

# EXHIBITOR'S TECHNICAL GUIDE

**mipcom**  
CANNES

Palais des Festivals Cannes, France

21 to 24 October 2024

**RX** France



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# 1/ Practical Information

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  - Stand deliveries
  - Storage
  - Handling
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  - Vehicular access to the Palais des Festivals
  - Vehicular traffic on weekends in France

## 1. Your contacts

### Organizer

RX FRANCE  
52-54, quai de Dion Bouton  
CS 80001  
92806 Puteaux cedex

### Mipcom management

Lucy SMITH  
Director

### Sales department

Silvia FERREIRA  
Sales Coordination Manager  
sylvia.ferreira@rxglobal.com

### Exhibitors Technical Department

If you have any question regarding your stand, please contact:  
technique.mipcom@rxglobal.com

### Exhibitors Technical Desk in Cannes

During the show, build up and breakdown  
Tel.: +33 (0)4 92 99 87 00/ 01



## 2. The venue & exhibition halls

### Palais des Festivals

1, boulevard de la Croisette - 06400 Cannes, France



### Exhibition halls

\*Outside temporary structures not included



#### GBAC STAR™

After obtaining the “Sanitary Safety Label” and the “Ecovid Label”, issued by SOCOTEC, the Palais des Festivals et des Congrès de Cannes obtains in February 2021, the best North American health certification for public hospitality facilities: GBAC STAR™ Facility. Awarded by the Global Biorisk Advisory Council \*, this certification attests to the implementation of the strictest protocols in terms of cleaning, disinfection and prevention of infectious diseases within the establishment.

## 3. How to get to Cannes



### By plane

Book your flight to Nice Côte d'Azur with our partners Air France and KLM Global Meetings. Enjoy your trip combining comfort and a unique service «à la française». Benefit from attractive discounts, up to -15%, on a wide range of public fares on all AIR FRANCE, KLM and their code-shared flights worldwide. Please use the discount code: 41038AF



Book here



### By car

Find the right car at the right moment and feel free to drive around Cannes as you like with the premium services of our official partner Sixt. Rent online to get a reduction up to 10% or call the reservation center: + 33 1 44 38 55 55



Book here



### By train

Located in the city center of Cannes, the train station has excellent connections to all French regions and the major cities of Europe. Most, it is a few steps away from the Palais des Festivals.

Book your tickets or check train timetables at [www.tgv-europe.com](http://www.tgv-europe.com) or by calling +33 8 92 35 35 35.



Book here



### The Best Negotiated Accommodation

Book your accommodation online quickly and easily with our official partner Bnetwork, who has negotiated preferential rates and special booking conditions for you.

New hosting advantages!

**Any questions?**









A reactive and dedicated team is at your service:




Contact us


# 4. Build up & breakdown schedule 2024



	07:00	07:30	08:00	08:30	09:00	09:30	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00	00:00		
WED. 16 OCT	BUILD UP MAJOR CONSTRUCTION Access for technicians & decorators from 07:00 to 19:00																						
THU. 17 OCT	BUILD UP MAJOR CONSTRUCTION Access for technicians & decorators from 07:00 to 19:00																						
FRI. 18 OCT	BUILD UP MAJOR CONSTRUCTION Access for technicians & decorators from 07:00 to 19:00																						
SAT. 19 OCT	BUILD UP MINOR CONSTRUCTION Access for exhibitors, technicians & decorators from 07:00 to 00:00																						
SUN. 20 OCT	BUILD UP MINOR CONSTRUCTION Access for exhibitors, technicians & decorators from 07:00 to 18:00																						
MON. 21 OCT	*	SHOW Access for exhibitors from 08:00 & visitors from 08:30 to 19:00																					
TUE. 22 OCT	*	SHOW Access for exhibitors from 08:00 & visitors from 08:30 to 19:00																					
WED. 23 OCT	*	SHOW Access for exhibitors from 08:00 & visitors from 08:30 to 19:00																					
THU. 24 OCT	*	SHOW Access for exhibitors from 08:00 & visitors from 8:30 to 16:00 Removal of valuables (small items) from 13:00 to 16:00										REMOVAL OF AISLE CARPET: from 16:00 to 18:00 VALUABLES REMOVAL: Access for suppliers & decorators : from 18:00 to 21:00 FURNITURE REMOVAL: Access for furniture suppliers : from 21:00 without interruption to 25 October at 7:00											
FRI. 25 OCT	BREAKDOWN Access for technicians & decorators from 7:00 to 26 October at 16:00 without interruption																						
SAT. 26 OCT	BREAKDOWN Access for technicians & decorators to 16:00 without interruption																						



Please be sure to turn off all lights before leaving your stand.



Please be sure to turn off all lights before leaving your stand.

## BUILD UP

From 16 to 20 October  
End of build up: 20 October at 18:00

- If on your arrival at your stand location you notice any damages, please contact immediately the on site Exhibitor's Service.
- Only minor finishing work can be carried out on the last day of build up.
- Equipped stand will be available on the last day of build up from 14:00.

## SHOW

From 21 to 24 October

Access from 8:00 for the exhibitors  
From 21 to 23 October: 8:30 - 19:00  
24 October: 8:30 - 16:00

It is not possible to make deliveries to a stand during the opening hours of the show.

Removal of Valuables (small items):  
24 October from 13:00 to 16:00  
Upon presentation of Exhibitor badge and an exit form duly filled in, Exhibitors are authorized to remove the small valuable items, Empties delivered by hand only, no trolley. No dismantling.

## BREAKDOWN

From 25 to 26 October  
October 25 from 7:00 without interruption until October 26 at 16:00  
End of breakdown : October 26 at 16:00

## IMPORTANT

- During the build up and breakdown periods:
- The interior exhibition zones as well as the outside of the building are considered as workplaces.  
Therefore it is mandatory to wear nominative badge and PPE (Personal Protective Equipment) more specifically safety shoes.
  - Minors (except the declared young workers) are prohibited

# 5. Build up & breakdown accesses

**PLEASE NOTE:**  
Due to planned works, Quai Laubeuf will not be available.  
New registration parking area for < 3,5T will be «Grand parking de la plage»

## Badges request

- Accesses are controlled.
- Name badges delivered by the Organizer are mandatory for all persons requiring access to the Palaisdes Festivals during build-up, show & breakdown periods.
- The badges are nominative, non-transmissible
- It is mandatory to wear safety shoes.
- Build-up & breakdown badge is not applicable for hostesses, runners, audiovisual staff, etc., please contact your Sales Representative.



### Exhibitors

Access with «Exhibitor's Badge»  
to print@home



### Decorators / drivers

Types de badges: «Build-up / Breakdown»,  
«Technician» «Temporary/ Delivery »

## How to request a badge ?

- Online registration on the SOLAR platform.
- The main decorator must submit badge requests for subcontractors and drivers.
- All your badges must be ordered and printed from the «Exhibitor» area before going on site.



I connect to SOLAR  
to request my badge



Need help?  
Contact us

On site,

Decorator Registration located at the Barriere Bistingo can be reached at +33 (0)4 92 99 87 68 from the build-up and breakdown periods

## Parking and retention area

### Mandatory:

- Vehicle registration is mandatory to access the Palais des Festivals.
- The material should be on pallets.
- We strongly advise you to use forklift services. The Palais des Festival does not have any unloading dock (except Riviera 7).

### Loading or unloading procedure:

1. Please fill in the form A1 and send it to the contact person mentioned on said form.
2. Meet at the parking areas corresponding to your type of vehicle (see attached).
3. At the registration parking area vehicles will be registered in the order of their arrival and will receive a special "vehicle badge" which will be required for access to the Palais des Festivals.
4. When an unloading parking area becomes available at the Palais des Festivals, the Parvis co-ordinator contacts the dis-patcher at the registration parking area, who then sends in the next vehicle on the basis of the vehicle's license plate. In the registration parking area, drivers must respect the place allocated to them and adhere to the one-way system in operation.
5. It is forbidden to store on the parvis. Only temporary parking of trucks (max. 2 hours) for loading/unloading is authorized.

## Parking registration info:

- Access authorised throughout the event (from day 1 of build-up to the final day of breakdown).
- Guarded by a SEMEC agent from 08:00 to 20:00 throughout the official period of build-up and breakdown.
- The park is closed from 20:00 to 08:00.

Type of vehicle	Location	Terms
VL	Public Parking (no possibility to park around the Palais des Festivals)	Chargeable
-3,5 T	«Grand parking de la plage»	Mandatory registration (A.1 form)
+3,5 T	Pierre de Coubertin	
+19 T	Pierre de Coubertin	Mandatory registration (A.1 form) Use of forklift mandatory

**Palais des Festivals**  
Barrière Macé  
Promenade Robert Favre le Bret  
06400 Cannes, France  
Latitude : 43.550442 | Longitude : 7.021701  
★ Entrée / entrance

**Parking du Complexe sportif**  
Pierre de Coubertin (≥3,5T)  
7 avenue Pierre Poési  
06400 Cannes, France  
Latitude : 43.551243 | Longitude : 6.962319  
★ Entrée / entrance

**Grand parking de la plage (<3.5T)**  
9 rue Stephen Liegeard  
06400 Cannes, France  
Latitude : 43.54948313826671 | Longitude : 7.00073350662814  
★ Entrée / entrance

À partir du 02 janvier 2024 | As of January 02, 2024

Registration parking area	
<b>Parking du Complexe sportif</b> <b>Pierre de Coubertin</b> 7, avenue Pierre Poésie 06520 Cannes la Bocca Latitude: 43.551243   Longitude: 6.962319	<b>Grand parking de la plage</b> 9 rue Stephen Liegeard 06400 Cannes Latitude : 43.54948313826671 Longitude : 7.00073350662814

## 6. Instructions & practical information For build-up / breakdown



### Our health measures

- Hydroalcoholic gel will be available during the market
- Daily disinfection of high-use areas will be reinforced
- The surgical face masks are recommended for all people, Exhibitors, Decorators, Visitors and Suppliers.
- RX provides an onsite medical assistance, who will respond to anyone displaying COVID-19 symptoms (24/24). The infirmary is located at the bottom of the outside steps to Riviera 8 (sea front).  
Contact: + 33 (0)4 92 99 84 04
- Print your badge@home before going on site

### EXHIBITOR'S RESPONSABILITY

During build-up, operation, and breakdown periods, the interior exhibition zones as well as the outside of the building are considered as workplaces. As such, any person – independent of their role, nationality and the duration of their presence on site – is subject to the French Labour Code.

As an exhibitor, you are responsible for the surface rented from the Organizer and the services realized on it.

#### As such you are responsible for your suppliers:

- Any person whose services you rely on (decorators, stand builders etc.) must have a contractual relationship with your company
- And must be declared as such with the French authorities in due form.

 [Click here to read regulation](#)

### HYGIENE AND HEALTH PROTECTION PREVENTION PLAN

The prevention plan concerning hygiene and health protection is sent to decorators via our SOLAR tool. In section « Ma société » the decorators have to upload, fill in, sign and return the prevention plan. Access to the exhibition halls is not authorized without validation of this document. The Organizer may deny access to the site to people who fail to wear personal protective equipment.

 [Get in touch](#)

### WEARING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Companies and subcontractors who perform work during the build-up and breakdown periods are also required to provide their employees, or temporary employees, with Personal Protective Equipment (PPE) as listed below – including loading/unloading operations.

 [Click here to read more](#)

### BREAKDOWN RULES

- The stands breakdown can only start after the closing of the show.
- It is strongly advised that exhibitors be present on their stand during breakdown.
- Any goods, fittings, garbage or equipment not removed by the stipulated time will be disposed of by the organizers and the exhibitor will be billed accordingly.
- We advise you to forward all information (breakdown dates and timetables) to your freight agents and strand contractors.
- All materials and pallets must be evacuated from the Palais des Festivals at the end of the breakdown. Any remaining goods and materials that do not require dismantling and are not removed in the stipulated time will not be stocked by the organizers. But the organizers will be able to destroy those items and the exhibitor will be charged for it. No complain will be accepted regarding this matter.

### EXHIBITOR'S INSURANCE

The Organizer has arranged coverage on behalf of the exhibitors. The exhibitors are advised, if necessary, to subscribe to their own additional insurance policy.

 [Click here to read more about insurance conditions](#)

### THEFT FROM STAND / LOST AND FOUND

In case of theft or if you have misplaced or found something in the Palais des Festivals de Cannes during the exhibition:

Please contact the Technical desk onsite or at Tel N° : +33 4 92 99 87 00/ 01.


They will advise you and help you to follow the right procedure.

 [Click here to read more about the procedure](#)

### REFUNDING VAT

In conformity with the European legislation, the Organizer of an Exhibition is obliged to charge the services raised with the French VAT. For the exhibitors of the European Union: the reimbursement of the VAT is realized directly (like the national VAT). The foreign companies of the European Union and the companies coming from third world countries can, under certain conditions, be reimbursed of this VAT charge.

For all information and measures concerning the request for VAT reimbursement, the exhibitors can present themselves to a French fiscal officer. TEVEA International ([www.tevea-international.com](http://www.tevea-international.com)) is specialized in the requests for VAT reimbursement and will look after the totality of your request, till the payment of the amount to be reimbursed.

 [Click here to request a refund](#)

### PROCESSING OF PERSONAL DATA

The personal data collected by the Organizer is subject to computer processing. The computer processing has been declared to the CNIL. French legislation no 78-17(6<sup>th</sup> January 1978): with reference to computer files and freedom, you are entitled to access, modify and recall your personal data.

To exercise your rights, please click the box below to contact us by email:

 [Get in touch](#)



# 7. Logistics instructions

## Shipping instructions

- It is strongly advised that you use our officially accredited freight agents who are familiar with Customs formalities in France.
- Please keep in mind that if using a non-official freight agent they should be very familiar with the strict French Custom regulations.
- You cannot send any packages directly to the Palais des Festivals for your stand unless someone from your staff is on site to collect them upon delivery. No one at the Palais des Festivals or the Organizer will accept/sign for any parcel on your behalf.
- Please take note of the local contact details of your transport company so you can contact them and if possible provide your own local contact information should they need to reach you.
- All packages should be sent in the name of your firm to the address of the forwarding official agent you have chosen.

**Dispatch label model:**

Name of Sender

Name of Consignee - Name of exhibitor's company

Stand Number

Name of Exhibition

PALAIS DES FESTIVALS

Delivery Access – Barrière Bistingo

Esplanade Georges Pompidou

F-06400 Cannes (FRANCE)

## Custom formalities Outside european union

Products imported from countries which are not part of the EEC are subject to Customs formalities, either for temporary or permanent importation. Details on these formalities can be obtained on request from Martini Technotrans, the transport agent approved by the Customs Service of Cannes.



Click here to read more  
about the custom formalities



Contact our recommended  
freight agents

## Stand deliveries

- It is not possible to make deliveries to a stand during the opening hours of the show. However before and after the opening hours it is possible upon conditions.
- Please contact the Technical Service to request an authorization.

## Storage

Please note that for security reasons, packaging material and combustible materials cannot be stored during our events either on the stands or inside the closed offices on the stands. Exhibitors, or their decorators, must remove the packaging before the event begins and store it outside of the Palais des Festivals. Some of our recommended freight agents provide storage service for a fee.

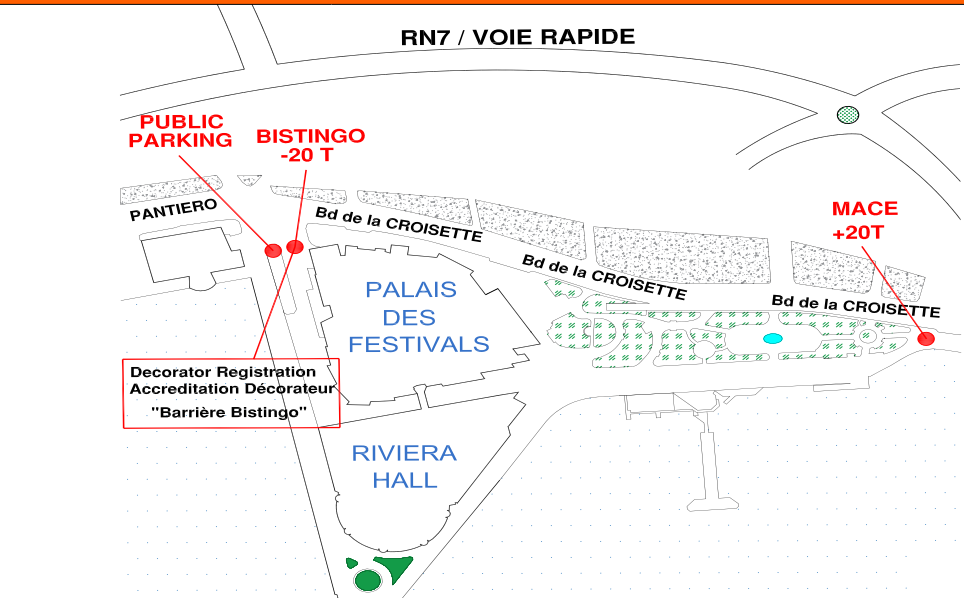
## Handling

We would like to draw the exhibitors' attention to the fact that the official freight agents will be on site and will provide lifting equipment suitable for the most fragile goods and the heaviest machines/devices. -> Plan ahead! Exhibitors must ensure there is sufficient time to allow the on-time delivery of their materials by their freight agents. Please note that all Exhibitors must order and pay for any extra-equipment or labour needed.

## Forklifts

All forklifts must comply with French safety regulations and must be duly insured and driven by qualified drivers having a CACES license and a driving authorization. Please note that use of diesel forklifts is **COMPULSORY**. Use of gas forklifts is strictly forbidden. For forklifts rental, we recommend you to contact: MARTINI TECHNOTRANS.

## Vehicular access to the Palais des Festivals



During build-up and breakdown periods, all the vehicle entries/exits are via the Macé Barrier, and require prior vehicle registration (see 5 "Parking & retention area")

No vehicle entrance/exit via Macé barrier on market days

## Vehicular traffic on weekends in France

Vehicular traffic is regulated in France during the weekends. Below are the steps to follow before your trip.

Trucks countries	Administrative request to be made to circulate on week-end
Trucks registered in France	Request to circulate on weekends to the "Préfet" of the Department of goods departure
Trucks registered outside France	Upon entrance in France, all trucks must make a formal request to circulate on weekends to the "Préfet" of the Department which governs the border town entered
British Trucks entering France via Calais	Requests must be made in writing to (fax + confirmation) Mrs. Nicole HALART DIRECTION DEPARTEMENTALE DE L'EQUIPEMENT (DDE) 100, Avenue Winston Churchill, SP 7 62022 ARRAS CEDEX- FRANCE Fax: +33 (0)3 21 22 99 87



# 2 / Stand layout

1. Equipped stand - Option A
2. Turnkey stand - Option B
3. Custom-made stand - Option C
4. Raw space - Option D
5. Decoration & fire safety rules
6. Recommended suppliers
7. Catering, tasting, cocktails on stand

# 1. Equipped stand

## Services included

- Partitions in maple-coloured melamine
- 1 electrical box of 3.5KW
- 1 rack of 3 spotlights for each 9m² module
- Sign (stand number & name of the company)
- Carpet
- Furniture
- Cleaning
- Wifi (basic connexion)

## Description & conditions

### Partitioning walls

The Framework is in aluminium. The panels come in several widths and the panels height is 2.20m or 2.50m depending on the location of your stand.  
Option: closed office optional from 15m² stand area (the key is at Exhibitor Technical Desk onsite, and must be returned on the last day of the show).

Nothing may be nailed, screwed or glued to these frames and partitions.  
Cutting, drilling or painting these panels is strictly forbidden.  
It is not authorized to affix the stand elements or decoration elements to the shell scheme/turnkey stand structures.

Before leaving your stand, you have to remove all your decorations from the panels as well as all your adhesives.  
Please be careful, some adhesives damage the partitions.  
All the damages will be noted and you will be charged to replace the damaged panels.

### Furniture

Furniture is provided for the basic stand option and multiples depending on the total surface of your stand. You can choose black or white. Color and quantities subject to availability / while stocks last.  
The quantity of wastepaper baskets will be allocated on all stands in proportion to the stand size.

### Electrical box

- Stands 9 & 15m²: 1 electrical box of 3.5 Kw with 3 sockets 220V 16A “NF”
- For stands bigger than 15m²: 1 electrical box of 7 kW with 3 sockets P17/16A 3ph+N+T / 220V 10A “NF”

Under no circumstance must connections be made inside the electrical boxes. All damage will be at the exhibitor’s charge.  
Where possible, only the Technical Department of the Palais des Festivals can relocate electrical power supply boxes.  
Electrical devices used must be conform to the manufacturer’ original specifications and must not have been modified.

### Cleaning

The cleaning includes vacuuming the floor, emptying the baskets and dusting the desks and chairs and it is planned for the opening of the show - then every evening. For the stands, the (be careful not to leave your documents or leaflets on the floor, they might be thrown away by mistake).

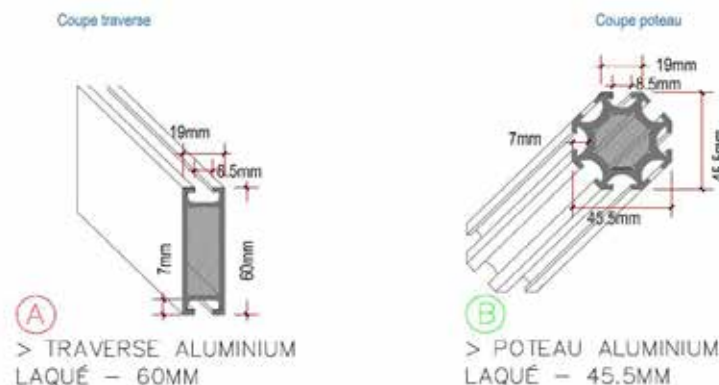
# Option A / Basic stand

<div>1</div> <div>Consult the technical information</div>	<ul style="list-style-type: none"><li>• Read carefully the Exhibitor’s Technical Guide</li><li>• Consult your stand plan details (stand number, location etc.)</li></ul>
<div>2</div> <div>ORDER FORM S1 TO COMPLETE Before August 19</div> <div></div>	<ul style="list-style-type: none"><li>• Complete the order form S1 and send it us before the deadline to order your basic stand.</li><li>• Option A is a <u>non-divisible package</u> including partitioning walls, grey carpet, stand sign, and basic furniture</li></ul>
<div>3</div> <div>Additional decoration</div>	<ul style="list-style-type: none"><li>• You wish to bring additional decoration, like posters, graphic, banners, etc. ? Please note that it must be approved by the Safety Marshall. Click <u>here</u> to read the “Authorised material rating table” and provide us the fire certificate if applicable</li><li>• You wish to order additional services ? Click <u>here</u> to access our recommended suppliers</li></ul>
<div>4</div> <div>On site</div>	<ul style="list-style-type: none"><li>• Your stand will be ready one day before the show from 2pm</li><li>• The Exhibitor’s Technical desk will be at your disposal if you need any assistance during the even.</li></ul>

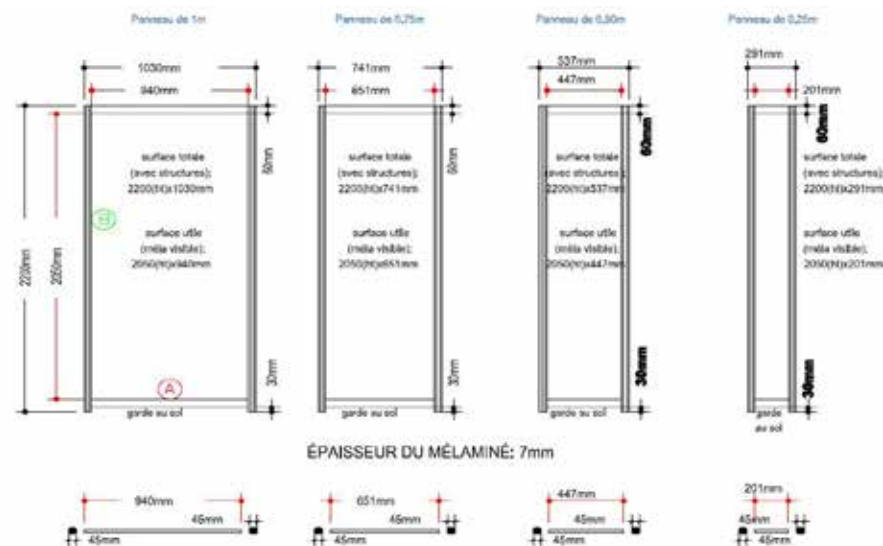
# 1. Equipped stand

## Partition wall description

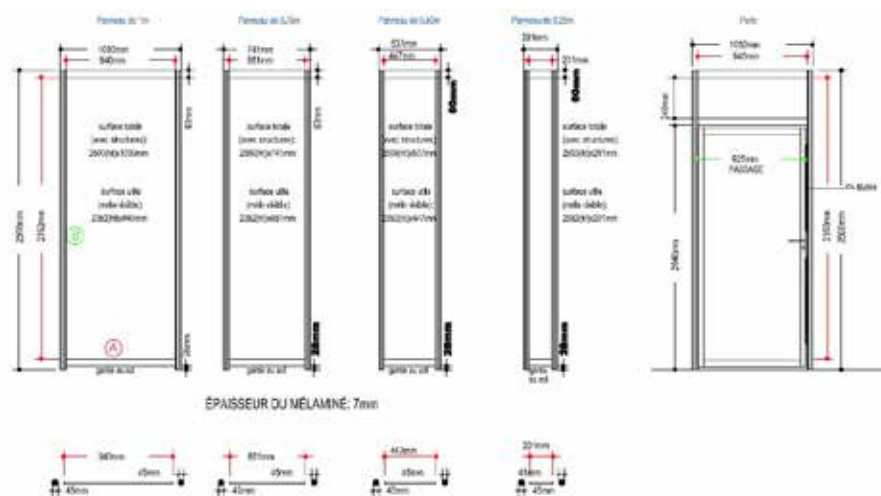
Aluminium parts  
dimensions (in mm)



Panels dimensions  
2,20 m



Panels dimensions  
2,50 m



## Option A / Basic stand

### Partition walls

Framework in aluminium, partitions walls maple colour (2.20m or 2.50m high depending on the location of your stand).

**Option:** a closed office is possible upon request

### Lighting

1 rack of 3 spotlights of 100W will be installed for each 9m<sup>2</sup>



(Graphics not included)

### Electrical box

- Stands < 15m<sup>2</sup>:  
1 electrical box of 3.5 kW with 3 sockets 220V 16A "NF"
- Stands > 15m<sup>2</sup>:  
1 electrical box of 7 kW with 3 sockets P17/16A 3ph+N+T / 220V 10A "NF"

### Carpeting

Grey colour



### Fully equipped

#### < 14m<sup>2</sup>

- 1 round table
- 3 chairs
- 1 lockable counter
- 1 coat rack



Round table



Chair



Lockable Counter



Rectangular Table



Coat rack

Also available in white

#### From 14m<sup>2</sup> and < 21m<sup>2</sup>

- 1 round table
- 1 rectangular table
- 5 chairs
- 1 lockable counter
- 1 coat rack

#### From 21m<sup>2</sup> and < 28m<sup>2</sup>

- 2 round tables
- 6 chairs
- 2 lockable counters
- 2 coat racks

#### From 28m<sup>2</sup> and < 35m<sup>2</sup>

- 2 round tables
- 1 rectangular table
- 8 chairs
- 2 lockable counters
- 2 coat racks

#### From 35m<sup>2</sup>

- 2 round tables
- 2 rectangular tables
- 10 chairs
- 2 lockable counters
- 2 coat racks

\* the quantity of wastepaper baskets will be allocated on all stand in proportion to the booth size (color and quantity subject to availability / while stocks last)

## 2. Turnkey stand

Discover 4 turnkey exhibiting solutions adapted to all budgets:



Opal



Emerald



Sapphire



Ruby

## Option B / Stand package

<div>1</div> <div>Consult the Technical Information</div>	<ul style="list-style-type: none"><li>• Read carefully the Exhibitor's Technical Guide</li><li>• Consult your stand plan details (stand number, location etc.)</li></ul>
<div>2</div> <div>ORDER YOUR STAND PACKAGE Before September 13</div> <div></div>	<ul style="list-style-type: none"><li>• You wish to order a stand package solution, please contact: Silvia FERREIRA : <a href="mailto:Sylvia.Ferreira@rxglobal.com">Sylvia.Ferreira@rxglobal.com</a></li><li>• After signing your decoration contract, our partner will contact you to organize your stand according to the chosen package</li></ul>
<div>3</div> <div>Additional decoration</div>	<ul style="list-style-type: none"><li>• You wish to bring additional decoration or expose your product on your stand? Please note that it must be approved by the Safety Marshall</li><li>• Please complete the order form S1 (Option B) and send it us before the deadline to order your turnkey stand</li></ul>
<div>4</div> <div>On site</div>	<ul style="list-style-type: none"><li>• Your stand will be ready one day before the show. Your stand reception will be done from 2pm</li><li>• The Exhibitor's Technical desk will be at your disposal if you need any assistance during the event</li></ul>



You have already ordered a package and need further information, please contact: [decoration@rx-operation.com](mailto:decoration@rx-operation.com)



# 3. Custom-made stand

# Option C

## Services included in the rental of your space



Tracing your surface on the ground



### 1 Electrical box

The Organizer supplies 1 electrical box of 3.5kW for stands between 9m² and 15m² and 1 box of 7Kw for stands larger than 15m². Cables are routed through the ceiling into the Palais (except for stands located in Rotonde R7).



### Cleaning

The cleaning includes vacuuming the floor, emptying the baskets and dusting the desks and chairs and it is planned for the opening of the show - then every evening. For the stands, the (be careful not to leave your documents or leaflets on the floor, they might be thrown away by mistake).



### WIFI

Free WIFI is available to all participants everywhere within the exhibition zone during the show days. This connection allows you to read emails or use the mobile application for example. However, it is not efficient for the video streaming.

#### Network: Palais des Festivals WiFi

When the portal is opened, please fill in the following information:

- Your First Name
- Your Name
- Your Email address.

A WiFi code is then sent to your email address.

You will have to indicate this code on the portal to be connected to the WiFi.

If you require an improved bandwidth or multi-connections, we suggest you to order to official supplier Viapass: [www.viapass.com](http://www.viapass.com), [info@viapass.com](mailto:info@viapass.com)



1

### Consult the technical information

(the plan of your stand and the Exhibitor's Technical Guide)

2

### ORDER YOUR CUSTOM-MADE STAND DECORATION Before September 13



3

### Additional decoration

You wish to bring additional decoration ?  
It must be approved by the Safety Manager.

- Please complete the form S1 (Custom-Made stand) and send it us

- A unique in-house stand design and construction service to maximise your brand visibility
- A team to support you from stand design to on-site construction for a simpler exhibitor experience
- A no-fuss stress-free solution with no hidden costs
- Reliable and committed partners

Visit our website: [www.mystandmaker.com](http://www.mystandmaker.com)



All costs are included in the quotation and we have an overview of all stands at the show.  
We are in permanent contact with the trade show team.

DESIGN, PRODUCTION AND SET-UP OF YOUR CUSTOM-MADE STAND




The technical team is at your disposal to accompany you!  
Click here to contact us:  
[mystandmaker.france@rxglobal.com](mailto:mystandmaker.france@rxglobal.com)





# 4. Raw space

## Services included in the rental of your space

 **Tracing your surface on the ground**

 **1 Electrical box**  
The Organizer supplies 1 electrical box of 3.5kW for stands between 9m² and 15m² and 1 box of 7Kw for stands larger than 15m². Cables are routed through the ceiling into the Palais (except for stands located in Rotonde R7).

 **Cleaning**  
The cleaning includes vacuuming the floor, emptying the baskets and dusting the desks and chairs and it is planned for the opening of the show - then every evening. For the stands, the (be careful not to leave your documents or leaflets on the floor, they might be thrown away by mistake).

 **WIFI**  
Free WIFI is available to all participants everywhere within the exhibition zone during the show days. This connection allows you to read emails or use the mobile application for example. However, it is not efficient for the video streaming.


**Network:** Palais des Festivals WiFi  
When the portal is opened, please fill in the following information:  
- Your First Name  
- Your Name  
- Your Email address.  
A WiFi code is then sent to your email address.  
You will have to indicate this code on the portal to be connected to the WiFi.

If you require an improved bandwidth or multi-connections, we suggest you to order to official supplier Viapass:  
[www.viapass.com](http://www.viapass.com), [info@viapass.com](mailto:info@viapass.com)

The Technical Team is at your disposal to support you:  
[technique.mipcom@rxglobal.com](mailto:technique.mipcom@rxglobal.com)

# Option D

You hire a contractor to design your stand

<div>1</div> <div>Consult the technical information</div>	<ul style="list-style-type: none"><li>Consult your stand plan details (stand number, location etc.)</li><li>Read carefully the Exhibitor's Technical Guide as well as the decoration and fire safety regulation to prepare your stand project</li></ul>
<div>2</div> <div>PROVIDE US THE MANDATORY DOCUMENTS Before August 19</div> <div></div>	<div>Mandatory documents to be provided us:</div> <ul style="list-style-type: none"><li>Plans of your stand (3D layout) indicating the dimensions (length, width, height) as well as the materials to be used clearly identified</li><li>Safety form S2 to be filled in and signed</li><li>Fire certificates of the materials you are using to build your stand (in conformity with French NFP norm or Euro- class EN 13.501.1 standard, please refer to Authorized materials table at page 31 To be accepted, please make sure your certificates are still valid</li></ul>
<div>3</div> <div>Receive safety recommendations &amp; permission to build</div>	<ul style="list-style-type: none"><li>Your stand project must meet with the decoration and fire safety rules.</li><li>After receiving your file, the fire Marshall will study your stand project</li><li>His recommendations will be forwarded to you or to your Decorator. We advise to apply the fire Marshall's recommendations to get the permission to build.</li></ul> <p><i>Exam sessions will start 2 months (every week) before the show and will finish one week before the build-up. We advise you to upload all mandatory documents as soon as possible and get recommendations one week before the build up.</i></p>
<div>4</div> <div>Safety commission opening day of the show from 9am</div>	<p>On site, the Safety Marshall will check your stand installation &amp; materials used for the construction. In case material or installations do not comply with the fire safety regulation, the exhibitor and his decorator will have to carry out the necessary modifications to be in conformity at their own expense. These modifications must be done before the Safety Commission visits the stand on the opening day of the show.</p>



# 5. Decoration & fire safety rules

Please click here to read the Terms & Conditions of the Palais des Festivals.

To help you to respect and understand better the Terms & Conditions of the Palais des Festivals we cite the following rules.  
Both re-used and newly built stands are subject to the same regulations. Only the Fire Marshall is entitled to allow a derogation from these rules and regulations, upon written request.

Please contact : [technique.mipcom@rxglobal.com](mailto:technique.mipcom@rxglobal.com)

### Outside structures/tents

Exhibitors and their Decorators must fully respect the stand limits indicated on the contractual plan sent by the Technical Department  
The stand design and compulsory documentation must be returned by the deadline indicated.

**Use of terraces :**  
The layout and decoration of stand terraces must be approved by the Technical Department and the Palais des Festivals Fire Safety Manager.  
Terraces can be not used/decorated as an internal stand area,, it can only be as a receptive space.

It is prohibited to install any type of construction such as partitioning walls, glazing, pergolas or awnings.  
The use of inflatable furniture is not permitted.  
It is not authorized to use heaters (Decree no. 2022-452 of March 30, 2022 relating to the prohibition on using heating or air conditioning installations in the public domain outdoors).

Permitted items : terrace furniture, reception desk, small mobile bar, planters, parasols and peripheral walling with a maximum height of 1.1M.  
All parasols must be closed and stored every night ; their use may not be authorized in the event of weather-related risks.

**External wall cladding :**  
It may not exceed a height of 2M80. Decorative elements may not be fixed directly to the structure.  
**Exterior signage flags:**  
The format is strictly regulated: maximum authorized height 4M50 from the ground/parvis and the size of the flag is 1M x 1M50.  
The flag must be self-supporting if the location permits. If this is not possible, the flag must be attached using the external wall cladding.

### Your stand location

Exhibitors and their contractors must respect the stand limits indicated on the plan sent by the Technical Service.  
The aisles defined on the plans must be kept clear at all times. The decoration of stands and spot lights along alleys of circulation must not exceed the stand limits.  
If on your arrival at your stand location you notice any damages, please immediately contact the Exhibitors Technical Desk located within the Exhibition Hall (Tel: + 33 4 92 99 87 00 / 87 01).

**Maximum construction height**  
Exhibitors & contractors must respect the maximum height of construction. The construction height is specific to each stand location and is specified on the layout plans provided by the Technical Service.  
The top of the partition walls exceeding the height of a neighbouring stand’s partition walls must be covered or painted.

### Suspension points

It is not authorized to hang the decorations or constructions from the Palais false ceiling by yourself.  
It is an obligation to order the suspension points to the Palais : please send to the Palais team a plan indicating the exact location of the suspension points needed, as well as a description of the elements and the total weight.  
If the suspension points are not technically possible in your stand area, your decorations or constructions must be self standing  
**Could you please contact the Palais team to know if it is possible or not to have the suspension points : [contact.exhibitors@palaisdesfestivals.com](mailto:contact.exhibitors@palaisdesfestivals.com)**

Moreover, the suspensions points can support around 15kg maximum. Beyond that weight per point, it will not be possible to suspend for safety reasons.

### Cables and existing spotlights in the Palais false ceiling

It is forbidden to make the modifications on existing spotlights in the Palais false ceiling (for example to cover them,etc...) and to run cables above or underneath the false ceiling grids of the venue. Any damage will be invoiced to the contractor. Only the personnel of the Palais des Festivals is authorized to run cables above the ceiling grids.  
Should you need such a service (and if technically possible) please contact the Palais team to enquire about feasibility: [contact.exhibitors@palaisdesfestivals.com](mailto:contact.exhibitors@palaisdesfestivals.com)

### Construction and visibility

Partition walls installed along aisles, facing another stand, must not cover more than 40% of the entire length. We suggest you use glass partitions or half-height partitions.  
The Organizer might ask for modifications if partition walls affect the visibility of neighbouring stands.

### Self-supporting construction & stability

Where ever your stand is located, the partitioning and installation of your stand must be self-supporting. Nothing may be nailed, screwed or glued to the structure of the building. Cutting or drilling the building’s floor or affixing elements of the stand to it is strictly forbidden.  
Exhibitor or his contractor must ensure the stability of the partition walls whatever the material used (wood, glass...). Their mechanical stability must allow them to resist pressure from the public.

The material used for the partition walls must meet with the authorised material table.  
Partition walls with glass elements, must meet with French standards (NF 32.500 or equivalent CE standards);

- these must be either reinforced, tempered or laminated;
- a certificate of conformity or invoice must be provided.

This provision is applicable to glazed furnishings, the glass of which must have the same characteristics as the glass elements for partitions.  
N.B.: the glazing placed in partitions must bear a sign allowing them to be seen.  
The solidity/stability of stands less than 4.50m high shall be guaranteed in accordance with the French standard NFP 06.001 and shall remain under the exhibitor’s liability.

### Pillars

Exhibitors are allowed to cover the pillars on their stand. The position and size of the pillars are indicated on the stand plan sent by the Technical Service.

The Organizer will take care of indicating the exact dimensions of such elements as accurately as possible on the plans submitted to the Exhibitors. Nevertheless, Exhibitors are responsible for checking conformity with the plans before fitting out stands.

The Organizer cannot be held responsible for any slight differences, which may exist between the dimensions indicated and the real dimensions of the site. The pillar covering must not be applied directly to the pillar and should be separated from it by means of an empty space, or by means of a soft material such as felt or soft insulating material.

### Closed spaces

Totally closed stands are not permitted.

### Meeting rooms, offices

You can have some closed spaces as a meeting room or office. The number and size of these exits depend on the size of the closed space.  
For instance if you have a closed space of 20m² you should provide 2 exits. Sliding doors used for safety exits are not authorized. Only normal doors are authorized for safety exits.  
Each case is specific; therefore, a detailed plan that outlines measurements to be used must be submitted to Organizer’s Technical Service.

Surface area	Exit of 0.60m	Exit of 0.90m	Exit of 1.40m	Exit of 1.80m
< 20 m²		1		
from 20m² to 50m²	1	1		
from 51m² to 100m² (2 options)	1	2	1	

### Floor of the exhibition hall

Nothing may be nailed, screwed or glued to the building. Cutting, drilling or affixing elements of the stand to the floor is strictly forbidden. It is strictly forbidden to paint or plaster the stand floors or to use glue to attach the floor covering. Only double-sided adhesive tape, which does not damage the floor will be permitted.

The Palais des Festivals recommends ref. 4023 for all type of floors. This product is available at the general store (Level -2) and at the technical desk of the Palais des Festivals, it must be removed by the exhibitor or his decorator at the end of the exhibition. The Organizer does not guarantee perfect planimetry or the absence of unevenness of the floor.

### Maximum safety load on floors

You should make sure the maximum safety load is respected. Crates with corner legs (feet) must be placed onto wooden planks to equally distribute the weight, the same for pallet jacks/ pallet trucks inside the building.

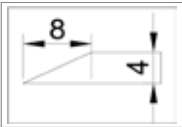
Hall	Maximum load	Terrace
Riviera 7, Palais 0	500 kg/m²	400 kg/m²
Riviera 8	400 kg/m²	400 kg/m²
Palais -1, 1, 3, 4, 5	500 kg/m²	250 kg/m² (Palais 3, 4 & 5)
Structures extérieures	450 kg/m²	400 kg/m²

### Access for disabled people

Raised floors must meet with the following rules and permit access to disabled people.  
Raised floor under 19 mm:

- The angular edges of such floors must be provided with a beveled or rounded edge.
- Raised floor with a thickness greater than 20mm:
- Requires that the latter be equipped with an inclined face whose slope may not exceed 8 to 10% on the entire circumference.
- The inclined surface must be integrated into said floor.

However, this provision does not apply to portions of the stand closed by installations integrated into the floor, which make direct access to said stand impossible.  
The displacement of such installations by 0.10 m maximum away from the outer edge of the floor mustbe considered. Raised floor with a thickness between 20mm and 40mm: It is tolerated that the latter be equipped with an inclined face whose depth must be twice its height. To maximize the space on your stand, the Organizer suggests a raised floor of maximum 4cm high.



### Use of terraces (stands other than outside structures/tents)

The layout and decoration of terraces must be approved by the Technical Service and the Fire Safety Marchall. On Riviera 8 terraces, only tables, chairs and small parasols are authorized.  
Any parasol placed on the terraces of the upper floors should be secured with a sling in order to avoid it from falling down, and this in addition to the main fixing system. All parasols must be closed and stored every night.  
The use of light inflatable furniture is prohibited on terraces. You should make sure the maximum safety load is respected. Indeed, terraces installation is limited and can not be decorated as a stand area. Terraces can only be converted into a reception area such as a bar with small furniture (tables, chairs, and parasols) and cannot be totally enclosed. However, specific installations for protection against the weather could be authorised by the Technical Service after examination of your stand file and upon the following conditions:  
Any installation on the terraces (plants, walls, half height partition walls...) must meet snow and wind standards, namely 100km/h wind-resistant and be subject to a statutory technical control delivered by a certified organization (contact SOCOTEC: [Yann.GAY@socotec.com](mailto:Yann.GAY@socotec.com)).  
It is not authorized to use heaters (Decree no. 2022-452 of March 30, 2022 relating to the prohibition on using heating or air conditioning installations in the public domain outdoors).

# 5. Decoration & fire safety rules

## Electrical installations & exhibitors liability

Stand electrical installations are realized under the sole responsibility of the exhibitors. These installations must be created under the responsibility of persons qualified to design and carry out the works in compliance with current regulations and advised of the specific risks presented by these types of event and qualified to design and carry out the works in compliance with the laws, decrees, orders and other official texts relating to electrical installations and in particular with the standards EN 60 598 or NF C 15-100, as well as the decree of 14 November 1969 on the protection of workers.

## Electrical attestation

The exhibitor or its contractor/supplier must provide the attestation of conformity to the safety manager (form to be returned).

The electrical installation, in particular the lighting section, must be equipped with a master switch in order to switch off all the lights added temporarily during the event. This switch must be located and made permanently accessible to the establishment's security services. It must be easy to handle. Before leaving the stand, exhibitors must switch off the light of their stand. The electrical installation on each stand must have a consumer unit equipped with an RCD with a range of 30 mA max. The consumer unit must be permanently accessible to the stand personnel, but remain inaccessible to the public. It must be kept away from all inflammable and combustible materials and products. Its position must be indicated. On the exit end the power box supplied, the so-called "temporary" electrical installations are created under the exhibitor's sole responsibility. It is strictly prohibited to open or modify the electrical points made available to exhibitors.

The following should be noted in particular:

- The use of light-socket adapters is prohibited;
- Cables or conductors must be of category C 2. The use of a conductor with a cross-section less than 1.5 mm² is prohibited: the use of twin conductor or "CINDEX" type (H-03-VHH) cables is strictly prohibited. Cables must be fixed correctly;
- All the equipment used, with the exception of class II and low voltage equipment, must be linked to the electrical box ground conductor provided by the Palais, and protected by an RCD (of a nominal 30 mA maximum);
- The electrical connections must be created in junction boxes.

## Light

Electrical equipment, including lights, must not protrude into the walkways. A protrusion of 0.1m is only tolerated for lights placed at a height of 2.2 m minimum from the ground. With the exception of small lights (Lita-type spotlights, 300W halogen lights, neon lights, etc.), lighting may not be placed in the upper safety volumes.

## Illuminated signs

The high-voltage illuminated signs located in range of the public or the personnel working on the stand, and in particular the electrodes, must be protected by a screen in a material with a maximum of M2 classification. An emergency stop switch must be placed on the stand in an area that is easily accessible and identified. Transformers are to be located in an area that cannot cause any danger to people. If applicable indicate their presence with a "Danger, high voltage" sign.

## Halogen lights

Halogen lights must comply with standard EN 60598. Lights on the stands, including halogen lights, must:

- be placed at a minimum height of 2.25 m;
- be kept away from all inflammable materials (at least 0.5 m from wood and other decorative materials);
- be securely fixed;
- be equipped with a safety screen (glass or fine-mesh grill);
- guarantee protection against the effects should the lamp explode.

## Lampshades

Lampshades, with the exception of those of category M0 (glass, ceramic, metal, aluminium, etc.), must satisfy certification in accordance with standard EN 60 598 2-1, with regard to the fireproof test, for which the va-lue of 650° must be obtained for any unit accessible to the public. The proof of the said lamp's certification must be provided.

## X-rays, lasers etc.

Exhibitors using equipment that emit x-rays, lasers, radioactive substances, machines shown in operation, pyrotechnic effects or otherwise, must submit a request for authorization to the organizer 60 days prior to the event opening. Said request, which is written on plain paper, must specify the nature and the quantity or value in energy used of the products and must be accompanied by the device's technical instructions or data sheet and a floor plan plan locating the machine in the stand. No such device may be operated if the authorization request was not filed in due time.

## Vehicles presented inside halls

Exhibitors who wish to exhibit a car in their booth, must send a request to the Technical Service with the following information: dimensions, weight and technical description. The Technical Service will inform you about the procedure to be followed. On site, the tanks of motor vehicles presented in a stationary position must be empty (maximum of 5 litres per tank) and equipped with a locking stopper. Battery terminals must be protected. Before entering to the exhibition hall, the Fire Marshall will check the car.

## Screen walls

When an E-LED type screen wall or similar is used, acting as a structural wall attached to the stand, a justification of an M3 fire rating must be provided. In its absence, the screen wall can either be enclosed around its perimeter by a full height vertical screen fire rated M3, or be equipped in the upper part with a smoke detector (optical smoke type) connected to the building fire safety system. Depending on its height, section 4.3 of the Terms and Conditions of the venue remain relevant regarding the upper part of the screen. Should the screen wall be placed directly on the ground, and its reaction to fire not being justified, an M3 coating used as insulation must be affixed over the entire surface of said screen.

In addition, it must comply with the current CE standards, respect the authorized construction height, and must have an adjustable brightness so that it could be diminished if the organizer considers it necessary.

## Events and artistic performance

The exhibitor must send a written request for authorization to the Organizer and must provide in writing all information about the event or musical performance (type of event/ performance, date, time, schedule, place, type of music, number of musicians...). The exhibitor must prove to the Organizer his capacity as the employer of the individuals performing, and must return a sworn declaration on company letterhead.

The Exhibitor must provide the following documents to the Organizer:

- a copy of the employment contract and/or pay slip;
  - a copy of the hiring statement (DUE -Déclaration Unique d'Embauche) on French territory, or a copy of the receipt of the declaration of temporary employee secondment status on French territory, issued by the French Labour Inspection Authority of the performance location.
- In addition, the artist must be covered by any insurance necessary and adequate for this type of performance or event. Finally, it is the responsibility of the client to make declarations and payments to the SACEM (author's rights) in case of use of music during the performance.

## Authorized materials rating table

The harmonized European Fire Standards are a set of test standards that have been accepted by all countries within the European Union. This allows manufacturers to produce or import products that have been tested to a common standard without the need to test in each member state. Testing to these standards is now accepted in all EU countries. Compliance with the European standards and regulations is mandatory.

Materials	Authorized	Documents to be Submitted
Wood (or wood-based composite) > 18 mm non-laminated	Pressed wood chipboard (non-laminated), plywood	None (materials equated M3 or Ds1 d0 Euroclass)
Wood < 18 mm and > 5 mm Wood > 18 mm laminated	M3 or D s1 d0 Euroclass	Report (or labels on materials)
Plywood - Chipboard < 5 mm or wood-based composite	M1 or 2 treated on both sides with fireproof paint, varnish, or fire-inhibiting salts by an approved contractor or B s3 d1 Euroclass	Report (or labels on materials)
Floor carpeting	Natural: M4 or Dfl s2 Euroclass Synthetic: M3 or s2 Cfl Euroclass	Report
Wall covering and fabrics	M1 or fireproofed or B s3 d1 Euroclass	Report or fireproofing certificate containing the product name, specifications, date of application
Plastics	M1 or B s3 d1 Euroclass less than 2mm M2 or C s3 d1 Euroclass from 2 to 12mm M4 or D s3 (d1) Euroclass over 12mm	Report in line with paragraph 4.4.1 of the specifications
Painting	On M0, M1 or authorized wood support (nitrocellulose paint prohibited)	Report of support
Suspended decorations (paper, cardboard)	M1 or fireproofed or Bs1d1 Euroclass	Report or fireproofing certificate containing the product name, specifications, date of application
Floral decorations made of synthetic material	Original M1 (fireproofing prohibited) (1) or B s3 d1 Euroclass	Report
Glued decoration (paper only)	Without proof if glued over the entire surface or applied partially to a surface of 0.50x0.50m and < 20% of the surface of the stand	None - must be adhered to fire-rated support, M0, M1, M2, M3 or Euroclass equivalent
Furniture	Large pieces of furniture: M3 or D s1 d0 Euroclass / Lightweight structure: M3 or D s1 d0 Euroclass / Filling: M4 or D s3 (d1) Euroclass / Envelope: M1 or B s3 d1 Euroclass / Non-illuminated small movable furniture on level -1: fire-rating M2 (C s3 d1) is required	Report or fireproofing certificate (without proof if Palais furniture rental)
Glazing	Armed, tempered, laminated	Certificates or documents such as invoices, sworn statement
Other materials	Approval to be requested	Written response of the Safety Manager

Reports from an approved laboratory in accordance with French Decree of the Ministry of Interior dated 30 June 1983 as amended and its annexes. Alternatively, by an officially recognized equivalent of any report corresponding to European standards called Euroclass NF EN 13 501-1 applicable in member states of the union. Relative to self-certification of manufacturers of wood, said latter may only be considered only as an information item with the Safety Manager, its validation or refusal shall be decided by the relevant administrative authority.



# 5. Decoration & fire safety rules

## Materials used for the stands construction

### The European Standards

The harmonized European Fire Standards are a set of test standards that have been accepted by all countries within the European Economic Community. This allows manufacturers to produce or import products that have been tested to a common standard without the need to test in each member state. Testing to these standards is now accepted in all EEC countries. Compliance with the European standards and regulations is mandatory.

### Reaction to Fire

If a fire is able to find sufficient flammable materials it will quickly spread through an area. It is therefore crucial to use materials of limited combustibility on key surfaces such as ceilings and walls. The use of such materials can dramatically reduce the speed flames will spread through an area as well as minimise their contribution to the Fire. Therefore only materials certified French or European laboratories can be used in the Palais des Festivals halls. Please find here below the material classification in France & Europe.

### Material classification in France

In France, the materials are classified according to NFP92-507 and EN13501-1, composed with 5 categories: from M0 incombustible to M4 combustible as indicated in the following table:

Classification	Flammability
M0	incombustible
M1	non-flammable
M2	fire retardant
M3	moderately flammable
M4	highly flammable

### Material classification in Europe

The European standard EN 13501-1: Reaction to Fire provides a number of performance criteria to measure the fire characteristics of building products. These cover spread of flame and contribution to fire as well as the generation of smoke and the production of burning droplets. The table below provides an overview of the available classifications.

Material classification according to EN.13.501.1			
Euroclasses			French norm
A1	-	-	non-combustible
A2	s1	d0	M0
A2	s1	d1	M1
A2	s2 s3	d0 d1	
B	s1 s2 s3	d0 d1	
C	s1 s2 s3	d0 d1	M2
D	s1 s2 s3	d0 d1	M3 M4 (no droplets)
Classes other than E-d2 et F			M4

## Arrangement in upper part of stands

In hall Palais -1 and every space or hall where the ceiling is lower than 3m

False ceiling in stands are not allowed.

False ceiling (solid parts located above 1,80m) may only be tolerated by the Fire Marshall should following conditions be respected:

- Being composed of only one horizontal panel of 0,50m large (or several smaller panels whose total width amount to 0,50m)
- Maintaining a minimum clearance of 1m between each horizontal panel
- M0 or M1 fire classification for material used
- The total solid area representing a maximum of 25% of the total area of the stand
- Only approved mesh fabrics (net type) rated M1, with a spacing of 4 to 5mm between stitches, are authorised for the stand as a whole. In the case of total cover with mesh fabric, no solid part may be created except for its support.
- Maximum construction height must be respected
- Being securely fixed by M0 suspensions

Space and hall where the ceiling is higher than 3m

False ceiling in stands are not allowed.

Solid horizontal panels, or other arrangements in the upper part with a maximum width of 1,20m, may only be tolerated by the Fire Marshall should the following conditions be respected:

- M0 or M1 fire classification for material used
- Maintaining a minimum clearance of 1,5m between each horizontal panel
- The frontage of one of the longest sides must remain totally open
- No fascia underneath
- The total covered area representing a maximum of 25% of the total area of the stand
- Only approved mesh fabrics (net type) rated M1, with a spacing of 4 to 5mm between stitches, are authorised for the stand as a whole. In the case of total cover with mesh fabric, no solid part may be created except for its support.
- Maximum construction height must be respected
- Being securely fixed by M0 suspensions

In outside structures (Tents):

- Fabric used as ceiling must be fire rated M2
- Being securely fixed by M0 suspensions

For the complete regulation and additional information about false ceiling options, please consult the Terms and Conditions of the Palais des Festivals de Cannes, and send a request including a detailed project with precise plans to the Organizer's Technical Department.

## Bay windows :

If there are the Palais bay windows in your stand area, please note it is forbidden to place any graphic or adhesive elements on them by yourself, only the Palais team can do it. Please order to: [contact.exhibitors@palaisdesfestivals.com](mailto:contact.exhibitors@palaisdesfestivals.com)

## Water connection

Water arrival/evacuation is not possible in the Riviera 8 Hall and in some outside structures. In other halls, feasibility will depend on the stand location. We suggest using autonomous sinks when water connexion is not possible. Contact: [contact.exhibitors@palaisdesfestivals.com](mailto:contact.exhibitors@palaisdesfestivals.com)

## Sound equipment on stand

Exhibitors who wish to present sound equipment in operation must do so inside an auditorium. The maximum power radiated by all equipment must not exceed 60 db (A) outside the auditorium and the doors of the auditorium must be closed during sound demonstrations.

## Prohibitions

The use of open flames is not allowed including for the demonstration of equipment

- No flammable liquids may be stored on a stand. It is forbidden to store combustible packaging or waste on the stands and aisles
- The use of green letters or white letters on green background is prohibited; these colours are reserved for the general safety signage
- Packaging and waste must be removed as and when they are produced
- Removing installations of the building (guardrails, handrails, fire extinguishers,...)
- Except microwave ovens with a power capacity of less than 3.5 kw/h, the use of any cooking or heating device is prohibited inside the stands
- Evin law: electronic cigarettes are not allowed inside the Palais des Festivals
- Gas installation: Installations (including demonstration equipment that may ultimately be equipped with fake bottles) operating with butane or propane gas are strictly prohibited in addition to the use of open flame heaters during both the assembly and dismantling phases of the exhibition. Butane, propane or any other pressurized gas bottles as well as pressurized gas appliances, even empty ones, are banned..

## Circulation aisles color

The color of your stand's floor covering must be different from the circulation aisles.

Please contact the Technical Department to enquire about their color.

You must get your floor carpet back after the show. It is forbidden to throw it the bins during the breakdown period.

## Safety appropriate dress and behaviour

Access could be refused or withdrawn to any person who is not correctly and appropriately dressed, and more generally, whose dress or behavior could interfere with the image of the Event, its serenity or decorum.

- 1  
Upper part  
M0 / M1
- 2  
Partition walls M3 / M1  
(wood < 5mm)
- 3  
Floor M3 (synthetic) / M4 (natural)



## 6. Recommended suppliers

To help exhibitors regarding the stand, RX has selected the local suppliers who provide some services.

Exhibitors are free to contract directly with the suppliers of their choice.

The Organiser's liability cannot be engaged.

### THE VENUE SERVICES

SEMEC is the concession holder of The Palais des Festivals and Congress of Cannes. As such, it provides services for exhibitors.

**PALAIS DES FESTIVALS**  
PALAIS DES FESTIVALS EXHIBITORS SERVICES  
+33 (0)4 92 99 31 23  
[contact.exhibitors@palaisdesfestivals.com](mailto:contact.exhibitors@palaisdesfestivals.com)

- Covering
- Security guards
- Video-surveillance
- Electricity
- Suspension points/fixing points
- Phone

### FURNITURE RENTAL

Stand cleaning  
Water connection request  
Storage of empty boxes  
Stand removal  
Forklift order

### PRINTERS SIGNAGE

**PALAIS DES FESTIVALS**  
PALAIS DES FESTIVALS EXHIBITORS SERVICES  
Alexia MARABELLE  
+33 (0)4 92 99 31 54  
[marabelle@palaisdesfestivals.com](mailto:marabelle@palaisdesfestivals.com)

### STAND DECORATION

#### Furniture rental & Sanitary kits for stands

**CAMERUS**  
[www.camus.fr](http://www.camus.fr)  
+33 (0)1 57 14 25 25  
[exposant@camerus.fr](mailto:exposant@camerus.fr)  
Click [here](#) to discover the sanitary kit

#### Carpeting

**FULL ON**  
André Pfuller  
+33 (0)4 93 47 67 47

#### Water coolers coffee machines

**ESSENCE**  
[www.essence-services.com](http://www.essence-services.com)  
+33 (0)4 93 95 97 34  
[essence.services@orange.fr](mailto:essence.services@orange.fr)

#### Printers signage

**EXHIBIT**  
Nicolas Hochwelcker  
+33 (0)6 22 40 36 01  
[nicolas.hochwelcker@exhibitgroup.fr](mailto:nicolas.hochwelcker@exhibitgroup.fr)

**IAPCA - GROUPE RICCOBONO**  
[www.printingincannes.com](http://www.printingincannes.com)  
Suzy Coates  
+33 (0)6 09 56 42 32  
[s.coates@riccobono.fr](mailto:s.coates@riccobono.fr)

#### Plants rental

**GARDEN EXPO**  
[www.garden-expo.fr](http://www.garden-expo.fr)  
+33 (0)1 64 63 80 00  
[lorechini@garden-expo.fr](mailto:lorechini@garden-expo.fr)

#### Upcycling of stand materials

Donate stand materials / Order upcycled items made from your stand materials

**GREEN BEE EVENT UPCYCLING**  
<https://en.greenbeeupcycling.com/>  
Valérie Astier  
+33 (0)6 21 05 09 55  
[valerie@greenbeeupcycling.com](mailto:valerie@greenbeeupcycling.com)

### TEMPORARY STAFF

#### Hostesses and hosts

**TEAM SPIRIT**  
Nathalie de Saintdo  
+33(0)4 93 94 39 87  
[order@teamspirit.fr](mailto:order@teamspirit.fr)

#### Interpreters

**ATTIC**  
Michel Benvenuto  
+33 (0)4 93 62 68 98 / +33 (0)6 11 73 71 77  
[attic@wanadoo.fr](mailto:attic@wanadoo.fr)

### MEALS DELIVERY ON STAND

**PAVILLON GOURMET**  
[www.deliveryonstand.com](http://www.deliveryonstand.com)  
+33 (0)4 92 99 31 68  
[sara@pavillongourmet.fr](mailto:sara@pavillongourmet.fr)

### PHOTOGRAPHER

**PHOTOLUMIÈRE**  
Patrick Denton  
+33 (0)6 76 49 54 71  
[patdenton@free.fr](mailto:patdenton@free.fr)

### IT AND VIDEO

#### Internet connections & WIFI\*

**VIAPASS**  
[www.viapass.com](http://www.viapass.com)  
+33 (0)4 97 06 30 06  
[info@viapass.com](mailto:info@viapass.com)

\*Free WIFI is available to all participants everywhere within the exhibition zone during the show days. This connection allows you to read emails or use the mobile application for example. However, it is not efficient for the video streaming.

**Network:** Palais des Festivals WiFi  
When the portail is opened, please fill in the following information:  
- Your First Name  
- Your Name  
- Your Email address.  
A WiFi code is then sent to your email address. You will have to indicate this code on the portail to be connected to the WiFi.

If you require an improved bandwidth or multi-connections, we suggest you to order to official supplier Viapass: [www.viapass.com](http://www.viapass.com)

#### IT and video equipment

**ESE AZUR**  
Jens Rau  
+33 (0)9 83 03 25 42  
[rau@european-show-equipment.com](mailto:rau@european-show-equipment.com)

#### IT, av and office equipment

**LENI**  
+33 (0)4 93 00 80 00  
[sales@leni.fr](mailto:sales@leni.fr)

#### Audiovisual, interactive and innovative equipments

**UPSILON GROUP**  
<https://www.upsilon-group.com/>  
+33 (0)4 92 98 13 80  
[services@upsilon-group.com](mailto:services@upsilon-group.com)

### LOGISTICS

#### Car park facilities

**PARKING PANTIERO**  
[chef-parc.pantiero@cote-azur.cci.fr](mailto:chef-parc.pantiero@cote-azur.cci.fr)

**CANNES PARKING**  
+33 (0)4 89 82 23 23  
[cannesparking@ville-cannes.fr](mailto:cannesparking@ville-cannes.fr)

**INTERPARKING**  
[www.interparking-france.com](http://www.interparking-france.com)  
+33 (0)4 93 38 52 12  
[proux@interparking.com](mailto:proux@interparking.com)

#### Distribution

**LD PROD**  
Lionel Debucquoy  
+33 (0)6 09 56 73 01  
[lionel@ldprod.net](mailto:lionel@ldprod.net)

#### Forklift order Storage of empty boxes

**MARTINI TECHNOTRANS**  
Eric Folco  
+33 (0)4 92 59 27 27  
[info@martinitechnotrans.fr](mailto:info@martinitechnotrans.fr)

#### Recommended freight agents

**MARTINI TECHNOTRANS**  
Eric Folco  
+33 (0)4 92 59 27 27  
[info@martinitechnotrans.fr](mailto:info@martinitechnotrans.fr)  
**UNDERGROUND VAULTS  
& STORAGE LTD (UV&S LTD)**  
**UVSINC.COM**  
Mark matthews  
+44 (0)208 573 9999  
[mark.matthews@uvsinc.com](mailto:mark.matthews@uvsinc.com)

#### Medical concierge by concilio

**CONCILIO**  
<https://www.concilio.com/medicalconcierge/>  
+33 (0)1 86 76 14 06  
[palaisdesfestivals@concilio.com](mailto:palaisdesfestivals@concilio.com)

### VAT REFUND

**TEVEA INTERNATIONAL**  
Ellen Bosma  
+33 (0)1 42 24 96 96  
[ellen.bosma@tevea.fr](mailto:ellen.bosma@tevea.fr)

# 7. Catering, tasting, cocktail on stand

## Catering regulations on stand

Catering, in particular with the processing and cooking of foodstuffs, is generally prohibited in the establishment. Only caterers duly approved by the SEMEC may provide catering services, and this within the required good practices (see list attached).

Furthermore, any catering service is subject to the rules set out below: The use of any cooking or reheating equipment is prohibited within the halls and stands, except for microwave ovens of a power less than 3.5 Kw/h.

Any exemption request must first take the following points into consideration:

- The equipment used is only powered by electricity (no gas).
- The maximum total power does not exceed 20 Kw/h.
- Heating equipment that does not cause an interaction with the establishment's safety systems only.
- If cooking releases greasy vapours, there is a filtering extractor unit with 3 filters that trap grease and odours with evacuation to the outside if necessary.

In addition, for any catering and cocktail operation planned on the stand, an area must be set out for this purpose within the confines of the stand. This also applies to the office dedicated to the caterer. Any overflow or storage beyond the aforementioned limits is strictly prohibited.

A declaration sheet (Form E1) for the planned operation must be sent to the organiser

The following are to be specified:

- A description of the installation for the reheating equipment, stating the nature and power used.
- The area made available within the confines of the stand for the said operation.

Any operation not taking into consideration the provisions set out above will be refused.



[Click here to read more on catering regulation](#)

## SAFETY SHOWS



Here are some health & safety precautions to be implemented for your catering events



- Check and control the sanitary protocol of food and kitchen service providers
- Regularly disinfect points of contact
- Hydroalcoholic gel to be provided on tables and at the entrance and exit
- Brief the staff on the sanitary measures to be respected

## Partners caterers list

Company	Contact	Email	Phone	Website
Giry Traiteur	Luc GUIBOUT	contact@giry-traiteur.com	+33 (0)4 93 39 44 07	www.giry-traiteur.com
Pavillon Traiteur	Fabrice LAVERGNE	commercial@pavillontraiteur.com	+33 (0) 4 92 28 35 28	www.pavillontraiteur.fr

## Approved caterers list

Company	Contact	E-mail	Phone	Website
Casino Barrière	Nathael BERAUDO	nberaudo@cannesbarriere.com	+33 (0)4 92 98 78 72	www.cannesbarriere.com
Potel & Chabot	Manon VIALE	manon.viale@poteletchabot.fr	+33 (0)4 92 28 35 24	www.poteletchabot.fr
Helen Côte d'Azur	Arnaud LOUIS	alouis@helentraiteur.com	+33 (0)4 92 18 89 31	www.helentraiteur.com
Lenôtre	Christophe BLACHON	christophe.blachon@lenotre.fr	+33 (0)6 09 39 15 03	www.lenotre.fr
PAVILLON GOURMET Bars within the venue	Camille FORET DODELIN	camillef@pavillontraiteur.com	+33 (0)4 92 28 35 28	www.pavillongourmet.fr



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# 3 / Regulations & formalities

1. The sustainable development
2. Protection of persons during build-up & breakdown
3. French employment laws
4. Refunding vat
5. Custom formalities outside european union
6. Exhibitor's insurance
7. Theft from stand and other damages
8. Catering regulations on stand

## 1. The sustainable development

As a leading event Organizer, we bring together whole industries, in the process playing a role in influencing behaviour with a large number of stakeholders.

Our events have an impact, and we are committed to minimising those that are negative while continually seeking ways to positively contribute to the sustainable development.



**Let's work together : Responsible Exhibitors/Decorators**

You will find in below important rules regarding the waste:

- Decorators/Exhibitors are responsible for their waste,
- During the Build-up periods, we provide the containers (free of charge) for your minor construction waste (small pieces of wood, polyane...). We require you to limit the quantity of this waste, we have also to limit the quantity of our own waste in Organizer areas.
- During the Breakdown periods, you have to take your entire stand materials with you. If not, could you please order their evacuation on pallets/ destruction to the Palais:  
Ms Marabelle Alexia, email address : [marabelle@palaisdesfestivals.com](mailto:marabelle@palaisdesfestivals.com),  
tel no : +33 (0)4 92 99 31 54  
The Palais will recycle your waste, only the wooden materials.



## 2. Protection of persons during build-up & breakdown

Companies and subcontractors who perform work during the build-up and breakdown periods are also required to provide their employees, or temporary employees, with Personal Protective Equipment (PPE) as listed below – including loading/ unloading operations.

- Access to the exhibition halls is not authorized without validation of this document
- The Organiser can refuse may refuse access to the exhibition halls to people who do not wear personal protective equipment

### Wearing personal protective equipment (PPE)

Personal Protective Equipment (PPE): hard hats, safety shoes, face shield, safety masks, safety goggles, gloves, protection clothing etc is mandatory to protect from the risks of a workstation.

#### It is mandatory:

-  To wear safety shoes (outer shell + steel toe) during build-up and breakdown periods
-  To wear hard hats for all persons using nacelles and any other work at height
-  To wear gloves when handling sharp materials
-  To wear and use a safety harness for persons working on scaffolding and platforms
-  To wear safety glasses and masks when handling toxic products
-  To wear a welding mask or safety goggles during welding or grinding work
-  Visible safety jackets are mandatory for diurnal and night works in areas where vehicles/machines are running

### Working at heights

Scaffolding must be assembled by approved personnel, respecting the directives or instructions of the manufacturer; the platforms must be correctly positioned, the guard rails and the stability props must be in place.

Scaffolding must be equipped on external sides with collective fall prevention safeguards as indicated in the French Labour Code: paragraph 2 of article R4323-59.

No worker must remain on mobile scaffolding whilst it is being moved. Use of steps stools, ladders and step boards.

For mobile scaffolds the wheels must be locked during use.

Ladders and stepladders must not be used as work positions, unless technically not feasible to have collective protection equipment or if the risks resulting from an evaluation are minimal and the work periods are short and non-repetitive.

Their constitutive materials and their assembly must be solid, resistant, and adapted to their ergonomic status and their stability assured during usage.

The usage of fixed, portable, suspended, sliding and access ladders obey certain regulations. They must all be securely fixed to a solid support.

The lifting of light and not very cumbersome loads must remain exceptional.

### Forklift trucks

The driving of mobile automated vehicles and forklifts on building sites requires initial training. The driver must have in his possession a driving license delivered by his employer. The regulations envisage adequate training for the drivers and the obligation by the head of the company to deliver an authorization to drive/handle after:

- A medical aptitude examination has been carried out
- An examination of the driver's knowledge for the secure handling of the vehicle has been carried out. The driver has gained knowledge of the area and the instructions to be respected on the site.

#### The owners of the lifting machines:

- Documentation proving control of the machine inferior to 6 months
- Please note that electrical forklifts are strictly forbidden to use under the tents.

### Safety, health stand construction

The structural assembly of the stands, including floorboards, must be carried prior to arrival in the establishment.

Only the assembly of prefabricated constructions is authorized. Manufacturing on site is strictly prohibited. Minor adjustments may be tolerated, subject to these being carried out without creating risk or nuisance for all those present in the halls.

The cutting of large quantities of wooden panels is forbidden within the exhibition halls.

Only limited cutting made for small adjustments is tolerated. As for sanding, it is only tolerated at a bare minimum, and must be limited to small portions, as part of adjustments, repairs or joining of partitioning panels.

In the two aforementioned situations, the machines used must be equipped with collection devices for dust, sawdust and other powder substances. The non-respect of this regulation will result in the closure of the corresponding work zone.

### Use of machines and devices

Portable machines and appliances (circular saws, sander etc.) used by hand must be equipped with collection devices for dust, sawdust and other pulverulent substances.

«Machinery and fixed appliances which are not enclosed during normal operation and which give rise to emissions of dust, sawdust or any other powdery substances, in particular threshing machines, shredders and woodworking machines, must be fitted as close as possible to the sources of emissions, with nozzles and collectors or other suitably shaped pipes to enable them to connection to an evacuation system.

Portable machinery and equipment for manual use must either meet the requirements of the first paragraph above or include equipment for recovering dust, sawdust and other powdery materials. Where it is not technically possible to satisfy either of the conditions laid down in the preceding paragraph, all steps must be taken during the construction of portable hand-held machinery and equipment to ensure that dust, sawdust and other powdery materials are not thrown in the direction of the operator.»

## 3. Work conditions and french employment laws

During build-up, operation, and breakdown periods, the interior exhibition zones as well as the outside of the building are considered as workplaces. As such, any person – independent of their role, nationality and the duration of their presence on site – is subject to the French Labour Code. As an exhibitor, you are responsible for the surface rented from the Organizer and the services realized on it. As such, you are responsible for your suppliers: stand builders and decorators, employees, as well as any person performing any animation activity on stands (musicians, dancers, hostesses, etc.). Any person whose services you rely on (decorators, stand builders etc.) must have a contractual relationship with your company and must be declared as such with the French authorities in due form. (See paragraph G “Services related to stands” and H. “Events and artistic performance during the exhibition”).

### Any services related to stands performed by non-french employees

French Labour Code imposes that all companies whatever their country of origin (principal or contracting authority) verify, at the time of conclusion of a contract with a service provider, the value of which is above 5000€, that their contractor respects all regulations regarding the employment of foreign employees in France. These companies must obtain from their contractor the (i) confirmation of a declaration of the temporary assignment of workers employed by non-French companies and (ii) a full nominative list of foreign labour employed by the said contractor.

This list is established from the staff registry list, and indicates for each employee:

- The work authorisation type and order number for the non-European by the Labour authority.
- It is your responsibility to check if any other administrative controls are necessary.
- If these obligatory verifications are not made, the contractor is held jointly responsible along with the sub-contractor. (Damages payment of the amounts due for the illegal employment of foreign employees).

### Events and artistic performance during the exhibition

The exhibitor must send a written request for authorization to the Organiser and must provide in writing all information about the event or musical performance (type of event/performance, date, time, schedule, place, type of music, number of musicians...).

The exhibitor must prove to the Organiser his capacity as the employer of the individuals performing, and must return a sworn declaration on company letterhead.

The Exhibitor must provide the following documents to the Organiser:

- a copy of the employment contract and/or pay slip
- a copy of the hiring statement (DUE - Déclaration Unique d’Embauche) on French territory, or a copy of the receipt of the declaration of temporary employee secondment status on French territory, issued by the French Labour Inspection Authority of the performance location.

In addition, the artist must be covered by any insurance necessary and adequate for this type of performance or event. Finally, it is the responsibility of the client to make declarations and payments to the SACEM (author’s rights) in case of use of music during the performance.

### Working at night and week-ends

It is not possible to work outside of the official working hours of the exhibition (see 1.5.2 “Dates & hours”).

However it is possible to obtain exceptional authorization from the Technical Department if required.

This authorization does not exempt from the respect of French legal obligations of every employer concerning the maximum duration of work in a day, the duration of rest in between 2 days of work and the period of weekly leave.

## 4. Refunding TVA

In conformity with the European legislation, the Organizer of an Exhibition is obliged to charge the services raised with the French VAT.

For the exhibitors of the European Union: the reimbursement of the VAT is realized directly (like the national VAT). The foreign companies of the European Union and the companies coming from third world countries can, under certain conditions, be reimbursed of this VAT charge.

For all information and measures concerning the request for VAT reimbursement, the exhibitors can present themselves to a French fiscal officer. TEVEA International ([www.tevea-international.com](http://www.tevea-international.com)) is specialized in the requests for VAT reimbursement and will look after the totality of your request, till the payment of the amount to be reimbursed.

### IMPORTANT

Only the original bills are accepted by the fiscal administration for VAT reimbursement. In the case of loss, the VAT amount will not be reimbursed.

Neither copies, nor duplicates, nor certified copies will be accepted by the French Fiscal Administration.

It is, furthermore, strictly forbidden that the organizer establishes a second original invoice.

The VAT can be reimbursed on: - Hiring of a stand, instalment and balance - furniture renting -installation of a stand - decoration, flowers, plants -electricity - water - telephone - surveillance and cleaning of the stand - invitation cards - publicity and advertising sites - hiring of meeting rooms -press conferences - hiring



[Click here to request a refund](#)

## 5. Custom formalities outside european union

Products imported from countries which are not part of the European Union are subject to Customs formalities, either for temporary or permanent importation. Details on these formalities can be obtained on request from Martini Technotrans, the freight agent approved by the Customs Service of Cannes (see «Additional services via our recommended suppliers»).

Please note that French Customs are now checking that all toys, cuddly animals etc, imported by our clients carry the certification EC standards which guarantee their safe use by children. They will refuse importation if they do not have this.

For the “accompanied baggage” transport of goods of all kinds office equipment, audio, video and TV equipment, advertising material, printed documents, etc... (except personal belongings), these goods should be declared at Customs at the first entry point into France..

If they cannot be cleared by Customs immediately:

- Leave the goods at Customs;
- Ask for a deposit receipt;
- Contact a freight agent;
- Hand in the deposit slip together with a detailed statement of the value of uncleared goods to your freight agent;
- Give your instructions for customs clearance and delivery in Cannes to your freight agent.

In order to accelerate clearance upon arrival, please send all information about dispatch to your freight agent:

- Air Way Bill number;
- Flight number ;
- Date of departure;
- Contents, etc.

The Air Way Bill should be accompanied by full details of dispatch for each different parcel along with the corresponding value. Failure to comply with these formalities means that parcels will be blocked at customs. Costs incurred from the time the material arrives at the customs de- pot at Nice Airport until its departure must be paid by the Exhibitor.

Since the exhibition officially benefits from the status of Temporary Admission, all goods arriving from abroad (countries not belonging to the European Union) will benefit automatically from temporary admission status, after your freight agent has made a declaration to the Customs Office in Cannes.

However if a temporary import contract has been subscribed with another customs office other than that in Cannes (Paris, London, etc.), the operation needs a return authorization from customs and must be accompanied by an INF document which permits control of the goods during the event.

Temporary admission begins on the date of arrival of the goods in the exhibition premises and ends 30 days after the exhibition closes. Upon arrival at the customs office of the exhibition, the goods must immediately be declared. After this declaration, the goods will be checked by the Customs service. When these formalities have been accomplished, the goods may be sent to the Exhibitor's stand. During the period of the exhibition, merchandise must be presented for inspection on the stand whenever so re- quired by the customs service.

Foreign goods imported under the Temporary Admission system may on no account be sold during the exhibition. It is strictly forbidden for the foreign Exhibitor to sell any customs goods, or for them to be removed by visitors from the exhibition. They may not be sold or taken away from the exhibition premises until made properly available by the completion of sales declarations in the name of, or on behalf of the actual consignee, who must be someone living in the French national customs territory.

Practically speaking, goods intended for sale to the public during the exhibition must be cleared prior to sale, by a resident importer appointed by the foreign Exhibitor as the real consignee of the goods.

According to the provision of the Special Regulations relating to customs arrangements for Trade Fairs and Exhibitions (1st December 1976 edition, page 54, n° D7, reference 3), the temporary admission system may be refused in the case in which, in view of the quantity of goods of the same kind presented, the operation clearly involves imports intended for sale. Failure to observe these prohibitions is likely to place exhibitors in a delicate situation with regard to customs regulations (deficit and removal of bonded goods).

At the end of the Exhibition, no foreign merchandise will be allowed to leave the exhibition grounds without prior completion of one of the different types of regular sales declarations at the customs office of the exhibition, which will cover transport of the merchandise after this has been registered, checked and sealed by the customs office of the exhibition. Partial or total proceedings will be taken against exhibitors and carriers who are liable to have the bonded goods withheld from them.



# 6. Exhibitor's insurance

The Organizer has arranged coverage on behalf of the exhibitors, in particular against the following risks, knowing that this insurance may be soon modified:

### 1. Exhibitor's comprehensive Insurance

Exhibitors must be insured via the organiser against risks to the items presented.  
This comprehensive insurance covers casual loss or damage to goods belonging to an exhibitor or goods under his or her responsibility. The coverage shall take effect from the moment said items are deposited at the exhibition space of the exhibitor. The coverage shall be terminated from the moment said items leave the exhibition space at the end of the event.  
The following are covered, within the coverage limit of €15,000 (unless otherwise provided in the Addendum):  
Items exhibited, display equipment, furniture, and all other goods intended for inclusion within the exhibition space;  
Hired or borrowed property, including the exhibition space or the exhibition module supplied by the exhibition organisers, Audiovisual material and plasma/LCD screens.  
The exhibitor may take out additional optional coverage (see terms in the Exhibitor Guide) by contacting the insurer.

### 2. Extent of damage insurance

For the coverage stated in paragraph "Comprehensive risk insurance for exhibition spaces and items exhibited" of article 18, the allowance is:  
- 500 euros per claim and per exhibitor (in the case of theft).  
- 250 euros per claim and per exhibitor (in the case of breakage of fragile items).

### 3. Main exclusions of damage insurance in no event will the following be covered:

- The main exclusions from coverage are (non-exhaustive list):
- (a) War, civil war, foreign enemy invasion, revolution, confiscation of property, nationalisation, orders given by any government or any public or local authority, radioactive contamination, supersonic bang.
  - (b) Loss or damage to goods in the open air, caused by theft or bad weather.
  - (c) Financial loss, including loss of money and indirect loss.
  - (d) Damage resulting from a variation in temperature caused by an energy supplier.
  - (e) Damage caused by an electrical or mechanical breakdown or malfunction.
  - (f) Physical injury of staff.
  - (g) Theft of property or goods on the site of the Exhibition, where this property or these goods have been left without supervision and the theft has taken place at a time when the site is open for occupation or use by the exhibitors, as defined or stated by the organisers of the Exhibition.
  - (h) Inventory deficiency.
  - (i) Personal effects and objects, jewellery and artworks, cameras, radios, electronic pocket calculators, and all other objects belonging to natural persons directly or indirectly participating in the event.
  - (j) Telephones plugged into and/or connected to the telecommunication network(s).
  - (k) Removable software programs and packages.
  - (l) Theft of audiovisual equipment used for advertising purposes (such as VCRs, laptop computers, cameras, or camcorders) when these goods, during closing hours, are not kept in a storage unit and/or a room equipped with a safety lock.
  - (m) Theft of cash and paper securities, cheques, or any means of payment.
  - (n) Drones and Robots.
  - (o) Scratches, chips, and scuffs.
  - (p) Vehicles and motorised equipment that are in use, being operated and/or used as tools. Other than in these instances and if the vehicles and motorised equipment are merely exhibited, they may be covered by exhibitors' multi-risk insurance, within the limit of a coverage cap of €15,000 (unless otherwise provided in the Addendum) and subject to strict compliance with the following conditions:

All exhibited vehicles and equipment of all types must be "immobilised" by the exhibitor, thereby making it impossible to start them.

In accordance with the legislation in force, exhibited vehicles and equipment must be emptied of fuel or equipped with lockable fuel tank caps (and in this precise instance only contain a small amount of fuel). For exhibited vehicles and equipment that weigh less than 3.5 tonnes with a value of more than €70,000: the exhibitor must strictly prohibit access to the public.  
For exhibited vehicles and equipment that weigh more than 3.5 tonnes: if the vehicle is accessible to the public (if the cabin can be accessed, for example), the exhibitor must be present at all times during the exhibitors' opening hours.

The aforementioned list mentions only the main exceptions and constitutes only an abstract of the General and Special Terms of the insurance policy which shall alone take precedence in the settlement of any claims.  
With the exception of criminal intent on the part of the lessor of the premises on which the show is held, the exhibitor shall waive any recourse against the lessor and its insurers for:  
any material damage caused to the exhibitor as a result of fire, explosion, electrical damage, or water damage for which the lessor is liable, as well as for any consequential and/or non-consequential non-material damage, and particularly operating losses, suffered by the exhibitor and for which the lessor is liable, irrespective of the cause thereof.

The exhibitor irrevocably agrees that the insurance policies that it takes out include an identical waiver of recourse by its insurers.  
Furthermore, the exhibitor and its insurance company waive rights of recourse against RX FRANCE, its insurance company, any other exhibitor, and any company acting in their name, due to any physical, material and/or immaterial, direct or non-direct, fire, explosion or water damage, or «business loss".

For full information on all exclusions, consult the insurance policy available from the Organizer.

The Insurer's coverage is valid for the duration of occupation of the stand authorised by the Organizer.

### 4. Coverage claim procedure

Caution, risk of theft is covered on the formal condition that:

- During the hours of opening to the public and/or exhibitors, as well as during the period for installation and removal, the stand is constantly protected by the Exhibitor and/or his personnel
- In addition, during the hours of closure to the public and/or the exhibitors, the audiovisual material used for publicity (for instance video recorder, camera,...) must be stored in a cabinet and/ or a specific area closed by a key.
- The goods present on the exhibition space are insured. Property stolen or damaged outside the exhibitor's stand is not covered by insurance. For example, in the event of theft from an exhibitor's vehicle or during loading/unloading periods in the car parks, the insurance will not cover it because it would not be at the exhibition site.

Any claim must be notified in writing to the organiser.  
All claims must be moreover notified to the insurance company, on the standard forms which are available to the exhibitor, within twenty-four hours in the case of a theft or within five days in the other cases, stating the circumstances of the claim and the approximate total sum of the loss, failing which the insured party loses its right to claim from the insurer.  
All thefts must be notified by the exhibitor to the police department having territorial jurisdiction over the exhibition premises.  
The statement to the police must be attached to the claim.  
To obtain payment in compensation, the exhibitor must produce detailed inventories indicating the values of the equipment exhibited and the exhibition space equipment (fittings, decoration, lighting, etc.).

# 7. Theft from stand and other damages

### 1. Theft procedure

In case of theft the Exhibitor or his employees must lodge a written complaint within 24 hours with the local authority and ask for an acknowledgement of the complaint made:

Commissariat de Police  
1, avenue de Grasse 06400 Cannes - France  
Tél. : +33 (0)4 93 06 22 22

Attention: The security Service of the Palais des Festivals is not a local judiciary authority.  
Complaints made to Security officers will not be taken into account for insurance purposes.  
This acknowledgement of the complaint is compulsory for our Insurance Company to open your file "Theft and Damage".

The exhibitor must complete the claim declaration form.  
In support of this form, the exhibitor must also provide:  
- The filing of a complaint in the event of theft, which must be made by the exhibitor to a national police service at the venue of the show  
- The declarant's proof of identity  
- Paid invoice for participation in the show  
- The invoice(s) for the equipment declared stolen

This declaration, once completed and supplemented with the necessary elements, must be sent by the exhibitor directly to the insurer within 24 hours of the occurrence of the loss in the event of theft.  
Any incomplete or late declaration will be refused by the insurance.

Contact:  
AXA FRANCE  
DURAND SMAGGHE ASSOCIÉS  
5 RUE DES PONTS  
78290 CROISSY SUR SEINE  
01 88 60 02 73  
agence.croissy@axa.fr

### 2. Other damages (fire, water damage, explosion)

The Exhibitor or his representative must:

- Contact the Exhibition Operations Department in order to certify the damage: +33 (0)4 92 99 87 00 during trade show Send a registered letter to the Exhibition Operations Department giving the exact date, stating the circumstances and approximate damage
- Make a statement of claim and attach as many factual elements as possible such as: photos of the claim, collection of testimonies (contact details), etc.
- Take all necessary measures to keep objects, which have been partially or totally damaged
- Take any steps required by the laws and regulations in force to maintain recourse against third parties.
- The Exhibition Operations Department will forward this letter to the Insurance Company.
- The Exhibitors undertake to waive any faculty or recourses against the Organizer, the other exhibitors and the Palais des Festivals. Each exhibitor must communicate their general information and technical requests to their suppliers and other supplier services to which they use.

### 3. Lost & found

Have you found or misplaced something in the Palais des Festivals de Cannes?

During the exhibition, Lost and found is handled by the Organiser Exhibitor's Technical Desk located in the Palais des Festivals.  
Tel: +334 92 99 87 00/ 01.

When the exhibition is over, items are handed to the Lost and Found services of the city of Cannes:

Service des Objets Trouvés  
45, bd Carnot - 06400 Cannes - France  
Tél. : +33 (0)4 97 06 40 00  
Email: pmobjetstrouves1@ville-cannes.fr

Could you please [click here](#) to access to the Claim Form.

# 8. Catering regulations on stand

## REQUIREMENTS FOR MOVABLE AND/OR TEMPORARY PREMISES

1. Premises and vending machines are, so far as is reasonably practicable, to be so sited, designed, constructed and kept clean and maintained in good repair and condition as to avoid the risk of contamination, in particular by animals and pests.
2. In particular, where necessary:
  - a) appropriate facilities are to be available to maintain adequate personal hygiene (including facilities for the hygienic washing and drying of hands, hygienic sanitary arrangements and changing facilities);
  - b) surfaces in contact with food are to be in a sound condition and be easy to clean and, where necessary, to disinfect. This will require the use of smooth, washable, corrosion-resistant and non-toxic materials, unless food business operators can satisfy the competent authority that other materials used are appropriate;
  - c) adequate provision is to be made for the cleaning and, where necessary, disinfecting of working utensils and equipment;
  - d) where foodstuffs are cleaned as part of the food business' operations, adequate provision is to be made for this to be undertaken hygienically;
  - e) an adequate supply of hot and/or cold drinkable water is to be available;
  - f) adequate arrangements and/or facilities for the hygienic storage and disposal of hazardous and/or inedible substances and waste (whether liquid or solid) are to be available;
  - g) adequate facilities and/or arrangements for maintaining and monitoring suitable food temperature conditions are to be available;
  - h) foodstuffs are to be so placed as to avoid the risk of contamination so far as is reasonably practicable.

## TRANSPORT

1. Conveyances and/or containers used for transporting foodstuffs are to be kept clean and maintained in good repair and condition to protect foodstuffs from contamination and are, where necessary, to be designed and constructed to permit adequate cleaning and/or disinfection.
2. Receptacles in vehicles and/or containers are not to be used for transporting anything other than foodstuffs where this may result in contamination.
3. Where conveyances and/or containers are used for transporting anything in addition to foodstuffs or for transporting different foodstuffs at the same time, there is, where necessary, to be effective separation of products.
4. Where conveyances and/or containers have been used for transporting anything other than foodstuffs or for transporting different foodstuffs, there is to be effective cleaning between loads to avoid the risk of contamination.
5. Foodstuffs in conveyances and/or containers are to be so placed and protected as to minimise the risk of contamination.
6. Where necessary, conveyances and/or containers used for transporting foodstuffs are to be capable of maintaining foodstuffs at appropriate temperatures and allow those temperatures to be monitored.

## EQUIPMENT REQUIREMENTS

1. All articles, fittings and equipment with which food comes into contact are to:
  - a) be effectively cleaned and, where necessary, disinfected. Cleaning and disinfection are to take place at a frequency sufficient to avoid any risk of contamination;
  - b) be so constructed, be of such materials and be kept in such good order, repair and condition as to minimise any risk of contamination;
  - c) with the exception of non-returnable containers and packaging, be so constructed, be of such materials and be kept in such good order, repair and condition as to enable them to be kept clean and, where necessary, to be disinfected;
  - d) be installed in such a manner as to allow adequate cleaning of the equipment and the surrounding area.
2. Where necessary, equipment is to be fitted with any appropriate control device (e.g. temperature display) to guarantee fulfilment of this Regulation's objectives.
3. Where chemical additives have to be used to prevent corrosion of equipment and containers, they are to be used in accordance with good practice.

## PERSONAL HYGIENE

1. Every person working in a food-handling area is to maintain a high degree of personal cleanliness and is to wear suitable, clean and, where necessary, protective clothing.
2. No person suffering from, or being a carrier of a disease likely to be transmitted through food or afflicted, for example, with infected wounds, skin infections, sores or diarrhoea is to be permitted to handle food or enter any food-handling area in any capacity if there is any likelihood of direct or indirect contamination.

Any person so affected and employed in a food business and who is likely to come into contact with food is to report immediately the illness or symptoms, and if possible their causes, to the food business operator.

## PROVISIONS APPLICABLE TO FOODSTUFFS

1. A food business operator is not to accept raw materials or ingredients, other than live animals, or any other material used in processing products, if they are known to be, or might reasonably be expected to be, contaminated with parasites, pathogenic microorganisms or toxic, decomposed or foreign substances to such an extent that, even after the food business operator had hygienically applied normal sorting and/or preparatory or processing procedures, the final product would be unfit for human consumption.
2. Raw materials and all ingredients stored in a food business are to be kept in appropriate conditions designed to prevent harmful deterioration and protect them from contamination.
3. At all stages of production, processing and distribution, food is to be protected against any contamination likely to render the food unfit for human consumption, injurious to health or contaminated in such a way that it would be unreasonable to expect it to be consumed in that state.

4. Adequate procedures are to be in place to control pests. Adequate procedures are also to be in place to prevent domestic animals from having access to places where food is prepared, handled or stored (or, where the competent authority so permits in special cases, to prevent such access from resulting in contamination).
5. Raw materials, ingredients, intermediate products and finished products likely to support the reproduction of pathogenic micro-organisms or the formation of toxins are not to be kept at temperatures that might result in a risk to health. The cold chain is not to be interrupted. However, limited periods outside temperature control are permitted, to accommodate the practicalities of handling during preparation, transport, storage, display and service of food, provided that it does not result in a risk to health. Food businesses manufacturing, handling and wrapping processed foodstuffs are to have suitable rooms, large enough for the separate storage of raw materials from processed material and sufficient separate refrigerated storage.
6. Where foodstuffs are to be held or served at chilled temperatures, they are to be cooled as quickly as possible following the heat-processing stage, or final preparation stage if no heat process is applied, to a temperature which does not result in a risk to health.
7. The thawing of foodstuffs is to be undertaken in such a way as to minimise the risk of growth of pathogenic microorganisms or the formation of toxins in the foods. During thawing, foods are to be subjected to temperatures that would not result in a risk to health. Where run-off liquid from the thawing process may present a risk to health it is to be adequately drained. Following thawing, food is to be handled in such a manner as to minimise the risk of growth of pathogenic microorganisms or the formation of toxins.
8. Hazardous and/or inedible substances are to be adequately labelled and stored in separate and secure containers.

## TRACEABILITY REGULATION EC 178/2002

The traceability obligation is established in the general principles of Regulation EC No. 178/2002 of 28 January 2002 (articles 3 and 18). It means the ability to trace and follow a food, food-producing animal or substance intended to be, or expected to be incorporated into a food, through all stages of production, processing and distribution. Each product has an origin and a destination. Traceability means the ability to trace and follow a product from production to distribution.

The main aim of the traceability provisions is to ensure that products (or a batch or lot) can be identified in order to be able to rapidly recall them in the safest possible way in the event of food safety problems. Accordingly, professionals must implement procedures allowing them to identify their direct suppliers (upstream traceability, "supplier-product" connection).

Operators must be able to IMMEDIATELY produce the following information:

- supplier's name and address;
- nature of the products supplied by the supplier.

In practice: supplier delivery slips (or a copy) must be stored on site. Manufacturer labels must be removed or cut out at the time of the decanting and/or unpacking of the foodstuffs. They must be stored with the product until it has been used in full.

## REGULATION BASIS

REGULATION (EC) NO 178/2002 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL OF 28 JANUARY 2002

REGULATION (EC) NO 852 & 853/2004 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL OF 29 APRIL 2004 ON THE HYGIENE OF FOODSTUFFS

MINISTERIAL DECREE OF 21 DECEMBER 2009

## HOSTING COKTAILS

### Food consumption

Should you import national or regional delicacies, you will be asked to:

- Communicate in advance to RX the list of the products you wish to bring as well as the sanitary certificate of the manufacturer;
- Provide proof of the conformity of the transport (technical certificate of the vehicles or containers used);
- Communicate the traceability elements relating to foodstuffs;
- Ensure the cold performance of the refrigerators and preservatives where the foodstuffs are stored on the stand (+2°C for raw minced meat or raw fish products, +4°C for other fresh foodstuffs and -18°C for frozen foodstuffs).

### Preparation on site (presentation, heating)

In addition to the above-mentioned obligations, you must comply with the following instructions:

- The preparations will be carried out by qualified personnel;
- The manipulations will be carried out in an area reserved for this purpose, equipped with a water point if possible supplied with hot and cold water;
- Hold and use approved cleaning products for the cleaning and disinfection of utensils and equipment in contact with foodstuffs;
- The working environment is refrigerated or, failing this, the time spent by foodstuffs outside refrigerated enclosures is limited;
- Reheating makes it possible to reach and then maintain a core temperature above 63°C in less than one hour.








### Exhibitor Obligations

Food safety management inside the Palais des Festivals is provided by BVC, a specialised external consultancy. Their inspectors will visit stands to check the conditions for storing, preparing and serving products. You must therefore accept the following: the inspection of your installations, checking of the above-mentioned health and conformity certificates, sampling (where necessary) of 100 grams of products for analysis, cleanliness tests of work surfaces.

# 4 / Mandatory forms to be returned

1. Checklist
2. S1 form - Option A equipped stand
3. S1 form - Option B or Option C stand package or custom-made stand
4. S2 form - Option D stand decoration and fire safety
5. E1 form cocktails & events on stand
6. A.1 Form truck and delivery vehicles registration form

## 1. Checklist

EXHIBITOR SCHEDULE		
Deadline	Administrative procedures	Contacts
 August 19	Option A	Exhibitors Technical Department <a href="mailto:technique.mipcom@rxglobal.com">technique.mipcom@rxglobal.com</a>
 September 13 (deadline to order)	Option B	You have already ordered the stand package decoration and need further information, please contact: <a href="mailto:decoration@rx-operation.com">decoration@rx-operation.com</a>
 September 13 (deadline to order)	Option C	You would like to order the custom-made stand decoration, please contact: <a href="mailto:mystandmaker.france@rxglobal.com">mystandmaker.france@rxglobal.com</a>
 August 19	Option D	Exhibitors Technical Department <a href="mailto:technique.mipcom@rxglobal.com">technique.mipcom@rxglobal.com</a>
 September 9	E1 form Cocktails & events on stand	Exhibitors Technical Department <a href="mailto:technique.mipcom@rxglobal.com">technique.mipcom@rxglobal.com</a>
 September 9	Vehicule & delivery form (A1 Form)	To be returned by email to: ALTEC <a href="mailto:access@altec-organisation.com">access@altec-organisation.com</a>
 September 9	Decorators' badges <a href="https://solar.rxfrance.fr">https://solar.rxfrance.fr</a>	In case of problem/question: <a href="mailto:operations.registration@rxglobal.com">operations.registration@rxglobal.com</a>



2. S1 Form / Equipped stand

ORDER FORM FOR THE EQUIPPED STAND

You chose the equipped stand, to order this decoration please return to us this form dully filled in and signed  
You wish to add extra decorations (poster, graphics, banners etc.) ? These decoration elements must be in conformity with the Safety Rules of the Palais and must be approved by the Safety Manager before the show.

1. Your company

Name and year of the show:Company name:

Contact :Stand Number:

Mobile phone on site:Email:

2. Your stand

I confirm I choose OPTION A\*: ☐ YES ☐ NO

\*Option A is a non-divisible package including partitioning walls, grey carpet, stand sign, and basic furniture

FIRE SAFETY

☐ I will not have any decoration.

☐ I will not have any other decoration than a poster (80x60cm) per partition wall (2,5m²).

☐ I plan to decorate my stand using the other elements and materials.

\*Please consult the "authorized material rating table" in order to find out the fire rating required for each material. It is mandatory to provide Fire Test reports indicating the rating of the materials according to the French norm or Euroclass norm EN.13.501.1.

MATERIALS

MATERIALS	DESCRIPTION
Wall covering / Wall paper / Posters > A1	
Plastic materials	
Floating decoration / graphics / Banner	
Pop-up stand / Pop-up wall	
Other materials	

After receiving your complete stand decoration file with the required documents, an administrative approval to build/decorate will be given by the Fire Marshall of the Palais des Festivals de Cannes. However, please note that an on-site inspection will be carried out during build-up by the Fire Marshall of the venue. Any material which would not respect the regulation will have to be removed.

3. Electrical attestation

You must complete this section in order to benefit from a power supply on the stand.

I want the electrical box provided with the OPTION A stand: ☐ YES ☐ NO

Within the framework of a packaged stand provided by the organizer and only including the multimedia or electrical appliance connections to the stand's power supply box, I, the undersigned (first name, last name)  
, attest that the electrical equipments used on the Stand N°: from the Company  
(exhibiting company name) are certified under current standards and comply with the manufacturer's specifics, and have not undergone any transformation on my part (see chapter 4.7 of the Terms & Conditions of the Palais des Festivals).

REQUIRED FIELD

Name:Position:Date:

Signature (handwritten only):Company seal (if applicable):

 Should you have any question, please contact: [technique.mipcom@rxglobal.com](mailto:technique.mipcom@rxglobal.com)

DEADLINE  
AUGUST 19 2024

Option A

Authorized material table

REMINDER: FRENCH CLASSIFICATION or equivalent according to the Euroclass norm EN.13 501.1

M0 = A1 ; A2 s1 d0 Euroclass: Non-combustibleM3 = D s1 d0 Euroclass\*: Moderatly flammable

M1 = B s3 d1 Euroclass: Non-flammableM4 = D s3 (d1) Euroclass\*: Highly flammable

M2 = C s3 d1 Euroclass: Fire retardant

\*excluding floor covering

Materials	Authorized	Documents to be submitted
Wood (or wood-based composite) > 18 mm non-laminated	Pressed wood chipboard (non-laminated), plywood	None (materials equated M3 or Ds1 d0 Euroclass)
Wood < 18 mm and > 5 mm Wood > 18 mm laminated	M3 or D s1 d0 Euroclass	Report (or labels on materials)
Plywood - Chipboard < 5 mm or wood-based composite	M1 or 2 treated on both sides with fireproof paint, varnish, or fire-inhibiting salts by an approved contractor or B s3 d1 Euroclass	Report (or labels on materials)
Floor carpeting	Natural: M4 or Dfl s2 Euroclass Synthetic: M3 or s2 Cfl Euroclass	Report
Wall covering and fabrics	M1 or fireproofed or B s3 d1 Euroclass	Report or fireproofing certificate containing the product name, specifications, date of application
Plastics	M1 or B s3 d1 Euroclass less than 2mm M2 or C s3 d1 Euroclass from 2 to 12mm M4 or D s3 (d1) Euroclass over 12mm	Report in line with paragraph 4.4.1 of the specifications
Painting	On M0, M1 or authorized wood support (nitrocellulose paint prohibited)	Report of support
Suspended decorations (paper, cardboard)	M1 or fireproofed or Bs1d1 Euroclass	Report or fireproofing certificate containing the product name, specifications, date of application
Floral decorations made of synthetic material	Original M1 (fireproofing prohibited) (1) or B s3 d1 Euroclass	Report
Glued decoration (paper only)	Without proof if glued over the entire surface or applied partially to a surface of 0.50x0.50m and < 20% of the surface of the stand	None - must be adhered to firerated support, M0, M1, M2, M3 or Euroclass equivalent
Furniture	Large pieces of furniture: M3 or D s1 d0 Euroclass / Lightweight structure: M3 or D s1 d0 Euroclass / Filling: M4 or D s3 (d1) Euroclass / Envelope: M1 or B s3 d1 Euroclass / Non-illuminated small movable furniture on level -1: fire-rating M2 (C s3 d1) is required	Report or fireproofing certificate (without proof if Palais furniture rental)
Glazing	Armed, tempered, laminated	Certificates or documents such as invoices, sworn statement
Other materials	Approval to be requested	Written response of the Safety Manager

NB: Reports from an approved laboratory in accordance with French Decree of the Ministry of Interior dated 30 June 1983 as amended and its annexes. Alternatively, by an officially recognized equivalent of any report corresponding to European standards called Euroclass NF EN 13 501-1 applicable in member states of the union. Relative to self-certification of manufacturers of wood, said latter may be only be considered only as an information item with the Safety Manager, its validation or refusal shall be decided by the relevant administrative authority. .



### 3. S1 Form / Stand package or custom-made stand

You chose the package turnkey stand or the custom-made stand and you wish to add extra decorations ?  
These decoration elements must be in conformity with the Safety Rules of the Palais and must be approved by the Safety Manager before the show.  
You must fill in and sign this form and send it us

#### 1. Your company

Name and year of the show:

Exhibiting company name:

Contact:

Stand Number:

Mobile phone on site:

Email:

#### 2. Decoration elements brought by the exhibitor

##### FIRE SAFETY

MATERIALS	DESCRIPTION
Wall covering / Wall paper / Posters > A1	
Plastic materials	
Floating decoration / graphics / Banner	
Pop-up stand / Pop-up wall	
Other materials	

#### 3. Electrical attestation

You must complete this section in order to benefit from a power supply on the stand.

I wish to bring an additional equipment that requires a specific electrical installation: ☐ YES ☐ NO

Within the framework of a packaged stand provided by the organizer and only including the multimedia or electrical appliance connections to the stand's power supply box, I, the undersigned (first name, last name)  
attest electrical equipments used on the Stand Number: by Exhibiting company  
are certified under current standards and comply with the manufacturer's specifics, and have not undergone any transformation on my part (see chapter 4.7 of the Terms & Conditions of the Palais des Festivals).

##### REQUIRED FIELD

Name:

Position:

Date:

Signature (handwritten only):

Company seal (if applicable):



DEADLINE  
AUGUST 19 2024

Option B or C

#### Authorized material table

REMINDER: FRENCH CLASSIFICATION or equivalent according to the Euroclass norm EN.13 501.1

M0 = A1 ; A2 s1 d0 Euroclass: Non-combustible

M1 = B s3 d1 Euroclass: Non-flammable

M2 = C s3 d1 Euroclass: Fire retardant

M3 = D s1 d0 Euroclass\*: Moderatly flammable

M4 = D s3 (d1) Euroclass\*: Highly flammable

\*excluding floor covering

Materials	Authorized	Documents to be submitted
Wood (or wood-based composite) > 18 mm non-laminated	Pressed wood chipboard (non-laminated), plywood	None (materials equated M3 or Ds1 d0 Euroclass)
Wood < 18 mm and > 5 mm Wood > 18 mm laminated	M3 or D s1 d0 Euroclass	Report (or labels on materials)
Plywood - Chipboard < 5 mm or wood-based composite	M1 or 2 treated on both sides with fireproof paint, varnish, or fire-inhibiting salts by an approved contractor or B s3 d1 Euroclass	Report (or labels on materials)
Floor carpeting	Natural: M4 or Dfl s2 Euroclass Synthetic: M3 or s2 Cfl Euroclass	Report
Wall covering and fabrics	M1 or fireproofed or B s3 d1 Euroclass	Report or fireproofing certificate containing the product name, specifications, date of application
Plastics	M1 or B s3 d1 Euroclass less than 2mm M2 or C s3 d1 Euroclass from 2 to 12mm M4 or D s3 (d1) Euroclass over 12mm	Report in line with paragraph 4.4.1 of the specifications
Painting	On M0, M1 or authorized wood support (nitrocellulose paint prohibited)	Report of support
Suspended decorations (paper, cardboard)	M1 or fireproofed or Bs1d1 Euroclass	Report or fireproofing certificate containing the product name, specifications, date of application
Floral decorations made of synthetic material	Original M1 (fireproofing prohibited) (1) or B s3 d1 Euroclass	Report
Glued decoration (paper only)	Without proof if glued over the entire surface or applied partially to a surface of 0.50x0.50m and < 20% of the surface of the stand	None - must be adhered to firerated support, M0, M1, M2, M3 or Euroclass equivalent
Furniture	Large pieces of furniture: M3 or D s1 d0 Euroclass / Lightweight structure: M3 or D s1 d0 Euroclass / Filling: M4 or D s3 (d1) Euroclass / Envelope: M1 or B s3 d1 Euroclass / Non-illuminated small movable furniture on level -1: fire-rating M2 (C s3 d1) is required	Report or fireproofing certificate (without proof if Palais furniture rental)
Glazing	Armed, tempered, laminated	Certificates or documents such as invoices, sworn statement
Other materials	Approval to be requested	Written response of the Safety Manager

NB: Reports from an approved laboratory in accordance with French Decree of the Ministry of Interior dated 30 June 1983 as amended and its annexes. Alternatively, by an officially recognized equivalent of any report corresponding to European standards called Euroclass NF EN 13 501-1 applicable in member states of the union. Relative to self-certification of manufacturers of wood, said latter may be only be considered only as an information item with the Safety Manager, its validation or refusal shall be decided by the relevant administrative authority.

4. S2 Form / Stand decoration & fire safety

You have booked a raw space and are hiring a stand builder for the design and construction of your stand? You must fill in this mandatory form and return it us with the required documents:

- This safety form S2 dully filled in and signed
- Plan of your stand with dimensions (length, width, height), on which all the materials to be used are clearly identified, and 3d views
- Fire certificates you are using (if applicable)

This file is mandatory, without the Safety Manager’s approval it will be not possible for you to access the Exhibition Hall to build the stand

1. Questionnaire - stand arrangements

Stand Construction height	_____ M		The stand construction height must not exceed the maximum height indicated on the stand plan provided by the Organizer
Partitioning walls installed along aisles	YES	NO	Partitioning walls installed along aisles, facing another stand, must not cover more than 40% of the entire length.
Upper parts of the stand			
Velum / canopy	YES	NO	If yes, please precise the width: _____ M and total surface area covered: _____ %  <small>* Please be careful, it is not technically possible to have the suspension points in some stand areas. Please contact the Palais team to know if it is possible or not to have the suspension points: contact.exhibitors@palaisdesfestivals.com (Please read the «Suspension points» rule on page 15 in Exhibitor’s Technical Guide)</small>
Beams	YES	NO	
Suspension points*	YES	NO	
Arrangements Terraces			<small>It is not authorized to use heaters on all the Terraces (Decree no. 2022-452 of March 30, 2022 relating to the prohibition on using heating or air conditioning installations in the public domain outdoors).</small>
Parasols	YES	NO	<small><b>Terraces of Outside structures/tents:</b> Terraces can be not used/decorated as an internal stand area, it can only be as a receptive space. It is prohibited to install any type of construction such as partitioning walls, glazing, pergolas or awnings. The use of inflatable furniture is not permitted. Permitted items : terrace furniture, reception desk, small mobile bar, planters, parasols and peripheral walling with a maximum height of 1.1M. All parasols must be closed and stored every night ; their use may not be authorized in the event of weather-related risks. <b>External wall cladding:</b> It may not exceed a height of 2M80. Decorative elements may not be fixed directly to the structure. <b>Exterior signage flags:</b> The format is strictly regulated: maximum authorized height 4M50 from the ground/parvis and the size of the flag is 1M x 1M50. The flag must be self-supporting if the location permits. If this is not possible, the flag must be attached using the external wall cladding.</small>
Other arrangements	YES	NO	<small><b>Terraces (stands other than outside structures/tents):</b> The use of light inflatable furniture is prohibited on terraces. You should make sure the maximum safety load is respected. Terraces installation is limited and can not be decorated as a stand area. Terraces can only be converted into a reception area such as a bar with small furniture (tables, chairs, and parasols) and cannot be totally enclosed. Specific installations for protection against the weather could be authorized by the Safety Department after examination of your file and upon the following conditions: Any installation on the terraces (plants, walls, half height partition walls...) must meet snow and wind standards, namely 100km/h wind-resistant and be subject to a statutory technical control delivered by a certified organization (please contact SOCOTEC: Yann.GAY@ socotec.com).This document must be submitted to the Safety Department during the build up periods, after installation of the decorations. On terraces of Riviera 8, only tables, chairs and small parasols are authorized. Any parasol placed on the terraces of the upper floors must be secured with a sling in order to avoid it from falling down, and this in addition to the main fixing system. All parasols must be closed and stored every night.</small>
Meeting rooms / Offices	YES	NO	Regarding the closed spaces as a meeting room or office, the number and size of exits depend on the size of the closed space. If your closed space consists of more than 19m2 you have to provide 2 exits. The direct exits on the circulation aisles must be created. To avoid accidents, doors should not be opened directly to the security aisle. Sliding doors used for safety exits are not authorized, only normal doors are authorized for safety exits.
Raised floor Will your stand have a raised floor?	YES	NO	Raised floors must allow access for disabled people. Please make sure your floor complies with the safety regulations.
Exhibited materials The exhibited materials can be shown on the stands without any fire certificate	YES	NO	The same applies to these materials used in the context of a sales product or similar such as a display unit, model cover, showcase. However, they must be not associated to the construction of the stand and their surface area must be less than 4m² per 50m² of stand area. Please provide us a technical sheet and a description of your exhibited product.

2. Electrical installations of stand

I, the undersigned (first name, last name) attest that electrical installation of the Exhibiting Company name of the stand number will be carried out by the persons qualified to design, and to work in accordance with the current regulations. They will be informed of the specific risks of this type of event and be qualified to design and to carry out the work in conformity with the laws, the decrees and other official texts relating to electrical installations, especially to standards EN60 598 or NFC 15-100, as well as to the decree of 14 November 1969 relating to the protection of workers.

I confirm the electrical installation, in particular the lighting section, will be equipped with a master switch in order to switch off all the lights added temporarily during the event.

Name:	Position:	Date:
Signature (handwritten only):		Company seal (if applicable):

DEADLINE  
AUGUST 19 2024

Option D

Name and year of the show:	Exhibiting company name:
Contact:	Stand Number:
Phone:	Email :
Decorator’s company name:	Contact on site:
Mobile phone on site:	Email:

Materials used

Your materials used must be the authorized materials. The guarantee of the reaction to fire classification of the materials used in the exhibition halls must be provided to the safety manager only by the fire certificates from approved laboratories. The tests must be complied with french standards nf p 92 501 to 507 and nf en - 13.501.1.

REMINDER: FRENCH CLASSIFICATION or equivalent according to the Euroclass norm EN.13 501.1:  
M0 = A1 ; A2 s1 d0 Euroclass: Non-combustible  
M1 = B s3 d1 Euroclass: Non-flammable  
M2 = C s3 d1 Euroclass: Fire retardant  
M3 = D s1 d0 Euroclass\*: Moderatly flammable  
M4 = D s3 (d1) Euroclass\*: Highly flammable  
\*excluding Floor covering

Your materials information:

Materials	Description	Plan and Test report identification	Fire certificate/Test report number	Fire rating (M1, bs1d0...)
Wood > 18 mm		A		
Wood,plywood,conflomerate < 18 mm		B		
Fitted floor carpet		C		
Wall fabrics and textile coverings		D		
Plastics		E		
Glazing, glass elements		F		
« Pop-up » stands		G		
Other materials		H		

Signature and company seal

Exhibitor or his contractor declares to have read and accepted the Decoration and Fire Safety rules mentioned in Exhibitor’s Technical Guide (from page 15), and in Terms & Conditions of the Palais des Festivals.

Name :	Position:	Date:
Signature (handwritten only):		Company seal (if applicable):



Should you have any question, please contact: [technique.mipcom@rxgglobal.com](mailto:technique.mipcom@rxgglobal.com)

Authorized material table

Materials	Authorized	Documents to be Submitted
Wood (or wood-based composite) > 18 mm non-laminated	Pressed wood chipboard (non-laminated), plywood	None (materials equated M3 or Ds1 d0 Euroclass)
Wood < 18 mm and > 5 mm Wood > 18 mm laminated	M3 or D s1 d0 Euroclass	Report (or labels on materials)
Plywood - Chipboard < 5 mm or wood-based composite	M1 or 2 treated on both sides with fireproof paint, varnish, or fire-inhibiting salts by an approved contractor or B s3 d1 Euroclass	Report (or labels on materials)
Floor carpeting	Natural: M4 or Dfl s2 Euroclass Synthetic: M3 or s2 Cfl Euroclass	Report
Wall covering and fabrics	M1 or fireproofed or B s3 d1 Euroclass	Report or fireproofing certificate containing the product name, specifications, date of application
Plastics	M1 or B s3 d1 Euroclass less than 2mm M2 or C s3 d1 Euroclass from 2 to 12mm M4 or D s3 (d1) Euroclass over 12mm	Report in line with paragraph 4.4.1 of the specifications
Painting	On M0, M1 or authorized wood support (nitrocellulose paint prohibited)	Report of support
Suspended decorations (paper, cardboard)	M1 or fireproofed or Bs1d1 Euroclass	Report or fireproofing certificate containing the product name, specifications, date of application
Floral decorations made of synthetic material	Original M1 (fireproofing prohibited) (1) or B s3 d1 Euroclass	Report
Glued decoration (paper only)	Without proof if glued over the entire surface or applied partially to a surface of 0.50x0.50m and < 20% of the surface of the stand	None - must be adhered to firerated support, M0, M1, M2, M3 or Euroclass equivalent
Furniture	Large pieces of furniture: M3 or D s1 d0 Euroclass / Lightweight structure: M3 or D s1 d0 Euroclass / Filling: M4 or D s3 (d1) Euroclass / Envelope: M1 or B s3 d1 Euroclass / Non-illuminated small movable furniture on level -1: fire-rating M2 (C s3 d1) is required	Report or fireproofing certificate (without proof if Palais furniture rental)
Glazing	Armed, tempered, laminated	Certificates or documents such as invoices, sworn statement
Other materials	Approval to be requested	Written response of the Safety Manager

**REMINDER:**  
FRENCH CLASSIFICATION or equivalent according to the Euroclass norm EN.13 501.1

M0 = A1 ; A2 s1 d0 Euroclass: Non-combustible  
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M2 = C s3 d1 Euroclass: Fire retardant  
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M4 = D s3 (d1) Euroclass\*: Highly flammable

*\*excluding floor covering*

NB: Reports from an approved laboratory in accordance with French Decree of the Ministry of Interior dated 30 June 1983 as amended and its annexes. Alternatively, by an officially recognized equivalent of any report corresponding to European standards called Euroclass NF EN 13 501-1 applicable in member states of the union. Relative to self-certification of manufacturers of wood, said latter may be only be considered only as an information item with the Safety Manager, its validation or refusal shall be decided by the relevant administrative authority.



## 5. E1 Form / Cocktails and other events on stand

Form to be completed online



Please declare events planned on your stand by completing this online form:

<https://forms.rxfrance.fr/en/technique/2024/e1-on-stands-events-declaration.htm>

### Quick reminders, as featured in the Exhibitor's Technical Guide:

- For Public Health and Hygiene concerns, only caterers approved by the Palais des Festivals/SEMEC may work in the venue and on its premises (Palais des Festivals et des Congrès, Cannes, France). Exhibitors wishing to use caterers on their booth must use one of the approved caterers (the list is on page 19 in the Exhibitor's Technical Guide). This regulation applies to all food items except packaged ready-to-consume food items (sweets, peanuts, biscuits, etc), soft drinks or alcoholic drinks.
- For fire safety reasons, any equipment, including the set up by the caterers for your cocktails, catering and events, shall not exceed the stands' limits.
- The maximum power radiated by any equipment on stands must not exceed 60 db (A).
- In case of artist performances, the Exhibitor must provide detailed information (type of event/performance, date, time, schedule, place, type of music, number of musicians...), and prove to the Organizer their capacity as the employer of the individuals performing. Any artist intervention/performance must be covered by necessary and adequate insurance, at the Exhibitor's expense.
- In case of use of music, it is the responsibility of the Exhibitor to make the appropriate declarations and payments to the SACEM (collective management of authors' rights in France; <https://www.sacem.fr/en>), at the Exhibitors' expense.

**Click here to declare your events**  
(same form as the orange link above)



Should you have any question, please contact: [technique.mipcom@rxglobal.com](mailto:technique.mipcom@rxglobal.com)

# 6. A1 Form / Truck and delivery vehicles registration form

To be sent duly filled and signed to  
access@altec-organisation.com



## 1. Your company

Name and year of the show:

Company name:

Address:

Post code:

City:

Country:

Stand manager:

Phone:

Mobile:

E-mail:

## 2. Your profile

Are you an exhibitor? ☐ YES ☐ NO

Are you a supplier? ☐ YES ☐ NO

## 3. Freight agency information

Name of the freight agency:

Additional information:

## 4. Stands or space(s) for the deliveries are made for

Stand / space name	Stand n° / location	Stand / space name	Stand n° / location

Total surface to be set up (m²):

## 5. Scheduled deliveries

Delivery date (DD/MM/YYYY)	Arrival time	License plate and country	Vehicle < 3,5t ?	Vehicle > 3,5t ?	Number of deliverie(s)

Please attach a table listing the deliveries if there are more than 5.

## 6. Required field

Name :

Position:

Date:

Signature (handwritten only):Company seal (if applicable):