage areas
- The environment by using non-polluting vehicles
- Fire-fighting equipment

#### **RESPECT - OUTDOORS:**

- Fire lanes and access routes
- Parking areas
- Unloading areas
- Access doors

### IV. HANDLING CONDITIONS

#### IV.1. GENERAL INFORMATION

The movement of equipment presents risks and it is necessary to limit these as much as possible through rigorous management and distribution of materials.



Companies referenced by the Exhibitor are requested to implement means of identifying equipment and personnel (stickers, vests, etc.).

Lifting and handling equipment must comply with the requirements of the regulations in force.

It must be kept in good working order and undergo periodic inspections in accordance with Article R 4535-7 of the Labour Code.

The following documents must be available on site (Article L 4711-1 of the Labour Code):

- **a valid** insurance certificate
- **a valid** certificate of conformity (lifting equipment inspection report).

Pallet trucks must not be overloaded. The centre of gravity of the load and the condition of the ground must be taken into account to prevent the load from tipping over.

**It is prohibited to climb onto equipment not designed for transporting people.**

Priority should be given to mechanical handling and the necessary organisational measures should be taken to minimise the use of manual handling (Article R 4541-3 of the Labour Code).

However, when this cannot be avoided, the employer must take appropriate organisational measures or provide workers with suitable equipment to limit physical effort and reduce the risk involved in this operation (mechanical aids, gripping devices).

The weight of loads should be reduced and the workstation should be adapted to ensure that handling is carried out in the best possible conditions (workspaces, reduction of distances over which loads are moved, etc.).

Employees should be trained in the risks associated with manual handling.

During handling, it must not be possible for the load to become detached.

**When handling glass panels**, it is recommended to use **suction cups**.

Workers must wear **protective equipment** when handling glass panels.

Once the glass panels are in place, **specific signage** must be installed on the windows or glass to prevent collisions and the risk of injury.

Similarly, when handling plywood sheets, it is recommended to use handling clamps or panel holders.

Containers for bulk loads intended to be attached to lifting equipment must be capable of withstanding the stresses incurred during loading, transport, handling and storage of the load and must prevent the load or part of it from collapsing during these operations.

**The use of straps to secure bulk loads on forklift forks is mandatory.**

## IV.2. USE OF MOTORISED VEHICLES

Drivers must be at least **18 years of age** hold a **driving licence issued by their employer**, as well as the **driving licence** (safe driving aptitude certificate) and the **Special Medical Fitness Certificate**.

These documents must be available on site in case of inspection.

No passengers may be transported, and no persons may be lifted if the vehicle is not designed for this purpose.

NON-POLLUTING VEHICLES must be used that are suitable for the tasks, locations, loads and terrain configuration.

The **speed limit** must be observed for all travel outside the hall.

**Observe the Highway Code.**

Speed must be **reduced and adapted** inside the hall.

## IV.3. LIFTING RULES

**Lifting equipment may only be used for transporting and lifting equipment and materials.**

**The lifting and transport of personnel may only be considered using equipment specifically designed for this purpose.**

The certificate of conformity for lifting equipment and its accessories must be available for inspection.

The maintenance and operation of each piece of lifting equipment must be carried out exclusively by the company supplying the equipment. This equipment is the sole responsibility of that company.

Regardless of the lifting equipment used, users must ensure that they do not work above each other and take all necessary safety precautions (no standing or walking under the load).

The movement of handling equipment with loads raised is prohibited, except in the presence of a foreman who will signal their passage to the public present.

The maximum load specifications for each strap must be respected.

Assembly and lifting operations shall be carried out in accordance with Articles R 4534-95 to 102 of the Labour Code.

#### REMINDER - IT IS PROHIBITED TO:

- drive a rider-type forklift truck without a driving licence,
- allow an unauthorised person to drive your forklift truck,
- lift a load exceeding the capacity of the machine,
- increase the counterweight value of the forklift trucks,
- lift an unbalanced load,
- lift a load with only one fork arm,
- drive with a high load,
- brake suddenly,
- take corners at high speed,
- fail to obey traffic signs,
- use traffic routes other than those established,
- place metal parts on the storage batteries
- transporting people on vehicles not specially designed for this purpose,
- leaving the engine running when the driver is not present,
- lifting people with vehicles not specially designed for this purpose,
- leaving the truck in traffic lanes or on a slope,
- leaving the ignition key in the truck when the driver is absent,
- parking or passing under a raised fork, even if it is not loaded,
- smoking near a charging battery or while refuelling thermal trucks

#### IV.4. STORAGE

Materials must be stored on the walkways (or parts of walkways) reserved for this purpose, within the site perimeter or in storage areas where provided.

Carpet rolls must not be stored on traffic routes.

It is prohibited to store loads on buildings or structures without the organiser's authorisation.

To this end, traffic plans will be displayed at the entrances to the hall. The schedules and restrictions on use will be specified therein.

**All participants are requested to strictly adhere to these plans.**

Once assembly is complete, racks, pallets, etc. may not be stored inside the exhibition hall or in areas behind the cladding (unless authorised by the Organiser).

During the assembly/dismantling period, vehicles may not be parked in the aisles but must be parked in a storage area designated by the Organiser's technical managers.

The companies involved in setting up the stand (and their subcontractors) shall plan the arrival of their equipment and materials, their distribution and the removal of empty containers so that they do not interfere with the movement of vehicles and people in the aisles at any time.

During the period when the exhibition is open to the public, no vehicles will be allowed inside the hall.

Stacked racks, crates, etc. must not exceed the height of the site's cladding or fencing.

#### V. CLEANING

The site must be maintained at all times to avoid any risks that could arise from cluttering the stand and its surroundings with waste.

**Exhibiting companies are responsible for cleaning their space and removing their rubble and waste of all kinds.**

They must arrange for the reservation and removal of skips if necessary and manage their filling. It is the responsibility of each participant to either cover the skips or weigh down the rubble to prevent it from flying away.

An organisation must be put in place around the skips to prevent any risk in the event of waste falling during filling (guides, markings, etc.).

**It should be noted that no worker should climb into a skip or wagon.**

When dismantling the stand, **the removal of the various decorative elements must not obstruct the movement of people and equipment** in the aisles surrounding the stand.



## **VI. FACILITIES AVAILABLE DURING SET-UP AND DISMANTLING**

### **VI.1. TOILETS**

In order to facilitate the general organisation of set-up and dismantling, and to improve working conditions, the Organiser will have the Park open additional shared toilet facilities in the exhibition hall from the first day of set-up until the end of dismantling. A maintenance service will ensure the cleanliness of the premises.

**The sanitary facilities that are open will be indicated on the plans displayed at the entrance doors to the hall.**

### **VI.2. CHANGING ROOMS / CANTEEN**

The company is responsible for providing its staff with changing rooms (if necessary), in accordance with the legal texts in force, which can be consulted at the Organiser's premises.

There is no dining hall provided for meals.

**It is prohibited to consume alcohol or illegal substances on the site and to smoke in the premises (hall, marquees, bungalows, etc.).**

### **VI.3. ON-SITE TELEPHONE**

Each company shall provide its staff with a telephone that is accessible during the site's opening hours.

### **VI.4. ACCOMMODATION**

The company is responsible for providing accommodation for its staff off-site.

## **VII. ACCESS CONTROL**

**Access to the exhibition is only permitted to persons and vehicles with authorisation (or a badge) provided by the Organiser.**

To this end, badges are distributed to each participant in the event.

Signs prohibiting public access, reminding visitors of the essential safety rules to be followed on site, will be posted at the doors of the hall. **These entrances will be guarded.**

**Visits to the site by persons other than authorised participants** (children, friends, family, pets, etc.) are **strictly prohibited unless agreed by the organiser** and under certain conditions (visit itinerary to be followed, wearing of personal protective equipment, etc.).

## **VIII. GENERAL SAFETY OBLIGATIONS OF EACH PARTICIPANT**

### **VIII.1. PARTICIPATING STAFF**

#### **VIII.1.1. MEDICAL FITNESS**

All personnel working on the site must be medically fit and have undergone the medical examinations and vaccinations required for the profession, as well as those required by occupational health services. **These fitness certificates must be available on site.**

#### **VIII.1.2. SAFETY TRAINING**

In accordance with the regulations in force, and under its own responsibility, the company must ensure that all workers arriving on site have undergone safety training (presentation of specific risks, traffic conditions outside and inside the site, safety measures applicable during the execution of work, specific safety instructions, explanation of operating procedures, monitoring of preventive measures defined for each task in the Specific Health and Safety Plan).

All employees using tools must be trained in their use.

## VIII.2. RECORDS

### VIII.2.1. REGULATORY RECORDS

**The company must keep (on site) the mandatory legal documents and records that may be requested by administrative control services.**

Any employer based outside France who plans to provide services on French territory must comply with the provisions of the Labour Code and submit (before commencing work in France):

- a Certificate A,
- a Prior Declaration of Posting of its employees,
- a Certificate of Filing with the Labour Inspectorate of the place where the service is to be provided.

**Access the online declaration portal: [www.sipsi.travail.gouv.fr](http://www.sipsi.travail.gouv.fr)**

### VIII.2.2. JOINT INSPECTION VISITS

Upon arrival at the assembly/disassembly site, companies that have never worked on the site before must carry out a joint inspection visit with the Safety Coordinator for their stand. A visit report will be established by the Safety Coordinator and signed by each company manager.

Protection and safety measures are defined with the site managers and the stand Safety Coordinator in accordance with the GHSP established by the latter, taking into account the GHSP for the event based on the condition of the site at the time of the visit and the terms of the visit.

## VIII.3. PROTECTIONS

Stakeholders are reminded to **prioritise COLLECTIVE protections** over INDIVIDUAL protections whenever technically possible.

### VIII.3.1. COLLECTIVE PROTECTION

**Definition** : Standardised protective measures put in place by a company (barriers, nets, floors, cladding, guardrails, etc.) designed to ensure the collective safety of personnel working at height or on a floor during assembly and dismantling.

**No double storey building is planned on this exhibition.**

**Refer to the Chapter IX. of this document: "General rules of construction": IX.2. "Working at height".**

### VIII.3.2. INDIVIDUAL PROTECTION EQUIPMENT

It should be noted that **personal protection against falls from height** can only be considered in cases where temporary collective protection equipment cannot be used or where it is not possible to use equipment for access and work at height that provides collective protection.

**It is mandatory to have equipment that complies with current regulations.**

Workers must be protected by means of a **fall arrest system**.

**Attachment points, anchor points and lifelines**

must be secure and allow the equipment to be used safely.

**The strength of the support must be assessed by a competent person and checked before use.**

**They must be safely accessible and located above the workstation.**

An organisation must be put in place to ensure that the user never works alone.

Rapid rescue procedures in the event of a fall must also be planned in advance.

**Companies working during assembly and dismantling periods must provide their staff with the following Personal Protective Equipment (PPE), among other things:**

- Work clothes,
- Gloves suitable to the work,
- Safety helmets that meet standards,
- Safety shoes (toecaps + puncture-resistant soles),
- Safety harnesses that comply with standards when collective protective equipment cannot be used (Art R 4223-61 of the Labour Code),
- Welding masks and protective goggles when welding, deburring or grinding.

**Safety footwear (toecaps + puncture-resistant soles) must be worn by anyone entering the exhibition site during set-up and dismantling periods.**

**Wearing a helmet is mandatory** for all platform operators and for any task involving risk.

**Working alone is prohibited.**

Compliance with these provisions, maintenance and proper care of this equipment are the **responsibility of each company. Each company manager must provide the equipment and ensure that it is worn.**

### VIII.3.3. WORKING IN SPECIAL WEATHER CONDITIONS

Specific weather conditions (cold, wind, rain, extreme heat, sun) can pose health risks.

Anticipate the effects of these weather conditions by implementing appropriate preventive measures.

When faced with difficult temperatures, the business manager must:

- Assess the risk and include it in the Single Document,
- Plan appropriate preventive measures,
- Inform employees about the specific risks associated with particular weather conditions and the means of protection,
- Do not expose young workers under the age of 18 to difficult temperatures.

Below 5°C, the cold can pose a risk: increased fatigue, numbness, clumsiness, loss of dexterity, difficulty moving and handling objects, hypothermia, falls on slippery floors, musculoskeletal disorders, etc.

Exposure to cold should be limited by planning ahead, adjusting work schedules and rhythms, and adapting the work environment.

Employers must provide employees with clothing and personal protective equipment to protect them from the cold and bad weather.

In all seasons: storms, hail, heavy rainfall, strong winds, etc. can be hazardous to health and cause serious accidents. It is therefore the employer's responsibility to suspend work until conditions become favourable again.

The employer must assess and record in the DUERP (single document on occupational risks) the risks associated with thermal environments.

The employer must provide a system for reporting any physiological signs, situations of discomfort or distress, and for providing assistance to any worker as quickly as possible.

## IX. GENERAL CONSTRUCTION RULES

### IX.1. DECORATIONS

Wherever possible, sets should arrive on site pre-built, ready to be assembled, in order to minimise on-site construction work and the associated risks. They should be designed so that they can be dismantled cleanly and safely.

**It is strictly forbidden to use compressed air to remove panels and partitions during dismantling.**

### IX.2. WORKING AT HEIGHT

**Decree No 2004-924 of 01.09.2004 on the use of work equipment provided for temporary work at height and incorporating new provisions into the Labour Code. (Articles R 4323-58 to R 4323-90).**

**IT IS PROHIBITED TO USE LADDERS, STEPS AND STEP STOOLS AS WORKSTATIONS.**  
(Article R 4323-63 of the Labour Code)

However, this equipment may be used when it is technically impossible to use equipment that provides collective protection for workers, or when the risk assessment has established that the risk is low and the work is of short duration and not repetitive in nature (Article R 4323-63 of the Labour Code).



**Companies may work at height from scaffoldings or mobile platforms, taking into account the floor strength values.**

Scaffolding must be erected by authorised personnel in accordance with the manufacturer's instructions or guidelines, with platforms at the correct height and **guardrails and stability struts in place in accordance with the rules in force.**  
**Art. R 4323-77: Scaffolding must be equipped on the outer sides with collective protection devices as provided for in paragraph 2 of Article R 4323-59.**

Before use, scaffolding must always be level.  
 The wheels of mobile scaffolding must be locked when in use.  
**No worker should remain on a rolling scaffold while it is being moved.**

When erecting scaffolding, bleachers, etc., companies must equip their staff with safety harnesses and helmets, in addition to safety shoes and gloves. They must ensure that their staff use this PPE effectively.

As assembly progresses, this equipment must include landings and means of access to upper levels, secured by collective protection measures.  
**These protective measures must remain in place until dismantling is complete.**  
**Legal restrictions concerning work at height must be observed.**

### IX.3. MEASURES TAKEN WITH REGARD TO CO-ACTIVITY

**Companies shall provide a detailed assembly and dismantling schedule in their IHSPP.**

**Any intervention that would create a situation of overlapping tasks must be resolved by a time lag or special protective measures.**

When the planning of companies' interventions leaves a risk of coactivity, the company generating the risk must put in place collective protection measures to avoid it, and the company working on the structure or space at risk is required to check that it does not present a danger before allowing its personnel to work there.

**The Exhibitor or its Project Manager must put in place a work schedule that takes into account a chronological order of assembly in order to avoid overlapping tasks and to carry them out using appropriate means. This chronological order shall also be adapted to dismantling.**

These means may be shared by several contractors or companies involved.

**In the event of shared use of equipment (scaffolding, forklift truck, cherry picker, etc.), a loan and provision agreement must be established between the parties before use.**



As part of the assembly and dismantling schedule, companies working at the same site must take all appropriate special protective measures to prevent overlapping risks. This is particularly important when installing and removing bridges, signage, adjusting altimeter readings and assembling/dismantling large equipment.

Equipment and structures must be completed, secured, accepted and verified before any intervention or use by another company (before first use, following any dismantling followed by reassembly or modification).  
**When part of a structure is unfinished and may present a danger, access to it shall be prohibited by any means or device.**

**Outdoor work areas must be cordoned off to prevent access** by persons not involved in assembly/disassembly.  
**Fences or barriers must in all cases be stabilised** so that they cannot be knocked over by strong winds or vehicles.

## IX.4. CONSTRUCTION SITE CONNECTION / LIGHTING

### IX.4.1. REGULATIONS

Companies using the installation are required to immediately report any defects or damage to those responsible.

From this box, the connected electrical cabinets and installations must be inspected by an approved person or body before being put into service. The report of this inspection must be available and kept on site throughout the assembly and dismantling process.

The boxes shall include a manual cut-off and restart warning device and a 30mA differential protection device.

The electrical installations on the site shall be carried out in accordance with current French regulations, in compliance with regulatory requirements and standard NF C 15-100. The supply, installation and maintenance of the installations shall be the responsibility of the installation company.

The power supplied must be sufficient to meet the needs of the companies, close to the workstations, during assembly, operation and dismantling.

All site cables must be of the HO7 RNF type. Extension cords and extension cables must be fully unrolled before use, unless otherwise specified by the manufacturer, and must comply with standards. Sockets must be unbreakable. All construction cables must be HO7 RNF. Extenders and extension cords must be fully unwound before use, unless specific terms from the manufacturer and must be, compliant with the standards in force. The plugs must be unbreakable.

Personnel working on electrical installations must have received training and hold a qualification in accordance with publication UTE C 18510.

These personnel may only work on electrical boxes or cabinets provided by site personnel. **It is prohibited to work on electrical installations installed by the site concessionaire.**

**The technical hatches in the hall must be properly closed or protected**  
if temporarily opened to prevent any risk of people falling  
or any danger to machinery and mobile scaffolding.  
**In the event of obstruction, the strength of the material obstructing the hatch**  
**must be at least equal to the strength of the floor.**  
**If temporarily opened, protection must be put in place to prevent any risk of falling.**

**THE USE OF GENERATORS IS PROHIBITED.**

**Networks should preferably avoid circulation areas. If this is not possible, cables crossing circulation areas must be protected (mechanical protection, arches, etc.).**

#### IX.4.2. SLINGS

Slings equipment must be ordered from the Exhibition Centre. The Exhibition Centre is responsible for the attachment points on the building.

Light bridges and attachment points on structures must comply with permissible loads and be checked:

- By an approved body if the height is greater than or equal to 6.20 m and/or if the weight is greater than or equal to 1,000 kg,
- By a competent technician if the height is less than 6.20 m, up to 3.50 m and the weight less than 1000 kg,
- By the installer if the height is less than 3.50 m.

#### IX.4.3. LIGHTING

General lighting in work areas shall comply with the lighting and illumination rules set out in Decree No. 83.721 of 2 August 1983 and included in the Labour Code under Articles R 4223-1 to 12.

WORK PREMISES and their ancillary rooms	MINIMUM VALUES for lighting
Internal traffic routes	40 lux
Stairs and warehouses	60 lux
Workrooms, changing rooms, toilets	120 lux
Windowless rooms used for permanent work	200 lux

  

OUTDOOR AREAS	MINIMUM illumination VALUES
Outdoor areas and traffic routes	10 lux
Outdoor areas where permanent work is carried out	40 lux

When assembling and dismantling sets that may block the light (roof, stage, stands, etc.),  
**temporary lighting must be installed.**

### IX.5. PREVENTION OF OCCUPATIONAL HEALTH RISKS

#### IX.5.1. HAZARDOUS MATERIALS

Companies that use hazardous products must provide the Safety Coordinator and Fire Safety Officer with safety data sheets, keep them available at all times on site, and implement the **protective measures specified in the sheet.**

Companies are advised that the **adhesives, resins, paints and products used must be free of solvents, ether and glycol, odourless and hypoallergenic.**  
**Spray painting is prohibited.**

#### IX.5.2. NOISE NUISANCES

The use of noisy machinery or equipment must strictly comply with current regulations.

All necessary measures and provisions shall be implemented (covers, screens, silencers, etc.) to ensure that regulatory noise level limits are not exceeded.

It is recommended that individual noise protection be worn when assembling light bridges and metal structures.

### IX.6 RULES FOR USING FIXED OR POWER TOOLS

In order to prevent dust, smoke or harmful fumes from being emitted when using fixed or power tools (saws, sanders, blowtorches, welding equipment, etc.), effective protective measures must be put in place (extraction system, masks, goggles, etc.).

**Only water-cooled angle grinders may be used for cutting tiles, stones, etc.**

To be accepted on site, **electric cutting or sanding tools, whether fixed or portable, must be equipped with a dust extraction or collection system.**  
**(Art. R 4412-70 of the Labour Code)**



**They must comply with standards (CE), be in good condition and equipped with protective covers.**  
**Under no circumstances may they be placed in walkways.**  
**The power supply must be turned off when they are not in use.**  
**Cutting may not be carried out in the common walkways of the exhibition hall.**  
**It must be carried out on the stand (private area).**

## IX.7. WORK INVOLVING HEAT

Any use of hot work (cutting, grinding or welding) must be organised by the contractor as part of the **'FIRE PERMIT' procedure requested from site managers.**

### IX.7.1. FLAMMABLE OR EXPLOSIVE MATERIALS OR PRODUCTS

**Pressurised gas cylinders must be protected against impact, falls and heat, and no unauthorised persons must have access to them.**  
 It is prohibited to keep or store cylinders (full or empty) in an enclosed space, including hall.  
**They must be stored in racks in the open air.**

**It is prohibited to place fuel tanks near the hall.**  
 These must comply with standards, be isolated in a **location marked with specific fire hazard information signs, and have appropriate fire-fighting equipment nearby.**  
 Vehicles and equipment must be refuelled on an impermeable surface.  
**The ground beneath the tanks must be protected against any possible leaks.**  
**It is forbidden to light fires on the site. Barbecues of any kind are prohibited.**

### IX.7.2. FIRE EXTINGUISHING EQUIPMENT

#### Common resources:

The layout of the stands must not obstruct access to emergency and fire-fighting equipment, such as fire hose reels, emergency telephones, smoke vents and fire extinguishers. All such equipment must remain visible and completely unobstructed at all times.

#### Resources specific to each operator:

Each operator shall include in their IHSP the prevention measures appropriate to their activity and working environment. Where necessary, the operator shall reinforce the common fire extinguishing equipment with specific equipment:

- Water spray extinguisher with additive (general case).
- CO2 extinguisher (in or in the immediate vicinity of electrical rooms).

## X. FIRE SAFETY

Fire safety regulations are filed with the Organiser and available in the Exhibitor's Guide.

The Official Safety Commission is very strict when it comes to the construction of stands (building and decoration materials, structural strength and stability, floors, emergency equipment, electrical installations, etc.). Any decisions taken by the Commission during its visit are immediately enforceable.

A safety inspection is carried out in the facilities by the Official Safety Commission or the ERP Safety Officer. During this inspection, the exhibitor's qualified representative is required to be present at their stand. The Exhibitor undertakes to comply with the instructions of the personal safety expert, as well as those of the fire safety expert and the Safety Coordinator.



The stands must be fully installed when the Commission carries out its inspection.

The Exhibitor (or their representative) must be present at the stand and be able to provide fire reaction reports, issued by an approved laboratory, for all materials used, as well as inspection reports for electrical installations, structural integrity, etc.

**Failure to comply with these rules may result in the removal of materials or the stand being closed to visitors.**

## **XI. EMERGENCY RESPONSE ORGANISATION**

### **XI.1. COMPANY EMERGENCY RESOURCES**

The company must keep a first aid kit available on site.

The contact details for the exhibition's first responders are indicated on the hall maps.

The first aiders (SST) present in each company on site will provide first aid in the event of an accident (**1 first aider required for every 10 employees**).

They must wear an identification badge on an armband or on their helmet. Their names will be listed in the IHSP.

### **XI.2. COLLECTIVE ORGANISATION OF THE SHOW**

#### **REMINDER OF EMERGENCY NUMBERS**

**CENTRAL MONITORING STATION: +33 (0)1 72 72 16 80**

**The procedure to follow in the event of an accident and the emergency numbers will be displayed on the construction site.**

#### **IN THE EVENT OF AN ACCIDENT, PLEASE SPECIFY:**

- The hall,
- The name of the stand,
- The aisle and stand number,
- The number of people involved and the nature of their injuries.

## **XII. THE INDIVIDUAL HEALTH AND SAFETY PROTECTION PLAN**

**This document must be completed by all of the Exhibitor's service providers:**

- **Within 30 days** before any work for main contracts,
- **Within 8 days** for short-term tasks or work and/or finishing work.

**This document must be provided by all of the Exhibitor's service providers to the client and the Stand Safety Coordinator, if applicable, before any work is carried out on the stand.**

It analyses in detail the construction and execution processes as well as the operating procedures adopted when they have a particular impact on the health and safety of workers on the site.

### **XII.1. THE EXHIBITOR**

A copy of the Safety Notice, established by the exhibition's Safety Coordinator, will be provided by the exhibiting company to its service providers or to the Safety Coordinator assigned to its stand. This document covers the general organisational measures that have been adopted and which are likely to have an impact on the health and safety of workers.

### **XII.2. DOCUMENT COMMUNICATION**

The Stand Safety Coordinator is required to provide any company working on the site (upon request) with the names and addresses of other contracting companies, as well as their I.H.S.P.P.

### **XII.3. AVAILABILITY OF THE I.H.S.P.P.**

A copy of the I.H.S.P.P. must be available at all times on site for consultation by the companies concerned.