



# Exhibitor Guide

**Please read carefully**

- Practical information
- Deliveries
- Terms & conditions - Use of areas
- Safety rules
- General terms & conditions of hire & sale
- Description of modular stands & GL package stands
- Services catalogue

**TISSUE WORLD 2011**

From 29<sup>th</sup> to 31<sup>th</sup> of March

# Practical information

Keep this page on your stand

Exhibitor   
guide

## EVENT NAME

TISSUE WORLD 2011

## ORGANISER

UBM ASIA TRADE FAIRS PTE LTD.  
3 PICKERING STREET, 02-48 CHINA SQUARE CENTRAL  
048660 SINGAPORE  
**Phone / fax / e-mail:** +32 2 653 15 35 / +32 2 653 80 34 / agnes.gehot@ubm.com  
**Contact person:** Agnes Gehot

## EVENT SCHEDULE

| Date:                    | 25 <sup>th</sup> March | 26 <sup>th</sup> March | 27 <sup>th</sup> March | 28 <sup>th</sup> March | 29 <sup>th</sup> March | 30 <sup>th</sup> March | 31 <sup>th</sup> March | 1 <sup>st</sup> April |
|--------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|-----------------------|
| Raw space exhibitors     | 8 AM to 8 PM           | 8 AM to 8 PM           | 8 AM to 8 PM           | 8 AM to 8 PM           |                        |                        |                        |                       |
| Shell scheme exhibitors  |                        |                        | 8 AM to 8 PM           | 8 AM to 8 PM           |                        |                        |                        |                       |
| Event opening            |                        |                        |                        |                        | 10 AM to 6.30 PM       | 10 AM to 5 PM          | 10 AM to 4 PM          |                       |
| Exhibitor tear down      |                        |                        |                        |                        |                        |                        | 4 PM to 11 PM          | 8 AM to 8 PM          |
| Bare surface dismantling |                        |                        |                        |                        |                        |                        | 4 PM to 11 PM          | 8 AM to 8 PM          |

## YOUR CONTACTS

### EVENT PREPARATION

**(order forms & technical enquiries):** Lucie JAMMES  
**Contact:** Tel: +33(0)4 93 92 82 00 - Fax: +33(0)4 93 92 82 55

**Exhibitor sales representatives:**  
E-mail: exposition@nice-acropolis.com

### SAFETY

**Contact person:** Claude Sartori  
**Phone:** +33 (0)4 93 92 83 72  
**Fax:** +33 (0)4 93 92 82 55  
**E-mail:** csartori@nice-acropolis.com

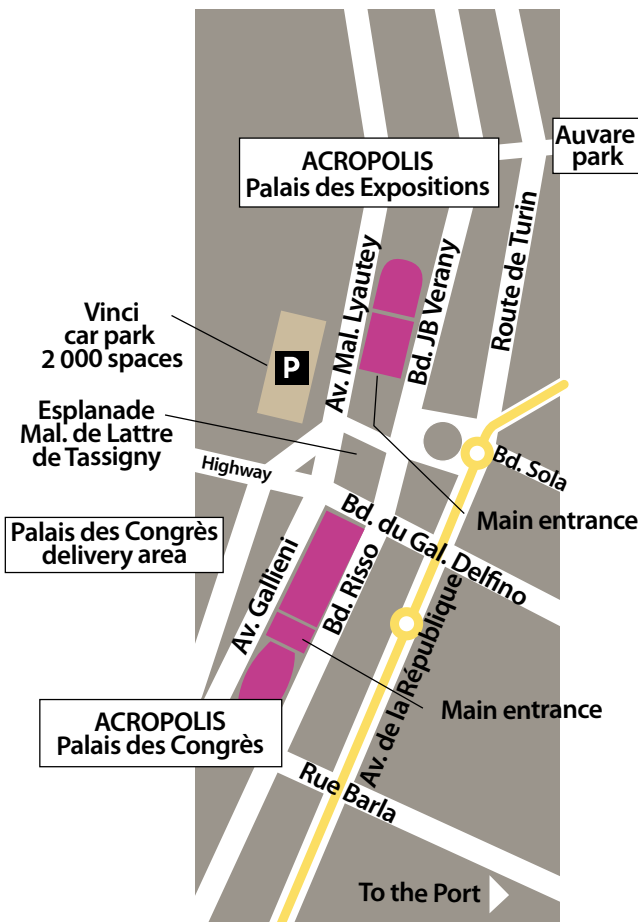
### DELIVERY ADDRESS

Société d'Exploitation de l'Acropolis de NICE  
Palais des Expositions  
Parvis de l'Europe - 06300 NICE

Please refer to the plan to locate delivery access points.

### PALAIS ACCESS PLAN

TISSUE WORLD 2011 EXHIBITION WILL BE HELD IN THE PALAIS DES EXPOSITIONS (Exhibition Hall)



Tram line — line 1 route — "Acropolis" & "Palais des Expositions" stops

### EXHIBITION AREAS

- Use the doors situated on avenue Maréchal Lyautey or the unloading bays situated on boulevard Jean-Baptiste Verany.
- Central Hall: direct access
- Access to mezzanine floors (Espaces Lyautey / Espaces Vérény and Alvéoles on the Mezzanines) and level 2 (Espace Delphe) is via two goods lifts with identical specifications:

|                     |          |
|---------------------|----------|
| Depth               | 2.40 m   |
| Width               | 1.92 m   |
| Height under lintel | 2.20 m   |
| Maximum spread load | 1 200 kg |

#### Access door to the goods lift:

|        |        |
|--------|--------|
| Height | 2.22 m |
| Width  | 1.70 m |

## Palais des Expositions

- Access to the Mezzanine Nord and to the Alveoles situated on the Mezzanine is via two goods lifts with the following specifications:

|                     | East side<br>Bd VERANY | West side<br>Bd LYAUTEY |
|---------------------|------------------------|-------------------------|
| Depth               | 2.09 m                 | 3.00 m                  |
| Width               | 1.98 m                 | 1.98 m                  |
| Height under lintel | 2.08 m                 | 2.08 m                  |
| Maximum spread load | 2 200 kg               | 3 200 kg                |

### Access door to the goods lift:

|        |        |        |
|--------|--------|--------|
| Height | 2.08 m | 2.08 m |
| Width  | 1.70 m | 2.00 m |

### PALAIS DES EXPOSITIONS DOOR HEIGHTS

|                    |           |                  |
|--------------------|-----------|------------------|
| L01: Access ramp   | L: 3.80 m | H: 2.75 m        |
| L02: Unloading bay | L: 4.00 m | H: 2.25 m        |
| L03: Access ramp   | L: 3.80 m | H: 2.50 m        |
| L04: Direct access | L: 4.00 m | H: 4.00 m        |
| V01: Access ramp   | L: 3.80 m | H: 2.70 m        |
| V02: Unloading bay | L: 4.00 m | H: 2.25 m        |
| V03: Access ramp   | L: 3.80 m | H: 2.50 m        |
| V04: Unloading bay | L: 4.00 m | H: 2.25 m        |
| V05: Direct access | L: 5.00 m | H: 4.50 + 1.70 m |

### B - TOLERABLE FLOOR LOADS

- **Atrium & espaces Delphes:** 500 kg/per m<sup>2</sup>
- **Central hall:** 2 tonnes/per m<sup>2</sup>
- **Alveoles/Mezzanines:** 400 kg/per m<sup>2</sup>
- **Lyautey/Verany mezzanine:** 500 kg/per m<sup>2</sup>

In the event that these values should be exceeded, please consult us. The loads to be taken into account apply for the installation of exhibited equipment as well as handling. Entry of vehicles into the exhibition space is prohibited, except where authorised. All handling apparatus must be fitted with rubber banded tyres.

- For forklift trucks: please contact the shipping agents (see "approved service providers")
- For personnel cherry pickers/lifting platforms: please contact us

### C - FLOOR-TO-CEILING HEIGHTS

Floor-to-ceiling heights in the exhibition areas vary depending on the location of your stand. Please contact us for further information if necessary.

## PACKAGES

### A - DELIVERY

Packages sent by exhibitors 48 hours before the set up must comply with the following terms and conditions in order to be accepted:

- Each package must bear the duly completed ticket provided on the following page.
- Delivery solely on the 1<sup>st</sup> day of set up, please contact one of the shipping agents/hauliers for package reception

**ALL PACKAGES THAT DO NOT FULFILL SAID 2 CONDITIONS SHALL BE REFUSED**

### B - COLLECTION

**Packages must be removed on dismantling day or 24 hours after the 1<sup>st</sup> dismantling day.** Take packages back down to the Delivery passage, bearing the haulier's sticker except in the case of the official haulier.

**The Société d'Exploitation de l'Acropolis de Nice may not be held liable in any manner for the loss or destruction of any material left behind after the event. The Société d'Exploitation de l'Acropolis de Nice shall not pay any costs of acceptance, customs duties or other (carriage).**

### C - UNLOADING OF LORRIES AND TRANSPORTATION TO STAND & VICE-VERSA

These must be provided by the exhibitor. You can also use a shipping agent (see below), we can also provide you with handlers ("Services" sheet).

## STORAGE OF PACKAGING - REMOVAL OF WASTE

The Société d'Exploitation de l'Acropolis de NICE does not have any premises which can be used to store empty packaging during the expositions. The latter must therefore be immediately removed as set up progresses and, where necessary, brought back at time of dismantling.

The removal of disposable packaging (crates, boxes, etc...) and in the case of shell stands, the entire stand as well as the carpet and its adhesive are the exhibitor's responsibility. You can contact us for skips or containers in accordance with the volume required ("Services" sheet).

## SHIPPING AGENTS - STORAGE OF EMPTY PACKAGING

You can contact our partners below to provide storage between the delivery and set up dates, storage of empty packaging, direct delivery to your stand on the day of set up, supply during opening hours and collection of your material during dismantling.

### SHIPPING AGENTS - HAULIERS

#### • MATHEZ / ON SITE

2 Chemin de Saquier - 06200 NICE LINGOSTIERE

☎ +33(0)4 93 29 80 16 - Fax : +33(0)4 93 29 91 30

e-mail : bchatillon@onsitefr.com

## WASTE RECYCLING - PROTECT THE PLANET

The Société d'Exploitation de l'Acropolis de NICE will provide you with 3 types of skips appropriate for your waste in order to facilitate recycling for the duration of event set up and dismantling.

- 1 tank for toxic waste (paint, solvents, etc...)
- 1 compactor or lorry with crusher depending on the site for cardboard, plastic, polyane, etc...
- 1 container for wooden pallets and rubble

The skip location plan is available on site.

LABEL

Please print this sheet and stick it on EACH delivered package.

**NO PACKAGES WILL BE ACCEPTED WITHOUT THIS LABEL.**

Inform the stand designer where necessary.

### DO NOT COVER



#### **Delivery address:**

**Société d'Exploitation de l'Acropolis de NICE  
Palais des Expositions  
Parvis de l'Europe  
06300 NICE**

#### **Mandatory informations:**

All packages without the fully completed section below shall be refused.

**Event:** \_\_\_\_\_

**Stand name:** \_\_\_\_\_

**Stand number:** \_\_\_\_\_

**Stand manager:** \_\_\_\_\_

**Manager's mobile N°:** \_\_\_\_\_





# Exhibitor guide

## Terms & conditions

### Use of areas

#### GENERAL TERMS & CONDITIONS GOVERNING THE USE OF EXHIBITION AREAS

##### 1 - HOURS – OCCUPATION

Fittings or products belonging to exhibitors must be removed before the end of the periods allowed for exhibitors to leave or for shell stands to be dismantled. On failure to do so, the Société d'Exploitation de l'Acropolis de NICE shall proceed with the removal of said fittings at the expense, risks and perils of the exhibitor, without prejudice to any additional occupation supplement that Société d'Exploitation de l'Acropolis de NICE might claim.

##### 2 - INVENTORY

###### MEASURES IN THE EVENT OF DAMAGE

Exhibitors shall take possession of the surfaces, fittings and materials requested in the condition in which they are provided and acknowledged to be in working order. They must return them at the agreed time in the same condition and in compliance with the following measures:

- All hooks from ceilings or fixings on to walls or pillars, even a poster, are formally prohibited. Exhibitors shall be invoiced for any damage resulting from non-compliance with said clause.
- Exhibitors shall be required to repair or replace lost or damaged material entrusted free of charge or in exchange for payment.
- Exhibitors shall be liable to pay for any damage to floors resulting from their actions. They shall be responsible for taking all measures (plastic, chipboard...) to ensure floors are protected in the event of risk.

**When laying carpet and due to the specific nature of our floors, a SCAPA sticky tape must be used to the exclusion of any other.**

(see "Stand fitting out" sheet).

##### 3 - SIGNAGE

All signs hung outside any of the buildings (Palais des Congrès or the Palais des Expositions) or inside the hired spaces or provided are subject to prior consent from Société d'Exploitation de l'Acropolis de NICE. Putting up of all types of signage shall be exclusively performed by Société d'Exploitation de l'Acropolis de NICE.

##### 4 - PACKAGE DELIVERY

See "Deliveries" sheet.

##### 5 - STORAGE OF PACKAGING REMOVAL OF WASTE

Please see "Deliveries" sheet.

##### 6 - CLEANING

The Société d'Exploitation de l'Acropolis de NICE shall provide cleaning prior to the opening of the event, as well as daily cleaning of the aisles and communal areas in the exhibition spaces.

**Tissue World Shell Scheme exhibitors have daily cleaning included in their package.**

##### 7 - ANIMALS

No animals are allowed within the Palais precinct.

#### ACCESS SURVEILLANCE & CONTROL

General surveillance of the two buildings (Palais des Congrès & Acropolis Expositions) is provided 24 hours a day, 7 days a week, by the Société d'Exploitation de l'Acropolis de NICE security service.

Personalised stand surveillance shall be paid for by exhibitors (see "Services" sheet, "Personnel" heading).

Société d'Exploitation de l'Acropolis de NICE shall not be responsible or held liable for any loss, theft or damage to property or materials left on stands.

- **Access to the Palais is conditional to presentation of a badge issued by the organiser.**

Société d'Exploitation de l'Acropolis de NICE reserves the right to ban access to the Palais, or to evict, any person, even badge holders, whose attitude or clothing is deemed to be incompatible with the brand image of the establishment, or who refuses to comply with health and safety regulations governing the premises.

#### TAXES - DUTIES - ROYALTIES

**Exhibitors must pay all taxes and duties associated with their participation in the event.**

##### 1 - SACEM

Exhibitors must comply with regulations governing literary and artistic property. Please contact:

- **Sacem**

Délégation de Nice - 35, rue Pastorelli,  
BP 1707 - 06012 NICE Cedex 1

☎ +33(0)4 93 62 79 60

### 2 - VAT

In accordance with European legislation, the Société d'Exploitation de l'Acropolis de NICE invoices its services inclusive of VAT to all exhibitors, whether French or foreign.

Foreign exhibitors can obtain reimbursement of this VAT on condition that they request it before June 30<sup>th</sup> of the following year. We advise using the services of a tax representative which will take care of all administrative formalities vis-à-vis the competent authorities on behalf of the exhibitor:

#### • EASYTAX

BP 3098, Espace Azur, 179 bd René Cassin  
06200 NICE, France  
☎ +33(0)4 93 72 50 40 - 📠 +33(0)4 93 72 53 41  
E-mail: [easytax@easytax.fr](mailto:easytax@easytax.fr)  
Site internet: <http://www.easytax.fr>  
Nice Trade & Companies Register N° B 432 973 543

Only European Union exhibitors can deal directly with the:

#### • Direction Générale des Impôts

Service de remboursement de la TVA  
10, rue du Centre - TSA 60015  
93465 NOISY LE GRAND CEDEX  
☎ +33(0)1 57 33 84 00

## CUSTOMS

Please contact the following agency:

#### Bureau de Douane de Nice Aéroport

Aéroport Nice Côte d'Azur  
BP 459 - 06008 NICE CEDEX 1  
☎ +33(0)4 93 21 37 78 - 📠 +33(0)4 93 21 40 50

## PARKING

Parking around the Palais is strictly regulated. It is restricted to equipment unloading and loading, during set up and dismantling periods. It is prohibited during the event.

#### • Light vehicles:

There is a car park nearby (see detailed plan on the "Deliveries" sheet):

Parc Auto Vinci Park Complexe Jean Bouin  
Place du XV<sup>e</sup> Corps 06000 - NICE  
☎ +33(0)4 93 85 58 85 - 📠 +33(0)4 93 13 47 77



#### • "Lorries":

Please note parking will be available for this event, facing the Exhibition Hall.

## CATERING

Catering and the sale of all food and drinks on site are reserved exclusively for Société d'Exploitation de l'Acropolis de NICE.

## ACTIVITIES SUBJECT TO CONDITIONS

**The following activities are prohibited within the Palais precinct unless prior, written consent has been received from Société d'Exploitation de l'Acropolis de NICE:**

- All filming or sound recordings, all photographs, all total or partial reproduction (in the event of express consent from Société d'Exploitation de l'Acropolis de NICE, the latter reserves the rights thereto).
- All screenings of cinematographic and other documents not accompanied by the necessary statutory documents.
- **The use of the exhibitor's own personnel and equipment for the services listed below:**
  - Technical services (audiovisual, electricity, telephone, IT, water and compressed air connections)
  - Space cleaning
  - Security service

Exhibitors undertake to comply with the health and safety rules governing hired areas, and not to breach the rules of applicable commercial legislation. In the event of serious breach, the Société d'Exploitation de l'Acropolis de NICE reserves the right to terminate a contract with immediate effect and with no liability for damages.

## APPLICABLE LAW IN THE EVENT OF DISPUTES

The present contract shall be governed by French law. In the event of problems and failure of mediation, the Nice Courts shall have sole jurisdiction.

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### REGULATION

#### 1. INTRODUCTION

This document constitutes the events schedule of conditions required by article T5 § 3 of the decree of January 11 2000.

The events safety manager must ensure compliance with the safety measures described in this document.

##### 1.1 - IDENTIFICATION OF SAFETY MANAGER(S)

Please contact the organiser for safety manager's contact details.

##### 1.2 - APPLICATION OF REGULATIONS:

###### • General provisions

All breaches of the regulations cited in this schedule of conditions may result in the immediate exclusion of all infringing persons or exhibiting companies, at the sole discretion of the Organiser and/or management of the company using the event.

This applies in particular for failure to take out appropriate insurance, non-compliant fittings, non-compliance with safety rules, empty stands, etc...

In this instance, the Organiser shall enjoy the right to keep exhibits and fittings or decorative elements belonging to the exhibiting company.

In the event of disputes, exclusive jurisdiction shall be awarded to NICE court. The French version of the text of these regulations shall be legally binding.

#### 2. EXHIBITOR & STAND HIRE PARTY OBLIGATIONS

##### 2.1 - INTRODUCTION

Exhibitors and stand hire parties must comply with the provisions of this schedule of conditions.

###### • Health & Safety

Exhibitors are required to be familiar, and comply, with Safety measures and Health regulations imposed by the Public authorities, including for

materials and products exhibited for sale or demonstration purposes. Smoking is forbidden in public spaces.

##### 2.2 - ACCEPTANCE VISIT BY THE SAFETY MANAGER:

Stand fitting must be completed in time for the Safety Manager's acceptance visit.

On each stand, the exhibitor or its authorised representative for the purposes of said inspection must be able to provide all information concerning the installations, provide certificates authenticating the safety references for the stands, canopies, hangings, carpets, as well as all decorative materials used. The safety manager enjoys full powers, with respect to the safety of the general public, to have stand installations that do not comply with norms modified to protect visitors. A final report shall be submitted to the organiser. This report shall provide an opinion on whether or not it is possible to open all or part of the event to the general public and is submitted to the administration by the organiser. At the Safety manager's proposal, the organiser must bar the use of stands that fail to comply with the provisions of the decrees of November 18 1987 and January 11 2000. In this case, the organiser shall refuse electrical wiring and supply of other fluids.

##### 2.3 - INSPECTION BY THE ADMINISTRATION:

The safety commission may conduct an acceptance inspection of the installations specific to the event prior to opening to the public.

**N.B.:** Furthermore, exhibitors must be present on their stand during a safety commission inspection visit and have their valid certificates authenticating the safety references of the decorative materials used ready.

All reports issued by the European Community must be written in French.

### 2.4 – SPECIAL STAND AUTHORISATION:

Exhibitors or stand hire parties with special stands such as large enclosed areas, an upper level, must provide the Safety manager with a fittings dossier 2 months before the event.

This dossier shall comprise:

- a stand plan featuring dimensions and access
- a descriptive notice specifying the materials used to build and decorate the stand.

### 2.5 – SPECIAL PROVISIONS:

«Working machines» exhibited on the stands must be declared to the organiser 1 month before the event.

Thermal or combustion engines, exhaust generators, propane gas, hazardous gases, radioactive sources, x-rays and lasers presented on the stands must be the object of an authorisation request to the competent administration 1 month prior to opening to the general public.

This request shall be forwarded to the administration by the organiser's safety manager.

The mandatory document to be used for declarations or authorisation requests is featured in the appendix.

The Safety manager shall indicate the special measures to be adopted on stands for which declaration is required and shall provide notification of the administration's decisions for stands subject to authorisation.

## 3. STAND FITTINGS

### 3.1 - MATERIAL FIRE RETARDANCY

Materials are classified into 5 categories: M0/ M1 / M2 / M3 / M4.

The fire retardancy rating guarantee must be provided either in the form of a test certificate from a certified laboratory, or by markings stipulating compliance with the NF norm, or by identification located on its edge if fire retardancy treatment has been performed in a factory or workshop, or by a stamp or a seal if the treatment is performed « in situ ».

Proof of rating is not necessary for traditional materials with conventional ratings:

**NOTE:** Fire retardancy treatment can only be performed on wooden panels or on natural materials containing a high proportion of natural fibres. It is not possible for synthetic and plastic materials.

**N.B.:** Certificates of foreign origin cannot be accepted. Only certificates from French certified laboratories will be accepted.

**Exhibitors and stand hire parties must provide the safety manager with fire rating guarantees for materials used on request.**

### 3.2 – FIRE RETARDANCY RATING FOR STAND CONSTRUCTION MATERIALS:

Framework, construction of large fixtures (cash desk, counter, presentation display, dividing partition, etc.) M3

Fitting over the aisles (signage structure or banner, footbridges, etc) is forbidden.

#### • Wall coverings

These provisions do not apply to interior design trade shows and stands exhibiting textiles and wall coverings.

Natural or plastic textiles (M0, M1 or M2) or fire retardancy treated:

They can then be stretched or fixed in place by staples.

Various coverings (materials, papers, plastic film) which are very thin (maximum 1mm) can be stuck directly onto supports made from M0, M1, M2 or M3 materials.

Waffled and embossed paper must be stuck directly onto M0 materials only.

If said exhibited materials are used to decorate partitions or false ceilings and if they represent over 20 % of the total surface area of said elements, the provisions of the previous paragraphs shall apply.

#### • Drapes - Hangings – Curtains

Can be floating if M0, M1 or M2

Are banned on stand entrance and exit doors.

Authorised on doors to stores.

#### • Paints & varnishes

Banned if they are deemed to be inflammable.

(e.g. Nitrocellulose, or glycerophthalic).

#### • Floor coverings

Must be made from M4 materials and fixed in place solidly.

Coverings, horizontal or not, on podiums, platforms or terraces over 0.30 metre high with a total surface area over 20 m<sup>2</sup>, must be made from M3 materials.

If their total surface area does not exceed 20 m<sup>2</sup>, said coverings can be made from M4 materials.

For M3 or M4 rated carpets laid on wood special attention must be given to the laying method. Fire retardancy certificates must state: "Valid to stretch lay on all M3 supports".

#### • Floating elements

Floating decorative or fascia elements (advertising panels with a surface area over 0.50 m<sup>2</sup>, garlands, light decorative features, etc.) must be made from M0 or M1 materials.

The use of signs or advertising panels featuring white letters on a green background is absolutely prohibited.

#### • Flower decorations

Flower decorations made from synthetic materials must be limited.

In cases to the contrary, such decorations must be made from M2 materials.

For natural plants, preferably use peat compost which should be kept damp at all times.

#### • Furniture

(chair, table, desk, etc.): no requirements.

Lockers, counters, shelves, etc. must be made from M3 category material and be fire retardancy treated for compliance purposes.

#### • Canopies

In establishments not protected by an automatic water sprinkler system, canopies must be made from category M0 or M1 materials.

An effective hanging system must be used to prevent canopies from falling.

They shall be supported by a criss-cross wire system whose mesh is smaller than 1 m<sup>2</sup>.

The suspension and fixing of full ceilings and false ceilings must be made from category M0 materials.

When insulation materials are fitted in voids of standard and false ceilings, suspension and fixings of standard and false ceilings can be made from M1 category materials.

#### • Standard & false ceilings

They must be made from M0 or M1 materials;

It is acceptable for 25% of the total surface area of said standard and false ceilings to be M2.

Lighting and accessories shall be included for the purposes of calculating this percentage;

If the constituent elements of standard and false ceilings are openwork or made from netting, they can be M2 when the surface area of full materials accounts for less than 50% of the total surface area of said standard and false ceilings.

### 3.3 – SUSPENDED SIGNS / SCENERY STRUCTURE

The bottom of the sign must not obscure visibility of the emergency exits, between two stands.

For immediately adjoining stands, all signage higher than 2.50m must be set back by 1m in relation to the neighbouring stand.

### 4. SPECIAL STANDS

#### 4.1 – ENCLOSED STANDS:

Enclosed stands must have direct exits onto aisles. Their number and their width shall vary according to the surface area of the stand:

- Stand < 20m<sup>2</sup>: 1 x 0.90m exit
- 20m<sup>2</sup> to 50m<sup>2</sup> stands: 2 x 0.90m and 0.60m exits
- 50m<sup>2</sup> to 100m<sup>2</sup> stands: 2 x 0.90m exits or 2 x 1.40m and 0.60m exits
- 101m<sup>2</sup> to 200m<sup>2</sup> stands: 2 x 1.40m and 0.90m exits

Exits must be carefully distributed and opposite each other where possible. They shall be indicated by an “exit” sign in white letters on a green background.

If the stand is enclosed by doors, the latter must open in the direction of exit, with no system enabling them to be blocked, without impinging on the public circulation aisles.

#### 4.2 - STANDS WITH UPPER LEVELS, COVERED STANDS, FULL STANDARD & FALSE CEILINGS:

These stands must comply with all of the following terms and conditions:

- Surface area < 300m<sup>2</sup>.
- At least 4m apart
- Total surface area of standard and false ceilings (including upper levels) equal to less than 10% of the surface area of the level concerned.

If the surface area is > 50m<sup>2</sup> they must incorporate the appropriate extinguisher systems serviced by a fire safety agent and safety lighting featuring independently powered units on the ground floor.

**Stands with upper levels must comply with the following measures:**

They can only have one upper level which must not be covered.

- Solidity and stability shall be inspected on assembly by a certified inspection agency (APAVE, SOCOTEC, VERITAS).
- The inspection office shall send the Safety manager a certificate indicating its conclusions on plans and calculation notes.
- Fixtures must withstand loads of 500 kg per m<sup>2</sup>. Body rails must withstand a force of 100kg per linear metre.
- Glass panels used for protection must be reinforced or laminated. «Securit» glass may not be used.

**Levels must be serviced by stairs:**

- upper level < 50m<sup>2</sup>: 1 x 0.90m stairs
- upper level 50m<sup>2</sup> to 100m<sup>2</sup>: 2 x 0.90m stairs or 2 x 1.40m and 1.60m stairs
- upper level of 101m<sup>2</sup> to 200m<sup>2</sup>: 2 x 1.40m and 0.90m stairs.

For stands that are slightly raised (maximum 10cm) provision shall be made for an accessibility ramp for mobility-challenged people.

#### 4.3 – CATERING STANDS OR DRINKS OUTLETS

Exhibitors with this category of stand shall ensure that the layout of the tables and chairs reserved for catering do not spill out onto the narrow aisles reserved for the general public.

They shall also ensure that they do not block exit and emergency exit doorways.

Cooking in the halls is formally forbidden except by exemption from the organiser.

Electrical boards must be isolated from neighbouring inflammable areas by a gap measuring at least 0.50m. They shall be away from splashes from liquids, out of the general public's reach.

All apparatus used by catering personnel must comply with regulations and legislation of the Labour Code and the Protection of Workers.

Catering stand or drinks outlet operations must comply with DDASS and DDSV health rules.

\* waste water must only be evacuated into the drainage system of the Parc des Expositions.

\* each stand shall be equipped with a non manually operated hand basin,

\* the stand floor shall be smooth and washable (no carpet),

\* food stuffs shall be stored in refrigerated displays and kept at +3°,

\* waste shall be stored in plastic bags and shall be cleared away by the exhibitor into purpose containers.

\* clean and dirty product circuits must not cross under any circumstances,

**N.B.:** the veterinary services may perform inspection visits during the event.

#### • Shall be deemed:

- to be cooking apparatus, apparatus used to cook food stuffs, for immediate or later consumption, such as ovens, fryers, slow cookers, naked flames;
- such as warming apparatus, apparatus used exclusively for re-heating prepared food such as warming ovens, heating cabinets, microwave ovens.

#### • Shall not be deemed to be cooking or heating apparatus:

- apparatus used to keep prepared food warm such as hot water bain maries or infrared lamps;
- freely usable microwave ovens with a unit power up to 3.5 kW installed in rooms accessible to the general public.

#### • Cooking & warming apparatus compliance

- § 1. Apparatus must be NF marked.
- § 2. Ovens built on site must be made from refractory materials and be designed in such a manner that the maximum temperature on their outer face does not exceed 100 °C. Refractory materials must comply with norm NF EN 993. Said provisions must be certified by the installer.

#### • General rules for installing apparatus

- § 1. Cooking and warming apparatus must only be located less than 50cm away from a wall if clad in materials rated category M0 or A2-s1, d1.

This provision shall not apply to NF marked apparatus, which is subject to the manufacturer's installation recommendations.

- § 2. In the case of cooking and warming apparatus that run on liquid or solid fuels, the floor of the premises must be made from non-combustible materials or clad in category M0 or A2fl rated materials.
- § 3. Cooking and warming apparatus must be fastened to stable elements of the building in the event, in terms of their construction, they are not sufficiently stable to withstand moving or falling over.

#### • Extinguisher systems

Large kitchens, warming galleys and individual cooking islands must be fitted with extinguishing systems adapted to the risks present.

#### • Apparatus power limit

- § 1. The use of cooking or warming apparatus is authorised if its total useful power does not exceed 20 kW.
- § 2. With respect to small portable apparatus, solely the following are authorised:
  - > electrical or gas apparatus whose useful power does not exceed 3.5 kW;
  - butane gas apparatus fuelled by a bottle weighing no more than one kilogram;
  - > apparatus with non-pressurised alcohol burners, with a capacity of no more than 0.25 litre. They must be filled away from the general public.

#### • Installation conditions

- § 1. Apparatus must be immobilised with the exception of small portable apparatus. The use of butane bottles weighing more than 13kg is banned in the Palais des Congrès.
- § 2. In premises accessible to the general public and in exemption to the provisions of article GZ 8, it is acceptable to use:
  - > a butane bottle weighing no more than 13 kilograms on condition that the latter and the electrical supply system are located away from the general public;
  - > a cupboard made from non-combustible materials, extensively ventilated, fitted with a bottle closing system.
  - > one or more bottles weighing no more than one kilogram supplying small portable apparatus.

#### 4.4 –MOBILE HOME INSTALLATION

When using a mobile home inside a building a skirt must be fitted to it made from non-combustible materials in order to make the underside of the mobile home inaccessible.

#### 4.5 – MARQUEES & STRUCTURES:

If an establishment of this type has been erected, it must comply with articles CTS1 to CTS 37 of the decree of 23/01/85B and must be the object of an erection certificate

#### 5.GAS & HEATING INSTALLATIONS

##### 5.1 – BOTTLED BUTANE & PROPANE:

The use of bottles of butane weighing more than 13 kg is banned in the Palais des Congrès. Bottles weighing less are authorised in the Palais des Expositions hall subject to the following conditions: they must be fitted with standardised valves, located out of the general public's reach and protected from impacts.

The number of bottles shall be limited to 6.

Bottles shall be separated by a rigid, non-combustible screen allowing 10m<sup>2</sup> for each bottle, at least 5m apart.

Supple or flexible connection hoses must be NF compliant, renewed on their expiry date, be adapted to fit the diameter of nozzles with clamping collars and must not be more than 2m long.

No unconnected empty or full bottles must be left inside the exhibition areas.

##### 5.2 – INDEPENDENT HEATING APPARATUS:

The use of independent electric, gas-fuelled, liquid, solid heating apparatus is forbidden.

#### 6.ELECTRICAL INSTALLATIONS

##### 6.1 - INTRODUCTION:

Electrical installations on stands must be performed by persons with an in-depth knowledge of the specific risks that will enable them to design and commission execution of the works in compliance with safety regulations. The installation must be protected at source against surges and against earthing faults.

Electrical materials used shall comply with relevant French or European norms.

**Provision to be made for an electrical panel comprising a 30 ml A circuit breaker**, protective devices against surges calibrated at 10A for lighting and 16A for sockets, an emergency cut out on all active wires. All metal masses must be interconnected and connected to the stand electrical cabinet earth. The electrical connections must be housed in a derivation box.

The electrical cabinet must be permanently accessible to stand personnel as well as technical personnel on the exhibition site.

Installation compliance may be checked by a certified inspection office.

In the event of failure to comply with safety requirements, the organiser shall be entitled to cut off power to the stand.

##### 6.2 – ELECTRICAL CABLES:

These must be insulated for a minimum voltage of 500 volts, (Scindex H03VHH cable must not be used).

Only use cables with protective sheaths on each wire which are housed in a communal protective sheath.

Cables can be fastened to stand structures using cable fasteners every 40 cm. Wires < 1.5mm<sup>2</sup> are prohibited.

##### 6.3 – ELECTRICAL APPARATUS:

All apparatus, with the exception of class II apparatus (double insulation) must be connected to the protection circuit.

Plug adapters and multiple sockets (T) are prohibited, bases with multiple sockets for fixed PCs protected by 16A fuses or circuit breakers are accepted. For power > 16A apparatus shall be powered by an appropriate circuit.

Mobile or semi mobile apparatus can be powered in the same way as portable apparatus, cables shall be less than 1m long.

##### 6.4 – HIGH VOLTAGE ILLUMINATED SIGNS:

Mark the installation «Danger Haute Tension» (Danger high voltage). Fix the neon sign onto the stand using porcelain insulators.

They must be out of reach of the general public and stand personnel.

In the event that they are enclosed in insulating sheaths, the latter shall be made from category M3 materials.

The cut out switch must be marked and transformers placed in a location which cannot pose a danger to people.

#### 7.INFLAMMABLE LIQUIDS

The use of inflammable liquids is restricted, per stand, to 5L of category 1 liquids (benzene, toluene, hexane, butane, xylene, turpentine) and 10L for every 10m<sup>2</sup> of stand (80L maximum) for category 2 liquids (diesel).

Stands must be equipped with a 9kg powder extinguisher, a water-tight receptacle with the same capacity must be placed under the cans or the tank.

Refill the apparatus outside event opening hours for the general public.

#### 8.BANNED PRODUCTS

- Samples or products containing an inflammable substance.
- Balloons filled with an inflammable or toxic gas.
- Pyrotechnical & explosive special effects.
- Articles made from celluloid.
- Ethylene oxide,
- Carbon disulphide,
- Sulphuric ether and acetone,
- Acetylene, oxygen and hydrogen (unless administrative exemption, request to be submitted 2 months prior to the event).

#### 9 . WORKING MACHINE & APPARATUS PRESENTATION

All presentations and demonstrations shall be performed at the exhibitor's full liability.

They must not pose any risk of accident to visitors, shall be situated 1 metre back from the edge of the stand unless they are protected by a screen solidly fastened in place.

They must be the object of a special prior declaration to the organiser, 30 days prior to the opening of the exposition.

#### 10. HAZARDOUS WASTE

Shall be deemed to be hazardous waste, all types of paint, glue, solvent products and in general products bearing the official, norm-compliant « Hazardous waste » pictogram.

By law, exhibitors with hazardous products in their possession must not, under any circumstances dispose of them within the Parc des Expositions precinct.

Such products must be collected and removed by the exhibitor. Only empty packaging may be disposed of in the available skips.

By law, individuals are responsible for their waste.

#### 11.X-RAY RADIOACTIVE SUBSTANCES

Installations of this type are bound by an authorisation request (2: Exhibitor & stand hire party obligations).

##### 11.1- RADIOACTIVE SUBSTANCES:

Acceptance criteria: substances weighing less than 37 kilo becquerels for those containing group I radioactive elements, 370 kilo becquerels for group II radioactive elements, and 3700 kilo becquerels for group III radioactive elements.

Substances must be protected in an effective manner and their presence indicated using the basic ionising radiation diagrams defined in norm NFM60.101 as well their type and their activity. It must be impossible for them to be removed by the general public by fixing down the apparatus used, or by moving it out of reach. They must be supervised by stand personnel at all times. When not supervised, they must be stored in a fire resistant container. The equivalent dose output must remain < 7.5 micro sievert per hour at all points on the stand. Materials on stands where substances are exhibited shall be constructed from and decorated in category M1 materials.

##### 11.2 – X-RAYS:

Usage can be granted subject to compliance with norm NFC74.100 in particular, keeping superfluous objects away from the vicinity of the X ray generator and sample to be examined, zone must be designed and signed as not accessible to the public, leak exposure output must not exceed 0.258 micro coulomb per kg, per hour at a distance of 0.10m from the radioactive source.

## 12. LASERS

Installations of this type shall be subject to authorisation request (2: Exhibitor and stand hire party obligations). Said request shall comprise a technical memo featuring an installation plan and an installer's certificate certifying compliance with said provisions. Under no circumstances must the general public be subject to the direct or reflected laser beam, the apparatus and its equipment must be solidly fastened to stable elements, the environment of the apparatus and the spaces swept by the beam must not contain any elements capable of reflecting the wavelengths in question. Ensure during testing away from the general public that materials used for fitting, decoration or fire protection systems do not react with the calorific energy of the light beams.

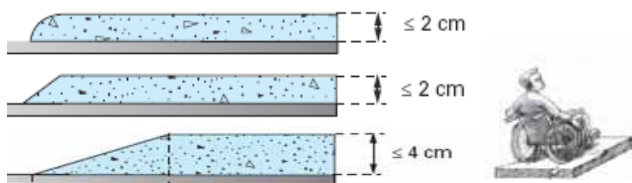
## 13. CAR DISPLAY

Fuel tanks of exhibited vehicles must be empty and fitted with locking caps. Battery clips must be unplugged and protected.

## 14. ACCESSIBILITY FOR DISABLED

### 14.1 - ACCESS:

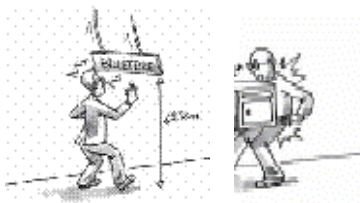
Floors must be even and non slip.  
No obstacles for wheels.  
No holes or slits (less than 2cm)  
Kerbs (smoothing corners and making a visual contrast) shall have rounded edges or feature chamfering no more than 2 cm high.  
Said maximum height can nevertheless be increased to 4 cm if the ramp has a gradient of less than 33% along its entire length.



Glazed partitions situated on circulation routes or immediately along the edge of the latter must be easy to spot for persons of all sizes by using visual elements that contrast with the immediate environment.  
Doors to premises with a capacity of 100 persons: 1.40m  
Doors to premises with a capacity of less than 100 people: 0.90m  
Doors to premises smaller than 30m<sup>2</sup>: 0.80m

### 14.2 - OBSTACLES:

- **Signage:**
  - Must be appropriate
  - Clearance of 2.20m if suspended.
  - Lateral elements protruding more than 15 cm shall be marked by visual contrast or tactile recognition or extension down to the ground



- **Visibility**

- Information must be grouped together and stand out in contrast to its immediate environment;  
It must be possible to see and read it in « standing up » and « sitting down » positions;
- Avoid all dazzling, reflection or shadow effects due to natural or artificial lighting;
- must be less than 2.20m high and located in such a manner that a visually impaired person can approach it less than 1m away.

- **Legibility**

- Information must be strongly contrasted in relation to the background support.

- **Comprehension**

Signage must use icons or pictograms where possible. It is necessary to use norm-compliant pictograms where applicable.

- **Ramps:**

If uneven levels cannot be avoided, inclined ramps must be created.

- < or = 5% over 10 m
- < or = 8% over 2 m
- < or = 10% over 0.50 m

They must feature kerb edging designed in such a manner as to prevent the risk of persons in a wheel chair falling off. The edge must also act as a useful tactile reference for guiding blind or visually impaired people with walking sticks.

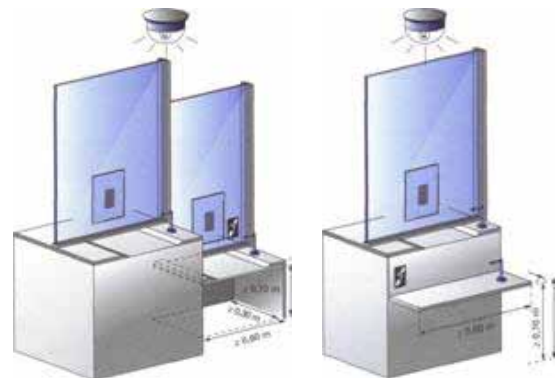
### 14.3 - RECEPTION OF THE GENERAL PUBLIC:

- **Reception desk:**

Banks of reception desks must be designed for use by a person in « standing » and « sitting » positions.

When they need to be used for reading, writing, using a keyboard, at least one section of the fixture must feature the following specifications:

- A maximum height of 0.80 m;
- A recess under the lower section at least 0.30m deep,
- 0.60m wide and 0.70m high with enough room to accommodate the feet and knees of a person in a wheel chair.



### 14.4 - FLOOR, WALL & CEILING COVERINGS:

Fixed mats and grills must not comprise holes or slits with a width or diameter greater than 2 cm.

### 14.5 - OPERATED FACILITIES & FIXTURES

At least one unit per group of facilities or furniture elements must be marked, accessible to, and for use by, physically challenged people.

In the case of amenities subject to opening hours, the adapted facility must operate as a matter of priority.

At least one facility or furniture element per group of facilities or furniture elements must be useable by a person in « standing » and « sitting » position.

So that it can be used in a « sitting » position, a facility or furniture element must feature the following specifications:

- 0.90m and 1.30m high:
  - > manually operated
  - > when it is necessary to be able to see, read, hear, speak in order to use the amenity.
- maximum height of 0.80m
  - > and a recess in the lower section at least 0.30m deep,
  - > 0.60m wide and 0.70m high with enough room to accommodate the feet and knees of a person in a wheelchair, when a furniture element is designed for reading a document, writing, using a keyboard.

### 14.6 – SUPPLEMENTARY PROVISIONS

#### • Seated public venues:

- In restaurants
- In multi-purpose rooms which are not specially adapted.

#### • Number

- The number of accessible places, up to 50 seats, shall be 2
- Plus one extra seat for every 50 (whole or fraction) extra seats.
- In excess of 1000 seats, the number of accessible places, which shall not be less than 20, shall be set by municipal decree.

#### • Dimension specifications

Each accessible space must correspond to a usage space of:

- Usage space = 0.80 m x 1.30 m
- Manœuvring space: R = 1.30 m
- Circulation route = (see art. 13.1)

### 15. INSTRUCTIONS APPLICABLE DURING EVENTS

#### 15.1 - EMERGENCY SYSTEMS:

Access to emergency systems (indoor/outdoor hydrants, fire plugs with hose and spout, telephones and safety signs) must be kept clear at all times.

Stands comprising a fire plug with hose and spout must allow 1m clearance in the vicinity of the apparatus.

Panels or materials masking the emergency systems are forbidden.

#### 15.2 – CIRCULATION ROUTES:

Exhibitors must keep empty spaces, aisles and emergency exits clear at all times. The latter must only use the footprint of its stand for exhibiting purposes.

No vehicles shall be tolerated in the exhibition hall during opening hours to the general public.

Parking is prohibited in the fire engine access lane during public opening hours on threat of towing to the car pound.

#### 15.3 – EXHIBITION AREAS:

Crates, woods, boxes and straw must not be left in the exhibition areas, stands or circulation routes.

#### 15.4 – SMOKING BAN:

Smoking is banned in all buildings.

### 16. FIRE SAFETY INSTRUCTIONS

#### 16.1 – PALAIS SAFETY ORGANISATION:

##### • A. Safety installations & equipment in the exhibition areas

###### > Palais des Congrès

All doors leading outside including emergency exits are electrically locked under control and surveillance. They will open automatically in the event of fire.

All spaces, halls and circulation routes are monitored by a category A fire safety surveillance system which goes off automatically, after recognising and confirming the outbreak of a fire, triggering slave sequences (unlocking of emergency exits, return of lift to the floor levels, stopping of escalators, closure of doors and fire stop valves).

In the event of an EDF mains power cut, the security equipment has an instant back-up electricity supply provided by generator units that can start at any time.

###### > Palais des Expositions

All areas are protected by an anti-intrusion alarm relayed to the Palais des Congrès Central Health & Safety office.

The entire building is fitted with a category A Fire Safety System.

All information is relayed to the Palais des Congrès Central Health & Safety office.

The two Palais are fitted with fire plug and hose systems and extinguishers adapted to the risks in question.

##### • B. Fire Safety Service

###### Palais des Congrès

The Palais des Congrès is equipped with a Central Health & Safety Office, operational 24 hours a day.

###### **CENTRAL HEALTH & SAFETY OFFICE CONTACT DETAILS:**

Outside line: ☎ +33(0)4.93.92.83.74

Internal extension: ☎ 83 74 or 87 57

Or ☎ 66 in the event of an emergency.

###### > Palais des Expositions

The Palais des Expositions is equipped with a Central Health & Safety office which is open during event opening hours.

###### **CENTRAL HEALTH & SAFETY OFFICE contact details:**

Outside line: ☎ +33(0)4.93.92.83.75

Internal extension: ☎ 83 75

##### • C. Fire safety agents

For each event the Société d'exploitation de l'Acropolis de NICE and the organiser shall provide the appropriate fire safety agent personnel which need to be in attendance during opening hours to the general public.

### 16.2 – GENERAL SAFETY INSTRUCTIONS:

#### > IN THE EVENT OF FIRE

##### • Remain calm

• **Telephone or have someone telephone** internal extensions **66** or **83.74** specifying the location of the fire

Or

• Break the glass on the red break glass unit marked «en cas d'incendie, briser la glace» (break glass in the event of fire)

• Fight the seat of fire using extinguishers, without taking any risks.

#### > In the event of fire or on hearing the alarm signal (siren)

• **Evacuate** calmly.

• **Do not use the lifts.** Use the emergency exits (indicated in green) and make your way to the muster point in Square F. GIORDAN (Bassins Apollon) or Esplanade de Latre de Tassigny at the Palais des Expositions.

• **Do not return** unless you are told to do so

• **Crouch down** if you are trapped in the heat or smoke (the air is fresher near the ground)

• **Guide** or inform the emergency services.

#### > IN THE EVENT OF ACCIDENT

• **Stay calm**

• **Telephone or have someone telephone** internal extensions **66** or **83.74** specifying the location

• **Answer** the questions asked by the Health & Safety service which will enable the doctor to perform an initial assessment and bring the necessary equipment.

#### > Provide the following important information to the operator:

• **Exaction location**

• Is it a man, woman or child?

• Approximate age of the victim

• Is the person **moving, breathing or speaking?**

• **DO NOT HANG UP FIRST**

#### NOTES:

• The Safety Office is operational 24/7 and can be called from outside or using a mobile phone on ☎ **04 93 92 83 74**

• For urgent technical call outs, contact the Central Health & Safety office using the internal extensions ☎ **83.61**, ☎ **83.74** or ☎ **87.57** (preceded by 04 93 92 if you are outside)

#### ARTICLE 1 - ORDERS

##### 1.1 ACCEPTANCE OF GENERAL TERMS & CONDITIONS

Placements of ORDERS by CLIENTS with the company Société d'Exploitation de l'Acropolis de NICE implies full, unreserved acceptance of the present general terms and conditions of hire and sale.

##### 1.2 ORDER PLACEMENT

- All CLIENT orders to Société d'Exploitation de l'Acropolis de NICE must be confirmed by signing an ORDER FORM. The same applies for all order amendment requests and for all additional orders.
- All orders or order amendment requests from the CLIENT to Société d'Exploitation de l'Acropolis de NICE must be placed at least 30 working days before the 1st day of set up/installation/delivery/service.
- CLIENTS shall not be granted any discount on ORDER amounts regarding equipment change requests after delivery compliant with the latter.
- Barring specific agreements to the contrary decided with our exposition department, payment of the full amount of the ORDER incl. VAT must be enclosed with the latter and shall be payable by cheque, transfer or bank card.

##### 1.3 ORDER CANCELLATION

Without prejudice to article 11 of the present general terms and conditions of sale, all order cancellations must be made by recorded delivery letter at least 10 working days before the equipment delivery date, as certified by date of first presentation.

#### ARTICLE 2 - PRICES

##### 2.1 EXISTENCE OF SPECIAL PRICES IN THE EXHIBITOR GUIDE

Barring specific agreements, the applicable price excl. VAT for hire or sale is the one in the EXHIBITOR GUIDE.

##### 2.2 ABSENCE OF PRICES IN THE EXHIBITOR GUIDE

The price for all of the other products and services in the EXHIBITOR GUIDE shall be decided by Société d'Exploitation de l'Acropolis de Nice on a case-by-case quote basis.

##### 2.3 PRICE SURCHARGE

- All ORDERS placed after the deadline stipulated in article 1.2 shall be subject to a 15% surcharge vis-à-vis the applicable rate (excl. VAT).

##### 2.4 VAT

In accordance with European legislation, Société d'Exploitation de l'Acropolis de NICE must invoice services inclusive of VAT to all companies whether French or foreign.

Foreign exhibitors can request reimbursement of VAT on invoices sent by the Société d'Exploitation de l'Acropolis de NICE by providing the tax authorities with the originals of invoices in the month following the event to:

DIRECTION GENERALE DES IMPOTS

Service de remboursement de la TVA

9, rue d'Uzès – 75084 PARIS CEDEX 02 – FRANCE

Tel: +33 (0)1 44 76 18 00

Or to a subject tax representative established in France who undertakes to complete the statutory obligations.

Company Easytax, for all information: <http://www.easytax.fr>

E-mail: [easytax@easytax.fr](mailto:easytax@easytax.fr)

#### ARTICLE 3 - CLIENT OBLIGATIONS

Claims regarding the condition of hired equipment shall not be accepted if they have not been the object, as of delivery, of a claim letter with documentary proof. The CLIENT is responsible for hired equipment, from delivery to collection.

It agrees to become the legal keeper (article 1384 of the Civil Code) of

the hired equipment. In this respect, it is liable for any damage caused to or experienced by the equipment entrusted to it.

The CLIENT also undertakes to use the hired equipment for the purpose for which it is designed, and not to do anything or allow anything to happen that could cause its deterioration or its disappearance, and provide it with the standard maintenance necessary to keep it in working order, to comply where necessary with the specific recommendations and specific instructions for appropriate use and warnings from the Société d'Exploitation de l'Acropolis de NICE. It may not make any modifications however minor and/or proceed with any repairs thereto.

The hired equipment shall remain the property of the Société d'Exploitation de l'Acropolis de NICE. It may not be transferred, moved, nor seized.

The Société d'Exploitation de l'Acropolis de NICE reserves the right to retrieve the hired equipment as soon as the event is over.

The CLIENT must take all measures to this end and in particular collect all items or documentation belonging to it. The Société d'Exploitation de l'Acropolis de NICE may not under any circumstances be held liable for the disappearance or any other damage during equipment collection.

Untidiness, damage or missing items recorded and certified on return shall be invoiced to the CLIENT at the replacement value of the property and/or costs and expense of repair outlaid by the Société d'Exploitation de l'Acropolis de NICE, payable by cheque on receipt of the invoice issued by the Société d'Exploitation de l'Acropolis de NICE.

For all damage caused to equipment during the hire period which needs replacing, the CLIENT must, in addition to the replacement value, pay the price of providing the new equipment for the outstanding term until the end of the event. The CLIENT undertakes to provide safekeeping of the hired equipment at its own expense. To this end, he shall take all useful measures and implement all means and personnel necessary. Exhibitors are recommended never to leave their stand unsupervised during set up and dismantling of installations. Valuable items must be locked away. The Société d'Exploitation de l'Acropolis de NICE declines any liability for thefts, loss and damage which might occur, and recommends that each exhibitor protects their equipment and insure it for its full value.

#### ARTICLE 4 - INSURANCE - SECURITY DEPOSIT

##### 4.1 INSURANCE – CIVIL LIABILITY

The CLIENT hereby declares that it is insured for professional civil liability.

The Société d'Exploitation de l'Acropolis de NICE hereby declares that it is insured for civil liability in its capacity of:

- Hirer of space;
- Service provider associated with said hire;
- Operator of buildings for fixed, mobile, permanent or temporary installations used for exhibition purposes.

##### 4.2 SECURITY DEPOSIT

Regardless of the type of event and for certain services (telephone, audio-visual, IT...) a security deposit by cheque shall be required on ORDER for equipment hire. The amount of said security deposit is specified in the EXHIBITOR dossier and shall vary according to the type of service (the security deposit is subject to VAT at the applicable standard rate). In the absence of payment of said security deposit by cheque, ORDERS shall not be processed and shall be deemed to have been cancelled.

The security deposit shall be returned to the CLIENT, after payment of all sums due and return of the equipment in good condition, on the indicated date. If the contrary is true, it shall be cashed.

##### 4.3 CLAIMS

Both the Société d'Exploitation de l'Acropolis de NICE and the CLIENT hereby waive the right to make any claims against the other for damage resulting from a fire, an explosion and/or water damage that might affect property and buildings provided and/or used during the event.

The same waiver shall be granted by their respective insurers.

#### ARTICLE 5 - TERMS & CONDITIONS OF PAYMENT

Unless agreements to the contrary have been concluded with our exhibition company, payment of the whole ORDER amount incl. VAT must be enclosed with the latter and shall be payable by cheque, transfer or bank card. No discount shall be granted to the CLIENT for early payments.

All late payment of sums owed, for whatever reason, by the CLIENT to Société d'Exploitation de l'Acropolis de NICE, regardless of cause shall give rise to payment of a monthly surcharge of 2%, without serving of notice.

All month commenced being due in its entirety.

#### ARTICLE 6 - COMPLIANCE WITH NORMS

The Société d'Exploitation de l'Acropolis de NICE shall provide on first request all documentary evidence of conformity and compliance of installed equipment in accordance with norms applicable in its area of business.

In the event that applicable regulations are amended, after order, or exceptional measures are taken by the competent authorities (police, fire services or other), the parties shall renegotiate upwards the financial conditions applicable to the present in such a manner as to take the financial impacts of said amendments and exceptional measures to be taken by the Société d'Exploitation de l'Acropolis de NICE into account.

The interest rate shall be set by the new LME law at 3 times the statutory interest rate, late interest calculated on the basis of three times the statutory interest rate in application on the due date to an upper limit of the rate published by the European Central Bank + 10%.

#### ARTICLE 7 - JURISDICTION

It is hereby expressly agreed that solely the NICE commercial court is competent to hear disputes pertaining to the interpretation or execution of the present contract.

Clauses to the contrary stipulated in the CLIENT's commercial documents shall be deemed not to have been written.

#### ARTICLE 8 - PRECEDENCE OF THE GENERAL TERMS & CONDITIONS OF HIRE & SALE

It is hereby expressly agreed that the GENERAL TERMS AND CONDITIONS apply exclusively in all commercial relations binding the Société d'Exploitation de l'Acropolis de NICE with the present signatory CLIENT.

They shall override all earlier documents, all previous written or verbal agreements, as well as the CLIENT's general terms and conditions of purchase or hire, with respect to all of its terms.

#### ARTICLE 9 - APPOINTMENT OF OFFICIAL ADDRESS

For the purpose of executing the present document, the CLIENT and the Société d'Exploitation de l'Acropolis de NICE hereby appoint their formal addresses at their respective head offices.

#### ARTICLE 10 - TERMINATION CLAUSE

The Société d'Exploitation de l'Acropolis de NICE shall terminate its contractual relations with the CLIENT, after serving of notice by Recorded delivery letter with advice of receipt has remained without effect for over 8 days, and/or immediately interrupt its SERVICE in the event that the CLIENT has failed to execute one or other of its obligations without prejudice to the other rights and recourse that may result thereof.

#### ARTICLE 11 - CLIENT ORDER CANCELLATION

For all total or partial cancellation of orders at the client's request less than 30 working days before the 1<sup>st</sup> day of installation/set up/delivery/service, the order amount shall be invoiced to the client, even when the cause of said cancellation is not due to it, outside its control or due

to a case of force majeure. In all circumstances, payments inclusive of VAT already made shall remain the property of the Société d'Exploitation de l'Acropolis de NICE. Cancellation must obligatorily be sent to the Société d'Exploitation de l'Acropolis de NICE by recorded delivery letter with acknowledgement of receipt within the set deadlines.

#### ARTICLE 12 - CANCELLATION BY THE SOCIÉTÉ D'EXPLOITATION DE L'ACROPOLIS DE NICE

The Société d'Exploitation de l'Acropolis de NICE may not be held liable in the event that a force majeure or chance event occurs as defined in article 1148 of the Civil Code. In the event of administrative closure imposed by serious events and/or decided by an authority holding powers in terms of health and safety and administrative policy, the CLIENT shall be reimbursed for any instalments paid, subject to deduction of the expenses outlaid by the Société d'Exploitation de l'Acropolis de NICE for order preparation.



# Exhibitor guide

## Modular stands... ... optimise your space

### TISSUE WORLD SHELL SCHEME PACKAGES INCLUDE

#### STRUCTURE / PARTITIONING

- Grey lacquered aluminium sections, height of the stand : 2.50m
- Partitions with melamine coating on 3 sides maximum, color : WHITE

#### FLOOR COVERING

- 3 colors of choic: BLUE, dark grey and red carpet covered with a transparent protective film (polyane)
- Removal of the film before the opening of the exhibition

#### STAND SIGN BOARD

- One front sign per booth, with 20 letters printed (Helvetica Medium, 50 mm high)
- BLUE lettering on a white background

#### CLEANING

- Daily cleaning of the stand

#### LIGHTING

- One 75 W spotlight per 3 square meter booth, or three spotlights per 9 square meter booth

#### ELECTRICITY SUPPLY

- Single phase earthed 1 kW 220-240 V electricity supply per 9 square meter booth, with one 10/16 A socket, protected by a 30mA differential circuit-breaker.

*NOTES : This booth is rented as an indivisible package. In the case of non-use or partial use of the items included in this package (example: partitions), no claim for compensation or tariff cut will be accepted.*

*Fixing on the partitions : the use of double-sided tape is tolerated providing all glue marks are removed during dismantling ; the use of hooks and chains is recommended.*

### TISSUE WORLD SHELL SCHEME PACKAGE PICTURE





# Exhibitor guide

## GL package stands ... optimise your space

### BASIC STAND

#### PARTITIONS

- Uprights and cross-pieces in grey or white\* painted aluminium, stand height: 2.50m.
- Melamine-coated infill partition on a maximum of 3 sides, sycamore colour and 2 panels in the following available colours: aniseed green, red, blue or taupe.
- 1m<sup>2</sup> locking store.

#### CARPET

- Needle loom carpet covered by protective film (polyane), Film removed before opening of exhibition.

#### EXHIBITOR SIGN

- 2 high level signs made from white forex with black lettering, dimensions 100 cm x 50 cm.

#### SPOTLIGHT TRACK

- One track fitted with 3 x 75W spotlights and one track fitted with 2 x 75W spotlights.

#### FURNITURE

- Furniture supply 25 Euros per m<sup>2</sup> from GL Events Catalogue (subject to availability).

### BASIC STAND PLAN



**Applicable only  
for stands from 27sqm**



# Exhibitor guide

## GL package stands ... optimise your space

### PREMIUM STAND

#### PARTITIONS

- Uprights and cross-pieces in pebble grey aluminium, stand height: 2.50m. Cladding of the 2 central pillars on the front facade in coloured PVC matching the carpet.
- Melamine-coated infill partition on a maximum of 3 sides, sycamore or white (subject to availability).
- 1m<sup>2</sup> locking store.
- 2 x triangular canopies made from brushed cotton matching the carpet.

#### CARPET

- Needle loom carpet covered by protective film (polyane), Film removed before opening of exhibition.

#### EXHIBITOR SIGN

- 1 high level sign made from white forex with black lettering, dimensions 200 cm x 50 cm.

#### SPOTLIGHT TRACK

- Two tracks fitted with 3 x 75W spotlights.

#### FURNITURE

- Furniture supply 25 Euros per m<sup>2</sup> from GL Events Catalogue (subject to availability).

### PREMIUM STAND PLAN



Infill colour: white



Infill colour: sycamore

**Applicable only  
for stands from 27sqm**



## Services catalogue

- Stand fitting
- Your visual communication
- Electricity
- Water
- Stand technology
- Available services
- Decorative plants
- Exhibitor food & beverages

# TISSUE WORLD 2011

From 29<sup>th</sup> to 31<sup>th</sup> of March



# Exhibitor \* guide

## Stand fitting

The Société d'Exploitation de l'Acropolis de NICE can propose a range of different solutions to help you stand out, create an ambiance, attract visitors... Carpeting, fabric, canopies, etc... Why not hire our material to give your stand that personal touch?

### DECORATION

#### DS 01 Carpet

Covered with polyane (transparent protective film) during the set up period which will be removed by us when the trade show opens  
Needle loom carpet (M3 norm) price per m<sup>2</sup>

#### DS 02 Stretched fabric

Wall covering (M1 norm) on stand panel, price per m<sup>2</sup>

#### DS 03 Canopy

Ceiling fabric (M1 norm), price per m<sup>2</sup>

#### DS 04 BARNIER 101 double-sided carpet adhesive

For all carpets not laid by:  
Société d'Exploitation de l'Acropolis de NICE  
price per roll (5cm x 25m)

#### DS 05 Felt (1.80m wide) purchase/fit

(M1 norm), price per metre

Specify colour  
required on order  
form.

Contact us for visuals.

### MISCELLANEOUS FITTINGS

#### ED 01 Melamine-coated stand partition (H x W = 2.50 x 0.95m)

with aluminium structure

IF YOU REQUIRE A STORAGE AREA FOR YOUR STOCK:

#### ED 02 Security door unit Locking security door

Painted aluminium framework

#### ED 03 Additional melamine-coated partition

(H x W = 2.50 x 0.95 m)

#### ED 04 White fascia with aluminium profile excluding signage

Height 20cm, 3 linear metres for  
Société d'Exploitation de l'Acropolis  
de NICE stands only



▲ Security door unit  
Locking security door



▲ White fascia with aluminium profile

**VAT note:** in accordance with European legislation, Société d'Exploitation de l'Acropolis de NICE must invoice services inclusive of VAT to all companies, whether French or foreign.



# Exhibitor \* guide

## Your visual communication

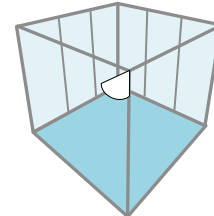
Find out how to save time producing your stand decoration with our digital printing service.

### SIGNS

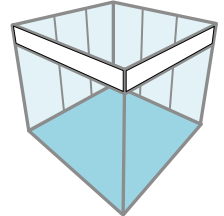
- EN 01** Aisle sign with colour lettering front and back on a white background
- EN 02** Fascia lettered sign with coloured lettering on a white background

Specify sign name on order form.

Aisle sign



Fascia sign



### COLOUR PRINTING ON FOREX

- FO 01** Full height panel - 0.944m x 2.40m
- FO 02** Panel 1.50m high - 0.944m x 1.50m

### COLOUR PRINTING ON STRETCHED CANVAS

- BA 01** Printing on 400g PVC canvas - price per m<sup>2</sup>



Forex



Stretched canvas

**VAT note:** in accordance with European legislation, Société d'Exploitation de l'Acropolis de NICE must invoice services inclusive of VAT to all companies, whether French or foreign.

# Exhibitor \* guide

## Electricity

N.B.: only order extra power where necessary if your electrical connection is included.

### CONNECTIONS

- BM 01** Single-phase 1kW/220V connection
- BM 02** Single-phase 3kW/380V connection
- BT 01** Tri-phase 6kW/380V connection with neutral
- BT 02** Tri-phase 10kW/380V connection with neutral
- BT 03** Tri-phase 15kW/380V connection with neutral
- BT 04** Tri-phase 20kW/380V connection with neutral  
Power > 20kW (Please contact us for details)

#### Note:

- 1kW = 1 000 W / - Frequency: 50 Hz
- Electrical consumption included.
- 1 x 220V 10/16A socket + earth supplied with each cabinet
- Cabinet protection: 30 mA circuit breaker
- For safety reasons, each electrical cabinet can only supply one stand.
- All electrical cabinet relocation shall be invoiced.

### EXTRA POWER\*

- PS 01** Additional 1kW power
- PS 02** Additional 2kW power
- PS 03** Additional 3.5kW power
- PS 04** Additional 5kW power
- PS 05** Additional 6kW power
- PS 06** Additional 9kW power
- PS 07** Additional 11kW power
- PS 08** Additional 14kW power
- PS 09** Additional 19kW power

\* Only if the connection is already included in your stand.

### CONNECTIONS

- CO 01** 3 Socket adaptor
- CO 02** 10A/16A socket with earth on edge of stand, less than 3m from cabinet
- CO 03** 10A/16A socket with earth on edge of stand, over 3m from cabinet

### LIGHTING

- EC 01** 75W spotlight on bracket
- EC 02** 150W halogen spotlight on bracket
- EC 03** Track fitted with 3 x 75W spotlights



**Example 1 :** 20 x 150W spot lights require a 20 x 150W connection = 3000W or 3kW

**Example 2:** 140L fridge requires a 1000W (1KW) connection



**VAT note:** in accordance with European legislation, Société d'Exploitation de l'Acropolis de NICE must invoice services inclusive of VAT to all companies, whether French or foreign.



# Water

## Exhibitor \* guide

### CONNECTIONS

#### **BE 01** Water connections & connection of your sink

- Water supply: pipe (15 x 21 diameter) with female connection (20 x 27 or  $\frac{3}{4}$  diameter).
- Water waste: pipe (32mm diameter) with connector (49mm or  $\frac{1}{2}$  diameter).

#### **BE 02** Water connection with waste & sink hire

Sink dimensions: (L X H X D) = 90 x 80 x 60cm

#### **BE 03** Connection of other appliances

**N.B:** tell us what type of appliance you wish to connect on your order form



#### **Important, please consult us:**

- N.B. certain locations cannot be supplied.
- Must consult us at the start of your project so that we indicate to you:
  - Feasibility of your request
  - Any extra cost depending on the location
- A floor with a minimum space of 5 cm shall be required to cover the necessary pipework.
- All water connection relocation shall be invoiced.

**VAT note:** in accordance with European legislation, Société d'Exploitation de l'Acropolis de NICE must invoice services inclusive of VAT to all companies, whether French or foreign.

# Exhibitor \* guide

## Get connected!

### TELEPHONE/ FAX

- TE 01** Hire of telephone with call package\*  
RTC analogue line
- TE 02** Hire of telephone line for bank card reader (TPE)
- TE 03** Basic Numéris 2 x 64 Kb/s connection \*\*  
or ISDN line
- TF 04** Fax hire with A4 paper on RTC analogue line

- TF 05** Reimbursable security deposit for Numéris unit loan
- TF 06** Reimbursable security deposit for fax loan

**Security deposit paid by non-cashed cheque, separate from the rest of the payment.**

\* Consumption in excess of this amount shall be invoiced at 40% over TELECOM rate.

\*\* Consumption shall be invoiced at 40% over TELECOM rate.

**Comments:** Exceeding of telephone credit shall be invoiced extra at the end of the event. Any unused credit shall not be reimbursed.

**NB:** lines are auto-switched, passing via the Nice Acropolis switchboard. This means that they may be incompatible with certain IT equipment. Consult us where necessary.



### INTERNET CONNECTIONS

**WIRE CONNECTION (symmetrical and guaranteed on RJ 45)**  
**Wireless is available (for free)**

|                          | 1 TO 2-DAY PACKAGE | 3-DAY PACKAGE | 4 TO 5-DAY PACKAGE |
|--------------------------|--------------------|---------------|--------------------|
| <b>IA</b> 512 Kb per sec | <b>IA 01</b>       | <b>IA 02</b>  | <b>IA 03</b>       |
| <b>IB</b> 1 Mb per sec   | <b>IB 01</b>       | <b>IB 02</b>  | <b>IB 03</b>       |
| <b>IC</b> 2 Mb per sec   | <b>IC 01</b>       | <b>IC 02</b>  | <b>IC 03</b>       |

**N.B.:** connection is only valid for 1 computer. Additional IP addresses will be required if several computers are connected.

- IW01** Extra connection  
(Fixed rate regardless of length of trade show)

#### Notes:

Parameterisation and technical assistance during the event is included. Speed is guaranteed as far as the Acropolis access point (RJ45 connection point) We shall not be liable for distortion caused by your active equipment.  
Speeds over 2 Mb per sec: price on application.  
Wired or WIFI network creation: price on application.

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## Stand technology

### AUDIOVISUAL EQUIPMENT - SCREEN HIRE

|   | 1 TO 2-DAY PACKAGE | 3-DAY PACKAGE | 4 TO 5-DAY PACKAGE |
|---|--------------------|---------------|--------------------|
| <b>AB</b> 42" 16/9 plasma screen<br>Video - IT  | <b>AB 01</b>       | <b>AB 02</b>  | <b>AB 03</b>       |
| <b>AC</b> 50" 16/9 plasma screen<br>Video - IT  | <b>AC 01</b>       | <b>AC 02</b>  | <b>AC 03</b>       |
| <b>AD</b> 60" 16/9 plasma screen<br>Video - IT  | <b>AD 01</b>       | <b>AD 02</b>  | <b>AD 03</b>       |
| Choice of screen stands:<br>(specify on order form).  |                    |               |                    |
| <b>AE</b> - On special stand (height 1.50m)   | <b>AE 01</b>       | <b>AE 02</b>  | <b>AE 03</b>       |
| <b>AF</b> - Mounted on partition*, installation suppl.<br>- On item of furniture (not supplied) | <b>AF 01</b>       | <b>AF 01</b>  | <b>AF 01</b>       |

For longer than 5 days, please contact us.



**N.B.:** \*Does not fit on Société d'Exploitation de l'Acropolis de NICE modular stands. Requires a stable partition to drill 2 to 4 holes.

### AUDIOVISUAL EQUIPMENT - OTHER HIRE

|   | 1 TO 2-DAY PACKAGE | 3-DAY PACKAGE | 4 TO 5-DAY PACKAGE |
|---|--------------------|---------------|--------------------|
| <b>AG</b> DVD player (video screening)  | <b>AG 01</b>       | <b>AG 02</b>  | <b>AG 03</b>       |
| <b>AH</b> Sound system on stand<br>(one microphone with flex +<br>2 speakers) | <b>AH 01</b>       | <b>AH 02</b>  | <b>AH 03</b>       |
| <b>AI</b> 25000 Lumens LCD video<br>projector with 1.60m screen               | <b>AI 01</b>       | <b>AI 02</b>  | <b>AI 03</b>       |
| Other audiovisual equipment   | Contact us         |               |                    |

For longer than 5 days, please contact us.

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## Stand technology

### COMPUTER HIRE

|   | 1 TO 2-DAY PACKAGE | 3-DAY PACKAGE | 4 TO 5-DAY PACKAGE |
|---|--------------------|---------------|--------------------|
| <b>OA</b> PC CORE 2 DUO COMPUTER<br>2Gb DDR - 160 Gb -17" LCD SCREEN<br>french or english keyboard (to specify on your order form)          | <b>OA 01</b>       | <b>OA 02</b>  | <b>OA 03</b>       |
| <b>OB</b> PC CORE 2 DUO PORTABLE COMPUTER<br>2Gb DDR - 160 Gb -15" LCD SCREEN<br>french or english keyboard (to specify on your order form) | <b>OB 01</b>       | <b>OB 02</b>  | <b>OB 03</b>       |
| <b>OC</b> MAC COMPUTER -20" LCD SCREEN<br>french or english keyboard (to specify on your order form)  | <b>OC 01</b>       | <b>OC 02</b>  | <b>OC 03</b>       |

For longer than 5 days, please contact us.

We can provide installations and equipment suited to your requirements. Price on application.



#### N.B.;

- Rates are based on delivery the day before.
- On site installation and maintenance included.
- Please consult us for any other equipment and configuration.

### PRINTER HIRE

|  | 1 TO 2-DAY PACKAGE | 3 -DAY PACKAGE | 4 TO 5-DAY PACKAGE |
|--|--------------------|----------------|--------------------|
| <b>PA</b> Black and white 26 ppm A4 laser printer                          | <b>PA 01</b>       | <b>PA 02</b>   | <b>PA 03</b>       |
| <b>PB</b> Colour 22 ppm A4 laser printer<br>1 000 pages allowance included | <b>PB 01</b>       | <b>PB 02</b>   | <b>PB 03</b>       |

For longer than 5 days, please contact us.

### MONITOR HIRE

|   | 1 TO 2-DAY PACKAGE | 3-DAY PACKAGE | 4 TO 5-DAY PACKAGE |
|---|--------------------|---------------|--------------------|
| <b>SA</b> 17" LCD Monitor                                       | <b>SA 01</b>       | <b>SA 02</b>  | <b>SA 03</b>       |
| <b>SB</b> 19" LCD Monitor                                       | <b>SB 01</b>       | <b>SB 02</b>  | <b>SB 03</b>       |
| <b>SC</b> 32" LCD Monitor 16/9 format<br>for computer and video | <b>SC 01</b>       | <b>SC 02</b>  | <b>SC 03</b>       |

For longer than 5 days, please contact us.

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# Exhibitor \* guide

## Available services

### STAFF

**N.B: MINIMUM 4 HOUR SERVICE.**

#### HANDLER

**MA 01** Handler - daytime hours (6 am to 9 pm)

#### SECURITY GUARD

**AS 01** Security guard from Monday to Saturday - daytime hours (8 am to 9 pm)

**AS 02** Security guard from Monday to Sunday - night-time hours (9 pm à 6 am)

**AS 05** Security guard Sunday - daytime hours (6 am to 9 pm)

#### DOG HANDLER

**MC 01** Dog handler from Monday to Saturday - daytime hours (6 am to 9 pm)

**MC 02** Dog handler from Monday to Sunday - night-time (9 pm to 6 am)

**MC 04** Dog handler on Sunday - daytime hours (6 am to 9 pm)



All services performed between 10pm and 6am shall be subject to a surcharge. Price on application.

Please provide the following details on your order form:

- Times & dates
- Assignment and tasks to be performed

Please contact us for handler working hours  
**AFTER MIDNIGHT OR ON BANK HOLIDAYS.**

Consult us for an **ENGLISH-speaking handler or a security agent.**  
**OTHER PERSONNEL: please consult us.**

### STAND CLEANING

**NS 01** Daily stand cleaning (floor)

Tidying up prior to event opening. Please contact us for details.

Specific cleaning (furniture, partitions, etc...). Please contact us for details.

Intermediate cleaning during the day. Please contact us for details.

### WASTE REMOVAL

**BM 01** Skip hire with waste removal. Please contact us for details.

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# Decorative plants

## Exhibitor \* guide

### TUBS

- VB 01** Square or round plant tub hire - 0.40m x 0.40m  
4 plants H 0.30m to 1.20 m
- VB 02** Rectangular tub hire - 1m x 0.40m  
8 plants H 0.40m x 1.20m
- VB 03** Plant hire jardiniere 4 plants: H 0.30m to 0.60m
- VB 04** Desk bowl display hire - 3 flowering plants diam. 25 cm, H 35cm



### SINGLE PLANTS

- VP 01** Tall plant hire - 0.60 m to 0.80m
- VP 02** Tall plant hire - 1.00 m to 1.20 m
- VP 03** Tall plant hire - 1.40 m to 1.60 m
- VP 04** Plant hire: kentia palm - 1.80m to 2.00m tall
- VP 05** Plant hire: kentia palm - 2.00m to 2.50m tall
- VP 06** Plant hire: weeping fig - 1.80m to 2.00m tall
- VP 07** Plant hire: weeping fig - 2.2m to 2.50m tall



### SINGLE FLOWERING PLANTS

- VF 01** Flowering plant hire
- VF 02** Orchid hire
- Other flowers (Please contact us for details)



### SHRUBS

- VA 01** Plant hire: succulent - 1.20m to 1.60m tall
- VA 02** Plant hire: standard baytree - 1.20m to 1.60m tall
- VA 03** Plant hire: standard boxtree - 1.20m to 1.60m tall
- VA 04** Plant hire: olive tree - 2.00m to 2.50m tall
- VA 05** Plant hire: robellini palm - 2.00m to 2.50m tall
- Other trees (Please contact us for details)



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# Exhibitor food & beverages

## Exhibitor guide

### COFFEE & TEA

Name

- FN 01** Thermos flask of Coffee (1 litre)
- FN 02** Thermos flask of Tea (1 litre)
- FN 37** Coffee machine doses - 50 dose package with glasses and sugar
- FN 38** 50-dose expresso coffee machine, sugar & glasses (max 5 days)
- FN 39** 40 milk doses

### BAR

Name

- FN 40** Coca Cola/light 50 cl
- FN 04** Perrier Sparkling water 33 cl
- FN 05** Bottle Evian mineral water 50 cl
- FN 06** Minute Maid Orange 33 cl
- FN 07** Orangina soda 33 cl
- FN 41** Fanta/Sprite/Tonic 50 cl
- FN 42** Perrier Sparkling water/Evian mineral water 1 l
- FN 09** Pack of 12 cans Heineken beer\* 33 cl
- FN 10** Pack of 12 cans Kronenbourg « 1664 » beer\* 33 cl
- FN 11** Bottle of « Côtes de Provence » wine\* 75 cl (white/red/rose)
- FN 12** Bottle of Bordeaux wine\* 75 cl
- FN 13** Bottle of champagne brut\* 75 cl
- FN 14** Bottle of champagne Pommery\* 75 cl
- FN 15** Bottle of Single Malt\* whisky 75 cl

\* VAT at 19.6 % for alcohols

### ACCESSORIES

Name

- FN 16** 200 paper napkins
- FN 17** 50 plastic glasses
- FN 18** 10 plastic champagne glasses
- FN 20** Water fountain (19 l)
- FN 21** 5-hour service package

### SNACKS

Name

- FN 22** 1kg of peanuts
- FN 23** Pack of plain crisps (4 packets)
- FN 43** Fruit tray (15 pax)
- FN 25** Surprise cheese party bread (36 pieces)
- FN 26** Surprise cold cuts party bread (36 pieces)
- FN 27** Mini club sandwiches (24 pieces)
- FN 28** Prestige hors d'œuvre platter (48 pieces)
- FN 29** Mini French pastries assortment (25 pieces)
- FN 30** Assorted macaroons (50 pieces)
- FN 45** Assorted mini sweet cakes (57 pieces)
- FN 44** Fruit kebab



### SMALL COCKTAIL

Name

- FN 46** Aperitif package: white wine (1 bottle for 5) - including glasses
- FN 47** Aperitif package: champagne (1 bottle for 5) - including glasses
- FN 34** MINI BAR package: 6 cokes, 6 Perrier, 6 Minute Maid, 6 Evian, chips & peanuts, 50 napkins & glasses
- FN 48** MAXI BAR package: 2 bottles of champagne (1bottle for 5, included glasses)

**VAT note:** in accordance with European legislation, Société d'Exploitation de l'Acropolis de NICE must invoice services inclusive of VAT to all companies, whether French or foreign.

**1 ORDER PER DAY**  
**minimum 80€**  
VAT excluded

**Exhibitor orders**  
**must be placed 96 hours**  
**prior to delivery.**

**ONLY FULLY PAID**  
**ORDERS WILL BE**  
**DELIVERED. NO GOODS**  
**WILL BE TAKEN BACK**  
**OR EXCHANGED.**



# Exhibitor Guide

**Please return to us**

- Order forms
- Safety forms

**TISSUE WORLD 2011**

From 29<sup>th</sup> to 31<sup>th</sup> of March







# Exhibitor's food & beverage ordering sheet

Exhibitor  
guide

TISSUE WORLD 2011

**THIS ORDER FORM MUST BE RETURNED TOGETHER WITH THE PRICE LIST/ ORDER FORM TO THE FOLLOWING ADDRESS 96 HOURS BEFORE DELIVERY TO:**  
**SOCIÉTÉ D'EXPLOITATION DE L'ACROPOLIS DE NICE**  
**FOOD AND BEVERAGES - 1 Esplanade Kennedy BP4083 - 06302 NICE CEDEX 4**  
**CONTACT : M. JOURDAN GASSIN DIRECTEUR FNB AND SERVICES**  
Tel. : +33(0)4 93 92 83 15 - Fax : +33(0)4 93 92 83 48  
E-mail : mathieu.jourdangassin@nice-acropolis.com

Order deadline

February, 28<sup>th</sup>

96 HOURS  
BEFORE DELIVERY

**F&B delivery co-ordinator:**  
**Christophe Maggi – Tel. +33(0)4 93 92 83 12 - Fax@+33(0)4 93 92 83 48**  
E-mail: christophe.maggi@nice-acropolis.com

Event Name: TISSUE WORLD 2011

Stand Name: \_\_\_\_\_ Stand N°: \_\_\_\_\_

## CONTACTS

### DOSSIER PREPARATION & TRACKING CONTACT

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Tel.: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

### STAND MANAGER ON SITE

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Tel.: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

### STAND DESIGNER

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Tel.: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

## INVOICING ADDRESS

Company name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_ Town: \_\_\_\_\_ Country: \_\_\_\_\_  
Company Siret N° (French companies): \_\_\_\_\_  
OR Intra-community VAT N° (European companies): \_\_\_\_\_

## SIGNATORY

Name: \_\_\_\_\_  
Job title: \_\_\_\_\_ Date: \_\_\_\_\_

Signature\* & stamp

\* Signature confirms full, unreserved acceptance of the general terms and conditions of hire and sale, the client acknowledging that it receipt and cognisance of the latter.

### TISSUE WORLD 2011

Event Name: TISSUE WORLD 2011

Stand Name: \_\_\_\_\_

Stand N°: \_\_\_\_\_  
(if known)

**MUST BE RETURNED TO: Société d'Exploitation de l'Acropolis de NICE**  
**DIRECTION TECHNIQUE - 1 Esplanade Kennedy - BP 4083 - 06302 NICE CEDEX 4**  
**Tel: +33(0)4 93 92 82 00 - Fax: +33(0)4 93 92 82 55**

**MUST BE  
RETURNED TO US**

#### COMPANY

Company name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Stand manager: \_\_\_\_\_  
Job title: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Return deadline

January, 28<sup>th</sup>

#### STAND DESIGNER / DECORATOR

Company name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Stand manager: \_\_\_\_\_  
Job title: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

This safety form is **MANDATORY** for **ALL** exhibitors

- **Working equipment declaration:** if you have nothing to declare, simply tick the corresponding box.
- **Electrical conformity certificate:** tick the box corresponding to your situation.
- **Working equipment & use of fuel request**
- **Stand authorisation request:** upper level / full ceiling / canopy
- **Safety questionnaire:** to be completed only for stand materials provided by you (materials, furniture, construction materials...). Do not complete for fittings or furniture supplied by the Société d'Exploitation de l'Acropolis de Nice. If you have nothing to declare, simply tick the corresponding box. Please return the materials certificates to us with this form.
- **Customised stands:** please provide us with your project plans for approval by our security manager.
- **Marquee erection certificate**

Stand surface area: \_\_\_\_\_ m<sup>2</sup>

- We will be providing and assembling our own stand.  We have chosen the classic Shell scheme package.
- No floor  Floor area \_\_\_\_\_ m<sup>2</sup>

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Job title: \_\_\_\_\_

Signature: \_\_\_\_\_

Company stamp

Safety manager's signature

### TISSUE WORLD 2011

Event Name: TISSUE WORLD 2011

Stand Name: \_\_\_\_\_ Stand N°: \_\_\_\_\_  
(if known)

### WORKING EQUIPMENT DECLARATION

**MUST BE  
RETURNED TO US**

I HEREBY DECLARE THAT I HAVE NOT BROUGHT IN OR  
WILL NOT BE USING ANY APPARATUS OR PRODUCT REQUIRING THIS FORM TO BE COMPLETED

### SPECIFIC RISKS

Electrical energy source > 100KVA:  
Inflammable liquids (other than car petrol tanks):

Type: \_\_\_\_\_ Quantity: \_\_\_\_\_  
Mode of use: \_\_\_\_\_

### RISKS REQUIRING AN AUTHORISATION REQUEST OR A SPECIAL DECLARATION:

**N.B.:** If you plan to use an item of equipment featured in this heading, please refer to the chapter devoted to it in the "FIRE SAFETY" section of the event schedule of conditions.

Thermal or combustion engines: \_\_\_\_\_  
Smoke generators: \_\_\_\_\_  
Liquid gas (acetylene, oxygen, hydrogen, etc.):  
Type: \_\_\_\_\_ Quantity: \_\_\_\_\_  
Radio-active source: \_\_\_\_\_  
X ray emitter: \_\_\_\_\_  
Laser: \_\_\_\_\_

**N.B.:** The authorities' decisions concerning authorisation requests shall be notified to the exhibitor by the organiser.

### TYPE OF EQUIPMENT OR APPLIANCE INVOLVED IN WORKING PRESENTATION

**N.B.:** Equipment presented as part of working displays must either feature fixed screens or housing that keep all dangerous parts out of the reach of the general public, or everything must be positioned at least one metre back from the general circulation routes.

**Demonstrations are performed wholly at the exhibitor's liability.**

### ELECTRICAL CONFORMITY CERTIFICATE

- I am using a classic modular stand.
- I hereby declare that I will not be performing any electrical installation work.
- I hereby declare that the electrical installation work on this stand has been performed by competent personnel in compliance with regulations and that the equipment used complies with existing norms in public establishments.

## TISSUE WORLD 2011

Event Name: TISSUE WORLD 2011

Stand Name: \_\_\_\_\_ Stand N<sup>o</sup>: \_\_\_\_\_  
(if known)

### AUTHORISATION REQUEST: WORKING EQUIPMENT & FUEL USE

Exhibitors with working equipment on their stand and/or using a fuel defined in **article T8** (« Exhibitor & stand hire party obligations ») must submit an authorisation request to use this type of equipment.

MUST BE  
RETURNED TO US

#### Summary description of the equipment:

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### STAND AUTHORISATION REQUEST: UPPER LEVEL / FULL CEILING / CANOPY

All stands with a full ceiling (including brushed cotton type canopies), as defined in **articles T22 and T23** must be the object of a MANDATORY authorisation request using this form. Requests shall be processed on a first come, first served basis and shall take into account measures already taken for general installation.

**Mandatory documents to enclose with this request:** 1 stand installation plan, calculation memos and certificates for materials used.

**COMMENT:** « net » and sprinkler-certified canopies do not fall under this category.

Stand surface area: \_\_\_\_\_

Upper level surface area: \_\_\_\_\_

Full ceiling surface area: \_\_\_\_\_

Type of material used: \_\_\_\_\_

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**NB: Acceptance is subject to safety commission consent, complementary measures may be requested at the exhibitor's expense**

## TISSUE WORLD 2011

Event Name: TISSUE WORLD 2011

Stand Name: \_\_\_\_\_

Stand N°: \_\_\_\_\_  
(if known)

### SAFETY QUESTIONNAIRE

**MUST BE  
RETURNED TO US**

I HEREBY DECLARE THAT I HAVE NOT BROUGHT IN ANY ITEMS THAT REQUIRE THIS TABLE TO BE COMPLETED.

| Materials   | Plan location Ref. | Thickness in mm | Description / commercial brand | REQUIREMENT   | Classification |                                |
|---|--------------------|-----------------|--------------------------------|---|----------------|--------------------------------|
|   |                    |                 |                                |   | Planned        | Laboratory: certificate number |
| <b>FRAMEWORK</b>  |                    |                 |                                | <b>M3</b>   |                |                                |
| <b>PARTITIONS</b><br>Hard wood<br>Soft wood<br>Laminate<br>Chipboard<br>Melamine-coated |                    |                 |                                | <b>M3</b><br>Thicknesses:<br>14 mm<br>18 mm<br>18 mm<br>18 mm<br>7 or 8 mm              |                |                                |
| <b>PARTITION COVERINGS</b>  |                    |                 |                                | <b>M2</b>   |                |                                |
| <b>FLOOR COVERINGS</b><br><br>Carpet (floor)<br>Carpet (podium or platform)             |                    |                 |                                | <b>M4</b><br><b>M3</b>  |                |                                |
| <b>CEILING</b><br><br>Canopy  |                    |                 |                                | <b>M1</b><br><br>Permeable to smoke   |                |                                |
| <b>PLASTIC MATERIALS</b>  |                    |                 |                                | <b>M2</b>   |                |                                |
| <b>PAINTS</b>   |                    |                 |                                | <b>Water-based</b>  |                |                                |
| <b>DECORATIVE ELEMENTS</b><br><br>Hangings<br>Curtains<br>Nets<br>Relief elements       |                    |                 |                                | <b>M2</b>   |                |                                |
| <b>TRANSPARENT OR TRANSCENT ELEMENTS</b>  |                    |                 |                                | <b>Glass:</b><br>toughened or laminate<br><br><b>PVC or polycarbonate:</b><br><b>M2</b> |                |                                |
| <b>FITTINGS &amp; FURNITURE</b><br><br>Artificial flowers                               |                    |                 |                                | <b>M3</b><br><br><b>M2</b>  |                |                                |

## TISSUE WORLD 2011

Event Name: TISSUE WORLD 2011

Stand Name: \_\_\_\_\_ Stand N°: \_\_\_\_\_  
(if known)

### MARQUEE ERECTION CERTIFICATE

MUST BE  
RETURNED TO US

COMPANY

Place: \_\_\_\_\_ Date: \_\_\_\_\_

Company name: \_\_\_\_\_

Company address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, the undersigned (family name, first name): \_\_\_\_\_

Job title or function in the company: \_\_\_\_\_

Do hereby certify that the marquee:

- Assembly corresponds to manufacturer's requirements
- Assembly and equipment comply with safety register requirements
- Is weighted down to withstand a minimum wind speed of 90 km per hr

Safety register N° \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Erection performed for: \_\_\_\_\_

Stand N° \_\_\_\_\_

Operator: \_\_\_\_\_

Job title or function: \_\_\_\_\_

Signature:

Company stamp