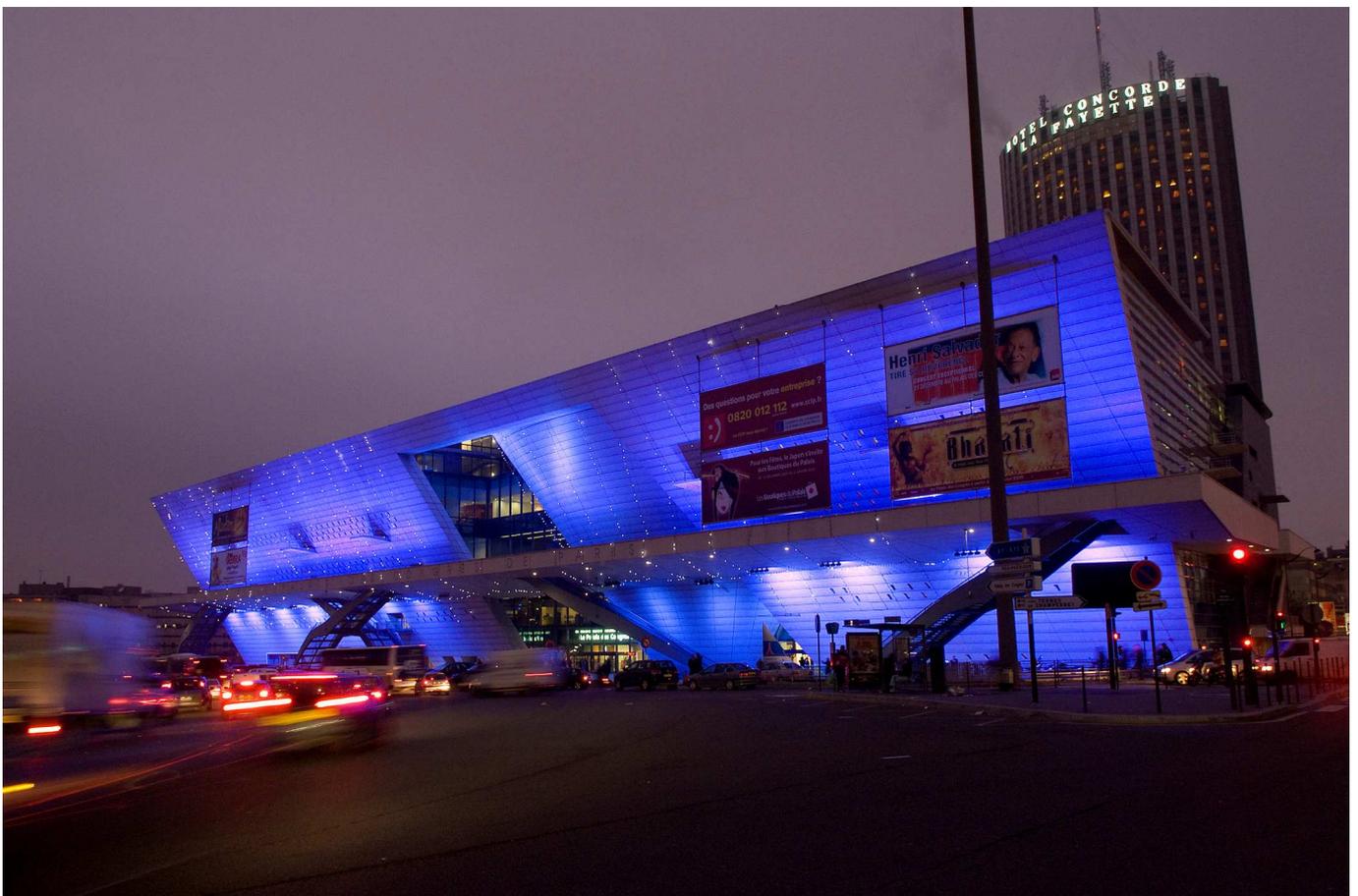


SAFETY SPECIFICATIONS



Le Palais des Congrès de Paris

May 2011 edition

CONTENTS

Regulations	4
Foreword	5
TITLE I Safety specifications for the Palais des Congrès de Paris property complex	6
I.1 Capacity	6
I.1.1 Capacity per level	6
I.1.2 Capacity per room	6
I.2 Maintenance and inspections, safety register	6
I.3 Situation regarding third parties	6
I.4 Composition of the safety team	7
I.5 Owner's obligations	7
I.6 Safety facilities, maintenance, use	7
I.6.1 Detection systems	7
I.6.2 Extinguishing systems	7
I.6.3 Alarm systems	7
I.6.4 Interior alarm systems	8
I.6.5 Exterior alert systems	8
I.6.6 Fire permit, fire detection	8
I.7 Smoke extraction	8
I.8 Strategy for facilitating interventions by the fire brigade (MS41)	8
I.9 Operating mode and inspections	8
I.10 Administrative authorizations	9
I.10.1 Trade shows and exhibitions	9
I.10.2 Other events covered by these specifications	9
I.10.3 Work dossiers	9
I.11 Exit paths	9
I.11.1 Terraces and exterior passageways	9
I.11.2 Exit paths in the extension	10
I.11.3 Exit paths in the existing area	11
I.12 Accessibility for the disabled	12
I.12.1 Elevators	12
I.12.2 Access routes	12
I.12.3 Installations, reception areas and furnishings	12
I.12.4 Restrooms	12
I.12.5 Exhibitions	12
I.12.6 Evacuation	12
TITLE II Obligations of the users of the exhibition and conference spaces of the Palais des Congrès de Paris	13
II.1 General terms	13
II.2 Site plan and authorized use of the different areas of the site	13
II.3 Various operating configurations	13
II.4 Constraints of the levels	14
II.5 Operating constraints	14
II.5.1 Fire detection	14
II.5.2 Clear ceiling height	15
II.6 Safety personnel	15
II.7 Fixed and semi-permanent electricity distribution installations, electricians	15
II.7.1 Fixed and semi-permanent electricity distribution installations	15
II.7.2 Electricians	15
II.8 Grand Amphitheatre	15
II.8.1 Set staff	15
TITLE III Organizer's obligations	16
III.1 General terms - regulations	16

Le Palais des Congrès de Paris	Specifications for the Palais des Congrès de Paris	May 2011 version
		Page 3 / 31

III.1.1	Special terms applicable to trade shows and exhibitions	16
III.2	User maps	17
III.3	Administrative authorization, declarations and special authorization requests for trade shows and exhibitions	17
III.3.1	Administrative authorization	17
III.3.2	Declarations and special authorization requests	18
III.4	Event safety	18
III.4.1	Safety manager	18
III.4.1.1	Exhibition	18
III.4.1.2	Other events in the exhibition halls	18
III.4.2	Safety personnel	18
III.4.3	SPS coordinator - Prevention plans - Loading/unloading activities in the delivery area	19
III.5	Exhibitor information, exhibitor's guide	19
III.6	Location of the event	20
III.6.1	Sprinklers	20
III.6.2	Prohibition of the use of gas	20
III.6.3	Installation floors	20
III.6.4	Maximum weight-bearing capacity of the floors	20
III.6.5	Partial occupation or trade shows	20
III.6.6	Occupation by several events open to the public simultaneously	20
III.6.7	Set-up of meeting rooms in exhibition areas	21
III.6.8	Storage areas	21
III.6.9	Signage	21
III.7	Capacity and access management	21
III.8	Operating instructions	21
III.8.1	Set-up or break-down activities taking place while the event is open to the public	21
III.8.2	Free access	22
III.9	Exhibitors' compliance with their obligations	22
TITLE IV Exhibitors' obligations		23
IV.1	General terms	23
IV.2	Declarations and special authorization requests	23
IV.3	Installation and set-up of stands	23
IV.3.1	General terms	23
IV.3.2	Maximum weight-bearing capacity of the floors	24
IV.3.2.1	Overload limits	24
IV.3.2.2	Exceptional installations	24
IV.3.2.3	Spot loads	24
IV.3.3	Suspensions	24
IV.3.4	Installations	24
IV.3.5	Radioactive substances – X-rays	25
IV.3.6	Lasers	25
IV.4	Completion of installations	25
IV.5	Inspection by the safety subcommittee and safety manager	26
IV.6	Other terms	26
IV.6.1	Food-service areas	26
IV.6.2	Machines in operation	26
IV.7	Sound, lighting and audiovisual management	26
IV.8	Prohibited materials, products and gases	26
TITLE V Merchants' obligations		27
V.1	General terms – regulations	27
V.2	Inspections and maintenance	27
V.3	Other terms	27
V.4	Liabilities	27
V.5	Fire detection	28
V.6	Works	28

Le Palais des Congrès de Paris	Specifications for the Palais des Congrès de Paris	May 2011 version
		Page 4 / 31

REGULATIONS

These specifications are the result of the application of the following regulatory provisions:

- The French Construction and Housing Code, articles R123-1 to R123-55, R152-4 and R152-5
- The decree of 25 June 1980 (amended) approving the general Safety Regulations concerning the risks of fire and panic in establishments open to the public
- The decree of 1 August 2006 concerning accessibility for the disabled in establishments open to the public.

For levels 1, 2, 3, 4 and 5

- The decree of 5 February 2007 (amended) approving the various provisions supplementing and modifying the Safety Regulations concerning the risks of fire and panic in type L establishments open to the public (spaces used for auditions, conference, meetings, performances or multi-purpose events).
- The decree of 21 June 1982 (amended) approving the provisions supplementing and modifying the Safety Regulations concerning the risks of fire and panic in type N establishments open to the public (restaurants and beverage dispensers).
- The decree of 18 November 1987 (amended) approving the provisions supplementing and modifying the Safety Regulations concerning the risks of fire and panic in type T establishments open to the public (exhibition halls).
- The decree of 21 April 1983 (amended) approving the provisions supplementing and modifying the Safety Regulations concerning the risks of fire and panic in type W establishments open to the public (administrations, banks and offices).

For levels A and 0

- The decree of 5 February 2007 (amended) approving the various provisions supplementing and modifying the Safety Regulations concerning the risks of fire and panic in type L establishments open to the public (spaces used for auditions, conference, meetings, performances or multi-purpose events).
- The decree of 22 December 1981 (amended) approving the provisions supplementing and modifying the Safety Regulations concerning the risks of fire and panic in type M establishments open to the public (shops, shopping centres).
- The decree of 21 June 1982 (amended) approving the provisions supplementing and modifying the Safety Regulations concerning the risks of fire and panic in type N establishments open to the public (restaurants and beverage dispensers).
- The decree of 7 July 1983 (amended) approving the provisions supplementing and modifying the Safety Regulations concerning the risks of fire and panic in type P establishments open to the public (dance halls and game rooms).

It aims to define the parties' liabilities and respective obligations in terms of applying the instructions set forth by the administrative authority.

FOREWORD

Le Palais des Congrès de Paris	Specifications for the Palais des Congrès de Paris	May 2011 version
		Page 5 / 31

1) BACKGROUND

The Palais des Congrès de Paris is an establishment receiving the public of the 1st category of types L, M, N, P, T and W. The part of the building referred to as “the existing area” was built in 1974, and the part referred to as “the extension” in 1999.

The holder of a construction lease granted by the City of Paris, Propexpo (hereafter, the “owner”) is the owner of the property complex named Palais des Congrès de Paris, located at 2 Place de la Porte Maillot, Paris 75017. Furthermore, it should be noted that ViParis Le Palais des Congrès de Paris is a lessee and operator of the conference and exhibition spaces located inside said complex, and that CIPROM is a lessee and operator of the shopping centre of the Palais des Congrès de Paris.

Customers entering contracts with the owner, ViParis Le Palais des Congrès de Paris and/or CIPROM for the rental of spaces and purchase of different services are the Concorde Lafayette hotel, the merchants (“the merchants”) and the organizers of events (“the organizers”). The customer entering into a contract with the organizer for the rental of a stand for the purpose of participating in the event is designated hereinafter as “the exhibitor.”

2) SUBJECT OF THE SPECIFICATIONS

These safety specifications are intended to serve as a framework of the reciprocal legal obligations in terms of fire safety among the various lessees (Concorde Lafayette hotel, merchants and organizers) and users of the Palais des Congrès de Paris.

They are also intended to define and distribute the obligations and liabilities of each of the parties involved in the activity of trade and holding of trade shows, exhibitions, conventions, conferences, performances and other temporary events (“the events”), and to specify the conditions of use specific to each space made available to each organizer.

The complete acceptance of these safety specifications by the Concorde Lafayette hotel, event organizers and merchants is a necessary prerequisite for any rental agreement from the owner, ViParis Le Palais des Congrès de Paris and/or from CIPCOM.

Approved by the competent administrative authorities, these non-negotiable safety specifications form an integral part of all contracts. By signing the contract with ViParis, the Palais des Congrès de Paris or CIPCOM, the Concorde Lafayette hotel, the organizer or merchant undertakes to comply with these safety specifications and ensure that all its customers, exhibitors, visitors, participants or service providers and any person present because of it also comply with these specifications, regardless of the nature and methods of application of the rights constituting their title of occupation or access.

The terms of these Safety Specifications may be supplemented by specifications specific to the event or trade in question.

3) SPECIFICATIONS UPDATE

The specifications will be updated in the event of any modifications being made to the centre’s operating conditions and subsequently passed on to the Paris Police Prefecture for approval.

IMPORTANT NOTIFICATION

In accordance with the decree no. 2006-1386 of 15 November 2006

Please note:

Palais des Congrès de Paris is entirely a NON-SMOKING site.

Le Palais des Congrès de Paris	Specifications for the Palais des Congrès de Paris	May 2011 version
		Page 6 / 31

**TERMS OF THE SAFETY SPECIFICATIONS FOR THE PROPERTY
« PALAIS DES CONGRES DE PARIS »**

I.1. CAPACITY

Regardless of the type of event, total capacity must never exceed 34,639 people, distributed as follows:

I.1.1 CAPACITY PER LEVEL

- Level 5 : 374 people
- Level 4 : 2,958 people
- Level M3 : 352 people
- Level 3 : 5,079 people
- Level M2 : 73 people
- Level 2 : 8,059 people
- Level M1 : 36 people
- Level 1 : 7,963 people
- Level M0 : 52 people
- Level 0 : 4,973 people
- Level A : 4,530 people
- Level B : 80 people
- Level C : 110 people

I.1.2 CAPACITY PER ROOM

- Grand Amphitheatre : 3,723 people
- Amphitheatre Bleu : 826 people
- Amphitheatre Bordeaux : 650 people
- Amphitheatre Havane : 373 people
- Salle Maillot : 319 people
- Salle Passy : 149 people

I.2. MAINTENANCE AND INSPECTIONS, SAFETY REGISTER

The space made available under contract to each lessee by the owner, ViParis Le Palais des Congrès de Paris or CIPROM, as well as the the building and fixed installations that are part of it, are maintained by the owner, ViParis Le Palais des Congrès de Paris or CIPROM, in accordance with proper procedures and the applicable regulatory provisions.

A safety register, available at the Safety Control Post, is maintained for the entire premises of the Palais des Congrès de Paris. The result of the regulatory inspections and testing of emergency-response devices is recorded in the safety register, which is maintained by the safety manager of the Palais des Congrès de Paris and made available to the lessees of the spaces and the safety subcommittee of the Paris Police Prefecture.

I.3. SITUATION REGARDING THIRD PARTIES

The north façade of the Palais des Congrès de Paris is adjacent to a high-rise building (the Concorde Lafayette hotel) and the south façade is adjacent to a car park including a service station classified as an environmental-protection structure.

I.4. COMPOSITION OF THE SAFETY TEAM

Le Palais des Congrès de Paris	Specifications for the Palais des Congrès de Paris	May 2011 version
		Page 7 / 31

The general safety of the entire Palais des Congrès de Paris is ensured around the clock by the Safety Control Post. A team of at least eight officers with SSIAP qualification (as defined in the decree of 22 December 2008), including a SSIAP 2 Department Head, are on duty while the public is present, between 7 a.m. and 12:30 a.m. Officers are on duty on the various levels to perform their tasks and take action in the event that a fire-detection device is activated.

A team of at least three officers with SSIAP qualification (as defined in the decree of 22 December 2008), including a SSIAP 2 Department Head, are on duty while the public is not present, between 12:30 a.m. and 7 a.m.

An additional officer with SSIAP 1 qualification will monitor levels 0 and -1 as well as their surrounding areas 24 hours a day.

The officers must proceed to the point in question immediately after they are notified of a fire by a call from the Safety Control Post.

The following procedures will then be implemented:

- *If fire is discovered: evacuation of the establishment, call to emergency services and efforts to extinguish the fire without endangering staff*
- *Other reasons: halting of processes, resetting of the fire safety system and other safety devices.*

The Safety Control Post of the Palais des Congrès de Paris property complex is placed under the responsibility of a safety manager with SSIAP 3 qualification or higher.

I.5. OWNER'S OBLIGATIONS

The owner of the Palais des Congrès de Paris property complex represents the various occupants with regard to safety. The owner must ensure that the safety installations and equipment are in place and maintained in accordance with the regulatory provisions in force. All of these facilities are subject to regulatory technical verifications by organizations approved by the Ministry of the Interior.

I.6. SAFETY FACILITIES, MAINTENANCE, USE

I.6.1 DETECTION SYSTEMS

The entire property of the Palais des Congrès de Paris has a category A fire safety system located in the Safety Control Post.

I.6.2 EXTINGUISHING SYSTEMS

Protection from fire on these premises is provided by:

- *Fire extinguishers*
- *A sprinkler-type fixed automatic water extinction system*
- *A standpipe hose system*
- *Nine dry risers*
- *An overflow (major emergency) on the stage of the Grand Amphitheatre*
- *A network of public fire hydrants*

Le Palais des Congrès de Paris	Specifications for the Palais des Congrès de Paris	May 2011 version
		Page 8 / 31

I.6.3 ALARM SYSTEMS

The electronic surveillance and fire-detection facilities are connected to the alarms, sprinklers, fire-detection devices and calls made from internal telephones inside the Palais des Congrès de Paris.

For the amphitheatres, cinemas and discotheques, the programme underway is automatically halted and normal lighting is restored just before the alarm sounds.

I.6.4 INTERIOR ALARM SYSTEMS

The alarm systems in areas accessible to the public are operated by manual trigger devices situated close to the emergency exits and linked to the Safety Control Post.

I.6.5 EXTERIOR ALERT SYSTEMS

In application of article MS70 of the decree of 25 June 1980, the Safety Control Post is linked to the Champerret fire station by a TASAL type automatic surveillance telephone line.

I.6.6 FIRE PERMIT, FIRE DETECTION

Gas tanks and dangerous materials are not authorized inside the building.

The following are prohibited throughout the entire premises and all levels of the Palais des Congrès de Paris: the use of open flame, fireworks, smoke or fog generators, candles or sparklers on birthday cakes etc., carpentry tools such as electric saws or sanders that are not equipped with an attachment to collect sawdust, etc. With validation by the Safety Control Post of the Palais des Congrès de Paris, the Grand Amphitheatre may be granted an exception to these rules for the purposes of a performance.

Any person responsible for triggering a fire-detection device resulting in the use of the above-mentioned products causing the closure of the fireproof doors and fire dampers, complete halting of the air-conditioning system or evacuation of the site, will be subject to a fine. The amount will correspond to all of the costs the owner or the owner's agent must bear to put the fire-safety devices of the Palais des Congrès de Paris back into service, without prejudice to any and all other damages.

Persons wishing to perform "hotspot" works must request a fire permit from the Safety Control Post. The planned use of electric saws or sanders etc. must be systematically reported to the Safety Control Post or Safety Manager (exhibitions area) before the works begin.

I.7. SMOKE EXTRACTION

The smoke extraction facilities of the Palais des Congrès de Paris comply with regulatory provisions in their design and operation.

I.8. STRATEGY FOR FACILITATING INTERVENTIONS BY THE FIRE BRIGADE (MS41)

Spaces are reserved for emergency vehicles entering from the public road for fire brigade services. No installations are authorized in these spaces:

- *East side: Boulevard Gouvion Saint-Cyr*
- *West side: Boulevard Pershing*
- *South side: Place de la Porte Maillot (esplanade of the Palais des Congrès de Paris)*

Two "fire towers" serving all the levels are situated at the following locations:

- *East side: Boulevard Gouvion Saint-Cyr*
- *West side: Boulevard Pershing*

I.9. OPERATING MODE AND INSPECTIONS

Le Palais des Congrès de Paris	Specifications for the Palais des Congrès de Paris	May 2011 version
		Page 9 / 31

The terms of these specifications apply to any lessee or event organizer in the Palais des Congrès de Paris.

All lessees and organizers of exhibitions must give free access to the head of the establishment or his representatives, to the safety manager and his teams, whose responsibility it is, in particular, to ensure compliance with said provisions.

In the event of an incident, the fire safety officers must be able to immediately access all the premises occupied by the lessees or event organizers, day and night.

I.10. ADMINISTRATIVE AUTHORIZATIONS

The administrative authorizations necessary for the organizers of trade shows, exhibitions and any other activities, including those related to trade, are issued by the Paris Police Prefecture after consulting with the Paris safety subcommittee.

I.10.1 TRADE SHOWS AND EXHIBITIONS

The organizer of a trade show or exhibition must send three copies of the dossier to the Paris Police Prefecture, two months before the trade show or exhibition is to be held, via the safety manager who will also at the same time provide a copy to ViParis Palais des Congrès de Paris.

I.10.2 OTHER EVENTS COVERED BY THESE SPECIFICATIONS

A copy of the installation dossiers must be provided to the Safety Control Post of the Palais des Congrès de Paris by the safety manager, organizer of the event or any other lessee (shops, Concorde La Fayette hotel etc.) before any transmission to the Paris Police Prefecture.

I.10.3 WORKS DOSSIERS

Works requests must be submitted to the Infrastructures Department of the Palais des Congrès de Paris. These will then be forwarded to the Paris Police Prefecture for declaration purposes, if necessary. Any unauthorized works shall immediately be halted by the Safety Control Post of the Palais des Congrès de Paris.

I.11 EXIT PATHS

I.11.1 TERRACES AND EXTERIOR PASSAGEWAYS

The use of the terraces and exterior passageways is strictly prohibited. These are reserved exclusively for evacuating the public.

On the following pages are two calculation tables for the exit paths:

- *the first table covers calculations for exit paths in the extension*
- *the second table covers calculations for exit paths in the existing part*

The evacuation method for the Palais des Congrès de Paris takes into account the transfer of persons between the extension (ZA 1) to the existing area (ZA 2) or from the existing area (ZA 2) to the extension (ZA 1) as well as refuge areas (terraces and exterior passageways).

CALCULATIONS FOR EXIT PATHS IN THE EXTENSION

Level	Capacity	Cumul	Transfer of public to the existing area	Public evacuating directly to exterior	Public evacuating via interior stairs	Exit paths			
						Theoretical		Existing	
						EE	Units	EE	Units
5	174	174	0	0	174	2	3	4	7
4	158	332	0	0	332	2	3	4	7
M3	77	409	0	0	409	2	0.90 0.90	6	16
3	3,589	3,998	1,200	0	2,798	7	28	13	36
M2	43	2,841	0	0	2,841	2	0.90 0.60	6	16
2	5,796	8,637	1,200	4,000	3,437	8	35	19	66
M1	36	3,473	0	0	3,473	2	0.90 0.60	6	16
1	4,360	7,833	1,200	4,300	2,033	6	21	17	48
M0	52	2,085	0	0	2,085	2	0.90 0.90	2	4
0	<u>3,198</u>	<u>5,283</u>	0	0	<u>5,283</u>	12	<u>53</u>	16	73
TOTAL	Number of persons evacuated at level 0				<u>5,801</u>	13	<u>59</u>	16	73
A	2,470	2,500	0	1,982	518	3	6	5	20
B	30	30	0	0	30	2	2	3	3
C	0	0	0	0	0	0	0	0	0
TOTAL	19,983	Maximum capacity for the extension							

I.11.2 EXIT PATHS IN THE EXTENSION

CALCULATIONS FOR EXIT PATHS IN THE EXISTING AREA

Level	Capacity	Cumul	Transfer of public to the extension	Public evacuating directly to exterior or to a refuge	Public evacuating via interior stairs	Exit paths			
						Theoretical		Existing	
						EE	Units	EE	Units
5	200	200	0	200	0	2	3	2	4
4	2,800	3,000	0	3,000	0	7	30	8	30
M3	275	275	0	0	275	2	4	4	8
3	1,490	1,765	526	262	977	3	10	8	20
M2	30	1,007	0	0	1,007	2	0.90 0.60	4	16
2	2,263	3,270	582	903	1,785	5	18	16	44
M1	0	0	0	0	0	0	0	0	0
1	3,603	5,388	516	2,400	2,472	6	25	12	28
M0	0	0	0	0	0	0	0	0	0
0	<u>1,775</u>	<u>4,247</u>	0	1,728	<u>2,519</u>	7	<u>26</u>	8	40
TOTAL	Number of persons evacuated at level 0				<u>3,119</u>	8	<u>32</u>	8	40
A	2,060	2,220	0	1,620	600	3	6	6	24
B	50	160	0	0	160	2	3	2	4
C	110	110	0	0	110	2	3	2	4
TOTAL	14,656	Maximum capacity for the existing area							

1.11.3 EXIT PATHS IN THE EXISTING AREA

Le Palais des Congrès de Paris	Specifications for the Palais des Congrès de Paris	May 2011 version
		Page 13 / 31

I.12 ACCESSIBILITY FOR THE DISABLED

Most of the public areas are accessible to persons with reduced mobility.

Special parking spaces are reserved for the disabled in the public car park.

I.12.1 ELEVATORS

All levels are accessible by elevator.

I.12.2 ACCESS ROUTES

The conditions of accessibility for persons must in no case be modified by installations without prior consultation with the accessibility subcommittee.

I.12.3 INSTALLATIONS, RECEPTION AREAS AND FURNISHINGS

Any installation, equipment or furniture located at a reception point must be easy for a disabled person to locate, reach and use.

The communications posts must be accessible and brightly lit.

The reception areas must be usable from a sitting position as well as a standing position, and must allow for visual communication between users and staff.

I.12.4 RESTROOMS

Disabled toilet facilities are signposted everywhere in the buildings of the Palais des Congrès de Paris.

I.12.5 EXHIBITIONS

Stands with flooring equal to or greater than 2 cm in thickness must be equipped with a ramp to allow access for the disabled.

I.12.6 EVACUATION

All the levels have refuge areas, passageways or terraces and two elevators are available for the evacuation of persons with reduced mobility.

Le Palais des Congrès de Paris	Specifications for the Palais des Congrès de Paris	May 2011 version
		Page 14 / 31

TITLE II

OBLIGATIONS OF THE USERS OF THE EXHIBITION AND CONFERENCE SPACES OF THE PALAIS DES CONGRES DE PARIS

II.1 GENERAL TERMS

With regard to its conference and exhibition spaces, Le Palais des Congrès de Paris ("the site"), is a 1st category establishment comprising several types of activities (L, M, N, P, T and W).

It includes exhibition spaces, amphitheatres and rooms distributed over levels 0, 1, 2 and 3, as well as additional premises such as restrooms, food-service areas, technical management areas, booths for simultaneous interpretation and organizers' offices.

The site is able to accommodate trade shows and exhibitions, conventions, shareholder's meetings, conferences, seminars, exams, concerts, performances and any other temporary events.

II.2 SITE PLAN AND AUTHORIZED USE OF THE DIFFERENT AREAS OF THE SITE

The site plan of the Palais des Congrès was approved by the departments of the safety subcommittee of the Paris Police Prefecture.

II.3 VARIOUS OPERATING CONFIGURATIONS

The events are likely to be held on the following levels:

- *Level 0 : Grand Amphitheatre (central part of the establishment between level 0 and level 2) for the public part*
- *Level 1 : 4 exhibition halls (Passy, Paris, Neuilly and Ternes) and a conference hall (Passy)*
- *Level M1 : Offices*
- *Level 2 : 1 exhibition hall (Maillot), 1 amphitheatre (Bleu), 9 conference rooms*
- *Level M2 : Offices*
- *Level 3 : 2 exhibition halls (Havane and Bordeaux), 2 amphitheatres (Havane and Bordeaux) 8 conference rooms and 1 recording stage*
- *Level M3 : Offices*
- *Level 4 : Lounges and food-service areas managed by the Concorde Lafayette hotel.*

Maps of levels 0, 1, 2 and 3 appended

Le Palais des Congrès de Paris	Specifications for the Palais des Congrès de Paris	May 2011 version
		Page 15 / 31

II.4 CONSTRAINTS OF THE LEVELS

Installation areas have been provided on levels 0, 1, 2 and 3. They are indicated on the maps, and the organizer is required to observe them unless an exceptional exemption has been granted by the Paris Police Prefecture.

Levels A, B and C of the boxes :

The rehearsal hall and boxes of the Grand Amphitheatre are not accessible to the public.

Level 0 :

Except for fixed reception areas, information points and portable coat-check areas, an authorization request must be sent to the Paris Police Prefecture for all installations.

Level 1 :

Ensure that the access route of the two emergency exits of the Grand Amphitheatre through Hall Paris and Hall Neuilly remain free from obstructions at all times.

Level 2 :

Ensure that a traffic area is set up in Hall Maillot to the right of the Grand Amphitheatre in accordance with one of the following provisions:

- 1) *This traffic area has a constant width of 7.20 metres, or*
- 2) *It is at least 5.10 m wide in the centre and
7.20 m wide at its ends, with fire safety officers on duty
in this area, in the event of simultaneous use with the
Grand Amphitheatre*

The foyers of the Amphitheatre Bleu may not be used for an exhibition if it is also being used for another event.

During the set-up and break-down of an exhibition in Hall Maillot while the public is present in the Grand Amphitheatre, at least three officers with SSIAP 1 qualification dedicated to keeping the traffic area of Hall Maillot clear, added to the staff of the Palais des Congrès de Paris, will install a temporary fixed barrier to the ground between Hall Maillot and the Grand Amphitheatre. Furthermore, they will direct the public to emergency exits in the event of an evacuation. A central security aisle of 1m80, enabling the evacuation of Hall Maillot's level 2 toward the terrace and M1 central staircase, shall be maintained. A notice defining their responsibilities is part of the permanent instructions file in the Safety Control Post.

Level 3 :

Occupy only one single amphitheatre (Bordeaux or Havane) at the same time as the exhibition areas of level 3.

II.5 OPERATING CONSTRAINTS

II.5.1 FIRE DETECTION

The following are prohibited in all the levels: the use of open flame, fireworks, smoke or fog generators, candles or sparklers on birthday cakes etc. Only the Grand Amphitheatre, and on an exceptional basis, the Amphitheatre Bordeaux, may be permitted to receive smoke or fog generators with the approval of the Safety Control Post of the Palais des Congrès de Paris.

During the set-up phase, carpentry tools (electric saws, sanders etc.) must be equipped with an attachment to collect the sawdust generated.

The activation of a fire-detection device will cause the fireproof doors and fire dampers to close, completely halt the air-conditioning system or require evacuation of the site, which would disrupt all of the activities underway at the Palais des Congrès de Paris.

Le Palais des Congrès de Paris	Specifications for the Palais des Congrès de Paris	May 2011 version
		Page 16 / 31

Any person responsible for triggering a fire-detection device will thus be subject to a fine corresponding to all of the costs the owner or the owner's agent must bear to put the fire-safety devices of the Palais des Congrès de Paris back into service, without prejudice to any and all other damages.

II.5.2 CLEAR CEILING HEIGHT

The clear ceiling height does not permit excessively high structures. The total height of each stand may not exceed three metres.

II.6 SAFETY PERSONNEL

Events of type L and T must have a dedicated safety team on duty in accordance with articles II.8 and III.4.2 below.

II.7 FIXED AND SEMI-PERMANENT ELECTRICITY DISTRIBUTION INSTALLATIONS, ELECTRICIANS

II.7.1 FIXED AND SEMI-PERMANENT ELECTRICITY DISTRIBUTION INSTALLATIONS

Electricity is supplied to the stands via the site's fixed and semi-permanent installations, which are set up and maintained by ViParis Le Palais des Congrès de Paris.

Each semi-permanent installation includes, for each stand, a power cable and electricity supply box adapted to the power level requested by the exhibitor and/or organizer.

Each electricity supply box can supply only a single stand.

The electricity supply box, closed and locked by the service provider referenced by ViParis Le Palais des Congrès de Paris, is equipped with a power surge protection device and provides protection against indirect contact using a ground fault circuit breaker. It has a ground terminal and terminals or clamping ranges to which the exhibitor must connect the electrical facilities of his or her stand.

II.7.2 ELECTRICIANS

During the connection of the stands' power supply, the Palais des Congrès de Paris makes a staff of electricians available to the organizer and exhibitors.

These staff members are the only ones authorized to work on the fixed and semi-permanent facilities of the event.

During the period which the event is open to the public, at least one electrician will be on duty for this purpose.

II.8 GRAND AMPHITHEATRE

The organizers of performances in the Grand Amphitheatre must request authorization from the Paris Police Prefecture for any use of fireworks or flames. With validation by the Safety Control Post of the Palais des Congrès de Paris, the Grand Amphitheatre may be granted an exception to these rules for the purposes of a performance.

The stage of the Grand Amphitheatre corresponding to article L75 paragraph 3 of the decree of 5 February 2007, any decorations used may be made of materials with an M2 or C-s2,d0 classification, or of wood with an M3 or D-s3,d0 classification.

II.8.1 SET STAFF

In accordance with article L.14 of the decree of 5 February 2007, safety agents with SSIAP qualification must be on duty on sets during conferences or performances.

Le Palais des Congrès de Paris	Specifications for the Palais des Congrès de Paris	May 2011 version
		Page 17 / 31

TITLE III

ORGANIZER'S OBLIGATIONS

II.1 GENERAL TERMS - REGULATIONS

The organizer is solely responsible for the organization, installation and functioning of the event that it decides to hold.

In all of the spaces and throughout the entire duration of the event, including the set-up and break-down phases, the organizer is in general obliged to comply with, and ensure its exhibitors, service providers and other participants comply with, all of the regulations applicable to the event, and in particular:

- The French Construction and Housing Code, articles R123-1 to R123-55, R152-4 and R152-5
- The decree of 25 June 1980 (amended) approving the general Safety Regulations concerning the risks of fire and panic in establishments open to the public
- The decree of 1 August 2006 concerning accessibility for the disabled in establishments open to the public
- The decree of 18 November 1987 (amended) approving the provisions supplementing and modifying the Safety Regulations concerning the risks of fire and panic in type T establishments open to the public (exhibition halls)
- The decree of 5 February 2007 (amended) approving the provisions supplementing and modifying the Safety Regulations concerning the risks of fire and panic in type L establishments open to the public (spaces used for auditions, conference, meetings, performances or multi-purpose events)
- The decree of 21 November 1982 (amended) approving the provisions supplementing and modifying the Safety Regulations concerning the risks of fire and panic in type N establishments open to the public (seated dining, buffets, cocktail receptions)
- Standard NF C 15-100 for low-voltage electrical installations
- The decree 92-158 of 20 February 1992 supplementing the Labour Code (second part: Council of State decrees) and setting forth the special health and safety provisions applicable to works performed in an establishment by an outside company
- The decree 94-86 of 26 January 1994 and decree of 31 May 1994 concerning the accessibility for disabled persons of establishments and facilities open to the public
- The Labour Code
- The decree no. 2006-1386 of 15 November 2006, setting forth the conditions of application of the prohibition against smoking in public places.

III.1.1 SPECIAL TERMS APPLICABLE TO TRADE SHOWS AND EXHIBITIONS

Articles T3 to T8 of the decree of 18 November 1987 (amended) setting forth the respective obligations of the owner, organizer, safety manager, administrative authority and exhibitor.

Le Palais des Congrès de Paris	Specifications for the Palais des Congrès de Paris	May 2011 version
		Page 18 / 31

III.2 USER MAPS

Only the user maps and background maps provided by the Palais des Congrès de Paris (format A0 in 1/200 scale) may be used by the organizer to locate the event and create the maps that it must transmit to the administrative authority, the exhibitors and ViParis Le Palais des Congrès de Paris.

The installation areas of the various levels are indicated on these maps, along with the safety constraints. These maps are appended to this document.

It should be noted that on level 1 (Hall Paris and Hall Neuilly), three configurations have been authorized by the Paris Police Prefecture.

IV.3 III.3 ADMINISTRATIVE AUTHORIZATION, DECLARATIONS AND SPECIAL AUTHORIZATION REQUESTS FOR TRADE SHOWS AND EXHIBITIONS

III.3.1 ADMINISTRATIVE AUTHORIZATION

Permission to open the event to the public is granted to the organizer by the Paris Police Prefecture ("the administrative authority") after consulting with the safety subcommittee.

All of the procedures to be implemented in order to obtain this authorization, which is required before the event can be held, are the sole responsibility of the organizer.

To request this authorization, the organizer must, within two months before the event's anticipated opening date, send the administrative authority an authorization request dossier, with the understanding that this dossier must comply with all the provisions of the safety specifications.

This authorization request dossier, which details all of the event's characteristics, must in particular include the following documents and information (non-exhaustive list):

Information:

- *Notice of the event's accessibility to the disabled*
- *Name of the event*
- *Location, gross surface area occupied, surface area reserved for traffic flow aisles*
- *The dates the exhibition will be open to and closed to the public, number of visitors expected*
- *Composition of the fire-safety team as defined by article T48 of the decree of 18 November 1987 (amended), and these safety specifications*
- *Name and contact information of the event's safety manager*

Maps:

- *Interior installations, specifying the company name of each stand*
- *Platforms, raked seating, galleries or podiums with the capacity calculation*
- *Installations in the meeting rooms of the exhibition halls*
- *Temporary buffets or bars*
- *Food-service areas outside the areas provided to that effect*
- *The locations of structural posts*

Le Palais des Congrès de Paris	Specifications for the Palais des Congrès de Paris	May 2011 version
		Page 19 / 31

Before sending the dossier to the administrative authority, the organizer must appoint a safety manager to ensure that the installation of the event is compatible with these safety specifications.

A copy of this dossier will at the same time also be transmitted to ViParis Le Palais des Congrès de Paris.

The event authorization request dossier, supplemented or modified by the authorization to hold the event issued by the administrative authority, constitutes the specifications for the event, which the organizer must comply with and ensure that its exhibitors comply with.

IV.3.2 DECLARATIONS AND SPECIAL AUTHORIZATION REQUESTS

After consulting with the safety manager, the organizer must send the administrative authority all of the declarations and special authorization requests of the exhibitors. It must provide the exhibitors with timely notification of all decisions taken by the administrative authority or safety manager.

III.4 EVENT SAFETY

III.4.1 SAFETY MANAGER

III.4.1.1 Exhibition

For Type T events, the organizer must appoint a safety manager who will remain on duty at least until the closure of the event to the public. The organizer must immediately inform ViParis Le Palais des Congrès de Paris of this appointment.

The duties the organizer entrusts to the safety manager must fully comply with the terms forth in article T6 of the decree of 18 November 1987 amended by the decree of 11 January 2000. The organizer must, in particular, ensure rigorous compliance with these safety specifications, which may be supplemented by specifications specific to the event.

From the beginning of the stand set-up phase to the closure of the event to the public, the safety manager must verify application of the fire-safety measures. The safety manager remains on duty at all times while the public is present at the event site.

Prior to the opening of the event to the public, the safety manager must inspect the entire event and establish a final report in which he reports on the application of all regulatory safety instructions and grants or withholds consent to open all or a part of the event to the public. The organizer must immediately send a copy of this report to ViParis Le Palais des Congrès de Paris.

With regard to the specificities of the Palais des Congrès de Paris, the organizer shall systematically task its supervisory agency with ensuring the smooth functioning of the break-down activities.

III.4.1.2 Other events in the exhibition halls

For type L or N events, which may accommodate over 300 people, the organizer must appoint a safety manager or officer with SSIAP 3 qualification to verify the application and compliance of safety rules.

III.4.2 SAFETY PERSONNEL

The organizer must have the safety of the event ensured by safety officers (SSIAP 1 or SSIAP 2) under the conditions set forth in article T48 of the decree of 18 November 1987 (amended), in compliance with article II.6 of these safety specifications. This personnel must also be familiar with information on the procedures to implement in the event of an evacuation. They have access to the standpipe hose system and fire extinguishers in place at the site. For every event, all of the safety officers dedicated to the different trade shows located in levels 1, 2 and 3 will be placed under the sole authority of the safety manager of the Palais des Congrès de Paris.

Le Palais des Congrès de Paris	Specifications for the Palais des Congrès de Paris	May 2011 version
		Page 20 / 31

The fire safety personnel to be on duty while the public is present for trade shows and exhibitions is as follows:

Level 1:

- From 1,000 to 1,500 sq. m : 1 officer with SSIAP 1 qualification
- From 1,500 to 3,000 sq. m : 1 officer with SSIAP 2 qualification
1 officer with SSIAP 1 qualification
- 3,000 sq. m and over : 1 officer with SSIAP 2 qualification
2 officers with SSIAP 1 qualification
- All of the halls : 1 officer with SSIAP 2 qualification
2 officers with SSIAP 1 qualification

Level 2 :

- Maillot, half of hall : 1 officer with SSIAP 2 qualification
1 officer with SSIAP 1 qualification
- Entire hall : 1 officer with SSIAP 2 qualification
2 officers with SSIAP 1 qualification

If two organizers each use one-half of Hall Maillot, each organizer must provide: 1 officer with SSIAP 2 qualification and 1 officer with SSIAP 1 qualification

Level 3 :

- Hall Havane and Hall Bordeaux: 1 officer with SSIAP 1 qualification

If these two halls are occupied by different organizers, each must have 1 officer with SSIAP 1 qualification.

- Levels 1, 2 and 3 : 1 officer with SSIAP 2 qualification
5 officers with SSIAP 1 qualification

This staff member, who will have SSIAP qualification (as defined in the decree of 22 December 2008) and be familiar with the establishment's safety procedures, will have access to the direct telephone number of the Safety Control Post of the Palais des Congrès de Paris for the purpose of requesting reinforcements.

He or she supplements the staff of the Palais des Congrès de Paris property complex.

III.4.3 SAFETY AND HEALTH PROTECTION (SPS) COORDINATOR - PREVENTION PLANS - LOADING/UNLOADING ACTIVITIES IN THE DELIVERY AREA

All organizers must ensure the application of the provisions of the Labour Code and more generally of all applicable regulations in terms of workplace health and safety (in particular with the safety and health protection coordination and development of prevention plans).

III.5 EXHIBITOR INFORMATION, EXHIBITOR'S GUIDE

It is the organizer's responsibility to take all necessary measures to inform the exhibitors of health and safety rules and operating restrictions that they must comply with throughout the entire duration of the event, in particular concerning the set-up and operation of their stands.

Le Palais des Congrès de Paris	Specifications for the Palais des Congrès de Paris	May 2011 version
		Page 21 / 31

As part of this general responsibility to be informed, the Organizer must, in particular, issue and send an “Exhibitor’s Guide” to each Exhibitor. This guide must indicate:

- The identity of the safety manager, as well as the postal address and telephone numbers via which they can be contacted, including at the event, as of the beginning of set-up operations until the event closes to the public
- All of the operating constraints and health and safety rules that the exhibitor must comply with, as set forth by the safety specifications and event specifications
- The postal address and telephone numbers of the service that the organizer tasks, within its company, to inform exhibitors on any matters relating to compliance with the requirements and rules mentioned above
- The obligation of exhibitors to send it the requests for permission or statements in the cases provided for

III.6 LOCATION OF THE EVENT

The event may take place only in the contractual space made available by ViParis Le Palais des Congrès de Paris, in compliance with the provisions appearing on the general site plan and with the following provisions to which the organizer must adhere.

III.6.1 SPRINKLERS

There must be at least 60 cm of free space between the highest part of the installations and the sprinkler heads.

III.6.2 PROHIBITION OF THE USE OF GAS

The use and storage of flammable gas for food service (ovens, reheating devices etc.) are prohibited.

III.6.3 INSTALLATION FLOORS

All differences in level must be offset either via ramps with a gentle gradient for accessibility to the disabled (8% if the ramp is less than two metres and 12% if the ramp is below a half-metre) or via regulation-compliant flights of stairs (at least three steps, nosing painted white).

Obstacles such as hoses and cables placed on the floor of aisles must be covered with “boat” type protections.

Accessibility for the disabled to these stands with flooring must be ensured with the installation of a ramp, as mentioned above, or with a chamfer for protrusions less than or equal to 2 cm.

III.6.4 MAXIMUM WEIGHT-BEARING CAPACITY OF THE FLOORS

The event must be organized in such a way that all transport and placement of the loads necessary for set-up comply with the weight-bearing capacity of the floors: 1 tonne/sq. m for Hall Paris, Hall Neuilly and Hall Ternes on level 1, and 500 kg/sq. m for the other areas.

III.6.5 PARTIAL OCCUPATION OR TRADE SHOWS

In no case may article T20 of the decree of 18 November 1987 (amended) be applied to the Palais des Congrès de Paris, the exit paths of one area serving the exit paths of another area.

III.6.6 OCCUPATION BY SEVERAL EVENTS OPEN TO THE PUBLIC SIMULTANEOUSLY

When several events must be open to the public simultaneously, coordination of safety issues will be placed under the sole authority of the Safety Control Post of the Palais des Congrès de Paris or a safety manager dedicated specifically to this occasion.

Le Palais des Congrès de Paris	Specifications for the Palais des Congrès de Paris	May 2011 version
		Page 22 / 31

III.6.7 SET-UP OF MEETING ROOMS IN EXHIBITION AREAS

If the exhibition space is set up to create meeting rooms, examination rooms or conference rooms, the installations must comply with:

- *The decree of 25 June 1980 and in particular articles CO38-CO39 and AM18 relative to the exits, exit paths and installations in the room.*
- *The decree of 12 December 1984 (amended), supplementing the decree of 25 June 1980 concerning Type L establishments (meeting rooms, conference rooms, etc.).*
- *The decree of 1 August 2006 concerning accessibility for the disabled in establishments open to the public.*

The normal lighting of the rooms may be that of the Palais des Congrès de Paris. If this is not the case, the equipment used to light the halls Palais des Congrès de Paris must remain in operation.

Ambient lighting may be provided by that of the Palais des Congrès de Paris. If this is not possible, safety ambient lighting must be put in place.

The sound system of all the hall must be connected to the safety sound system of the area in question.

The exits must be clearly marked by self-powered lighting equipment.

The theoretical density of the public is limited to the number of seats in the hall.

In any event, the maximum capacity must comply with Title I.1 (capacity per level).

III.6.8 STORAGE AREAS

No storage is permitted inside the exhibition halls, meeting rooms or exit paths.

III.6.9 SIGNAGE

The use of signage in white letters on a green background is prohibited, since these colours are reserved exclusively for the "Exit" signs or the fire services team.

III.7 CAPACITY AND ACCESS MANAGEMENT

Total capacity is limited to 34,639 people. Details of capacity per type of area are provided in article I.1.

All exit paths must be kept freely accessible to the public.

It is the organizer's responsibility to provide the security services with all information and instructions necessary to ensure that the above terms are met. This personnel must also be familiar with all information on the procedures to implement in the event of an evacuation of the event.

III.8 OPERATING INSTRUCTIONS

III.8.1 SET-UP OR BREAK-DOWN ACTIVITIES TAKING PLACE WHILE THE EVENT IS OPEN TO THE PUBLIC

In such a case, all organizers must scrupulously comply with these safety specifications. The Palais des Congrès de Paris reserves the right to prohibit any movement that could compromise the public's safety.

III.8.2 FREE ACCESS

Le Palais des Congrès de Paris	Specifications for the Palais des Congrès de Paris	May 2011 version
		Page 23 / 31

The organizer must allow permanent free access to the space made available to it by the personnel of the Palais des Congrès de Paris, to any person with a badge and mandated by the Palais des Congrès de Paris, to any ministerial, customs or police officer in the exercise of their duties, as well as to members of the safety subcommittee.

III.9 EXHIBITORS' COMPLIANCE WITH THEIR OBLIGATIONS

The organizer must take all necessary measures to ensure that the exhibitors strictly comply with their obligations in accordance with Title IV below. Upon the safety manager's request, the organizer must prohibit the operations of non-compliant stands. In this case, the organizer must refuse the supply of electricity and other utilities, and may order the closure of the stand.

Le Palais des Congrès de Paris	Specifications for the Palais des Congrès de Paris	May 2011 version
		Page 24 / 31

TITLE IV

EXHIBITOR'S OBLIGATIONS

II.1 GENERAL TERMS

The exhibitor shall assume full responsibility for the services and demonstrations carried out at their stand. The exhibitor shall take all appropriate measures to ensure the safety of the public admitted there.

The exhibitor must comply with all operating instructions given by the organizer.

IV.2 DECLARATIONS AND SPECIAL AUTHORIZATION REQUESTS

The exhibitor must provide the following items to the organizer in a timely manner:

- *Declarations for the machines and devices presented in operation, for the organizer's creation of the list to be provided to the safety subcommittee.*
- *Special authorization requests relative to combustion engines, for the transmission of these requests to the administrative authority at the organizer's initiative, and for the organizer's development of the site plan sent to the Palais des Congrès de Paris.*
- *Special authorization requests relative to radioactive substances and X-rays, for the transmission of these requests to the administrative authority at the organizer's initiative, and for the organizer's development of the site plan sent to the Palais des Congrès de Paris.*
- *Declarations relative to the use of laser beams (accompanied by the technical notice, installation plan and the document drawn up and signed by the installer certifying their compliance with the provisions of article T44 of the decree of 18 November 1987 (modified) for transmission of this declaration to the administrative authority at the organizer's initiative.*
- *Requests for exemptions to the prohibition from using acetylene, oxygen, hydrogen or another gas with the same risks must be transmitted to the administrative authority at the organizer's initiative.*

IV.3 INSTALLATION AND SET-UP OF STANDS

Without prejudice to those appearing in the specifications drawn up by the Palais des Congrès de Paris and those of the event, the following terms must be complied with by exhibitors in the framework of the set-up and operation of their stands.

IV.3.1 GENERAL TERMS

No installation may mask or block the normal use or functioning of the devices used for ventilation, smoke extraction, automatic sprinklers, standpipe hose system, manual switches and other prevention or emergency response devices put in place by the Palais des Congrès de Paris or the organizer. If a standpipe hose system is located inside a stand, it must remain visible and easily accessible.

The organizer must ensure that the stands are properly outfitted in accordance with the provisions of articles T21 through T24 of the decree of 18 November 1987 (amended)

All materials used must have fire-resistance certificates in compliance with the decree of 21 November 2002 relative to the fire-resistance of construction and installation products. The exhibitor must provide these certificates to the safety manager, who makes them available to the safety subcommittee.

Le Palais des Congrès de Paris	Specifications for the Palais des Congrès de Paris	May 2011 version
		Page 26 / 31

Hanging decorations (hanging advertising panels, garlands, light decorative objects) must be made of M1 category materials (see art. AM10 of the safety regulations).

The use of tents, doors, drapes or curtains in the exit paths is prohibited (see article AM11 of the safety regulations).

Installers must provide the event's safety manager with fire-resistance statements or valid fireproofing certificates for the materials used.

Exhibitors are expressly prohibited from supplying another stand with electricity from the electricity supply box located at their own stand.

The limit between the semi-permanent electricity distribution installation and the stand's specific installation is located at the terminals or clamping ranges of the electricity supply box. This box is placed under the guard of the exhibitor, who must periodically verify that it is functioning properly, and alert the electricians of the Palais des Congrès de Paris of any problems.

It is strictly prohibited for any person not designated by the Palais des Congrès de Paris to force the lock of an electricity supply box.

A stand's electricity installation, under the exhibitor's responsibility, may be performed only by service providers that are particularly sensitive to the risks inherent to events and that have the skill and knowledge necessary for designing and executing works in compliance with regulations and proper procedures.

It is the exhibitor's responsibility to ensure that the box's ground fault circuit breaker is adequate with regard to the regulations applicable to its installation and to report any inadequacies to the electricians of the Palais des Congrès de Paris.

The electricity installation must be performed in compliance with standard NFC 15100 and the provisions of article T36 (stand installations) of the decree of 18 November 1987.

Liquefied hydrocarbons are strictly prohibited.

IV.3.5 RADIOACTIVE SUBSTANCES – X-RAYS

The presentation of such substances must meet the conditions set in article T43 of the decree of 18 November 1987.

It requires a special authorization from the administrative authority, and a location map must be sent to the Palais des Congrès de Paris.

IV.3.6 LASERS

The use of lasers must meet the conditions set forth in article T44 of the decree of 18 November 1987.

It must also be reported to the administrative authority.

IV.4 COMPLETION OF INSTALLATIONS

All of the installations must be completed before the event is opened to the public, with sufficient time allowed for an examination by the safety subcommittee or the event safety manager before the drafting of his final report.

Le Palais des Congrès de Paris	Specifications for the Palais des Congrès de Paris	May 2011 version
		Page 27 / 31

IV.5 INSPECTION BY THE SAFETY SUBCOMMITTEE AND SAFETY MANAGER

The exhibitor or its qualified agent must be present at its stand during the inspection by the safety subcommittee or the event's safety manager.

The exhibitor must make all information about the installations and materials of which the stand is constructed available, except for items bearing a recognized quality label.

IV.6 OTHER TERMS

IV.6.1 FOOD-SERVICE AREAS

Outside the dedicated food-service areas, devices that can be used to cook foods are prohibited.

Reheating devices may however be accepted, upon the following conditions:

- *That an enclosure made up of M3-category partitions is constructed around it*
- *That the total power of the devices remains **under 20 kW***
- *That they do not emit a quantity of steam likely to trigger a fire-detection device.*

For any installation in a food-service area of an exhibition hall or room, the request must be validated by the safety manager and the Safety Control Post of the Palais des Congrès de Paris.

IV.6.2 MACHINES IN OPERATION

The rules of the installations shall comply with the safety regulations for establishments open to the public.

The set-up of these machines must comply with the conditions set forth in articles T39 and T40 of the decree of 18 November 1987.

A declaration must be provided to the organizer.

IV.7 SOUND, LIGHTING AND AUDIOVISUAL MANAGEMENT

Complementary sound facilities must be connected to devices enabling the programme underway to be switched off in the event of an evacuation.

IV.8 PROHIBITED MATERIALS, PRODUCTS AND GASES

In accordance with article T45 of the decree of 18 November 1987, the following are prohibited:

- *The distribution of samples or products containing a flammable gas*
- *Balloons inflated with a flammable or toxic gas*
- *Items made of celluloid*
- *Fireworks or explosives*
- *Diethyl ether, carbon disulphide, ethyl ether or acetone (non-exhaustive list)*

Furthermore, in accordance with the decree no. 97.11628 of the Paris Police Prefecture, the use of any motorized or remote-controlled flying device is prohibited.

Le Palais des Congrès de Paris	Specifications for the Palais des Congrès de Paris	May 2011 version
		Page 28 / 31

TITLE V

MERCHANTS' OBLIGATIONS

II.1 GENERAL TERMS – REGULATIONS

Merchants must comply with the instructions and regulations in force in terms of fire safety which apply to their premises according to their categorization. They must in particular set up and keep accessible the portable fire extinguishers required by the regulations.

Any unjustified use of fire-fighting devices or systems is strictly prohibited.

In accordance with the safety rules, the mall must remain free of obstructions at all times. Use of the mall for unwrapping, wrapping, exhibiting and sales is therefore strictly prohibited. Any materials deposited will be removed by the Palais des Congrès de Paris and stored at the owner's expense.

The doors, corridors, stairs and emergency exits must remain unobstructed at all times. The doors must never be locked during the presence of the public.

V.2 INSPECTIONS AND MAINTENANCE

Merchants must permit all inspections and maintenance work required for fire-protection facilities (fire-detection devices, automatic sprinkler system, standpipe hose system, smoke extraction, fireproof doors and fire dampers), air-conditioning systems and plumbing. They must also perform mandatory periodic inspections of their electricity installation and portable emergency-response devices (extinguishers). They must ensure that the safety register and the boutique's electricity installation inspection register remain available for inspection by the shopping centre's safety and technical team, the safety team of the Palais des Congrès de Paris, or the safety subcommittee of the Paris Police Prefecture.

V.3 OTHER TERMS

Special instructions to apply in the event of a fire, set forth by the regulations in force, must be displayed in a visible place.

Emergency exits must be clearly indicated and visible from all points of the premises, in keeping with the regulations in force.

Switchboards must never be obstructed by any object, and they must always be freely accessible.

Gas tanks, dangerous materials and the use of gas-powered devices are prohibited.

Merchants must display "no smoking" signs and ensure that this rule is complied with.

V.4 LIABILITIES

Merchants may be held liable in the event of non-compliance with these terms, and in particular, in the event of an obstruction of a corridor, emergency exit or evacuation staircase.

The Palais des Congrès de Paris shall not be liable for accidents resulting from the error, carelessness or negligence of the building's users.

Le Palais des Congrès de Paris	Specifications for the Palais des Congrès de Paris	May 2011 version
		Page 29 / 31

V.5 FIRE DETECTION

Gas tanks, dangerous materials, and the use of gas-powered devices are not authorized inside the building.

The following are prohibited throughout the entire premises and all levels of the Palais des Congrès de Paris: the use of open flames, fireworks, smoke or fog generators, candles or sparklers on birthday cakes etc., carpentry tools such as electric saws or sanders that are not equipped with an attachment to collect sawdust, etc.

Non-compliance with these rules which triggers the fire-detection systems, in particular causing closure of the fireproof doors and fire dampers, complete halting of the air-conditioning system or evacuation of the site, will lead to a fine for the person responsible corresponding to all of the costs the owner or the owner's agent must bear to put the fire-safety devices of the Palais des Congrès de Paris back into service, without prejudice to any and all other damages.

V.6 WORKS

Works requests must initially be submitted to the director of the commercial centre. These will then be forwarded to the Infrastructure Department for the purpose of declaration to the Paris Police Prefecture. Any unauthorized works shall immediately be halted by the Safety Control Post of the Palais des Congrès de Paris.

As the Palais des Congrès de Paris is classified with regard to the fire safety regulations as establishments receiving the public of types L, M, N, P, T and W 1st category, the set-up of boutiques must meet the requirements of type M 1st category.

Works requiring a permit from the Paris Police Prefecture:

Works requiring an installation permit are heavy works that will have a significant impact on existing traffic flows, an increase of the area accessible to the public or existing safety systems (fire-detection devices, sprinklers etc.).

This dossier must include:

- *A CERFA prior statement form*
- *A site map*
- *A summary description of the works per section*
- *A technical dossier covering the equipment used (lighting, furniture) with the fire-resistance declarations*
- *A safety notice*
- *An accessibility notice*
- *An initial report from an auditing firm*
- *A report from a fire safety coordinator*
- *"Before" and "after" maps showing the changes made*

Remodeling works:

"Remodeling works" shall mean works that have no impact on the boutique's internal partitions and the installations ensuring fire protection for the boutique (fire-detection devices, sprinklers).

- *Replacement of furniture: all furniture must strictly comply with the articles of the fire-safety regulations relative to establishments open to the public and meet the standards of accessibility for persons with reduced mobility (tablet for the disabled at checkouts).*
- *Painting, replacement of floor coverings*
- *Additional lighting work*

In this specific case, after consulting with and receiving the approval of the technical department of the shopping centre and the Safety Control Post of the Palais des Congrès de Paris, works may be authorized without the submission of a dossier to the Paris Police Prefecture.

A dossier must nevertheless be submitted before the works begin to the technical department of the shopping centre and must include the following items:

- *A site map*
- *"Before" and "after" maps showing the changes made*

Le Palais des Congrès de Paris	Specifications for the Palais des Congrès de Paris	May 2011 version
		Page 30 / 31

- *A summary description of the works per section*
- *A technical dossier covering the equipment used (lighting, furniture) with the fire-resistance declarations*
- *A safety notice*
- *An accessibility notice*
- *A final report from an inspection firm covering the monitoring of this operation*

In all cases, the electricity installation and all of the work performed must be verified by an inspection firm before the space is reopened to the public.

Execution of the works:

All of the work must be performed in accordance with the safety instructions appended to the lease. The worksite must not be visible from the commercial gallery. All of the windows must be covered either with whitening or with an adhesive film announcing the remodeling of the boutique.

ANNEX

Maps of levels 0, 1, 2 and 3